



TOR VERGATA  
UNIVERSITÀ DEGLI STUDI DI ROMA



---

**The information contained herein is accurate as of the date of publication (05/07/2023).**

**Please visit <http://studenti.uniroma2.it/> for any subsequent changes to procedures.**

***This English version of the Student Handbook is made for information purposes only. For the resolution of any dispute and for all legal purposes, only the Italian version shall be valid.***

---

Edited by Directorate I – Education and Student Services

---

---

# Table of Contents

Chapter 1 – Studying at Tor Vergata University of Rome	8
1.1 Educational offer	8
1.2 – What you need to know	9
1.2.1 Minimum admission requirements	9
1.2.2 Organisation of studies	9
Chapter 2 – Campus Information Services	10
2.1- General information service	10
2.2- Student Affairs Offices	13
Chapter 3 – Provisional enrolment procedure	15
3.1 – How to take the “admission test”	15
3.2 – How to register for the “Assessment tests”	16
Online validation of payment is essential for participation in the admission test.	16
3.3 – How to request the “Assessment of curricular requirements”	16
3.4 – Specific procedures for the preliminary assessment of applications – English-taught courses courses	17
Chapter 4 - Enrolment	19
4.1 – How to enrol	19
4.2 – Application for degree programme shortening	22
Chapter 5 – International Students	24
5.1 EU/EU nationals and non-EU nationals with foreign qualifications who do not need a visa	26
5.1.1) Admission Tests	26
5.1.2) Admission requirements	27
5.1.3) How to enrol	29
5.1.4) Documents required for enrolment in a Bachelor’s or one-cycle degree programme:	29
5.1.5) Documents required for enrolment in a Master’s degree programme (two-year courses):	30
5.1.6) TUITION FEES	30
5.2 Non-EU nationals not resident in Italy (visa applicants)	30
5.2.1 Admission Tests	30
5.2.2 Admission requirements	31
5.2.3) Proof of knowledge of the Italian language	33

---

5.2.4) Pre-enrolment application to get a visa: _____	33
5.2.5) Once in Italy: _____	34
5.2.6) Re-allocation of non-EU students applying for visas to courses with national programmed access _____	35
5.2.7) How to enrol _____	35
5.2.8) Documents required for enrolment in a Bachelor's or one-cycle degree programme: _____	36
5.2.9) Documents required for enrolment in a Master's degree programme (two-year courses): _____	36
5.2.10) TUITION FEES _____	37
5.3 EU and non-EU nationals legally resident in Italy with a final qualification obtained in Italy _____	37
5.3.1) Admission tests _____	37
5.3.2) How to enrol _____	37
5.4 Chinese nationals under the "Marco Polo" project _____	38
5.4.1) Admission requirements _____	38
Admission to Bachelor's and one-cycle degree programmes requires the following: _____	38
5.4.2) Pre-enrolment application to get a visa _____	39
5.4.3) Once in Italy _____	41
5.4.4) Admission tests _____	41
5.4.5) Re-allocation of students _____	42
5.4.6) How to enrol _____	42
5.4.7) Documents required for enrolment in a Bachelor's or one-cycle degree programme: _____	43
5.4.8) Documents required for enrolment in a Master's degree programme (two-year courses): _____	43
5.4.9) TUITION FEES _____	43
Chapter 6 – Registration in academic years following the first _____	44
6.1 – How to register for the second and following years _____	44
6.2 – Registration for the second and following year with a valid residence permit _____	45
6.3 - Extension of the deadline for graduate student registration (PRECAUTIONARY APPLICATION) _____	46
6.4 – Registration as a part-time student _____	47
Chapter 7 – Tuition fees _____	50
7.1 - Verification of credit requirements for the calculation of tuition fees _____	55
7.2 - Payment and deadlines for tuition fees _____	55
7.3 – Payment methods _____	57
7.4 – University ISEE _____	58
7.4.1 – What is the University ISEE certificate and what is it for? _____	59

---

7.4.2 – How to apply for the University ISEE	59
7.4.3 – The ISEEUP – University ISEE Parificato	60
7.4.4 - Deadline for the ISEE-University submission	60
7.4.5 – Recommendations	61
7.5 - Exemptions	62
7.5.1 – Full exemption	62
7.5.2 – Partial exemption	64
7.5.3 - Exemption from admission test payment	66
7.6 – Various contributions	67
7.7 - Schools of Specialisation in the Health Care Sector	68
7.8 – Postgraduate schools in Legal studies	69
7.9 – State examinations	70
7.10 – Tuition fee refund	71
7.11 – Penalties and tax assessment	73
Capitolo 8 – During your career	74
8.1 - Interruption and resumption of studies	74
8.2 – ALIAS career for transgender students	76
8.3 – Withdrawal from studies	76
8.4 – Forfeiture of studies	77
8.5 - Resumption of studies with recognition of examinations after forfeiture/withdrawal	77
8.6 – Suspending your studies	78
8.7 – Course transfers	80
8.8 – Incoming transfers	81
8.9 – Outgoing transfers	84
8.10 – Simultaneous enrolment	85
8.11 – Enrolment in single-subject courses	87
8.11.1 ENROLMENT PROCEDURE IN SINGLE-SUBJECT COURSES FOR INTERNATIONAL STUDENTS RESIDING ABROAD AND APPLYING FOR A VISA	89
8.12 – Preparatory courses (Foundation Course)	91
8.13 – Dual career Students-Athletes	91
8.14 – Scholarships and opportunities	93
8.15– Examination, verification and certifications	95

---

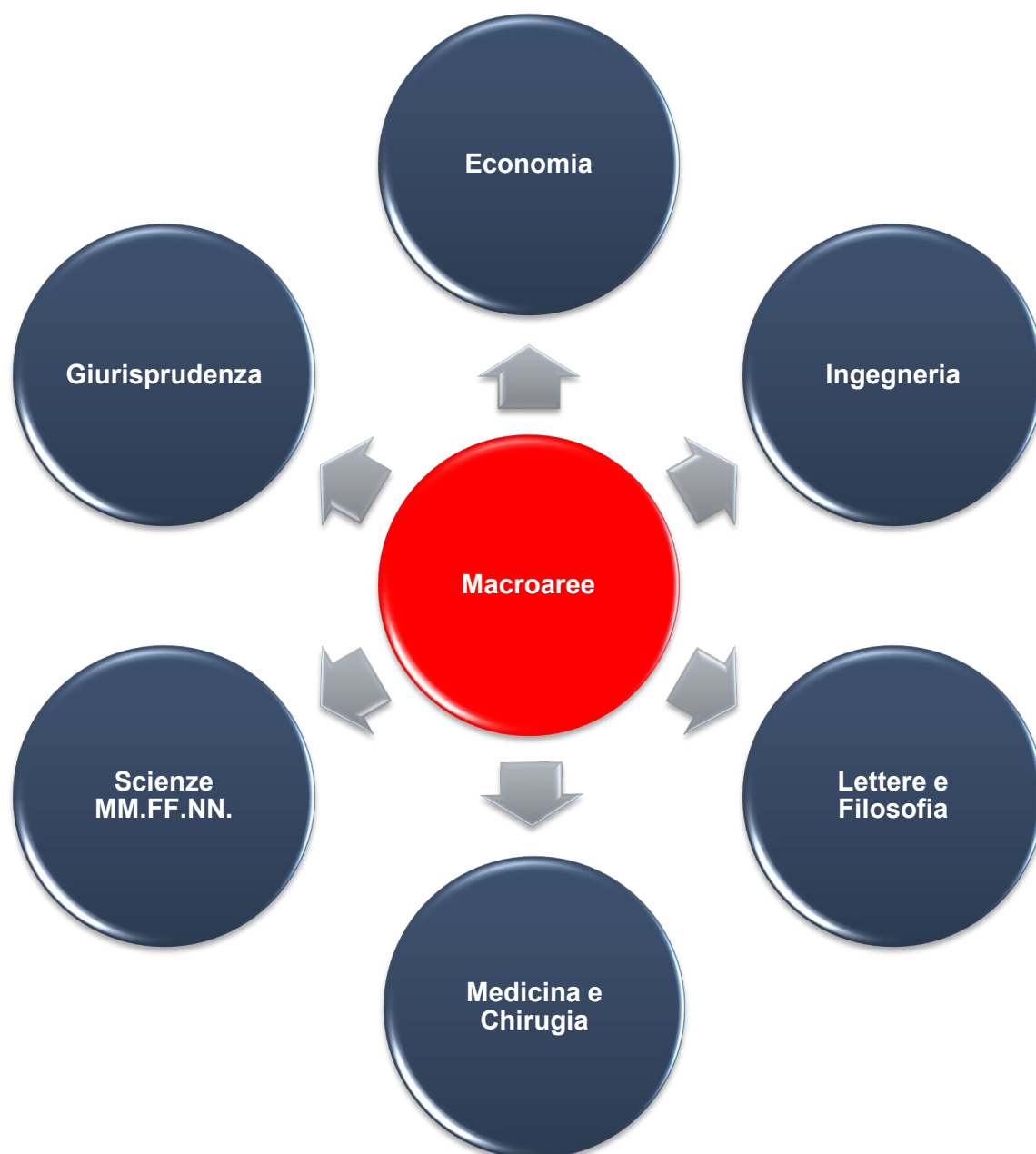
8.15.1 – Examinations	95
8.15.2 – Study plan and exam registration	95
8.15.3 – Graduation exam	96
8.15.4 – Collecting your graduation parchment	98
8.15.5 – Diploma Supplement	99
8.15.6 – Certification issuance	99
8.15.8 – Self-certification	101
8.16 – Additional services for students	101
8.16.1 – Libraries	101
8.16.2 – University Sports Centre	103
8.16.3 – Student Ombudsperson	104
8.16.4 – Accommodation	104
8.16.5 – Comitato Unico di Garanzia (CUG)	105
8.16.6 – Commission for the Inclusion of Students with Disabilities and SLD (CARIS)	106
8.16.7 – Online Delphi platform	106
8.16.8 Online services for Tor Vergata students	107
8.16.9 – Regulations	109
8.16.10 – Facilitations	109

# Chapter 1 – Studying at Tor Vergata University of Rome

## 1.1 Educational offer

Tor Vergata University of Rome offers a wide range of academic courses. See the Academic Courses section of the university website, [www.uniroma2.it](http://www.uniroma2.it), for a full list of the Bachelor's, Master's and one-cycle degree programmes available to you. For further information, please visit the following website: [orientamento.uniroma2.it](http://orientamento.uniroma2.it)

By using the table below and clicking on each box, you will be redirected to the website of each School.





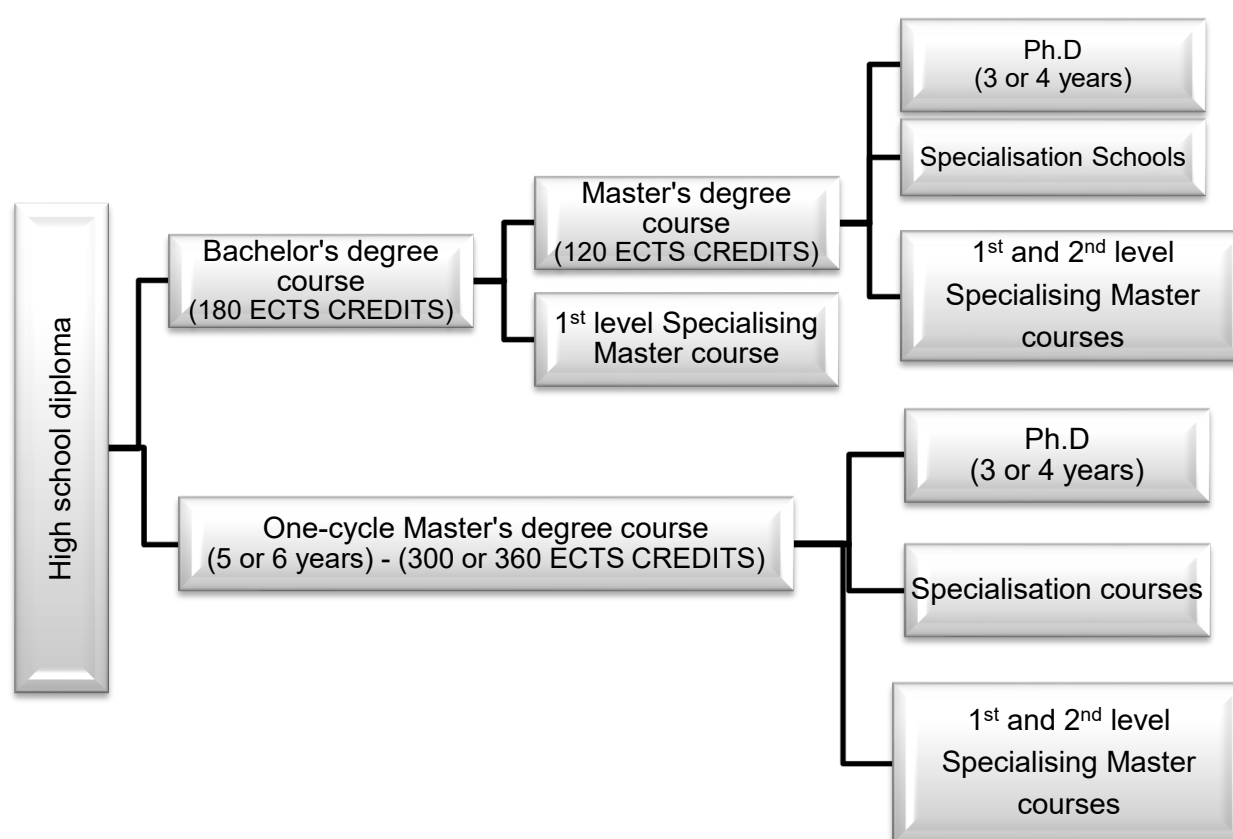
### 1.2 – What you need to know

#### 1.2.1 Minimum admission requirements

One of the following qualifications is required for admission to a Bachelor's programme or a one-cycle programme:

- **A five-year high school diploma and a four-year high school diploma** with one additional year;
- **A four-year experimental high school diploma** (Ministerial Decree 820/2017 *et seq.*);
- **Equivalent foreign qualification** obtained after at least 12 years of schooling<sup>1</sup>.

#### 1.2.2 Organisation of studies



<sup>1</sup> For the "Foundation Course", see Section 8.12.

# Chapter 2 – Campus Information Services

There are numerous information services that provide both general and specific information on each School.

## 2.1- General information service

### *Public Relations Office (URP)*

Address	Via Cracovia, n. 50 – 00133 – Roma	
Opening hours	Monday, Wednesday and Friday, from 9 am to 1 pm – Wednesday, from 2 pm to 4 pm	
Phone n.	+39 06 7259 2542	
e-mail	<a href="mailto:relazioni.pubblico@uniroma2.it">relazioni.pubblico@uniroma2.it</a>	
Website	<a href="http://urp.uniroma2.it">http://urp.uniroma2.it</a>	
"Call Tor Vergata"		+39 06 72593099
Opening hours	Call from Monday to Thursday, from 9 am to 1 pm, and from 2 pm to 5 pm; Friday, from 9 am to 1 pm	

### *School/work alternation (ASL), Welcoming, Tutoring*

Address	Via Cracovia, n. 50 – 00133 - Roma
Phone n.	+39 06 72592701/2099/2536
e-mail	<a href="mailto:scuola-lavoro@orientamento.uniroma2.it">scuola-lavoro@orientamento.uniroma2.it</a>
Website	<a href="https://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/ORAs/section_parent/6327">https://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/ORAs/section_parent/6327</a>

### *Orientation services*

Address	Via Cracovia, n. 50 – 00133 - Roma
Phone n.	+39 06 72593622
e-mail	<a href="mailto:info@orientamento.uniroma2.it">info@orientamento.uniroma2.it</a>
Website	<a href="https://orientamento.uniroma2.it/">https://orientamento.uniroma2.it/</a>

### *Welcome Office*

Address	Via Cracovia, n. 50, first floor, Building C – 00133 - Roma
Phone n.	+39 0672592817/3234

## Chapter 2 – Campus Information Services

Opening hours	Monday, Wednesday and Friday, from 9 am to 12 noon – Wednesday, from 2 pm to 4 pm
e-mail	<a href="mailto:welcome@uniroma2.it">welcome@uniroma2.it</a>

### **International Students Office**

Address	via Cracovia, n. 50 – 00133 - Roma
Phone n.	+39 0672592566 - +39 0672592022 - +39 0672592567
Opening hours	Monday, Wednesday and Friday, from 9 am to 12 noon – Wednesday, from 2 pm to 4 pm
e-mail	<a href="mailto:international.students@uniroma2.it">international.students@uniroma2.it</a>

### **Erasmus +**

Address	Via Cracovia, n. 50 – 00133 - Roma
Phone n.	+39 06 7259 2555 / 2062
Opening hours	Monday, Wednesday and Friday, from 9 am to 12 noon – Wednesday, from 2 pm to 4 pm
e-mail	<a href="mailto:erasmus@uniroma2.it">erasmus@uniroma2.it</a>
Website	<a href="http://mobint.uniroma2.it/">http://mobint.uniroma2.it/</a>

### **University Committee for the Inclusion of Students with Disabilities and Specific Learning Disorders - SLD (CARIS)**

Address	School of Engineering, Via del Politecnico 1 – 00133 Roma, Teaching building – ground floor, Room 11
Phone n.	+39 0672594783 / 06 2022876
Opening hours	Monday, Wednesday and Friday, from 9 am to 12 noon – Wednesday, from 2 pm to 4 pm
e-mail	<a href="mailto:segreteria@caris.uniroma2.it">segreteria@caris.uniroma2.it</a>
Website	<a href="http://caris.uniroma2.it">http://caris.uniroma2.it</a>

### **Specialising Master's programmes – Students Office**

Address	Via Columbia 2 - 00133 Roma, ground floor, Building B
Opening hours	Monday, Wednesday and Friday, from 9 am to 12 noon – Wednesday, from 2 pm to 4 pm
Phone n.	+39 067259 2003
e-mail	<a href="mailto:segreteriamaster@uniroma2.it">segreteriamaster@uniroma2.it</a>

## Chapter 2 – Campus Information Services

---

### ***Specialising Schools Office – Healthcare Area***

Address	Via Montpellier 1 - 00133 Roma, first floor, Building D
Phone n.	+39 06 7259 6966
Opening hours	Monday, Wednesday and Friday, from 9 am to 12 noon – Wednesday, from 2 pm to 4 pm

### ***University Language Centre (CLA)***

Address	Via di Passo Lombardo 341 – 00133 Roma
Opening hours	By appointment only. Telephone support: from Monday to Thursday, from 9 am to 4 pm
Phone n.	+39 06 7259 91033/9109/91031
e-mail	<a href="mailto:segreteria@cla.uniroma2.it">segreteria@cla.uniroma2.it</a>
Website	<a href="http://cla.uniroma2.it">http://cla.uniroma2.it</a>

### 2.2- Student Affairs Offices

#### *School of Economics*

Address	Via Columbia 2 - 00133 Roma, ground floor, Building B
Phone n.	067259 5839 / 5841 / 5836
Opening hours	Monday, Wednesday and Friday, from 9 am to 12 noon – Wednesday, from 2 pm to 4 pm
e-mail	<a href="mailto:segreteria-studenti@economia.uniroma2.it">segreteria-studenti@economia.uniroma2.it</a>

#### *School of Law*

Address	Via Columbia 2 - 00133 Roma, ground floor, Building B
Phone n.	+39 067259 5845 / 5849 / 5846 / 5848
Opening hours	Monday, Wednesday and Friday, from 9 am to 12 noon – Wednesday, from 2 pm to 4 pm
E-mail	<a href="mailto:segreteria-studenti@juris.uniroma2.it">segreteria-studenti@juris.uniroma2.it</a>

#### *School of Engineering*

Address	Via del Politecnico 1 - 00133 Roma, ground floor, Teaching Building
Phone n.	+39 067259 7599 / 7253 / 7598
Opening hours	Monday, Wednesday and Friday, from 9 am to 12 noon – Wednesday, from 2 pm to 4 pm
E-mail	<a href="mailto:segreteria-studenti@ing.uniroma2.it">segreteria-studenti@ing.uniroma2.it</a>

#### *School of Humanities*

Address	Via Columbia 1 - 00133 Roma, ground floor, Building A
Phone n.	+39 067259 5237 / 5200 / 5232
Opening hours	Monday, Wednesday and Friday, from 9 am to 12 noon – Wednesday, from 2 pm to 4 pm
e-mail	<a href="mailto:segreteria-studenti@lettere.uniroma2.it">segreteria-studenti@lettere.uniroma2.it</a>

## Chapter 2 – Campus Information Services

---

### ***School of Medicine and Surgery – Medical Area***

Address	Via Montpellier 1 - 00133 Roma, ground floor
Phone n.	+39 067259 6964 / 6013 / 6043 /6045
Opening hours	Monday, Wednesday and Friday, from 9 am to 12 noon – Wednesday, from 2 pm to 4 pm
e-mail	<a href="mailto:segr-studenti-medicina@med.uniroma2.it">segr-studenti-medicina@med.uniroma2.it</a>

### ***School of Medicine and Surgery – Dentistry and Dental Prostheses***

Address	Via Montpellier 1 - 00133 Roma, second floor
Phone n.	+39 067259 6034
Opening hours	Monday, Wednesday and Friday, from 9 am to 12 noon – Wednesday, from 2 pm to 4 pm
e-mail	<a href="mailto:segr-studenti-odonto@med.uniroma2.it">segr-studenti-odonto@med.uniroma2.it</a>

### ***School of Medicine and Surgery – Healthcare Area***

Address	Via Montpellier 1 - 00133 Roma, ground floor
Phone n.	+39 067259 6057/6967/6965/6049
Opening hours	Monday, Wednesday and Friday, from 9 am to 12 noon – Wednesday, from 2 pm to 4 pm
e-mail	<a href="mailto:segr-studenti-sanitarie@med.uniroma2.it">segr-studenti-sanitarie@med.uniroma2.it</a>

### ***School of Mathematics, Physics and Natural Sciences***

Address	Via della Ricerca Scientifica 1 - 00133 Roma, ground floor, Sogene Building
Phone n.	+39 067259 4830 / 4092 / 4093 / 4832
Opening hours	Monday, Wednesday and Friday, from 9 am to 12 noon – Wednesday, from 2 pm to 4 pm
e-mail	<a href="mailto:segreteria-studenti@scienze.uniroma2.it">segreteria-studenti@scienze.uniroma2.it</a>

### Chapter 3 – Provisional enrolment procedure

Programmes are divided into:

- ❑ Courses for a limited number of students requiring an “**admission test**” (programmed admission);
- ❑ Three-year undergraduate programmes for an unlimited number of students (a “**placement test**” is required to check students’ general knowledge);
- ❑ Master’s programmes for an unlimited number of students (an examination of the **curriculum review** requirements as well as of a general academic background is compulsory);
- ❑ English-taught programmes, where applications are assessed according to specific procedures.

Some courses may charge a registration fee for admission tests.

**Students with an officially registered disability equal to or higher than 66% or with any disability**, pursuant to art. 3, paras. 1 and 3, Law no. 104 of 5 February 1992, as well as **students who have graduated from Tor Vergata University of Rome with a final grade of 110/110** and who wish to enrol in a Master’s degree course, **are exempt from paying the above fees.**

#### 3.1 – How to take the “admission test”

In order to enrol on a course with a limited number of places at national or local level, students must register for, sit and pass the admission test.

---

#### INSTRUCTIONS

---

- a. Access the Delphi Online Services website: <http://delphi.uniroma2.it>.
- b. Select Student Section, Key 1 → Registration to the Admission Tests / Registration to the Compulsory Assessment Test.
- c. Fill in the admission test registration form. A form and a payment slip with a CTRL code will then be provided.
- d. Pay the entry fee due via the PagoPA system, which offers several payment options (both traditional and online). Links and further information can be found on the following website [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)

## Chapter 3 – Provisional enrolment procedure

---

- e. Link again to the Delphi Online Services website and confirm your payment by tapping “Convalida PagoPA” within 48 hours<sup>2</sup> from the payment date.

**Online validation of payment is essential for participation in the admission test.**

### 3.2 – How to register for the “Assessment tests”

If you wish to enrol on a course that is **open to an unlimited number of students**, but for which the call for applications requires you to take an assessment test to verify your personal preparation, **you must register for and take the test.**

---

### INSTRUCTIONS

---

- a. Access the Delphi Online Services website: <http://delphi.uniroma2.it>
- b. Select Student Section, Key 1 → Registration to the Admission Tests / Registration to the Compulsory Assessment Test.
- c. Fill in the admission test registration form. A form and a payment slip with a CTRL code will then be provided.
- d. Pay the entry fee due via the PagoPA system, which offers several payment options (both traditional and online). Links and further information can be found on the following website [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)
- e. Link again to the Delphi Online Services website and confirm your payment by tapping “Convalida PagoPA” within 48 hours<sup>3</sup> from the payment date.
- f. Students whose payment receipt is **zero** must also validate the payment.

**Online validation of payment is essential for participation in the admission test.**

### 3.3 – How to request the “Assessment of curricular requirements”

If you wish to enrol on a **Master’s programme** that is **open to an unlimited number of students**, a verification of your curricular requirements and personal background

---

<sup>2</sup> The acquisition time of the PagoPA collection stream is variable. As long as it is not available, the payment cannot be validated.

<sup>3</sup> The acquisition time of the PagoPA collection stream is variable. As long as it is not available, the payment cannot be validated.



## Chapter 3 – Provisional enrolment procedure

---

will be requested prior to enrolment. If required by the School in the call for application, you must also attend an interview.

---

### INSTRUCTIONS

---

- a. Access the Delphi Online Services website: <http://delphi.uniroma2.it>
- b. Select Student Section, Key 1 → Assessment of Curricular Requirements.
- c. Fill in the admission test registration form. A form and a payment slip with a CTRL code will then be provided.
- d. Pay the entry fee due via the PagoPA system, which offers several payment options (both traditional and online). Links and further information can be found on the following website [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)
- e. Link again to the Delphi Online Services website and confirm your payment by tapping "Convalida PagoPA" within 48 hours<sup>4</sup> from the payment date.

**Online payment confirmation is compulsory for the assessment of curricular requirements.**

The application for **verification of your curriculum requirements** is first submitted online to the Teaching Office of the course you have applied for and is then assessed.

After the application deadline, the Course Committee meets to assess each student's curriculum requirements and decides whether or not to admit the student to the course according to the procedure described in [Chapter 4 - Enrolment](#)

### 3.4 – Specific procedures for the preliminary assessment of applications – English-taught courses courses<sup>5</sup>

For English-taught courses which require a preliminary assessment of applications but do not require an admission test, the following procedures are mandatory:

#### 1. **International applicants who have obtained their final qualification abroad**

Applicants who are legally resident in Italy, or who are resident abroad but are waiting to start the preliminary registration procedure with the Italian diplomatic authorities in

---

<sup>4</sup> The acquisition time of the PagoPA collection stream is variable. As long as it is not available, the payment cannot be validated.

<sup>5</sup> Except for "Medicine and Surgery" and "Pharmacy" courses.

## Chapter 3 – Provisional enrolment procedure

---

their country of origin, may contact the University with a copy of their final qualification in order to request a preliminary evaluation of their curriculum vitae.

The University will then be able to inform applicants of the possibility of admission and of the academic tests to be taken for enrolment. Alternatively, the University will advise them to consider enrolling in another course which it considers to be more suitable for them.

---

### INSTRUCTIONS

---

- a. Access the Delphi Online Services website: <http://delphi.uniroma2.it>.
- b. Select Student Section, Key 1 → [Application to programmes taught in English](#)
- c. Fill in the application for preliminary assessment and attach the relevant documentation
- d. Once you have received notification of your admission, you can print your admission letter by selecting point [b\) in the Student section](#). This will enable you to submit your application for a study VISA to the Italian embassy or consulate in your country.

# Chapter 4 - Enrolment

You can start your enrolment in the following cases:

- ❑ If you have passed the **admission test (courses with a limited number of places)**;
- ❑ If you have passed the **compulsory entry test** for a three-year course (open to an unlimited number of students);
- ❑ If you have received **clearance (nulla osta) after your curriculum requirements for enrolment on a Master's course open to an unlimited number of students have been verified.**

Starting from the academic year 2023/2024, it is allowed to enrol in more than one degree course at Tor Vergata University of Rome or at other Italian universities, in accordance with the provisions of the Law no. 33 of 12 April 2022 on simultaneous enrolment in two higher education courses, and the subsequent Ministerial Decrees no. 930 of 29 July 2022 and no. 933 of 02 August 2022. The administrative procedures for simultaneous enrolment are detailed in [8.10 – Simultaneous enrolment](#).

## 4.1 – How to enrol

If you meet the eligibility criteria, you can enrol on the course of your choice. The updated procedure is available at the following link: [studenti.uniroma2.it/immatricolazione/](http://studenti.uniroma2.it/immatricolazione/)

---

### HOW TO ENROLL

---

- a. Fill in the evaluation questionnaire on the “Quest Test” website: <http://www.quest.uniroma2.it>
- b. Keep the questionnaire code (CQ) which will be issued by the system (*note: the CQ is only valid for five days; after which the questionnaire must be filled in again*)
- c. Access the Delphi Online Services website: <http://delphi.uniroma2.it>
- d. Select Student Section, Key 2 – Enrolment
- e. Select “Start application procedures”
- f. While completing your enrolment:
  - if you wish to pay the full tuition fees in one instalment instead of two, select this option;
  - self-certify the academic qualifications you declare when you enrol. The university will verify the information contained in this self-certification in accordance with the applicable standards and regulations
- g. Select “Print”: the system will print your application and a payment slip that you can use to pay your first instalment

- h. Pay the participation fee due via the PagoPA system, which offers various payment options (traditional and online). Links and further information can be found on the following website: [studenti.uniroma2.it/pagamento/](https://studenti.uniroma2.it/pagamento/)
- i. Link again to the Delphi Online Services website and confirm your payment by tapping "Convalida PagoPA" within 48 hours<sup>6</sup> from the payment date.
- j. **The system will issue your personal ID number (matriculation number) and password, which you must keep carefully as they are essential for accessing the university computer services.** However, it is still possible to log in without your matriculation number and password using SPID credentials.

### **Next steps to complete your enrolment**

**Once payment has been confirmed, unless otherwise stated in the call for applications, you will need to upload the following documents to the Delphi portal:**

- **Your passport sized photograph** (see the following link to avoid common mistakes that can invalidate the verification process: <https://studenti.uniroma2.it/your-passport-sized-photograph/>);
- **A front and back copy of your valid ID (a single PDF file).**

You will then need to book either a virtual or a face-to-face meeting with the Student Affairs Office of your School to validate the said documents by **15 December 2023**.

To book a virtual meeting, please visit <https://prenotazioni.uniroma2.it/>

**After validation, enrolment is complete. If the validation step is not completed, the functionality of your Delphi account will be restricted.**

---

### **THE IDENTIFICATION OF EACH STUDENT AND THE VALIDATION OF THEIR DOCUMENTS ARE COMPULSORY TO COMPLETE ENROLMENT.**

---

Enrolment in Master's programmes may also be permitted after the start of the academic year, provided that you enrol in time to attend the courses in accordance with the rules set out in the Teaching Regulations and the procedures and deadlines indicated on the website of each School. It is understood that any payment made after the deadline indicated in the relevant notices will be subject to a late payment fine.

---

<sup>6</sup> The acquisition time of the PagoPA collection stream is variable. As long as it is not available, the payment cannot be validated.

Students wishing to benefit from the tuition fee waiver must authorise the University to collect the required ISEE-University certificate from the INPS database via their reserved area of the Delphi portal by **15 DECEMBER 2023**. For further information, please refer to [7.5-University ISEE](#).

International students must follow the information provided in [Chapter 5](#) of this handbook to proceed with their enrolment.

---

### FULL AND PARTIAL EXEMPTION FROM PAYMENT OF TUITION FEES

---

There are different forms of tuition fee waivers for different categories of students.

#### FULL EXEMPTION

Those who are entitled to full exemption include:

- ❑ Students with an officially registered disability of 66% (or more) or with a disability according to art. 3, paras. 1 and 3 of Law no. 104 of 5 February 1992);
- ❑ Victims of organised crime and terrorism and victims in the line of duty who receive a 100% disability pension;
- ❑ Political refugees;
- ❑ DISCOLAZIO scholarship holders (with the exception of extra-EU students who do not have the ISEE certificate as per art. 8 DPCM no. 159 of 2013, or if this certificate is not available);
- ❑ Foreign nationals who are in receipt of a scholarship;
- ❑ Students who have completed their secondary education with the highest grade (100/100).

The procedure for the above exemptions is explained in [Section 7.6 "Exemptions", Chapter 7 University Tuition Fees](#)

In the event that the **DISCOLAZIO** scholarship is not awarded or is withdrawn, applicants wishing to benefit from the tuition fees exemption must authorise the University to consult the INPS database to obtain their ISEE-UNIVERSITY certificate, via the reserved area of the Delphi portal. The deadline for this procedure is **15 December 2023**.

If the **DISCOLAZIO ranking** shows that students have not received a scholarship and are ineligible, they must pay a surcharge on the first instalment within 30 days of the start of the payment process. The deadline for subsequent instalments is the same for all students. After this deadline, a penalty of €100.00 will be applied.

#### PARTIAL EXEMPTION

Students who are entitled to this type of exemption must consult [Section 7.6 "Exemptions" - Chapter 7 University Tuition Fees](#)

### 4.2 – Application for degree programme shortening

You may apply for programme shortening if you already have a degree or other qualifications that allow you to enrol in a different year than the first of the programme you wish to study, following the recognition of the ECTS credits earned during your previous career.

For information on the eligibility requirements for **programme shortening** and the **specific procedures** to be followed for enrolment, please refer to the calls for applications and the information for your chosen course.

Before applying for degree programme shortening, and depending on the specific teaching regulations of the course you have chosen, **you may request a preliminary evaluation of your academic qualifications** (i.e., the examinations taken at another university) by following the instructions below:

- a. Fill in the evaluation questionnaire on the “Quest Test” website: <http://www.quest.uniroma2.it>
- b. Access the Delphi Online Services website: <http://delphi.uniroma2.it>;
- c. Select Student Section - Key 2 - Select “Registering for a shortened degree course” and then “Request for assessment of qualifications”;
- d. Select the School and then the your chosen degree programme;
- e. Complete the application form;
- f. Select “Degree” to enter the details of the degree/academic qualification for which official validation is being sought;
- g. List all examinations taken and click “Next”;
- h. Note the CTRL code in case you wish to return to the Section before and modify, delete or reprint your application form;
- i. Select “Print”: the system will print the enrolment form and the €0 payment slip, as well as the automatic validation document with a specific protocol number.

The application will be sent online to the course committee for enrolment approval.

You must wait until the course committee has evaluated your exams and the qualifications stated in the application. **An email will then be sent with the result of the assessment.**

In addition, you must take the admission test/assessment test or request a review of your curriculum requirements in accordance with the instructions in the relevant call for applications. In this case, you will be requested to return to the homepage of the Delphi website and enter Key 1 - Registration for admission tests, Registration for compulsory assessment tests, Request for verification of curricular requirements, Assessment.

Once you have received the assessment of your previous qualifications for the programme you have chosen (if you have been selected for access to programmes with limited enrolment or if you have chosen a programme for which no prior qualifications are required), you can enroll in a degree shortening course by following the instructions in [Section 4.1 How to enroll](#).

If you wish to benefit from the tuition fee waiver, you must authorise the University to consult the INPS database to obtain your ISEE-UNIVERSITY certificate via your personal area of the Delphi portal. The deadline for this procedure is 15 December 2023. For more information, see [Section 7.4 -University ISEE](#).

# Chapter 5 – International Students

International students, i.e:

- EU nationals or equivalent and non-EU nationals not applying for a visa who hold a foreign qualification;
- non-EU nationals applying for a visa;
- EU citizens and non-EU citizens legally resident in Italy and holding an Italian qualification;
- Chinese citizens under the “Marco Polo Project”

may enrol in any of the courses offered by the University, which can be consulted on the following website: [https://web.uniroma2.it/it/percorso/offerta\\_formativa/sezione/elenco\\_dei\\_corsi\\_di\\_laurea\\_suddivisi\\_per\\_area](https://web.uniroma2.it/it/percorso/offerta_formativa/sezione/elenco_dei_corsi_di_laurea_suddivisi_per_area)

### APPLICATION FOR ADMISSION

For English-taught degree programmes, an Application-Assessment is required prior to enrolment. Please refer to the following link for detailed information:

[https://web.uniroma2.it/en/percorso/admissions/sezione/how\\_to\\_apply](https://web.uniroma2.it/en/percorso/admissions/sezione/how_to_apply)

For all courses where an admission test or pre-assessment is required, please refer to the procedures and deadlines in the relevant notices at the following link:

[https://web.uniroma2.it/it/percorso/offerta\\_formativa/sezione/elenco\\_dei\\_corsi\\_di\\_laurea\\_suddivisi\\_per\\_area](https://web.uniroma2.it/it/percorso/offerta_formativa/sezione/elenco_dei_corsi_di_laurea_suddivisi_per_area)

### ENROLMENT

Enrolment in Italian university courses with a foreign qualification is governed by ministerial regulations which lay down different access procedures **for EU nationals or equivalent, non-EU nationals who do not need a visa and non-EU nationals who do have to apply for a visa**. Detailed information can be found on the Ministry's website: <https://www.studiare-in-italia.it/studentistranieri/>

**To enrol in a Bachelor's or a one-cycle degree programme**, international students must have completed at least 12 years of schooling. Their final qualification must also be accompanied by the **Statement of Comparability** issued by the CIMEA (Information Centre on Academic Mobility and Equivalence), which can be requested online via the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login>. Alternatively, international students can submit the **Declaration of Value (DOV)** issued by the Italian embassy or consulate in their country, together with an official



## Chapter 5 – International Students

---

translation into Italian and a legalisation of their final qualification. **In the latter case, Tor Vergata University reserves the right to request additional documents.**

**To enrol in a Master's programme (a two-year course)**, international students must hold a final academic qualification that is equivalent to both the "first cycle" of the Bologna Process Qualifications Framework and Level 6 of the European Qualifications Framework (EQF). The above final qualification must also be accompanied by:

- the Statement of Comparability issued by the CIMEA (Information Centre on Academic Mobility and Equivalence), which can be requested online via the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login>
- the Transcript of Records officially translated into Italian (for Italian-taught programmes)
- the Transcript of Records officially translated into English (for English-taught programmes)
- the Diploma Supplement, if applicable.

Comparability refers to the determination of the level of the foreign qualification on the basis of the framework established by the Bologna Process and the EQF (European Qualifications Framework). This comparison does not confirm the formal recognition of a foreign qualification within the Italian system or by Tor Vergata University of Rome. Nevertheless, it is a useful indicator to evaluate final qualifications in terms of access to higher education.

### HOW TO ENROL

International students who meet the requirements set out in the relevant notices/calls for applications must proceed to complete their enrolment via the "Delphi" system (<https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=IT>) by following the instructions provided.

**If you hold a foreign final qualification**, you must first upload the required documents to the Delphi system and then, once the necessary checks have been carried out, the International Students Office will email you details of how to pay and validate the first instalment. **To complete your enrolment, you are requested to visit the International Students Office** (via Cracovia n. 50 - Building D floor 0) **with your passport and the originals of all the documents uploaded to the Delphi system.** You can make an appointment via the following link: <https://prenotazioni.uniroma2.it/segreteria-international-students/> or come directly to the International Students Office during the following opening hours: Monday, Wednesday and Friday, from 9 am to 12 noon, and on Wednesday also from 2 pm to 4 pm.

## Chapter 5 – International Students

---

In the following sections you will find useful information about deadlines, available places, how to enrol on our courses and the documentation required for each category of student:

**5.1)** EU/EU nationals and non-EU nationals with foreign qualifications who do not need a visa;

**5.2)** Non-EU nationals applying for a visa;

**5.3)** EU nationals and non-EU nationals legally resident in Italy with an Italian qualification;

**5.4)** Chinese citizens under the “Marco Polo Project”.

Click on the link below for information about activating online services for students, fees, the Student Handbook and more:

[https://web.uniroma2.it/it/percorso/futuri\\_studenti/sezione/accoglienza](https://web.uniroma2.it/it/percorso/futuri_studenti/sezione/accoglienza)

### ITALIAN LANGUAGE COURSES

Tor Vergata University of Rome offers Italian language courses for international students. Students can find information on all the opportunities to improve their Italian language skills at the following link: <http://clici.uniroma2.it/>

## 5.1 EU/EU nationals and non-EU nationals with foreign qualifications who do not need a visa

This category includes EU citizens, assimilated citizens and non-EU citizens with permanent residence in Italy (D.Lgs. no. 286/98 - D.Lgs. no. 25/2008). They have access to university courses under the same conditions as Italian citizens, i.e. without limitation on the number of reserved places and without having to take the Italian language test.

Nationals of Norway, Iceland, Liechtenstein, Switzerland and the Republic of San Marino, as well as refugees and persons with subsidiary protection status, including staff of diplomatic missions abroad and international institutions based in Italy and accredited to the Italian State or the Holy See, and their dependent family members (spouses and children), are considered equivalent students.

### 5.1.1) Admission Tests

If required, you must take the admission/assessment tests for your chosen programme in accordance with the procedures set out in the relevant announcements/notices published on the University website: <https://web.uniroma2.it/en/percorso/courses>. Once you have passed the tests, if you meet the admission requirements indicated in

point 5.1.2) below, you can proceed with enrolment by following the instructions in point 5.1.3).

### 5.1.2) Admission requirements

#### **Admission to Bachelor's and one-cycle degree programmes requires the following:**

a) a final qualification (original) attesting successful completion **of at least 12 years of school education**. The above qualification must give access to university programmes equivalent to those required in Italy in the country to which it refers. The 12 years may include the year of pre-school education, provided that attendance is compulsory and an integral part of the curriculum, and that the curriculum includes the teaching of reading and writing in the national language and the first elements of arithmetic.

b) a certificate attesting to the passing of academic aptitude tests, which may be required for admission to the university in the country of origin;

c) the final qualification must be accompanied by either the **Statement of Comparability** issued by CIMEA, which can be requested online at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login>, or the **Declaration of Value (DOV)**. The latter document, officially legalised or apostilled by the relevant Italian embassy or consulate, must be endorsed with the Italian translation of the qualification in question. Should the diplomatic representation concerned fail to provide the requested reply, or provide it in a general or inadequate manner, this does not prevent Tor Vergata University of Rome from carrying out its own autonomous evaluations (see Council of State decision no. 4613 of 4.9.2007);

d) any other documents requested by the University, including those related to the verification of the accuracy of the foreign qualification.

If the local school system provides for a course of education of less than the abovementioned 12 years:

- you must prove that you have attended university for a number of years equivalent to the 12 years required, and have passed the relevant examinations;

- or, you must hold an official Italian or foreign post-secondary certificate from a non-university higher education institution;

-or, you must hold certificates issued by Italian universities attesting to the completion of the Foundation Course.

## Chapter 5 – International Students

---

In Italy, the above additional and complementary certifications to secondary school qualifications obtained in less than 12 years of schooling only entitle the student to enrol in the first academic year and cannot be further assessed for enrolment with programme shortening, in order to avoid double assessment of the same qualifications.

The certificate of completion of the Foundation Course may also be used to fulfil additional requirements for admission to courses other than those of “12 years of schooling”, but in no case can it compensate for the absence of a “diploma or other qualification obtained abroad and recognised as equivalent” (DM 270/2004 and Presidential Decree 212/2005).

For further details on the validity of qualifications obtained abroad, please refer to the ministerial procedures published at the following link: <http://www.studiare-in-italia.it/studenti stranieri/>. In particular, you are invited to consult [Annex 1](#) in the case of qualifications obtained in the United States (American High School Diploma), in the United Kingdom, in Greece, or issued by University Institutes of Ecclesiastical Studies located in Italy and recognised by the Holy See, and [Annex 2](#) in the case of Italian qualifications obtained in border schools or Italian sections of foreign schools, or the International Baccalaureate of the Republic of San Marino obtained in foreign schools operating in Italy or in European schools.

### **Admission to Master’s degree programmes (two-year courses) requires the following:**

- a) An official foreign qualification corresponding to the first cycle of the Qualifications Framework of the Bologna Process and level 6 of the European Qualifications Framework (EQF), obtained at a higher education institution, which allows the continuation of studies at academic institutions at the next level (second cycle of the Bologna Process / level 7 of the EQF) and which is not “substantially different” according to the principles of the Lisbon Convention and the national methodology adopted by the CIMEA;
- b) Your final qualification **must be endorsed** with the Statement of Comparability issued by the CIMEA, which can be requested via the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login>;
- c) The Transcript of Records issued by your university and officially translated into Italian (for courses taught in Italian) or into English (for English-taught courses), or the Diploma Supplement, if applicable;
- d) Any other documents requested by Tor Vergata University of Rome, including those related to the verification of the accuracy of the said foreign qualification.

**N.B.:** In the case of a foreign degree obtained for studies carried out mainly in Italy, the evaluation of such a degree, even if only partially recognised, is subject to the

accreditation procedure of the institution operating in Italy, in accordance with the provisions of Decree no. 214 of 26 April 2004, "Regulation on the criteria and procedures for foreign higher education institutions operating in Italy for the purpose of recognition of the degree awarded by them (implementation of Article 4 of Law no. 148 of 11 July 2002)", which implements Article VI.5 of the Lisbon Convention.

### 5.1.3) How to enrol

After admission, you are requested to complete the enrolment form on the Delphi system by following the steps below:

1. Access the following link :  
<https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=IT;>
2. Select "Student Section", Key 2 – "Enrolment";
3. Select "Start application procedure" and complete the form with your personal details;
4. Select the degree programme;
5. Enter your educational qualification(s);
6. Select "print": the system will give you the enrolment form and the list of documents to be uploaded;
7. Note the CTRL code and the fiscal code, which is automatically generated by the system;
8. In the Students section, Key 2 (Registration) – select item B "You have already filled out an application";
9. Enter your fiscal code and the CTRL code;
10. Upload the documents required for enrolment. You will need to upload a PDF file for each document;
11. Wait for the notification from the International Students Office, which will email you details of how to pay and validate the first instalment once the necessary checks have been carried out;
12. **To complete your enrolment, you are requested to visit the International Students Office** (via Cracovia n. 50 - Building D floor 0) **with your passport and the originals of all the documents uploaded to the Delphi system.** Non-EU citizens must also present a valid residence permit.

**In the event of any irregularities in the documents submitted with regard to the foreign qualification, the enrolment will be automatically cancelled *ex officio*.**

### 5.1.4) Documents required for enrolment in a Bachelor's or one-cycle degree programme:

- a) All the documents listed under "Requirements" in section 5.1.2);
- b) Your passport (only for non-EU citizens) or a valid ID;

- c) Your valid residence permit (only for non-EU citizens who are legally resident in Italy);
- d) Admission letter, if available;
- e) A passport-sized photograph (JPG, JPEG or PNG file – maximum size, 1MB).

### **5.1.5) Documents required for enrolment in a Master's degree programme (two-year courses):**

- a) All the documents listed under "Requirements" in section 5.1.2);
- b) Your passport (only for non-EU citizens) or a valid ID;
- c) Your valid residence permit (only for non-EU citizens who are legally resident in Italy);
- d) Admission letter, if available;
- e) A passport-sized photograph (JPG, JPEG or PNG file – maximum size, 1MB).

### **5.1.6) TUITION FEES**

Information on the payment of tuition fees for the academic year 2023/2024 can be found at the following link:

[http://web.uniroma2.it/it/percorso/futuri\\_studenti/sezione/guida\\_dello\\_studente](http://web.uniroma2.it/it/percorso/futuri_studenti/sezione/guida_dello_studente)

## **5.2 Non-EU nationals not resident in Italy (visa applicants)**

This category includes non-EU students who are not resident in Italy and who therefore apply for a student visa.

The enrolment procedures for Bachelor's/Master's degree courses and one-cycle courses for non-EU citizens resident abroad are governed by Ministerial decrees, available at the following link: <http://www.studiare-in-italia.it/studentistranieri/>), which each year lay down the conditions and procedures for submitting the pre-enrolment application to the Italian diplomatic and consular representation, for the validation of qualifications and for the student visa. The pre-enrolment application must be submitted by the international student via the UNIVERSITALY portal (<https://www.university.it>) and then completed at the relevant Italian diplomatic and consular representation abroad.

### **5.2.1 Admission Tests**

If required, you must take the admission/assessment tests for your chosen programme in accordance with the procedures set out in the relevant announcements/notices published on the University website: <https://web.uniroma2.it/en/percorso/courses>. Once you have passed the tests, if you meet the admission requirements indicated in

point 5.2.2), you can proceed with enrolment by following the instructions in point 5.2.7).

### 5.2.2 Admission requirements

#### **Admission to Bachelor's and one-cycle degree programmes requires the following:**

- a) a final qualification (original) attesting successful completion **of at least 12 years of school education**. The above qualification must give access to university programmes equivalent to those required in Italy in the country to which it refers. The 12 years may include the year of pre-school education, provided that attendance is compulsory and an integral part of the curriculum, and that the curriculum includes the teaching of reading and writing in the national language and the first elements of arithmetic;
- b) a certificate attesting to the passing of academic aptitude tests, which may be required for admission to the university in the country of origin;
- c) the final qualification must be accompanied by either the **Statement of Comparability** issued by CIMEA, which can be requested online at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login>, or the **Declaration of Value (DOV)**. The latter document, officially legalised or apostilled by the relevant Italian embassy or consulate, must be endorsed with the Italian translation of the qualification in question. Should the diplomatic representation concerned fail to provide the requested reply, or provide it in a general or inadequate manner, this does not prevent Tor Vergata University of Rome from carrying out its own autonomous evaluations (see Council of State decision no. 4613 of 4.9.2007);
- d) any other documents requested by the University, including those related to the verification of the accuracy of the foreign qualification.

If the local school system provides for a course of education of less than the abovementioned 12 years:

- you must prove that you have attended university for a number of years equivalent to the 12 years required, and have passed the relevant examinations;
- or, you must hold an official Italian or foreign post-secondary certificate from a non-university higher education institution;
- or, you must hold certificates issued by Italian universities attesting to the completion of the Foundation Course.

## Chapter 5 – International Students

---

In Italy, the above additional and complementary certifications to secondary school qualifications obtained in less than 12 years of schooling only entitle the student to enrol in the first academic year and cannot be further assessed for enrolment with programme shortening, in order to avoid double assessment of the same qualifications.

The certificate of completion of the Foundation Course may also be used to fulfil additional requirements for admission to courses other than those of “12 years of schooling”, but in no case can it compensate for the absence of a “diploma or other qualification obtained abroad and recognised as equivalent” (DM 270/2004 and Presidential Decree 212/2005).

For further details on the validity of qualifications obtained abroad, please refer to the ministerial procedures published at the following link: <http://www.studiare-in-italia.it/studenti stranieri/>. In particular, you are invited to consult [Annex 1](#) in the case of qualifications obtained in the United States (American High School Diploma), in the United Kingdom, in Greece, or issued by University Institutes of Ecclesiastical Studies located in Italy and recognised by the Holy See, and [Annex 2](#) in the case of Italian qualifications obtained in border schools or Italian sections of foreign schools, or the International Baccalaureate of the Republic of San Marino obtained in foreign schools operating in Italy or in European schools.

### **Admission to Master’s degree programmes (two-year courses) requires the following:**

- a) An official foreign qualification corresponding to the first cycle of the Qualifications Framework of the Bologna Process and level 6 of the European Qualifications Framework (EQF), obtained at a higher education institution, which allows the continuation of studies at academic institutions at the next level (second cycle of the Bologna Process / level 7 of the EQF) and which is not “substantially different” according to the principles of the Lisbon Convention and the national methodology adopted by the CIMEA;
- b) Your final qualification **must be endorsed** with the Statement of Comparability issued by the CIMEA, which can be requested via the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login>;
- c) The Transcript of Records issued by your university and officially translated into Italian (for courses taught in Italian) or into English (for English-taught courses), or the Diploma Supplement, if applicable;
- d) Any other documents requested by Tor Vergata University of Rome, including those related to the verification of the accuracy of the said foreign qualification.

**N.B.:** In the case of a foreign degree obtained for studies carried out mainly in Italy, the evaluation of such a degree, even if only partially recognised, is subject to the



accreditation procedure of the institution operating in Italy, in accordance with the provisions of Decree no. 214 of 26 April 2004, "Regulation on the criteria and procedures for foreign higher education institutions operating in Italy for the purpose of recognition of the degree awarded by them (implementation of Article 4 of Law no. 148 of 11 July 2002)", which implements Article VI.5 of the Lisbon Convention.

### 5.2.3) Proof of knowledge of the Italian language

For enrolment in all the courses taught in Italian, it is obligatory to pass the Italian language test prepared by Tor Vergata University (all the information is published in the announcements section at the following link: [https://web.uniroma2.it/it/percorso/studenti/sezione/studenti\\_internazionali](https://web.uniroma2.it/it/percorso/studenti/sezione/studenti_internazionali)) or to hold a certificate of Italian language proficiency at level B2 of the Council of Europe, issued within the framework of the CLIQ (Certificazione Lingua Italiana di Qualità) quality system, which brings together the current certifying bodies (University for Foreigners of Perugia, University for Foreigners of Siena, University of Roma Tre, Società 'Dante Alighieri'), as well as those issued by the University for Foreigners 'Dante Alighieri' of Reggio Calabria, also in agreement with Italian cultural institutes abroad or other accredited bodies. These certificates can be obtained in the country of origin, at the agreed examination centres, which are located all over the world.

Cases of exemption from the Italian language examination are provided for in the interministerial regulations published on the MUR website at the following link: <http://www.studiare-in-italia.it/studentistranieri/>.

### 5.2.4) Pre-enrolment application to get a visa:

Make your pre-enrolment application on the [www.universitaly.it](http://www.universitaly.it) portal by **31 July 2023**, entering your personal details correctly as they appear in your passport (it is important that there are no discrepancies as this information will be sent directly to the embassy for the visa to be issued) and selecting:

- Academic year 2023/24
- Tor Vergata University of Rome
- Course chosen<sup>7</sup>
- Embassy/Consulate that will issue the visa for entry into Italy

Please enclose with your pre-enrolment application:

- A copy of your passport
- 

<sup>7</sup> Students who hold one of the qualifications listed in the [Annex 1](#) of the Ministerial Procedures, published at the following link: <https://www.studiare-in-italia.it/studentistranieri/>, must indicate only one of the programmes in the active database in the pre-enrolment application on the UNIVERSITALY portal. In the case of degree courses that require a national entrance examination, i.e. Medicine and Surgery, Dentistry and Dental Prosthetics and Courses for Architects, the pre-enrolment application is automatically considered to have been submitted to all the other universities selected by the candidate at the time of enrolment as possible alternatives to the first chosen. Students with a degree listed in [Annex 2](#) of the above Ministerial Procedures will choose the degree course regardless of the number of places reserved.

- Any Italian or English language certificates
- The Statement of Comparability of your final qualification issued by the CIMEA for access to Master's degree programmes (two years)

Wait for validation by the University and then contact the relevant diplomatic and consular authorities to complete the pre-enrolment procedure and obtain an entry visa.

The pre-enrolment application will be considered as accepted with reservation by the University if the student is in the last year of secondary school and is about to sit both the final examination and/or the special academic aptitude tests, if required.

### **Please note that:**

- Prior acceptance of a candidate by the University does not confer any right to obtain a visa, as this is the **exclusive responsibility** of the relevant diplomatic and consular representation;
- Obtaining a visa for study purposes, issued by the relevant diplomatic and consular representation, does not confer any right to enrolment in a degree course, as this is the exclusive responsibility of the individual higher education institutions;
- Prior acceptance of an applicant by the University does not confer any right to complete the enrolment, even if:
  - The relevant visa has been already obtained;
  - You are physically present in Italy;
  - You are eligible for and/or have won a scholarship of any kind;
- You have been provisionally accepted to start attending classes.

Please note that for the purposes of enrolment the universities must check the validity of the foreign qualification and the authenticity of the documents presented.

### **5.2.5) Once in Italy:**

#### **Applying for a residence permit**

Within eight days of your arrival in Italy with a "D" national visa for study purposes, you must apply for a residence permit at the Questura (police station) of the town where you plan to take up residency. The application must be submitted to the post office with the appropriate kit. The application requires the payment of fees. Applicants will be notified of the date on which they must appear at the relevant Questura offices, bring photographs and undergo a fingerprint check.

#### **Fiscal Code request**

The fiscal code is a 16-digit alphanumeric code issued free of charge by the Revenue Agency ("Agenzia delle Entrate") that uniquely identifies Italian and foreign citizens. All the information is available on the [Revenue Agency's website](#). Citizens resident abroad can apply for the code at the Italian diplomatic representation in their country of residence.

### **Health insurance – Useful information about health care in Italy**

Italy has a public health system called the Servizio Sanitario Nazionale (SSN).

International students can either voluntarily register with the SSN and choose a general practitioner, paying a flat annual fee for one calendar year, or take out a private health insurance policy covering all risks for the duration of their studies. If students are already insured in their country of origin, they must obtain confirmation of this from the Italian embassy or consulate before departure.

All information on registering with the National Health Service can be found on the website of the [Italian Ministry of Health](#).

### **White Code**

Tor Vergata University of Rome is pleased to offer a new service that ensures free access to primary health care before enrolment with the Italian National Healthcare (Servizio Sanitario Nazionale). Consultation is available via the following email address [whitecode@med.uniroma2.it](mailto:whitecode@med.uniroma2.it)

Further information on the Whitecode service are available at the following link:

<http://web.uniroma2.it/it/percorso/utilit e servizi/sezione/servizio di assistenza sanitaria p er studenti stranieri e fuori sede>

### **5.2.6) Re-allocation of non-EU students applying for visas to courses with national programmed access**

Once the remaining available places have been announced, students who have not been ranked in a suitable position by the deadlines indicated in the calendar for courses with national programmed access may submit a single application for:

- a) admission to another course at the same university;
- b) transfer to the same course or to another course at another university.

The application under b) must be submitted to the Rector of the university to which the student would like to transfer and to the Rector of the university where the admission test was taken. Students who do not pass the admission test or who do not obtain a place in another university or in another degree course despite having obtained a pass must leave Italy at the latest when their visa or residence permit for study purposes expires (except for holders of other residence permits which entitle them to stay legally after this date).

### **5.2.7) How to enrol**

After admission, you are requested to complete the enrolment form on the Delphi system by following the steps below:

1. Access the link <https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=IT> ;

2. Select "Start application procedure";
3. Complete the form with your personal details;
4. Select the degree programme;
5. Enter your educational qualification(s);
6. Select "print": the system will give you the enrolment form and the list of documents to be uploaded. Note the CTRL code;
7. In the Students section, Key 2 (Registration) – select item B "You have already filled out an application";
8. Enter your fiscal code and the CTRL code;
9. Upload the documents required for enrolment. You will need to upload a PDF file for each document;
10. Wait for the notification from the International Students Office, which will email you details of how to pay and validate the first instalment once the necessary checks have been carried out;
11. **To complete your enrolment, you are requested to visit the International Students Office** (via Cracovia n. 50 - Building D floor 0) **with your passport and the originals of all the documents uploaded to the Delphi system.** Non-EU citizens must also present a valid residence permit.

**In the event of any irregularities in the documents submitted with regard to the foreign qualification, the enrolment will be automatically cancelled *ex officio*.**

### **5.2.8) Documents required for enrolment in a Bachelor's or one-cycle degree programme:**

- a) All the documents listed under "Requirements" in section 5.2.2);
- b) Passport (only for non-EU citizens) or a valid ID;
- c) A valid residence permit (only for non-EU citizens who are legally resident in Italy);
- d) Admission letter, if available;
- e) A passport-sized photograph (JPG, JPEG or PNG file – maximum size, 1MB);
- f) A copy of your pre-enrolment application on University;
- g) A certificate of Italian language proficiency (for the programmes taught in Italian).

### **5.2.9) Documents required for enrolment in a Master's degree programme (two-year courses):**

- a) All the documents listed under "Requirements" in section 5.2.2);
- b) Passport (only for non-EU citizens) or a valid ID;
- c) A valid residence permit (only for non-EU citizens who are legally resident in Italy);
- d) Admission letter, if available;
- e) A passport-sized photograph (JPG, JPEG or PNG file – maximum size, 1MB);
- f) A copy of your pre-enrolment application on University;
- g) A certificate of Italian language proficiency (for the programmes taught in Italian).

### 5.2.10) TUITION FEES

Information on the payment of tuition fees for the academic year 2023/2024 can be found at the following link:

[http://web.uniroma2.it/it/percorso/futuri\\_studenti/sezione/guida\\_dello\\_studente](http://web.uniroma2.it/it/percorso/futuri_studenti/sezione/guida_dello_studente)

## 5.3 EU and non-EU nationals legally resident in Italy with a final qualification obtained in Italy

EU and non-EU nationals legally resident in Italy and holding a degree awarded in Italy are admitted under the same conditions as Italian nationals, i.e. with no limitation on the number of places reserved and **without having to take the Italian language test**.

### 5.3.1) Admission tests

If required, you must take the admission/assessment tests for your chosen programme in accordance with the procedures set out in the relevant announcements/notices published on the University website: <https://web.uniroma2.it/en/percorso/courses>. Once you have passed the tests, if you meet the admission requirements, you can proceed with enrolment by following the instructions in point 5.3.2).

### 5.3.2) How to enrol

You are requested to complete the enrolment form on the Delphi system (<https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=IT>) by following the steps below:

- a. Fill in the evaluation questionnaire on the “Quest Test” website: <http://www.quest.uniroma2.it>
- b. Keep the questionnaire code (CQ) which will be issued by the system (*note: the CQ is only valid for five days; after which the questionnaire must be filled in again*)
- c. Access the Delphi Online Services website: <http://delphi.uniroma2.it>
- d. Select Student Section, Key 2 – Enrolment
  - e. Select “Start application procedures” and insert your personal details
  - f. Select the course
    - g. While completing your enrolment:
      - if you wish to pay the full tuition fees in one instalment instead of two, select this option;
      - self-certify the academic qualifications you declare when you enrol. The university will verify the information contained in this self-certification in accordance with the applicable standards and regulations

- h. Select "Print": the system will print your application and a payment slip that you can use to pay your first instalment
- i. Pay according to the instructions at the following link: <http://studenti.uniroma2.it/pagamento/>
- j. **Only for non-EU nationals legally resident in Italy:** upload a copy of your residence permit or the receipt of the renewal of your residence permit and contact the Student Affairs Office of your chosen course to validate it on the Delphi portal.

### 5.4 Chinese nationals under the "Marco Polo" project

The **Marco Polo Project** is an intergovernmental agreement between Italy and China to promote 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 to study Italian for 10 or 11 months (required level of Italian: B2).

At the end of the course, after passing the final test and the entrance tests for admission to the chosen programme, the students can enrol according to the procedures indicated in the public call for applications of the specific programme.

The list of courses and the number of places available are published in the respective announcements or notices of admission, which can be found in the "Education Offer" section at the following link: [https://web.uniroma2.it/it/contenuto/offerta\\_formativa-29758](https://web.uniroma2.it/it/contenuto/offerta_formativa-29758)

#### 5.4.1) Admission requirements

**Admission to Bachelor's and one-cycle degree programmes requires the following:**

- a) Chinese secondary school leaving certificate **after 12 years of schooling** and a "Gao Kao" exam score of at least **400/750 or equivalent**, according to the information provided by the Italian diplomatic mission in China. For students from Hong Kong and Macao, who are not subject to the "Gao Kao" examination system, the study documents must be checked by the University and the competent Italian consular authority in order to verify the requirements for admission to first cycle courses in Italy;
- b) The certificate of successful participation in the academic aptitude test (Gao Kao);
- c) the final qualification must be accompanied by either the **Statement of Comparability** issued by CIMEA, which can be requested online at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login>, or the **Declaration of Value (DOV)**. The latter document, officially legalised or apostilled by the relevant Italian embassy or consulate, must be endorsed with the Italian translation of the qualification in question. Should the diplomatic representation concerned fail to provide the requested reply, or provide it in a general or inadequate manner, this does not prevent

## Chapter 5 – International Students

---

Tor Vergata University of Rome from carrying out its own autonomous evaluations (see Council of State decision no. 4613 of 4.9.2007);

d) any other documents requested by the University, including those related to the verification of the accuracy of the foreign qualification.

Further information is available at the following website:

<http://www.studiare-in-italia.it/studentistranieri/> .

**Admission to Master’s degree programmes (two-year courses) requires the following:**

a) An official foreign qualification corresponding to the first cycle of the Qualifications Framework of the Bologna Process and level 6 of the European Qualifications Framework (EQF), obtained at a higher education institution, which allows the continuation of studies at academic institutions at the next level (second cycle of the Bologna Process / level 7 of the EQF) and which is not “substantially different” according to the principles of the Lisbon Convention and the national methodology adopted by the CIMEA;

b) Your final qualification **must be endorsed** with the Statement of Comparability issued by the CIMEA, which can be requested via the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login>

c) The Transcript of Records issued by your university and officially translated into Italian (for courses taught in Italian) or into English (for English-taught courses), or the Diploma Supplement, if applicable;

d) Any other documents requested by Tor Vergata University of Rome, including those related to the verification of the accuracy of the said foreign qualification.

**N.B.:** In the case of a foreign degree obtained for studies carried out mainly in Italy, the evaluation of such a degree, even if only partially recognised, is subject to the accreditation procedure of the institution operating in Italy, in accordance with the provisions of Decree no. 214 of 26 April 2004, “Regulation on the criteria and procedures for foreign higher education institutions operating in Italy for the purpose of recognition of the degree awarded by them (implementation of Article 4 of Law no. 148 of 11 July 2002)”, which implements Article VI.5 of the Lisbon Convention.

### 5.4.2) Pre-enrolment application to get a visa

Make your pre-enrolment application on the [www.universitaly.it](http://www.universitaly.it) portal **from 6 May 2023 to 29 July 2023**, entering your personal details correctly as they appear in your

## Chapter 5 – International Students

---

passport (it is important that there are no discrepancies as this information will be sent directly to the embassy for the visa to be issued) and selecting:

- Tor Vergata University of Rome
- Course chosen
- Embassy/Consulate that will issue the visa for entry into Italy
- Please enclose with your pre-enrolment application:
  - A copy of your passport;
  - Any Italian or English language certificates;
  - Admission letter, if available.

Students must also indicate in the pre-enrolment form the university where they wish to study Italian. Please note that the course cannot last less than 10 months and must include a number of hours per month, hopefully between 80 and 100. This will allow you to reach the initial B1 level, with the aim of improving your language skills in the following years.

The university must validate the pre-enrolment application and forward it to the diplomatic and consular representation, which will verify the information provided by the university regarding the programme and the place where the students have chosen to study Italian. Once the application has been validated, interested parties must make an appointment with the relevant Diplomatic and Consular Representation in order to complete the pre-enrolment procedure and obtain an entry visa.

### **Please note that:**

- Prior acceptance of a candidate by the University does not confer any right to obtain a visa, as this is the **exclusive responsibility** of the relevant diplomatic and consular representation;
- Obtaining a visa for study purposes, issued by the relevant diplomatic and consular representation, does not confer any right to enrolment in a degree course, as this is the exclusive responsibility of the individual higher education institutions;
- Prior acceptance of an applicant by the University does not confer any right to complete the enrolment, even if:
  - The relevant visa has been already obtained;
  - You are physically present in Italy;
  - You are eligible for and/or have won a scholarship of any kind;
- You have been provisionally accepted to start attending classes.

Please note that for the purposes of enrolment the universities must check the validity of the foreign qualification and the authenticity of the documents presented.



### 5.4.3) Once in Italy

#### **Applying for a residence permit**

Within eight days of your arrival in Italy with a “D” national visa for study purposes, you must apply for a residence permit at the Questura (police station) of the town where you plan to take up residency. The application must be submitted to the post office with the appropriate kit. The application requires the payment of fees. Applicants will be notified of the date on which they must appear at the relevant Questura offices, bring photographs and undergo a fingerprint check.

#### **Fiscal Code request**

The fiscal code is a 16-digit alphanumeric code issued free of charge by the Revenue Agency (“Agenzia delle Entrate”) that uniquely identifies Italian and foreign citizens. All the information is available on the [Revenue Agency’s website](#). Citizens resident abroad can apply for the code at the Italian diplomatic representation in their country of residence.

#### **Health insurance – Useful information about health care in Italy**

Italy has a public health system called the Servizio Sanitario Nazionale (SSN). International students can either voluntarily register with the SSN and choose a general practitioner, paying a flat annual fee for one calendar year, or take out a private health insurance policy covering all risks for the duration of their studies. If students are already insured in their country of origin, they must obtain confirmation of this from the Italian embassy or consulate before departure.

All information on registering with the National Health Service can be found on the website of the [Italian Ministry of Health](#).

#### **White Code**

Tor Vergata University of Rome is pleased to offer a new service that ensures free access to primary health care before enrolment with the Italian National Healthcare (Servizio Sanitario Nazionale). Consultation is available via the following email address [whitecode@med.uniroma2.it](mailto:whitecode@med.uniroma2.it)

Further information on the Whitecode service are available at the following link: [http://web.uniroma2.it/it/percorso/utilitr\\_e\\_servizi/sezione/servizio\\_di\\_assistenza\\_sanitaria\\_per\\_studenti\\_stranieri\\_e\\_fuori\\_sede](http://web.uniroma2.it/it/percorso/utilitr_e_servizi/sezione/servizio_di_assistenza_sanitaria_per_studenti_stranieri_e_fuori_sede)

### 5.4.4) Admission tests

If required, you must take the admission/assessment tests for your chosen programme in accordance with the procedures set out in the relevant announcements/notices

published on the University website: <https://web.uniroma2.it/en/percorso/courses>. Once you have passed the tests, if you meet the admission requirements indicated in point 5.4.1), you can proceed with enrolment by following the instructions in point 5.4.6).

### 5.4.5) Re-allocation of students

Eligible students who are not placed on the ranked list may, within the reserve available at their chosen university and in accordance with the terms and procedures applicable to all international students, apply for:

- a) admission to another course at the same university;
- b) transfer to the same course or to another course at another university.

The application under b) must be submitted to the Rector of the university to which the student would like to transfer and to the Rector of the university where the admission test was taken. In the case of degree courses that require a national entrance examination, i.e. Medicine and Surgery, Dentistry and Dental Prosthetics and Courses for Architects, the application is automatically considered to have been submitted to all the other universities selected by the candidate at the time of enrolment as possible alternatives to the first chosen. Students who do not pass the admission test or who do not obtain a place in another university or in another degree course despite having obtained a pass must leave Italy at the latest when their visa or residence permit for study purposes expires.

### 5.4.6) How to enrol

After admission, you are requested to complete the enrolment form on the Delphi system by following the steps below:

- Access the link: <https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=IT>;
- Select "Student Section", Key 2 – "Enrolment";
- Select "Start application procedure" and complete the form with your personal details;
- Select the degree programme
- Enter your educational qualification(s);
- Select "print": the system will give you the enrolment form and the list of documents to be uploaded;
- Note the CTRL code and the fiscal code, which is automatically generated by the system;
- In the Students section, Key 2 (Registration) – select item B "You have already filled out an application";
- Enter your fiscal code and the CTRL code;
- Upload the documents required for enrolment. You will need to upload a PDF file for each document;

- Wait for the notification from the International Students Office, which will email you details of how to pay and validate the first instalment once the necessary checks have been carried out;
- **To complete your enrolment, you are requested to visit the International Students Office** (via Cracovia n. 50 - Building D floor 0) **with your passport, the originals of all the documents uploaded to the Delphi system and your entry visa for study purposes.**

**In the event of any irregularities in the documents submitted with regard to the foreign qualification, the enrolment will be automatically cancelled *ex officio*.**

### **5.4.7) Documents required for enrolment in a Bachelor's or one-cycle degree programme:**

- a) All the documents listed under "Requirements" in section 5.4.1;
- b) Your passport and your entry visa;
- c) Admission letter, if available;
- d) A passport-sized photograph (JPG, JPEG or PNG file – maximum size, 1MB);
- e) A copy of your pre-enrolment application on Universitaly;
- f) A certificate of Italian language proficiency (for the programmes taught in Italian).

### **5.4.8) Documents required for enrolment in a Master's degree programme (two-year courses):**

- a) All the documents listed under "Requirements" in section 5.4.1);
- b) Your passport and your entry visa;
- c) Admission letter, if available;
- d) A passport-sized photograph (JPG, JPEG or PNG file – maximum size, 1MB);
- e) A copy of your pre-enrolment application on Universitaly;
- f) A certificate of Italian language proficiency (for the programmes taught in Italian).

### **5.4.9) TUITION FEES**

Information on the payment of tuition fees for the academic year 2023/2024 can be found at the link: [http://web.uniroma2.it/it/percorso/futuri\\_studenti/sezione/guida\\_dello\\_studente](http://web.uniroma2.it/it/percorso/futuri_studenti/sezione/guida_dello_studente)

# Chapter 6 – Registration in academic years following the first

### **Students must register every year.**

**Therefore, in order to take the exams, students must be registered for the academic year 2023/2024 (even if they have made a precautionary application) and fulfil their obligations to pay the tuition fees.**

Registration for the second and following years is a very simple procedure that can only be done online (for this reason, you do not have to visit the Student Affairs Office of your School).

## **6.1 – How to register for the second and following years**

You can only register for the second or subsequent years if you have paid your tuition fees for the previous year in full.

---

### **INSTRUCTIONS**

---

- a. Access the Delphi website: <http://delphi.uniroma2.it>;
- b. Select Student Area, Key 3 - "Enrolment in year two and following years";
- c. Enter your matricola number and your password to access your personal area;
- d. Edit or validate existing data;
- e. If you wish to pay the second instalment of your tuition fees in one payment (instead of two), select the appropriate option;
- f. Select "Print": the system will print your request and your first instalment payment slip;
- g. Pay the said fee through the PagoPA system, which offers several payment options (both traditional and online). Links and further information can be found on the following website [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)
- h. Access the Delphi Online Services website again and confirm your payment by tapping "Convalida PagoPA" within 48 hours of the payment date
- i. For students who are exempt from paying university fees, a deposit slip marked €0 must be used for confirmation.

**You do not need to submit any documents to the Student Affairs Office. The online payment confirmation is essential to complete the registration process.**

## Chapter 6 – Registration in academic years following the first

---

### DEADLINE

---

**Please note that students who do not pay their first instalment by 6 November 2023 will be subject to a penalty. Registrations for the academic year 2023/2024 will be accepted until 29 March 2024. After this date, a late application for registration may be considered if duly justified and certified.**

Students wishing to apply for a tuition fee waiver must authorise the University to consult the INPS database to obtain their ISEE-UNIVERSITY certificate, via the reserved area of the Delphi platform. The deadline for this procedure is 15 December 2023. If the “Dichiarazione Sostitutiva Unica” (DSU) used to request an ISEE-UNIVERSITY certificate from INPS is not issued by 15 December 2023, the procedure can be repeated, but a penalty will be payable. For more information, please see section 7.5 [University ISEE](#).

---

### EXEMPTIONS FROM TUITION FEES

---

There are various types of full or partial exemption from tuition fees for certain categories of students. For information on how to access the above benefits, please refer to the section [7.5](#).

Students who have applied for a DISCOLAZIO scholarship are reminded that if this scholarship is not granted or is withdrawn, they must authorise the University, through their reserved area of the Delphi platform, to consult the INPS database in order to obtain the ISEE-UNIVERSITY certificate. **The deadline for this procedure is 15 December 2023.**

## 6.2 – Registration for the second and following year with a valid residence permit

If you are a non-EU student and you have an Italian residence permit, in order to proceed with your registration for the 2022/23 academic year, you will need to enter the details of your residence permit and upload the relevant documents to Delphi using the “UPLOAD” function, which you can access with your matricola number and password. At the end of the procedure, you will have to make an appointment with the Student Affairs Office of your school to verify the authenticity of the information entered in Delphi.

### 6.3 - Extension of the deadline for graduate student registration (PRECAUTIONARY APPLICATION)

If you plan to graduate in the winter session or in the final session of the academic year 2022/2023, there is a rule that allows students to defer registration for the academic year 2023/2024. In any case, you must complete an application for registration for the academic year 2023/2024 marked "PRECAUTIONARY APPLICATION".

**The procedure can only be carried out if you are up to date with your tuition fees for the previous academic year. Precautionary applications will be randomly checked to ensure that students actually have the minimum number of ECTS credits required to graduate in the winter session.**

**Any misuse of the precautionary application process will be prosecuted.**

---

#### DEADLINE

---

**The precautionary application must be completed, validated and retained by the student by 31 December 2023. This application must not be submitted to the Student Affairs Office of your School.**

---

#### INSTRUCTIONS ON THE "PRECAUTIONARY APPLICATION" PROCEDURE"

---

- a. Collegarsi al sito dei Servizi on-line Delphi: <http://delphi.uniroma2.it>;
- b. Selezionare Area Studenti, Tasto 3 - "Iscrizione agli anni successivi al primo";
- c. Inserire matricola e password per accedere all'area riservata allo studente;
- d. Modificare o confermare i dati esistenti;
- e. **Spuntare la casella "Domanda cautelativa"**;
- f. Selezionare la voce stampa: il sistema rilascerà la domanda e il bollettino per il pagamento;
- g. Pagare il contributo dovuto attraverso il sistema PagoPa che consente di effettuare il pagamento attraverso una pluralità di canali, fisici o online. I link e ulteriori informazioni sulle modalità di pagamento sono disponibili al seguente indirizzo web [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)
- h. Collegarsi nuovamente al sito Delphi nelle 48<sup>8</sup> ore successive al pagamento e convalidare attraverso il pulsante "Convalida PagoPA"
- i. Gli studenti con bollettino con **importo zero** sono tenuti comunque alla convalida.

---

<sup>8</sup> Il tempo di acquisizione del flusso incassi PagoPA è variabile e fino a quando non disponibile non è possibile convalidare il pagamento

## Chapter 6 – Registration in academic years following the first

---

### PLEASE NOTE

---

In order to benefit from the tuition fee waiver in the event that you have submitted a “precautionary application” but have not managed to graduate on time, you must still authorise the University, via your reserved area of the Delphi portal, to obtain the necessary ISEE University certificate from the INPS database by **15 DECEMBER 2023**. **If you have registered for the academic year 2023/2024 without applying for deferred registration (precautionary registration), it is still possible to make a late request by formally submitting it to the relevant Student Affairs Office no later than 31 January 2024. Your application will be considered for acceptance. In this case, if your application is accepted, you may also request a refund of the amount paid, less the regional fee, stamp duty and commission. Reimbursement of the regional fee must be requested directly from the Discolazio regional body.**

---

### CANCELLATION OF PRECAUTIONARY APPLICATION

---

If you do not graduate in the final session of the 2022/2023 academic year, you will have to access again your Delphi personal account (<https://delphi.uniroma2.it>) and cancel your “Precautionary Application”. The system will cancel the said application and you will be able to proceed with your registration for the 2023/2024 academic year. In this way, you will be issued with a payment slip for the first instalment of tuition fees, which must be paid and validated in order for the system to generate the payment slip for the next instalments.

The first and second instalments must be paid **by 5 June 2024 at the latest**.

A penalty of **€100** will be charged for each payment made after the due date.

The penalty will be automatically added to the next instalment.

## 6.4 – Registration as a part-time student

If students find it difficult to complete the number of hours required for an academic year due to work, family, medical, personal or similar reasons, they may choose to study part-time. Students who choose this option will be required to complete more academic years, but will be eligible for a 30% fee reduction. For further details, refer to [Chapter 7 – Tuition fees](#)

The decision to study part-time is **irrevocable**, while full-time students may switch to part-time provided they have been enrolled for a number of years less than the programme duration +1.

## Chapter 6 – Registration in academic years following the first

---

**The 30% reduction for part-time students cannot be added to the exemptions listed in the chapter [7.6.2 – Partial exemptions](#)**

### **When can you choose the part-time option?**

The part-time option can be applied for at the beginning of any academic year after enrolment in the first or subsequent year. Students who choose this option at the time of enrolment or at the time of enrolment in subsequent years must apply by **31 December 2023**.

**Before submitting the application, it is necessary to check whether and under what rules the course allows part-time study by consulting the relevant Education Regulations.** Part-time enrolment is only possible from the second year of study in health-related courses.

### **Natural duration of courses and agreement of different course durations**

After the first enrolment, it is possible to request part-time conditions and to agree on a course duration that is twice as long as that of the standard course, unless other time limits are directly specified in the educational regulation of the degree programme.

After this period you will be considered as a part-time student “fuori corso”. You may still qualify for a 30% discount, but the payment will be calculated according to the “maximum taxation” criteria for your degree course. Further information is available at Chapter [7 – Tuition fees](#).

### **ESSENTIAL:**

In cases where you:

- **earn more than 36 ECTS credits (CFU)**, you will not be considered for a reduction that year;
- **earn the number of ECTS credits (CFU) required for the defence of your thesis before the end of the part-time study period**, you will have to pay the fees for the entire period specified.

**The part-time option cannot be considered in any way different from the normal duration of a university course, e.g. in terms of repayment of years for pension purposes. The certificate will therefore indicate the ‘normal’ length of study from a legal point of view.**

---

### **INSTRUCTIONS ON YOUR PART-TIME REGISTRATION PROCEDURE**

---

- a. Access the Delphi website: <http://delphi.uniroma2.it>.
- b. Select Student Area, Key 3, “Enrolling part-time”



## Chapter 6 – Registration in academic years following the first

---

- c. Fill in the online application regarding the part-time option.

Your request will be received by the Student Affairs Office, which will check the validity of the information contained in the request before forwarding it to the Didactic Structure Committee (Consiglio di Corso di Studio). This committee must decide whether or not to accept the request for part-time study and may also make a didactic proposal to help you better organise your studies. Once the Student Affairs Office has received the committee's decision, you will be invited to sign the contract. You will also have to provide a self-certification of the professional, family, medical or personal reasons that have led you to choose a part-time solution.

## Chapter 7 – Tuition fees

Tor Vergata University of Rome, in accordance with the provisions of art. 1, c. 254 of Law no. 232 of 11 December 2016, "State Budget for the 2017 financial year and multiannual budget for the 2017-2019 triennium", has set the level of tuition fees for degree programmes according to the principles of equity, progression and progressivity, in order to guarantee the right to study and to reward commitment and performance.

Therefore, for the 2023/2024 academic year, the University has established a system for calculating tuition fees as follows:

- A) A flat-rate fee that takes into account the ISEE University Certificate, the degree programme, the ECTS credits earned and the academic cohort. The flat-rate fee is determined by the fee class of the programme, as shown in the table below:

<p><b>Contribution class 1</b></p> <ul style="list-style-type: none"> <li>- <b>Ordinary taxation:</b> From 0 € up to a maximum of 2,270 €</li> <li>- <b>Higher taxation:</b> From 200 € up to a maximum of 2,576 €</li> <li>- <b>Maximum taxation:</b> From 450 € to a maximum of 2,932 €</li> </ul>	<ul style="list-style-type: none"> <li>- All Bachelor's degree courses, one-cycle degree courses, Master's degree courses which are not included in other contribution classes</li> <li>- One-Cycle degree in Law and Civil Engineering and Architecture</li> <li>- Bachelor's degree in Food and Wine Tourism</li> <li>- Degree course in General, Developmental, Gender and Social Behavioural Psychology</li> </ul>
<p><b>Contribution class 2</b></p> <ul style="list-style-type: none"> <li>- <b>Ordinary taxation:</b> From 0 € to a maximum of 3,100 €</li> <li>- <b>Higher taxation:</b> From 200 € to a maximum of 3,448 €</li> <li>- <b>Maximum taxation:</b> From 500 € to a maximum of 3,895 €</li> </ul>	<ul style="list-style-type: none"> <li>- One-Cycle degree courses (Medicine and Surgery), Master's degree in Human Nutrition Sciences, Master's degree in the Health care sector (including students enrolled in the MA under the previous system)</li> <li>- Master's degree in Biotechnology (held in English)</li> <li>- Bachelor's degree in Engineering Sciences (held in English)</li> <li>- Master's degree in Physical Activities and Health Promotion (held in English)</li> <li>- Bachelor's degree in Managerial Engineering (mainly e-learning)</li> <li>- Master's degree in Mechatronics Engineering (held in English)</li> <li>- Master's degree in Italian Language and Culture for Foreigners: Welcoming and Internationalization</li> </ul>

<p><b>Contribution class 3</b></p> <ul style="list-style-type: none"> <li>- <b>Ordinary taxation:</b> From 0 € to a maximum of 3,600 €</li> <li>- <b>Higher taxation:</b> From 200 € to a maximum of 4,042 €</li> <li>- <b>Maximum taxation:</b> From 500 € to a maximum of 4,445 €</li> </ul>	<ul style="list-style-type: none"> <li>- One-Cycle degree in Dentistry and Dental Prostheses;</li> <li>- One-cycle degree in Veterinary Medicine.</li> </ul>
<p><b>Contribution class 4</b></p> <ul style="list-style-type: none"> <li>- <b>Ordinary taxation:</b> From 0 € to a maximum of 4,250 €</li> <li>- <b>Higher taxation:</b> From 200 € to a maximum of 4,655 €</li> <li>- <b>Maximum taxation:</b> From 550 € to a maximum of 5,210 €</li> </ul>	<ul style="list-style-type: none"> <li>- Master’s degree in Economics (held in English)</li> <li>- Master’s degree in Finance and Banking (held in English)</li> <li>- Master’s degree in Pharmacy (held in English)</li> <li>- Master’s degree in Art History in Rome, from Late Antiquity to the Present (held in English)</li> <li>- Degree course in Tourism Strategy, Cultural Heritage, and Made in Italy (held in English)</li> </ul>
<p><b>Contribution class 5</b></p> <ul style="list-style-type: none"> <li>- <b>Ordinary taxation:</b> From 0 € to a maximum of 5,250 €</li> <li>- <b>Higher taxation:</b> From 200 € to a maximum of 5,705 €</li> <li>- <b>Maximum taxation:</b> From 600 € to a maximum of 6,105 €</li> </ul>	<ul style="list-style-type: none"> <li>- Master’s degree in Business Administration (held in English)</li> <li>- Master’s degree in European Economics and Business Law (held in English)</li> <li>- One-Cycle degree in Conservation and Restoration of Cultural Heritage</li> </ul>
<p><b>Contribution class 6</b></p> <ul style="list-style-type: none"> <li>- <b>Ordinary taxation:</b> From 0 € to a maximum of 7,250 €</li> <li>- <b>Superior taxation:</b> From 200 € to a maximum of 7,763 €</li> <li>- <b>Maximum taxation:</b> From 600 € to a maximum of 8,255 €</li> </ul>	<ul style="list-style-type: none"> <li>- Bachelor’s degree in Global Governance (held in English)</li> <li>- One-Cycle degree in Medicine and Surgery (held in English)</li> <li>- Bachelor’s degree in Business Administration and Economics (held in English)</li> </ul>

For each contribution class, three types of taxation have been defined, taking into account the ECTS credits earned and the number of years of study:

- I. **Ordinary taxation rate applies to students who:**
- a) **have enrolled in the academic year 2023/2024;**
  - b) enrolled in the academic year 2022/2023 and **earned at least 10 ECTS credits** (or 6 ECTS credits for part-time students) between 10 August 2022 and 10 August 2023;
  - c) enrolled **with a maximum delay of one year after the natural duration of the programme** and earned at least **25 ECTS credits** (or 18 ECTS for part-time students) between 10 August 2022 and 10 August 2023.

### No tax area

**Under ordinary taxation**, a no-tax area is provided for students whose University ISEE certificate does not exceed €26,000.00.

### Partial exemptions

**Under ordinary taxation**, a partial exemption is provided for students whose University ISEE certificate is between €26,000.00 and €30,000.00.

The contribution for the partial exemption is calculated by applying the discount in relation to the ISEE band to the contribution determined according to the contribution class:

ISEE-University	% Discount
Between 26,000 and 28,000 Euros	60
Between 28,001 e 30,000 Euros	55
Higher than 30,000 Euros	0

- II. **Higher taxation rate** applies to students who do not fall under the ordinary taxation rate, who are enrolled with **a delay of no more than one year after the natural duration of the course** and who have earned at least **12 ECTS credits** (at least 6 ECTS credits if enrolled in the second year) in the period between 10 August 2022 and 10 August 2023.

### Partial exemptions

Partial exemption from the annual flat-rate contribution is available to students under higher taxation rate who belong to a family unit with a University ISEE of more than €20,000 but less than, or equal to, €30,000.

The partial exemption fee is calculated as follows:

ISEE	% discount
Up to € 20,000.00	100
Between € 20,000.00 and € 22,000.00	80
Between € 22,000.00 and € 24,000.00	50
Between € 24,000.00 and € 26,000.00	30
Between € 26,000.00 and € 28,000.00	20
Between € 28,000.00 and € 30,000.00	10

### III. **Maximum taxation applies to students who are not subject to normal or higher taxation and who:**

- i. are enrolled more than two years after the natural duration of the course;
- ii. are enrolled with a delay of no more than one year after the natural duration of the course and have not earned at least 12 ECTS credits (less than 6 ECTS credits in the case of students enrolled in their second year) between 10 August 2022 and 10 August 2023.

Tuition fees are calculated on the basis of the University ISEE certificate as follows:

- ✓ for an ISEE certificate with a **value between €0 and €90,000.00**: the contribution is proportional to the value and varies according to the contribution class and the taxation type of the course;
- ✓ for an ISEE certificate whose **value exceeds € 90,000.00** or **for students who have not submitted an ISEE certificate**: the contribution is equal to the maximum amount foreseen for the contribution class and taxation type of the course.

A) In accordance with art. 8, paragraph 5, DPCM n. 159 of 2013, students who enrol in the academic year following the first one and who do not present an ISEE certificate will pay, in addition to the regional tax and stamp duty, a fixed annual contribution according to their country of origin, as follows:

- 500.00 if they come from the so-called "developing countries" as defined in MUR Decree no.115 of 28/02/2023<sup>9</sup> and its updates;
- 1,000.00 if they (both Italian and international students) earn their income abroad.

---

<sup>9</sup> Afghanistan, Angola, Bangladesh, Benin, Bhutan, BurkinaFaso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia.

B) Starting from the 2020/2021 academic year. Italian and international students whose income is earned abroad and for whom the ISEE calculation is not applicable, according to art. 8 par. 5 of DPCM 159/2013, will have to pay the following, in addition to the regional tax and the stamp duty:

- a. **Irrespective of their country of origin**, the fixed annual contribution of € 2,500.00, even if they are eligible for, or winners of, the DISCOLAZIO scholarship, for the following Bachelor's, Master's and one-cycle courses taught in English: "M.Sc. Business Administration, M.Sc. Finance and Banking, B.Sc. Business Administration and Economics, M.Sc. European Economy and Business Law, M.Sc. Economics, B.Sc. Global Governance, Pharmacy and Medicine and Surgery. DISCOLAZIO scholarship holders are exempt from paying the regional fee.
- b. The annual flat-rate contribution according to their country of origin, even if they are a DISCOLAZIO scholarship holders (the latter are exempt from paying the regional fee), as follows:
  - € 500.00 for students from the so-called "developing countries" as defined in MUR Decree no.115 of 28/02/2023<sup>10</sup> and its updates (with the exception of the courses mentioned at point a.);
  - €1,000.00 for Italian and international students with foreign income.

### **Enrolment of international students residing abroad and applying for a visa**

In view of the current and future emergency measures taken by the Italian Government and the European Union to prevent and contain the COVID-19 pandemic, the physical mobility of international students to Italy may be slowed down, even for the issue of study visas. As indicated in the updated ministerial procedures for the 2023/24 academic year, visa applications must, in principle, be submitted to the competent diplomatic and consular representations by 30 November 2023. The University, within the framework of its autonomy as provided for in the aforementioned Ministerial Procedures, sets **31/07/2023** as the deadline for submitting visa applications to the competent diplomatic-consular missions. This is in order to allow for the effective enrolment of international students in accordance with the specific requirements linked to the start of teaching activities. The enrolment, which includes the payment of €156 and the uploading of the required documents, is subject to the presentation of the entry visa and the original documents.

### **Online or blended courses at the School of Humanities (Lettere e Filosofia)**

---

<sup>10</sup> Afghanistan, Angola, Bangladesh, Benin, Bhutan, BurkinaFaso, Burundi, Cambogia, Central African Republic, Chad, Comoros, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia.

It is also confirmed that for the academic year 2023/2024, a 20% reduction in tuition fees will also apply to courses that are mainly taken at a distance or in a mixed mode.

### **ATTENTION**

To better understand the tax system, a **tuition fee simulator** is available here: <http://studenti.uniroma2.it/> (under the menu: "Tasse e agevolazioni").

### **7.1 - Verification of credit requirements for the calculation of tuition fees**

The credit rating system (i.e. the number of ECTS credits earned) is calculated automatically and does not require an official application from students. The ECTS credits (CFU) must have been earned within the 12 months prior to 10 August before enrolment. Only exams officially registered within the above-mentioned period will be taken into account, with the exception of credits earned after a work placement completed by students of Health Sciences courses. In this case, credits will be counted even if they are registered after 10 August and before 30 September.

ECTS credits related to "integrated" exams must all be registered by 10 August.

Credits earned at partner universities as part of mobility programmes will only be considered if they have been registered in the twelve months prior to 10 August before enrolment.

### **7.2 - Payment and deadlines for tuition fees**

Students who wish to benefit from the services of Tor Vergata University of Rome **must be correctly registered and up to date with the payment of their tuition fees.**

Students who have not paid their fees in time will not be able to:

- take exams;
- obtain a certificate of academic achievement;
- transfer to another university.

Fees and contributions must be paid as follows:

#### **a. First instalment**

All students (except those who are exempt) must pay the first instalment, which includes:

1. €16 stamp duty;
2. €140 regional fee;
3. tuition fees, which vary according to the type of taxation:
  - a. Ordinary taxation: € 0
  - b. Higher taxation: € 200

c. Maximum taxation: € 332

See below for an example of how to calculate the first instalment.

	Taxation class (in €)		
	Ordinary	Higher	Maximum
<b>Stamp duty</b>	16	16	16
<b>Regional fee</b>	140	140	140
<b>University tuition</b>	0	200	332
<b>Amount of first instalment</b>	156	356	488

- **Deadline for payment of the first instalment:**

**For first year students**, the first instalment must be paid during the enrolment process. If not specified in the Course Call, the first instalment must be paid by **6 November 2023**.

For registration in the academic years following the first, the first instalment must be paid by **6 November 2023**.

The first payment slip will be issued by the Delphi platform in the section designated for registration in the first or subsequent academic years.

### **Penalties**

A late payment penalty will be automatically added to your next instalment:

- € 50.00 for payments made by 31 December 2023

- € 100.00 for payments made after this date.

- b. **Second instalment**

The amount of the **second instalment** depends on the contribution class of the degree course, the type of taxation (ordinary, higher or maximum) and the University ISEE certificate.

### PRINT OF SECOND INSTALMENT PAYMENT SLIP

a. Access the Delphi Online website: <http://delphi.uniroma2.it>



- b. Select "Student Section", key 4 "Manage Career online"
- c. Select "Payment of Taxes and contributions"
- d. Print the payment order
- e. Pay the fee due via the PagoPA system. Links and further information are available on the following website: [studenti.uniroma2.it/pagamento/](https://studenti.uniroma2.it/pagamento/)
- f. Within the following 48 hours, link again to the Delphi Online Services website and confirm your payment by tapping the "Convalida PagoPA" option.

- **Deadline for payment of the second instalment:**

The second instalment can be paid in two ways:

- a. Split into two payments (default option)
  - 50% by 29 March 2024
  - 50% by 31 May 2024
- b. A single payment by 29 March 2024 if you have previously chosen the "pagamento in un'unica soluzione" (single payment) option or if the second instalment is less than €300.

### **Penalties**

In the event of late payment, a penalty will be automatically added to your next instalment as follows:

- 50 € for payments made within one month of the due date;
- 100 € for payments made more than one month after the due date;

**ATTENTION:** It is important to remember that penalties for late payment can be avoided if you ensure that all instalments are paid on time. In the event of a recalculation of the instalments, the balances/refunds will be made at the students' request.

In order to better understand the taxation system, a fee simulator can be found here: <http://studenti.uniroma2.it/> (under the menu "Tasse e agevolazioni").

## **7.3 – Payment methods**

Tuition fees can be paid using **the PagoPA system**. The PagoPA system guarantees electronic payments to the public administration.

Payments can be made in the following ways:

- Online, using your credit card at [utov.it/pagopa](https://utov.it/pagopa);
- via APP IO of PagoPA if you have SPID credentials;
- via home/mobile banking through the CBILL circuit or members of the PagoPA system;

- at any bank branch or ATM that allows you to pay through the CBILL circuit and that is a member of the PagoPA system;
- in Sisal/Lottomatica betting shops.

It is possible to pay PagoPA orders at Poste Italiane offices.

The updated list of Payment Service Providers (PSP) where you can pay with PagoPA can be found at the following link: <https://www.pagopa.gov.it/it/dove-pagare/>

**After payment, students must access their Delphi Online account and confirm their payment.**

Information on payment methods is available at the following link: [studenti.uniroma2.it/pagamento/](https://studenti.uniroma2.it/pagamento/)

---

### ATTENTION

---

**Only use the payment slip issued by the system at the time of enrolment/registration. Any other payment (e.g. by direct bank transfer) will not be taken into account for enrolment and will not be refunded.**

## 7.4 – University ISEE

Students wishing to apply for the tuition fee waiver must authorise the University to consult the INPS database to obtain the value of their ISEE certificate (which must have been issued before the specified deadline) via their reserved area of the Delphi platform. **The deadline for this procedure is 15 December 2023.**

Students who choose not to apply for a reduction in tuition fees, or who do not provide a valid ISEE certificate, or who do not authorise the INPS database to be consulted, or who have an ISEE certificate with a value in excess of **€90,000**, will automatically be charged the maximum fee for their fee category.

**The University will not accept ISEE certificates that**

- **have expired and are therefore invalid;**
- **are not valid for university study (your ISEE certificate must clearly state "Si applica alle prestazioni agevolate per il Diritto allo Studio Universitario - This document is applicable for the purpose of university student benefits").**

**ISEE certificates with gaps or discrepancies may be acquired through a process in which the student enforces the acquisition of the value. Students are responsible for any subsequent verification. The University reserves the right to request additional documentation.**

**Upon receipt of the ISEE certificate, the tuition fees will be recalculated. No new certificates will be accepted for the remainder of the academic year (i.e. the University will only accept one ISEE certificate per year).**

### 7.4.1 – What is the University ISEE certificate and what is it for?

The ISEE certificate (Indicatore Situazione Economica Equivalente - Equivalent Economic Situation Indicator) is the tool used to assess the economic situation of people applying for subsidised social benefits. It is reserved for students from EU and non-EU countries who belong to a family unit with a declared income in Italy. The ISEE certificate can be obtained by combining and considering three elements: income, assets and family unit. If their parents are not part of the family unit, students may be considered as single family members for tuition fee purposes only in the following cases

- Students have not lived in the original family home (or in a house owned by a family member) for at least two years since enrolment;
- Students have a sufficient income (9,000 euros per year).

If at least one of the above conditions is not met, students are considered to be members of their parents' family.

In accordance with current legislation, the only ISEE certificate considered valid for the calculation of tuition fees and other benefits granted by the University is the ISEE University Certificate.

### 7.4.2 – How to apply for the University ISEE

To obtain the ISEE certificate for study purposes (ISEE-University), students must complete the form 'Dichiarazione sostitutiva unica (DSU) integrale'.

The DSU contains information about the family and its members, as well as the assets and income of each family member. It must be filled in and submitted to the following offices:

- Centri di Assistenza Fiscale (CAF);
- INPS, also online via the INPS portal.

Once the DSU has been completed and submitted, students must wait an average of ten working days to receive their ISEE University Certificate.

As a lot of information about property, assets and income has to be collected to complete the DSU, the process can be time consuming. Students should submit their DSU as soon as possible to the CAF office, which will issue the ISEE-University Certificate.

**The university is not authorised to provide a direct DSU service.**

Once either INPS or CAF has issued the ISEE-University Certificate, students must check on their Delphi page that the uploaded document is correct and check the amount to be paid in the second instalment.

If there are any errors, students must report them to the following email address: [caf@uniroma2.it](mailto:caf@uniroma2.it).

### 7.4.3 – The ISEEUP – University ISEE Parificato

In order to benefit from the tuition fee waiver and when enrolling for the first or subsequent year, EU students belonging to a family unit with their income earned abroad must apply for **the ISEE Parificato certificate** at any national CAF office by **15 DECEMBER 2023**.

To obtain an ISEE Parificato certificate, students must provide information on their income and assets in Italy (if any) and on the income and assets (earned abroad) of each member of their family.

These documents must be issued by the competent authorities in the country where the income is earned. They must also be officially translated into Italian by the Italian diplomatic authorities of the country concerned, together with the income expressed in €.

In those countries where it is difficult to obtain such documents, they can be requested from the foreign diplomatic authorities in Italy and certified by the Prefecture in accordance with art. 33 DPR no. 445 of 28 December 2000.

In the case of international students who come from one of the particularly poor countries listed in the regulations in force, the assessment of the income requirement is carried out on the basis of documents issued by the Italian representation in the country of origin certifying that the students do not belong to a family known for its high income and high social level (DPCM 9/4/2001).

Once the certificate has been obtained, students must email it to [caf@uniroma2.it](mailto:caf@uniroma2.it) together with a copy of all the above documents (in the student's native language and officially translated into Italian) used to obtain it.

Students will then be able to check the amount to be paid in their second instalment.

Should any errors be found, students must report them to the following email address: [caf@uniroma2.it](mailto:caf@uniroma2.it)

### 7.4.4 - Deadline for the ISEE-University submission

The ISEE University Certificate must be issued **by 15 December 2023**. Students must authorise the university to obtain the required ISEE University Certificate from the INPS database via their reserved area of the Delphi portal.

Students who already have an ISEE University Certificate issued in the **2023 solar year** do not need to apply for a new ISEE University Certificate to enrol in the 2023/2024 academic year, but must authorise the University to acquire the ISEE University Certificate from the INPS database via their reserved area of the Delphi platform **by 15 December 2023**. Therefore, students should not send any document to the University, nor should they send their ISEE University by email.

If the DSU is not submitted by **15 December 2023**, students will be placed in the maximum taxation area and will not be eligible for any waiver in their tuition fees.

If the DSU is submitted **after 15 December 2023**, a penalty will be applied as follows:

Application date	Penalty
From 15 December 2023 to 15 March 2024	€ 150
from 16 March 2024 to 31 May 2024	€ 200

**ISEE university certificates issued after 31 May 2024 will not be accepted.**

The late submission penalty for ISEE university certificates **is combined** with other penalties such as late payment of tuition fees.

**The late University ISEE Certificate penalty will not be applied in the following cases:**

- if enrolment in a degree programme (undergraduate, postgraduate and one-cycle programmes) takes place after 1 December 2023;
- if enrolment in courses with an admission test takes place after 1 December 2023 due to a change in the ranking list or for competitions launched later;
- if enrolment takes place after 31 December 2023 as a result of transfer from another university.

**Students must retain their University ISEE Certificate, as the University may require it to be verified in the future.**

---

### ATTENTION

---

**Once the University ISEE certificate has been obtained, the tuition fees will be recalculated. No new ISEE certificates will be accepted for the remainder of the academic year.**

#### 7.4.5 – Recommendations

- **If you have applied for a DISCOLAZIO scholarship**: in the event that the scholarship is not awarded or is withdrawn, in order to have your tuition fees waived, you must authorise the University to consult the INPS database through your reserved area of the Delphi platform in order to obtain your University ISEE certificate. **The deadline for this procedure is 15 December 2023.**

- ❑ **If you register with "domanda cautelativa" (precautionary enrolment):** in order to be exempted from tuition fees on the basis of your income, and in case you fail to graduate on time, you must authorise the University to consult the INPS database in order to obtain your University ISEE certificate via the reserved area of your Delphi portal. **The deadline for this procedure is 15 December 2023.**

### 7.5 - Exemptions

#### 7.5.1 – Full exemption

The following types of exemptions are to be considered for the students who are enrolled in Bachelor's, Master's and one-cycle degree courses.

##### **A. Students with disabilities**

Students with a certified degree of disability of 66% or more, or students with invalidity according to art. 3, paragraphs 1 and 3, of Law no. 104 of February 1992, are fully exempt from the payment of taxes and tuition fees upon first enrolment and upon registration in the following academic years. A document issued by a competent body certifying the student's disability must be presented to [the Segreteria Tecnica della Commissione per l'inclusione degli studenti con Disabilità e DSA \(CARIS\), via del Politecnico, 1 \(School of Engineering\).](#)

In accordance with art. 5 of Decree No. 221 of 7 May 1999, wounded and mutilated war victims are included in this category.

---

#### **INSTRUCTIONS ON THE EXEMPTION PROCEDURE**

---

Students who are entitled to a total exemption must follow the enrolment instructions above, clearly stating the reasons for their request (disability/victim of crime).

The system will issue a €0 bank slip, which must be validated with the AUTH code printed on the slip. Students must send the documents attesting to their disability to the Technical Secretary of the Commission for the Inclusion of Students with Disabilities and the DSA (CARIS) ([segreteria@caris.uniroma2.it](mailto:segreteria@caris.uniroma2.it)) within 60 days of enrolment.

CARIS will verify the student's eligibility and, if it is considered valid, will

- validate the fee waiver.
- send an email to the student to confirm the fee waiver.
- send a copy of the disability document to the Student Affairs Office.

If it is not considered valid, CARIS will

- recover the payment of the first instalment.
- send an email to the student informing him/her that he/she must pay the first instalment.

c) inform the Student Affairs Office that the student is not eligible for exemption.

**In the case of "temporary invalidity", students must contact [CARIS](#) (1, Via del Politecnico - Rome) before enrolling each academic year.**

### **B. Victims of organised crime and terrorism and victims injured in the line of duty**

Students who have become disabled or whose parents have become disabled as a result of acts of terrorism or organised crime in Italy are completely exempt from paying tuition fees for enrolment and registration in subsequent academic years. In accordance with DPR no. 243 of 7 July 2006, victims of terrorism and organised crime, together with their family members and children (100% disability), are considered equivalent to victims injured in the line of duty under art. 30 of law no. 118/1971.

### **C. Political refugees**

Foreign citizens who have been officially recognised as political refugees in accordance with the Geneva Convention of 28 July 1951, ratified by Law no. 722 of 24 July 1954, are exempt from paying tuition fees. Please note that political refugee students who do not keep up with the pace of the examination programme of the degree course or who have exceeded the natural duration of their course (*fuori corso*) are not entitled to this exemption. The percentage of students who can benefit from this exemption cannot exceed 5% of the total number of international students registered in the previous academic year. Students must prove their status as political refugees by presenting official documents issued by a special Italian Commission for Political Refugees of the Ministry of the Interior.

### **D. Recipients of DISCOLAZIO scholarship**

Students who have applied for a DISCOLAZIO scholarship will only have to pay a virtual stamp duty of 16.00 €. If they are neither winners nor eligible, they will have to pay their first instalment **within 30 days** of the date on which they have access to the payment procedure, once the final DISCOLAZIO ranking has been published. Subsequent payments will have the same deadlines as those foreseen for all students or, if more favourable, within 30 days of the deadline set for the first instalment. Any student who makes their payment after the due date will have to pay a penalty of €100.00.

If students do not validate their payment, their application will be considered void and they will lose all rights to a DISCOLAZIO scholarship.

In the event that the DISCOLAZIO scholarship is not awarded or is withdrawn, the applicant must authorise the University to consult the INPS database in order to obtain the ISEE-UNIVERSITY certificate, via the reserved area of the Delphi portal. **The deadline for this procedure is 15 December 2023.**

Non-EU students enrolled from the academic year 2021/2022 who do not present the ISEE certificate in accordance with art. 8 of DPCM no. 159 of 2013, will have to pay the fixed annual fee, even if they are in possession of the DISCOLAZIO grant (the recipients of the DISCOLAZIO grant are not obliged to pay the regional tax).

### **E. International students with scholarships**

International students who are beneficiaries of scholarships granted by the Italian Government on the basis of development programmes and intergovernmental, cultural and scientific agreements, as well as similar periodical executive programmes, are completely exempt from the payment of tuition fees and contributions.

In the academic years following the first year, the exemption is subject to the renewal of the scholarship by the Ministry of Foreign Affairs and to compliance with the conditions set out in art. 4, paragraph 2 of the law by decree no. 68 of 29 March 2012.

### **F. Students with an Italian high school grade of 100/100**

All students with an Italian high school grade of 100/100 **who enrol for the first time in the first year of a university course at Tor Vergata University of Rome** are exempt from paying tuition fees. They only have to pay the stamp duty (€16) and the regional tax (€140).

### **G. Winners of the National Olympic Games**

Winners of the National Olympic Games who are part of the Ministerial Programme for the Promotion of Excellence for the school year 2022/2023 are exempt from paying their first year's tuition fees. They are only required to pay stamp duty (imposta di bollo) and regional tax.

### **H. Students who have won an Olympic medal**

Students who have been awarded an Olympic medal are completely exempt from paying tuition fees for the entire duration of their studies. They are only required to pay stamp duty (imposta di bollo) and regional tax.

## **7.5.2 – Partial exemption**

The following partial exemptions apply only to students enrolled in Bachelor's, Master's and one-cycle programmes.

**The reductions applicable to partial exemptions cannot be cumulated. Please also note that these discounts cannot be added to the 30% discount for part-time courses.**



The procedure for requesting a partial exemption for the second instalment is activated on the Delphi platform after payment of the first instalment.

**Applications for partial exemption must be submitted by 15 March 2024 (except for maternity benefits, which must be submitted by 31 December 2023).**

### **A. Students with a disability between 46% and 65%**

Students with a disability between 46% and 65% are entitled to a 20% reduction on their second instalment, according to a decision of the University's Executive Board of 24 March 2015.

Students must submit a document certifying their disability to the Technical Secretary of the Commission for the Inclusion of Students with Disabilities (CARIS) and the DSA by 15 March.

CARIS will verify the student's eligibility and, if valid, will

- validate the fee waiver.
- send an email to the student to confirm the exemption.
- send a copy of the disability document to the Student Secretariat.

If it is not considered valid, CARIS will

- Recover the payment of the first instalment.
- send an e-mail to the student informing him/her that he/she must pay the first instalment.
- inform the Student Affairs Office that the student does not qualify for the exemption.

### **B. Students with brothers or sisters currently enrolled at Tor Vergata University of Rome**

Each sibling is entitled to a 10% reduction on the second instalment, provided that the ISEE value of each sibling is equal to or less than €40,000.

### **C. Employees of Tor Vergata university of Rome with a permanent or temporary contract who are enrolled at the University**

50% reduction on the amount of the second instalment, regardless of income;

### **D. Sons and daughters of employees of Tor Vergata University of Rome enrolled at the University**

A 50% reduction on the second instalment is available to students who have at least one parent who works either permanently or on a fixed-term contract with an ISEE-University value not exceeding €50,000.

### **E. Students resident in Italy outside the Lazio Region**

Students who officially reside in Italy outside the Latium Region are entitled to a 5% reduction in tuition fees.

### **F. Students with a grade of 110/110 who decide to enrol in a Master's degree course**

Students who have graduated from Tor Vergata University in Rome or from any other Italian university with a grade of 110/110 and who decide to enrol in a Master's course will be entitled to a 10% reduction in the tuition fees.

### **G. Maternity leave**

During maternity leave, students may decide to interrupt their studies. If the student decides to take a one-year break, the starting point will be the date of the child's birth. From this date, mothers can choose when exactly to exercise this right within the following three years. Students who choose not to interrupt their studies for maternity reasons will be entitled to a 30% reduction in the tuition fees for their course for one year. Please note that it is possible to apply for this reduction until 31 December 2023 at the latest.

### **H. Students-athletes**

A 30% discount on the fixed fee is granted to students who have been awarded certificates of particular merit in national and international sports competitions, in accordance with the regulations on the dual career of athletes and students of Tor Vergata university of Rome.

### **I. Simultaneous enrolment in two degree programmes**

Students enrolled in two programmes at the same time at this university can benefit from a 20% reduction in the tuition fees for the second programme. This reduction applies only if the second course is a Bachelor's, Master's or single cycle Master's degree and is in addition to any partial exemptions that may apply.

**The partial exemptions under A) to H) cannot be combined. It should also be noted that these facilities cannot be combined with the 30% discount for part-time registration.**

### **7.5.3 - Exemption from admission test payment**

Participation in the admission and assessment tests for the 2022/2023 academic year courses that require the use of the University Platform (<https://ammissioneonline.uniroma2.it>) is free of charge. For all other courses, a fee

of €30 will be charged, with the exception of those courses for which it is otherwise specified in the various calls for applications or notifications.

The following categories of students are exempt from the fees to be paid to take the admission test for Bachelor's, Master's and one-cycle degrees:

- Disabled students according to art. 3, paragraphs 1 and 3, Law no. 104 of 5 February 1992 or students with a degree of invalidity equal to or greater than 66% (DR 19161 of 2 June 2014);
- Students who have graduated from the University of Rome Tor Vergata with a grade of at least 100/110 are exempt from paying the fees for the admission test to the Master's courses (CdA of June 2019).

### 7.6 – Various contributions

The following table contains the contributions to be paid for the 2023/2024 academic year:

Copy of your parchment document (Degree certificate)	120 € (stamp duty included)
Fee for the request of official recognition of academic qualifications obtained abroad and the relating issue	366 € (stamp duty included)
Students who have interrupted their studies	500 € for the enrolment resumption
Recognition of expired exams	60 € (request) and 500 € (in case of acceptance)
Contribution for outbound transfer (by 31/12/2022)	166 € (stamp duty included)
Transfer Contribution (by 31/12/2022)	66 € (stamp duty included)
Copy of parchment (degree certificate) for graduate schools, university Masters' and equivalent foreign academic qualifications	130 € (stamp duty included)

### 7.7 - Schools of Specialisation in the Health Care Sector

For the academic year 2022/2023, students enrolled at schools of specialisation in the health care sector must pay the following fees:

- Medical schools of specialisation reorganised in accordance with EU regulations**
- Postgraduate schools for non-medical graduates with a scholarship**

#### **First instalment:**

- Minimum tuition fee set by the state: €201.58
- Stamp duty payable to the State: €16.00
- Regional tax: € 140.00

**TOTAL: € 357.58 (rounded up to € 358.00)**

**The first instalment** must be paid at the time of enrolment; for enrolments in subsequent years, within two months of the start date.

#### **Second instalment:**

Enrolled as of academic year 2017/18: € 1.708,00

Enrolled for academic years prior to 2017/18: € 1,558.00

**Payment of the second instalment (balance)** must be made within eight months of the start date of the training activity.

- Postgraduate schools for non-medical graduates without a scholarship**

#### **First instalment:**

- Minimum registration fee set by the State: €201.58
- Stamp duty payable to the State: €16.00
- Regional tax: € 140.00

**TOTAL: € 357.58 (rounded up to € 358.00)**

The first instalment must be paid at the time of enrolment and, for enrolments in subsequent years, within two months of the start date.

- **Second instalment:**

**First year students: €745.00**

**Enrolled in the years following the first: € 745.00**

The second instalment must be paid within eight months of the start of the course.

- **Specialist dental schools**

### **First instalment:**

- Minimum registration fee set by the State: €201.58
- Stamp duty payable to the State: €16.00
- Regional fee: €140.00

**TOTAL: € 357.58 (rounded up to € 358.00)**

**The first instalment** must be paid at the time of enrolment and, for enrolments in subsequent years, within two months of the start date.

### **Second instalment:**

Enrolled as of academic year 2017/18: € 1.708,00

Enrolled in academic years prior to 2017/18: €1,558.00

**The second instalment** must be paid within eight months of the start date of the course.

---

### GENERAL NORM FOR ALL POSTGRADUATE SPECIALISATION SCHOOLS

---

No exemption is foreseen for postgraduate medical schools.

The penalties for late payment are as follows:

- **50 € within 30 days of the due date**
- **100 € more than 30 days after the due date**

## **7.8 – Postgraduate schools in Legal studies**

Students enrolled in the Postgraduate School of Specialisation for the Legal Professions will be required to pay the following tuition fees for the 2023/2024 academic year:

- Minimum tuition fee set by the State and adjusted by the programmed inflation rate of 0.6%: €201.58
- Stamp duty payable to the State: €16  
University contribution: €1,184.00  
**TOTAL: € 1,402.00**

The regional tax of € 140 must be added to the above amount.

**First instalment:** € 702 + € 140

**Second instalment:** € 700

The deadline for payment of the second instalment will be announced in the academic year 2022/2023 call for applications.

Any payment made after the due date will be subject to a late payment fine of:

- € **50** within 30 days of the due date
- € **100** more than 30 days after the due date

### 7.9 – State examinations

The professions for which the current legislation provides for the passing of a State examination in order to obtain authorisation to practise are the following:

- State examination for the profession of junior biologist
- State examination for the profession of specialist biologist
- State examination for the profession of chartered accountant
- State examination for the profession of chartered accountant
- State examination for the profession of pharmacist
- State examination for the profession of chartered engineer
- State examination for the profession of chartered engineer
- State examination for the profession of dentist
- Supplementary examination for the profession of chartered accountant

The fees for admission to the State Examinations, fixed by decision of the Board of Directors at its meeting on 23.02.2001, are as follows:

- ✓ Fee of €250.00= to be paid through the PagoPA system;
- ✓ Payment – pursuant to article 2, paragraph 3 of the Prime Ministerial Decree of 21/12/1990 – of the amount of €49.58=, to be paid by interested parties directly to the Revenue Agency.

For the supplementary audit as **chartered accountant**, the contribution is € 100.00=, to be paid through the PagoPA system, in accordance with Ministerial Decree No. 63 of 19 January 2016.

With specific reference to obtaining the licence to practise **medicine as a surgeon**, the amount of the contribution varies according to the case:

- A)** The completion of postgraduate training qualifying for the profession of surgeon, in accordance with the provisions of Article 102, paragraph 2, of DL 17 March 2020, No. 18, converted with amendments into Law No. 27 of 24 April 2020. The contribution to the University is € 300.00=. This amount must be paid autonomously at the time of enrolment, through the PagoPA system.

**B)** Degree qualifying for the practice of the profession of medical surgeon (class LM 41) (Ministerial Decree of 09/05/2018 no. 58).

The contribution to the university is €100.00=. This contribution is included in the university fee for the final year of the course, so no specific dedicated payment is required.

In both cases A) and B), in accordance with article 2, paragraph 3 of the Prime Ministerial Decree 21/12/1990, there is also the payment of the sum of € 49.58= to be made by the interested parties directly to the Revenue Agency.

**The above fees are only valid for the two sessions of the current academic year and cannot be used for sessions in subsequent years.**

**For further information on administrative procedures, please visit the dedicated page [https://web.uniroma2.it/it/percorso/esami\\_di\\_stato](https://web.uniroma2.it/it/percorso/esami_di_stato).**

### 7.10 – Tuition fee refund

All applications for tuition fee refunds must be made exclusively to the Student Affairs Office of the school concerned.

If the application is accepted, the Student Affairs Office will notify the student and the Tax Refund Office that the application has been accepted and the amount to be refunded. If the application is not accepted, students will be notified that their request has been rejected.

The form can be accessed via the following link: <https://studenti.uniroma2.it/moduli-per-studenti/>

#### **Refunds are possible:**

- In cases where students inadvertently pay twice or overpay: The refund request must be submitted within 30 days of the erroneous payment, along with the original proof of payment;
- If students pay their first instalment of tuition fees but do not submit complete enrolment documents to the Student Affairs Office (request for refund due to incomplete enrolment process). The refund request must be submitted with all required documentation and the original payment receipt by 31 January 2024.
- If students have enrolled for a Master's programme and have paid the first instalment of tuition fees, but have not submitted the documents required by the enrolment procedure to the Student Affairs Office (request for a refund due to incomplete enrolment procedure): the justified and documented request for a refund, together with the proof of payment, must be submitted within 30 days of the date of payment of the first instalment.

- Students who have not taken advantage of the enrolment deferral and have already paid their enrolment fees for the 2023/2024 academic year must submit a refund request by 31 January 2024.

The following will not be refunded:

- Fees paid for participation in admission and entrance tests for access to degree courses;
- Fees paid for enrolment in single-subject courses;
- Fees paid in cases where students withdraw or transfer to another university;
- Fees paid other than through the above procedures.

**Requests for refunds cannot be accepted after the end of the academic year (31 October).**



### 7.11 – Penalties and tax assessment

The University will impose administrative sanctions on those who make false or misleading statements in their applications, in accordance with art. 3 of Law no. 390 of 2 December 1991. If such offences constitute a criminal offence, they will be punished in accordance with the Penal Code.

If a false declaration is found, the student must pay the difference between the amount of the second instalment determined on the basis of the verification and the amount determined on the basis of the self-certification. They will also have to pay an administrative fine equal to the difference between the two amounts.

Tor Vergata University of Rome will carry out a thorough but random verification of the applications submitted by the students. In particular, it will verify the truthfulness of the information provided by the students about their families by comparing the data on income and assets with those registered in the information system of the Revenue Agency. For this purpose, the University has the right of direct access to the local tax offices (SIATEL) in order to carry out these checks.

**Students who are subject to the maximum taxation rate on tuition fees are excluded from this procedure.**

# Capitolo 8 – During your career

This section describes events and situations that may occur during your studies and the administrative requirements that may apply.

## 8.1 - Interruption and resumption of studies

According to the Law established by Decree no. 68/2012, students who do not renew their enrolment and later decide to resume their studies must submit a special request:

- During the period of interruption and until the end of the extraordinary session of the academic year in which you resume your studies, you will not be able to sit any examinations relating to the period of interruption. In such cases, the results will be officially annulled.
- Applications for suspension are irrevocable.
- The period of interruption will not be taken into account in the assessment of academic merit.
- It is not possible to apply for more than two interruptions during each cycle of your studies.

There are two types of interruption:

- A. Normal interruption, with no explanation of the reasons for your decision;
- B. Interruption due to serious and prolonged illness.

### A. Normal interruption

This type of study interruption occurs when students do not renew their enrolment **for at least two academic years**. Students must pay a **fee of 500 €** in addition to the fees and contributions due for the academic year in which they resume their studies. Before applying to resume studies, students must regularise their payment of contributions (including unpaid instalments and fines) regarding their last academic year. Once these payments are up to date, students must follow the instructions listed below.

- a. Access the Delphi Online Services site (<https://delphi.uniroma2.it/>)
- b. Select Student Section, key 4, "Manage Career Online", and enter your Personal ID number (matricola) and password
- c. Select "During your career", and select "Resume studies after interruption"
- d. Fill in the online application about your resumption of studies and then print it out
- e. Submit the following documents to the Student Affairs Office: 1. Application for resumption of studies and 2. Stamp duty of 16 €
- f. The Student Affairs Office will authorise you to resume your studies and will print out a pay slip requiring you to pay a fee of 500 €
- g. Pay the participation fee due via PagoPA system. Links and further information are available in the following website: [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)

- h. Access the Delphi Online Services website again and validate your payment by tapping "Convalida PagoPA" within 48 hours of the payment time.
- i. Students can then enrol in the new academic year following the procedure described in Chapter 6, "How to enrol in your second year and following years".

### **B. Interruption of studies due to serious and prolonged illness, maternity leave and athlete-student status<sup>11</sup>**

Students who have been forced to interrupt their studies due to serious and prolonged illness are entitled to full exemption from tuition fees for at least one academic year during this period, provided that they present a certificate to this effect.

Female students are entitled to one year's maternity leave with full exemption from tuition fees during this period. Students-athletes may apply for a one-year temporary suspension due to important sporting events.

Before applying to resume their studies, students must regularise their payment of fees (including unpaid instalments and penalties) for the last academic year in which they were enrolled.

---

### DEADLINE

---

#### **Application can be submitted from 1 September 2023 to 31 December 2024**

You must follow the instructions below:

- a. Access the Delphi Online Services website (<http://delphi.uniroma2.it>).
- b. Select the Student section, button 4, "Manage Career Online" and enter your personal ID number and password.
- c. Select "During your career" and then "Resume studies after interruption".
- d. Fill in and print the online application form to resume your studies.
- e. Submit the following documents to the Student Affairs Office of your School:
  - Request to resume studies
  - 16 € stamp duty
  - Medical certificate or birth certificate regarding your maternity or certificate regarding sports events.

After verification, the Student Affairs Office will grant students access to the Delphi platform so that they can enrol for the new academic year, following the instructions described in Chapter 6.

---

<sup>11</sup> The student-athlete status is obtained according to the regulations on dual careers of student-athletes published in the Regulations section of the university website.

### 8.2 – ALIAS career for transgender students

Tor Vergata University of Rome, as decided by the Board of Directors on 26 April 2016, offers the so-called "ALIAS" career to transgender students in order to ensure their coexistence in a serene study environment where interpersonal relations are based on fairness, mutual respect for the freedom and inviolability of each individual. The administrative procedure consists of promoting an "alias career" by granting a temporary identity (which cannot be consolidated until sexual reassignment) and by issuing a new ID badge that includes the first and last name (chosen by the person concerned) and the ID number (matricola). The alias career is a preliminary procedure for the measures to be taken at the end of the gender reassignment process, when the person's data must be changed in accordance with Law No. 164/1982.

For further information, please contact our Comitato Unico di Garanzia (CUG) at: [cug@uniroma2.it](mailto:cug@uniroma2.it).

### 8.3 – Withdrawal from studies<sup>12</sup>

Withdrawal is a formal and irrevocable act by which students decide to interrupt their studies. It is important to know that you:

- Can withdraw at any time during the year;
- Are not obliged to pay any outstanding university instalments and cannot request a refund of any instalments already paid.

If your record shows examinations taken in years when you were not up to date with fees, these will be automatically cancelled. However, before cancellation you have the opportunity to regularise your situation in order not to lose the ECTS credits you have earned.

You will still be able to obtain the certificates relating to your career with the obligatory note of withdraw.

---

#### HOW TO WITHDRAW FROM YOUR STUDIES

---

a. Complete the evaluation questionnaire on the Quest Test website:  
<http://www.quest.uniroma2.it>

---

<sup>12</sup> Foreign students - MUR Ruling (Circ. Prot. 7802 of 24 March 2014): "When foreign students already enrolled in an Italian university have discontinued their studies and wish to re-enrol in the same university, they cannot use the residence permit issued for their previous enrolment. When students officially stop their studies, the grounds for their original residence permit are no longer valid and their permit is therefore cancelled" (see art. 5(3), (4) and (5) of Legislative Decree No. 286 "Consolidated Law on the provisions relating to immigration regulations and norms concerning the status of foreigners" and subsequent amendments).

- b. Select item 401 - Career Closure
- c. Keep the questionnaire code (CQ) issued by the system (NB: the CQ is valid for five days from the date of completion of the questionnaire, after which the questionnaire must be completed again).
- d. Access the Delphi Online Services website (<https://delphi.uniroma2.it/>).
- e. Select the student section, button 2 "Career Management Online".
- f. Select "Career Closure" in the appropriate box
- g. Enter your Questionnaire Code (CQ);
- h. Print your resignation request;
- i. Submit your Withdrawal Form, a stamp fee (16 €) and your Transcript of Records (Libretto, if you have one) to the Student Affairs Office.

### 8.4 – Forfeiture of studies

When eight consecutive academic years have elapsed since the date on which the student took the qualifying examinations<sup>13</sup>, provided that they were recorded, he/she is considered to have lapsed.

The eight years are counted from the date of the last examination taken or from the academic year of the student's last enrolment, whichever is more favourable.

For courses in the field of health, forfeiture does not occur from the date of the last examination taken, but the student forfeits nine years after enrolment.

**Forfeiture also occurs if the student continues to pay tuition fees.**

**Forfeiture does not occur if the student has passed all the profit exams and only owes the final exam, except for courses in the health field.**

### 8.5 - Resumption of studies with recognition of examinations after forfeiture/withdrawal

If you wish to resume your studies after forfeiture or withdrawal, you will be considered in all respects as a student applying for enrolment and will be subject to the rules for enrolment in the first year. Any recognition of credits earned will be made by the relevant Course Council, subject to verification that they are not obsolete.

**Instructions for resuming studies after the deadline or after official discontinuation**

---

<sup>13</sup> Qualifying examination and/or integrated course: only when the entire examination has been registered and the credits officially acquired. Passing parts of exams does not interrupt the forfeiture.

- a. Download the resumption form for students who have missed a deadline or who have officially withdrawn from their studies from the following link: <https://studenti.uniroma2.it/moduli-per-studenti/>
- b. Ask your Student Affairs Office for the pay slip. The request can be made either in person or by e-mail. In the latter case, you must enclose a copy of your identity document and provide the following information Name and surname, tax code, address, town and province, and the course you are applying for.
- c. Pay your participation fee via the PagoPA system. Links and further information can be found on the following website: [studenti.uniroma2.it/pagamento/](https://studenti.uniroma2.it/pagamento/)
- d. Send the following documents to the Student Secretariat
  - Request for professional reintegration
  - A stamp duty of €16.00
  - A pay slip of 60,00 €.
  - A self-declaration or a certificate of the previous academic career for which recognition is requested. This document must include a list of the exams taken, with their official names, the marks obtained, the dates on which they were taken, the SDS (Scientific Disciplinary Sectors) and ECTS (European Credit Transfer System) points obtained, together with the name of the university where the qualification was obtained and any other documents considered useful for the recognition of prior learning.
- e. The submitted request will be considered by the Course Committee for full or partial recognition of your ECTS.
- f. The Student Affairs Office will inform you of the Committee's decision, after which you may re-register.

Once your examinations have been partially or fully recognised, you must pay a **€500** tuition fee in addition to the enrolment fees within 15 days of receiving notification from the course committee.

The request for the recovery of your ECTS credits after the interruption of your studies must be made at the same time as your re-enrolment.

ATTENTION: Your credits (CFU) cannot be restored by enrolling in subsequent years.

### 8.6 – Suspending your studies

If you do not meet the conditions for simultaneous enrolment (see 8.10), you can apply to suspend your studies:

- To enrol in foreign universities;
- For military training institutes;
- For Doctoral studies;
- For First and second level postgraduate specialisation master's courses;
- For Specialisation schools (until the relevant qualification is obtained);
- if you are in receipt of a "research grant" as defined in Article 22 of Law No. 240 of 30 December 2010, for the entire duration of the grant, including any renewal within the limits of the law.

## Capitolo 8 – During your career

---

During the period of suspension, no professional action (such as taking examinations, modifying or submitting your study plan, requesting recognition of educational activities, studying abroad under the Erasmus+ programme, graduating) is permitted until the next regular enrolment.

**Payment of tuition fees must be up to date before suspension.**

---

### HOW TO SUSPEND YOUR STUDIES

---

- a. Access the Delphi Online Services website (<https://delphi.uniroma2.it>)
- b. Select the Student Area, button 4 - "Manage Career Online" and enter your personal ID number (matricola) and password.
- c. Enter "During your career - Suspension of studies".
- d. Fill in and print the online application form for suspension of studies.
- e. Submit the following documents to the Student Affairs Office
  - Request to suspend your studies
  - Stamp duty of €16.00
  - University transcript (Libretto), if available.

**The request must be made in accordance with the registration procedure** and no later than 15 December 2023. In this case, the student will not have to pay tuition fees for that academic year.

However, if the suspension is requested after 15 December 2023, students will be required to pay all university fees for the 2023/2024 academic year.

---

### HOW TO RESUME YOUR STUDIES

---

- a. Access the Delphi Online Services website (<https://delphi.uniroma2.it/t>)
- b. Select the Student section, button 4 - "Manage Career Online".
- c. Enter your personal ID number (matricola) and password;
- d. Enter "Resume your studies after suspension" along with all the information regarding your suspended career.
- e. Fill in and print the online application form for resumption of studies.
- f. Submit the following documents to the Student Affairs Office
  - Application to resume studies
  - A certificate of completion of your degree, or a certificate showing the years you were enrolled in your chosen course.
  - A stamp duty of €16.00

The Student Affairs Office will then print out your payment slip for the fees due and return your university transcript (Libretto), if you have one.

To apply for a reduction in tuition fees, see Chapter 7.

### 8.7 – Course transfers

Enrolment in a course other than the one in which the student is currently enrolled is called "transfer". This transfer is possible both between courses of the same school and between two different schools of the same university. It is not possible to transfer to a course belonging to a previous system if that course is no longer active. Students may apply for a change of course between 1 August 2023 and 31 December 2023 or within the period specified in the calls for applications or specifically mentioned in the regulations of each individual course. Before applying for a change of course, you may be required to take an admission test or have your study plan evaluated, depending on the course you are applying for or the requirements of the individual calls for applications. You can only apply for a change of course once you have checked that you meet the entry requirements for the new course you have chosen.

Students must also keep up to date with the payment of their tuition fees and contributions.

---

#### DEADLINE

---

**Students may apply for a course switch from 1 August 2023 to 31 December 2023.**

---

#### HOW TO APPLY FOR A COURSE TRANSFER

---

- a. Access the Delphi Online Services website: <http://delphi.uniroma2.it>;
- b. Select Student Area - Key 4, "Online Career Management" and log in with your login details;
- c. Type "During career" > "Course transfer request";
- d. Fill in the transfer request form and print it out together with the payment slip for €66.00 (€50.00 + €16.00 tax paid virtually). This amount will not be refunded if the transfer is not carried out);
- e. Pay the fee due through the PagoPa system, which allows payment through a variety of channels, either physical or online. Links and further information on payment methods are available at the following web address: [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)
- f. Within 48 hours after the payment, connect again to the Delphi site and validate by clicking on the "Validate PagoPA" button.
- g. The Student Secretariat, upon receipt of the online transfer request, will forward the documents relating to the student's career to the School / Course of Destination;
- h. Periodically check the status of the transfer on the Delphi on-line services page and, once completed, proceed to enrol in the course of your choice;
- i. The enrolment fee must be paid to the Course of Study of destination, without any compensation for late payment.



The transcript of the old course, if issued, must be kept and presented at the reception desk of the new course once the transfer has been completed and the fees have been paid, so that the label indicating the new course can be applied.

### 8.8 – Incoming transfers

Incoming transfer means transferring from a degree course at another university to the same or a different degree course at Tor Vergata University of Rome. It is not possible to transfer to a course from a previous university system if the course is no longer active.

---

#### DEADLINE

---

Students may submit an application for transfer between 1 August 2023 and 31 December 2023, i.e. by the deadline indicated in the notices of competition or specifically provided for in the didactic regulations of each course.

Before requesting an inward transfer, it may be necessary, depending on the didactic regulations of the chosen course, to

A. Request the NULLA OSTA (clearance) for transfer, which will be granted by the course after a prior evaluation of the qualifications held (i.e. the exams taken at another university), following the instructions below:

- a. Access the Delphi On-line Services website: <http://delphi.uniroma2.it>
- b. Select Student Area > Button 2 - Transfer from another university (incoming)
- c. Select "Request for Transfer (Preliminary Assessment of Qualifications)".
- d. Enter "Fill in the application" to evaluate the qualifications for the incoming transfer clearance;
- e. Select the course you wish to enrol in;
- f. Complete the application form by entering the required details and listing all examinations taken;
- g. Click "Next" and note the CTRL key on the next page, which will allow you to return to the menu and modify, cancel or reprint your application;
- h. Click on "print": the application will be printed with an indication of what has been declared, a receipt with a ZERO amount and the automatic validation receipt with the assigned protocol number.

Your application will be submitted online to the Student Affairs Office of the relevant course for transfer approval. You will have to wait for the Student Affairs Office to evaluate the ECTS credits listed in your application. You can check the result of the evaluation by entering your Codice Fiscale and CTRL in the link "Check the status of your application".

In any case, you must sit and pass the admission test (for courses with a limited number of places) or, if required, the evaluation test. You must then return to the first page of the Delphi Online Services website (<https://delphi.uniroma2.it/>) and select Key 1 > Enrolment for admission tests / assessment tests.

Only when you are in possession of your transfer request authorisation, which you will have received from the Student Affairs Office of your chosen course, or when you have passed the admission test for courses with a limited number of places, or when you have chosen a course with an unlimited number of places, can you complete the inbound transfer application and at the same time submit your outbound transfer application to your home university in accordance with the applicable procedures. In any case, this application must be submitted no later than 31 December 2023.

The former university will then send Tor Vergata University your release form, including your academic record.

---

### INSTRUCTIONS FOLLOWING YOUR CLEARANCE

---

- a. Access the Delphi Online Services website (<https://delphi.uniroma2.it/>)
- b. Select Student Area > Key 2 - Transfer from another university (inbound) and enter "Inbound Transfer Request". You should then complete the application, selecting the macro area and your chosen course.
- c. Fill in your personal details (if you enter the CTRL code of your previous "Request for the verification of your qualifications for your transfer authorisation", you will be able to retrieve all the details you have previously entered).
- d. Print out and keep your inbound transfer request with the relevant CTRL code.
- e. Confirm your transfer request by clicking on the button b.2 "Confirm your transfer request": **FAILURE TO TAKE THIS FINAL STEP MEANS YOUR TRANSFER APPLICATION WILL NOT BE SENT TO THE STUDENT AFFAIRS OFFICE.**
- f. Submit your outbound transfer application to your former institution in accordance with their deadlines and procedures.

Check your TRANSFER STATUS by connecting to the Delphi online services website (<https://delphi.uniroma2.it/>) - Student section - Key 2 Transfer from another university (Admission) - Click on key b "Request for transfer admission" - Select key b.5 "Check transfer status" and enter your personal tax code (codice fiscale) and your CTRL code. If the words "Your transfer request has been accepted" appear, it means that the Student Affairs Office has received a letter from your former university and your clearance/evaluation of academic qualifications has been granted, so you can now proceed to the FINAL PHASE of your enrolment.

### REGISTRATION ONCE YOUR TRANSFER HAS BEEN ACCEPTED

---

- a. Access the Delphi Online Services website (<https://delphi.uniroma2.it/>)
- b. Select Student section - Key 2 Transfer from another university (Admission) - select
- c. Application for enrolment after acceptance of transfer - and fill in the application form. Then follow the instructions.

If you are transferring from another university, you must pay all fees and university contributions required for enrolment at this university, even if you have already paid for enrolment at your previous university.

The regional tax only needs to be paid if your previous university is outside the Lazio region.

For more information on enrolment fees, see Chapter 7.

### 8.9 – Outgoing transfers

To transfer from a degree course at this university to the same or a different study course at another university, you should consult the didactic regulations of the chosen university.

**Students may apply for a transfer from 1<sup>st</sup> August 2023 to 31<sup>st</sup> December 2023.**

To make your transfer request:

- a. you must be up to date with the payment of your university fees
- b. you are not required to renew your enrolment, which must be paid to the university you wish to transfer to, taking care to consult your new university regulations
- c. you must attach your clearance (nullaosta) regarding your transfer to your new university if you are applying for a new course with a limited number of places available.

---

#### HOW TO TRANSFER

---

- a. Access the Delphi Online Services site (<https://delphi.uniroma2.it/>)
- b. Select Student Area, Key 4 "Manage Career Online" and enter your personal ID number (matricola) and password
- c. Select "During your career" - "Clearance for Transfer"
- d. Fill in your transfer application online
- e. Print out the 166 euro pay slip (150 € + 16 € stamp duty, which is not refundable should students change their minds and decide not to opt for a transfer)
- f. Pay the participation fee due via PagoPA system. Links and further information are available on the following website: [studenti.uniroma2.it/pagamento/](https://studenti.uniroma2.it/pagamento/)
- g. Link again to the Delphi Online Services website and confirm your payment by tapping the "Convalida PagoPA" within 48 hours of the payment time
- h. Only after validation are you allowed to reach the Student Affairs Office and submit:
  - A signed transfer application
  - A copy of your paid slip

As soon as these documents are received, the Student Affairs Office will forward **your clearance certificate** to the university you have selected.

### 8.10 – Simultaneous enrolment

Pursuant to Law no. 33 of 12 April 2022 and Ministerial Decrees no. 930 of 29 July 2022 (provisions to allow simultaneous enrolment in two university courses) and Ministerial Decree no. 933 of 02-08-2022 (provisions to allow simultaneous enrolment in two AFAM courses or in an AFAM course and a university course) and the decision of the Academic Senate of Tor Vergata University of Rome of 20 September 2022, from the academic year 2022/2023 it will be possible to simultaneously enrol in two courses at the same university or at two different universities, one of which can also be a foreign university, or at Italian or foreign Higher Schools of Art and Music.

Simultaneous enrolment is possible<sup>14</sup> for:

- two three-year programmes, master's programmes or single-cycle programmes belonging to different bachelor's/master's cycles and which differ in at least two thirds of the educational activities in terms of the scientific-disciplinary fields of the foundation, characterisation and related activities in the case of the bachelor's/master's cycles and in terms of the scientific-disciplinary fields in the case of the other programmes)
- Bachelor's and Master's programmes;
- a bachelor's, or master's programme and a doctoral programme;
- a bachelor's or master's programme and a non-medical specialisation programme;
- two Master's courses, provided that they are not the same Master's programme at two universities;
- a doctorate and a master's degree course (subject to assessment by the relevant collegiate bodies to verify that the conditions for the acquisition of the knowledge and skills necessary to achieve the educational objectives of each course are met).
- a doctoral or master's programme and a specialisation programme (subject to assessment by the relevant academic bodies to verify that the conditions for the acquisition of the knowledge and skills necessary to achieve the educational objectives of each programme are met). In the case of simultaneous enrolment in a doctoral programme and a medical specialisation programme, please refer to the relevant admission notices).

The obligation to possess the qualifications required by national legislation and university regulations for enrolment in the various levels of study programmes remains. Simultaneous enrolment in two courses which both require attendance is not permitted (unless the attendance requirement relates only to laboratory and practical activities). Simultaneous enrolment in two courses which do not differ in at least two thirds of the training activities is also not permitted: in order to differentiate in at least two thirds of the training activities, since the calculation must be made on the basis of the objective

---

<sup>14</sup> Also in the light of the Ministerial Address of 12/01/2023, available at [https://www.mur.gov.it/sites/default/files/2023-01/faq\\_contemporanea\\_registration\\_12\\_gennaio\\_2023.pdf](https://www.mur.gov.it/sites/default/files/2023-01/faq_contemporanea_registration_12_gennaio_2023.pdf)

## 8.10 – Simultaneous enrolment

---

characteristics of the course in relation to the programmed teaching offer and, in particular, the SSDs attributed to the characterising basic, related or complementary and additional activities, as well as the corresponding credits, the competent teaching structure will refer to the sum of the absolute values of the differences in credits for each disciplinary sector. If necessary, the competent educational structure shall determine the compulsory SSDs to be used for the calculation. If the difference is to be calculated between courses of different duration, the calculation of two-thirds shall be based on the course of shorter duration.

Simultaneous enrolment in two courses with limited access at national level will be regulated by a specific ministerial decree, as provided for by Law n. 33 of 12 April 2022. Single-subject courses are not compatible with enrolment in a university degree programme.

### 8.10.1) ADMINISTRATIVE STEPS

In order to regularise the simultaneous enrolment, it is necessary to follow the procedure described below, depending on whether the simultaneous enrolment is between two different universities or within the same university.

#### **A) STUDENTS ALREADY ENROLLED IN A COURSE AT ANOTHER UNIVERSITY WHO WISH TO ENROL IN ANOTHER COURSE AT TOR VERGATA UNIVERSITY.**

Students currently enrolled in a course at another university may enrol in a course at Tor Vergata University once they have been admitted to the course of their choice, as specified in the call for enrolment. In particular, in order to carry out the simultaneous enrolment procedure correctly, the student must send an email as described in the following link: <https://studenti.uniroma2.it/procedura-di-iscrizione-per-uno-studente-attualmente-iscritto-in-un-corso-di-studio-di-un-altro-ateneo/>

There are no discounts for enrolment in a second course at another university. **The student must also inform the other university of the simultaneous enrolment.**

For double enrolment at different universities, the request must be submitted to both universities.

#### **B) STUDENTS ALREADY ENROLLED IN A COURSE AT TOR VERGATA UNIVERSITY WHO WISH TO ENROL IN ANOTHER COURSE AT THE SAME UNIVERSITY.**

Students currently enrolled in a course at Tor Vergata University of Rome may enrol in another course at the same University, once they have obtained the qualification or admission to the course of interest, as provided for in the call for applications for the course in question. In particular, in order to carry out the procedure of simultaneous enrolment correctly, under penalty of exclusion, interested parties must send an email

## 8.10 – Simultaneous enrolment

---

as described in the following link: <https://studenti.uniroma2.it/procedura-di-iscrizione-per-uno-studente-attualmente-iscritto-in-un-corso-del-nostro-ateneo/>. Once the email has been sent, students will be contacted again to receive enrolment instructions.

Students who simultaneously enrol for two courses at our university will benefit from a 20% discount on the total fee payable for the second course. The discount only applies if the second programme is a Bachelor's, Master's single-cycle Master's programme. This reduction is in addition to any partial waivers that may apply.

The criteria and procedures for the recognition, at the student's request, of educational activities carried out in one of the courses in which the student is simultaneously enrolled will be duly published in accordance with the provisions of the University and Course Regulations.

The student enrolled in two courses simultaneously will identify one of the two enrolments as the reference for access to the benefits provided for by the legislation in force on the right to study (grants), for the entire period of simultaneous enrolment in the two courses. Students who have already enrolled in a course of study in the years following the first enrolment will not be able to use the second enrolment as a reference for the purposes of the benefits of the right to study.

The total or partial exemption from the payment of the annual tuition fee applies to both enrolments, provided that the student has the necessary qualifications, as certified by the student, in cases where the courses are not part of the educational offer of the same university.

## 8.11 – Enrolment in single-subject courses

As part of your professional development, curriculum development or simply for general cultural enrichment, you can enrol in single-subject courses of Bachelor's or Master's degrees without having to enrol for the entire programme. To be eligible for the single-subject courses, you must meet the following requirements:

- You must be enrolled in a foreign university;
- You are enrolled in another Italian university, with the permission of the university where you are studying, or you have applied under special arrangements;
- You have completed your studies or have the required academic qualifications required to enrol in university courses;
- You are a graduate who does not have the curricular requirements for admission to a Master's degree programme and must meet the requirements in accordance with the regulations laid down by the Board of Studies.
- You are an international student residing abroad and applying for an entry VISA.

The amount of the enrolment fees to be paid, except for foreign students participating in inter-university mobility programmes, shall be determined annually by the University Management. Single-subject programmes are subject to the same general or specific regulations established for each School, especially with regard to issues such as attendance.

## 8.10 – Simultaneous enrolment

---

Exceptions to the propaedeutic sequence may be approved by the teaching structures concerned.

The number of courses which may be attended each year by the students referred to in the previous paragraphs shall be determined following an assessment of the sustainable limits of each subject.

The number of places available in courses with a limited number of places will depend on the evaluation of the Teaching Committee of the course, in accordance with the available facilities, the sustainable teaching load and the curricular requirements. Students enrolled in single-subject courses are not entitled to the benefits provided to students on University degree programmes, with the exception of students with disabilities and foreign students on inter-university mobility programmes.

Students enrolled in a degree programme are not allowed to enrol in single-subject courses at the same time.

The enrolment procedure for single-subject courses includes the submission of the enrolment form, payment and validation of the course fee slip issued by the Student Affairs Office upon receipt of the enrolment form.

Applications for single-subject courses can be submitted:

- **for courses starting in the first semester, from 1 September 2023 to 30 November 2023.**
- **for courses starting in the second semester, from 14 February 2024 to 15 April 2024**

For courses with compulsory attendance, enrolment applications must be submitted before the start of the course or in accordance with the arrangements set out in the University study plan.

---

### HOW TO ENROL IN SINGLE-SUBJECT COURSES

---

- a. Access the Delphi Online Services website: <http://delphi.uniroma2.it>
- b. Student Area;
- c. Section 3 – Enrolment in single-subject courses;
- d. Fill in and print the application form;
- e. Pay the entry fee due via the PagoPA system, which offers several payment options (both traditional and online). Links and further information can be found on the following website [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)



## 8.10 – Simultaneous enrolment

---

- f. Link again to the Delphi Online Services website and confirm your payment by tapping “Convalida PagoPA” within 48 hours<sup>15</sup> from the payment date.
- g. Present the following documents concerning the single-subject course you want to attend to the Student Affairs Office, before the beginning of the didactic period established for your chosen course:
  - Your application for enrolment in a single-subject course
  - A copy of your paid slip
  - Your clearance (nulla osta) from your former university if you are enrolled in another institution.

The Student Affairs Office will issue the pay order regarding the single-subject courses. The cost of these single courses is calculated as follows:

- For the Schools of Humanities, Economics and Law:
  - 150 € per exam up to a maximum of 6 ECTS credits
  - 300 € per exam over 6 ECTS credits
- For the Schools of Engineering, Medicine and Science:
  - 200 € per exam up to a maximum of 6 ECTS credits
  - 400 € per exam over 6 ECTS credits

For each exam aimed to integrate your curriculum for enrolment in a Master’s degree course, a payment of 100 € is needed. In this case, no certificates of the exams taken are meant to be delivered to students.

Students with a recognised disability within the meaning of article 3, paragraphs 1 and 3, of law no. 104 of 5 February 1992, or with a recognised invalidity, are required to pay only the stamp duty of €16 and are exempt from paying enrolment fees for individual courses.

**You can obtain up to a maximum of 36 ECTS credits per academic year.**

The activation of single-subject courses may be linked to specific rules established by the respective Course Committees in consideration of criteria like propaedeuticity.

### 8.11.1 ENROLMENT PROCEDURE IN SINGLE-SUBJECT COURSES FOR INTERNATIONAL STUDENTS RESIDING ABROAD AND APPLYING FOR A VISA

**Before you leave:**

---

<sup>15</sup> The acquisition time of the PagoPA collection stream is variable. As long as it is not available, the payment cannot be validated.

## 8.10 – Simultaneous enrolment

---

- Decide which single-subject courses you wish to enrol in and contact the Student Affairs Office for the relevant course by email to check availability;
- Follow the enrolment procedure described above;
- Prepare the following documents:
  - \* Final qualification;
  - \* The Statement of Comparability issued by CIMEA, or the Declaration of Value with the official translation into Italian and the legalisation of the said final qualification;
  - \* Italian language certificate (level B2) (for single-subject courses taught in Italian).
- Send the above documents by email to the International Students Office ([international.students@uniroma2.it](mailto:international.students@uniroma2.it)) and indicate "Single-subject course enrolment application" in the subject line.
- Wait for the International Students Office to activate your application on the Delphi system once your documents have been checked.
- Contact the Student Affairs Office of the course and ask to be emailed the deposit slips for one or more of the courses you have applied for.
- Submit the pre-enrolment application online through the University portal ([www.universitaly.it](http://www.universitaly.it)) by selecting Tor Vergata University of Rome, indicating the single-subject courses you wish to enrol in and uploading the documents mentioned above.
- For the single-subject courses starting in the first semester, the deadline for pre-enrolment is 31 July 2023; for the single-subject courses starting in the second semester, the deadline is 20 December 2023.
- The pre-enrolment application will be examined by Tor Vergata University of Rome and forwarded to the Embassy/Consulate.

### **On arrival in Italy**

- Apply for a residence permit;
- Go to the International Students Office with the original documents relating to your study path, your passport and your entry visa;
- Submit the application form to the Student Affairs Office of your chosen single-subject course.

### **RENEWAL OF RESIDENCE PERMIT**

It is not possible to renew your residence permit in order to continue your studies in a single-subject course other than the one that allowed you to enter Italy. **Renewal for the purpose of continuing your studies is only possible if you enrol in a degree course that is related to or follows on from the single-subject course that you have successfully completed (examination passed).**

**In the case of an application for admission to a degree course with national or local programmed access, the applicant will be treated equally in the same way as EU citizens.**

**Please note: only the Police Headquarters is responsible for the renewal of residence permits.**

### 8.12 – Preparatory courses (Foundation Course)

From the academic year 2023/2024, the Foundation Course will be taught (in presence and in English) at the IAD School in accordance with art. 6 par. 1 of Italian Ministerial Decree 270/2004, which allows universities to organize preparatory training activities for admission to academic courses.

The Foundation Course is an English language programme designed to prepare international students for study at Italian universities. It is aimed at those who have a high school diploma but do not have the 12 years of schooling required for admission to Italian universities and/or do not have the formal qualifications required for enrolment in a university in their own country and in Italy. The Foundation Course is also designed for those who, despite having 12 years of schooling, wish to improve their educational and language skills.

In the proposed classes, students will have the opportunity to complete their linguistic and subject preparation, to become familiar with the technical language of each subject and finally to acquire the necessary skills to pass the admission tests.

The Foundation Course is divided into two different training paths (SOCIAL SCIENCES and NATURAL SCIENCES), for each of which 60 university-equivalent credits are awarded (20 of which are for Italian, 10 for English and 30 for the examinations required in the training path).

**The credits obtained will not be recognised for possible enrolment in a degree programme.**

There is a fee of **€100 to register and evaluate the programme** and a fee of **€2,500 to complete the enrolment**, to be paid in a lump sum no later than 16 October 2023.

For all information regarding ADMISSION REQUIREMENTS, REGISTRATION PROCEDURES and ASSESSMENT PROCEDURES, please consult the following link:

[https://web.uniroma2.it/it/percorso/studenti/sezione/foundation\\_courses\\_corsi\\_opedeutici](https://web.uniroma2.it/it/percorso/studenti/sezione/foundation_courses_corsi_opedeutici)

### 8.13 – Dual career Students-Athletes

In order to pursue the aim of spreading the culture of sport as part of the general promotion of personal development, in compliance with the principles of Article 2 of the Italian Constitution and in accordance with the provisions of the European Sports Charter and the European guidelines on dual careers, Tor Vergata University of Rome, in consultation with the Centro Universitario Sportivo (CUS), offers athletes, coaches and referees of national and international interest the opportunity to enrol in the "Dual Career" programme each academic year.

Rectoral Decree no. 1031 of 5/04/2022 issued the "RULES ON THE DUAL CAREER STUDENTS-ATHLETES OF TOR VERGATA UNIVERSITY OF ROME", which can be consulted at the following link:

## 8.10 – Simultaneous enrolment

---

[https://web.uniroma2.it/it/contenuto/regolamento\\_sulla\\_doppia\\_carriera\\_di\\_atleti\\_e\\_studenti](https://web.uniroma2.it/it/contenuto/regolamento_sulla_doppia_carriera_di_atleti_e_studenti)

Tor Vergata University of Rome grants the following facilities to students-athletes:

- a) a 30% partial exemption from tuition fees, which cannot be cumulated with any other type of partial exemption;
- b) the possibility of reducing the compulsory attendance due to recognised events of major national and/or international interest, certified by the relevant Federation, after consultation with the Centro Universitario Sportivo Roma Tor Vergata (CUS) and subject to the prior approval of the relevant University department, in accordance with legal obligations;
- c) the authorisation not to charge for absence from courses where attendance is compulsory due to recognised events of major national and/or international interest, certified by the relevant Federation, after consultation with the Centro Universitario Sportivo Roma Tor Vergata (CUS) and subject to the prior approval of the relevant University department, in accordance with legal obligations;
- d) the possibility of a one-year temporary suspension of studies for important sporting commitments;
- e) the recognition of a maximum of 6 ECTS credits for recognised events of major national and/or international interest, certified by the relevant Federation after consultation with the Centro Universitario Sportivo Roma Tor Vergata (CUS) and subject to the prior approval of the relevant University department, in accordance with legal obligations<sup>16</sup>.

### **How to activate the “Students-Athletes” dual career**

Students wishing to apply for the said dual career and to benefit from sports-related facilitations must do the following:

- Fill in the form available at the following link: <https://studenti.uniroma2.it/carriera-studente-atleta/>;
- Send the said form, together with a copy of their valid ID and all documentation proving sport merit by 15 March each year to [studenteatleta@uniroma2.it](mailto:studenteatleta@uniroma2.it) for assessment by the specially appointed committee.

The committee will then assess each application and the result will be communicated to the student by the administration. In the event of a positive assessment, the

---

<sup>16</sup> Interested parties will receive a certificate from the Administration confirming the activation of the dual career, which must be presented to the teaching staff of their course. At the student's request, the Course Council may, at its discretion, award up to a maximum of 6 credits for the sporting activities carried out by the same student (and duly certified by the relevant Federation). The credits that the Council decides to award will be considered in lieu of specific activities/exams provided for in the student's curriculum.

## 8.10 – Simultaneous enrolment

---

students-athletes dual career will be activated and interested parties will be entitled to the benefits provided.

### 8.14 – Scholarships and opportunities

#### **DISCOLAZIO scholarships**

The DISCOLAZIO scholarship, which is awarded after a selection process, covers the cost of attending courses at the university. The total amounts are updated annually and may vary depending on the students' income. They may also depend on whether they are "students officially resident in Rome", "commuters" or "students officially resident in another region". For more information, please visit: <http://www.DISCOLAZIO.it/>

#### **Other scholarships and prizes**

On the following website you can see the list of scholarships and awards offered by the University:

[http://web.uniroma2.it/module/name/Content/newlang/english/navpath/STD/section\\_parent/845](http://web.uniroma2.it/module/name/Content/newlang/english/navpath/STD/section_parent/845)

#### **Student collaboration activities**

It is possible to assign to students forms of collaboration related to the services provided by the university, with the exception of those relating to teaching activities, invigilation during exams and administrative activities. This collaboration shall comprise a total of 150 hours, carried out and organised in accordance with the internal requirements of the structure in which the collaboration takes place. Students officially enrolled in study courses can participate in this initiative. For more information, visit: [http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/STD/section\\_parent/3293](http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/STD/section_parent/3293)

#### **Erasmus plus**

International mobility for students at all levels is planned under Erasmus+, the European Programme for Education, Training, Youth and Sport 2021-2027.

If you are interested in Erasmus+ mobility and the currently active projects, visit the website: <http://mobint.uniroma2.it/>

For more information on the administrative procedures of the programme, you can contact the University Erasmus+ Office [erasmus@uniroma2.it](mailto:erasmus@uniroma2.it). For information on partner universities and exams that can be taken abroad in the framework of Erasmus+ mobility, please contact the Erasmus+/International Mobility Offices as follows:

#### **SCHOOL OF ECONOMICS**

[petrini@economia.uniroma2.it](mailto:petrini@economia.uniroma2.it); [simona.de.angelis@uniroma2.it](mailto:simona.de.angelis@uniroma2.it); Tel. 0672595752

#### **SCHOOL OF LAW**

[erasmus@juris.uniroma2.it](mailto:erasmus@juris.uniroma2.it) Tel. 06 7259 2355

#### **SCHOOL OF HUMANITIES**

## 8.10 – Simultaneous enrolment

---

[erasmus@lettere.uniroma2.it](mailto:erasmus@lettere.uniroma2.it); Tel. 06 7259 5186

### **SCHOOL OF ENGINEERING**

[ricci@ing.uniroma2.it](mailto:ricci@ing.uniroma2.it); Tel. 06 7259 7256

### **SCHOOL OF MEDICINE AND SURGERY**

[jadwiga.szczur@uniroma2.it](mailto:jadwiga.szczur@uniroma2.it); Tel. 06 7259 6376

### **SCHOOL OF SCIENCE**

[laura.calconi@uniroma2.it](mailto:laura.calconi@uniroma2.it); Tel. 06 7259 4471.

### **Internships and Apprenticeships**

**The "Ufficio Rapporti con le imprese, Stage e Placement"** of Tor Vergata University of Rome offers activities aimed at promoting its own students and graduates on the labour market. To this end, it cultivates relations with companies and institutions with the objective of accompanying students and graduates on the path to their future employment.

By holding recruiting and career days, students and graduates have the opportunity to contact companies directly and learn about a profession even before they have acquired their qualifications. In this way, they can complete internships and apprenticeships, apply for study awards or scholarships and get to know job offers from Italian and foreign (inter)national companies and institutions.

For the procedures required to complete internships and apprenticeships, students can contact each faculty/macro-area as follows:

- [www.placement.uniroma2.it](http://www.placement.uniroma2.it)
- [placement@uniroma2.it](mailto:placement@uniroma2.it)
- Tel. 06 72592627/3066/3650/3206

### 8.15– Examination, verification and certifications

#### 8.15.1 – Examinations

An examination is an assessment that you must take and pass for each course included in the official and/or individual curriculum of your degree programme. The minimum mark is 18/30 and the maximum mark is 30/30, to which a special distinction (cum laude) may be added. The final grade also takes into account the results of the periodic examinations required by some courses.

On passing the examination, students receive the number of credits (ECTS credits) allocated to each course.

At the end of each course, students are required to take an exam at various intervals, which are publicly announced. The nature of the examination varies from course to course and is governed by the rules of each teaching structure, which, depending on the specific characteristics of its courses, may set a limited number of examination dates linked to the course schedule and an obligation to repeat the course in the event of failure. Written examinations may take the form of quizzes, multiple-choice tests, etc., while oral examinations are open to the public.

In order to be admitted to examinations / assessment tests, you must

- Be enrolled on the approved programme of study;
- have received a certificate of attendance, if required by the course regulations;
- have fulfilled the compulsory examination order;
- have paid all taxes and fees.

Exams taken without all of the above requirements being met will be declared invalid. Students will be notified in writing of the cancellation of their examinations. Once an examination has been passed, it cannot be repeated. If you fail an examination, you will not receive a mark but only a result on the examination transcript (withdrawn or failed), which will not appear on your transcript and therefore will not affect your final GPA. In order to sit an examination, students must present their university transcript (Libretto universitario), if available, and their approved study plan, if requested.

#### 8.15.2 – Study plan and exam registration

A study plan is the path that includes all the educational activities (classes, laboratories, etc.) that you must complete in order to obtain your degree.

Each course includes a series of exams, some of which are compulsory and included in the didactic programme set by the institutional bodies. Others are freely chosen by the student. The sum of the compulsory exams and the exams chosen by the student make up the study plan that the student must follow in order to obtain the number of ECTS credits required for the degree. When setting up your study plan, you can choose some exams from a given list (optional exams), while for others you have complete freedom of choice (free choice exams).

The exams can be booked online. You can do this from 30 working days to 4 working days before the exam. The dates can be viewed at any time. The electronic results registration service is directly linked to the above-mentioned exam booking service. Through a series of automated

processes, this electronic system significantly reduces the time it takes to register students' examination results and thus their certification.

### 8.15.3 – Graduation exam

In order to defend your dissertation, you must first pass all the examinations related to the didactic lessons and other forms of testing, and you must have completed all the credits provided for in your study plan.

You must also fulfil your administrative obligations. In particular, you must pay all the tuition fees due for your academic year, including the second instalment, even if it is not yet due.

However, it is possible not to pay your tuition fees for the academic year 2023/2024 if you intend to graduate in the last session of the academic year 2022/2023 (for which you are already enrolled), by submitting a special PRECAUTIONARY APPLICATION requesting a deferment of your enrolment for the academic year 2023/2024. For further information, please refer to chapter 6.3.

This university has joined the **Alma Laurea Interuniversity Consortium**, a service set up to create a link between companies and graduates and to act as a contact point in the university environment for all those (students, operators, etc.) who are concerned at various levels with issues related to university studies, such as employment, the situation of young people, etc. In particular, the Alma Laurea Consortium aims to

- ✓ facilitate access to the labour market and improve the placement of young people in the workplace, help companies find staff, improve the matching of labour supply and demand
- ✓ ensure the valorisation of human resources through the continuous professional development of graduates;
- ✓ monitor student curricula and analyse the characteristics and performance of graduates to enable comparisons to be made between different courses, study centres and macro-regions;
- ✓ analyse the internal efficiency of higher education provision;
- ✓ assess the needs and professional profiles demanded by Italian and foreign public and private companies;
- ✓ analyse the external effectiveness of the study offer by monitoring employment opportunities;
- ✓ develop a synergy with high schools in order to better advise high school students in their choice of studies and their entry into the labour market;
- ✓ promote any initiative aimed at achieving the above objectives, both at national and European level.



## 8.10 – Simultaneous enrolment

---

- a. Access the Delphi website (<https://delphi.uniroma2.it/>)
- b. Select Student Area, Key 4, "Manage Career Online".
- c. Select "Graduation exam > "Management of degree application".
- d. **Print out the form regarding the consigning of your final degree thesis**, which must be filled out and signed by your supervisor.
- e. **Fill out online the "application regarding admission to your Graduation exam"** which must include the information already contained in the "Final thesis assignment statement". The system will also highlight your position concerning your ECTS and it will be possible to point out any anomalies regarding your exams, should there be any.
- f. *Students who are awarded their degree in accordance with the teaching regulations foreseen in the Ministerial Decrees no. 509 dated 1999 and no. 270 dated 2004 may, while compiling their degree application, also request a Diploma Supplement. In any case, students can request a Diploma Supplement at a later date by filling out an online application form.*
- g. **Print out your Degree application.** The system will provide you with your degree application and a 16.00 € pay slip for the issuing of your original degree diploma (parchment).
- h. **Select the "Alma Laurea Registration" link** in your personal area only when you have concluded the procedure outlined in step 4. Following registration, the system will provide you with your personal credentials (personal ID number and password) so you will then be able to fill out the electronic Alma Laurea questionnaire. Connect to the **Alma Laurea** website (<http://www.almalaurea.it/>) - Select "Students and Graduates" - "Alma Laurea Questionnaires". Once you have filled in your questionnaire, you can **print out** your Alma Laurea questionnaire compilation receipt. If you have any problems registering on the Alma laurea web site, please call the toll-free telephone number 800 720 772. **ATTENTION: You do not have to submit this receipt to the Student Affairs Office.**
- i. Pay the participation fee due via PagoPA system. Links and further information are available on the following website: [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)
- j. Access the Delphi Online Services website again and confirm your payment by tapping the "Convalida PagoPA" within 48 hours of the payment time.
- k. At this stage, the system will verify that the Alma Laurea questionnaire has been completed. If it has not been filled out or is incomplete, you will not be able to complete the admission procedure for your graduation exam.
- l. **Submit all your documents below to the Student Affairs Office in question** (consult days and opening hours on the university website) within 30 days of the exam date and in any case before the deadlines established by each macro-area:
  - The declaration regarding the assignment of your final thesis signed by your supervisor;
  - The application regarding admission for your graduation exam, which must be complete and then signed in front of a secretary from the Secretarial Office;
  - The university transcript of records (Libretto universitario), if provided;
  - A photocopy of your receipt of payment;
  - A copy of your last approved study plan if you are submitting your individual study plan;

## 8.10 – Simultaneous enrolment

- the traineeship booklet (Libretto universitario di tirocinio) (for students of the School of Medicine and Surgery).
- The Student Affairs Office will review the documentation you submit. Further information on graduation requirements and instructions on how to submit your dissertation can be found on the School's website.

Economics	<a href="http://economia.uniroma2.it/">economia.uniroma2.it/</a>
Law	<a href="http://giurisprudenza.uniroma2.it/">giurisprudenza.uniroma2.it/</a>
Medicine and Surgery	<a href="http://www.med.uniroma2.it">www.med.uniroma2.it</a>
Humanities	<a href="http://www.lettere.uniroma2.it">www.lettere.uniroma2.it</a>
Engineering	<a href="http://www.ing.uniroma2.it">www.ing.uniroma2.it</a>
Sciences (Mathematics, Physics and Natural Sciences)	<a href="http://www.scienze.uniroma2.it">www.scienze.uniroma2.it</a>

**ATTENTION: If the defence of the thesis is postponed for any reason after the students have registered, they will have to submit a new application with the corresponding stamp duty of €16.00.**

The defence of dissertations (for Bachelor's, Master's, first and second level specialisation Master's courses) is public. The final grade is expressed as a mark out of 110. The minimum mark is 66/110 and the maximum is 110/110. In the case of outstanding performance, a "cum laude" may be added to the maximum grade.

### 8.15.4 – Collecting your graduation parchment

When your graduation parchment is ready, you must go to the Student Affairs Office (see opening hours) to present:

- Proof of payment for the issue of your degree certificate, which you must pay when you apply for your degree;
- A valid personal ID. Should you wish to authorise someone else to collect your parchment, they must bring a written power of attorney from you and a photocopy of both your ID and their ID. For more information, please click on the following link [Ufficio Stampa Pergamene](#).

### 8.15.5 – Diploma Supplement

The University can provide you with a bilingual (Italian-English) version of your degree certificate. This Diploma Supplement is an additional version of your degree certificate in English.

---

#### HOW TO GET YOUR DIPLOMA SUPPLEMENT

---

The Diploma Supplement was developed by the European Commission, the Council of Europe and UNESCO/Cespes with the aim of providing independent data to improve the international transparency of qualifications, promote student mobility and the academic and professional recognition of qualifications abroad.

It is a certificate that contains only official data on the student's career, excluding discretionary assessments, equivalence statements or recognition proposals, and describes the nature, level, context, content and status of the studies undertaken and completed by the student.

In particular, the request may be submitted online together with the degree application (see § concerning the degree examination) or at any time after graduation, as indicated in the following paragraph "Certification issuance".

### 8.15.6 – Certification issuance

In order to receive any form of certificate relating to your academic career, you must be up to date with the payment of your fees for the period relating to your certificate request.

All certificates must be replaced by a self-certification in accordance with art. 75 and 76 of DPR no. 445 of 28 December 2000, when they are issued to public administration bodies or private public service providers.

In fact, pursuant to art. 15 of Law no. 183/2011, from 1 January 2012, public administrations and public service operators can no longer request or accept from private clients certificates issued by other public bodies. Therefore, at the bottom of the certificates, the words "this certificate cannot be sent to public administrations or private public service providers" will be added.

In the absence of this statement, your certificate will be considered invalid. The only exceptions to this rule are the following

- Certificates to be delivered to judicial offices when they exercise juridical activity; in this case, the certificate will contain the words "in accordance with art. 40 DPR no. 445

## 8.10 – Simultaneous enrolment

---

of 28 December 2000 and is issued only for inclusion in the documentation of legal proceedings;

- Certificates issued for the purpose of renewing/issuing residence permits or EU permits for foreign citizens; in this case, the certificates contain the words "Certificate issued for the procedures regulated by norms concerning immigration" (application for a residence permit);
- Certificates to be sent abroad, issued in both Italian and English, which will include the words "in accordance with art. 40 DPR no. 445 of 28 December 2000; this certificate is issued only for use abroad".

**Procedure:** You can apply for the certificate by making a specific request on the application form provided by the Registrar's Office or downloaded from the Delphi Online Services website (<https://delphi.uniroma2.it/>). Select Student section, Key 4, "Manage your career online" > Request for certification.

**ATTENTION:** In accordance with the law by decree no. 196 of 30 June 2003, certificates will only be issued to the person concerned or to third parties in possession of a valid identity document and a signed delegation, accompanied by a copy of the student applicant's identity document.

### **CERTIFICATIONS INCLUDING /NOT INCLUDING STAMP DUTY**

According to the regulations in force, only certificates with the corresponding stamp duty of €16.00 can be issued, and in this latter instance, the application is also subject to the stamp duty.

Only in cases where the legislation in force provides for an exemption from the stamp duty (Annex "B" to DPR no. 642 of 1972), a certificate on plain paper can be issued. In such circumstances, when applying for the certificate, the person concerned must state the reason for the exemption (e.g. social security, residence permit, etc.).

### **The following certificates can be issued by this university**

#### **Certificates for STUDENTS**

- Enrolment
- Enrolment with passed exams\*.
- History of the student's career
- Enrolment and attendance
- Exams taken
- Certificate of exams taken (for students enrolled in single-subject courses)

#### **Certificates for ALUMNI**

- Degree

## 8.10 – Simultaneous enrolment

---

- Degree with final grade\*.
- Degree with final grade and all examination details\*.
- Degree with final grade, all examination details and title of dissertation\*.

**\* Recent addition: this university has made it possible for you to obtain the above certificates in English and in self-service mode.**

### 8.15.8 – Self-certification

In accordance with art. 15 of Italian Law 183/2011 (Stability Law 2012), the certificates issued by Tor Vergata University of Rome are valid and can be used only in relations between private individuals. All certificates and affidavits are replaced by self-certifications in relations with public administration bodies or private managers of public services. In cases where students have to declare their positions, personal skills and characteristics to the University, they can use a self-certification form (art. 46 DPR n. 445 of 28 December 2000), which can be downloaded from the following link: [http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/SEG/section\\_parent/6000](http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/SEG/section_parent/6000)

These self-certifications are exempt from stamp duty (pursuant to art. 37 DPR no. 445 of 28 December 2000). The following documents cannot be self-certified

- medical, health and veterinary certificates
- certificates of origin and compliance with EU regulations
- Patents and trademarks.

There will no longer be any control over what is declared in self-certifications (i.e. no original certification will be required), but the public administration will carry out checks. Strict penal sanctions are foreseen for those who make false declarations (according to art. 76 DPR no. 445 of 28 December 2000).

## 8.16 – Additional services for students

### 8.16.1 – Libraries

The library system of Tor Vergata University is mainly based on the libraries of the individual schools and their printed and electronic catalogues. The School Libraries have been created according to the criteria of scientific and cultural homogeneity and are located in the different Schools of the University. Access is open to all members of the

University community. Each school library regulates access for other researchers and the public.

### School libraries

#### Area Libraries

##### **Economics Area Library - Vilfredo Pareto**

2, Via Columbia - 00133 Rome

Tel. 06 7259 5526 Fax 06 2040 236

e-mail: [v.pareto@economia.uniroma2.it](mailto:v.pareto@economia.uniroma2.it)

Opening hours: Monday, Wednesday, Friday from 8.40am to 6.30pm; Tuesday, Thursday 8:00am to 7.00pm

website: <http://economia.biblio.uniroma2.it>

##### **Law Area Library**

50, Via Cracovia - 00133 Roma

Tel. 06 7259 2121/19 Fax 06 7259 2115

Opening hours: Monday to Friday from 8.30am to 6.30pm

website: <http://juris.biblio.uniroma2.it>

##### **Biomedical Area Library - Paolo M. Fasella**

1, Via Montpellier (second floor block D of the Faculty of Medicine and Surgery) - 00133 Rome

Tel. 067259 5413 Fax 067259 5421

e-mail: [mazzitelli@biblio.uniroma2.it](mailto:mazzitelli@biblio.uniroma2.it)

Opening hours: Monday-Friday: from 8.15am to 6.30pm

website: [biomedica.biblio.uniroma2.it](http://biomedica.biblio.uniroma2.it)

##### **Engineering Area Library**

1, Via del Politecnico, - 00133 Rome

Tel. 067259 7109-7108-7106 Fax 06.7259 7109

e-mail: [ingegneria@biblio.uniroma2.it](mailto:ingegneria@biblio.uniroma2.it)

Opening hours: Monday-Thursday 9.30am to 6.00pm, Friday 9.30am to 1.00pm website:

[ingegneria.biblio.uniroma2.it](http://ingegneria.biblio.uniroma2.it)

##### **Literary, History, Philosophy Area Library**

1, Via Columbia - 00133 Rome

Tel. +39 06 7259 5226 Fax +39 06 7259 5178/5238

e-mail: [Lettere@biblio.uniroma2.it](mailto:Lettere@biblio.uniroma2.it)

Opening hours: Monday-Friday from 8.45am to 6.45pm

website: [letters.biblio.uniroma2.it](http://letters.biblio.uniroma2.it)

##### **Scientific Technology Area Library**

1, Via della Ricerca Scientifica (first floor, orange area) - 00133 Rome

Tel. +39 067259 4281 - Fax +39 067259 4499

e-mail: [dicicco@biblio.uniroma2.it](mailto:dicicco@biblio.uniroma2.it)

Opening hours: Monday-Friday 9.00am to 6.00pm

## 8.10 – Simultaneous enrolment

website: [scientifica.biblio.uniroma2.it](http://scientifica.biblio.uniroma2.it)

### Digital Library

The Tor Vergata Digital Library aims to provide detailed information on all electronic resources available to members of the university to ensure easy and direct access.

Please visit the Digital Library site at: <http://d-library.uniroma2.it/?HomePage>

### 8.16.2 – University Sports Centre

The **CUS ROMA TOR VERGATA (CUS)** has the following objectives:

- ❑ To practise, promote and develop physical education and university sport within the framework of amateur sports activities, including the organisation of didactic activities;
- ❑ To organise local, national and international sports events at regional level and to participate in FISU and other bodies within the framework of CONI, in accordance with art. 1, paragraph 4;
- ❑ To promote sport, in collaboration with families, institutions, schools and educational establishments, as a social right that requires the creation and development of appropriate services for all types of students, with particular attention to people with disabilities, as well as for teaching and non-teaching staff of universities;
- ❑ To develop and organise meetings, events and sporting activities (including out-of-competition events), training courses and refresher courses for technicians, managers and students, motor and sports training centres in the field of amateur and recreational sport, in agreement with the universities where they operate and in accordance with the laws in force, as well as in collaboration with the programmes of Motor Sciences, the local authorities and bodies operating in the areas of interest of the Federation;
- ❑ To finance, participate in and activate projects and research and training programmes in sport-related disciplines, carried out independently or in public and private research institutes at national and international level, in agreement with the university concerned, with the aim of promoting interdisciplinary education and the integration of school and university in an open and continuous learning process, including through sport culture; to carry out studies, awards, scholarships, internships or training contracts, research grants and equivalent initiatives in the field of motoring and sport-related disciplines, of an educational, school and university nature, taking into account the universities involved;
- ❑ To disseminate cultural and editorial activities, including specialised study centres or similar structures.

#### **Sports activities:**

- |                                    |                            |
|------------------------------------|----------------------------|
| ✓ <b>Athletics</b>                 | ✓ <b>Karate</b>            |
| ✓ <b>Beach volleyball</b>          | ✓ <b>Swimming</b>          |
| ✓ <b>Wellness (Massage centre)</b> | ✓ <b>Male basketball</b>   |
| ✓ <b>Men's 5-a-side Football</b>   | ✓ <b>Female basketball</b> |
| ✓ <b>Women's 5-a-side Football</b> | ✓ <b>Weight lifting</b>    |
| ✓ <b>11-a-side Football</b>        | ✓ <b>Boxing</b>            |
| ✓ <b>Canoeing /Kayaking</b>        | ✓ <b>Fencing</b>           |
| ✓ <b>Boating</b>                   | ✓ <b>Skiing</b>            |
|                                    | ✓ <b>Surfing</b>           |

## 8.10 – Simultaneous enrolment

---

- ✓ **Cycling**
- ✓ **Running**
- ✓ **Criterium (Greco-Roman Wrestling)**
- ✓ **Dance sport**
- ✓ **Dragonboat**
- ✓ **Horse riding**
- ✓ **Fitness (gym, weights room and fitness courses)**
- ✓ **Golf**
- ✓ **Judo**
- ✓ **Taekwondo**
- ✓ **Tennis**
- ✓ **Table-tennis**
- ✓ **Shooting**
- ✓ **Archery**
- ✓ **Sailing**

Email: [info@cusromatorvergata.it](mailto:info@cusromatorvergata.it)

Social media: CUS ROMA TOR VERGATA (Facebook, Twitter, Instagram)

Website: <http://www.cusromatorvergata.it/>

### 8.16.3 – Student Ombudsperson

The Student Ombudsperson is the point of contact for complaints, comments and suggestions. The aim of this organisation is not only to act as a sort of guarantee for students, but also to promote the improvement of the University's teaching and services through their comments.

When contacting the Ombudsperson, students have the right to remain anonymous if they wish.

The Student Ombudsperson is Prof. Giovanni Bruno.

Students can meet with the Ombudsperson by appointment at the following times: Thursday, from 11 am to 12 noon in Room 37, 1st floor, School of Humanities. Phone n. +39 067259 2628

e-mail: [garantestudenti@uniroma2.it](mailto:garantestudenti@uniroma2.it)

### 8.16.4 – Accommodation

#### A. DiSCo Lazio accommodation

In order to minimise the inconveniences of living far from your place of study and to facilitate your participation in university courses, DISCOLAZIO offers enrolled students accommodation in its premises (limited number available) for a period of 11 months (excluding August).

For information, visit <http://www.DISCOLAZIO.it/>

#### B. Campus X: alloggi per gli studenti a Tor Vergata

Located in the green belt of the Tor Vergata district, Campus X offers residents the opportunity to walk to their own school. It is also close to Fiumicino and Ciampino airports and a short walk from the Tor Vergata Polyclinic. The campus can



## 8.10 – Simultaneous enrolment

---

accommodate approximately 1,200 students in 718 single and double rooms. It offers a wide range of excellent services to make your university life easier.

For information:

- [info@campusroma.it](mailto:info@campusroma.it)
- <http://www.campusx.it/>

### C. University Halls of Residence - Rui Foundation

Thanks to an agreement with Tor Vergata University of Rome, the Rui Foundation (International University Halls of Residence) offers 10 places at reduced prices (1,000 euro discount on the rent of the halls of residence, which can be combined with other discounts and grants offered by the Rui Foundation) for the most needy students.

The Rui Foundation University Residences are excellent accommodation facilities for Italian and international students. In addition to room and board, students are offered training and personal development opportunities to help them complete their university careers.

For more information, visit <http://www.rui.it>

#### ✓ Rui College

Rui is one of the University Colleges of Merit legally recognised by the Italian Ministry of Education, University and Research. Since 1959 it has welcomed more than 3,000 students from all over the world and from all university backgrounds. It is situated a few steps from the subway (Laurentina station, line B). Tor Vergata University of Rome is easy to reach (about 30 minutes by public transport). For more information, visit <http://www.collegiorui.it>

#### ✓ Porta Nevia University Hall of Residence

Porta Nevia is an international university residence that offers young female university students off-campus accommodation of excellent quality in a homely environment. For more information, visit <http://www.collegioportanevia.it>

#### ✓ Celimontano University Hall of Residence (<http://www.celimontano.it>):

Celimontano is a college of the Rui Foundation and is located in the centre of Rome (Via Palestro 7). It is a stimulating environment in a culturally rich setting. For more information, visit <http://www.celimontano.it/>

### 8.16.5 – Comitato Unico di Garanzia (CUG)

Law no. 183 of 2010 contains the relevant amendments in Art. 1, 7 and 57 of Act no. 165/2001 and also established a "Comitato Unico di Garanzia per le pari opportunità, la valorizzazione del benessere e contro le discriminazioni" (CUG) in the public administration. It integrates, rationalises, expands and strengthens the functions previously performed by the various committees for the promotion of equal opportunities and the fight against bullying and harassment, such as the "Comitati per le Pari Opportunità" and the "Comitati Paritetici per il contrasto al fenomeno del

## 8.10 – Simultaneous enrolment

---

mobbing". With the aim of achieving formal and substantive equality in accordance with Art. 3 of the Italian Constitution, the CUG aims to fight any kind of direct/indirect discrimination, including gender discrimination. For this reason, the CUG is committed to the elimination of all factors that may have a negative impact on equality, well-being and security at work, and that may cause inequalities in pay and career progression. As a body that monitors, guarantees and promotes equality, non-discrimination, well-being, health and safety, the CUG is a fundamental reference point for all bodies, committees and commissions of the University and for the entire community. of the University and its entire community.

For further information, access

[http://web.uniroma2.it/module/name/Content/navpath/CUG/newlang/italiano/action/showpage/content\\_id/20861/section\\_id/](http://web.uniroma2.it/module/name/Content/navpath/CUG/newlang/italiano/action/showpage/content_id/20861/section_id/) or email to [cug@uniroma2.it](mailto:cug@uniroma2.it)

### 8.16.6 – Commission for the Inclusion of Students with Disabilities and SLD (CARIS)

CARIS is the university structure that coordinates, monitors and supports all activities aimed at integrating disadvantaged students into university life, including students with disabilities and specific learning difficulties such as dyslexia, dysgraphia, dysorthography, dyscalculia or temporary difficulties. Since its creation in January 2000, a special commission has organised a series of integrated actions to overcome technological, IT, organisational and management obstacles. It also analyses and promotes measures to overcome architectural barriers. The aim is to create a "friendlier" campus that guarantees the right to study for all students. Further information is available at <http://caris.uniroma2.it/>

- Headquarter:  
School of Engineering, "Nuova Didattica" Buildings, ground floor, via del Politecnico, 1 - 00133 Roma.
- Phone n. +39062022876, Phone n./fax n. +39067259 7483.
- email: [segreteria@caris.uniroma2.it](mailto:segreteria@caris.uniroma2.it)
- Office opening hours: Monday, Wednesday and Friday from 9 am to 12 noon; Tuesday, Wednesday and Thursday from 2 pm to 4 pm.

### 8.16.7 – Online Delphi platform

Tor Vergata University of Rome offers its students a series of online services that allow them to carry out a range of administrative tasks without having to visit the Student Affairs Offices. It is named DELPHI and can be accessed via the following link:

<http://delphi.uniroma2.it/>

Once you have logged in to Delphi as a student, you will be able to access various services available to both officially enrolled students and prospective students.

The main activities available online are:

Registration for the admission tests

Enrolment

Registration for subsequent academic years

## 8.10 – Simultaneous enrolment

---

Exam administration  
Transfers  
Password management.

**ATTENTION: All the information concerning the student's career is in the reserved area and is considered to have been communicated for the purposes of the law. Students must therefore consult their reserved area regularly.**

### 8.16.8 Online services for Tor Vergata students

The University provides a number of important online tools and services to enrolled students free of charge. In particular, the following services are available on request through the Delphi portal:

- 1) Office 365: a free Microsoft application available to students. It can be used as an online platform or as a software package that can be downloaded from a PC. With the same access code, each user can install Office on 5 PCs or Macs, 5 tablets (Windows, iPad and Android) and 5 smartphones. A 1000 gigabyte cloud is also activated for each student;
- 2) Matlab
- 3) University mail: the university provides an email service for all students;
- 4) MLOL: MediaLibraryOnLine is a digital library project that combines public libraries and digital lending. Through this portal, students have free access to academic articles, music, films, e-books, images, databases, online training courses (e-learning), magazines and newspapers. This service can be accessed from the library or directly from home. Alternatively, it can be accessed using a mobile device such as a smartphone or tablet, thanks to MLOL Reader (downloadable from Google Play and App Store).
- 5) Wifi: Students have access to a WIFI signal that covers the entire campus. There are a number of networks with different levels of service:
  - a. eduroam (recommended access for students, with no bandwidth restrictions and also available abroad).
  - b. uniroma2-CP-NG (legacy technology based on captive portal)
  - c. WIFImetropolitano (re-broadcast of the network managed by the Municipality of Rome)
  - d. uniroma2-ccd (administrative network managed by the Data Centre)
  - e. uniroma2-sensor-network (for IoT applications)
- 6) National Instruments: software including LabVIEW with its toolkits, Veristand, Multisim and everything included in the Academic Site Licence. There is also access to traditional and online training courses;
- 7) Microsoft ImagineX
- 8) Tuition fees simulator.

**All services are available at <http://docs.ccd.uniroma2.it/>**

## 8.10 – Simultaneous enrolment

---

## 8.10 – Simultaneous enrolment

---

### 8.16.9 – Regulations

The Regulations are available at the following link:  
web: <https://web.uniroma2.it/it/percorso/campus/sezione/regolamenti>

- Charter of Student Rights of Tor Vergata University of Rome
- Didactic Regulations
- Regulations on guidance and tutoring
- Regulations on student opinions
- Regulations on the Alias Careers
- Election Regulations
- Regulations of the Equal Opportunities Committee
- Regulations for the Application of Disciplinary Sanctions to Students
- Regulations on the allocation and management of contributions to scientific and cultural initiatives submitted by students

### 8.16.10 – Facilitations

**Tor Vergata University of Rome has selected a number of shops to offer you immediate discounts on your purchases. This initiative is not only a gesture of support and goodwill towards staff, students and their families, but also a symbol of the University's strength and cohesion.**

Further information is available at <http://agevola.uniroma2.it/>