



**TOR VERGATA**  
UNIVERSITY OF ROME

# Student Guide

**2018-2019 Academic Year**



**The data contained in this guide was updated on July 30<sup>th</sup>, 2018.**

**Please check [www.uniroma2.it](http://www.uniroma2.it) for any subsequent updates.**

*Language*

*This English version of the Student Guidebook is made only for information purposes.*

*For resolving any dispute and for all legal purposes only the Italian version is valid.*

Edited by Department I - Didactic and Student Services

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Cover Image:

"MyCamp" the mascot of Orientation activities of the University of Rome Tor Vergata

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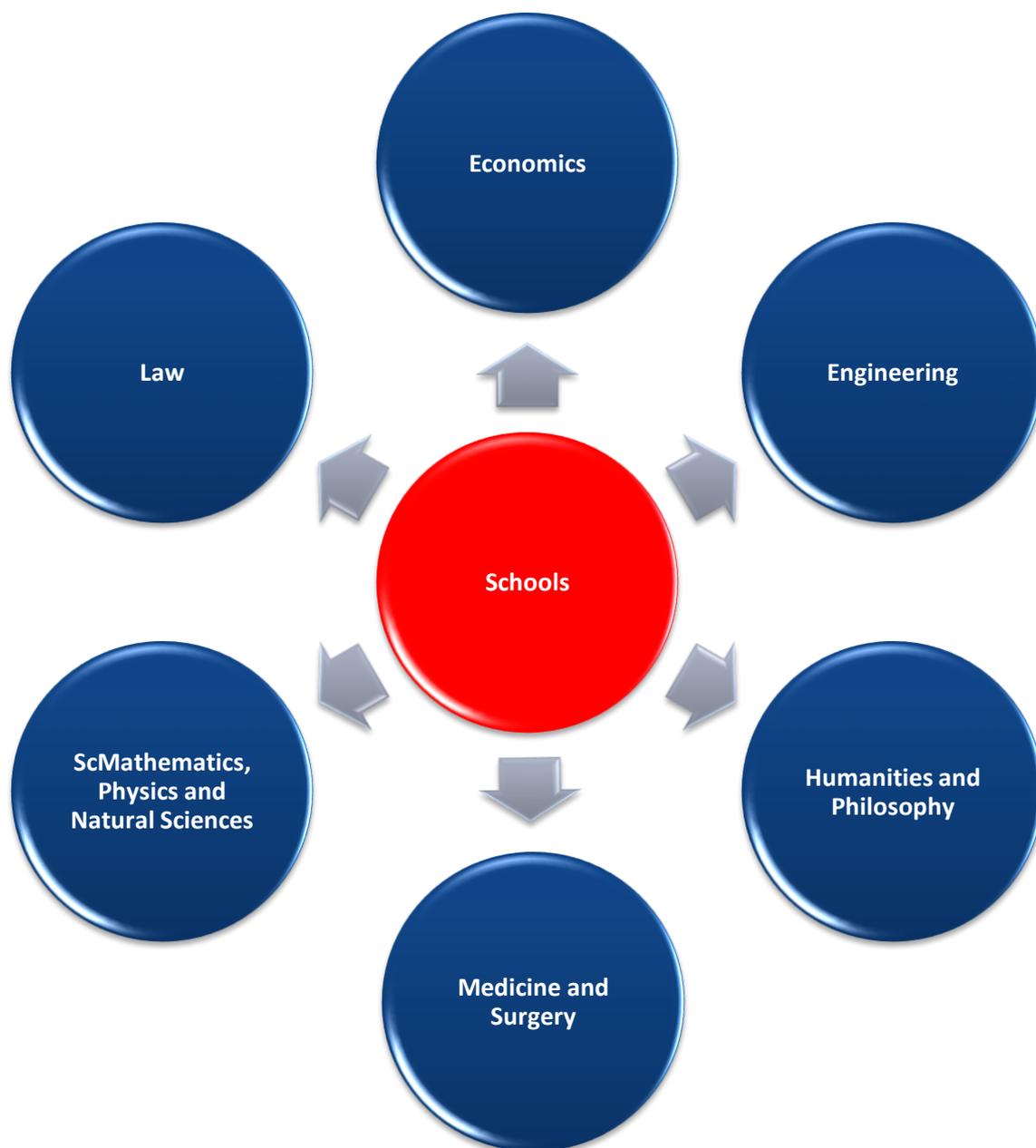
# Chapter 1 - Studying at Tor Vergata

## 1.1 - Academic courses

The University of Rome Tor Vergata offers a wide range of academic courses. The University Portal, through its link [www.uniroma2.it](http://www.uniroma2.it), in the "Academic courses available" section, provides you with the full list of the Bachelor, Master and one cycle Master Degree Courses at your disposal.

You can consult the chart and click on your Macroarea of interest. In this way, you will be linked to the Academic course web page. Our six Schools (Economics, Engineering, Humanities and Philosophy, Law, Medicine and Surgery, and Mathematical, Physical and Natural Sciences).

For the list of courses please check here: [www.uniroma2.it](http://www.uniroma2.it)



## 1.2- What you need to know

### 1.2.1.- Minimum entry requirements

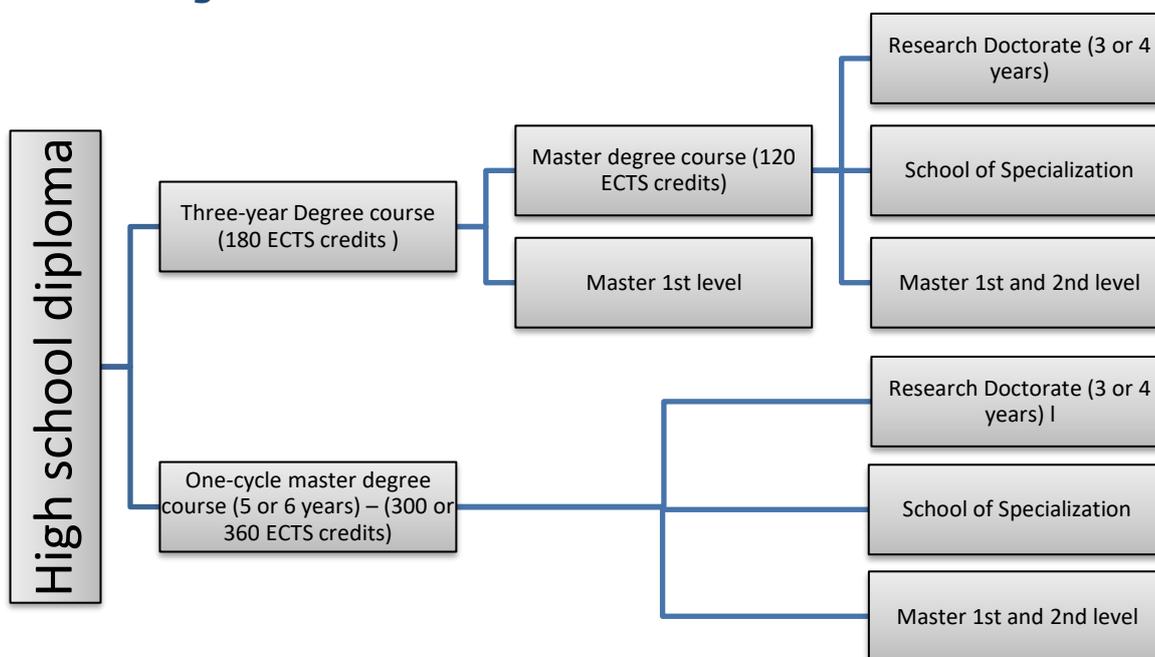
In order to participate in a Bachelor or Master Degree course, one of the following qualifications are required:

Five-year high school diploma;

**Four-year high school diploma** together with a supplementary year;

**Four-year high school diploma** with no supplementary year<sup>1</sup> (following approval by the degree Course committee)

### 1.2.2.- Organization of studies



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<sup>1</sup> It is possible for students to enrol with a four-year high school diploma, but they must be evaluated by the degree course committee, which will identify, in addition to the specific entry certification, any additional academic requirements

## Chapter 2 - Campus Information Services

The campus has numerous information services offering general advice as well as specific information regarding individual Macroareas.

### 2.1- General information services

#### **Public Relations Office (URP)**

Communication services and student assistance. It receives requests to gain access to administrative acts in accordance with Law 241/90 and receives reports regarding disservices and proposals made to improve services.	
Address	Via Cracovia 50 - 00133 Rome
Office opening hours	Monday to Friday from 9am to 1pm - Tuesday and Thursday from 2pm to 4pm
e-mail	relazioni.pubblico@uniroma2.it
Website	<a href="http://urp.uniroma2.it">http://urp.uniroma2.it</a>
<b>"Call Tor Vergata"</b>	
Telephone answering service for students, which provides advice and information regarding university activities.	
<b>Telephone number</b>	<b>06 72503099</b>
Times	Call from Monday to Thursday from 8am to 1pm and from 2pm to 6pm and on Friday from 8am to 12pm

#### **Guidance and Mentoring services**

From your original choice of university to your graduation, this University offers many services which aim to guide its students towards the right choice at all times.	
Address	Via Cracovia 50 - 00133 Rome
Telephone number	06 72593622
e-mail	<a href="mailto:info@orientamento.uniroma2.it">info@orientamento.uniroma2.it</a>

#### **Welcome Office**

The Welcome Office offers advice and guidance on all aspects of moving to Italy helping and supporting international students	
Address	Via Cracovia 50 - 00133 Rome
Telephone number	06 72592817 - 3234
e-mail	<a href="mailto:welcome@uniroma2.it">welcome@uniroma2.it</a>

### **Foreign Student Secretarial office**

Information regarding enrolment in all degree courses for students that have foreign academic qualifications including procedures concerning how to obtain official recognition of your qualifications obtained abroad.	
Telephone number	+39 0672592566 - +39 0672592022 - +39 0672592567
Office opening hours	Monday-Wednesday-Friday from 9am to 12am and Wednesday from 2pm to 6pm
e-mail	international.students@uniroma2.it

### **University Committee regarding the Inclusion of Students with Disabilities and DSA (CARIS)**

Assistance offered concerning law n.104 / 92 which guarantees and favours the right to study for students with disabilities, with specific learning disabilities or temporary difficulties.	
Address	Macroarea di Ingegneria, Via del Politecnico 1 - 00133 Roma ed. Didattica - piano terra (Macroarea of Engineering, Via del Politecnico 1 - 00133 Rome ed. Didactics - ground floor)
Telephone number	06 2022876 tel./fax 06 72597483
Office opening hours	Monday, Wednesday and Friday from 9am to 12pm Tuesday, Wednesday and Thursday from 2:00 pm to 4:00 pm
e-mail	segreteria@caris.uniroma2.it
Website	<a href="http://caris.uniroma2.it">http://caris.uniroma2.it</a>

### **Master Secretarial Office**

Services regarding the Administrative Management of Masters and Supplementary Courses offered by the various faculties and Macroareas of the University of Rome Tor Vergata	
Office opening hours	Monday-Wednesday-Friday from 9am to 12am and Wednesday from 2pm to 4pm
Telephone number	067259 2003
e-mail	segreteriamaster@uniroma2.it

### **Specialization Schools Secretarial Office- Healthcare Area**

Service regarding the administration of the specialization schools in healthcare	
Address	Via Montpellier 1 - 00133 Roma, first floor, Block D
Telephone number	+39 06 7259 6966
Office opening hours	Monday-Wednesday-Friday from 9am to 12am and Wednesday from 2pm to 4pm

## **Erasmus +**

International administration service for students of all levels involved in Erasmus +, the European Program for the Education, Training, of the Young	
Address	Via Cracovia 50 - 00133 Roma, ground floor, Block D
Telephone number	+39 06 7259 2555
Office opening hours	Monday-Wednesday-Friday from 9am to 12am and Wednesday from 2pm to 4pm
e-mail	erasmus.ateneo@uniroma2.it
Website	<a href="http://torvergata.llpmanager.it">http://torvergata.llpmanager.it</a>

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

Centre which organizes educational services regarding the achievement of linguistic competences.	
Address	Via di Passolombardo 341 - 00133 Rome
Telephone number	+39 06 7259 91026
Office opening hours	Monday to Thursday: 10.00 - 12.30 and 14.00 - 16.00 - Friday: 10.00 - 12.00.
e-mail	segreteria@cla.uniroma2.it
Website	<a href="http://cla.uniroma2.it">http://cla.uniroma2.it</a>

## 2.2 – Student Area Secretarial Office

### **Economics Area**

Address	Via Columbia 2 - 00133 Roma, ground floor, Block A
Telephone number	067259 5839 / 5841 / 5836 Fax 06 7259 5844
Office opening hours	Monday-Wednesday-Friday from 9am to 12am and Wednesday from 2pm to 4pm
e-mail	segreteria-studenti@economia.uniroma2.it

### **Law Area**

Address	Via Cracovia 50 - 00133 Roma, ground floor, Block D
Telephone number	067259 2345 / 2044 / 2549
Office opening hours	Monday-Wednesday-Friday from 9am to 12am and Wednesday from 2pm to 4pm
E-mail	segreteria-studenti@juris.uniroma2.it

### **Engineering Area**

Address	Via del Politecnico 1 -00133 Rome, ground floor, Teaching block
Telephone number	067259 7599 / 7253 fax 067259 7598
Office opening hours	Monday-Wednesday-Friday from 9am to 12am and Wednesday from 2pm to 4pm
E-mail	segreteria-studenti@ing.uniroma2.it

### **Humanities and Philosophy Area**

Address	Via Columbia 1 - 00133 Rome, ground floor, Block A
Telephone number	Tel. 067259 5237 fax 067259 5128
Office opening hours	Monday-Wednesday-Friday from 9am to 12am and Wednesday from 3pm to 5pm
e-mail	segreteria-studenti@lettere.uniroma2.it

### ***Medicine and Surgery - Medical Area***

Address	Via Montpellier 1 - 00133 Rome, ground floor
Telephone number	067259 6964 / 6013 / 6043 fax 067259 6914
Office opening hours	Monday-Wednesday-Friday from 9am to 12am and Wednesday from 2pm to 4pm
e-mail	segr-studenti-medicina@med.uniroma2.it

### ***Medicine and Surgery - Dentistry and Dental Protheses Area***

Address	Via Montpellier 1 - 00133 Rome, second floor
Telephone number	067259 6034
Office opening hours	Monday-Wednesday-Friday from 9am to 12am and Wednesday from 2pm to 4pm
e-mail	segr-studenti-odonto@med.uniroma2.it

### ***Medicine and Surgery - Healthcare Area***

Address	Via Montpellier 1 - 00133 Rome, ground floor
Telephone number	067259 6965 / 6967 /6049 / 6057 fax 067259 6915
Office opening hours	Monday-Wednesday-Friday from 9am to 12am and Wednesday from 14:00 to 16:00
e-mail	segr-studenti-sanitarie@med.uniroma2.it

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

Address	Via della Ricerca Scientifica 1 - 00133 Rome, ground floor, Sogene Block
Telephone number	067259 4832 / 4092 / 4093 / 4830
Office opening hours	Monday-Wednesday-Friday from 9am to 12am and Wednesday from 2pm to 4pm
e-mail	segreteria-studenti@scienze.uniroma2.it

# Chapter 3 – Preliminary Enrolment Procedure

Degree study programs are divided into:

- courses with a limited number of places which foresee an "**admission test**" (programmed access)
- three-year undergraduate courses with an unlimited number of places available, which include an "**assessment test**" that is designed to test your general academic level
- master degree courses with an unlimited number of places available which foresee a "**verification of your curricular requirements**" and of your general academic background
- study courses carried out in the English language with a pre-course evaluation of applications following specific procedures
- courses for which it is possible to register with no preliminary requirements (with no pre- established number of places)

Payment of a fee is foreseen in order to participate in the selection process to gain access to university courses.

The following are exempt from the payment of the above-mentioned fees:

- a. students with an officially- registered disability equal to or greater than 66% or with a disability in accordance with Article 3, paragraphs 1 and 3, of Law 5 February 1992, no. 104;
- b. Foreign students that do not reside in Italy;
- c. Students who have graduated at our university with a vote of 110/110 and who would like to enrol in a master degree.

## 3.1 - How to participate in the "admission test"

If you want to enrol in a **study program with an established number of places available** at national or local level, you must first register, sustain and **pass the admission test**.

### **INSTRUCTIONS REGARDING HOW TO PARTICIPATE IN THE ADMISSION TESTS**

- a. [Connect to the Delphi Services Site](#)

[https://delphi.uniroma2.it/totem/jsp/index.jsp  
?language=EN](https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN)

- b. Select Student Section, Key 1> enrolment for admission tests.
- c. Fill out the admission test application form. A form and a payment slip with a CTRL code will then be provided.
- d. Pay the participation fee due to any UniCredit Agency. The receipt will contain a confirmation code (AUTH). It is also possible to pay your participation fee and university contributions online by clicking here or by connecting to the Unicredit website, <https://www.unicredit.it/en/privati/internet-e-mobile/tutti-i-services-internet-and-mobile/other-services/tax-university.html> and then clicking on: Università degli Studi di Roma Tor Vergata> Pagamenti (Payments).

Connect again to the Delphi Online Services site and enter the payment details (CTRL and AUTH codes) in order to validate your signing up for the entrance tests.

Online payment validation is indispensable in order to participate in the admission test.

### 3.2 - How to sign up for the "Assessment Tests"

If you want to enrol in a **Bachelor degree course with free access to a predetermined number of places**, but for which the call foresees an **assessment test** in order to verify your general academic background, this test is obligatory.

#### INSTRUCTIONS FOR THE ASSESSMENT TESTS

- e. Connect to the Delphi Services Site <https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>
- f. Select Student Section, Key 1> Enrolment for compulsory assessment tests.
- g. Fill out the assessment test application form. A form and a payment slip with a CTRL code will then be provided.
- h. Pay the participation fee due to any UniCredit Agency. The receipt will contain a confirmation code (AUTH). It is also possible to pay your participation fee and university contributions online by clicking here or by connecting to the Unicredit website, <https://www.unicredit.it/en/privati/internet-e-mobile/tutti-i-services-internet-and-mobile/other-services/tax-university.html> and then clicking on: Università degli Studi di Roma "Tor Vergata"> Pagamenti (Payments).

- i. Connect again to the Delphi Online Services site and enter the payment details (CTRL and AUTH codes) in order to validate your signing up for the assessment tests.
- j. **Foreign students residing abroad** are not required to pay the test participation fee. However, they must, in any case, validate the payment slip with a value of zero Euros, which is provided following the compilation of the application form.

**Validation of the payment online is indispensable in order to participate in the assessment tests.**

### **3.3 - How to request a "verification of your curricular requirements"**

If you want to enrol in a **Master Degree course with an unlimited number of places available**, you must, in any case, request a verification of your curriculum requirements and your personal background before registration and then participate in an interview if foreseen by the Macroarea call in question. The **one-cycle Master Degree Course in Law** does not foresee any form of preliminary procedure before registration.

#### **INSTRUCTIONS REGARDING THE VERIFICATION OF CURRICULAR REQUIREMENTS**

- a. Connect to the Delphi Services Site <https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>
- b. Select Student Section, Key 1> Application for control of Curricular Requirements.

- c. Fill out the application form for the admission test. A form and a payment slip (CTRL) will be provided. You must keep a record of this code because it can be used later to modify, delete or reprint the application
- d. Pay the participation fee due to any UniCredit Agency. The receipt will contain a confirmation code (AUTH). It is also possible to pay your participation fee and university contributions online by clicking here or by connecting to the Unicredit website, [https://www.unicredit.it/en/privati/internet-e-mobile/tutti-i-services-internet-and-mobile / other-services / tax-university.html](https://www.unicredit.it/en/privati/internet-e-mobile/tutti-i-services-internet-and-mobile/other-services/tax-university.html) and then clicking on: Università degli Studi di Roma "Tor Vergata"> Pagamenti (Payments).
- e. Connect to the Delphi site again and enter your payment details (CTRL and AUTH codes) in order to validate your request to verify your curricular requirements.

**Validation of the payment online is indispensable in order to obtain verification of your curricular requirements.**

Your **application regarding verification of your curricular requirements** will be transmitted online to the teaching structure of the Study Course you have applied for and will be evaluated.

Following the deadline regarding the submission of your applications, the Course Committee (Consiglio di Corso) will meet to evaluate your curricular requirements and decide whether or not to issue you with clearance to register for your degree course in accordance with the procedure described in Chapter 4 – Registration

### **3.4 - Specific Procedures for the Preliminary Assessment of candidates applying for study courses provided in the English language<sup>2</sup>**

For courses in English which require a preliminary evaluation of applications for which no admission test is required, the following procedures are foreseen:

#### **1. Foreign / international students possessing an academic qualification obtained abroad**

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<sup>2</sup> Except for degree courses in "Medicine and Surgery" and "Pharmacy"

Foreign candidates legally residing in Italy and those who are resident abroad awaiting the start of preliminary registration procedures at the Italian Diplomatic Institutions in their country of origin may contact the University, providing a copy of their academic qualifications in order to request a preliminary assessment of their curriculum. The University will then be able to inform applicants regarding possible admission together with any academic exams lacking that must be undertaken to be enrolled or alternatively recommend enrolment in another study course deemed appropriate.

## **INSTRUCTIONS REGARDING PRELIMINARY ASSESSMENT**

- a. Connect to the Delphi Services Site  
<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>
- b. Select Student Section, Key 1> Assessment
- c. Fill in the application regarding preliminary assessment and attach relevant documentation
- d. After receiving notification of your admission, you will be able to print out your acceptance letter by selecting point b) in the Student Area - ASSESSMENT, which can then be used to start your study visa application at the Italian Diplomatic Institute in your country of origin.

## **2. Admission of Italian and foreign students to study courses provided in the English language courses in the Faculty of Economics**

For courses in English offered by the Faculty of Economics, the admission procedure is carried out through the evaluation of the curricular documents that have been uploaded on the web platform by the candidate. In order to gain access to the admission procedures, students must choose their study course by connecting to the following link <http://economia.uniroma2.it/offerta-formativa> and then follow the instructions laid out in the section "ADMISSION".

For further information, read Section 4. How to register

## Chapter 4 – Registration

It is possible to start your REGISTRATION PROCEDURE in the following cases;

- Having **passed the admission test** (Study Course with an established number of places available)
- Having **sustained the compulsory entrance Test** regarding admission to a one-cycle three- year degree course (with an unlimited number of places available)
- Having received **clearance (nulla osta) following verification of your curricular requirements**  
to enrol in a Master Degree with an unlimited number of places available
- If your Degree Course does not foresee any admission tests or other forms of evaluation
- If your chosen course is a one-cycle five-year Master Degree course in Law

**N.B. it is forbidden to enrol at more than one University or in more than one course at the same University**

### 4.1 - How to register

If you satisfy the registration criteria, you can enrol in your chosen course.

#### **INSTRUCTIONS REGARDING THE REGISTRATION PROCEDURE**

- a. Fill in the evaluation questionnaire on the "Quest Test" site:  
<http://www.quest.uniroma2.it>
- b. Keep your questionnaire code (CQ) that will be issued by the system (*N.B. the CQ remains valid for only five days after the date of compilation of the questionnaire, after which the questionnaire must be filled out again*).
- c. Connect to the Delphi Online Services site:  
<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>;
- d. Select Student Section, Key 2 - Registration;
- e. Select "Start application procedures"
- f. Choose between an on-campus Degree Course or a distance-learning course;
- g. While filling in your application:

- If you want to pay the second instalment of university fees and taxes in one payment instead of two, select this option;
- you self-certify your academic qualification to be used in your registration procedure.

The University will verify the information contained in this self-certification in accordance with the norms and regulations in force.

- h. Select print: the system will issue your application and a pay slip to be used for the payment of the first instalment;
- i. Pay the participation fee due to any UniCredit Agency. The receipt will contain a confirmation code (AUTH). It is also possible to pay your participation fee and university contributions online by clicking here or by connecting to the Unicredit website, <https://www.unicredit.it/en/privati/internet-e-mobile/tutti-i-services-internet-and-mobile/> [other-services / tax-university.html](#) and then clicking on: Università degli Studi di Roma "Tor Vergata"> Pagamenti (Payments).
- j. Connect to the Delphi site again and enter your payment details (CTRL and AUTH codes) printed on your bank receipt and the CQ code on your questionnaire in order to validate the payment made.
- k. The system will issue you with a personal ID number (matricola) and password, which must be kept carefully as it will be essential to gain future access to the University's computer services**

## **WHAT YOU MUST HAND IN TO THE SECRETARIAL OFFICE**

**Once you have validated your payment, you must go the Secretarial Office in question within the deadline indicated in the various calls and selections or, where there is no expiry date foreseen, by 5th November 2018 and consign:**

- a. your **registration application**, to be signed when submitting your application, which must include a **passport-sized photo** attached to the application form in the space provided;
- b. **two passport-sized photos** which are identical to the one attached to the application form;
- c. **a copy of a valid identification document;**

- d. a **copy of your receipt of payment** (excluding those who are exempt from the payment of taxes and university fees);
- e. **part of the sheet** issued to you during the payment validation procedure, which contains your personal ID number. This part of the sheet is marked with the words "Da consegnare alla Segreteria Studenti" (to be delivered to the Student Secretarial Office).

**THE VALIDATION OF PAYMENT AND THE CONSIGNING OF THE ABOVE-MENTIONED DOCUMENTATION TO THE STUDENT SECRETARIAL OFFICE ARE OBLIGATORY IN ORDER TO CONCLUDE THE REGISTRATION PROCEDURE AND RECEIVE YOUR UNIVERSITY EXAM BOOKLET**

**(Libretto Universitario).**

Enrolment in Master degree courses may also be possible in academic years that have already started, provided that students register in time to attend the courses in accordance with the rules laid out in the didactic programmes and on condition they follow the procedures and deadlines indicated on the website of each Macroarea. However, there will be a penalty, should students make their payments after the deadline set out in the relevant calls.

Students who wish to apply for university tax reductions must, through their reserved area of the Delphi portal, authorize the University to consult the INPS database in order to obtain their ISEE- University certificate. The deadline for this procedure is December 17th, 2018. For further information, please read Section 6.5-ISEE-University.

## **TOTAL AND PARTIAL EXEMPTION FROM PAYMENT OF TAXES AND FEES**

There are several forms of exemption from tax payments for certain categories of students.

### **TOTAL EXEMPTION**

Students who are entitled to total exemption include:

students with an officially registered disability of 66% or more or with a handicap in accordance with Article 3, paragraphs 1 and 3, of Law no. 104 of 5<sup>th</sup> February, 1992

Victims of organized crime and terrorism, and victims in the course of their duty  
Political refugees  
Students who are beneficiaries of LAZIODISU scholarships  
Foreign Citizens with scholarships

The procedure to follow in order to gain access to the above-mentioned facilities is explained in Section 6.6 "Exemptions" in Chapter 6 Taxes and Contributions

Students who have applied for a Laziodisu scholarship, in the event that this scholarship is not awarded or is withdrawn, in order to obtain tax reductions, will have to, however, through their reserved area of the Delphi portal, authorize the University to consult the INPS database in order to obtain their ISEE-University certificate. The deadline for this procedure is December 17th, 2018.

If the LAZIODISU rankings establish that students have not won a scholarship and are not eligible, they **will have to pay an integration of the first instalment within 30 days** from when they have access to the payment procedure. Following this expiry date, a penalty of 100 Euros will be applied.

#### PARTIAL EXEMPTION

Students who are entitled to this form of tax reduction must consult section 6.6 "Exemptions" in Chapter 6 Taxes and Contributions

## 4.2 - Registering for a shortened degree course

Registering for a shortened degree course is possible if students hold a degree or another academic qualification which can be considered sufficient for admission to an academic year following year one of the degree course of their choice after official validation of their ECTS credits (CFU) obtained during their previous study course.

For information regarding the requirements necessary to be considered **eligible for shortened Degree Courses and any specific procedures to be followed in the enrolment process**, students should consult the calls/bulletins/information provided regarding their chosen Degree Course.

Before applying for enrolment on a shortened degree course, depending on the specific didactic regulations of the chosen course, you may need:

- **to request a preliminary evaluation of your academic qualifications** (i.e. the exams taken at another University) following the instructions below:
  - a. Fill in the evaluation questionnaire on the "Quest Test" site:  
<http://www.quest.uniroma2.it>
  - b. Connect to the Delphi Online Services site:  
<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>;
  - c. Select Student Section      Key 2 - Select Registering for a shortened Degree Course;
  - d. Select the Macroarea in question and your chosen Degree Course;
  - e. Fill in the application form;
  - f. Select "Degree" in order to insert the data concerning the degree / academic qualification for which official validation is being requested;
  - g. List all the examinations taken and click on "Next";
  - h. Take note of the CTRL so you can return to the menu and modify, delete or reprint your application form;
  - i. Select "print": the system will print the application form and a pay slip with ZERO Euros to pay and the automatic validation receipt with a specific protocol number.

The application will be transmitted online to the degree course administration for authorization to enrol.

Applicants must wait for the Study Course Administration to evaluate their exams and titles indicated in the application after which an **e-mail will be sent containing the result of the evaluation.**

- **to sustain, in any case, in accordance with the instructions contained in the relevant band/bulletin, the admission test / assessment test or request verification of your curricular requirements.** In such cases, return to the Delphi site homepage and type Key 1 – Enrolment for Admission Tests, Enrolment for compulsory assessment tests, Application for control of Curricular Requirements, Assessment

Only when students have received the evaluation of their qualifications for their chosen course, i.e. you have won the selection foreseen to gain access to Degree Courses with a limited number of places available, or alternatively you have chosen a Degree Course that does not require any preliminary qualifications, can you fill in the **application form regarding enrolment in a shortened Degree Course** following the instructions laid out in section 4.1 How to register.

Students who wish to apply for university tax reductions must, through their reserved area of the Delphi portal, authorize the University to consult the INPS database in order to obtain their ISEE- University certificate. The deadline for this procedure is December 17th, 2018. For further information, please read Section 6.5-ISEE-University.

# Chapter 5 ENROLLMENT PROCEDURES FOR INTERNATIONAL STUDENTS

Students holding a title obtained abroad after passing the admission or evaluation process, if required, can enroll in any program contained in our educational offer available at the link:

<http://web.uniroma2.it/module/name/PdnHome/newlang/english/navpath/COU>

The first step is to obtain information about procedures and deadlines, which may differ for every single program, reported in the respective public calls published on the website:

[http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/OFF/section\\_parent/5365](http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/OFF/section_parent/5365)

Enrollment in Universities in Italy is regulated by ministerial procedures, which establish different modalities of access for *non-EU students resident in Italy*, *Italian students with a foreign title*, *non-EU students resident abroad (Study Visa applicants)*, Chinese students from the “Programma Marco Polo”, and **non-EU students residing in Italy and holding an Italian title**.

Detailed information published on the ministerial website at the following page:  
<http://www.studiare-in-italia.it/studentistranieri>

In the following sections, once you have chosen the right category, you will find information about deadlines, places available, necessary documentation and how to register on our courses:

- 5.1 EU students and non-EU students residing in Italy that have a title obtained abroad.
- 5.2 Non-Eu students residing abroad (applying for a study visa).
- 5.3 Chinese students from the “Programma Marco Polo”.
- 5.4 Non-EU students residing in Italy and who have an Italian title

## ITALIAN LANGUAGE COURSES

The University of Rome Tor Vergata provides Italian language courses for international students. Find out all the opportunities to improve your Italian by checking the following link:  
<http://www.scuolaiad.it/home-clici-eng>

### 5.1 EU and equivalent students, non-EU residents in Italy and Italian citizens with a foreign title

This category includes EU citizens (also Italians), equivalent and non-EU citizens with a residence permit, who have a foreign title. Citizens of Norway, Iceland, Liechtenstein, Switzerland and Republic of San Marino are considered as equivalent students; as well as refugees and holders of subsidiary protection status, including staff in service in Diplomatic Representations abroad and in international bodies located in Italy –

accredited to the Italian State or the Holy See – and their dependent families (spouse and children).

If you are an Italian citizen, EU or non-EU citizen with a foreign title (corresponding to the Italian title and officially recognized as suitable) holding a residence permit, you will be admitted to the University under the same conditions as an Italian title holder, hence with no contingent limitations and without having to sit the Italian language test.

### **5.1.1 - Admission test**

Where foreseen, you must sit the admission test for the course you have chosen following the procedures explained in the various calls/announcements published on the University web page "Offerta Formativa": [http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/OFF/section\\_parent/5365](http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/OFF/section_parent/5365).

Having passed the test, if you satisfy the requirements foreseen for admission included in the following point 5.1.2 you can enroll in accordance with the instructions laid out in point 5.1.3.

### **5.1.2 - Admission requirements**

**In order to be admitted to the Bachelor's Degree programs and the Single-cycle Degree programs** it is compulsory to hold a diploma obtained abroad after a minimum of 12 years of education and which allows you to enroll in a university in your Country. In cases where the local educational system foresees shorter education programmes, you must prove you have attended university, and passed the exams foreseen so as to meet the the 12-year-education requirement, or you must hold a title of post-secondary studies obtained in Non-University higher education Institutes. It is additionally required that you pass an academic qualifying examination, when required in your Country (e.g.: GAO KAO in China; Vestibular in Brasil; Selectividad in Spain; etc.).

A pre-school year can also be considered a 12-year equivalent if the attendance was compulsory and part of the curriculum and also in cases where the pre-school program was provided with the teaching of reading and writing of the language of the given Country together with some basic mathematics.

For further information about the validity of titles obtained abroad, please check the ministerial procedures published at the following link: <http://www.studiare-in-italia.it/studentistranieri/>

In particular, we invite you to consult [Attachment n.1](#) of the Ministerial circular dated 19<sup>th</sup> February 2018 which refers to the US title (American High Schools Diploma), the UK title, Greek title or those issued by University institutes of ecclesiastical studies based in Italy approved by the Holy See, and [Attachment n.2](#) of the Ministerial circular dated 19<sup>th</sup> February 2018 which refers to Italian titles obtained in "scuole di frontiera" or in Italian sections of foreign schools, in international Baccalaureate, in schools of the Republic of San Marino, or obtained in foreign schools based in Italy or other European schools.

To be admitted to **the Master Degree programs (two-year programs)**, you need a title obtained in a foreign university or a post-secondary title achieved in a Non-University higher education Institute which allows you to continue your studies in the academic institutes in your Country.

### 5.1.3 - Enrollment procedures

After the admission test, if foreseen, you will have to complete the registration procedure at the link: <http://delphi.uniroma2.it> following the instructions reported below.

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#### Enrollment procedure guide

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- a. Access the website: <https://delphi.uniroma2.it/totem/jsp/index.jsp>;
- b. Select "Student Section", Point 2 – Registration;
- c. Select "start application procedures";
- d. Choose between On-campus or On-line courses;
- e. While filling in the form: choose whether you prefer to pay the second installment of University fees in one or two payments;
- f. Select "print": the system will provide you with the enrollment application and the list of the documents which must be uploaded;
- g. Take note of the CTRL and Fiscal Code;
- h. Select in the Students section, point 2 (Registration) – point B "you have already filled out an application";
- i. Insert your Fiscal Code and CTRL;
- j. Upload the required documents - further info at: 5.1.4 a) Bachelor's or Single-cycle programs Enrollment or b) Master's Degree program -two-year program- Enrollment - it is necessary to upload a pdf file for each document;
- k. Provide the uploaded documents in original copy to the Welcome Office or International Students Office – via Cracovia n. 50;
- l. You will receive via e-mail information about the status of your enrollment and an appointment to finalize the registration;

- m. Students who have received this e-mail, can print out their bulletin for the payment of the first installment according to points "h." and "i." - and select "print" - the last sheet is the one with the bulletin;
- n. Pay the bulletin at the Unicredit Bank or via credit card at the following link of the Unicredit website: <https://www.unicredit.it/it/privati/internet-e-mobile/tutti-i-servizi-internet-e-mobile/altri-servizi/tasse-universitarie.html>  
Select "Università degli Studi di Roma Tor Vergata" > "Pagamenti on line";
- o. Provide both your receipt of payment and your enrollment application at the International Students Office on the day of the appointment;
- p. The International Students Office will validate payment and provide you with a matricola and password. Take care of those data since you will need it for future access to the on-line services of the University.

### 5.1.4 - Documentation

#### *A) Documentation needed for the enrollment to a Bachelor's or Single-cycle program:*

A **valid copy of the final title obtained** after at least 12 years of education, with an official translation in Italian and validated by the Italian competent authorities in the Country of the educational system attended.

This validation is not necessary if the certification contains the "Aja Apostille".

Original copy of the **Declaration of Value** of the final title issued by the Italian competent authorities as explained above or a **declaration issued by the [ENIC-NARIC](#)** center (for residents in Italy, you can consult the [CIMEA website](#)).

In cases where the title was obtained after less than 12 years of education, the following documentation must be provided:

- a) Certification of the partial academic studies accomplished with an official translation in Italian and validated by Italian competent authorities. This validation is not necessary if the certification contains the "Aja Apostille".
- b) Academic title obtained in a Non-University institution with official translation in Italian and validated by Italian competent authorities. This validation is not necessary if the certification contains the "Aja Apostille".
- c) Certification of a foundation course released by the Italian secondary school institutions as a complementary title of schooling abroad.

Please note that with the above-mentioned additional or complementary certifications of titles obtained with less than 12 years of education, you can enrol in the first academic year, but they cannot be evaluated in enrollment procedures for abbreviated courses in order to avoid a double evaluation of the same titles.

Copy of the certificate that states the student has passed the admission test for access to university courses if foreseen and mandatory in your home Country (Selectividad in Spain; Prova geral de

Acesso in Portugal; etc.) with an official translation in Italian and validated by Italian competent authorities. This validation is not necessary if the certification contains the “Aja Apostille”.

Copy of your Residence Permit (only for non-EU students officially resident in Italy).

Copy of your Fiscal Code.

Copy of your letter of admission, when required.

### *B) Documentation needed for the enrollment in a Master Degree program (two-year program)*

**Valid Copy of your academic title** obtained in a University or post-secondary title obtained in a Non-University institution which entitles you, in your Country, to continue your studies in an academic institution. Such a title must be accompanied with an official translation in Italian and validated by the Italian competent authorities in the Country of the educational system attended. This validation is not necessary if the certification contains the “Aja Apostille”.

Original copy of the **Declaration of Value** of the final title issued by the Italian competent authorities as mentioned above or a declaration issued by the [ENIC-NARIC](#) centre (for Italy, you can consult the [CIMEA website](#)).

**Transcript issued by the competent University** which states the exams passed with an official translation in Italian and validated by Italian competent authorities; as well as, for each subject, a description of the programs attended to obtain the title in question. The transcript can be replaced by a “Diploma Supplement”.

Copy of your Residence Permit (only for non-EU students officially resident in Italy).

Copy of your Fiscal Code.

Copy of your letter of admission, when required.

**N:B:**All the documents in a foreign language must provided with an official translation in Italian and consular validation (you can go to a local translator and then request the Italian competent authorities in your Country to certify the validity of the translation. This legalization is not necessary if the certificate contains the Apostille Aja)

### **5.1.5 Tuition fees:**

Information concerning the payment of the tuition fees for the academic year 2018/2019 will be available on the website of the University in this Student Guide book, chapter: [“Taxes and contributions”](#)

## 5.2 - Non-Eu students resident abroad (students with a visa)

This category includes students with citizenship of a non-EU Country and resident abroad, who are hence applying for a study visa.

The procedures regarding registration for the Bachelor's/Master's Degree programs and Single Cycle Degree programs for the non-EU citizens residing abroad follow the ministerial dispositions that annually certify the terms and modalities for the submission of the pre-enrollment application to the Italian diplomatic-consular Representation, validation of the titles and study visa. More detailed information is available on the website of the MIUR:

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

In order to enroll in our University, you need to follow **these steps**:

### 5.2.1 Before you leave:

- a) Check the availability of places on the [on-line database on the website of the MIUR](#). Every year, for each program, the number of places is established by the competent academic bodies for the non-EU students resident abroad.
- b) Consign your pre-enrollment ([Form A](#)) to the Italian Embassy or Consulate in the Country where you reside (only in exceptional circumstances is it possible to address the Italian Embassy of a third Country. In any case, the Embassy has the right to reject the request). The pre-enrollment is necessary in order to obtain your Study Visa. For more precise information about the issuing of a Visa, consult the website of the [Ministry of Foreign Affairs](#)

**Deadlines for pre-enrollment for the A.Y. 2018/2019: from 19<sup>th</sup> Feb 2018 until 24<sup>th</sup> Jul 2018.** For further information refer to the [calendar of the website of the Ministry](#)

- c) Complete the procedures requested by the University for the chosen program: application to the admission test or the curricular evaluation (when required). Detailed information will be published on the following website: [http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/OFF/section\\_parent/5365](http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/OFF/section_parent/5365)

If you hold one of the titles reported in [attachment n.1](#) of the Ministerial circular dated 19<sup>th</sup> February 2018; you can indicate only one of the programs. For the programs with a planned National admission test (Medicine and Surgery; Dentistry and Dental Prosthetics, Veterinary Medicine and training courses for Architects), the pre-enrollment is intended also for the other universities indicated at the moment of the test.

If you hold one of the titles reported in [attachment n.2](#) of the Ministerial circular dated 19<sup>th</sup> February 2018; you can choose a course independently from the number of places available. In both cases, the application is not automatically accepted by the Italian competent authorities if the applicant is attending the last year of school and is about to sit the final test or the specific academic qualification tests when foreseen.

***Documentation which must be consigned to the Italian Competent Authorities For Bachelor's and Single-cycle Degrees:***

- Original copy of the final high school Diploma, obtained after at least 12 years of school, or an equivalent certification in accordance with the regulations;
- certificate that states you passed the academic qualification test for universities in your Country (Selectividad in Spain, Prova de Aferiçao o Prova Geral de Acesso ao Ensino Superior in Portugal, ecc..);
- 2 photographs (one of them to be authenticated by the Italian competent authorities abroad)
- copy of your letter of admission, when required.

Should your secondary education qualification have been issued after less than 12 years of education (attachment n.1), the following should be included:

- a certificate declaring the partial academic studies that you have already completed;
- a post-secondary qualification gained in a non-university higher education Institute;
- the foundation course certificate awarded by Italian higher education institutions as a supplementary qualification of the foreign scholastic path.

Please note that with the above-mentioned additional or complementary certifications of titles obtained with less than 12 years of education, but they cannot be evaluated in enrollment procedures for abbreviated courses in order to avoid a double evaluation of the same titles..

**For Master Degree courses (two-year program):**

- Academic qualification obtained from a University or post-secondary qualification gained in a non-university Higher Education Institute with which it is possible to move on to further studies in academic institutions at the next level;
- Certificate released by the competent University stating the exams passed, as well as, for each subject, details of the programmes followed to obtain the afore-mentioned qualifications. You can check the number of places that each University reserves for the single degree courses, if

and for which foreign languages the translation for the certificate in question has been exempted. Post-secondary studies (exams and credits) already gained can be certified in the “Diploma Supplement”;

- 2 photographs (one of them to be authenticated by the Italian competent Authorities abroad)
- Copy of your letter of admission, when required

## 5.2.2 Having arrived in Italy

### Italian language test

Unless you choose a program that is entirely taught in English, you will have to sit the Italian language test and pass it in order to be admitted to the programs. In you do not pass the test, you cannot enroll and you will have to leave Italy before the expiry date of your visa. The Italian language test will take place on **31<sup>st</sup> August 2018** in accordance with the agenda of the MIUR, and a passport and study visa (or temporary residence permit will be issued by the competent Questura (you can find more information on our website [www.uniroma2.it](http://www.uniroma2.it)).

The Italian test is not necessary for:

- a) students who obtained a Diploma in an Italian high-school abroad
- b) students holding one of the titles issued by the schools in [attachment n.2](#) of the ministerial circular dated 19<sup>th</sup> February 2018
- c) students who obtained a final title of junior high-school in Argentina and hold complementary certificates that state they studied Italian language for at least 5 years.
- d) students who obtained their Diploma in Italian language and culture at the “Università per Stranieri” of Perugia and Siena
- e) students who obtained the Italian language certification (level B2) issued by the CLIQ.

### Stay permit request

Within eight days of your arrival in Italy with a “D” national type visa for Study, you will have to compile a Stay Permit Request and consign it to the competent “Questura” (specific police office) of the city where you intend to establish your residence. The application can be submitted to the Post Office using the appropriate kit. When submitting your application, you will have to pay the related taxes and only after will you receive notice of convocation through which you will be informed of the date when you will have to go to the appropriate offices of the Questura, with photographs, and undergo a fingerprint check. If the application has to be integrated with additional documentation, you will be informed by SMS or a registered mail. You can check the status of your request on the police website or immigration portal.

## Fiscal Code request

The fiscal code is a 16-digit alphanumeric code, issued by the “Agenzia delle Entrate” for free, which uniquely identifies Italian and foreign citizens.

With the fiscal code you may:

- Enroll in an Italian University
- Open a bank account
- Sign a contract (rent, telephone contract, etc..)
- Register with the National Health System (SSN)

Citizens who are resident abroad may apply for one at the Italian Diplomatic Representation in the country of residence. In Italy, however, it has to be requested at the nearest "Agenzia delle Entrate" of the city where you live. The following Agenzia delle Entrate Office is the closest to the University: Roma 5 Tuscolano - Via di Torre Spaccata,110 - Phone:06526061 -Fax:0650763658 - email address: dp.iiroma.utroma5@agenziaentrate.it – Opening times : Monday, Wednesday, Friday from 7:50 a.m to 1:30 p.m; Tuesday and Thursday from 7:50 a.m to 3:30 p.m.

It is possible to consult the Agenzia delle Entrate website: <http://www1.agenziaentrate.gov.it/english/>

**PLEASE NOTE:** In order to facilitate your preparation of these documents, during the event “**Welcome weeks**” which will take place in the month of September, our University will be able to issue the fiscal code directly to you, thanks to the presence of the “Agenzia delle Entrate” operators. The University will also help you fill in the application form for your residence permit

## Health Insurance

Having valid health insurance for Italy is extremely important in order to apply for your stay permit within 8 days of your arrival in Italy. In cases where you have not obtained health insurance in your country of origin and have not had it validated by an Italian Diplomatic Representation, you can choose between two options: either a private health insurance, or a voluntary registration with the SSN (National Health System).

### **How can you register with the SSN?**

For all information regarding this matter, please check the following website: [http://www.salute.gov.it/portale/temi/p2\\_6.jsp?lingua=italiano&id=1764&area=Assistenza%20sanitaria&menu=stranieri](http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=1764&area=Assistenza%20sanitaria&menu=stranieri)

### **What does the health insurance offer you?**

Your registration with the National Health System (SSN), which lasts a year, gives you the opportunity to choose a doctor, who will take care of your health problems for free and will be able

to prescribe drugs, examinations and any specialist visits in exactly the same way as an Italian citizen.

Guide to the National Health System: The “Ministero della Salute” in collaboration with “Ministero dell’Interno” and “Istituto Nazionale Salute e Povertà” have realized a project co-funded by the European Union to inform foreign citizens about the National Health System. "InformaSalute" is the name of the brochure compiled during this project and it provides the foreign citizen with information regarding the Health System.

### White Code

The University of Rome Tor Vergata is delighted to offer a new service that will guarantee free access to basic healthcare prior to registration with the Italian National Healthcare (Servizio Sanitario Nazionale). A clinic is open on Mondays and Thursdays (14.00-16.00), and is located in the building of the UOSD of Occupational Medicine, 2<sup>nd</sup> floor of the General Hospital of the University.

Students can benefit from the following services with no need of an appointment:

- Medical and physical examination
- EKG and blood pressure gauge
- Medical prescriptions (on behalf of the MD.), blood tests, instrumental analysis and specific examinations
- Certificate for sport and recreational activities

### 5.2.3 Admission tests

Where foreseen, you must sit the admission test for the course you have chosen following the procedures explained in the various calls/announcements published on the University web page “Offerta Formativa”: [http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/OFF/section\\_parent/5365](http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/OFF/section_parent/5365). Having passed the test, if you satisfy the requirements foreseen for admission included in the following point 5.2.4) you can enroll in accordance with the instructions laid out in point 5.2.5).

If you have not ranked among the admitted applicants, within the terms established by the MIUR (The Ministry of Education, Universities and Research) after publication on the website ([www.studiare-in-italia.it](http://www.studiare-in-italia.it)), you can apply for:

- a) admission to another program at the same University
- b) The reassignment for the same program or another, in a different University

The application for point b) must to be provided to the dean of the University where you want to move and also to the Dean of the University where you sit the test.

Remember you need to verify if the Declaration of Value entitles you to enroll in the program you have chosen. The final go ahead is depends on the decision of the International Students Office at the moment of enrollment. Fill in and consign the admission form which you can download at the following link: Re Assignment to a Programme 6000 to the International Students Office.

**NOTE:** Students who have not passed the admission test or who do not obtain a place in another University or program, despite having achieved a qualifying score, must leave Italy within and not later than the expiry date of their visa or of the residence permit for study purposes (except for those holding other residence permits which entitle them to stay legally after that date).

#### **5.2.4 Admission requirements**

In order to be admitted to the **Bachelor's Degree programs and the Single-cycle Degree programs** it is compulsory to hold a diploma obtained abroad after a minimum of 12 years of education and which allows you to enroll in a university in your Country. In cases where the local educational system foresees shorter education programmes, you must prove you have attended university, and passed the exams foreseen so as to meet the the 12-year-education requirement, or you must hold a title of post-secondary studies obtained in Non-University higher education Institutes. It is additionally required that you pass an academic qualifying examination, when required in your Country (e.g.: GAO KAO in China; Vestibular in Brasil; Selectividad in Spain; etc.).

A pre-school year can also be considered a 12-year equivalent if the attendance was compulsory and part of the curriculum and also in cases where the pre-school program was provided with the teaching of reading and writing of the language of the given Country together with some basic mathematics. For further information about the validity of titles obtained abroad, please check the ministerial procedures published at the following link:

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

In particular, we invite you to consult [Attachment n.1](#) of the Ministerial circular dated 19<sup>th</sup> February 2018 which refers to the US title (American High Schools Diploma), the UK title, Greek title or those issued by University institutes of ecclesiastical studies based in Italy approved by the Holy See, and [Attachment n.2](#) of the Ministerial circular

dated 19<sup>th</sup> February 2018 which refers to Italian titles obtained in "scuole di frontiera" or in Italian sections of foreign schools, in international Baccalaureate, in schools of the Republic of San Marino, or obtained in foreign schools based in Italy or other European schools.

To be admitted to **the Master Degree programs (two-year programs)**, you need a title obtained in a foreign university or a post-secondary title achieved in a Non-University higher education Institute which allows you to continue your studies in the academic institutes in your Country.

### 5.2.5 Enrollment procedures

After the admission test, if foreseen, you will have to complete the registration procedure at the link: <http://delphi.uniroma2.it> following the instruction reported here below.

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#### Enrollment procedure guide

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- a. Access the website: <https://delphi.uniroma2.it/totem/jsp/index.jsp>;
- b. Select "Student Section", Point 2 – Registration;
- c. Select "start application procedures";
- d. Choose between On-campus or On-line courses;
- e. While filling in the form: choose whether you prefer to pay the second instalment of University fees in one or two payments;
- f. Select "print": the system will provide you with the enrollment application and with the list of the documents which must be uploaded;
- g. Take note of the CTRL and Fiscal Code;
- h. Select in the Students section, point 2 (Registration) – point B "you have already filled out an application";
- i. Insert your Fiscal Code and CTRL;
- j. Upload the required documents - further info at: 5a) Bachelor's or Single-cycle programs Enrollment or 5b) Master's Degree program two-year program- Enrollment - it is necessary to upload a pdf file for each document;
- k. Provide the uploaded documents in original copy to the Welcome Office or International Students Office – via Cracovia n. 50;
- l. You will receive via e-mail information about the status of your enrollment and an appointment to finalize the registration;
- m. The students who have received this e-mail can print out the bulletin for the payment of the first installment according to the points "h." and "i." - and select "print" - the last sheet is the one with the bulletin;
- n. Pay the bulletin at the Unicredit Bank or via credit card at the following link of the Unicredit website: <https://www.unicredit.it/it/privati/internet-e-mobile/tutti-i-servizi-internet-e-mobile/altri-servizi/tasse-universitarie.html>  
Select "Università degli Studi di Roma Tor Vergata" > "Pagamenti on line";
- o. Provide both your receipt of payment and your enrollment application at the International Students Office on the day of the appointment.

- p. The International Students Office will validate payment and provide you with a matricola and password. Take care of those data since you will need it for future access to the on-line services of the University

## 5.2.6 Documentation

### *A) Documentation needed for the enrollment on a Bachelor's or Single-cycle program:*

- An original **copy of the final title** obtained after at least 12 years of education, with an official translation in Italian and validated by the Italian competent authorities in the Country of the educational system attended. This validation is not necessary if the certification contains the "Aja Apostille".
- Original copy of the **Declaration of Value** of the final title issued by the Italian competent authorities as mentioned above or declaration released by the [ENIC-NARIC](#) centre (for Italy, you can consult the [CIMEA website](#)).

In cases where the title was obtained after less than 12 years of education, the following documentation must be provided:

- a) Certification of the partial academic studies accomplished with an official translation in Italian and validated by Italian competent authorities. This validation is not necessary if the certification contains the "Aja Apostille".
- b) Academic title obtained in a Non-University institution with official translation in Italian and validated by Italian competent authorities. This validation is not necessary if the certification contains the "Aja Apostille".
- c) Certification of a foundation course released by the Italian secondary school institutions as a complementary title of schooling abroad.

Please note that with the above-mentioned additional or complementary certifications of titles obtained with less than 12 years of education, you can enrol in the first academic year, but they cannot be evaluated in enrollment procedures for abbreviated courses in order to avoid a double evaluation of the same titles.

Copy of the certificate that states the student has passed the admission test for access to university courses if foreseen and mandatory in your home Country (Selectividad in Spain; Prova geral de Acesso in Portugal; etc.) with an official translation in Italian and validated by Italian competent authorities. This validation is not necessary if the certification contains the "Aja Apostille".

- Copy of your Residence Permit or copy of the receipt of stay permission request.
- Copy of your Fiscal Code.
- 3 passport size photos.

- Copy of your Italian language certification level B1/B2 (for courses taught in Italian).
- Copy of your pre-enrollment with an authenticated signature of the Italian Diplomatic authorities in your Country.
- Copy of your passport pages with your personal data and visa.
- Copy of your Health Insurance.
- Copy of the letter of admission, when required

*B) Documentation needed for the enrollment to a Master Degree program (two-year program)*

- **Valid Copy of your academic title** obtained in a University or post-secondary title obtained in a Non-University institution which entitles you, in your Country, to continue your studies in an academic institution. Such a title must be accompanied with an official translation in Italian and validated by the Italian competent authorities in the Country of the educational system attended. This validation is not necessary if the certification contains the “Aja Apostille”.
- Original copy of the **Declaration of Value** of the final title issued by the Italian competent authorities as mentioned above or declaration issued by the [ENIC-NARIC](#) centre (for Italy, you can consult the [CIMEA website](#)).
- Transcript issued by the competent University which states the exams passed with an official translation in Italian and validated by Italian competent authorities; as well as, for each subject, a description of the programs attended to obtain the title in question. The transcript can be replaced by the “Diploma Supplement”.
- Copy of your Residence Permit or copy of the receipt of stay permission request.
- Copy of your Fiscal Code.
- 3 passport size photos.
- Copy of the Italian language certification level B1/B2 (for courses taught in Italian).
- Copy of your pre-enrollment with authenticated signature of the Italian Diplomatic authorities in your Country.
- Copy of the passport pages with your personal data and visa.
- Copy of your Health Insurance.
- Copy of your letter of admission, when required.

**N:B:**

All the documents in a foreign language must be provided with an official translation in Italian and consular validation (you can go to a local translator and then request the Italian competent

authorities in your Country to certify the validity of the translation. This legalization is not necessary if the certificate contains the Apostille Aja).

### **5.2.7 Tuition fees:**

Information concerning the payment of the tuition fees for the academic year 2018/2019 will be available on the website of the University in this Student Guide book, chapter: "[Taxes and contributions](#)"

## **5.3 MARCO POLO program for chinese students**

The Marco Polo program consists in a governmental agreement, between Italy and China, with the purpose of supporting the presence of Chinese students in Italian universities. The students who participate in this project will have the chance to arrive in Italy in advance compared to the other international students in order to learn Italian for 10 or 11 months.

In order to enroll in our University, you need to follow **these steps**:

### **5.3.1 Before You Leave**

- **Submit your pre-enrolment application** to the Italian competent authorities in your Country from 10th April 2018 choosing both the study course you want to attend in Italy and where you would like to attend the course of Italian language and culture.

The list of the programs and number of places reserved are published on the website of the Ministry(MIUR) [www.studiare-in-italia.it](http://www.studiare-in-italia.it)

- **Documentation to be provided to the Italian competent authorities:** together with your pre-enrollment application, you will have to provide the documentation required by the diplomatic representations and consular offices in order to have your declaration of value issued.

### **5.3.2 Having arrived in Italy**

#### ***Stay permit request***

Within eight days of your arrival in Italy with a "D" national type visa for Study, you will have to fill in a Stay Permit Request to the competent "Questura" (specific police office) of the city where you intend to establish your residence. The application can be submitted to the Post Office using the appropriate kit. When submitting your application, you will have to pay the related taxes and only after will you receive a notice of convocation through which you will be informed of the date when you will have to go to the appropriate offices of the Questura, with photographs, and undergo fingerprint check. If the application has to be integrated with additional documentation, you will be informed by SMS or a registered mail. You can check the status of your request on the police website or immigration portal.

### ***Fiscal Code request***

The fiscal code is a 16-digit alphanumeric code, issued by the “Agenzia delle Entrate” for free, which uniquely identifies Italian and foreign citizens.

With the fiscal code you may:

- Enroll in an Italian University
- Open a bank account
- Sign a contract (rent, telephone contract, etc..)
- Register with the National Health System (SSN)

Citizens who are resident abroad may apply for one at the Italian Diplomatic Representation in the country of residence. In Italy, however, it has to be requested at the nearest "Agenzia delle Entrate" of the city where you live. The following Agenzia delle Entrate Office is the closest to the University: Roma 5 Tuscolano - Via di Torre Spaccata,110 - Phone:06526061 -Fax:0650763658 - email address: dp.iroma.utroma5@agenziaentrate.it – Opening times : Monday, Wednesday, Friday from 7:50 a.m to 1:30 p.m; Tuesday and Thursday from 7:50 a.m to 3:30 p.m.

It is possible to consult all the information on the Agenzia delle Entrate website: <http://www1.agenziaentrate.gov.it/english/>

**PLEASE NOTE:** In order to facilitate your preparation of these documents, during the event “**Welcome weeks**” which will take place in the month of September, our University will be able to issue the fiscal code directly to you, thanks to the presence of the “Agenzia delle Entrate” operators. The University will also help you fill in the application form for your residence permit

### ***Health Insurance***

Having valid health insurance for Italy is extremely important in order to apply for your stay permit within 8 days of your arrival in Italy. In cases where you have not obtained health insurance in your country of origin and have not had it validated by an Italian Diplomatic Representation, you can choose between two options: either a private health insurance, or a voluntary registration with the SSN (National Health System).

### ***How can you register with the SSN?***

For all information regarding this matter, please check the following website: [http://www.salute.gov.it/portale/temi/p2\\_6.jsp?lingua=italiano&id=1764&area=Assistenza%20sanitaria&menu=stranieri](http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=1764&area=Assistenza%20sanitaria&menu=stranieri)

### ***What does the health insurance offer you?***

Your registration with the National Health System (SSN), which lasts a year, gives you the opportunity to choose a doctor, who will take care of your health problems for free and will be able

to prescribe drugs, examinations and any specialist visits in exactly the same way as an Italian citizen.

Guide to the National Health System: The “Ministero della Salute” in collaboration with “Ministero dell’Interno” and “Istituto Nazionale Salute e Povertà” have realized a project co-funded by the European Union to inform foreign citizens about the National Health System. "InformaSalute" is the name of the brochure compiled during this project and it provides the foreign citizen with information regarding the Health System.

### **White Code**

The University of Rome Tor Vergata is delighted to offer a new service that will guarantee free access to basic healthcare prior to registration with the Italian National Healthcare (Servizio Sanitario Nazionale). A clinic is open on Mondays and Thursdays (14.00-16.00), and is located in the building of the UOSD of Occupational Medicine, 2<sup>nd</sup> floor of the General Hospital of the University.

Students can benefit from the following services with no need of an appointment:

- Medical and physical examination
- EKG and blood pressure gauge
- Medical prescriptions (on behalf of the MD.), blood tests, instrumental analysis and specific examinations
- Certificate for sport and recreational activities

### **5.3.3 Admission tests**

Where foreseen, you must sit the admission test for the course you have chosen following the procedures explained in the various calls/announcements published on the University web page “Offerta Formativa”: [http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/OFF/section\\_parent/5365](http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/OFF/section_parent/5365). Having passed the test, if you satisfy the requirements foreseen for admission included in the following point 5.3.4) you can enroll in accordance with the instructions laid out in point 5.3.5).

If you are a non-EU student resident abroad and you have not ranked among the admitted applicants, within the terms established by the MIUR (The Ministry of Education, Universities and Research) after the publication on the website ([www.studiare-in-italia.it](http://www.studiare-in-italia.it)) you can apply for:

- a) The admission to another program at the same University
- b) The reassignment for the same program or another, in a different University\*

The application for point b) must to be provided to the dean of the University where you want to move and also to the Dean of the University where you sit for the test.

Remember you need to verify if the Declaration of Value allows you to enroll to the program you have chosen. The final go ahead is on behalf of the International Students Office at the moment of the enrollment.

Fill and provide the form of admission which you can download at the following link:  
Re Assignment to a Programme 6000 to the International Students Office.

**NOTE:** Students who did not pass the admission test or who do not obtain the collocation in another University or program, despite a qualifying score, must leave Italy within and not later than the expiry date of the visa or of the residence permit for study purpose (except for those holding other residence permits which allow them to stay legally after that date).

### 5.3.4 Admission requirements

In order to be admitted to the **Bachelor's Degree programs and the Single-cycle Degree programs** it is compulsory to hold a diploma obtained abroad after a minimum of 12 years of education and which allows you to enroll in a university in your Country. In cases where the local educational system foresees shorter education programmes, you must prove you have attended university, and passed the exams foreseen so as to meet the the 12-year-education requirement, or you must hold a title of post-secondary studies obtained in Non-University higher education Institutes. It is additionally required that you pass an academic qualifying examination, when required in your Country (e.g.: GAO KAO in China; Vestibular in Brasil; Selectividad in Spain; etc.).

A pre-school year can also be considered a 12-year equivalent if the attendance was compulsory and part of the curriculum and also in cases where the pre-school program was provided with the teaching of reading and writing of the language of the given Country together with some basic mathematics.

For this academic year, the students who failed to obtain a degree will be issued with a declaration of value only if a score of at least 400/750 is obtained at the "Gao Kao", according to the regulations established by the Italian diplomatic representation in China. For students from Hong Kong and Macao, who are not subject to the "Gao Kao" exam, the documentation has to be consigned to the Italian competent consular authorities which, on having verified the validity, will issue the declaration of value.

For further information about the validity of titles obtained abroad, please check the ministerial procedures published at the following link:

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

To be admitted to **the Master Degree programs (two-year programs)** you need a title obtained in a foreign university or a post-secondary title achieved in a Non-University higher education Institute which allows you to continue your studies in the academic institutes in your Country.

### 5.3.5 Enrollment procedures

After the admission test ,if provided, you will have to complete the registration procedure at the link: <http://delphi.uniroma2.it> following the instruction reported here below.

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#### Enrollment procedure guide

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- a. Access the website: <https://delphi.uniroma2.it/totem/jsp/index.jsp>;
- b. Select "Student Section", Point 2 – Registration;
- c. Select "start application procedures";
- d. Choose between On-campus or On-line courses;
- e. While filling in the form: choose whether you prefer to pay the second instalment of University fees in one or two payments;
- f. Select "print": the system will provide you with the enrollment application and with the list of the documents which must be uploaded;
- g. Take note of the CTRL and Fiscal Code;
- h. Select in the Students section, point 2 (Registration) – point B "you have already filled out an application";
- i. Insert your Fiscal Code and CTRL;
- j. Upload the required documents - further info at: 5a) Bachelor's or Single-cycle programs Enrollment or 5b) Master's Degree program two-year program- Enrollment - it is necessary to upload a pdf file for each document;
- k. Provide the uploaded documents in original copy to the Welcome Office or International Students Office – via Cracovia n. 50;
- l. You will receive via e-mail information about the status of your enrollment and an appointment to finalize the registration;
- m. The students who have received this e-mail, can print out the bulletin for the payment of the first installment according to the points "h." and "i." - and select "print" - the last sheet is the one with the bulletin;

- n. Pay the bulletin at the Unicredit Bank or via credit card at the following link of the Unicredit website: <https://www.unicredit.it/it/privati/internet-e-mobile/tutti-i-servizi-internet-e-mobile/altri-servizi/tasse-universitarie.html>  
Select "Università degli Studi di Roma Tor Vergata" > "Pagamenti on line";
- o. Provide both your receipt of payment and your enrollment application at the International Students Office on the day of the appointment.
- p. The International Students Office will validate payment and provide you with a matricola and password. Take care of those data since you will need it for future access the on-line services of the University.

### 5.3.6 Documentation

#### *A) Documentation needed for the enrollment on a Bachelor's or Single-cycle program:*

- A **valid copy of your final title** obtained after at least 12 years of education, with an official translation in Italian and validated by the Italian competent authorities in the Country of the educational system attended. This validation is not necessary if the certification contains the "Aja Apostille".
- Original copy of your **Declaration of Value** of your final title issued by the Italian competent authorities as mentioned above or a declaration issued by the **ENIC-NARIC** centre (for Italy, you can consult the **CIMEA website**).
- Copy of your Residence Permit or copy of your receipt of stay permission request.
- Copy of your Fiscal Code.
- 3 passport size photos.
- Copy of the Italian language certification level B1/B2 (for courses taught in Italian).
- Copy of your pre-enrollment with an authenticated signature of the Italian Diplomatic authorities in your Country.
- Copy of the passport pages with your personal data and visa.
- Copy of your Health Insurance.
- Copy of your letter of admission, when required.

#### *B) Documentation needed for enrollment on a Master Degree program (two-year program)*

- **Valid Copy of your academic title** obtained in a University or post-secondary title obtained in a Non-University institution which entitles you, in your Country, to continue your studies in an academic institution. Such a title must be accompanied with an official translation in Italian and validated by the Italian competent authorities in the Country of the educational system attended. This validation is not necessary if the certification contains the "Aja Apostille".

- Original copy of your **Declaration of Value** of your final title issued by the Italian competent authorities as mentioned above or a declaration issued by the [ENIC-NARIC](#) centre (for Italy, you can consult the [CIMEA website](#)).
- Transcript issued by the competent University which states the exams passed with an official translation in Italian and validated by Italian competent authorities; as well as, for each subject, a description of the programs attended to obtain the title in question. The transcript can be replaced by the "Diploma Supplement".
- Copy of your Residence Permit or copy of your receipt of stay permission request.
- Copy of your Fiscal Code.
- 3 passport size photos.
- Copy of the Italian language certification level B1/B2 (for courses taught in Italian).
- Copy of your pre-enrollment with an authenticated signature of the Italian Diplomatic authorities in your Country.
- Copy of the passport pages with your personal data and visa.
- Copy of your Health Insurance.
- Copy of your letter of admission, when required.

**N:B:**

All the documents in a foreign language must be provided with an official translation in Italian and consular validation (you can go to a local translator and then request the Italian competent authorities in your Country to certify the validity of the translation. This legalization is not necessary if the certificate contains the Apostille Aja).

### **5.3.7 Tuition fees**

Information concerning the payment of the tuition fees for the academic year 2018/2019 will be available on the website of the University in this Student Guide book, chapter: "[Taxes and contributions](#)"

## 5.4 Non-EU citizens holding a title obtained in Italy

Non-EU citizens who hold a title obtained in Italy can gain access to University courses in accordance with the same procedures as for the Italian citizens (hence with no dedicated quota nor need to sit the Italian language test). After the admission test, if foreseen, you will have to complete the registration procedure at the link: <http://delphi.uniroma2.it> following the instructions reported here below.

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### ENROLLMENT PROCEDURE

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- a. fill the assessment questionnaire “Quest Test” on the website: <http://www.quest.uniroma2.it>
- b. Take note of the code (CQ) issued by the system. (*Warning: the code will be valid for the following 5 days, after which a new one has to be obtained*)
- c. Access the website: <https://delphi.uniroma2.it/totem/jsp/index.jsp>;
- d. Select “Student Section”, Point 2 – Registration;
- e. Select “start application procedures”;
- f. Choose between On-campus or On-line courses;
- g. While filling in the form:
  - choose if you prefer to pay the second installment of University fees in one or two payments;
  - Write a self-certification of the title you have obtained. The University will verify the information reported in the self-certification in accordance with the regulations in force.
- h. Select “print”: the system will provide you with an enrollment application form and the bulletin for the first installment;
- i. Pay the bulletin at the Unicredit Bank or via credit card at the following link of the Unicredit website: <https://www.unicredit.it/it/privati/internet-e-mobile/tutti-i-servizi-internet-e-mobile/altri-servizi/tasse-universitarie.html> select Università degli Studi di Roma Tor Vergata > “Pagamenti on line”;

### TO BE HANDED TO THE SECRETARIAT:

Once you have made your payment, you must consign the following documentation to the Student Secretariat in question within the deadline reported in the call (5th November), if no other specific deadline is indicated for the program:

- a. Your enrollment application, to be signed at the moment of consignment, together with a passport size photo;
- b. two passport size photos identical to the one attached to the application;
- c. copy of a valid ID;
- d. copy of your receipt of the payment (excluding those entitled to a total exemption of fees);
- e. an original copy of your residence permit

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**THE VALIDATION OF YOUR BULLETIN AT THE STUDENT SECRETARIAT OF THE DEPARTMENT IS IMPORTANT AFTER PROVIDING A VALID RESIDENCE PERMIT. THIS DOCUMENTATION IS COMPULSORY IN ORDER TO COMPLETE YOUR ENROLLMENT AND RECEIVE YOUR UNIVERSITY BOOKLET.**

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# Chapter 6 – Registration in academic years following year one

In order to enrol in your second year and the years that follow, you must follow a very simple procedure which can be carried out exclusively online without having to go to the Secretarial Office.

## 6.1- How to enrol in your second year and following years

The enrolment procedure for your second year or following years is possible provided you are up to date with the payment of your university fees regarding your previous year.

### **INSTRUCTIONS CONCERNING THE REGISTRATION PROCEDURE FOR YEAR TWO AND FOLLOWING YEARS**

- a. Connect to the Delphi Online Services site:  
<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>;
- b. Select Student Section, Key 3 – “Enrolment in year two and following years”;
- c. Digit your personal ID number (matricola) and password in order to gain access to the student section;
- d. Modify or confirm existing data;
- e. If you wish to pay the second instalment of university fees and contributions in one payment rather than two, select the appropriate option;
- f. Select print: the system will issue your application and pay slip for the payment of the first instalment;
- g. For students who are exempt from the payment of university fees, a pay slip marked ZERO Euros together with the AUTH will be issued, which can be used for validation purposes;
- h. Pay the participation fee due to any UniCredit Agency. The receipt will contain a confirmation code (AUTH). It is also possible to pay your participation fee and university contributions online by clicking here or by connecting to the Unicredit website,
- i. <https://www.unicredit.it/en/privati/internet-e-mobile/tutti-i-servizi-internet-and-mobile/other-services/tax-university.html> and then clicking on: Università degli Studi di Roma “Tor Vergata”> Pagamenti (Payments)
- j. Connect to the Delphi site again and enter and validate your payment by entering the CTRL and AUTH codes that are printed on the Bank receipt.

**You must not deliver any documents to the Student Secretarial Office. The online validation of payment is indispensable in order to complete the enrolment process.**

## **EXPIRY DATE**

**Please note that penalties are foreseen should students fail to pay their first instalment by 5<sup>th</sup> November 2018. Registration is possible until 29<sup>th</sup> March, 2019.**

Students who wish to apply for university **tax reductions** must, through their reserved area of the Delphi portal, authorize the University to consult the INPS database in order to obtain their ISEE- University certificate. The deadline for this procedure is December 17<sup>th</sup>, 2018

If the "Dichiarazione Sostitutiva Unica"(DSU) which is used to apply for an ISEE- University certificate from INPS is not issued by the deadline of 17<sup>th</sup> December 2018, the procedure can be repeated but there will be a penalty to pay. For more information, consult Section 6.5-ISEE-University

## **TOTAL AND PARTIAL EXEMPTION FROM PAYMENT OF TAXES AND CONTRIBUTIONS**

There are various types of total and partial exemption from the payment of fees and contributions for certain categories of students. Instructions regarding how to gain access to the above-mentioned benefits are provided in Section 7.6 "Exemptions" of Chapter 7 "Taxes and contributions"

Students who have applied for a Laziodisu scholarship, in the event that this scholarship is not awarded or is withdrawn, in order to obtain tax reductions, will have to, however, through their reserved area of the Delphi portal, authorize the University to consult the INPS database in order to obtain the ISEE-University certificate. The deadline for this procedure is December 17<sup>th</sup> , 2018.

## **6.2 - Extension of deadlines regarding enrolment for graduates (precautionary application)**

If you are planning to graduate in the winter session or in the final session of the 2017/2018 academic year, there is a legal ruling that allows students to put off their registration for the 2018/2019 academic year. However, you will, in any case, have to fill in a application for registration for the 2019/2019 academic year, but it must be labelled "PRECAUTIONARY APPLICATION".

## **REQUIREMENTS**

**Should students not be up to date with the payment of their taxes and university fees for the previous academic year, this procedure will not be possible.**

## **EXPIRY DATE**

**The precautionary application must be completed and validated by December 31<sup>st</sup>, 2018 and retained by the student. This precautionary application must not be consigned to the Secretarial Office.**

## **INSTRUCTIONS REGARDING THE "PRECAUTIONARY APPLICATION" REGISTRATION PROCEDURE**

- a. Connect to the Delphi Online Services site:  
<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>;
- b. Select Student Section, Key 3 – “Enrolment in year two and following years”;
- c. Digit your personal ID number (matricola) and password in order to gain access to the student section;
- d. Modify or confirm existing data
- e. Click on " Domanda cautelativa" (Precautionary Application);
- f. Select print: the system will issue your application and pay slip for payment;
- g. For students who are exempt from the payment of university fees, a pay slip marked ZERO Euros together with the AUTH will be issued, which can be used for validation purposes;
- h. Pay the participation fee due to any UniCredit Agency. The receipt will contain a confirmation code (AUTH). It is also possible to pay your participation fee and university contributions online by clicking here or by connecting to the Unicredit website <https://www.unicredit.it/en/privati/internet-e-mobile/tutti-i-services-internet-and-mobile/other-services/tax-university.html> and then clicking on: Università degli Studi di Roma “Tor Vergata”> Pagamenti (Payments)
- i. Connect to the Delphi site again and enter and validate your payment by entering the CTRL and AUTH codes that are printed on the Bank receipt.

**N.B.** Students that have submitted a "Precautionary Application" in order to obtain a reduction in taxes and contributions but have **failed to graduate in time**, will have to, however, through their reserved area of the Delphi portal, authorize the University to consult the INPS database in order to obtain their ISEE-University certificate. The deadline for this procedure is December 17<sup>th</sup> , 2018.

In cases where students have enrolled for the 2017-18 academic year without a precautionary application, it will, however, still be possible to submit a late request by formally submitting the request to the Student Secretarial Office in question which will verify the validity of the application. If the late request is made **by January 30<sup>th</sup>, 2019 and is accepted**, students will be refunded.

## **CANCELLATION OF THE PRECAUTIONARY APPLICATION**

If students fail to graduate in the final session of the 2016/2017 academic year, they must connect again to their DELPHI (<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>) personal page and select "Cancelling a Precautionary Application".

The system will cancel the "Precautionary Application", and will proceed with the enrolment of the student in the 2017/2018 academic year issuing a payslip regarding the first instalment of university fees to be paid and validated so that the system can print out the pay slip concerning the next instalment.

**The first and second instalments must be paid, in any case, no later than 7<sup>th</sup> June 2019.**

**N.B.** you must pay a penalty of 100 euros every time a payment is made beyond a deadline. This fine will automatically be added to the following instalment.

### **6.3 - Enrolment as a part-time student**

Should students for work, family, medical, personal and other similar reasons consider it difficult to study the standard number of hours foreseen in an academic year, they can choose to attend a university course part time. Students choosing this option will increase the number of academic years but can benefit from a reduction in fees of 30%. For more details, see Chapter 6 - Taxes and Contributions.

The choice of a part time course is irrevocable, while students that have enrolled in a full-time course, can change and opt for part-time.

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

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

It is possible to request the part-time option at the beginning of each academic year after having enrolled or registered in the academic years that follow. Students selecting this option in cases where they are enrolling or when registering in subsequent years must apply **by 31<sup>st</sup> December 2018**. For part-time enrolment in health area degree courses, part-time registration is only possible from the second academic year onwards and can only be requested for one year.

#### **Natural duration of degrees and the arrangement of different course length**

**It is possible to apply for part-time conditions after initial enrolment and arrange a course length that is twice as long as the standard degree course,**

**unless there are other time limits foreseen directly in the didactic regulations of your course.**

At the end of this period, students will be considered part-time students who are "fuori corso". You can still benefit from a 30% reduction but the payment will be calculated according to the "maximum tax" foreseen for your course. For more details, see Chapter 6 - Taxes and Contributions.

In cases where students:

- **obtain over 36 ECTS credits (CFU)**, they will not be considered eligible for a discount in that year;
- obtain the number of ECTS credits (CFU) needed to qualify for the final exam in order to complete their degree before **the time limit foreseen for a part-time course**, they will, in any case, have to pay their fees for the entire period established

**The part-time option cannot be considered in any way differently from the normal duration of a university course regarding, for example, how many academic years should be taken into consideration when calculating retirement pensions and social security contributions. Certification, therefore, will indicate "normal" concerning the duration of the course from a juridical point of view together with the actual "agreed" duration for the part-time course.**

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

- a. Connect to the Delphi Online Services site:  
<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>
- b. Select Student Section, Key 3 "Enrolling part-time".
- c. Fill in the online application regarding the part-time option.

This application will be received by the Student Secretarial Office, which will check the validity of the information contained within before sending it to the Committee of the Didactic Structure (Consiglio di Corso di Studio) in question. In fact, the Committee of the Degree course will have to decide whether or not to accept the part-time option request, and can also provide students with a didactic proposal in order to help them better organize their studies.

Once the Student Secretarial Office in question has received the decision of the Committee of the Degree Course, students will be summoned in order to sign the contract at the Student Secretarial Office. They will also have to consign their self-certification concerning the work, family, medical or personal reasons which motivated their decision to opt for a part-time solution.

## Chapter 7 – Taxes and contributions

The University of Rome Tor Vergata, in accordance with art.1, c. 254 of law 232 of December 11<sup>th</sup>, 2016 "Bilancio di previsione dello Stato per l'anno finanziario 2017 e bilancio pluriennale per il triennio 2017-2019", has defined the levels of student fees to be paid for degree courses, in accordance with the principles of equality, advancement and progress, aiming to guarantee the right to study and to promote student dedication and merit.

Therefore, the University has established a new fee accounting system based on the following parameters:

- ISEE-University
- Degree course
- Merit criteria that consider the amount of ECTS credits (CFU in Italian) obtained and the year of registration of the degree course.

The degree courses have been divided into the following 6 classes of contributions based on the cost of didactic, scientific and administrative services:

<p><b>Contribution class 1</b></p> <ul style="list-style-type: none"> <li>- <b>Ordinary taxation:</b> From 0 Euros to a maximum of 2270 Euros</li> <li>- <b>Superior taxation:</b> From 200 Euros to a maximum of 2576 Euros</li> <li>- <b>Maximum taxation:</b> From 450 Euros to a maximum of 2932 Euros</li> </ul>	<ul style="list-style-type: none"> <li>- Bachelor degree courses, one-cycle degree courses, Master degree courses not included in other contribution classes</li> <li>- One-Cycle degree in Law</li> <li>- Hybrid and online course<sup>3</sup></li> </ul>
<p><b>Contribution class 2</b></p> <ul style="list-style-type: none"> <li>- <b>Ordinary taxation:</b> From 0 Euros to a maximum of 3100 Euros</li> <li>- <b>Superior taxation:</b> From 200 Euros to a maximum of 3448 Euros</li> <li>- <b>Maximum taxation:</b> From 500 Euros to a maximum of 3895 Euros</li> </ul>	<ul style="list-style-type: none"> <li>- One-Cycle degree courses (Medicine and Surgery and Civil engineering-Architecture), Master degree in Human Nutrition Sciences, Master degree in Health</li> <li>- Master degree in Biotechnology (held in English)</li> <li>- Bachelor degree in Engineering Sciences (held in English)</li> <li>- Master degree in Physical Activities and Health Promotion (held in English)</li> </ul>

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<sup>3</sup> A 20% discount is provided for these kinds of courses in the Macroarea of Humanities and Philosophy.

<p><b>Contribution class 3</b></p> <ul style="list-style-type: none"> <li>- <b>Ordinary taxation:</b> From 0 Euros to a maximum of 3600 Euros</li> <li>- <b>Superior taxation:</b> From 200 Euros to a maximum of 4042 Euros</li> <li>- <b>Maximum taxation:</b> From 500 Euros to a maximum of 4445 Euros</li> </ul>	<ul style="list-style-type: none"> <li>- One-Cycle degree in Dentistry and Dental Prostheses</li> </ul>
<p><b>Contribution class 4</b></p> <ul style="list-style-type: none"> <li>- <b>Ordinary taxation:</b> From 0 Euros to a maximum of 4250 Euros</li> <li>- <b>Superior taxation:</b> From 200 Euros to a maximum of 4655 Euros</li> <li>- <b>Maximum taxation:</b> From 550 Euros to a maximum of 5210 Euros</li> </ul>	<ul style="list-style-type: none"> <li>- Bachelor degree in Business Administration and Economics (held in English)</li> <li>- Master degree in Economics (held in English)</li> <li>- Master degree in Finance and Banking (held in English)</li> <li>- Master degree in Pharmacy (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 Euros to a maximum of 5250 Euros</li> <li>- <b>Superior taxation:</b> From 200 Euros to a maximum of 5705 Euros</li> <li>- <b>Maximum taxation:</b> From 600 Euros to a maximum of 6105 Euros</li> </ul>	<ul style="list-style-type: none"> <li>- Master degree in Business Administration (held in English)</li> <li>- Master degree in European Economy and Business Law (held in English)</li> <li>- One-Cycle degree in Medicine and Surgery (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 Euros to a maximum of 7250 Euros</li> <li>- <b>Superior taxation:</b> From 200 Euros to a maximum of 7763 Euros</li> <li>- <b>Maximum taxation:</b> From 600 Euros to a maximum of 8255 Euros</li> </ul>	<ul style="list-style-type: none"> <li>- Bachelor degree in Global Governance (held in English)</li> </ul>

Three types of contribution have been defined, for each contribution class, which consider the number of ECTS credits obtained and the year of registration for the degree course:

- **Ordinary taxation** is applied to those students who are:

- a) **enrolled on a degree course in the 2018/2019 academic year;**
- b) enrolled in the 2017/2018 academic year and who **have obtained at least 10 ECTS credits (or 6 ECTS credits for part-time students)** from 10<sup>th</sup> August 2017 to 30<sup>th</sup> September 2018;
- c) registered **within a delay of maximum one year later than the natural duration of the course and those who have obtained at least 25 ECTS credits (or 18 ECTS credits for part-time students)** from 10<sup>th</sup> August 2017 to 30<sup>th</sup> September 2018;

In this Ordinary taxation, a “**no tax area**” is foreseen for students who have an ISEE-University between 0 Euros and 13,000 Euros (students will have to pay only the regional fee).

- **Superior taxation** is applied to those students who registered **within a delay of maximum one year later than the natural duration of the course** and who have obtained at least 6 ECTS credits from 10<sup>th</sup> August 2017 to 30<sup>th</sup> September 2018;
- **Maximum taxation** is applied those students who have:
  - registered **with a delay of more than one year later than the natural duration of the course.**
  - registered **within a delay of maximum one year later than the natural duration of the course and who have not obtained at least 6 ECTS credits** from 10<sup>th</sup> August 2017 to 30<sup>th</sup> September 2018;

The tuition fee will be calculated based on the ISEE-University, as follows:

- For an **ISEE-University between 0 Euros and 90,000 Euros:** the contribution will be proportional to the value and will vary according to the contribution class and the type of taxation of the course;
- For **ISEE-University of more than 90,000 Euros or for students that have no ISEE-University:** the contribution will be the maximum foreseen for the contribution class and type of taxation of the course.

In cases where it is not possible for foreign students to calculate their ISEE-University and submit it to the University, the following taxation will be applied:

- 80% of the maximum rate for the students coming from developing countries (Ministerial Decree of 9th June 2017 n. 1455)
- 100% of the maximum rate for all the other international students.

## **Important**

In order to better understand the taxation system, listed below is a fee simulator: <http://iseeu.uniroma2.it/> select “Simulatore tasse 2018/19”.

## 7.1– Verification procedure regarding merit requirements needed for the calculation of university taxes

The evaluation system regarding merits (the number of ECTS credits obtained) is calculated automatically and requires no official application by the student. The ECTS credits (CFU) must be obtained within the twelve months before August 10th preceding registration. Only the registered exams within the above-mentioned date will be considered, except for credits obtained after an internship attended by students of health care degree courses. In this case, credits will be considered even if registered later than August 10th and before September 30<sup>th</sup> .

ECTS credits (CFU) of eventual “integrated” exams need to be registered by September 30th.

Credits obtained abroad at partner Universities during a student mobility program will be evaluated only if registered in the twelve months before September 30<sup>th</sup>, preceding registration.

## 7.2– Payment and deadlines of tuition fees

Students who intend to make use of the services provided by the University of Rome Tor Vergata must be **up to date** with the payment of fees and university contributions.

Students who are behind with the payment of their fees:

- cannot take exams
- cannot obtain any certificate relative to his/her student career
- cannot transfer credits to another University

Fees and contributions have to be paid with the following modalities:

### a) First Instalment

All students except for those who are exempt from payment must pay the first instalment which includes:

1. 16-euro stamp duty
2. 140-euro regional fee
3. University contribution that varies according to the type of taxation:
  - a. Ordinary taxation: 0 Euros
  - b. Superior taxation: 200 Euros
  - c. Maximum taxation: 332 Euros

An example of how the first instalment is calculated is shown below

	<b>Taxation class (in Euros)</b>		
	<b>Ordinary</b>	<b>Superior</b>	<b>Maximum</b>
<b>Revenue stamp</b>	16	16	16
<b>Regional fee</b>	140	140	140
<b>Tuition fee</b>	0	200	332
<b>Amount 1<sup>st</sup> Installment</b>	156	356	488

• **Deadline for the payment of the First Instalment**

For the **students enrolling in the first year**, the first instalment must be paid during the enrolment procedures. If this is not specified in the course call, the first instalment must be paid by **November 5<sup>th</sup>, 2018**.

For **enrolment in academic years following year one**, the first instalment must be paid by

**November 5<sup>th</sup> 2018**

The first payment slip is issued by the Delphi system in the section reserved for initial registration in year one or in the following academic years.

• **Penalties:**

In cases of late payment, a penalty will automatically be added to your next instalment:

- 50 Euros for payments made by December 31<sup>st</sup>, 2018
- 100 Euros for payments between January 1<sup>st</sup> and March 29<sup>th</sup>, 2019

**b) Second Instalment**

The amount of the **second instalment** is based on the contribution class of the degree course, the type of taxation (ordinary, superior or maximum) and the student's family income (ISEE-University).

**PRINT OF SECOND INSTALLMENT PAYMENT SLIP**

- a. Connect to Delphi website:  
<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>
- b. Select "Student Section"
- c. Click on Key 4 "MANAGE CAREER ONLINE"
- d. Select "Payment of Taxes and contributions"

- e. Print the payment note
- f. Pay the instalment at any UniCredit Bank. The receipt will contain an AUTH code (confirmation code). It is also possible to pay your participation fee and university contributions online by clicking here or by connecting to the Unicredit website, [https://www.unicredit.it/en/privati/internet-e-mobile/tutti-i-services-internet-and-mobile / other-services / tax-university.html](https://www.unicredit.it/en/privati/internet-e-mobile/tutti-i-services-internet-and-mobile/other-services/tax-university.html) and then clicking on: Università degli Studi di Roma "Tor Vergata"> Pagamenti (Payments).
- g. Connect again to the Delphi Online Services site and enter the payment details (CTRL and AUTH codes) and you will be issued a bank receipt which confirms your payment.

- **Deadline for the payment of the Second Instalment**

The second instalment may be paid in two ways:

a. **Divided into two payments (standard option)**

- 50% by March 29<sup>th</sup>, 2019
- 50% by May 31<sup>st</sup>, 2019

b. **A single payment by March 29th, 2019** if you select "pagamento in un'unica soluzione" (single payment) or if the second instalment is lower than 300 Euros.

- **Penalties:**

In case of late payment, a penalty will be automatically added to your next instalment of:

- 50 Euros for payments within one month after the deadline
- 100 Euros for payments more than one month after the deadline

**N.B: It is important to remember that fines due to late payments can be avoided by guaranteeing that all instalments are paid within the established deadlines. Should the student request a reappraisal of the instalments, a price adjustment will be recalculated.**

In order to better understand the taxation system, listed below is a fee simulator: <http://iseeu.uniroma2.it/> select "Simulatore tasse 2018/19".

## 7.3– Methods of Payment

Tuition fees can be paid at any UniCredit Bank Agency in Italy. On your receipt, there will be a confirmation code (AUTH code). It is also possible to pay your participation fee and university contributions online by clicking here or by connecting to the Unicredit website, <https://www.unicredit.it/en/privati/internet-e-mobile/tutti-i-services-internet-and-mobile/other-services/tax-university.html> and then clicking on: Università degli Studi di Roma "Tor Vergata"> Pagamenti (Payments).

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

## 7.4 - Online and hybrid courses in the Macroarea of Humanities and Philosophy

Contribution class 1, reduced by 20%, will be applied to students who have enrolled in online and hybrid courses in the Humanities and Philosophy Macroarea.

The amount to be paid by the students in the "superior" or "maximum" tax bracket cannot be lower than 200 Euros.

In order to better understand the taxation system, listed below is a **fee simulator**: <http://iseeu.uniroma2.it/> selecting "Simulatore tasse 2018/19".

## 7.5 - ISEE–University

Students who wish to apply for university tax reductions must, through their reserved area of the Delphi portal, authorize the University to consult the INPS database in order to obtain their ISEE- University certificate. The deadline for this procedure is December 17<sup>th</sup>, 2018.

Students who decide not to apply for a reduction in tuition fees, who do not have a valid ISEE- University, who have an ISEE-University of more than 90,000 Euros or who do not authorize the consultation of the INPS database will automatically have to pay the maximum fee foreseen for their contribution class.

The University will not accept ISEE certifications that:

- *have expired and which are therefore invalid*
- **are incomplete or compiled in the wrong way**
- **are deemed to be ineligible to obtain tax benefits for University studies**

**After the acquisition of the ISEE-Università certification, the taxes and contributions will be recalculated. Following this, no new forms of certification will be permitted for the remaining part of the academic year.**

### **7.5.1– What is an ISEE certification and what is it for?**

The ISEE (Equivalent Economic Situation Indicator) certificate is the instrument used to evaluate the economic situation of students who are eligible for benefits. This can be obtained by combining and considering three elements: income, assets and family. For the purpose of tuition fees, if parents are not members of the family unit, students can be considered to be a single member of the family only in the following cases:

- students have not been living in the original family home (or in a house owned by a family member) for at least two years since the date of their original enrolment application for each time they apply for a course.
- the student has an adequate income.

Both conditions must be satisfied, otherwise students will be considered as a member of their parents' family.

In accordance with current legislation, the only ISEE considered valid for the calculation of tax brackets and other benefits provided by the University is **the ISEE-University**

### **7.5.2 – How to apply for an ISEE-University**

In order to obtain the ISEE for services regarding the right of study (ISEE-University), students must fill in the form entitled "Dichiarazione sostitutiva unica(DSU) integrale" .

- The DSU contains information about the family and its members and about the assets and incomes of each member of the family. It must be filled out and be handed in at the following offices:
  - Centri di Assistenza Fiscale CAF
  - INPS, also online using the INPS portal

Having compiled and consigned their DSU, students must wait for an average of ten working days to obtain their ISEE-University.

Given that in order to compile the DSU, a lot of information concerning property, assets, and income must be collected, the procedure may be time-consuming. **Students should submit their DSU as soon as possible** to the CAF office which will provide the ISEE-University.

### **The University cannot offer a direct DSU service.**

As soon as INPS or CAF provides the ISEE-University certification, the student must check on the Delphi platform that the uploaded document is correct and control the amount to be paid in the second instalment by December 17<sup>th</sup>, 2018.

Should any errors come to light, the student must report them through the following email address: [caf@supporto.uniroma2.it](mailto:caf@supporto.uniroma2.it).

## **7.5.3– Foreign Students**

Foreign students who are not financially independent or whose families reside abroad and any Italian student whose income derives from another country, who would like a reduction in university fees, will have to obtain their ISEE- University certificate, from any CAF Office **by December 17th, 2018**.

To obtain an ISEE-University certificate, students must provide details regarding their incomes and assets in Italy and their incomes and assets abroad of each member of their family.

These documents need to be issued by the competent authorities in the country where the incomes are produced. They must also be officially translated by the Italian Diplomatic Authorities of that country together with the income expressed in Euros.

In those countries where obtaining such documents is difficult, the documentation may be requested at the foreign diplomatic Authorities in Italy and certified by the Prefecture in accordance with art.33 of the Decree of the President of the Republic, n. 445 of 28<sup>th</sup> December, 2000.

For foreign students from particularly poor countries indicated in the Ministerial Decree of 9th June 2017, n.1455, their income will be evaluated according to the documentation issued by the Italian Embassy in the student's country of origin in order to certify that the student does not belong to an upper-class family with a high income(DPCM 97472001).

Having obtained their certificates, students must then go to the Foreign Student Secretarial Office and consign a copy of their final ISEE-University certificate issued by CAF together with all the documentation related to the certification. Following this, students will be able to check how much they will have to pay in their second instalment.

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

**N.B.**

**The University will apply the following tuition fees to foreign students who either do not provide or cannot provide an ISEE-University certificate:**

- 80% of the maximum rate for students from low-income countries ([Ministerial Decree 9th June 2017 n. 1455](#))
- 100% of the maximum rate for all other international students.

**For further information regarding ISEE-University, connect to the following website [iseeu.uniroma2.it](http://iseeu.uniroma2.it).**

#### **7.5.4– Deadline for the ISEE-University submission**

*The ISEE-Università certification regarding the right to participate in a university course must be applied for by 17<sup>th</sup> December 2018. On receiving the ISEE certification, students, through the Delphi portal, must immediately authorize the University to obtain the ISEE-U from the INPS portal by no later than 15<sup>th</sup> January 2019.*

Therefore, students must not consign any document to the University, nor should they send their ISEE-University by e-mail.

Should the DSU not be presented by the deadline of December 17<sup>th</sup>, 2018, **students will be placed in the highest income bracket** and therefore will not be entitled to any reduction in their tuition fees.

If the DSU is presented after **December 17<sup>th</sup>, 2018**, a penalty will be applied as follows:

<b>Application dates</b>	<b>Penalty</b>
From December 18 <sup>th</sup> 2018 to March 15 <sup>th</sup> 2019	150 Euros
From March 16 <sup>th</sup> 2019 to May 31 <sup>st</sup> <b>2019</b>	200 Euros

The penalty for the late submission of ISEE-University **may be combined with other penalties** such as a late payment of tuition fees.

**The penalty** for the late transmission of your ISEE-University will not be applied in the following cases:

- Enrolment in a Degree (bachelor, master and one-cycle master degree) if the deadline for the enrolment is later than December 1<sup>st</sup>, 2018;
- Enrolment in courses with an admission test after December 1<sup>st</sup>, 2018;
- Enrolment after December 31<sup>st</sup>, 2018 due to a transfer from another University.

**Students must retain their ISEE-University certificate as the University may in the future request to check it.**

**After the acquisition of the ISEE-Università certification, the taxes and contributions will be recalculated. Following this, no new forms of certification will be permitted for the remaining part of the academic year.**

### 7.5.5- Recommendations

- Students who have applied for a Laziodisu scholarship, **in the event that this scholarship is not awarded or is withdrawn**, in order to obtain tax reductions, will have to, however, through their reserved area of the Delphi portal, authorize the University to consult the INPS database in order to obtain their ISEE-University certificate. The deadline for this procedure is December 17th, 2018.
- Students who submit a "domanda cautelativa" (precautionary application) in order to obtain a reduction in tuition fees due to their income and **who fail to graduate in time** must, through their reserved area of the Delphi portal, authorize the University to consult the INPS database in order to obtain their ISEE-University certificate. The deadline for this procedure is December 17th, 2018.

## 7.6- Exemptions

### 7.6.1- Total exemptions

The following types of exemptions are to be considered for those students that are enrolled in Bachelor and Master degree courses, and one-cycle Master Degree courses.

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

Students with certificated disabilities, equal or higher than 66%, or students with disabilities in accordance with art. 3, paragraph 1 and 3 of Italian Law n.104 of 5<sup>th</sup> February 1992, are totally exempt from the payment of taxes and tuition fees at initial enrolment and registration in the following academic years. Documentation, issued by a competent body, must be provided to demonstrate students' disability, which must be consigned to the Technical Secretary of the Committee for the

Disabled (Segreteria Tecnica della Commissione per l'inclusione degli studenti con Disabilità) and DSA (CARIS) in Via del Politecnico, 1 (Faculty of Engineering).

In accordance with art. 5 of law n. 221 of the Ministerial Decree of 7<sup>th</sup> May 1999, wounded and mutilated war victims are to be included in this category.

### **INSTRUCTIONS REGARDING THE EXEMPTION PROCEDURE**

Students that are entitled to total exemption must follow the above-mentioned enrolment instructions clearly stating the reasons behind their request (disabilities/victims of crime).

Students must bring a disability certificate of the National Health System of their country of origin, translated and legalized in Italian, declaring what and how serious the disorder/disability is in order to decide if he/she can benefit from the exemption of university fees.

The system will release a bank pay slip of ZERO Euros, which must be validated with the AUTH code printed on the slip. Students are required to consign their documentation certifying their disability to the Technical Secretary of Commission for the Disabled (Segreteria Tecnica della Commissione per l'inclusione degli studenti con Disabilità) and DSA (CARIS) ([segreteria@caris.uniroma2.it](mailto:segreteria@caris.uniroma2.it)), within 60 days of their enrolment.

CARIS will check students' eligibility and if it is considered valid, CARIS will:

- a. Validate fee exemption;
- b. email the student in order to confirm the exemption of fees;
- c. send a copy of the disability document to the Student

Secretarial Office; If it is not considered valid, CARIS will:

- a. rehabilitate the payment of the first instalment;
- b. email the student informing him/her that they must pay the first instalment;
- c. inform the Student Secretarial Office that the student is not eligible for exemption.

**In cases of "temporary invalidity", students must repeat the above-mentioned procedure for each future academic year.**

### **B. Victims of Organized crime and terrorism, plus victims injured in the course of duty**

Students who have become invalids or are sons and daughters of invalids as a result of acts of terrorism or organized crime in Italy are totally exempt from the payment of fees and university taxes regarding enrolment in degree courses and subsequent registration in the academic years that follow. Victims of terrorism and organized crime in accordance with the Decree of the President of the Republic law n. 243 of 7<sup>th</sup> July 1971 are to be considered equivalent to victims injured in

the course of duty together with their family members and children (100% disability) in accordance with art.30 of law 118 of 1971.

### **C. Political refugees**

Foreign citizens who have been officially recognized as political refugees in accordance with the Geneva Convention of 28<sup>th</sup> July 1951 and ratified through law n. 722 of 24<sup>th</sup> of July 1954 are exempt from the payment of university fees. Please note that political refugee students who are behind in the exam programme of the degree course or have gone beyond the natural duration of their course (fuori corso) are not entitled to this exemption. The percentage of students who can benefit from this exemption can be no higher than 5% of the total number of foreign students enrolled in the previous academic year. Students must prove their status of political refugee by providing official documentation issued by a specific Italian Commission for Political Refugees of the Ministry for Internal Affairs.

### **D. Students with the LAZIODISU Scholarship**

Students who have applied for a Laziodisu scholarship must pay only a stamp duty (marca da bollo) of 16 euros. If they are neither winners nor eligible following publication of the final Laziodisu ranking list, they will have to pay their first instalment within 30 days from when they have access to the payment procedure. The following payments will have the same deadlines as those foreseen for all students, or if more favourable, within 30 days of the deadline established for the first installment. Any students that make their payments beyond the expiry date will have to pay a fine of 100 euros.

*Please remember that if students do not validate their payment made at Unicredit Bank, their application will be considered invalid and they will lose all rights to a Laziodisu Scholarship.*

**N.B. Students who have applied for a Laziodisu scholarship, in the event that this scholarship is not awarded or is withdrawn, in order to obtain tax reductions, will have to, however, through their reserved area of the Delphi portal, authorize the University to consult the INPS database in order to obtain the ISEE-University certificate. The deadline for this procedure is December 17<sup>th</sup>, 2018.**

### **E. Foreign students with scholarships**

Foreign students benefitting from scholarships granted by the Italian government obtained due to development programmes and intergovernmental, cultural and

scientific agreements, and relative periodical executive programmes are totally exempt from the payment of tuition fees and contributions.

In the academic years that follow year one, tax exemption will depend on the renewal of the scholarship by the Ministry of Foreign Affairs, and conforming to the conditions laid out in art.4, paragraph 2 of Law by Decree n. 68 of 29<sup>th</sup> March 2012.

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

All students with a high school vote (Italian school) of 100/100 are entitled to enrol for the first time in the first year of a university degree course at the University of Rome Tor Vergata with no payment of taxes. The only payment they must make is stamp duty (imposta di bollo) and a regional tax.

#### **G. Winners of the National Mathematics Olympics and similar initiatives.**

Winners of the National Mathematics Olympic Games or other similar initiatives are exempt from the payment of the second instalment of their first year of university courses.

#### **H. Students who have been awarded an Olympic medal**

Students who have been awarded an Olympic medal are totally exempt from the payment of tuition fees for the entire duration of the degree course. They only have to pay the regional tax and a stamp duty (imposta di bollo).

### **7.6.2- Partial exemption of the second instalment**

The following partial exemptions are to be considered only for those students who are enrolled in Bachelor and Master Degree courses and one-cycle Master Degree courses.

**The reductions in force for partial exemptions cannot be accumulated. Furthermore, please note that these reductions cannot be added even to the 30% discount foreseen for part-time courses.**

**These reductions are not valid in combination with others.**

The procedure regarding the application for partial exemption of the second instalment is activated on the Delphi platform following payment of the first instalment.

**Applications for partial exemptions must be compiled by 15<sup>th</sup> March 2019 (apart from maternity benefits, which must be requested by 31<sup>st</sup> December 2018)**

### **A) Students with disabilities of between 46% and 65%**

Students with disabilities between 46% and 65% are entitled to a 20% reduction on their second instalment in accordance with a ruling of the Executive Board of the University of 24<sup>th</sup> March 2015.

Students must obtain documentation, issued by a competent body, which certifies their disability and which must be consigned to the Technical Secretary of the Commission for the Disabled (Segreteria Tecnica della Commissione per l'inclusione degli studenti con Disabilità) and DSA (CARIS) in Via del Politecnico, 1 (School of Engineering), by 15<sup>th</sup> March 2018.

CARIS will check students' eligibility and if it is considered valid, CARIS will:

- a. Validate fee exemption;
- b. email the student in order to confirm the exemption of fees;
- c. send a copy of the disability document to the Student

Secretarial Office; If it is not considered valid, CARIS will:

- a. rehabilitate the payment of the first instalment;
- b. email the student informing him/her that they must pay the first instalment;
- c. inform the Student Secretarial Office that the student is not eligible for exemption.

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

Each brother or sister is entitled to a 10% reduction of the second instalment on condition that the ISEE-University of each brother/sister is equal to or lower than 23,000 Euros. This sum was updated in accordance with Ministerial Decree n. 174 of 23<sup>rd</sup> March 2016 (Aggiornamento soglie ISEE e ISPE anno academic 2016/2017)

### **C) Employees of the University of Rome Tor Vergata**

Employees of the University will have an automatic right to a 50% reduction in university fees regardless of their level of income

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

A reduction of the second instalment of 50% is foreseen for students who have at least one parent working on an open-ended or fixed-term contract with an ISEE-university of no more than 50,000 Euros in accordance with a ruling of the University Executive Board of 29<sup>th</sup> May 2017.

### **E) Students residing in Italy outside the Region of Lazio**

Students who officially reside in Italy outside the Region of Lazio are entitled to a reduction in university fees of 5%.

### **F) Students with a degree score of 110/110 who decide to enrol in a master degree course**

A reduction in university fees of 10% is foreseen for students who have graduated at the University of Rome Tor Vergata or another Italian university with a score of 110/110 and who decide to enrol in a master degree course.

### **G) Students participating in the Olympic Games.**

Students participating in the Olympic Games are entitled to a reduction of 30% of the "all-inclusive" tuition fee.

### **H) Maternity**

During maternity, students can decide to interrupt their studies. Should students opt for this possibility of a one year break, the starting point will be based on the date of birth of their child. Mothers, from this date, will be able to choose within the following three years when exactly to exercise this right. Students deciding not to interrupt their studies for maternity reasons are entitled to a 30% reduction of university fees foreseen for their degree course for one year. Please note that it is possible to apply for this reduction by no later than 31<sup>st</sup> December 2018.

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

The following categories of students are exempt from the contributions to be paid in order to participate in the admission test for Bachelor Degrees, Master Degrees and One-cycle Master Degrees:

- Disabled students in accordance with article 3, paragraph 1 and 3 of the Law of 5<sup>th</sup> February, 1992, n.104 or students with an invalidity equal to or more than 66% (D.R. 19161 of 2<sup>nd</sup> June, 2014);
- Students who have graduated at the University of Rome Tor Vergata with a grade of at least 100/110 are exempted from the contributions to be paid in order to participate in the admission test for Master Degree courses;
- Foreign students who do not officially reside in Italy (in accordance with a ruling of Board of Directors of 24<sup>th</sup> March, 2015).

## 7.7- Various contributions

The following table contains the contributions to be paid for the 2018/2019 academic year:

Copy of enrolment booklet (libretto iscrizione)	70 euros
Copy of your parchment (Degree certificate)	120 euros
Fees regarding participation in admission tests and orientation tests for degree courses with free access	30 euros
Contribution regarding the obtaining of official recognition of academic qualifications obtained abroad <ul style="list-style-type: none"> <li>- no penalty from 1st September to 6th November</li> <li>- including a penalty of 50 Euros from 8th November to 31st December</li> </ul>	70 euros
State examinations	250 euros 300 euros only for graduates in Medicine and Surgery
Students that have interrupted their studies	500 euros for the resumption of studies
Recognition of expired Exams	60 euros and if accepted 500 Euros
Contribution regarding transfer to other Universities (by 31/12/2018)	166 euros
Transfer Contribution (by 31/12/2018)	66 euros
Authenticated copy of the Rectoral Decree of Equivalence	150 euros
Copy of parchment (degree certificate) regarding the Specialization Schools, University Masters and equivalent foreign academic qualifications	130 euros

## 7.8 - Healthcare specialization schools

Due to their specific characteristics, there is no exemption foreseen for students enrolled in specialized healthcare schools. Students enrolled in Specialized Health Care Area courses must pay university fees and contributions for the academic year 2018/2019 as follows:

- a. Medical specialization schools (redefined in accordance with EU legislation)***
- b. Non-medical specialization schools with scholarships***
- c. Specialist schools of dental medicine***

### ***a. Medical specialization schools (redefined in accordance with EU legislation)***

#### **First payment:**

- Minimum enrolment fee established by the State adjusted according to the inflation rate of 0.6%: 201.58 Euros
- Stamp duty to be paid to the state: 16 Euros

**TOTAL:** 217.58 Euros (rounded up to **218 Euros**)

The regional tax of 140 Euros is to be added to the above-mentioned sum.

**Payment of the first instalment** must be made at the time of enrolment, whereas for registration in later academic years, payment is to be made within two months of the start of lessons.

#### **- Second Instalment:**

**first year enrollment: 1708 Euros**

**enrollment in second year and following years: 1558 Euros**

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

### ***b. Non-medical specialization schools with scholarships***

#### **- First instalment:**

- Minimum enrolment fee established by the State adjusted according to the inflation rate of 0.6%: 201.58 Euros
- Stamp duty to be paid to the state: 16 Euros

**TOTAL:** 217.58 Euros (rounded up to 218 Euros)

The regional tax of 140 Euros is to be added to the above-mentioned sum.

**Payment of the first instalment** must be made at the time of enrolment, whereas for registration in later academic years, payment is to be made within two months of the start of lessons.

**- Second Instalment:**

**TOTAL:** 745 Euros

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

### ***c. Specialist schools of dental medicine***

**- First instalment:**

- Minimum enrolment fee established by the State adjusted according to the inflation rate of 0.6%: 201.58 Euros
- Stamp duty to be paid to the state: 16 Euros

**TOTAL:** 217.58 Euros (rounded up to 218 Euros)

The regional tax of 140 Euros is to be added to the above-mentioned sum.

**Payment of the first instalment** must be made at the time of enrolment, whereas for registration in later academic years, payment is to be made within two months of the start of lessons.

**- Second Instalment:**

**first year enrollment: 1708 Euros**

**enrollment in second year and following years: 1558 Euros**

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

## **UNIVERSAL NORM FOR ALL SPECIALIZATION SCHOOLS**

For late payments made beyond the established deadline, the following penalties are foreseen:

- **50 Euros** within 30 days of the expiry date
- **100 Euros** over 30 days after expiry date

## 7.9- Specialization schools for legal professions

The Board of Directors of the Specialization Schools for Legal Professionals has proposed a reduction in enrolment fees in an attempt to increase the number of registrations at their Schools. The discounts are as follows:

- Minimum enrolment fee established by the State adjusted according to the inflation rate of 0.6%: 201.58 Euros
- Stamp duty to be paid to the state: 16 Euros
- University contribution: 1184 Euros

**TOTAL:** 1,402 Euros

The regional tax of 140 Euros is to be added to the above-mentioned sum.

**First instalment:** 702 Euros + 140 Euros = 842 Euros

**Second instalment:** 700 Euros

The expiry date regarding payment of the second instalment will be announced in the Call for the 2018/2019 academic year.

For late payments made beyond the established deadline, the following penalties are foreseen:

- **50 Euros** within 30 days of the expiry date
- **100 Euros** over 30 days after expiry date

## 7.10 - Tax Refunds

All applications for tax refunds must be **submitted exclusively** to the Student Secretarial Office of the Macroarea in question.

The Secretarial Office:

- if the application is accepted, will send the student and the tax refund office notification that the request has been accepted and the amount to be refunded.
- if the request is not accepted, will send the student notification that the request has been turned down.

**The application form regarding tax refunds can be downloaded by connecting to the website [www.uniroma2.it](http://www.uniroma2.it) – student - segreteria student - modulistica (Students – Student Secretarial Office application forms)**

### **Refunds are possible:**

- **in cases where students pay twice by mistake or pay too much.** The application for a refund, including the receipt regarding the original payment, must be submitted within 30 days of the erroneous payment.
- **for students who pay their first instalment of university fees but fail to consign the complete enrolment documentation to the Secretarial Office** (Application for a refund due to an incomplete enrolment procedure). The application for reimbursement, together with all the necessary documentation, and the original receipt of payment must be submitted by 30th January 2019.
- **For students registering in a master degree course who pay their first installment of university taxes, but who fail to consign the documentation foreseen in the matriculation procedure to the Secretarial Office** (refund application due to erroneous matriculation procedure). The application for a refund, which must be motivated and documented, should be sent together with receipt of payment within 30 days of the date of payment of the first installment.
- **for those who did not make use of the ruling regarding postponement of enrolment and therefore have already paid their registration fees for the 2018-2019 academic year, provided they apply for a reimbursement by January 30<sup>th</sup>, 2019.**

### **There can be no refunds for the following:**

- contributions paid for participation in admission and entry tests regarding access to degree courses;
- contributions regarding enrolment in single courses or exams;
- fees and university contributions in cases where students pull out of courses or transfer to another university;
- taxes and contributions paid in ways other than through the above-mentioned procedures.

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

## **7.11 Sanctions and tax assessments**

The University will apply the administrative sanctions to any student that makes false or misleading statements in their applications in accordance with art. 3, law n. 390 of 2nd December 1991. Furthermore, if such infringements constitute a crime, they will be punishable in accordance with the criminal code. When a false declaration has been identified, students must pay the difference between the sum

established for the second instalment resulting from the verification and the one established on the basis of their self-certification. An administrative penalty must also be paid, which will be the same figure as the difference between the two above-mentioned sums.

The University of Rome Tor Vergata will conduct a thorough but random check of the applications made by the students. In particular, it will control the veracity of the information they have provided regarding their families, by comparing the income and wealth data they have declared with the data registered in the information system of the Inland Revenue. To this end, the University has the right of direct access to Local Tax Offices (SIATEL) in order to make these controls.

**Students who pay the maximum fees and contributions are excluded from this check.**

## Chapter 8 - During your Career

This chapter will describe events and situations that may possibly occur during the course of your studies and the consequential administrative requirements

### 8.1- Interruption and resumption of studies

In accordance with Legislative Decree n. 68/2012, if students do not renew their enrolment and at a later date decide on the resumption their studies, they must submit a specific application in order to resume their studies.

- In the period of interruption of your studies and until the end of the extraordinary session of the academic year of your resumption, you cannot take any exams regarding your period of interrupted study. In such cases, these results will be officially declared invalid.
- Requests regarding the interruption of studies are not revocable.
- The interruption period is not taken into account when assessing academic merit.
- It is not possible to apply for more than two career interruptions within each cycle of your study course.

There are two types if study interruption:

- A. Normal interruption, without having to explain the motivation behind your decision;
- B. Interruption of studies due to serious and prolonged illness

#### A. Normal interruption

This type of study interruption refers to when students do not renew their enrolment **for at least two academic years**. Students must pay **a fee of 500 Euros** in addition to the fees and contributions due for the academic year when their studies resume.

Before applying for a resumption of studies, students must regularize their payment of contributions (including unpaid instalments and penalties) regarding their last academic year. When up to date with these payments, you must follow the instructions below:

- a. Connect to the Delphi Online Services site (<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>)
- 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 regarding your Resumption of Studies and then print it out;
- e. Submit the following documents to the Student Secretarial Office:
  - a. Application regarding your resumption of studies
  - b. Stamp duty of 16 Euros
- f. The Student Secretarial office will authorize you to resume your studies and will print out a pay slip requiring you to pay a fee of 500 Euros;
- g. Pay the participation fee due to any UniCredit Agency. The receipt will contain a confirmation code (AUTH). It is also possible to pay your participation fee and university contributions online by clicking here or by connecting to the Unicredit website, <https://www.unicredit.it/en/privati/internet-e-mobile/tutti-i-services-internet-and-mobile / other-services / tax-university.html> and then clicking on: Università degli Studi di Roma "Tor Vergata"> Pagamenti (Payments);
- h. Connect again to the Delphi Online Services site (<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>) and validate your payment details inserting your CTRL and AUTH codes printed on your bank receipt;
- i. Students can then enrol in the new academic year following the procedure described in Chapter 5 How to enrol in your second year and following years

## **B. Interruption of studies due to serious and prolonged illness or owing to maternity**

Students who have been forced to suspend their studies due to serious and prolonged illness, on condition they provide certification to confirm this, are entitled to total university tax exemption for at least one academic year during that period.

Female students are entitled to maternity leave of one year with total exemption from university fees during that period.

Before applying for a resumption of studies, students must regularize their payment of contributions (including unpaid instalments and penalties) regarding the last academic year in which they were enrolled.

**DEADLINE: Application can be submitted from 1<sup>st</sup> September 2018 to 31<sup>st</sup> December 2019**

When up to date with these payments, you must follow the instructions below:

- a. Connect to the Delphi Online Services site (<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>).
- b. Select Student Area, Key 4, Manage Career Online, and Enter Personal ID Number and Password;
- c. Select "During your career, and select "Resume studies after interruption";
- d. Fill in the online application regarding the Resumption of Studies and then print it out;
- e. Submit the following documents to the Student Secretarial Office:
  - Application regarding your resumption of studies
  - Stamp duty of 16 Euros
  - **Certificate of sickness or birth certificate regarding your maternity**

The Student Secretarial Office, having controlled the documentation, will grant students access to the Delphi platform so that they can enrol in the new academic year following the instructions described in Chapter 5 How to enrol in your second year and following years

## **8.2- Discontinuing your studies<sup>4</sup>**

The discontinuation of your studies is a formal and irrevocable act with which students decide to interrupt their university career. It is important to know that students:

- can discontinue their studies at any moment of the academic year;
- are not required to pay any outstanding university fees and may not claim any refunds regarding instalments that have already been paid;

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<sup>4</sup> N.B. Foreign Students – Miur ruling (Circ. Prot. 7802 of March 24th, 2014): "If foreign students who have already enrolled at an Italian university have discontinued their studies and have applied to enrol again at the same University, they cannot make use of the specific permission of stay document that was issued for their previous registration. When students officially discontinue their studies, the motivations behind their original permission of stay request become invalid and therefore their authorization will be annulled (see Article 5, paragraphs 3, 4 and 5 of Legislative Decree no. 286 "Consolidated law regarding the provisions pertaining to immigration regulations and norms regarding the status of foreigners" and subsequent amendments).

- **It should be noted that any exam results obtained in academic years where students are not up to date with the payment of their contributions will be officially declared invalid. However, before starting their discontinuation procedure, students can regularize their tax positions in order not to lose their ECTS credits(CFU).**
- You may still obtain certificates regarding your study career, but they will include mandatory notification of your discontinuation.

## **INSTRUCTIONS REGARDING THE DISCONTINUATION PROCEDURE**

- a. Fill in evaluation questionnaire on the "Quest Test" site:  
<http://www.quest.uniroma2.it>
- b. Select item **401 – Career closure**;
- c. Keep the questionnaire code (CQ) issued by the system (N:B: the CQ has a validity of five days from the date of compilation of the questionnaire. Following this expiry, the questionnaire must be recompiled);
- d. Connect to the Delphi Online Services site:
- e. <https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>
- f. Select Student section, Key 2 - Career Management Online;
- g. Select the item Career closure and in the appropriate space;
- h. enter your Questionnaire Code (CQ);
- i. Print out your discontinuation request;
- j. Submit your discontinuation application, a stamp duty (16 euros), and your Exam Booklet (Libretto) to the Student Secretarial Office**

### **8.3– Time limits regarding the interruption of your studies**

If **eight consecutive academic years** have passed since the date of your last exam (the exam result can be positive or negative, but it must have been officially registered), you will no longer be considered a student of the university.

The time limit for health area degree courses is not calculated according to the last exam taken, but rather by taking into consideration a period of nine years since original enrolment.

The time limit remains as established even when students continue to pay their university fees.

**With the exception of Health Care Courses, there is no time limit if students have passed all their exams but have yet to pass their Degree exam.**

## **8.4- Resumption of studies with recognition of your examinations following discontinuation**

If you have exceeded the time limit or have officially discontinued and you want to resume your studies, you will be regarded the same as students who are enrolling in their first year. Any possible recognition of previously acquired ECTS credits will depend on the decision of the Degree Course Committee (Consiglio di Corso di Studio).

### **Instructions regarding the resumption of studies after the time limit or following official discontinuation:**

- a. Download the career reinstatement form for students who have exceeded their time limit or who have previously officially discontinued their studies together with the pay slip regarding a payment of 60 Euros. These can be downloaded by connecting to: **www.uniroma2.it – studenti - segreteria studenti - modulistica** (www.uniroma2.it - students - student secretarial office – forms)
- b. Pay the participation fee due to any UniCredit Agency. The receipt will contain a confirmation code (AUTH). It is also possible to pay your participation fee and university contributions online by clicking here or by connecting to the Unicredit website, <https://www.unicredit.it/en/privati/internet-e-mobile/tutti-i-services-internet-and-mobile / other-services / tax-university.html> and then clicking on: Università degli Studi di Roma "Tor Vergata"> Pagamenti (Payments).
- c. Submit the following documents to the Student Secretarial Office:
  - Career reintegration application
  - Stamp duty of 16 Euros
  - A pay slip indicating a payment of 60 Euros
- d. The submitted application will be evaluated by the Degree Course Committee in order to reinstate or partially reinstate your ECTS credits.
- e. The Secretarial Office will inform you regarding the ruling of the Committee, after which it will be possible to re-enrol.

Following the partial or full recognition of your examinations, in addition to paying the fees and the contributions regarding enrolment, ***an una-tantum of 500 Euros must be paid within 15 days of receiving notification*** from the Degree Course Committee.

**Applications regarding the reinstatement of your ECTS credits following the discontinuation of your studies must be made at the same time as your new enrolment procedure. N.B. Your credits cannot be recuperated through applications made in later years.**

## 8.5- Suspension

Your career can be suspended the following reasons:

- to enrol in foreign universities;
- military training institutes;
- Ph.D;
- First and Second Level Master degrees;
- Specialization Schools (until the qualification has been obtained);
- holders of "research grants" in accordance with art. 22 of Law n. 240 of 30th December 2010, for the entire duration of the grant, including possible renewals when foreseen by law.

If you are registered in a Degree Course at the University and you want to enrol at a Higher Institute of Musical and Choreographic Studies, in accordance with the Ministerial Decree of 28th September 2011, which allows simultaneous registration, you will not be required to apply for a suspension.

During your suspension period, you can do nothing to further your university career, such as taking exams, modifying or submitting a study programme, requesting official recognition of ECTS credits, studying abroad through the Erasmus program, or graduating.

**Before you suspend your studies, you must be up to date with the payment of your university fees.**

### **INSTRUCTIONS REGARDING THE SUSPENSION OF YOUR UNIVERSITY CAREER**

- a. Connect to the Delphi Online Services site (<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>);
- b. Select Student Area, Key 4 – “Manage Career Online” and enter your personal ID number (matricola) and password;

- c. Type in "During your career – suspension of studies";
- d. Compile the online application regarding the suspension of your studies and then print it out;
- e. Submit the following documents to the Student Secretarial Office:
  - Application regarding the suspension of your studies
  - Stamp duty of 16 Euros
  - University exam booklet (Libretto)

**The application must be made in accordance with the enrolment procedure. In this case, students are not required to pay university fees and contributions for that academic year.**

However, in cases where suspension has been requested during an academic year because the new activity starts later, students must pay all the university fees and contributions foreseen for the 2018/2019 academic year.

## **INSTRUCTIONS REGARDING HOW TO RESUME STUDIES FOLLOWING SUSPENSION**

- a. Connect to the Delphi Online Services site (<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>);
- b. Select Student Area, Key 4 – “Manage Career Online”
- c. Enter your personal ID number (matricola) and password;
- d. Enter “resuming your studies after suspension” together with all the information regarding your suspended career;
- e. Fill in the online application regarding the resumption of studies and print it out;
- f. Submit the following documents to the Student Secretarial Office:
  - Application regarding resumption of studies;
  - Certification regarding the attainment of your qualification or, a certificate demonstrating the years you were enrolled in your chosen course;
  - A stamp duty of 16 Euros;

The Student Secretarial Office will then print out your pay slip regarding the fees to be paid and will return you your university exam booklet (Libretto).

**In order to obtain the tax reductions foreseen, consult chapter 7 – Taxes and Contributions**

## 8.6 - Transfers

The term "transfer" refers to the possibility of enrolling in a course other than the one in which the student is currently enrolled. This transfer is possible between courses of the same Macroarea as well as between two different Macroareas of our University. It is not possible to switch to a course referred to in a former regulation, if this course has been discontinued. Students may apply for a switch of course from 1st August 2018 to 31st December 2018 or by the deadline stated in the calls or specifically indicated in the regulations of each individual course. Before applying for a course switch, you may need to pass an admission test or have your study curriculum evaluated, depending on the specific course requested or on what is stated in the various calls. Only after the verification of the entry requirements for the new course you have chosen, can you then apply for a course switch. Students must also be up to date with the payment of their university fees and contributions.

### EXPIRY DATE

**Students may apply for a course switch from 1<sup>st</sup> August 2018 to 31<sup>st</sup> December 2018.**

### INSTRUCTIONS REGARDING THE COURSE SWITCH PROCEDURE

- a. Connect to the Delphi Online Services site (<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>);
- b. Select Student Area – Key 4, "Manage Career Online " and log on by entering your personal credentials;
- c. Select in "during your career"> "Course switch request";
- d. Fill in the course-switch application form and print it out together with a pay slip of 66 euros (50 euros + 16 euros of stamp duty which is not refundable should students change their minds and decide not to opt for a course switch);
- e. Pay the participation fee due to any UniCredit Agency. The receipt will contain a confirmation code (AUTH). It is also possible to pay your participation fee and university contributions online by clicking here or by connecting to the Unicredit website, <https://www.unicredit.it/en/privati/internet-e-mobile/tutti-i-services-internet-and-mobile / other-services / tax-university.html> and then clicking on: Università degli Studi di Roma "Tor Vergata"> Pagamenti (Payments).
- f. Log on to the Online Services site again and enter your payment details, so that the Student Secretarial Office receives notification of your online course-switch application;
- g. Once the Student Secretarial Office has received your online course-switch application, it will send the documentation relating to your academic career to the Macroarea / Degree Course requested;

- h. Periodically check the Delphi Online Services website to check the bureaucratic progress of your application, and, once completed, sign up for the degree course you have chosen;
- i. **You can enrol in the Degree Course you have chosen without paying any form of penalty.**

You must keep your old exam booklet (Libretto) and show it to the Secretarial Office of the new degree course you have chosen, once you have officially completed the switch and paid your fees, so that a new label can be attached indicating the title of your new course of study.

## 8.7- Inbound Transfers

Inbound Transfer refers to a transfer from a degree course of another university to the same or other degree course of this university. It is not possible to transfer to a degree course foreseen in a former university regulation if this course has been discontinued.

### EXPIRY DATE

**Students may apply for a transfer from 1st August 2018 to 31st December 2018 or by the deadline indicated in the calls of the various courses or in accordance with the specific regulations foreseen for each individual degree course.**

Before applying for your transfer, it may be necessary, depending on the regulations of your chosen Degree Course:

A. to apply for **CLEARANCE (nulla osta) requesting your transfer** which will be granted by the Secretarial Office of the Degree Course following a prior assessment of your academic qualifications (i.e. the ECTS credits obtained from another University). To do this, you must follow the instructions given below:

- a. Connect to the Delphi Online Services site (<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>)
- b. select Student Area > Key 2 - Transfer from another University (Admission)
- c. Select "CLEARANCE Request for Transfer (Preliminary Assessment of Qualifications"

- d. Type in "Fill in the application" regarding the preliminary assessment of your qualifications for transfer;
- e. Select your chosen Degree Course;
- f. Fill in your application entering the data required and listing all the exams you have sustained;
- g. Click "Next" and from the following page, note down your CTRL, which will serve to return to the menu and modify, delete or reprint your application;
- h. Click to print: your filled-out application will be printed out, together with a pay slip marked ZERO Euros and your automatic validation receipt with a protocol number.

Your application will be transmitted online to the Secretarial Office of the Degree Course in question for transfer authorization. You must wait for the Secretarial Office to evaluate your ECTS credits listed in your application. You will be able to verify the outcome of the assessment by entering your Tax Code (Codice Fiscale) and CTRL in the "Check Status of Application" link.

In any case, you must do and pass the **admission test** (for Study Courses with a limited number of places available) or you must, when foreseen, do the Evaluation Test. Then, you must return to the first page of the Delphi Online Services Site (<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>) and select Key 1> enrolment for admission tests / assessment tests.

Only when you are in possession of your Clearance regarding your transfer request, which you have obtained from the Secretarial Office of your chosen Degree Course, or you have passed the admission test in courses where there are a limited number of places available, or you have chosen a Degree Course with an unlimited number of places available, can you fill out the application for inbound transfer and at the same time submit your application for outbound transfer to your University of origin in accordance with the regulatory procedures in force. This application, in any case, must be made no later than 31st December 2018.

Your University of origin will then provide this university with your clearance sheet including your academic record.

## **INSTRUCTIONS FOLLOWING YOUR CLEARANCE**

- a. Connect to the Delphi Online Services site (<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>)

- b. Select Student Area Key 2 - Transfer from another University (inbound) and digit "Inbound Transfer Request". You should then fill in the application, selecting the Macroarea and your chosen Degree Course;
- c. Enter your personal data (if you insert your CTRL code of your previous "application requesting the verification of your qualifications regarding your transfer clearance", all previously entered data can be retrieved);
- d. Print out your Inbound Transfer Request with the relevant CTRL Code and do not lose it;
- e. Confirm your transfer request by clicking on key b.2 "Erasmus/Exchange Students Registration": FAILURE TO DO THIS FINAL STEP MEANS YOUR TRANSFER APPLICATION WILL NOT BE SENT TO THE STUDENT SECRETARIAL OFFICE;
- f. Submit your outbound transfer request to your university of origin in accordance with its deadlines and procedures.

Check your TRANSFER STATUS connecting to the Delphi Online Services site (<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>) - Student Section - Key 2 Transfer from another University (Admission) - Click on Key b "Application for Transfer Admission" - select Key b.5 "Check Status of Transfer" and enter your Personal Tax Number (codice fiscale) and your CTRL code.

When the words "your transfer request has been accepted" appears, it means that the Student Secretarial Office has received a letter from your University of origin, and your Clearance/evaluation of academic qualifications has been granted so you can now proceed to the CONCLUDING PHASE of your enrolment .

## **REGISTRATION ONCE YOUR TRANSFER HAS BEEN ACCEPTED**

- a. Connect to the Delphi Online Services site (<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>)
- b. Select Student Section - Key 2 Transfer from another University (Admission) - select c. Application for Registration following the Acceptance of Transfer - and fill in the application form. Then follow the instructions.

If you transfer from another University, you must pay all the fees and university contributions required to enrol in this University, even if you have already paid to register in your University of origin.

The regional tax is to be paid only if your University of origin is outside the Region of Lazio.

**For more information regarding enrolment fees, see Chapter 6 - Taxes and Contributions**

## 8.8 - Outbound Transfers

To transfer from a Degree Course of this University to the same or alternative study course of another University, you should consult the didactic regulations of your chosen University.

### EXPIRY DATE

**Students may apply for a transfer from 1st August 2018 to 31st December 2018.**

In order to make your transfer request:

- you must be up to date with the payment of your university fees;
- 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's Regulations;
- you must attach your Clearance (nulla osta) regarding your transfer to your new University if you are applying for a new course with a limited number of places available.

### INSTRUCTIONS REGARDING AN OUTBOUND TRANSFER

- a. Connect to the Delphi Online Services site (<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>)
- 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 a pay slip for 166 euros (150 euros + 16 euros 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 to any UniCredit Agency. The receipt will contain a confirmation code (AUTH). It is also possible to pay your participation fee and university contributions online by clicking here or by connecting to the Unicredit website, <https://www.unicredit.it/en/privati/internet-e-mobile/tutti-i-services-internet-and-mobile / other-services / tax-university.html> and then clicking on: Università degli Studi di Roma "Tor Vergata"> Pagamenti (Payments).
- g. Reconnect to the Delphi Site in order to validate your Payment, a step that must be carried out so that the Student Secretarial Office can receive your transfer request online;

- h. Only after Validation, should you go to the Student Secretarial Office and consign:
- A signed transfer application
  - A copy of your pay slip following payment
  - Your University Exam Booklet (Libretto).

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

## 8.9– Enrolling in Single Courses

As part of your professional upgrading, or curricular development or simply for your general cultural enrichment, you can apply to enrol in single individual course that are taught in a Bachelor or Master degree program without having to enrol in the course itself. The following requirements are needed to be entitled to take these single exams:

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

The University's governing body annually establishes the amount of enrolment fees that must be paid, with the exception of foreign students participating in inter-university mobility programs. Students enrolled in a Degree Course of the University cannot register in other paid study courses referred to in this article.

Single courses are subject to the same general or special regulations established for each Department in question, in particular with regard to matters such as attendance.

Exceptions regarding propaedeutics may be authorized by the didactic structures involved.

The number of courses that can be attended in one year by the students mentioned in the previous paragraphs is established after evaluation of the sustainable limits of each single course.

The number of places available for Degree courses with a limited number of places depends on the evaluation of the didactic Committee of the degree course in accordance with the facilities available, the sustainable teaching load and curricular requirements.

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

Students enrolled in a Degree course cannot contemporarily enrol in individual courses.

Applications for single courses can be consigned:

- for courses that start in the first semester from 17<sup>th</sup> September 2018 to 30<sup>th</sup> November 2018
- for courses that start in the second semester from 15<sup>th</sup> January 2019 to 15<sup>th</sup> April 2019

For courses which foresee compulsory attendance, registration applications must be consigned before the start of the course or in accordance with the measures stipulated in the university Degree Programme.

## **INSTRUCTIONS REGARDING ENROLMENT IN SINGLE COURSES**

- a. Connect to the on-line Services site (<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>)
- b. Student area;
- c. Section 3 – Enrolment in Single Courses;
- d. Fill out the application question and print it out;
- e. Print out your pay slip for 16 euros at any Unicredit Agency. The receipt will contain a confirmation code (AUTH). It is also possible to pay your participation fee and university contributions online by clicking here or by connecting to the Unicredit website, <https://www.unicredit.it/en/privati/internet-e-mobile/tutti-i-services-internet-and-mobile / other-services / tax-university.html> and then clicking on: Università degli Studi di Roma "Tor Vergata"> Pagamenti (Payments).
- f. Validate your pay slip;
- g. Go to the Student Secretarial Office of the single course you want to attend, before the beginning of the didactic period foreseen for your chosen course and consign:
  - Your application regarding enrolment in a single course
  - A copy of your paid pay slip
  - Your clearance (nulla osta) from your University of origin if you are enrolled in other universities.

The Student Secretarial Office will issue you with a pay slip regarding the payment of single courses. The cost of these single courses are calculated as follows:

- for humanistic macroareas:

- 150 Euros per exam up to a limit of 6 ECTS credits
- 300 Euros per exam over 6 ECTS credits

- for scientific macro-areas:

- 200 Euros per exam up to a limit of 6 ECTS credits
- 400 Euros per exam over 6 ECTS credits

▪ for each exam which is needed in order to integrate your curriculum for enrolment in a Master Degree course 100 Euros

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

Your receipt of payment must be delivered to the Student Secretarial Office.

## **8.10- Scholarships - Opportunities**

### **- Laziodisu scholarships**

The Laziodisu scholarship, which is awarded following a selection, covers the costs sustained to frequent study courses at the University. The total amounts are updated annually and can vary according to the income bracket of students and can also depend on whether they are "students officially residing in Rome", "commuters" or "students who officially reside in another region". For more information, please visit: <http://www.laziodisu.it/>

### **- Other scholarships and study premiums**

You can consult the following site and see the list of scholarships and study premiums:

[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 students forms of collaboration related to the services offered by the University, with the exception of those relating to teaching activities, assisting in university exams, and administrative activities. This working collaboration will total 150 hours, which will be carried out and organized according to the internal requirements of the structure in which the collaboration takes place. Students who are officially enrolled in study courses can participate in this initiative. For more information, consult Web: [web.uniroma2.it](http://web.uniroma2.it) Students Opportunities

[http://web.uniroma2.it/module/name/Content/newlang/english/navpath/STD/section\\_parent/3293](http://web.uniroma2.it/module/name/Content/newlang/english/navpath/STD/section_parent/3293)

## **- Erasmus plus**

**Erasmus+** foresees the international mobility of students of all levels as part of the European Program for Education, Training, Youth and Sport 2014-2020. This programme, which has been in force since 1st January 2014, integrates and replaces the EU programs established for 2007-2013. If you are interested in Erasmus + mobility and ongoing projects, please visit: <http://torvergata.llpmanager.it>

For more information regarding the Program's administrative procedures, you can write to the Erasmus + Office of the University: [erasmus.ateneo@uniroma2.it](mailto:erasmus.ateneo@uniroma2.it)

For information concerning partner universities and exams that can be taken abroad as part of the Erasmus Mobility + programme, you can contact the Erasmus + International Mobility Offices of the various Faculties / Macroareas:

### **• FACULTY OF ECONOMICS**

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

### **• FACULTY OF LAW**

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

### **• MACROAREA OF HUMANITIES**

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

### **• MACROAREA OF ENGINEERING**

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

• **FACULTY OF MEDICINE AND SURGERY**

manuela.misiano@uniroma2.it ;jadwiga.szczur@uniroma2.it tel. 06 7259 6376,

• **MACROAREA OF SCIENCES**

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

**- Internships and Apprenticeships**

It is possible to participate in internships and apprenticeships, which are not standard employee relationships, but take place at companies or public bodies. This possibility is open to undergraduates, graduates, Master degree students, PhD students, and people participating in courses in Specialization Schools of the University. These are organized so that you the student can gain professional experience and come into contact with the world of work not to mention enriching your curriculum vitae. The activation of the internship takes place through the stipulation of a convention between the University and the host company / public body and the undersigning of a training project.

On the website of the University, on the page: [http://web.uniroma2.it/module/name/Content/newlang/english/navpath/sta/section\\_parent/4717](http://web.uniroma2.it/module/name/Content/newlang/english/navpath/sta/section_parent/4717) you can find "Internship Activation Procedure at Companies / Public Bodies", in which you can find all the information concerning the activation of administrative procedures together with application forms and training project forms to be filled in by the Company /Public Body and sent to the Internship Office  
- e-mail: [ufficio.stages@uniroma2.it](mailto:ufficio.stages@uniroma2.it)

- Tel\_ 06 72592653/3066 Fax\_ 06 72593066

- Timetable: Tuesday and Thursday, 10.00-12.00 and 14.30-15.30

## 8.11- Examinations, Verifications and issue of Certification

### 8.11.1- Exams

An exam is a verification that you have to do and pass for each course foreseen in the official and/or individual study plan of your degree course. **The minimum vote is 18/30**, while **the maximum is 30/30** to which can be added a special distinction (lode). The final evaluation also takes into account the results of any **periodic tests** foreseen in some degree programs.

On passing the exam, students receive the **number of credits** foreseen for each course.

At the end of each course, students must take an exam at various time intervals, which are publicized. The type of exam varies according to the study course following the regulations of each didactic structure, which, depending on the specific characteristics of their courses, can establish a limited number of **exam dates** linked to the running of the course and an obligation to **repeat the course** if the exams have not been passed. Written exams can consist of **quizzes, multiple-choice tests, etc.**, while oral tests are public.

#### **To be admitted to Exams / Evaluation tests, you must:**

- have included the relevant lessons in the approved study plan;
- have obtained their declaration of attendance where foreseen in the course regulations;
- have satisfied the compulsory exam order;
- be in line with the payment of taxes and contributions.

Exams that have been taken without having satisfied all the above-mentioned requirements will be declared null and void. Students will receive written notice regarding the annulment of their exams. Once an exam has been passed, it cannot be repeated. If you have failed an exam, you will not receive a vote, but only a result that will be registered in the exam report (withdrawn or rejected) which will not be included in your curriculum and therefore will not affect the average of your final vote. In order to take an exam, students must have their university exam booklet (Libretto) with them, and, where foreseen, an approved study plan.

### 8.11.2- Study Plan and Booking Exams

A study plan is the path that encompasses all your training activities (lessons, laboratories, etc.) that must be carried out to obtain your degree.

Each degree course involves a number of examinations, some of which are compulsory and are foreseen in the didactic programme established by institutional bodies. There are others, however, which may be chosen by students. The sum of compulsory examinations and exams chosen by the student constitutes a student's study plan to be followed in order to reach the number of ECTS required to obtain a degree. During the compilation of your study plan, you can choose a part of your examinations from a pre-set list (optional), while others, you have total freedom of choice (free choice).

You can book many Macroaree degree exams online. It is possible to do so from 30 working days before the date of the exam to 4 working days before. The data is always visible. The electronic exam result registration service is directly linked to the above-mentioned booking of exams. This electronic system, through a sequence of automatic procedures, considerably reduces the student exam result registration times and consequently certification.

### 8.11.3- Degree exam

- To be entitled to sustain your Degree and Master Degree exam, you must first pass all the exams related to didactic lessons and other forms of test and have completed all the credits foreseen in your study plan.
- You must also be up to date with your administrative obligations. In particular, you must be in line with the payment of all your fees and university contributions foreseen in your academic year, including the second instalment even if it has yet to expire.

It is, however, possible not to pay your university fees for the 2018/2019 academic year if you intend to graduate during the final session of the 2017/2018 academic year (for which you are already registered) by compiling a special PRECAUTIONARY APPLICATION with which you apply for a deferral of your enrolment for the 2018/2019 academic year. For more information, see Chapter 6.2 " Extension of deadlines regarding enrolment for graduates (precautionary application)"

The University has joined the **AlmaLaurea Interuniversity Consortium**, a service which was set up in order to create a link between companies and graduates and to act as a point of reference within the university environment for all those (students, operators, etc ...) who are involved, at various levels, in

themes relating to university studies, such as employment, the condition of the young etc. The AlmaLaurea Consortium, in particular, aims to:

- facilitate work entry and improve the placement of young people on the workplace, help companies search for staff, improve the matching of labour supply and demand;
- guarantee the valorisation of human resources through the continuous professional updating of graduate careers;
- monitor the study plans of students and analyze the characteristics and performance of graduates facilitating comparisons between different courses, study centres and Macroareas;
- analyze the internal efficacy of the training offer of Universities;
- assess the needs and professional profiles required by public and private Italian and foreign companies;
- analyze the external efficacy of study course proposals through the monitoring of job opportunities;
- develop a synergic link with high schools in order to better guide high school students in their choice of university course and their work entry into the labour market;
- promote every initiative which aims to facilitate the above-mentioned objectives both at national and European level.

## **INSTRUCTIONS REGARDING THE ADMISSION PROCEDURE FOR YOUR DEGREE EXAM**

- a. Connect to the Delphi site (<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>)
- b. Select Student Area, Key 4, Manage Career Online";
- c. Select "Degree 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 Degree exam"** which must include the information already contained in the "Final thesis assignment statement". The system will also highlight your position concerning your ECTS credits 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 509/99 and 270/2004 may, while compiling their degree application, also apply for a Diploma Supplement. In any case, students can apply for a Diploma Supplement at a later date by filling out an application form that can be found online.*
- g. **Print out your Degree application.** The system will provide you with your degree application and a pay slip for 16 euros for the issuing of your original degree diploma (parchment);
- h. **Select the "AlmaLaurea 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 AlmaLaurea questionnaire;

Connect to the **AlmaLaurea** website (<http://www.almalaurea.it/>) - Select "Students and Graduates" - "Alma Laurea Questionnaires". Once you have filled in your questionnaire, you can print **out** your AlmaLaurea questionnaire compilation receipt. If you have any problems registering on the Almalaurea web site, please call the toll-free telephone number 800 720 772 **N:B: You do not have to consign this receipt to the Student Secretarial Office.**

- i. Pay the participation fee due to any UniCredit Agency. The receipt will contain a confirmation code (AUTH). It is also possible to pay your participation fee and university contributions online by clicking here or by connecting to the Unicredit website, <https://www.unicredit.it/en/privati/internet-e-mobile/tutti-i-services-internet-and-mobile/other-services/tax-university.html> and then clicking on: Università degli Studi di Roma "Tor Vergata"> Pagamenti (Payments).

**j. Validate your payment**

- k. At this stage, the system will verify that the AlmaLaurea questionnaire has been completed. If the questionnaire has not been filled out or is incomplete, you will not be able to complete the admission procedure for your Degree Exam.

- l. **Consign all your documentation to the Student Secretarial 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 Macroarea:

1. Declaration regarding the assignment of your final thesis signed by your supervisor;
2. Application regarding admission for your Degree Exam, which must be complete and then signed in front of a secretary from the Secretarial Office;
3. Your University Exam Booklet (Libretto);
4. Photocopy of your receipt of payment;
5. A copy of your last approved study plan if you are submitting an Individual Study Plan;
6. Traineeship Booklet (Libretto di tirocinio) (for students of the Faculty of Medicine and Surgery).

The secretarial Office will verify the documentation you have submitted. Further information on graduation regulations and instructions regarding how to consign your Degree thesis are available on the various macroarea websites.

Economics	<a href="http://www.economia.uniroma2.it">www.economia.uniroma2.it</a>
Law	<a href="http://www.juris.uniroma2.it">www.juris.uniroma2.it</a>
Medicine and Surgery	<a href="http://www.med.uniroma2.it">www.med.uniroma2.it</a>

Humanities and Philosophy	<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>

Degree and Master / Master Degree Examinations together with First and Second-Level Specializing Masters are public. The final vote is expressed in one hundred tenths (110). The minimum vote is 66/110 and the maximum is 110/110. The highest rating can be further improved by adding the term "with distinction" (*cum laude*).

#### **8.11.4– Collecting your graduation parchment**

When your graduation parchment is ready, you must go to the Student Secretarial Office (see opening times), taking with you:

- a. Receipt of payment relating to the issuing of your parchment, which must be paid when you make your application for your degree;
- b. A valid personal ID document. Should you decide to delegate someone else to collect your parchment, they will have to bring a written delegation from you together with a photocopy of your personal ID document and a photocopy of theirs.

For more information, please consult [www.uniroma2.it](http://www.uniroma2.it) – Studenti – Ufficio Stampa Pergamene (the Office responsible for the printing of your final degree Parchment)

#### **8.11.5- Diploma Supplement**

The University can issue you with a bilingual edition (Italian-English) of your degree certificate. This Diploma Supplement is a supplementary version of your degree certification in the English language.

##### **OBTAINING YOUR DIPLOMA SUPPLEMENT**

The Diploma Supplement was set up by the European Commission, the Council of Europe and Unesco / Cespes, in order to provide independent data to improve the international clarity and homogeneity of qualifications, so promoting student mobility and the official recognition of academic and professional qualifications abroad.

It is a certificate that contains only official student career data, and excludes discretionary assessments, declarations of equivalence or suggestions regarding recognition. It describes the nature, level, context, content and status of the studies carried out and completed by the student.

The Diploma Supplement will be issued to all students who have completed their degree (Bachelor Degree, First and Second-level Specializing Master, Master Degree, Specializing Diploma) starting from the 1st session of the 2004/2005 academic year. Students must make a specific application for the Supplement and there is no charge.

More specifically, you can apply online together with your application for your degree (see § Degree Exam) or at any time after graduation as indicated in the following section "Issuing of Certification".

### 8.11.6– Issuing of Certification

To obtain any form of certification regarding your university career, you must be up to date with the payment of your fees for the period concerning your certificate application.

All certificates must be replaced by **self-certification in accordance with art. 75 and 76 of the Decree of the President of the Republic 28th December 2000, n. 445** when they are obtained for public administration bodies or private public service providers.

In fact, in accordance with Article 15 of Law 183/2011, from January 1st, 2012, Public Administrations and Public Service Operators can no longer request or accept from private clients, certificates issued by other public offices. The bottom of certificates now, therefore, include the words "this certificate can not be consigned to public administration bodies or to private public service providers".

Without the above-mentioned declaration, your certificate will be considered invalid. The only exceptions to this ruling are:

- Certificates to be consigned to judicial offices, when they exercise juridical activity and in this case, the certificate will include the words "In accordance with art. 40, of the Decree of the President of the Republic December 28th, 2000, 445, this certificate is issued only in order to be filed in the documentation of court cases. "
- Certificates issued for the purpose of renewing / issuing the Permission of Stay Permits/ CE Permits for foreign citizens, and in this case, the certificates will include the words "Certificate issued for the procedures regulated by norms concerning immigration" (application for a permission of stay document).
- Certificates to be consigned abroad, issued both in Italian and English, which will include the words "In accordance with art. 40, of the Decree of the President of the Republic December 28th, 2000, N.445, this certificate is issued only to be used abroad. "

**Procedure:** You can apply for the certificate by submitting a specific request on the application form provided by the Secretariat or downloaded from the Delphi Online Services website (<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>), Select Student Section, Key 4, Manage Career Online> Applying for certification.

N.B: In accordance with Legislative Decree n. 196 of 30th June 2003, certificates are issued exclusively to the person concerned or to third parties in possession of a valid ID document and a signed delegation accompanied by a copy of the ID document of the student applicant.

## **CERTIFICATION INCLUDING/NOT INCLUDING STAMP DUTY**

According to current regulations, only certificates with the appropriate stamp duty of 16 euros (certificati in bollo) can be issued and in this case, the application is also subject to a stamp duty of 16 Euros.

Only in cases where an exemption from stamp study is foreseen by the legislation in force (Annex "B" to Decree of the President of the Republic 642/72) can a certificate on plain paper be issued (carta semplice). In this case, the party concerned when applying for their certification must state why they are exempt (e.g. welfare, permission of stay permit, etc.).

**- The following certificates can be issued by**

### **the University: Certificates for STUDENTS**

- ✓ Registration \*
- ✓ Enrolment with Exams sustained\*
- ✓ History of the student's career
- ✓ Registration and attendance
- ✓ Exams sustained
- ✓ Certificate regarding the exams taken (for students enrolled in single courses)

### **Certificates for GRADUATES**

- ✓ Degree \*
- ✓ Degree with final grade \*
- ✓ Degree with final grade and all your exam details \*
- ✓ Degree with final grade, all your exam details and the title of your dissertation \*

**\* Recent addition: The University has made it possible to issue you with the above-mentioned certificates marked with an asterisk also in English.**

### **8.11.7 – Duplication of your University Exam Booklet (Libretto)**

Students who request for a duplicate of their booklet due to loss, theft or damage must download the application form from [http://web.uniroma2.it/module/name/Content/newlang/english/navpath/SEG/section\\_parent/600\\_0](http://web.uniroma2.it/module/name/Content/newlang/english/navpath/SEG/section_parent/600_0) section and submit it to the Student Secretarial office in question:

- A compiled application form;
- Stamp duty of 16 Euros;
- two identical photographs;

- your damaged booklet or official declaration reporting loss or theft, in accordance with current regulations;
- receipt of payment of 70 Euros.

### **8.11.8- Self-certification**

On November 12th, 2011, law n. 183/2011 came into force. This law, among other norms, includes art. 15, which foresees further regulations concerning the simplification of administrative procedures.

From January 1st, 2012, the public administration and private institutions that are public service providers can no longer request or accept private certificates issued by Public Administration Offices. In such cases, the user must self-certify that they are in possession of the requirements requested .

In cases where students must declare positions, personal skills and characteristics to the University, they can use a self-certification form (Art.46 Decree of the President of the Republic 445 of 28.12.2000), which they can download from [http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/SEG/section\\_parent/600\\_0](http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/SEG/section_parent/600_0)

These self-certifications are exempt from stamp duty (in accordance with Article 37 of the Decree of the President of the Republic N. 445/2000). The following documents cannot be self-certified:

- medical, health, and veterinary certificates;
- certificates of origin and compliance with EU Community rules;
- patents and trademarks.

There will no longer any control of what you have declared in your self-certification so you will not be asked to provide any original certification, but the Public administration will carry out verification checks. Severe penal sanctions are foreseen for those who make false declarations (in accordance with Article 76 of the Decree of the President of the Republic N. 445/2000).

## 8.12- Additional Services available to students

### 8.12.1- Libraries

The Library System of the University of Rome Tor Vergata is mainly based on Area Libraries and their printed and electronic catalogues.

The Area Libraries were set up according to a criteria of scientific and cultural homogeneity and are located in the various Macroareas of the University.

Access to facilities is open to all members of the university community. Each Area Library independently regulates the access of other scholars and the public. There are also Departmental Libraries in the Macroareas of Law and Engineering.

#### **Area Libraries**

##### **Economic Area Library - Vilfredo Pareto**

Via Columbia, 2 - 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**

Via Cracovia, 50 - 00133 Roma

Tel. 06 7259 2121/19 Fax 06 7259 2115

Opening hours: Monday to Friday from 8.30 am to 6.30 pm website: <http://juris.biblio.uniroma2.it>

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

Via Montpellier, 1 (second floor of building 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

### **Engineering Area Library**

Via del Politecnico, 1 - 00133 Rome

Tel. 067259 7109-7108-7106 Fax 06.7259 7109

e-mail: ingegneria@biblio.uniroma2.it

Opening hours: Monday-Thursday 9.30am to 6.00pm, Friday 9.30am to 1.00pm  
website: ingegneria.biblio.uniroma2.it

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

Via Columbia, 1 - 00133 Rome

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

e-mail: Lettere@biblio.uniroma2.it

Opening hours: Monday-Friday from 8.45am to 6.45pm website:  
letters.biblio.uniroma2.it

### **Scientific Technology Area Library**

Via della Ricerca Scientifica, 1 (first floor, orange area) - 00133 Rome Tel. +39  
067259 4281 - Fax +39 067259 4499

e-mail: dicicco@biblio.uniroma2.it

Opening hours: Monday-Friday 9.00am to 6.00pm website:  
scientifica.biblio.uniroma2.it

### **Digital Library**

The Tor Vergata Digital Library aims to provide detailed information regarding all the electronic resources available to members of the University, ensuring simple and direct access.

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

### 8.12.2- University Sports Centre

**CUS ROMA TOR VERGATA (CUS)** has the following aims:

- the practice, promotion and upgrading of physical education and university sports activities, as part of amateur sports activities, and the organization of amateur sports activities, including didactic activities;
- the organization, at regional level, of local, national and international sporting events and the participation of the FISU and other bodies within CONI, in compliance with article 1, paragraph 4;
- the promotion of sport, collaborating with families, institutions, schools and educational structures, as a social right which imposes the establishment and increase of related services for all types of student paying particular attention to the disabled, and the teaching and non- teaching staff of the universities;
- the development and organization of meetings, events and sporting activities (also non- competitive events), training courses and updating courses for technicians, executives and students, of motor and sports training centres in the sector of sport for all and in free time, in agreement with the universities in which they operate and in accordance with current laws, and in conjunction with the faculties and degree programs of motor sciences, local authorities and bodies operating in the fields of interest of the Federation;
- the funding, participation and activation of projects and research and training programs in sports-related disciplines, to be carried out in agreement with the university in question, either independently or at public and private research institutions, both national and foreign, with the aim to promote interdisciplinary training and school-university integration within an open and continuous process of learning, also through sporting culture; the sustainable implementation of studies, premiums, scholarships, traineeships or training contracts, research fellowships and equivalent initiatives in the field of the disciplines relating to motor and sports activities, of an educational, scholastic and university nature, taking into consideration the universities involved;

- the dissemination of cultural and editorial activities, also through specialized study centres or similar structures

**Sports activities:**

- ✓ Athletics
- ✓ Beach volleyball
- ✓ Wellness (Massage centre, aesthetics)
- ✓ Men's 5-a-side Football
- ✓ Women's 5-a-side Football
- ✓ 11-a-side Football
- ✓ Canoeing / Kayaking
- ✓ Boating
- ✓ Cycling
- ✓ Running
- ✓ Criterium (Greco-Roman Wrestling)
- ✓ Dancesport
- ✓ Horse riding
- ✓ Fitness (gym, weights room and fitness courses)
- ✓ Golf
- ✓ Judo
- ✓ Karate
- ✓ Swimming
- ✓ Male basketball
- ✓ Female Basketball
- ✓ Male volleyball
- ✓ Female volleyball
- ✓ Weight lifting
- ✓ Boxing
- ✓ Fencing
- ✓ Skiing
- ✓ Taekwondo
- ✓ Tennis
- ✓ Table tennis
- ✓ Shooting
- ✓ Archery
- ✓ Sailing

E-mail: [info@cusromatorvergata.it](mailto:info@cusromatorvergata.it)

Social media: CUS ROMA TOR VERGATA (Facebook, Twitter, Instagram) Website: <http://www.cusromatorvergata.it/>

### **8.12.3- Student Guarantor**

The Student Guarantor is the Authority you can contact in order to make complaints, observations and proposals. The objective of this organization is not only to act as a form of guarantee for students, but can also, through their comments, promote improvements in teaching activities and the services of the University.

When contacting the Guarantor, students have the right to remain anonymous if they wish. The student guarantor is Prof. Giovanni Bruno.

Students can meet the Guarantor by fixing an appointment in the following hours: Thursday from 11 am to 12 noon in room n. 37 – 1<sup>st</sup> Floor (former Faculty of Letters) Tel. 067259 2628

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

### **8.12.4- Accommodation Opportunities**

#### **A. Campus X: Accommodation for students in Tor Vergata**

Situated in the green belt of the Tor Vergata neighbourhood, CampusX Roma offers its residents the opportunity to reach their own faculty on foot. It is also near the airports of Fiumicino and Ciampino and only a short walk from the Tor Vergata Polyclinic Hospital.

The Campus can provide accommodation for about 1,200 people with 718 available lodgings, which can be single or double. It offers a large range of excellent services which will help students considerably their university lives.

For information, contact:

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

#### **B. Adisu accommodation**

The Adisu Roma Due, in order to minimize the inconvenience of living a long way from your place of study and to facilitate the attendance of university courses, provides accommodation on its premises (a limited number available) to enrolled students for a period of 11 months (August excluded).

For more information, please consult: <http://www.laziodisu.it/default.asp?id=790>

### **c. University Residences - Rui Foundation**

Thanks to a convention with the University of Rome Tor Vergata, the Rui Foundation (International University Residences) offers 10 places at reduced prices (1,000 euro discount on University Residence rent, which can be combined with other reductions and scholarships offered by the Rui Foundation), in favour of the most deserving students.

The Rui Foundation University Residences are excellent lodgings, which host Italian and foreign students. In addition to providing food and lodging, students are offered training and personal growth paths in order to assist them in the completion of their university career.

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

### **✓ Rui College**

Rui is one of the University Colleges of Merit recognized by the Ministry of Education. Since 1959, it has hosted more than 3,000 students from all over the world and from all university disciplines. It is near the LAURENTINA underground stop (Metro B). It will take you about 30 minutes to reach the University premises on public transport.

**For more information, consult** <http://www.collegiorui.it>

### ✓ **The Porta Nevia University residence**

Nevia Gate is an international university residence that offers young off-campus university students high quality accommodation in a family environment.

**For more information, consult** <http://www.collegioportanevia.it>

### ✓ **Celimontano university residence** (<http://www.celimontano.it>):

Celimontano is a College of the Rui Foundation in the centre of Rome (Via Palestro 7). It is a stimulating environment set in a rich cultural setting.

**For more information, consult** <http://www.celimontano.it/>

## **8.12.5- S.O.S. CUG and psychological counselling**

### **Gender Observatory**

The Rectors of the Four State Universities of Rome (La Sapienza, Tor Vergata, Roma Tre and Foro Italico) have been promoters of a Memorandum of Understanding regarding the establishment of the First Gender Observatory.

The objective is to promote women's participation at all levels of political and institutional life and to encourage study and research regarding gender issues and equal opportunities, also through the promotion of national and international meetings, seminars and conferences.

The Observatory is open to the students and the teaching and technical staff of all Italian and foreign universities and all cultural and research institutions involved in the field of equal opportunities.

**For more information:**

- **consult the site**

<http://web.uniroma2.it/module/name/Content/navpath/CUG/newlang/italiano/action/showpag> and / content\_id / 20861 / SECTION\_ID /

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

### **8.12.6- Commission on the inclusion of students with disabilities and DSA (CARIS)**

Caris is the University structure that coordinates, monitors and supports all activities regarding the integration into university life of disadvantaged students. These include students with disabilities, with specific learning difficulties such as dyslexia, dysgraphia, dysorthographia, dyscalculia or with temporary difficulties. The Commission's activities, since it was set up in January 2000, has included the organization of a series of integrated actions aimed at overcoming technological and IT barriers, and also organizational and management barriers. It also analyses and promotes interventions aimed at overcoming architectural barriers. Their final goal is to help create a more "friendly" Campus, which guarantees the right to study for all students.

Headquarters: Engineering Macroarea, New Didactic Buildings, Ground Floor, Via del Politecnico, 1 - 00133 Rome.

Tel. 062022876, tel / fax 067259 7483

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

Office opening hours: Monday, Wednesday and Friday from 9 am to 12 pm; Tuesday, Wednesday and Thursday from 2 pm to 4 pm.

### **8.12.7- Online Delphi Platform**

The University of Rome Tor Vergata offers its students a series of online services, which helps you carry out a number of administrative tasks without having to go to the offices of the Student Secretarial Office.

Delphi is a system used by the University of Rome "Tor Vergata" which provides a number of services for students and teaching staff. Having opened the home page, you can select your status.

Having logged into the system as a student, it is possible to gain access to various services provided for those who are already officially registered and for future students.



AREA STUDENTI

<b>INFORMATION AND ASSISTANCE</b>	1	<ul style="list-style-type: none"> <li>▪ Enrollment for Admission Tests</li> <li>▪ Enrollment for Compulsory Assessment Tests</li> <li>▪ Application for Control of Curricular Requirements</li> <li>▪ Assessment</li> </ul>	<p style="text-align: center; margin: 0;"><b>MORE INFORMATION</b></p> <p style="font-size: 0.8em; margin: 0;">Welcome to the website <b>Delphi</b> Student Section. Hover the cursor over each of the topics listed in the Box to get <a href="#">more information</a> relevant to the selected text</p>	
Request Information		Request Assistance		
<b>PERSONAL PAGE</b>	2	<ul style="list-style-type: none"> <li>▪ Registration</li> <li>▪ Transfer from another University (Admission)</li> <li>▪ Registering for a shortened Degree Course</li> </ul>		
Enter		Retrieve Password		
<i>Offerta formativa</i> <b>OFF.F.</b>	3	<ul style="list-style-type: none"> <li>▪ Enrollment in year two and following years (tuition and contributions)</li> <li>▪ Enrolling Part-time</li> <li>▪ Enrollment in Single Courses</li> </ul>		
<b>QUEST TEST</b> QUESTIONARIO ON-LINE		4	<ul style="list-style-type: none"> <li>▪ CAREER MANAGEMENT ONLINE (Requirements, services and opportunities for students already enrolled)</li> </ul>	
A			<ul style="list-style-type: none"> <li>▪ Postgraduate Courses</li> <li>▪ State Exams</li> </ul>	C
B		<ul style="list-style-type: none"> <li>▪ Erasmus/Exchange Students Preregistration</li> <li>▪ Erasmus/Exchange Students Registration</li> </ul>		

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

The principal activities provided online are as follows:

- Signing up for the admission test;
- Enrolment;
- Registration in academic years following year one;
- Exam management;
- Transfers;
- Password management.
- 

### 8.12.8- Uniroma2-live - Online services for Tor Vergata students

The University provides enrolled students with a number of important instruments/services on line which are free of charge.

In particular, the following services are provided by compiling a request on the Delphi portal:

1. Office 365: a Microsoft application that is available to students free of charge, which can be used as an online platform or as a software package

that can be downloaded on a PC. Using the same entry code, each user can install Office on 5 PCs or Macs, 5 tablets (Windows, iPad and Android) and 5 telephones.

Furthermore, a cloud of 1000 gigabytes is activated for the student

2. Matlab
3. University post: The University provides all students with an email service
4. MLOL: **MediaLibraryOnLine** is a digital library project which combines public libraries and digital lending. Through this portal, students can gain free access to scientific articles, music, films, e-books, images, data bases, online training course (e-learning), magazines and newspapers. This services is accessible from the library or directly from your home. Alternatively, thanks to MLOL Reader (downloadable from Google Play and App Store), access is also possible with a mobile device such as a phone or tablet.
5. Wifi: students can gain access to a wifi signal, which covers the entire Campus. A number of networks are available with various levels of service:
  - eduroam (advised access for students, with no bandwidth limitations and also available abroad)
  - uniroma2-CP-NG (legacy technology based on captive portal)
  - WIFImetropolitano (re-broadcast of the network managed by the metropolitan city of Rome)
  - uniroma2-ccd (management network controlled by the Data Centre)
  - uniroma2-sensor-network (for IoT applications)
6. National Instruments: software including LabVIEW with the relative toolkits, Veristand, Multisim and all that is included in the Academic Site License. It is also possible to gain access to traditional and online training courses.
7. Microsoft ImagineX
8. Tax and contribution simulator

**For more information regarding all the services available, consult:**  
<http://docs.ccd.uniroma2.it/>

### **8.12.9- Regulations**

For information regarding student-specific regulations, please refer to the following web page: [www.uniroma2.it](http://www.uniroma2.it)> The Campus> Official School Bulletin> Regulations

where, for example, the following regulations are available:

- Charter of Student Rights of the University of Rome Tor Vergata
- Didactic regulations
- Guidance and tutoring regulations
- Regulations regarding Student Opinion

- Regulations for students that opt for part-time
- Regulations regarding the procedures for the exercising and exclusion from the right of access to administrative documents in accordance with article 24, c.4 L.7 / 08/1990, n. 241 and Decree 27/06/1992 352
- Electoral regulations
- Regulations regarding the Equal Opportunities Committee
- Regulations regarding study abroad
- Regulations regarding the application of disciplinary sanctions to students
- Regulation regarding the Independent Authority that acts as Guarantor of the students of the University of Rome Tor Vergata.

### 8.12.10- Facilities

**The University has selected a number of businesses that offer instant discounts on your purchases. This initiative, in addition to acting as support and concrete help for employees, students and their families, represents a symbol of the strength and unity of our University.**



<b>Clothing</b>	<b>Hotels in Rome</b>	<b>Infant</b>
<b>Sports activities</b>	<b>Welfare</b>	<b>nurseries/summer</b>
<b>Mobility +</b>	<b>centres</b>	<b>schools Shopping</b>
<b>insurance</b>	<b>Restaurants</b>	<b>Financial services</b>
<b>Theatre</b>	<b>Leisure time</b>	<b>Travel</b>

For more information, consult <http://agevola.uniroma2.it/>