



BACHELOR OF SCIENCE IN “BUSINESS ADMINISTRATION & ECONOMICS”

RE-OPENING

CALL FOR APPLICATION - A.Y. 2020/21

***Disclaimer:** this is a translation of the Italian selection announcement for the Bachelor of Science in “Business Administration & Economics”. Its purpose is to provide information to foreign students. It has no legal value. The only official and legally binding source is the original Italian selection announcement.*

The selections for the admission to the first year of the Bachelor degree in "Business Administration and Economics" are re-opened.

AVAILABLE PLACES

The available places are **67** (reserved to **EU students** and **non-EU students already residing in Italy** with a regular resident permit).

Be careful: The admission procedure described in this document must be followed also by students willing to transfer from other Italian universities or by students willing to switch from other courses of Tor Vergata University.

For further information, see pages 14 and 15.

PARTICIPATION REQUIREMENT

In order to be admitted to the Bachelor’s Degree programs or the one-cycle Degree programs, it is compulsory to hold a diploma obtained abroad after **a minimum of 12 years of education**¹ and which allows Students to enroll in a University in their own Country.

In cases in which the local educational system provides shorter education programmes, students must prove that:

- they have attended university and passed the required exams, so as to meet the 12-year-education requirement

or

- they must hold a post-secondary study qualification obtained in non-university higher education Institutes.

¹ *In case Student attended a pre-school year, it can be considered as a 12th-year equivalent only if the attendance was compulsory and part of the curriculum, and also in cases where the pre-school program was provided with the basic reading and writing teaching held in mother tongue, together with some basic mathematics concepts.*



Students may be required to pass an additional academic qualifying examination, when required in their Country (e.g.: GAO KAO in China; Vestibular in Brasil; Selectividad in Spain; etc.).

For further information on valid qualifications obtained abroad, please check the ministerial procedures published at the following link: <https://www.studiare-in-italia.it/studentistranieri/> .

In particular, we invite you to consult:

- [Attachment n.1](#), which refers to the **US qualifications** (American High Schools Diploma), **British qualifications** (GCE, IGCE), **Greek qualifications** or those issued by University institutes of ecclesiastical studies based in Italy and approved by the Holy See.
- [Attachment n.2](#), which refers to Italian qualifications, obtained in “scuole di frontiera” or in Italian sections of foreign schools, in **international Baccalaureate**, in schools of the Republic of San Marino, or obtained in foreign schools based in Italy or other European schools.

IMPORTANT: In order to enroll in a course at the University of Rome Tor Vergata, all students who hold a **foreign qualification** MUST provide the related official legalization/apostille, Italian translation and **Declaration of Value** released by the Italian Competent Authority in the country in which the diploma has been issued.

Otherwise, they must provide the **Statement of Comparability** issued by [ENIC-NARIC centres](#) (*In Italy, you can consult the [CIMEA website](#)*).

Given the current circumstances due to the Covid-19, in order to finalize the enrolment we suggest you to request the Statement of Comparability to the CIMEA by registering at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login> . CIMEA will send the original Statement of comparability in 15 working days from the acceptance of the request (the cost is 150 euros - VAT included).

APPLICATION PERIOD

OCTOBER 12 - NOVEMBER 5, 2020

APPLICATION PROCEDURE

The selection process will be based on two steps of evaluation:

1st step: Educational background evaluation

2nd step: Skype Interview



You can send your application by following the steps below:

a. Connect to the Delphi Online Services Website:

<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>

b. Select “Student Section” > point 1) “Registration for Admission Tests” > Point a) “Start application procedures” > Select FACULTY OF ECONOMICS > Select Business Administration & Economics (T16 or T17). The course code T16 identifies the Business Administration curriculum while the course code T17 represents the Economics one. This choice can be modified during the registration to the third year, but students can apply **ONLY TO ONE COURSE CODE (T16 or T17)**

c. Fill in the application by inserting all the required personal data and then uploading the necessary documents

d. The system will release an application form. In the last page of the application form a bulletin of € 30 to pay will be found. It is a not refundable participation fee.

e. Pay the bulletin through PagoPA. For info on PagoPA payment system check the guide ([English version](#)).

f. Access again to the Delphi Online Services website and **validate the payment.** From the DELPHI system, click on point 2. Enrolment → b. You have already filled out an application → Insert your Fiscal Code and CTRL → Click on “Confirm PagoPA” [**Please Note: According to the payment channel you have used, there will be different timelines for the validation of the payment. If the system does not allow you to validate immediately the payment, just wait for few hours.**]

Use only the bulletin issued by the system at the time of application. Any other payment made and in any other way (e.g. through a direct money transfer) will not be considered valid and will not be refunded.

The payment validation is MANDATORY in order to be admitted to the selection.

After the validation, the DELPHI system will release a **PROTOCOL NUMBER**, which with students will be able to check their position in the final ranking.

The following categories of students are exempted from the payment:

- *Disabled students in accordance with article 3, paragraph 1 and 3 of the Law of 5th February, 1992, n.104 or*
- *Students with an invalidity equal to or higher than 66% (D.R. 19161 of 2nd June, 2014);*

PERSONAL DATA/DOCUMENTS TO UPLOAD IN THE DELPHI SYSTEM

- Name and surname, that must be the same as those reported on the ID or Passport;
- The PERSONAL email address and Skype contact (Skype ID);



- Attach the ID or the Passport (pdf, jpeg or tiff format);
- Attach the **Curriculum Vitae in English in [Europass format](#)** (pdf, jpeg or tiff format);
- Attach the **High School transcript of Records** (*from the last year of High School*) - pdf, jpeg or tiff format.

In case of foreign transcript, the candidate must necessarily attach the related Italian or English translation;

- Attach the High School Diploma (*if already obtained*) - pdf, jpeg or tiff format;
- SAT or ACT (not compulsory);
- Attach an **International English language certificate** (ESOL, GESE, ISE, IELTS, TOEFL, TIE...) **at least a [B2 level](#)** in accordance with the **CEFR** (Common European Framework of Reference for Languages) - pdf, jpeg or tiff format

Exceptions apply in case of:

- Certificates that indicate English language as medium of instruction during High Secondary School;
- An Italian "Liceo Linguistico" Diploma (*already obtained at the time of the application*);
- Candidates who attended at least one semester in a foreign High School with English as a medium level of instruction; in this case the transcript of records obtained during the semester spent in the above-mentioned foreign High School, will substitute the official English certificate;

Important: English B2 level certificates released subsequently to the attendance of English Courses, even if attended abroad, cannot substitute the internationally recognized B2 level certificates that Official Examination Centres release (Ielts, TOEFL, Cambridge...).

PLEASE NOTE: Students who do not possess the English language certificate required by the Call for Application, and who are unable to obtain it within the deadline due to the emergency situation generated by Covid-19, will be assessed on their knowledge of the English language during the Skype interview.

► If the candidate provides an erroneous or incomplete documentation or if the payment is not validated, the application will not be evaluated.



SELECTION AND EVALUATION CRITERIA AND RANKING LIST ESTABLISHMENT

The selection procedure is based on the **evaluation of the documents** submitted at the time of the application and on an **oral interview** that will be held by means of a Skype call.

The evaluation is based on a scale of **100 points** of which:

- **A maximum of 70 points** for the evaluation of the documents submitted at the time of the application (*up to 30 points for the English Certification, up to 30 points for the Transcript of High School Records/ High School Diploma, up to 10 point for the Curriculum Vitae*);
- **A maximum of 30 points** for the oral interview (*students will be admitted to the oral interview only if the evaluation of their documents submitted at the time of the application reached a score of at least 49/70*);

The results of the evaluation of the documents submitted at the time of the application and the related schedule of the Skype call will be communicated by email (*the email address that will be considered is the one indicated in the application form*). Students will be notified if they have passed or not the 1st step of selection but the score will not be disclosed. Students will be able to discover their overall score by reading the ranking that will be published at the end of the 2nd step of selection.

If the candidate obtained a score less than **49/70** in the 1st step of selection, the latter is not allowed to participate to the Skype Interview.

At the beginning of the Skype Interview, the candidate must show his/her Personal ID/Passport.

The **Skype Interview** will be held in English and it will merely be a conversation aimed at deepening the candidate's profile and motivation; moreover, the candidate will be inquired about verbal comprehension, logical and mathematical questions (study of functions).

If the candidate will not be available on the schedule communicated to him/her by email, he/she will be automatically excluded from the final ranking.

Candidates who will perform a score of less than **21/30** during the Skype interview, will be excluded from the final ranking.

Candidates who will obtain an overall score of at least 70/100 (resulting from the sum of the 1st and 2nd step evaluation score) **will be considered eligible for the admission to the B.Sc. in Business Administration & Economics.**



RESULTS COMMUNICATION AND EVALUATION SCHEDULE

Documents Evaluation: 10 November 2020

Skype Interview: within 20 November 2020

The results of the 1st step and the personal appointment for the Skype interview will be communicated by email at the personal email address communicated during the application.

MERIT RANKINGS AND ENROLLMENT TERMS

The merit ranking will be published according to the score obtained by the candidate, which includes both the documents evaluation and the Skype interview.

► Students with a score equal or higher than 70/100, are considered eligible.

The merit ranking will be published on the [course website](#) on **DECEMBER 1st, 2020**.

In order to protect the candidates' privacy, merit rankings will be published with the **Protocol Number identification** (issued by Delphi System after the payment validation).

If the protocol number has been lost, it can be recovered following this procedure: starting from the Delphi platform, click on *Student Section* → *Apply to the Admission Test* → *b. Reprint Application* → *Insert your Fiscal Code and your Ctrl* → *Print Validated Receipt with Protocol Number*.

WINNER CANDIDATES must complete the **on-line enrolment** procedure during the following period: **DECEMBER 2ND TO DECEMBER 16TH, 2020**.

No other scrolling will occur.

ENROLLMENT PROCEDURE

Attention: The enrollment procedure will distinguish students according to their Diploma (Italian or foreign).

► IF THE STUDENT HAS AN ITALIAN DIPLOMA:

- a. Fill the assessment questionnaire "[Quest Test](#)";
- b. Take note of the code (CQ) released by the system (Warning: the code will be valid for the following 5 days, after which a new one has to be filled);
- c. Access on the Delphi system: <https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=EN> ;
- d. Select "Enrolment";
- e. Select "Start application procedures";



- f. Carefully read the information about your data protection and confirm that you have done it to procedure;
- g. Fill in the two “Registration Personal Information” section;
- h. Select the course you have been admitted to (Remember that you have to select the course you have chosen during the application – T16 for Business Administration, T17 for Economics);
- i. While filling the form:
- choose if you are keen to pay the second rate of University fees in a single payment or in two installments (default option: two different payments);
 - Write self-certification of the title you obtained. The University will verify the information reported in the self-certification, according to what established in the current regulations.
- j. Select “print”: the system will provide the enrolment application and the bulletin for the first installment (156 euros – not refundable)
- k. **Pay the bulletin through PagoPA and validate the payment:** from the DELPHI system, click on point 2. Enrolment → b. You have already filled out an application → Insert your Fiscal Code and CTRL → Click on “Confirm PagoPA” [**Please Note:** According to the payment channel you have used, there will be different timelines for the validation of the payment. If the system does not allow you to validate immediately the payment, just wait for few hours].

Payment Method: The University fees can be paid through PagoPA online payment system. **For info on PagoPA payment system check the guide ([Italian](#) and [English](#) version).**

Use only the bulletin issued by the system at the moment of enrolment. Any other payment made and in any other way (e.g. through a direct credit transfer) will not be considered valid in the enrolment procedure and will not be refunded.

IMPORTANT: The payment validation is MANDATORY in order to confirm your enrolment!

l. After the validation, the system will release the enrolment number (**Matricola**) and a **Password** which will allow the access to online students’ services (e-mail, fee payments, exam registration, etc...). Be careful to preserve them.

m. Only for non-EU students legally staying in Italy: please provide your valid residence permit to the International Students Office (by sending an e-mail to international.students@uniroma2.it).

When the situation makes it possible, in order to complete the ENROLMENT PROCEDURE students must go to the Students' Secretary of the School of Economics to obtain the **booklet**.

In the meantime, please send the following documents to segreteria-studenti@economia.uniroma2.it (within December 31, 2020).



- The Enrolment Request signed by the student;
- Three recent passport-sized photographs;
- A photocopy of a valid personal identification document;
- A photocopy of the receipt of the first instalment payment (students eligible for full exemption from payment of tuition fees are excluded);
- The form printed during the validation procedure marked “*to be handed to the Segreteria Studenti*”;
- Provide the residence permit in original (only for non-EU students legally staying in Italy)

► **IF THE STUDENT HAS A FOREIGN DIPLOMA:**

The system will not allow to end the online enrolment procedure and pay the first installment. Students with foreign qualification will have to enter in the DELPHI system and upload all the required documents.

- a. Access the Delphi website: <https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=EN>;
- b. Select “Enrolment”;
- c. Select “Start application procedures”;
- d. Carefully read the information about your data protection and confirm that you have done it to proceed;
- e. Fill in the two “Registration Personal Information” sections;
- f. Select the course you have been admitted to (Remember that you have to select the course you have chosen during the application – T16 for Business Administration, T17 for Economics)
- g. While filling the form choose if you are keen to pay the second rate of University fees in a single payment or in two installments (default option: two different payments);
- h. Select “Print”: the system will release the registration application with the list of documents to upload. **Keep care of the CTRL and the FISCAL CODE that the system automatically generates.**

STUDENTS WITH FOREIGN QUALIFICATION MUST COMPLETE THE ENROLMENT PROCEDURE FOLLOWING THE STEPS ABOVE (a. – h.) WITHIN DECEMBER 16, 2020.

DOCUMENT MUST BE UPLOADED:

In order to correctly enroll to a Bachelor or Single-cycle program you must provide:

- 1) Either a true copy of the final title obtained after at least 12 years of education, accompanied by the Statement of Comparability issued by the [CIMEA](#).



Or a true copy of the final title obtained after at least 12 years of education, with official translation in Italian and validated by the Italian competent authorities in the Country of the educational system attended. This validation is not necessary if the certification presents the “Aja Apostille”; accompanied by the original of the Declaration of Value of the final title issued by the Italian competent authorities for the territory.

Given the current circumstances due to the Covid-19, in order to finalize the enrolment we suggest you to request the Statement of Comparability to the CIMEA by registering at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login>

In case the title is obtained after less than 12 years of education, then you must provide:

a) Certification of the partial academic studies accomplished with official translation in Italian and validated by Italian competent authorities. This validation is not necessary if the certification presents the “Aja Apostille”.

b) Academic title obtained in a Non-University institution with official translation in Italian and validated by Italian competent authorities. This validation is not necessary if the certification presents the “Aja Apostille”.

c) Certification of a foundation course released by the Italian secondary school institutions as complementary title of the schooling abroad.

Note that the abovementioned additional or complementary certifications of titles obtained with less than 12 years of education allow the enrolment to the first academic year and cannot be evaluated for enrolment with abbreviation of course in order to avoid a double evaluation of the same titles.

- 2) Copy of the certificate that states the student passed the proficiency test for the access to the universities if expected and mandatory in your home Country (Selectividad in Spain; Prova geral de Acesso in Portugal; etc.) with official translation in Italian and validated by Italian competent authorities. This validation is not necessary if the certification presents the “Aja Apostille”.
- 3) Copy of the Residence Permit (only for non-EU students regularly resident in Italy).
- 4) Copy of the Fiscal Code.
- 5) Copy of the letter of admission, when provided.

Once you have obtained the required documents, follow these steps:

i. Access again to the Delphi system and select in the Student Area, Button 2-Enrolment > “point “b” You have already filled in the application;

j. Enter your Fiscal Code and CTRL;

k. Upload the documents required for the enrolment. It is necessary to upload ONE pdf file for each document;



l. Wait for the International Students Office's response: The Office has to verify the documentation you uploaded to enable you to enroll. If all your documents are regular and nothing is missing, you will receive an email with the instructions to pay the first installment and to validate the payment;

m. The payment validation will allow you to get your matricola and password, needed to access the online classes and for your online career management at Tor Vergata;

As soon as you will be allowed to enter Italy and arrive in Rome, you will have to submit the original documents digitally uploaded on the Delphi System (point l) and a valid residence permit (for non-EU students only). Once at Tor Vergata, please reach the International Students Office (Via Cracovia n. 50 - Building D floor 0) for this compulsory administrative step.

IMPORTANT: The International Students Office will check the regularity of the original documents and in case they are not provided or incomplete, the admission will be invalid.

THE CANDIDATES WITH FOREIGN QUALIFICATIONS CAN FINALIZE THE PROCEDURE (FROM POINT i. TO m.) BY UPLOADING THE REQUIRED DOCUMENTS FOR THE NEXT POINT STUDENTS HAVE TIME UNTIL DECEMBER 31, 2020.

International Students Office

Address: [Via Cracovia n.50](#) – 00133 Rome (Building D – ground floor – room n. 001)

Office Hours: Monday and Friday: 9-12 a.m.; Wednesday: 9-12 a.m. and 2-4 p.m.

email: international.students@uniroma2.it

phone: +39 06 7259.2567/3231/3233/2566

TRANSFER AND SWITCH COURSE

► TRANSFER FROM OTHER ITALIAN UNIVERSITIES OR COURSE SWITCH

Students already enrolled in other **Italian Universities** or in another course offered by the University of Tor Vergata, after the admission process, must not follow the enrolment procedure, since they are already enrolled in another Italian University or Program.

- Students who must perform the transfer/switch course cannot follow the enrolment procedure. They will have to follow the transfer and course switch procedures opened from **August 1st to December 31st, 2020**. The procedures is deeply explained in the [Student Guide 2020/21](#) (Chapter 8).

RECOGNITION OF EXAMS FROM PREVIOUS ACADEMIC CAREERS

After the admission, the student can request the evaluation of the previous academic career by sending an email to the programme office of the course attaching the academic transcript of records and the syllabus of all the courses of which student require the recognition.

The deadline to submit the request is the 31th of December 2020, and after the conclusion of the enrolment procedure.



All those students who obtained the recognition of:

- **≥ 27 CFU** (credits) will be transferred to the **2nd year**
- **≥ 54 CFU** (credits) will be transferred to the **3rd year**

The CFU recognized are those related to the BSc in Business Administration and Economics course and NOT those obtained in the previous academic course. The exams passed within the 10th of August 2020 will be considered.

The Board can recognize exams that present the same topics and at least the same number of credits of the courses of the BSc in Business Administration and Economics.

For a preliminary evaluation of the previous academic career, please consult the course structure and the syllabi of the courses willing to obtain the recognition.

- **Course structure:**

https://economia.uniroma2.it/public/ba/files/didattica_erogata_primo_anno_2020.21_1_.pdf

- **Courses programs:** <https://economia.uniroma2.it/ba/business-administration-economics/dida/corsierogati>

IMPORTANT: *The additional and complementary certifications to the secondary school qualifications obtained after less than twelve years of schooling only allow for enrolment in the first academic year and cannot be evaluated further for registrations with course abridgement, avoiding thereby a double evaluation of the same qualifications.*

Students cannot request the recognition of the examinations taken in that period.

TUITION FEES

All the information about tuition fees, deadlines and payment methods, is available at **University of Rome Tor Vergata website** <https://en.uniroma2.it/admissions/tuition-fees/> or in the website of the course at the following link <https://economia.uniroma2.it/ba/business-administration-economics/tuition-fees/>. In the [Student Guide 2020/2021](#) it is also possible to find all the payment exemptions



CONTACTS

► **University of Rome Tor Vergata website:** <http://en.uniroma2.it/>

► **Student Guide:** <http://studenti.uniroma2.it/guida-dello-studente/>

► **Faculty of Economics:**

- Address: Via Columbia, 2, 00133, Roma

- Web-site: <https://economia.uniroma2.it/>;

- English presentation:

https://economia.uniroma2.it/public/eco/files/en/brochure_Economics_tor_vergata_university.pdf

► **B.Sc. Business Administration and Economics Office:**

- Address: **Faculty of Economics**, Via Columbia, 2, 00133, Roma – Building B, first floor, room n. 1A.12

- Web-site: <https://economia.uniroma2.it/ba/business-administration-economics>

- E-mail: bae@economia.uniroma2.it

- Phone: +39 06 72595800

- Office hours: On appointment (the office is closed everyday from 1 pm to 2.30 pm.)

► **Welcome office:**

- Address: Via Cracovia 50, 00133 Roma (Building C, first floor)

- Opening Schedule: from Monday to Thursday from 9 am to 12 pm and from 2 pm to 4 pm and Friday from 9 am to 12 pm

- Phone: +39 06 7259 2817/ 3234

- E-mail: welcome@uniroma2.it