



Università degli Studi di Roma "Tor Vergata"

Disclaimer

The hereby call is a translation made for the convenience of the international students; only the call (bando) in Italian (D.R. 1841/2020) has to be considered as the official document issued by the University, the only one which students may refer in case of disputes or controversies.

SCHOOL OF ECONOMICS

Department of Economics and Finance

CALL FOR APPLICATION FOR THE ADMISSION TO BACHELOR DEGREE IN "GLOBAL GOVERNANCE"

L-16 Class (D.M 270/2004)

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ART. 1 – Places on offer and selection rounds

The public call for applications to enter the first year of the English-taught Course of Study in "Global Governance" ("L-16 class", Administration and organization sciences) at Tor Vergata University of Rome (Department of Economics and Finance) for the academic year (a.y.) 2023/2024 is now open; a total number of at most **204 places** are available, divided as follows:

- a) **150 places** available for Italian citizens, EU citizens and NON-EU citizens legally resident in Italy, in accordance with art. 26 of Law n.189/2002;
- b) **54 places** reserved for NON-EU citizens resident abroad and applying for visa, 4 of which reserved to Chinese students participating to the "Marco Polo Program". Any places not used by Chinese candidates of the "Marco Polo Program" are made available as parts of the places for non-EU citizens residing abroad who are applying for a study visa.

The number of seats is established as per the art. 2 of Law 02/08/1999 n. 264.

The present call for applications is subject to the requirements laid down in the Decree 987/2016 (and its following amendments) by the Italian Ministry of Education, University and Research regarding the accreditation of Courses of Study.

The selection will take place in the following **SELECTION ROUNDS** and **the total number of places** made available by the Course of Study, is divided as follows:

- **First call: 60 places** (of which **16 places** reserved to NON-EU citizens resident abroad and who need to apply for a visa, 1 of which reserved to Chinese students participating to the "Marco Polo Program"). Any places not used by Chinese candidates of the "Marco Polo Program" are made available as parts of the places for non-EU citizens residing abroad who are applying for a study visa;
 - ⇒ Students declared eligible for the written test and oral interview but eventually not admitted in the first call may apply again in the second call, presenting a new application to participate in the selection in which they can indicate the additional experiences gained during the period which has elapsed since the first application, as well as the additional grades achieved in the last high school year attended (for students enrolled in the last year of Italian secondary school or in the last year of a non-Italian secondary school that provide a qualification valid for admission at Italian universities);
- **Second call: 72 places** (of which **23 places** reserved to NON-EU citizen resident abroad and who need to apply for a visa, 2 of which reserved to Chinese students participating to the "Marco Polo Program"), in addition to any seats available at the end of the first call. Any places not used by Chinese candidates of the "Marco Polo Program" are made available as parts of the places for non-EU citizens residing abroad who are applying for a study visa;
 - ⇒ Students declared eligible for the written test and oral interview but eventually not admitted in the second call may apply again in the third call, presenting a new application to participate in the selection in which they can indicate the additional experiences gained during the period which has elapsed since the previous application, as well as the additional grades achieved in the last high school year attended (for students enrolled in the last year of Italian secondary school or in the last year of a non-Italian secondary school that provide a qualification valid for admission at Italian universities);

- **Third call: 72 places** (of which **15 places** reserved to NON- EU citizen resident abroad and who need to apply for a visa, 1 of which reserved to Chinese students participating to the "Marco Polo Program"), in addition to places left from the first and second call. Any places not used by Chinese candidates of the "Marco Polo Program" are made available as parts of the places for non-EU citizens residing abroad who are applying for a study visa.

PLEASE NOTE:

- For the terms of registration to the selection, the procedures and the organization of the same, please refer to the following articles 3, 4.
- In order to register for the selection and subsequent registration, it is mandatory to respect the deadlines and procedures written in this call.
- Once the selection procedure has been passed successfully as stated in the art. 4, it is possible to enrol by following the relative instructions mentioned in the following articles 7 and 8.

ART. 2 - Requirements for participation in the selection

Any Italian citizen, EU citizen and non-EU citizen legally resident in Italy, in accordance with art. 26 of law n. 189/2002, as well as NON-EU citizen resident abroad who need to apply for a study visa, may participate to the selection process. In order to be admitted to the Course, it is mandatory to hold **a five-year high school Diploma** issued by Italian institutes, or alternatively an equivalent foreign qualification obtained abroad and valid for the admission to any Italian University (as per the art. 11 of this Call).

Moreover, any student – enrolled in the last year of Italian High Schools, or in the last year of non-Italian High Schools, issuing an equivalent foreign qualification obtained abroad and valid for the admission to any Italian University – expecting to achieve the High School Diploma by the enrolment deadline as per this call, may participate in the selection process.

ART. 3 – Application procedure

In order to apply, the candidates of the **FIRST CALL** (in the period between **October 28th 2022** and **November 28th 2022**), candidates of the **SECOND CALL** (in the period between **November 30th 2022** and **February 13th 2023**) and candidates of the **THIRD CALL** (in the period from **February 15th 2023** and **May 3rd 2023**) must fill the online application, using the following procedure indicated below, from the DELPHI online services website:

1. **Connect** to the online Services Website: <https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>
2. **Select "STUDENT SECTION"**, Sector 1> Select "*Application to programmes taught in English a.y. 2023/2024*"> a. "*Start application procedures*"> "*Faculty of Economics*"> Select "*Global Governance*".
3. **Fill in** the application form by entering the required data and uploading the mandatory documents;
 - ⇒ Once the application has been filled, the system will release the application form filled in a PDF format, and a payment slip with a CTRL code written in the second-last page.
4. Please **read and accept** the code of conduct; in order to continue the application, the candidate has to read and accept the code of conduct.

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5. **Print** the application form (to be stored and saved) and the 30,00 Euro payment slip for the contribution of participation in the selection.
6. **Pay** the participation fee that must be paid through the **PagoPa** system, a method that allows you to make payment through a variety of channels, physical or online. Further information on how to pay can be found at the following link:
https://web.uniroma2.it/en/contenuto/pago_pa_tutorial76126_
7. **Connect** again to the Delphi online service website at the following link:
<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN> , in order to validate the payment.

A unique number will be given once the payment will be validated. (Click on "STUDENT SECTION", sector 1> "Application to programmes taught in English a.y. 2023/2024" > "You have already filled out an application"> enter Fiscal Code and CTRL> select "PagoPa Validation").

PLEASE NOTE:

- In order to complete the procedure and participate in the selection, **it is absolutely mandatory to pay and to validate the payment online** within the deadline indicated;
- After the validation, it will no longer be possible to make any changes.

The documentation object of the selection, to be uploaded in the application, is as the following:

- Scanned pdf copy of the Passport or ID Card only for EU students;
- Curriculum Vitae (pdf format) written in English;
- Transcript of grades obtained in the last entire attended school year. In case the last year has been earned abroad, the Italian candidates will have to submit the transcripts of the last two years;
- High school Diploma (accompanied by a Statement of Comparability or Declaration of Value for foreign qualifications), only if achieved.

The candidate must provide a valid email address in order to receive communications regarding the selection procedure.

The payment of 30,00 Euro for the participation in the selection is NOT refundable.

The above-mentioned contribution should not be paid by:

- **Students with disabilities equal to or greater than 66% or with recognition of disability pursuant to art.3 paragraph 1 of Law February 5, 1992 n. 104** (the condition of disability must be indicated in the application for participation in the call).

These candidates, exempted from paying the contribution of participation in the selection, will still have to validate the payment slip of 0.00 euro using the CTRL and AUTH codes assigned automatically by the Delphi online service.

PLEASE NOTE:

In accordance to D.P.R. 445/2000, any Italian citizen, any EU citizens and those NON-EU citizen legally resident in Italy may self-certify his/her personal qualities and information that can be verified or certified by Italian public entities (artt. 46 and 47 of the D.P.R. 445/2000).

The Tor Vergata University of Rome reserves the right to check the **authenticity of the statements provided**, under penalty of exclusion from the participation of the program.

All admitted students with a non-Italian High School Diploma (in accordance with art. 11 of the present call for applications), are required to provide, at the moment of the enrolling, the Statement of Comparability of the High School Diploma released by the [CIMEA](https://cimea.diplo-me.eu/torvergata/#/auth/login) (which can be requested online at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login>) or the **Declaration of Value of the final title** (obtained after at least 12 years of education) translated in Italian and authenticated by the Italian competent authorities (Consulate or Embassy) in the Country where the title has been obtained. Be aware that Tor Vergata University of Rome reserves the right to request additional documentation when submitting a Declaration of Value with legalized translation of the final title.

ART. 4 – Admission procedures, evaluation criteria and results communication

For all the three calls, the selection of candidates aims at verifying, on the basis of **the evaluation of the documents submitted, the written test** and on the basis of an **oral interview**, the adequate preparation of the candidate (as per art. 6, par. 1, of D.M. 270/2004).

In particular, to be admitted to the Course of Study in Global Governance, the candidate shall prove the required knowledge and aptitude for the Course disciplines, i.e.:

- a. The knowledge and the ability to argue with clarity and comprehensiveness about the main challenges posed by global phenomena;
- b. The knowledge and the ability to argue with clarity and comprehensiveness about the Global Governance training project, also in relation to the candidate's personal development project.

Following the same procedure, English language knowledge and skills will be verified according to the Common European Framework of Reference for Languages (entry level B2).

The evaluation is carried out on a scale of 100 total points, divided as follows:

- Up to **20 points (evaluation of submitted documents)**: evaluation of the school curriculum and other experiences gained by the candidate to evaluate their predisposition for the disciplines of the Global Governance training project. Students that have achieved a minimum score of 12/20 in the evaluation of the submitted documents shall be declared eligible for the written test and oral interview; students that have not achieved 12/20 will receive a rejection notification before the end of the selection period.

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- Up to **40 points (written test)**: During the written test the candidate will have to write in 45 minutes a short opinion paper - in English - on one of the three topics previously prepared by the Admission Committee - in which they need to discuss their point of view, referring to personal experiences and opinions. The three topics of the written test will be held in three separate sealed envelopes. The Admission Committee will identify a candidate that select one of the envelopes in which is enclosed the topic of the written test.
- Up to **40 points (Oral Interview)**: During the interview, held in English, the Committee will evaluate the candidate's ability to understand and speak English, and the knowledge required by the Course, i.e. the knowledge and the ability to argue with clarity and comprehensiveness on the main challenges of global phenomena, as well as on the Global Governance project.

The **results of the evaluation of the documentation**, along with the notification of the date, time and place where the admitted candidates will take the written test and the oral interview, will be announced via email, at the email address provided in the application form.

The **written test and oral interview** will be held **at the Tor Vergata University School of Economics (Via Columbia, 2)**.

For students who live outside Lazio or for requesting students residing in Lazio, the written test and oral interview will be conducted via video conference at the decision of the Commission.

It is also the responsibility of the candidate to ensure the availability of the required hardware (PC, webcam, audio), software and reliable internet connection.

The candidate who will not guarantee a reliable video connection throughout the written and oral exam, or who do not show up by the deadlines set in the test calendar will be excluded from the final ranking list.

PLEASE NOTE:

The **oral interview cannot be repeated**; therefore, the students who in the first or second call, have sustained the oral interview, but who have not been winners, can only improve the score related to the evaluation of the documentation and the written test, presenting a new application for selection in the second or third call, with additional experience gained in the period spent and any grades obtained in the last high school year attended (for students enrolled in the last year of Italian secondary school or in the last year of a non-Italian secondary school that provide a qualification valid for admission at Italian universities), and taking the written test again.

ART. 5 – Committee and Responsible of procedures

The Admission Committee is appointed by the Rector on the proposal of the Coordinator of the Course, by his own decree. The officer in charge of the administrative procedures is Mr. Vincenzo Parisi, head of the Students Secretariat of the School of Economics.

ART. 6 – Ranking

The ranking is drawn up in order of merit according to score, in accordance with art. 4. Candidates with a score of 70/100 or above will be deemed eligible.

The ranking list will be published on the website of the Course of Study (www.globalgovernance.it) and on the "Tor Vergata" University of Rome website (<https://web.uniroma2.it/en>) by:

FIRST CALL	December 19 th 2022	For the NON-EU citizens resident abroad and applying for a student visa.
	January 30 th 2023	For the EU citizens and NON-EU citizens legally resident in Italy.
SECOND CALL	March 6 th 2023	For the NON-EU citizens resident abroad and applying for a student visa.
	April 14 th 2023	For the EU citizens and NON-EU citizens legally resident in Italy.
THIRD CALL	May 24 th 2023	For the NON-EU citizens resident abroad and applying for a student visa.
	June 27 th 2023	For the EU citizens and NON-EU citizens legally resident in Italy.

The publication of the ranking must be considered as an official communication of the results; no other forms of communication of the results are foreseen.

PLEASE NOTE:

- Admitted candidates must carry out the pre-enrolment procedure, under the terms and procedures described as per art. 7 below, otherwise they will be deemed to have withdrawn.
- There is no ranking list scrolling for first and second call selection.
- Candidates not winner at the end of the first call or the second call of selection may participate to the following call by resubmitting the application as per the procedure and the indications in the articles 3 and 4.
- The ranking list scroll for the third selection round is possible only if there are still vacant places once the deadline for the pre-enrolment of the winner students (as per art. 7) has expired. The vacant places will be assigned to the eligible candidates immediately in the next position of the ranking.

ART. 7 – Preliminary enrollment requirements

All admitted candidates have to necessarily carry out the following pre-enrollment procedure by the deadlines indicated below:

1. **Connect** to the DELPHI system: <http://delphi.uniroma2.it> ;
2. Select **Student Area** > Key 2 "**Pre-enrolment** " > key a "**fill in the application**" > enter the required data and follow the instructions;

PLEASE NOTE:

Keep carefully the CTRL identification code and FISCAL CODE issued at the end of the pre-enrolment process. These codes will allow you to retrieve the application for subsequent enrolment.

3. Make the payment of the pre-enrolment fee of € 156.00. The payment must be made through the **PagoPa** system (a method of payment that allows you to make the payment through several channels, either physical or online). Further information on payment methods are available at the following link:
https://economia.uniroma2.it/public/ba/files/PagoPA_English_Guide_def1_4.pdf
4. **Connect** again to the Delphi platform at the following link: delphi.uniroma2.it , in order to validate the payment. (Click on "Student Section"> Sector 2 "Pre-enrolment"> b. "*You have already filled out an application*"> enter Fiscal Code and CTRL> select "*PagoPa Validation*")

PLEASE NOTE:

The winning candidates, who have not completed the pre-enrolment procedure in the terms and guidelines mentioned above, will be considered renouncers, and the available places will be assigned again in subsequent selection rounds.

Be aware that the university will convert the 156 € amount into payment of the first installment at the time of enrollment (as per article 8). The tuition fee is distributed as follows:

1. 16€ of Stamp duty (non-refundable for any reason);
2. 140€ of Regional fee for the right to study.
 - The refund of the regional tax is only reserved for the winning and/or eligible students of the DiSCo scholarship, and it is managed directly by the LazioDiSco.

This payment will not be reimbursed to those who:

1. Renounce to complete the enrollment, even if selected after having completed the pre-enrollment (as written in the article 7);
2. Do not meet the requirements defined in the call and/or in the current legislation for the recognition of qualifications obtained abroad.

The above documentation must be sent no later than:

FIRST CALL	by January 17th 2023	For the NON-EU citizens resident abroad and applying for a student visa.
	by February 23th 2023	For the EU citizens and NON-EU citizens legally resident in Italy.
SECOND CALL	by March 24th 2023	For the NON-EU citizens resident abroad and applying for a student visa.
	by May 4th 2023	For the EU citizens and NON-EU citizens legally resident in Italy.
THIRD CALL	by June 9th 2023	For the NON-EU citizens resident abroad and applying for a student visa.
	by July 17th 2023	For the EU citizens and NON-EU citizens legally resident in Italy.

It is mandatory to pay via the **PagoPA** method. The PagoPA system has been introduced in order to make the payment at the Public Administration easier, safer and more transparent, and allows paying in different ways (traditional and online).

Further information is available on the following link: <https://en.uniroma2.it/news/pagopa-public-administration-epayment-system/>

The Global Governance Secretariat will issue a **Formal Acceptance Letter** to the winning candidates who have finalized the pre-enrolment procedures in the terms and guidelines described in this article.

PLEASE NOTE:

- The winner candidates who have not completed the fulfilments referred to in this article in the above-mentioned terms and procedures, will be considered renouncers and cannot be enrolled according to the following article 8.
 - Wherever available, vacant places for eligible but not admitted students of the third call, will be filled by scrolling the ranking, and it will be published on the website www.globalgovernance.it. The new students, who have obtained an available vacant place, are required to follow and complete the aforementioned pre-enrollment procedure by the date communicated in the notification email sent by the Global Governance Secretariat.
- ⇒ By the deadlines established in the A.A. 2023-24 Student Guide, the candidates must confirm pre-enrollment by proceeding to enrollment as per Article 8 below.

In order to enroll correctly, they have to follow these steps:

1. **Connect** to the online Services Website
<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>
2. **Select** STUDENT AREA > Key 2 > "Pre-registration" > key b > "*you have already filled out the application*", enter Fiscal Code and CTRL of the pre-enrolment application;
3. **Click** on "*edit pre-enrolment application*", in order to enter the graduation grade (if missing) and the starting date of university;
4. **Click** on "*Confirm pre-enrolment*". Please note that foreign title holders will necessarily have to upload the documents required for enrolment purposes, and wait for the documentation to be checked by the international student office, before confirming pre-enrolment.

ART. 8 – Enrollment procedures

Once the admitted candidates completed the pre-registration procedures indicated in Article 7, they should proceed to enroll within the dates shown on the Student Guide A.Y 2023-24 by following the instructions at these links:

http://web.uniroma2.it/en/percorso/admissions/sezione/how_to_enroll
<https://studenti.uniroma2.it/immatricolazione/>

For candidates with a title obtained abroad, please refer to art. 11 below.

ART. 9 - Payment of university fees and contributions

All the information regarding the calculation of fees and contributions, with the relative deadlines and payment methods, will be available in the 2023/2024 Student Guide published on the University website:

<https://web.uniroma2.it/en> and <https://en.uniroma2.it/admissions/tuition-fees/>

The Guide will also specify all the possibilities for total or partial exemption from the payment of fees and contributions.

ART. 10 - Transfers, transitions and shortening of courses

Admission according to the procedure set out in the present call is also necessary for:

- Students from other universities who intend to apply for transfer to the Course of Study in "Global Governance";
- Students of "Tor Vergata University of Rome" belonging to Courses of Study other than "Global Governance" who intend to apply for inbound transfer to the Course of Study in "Global Governance".

University students coming from other universities or from courses of study of other Faculties/Macroareas of the "Tor Vergata" University of Rome, must scan digitally and legibly the documentation proving the request for inbound transfer (if coming from degree courses not related to the Faculty of Economics of our University) or

transfer (if coming from other universities) and send it, along with the request for a confirmation of receipt, to The following email address segreteria-studenti@economia.uniroma2.it and global.governance@uniroma2.it by the following dates:

- **from 1 August 2023 to 31 December 2023.**

It will be the responsibility of the Student secretariat to send, together with the request for a confirmation of receipt, the further procedures to be carried out on the University's Delphi site.

ART. 11 - Candidates with a qualification obtained abroad and non-EU candidates residing abroad

Candidates with a qualification obtained abroad will be admitted to the selection process subject to conditions.

In the case of successful candidates, they must proceed to enrolment by following the instructions available at the following links:

- <https://web.uniroma2.it/en/percorso/admissions>
- <https://en.uniroma2.it/admissions/how-to-enroll/>

Non-EU students resident abroad, in order to obtain a visa, must follow the procedure for the submission of the pre-enrolment application, through the University portal (<https://www.universitaly.it/>) by July 31st 2023 and then contact their diplomatic representative to complete the required procedures.

In the event of irregularities in the documentation provided relating to the foreign qualification, the student's enrolment will be automatically cancelled.

In general, in order to enrol on three-year degree courses and single-cycle master's degree courses, students must have a secondary school diploma obtained abroad after at least **12 years of education**.

If qualifications obtained after less than 12 years of education are to be assessed, the following may be applied as an alternative:

1. Academic certification of successful completion of all the examinations required for the first year of **university** studies in the case of an 11-year local school system, or academic certification of successful completion of all the examinations required for the first two academic years in the case of a 10-year local school system;
2. An official Italian or foreign post-secondary qualification from a non-university education institution in a subject related to the chosen course, with one year's duration in the case of a local 11-year school system, or two years' duration in the case of a local 10-year school system;

3. Certifications from other Italian universities regarding the passing of foundation courses, which make up for the missing years of education;
4. Certifications from other Italian universities relating to the completion of foundation courses, even if lasting less than one academic year, which confer the appropriate knowledge, skills and abilities to attend the chosen course of study at the same institution.

The above-mentioned additional and complementary certifications to secondary school qualifications obtained with less than 12 years of education, allow in Italy only enrolment in the first academic year and cannot be evaluated for enrolment with course shortening, in order to avoid double evaluation of the same qualifications. Certificates of successful achievement of preparatory courses may also be used to meet the additional requirements for admission to courses that differ from the years of education, but in any case they cannot make up for the absence of a "Diploma of upper secondary school or other qualification obtained abroad, recognised as suitable" (DM 270/2004 and DPR 212/2005) or the passing of any academic aptitude test that may be required for admission to the university of the country of origin.

In the calculation of the twelve years, the pre-school year is to be considered, where it occurs and is officially recognised as an integral part of the school curriculum at national level, provided that attendance of this year is compulsory and an integral part of the curriculum and that the programme provides for the teaching of reading and writing in the language of the country and the first elements of arithmetic.

For further information on the qualifications validity obtained abroad, see the ministerial procedures published at the following link: <http://www.studiare-in-italia.it/studentistranieri/> (click on "*Disponibile la versione in lingua inglese*" for the English version). In particular, it is strongly recommended to consult **Attachment 1** and **Attachment 2** in case of a US qualification, a qualification from the United Kingdom, a qualification issued by university institutes of ecclesiastical studies based in Italy and approved by the Holy See, an Italian qualification obtained in border schools or Italian sections of foreign schools, an International Baccalaureate qualification, from the Republic of San Marino, obtained in foreign schools operating in Italy or European schools.

IMPORTANT:

In order to finalise the enrolment, foreign diplomas must be accompanied by the **Statement of Comparability** issued by **CIMEA (Centro Informazioni Mobilità Equivalenze Accademiche)**, who got an agreement with "Tor Vergata" University of Rome, to be requested at the following link:

<https://cimea.diplome.eu/torvergata/#/auth/login> or by the Dichiarazione di Valore, legalization and official translation into Italian of the qualification issued by the Italian diplomatic representation competent for the territory. Be aware that Tor Vergata University of Rome reserves the right to request additional documentation when submitting a Declaration of Value with legalized translation of the final title.

For further information, visit the University website in the International Students section

<http://en.uniroma2.it/admissions/how-to-apply/>

http://web.uniroma2.it/en/percorso/admissions/sezione/how_to_enroll .

International students **with a foreign qualification and those applying for a study visa have to formalise their enrolment procedures within the deadlines set through the International Students Office**, Via Cracovia, 50 - 00173 ROMA - Edificio D piano 0 stanza n. 1 (email address: international.students@uniroma2.it).

ART. 12 - Students with disabilities or Specific Learning Disorders (DSA)

All students with civil disability certification and/or recognition of handicap (Law n. 104/92) or with a diagnosis of Specific Learning Disorders (Law n. 170/2010), when registering on Delphi as per art. 3 of this call for applications, may declare that they are students with disabilities or DSA.

The aforementioned certifications must be sent, scanned in PDF format, to the CARIS Secretariat (University Commission for the Inclusion of Students with Disabilities and DSA), at the email address: segreteria@caris.uniroma2.it, together with the request for dispensatory measures and compensatory tools (additional time, use of non-scientific calculator and tutor-reader, technological aids, LIS interpreters, etc.) that may be required for the selection test.

Candidates with disabilities or DSA who reside in foreign countries and who wish to take advantage of the above-mentioned measures must also forward, scanned in PDF format, by e-mail to the CARIS secretariat at the following address: segreteria@caris.uniroma2.it, the certification accompanied by a sworn translation in Italian or in English from the Italian embassy competent for the territory attesting to the state of disability or DSA.

The CARIS Secretariat will examine the certifications and assess their suitability and consequently authorise the granting of the measures requested; it will also inform the candidate by e-mail.

PLEASE NOTE:

The University reserves the right to verify the truth of all statements made. Please also note that anyone who produce false statements, make false documents or uses them is punished under the Criminal Code and the related laws.

At the time of enrolment, in order to request partial or total exemption from fees (where applicable) or all the services provided by law and provided by CARIS, students, in addition to ticking the relevant box when enrolling on Delphi, must produce the certifications to the CARIS Secretariat, also by sending a good quality scan in PDF format, to the email address: segreteria@caris.uniroma2.it.

All documents containing sensitive data will be kept by the CARIS office in compliance with the regulations in force.

In particular:

- Students with a disability equal to or greater than 66% or with recognition of disability pursuant to art. 3, paragraphs 1 and 3 of the law of 5 February 1992, n. 104 are totally exempt from payment of university fees and contributions for enrolment and must follow the same procedure 'on-line enrolment provided for all students, self-certifying the disability in the same application form. In order to proceed with the enrolment procedure, they will then have to deliver or send to the CARIS Secretariat all the documentation issued by the competent authorities certifying their disability status.
- It is also possible, following the same procedure, to request a 20% discount on the amount of the second instalment for students with a recognised disability between 46% and 65%.

In case of non-presentation or ineligibility of the documentation submitted by the student, it will be required to pay all university fees and contributions.

During the course of studies, the request for dispensatory measures and compensatory tools for each individual course to be followed or exam must instead be made with specific written requests to CARIS. By law, there is no exemption from payment of fees for students with DSA, who may however request dispensatory measures and compensatory tools for the entrance test and for their university course by following the same procedures for accreditation and delivery of documents as outlined above.

For information and contacts please consult the website <http://caris.uniroma2.it>

ART. 13 - Processing of personal data

All information regarding the contact details of the Data Controller and the Data Protection Manager, the type of data processed, the source of the personal data, the purposes of the processing and the legal basis, the recipients of the personal data and any transfer of data abroad, the storage periods of the personal data, the rights of the data subject, the obligation to provide the data, the methods of data processing, the transfer of data abroad are contained within the Information Notice pursuant to Art. 13 and 14 of EU Regulation 2016/679 for users intending to enrol in admission tests and state examinations, for users intending to enrol in courses of study and for students, undergraduates, graduates, postgraduates, trainees and PhD students of Tor Vergata University of Rome which can be found at the link: <http://utov.it/s/privacy>.

ART. 14 - Final rules

The course of study refers to the Economics and Finance Department of the School of Economics. The start of the lectures will be communicated on the website of the Degree Course www.globalgovernance.it

ART. 15 – Further information

Global Governance Secretariat: Via Columbia, 2 – 00133 Roma (Building B, third floor)

Website: www.globalgovernance.it

Email: global.governance@uniroma2.it

Phone: +39 06.72595512/5823

The **Students Secretariat of the School of Economics**, Via Columbia, 2 – 00133 Roma (Building B Ground floor).
Only through appointment on Monday, Wednesday and Friday from 9 am to 12 pm and on Wednesday from 2 pm to 4 pm.

Email: segreteria-studenti@economia.uniroma2.it

The **International Students Secretariat**, Via Cracovia, 50 – 00133 Roma (Building D, Ground floor).

Website: <http://en.uniroma2.it/admissions/how-to-apply/>

Phone: +39 06.7259 3231/2566/2567.

Open on Monday, Wednesday and Friday from 9 am to 12 pm and on Wednesday from 2 pm to 4 pm.

E-mail: international.students@uniroma2.it

Welcome office: Via Cracovia, 50 – 00133 Roma (Building C, First floor)

Website: <http://en.uniroma2.it/admissions/welcome-office>

Phone: +39 06 7259 2817/3234

Email: welcome@uniroma2.it

Reception by appointment: <https://prenotazioni.uniroma2.it/welcome-office/>

Public Relations Office (URP), Via Cracovia, 50 – 00133 Roma (Building C, First floor)

Telephone answering service "Call Tor Vergata":

Monday to Thursday, from 9 am to 1 pm and from 2 pm to 5 pm; Friday, from 9 am to 1 pm.

Phone: +39 06 7259 3099

Email: relazioni.pubblico@uniroma2.it

Public Relations Office (URP) - Via Cracovia 50, 00133 Rome (Building C, First floor)

Opening hours:

Monday from 9:00 a.m. to 1:00 p.m.

Wednesday from 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 4:00 p.m.

Fridays from 9:00 a.m. to 1:00 p.m.

E-mail: relazioni.pubblico@uniroma2.it

Website: www.urp.uniroma2.it

Services for Students with Disabilities of the Economics and Finance Department

Referent teacher of Economics and Finance Department: Stefano Caiazza.

Email: caiazza@economia.uniroma2.it

Referent teacher of Management and Law Department: Anna Maria Battisti

E-mail: battisti@economia.uniroma2.it

Administrative contact Dr. Simona Vigoni: Tel +39 06 7259 5501

Email: simona.vigoni@uniroma2.it



Università degli Studi di Roma "Tor Vergata"

Secretariat of the University Committee regarding the Inclusion of Students with Disabilities and DSA (CARIS) – New buildings of School of Engineering – ground floor (Room L1) - Via del Politecnico, 1 – 00133, Roma.

Phone: +39 06 7259 7483/ +39 06 2022 876

Email: segreteria@caris.uniroma2.it

Web page: <http://ing.uniroma2.it/caris-servizio-disabilita/>

Only through appointment on Monday, Wednesday and Friday from 9 am to 12:00 pm and on Tuesday and Thursday from 2:00 pm to 4:00 pm.

For further information, consult the website of the [Ministry of Education, University and Research](#) and the website of the University: www.uniroma2.it

School of economics website: www.economia.uniroma2.it

Global Governance website: www.globalgovernance.it

This Call of Selection will be constantly updated in relation to the containment and management measures of the epidemiological emergency from COVID-19, taken by the competent institutions.

LA DIRETTRICE GENERALE
Dott.ssa Silvia Quattrociocche

IL RETTORE
Prof. Orazio Schillaci