

SCHOOL OF ECONOMICS
Department of Economics and Finance
Department of Management and Law

CALL FOR ADMISSION
FOR THE BACHELOR DEGREE COURSE
“Business ADMINISTRATION AND ECONOMICS”
Class L-18 (Economics and Business Management) & L-33 (Economic Sciences)

A.A. 2025/2026

(COURTESY ENGLISH TRANSLATION)

Please note: this English version of the call is made only for publicity purposes. For enforcing the call, resolving any dispute and for all legal purposes only the Italian version is valid.

The Italian version of the call is available at the following link:

https://economia.uniroma2.it/public/ba/files/BANDO_BAE_2025-26/Bando_CdL_BAE_2025-26.pdf

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Art. 1 – Available spots and selection rounds

The University of Rome “Tor Vergata” (Department of Economics and Finance and Department of Management and Law) has announced the selection of 200 places (two hundred places) for admission to the first year of the Degree Course in English (Class L-18 Economics and Business Management Sciences & L-33 Economic sciences) for the academic year 2025/26, divided as it follows:

- a) 190 places for Italian Citizens, EU citizens and non-EU citizens legally residing in Italy, pursuant to law no. 189/2002 art. 26
- b) 10 places reserved for non-EU citizens residing abroad and applying for visas;

This competition notice is subject to the rules established by the decree of the Ministry of Education, University and Research n. 6 of 7/1/2019 regarding the accreditation of study courses and subsequent amendments.

The selection will take place in ONE ROUND. A possible second round will be foreseen only in the case of places found vacant at the expiry of the pre-enrolment procedures (see art. 8 and 9) of the winners/eligible candidates of the first selection round.

The total number of places available for the Bachelor’s Degree Courses is divided as follows:

- **FIRST SELECTION ROUND:** 200 places (of which 10 places are reserved for non-EU students residing abroad visa applicants; if at the end of the pre-enrolment period there are unassigned places, the ranking will slide, allowing the pre-enrolment for a number of places equal to those not assigned.
- **(Discretionary) SECOND SELECTION ROUND:** number of places available based on the outcome of the first round, reserved only for EU and non-EU students already legally residing in Italy, therefore not visa applicants.
 - ⇒ **Non-EU citizens applying for visas and residing abroad** can apply only in the FIRST SELECTION ROUND.
 - ⇒ The places reserved for non-EU citizens applying for visas and residing abroad, if they are not assigned, will be made available for Italian citizens, EU citizens and non-EU citizens legally residing in Italy.
- **(DISCRETIONARY) EXTRAORDINARY SELECTION**
If there are places still available at the end of the aforementioned ordinary selections, the Faculty of Economics may decide to activate an extraordinary selection, with a specific notice, which will indicate the number of places still available and the operating methods of this selection. The notice will be published on the University Website > Courses and on the website of the Faculty of Economics.

Art. 2 – Requirements for participation in the selection

Italian citizens, EU citizens and non-EU citizens legally residing in Italy pursuant to art. 26 of law no. 189/2002, as well as foreign/international citizens requesting visas, 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 considered valid for admission to university courses activated at Italian universities (see art. 13).

Students enrolled in the last year of Italian secondary education institutions, or in the last year of a non-Italian upper secondary education institution, which awards a qualification deemed valid for admission to university courses activated at Italian universities, which require them to obtain the qualification by the enrollment dates set for the selection round in which they participate, can also participate in the selection.

Art. 3 – Admission procedure and selection procedures

To participate in the selection announced in this call, all candidates, possessing the requirements stated in the Article 2 of this call, must **compulsory** carry out, under penalty of exclusion from the competition, both the obligations referred to in the following points A) and B):

- A) pass the English TOLC-E TEST with a score of at least 10 points out of 36 in the total of the Logic, Verbal Comprehension and Mathematics sections, according to the methods and deadlines reported in the following art.4 of this announcement;**

⇒ The score obtained in the ENGLISH TOLC-E (CISIA) test is taken into consideration by the Commission as a requirement for accessing the subsequent ORAL INTERVIEW and will be added to the score obtained in the Interview for the purposes of drawing up the merit ranking referred to in the following art. 8.

- B) Submit an application to participate in the selection for inclusion in the ranking through the University online services website “DELPHI” (<http://delphi.uniroma2.it>) according to the deadlines and procedures set out in the following art. 5**
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⇒ Submitting the application to participate in the selection on the “DELPHI” website is necessary to take part in the selection and it is necessary to be included in the ranking for admission to the Bsc Business Administration and Economics (See Art. 8 of this Call);

⇒ It is possible to submit the application on “DELPHI” to participate in the selection even before taking the ENGLISH TOLC-E, as long as the candidate takes the ENGLISH TOLC-E before the deadline of the selection round he/she wants to join. Otherwise the application will not be considered valid and the candidate will not be included in the ranking.

Art. 4 – Signing up for the ENGLISH TOLC-E (CISIA) and evaluation criteria

In order to participate to the selection and, most importantly, in order to be admitted to the oral interview, as specified in the Art. 6) will be considered valid only the ENGLISH TOLC-E tests, provided by CISIA in any mode, taken starting from January 2025 and:

- within the 18th of April 2025** (if the candidate wants to take part in the FIRST SELECTION ROUND);
- within the 18th of July 2025** (if the candidate wants to take part in the DISCRETIONARY SECOND SELECTION ROUND)

⇒ If the candidate has taken more than one ENGLISH TOLC-E (CISIA) in the period of time stated above, for the purposes of the selection of this announcement and for drawing up the ranking, the score of the **last ENGLISH TOLC-E taken will be considered.**

The calendar and the places in which it will be possible to take the ENGLISH TOLC-E will be published by CISIA (Consorzio Interuniversitario Sistemi Integrati per l'Accesso) on the website: <https://tolc.cisiaonline.it/calendario.php?tolc=economia&lingua=inglese>

The candidate can sign up for the ENGLISH TOLC-E on the CISIA WEBSITE (<https://www.cisiaonline.it/area-tematica-english-tolc-economia/home-english-tolc-e/>)

1. Clicking on the link above, the candidate can register in the TOLC Area by filling in the provided form and he/she receives from the system, at the e-mail address that he/she entered during registration, the access credentials, username and password for his personal area on the CISIA portal.
ATTENTION: When registering in the CISIA website, enter the complete "name" and "surname" as per your passport. International students, who do not live in Italy, can obtain the TAX CODE (Codice fiscale) either from the application entered in the DELPHI system (if the candidate registers in DELPHI before registering in the CISIA website), or by visiting the following website: <http://www.codicefiscaleonline.com/>.
The Tax Codes must match in both the CISIA and the DELPHI system. Coincidence is necessary for the ENGLISH TOLC-E score to be associated with the candidate. In case of discrepancy, it is necessary to contact the Course Program Office.
2. The candidate, using the username and password provided by CISIA, access their personal TOLC area where he/she can select the type of TOLC they want to take, the delivery method, the payment method, the University location and the date on which they want to take the test.
3. The candidate proceeds to pay the registration fee by credit card or via bank MAV.

A **video-tutorial** is available on the CISIA website to guide the candidate for the registration to the ENGLISH-TOLC-E.

For further information, the candidate can refer to the Regulation published on the website <http://www.cisiaonline.it/>

The time at which the test will take place is written on the payment and registration receipt. **It is in no way possible to take the test on a different day from the date written on the receipt.**

Structure of the ENGLISH TOLC-E (CISIA) The test is made up by 36 questions (13 Logic, 10 Verbal Comprehension and 13 Mathematics questions.) The ENGLISH TOLC-E lasts 90 minutes, 30 minutes for each section. Each question is a multiple choice question and has 5 possible answers, of which only one is correct.

The test score is determined as it follows:

- Correct answer: 1 point
- Wrong answer: minus 0.25 points
- Answer not given: 0 points

On the CISIA Website it is possible to simulate the ENGLISH TOLC-E test, find commented and solved questions, as well as preparation manuals and mentors.

The complete calendar with the scheduled ENGLISH TOLC-E tests, which can be taken in all the proposed locations and in the various types of delivery (ENGLISH TOLC-E@UNIVERSITY, ENGLISH TOLC-E@HOME) can be consulted on the CISIA website.

- ⇒ **PLEASE NOTE:** that there is a limited number of spots for each ENGLISH TOLC-E exam. Candidates are invited to register to the ENGLISH TOLC-E test on the CISIA website several weeks before.

Art. 5 – Registering on the DELPHI system

In order to take part in the selection the candidates, who possess the requirements stated in the Art. 2, must present the application for participation in the selection on the DELPHI online platform, otherwise the candidate will be excluded from the selection.

The procedure to register on the DELPHI website is indicated below and it must be carried out:

- From 11th of February to the 30th of April 2025 (FIRST SELECTION ROUND);
- From 16th of July to the 30th of July 2025 (DISCRETIONARY SECOND SELECTION ROUND).

Selection participation procedure:

1. Connect to the online services site DELPHI: <http://delphi.uniroma2.it>
2. Select Student Area > Key 1 “Enrollment for admission tests” > “Fill out the application” > Faculty of Economics” and **select the chosen course code (T16 – Business Administration and Economics – Curriculum Business Administration or T17- Business Administration and Economics – Curriculum Economics). It is possible to apply exclusively for one of the two curricula. It is specified that the choice made when submitting the application will not be binding, as it can be modified by the student upon enrollment in the third year.**
 - ⇒ Italian candidates, EU candidates and non-EU candidates regularly residing in Italy will have to select the corresponding category;
 - ⇒ Candidates living abroad and applying for VISAS will instead have to select “Foreign Citizen Living abroad without a Tax Code”
3. Fill in the application by entering all the required data (PLEASE NOTE: insert “name” and “surname” as per passport).
 - ⇒ After the candidate has filled in the form, the system will print out the application and a payment slip (0 €) with a CTRL and an AUTH code.
 - ⇒ PLEASE NOTE: The Tax Code for international applicants not residing in Italy will be generated and provided during the application.
 - ⇒ It is necessary to enter the “name” and “surname” as per passport/identity document.

- ⇒ The data entered and the attachments uploaded in the Application form can be modified: the candidate must log in on the DELPHI System > Select Student Area > 1. Registration for the admission tests” > b. you have already filled out an application, Edit Application”
4. Print the application (the candidate must keep it) and the payment slip.
 5. Connect again to the DELPHI website, Select Students Area, Key 1 > Registration for the admission tests” > b. you have already filled out an application, then fill in the required data (CTRL And AUTH code) and **proceed to validate the payment**.
- ⇒ A protocol number will be assigned to every candidate after the validation of the payment. The candidates will be identified in the final ranking by their protocol number/The candidate will be able to see his/her position in the final ranking using this protocol number.

PLEASE NOTE: After the payment validation, it will not be possible to edit the application on DELPHI anymore.

ATTENTION:

- It is **absolutely essential to pay and to validate the payment within the deadline aforementioned.** Otherwise, the University will not be able to receive the score obtained in the ENGLISH TOLC-E from CISIA and the candidate will not be admitted to the ORAL INTERVIEW.

In the application on the DELPHI website the candidate must also:

- (a) indicate the e-mail address at which he/she wants to receive communications related to the selection (user a PERSONAL EMAIL that contains at least part of name and surname);
- (b) attach a copy of the passport or a valid ID document in PDF format. The NAME and SURNAME entered when completing the application participation must be exactly the same as the name and surname reported in the passport/ID Document;
- (c) Attach, only for non-EU students already residing in Italy, a copy of the residence permit (permesso di soggiorno). If the candidate already has a residence permit issued for studying in Italy, it will be necessary to upload the pre-enrolment application for the visa request presented on the University platform (<https://www.universitaly.it/>), and the self-certification of any enrollment in a degree course/single course/Italian language course.
- (d) Declare, if possessed at the time of application submission, the academic qualification required in the Art. 2 of this call (High School Diploma), including also the final grade obtained.

PLEASE NOTE: Pursuant to the Presidential Decree 445/2000, in addition to Italian citizens, also EU citizens and citizens of states not belonging to the European Union, regularly residing in Italy, can make use of self-certification, limited to personal qualities and facts that can be certified or attested by Italian public entities (articles 46 and 47 of Presidential Decree 445/2000).

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

In any case, at the time of registration, as specified in the art. 13 of this announcement, all candidates with a foreign qualification must submit the documentation indicated therein.

PLEASE NOTE

It is possible to participate in all selection rounds (*) by submitting a specific application for participation for each selection round following the procedure referred to in this article.

(* International candidates living abroad and requiring visa can apply only to the FIRST SELECTION ROUND, in order to allow the effective enrollment in the Degree Course referred to in this Call, which is subject to the reception of the visa (see art.10), as required by the MUR regulations which can be consulted on the website: <http://www.studiare-in-italia.it/studentistranieri/>

It is necessary to submit again the application, following the procedure detailed in this article to participate in the following selection round and be included in the ranking in the following cases:

- Candidates who took part in the first selection round, but was found non-winner, both eligible and non-eligible. The criteria for determining whether a candidate is classified are explained in the Art.6.
- Candidates who, despite being winner, did not formally complete the enrollment.

Art. 6 – Evaluation criteria and selection procedure

For all rounds of the call, the selection of candidates is aimed at ascertaining the candidate's adequate initial preparation (pursuant to art. 6, paragraph 1, of Ministerial Decree 270/2004) and therefore possession of the knowledge required for access and preparation for the disciplines covered by the Degree Course referred to in this announcement, through the following two assessment moments:

○ **ENGLISH TOLC-E TEST**

The first assessment is given by the score obtained on the ENGLISH TOLC-E test, organized by the CISIA Consortium. The score obtained on the test will give the candidate an equivalent number of points for evaluation purposes (e.g. an English TOLC-E score of 22 will give the candidate 22 points).

The candidates **will be admitted to the oral interview only if the ENGLISH TOLC-E (CISIA) score is at least 10 points out of 36** in the total of Logic, Verbal Comprehension and Mathematics.

○ **Oral Interview**

The second assessment of evaluation consists of an oral interview with the candidate aimed at (1) assess the candidate's maturity, (2) assess the knowledge of general culture, based on the upper secondary school programs, (3) ascertaining the predisposition for disciplines covered by the Degree Course, (4) knowledge of the English Language at B2 level, according to the Reference Framework of the Council of Europe, (5) knowledge of mathematics, logic and text comprehension. This second phase will award a **maximum of 36 points**.

The indication of the date, the place and time in which the candidates will be invited to carry out the oral interview will be communicated to the candidate via email, to the address provided in the application, with at least a 48 hour notice. The risk of possible malfunctions of the candidates' email address must be taken into consideration and prevented by the candidate. In case of remote connection, it is the candidates' responsibility to ensure the availability and the functioning of the required hardware (PC, webcam, audio), the required software and the reliable internet connection. The candidate who does not show up within the deadlines set by the test calendar or who cannot guarantee a stable video connection throughout the entire oral interview, in case of remote interview, will be excluded from the final ranking.

In case of remote interview, the only platform used will be Skype (<https://www.skype.com/it/>). If the candidate does not have a Skype account, he or she will be able to create a free account by accessing the link above.

○ **Eligible and non-eligible candidates**

The candidate will be considered **ELIGIBLE** if, in addition to the minimum TOLC-E score equal to or higher than 10, he/she will have obtained a score in the **oral interview equal to or greater than 15**. The score with which he/she will be included in the ranking will be given by the sum of the scores obtained in the two phases of the assessment (**ENGLISH TOLC-E and INTERVIEW**).

The candidates who will have obtained an ENGLISH TOLC-E score equal or greater than 10, but a score in **the oral interview a score lower than 15**, will be considered **NOT-ELIGIBLE**.

The NON-ELIGIBLE candidates, excluded from the ORDINARY RANKINGS (both Merit and Sliding Ranking in both the first and second selection rounds) might be included in the **extraordinary ranking**. If, at the end of the second selection rounds, after the deadline after which the winners must confirm the enrollment, there will be available places, an extraordinary ranking will be formed (See Art. 8).

Art. 7 – Appointment of the Commission and the person responsible for the procedure

The Committee, responsible for the selection, is appointed by the Rector, with his own decree, upon proposal of the board of the Faculty of Economics.

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

Art. 8 – Ranking

For each selection round (FIRST and DISCRETIONARY SECOND ROUND) an ordinary merit ranking will be drawn up (first merit ranking and second merit ranking, when the program moves forward after the winner enrollment deadline). Only the ELIGIBLE candidates will be included in the rankings (see Art. 6) who have registered for the corresponding SELECTION ROUND. The score will be calculated by the sum of the scores obtained in the two selection steps, as detailed in the Art. 6 of this Call.

In the event of a tie in the final score, the candidate who will have obtained the higher score in the oral interview will prevail.

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

NOTE: the position in the ranking of the first selection round is not relevant for the ranking in the following rankings (of the possible second selection round). Each selection is independent from the others.

The merit ranking and the sliding ranking will be published, for each selection round, on the University Website web.uniroma2.it > Courses > Bachelor Courses, Business Administration and Economics or on the School of Economics website <https://economia.uniroma2.it/>, and on the Business Administration and Economics website (BAE) www.economia.uniroma2.it/bae.

The publication of the above-mentioned rankings will be valid for all legal purposes as notification value. No other forms of communication of the ranking will be foreseen.

EXTRAORDINARY RANKING

In the event that at the end of the last round of selection (second round), after the deadline for the registration of the winners referred to in the following art. 10, there are still places available, these places

will be assigned to EU and non-EU candidates legally residing in Italy referred to in art. 26 of law no. 189/2002, ELIGIBLE non-winners, who have submitted an application for one of the two rounds of ordinary selection provided for in this announcement, participating in both of the two evaluation moments: TOLC-E and oral interview, within the deadlines set for the round of selection for which they have submitted the application to participate. These candidates will be placed in the possible extraordinary ranking, in order of score.

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 further tie, the youngest candidate will prevail.

INELIGIBLE candidates may also be placed in this extraordinary ranking (definition see art.6).

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 further tie, the youngest candidate will prevail.

These NON-ELIGIBLE candidates will be able to enroll, but it will be assigned to them an additional training requirement (Obbligo Formativo Aggiuntivo, OFA) which must be passed within the first year course. For more information about the Additional Training Requirements, candidates can contact the Program Office (Art. 16)

- o The ranking of the FIRST SELECTION ROUNDS will be published within the following dates:

SELECTION ROUND	RANKING	Publication Date
FIRST ROUND	First ranking (*)	Within June 10th, 2025
	<i>Possible second ranking, when the program moves forward after the first enrollment deadline (**)</i>	<i>On the 1st of July 2025</i>

PLEASE NOTE:

(*) the candidates that are declared “winners” in the first selection round must carry out the pre-enrollment procedure, following the procedure and by the deadline indicated in the Art. 9 of this call.

Students who do not complete the pre-enrollment procedure by the established deadlines will lose their place in the ranking and will not be able to enroll in that selection round.

The places of the candidates who did not confirm the enrollment will be made available for the other students in the ranking.

(**) similarly, the candidates who will be declared “WINNERS” when the program moves forward with the ranking must pre-enroll following the deadline in Art. 9. If the candidate does not pre-enroll, he/she is forfeiting his/her place in the ranking. At the end of the first selection round, in the event that there are still available places, the program will open a possible second round of selection.

- o The ranking of the (possible) SECOND SELECTION ROUND will be published:

SELECTION ROUND	RANKING	Publication Date
	Ranking (*)	Within August 8th, 2025

DISCRETIONARY SELECTION ROUND	SECOND	<i>Possible second ranking, when the program moves forward after the first enrollment deadline (**)</i>	<i>Within September 1st, 2025</i>
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PLEASE NOTE: the second selection round is reserved for Italian citizens, EU-citizens and non-EU citizens already legally residing in Italy, pursuant to art. 26 of law no. 189/2002.

(*) Candidates that are declared WINNERS of the second selection round must carry out the enrollment procedure following the procedure and by the deadlines indicated in the Art. 10 of this call.

Candidates who do not complete the enrollment procedure by the established deadlines will lose their place in the ranking and will not be able to enroll in that selection round.

The places of the candidates who do not enroll will be made available for the other candidates in the ranking.

(**) similarly, the candidates who will be declared winners when the program moves forward with the ranking must carry out the enrollment procedure, following the instructions and by the deadlines indicated in the Art. 10 of this call.

As stated in the Art. 5 of this Call, the candidates who do not pre-enroll/enroll, after having being declared WINNERS, and the NON-WINNERS after the first or second selection round, will be able to apply for the next selection round, by submitting a new application and following the procedure indicated in Art. 3, 4, 5.

(DISCRETIONARY) THIRD RANKING SELECTION ROUND

In the event that there are still places available at the end of the ordinary selection rounds (first and possible SECOND ROUND), a third (extraordinary) ranking will be published within the 16th September and the 22 September 2025 on the Bsc webpage <https://economia.uniroma2.it/ba/business-administration-economics/>

The publication of the rankings will be valid for all legal purposes as notification value. No other forms of communication of the ranking will be foreseen.

PLEASE NOTE: The deadlines to enroll and the possible Additional Training Requirements will be published on the Bsc webpage as well.

Art. 9 – Pre-enrollment procedure (FIRST SELECTION ROUND)

The candidates who are declared winners of the FIRST SELECTION ROUND must carry out the pre-enrollment by the following dates:

SELECTION ROUND	Ranking	DEADLINE
FIRST SELECTION ROUND	First ranking	By June 30th, 2025
	<i>Sliding ranking / second ranking</i>	<i>Within July 14th, 2025</i>

PRE-ENROLLMENT PROCEDURE

1. Connect to the University Online Services site: <http://delphi.uniroma2.it>;
2. **Select STUDENT Area > Key 2> “Pre-enrollment” > key a “Fill out the application” > Select the Faculty and the course you are interested in, enter the requested data and follow the instructions;**
3. **Pay** the pre-registration fee of 156,00 €
4. **Payment must be made through the PagoPA system** (a method that allows payment to be made through a variety of channels, physical or online. Further information on payment methods is available at the following link: <http://studenti.uniroma2.it/pagamento/>
The page is also available in English: <https://www-2023.studenti.uniroma2.it/en/pagamento/>)
5. **Carefully keep the CTRL identification code**, issued by the pre-enrollment procedure. Together with the TAX CODE, it will allow you to recover the data entered to proceed directly with the enrollment.

PLEASE NOTE: The candidates who do not carry out the procedure, indicated above, within the deadline will give up their place as winners. The vacant places will be made available for the other eligible students in the ranking or in the next selection round.

Only the students who complete the enrollment, and to whom is assigned the student ID (Matricola number) will be able to register to exams.

Art. 10 – Enrollment procedures

All the candidates who are declared winners, in all selection rounds, must carry out the enrollment procedures, following the instructions available at the following link:

<https://studenti.uniroma2.it/immatricolazione/>

English version: <https://www-2023.studenti.uniroma2.it/en/immatricolazione/>

Candidates must go back to the [pre-enrollment page](#), select **a) go on with the enrollment procedure** and then confirm the enrollment by the deadline indicated below:

SELECTION ROUND	RANKING	DEADLINE
FIRST ROUND	First ranking / <i>Sliding ranking</i> / <i>second ranking</i>	- From July 15 2025 to July 30 2025 (*) - From July 15 2025 to September 15, 2025 (**)
DISCRETIONARY SECOND ROUND	First ranking	- From August 8 2025 to August 29 2025 (*) - From August 8 2025 to September 15, 2025 (**)
	<i>Sliding ranking</i> / <i>second ranking</i>	- From September 2 2025 to September 15, 2025

(*) – Candidates with an Italian High School Diploma

(**) – Candidates with foreign qualification, living in Italy or in the EU;

The candidates residing abroad and requiring visa can refer to the Art. 13 of this Call for information about the required documents.

PLEASE NOTE: **It is not possible to enroll after the deadlines indicated above.** The candidates who do not carry out the procedure, indicated above, within the deadline will give up their place as winners. The vacant places will be made available when the program moves forward with the ranking, or in the next selection round.

The **non-EU candidates, already legally residing in Italy, pursuant to art. 26 of law 189/2002**, in possession of a qualification obtained from an Italian Institution, must first validate their residence permit in the Student Secretariat to which the Degree Course belongs. The residence permit must be valid and must fall in the typology required for access to Higher education in Italy (**DECRETO LEGISLATIVO 25 luglio 1998, n. 286**).

Art. 11 – Transfer, passages and course abbreviations

All university students interested in applying to the Degree Course “Business Administration and Economics” following transfer from other universities, transfer from other Degree Courses of Tor Vergata University, our course abbreviation (recognition of university credits after withdrawal from studies) must follow the same procedure for the admission to the first year of the Course.

There is a limited number of places available for students who want to transfer to this Course, in particular:

- a) 10 places reserved for admission to the SECOND YEAR (if the candidate enrolled for the first time in a.y. 2024/25)
- b) 10 places reserved for admission to the THIRD YEAR (if the candidate enrolled for the first time in the a.y. 2023/24)

All candidates have to apply to the selection and take the entrance exam, both steps (Art. 3 and 4 of this Call). The candidates will be admitted to the course, if they are declared winners of the selection, following the criteria and the rankings formed by the Committee (as per art 5 and 6). The candidates will be admitted to the:

- SECOND YEAR, if they already have earned at least 30 ECTS – the 30 ECTS are recognized by the Board of the Degree Course Business Administration and Economics only if the syllabus, the subject and the number of ECTS is coherent with the BA&E Course Structure;
- THIRD YEAR, if they already have earned at least 90 ECTS – the 90 ECTS are recognized by the Board of the Degree Course Business Administration and Economics only if the syllabus, the subject and the number of ECTS is coherent with the BA&E Course Structure;

PLEASE NOTE:

For the recognition of ECTS, reference is made to the ECTS recognized by the degree course of destination and not to the ECTS obtained in the degree course of origin;

In the exam recognition procedure, all exams taken and recorded by 30 July 2025 will be considered;

The student must request the ECTS evaluation and transfer to the Programme Office of “Business Administration and Economics”, submitting the necessary documents via email, by November 30th, 2025.

The evaluation of the career will be carried out by the board meeting after the enrollment, and no later than December 31st, 2025.

The candidates that will be declared winners based on the rankings (Art.8) will not have to follow the enrollment procedure indicated in Art. 10, but they have to carry out the Incoming transfer or Course transfer procedures, described in the Students Guide, as well as a clear digital scan of the documentation proving the request from transfer (if the candidates transfers from another University) and send it, with the request of confirmation of reading, to the following email addresses: segreteria-studenti@economia.uniroma2.it and bae@economia.uniroma2.it from July 15th, 2025, to July 30th (for all candidates declared winners in the FIRST SELECTION ROUND); from August 8th to August 30th (for all candidates declared winners in the SECOND SELECTION ROUND), and by September 10th, 2025 (for those candidates declared eligible but not classified as winner in the first or second selection round).

It will be the responsibility of the Student Secretariat of the School of Economics (see Art. 16) to send, with the reading confirmation, the further procedures to be completed on the University DELPHI website.

Alternatively, it is possible to deliver the documentation proving the request for passage and transfer to the Student Secretariat Office of the School of Economics during the opening hours to the public, written at the end of this Call.

Art. 12 - Tuition fees and contribution

All information regarding the calculation of enrollment fees, tuition fees and contribution, with the related deadlines and payment methods, will be available in the 2025/26 Student Handbook, published on the University website: <http://web.uniroma2.it/> and <http://studenti.uniroma2.it/>

Furthermore, all the opportunity for exemption (partial or total exemption) will be specified in the Handbook. (*)

For the Bachelor Course in Business Administration and Economics, more information on the Tuition Fees are available at the following link:

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

For international students or for students residing abroad, for whom the ISEE calculation pursuant to art. 8 paragraph 5 of Prime Ministerial Decree 159/2013 is inapplicable, in addition to the regional tax and stamp duty, they are required to pay, regardless of their country of origin, the fixed annual comprehensive contribution defined in the student guide.

(*) In particular, it is worth noting that all students who enroll for the first time at the University of Tor Vergata in a course of study whose entry qualification is the high school diploma, and who have obtained, at an institute with an Italian school system, a grade of 100/100 (or 60/60) are exempted from paying the university fees for the first year of enrollment.

Art. 13 – Candidates with a foreign diploma and international candidates residing abroad and requiring visas

- **Foreign qualification required to access the course**

- Final secondary school qualification obtained after at least 12 years of school, pursuant to the Ministerial Decree and its attachments;
- For further details on the validity of qualifications obtained abroad, see the ministerial procedures for the academic year 2025/26, which can be consulted at the following link: <http://www.studiare-in-italia.it/studentistranieri/>. In particular, please consult [Attachment 1](#) and [Attachment 2](#) in the presence of a qualification from the United States, the United Kingdom, a qualification issued by

university institutes of ecclesiastical studies based in Italy approved by the Holy See, an Italian qualification obtained in border schools or Italian sections of foreign schools, an International Baccalaureate qualification from the Republic of San Marino, obtained in foreign schools operating in Italy or European schools.

IMPORTANT:

All students in possession of a foreign qualification and international students requesting a visa, who have completed all the procedures described above and have been selected as winners, must proceed with enrollment within the deadlines set out in the Call.

At the time of enrollment, foreign diplomas must be accompanied by the documentation indicated 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_apply

University institutions, pursuant to art. 2 of Law 148/2002 and subsequent amendments, are autonomous with regard to the documentation to be requested for enrollment purposes, therefore the University reserves the right to request additional documentation, if deemed necessary.

N.B: Students with a foreign qualification are advised to prepare the documents required for enrollment well in advance. In the event of irregularities in the documentation provided relating to the foreign qualification, the student's enrollment will be automatically cancelled.

- **Visa request procedure**

Before proceeding with enrollment, all international students residing abroad and requiring a visa, in order to obtain the visa, must follow the procedure for submitting the “pre-enrollment application” through the University portal (<https://www.universitaly.it/>) by 31 July 2025. After submitting the pre-enrollment application, wait for validation by the University and contact the relevant diplomatic representations to complete the required procedures.

N.B: International students residing abroad and applying for a visa, who in the academic year 2024/2025 enrolled in single courses offered by the University of Tor Vergata or other universities, must have passed at least one exam relating to the aforementioned single courses, by the deadline to complete enrollment; the single courses must be relevant to or subsequent to the Degree courses referred to in this Call.

The single course “English Language” is not valid for enrollment purposes.

- **Completing the enrollment procedure**

International students residing abroad and requesting visa, in possession of a foreign qualification, after carrying out the procedures indicated in the Art. 9 and 10, must complete the enrollment in presence, by November 5th, 2025, going to the International Student Secretariat, in Via Cracovia, 50 – 00133 Rome, Italy, Building D, Ground Floor, Room n.1 (email address: international.students@uniroma2.it) After carrying out this procedure, the enrollment will be confirmed and the student will receive his/hers Student ID number (numero di matricola)

NON-EU students, already in possession of a regular residence permit and with an academic qualification issued by school with an Italian educational system, must complete the enrolment, within the deadlines set out in the announcement, at **the Economics Student Secretariat**, which will proceed with the verification of the residence permit and the subsequent assignment of the Student ID number

Art. 14 – Students with disabilities or specific learning disorders

Students with disability equal to or greater than 66% and/or with recognized handicap, pursuant to art. 3, paragraphs 1 and 3 of law of the 5th February 1992, n. 104 and/or diagnosed with specific learning disabilities (DSA) referred to in law 170/2021, upon registration on DELPHI, can declare that they are students with disabilities or with a learning disorder.

The certificates will be uploaded by the student when registering on the CISIA website and they will be evaluated in the University in which the English TOLC-E will take place.

For the university of Rome “Tor Vergata”, the CARIS Secretariat (Technical Secretariat of the Commission for the inclusion of students with disabilities and DSA) will review them to assess their suitability and authorize the granting of the requested aids.

Students with regular certification can benefit, during the test, from specific aids or compensatory measures, as well as additional time by making a specific request during registration on the CISIA website.

Candidates with disabilities or DSA living in foreign Countries, who intend to take advantage of the aforementioned measures, must upload the certification to the CISIA platform accompanied by a sworn translation in Italian or English from the Italian embassy competent for the territory attesting to the disability or the status of candidate with learning disability. The CARIS Secretariat will review the certifications and evaluate their suitability and consequently authorize the granting of the requested measures; it will also inform the candidate via email.

PLEASE NOTE:

The University reserves the right to verify the truthfulness of all declarations made. It is also recalled that anyone who makes false declarations, creates false documents or uses them, is punished according to the penal code and the relevant laws on the matter.

Upon enrollment, in order to request partial or total exemption from fees (where applicable) or all services required by law and provided by CARIS, students, in addition to checking the relevant box when registering on Delphi, must produce the certifications to the CARIS Secretariat, also by sending a good quality scan in PDF format, to the email address: segreteria@caris.uniroma2.it. All documents containing sensitive data will be kept by the CARIS office in compliance with current legislation.

In detail:

- Students with a disability equal to or greater than 66% or with recognition of handicap pursuant to art. 3, paragraphs 1 and 3 of Law 5 February 1992, n. 104 are totally exempt from paying university fees and contributions for enrollment and must follow the same online enrollment procedure provided for all students, self-certifying the disability in the same enrollment application.
In order to finalize the enrollment procedure, they must deliver or send to the CARIS Secretariat all the documentation issued by the competent authorities certifying the state of disability.
- It is also possible, following the same procedure, to request a 20% discount on the amount of the second installment for students with a recognized disability between 46% and 65% by following the same procedure described above.
- It is also possible, by following the same procedure, to request a 20% discount on the amount of the second installment for students with regular DSA certification (*).

If the student does not submit the required documents / certificates, or submits unsuitable documents/ certificates, he or she will be required to pay all university fees and contributions.

During the course of studies, the request for dispensatory measures and compensatory tools for each individual course to be followed or exam, must be made with specific written requests to CARIS.

(*) The DSA certification must be issued by the National Health Service (Servizio Sanitario Nazionale) or, if required by the regions, by specialists or structures accredited to issue the DSA certification, detailed and clear, reporting the reference to the nosography codes and the explicit wording of the DSA of Reading and/or Writing and/or Calculation in accordance with the indications of Law 170/2010, the Consensus Conference, Cc-ISS-2011, and subsequent additions, and as provided by the State-Regions Conference 2012 as implemented by the individual Regions. For the Lazio Region, it is recommended to consult the page dedicated to Specific Learning Disorders - DSA - Salute Lazio.

For any further information, please refer to the Student Guide academic year 2025/2026.

For information and contacts, consult the website www-2024.caris.uniroma2.it

Art. 15 – Processing of personal data

All information regarding the contact details of the Data Controller and the Data Protection Officer, 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 the possible transfer of data 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 in the University's Privacy Statement, pursuant to art. 13 and 14 of the EU Regulations 2016/679 for users who intend to enroll in admission tests and state exams, for users who intend to enroll in Degree courses/study courses and for undergraduate, 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>

Art. 16 – Additional information

Business Administration and Economics Programme Office – Via Columbia 2 – 00133 Rome (Building B, First Floor, Room 1 A 9)

Telephone: + 39 06 7259 5800

E-mail: bae@economia.uniroma2.it

Student Secretariat of the School of Economics: Via Columbia 2 – 00133 Rome (Building B, Ground Floor)

Office Hours: by appointment (<https://prenotazioni.uniroma2.it/>)

Click on "Segreteria" > Segreteria di Economia

On Monday, Wednesday and Friday from 9:00 to 12:00, on Wednesday from 14:00 – 16:00

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

Ufficio Relazioni con il Pubblico (URP) – Via Cracovia 50, 00133 Rome (Building C, first floor)

Office Hours: Monday 9:00 - 13:00; Wednesday 9:00 - 13:00 and 14:00 - 16:00; Friday 9:00 - 13:00

E-mail: relazioni.pubblico@uniroma2.it

Tel. +39 06 7259 2542

Sito web: www.urp.uniroma2.it

Servizio "Chiama Tor Vergata" – Call Tor Vergata University

Only on the phone: from Monday to Thursday 9:00 - 13:00 and 14:00 - 17:00; Friday 9:00 - 13:00
Tel. +39 06 7259 3099

Ufficio Accoglienza studenti/Welcome Office: Via Cracovia, 50 – 00133 Rome (Building C, first floor).
Office Hours: by appointment: <https://prenotazioni.uniroma2.it/welcome-office/>
Web: http://web.uniroma2.it/en/contenuto/welcome_office-75072
Telephone: +39 06 7259 2817/3234
E-mail: welcome@uniroma2.it

International Students Secretariat: Via Cracovia, 50 - 00133 Rome (Building D, Ground Floor).
Telephone: +39 06. 7259 3231/2566/2567/3233
Office Hours: Monday, Wednesday, and Friday 9.00 - 12.00 and on Wednesday also 14.00 alle 16.00.
E-mail: international.students@uniroma2.it
International Qualification Evaluation: [international.qualifications@uniroma2.it](http://web.uniroma2.it/en/contenuto/international_qualifications@uniroma2.it)
Web: http://web.uniroma2.it/en/contenuto/international_students_office
Telephone: +39 06.7259 3231/2566/2567

CARIS Responsible Officer in the School of Economics

Teaching Staff:

Prof. Stefano Caiazza (Dipartimento Economia e Finanza)

E-mail: caiazza@economia.uniroma2.it

Prof. Anna Maria Battisti (Dipartimento Management e Diritto)

E-mail: battisti@economia.uniroma2.it

Administrative staff: Dott.ssa Simona Vigoni - Telephone: +39 06 7259 5501

E-mail: simona.vigoni@uniroma2.it

CARIS (Students with disabilities or learning disabilities) Office – Engineering Faculty – Ground Floor (Aula L1) – Via del Politecnico, 1 - 00133, Rome

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

e-mail: segreteria@caris.uniroma2.it

Officer Hours: Monday, Wednesday, and Friday from 9.00 to 12.00 and Wednesday from 14.00 to 16.00.

For more information

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

RECTOR

Prof. Nathan Levialedi Ghiron