

Welcome to Tor Vergata University of Rome

Practical information for first-year students

WELCOME OFFICE 2022/2023

TOR VERGATA
UNIVERSITÀ DEGLI STUDI DI ROMA

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Welcome

Studying in Rome will add an amazing cultural perspective to the quality of your studies.
You will live in a city where you can perceive the passing of time by merely strolling across its central streets: ancient, Middle-Age, Renaissance, Baroque, Neoclassical and Modern Rome are ready to be discovered. It is a centre for inter-religious debate and a place where the founding Treaty for the European Union was signed. In Rome you will be able to enjoy all this, surrounded by a gentle climate, arts and music, fashion and food.
The Campus of Tor Vergata University is about 40 minutes tube ride from the historical city centre of the "Eternal City" Rome and 20 minutes far from the peaceful Castelli Romani area, notorious for its vineyards and hillside landscape.

Tor Vergata's six Schools (Economics, Engineering, Humanities and Philosophy, Law, Medicine and Surgery, and Mathematics, Physics and Natural Sciences) are located in a vast 600-hectare campus. Each School is provided with its own library, teaching and research facilities, reading rooms, laboratories, canteens and green areas where students can experience a real campus life.
The School of Medicine and Surgery is part of the important University Hospital compound, the Policlinico Tor Vergata (PTV), where students can benefit from health care and physical emergency assistance.

Rome embraces Tor Vergata: let Tor Vergata embrace you!






How to reach us

BY CAR:

Take Exit number 19-20 from the Grande Raccordo Anulare (GRA), the highway ring surrounding the city Direction: Romanina – 2°Università.

BY TRAIN ROMA TERMINI:

Once there, take the subway Line A toward Anagnina, the last stop. Once there, take Bus number 20 or 500 (depending on your final School destination) that will take you in a few minutes to the Tor Vergata Campus.

MAIN PUBLIC TRANSPORTATION

(Metro and Bus ticket cost 1,50 euro)

Metropolitana – Linea "A" (Orange) to Anagnina station

- Get off at Anagnina (last stop) and take the Bus 20 Express to reach: Central Administration Offices, School of Law, School of Economics; Engineering; Humanities and Philosophy; Mathematics, Physics and Natural Sciences; Medicine and Surgery.
- Get off at Anagnina (last stop) and take the bus 500 to reach: Medicine and Surgery; Mathematics, Physics and Natural Sciences;
- Get off at Anagnina (last stop) and take the bus 506,507,509 to reach: Central Administration Offices, School of Law.

Metropolitana Linea "C"

Get off at Torre Angela and take Bus 500, 506 and 20 Express Cotral extra-urban lines: Cotral services connect many municipalities of lower Lazio with the Anagnina underground station, crossing the university campus "Tor Vergata".

FROM THE AIRPORT

Fiumicino Airport Leonardo da Vinci

BY CAR:

From the Roma – Fiumicino Highway enter into GRA, direction NAPOLI, then take Exit 19-20 (Romanina – 2° Università)

BY TRAIN:

- Take the Leonardo Express from Fiumicino Airport to Roma Termini (Rome main railway station). There you can catch the Metro Line A from Termini to Anagnina, getting off at the last stop, Anagnina.
- Train from Fiumicino Airport Railway to Roma Tuscolana station, walk for 5 minutes to the Metro Line A stop, Ponte Lungo, take it toward Anagnina, and exit at the last stop, Anagnina.

Ciampino Airport

BY BUS:

Take the Blue Bus ATRAL or ATAC bus to Anagnina Metro Station.



TAXPAYER CODE (CODICE FISCALE)

The taxpayer code is a citizen identification tool issued by the Ministry of Finance. It is required for various procedures, e.g. **to complete your enrollment** as well as to open a bank account, to apply for a health insurance card or to sign a tenancy agreement. To request a taxpayer code, all citizens residing abroad can contact the Italian Consular-diplomatic representation in their country of residence. In Italy, this document can be requested at the closest **"Agenzia delle Entrate"** in the city in which you reside. **The closest office to Tor Vergata University is located in:**

Via di Torre Spaccata, 110 00173 - Roma, behind the supermarket. Bus 20 from Viale Cambridge. Opening hours: Mon.-Fri. from 08.15 am to 12.15 pm

Download the App (available in the Apple Store and Google Play App Store) Agenzia delle Entrate - take a ticket and book an appointment using the Fiscal Code that you received in the admission letter or calculate it online.

VISA

EU Citizens: If you are a citizen of a country belonging to the EU, you are exempted from a VISA to enter Italy.

Non - EU Citizens: If you are a citizen of a country that is not part of the European Union, you must apply for a VISA before your arrival in Italy. The VISA request must be submitted to the closest Italian diplomatic representative (Italian Embassy, Consulate, etc.). For further information, visit the webpage dedicated to the VISA application process on the website of the Ministry of Foreign Affairs.

STAY PERMIT

Non - EU students

Italian law establishes that non-EU citizens who wish to stay in Italy for more than three months must apply for the residency permit within 8 days of their arrival in Italy.
Firstly, students have to take the residency permit application kit (available at post offices). Book an appointment by emailing the Welcome Office to receive assistance with the application process. Once the request form is correctly completed, students have to deliver it to any post offices together with:

- A copy of each passport's page;
- A copy of the health insurance policy;
- A copy of the Acceptance Letter received from the University;
- A copy of the Fiscal Code;
- 1 Revenue Stamp (Marca da Bollo) € 16. You can buy it in the tobacco stores.

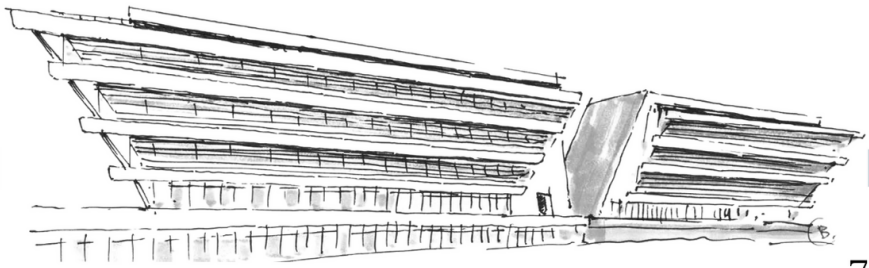
COST OF THE RESIDENCE PERMIT

- The cost of the slip is € 70,46
- The cost of the residency permit kit is € 30,00

The closest Post Office to Tor Vergata University is in:

Via Terzilio Cardinali, 11 00173 - Roma, behind the supermarket. Bus 20 from Viale Cambridge.

OPENING HOURS:
Mon to Fri from 8.20 am to 7.05 pm. Sat from 8.20 to 12.35



SALUTE LAZIO

SISTEMA SANITARIO REGIONALE



HEALTH INSURANCE

Having a valid health insurance policy in Italy is essential to request a residency permit. If you have already stipulated an insurance policy in your country of origin and it has been validated by the Italian representation before your departure, you can use it for the first issue of your residency permit. Otherwise, you have two options once you arrive in Italy: either register with the **National Health Service (SSN)** or stipulate a private policy.

1. National Health Service

The registration with the National Health Service (SSN) will provide you with complete health assistance. You will be assigned (or you can choose) a general practitioner (also called "family doctor"). Registration is valid for one calendar year (from January to December). **How to register at the post office:**

Fill in the slip and pay € 149.77 (postal current account no. 370007) in the name of "Tesoreria Provinciale dello Stato, Regione Lazio" and write the following description in the space provided: "iscrizione volontaria al SSN year..." (which means 'voluntary registration with the SSN' for the year in question). The closest ASL to the University is in viale Cambellotti n.11, Rome (Opening hours: from Mon. to Fri. 8:00 am. - 05:00 pm and Saturday 8:00 am -12:00 pm.

2. Private Health Insurance

As an alternative to the National Health Service (SSN) you might consider subscribing a private health insurance policy with any private insurance agency that provides the cover of emergency healthcare treatments in public hospitals. The majority of them are valid for 6-12 months from the date of payment. To take out the policy and obtain information on how to sign the health insurance contract, you have to contact the chosen institution and ask about for the procedure.

How to stay in contact with us

HOW TO GET IN CONTACT WITH A BUDDY

If you are a new student and want to get in touch with a Buddy, write to: **welcome@uniroma2.it** indicating your name, surname and your degree course. You will be inserted in the buddy chat of your School in order to receive all the updates.



WELCOME TELEGRAM GROUP

Join the UniTorVergata Welcome group on Telegram: we will keep you updated with all the latest news, services and opportunities for new students. Chat with us: Mon-Wed-Fri 9am-12pm and Tues 2pm-4pm. Join the group (scan the QRCode):



Studying at Tor Vergata University



ENROLLMENT PROCEDURES FOR A DEGREE COURSE (INTERNATIONAL STUDENTS)

The enrollment to Universities in Italy is regulated by ministerial procedures meant to establish different modalities of access for:

- **EU holding a foreign title & non-EU students residing in Italy and holding a foreign title.** This category includes EU citizens assimilated students and non-EU citizens with a resident permit holding a foreign title. Nationals of Norway, Iceland, Liechtenstein, Switzerland and the Republic of San Marino, as well as refugees and persons with subsidiary protection status, including personnel in Diplomatic Representations abroad and in international institutions based in Italy and accredited to the Italian State or to the Holy See, and their dependent family members (spouses and children), are considered equivalent students.



After the admission test you will have to complete the registration procedure following the instructions of the category you belong to, as reported on the website here below:

- **Non-EU students not resident in Italy (Study Visa applicants):** This category includes students with the nationality of a non-EU country who do not reside in Italy and therefore apply for a student visa.

- **Non-EU students holding an Italian title:** Extra-EU citizens legally resident in Italy and with a final qualification obtained in Italy are admitted to study under the same conditions as Italian citizens, i.e., with no limit on the number of places reserved and without having to take the Italian language proficiency test.

- **"Marco Polo Program" Chinese Students:** The "Marco Polo" programme consists of an intergovernmental agreement between Italy and China, with the purpose of promoting the presence of Chinese students in Italian universities. Students participating in this project will have the opportunity to arrive in Italy earlier than other international students and study Italian for 10 or 11 months (required level of Italian: B2).

ENROLLMENT PROCEDURES FOR A MOBILITY PROGRAMME (ERASMUS AND OVERSEAS STUDENTS)

Enrolment is exclusively online. We will send all students, who have already pre-registered on Mobint, the confirm of enrolment with the log-in data: registration number (MATRICOLA) and password to access the personal page of the Delphi system, as well as the guidelines for the activation/creation of Office 365 and Microsoft Teams. We will also include all the necessary information to obtain the Fiscal Code, which is required to complete the registration. In order to know the arrival date, all students will be requested to email us at:
mobilitastudenti@erasmus.uniroma2.it with the flight ticket.

GRADES AND CFU (ECTS)

In Italian Universities grades are given on the basis of 30 points: 18 is the lowest passing grade (sufficient), and 30 is the highest grade. In case of particularly outstanding performances, a "lode" can be assigned and the grade is registered as 30 cum laude (30L online). Only if you pass the examination for a course will you receive the relevant university credits. Exams are usually worth 6 or 12 credits. The Transcript of Records is being filled once you have passed each exam included in the Learning Agreement. Please note: the failed exams will be listed neither in your Grade Booklet nor in the Transcript of Records. Therefore, you will not be awarded the equivalent university credits.

HOW DO I REGISTER FOR EXAMS?

DELPHI SYSTEM Tor Vergata University of Rome offers its students a series of online services that help them carry out a number of administrative tasks without actually having to be on site at the Student Affairs Offices.

Free e-services for students

Microsoft Office 365,
including
e-mail
Office Web Apps,
One Drive
(2TB free space)
Share point
Calendar
OneDrive
(2TB free space)
One Note
Planner
Power Apps
SharePoint
Skype for Business
Sway
Yammer

Campus Agreement free access to
Microsoft
Azure Dev Tools
teaching
Math Lab
Lab View
Mathematica
Maple
Ansys

Digital Library MLOL
(books, movies, music, newspapers)

Students
Delphi (enrollment,career Management)
Didattica Web (courses' timetable, syllabus, exams, files, etc)

Virtual Lab WiFi (EDUROAM: education roaming is the roaming access service developed for the international research and education community. It's available in thousands of locations across over 100 countries worldwide). At the following link, you will find simple guides to help you activate your email account, activate your Microsoft Teams account, participate in online classes and graduations sessions: https://en.uniroma2.it/online-didactics/



Services and facilities

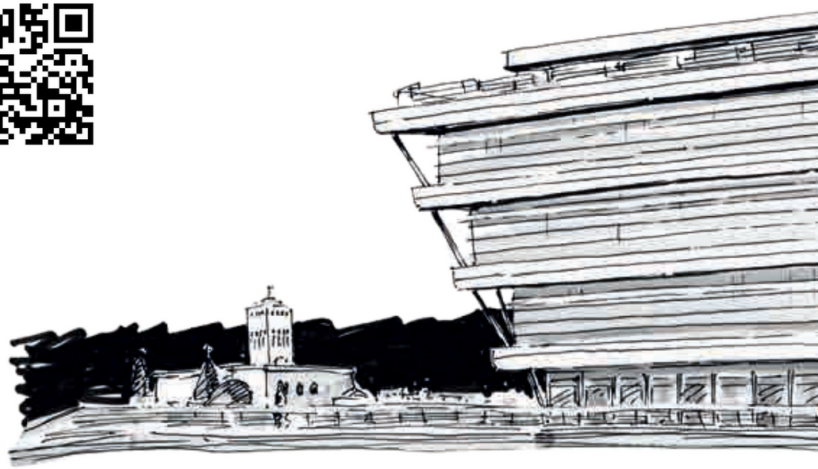
UNIVERSITY LIBRARY SERVICE

Each School is equipped with its own library, offering free access to a vast array of scholarly publications (in hard or soft copy) to Tor Vergata students.

CARIS

The CARIS Commission provides services to encourage full and active participation in the academic life for students with disabilities, specific learning difficulties or temporary difficulties.

CARIS offers: tutoring services and personal guidance on campus and in the classroom, loan services for text books and computer equipment, software and specific technological aids, sign Language interpreters or stenotypes for hearing impaired students, assistance with entry exams to degree courses, speech therapy available for students with speech impediments and learning disabilities in order to prepare students for exams, counseling services for psychological and emotional needs, total exemption of university fees for students with certified disability.
www.facebook.com/CARISuniroma2/





LANGUAGE

CLA - The University Language Centre supports the teaching and learning of seven foreign languages (English, French, Spanish, German, Russian, Polish and Portuguese), and of Chinese. It caters for curricular language courses for the students both enrolled at Tor Vergata University of Rome and under EU programmes (Erasmus+). Its activities are based on relevant research in second language acquisition and educational technology.



Amongst its main aims, the Language Centre promotes multilingualism by supporting and officially certifying the foreign language competences for personal, academic and professional purposes.

CLICI - Centre for Italian Language and Culture of the Tor Vergata University of Rome. It promotes the diffusion of Italian language and culture through cultural and educational initiatives (conferences, congresses, courses, etc.) and offers courses in Italian language and culture to both Tor Vergata students and foreigners from all over the world. CLICI organizes extensive and intensive Italian language courses throughout the academic year and also provides courses for international projects.

Clici#Tandem is a project aiming at implementing the language and cultural exchange among undergraduate and postgraduate students, PhD students and reaserchers of Tor Vergata University. The **Clici Language Café** is aimed at all international students who have already acquired a knowledge of the Italian language at a level equal to or higher than B1. The Café offers the opportunity to improve the communication and interaction skills of the Italian language by deepening the knowledge of the Italian culture and traditions.



CUS

The University Sports Centre of Tor Vergata University of Rome promotes sports for students, administrative staff and professors. There are various team sports (men's, women's and mixed groups) and numerous fitness and individual activities. Thanks to Cus Roma Tor Vergata, you have the opportunity to take part in professional or amateur championships or simply play sports at reduced prices to keep fit. **If you are a professional athlete studying at Tor Vergata University of Rome, you can train and represent the University in national and international competitions. In doing so, you will receive discounts on fees and recognition of ECTS thanks to the Dual Career Student-Athlete regulations.** Numerous tournaments, sports tourism and experiential events are organised every year. Cus Roma Tor Vergata is the territorial branch of CUSI (Centro Universitario Sportivo Italiano) and one of the 15 sports promotion institutions recognised by CONI.
Here is a list of our activities:

- **OPEN TEAMS:** Mixed Basketball, Mixed Volleyball, Men's 5-a-side football (CSI Championship), Mixed Touch Rugby (Fir Championship).
- **NATIONAL UNIVERSITY CHAMPIONSHIPS**: Men/Women's volleyball, Men's Basketball, Men's Rugby7, Men's Football5, Men's Football11.
- **FITNESS/INDIVIDUAL ACTIVITIES:** Padel, Tennis, Salsa-Bachata, Personal Defence, Functional Training, Yoga, Pilates, Pre-wrestling, Toning, Breathing..
- **INDIVIDUAL SPORTS:** karate, judo, taekwondo, golf, tennis, boxing, athletics, fencing, etc.

Follow us on social media @custorvergata and you will always be up to date with the latest news and sports opportunities!



TOR VERGATA PLACEMENT

The Office's mission is to connect students and graduates of Tor Vergata University of Rome with the job world. Through recruitment initiatives, students have the opportunity to establish direct contact with companies and get acquainted with the professional world before obtaining their university degree.
Tor Vergata calls Business with two Career Days: the University holds two important events for students and graduates to meet up with companies looking for talent.
https://uniroma2.jobteaser.com/



AGEVOLA - FACILITIES FOR TOR VERGATA COMMUNITY:

Tor Vergata University of Rome gives its students the opportunity to benefit from more than 250 partnerships, offers and discounts through the "AGEVOLA" initiative. Scan the QR Code and check on the web site all the deals and discounts: restaurants, theatres, concerts, travels, gyms and much more.
Mail: info@agevola.uniroma2.it

MAIN EMERGENCY NUMBERS:

- **112** European Emergency number
- **118** First aid/Emergency room and ambulance
- **113** Police
- **115** Firemen
- **1522** National anti-violence number

STUDENTS WELCOME 2022

Tor Vergata University of Rome will be glad to welcome all our newly enrolled students. Find the Students Welcome Calendar for 2022: **https://en.uniroma2.it/admissions/welcome-office/**



Glossary of University terms

ACADEMIC YEAR

The Academic Year usually begins in September and ends at the date the new one begins. Each academic year is divided into two semesters and three examination sessions with holidays in between. Each semester normally consists of two terms, the duration of which is approximately one month and a half (5 weeks of lecture plus 1 week of extra/rescheduled lectures).

MATRICULATION NUMBER

A unique number assigned to each student when s/he enrols at the university. It is required for a number of services, such as taking exams, borrowing library books, etc. It also identifies the student's username access to his/her personal account on the university website.

DOUBLE/JOINT DEGREE

Educational Programmes providing an integrated study curriculum established in conjunction with other international Universities and mobility periods for students and teaching staff. After the final examination, students achieve two or more academic qualifications issued by the partner Universities (Double or Multiple Degree), or a jointly conferred qualification recognized and validated by all partner Universities (Joint Degree).





Contacts

WELCOME OFFICE:

Via Cracovia n.50, 00133 - Roma. Building C, floor 1, room C1.01
Tel. +39 06 7259 2817/3234
welcome@uniroma2.it

ERASMUS+ OFFICE:

Via Cracovia n.50, 00133 - Roma. Building D, floor 0, room 002
Tel. +39 0672592555
mobilitastudenti@erasmus.uniroma2.it

INTERNATIONAL STUDENTS OFFICE:

Via Cracovia n.50, 00133 - Roma. Building D, floor 0, room 001
Tel. +39 06 7259 2567/3231/2566/3233
inteernational.students@uniroma2.it

TOR VERGATA UNIVERSITY OF ROME

STUDENTS WELCOME



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