

WELCOME GUIDE INCOMING 2019/2020





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WELCOME TO TOR VERGATA UNIVERSITY

The University of Rome Tor Vergata was founded in **1982**. It is ranked among the world's Top 100 less-than-50-year old Universities by QS©.

The Campus is about 40 minutes tube ride from the historical city centre of the "Eternal City", Rome, and 20 minutes far from the peaceful Castelli Romani area, notorious for its vineyards and hillside landscape.

Our six Schools (Economics, Engineering, Humanities and Philosophy, Law, Medicine and Surgery, and Mathematical, Physical and Natural Sciences) are located in a vast 600-hectare campus. Each School is provided with its own library, teaching and research facilities, reading rooms, laboratories, canteens and green areas where students can experience a real campus life.

The **School of Medicine and Surgery** is part of the important University Hospital compound, the Policlinico Tor Vergata (PTV), where students can benefit from health care and physical emergency assistance.

Furthermore, Villa Mondragone, one of the most beautiful amongst the Tuscolana villas, has become the University of Tor Vergata Congress Centre. It is remembered as the "House of Life" for having hosted and saved children from the Holocaust. Many prestigious national and international congresses are held yearly at Villa Mondragone.

Studying in Rome will add an amazing cultural perspective to the quality of your studies. You will live in a city where you can perceive the passing of time simply by strolling across its central streets: ancient, Middle-Age, Renaissance, Baroque, Neoclassicism and Modern Rome are ready to be discovered.

It is a centre for inter-religious debate and a place where the founding Treaty for the European Union was signed. In Rome you will be able to enjoy all this, surrounded by a gentle climate, arts and music, fashion and food.

Rome embraces Tor Vergata: let Tor Vergata embrace you!





HOW TO REACH US

BY AIRPLANE:

FROM "LEONARDO DA VINCI INTERNATIONAL AIRPORT":

BY CAR:

Highway Roma – Fiumicino until the City's Ring Road (G.R.A). Direction Napoli, then exit 19-20 (Romanina, 2nd University).

BY TRAIN:

- No stop service "Leonardo Express Fiumicino Aeroporto Roma Termini".
- Trenitalia FL1 railway from Fiumicino Aeroporto to Roma Tuscolana. Once arrived at this station lead to the Subway A line Ponte Lungo Station on foot and take the Subway A line to Anagnina station.

FROM "CIAMPINO AIRPORT":

Take COTRAL and ATAC bus services to reach the Subway A line Anagnina station.

BY TRAIN:

From Roma Termini Station:

Take the Subway A line to Anagnina station.

BY SUBWAY AND PUBLIC TRANSPORTATION:

Subway A line, Subway C line, Atac and Cotral

Subway A line until the last stop Anagnina and from there:

20 Express Bus, 500/506/507 Buses

Subway C line direction Pantano until Torre Angela station and from there:

• 20 Express Bus, 500/506/507 Buses

Atac 058 Bus is a new line that connects the University to two important subway stations:

- Subway B line, Ponte Mammolo station.
- Subway C line, Torre Angela station.

For Further information www.en.uniroma2.it/how-to-reach-us/











GENERAL INFORMATION

TAXPAYER CODE (CODICE FISCALE)

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



VIA DI TORRE SPACCATA, 110 BEHIND THE SUPERMARKET N.20 BUS FROM VIALE CAMBRIDGE

OPENING HOURS:



VISA **FU CITIZENS**

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

NON-EU CITIZENS

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

vistoperitalia.esteri.it/home/en







STAY PERMIT

Non-EU students

The Italian law establishes that **non-EU** citizens who wish to stay in Italy for more than three months must apply for the residency permit within 8 days from their arrival in Italy.

Firstly, students have to take the kit for the residency permit request (available at post offices or at the **University Welcome Office**, where they can also receive assistance with the application process).

Once the request form is correctly completed, students have to deliver it to any post offices together with:

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

COSTS OF THE RESIDENCY PERMIT:

The cost of the slip is € 70,46

The cost of the residency permit kit is € 30,00

The closest Post Office to the Tor Vergata University is in:

VIA TERZILIO CARDINALI, 11
00173 - ROMA
BEHIND THE SUPERMARKET),
N.20 BUS FROM VIALE CAMBRIDGE

OPENING HOURS:



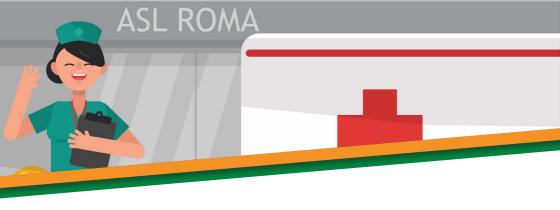
Mon to Fri from 8.20 am to 7.05 pm Sat from 8.20 am to 12.35 pm











HEALTH INSURANCE

Having a valid health insurance in Italy is essential to request a residency permit. If you have already stipulated an insurance policy in your country of origin and it was validated by the Italian representation before you left, you can use it for the first issue of your residency permit. Otherwise, after arriving in Italy you will have two opportunities: either registering with the **National Health Service (SSN)** or stipulating a private policy.

1. National Health Service

The registration with the **National Health Service (SSN)** will provide you with complete health assistance. You will be assigned to (or you can choose) a general practitioner (also called "family doctor").

Registration is valid for one calendar year (from January to December).

How to register at the post office:

Fill in the slip and pay € 149.77 (postal current account no. 370007) in the name of "Tesoreria Provinciale dello Stato, Regione Lazio" and write the following description in the dedicated space:

"iscrizione volontaria al SSN year..." (which means 'voluntary registration with the SSN' for the year in question)

Go to the closest **ASL** office (Local Health Authority). The closest one to Tor Vergata University is situated in **Via di Torrenova**, **138** (other addresses can be consulted at **www.salute.gov.it**/). You have to bring with you the payment

2. Private Health Insurance

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

receipt.







WHITE CODE ROOM

A basic healthcare centre is available for both our foreign students and those coming from other Italian regions (except Lazio). The service is free of charge for:

- all Italian students residing outside Lazio;
- all European students with an ENI card number;
- students of all nationalities registered with the Italian National Health Service (SSN/SSR).

Support will also be given to those students want to be enrolled in the National/Regional Health Service.

Examination rooms, located in the **Occupational Health Department**, will be open on **Mondays** and **Thursdays from 2.00 pm to 4.00 pm**, on the second floor of the Policlinico Tor Vergata hospital.

This facility is organised on a walk-in basis, without prior appointment. Contact: whitecode@uniroma2.it

MAIN EMERGENCY NUMBERS:

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







STUDYING AT TOR VERGATA UNIVERSITY

ENROLLMENT PROCEDURES FOR A DEGREE'S COURSE (INTERNATIONAL STUDENTS)

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

- EU holding a foreign title & non-EU students residing in Italy and holding a foreign title.
 - This category includes EU citizens (also Italians), equivalent and non-EU citizen with a resident permit holding a foreign title. Citizens of Norway, Iceland, Liechtenstein, Switzerland and Republic of San Marino are considered as equivalent, 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).
- Non-EU students resident abroad (Study Visa applicants)
 This category includes students with citizenship of a non-EU Country and resident abroad, hence applying for a study visa
- Non-EU students holding an Italian title
 The non-EU citizens holding a title obtained in Italy to enter University in accordance with the same procedures meant for the Italian citizens (hence with neither dedicated quota nor need to sit for the test of Italian language).
- "Marco Polo Program" Chinese Students
 The Marco Polo programme 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 respect to the other international students in order to learn Italian for 10 or 11 months.

After the admission test you will have to complete the registration procedure following the instructions of the category you belong to, as reported on the website here below: www.en.uniroma2.it/admissions/how-to-apply/







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

- Once you arrive in Rome (and got your fiscal code) YOU MUST visit the Erasmus+ Central Office, to complete your enrollment status.
 Please bring with you:
- Two passport photos;
- Fiscal Code:

The Erasmus+ Central Office will give you the matriculation number and password to access to online services. The Erasmus+ Office will issue a certificate - "ATTESTATO" - to obtain the DiSCo Lazio Canteen card to have lunches and dinners at very low prices at the university canteen in Via Cambridge, 6 - 00133 Rome.

erasmus: www.en.uniroma2.it/international/erasmus/overseas: www.en.uniroma2.it/international/overseas/

GRADES AND CFU(ECTS)

In Italian Universities grades are given on the basis of 30 points: 18 is the lowest passing grade (sufficiency), and 30 is the highest grade. In case of particularly outstanding performances, a "lode" can be assigned and the grade is registered as 30 cum laude (30L online). You will be awarded the relevant university credits only if you pass the exam of a course.

Exams are usually worth 6 or 12 credits. The Transcript of Records is being filled once you have passed each exam included in the Learning Agreement.

Please note: the failed exams will be listed neither in your Grade Booklet nor in the Transcript of Records.

Therefore, you will not be awarded the equivalent university credits.

HOW DO I REGISTER FOR EXAMS?

DELPHI SYSTEM The University of Rome Tor Vergata offers its students a series of online services that help them carry out a number of administrative tasks without the necessity of actual being on site at the student Secretarial Offices.

www.delphi.uniroma2.it/totem/jsp/index.jsp?language=EN





TUITION FEES REGULATION FOR INTERNATIONAL STUDENTS

Tor Vergata University of Rome established the new tuition fee accounting system for the A.Y. 2019/2020 as follows:

A) First year **non-UE students** whose families produce their income outside the UE:

First year tuition fees for **non-EU students** enrolling at Tor Vergata University of Rome are based on the student's country and divided into installments:

- €156,00 to be paid as a first installment and €500,00 to be paid as a second installment for extra-EU students from the developing countries*;
- €156,00 to be paid as a first installment and €1.000,00 to be paid as a second installment for all the other non-EU students.

*Developing countries as defined by the Ministry of Education, University and Research with the decree "Decreto MIUR 11/06/2019" published on "Gazzetta Ufficiale n.144 del 21/06/2019": Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Congo Democratic Republic, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea Bissau, Haiti, Kiribati, Korea Dem. Rep., Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia e Zimbabwe.

B) For the following students, the annual tuition fee is based on family income, stated in Italy on the ISEE:

- Eu and non-Eu students whose families produce an income in Italy;
- Eu students whose families produce an income abroad, that either enroll or register on the degree course from the second year on;
- Non-Eu students whose families produce an income abroad enrolling from the second year onwards.







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.

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

- the ISEE-University for students with the family income in Italy
- "Scheda Raccolta Dati per indicatore parificato universitario" (equivalent document of the ISEE-University) for students with the family income abroad. 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.

The certificates of incomes and assets 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 Euro.

A "no-tuition fee area" is foreseen for students who have an ISEE-University value between 0 Euro and 13,000 Euro (students will have to pay only the regional fee and the revenue stamp).

Please note:

- All students included in the point B must get the ISEEU module at the CAF Office no later than 16th December 2019; after this date, a non-refundable late submission penalty will have to be paid by the student.
- ISEE-University values equal to or higher than 90,000€ or in the case of nonsubmission of the ISEE-University certificate, students must pay the maximum amount foreseen by the type of taxation to which they belong.

For further information please consult the **Student's Guide Book**

N.B. All students included in the point B independently from the DiSCo Lazio scholarship, have to submit the ISEEU, in order to obtain tax reductions in case the DiSCo Lazio scholarship is no longer awarded or is withdrawn.











SERVICES AND FACILITIES

UNIVERSITY LIBRARY SERVICE

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

OPENING HOURS:



SCHOOL OF MEDICINE AND SURGERY

Mon-Fri from $8.15~\mathrm{am}$ to $12.00~\mathrm{am}$ Sat-Sun from $10.00~\mathrm{am}$ to $8.00~\mathrm{pm}$



SCHOOL OF LAW

Mon-Fri from 8.30 am to 6.30 pm



SCHOOL OF HUMANITIES AND PHILOSOPHY

Mon-Fri from 8.30 am to 12.00 pm Sat-Sun from 10.00 am to 8.00 pm



SCHOOL OF ECONOMICS

Mon-Fri from 8.30 am to 12.00 am Sat-Sun from 10.00 am to 8.00 pm



SCHOOL OF OF MATHEMATICAL, PHYSICAL AND NATURAL SCIENCES

Mon-Fri from 9.00 am to 12.00 am Sat-Sun from 10.00 am to 8.00 pm



SCHOOL OF ENGINEERING

Mon-Wed from 9.00 am to 6.00 pm Tue-Thur from 9.00 am to 6.30 pm Fri from 9.00 am to 3.00 pm









DIGITAL SERVICES

There are several student-oriented digital services which foster communication and relationships within the University and outside of it. Among them, we include free Wi-Fi, free access to Microsoft Office 365, an institutional email account, OneDrive cloud workspace, Lync online, share points where to create and share documents, Office web apps, online procedures to manage your career, Matlab, Media Library online (MLOL), Digital-library, LabView (National Instruments), Microsoft Imagine Premium, Wolfram.

Further details: docs.ccd.uniroma2.it/

ITALIAN LANGUAGE COURSES

The **CLICI** - **Centre for Italian Language and Culture** of the University of Rome Tor Vergata –organizes courses in Italian as a second language open to Tor Vergata students and to foreigners from all over the world. The courses held in the 1st and 2nd semester of each academic year are free for Tor Vergata University students.

For further information: www.clici.uniroma2.it/en/the-clici/ Further details: www.en.uniroma2.it/admissions/learn-italian/

OTHER LANGUAGE COURSES

The **University Language Centre** (**CLA**) supports the teaching and learning of eight foreign languages (**English, French, Spanish, German, Russian, Polish, Portuguese, and Chinese**).

Further details: www. cla.uniroma2.it/







UNIVERSITY SPORTS CENTRE

(CENTRO UNIVERSITARIO SPORTIVO-CUS)

CUS Roma Tor Vergata is the university sport movement and association for students, employees and teaching staff, which promotes sport within the university.

Sports facilities consist of different fields and venues located around the university's area.

The CUS offers the opportunity to play sports at both amateur and competitive levels in many disciplines (11-a-side and 5-a-side soccer, basketball, cycling, judo, rugby, swimming, volleyball, tennis, athletics, weightlifting, karate, boxing, taekwondo, beach volleyball, canoeing, fighting, shooting, fencing, table tennis, and many others).

CUS also offers the chance to practise many fitness and wellness courses such as: postural gymnastic, salsa and bachata, functional training and many others.

Important successes have been reached by the CUS athletes in the National Student Championships and World University Championships - where Tor Vergata students have won many medals.

This is the case of Daniele Garozzo, a medical student who was awarded the gold medal in men's foil fencing at the Rio Olympics in 2016.

A Sports Festival and a Sports Culture Week are organised each May and include the participation of students and visitors.

Contact: info@cusromatorvergata.it





The **CARIS** commission provides services to encourage full and active participation to the academic life of students with disabilities, specific learning difficulties, or temporary difficulties.

CARIS offers:

- 1. tutoring services and personal guidance on campus and in the classroom;
- loan services for textbooks and computer equipment, software and specific technological aids;
- 3. sign Language interpreters or stenotypes for hearing impaired students;
- 4. assistance for entry exams to degree courses;
- 5. speech therapy, available for students with speech impediments and learning disabilities to prepare them for exams;
- 6. counselling services for psychological and emotional needs;
- total exemption of university fees for students with certified disability equivalent to 66% or higher, and , partial exemption for students with certified disability between 46% and 65%;
- transportation services with vehicles properly equipped for students with disabilities (upon request). In addition to it, CARIS promotes cultural and sports activities such as theatre classes, sailing, writing, painting classes, and indoor and outdoor sports.

Further details: www.caris.uniroma2.it/



The University of Rome Tor Vergata, through "AGEVOLA" initiative, gives the students the possibility of benefitting from more than 250 partnerships, offers and discounts.

Check on **www.agevola.uniroma2.it** all the deals.











STUDENTS WELCOME WEEKS 2019

The University of Rome Tor Vergata will be glad to welcoming all of our newly enrolled students to the Students Welcome Weeks 2019. These weeks are dedicated to welcome and orientation activities for all the new students arriving at the University of Rome Tor Vergata. International students will be supported and tutored in filling the Stay Permit (2 Stay Permit session every day: at 10.30 am and at 12.30 am), Health Insurance and Pass card for transportation in Rome modules. Also will there be several stands that will grant students information regarding activities and organizations available at the campus of #unitorvergata or in the city of Rome.

Registration form: www.form.uniroma2.it/studentswelcome

STUDENTS WELCOME DESKS:

- Tor Vergata University (General information)
- National Health Service (SSN)
- Unicredit Bank (to get information about and/or open a bank account)
- Campus X (for accommodation information)
- Assistance desks of:
 - School of Law // School of Economics // School of Engineering School of Medicine and Surgery // School of Humanities and Philosophy School of Mathematical, Physical and Natural Sciences
- International Students Office
- Erasmus + Office
- CLA (University Language Centre)
- CLICI (Centre for Italian Language and Culture)
 CARIS Commission (Services for students with Disabilities or Specific Learning Difficulties, SLD)
- **CUS Tor Vergata** (University Sports Centre)
- Agevola (Discounts for Tor Vergata community)
- Botanic Garden
- Rome Sinfonietta and the Association of Music Today
- Archeologia per Roma Museum
- Claudio Casini Choir
- Informagiovani Roma (information about cultural events and opportunities in Rome)
- Porta futuro Regione Lazio (information about training courses and laboratories for students in Rome)





GLOSSARY OF UNIVERSITY TERMS

ACADEMIC YEAR

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

GRADE BOOKLET

It contains the transcript of all the registered grades from the exams taken by each student. Students can also see their grades in their Personal account area on Delphi.

MATRICULATION NUMBER

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

COURSE UNIT (MODULO)

All courses are organised in course units (moduli). At the end of each "modulo" students are allowed to take exams.

DOUBLE/JOINT DEGREES

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

Further details: www.en.uniroma2.it/academics/courses/joint-programmes/







CONTACTS

WELCOME OFFICE:



BUILDING C, FLOOR 1, ROOM C1.01



Tel. +39 06 7259 2817/3234



welcome@uniroma2.it

ERASMUS+ OFFICE:

ROOM 002

VIA CRACOVIA N.50, 00133 - ROMA BUILDING D, FLOOR 0,



Tel. +39 06 7259 2062/3509



incoming@erasmus.uniroma2.it



Mon - Fri from 9.00 am to 12.00 pm Wed from 9.00 am to 12.00 pm/ 2.00 pm to 4.00 pm

INTERNATIONAL STUDENTS OFFICE

VIA CRACOVIA N.50, 00133 - ROMA BUILDING D, FLOOR 0,

ROOM 001



Tel. +39 06 7259 2567/3231 /2566/3233



international.students@uniroma2.it

Mon - Fri from 9.00 am to 12.00 pm Wed from 9.00 am to 12.00 pm/ 2.00 pm to 4.00 pm

VISIT OUR WEBSITE





@ unitorvergata



unitorvergata torvergataorienta





#unitorvergata







www.en.uniroma2.it 🖪 💟 🎯 🕒







