

ATTENTION!!!

This is the translation of the original call for application issued by the University of Rome Tor Vergata.

This document is provided to facilitate the application of non-Italian native speaking candidates, but the official call for application remains the Italian version of the documents.

In case of doubts or confirmation of the information in the current paper, please refer to the Italian (original) version.

FACULTY OF ECONOMICS

Department of Economics and Finance

Department of Management and Law

CALL FOR APPLICATION

FOR ADMISSION TO THE BACHELOR

IN “**BUSINESS ADMINISTRATION AND ECONOMICS**” (BAE) (English language)

Class L-18 Economics and business management & L-33 Economics

A.Y. 2023/2024

Summary

ART. 1 - Available positions and selection rounds

ART. 2 - Requirements for participation in the selection

ART. 3 - Admission procedure and methods of participation in the selection

ART. 4 - Selection methods and evaluation criteria

ART. 5 - Appointment of the Commission in charge of the selection and of the person in charge of the procedure

ART. 6 - Ranking

ART. 7 - Pre-enrolment procedure (FIRST SELECTION ROUND)

ART. 8 - Enrolment procedure

ART. 9 - Course transfers and abbreviations

ART. 10 - Payment of tuition fees and university fees

ART. 11 - Candidates with a foreign qualification and international candidates residing abroad and applying for a visa

ART. 12 - Students with disabilities or with specific learning disabilities

ART. 13 - Processing of personal data

ART. 14 - Further information

Prot. n. 11617 of 02/03/2023 - Decree 604/2023

ART. 1 - Available positions and selection rounds

For the academic year 2023/2024 the University of Rome "Tor Vergata" (Department of Economics and Finance and Department of Management and Law) calls the selection of **200 positions** (two hundred positions) for admission to the first year of the bachelor in "Business Administration and Economics" (Class L-18 Sciences of Economics and Business Management & L-33 Economics) taught in English and divided as follows:

a) **195** places for Italian citizens, EU citizens and legally non-EU citizens

residing in Italy, pursuant to law n.189/2002 art. 26;

b) **4** places reserved for non-EU citizens residing abroad and applying for a visa;

c) **1** place reserved - as part of the "University in prison" project - for people subjected to measures restricting their personal freedom in accordance with the provisions of the University agreement.

(*) The number of places is established pursuant to art. 2 of the law 02/08/1999 n.264.

This call for application is subject to the rules established by the decree of the Ministry of Education, University and Research n. 6 dated 7/1/2019 concerning the accreditation of study courses and subsequent amendments.

The selection will take place in **TWO ROUNDS** and the total number of positions available is divided as follows:

- **FIRST ROUND** of selection: **150 positions** (of which **4 positions** are reserved for non-EU students resident abroad, visa applicants, and **1 position** reserved for the "University in prison" project);
- **SECOND ROUND** of selection: **50 positions** (only for EU and non-EU students already legally residing in Italy, therefore not applying for a visa), in addition to any position available at the end of the first round.

PLEASE NOTE: NON-EU STUDENTS RESIDING ABROAD REQUESTING A VISA CAN APPLY ONLY IN THE FIRST SELECTION ROUND.

- **Extraordinary Selection (if any)**

If there are positions available at the end of the ordinary selections, the Faculty of Economics may approve the activation of an extraordinary selection, with a specific notice, which will indicate the number of positions still available and how this selection works. The notice will be published on the University website > educational offer and on that of the Faculty of Economics.

ART. 2 - Requirements for participation in the selection

The application to the present call is allowed to:

- 1) Italian citizens
- 2) EU citizens
- 3) non-EU citizens legally residing in Italy pursuant to art. 26 of the law n. 189/2002
- 4) foreign/international citizens applying for a visa

All the applicants must be in possession of a **secondary school diploma** issued by Italian institutions recognized as suitable according to the legislation in force in Italy for admission to degree courses or a foreign qualification always considered valid for admission to university courses activated at Italian universities (see art. 11).

Moreover, the application is allowed to **students enrolled in the last year of Italian upper secondary education institutions**, or in the last year of a non-Italian upper secondary education institution that awards a qualification considered valid for admission to university courses activated at Italian universities, which expect to obtain the qualification by the enrolment dates set for the selection round in which they participate.

ART. 3 - Admission procedure and methods of participation in the selection

To participate in the selection referred to in this call, candidates, in possession of the requirements referred to in Article 2, **must compulsorily implement the procedure indicated below**, under penalty of exclusion from the competition, in the periods:

- From **8 March 2023 to 4 May 2023** (FIRST ROUND of selection);
- From **18 May 2023 to 15 July 2023** (SECOND ROUND of selection).

Procedure for participation in the selection:

1. Connect to the online services site: <http://delphi.uniroma2.it>
2. Select Student Area and type KEY 1 “registration for admission tests” (“iscrizione alle prove di ammissione”) > “fill the application” (“compila la domanda”) > “Faculty of Economics” (Facoltà di Economia) and select the chosen course code (T16 or T17). Code

T16 identifies the curriculum in “Business Administration”, while the code T17 identifies the curriculum in “Economics”. It is possible to apply exclusively for one of the two curricula. It is specified that this choice at the current time of submission of the application will not be binding, as it can be modified by the student upon enrolment in the third year.

Italian, EU and non-EU students legally residing in Italy must select the corresponding category;

International students residing abroad applying for a visa will have to select instead "foreign citizens residing abroad without a tax code" ("cittadini stranieri residenti all'estero privi di codice fiscale")

3. Fill in the application by entering all the required data (N.B. enter the full "name" and "surname" as reported in the passport/ID document);

At the end of the procedure, the system will produce the application form and a payment slip bearing the CTRL code; N.B: The Italian Tax Code will also be provided in the application for non-resident international students.

4. Print the application (to be kept) and the slip of Euro 30.00 for the participation fee for the selection;

5. Pay the due participation fee which can be paid through the "PagoPa system", a method that allows payment to be made through a plurality of channels, physical or online.

Further information on payment methods is available at the following link:

<https://studenti.uniroma2.it/pagamento/>;

The data entered, and the attachments uploaded within the application form can be modified back to the DELPHI system:

<https://delphi.uniroma2.it/totem/jsp/index.jsp> and selecting "Student Area" ("Area Studenti")> 1. "Registration to the admission tests" ("Iscrizione alle prove di ammissione")> b. "You have already completed the application, edit Application" ("Hai già compilato la domanda, modifica Domanda").

6. Connect again to the online services site <http://delphi.uniroma2.it/> Select "Student Area" Students, Button 1 "registration for admission tests" > button b "You have already completed the application" > enter the requested data and proceed to validate the payment.

A **protocol number** (with which it will be possible to view your position in the final ranking of the selection) will be assigned to each candidate at the same time as the this validation.

Once the payment has been validated, it will no longer be possible to make any changes to the question about delphi.

7. Send a copy of the application form made on the Delphi University online services website (with any attachments) directly to the email address of the BAE Degree Course (bae@economia.uniroma2.it) indicating in the subject "BAE Selection 2023-24.

PLEASE NOTE:

o **It is absolutely essential** to be able to participate in the selection, to make both (a) the **payment** that the online **validation of the payment** within the indicated deadline, as well as

(b) the **email sending of the copy of the application** made on the Delphi University online services website;

Submitting the application by only one of the two channels (Delphi / email) it will be considered as incomplete and the candidate will be excluded from the evaluation. Both submissions must be made within aforementioned terms.

o The contribution of **Euro 30.00** for participation in the selection tests is **non-refundable** to anyone title.

o The aforementioned contribution is not due by students with a disability equal to or greater than 66% or with a recognized disability pursuant to art. 3 paragraphs 1 and 3 of the Law of 5 February 1992 n. 104 (the condition of disability must be indicated in the application for participation in the competition).

These candidates, who are exempt from paying the test participation fee, must:

however, validate the application using the CTRL and AUTH codes present on it and assigned automatically by the computer system. The University reserves the right to check the truthfulness of the statements made under penalty of exclusion from access to courses.

In the application to participate in the selection referred to in this article, the candidate must also:

(a) indicate the e-mail address to which you intend to receive communications relating to the selection (preferably use a PERSONAL e-mail address that contains at least part of your name or surname);

(b) attach a copy of your passport or a valid identity document in pdf format.

The Name and Surname entered when completing the application form must be the exactly the same of those shown in the passport/identity document;

(c) attach, only for non-EU students already residing in Italy, a copy of the valid residence permit (VISA);

(d) declare, if the educational qualification referred in article 2 of the announcement (Higher Secondary Education Diploma) is possessed at the time of submitting the application, also indicating the final grade achieved;

(e) attach a pdf copy. of the CV, according to the format attached to this notice, as well as any other attachments referring to the contents of the CV itself. Curriculum vitae sent in different formats NOT will be considered.

PLEASE NOTE: Pursuant to the D.P.R. 445/2000, can make use of **self-certification**, in addition to citizens Italians, also EU citizens and citizens of non-EU countries, legally residing in Italy, limited to personal qualities and facts certifiable or attestable by Italian public subjects (articles 46 and 47 of Presidential Decree 445/2000).

The University reserves the right to check the truthfulness of the statements made, under penalty of exclusion from access to the course.

In any case, at the time of enrolment, as explained in art. 11 of this announcement, all candidates with a foreign qualification must submit the certificate of comparability issued by CIMEA for the final secondary school qualification (which can be requested online at the following link:

<https://cimea.diplome.eu/torvergata/#/auth/login> , or the Declaration of value with the final secondary school qualification accompanied by an official translation into Italian, legalization or “apostille” stamp, by of the competent Italian diplomatic representation for the territory. It should be noted that, if the Declaration of Value with legalized translation of the final qualification is presented, the University reserves the right to request additional documentation.

PLEASE NOTE

o **It is possible to participate in all the selection rounds (*) by submitting a specific application for participation for each of them, following the procedure set out in this article.**

(*) **International students** residing abroad and applying for a visa, as mentioned above, can **apply only in the first round of selection**, in order to allow effective enrolment in the Degree Course referred to in this Call, subject to receipt of the visa (see art.10), as required by the MUR regulation which can be consulted on the website: <http://www.studiare-in-italia.it/studentistranieri/>

It is necessary to resubmit the application to participate in the next round of selection and be included in the ranking, in the following cases:

- candidate who took part in the first round but was "eligible non-winner" (“idoneo non vincitore”) or "non-eligible" (“non idoneo”).

"Eligible non-winner" means a candidate who has obtained at least 15 points from the evaluation of the CV and at least 15 points in the oral interview, but which is positioned in ranking beyond the number of positions available. For "not suitable" please refer to the following art.4.

- candidate who, despite being a winner, has not formally regularized the enrolment.

□ In this case, it is not necessary to modify the CV; it is however possible to modify the data of the CV for update of the same. As indicated in the following article, it is not possible to repeat the oral interview.

ART. 4 - Methods of selection and evaluation criteria

For all rounds of the selection, the selection of candidates is aimed at ascertaining the adequate initial preparation of the candidate (pursuant to article 6, paragraph 1, of Ministerial Decree 270/2004).

The selection will take place through two stages of evaluation:

o Curriculum Vitae evaluation

The first concerns the curricular evaluation on the basis of the information contained in the scheme Curriculum Vitae attached to this announcement (henceforth "CV"), concerning the candidate's academic career and any extra-curricular training experiences. This first phase of the evaluation will award a maximum of **50 points**.

o Oral interview

The second moment of evaluation consists of an oral interview with the candidate aimed at (1) verifying the candidate's maturity, (2) verifying aspects of general culture, on the basis of the upper secondary school programs, (3) ascertaining the predisposition for the disciplines covered by the course of study, (4) knowledge of the English language (according to the reference framework of the Council of Europe "level B2"), (5) knowledge of mathematics, logic, and text comprehension. This second stage will award a maximum of **50 points**.

In order to facilitate the work of the examining commission, CV evaluations and oral interviews may also take place before the deadline for submitting applications.

The indications of the day, time and place in which the candidates will be invited to carry out the oral interview will be communicated by email to the address communicated in the application for participation in the selection, with at least 48 hours' notice. The risk of any malfunctioning of the candidate's e-mail account remains the responsibility of the latter. In the case of remote connection, it is the candidate's responsibility to ensure the availability and functioning of the required hardware (PC, webcam, audio), the required software and a reliable internet connection. Candidates who do not show up within the deadlines set out in the exam calendar or who do not guarantee a stable video connection throughout the oral interview, if this takes place remotely, will be excluded from the final ranking.

Suitable/Eligible and unsuitable/Ineligible candidates

Applicants who obtain a CV assessment score of less than 15 and/or an oral interview score of less than 15 will be **ineligible**.

In other cases, the candidate will be considered **eligible/suitable** and the score with which he will be placed in the ranking will be given by the algebraic sum of the scores obtained in the two phases of the evaluation.

In the context of the two rounds of ordinary selection, non-suitable candidates will not be included in the ranking.

However, they will be able to resubmit the application for any round of extraordinary selection referred to in articles 1 and 6.

PLEASE NOTE: **It is not possible to repeat the oral interview**. Once the interview has been carried out the first time, it will not be possible to ask to take it again. Candidates who have taken the oral interview in the first round, but who are not successful, will only be able to improve the score relating to the evaluation of the CV, by submitting a new application to the selection of the next round, indicating - for example - additional training experiences gained in the period spent.

ART. 5 - Appointment of the Commission in charge of the selection and of the person in charge of the procedure

The Commission, in charge of the selection, is appointed by the Rector, with his own decree, on the proposal of the Board of the Faculty of Economics.

The person in charge of the administrative procedure is identified pursuant to art. 4 of law 241/90 in the person of Dr. Vincenzo Parisi.

ART. 6 - Ranking

For each round of standard selection, a ranking will be drawn up in which ONLY the candidates who have registered for that round of selection and who have obtained a score in the evaluation of the CV equal to or greater than 15 and a score in the evaluation through the interview will be included oral equal to or greater than 15 and the score with which it will be included in the ranking will be given by the algebraic sum of the scores obtained in the two phases of the evaluation.

RANKING FORMULATION CRITERIA - STANDARD SELECTIONS

In the first and in the second standard selections, only and exclusively candidates who have obtained a score in the evaluation of the CV equal to or greater than 15 and a score in the evaluation through oral interview equal to or greater are considered winners. to 15 for a total of 30 out of 100.

In the event of a tie, the candidate who obtained the highest score, in order in the oral interview, will prevail.

In the event of a further tie, the younger candidate will prevail.

PLEASE NOTE: ranking in previous selections is not relevant for the ranking of subsequent selections. Each selection is independent of the others.

The ranking will be published for each round of selection on the University website web.uniroma2.it > "educational offer" > "degree courses" > "Business Administration and Economics", as well as on the website of the Faculty of Economics <https://economia.uniroma2.it/>, and of the degree course in Business Administration and Economics (BAE) www.economia.uniroma2.it/bae.

The publication of the merit ranking will be valid for all legal purposes as a notification value. There will be no other forms of communication of the ranking.

The publication of the ranking for each single round of selection is scheduled for the following days:

Selection ROUNDS Ranking publication

FIRST round by May 18th, 2023

SECOND round by July 30th, 2023

PLEASE NOTE: There are no ranking changes (“scorrimenti”) for the two rounds of ordinary selection.

As already indicated in article 1 of this announcement, if at the end of the second round of selection, once the deadline for the enrolment of the winners has expired, there are still positions available, these will be assigned to candidates who have expressed their interest in enrolling by answering to the public notice calling for an extraordinary reserved selection, according to the terms and procedures indicated in the notice itself.

The notice, signed by the Dean of the Faculty of Economics (Department of Economics and Finance and Department of Management and Law), will be published on the Faculty of Economics website (<https://economia.uniroma2.it/>) at the same time as the publication of the second-round ranking.

Candidates who have submitted an application for one of the two rounds of standard selection provided for in this announcement will be able to participate in the extraordinary selection, participating in both of the two evaluation moments: evaluation of the CV and oral interview, within the deadlines set for the selection round for which they submitted their application.

Places will be assigned to these candidates according to the following criteria.

RANKING FORMULATION CRITERIA - EXTRAORDINARY SELECTIONS

In the extraordinary selections, only and exclusively candidates who have obtained a score in the evaluation of the CV equal to or greater than 15 and a score in the evaluation through the oral interview equal to or greater than 15 are considered winners for a total of 30 out of 100.

In the event of a tie, the candidate who obtained the highest score, in order in the oral interview, will prevail.

In the event of a further tie, the younger candidate will prevail.

However, if there are still positions left, these will be allocated to unsuitable/ineligible candidates, i.e. candidates who have obtained a CV assessment score of less than 15 and/or an oral interview score of less than 15.

In the event of a tie, the candidate who obtained the highest score, in order in the oral interview, will prevail.

In the event of a further tie, the younger candidate will prevail.

These unsuitable/ineligible candidates will be able to enrol, but with the attribution of an **educational obligation supplementary (OFA)** which must be completed within the first year of the course. For further information on OFAs and on how to fulfil them, it is possible to consult the website of the BAE Degree Course and/or contact the teaching secretariat of the Course itself (art. 14).

ART. 7 - Pre-enrolment procedure (FIRST SELECTION ROUND)

The successful candidates of the competition relating to the FIRST round of selection (*) must compulsorily carry out the following pre-enrolment procedure no later than May 31st, 2023:

1. Connect to the University online services website: <http://delphi.uniroma2.it> ;
2. Select Student Area > Key 2 > "pre-enrolment" > key a > "fill in the application" > select the Faculty and course of study of interest, enter the required data and follow the instructions reported;
3. **Pay the pre-enrolment fee of €156.00.**
4. Payment must be made through the PagoPa system (method that allows make the payment through a plurality of channels, physical or online. Learn more about payment methods are available at the following link: <http://studenti.uniroma2.it/pagamento/>);
5. Carefully keep the CTRL identification code, issued by the pre-enrolment procedure, which together with the ITALIAN TAX CODE, will allow you to recover the data entered to proceed directly with enrolment.

PLEASE NOTE: Those who do not carry out all the formalities required within the indicated terms will be considered withdrawn and the vacant places will be reassigned in the following rounds of selection.

(*) The pre-enrolment procedure is foreseen only for candidates participating in the FIRST round of selection, as they do not yet have a secondary school diploma or other qualification obtained abroad, recognized as suitable according to current legislation, essential qualification for enrolment

ART. 8 - Enrolment procedure

The successful candidates of the selection of all the selection rounds must compulsorily carry out the enrolment procedure by following the instructions in the link

<https://studenti.uniroma2.it/immatricolazione/> and within the following deadlines:

SELECTION ROUND ENROLMENT

FIRST round (*) From July, 25th 2023 to August 7th, 2023

SECOND round () From July 30th, 2023 to August 7th, 2023**

PLEASE NOTE: It is not possible to enroll after the above deadlines. Those who don't will carry out all the formalities foreseen in the indicated terms they will be considered withdrawn and the vacant positions will be reassigned in the following rounds of selection.

For non-EU candidates with foreign qualifications residing abroad and applying for a visa, consult art. 11 of this announcement.

(*) The enrolment procedure is also mandatory for successful candidates in the FIRST round of selection and who have already completed the pre-registration.

(**) Successful candidates based on the rankings of the SECOND round of selection (round reserved only for EU and non-EU candidates already legally residing in Italy at the time of sending the application to participate in the competition) will have to proceed directly with the enrolment according to the deadlines indicated above.

ART. 9 - Course transfers, transitions and abbreviations

All university students interested in enrolling in the "Business Administration and Economics" following transfer from other universities, transfer from other Degree Courses of the University "Tor Vergata" or abbreviation of course (recognition of university credits - withdrawal from studies, forfeiture) will have to follow the same procedure set out in this announcement for admission to the first year, but can only apply for the SECOND SELECTION ROUND.

For admission to the SECOND and THIRD year of the aforementioned degree course, the following limits of available positions in the reference cohorts exist:

- a) 10 places available for enrolment in the second year (2022/2023 cohort)
- b) 70 places available for enrolment in the third year (2021/2022 cohort)

Therefore, after submitting an application for the selection and taking the admission test, divided into two stages of evaluation (articles 3, 4), candidates will be admitted on the basis of the criteria and rankings drawn up by the competent Commission (articles 5 and 6), respectively at:

- SECOND year of the course, in the case of recognition of a number of credits consistent with the course degree program equal to at least 27 credits;
- THIRD year of the course, in the case of recognition of a number of credits consistent with the course chosen equal to at least 54 CFU (part of which achieved by passing exams required for the second year of the degree course of origin).

PLEASE NOTE:

For the recognition of credits, reference is made to the credits recognized by the destination degree course and not to the credits earned in the source degree course;

In the exam recognition procedure, all exams taken and recorded by **August 10th, 2023** will be considered;

The student must request an evaluation of the previous career from the Academic Office of the Degree Course in "Business Administration and Economics", presenting all the necessary documents by email, by **November 30th, 2023**.

The assessment of the previous academic career by the Degree Course Council will be carried out after enrolment and no later than **December 31st, 2023**.

Successful candidates on the basis of the rankings referred to in article 6 will not have to follow the enrolment procedure referred to in article 8, but carry out the procedures for incoming transfer or course change, described in the Student Guide, as well as scanning digitally and legibly the documentation proving the successful transfer request (if coming from degree courses not pertaining to the Faculty of Economics of our same University) or transfer (if coming from other Universities) and send it, with a confirmation request from reading, to the following e-mail addresses: segreteriestudenti@economia.uniroma2.it and bae@economia.uniroma2.it from July 25th, 2023 to August 7th, 2023 (SECOND ROUND of selection).

It will be the responsibility of the Student Secretariat of the Faculty of Economics (art.14) to send, together with the reading confirmation, the additional procedures to be completed on the DELPHI University website.

Alternatively, it is possible to deliver the documentation proving the transfer request to the Student Secretariat Office of the Faculty of Economics during the opening hours to the public indicated at the bottom of this notice.

ART. 10 - Payment of tuition fees and university contributions

All information regarding the calculation of fees and contributions, with the relative deadlines and payment methods, will be available in the Student Guide 2023/2024 published on the University portal: <http://web.uniroma2.it/> and <http://students.uniroma2.it/>

In addition, all the possibilities for total or partial exemption from the payment of taxes and contributions (*) will be specified in the Guide.

For the specific Degree Course in Business Administration and Economics, all the information on fees and contributions is available on the page:

<https://economia.uniroma2.it/ba/business-administration-economics/tuition-fees/>

(*) In particular, we note the **exemption from payment of the university fee for the first year** for all students who enroll for the first time at the University of Tor Vergata in a course of study whose access qualification is the **diploma high school diploma and have achieved a grade of 100/100 (or 60/60) at an Italian school system**. In this case, only the stamp duty and the regional tax will have to be paid.

ART. 11 - Candidates with a foreign qualification and international candidates residing abroad and applying for a visa

- **Preliminary enrolment requirements for international students residing abroad visa applicants**

Before proceeding with enrolment, all international students residing abroad applying for a visa, in order to obtain a visa, must follow the procedure for submitting the "pre-enrolment application" via the University portal (<https://www.university.it/>) within and not after

07/31/2023 > wait for the University to validate the pre-enrolment application > and contact the relevant diplomatic missions to complete the required procedures.

- **Candidates in possession of a foreign qualification will be admitted to the selection with reserve.** If they are winners, they will have to enroll following the instructions

available at the following links:

-

http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/STD/section_parent/6303

- https://web.uniroma2.it/en/percorso/admissions/sezione/how_to_enroll

PLEASE NOTE: In case of irregularities in the documentation provided relating to the foreign qualification, the student's enrolment will be automatically cancelled automatically.

- **Foreign admission qualification:**

To access the three-year degree courses, it is mandatory to have a secondary school diploma obtained abroad after at least 12 years of schooling.

In addition, it is required to pass the academic eligibility test, where required in the country of origin (e.g. GAO KAO for China, Vestibular for Brazil, Selectividad in Spain, etc.).

The pre-school year can also be included in the twelve years, provided that attendance in that year is compulsory and an integral part of the curriculum and that the program includes the teaching of reading and writing of the country's language and the first elements of arithmetic.

In the event that the local school system provides for a shorter schooling period:

- it is necessary to demonstrate that they have attended the University, passing the relative exams, for a number of years equal to the achievement of the twelve-year requirement;

- or be in possession of an Italian or foreign official post-secondary qualification obtained in a non-university higher institution;

-or be in possession of certifications issued by Italian universities relating to passing the Foundation Course.

The aforementioned additional and complementary certifications to secondary school qualifications obtained with less than twelve years of schooling, allow only enrolment in the first academic year in Italy and cannot be further evaluated for enrolments with shortened course, in order to avoid a double evaluation of the same qualifications.

Certifications of passing the Foundation Course can also be used for the purpose of fill those additional requirements required for entry to courses, and which are different from the years of schooling, but in any case they cannot remedy the absence of a "Higher secondary school diploma or other qualification obtained abroad, recognized as suitable" (DM 270/2004 and Presidential Decree 212/2005).

For further details on the validity of qualifications obtained abroad, see the procedures published at the following link: <http://www.studiare-in-italia.it/studentistranieri/> . In particular, we invite you to consult Attachment 1 in the presence of a US (American High School Diploma), a UK or Greek qualification or issued by university institutes for ecclesiastical studies based in Italy approved by the Holy See, and the Attachment 2 in the case of an Italian qualification obtained in frontier schools or Italian sections of foreign schools, International Baccalaureate, of the Republic of San Marino, obtained in foreign schools operating in Italy or European schools.

IMPORTANT: At the time of enrolment, foreign Diplomas must be accompanied by the Statement of Comparability issued by CIMEA (Centre for Information on Academic Mobility Equivalence), by request at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login> or, alternatively, from the Declaration of Value, legalization and official translation into Italian of the title, issued by the competent Italian diplomatic mission territory. In case of presentation of the Declaration of Value, the University reserves the right to request additional documentation.

For further information, consult the University website in the International Students section https://web.uniroma2.it/it/percorso/studenti/sezione/modalita_di_registration_per_gli_studenti_internazionali-75642

https://web.uniroma2.it/en/percorso/admissions/sezione/how_to_enroll

International students in possession of a foreign qualification and visa applicants for study must formalize, within the set deadlines, the enrolment procedures through the International Students Office, Via Krakow, 50 – 00173 ROME – Building D floor 0 room n. 1 (email address: international.students@uniroma2.it).

PLEASE NOTE: All students in possession of a foreign qualification, in particular, will have to complete enrolment in presence at the International Students Secretariat by November 30th, 2023. Non-EU citizens in possession of a regular residence permit and with a qualification obtained in an Italian educational school, will instead have to formalize the enrolment at the Economics Student Secretariat.

ART. 12 - Students with disabilities or specific learning disabilities

Students with a disability equal to or greater than 66% and/or with recognition of a disability pursuant to art. 3, paragraphs 1 and 3 of the law of February 5th, 1992, n. 104 and/or with a diagnosis of specific learning disabilities (DSA) pursuant to law no. 170/2010, upon registration on Delphi, pursuant to art. 2 of this notice, can declare that they are students with disabilities or with DSA.

The aforementioned certifications must be sent, scanned in PDF format, to the CARIS Secretariat, to the e-mail address: segreteria@caris.uniroma2.it , together with the request for dispensatory measures and compensatory tools (additional time, use of non-scientific calculator and reader tutor, technological aids, LIS interpreters, etc.) possibly required for the access test.

Also candidates with disabilities or with DSA residing in foreign countries, who intend to take advantage of the aforementioned measures, must send, scanned in PDF format, by e-mail to the CARIS secretariat at the following address: segreteria@caris.uniroma2.it , the certification accompanied by sworn translation in Italian or in English by the competent Italian embassy for the territory certifying the disability or DSA status.

The CARIS Secretariat will view the certifications and assess their suitability and consequently authorize the granting of the requested measures; will also inform the candidate via email.

PLEASE NOTE: The University reserves the right to verify the veracity of all statements made. It should also be remembered that anyone who makes false statements, forms false deeds or uses them, is punished in accordance with the penal code and the related laws on the matter.

Students with a disability equal to or greater than 66% or with a recognized disability pursuant to art. 3, paragraphs 1 and 3 of the law of 5 February 1992, n. 104 are totally exempt from paying university fees and contributions for enrolment and will have to follow the same online enrolment procedure envisaged for all students, self-certifying their invalidity in the enrolment application itself.

Subsequently they will have to deliver to the CARIS Secretariat (email: segreteria@caris.uniroma2.it) all the documentation issued by the competent authorities certifying the state of disability.

In the event of non-submission or non-suitability of the documentation presented by the student, the latter will be required to pay all university fees and contributions.

For information and contacts, consult the website <http://caris.unroma2.it>

ART. 13 - Treatment of personal data

All information concerning the contact details of the Data Controller and of the Data Protection Manager, the type of data processed, the source of the personal data, the purposes of the processing and the legal basis, the recipients of the personal data and any transfers of data to abroad, the retention times of personal data, the rights of the interested party, the obligation to provide data, the methods of data processing, the transfer of data abroad are contained within the information pursuant to articles 13 and 14 of EU Regulation 2016/679 for users who intend to register for the admission tests and state exams, for users who intend to enroll in study courses and for students, undergraduates, graduates, postgraduates, trainees and doctoral students of the University of Rome Tor Vergata which can be found at the link: <http://utov.it/s/privacy>

Business Administration and Economics Administrative office

Via Columbia 2 – 00133 Rome (Building B, First Floor, Room 1A.12)

Telephone: + 39 06 7259 5800

Email: bae@economia.uniroma2.it

Faculty of Economics Student Office

Via Columbia, 2 - 00133 Rome (Building B, ground floor).

Office hours (by appointment at the link <https://prenotazioni.uniroma2.it/> click on "Segreteria",

then "Secretariat of Economy") in the days and times: Monday, Wednesday, and Friday from 9.00 to 12.00 and Wednesday from 14.00 to 16.00.

E-mail: segreteria-studenti@economia.uniroma2.it

Public Relations Office (URP) – Via Krakow 50, 00133 Rome (Building C, first floor)

Open to the public: Monday from 9:00 to 13:00; Wednesday from 9:00 to 13:00 and from 14:00 to 16:00; Friday from 9:00 to 13:00

E-mail: relazioni.pubblico@uniroma2.it

Phone +39 06 7259 2542

Website: www.urp.uniroma2.it

"Call Tor Vergata" service

Telephone answering from Monday to Thursday from 9:00 to 13:00 and from 14:00 to 17:00; Friday from 9:00 to 13:00

Phone +39 06 7259 3099

Student Reception Office/Welcome Office: Via Krakow, 50 – 00133 Rome (Building C, first floor).

Reception by appointment: <https://prenotazioni.uniroma2.it/welcome-office/>

Website: http://web.uniroma2.it/en/contenuto/welcome_office-75072

Telephone: +39 06 7259 2817/3234

Email: welcome@uniroma2.it

International Student Secretariat: Via Krakow, 50 - 00133 Rome (Building D, ground floor).

Phone: +39 06.7259 3231/2566/2567/3233

Office hours: Monday, Wednesday, and Friday from 9.00 to 12.00 and Wednesday from 14.00 to 16.00.

Email: international.students@uniroma2.it

Representatives of the CARIS Commission for the Faculty of Economics**Referent teachers:**

Prof. Stefano Caiazza (Department of Economics and Finance)

Email: caiazza@economia.uniroma2.it

Prof. Anna Maria Battisti (Department of Management and Law)

Email: battisti@economia.uniroma2.it

Administrative contact: Dr. Simona Vigoni - Telephone: +39 06 7259 5501

Email: simona.vigoni@uniroma2.it

CARIS Secretariat (Students with disabilities and SLD) – Teaching building of the Engineering Macroarea – ground floor (Room L1) – Via del Politecnico, 1 - 00133, Rome

Telephone: +39 06 7259 7483 / +39 06 2022876

email: segreteria@caris.uniroma2.it

Reception by appointment on the days and times: Monday, Wednesday, and Friday from 9.00 to 12.00 and

Wednesday from 14.00 to 16.00.

For more information see:

- Website of the Ministry of University and Research - <https://www.mur.gov.it/it>
- University portal - web.uniroma2.it
- Faculty of Economics website - www.economia.uniroma2.it
- Website of the CdL in Business Administration and Economics - www.economia.uniroma2.it/bae

.....
THE GENERAL MANAGER acting THE RECTOR

Dr. Silvia Quattrociocche Prof. Nathan Levialdi Ghiron

(Document digitally signed pursuant to Legislative Decree 82/2005 as amended and related regulations)