



ENROLMENT IN SINGLE TEACHING COURSES

Academic Year 2021/2022

General Information

As part of your professional upgrading, or curricular development or simply for your general cultural enrichment, you can apply to enroll in single-teaching courses that are taught in a Bachelor's or Master's degree program without having to enroll in the whole program itself.

The following requirements are required to be entitled to take these single exams:

- you must be enrolled in a foreign university;
- you are students enrolled in other Italian Universities, with permission of the University you are attending or you have applied according to specific agreements;
- you have graduated or have the academic qualification necessary to be enrolled in the degree programs of the University;
- you are graduates that do not have the curricular requirements needed to gain admission to a Master's degree course, and must satisfy such requirements in accordance with the regulations laid out by the degree course committee.

The University's governing body annually establishes the amount of enrollment fees that must be paid, with the exception of foreign students participating in inter-university mobility programs.

Students enrolled in a Degree Course of the University cannot register in other paid study courses referred to in this article.

Single-teaching courses are subject to the same general or special regulations established for each Department in question, in particular with regard to matters such as attendance. Exceptions regarding propaedeutic may be authorized by the didactic structures involved.

Students that have signed up for single exams are not eligible to receive the benefits foreseen for students enrolled in the University degree courses, except for students with disabilities and foreign students involved in inter-university mobility programs. Students enrolled in a Degree course cannot contemporarily enroll in individual courses.

The School of Economics establishes, for each academic year, **a maximum amount of 36 CFU** to be acquired through single teaching courses.

In order to cover the cost of University fees, each student who wants to follow single teaching courses is required to pay the amount of:

- **Euro 150,00** for courses of 6 CFU;
- **Euro 300,00** for courses of 9 or 12 CFU;
- For each exam which is needed in order to integrate your curriculum for enrollment in a Master's degree course: **100 Euro**.

The procedures of enrolment in single teaching courses must be performed and completed by delivering the necessary documents to the office of "[Segreteria Studenti](#)" before the beginning of the lectures of the chosen course:



- Between September 1, 2021 and November 30, 2021 for courses starting on the first semester;
- Between February 14, 2022 and April 15, 2022 for courses starting on the second semester.

These are the instructions for the enrolment in single teaching courses:

- a. Connect to our DELPHI system: <http://delphi.uniroma2.it>
- b. Student Section;
- c. Section 3 – Single Course Enrollment;
- d. To fill-in the application and print it;
- e. To pay the 16 euro through [PagoPA](#) ;
- f. Connect again in DELPHI within 48 hours after payment and validate through the "Validate PagoPA" button;
- g. Present the following documents to the Student Secretary:
 - Application form
 - Copy of your payment
 - Nulla-osta from your University, if you are currently enrolled to another University.

At the following links students can find all the academic courses and programmes offered by the School of Economics:

— Bachelor Degree programmes: <http://economia.uniroma2.it/offerta-formativa?t=laurea-triennale>

— Master Degree programmes: <http://economia.uniroma2.it/offerta-formativa?t=laurea-magistrale>

After completing the request at the office “[Segreteria Studenti](#)” delivering all the required documents and after finalizing and validating the payment online of the proper amount for the single teaching course, it will then be possible to book the requested exams directly from the totem (Delphi) webpage from 30 to 4 working days prior to the exam date. For further information and/or details on the procedure to be followed, students are encouraged to refer to page 75 of the Student Guide.