



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)

Sommario

ART. 1 – Places on offer and selection rounds	2
ART. 2 - Requirements for participation in the selection	3
ART. 3 – Application procedure	3
ART. 4 – Admission procedures, evaluation criteria and results communication	6
ART. 5 – Committee and Responsible of procedures	7
ART. 6 – Ranking	7
ART. 7 – Preliminary enrollment requirements	9
ART. 8 – Enrollment procedures	11
ART. 9 - Payment of university fees and contributions	11
ART. 10 - Transfers, transitions and shortening of courses	11
ART. 11 - Candidates with a qualification obtained abroad and non-EU candidates residing abroad	12
ART. 12 - Students with disabilities or Specific Learning Disorders (DSA)	13
ART. 13 - Processing of personal data	15
ART. 14 - Final rules	15
ART. 15 – Further information	15



Università degli Studi di Roma "Tor Vergata"

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.) 2025/2026 is now open; a total number of at most **204 places** are available, divided as follows:

- **129 places** available for EU citizens and NON-EU citizens legally resident in Italy, in accordance with art. 26 of Law n.189/2002;
- **75 places** reserved for NON-EU citizens resident abroad and applying for visa.

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

This call for application is subject to the rules established by the decree of the Ministry of Education, University and Research n. 6 dated 7/1/2019 concerning the accreditation of study courses and subsequent amendments.

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 70 places**
 - a) **45 places** for EU citizens and NON-EU citizens legally resident in Italy, in accordance with art. 26 of Law n.189/2002, in addition to any seats available at the end of the previous call;
 - b) **25 places** reserved for NON-EU citizens resident abroad and applying for visa, in addition to any seats available at the end of the previous call;
- **SECOND CALL 70 places**
 - a) **45 places** for EU citizens and NON-EU citizens legally resident in Italy, in accordance with art. 26 of Law n.189/2002, in addition to any seats available at the end of the previous call;
 - b) **25 places** reserved for NON-EU citizens resident abroad and applying for visa, in addition to any seats available at the end of the previous call;
- **THIRD CALL: 45 places**
 - a) **20 places** for EU and NON-EU citizens legally resident in Italy, in accordance with art. 26 of Law n.189/2002, in addition to any seats available at the end of the previous call;
 - b) **25 places** reserved for NON-EU citizens resident abroad and applying for visa, in addition to any seats available at the end of the previous call;



Università degli Studi di Roma "Tor Vergata"

- **FOURTH CALL: 19 places** (ONLY for EU and NON-EU candidates with stay permit)
 - a) **19 places** reserved to EU and NON-EU citizens legally resident in Italy, in accordance with art. 26 of Law n.189/2002.
 - ⇒ Any places not used by NON-EU citizens resident abroad and applying for visa (category b) are made available as parts of the places for EU and NON-EU citizens legally resident in Italy, in accordance with art. 26 of Law n.189/2002 (category a).

PLEASE NOTE:

- In order to register for the selection and subsequent enrolment, it is mandatory to respect the deadlines and procedures written in this call;
- Concerning the **procedure and deadlines for participation in the selection**, as well as **the manner and structure of the selection itself**, please refer to the following **Articles 3, 4**
- Only once the candidate has successfully passed the selection procedure as stated in the art. 4, it is possible to enroll by following the relative instructions mentioned in the 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 for the selection referred to in this call, candidates, in possession of the requirements referred to in Article 2, **must compulsorily finalize the procedure indicated below, under penalty of exclusion from the selection, in the following periods:**

- between **October 31th 2024** and **December 2nd 2024** (FIRST CALL)
- between **December 4th 2024** and **February 12th 2025** (SECOND CALL)
- between **February 17th 2025** and **April 16th 2025** (THIRD CALL)
- between **April 22st 2025** and **June 5th 2025** (FOURTH CALL)



Università degli Studi di Roma "Tor Vergata"

Online application procedure:

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 programs taught in English*"> a. "Start application procedures"> "*Faculty of Economics*"> Select "*Global Governance*".
3. Non-EU candidates residing abroad applying for a study visa, EU and non-EU candidates legally residing in Italy **must select the corresponding category**;
4. **Fill in the application form** by entering the required data
PLEASE NOTE: enter the full "name" and "surname" as reported in the passport/ID document
5. **Upload the mandatory documents**
PLEASE NOTE: Even if you have not yet obtained your high school diploma, you must click on "*ENTER*" and fill in the fields marked with an asterisk.
6. **Click on "ENTER" to read and accept the code of conduct**; in order to continue the application, the candidate has to read and accept the code of conduct.
7. **Check carefully** that all the entered data are correct and click on "*CONFIRM INFORMATION DISPLAYED*"
 - ⇒ 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.
8. **Print** the application form (to be stored and saved) and the 100,00 Euro payment slip for the contribution of participation in the selection.
9. **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
 - ⇒ The data entered and the attachments uploaded within the application form can be modified back to the DELPHI system: <https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN> and selecting "Student Area" > 1. "*Application to programs taught in English*" > b. " *You have already filled out an application*" > **edit Application**"
10. **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. (Click on "*STUDENT SECTION*", sector 1> "*Application to programs taught in English*" > "*You have already filled out an application*"> enter Fiscal Code and CTRL> select "*Request validation*").
 - ⇒ A **protocol number** (that it is useful to view your position in the final ranking of the selection) will be assigned to each candidate at the same time as this validation.
 - ⇒ **Once the payment has been validated**, it will no longer be possible to make any changes on *Delphi*

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;
- **The payment of 100,00 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** in accordance with **Art.3 paragraph 1 and 3 of Law no. 104 of February 5, 1992** (the condition of disability must be indicated in the application for participation in the call).

However, these candidates, exempted from paying the contribution of participation in the selection, must validate the payment slip of 0.00 euro using the CTRL and AUTH codes written in the second-last page and assigned automatically by the Delphi online service.

The mandatory documents to be uploaded in the online application, as per this article, are as the following:

- Scanned pdf copy of the Passport or ID Card only for EU students;
- Stay permit or a valid study visa (only for non-EU students already residing in Italy);
- 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, only if achieved.
 - Applicants with a foreign qualification will also be required to provide the documentation indicated in the following link: https://web.uniroma2.it/en/percorso/admissions/sezione/how_to_apply

The candidates must fill in their online application form by using a PERSONAL e-mail address (that contains your surname and name), where they will receive communications relating to the selection procedure.

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.

However, all admitted students with a non-Italian High School Diploma (in accordance with art. 11 of this call) are required to provide the **documents listed in the following Art. 11** during the enrolment.

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

The selection of candidates aims at verifying, on the basis of **the evaluation of the documents submitted** and 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. Basic knowledge provided by high school;
- b. The aptitude for the subjects taught during the course, and being able to offer personal argumentation on them, even taking into consideration your personal experience.

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 **40 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. Only students that have achieved a minimum score of 24/40 in the evaluation of the submitted documents shall be declared eligible for the oral interview; students that have not achieved 24/40 will receive a rejection notification before the end of the selection period.
- Up to **60 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 oral interview, will be announced via email, at the email address provided in the application form.

The **oral interview** will be held **at the Tor Vergata University School of Economics (ViaColumbia, 2 – 00133, Rome)**.

For students who live outside Lazio or for requesting students residing in Lazio, the 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 oral exam, or who do not show up by the deadlines set in the test calendar will be excluded from the final ranking list and will not be able to participate to further rounds.

PLEASE NOTE:

- **The oral interview cannot be repeated;**
- Therefore, since only those students who have taken the oral interview but were not successful in the relevant selection round may reapply for the selection under Article 3 of this call, the score improvement may only concern the evaluation of the documentation (CV and school transcript of grades) indicating additional experiences gained in the past period and any grades achieved in the last school year attended.

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. According to the ART. 4 of law 241/90, the officer in charge of the administrative proceeding 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 as per the art. 4. **Candidates with a score of 70/100 or above will be deemed eligible.**

The **ranking list** will be published, for each call, on the website of Global Governance (www.globalgovernance.it) and on the "Tor Vergata" University of Rome website (<https://web.uniroma2.it/en>);

- ⇒ The candidates who are successfully placed in the ranking list for each selection round must carry out the pre-enrolment procedure within the terms and procedures as stated in the Article 7 of this call, otherwise they will be considered as drop-outs. In addition, the available places will be added to the next rounds and/or will be assigned through the scrolling ranking list below.

Therefore, there may **be two scrolling ranking lists** published on the Global Governance webpage www.globalgovernance.it :

- one ONLY for NON-EU citizens resident abroad and applying for visa at the end of the **third** selection round;
- one ONLY for EU citizens and NON-EU citizens legally resident in Italy at the end of the **fourth** selection round.

Thus, if there are still vacant places at the end of the last round of selection (third round for non- EU citizens resident abroad and applying for visa and fourth round for EU citizens and NON-EU citizens legally resident in Italy), once the deadline for the pre-enrolment procedure is expired as per the following art. 7, these places will be assigned to the eligible but not winner applicants. These eligible but not winner candidate must have submitted the application and attended both the evaluation's stage (evaluation of the documentation and oral interview) for one of the selection rounds, within the deadlines set for the selection round to which they applied. The above mentioned candidates will be included to the possible scrolling ranking list in score order. In the event of a tie, the candidate who obtained the highest score in the oral Interview will prevail. In the event of a further tie, the younger candidate will prevail.

Università degli Studi di Roma "Tor Vergata"

In the following table are written the issue dates for the publication of the final ranking, and the dates for the possible scrolling ranking lists:

Call	Type of ranking	Publishing date
1st CALL	Ranking list	January 22th, 2025
2nd CALL	Ranking list	March 26th, 2025
3rd CALL	Ranking list	May 20th, 2025
1st, 2nd, 3rd CALL	<i>Possible scrolling ranking list only for NON-EU candidates applying for VISA</i>	<i>June 9th, 2025</i>
4th CALL (*)	Ranking list	July 3rd , 2025
1st, 2nd, 3rd, 4th CALL	<i>Possible scrolling ranking list only for EU or NON-EU candidates legally resident in Italy</i>	<i>July 21st, 2025</i>

(*) CALL reserved to EU and NON-EU candidates legally resident in Italy, in accordance with art. 26 of Law n.189/2002

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

PLEASE NOTE:

If there are still positions left, these will be allocated to **unsuitable/ineligible candidates**, i.e. candidates who have obtained a total score of less than 70/100.

In the event of a tie, the candidate who obtained the highest score in the oral Interview will prevail.

In the event of a further tie, the younger candidate will prevail.

These unsuitable/ineligible candidates will be able to enroll, but with the attribution of an **educational obligation supplementary** (OFA) which must be completed within the first year of the course. For further information on OFAs and on how to fulfil them, it is possible to consult the Global Governance secretariat (art. 15)

ART. 7 – Preliminary enrollment requirements

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

1. **Connect** to the DELPHI platform : <https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>;
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**.
4. 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://web.uniroma2.it/en/contenuto/pago_pa_tutorial76126
5. **Connect** again to the Delphi platform at the following link:
<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>, 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 in this article, will be considered renouncers. The available places will be reassigned in the next selection round and/or through the two possible scrolling ranking lists as indicated in Article 6 of this call.

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 LazioDiSCO 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 **pre-enrolment procedure** must be completed **no later than the following dates**:

Call	Type of ranking	Pre-enrolment deadlines
1st CALL	Ranking list	February 6th, 2025
2nd CALL	Ranking list	April 10th, 2025
3rd CALL	Ranking list	June 4th, 2025
1st, 2nd, 3rd CALL	<i>Possible scrolling ranking list only for NON-EU candidates applying for VISA</i>	June 16th, 2025
4th CALL (*)	Ranking list	July 17th, 2025
1st, 2nd, 3rd, 4th CALL	<i>Possible scrolling ranking list only for EU or NON-EU candidates legally resident in Italy</i>	July 30th, 2025

(*) CALL reserved to EU and NON-EU candidates legally resident in Italy, in accordance with art. 26 of Law n.189/2002

PLEASE NOTE:

- The winner candidates, assignee of a seat, who have finalized the pre-enrolment procedures in the terms and guidelines described in this article will receive **the instruction to download the Formal Acceptance Letter**.
 - 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** (drop-outs) and cannot be enrolled according to the following article 8.
- The student must confirm the pre-enrollment and, so, proceeding with the enrollment procedure within the deadline given by the Student's Guide A.A. 2025-2026.

To do this, the student has to:

1. **Connect** to the DELPHI platform: <https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN> > *Student section* > *key 2* > *"Pre enrollment"* > *Key b* > *"you have already filled out the application"*
2. **Enter** the Fiscal Code and the CTRL of the pre-enrolment application
3. **Click on** *"modify the pre-enrollment application"*
4. **Filling with** the High School Diploma grade and the date of start of the university career
5. **Click on** *"Confirm pre-enrollment"*. **Please note** that the foreign High School diploma holders have to upload the documentation required and to wait for the examination of those documents by the university's international students' office before pre-enrollment.

ART. 8 – Enrollment procedures

Once **all successful candidates in the ranking lists and possible scrolling of the ranking lists** completed the pre-enrolment procedures indicated in Article 7, they **must compulsorily enroll** within the dates specified in the A.Y 2025-26 Student Guide by following the instructions at these links below:

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

PLEASE NOTE:

Applicants with foreign qualifications must meet the deadlines as per Article 7, and read the following **Article 11** of this call with regards to **the required procedure and deadlines**.

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 2025/2026 Student Guide published on the University website:

- https://web.uniroma2.it/en/percorso/students/sezione/student_guidebook
- http://web.uniroma2.it/en/percorso/admissions/sezione/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".



Università degli Studi di Roma "Tor Vergata"

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 2025 to 31 December 2025.**

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/sezione/how_to_apply
- <https://www-2023.studenti.uniroma2.it/en/come-isciversi-con-titolo-estero-2/>

In order to obtain a visa, mandatory for the enrolment, **non-EU candidates resident abroad**, must submit the pre-registration application through the University portal (<https://www.university.it/>) **by July 31st 2025**.

The pre-registration application on the University platform must compulsorily include the documents listed at the following link:

- https://web.uniroma2.it/en/percorso/admissions/sezione/how_to_apply

Once you have completed your pre-registration application on the University platform, the candidates have to wait for the validation of the application by the University, 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.

⇒ **Entry requirements**

In order to enroll on three-year degree courses and single-cycle master's degree courses, students must have a high school diploma obtained abroad **after at least 12 years of education**, as stipulated in the Ministerial Procedures and its annexes.

For further details on the validity of foreign qualifications, please refer to the ministerial procedures for A.Y. 2025/26 available at the following link: <http://www.studiare-in-italia.it/studentistranieri/>



Università degli Studi di Roma "Tor Vergata"

In particular, if the candidate has one of the following foreign qualifications, please consult [Attachment 1](#) and [Attachment 2](#)

- high school diploma obtained in USA or United Kingdom
- title awarded by university institutes of ecclesiastical studies based in Italy and approved by the Holy See
- Italian qualification awarded by border schools or Italian sections of foreign schools
- International Baccalaureate qualification
- final qualifications of secondary education institutions of the republic of San Marino
- title awarded by foreign schools operating in Italy or European schools

IMPORTANT:

In order to finalize the enrolment procedure, foreign qualifications must be accompanied by the documents listed at the following links:

- <http://en.uniroma2.it/admissions/how-to-apply/>
- <https://www-2023.studenti.uniroma2.it/en/come-iscrivarsi-con-titolo-estero-2/>

University Institutions, according to Art. 2 of Law 148/2002 and subsequent additions, are autonomous for the purpose of the documentation to be requested for enrolment purposes; therefore, the University reserves the right to request additional documentation if is necessary.

Students **with a foreign qualification and study visa applicants have to formalize their enrolment procedures within the deadlines set by going to the International Students Office**, Via Cracovia, 50 - 00173 ROME – Building D- ground floor- Room n. 1 (email address: international.students@uniroma2.it).

PLEASE NOTE:

In order to finalize the enrolment procedures, **all students with a foreign title will have to bring in person the originals of the documentation uploaded on the DELPHI platform at the International Students Secretariat by December 19, 2025**. At this stage, the enrolment will be validated and it will be issued the matriculation number.

On the other hand, non-EU citizens with a valid stay permit and final title from a school with a didactical italian system will have to formalize their enrolment at the **Students Secretariat of Economics Faculty**. The secretariat itself will proceed with the residence permit verification and the subsequent issuance of the matriculation number.

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

Students with a disability equal to or greater than 66% and/or with recognition of a disability pursuant to art. 3, paragraphs 1 and 3 of the law of February 5th, 1992, n. 104 and/or with a diagnosis of specific learning disabilities (DSA) pursuant to law no. 170/2010, upon registration on Delphi, pursuant to art. 2 of this Call, can declare that they are students with disabilities or with DSA.

Certifications of civil disability and/or recognition of handicap (Law No. 104/92) and/or Learning Disorder (Law No. 170/2020), must be sent, scanned in PDF format, **together with the application for participation in the selection** as per Article 2 of this call, to the e-mail address: segreteria@caris.uniroma2.it.

At the same time, the student may apply for compensatory aids (additional time, non-scientific calculator, tutor-reader for candidates with Law No. 170/2020 certification, any other aid required according to the type of disability, thus under Law No. 104/92).

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 eligibility; it will also inform the candidate via email about whether or not the required aids are granted. Further information can be found at the following link [CARIS - Disability Service \(uniroma2.it\)](http://CARIS - Disability Service (uniroma2.it)).

PLEASE NOTE: Medical certifications that have not been updated due to limitation of SSN activity caused by the COVID-19 pandemic may also be submitted. In such cases, the universities reserve the right to eventually request a integration of documentation, if required

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 dispensed 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 current regulations.

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.

Tuition fee exemptions:

- 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 on-line enrolment procedure provided for all students, self-certifying the disability in the same application form. In order to finalize the enrolment procedure, they will have to deliver or send to the CARIS Secretariat (email: segreteria@caris.uniroma2.it) 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 **recognized 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.



Università degli Studi di Roma "Tor Vergata"

During the career, 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.

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.

(*) In order to activate the service, the student must produce a certification issued no more than three years ago, if prior to the student's eighteenth birthday or at a time after his or her eighteenth birthday, issued by local public health facilities or by bodies and professionals accredited with the regional health service.

For further 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 Call 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 enroll 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



Università degli Studi di Roma "Tor Vergata"

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

Opening hours: Monday, Wednesday and Friday from 9 am to 12 pm and on Wednesday from 2 pm to 4 pm.

Website: http://web.uniroma2.it/en/contenuto/international_students_office

Phone: +39 06.7259 3231/2566/2567.

E-mail: international.students@uniroma2.it

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

Reception by appointment:

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

Website:

https://web.uniroma2.it/en/percorso/admissions/sezione/welcome_office

Phone: +39 06 7259 2817/3234

Opening hours: Monday, Wednesday and Friday from 9 am to 12 pm and on Wednesday from 2 pm to 4 pm

Email: welcome@uniroma2.it

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

Opening hours: Mondays from 9 a.m. to 1 p.m., Wednesdays from 9 a.m. to 1 p.m. and 2 p.m. to 4 p.m., Fridays from 9 a.m. to 1 p.m.

Phone: +39 06 7259 2542 /3091

Email: relazioni.pubblico@uniroma2.it

Website: www.urp.uniroma2.it

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

Students with disabilities and DSA (CARIS):

Didactic 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

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: <https://www.mur.gov.it/aree-tematiche/universita> <https://web.uniroma2.it/en>

School of economics website: <https://economia.uniroma2.it/>

Global Governance website: www.globalgovernance.it