



**TOR VERGATA**  
UNIVERSITÀ DEGLI STUDI DI ROMA

# Student Handbook

## a.y. 2024/2025



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The information in this document is accurate as of July 1, 2024.

Please visit <http://studenti.uniroma2.it/> for any subsequent updates.

*This English version of the Student Handbook is for information purposes only. Please note that only the Italian version is legally binding in case of any dispute.*

Prepared by Directorate I – Education and Student Services

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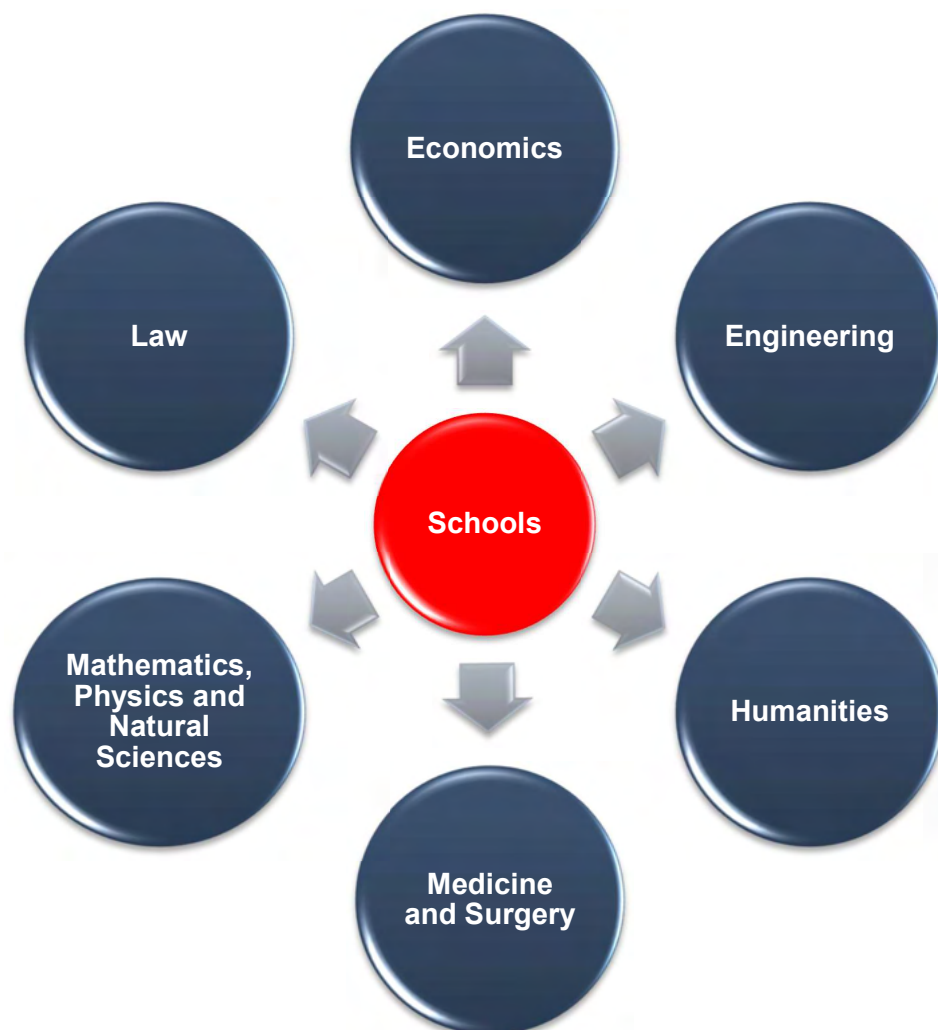
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# Chapter 1 – Studying at Tor Vergata University of Rome

## 1.1 Educational offerings

The educational offerings at Tor Vergata University of Rome are extensive in terms of course levels and topics. From the University Portal, accessible at [www.uniroma2.it](http://www.uniroma2.it), in the “Educational Offerings” section, you can view the complete list of all Bachelor’s, Master’s and Single-cycle Master’s Degree Programs. For more information, visit [orientamento.uniroma2.it](http://orientamento.uniroma2.it).

From the chart, clicking on the School of your interest will connect you to educational offerings webpage.



# Chapter 1 – Studying at Tor Vergata University of Rome

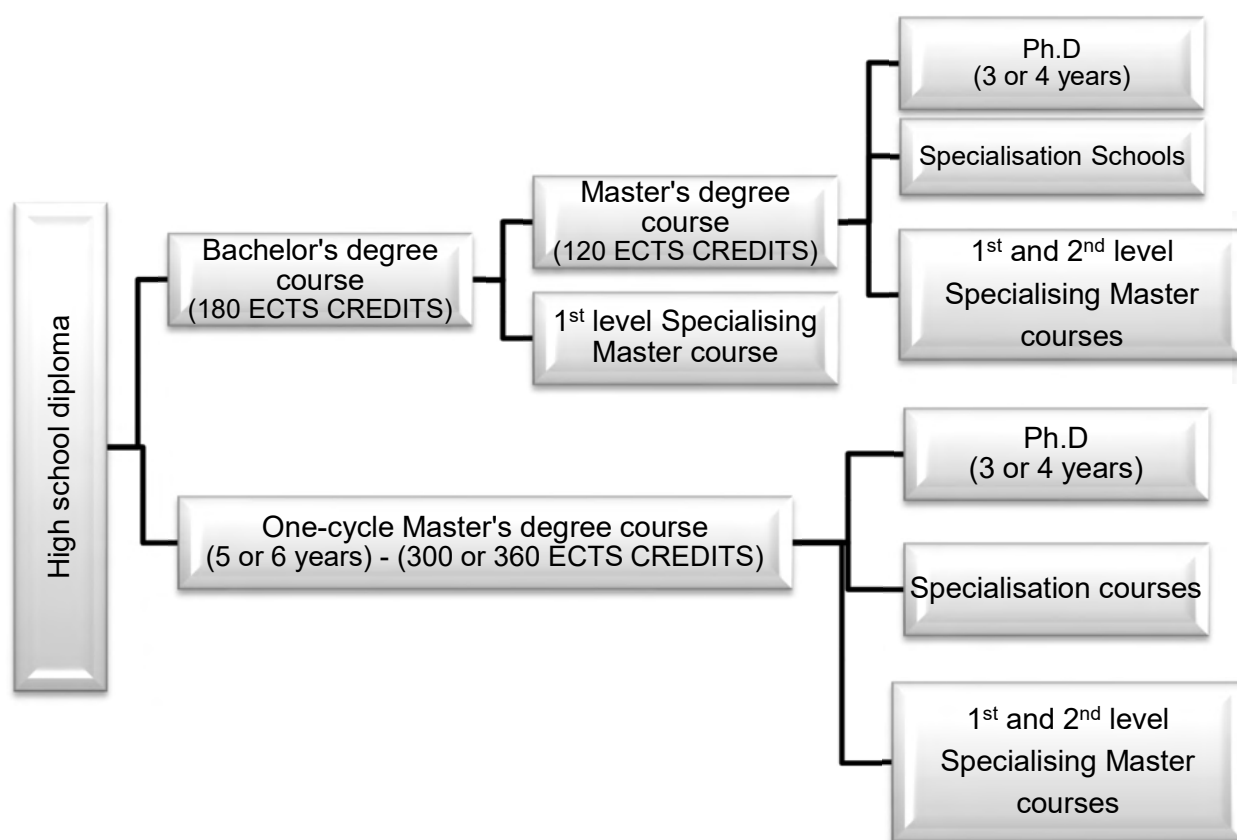
## 1.2 – What you need to know

### 1.2.1 Minimum admission requirements

To enroll in a Bachelor's or Single-cycle Master's Degree program, one of the following qualifications is required:

- Five-year high school diploma and four-year high school diploma with additional year;
- Four-year experimental high school diploma (Ministerial Department Decree MUR 820/2017 and subsequent)
- Foreign qualifications equivalent to an Italian high school diploma, obtained after at least 12 years of schooling<sup>1</sup>.

### 1.2.2 Structure of studies



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



### Chapter 2 – Campus Information Services

The campus is equipped with numerous information services, both general and specific to individual Schools.

#### 2.1- General information service

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

Address	Via Cracovia, n. 50 – 00133 – Roma	
Opening hours	Monday, Wednesday and Friday, from 9 am to 1 pm – Wednesday, from 2 pm to 4 pm	
Phone n.	06 7259 2542 - 3091	
e-mail	<a href="mailto:relazioni.pubblico@uniroma2.it">relazioni.pubblico@uniroma2.it</a>	
Website	<a href="http://urp.uniroma2.it">http://urp.uniroma2.it</a>	
“Call Tor Vergata”		+39 06 72593099
Opening hours	Call from Monday to Thursday, from 9 am to 1 pm, and from 2 pm to 5 pm; Friday, from 9 am to 1 pm	

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

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

##### *Orientation*

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

##### *Welcome Office*

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

## Chapter 2 – Campus Information Services

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

### *International Students Office*

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

### *Erasmus +*

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

### *Commission for the Inclusion of Students with Disabilities and Specific Learning Disabilities (CARIS)*

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

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

Address	Via Columbia 2 - 00133 Roma, ground floor, Building B
Opening hours	Monday, Wednesday and Friday, from 9 am to 12 noon – Wednesday, from 2 pm to 4 pm

## Chapter 2 – Campus Information Services

Phone n.	+39 067259 2003
e-mail	<a href="mailto:segreteria@uniroma2.it">segreteria@uniroma2.it</a>
Website	<a href="https://web.uniroma2.it/it/percorso/offerta_formativa/sezione/elenco_dei_master_suddivisi_per_area">https://web.uniroma2.it/it/percorso/offerta_formativa/sezione/elenco_dei_master_suddivisi_per_area</a>

### *Specialising Schools Office – Healthcare Area*

Address	Via Montpellier 1 - 00133 Roma, first floor, Building D
Phone n.	+39 06 7259 6966
Opening hours	Monday, Wednesday and Friday, from 9 am to 12 noon – Wednesday, from 2 pm to 4 pm
e-mail	<a href="mailto:segreteriaasm@uniroma2.it">segreteriaasm@uniroma2.it</a>
Website	<a href="https://web.uniroma2.it/it/percorso/scuole_di_specializzazione_di_area_sanitaria">https://web.uniroma2.it/it/percorso/scuole_di_specializzazione_di_area_sanitaria</a>

### *University Language Center (CLA)*

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

## Chapter 2 – Campus Information Services

### 2.2- Student Affairs Offices

#### *School of Economics*

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

#### *School of Law*

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

#### *School of Engineering*

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

#### *School of Humanities*

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

## Chapter 2 – Campus Information Services

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

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

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

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

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

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

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

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

### Chapter 3 – Preliminary steps for enrollment

Degree programs are divided into:

- ❑ Programs with a limited number of places that require a selective “admission test” (capped enrollment)
- ❑ Bachelor’s degree programs with open access that require an “evaluation test” to assess personal preparation
- ❑ Master’s degree programs with open access that require “verification of curricular requirements” and personal preparation
- ❑ English-taught programs, with preliminary evaluation of applications through specific procedures.

Some degree programs require a fee for registration to the entrance tests. The following categories of students are exempt from this fee:

- a. Individuals with recognized disabilities of 66% or higher, or with recognition of handicap pursuant to Article 3, paragraphs 1 and 3 of Law No. 104 of February 5, 1992;
- b. Students who have graduated from Tor Vergata University of Rome with a score of at least 100/110 and intend to enroll in a Master’s degree program.

#### 3.1 – How to participate in the “admission test”

If you wish to enroll in a degree program with nationally or locally capped enrollment, you must first register for, take, and pass the admission test

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#### INSTRUCTIONS

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- a. Access the Delphi Online Services website: <http://delphi.uniroma2.it>.
- b. Select Student Section, Key 1 → Registration for the Admission Tests / Registration for the Compulsory Assessment Test.
- c. Fill out the admission test registration form. A form and a payment slip with a CTRL code will then be generated.
- d. Pay the entry fee due via the PagoPA system, which allows payment through various channels, both physical and online. Links and further information on payment methods are available at [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)
- e. Log back into the Delphi site within 48 hours of payment and validate using the “Validate PagoPA” button.  
**The online validation of the payment is essential for participating in the admission test.**

## Chapter 3 – Preliminary steps for enrollment

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

If you want to enroll in a degree program with open access, but for which the announcement requires an evaluation test to verify personal preparation for admission, you must register for and take this test.

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#### INSTRUCTIONS

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- a. Access the Delphi Online Services website: <http://delphi.uniroma2.it>
- b. Select Student Section, Key 1 → Registration to the Admission Tests / Registration to the Compulsory Assessment Test.
- c. Fill out the admission test registration form. A form and a payment slip with a CTRL code will then be provided.
- d. Pay the entry fee due via the PagoPA system, which allows payment through various channels, both physical and online. Links and further information on payment methods are available at [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)
- e. Log back into the Delphi site within 48 hours of payment and validate using the “Validate PagoPA” button
- f. Students with a zero-amount payment slip are still required to validate after printing the slip.

The online validation of the payment is essential for participating in the admission test.

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

If you want to enroll in a Master’s degree program with open access, you must request verification of curricular requirements and personal preparation prior to enrollment, and attend an interview if required by the notice of each School.

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#### INSTRUCTIONS

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- a. Access the Delphi Online Services website: <http://delphi.uniroma2.it>
- b. Select Student Section, Key 1 → Assessment of Curricular Requirements.
- c. Fill out the admission test registration form. A form and a payment slip with a CTRL code will then be provided.
- d. Pay the required fee through the PagoPA system, which allows payment through various channels, both physical and online. Links and further information on payment methods are available at [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)

## Chapter 3 – Preliminary steps for enrollment

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- e. Log back into the Delphi site within 48 hours of payment and validate using the “Validate PagoPA” button. PagoPA” within 48 hours<sup>2</sup> from the payment date.

**The online validation of the payment is essential to obtain verification of curricular requirements.**

The request for verification of curricular requirements will be transmitted online to the competent educational structure of the degree program for evaluation. After the deadline for submitting applications, the Degree Program Council will meet to deliberate on the congruence and possession of curricular requirements and the consequent issuance of the clearance necessary for enrollment according to the procedures described in the following [Chapter 4 - Enrolment](#)

### 3.4 – Specific procedures for preliminary assessment of applications – English-taught programs<sup>3</sup>

For English-taught programs that require a preliminary evaluation of applications, for which an admission test is not required, the following procedures are provided:

#### 1. International applicants with a foreign qualification

Are you legally residing in Italy or awaiting preliminary registration with Italian diplomatic authorities abroad? If so, you can submit your final qualification for a preliminary evaluation of your academic background.

The University will assess your eligibility for admission to your chosen program and provide you with the following information:

- ✓ Whether you meet the program’s entry requirements.
- ✓ Any additional entrance exams you may need to take.
- ✓ Alternative programs that may be a more suitable fit for your academic profile and goals.

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### INSTRUCTIONS

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- a. Access the Delphi Online Services website: <http://delphi.uniroma2.it>.
- b. Select Student Section, Key 1 → [Application to programs taught in English](#)
- c. Fill out the application for preliminary assessment and attach the relevant documentation

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

<sup>3</sup> Except for “Medicine and Surgery” and “Pharmacy” courses.



## Chapter 3 – Preliminary steps for enrollment

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- d. Once you have received notification of your admission, you can print your admission letter by selecting point [b\) in the Student section](#). This will enable you to submit your application for a study VISA to the Italian embassy or consulate in your country.

# Chapter 4 - Enrollment

You may proceed with the ENROLLMENT APPLICATION in the following cases:

- ❑ **After passing the admission test (for degree programs with capped enrollment)**
- ❑ **After taking the mandatory evaluation test for admission to an open-access Bachelor's degree program (1st cycle - 3-year duration)**
- ❑ **After receiving clearance following the verification of curricular requirements for enrollment in an open-access Master's degree program**

Starting from the 2023/2024 academic year, enrollment in multiple degree programs at Tor Vergata University or other Italian universities is permitted, in accordance with Law No. 33 of April 12, 2022, containing "Provisions on simultaneous enrollment in two higher education courses" as well as subsequent Ministerial Decrees of July 29, 2022, No. 930 and August 2, 2022, No. 933. The administrative procedures for simultaneous enrollment are described in detail in paragraph [8.10 – Simultaneous enrolment](#).

### 4.1 – How to enrol

If you meet the required prerequisites, you can proceed with enrollment in your chosen degree program. The updated procedure is available at the following link: [studenti.uniroma2.it/immatricolazione/](http://studenti.uniroma2.it/immatricolazione/)

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#### HOW TO ENROLL

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- a. Complete the evaluation questionnaire on the "Quest Test" website: <http://www.quest.uniroma2.it>
- b. Keep the questionnaire code (CQ) issued by the system (*note: the CQ is valid for five days from the date of completion of the questionnaire; after which it must be recompiled*)
- c. Access the Delphi Online Services website: <http://delphi.uniroma2.it>
- d. Select Student Section, Key 2 – Enrolment
- e. Select "Start application procedures"
- f. While completing your enrolment:
  - if you wish to pay the full tuition fees in one instalment instead of two, select this option;
  - self-certify the academic qualifications you declare when you enrol. The university will verify the information contained in this self-certification in accordance with the applicable standards and regulations
- g. Select "Print": the system will print your application and a payment slip that you can use to pay your first instalment
- h. Pay the required fee through the PagoPA system, which allows payment through various channels, both physical and online. Links and further information on payment methods are available at: [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)

- i. Log back into the Delphi Online Services website and confirm your payment by tapping “Convalida PagoPA” within 48 hours<sup>4</sup> from the payment date.
- j. **The system will issue your personal ID number (matriculation number) and password, which you must keep carefully as they are essential for accessing the university computer services.** However, it is still possible to log in without your matriculation number and password using SPID credentials.

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

**After validating the payment, unless otherwise specified in the announcement, you must upload the following documents to the Delphi portal:**

- **A passport-sized photo** (see guidelines at <https://studenti.uniroma2.it/your-passport-sized-photograph/>);
- **A copy of a valid identification document (front/back, in a single PDF file).**

Subsequently, you must book an appointment at the physical or virtual counter of the Student Affairs Office for the recognition and validation of the uploaded photo and document by **December 13, 2024**. For information on each Student Affairs Office and to book appointments, visit this [link](#).

**AFTER VALIDATION, ENROLLMENT IS COMPLETE.**

**If the recognition step is not completed, Delphi functions will be limited.**

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**STUDENT RECOGNITION AND DOCUMENT VALIDATION ARE ESSENTIAL FOR THE COMPLETION OF THE ENROLLMENT PROCEDURE.**

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Enrollment in Master’s degree programs may also be allowed after the academic year has begun, provided it is in time to attend the courses in compliance with the rules established in the academic regulations and with the methods and deadlines indicated on the website of each School. Students who intend to benefit from a reduction in university contributions compared to the maximum amount must, through their personal area of the Delphi portal, authorize the University to acquire the ISEE-University certification from the INPS database, requested by **December 13, 2024**. For further information, read paragraph [7.5–University ISEE](#).

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

International students: Please refer to [Chapter 5](#) of this Handbook for specific instructions and procedures related to your enrolment process.

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### TOTAL AND PARTIAL TUITION FEES EXEMPTION

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There are various types of exemptions from payment of fees and contributions for certain categories of students.

#### TOTAL TUITION FEES EXEMPTION

Students who can access this type of concession are:

- ❑ Students with recognized disabilities of 66% or higher or with recognition of handicap pursuant to Article 3, paragraphs 1 and 3 of Law No. 104 of February 5, 1992
- ❑ Victims of organized crime and terrorism and victims of duty who are beneficiaries of a 100% disability pension
- ❑ Political refugees.
- ❑ Students who are beneficiaries of DISCOLAZIO scholarships (except for international students or Italians with income abroad who do not submit the ISEE pursuant to Article 8 of D.P.C.M. 159/2013 or if it is not otherwise obtainable). Payment of €16 for stamp duty is still required.
- ❑ Foreign scholarship students
- ❑ Students who graduated with 100/100 (payment of the regional tax, equal to 156 euros, is still required within the indicated deadlines)

Instructions for accessing the aforementioned concessions are reported in paragraph [7.6 “Exemptions”](#), [Chapter 7 University Tuition Fees](#)

Applicants who submit a **DISCOLAZIO scholarship** application may later discover they are not included in the final awardee list or have their scholarship withdrawn after eligibility checks. In such cases, to assess their tuition fee exemption eligibility, they must grant the university access to their ISEE-University certificate via the Delphi portal by December 13, 2024.

If the DISCOLAZIO rankings show that the student is neither a winner nor eligible, they must pay the integration of the first installment within 30 days from when they have access to payment. Subsequent installments will have the due dates provided for all students or, if more favorable, 30 days from the deadline set for the first installment. For payments made after the set deadlines, a late fee of €100.00 will be applied. Please note that even **without a DISCOLAZIO scholarship**, applicants deemed ineligible for the tuition fee exemption will be subject to a compulsory surcharge on the first instalment within 30 days of starting the payment process. Subsequent instalments follow the same deadline for all students. Failure to pay within the stipulated timeframe will result in a €100 penalty.

### PARTIAL EXEMPTION

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

### 4.2 – Application for degree program shortening (Course Credit Recognition)

Enrollment with course credit recognition is possible if you hold a degree or other qualification that can be evaluated for admission to a subsequent year of your chosen program, following recognition of credits acquired during your previous course of study.

For access requirements to degree programs and any specific procedures for enrollment with course credit recognition, carefully read the competition announcements / notices / information related to your chosen degree program in the educational offerings.

Before requesting enrollment with course credit recognition, depending on the academic regulations of your chosen degree program, you may need to:

- a. Go to the Delphi online services website: <http://delphi.uniroma2.it>
- b. Select Student Area > Key 2 > Registering for a shortened degree course” and then “Request for assessment of qualifications”
- c. Choose the School and Degree Program you’re interested in
- d. Complete the application, entering the required information and listing all exams taken
- e. Note the CTRL number to re-enter the menu and modify, delete, or reprint the application
- f. Click to print: this will generate your application, a zero-amount payment slip, and an automatic validation receipt with an assigned protocol number.

#### **Evaluation and next steps:**

- ❑ Your application will be transmitted online to the Degree Program for authorization to transfer
- ❑ Wait for the Degree Program to evaluate the exams and qualifications indicated in your application. You can check the evaluation outcome by entering your Fiscal Code and CTRL at the “check application status” link.

- ❑ Take the admission test and pass the related competition (for degree programs with limited enrollment) or take the evaluation test. In these cases, return to the Delphi online services homepage: <http://delphi.uniroma2.it> and select “Key 1” > registration for admission tests / evaluation tests.
- ❑ Only when you have received approval for transfer from your chosen Degree Program, or if you’ve won the competition for access to a limited enrollment Degree Program, or if you’ve chosen an open access Degree Program that doesn’t require preliminary approval, can you complete the enrollment application with a request for course credit recognition by following the instructions in paragraph [4.1 How to enroll](#).

Students who wish to benefit from a reduction in university contributions compared to the maximum amount must, through their personal area of the Delphi portal, authorize the University to acquire the ISEE-University certification from the INPS database by **December 13, 2024**. For further information, read [Section 7.4 –University ISEE](#).

### Chapter 5 – International students

International students, including:

- Italian citizens, EU citizens, those with equivalent status, and non-EU citizens legally residing in Italy (Legislative Decree No. 286/98) with foreign qualifications;
- Non-EU citizens residing abroad requiring a visa;
- EU and non-EU citizens legally residing in Italy with Italian qualifications;
- Chinese citizens in the “Marco Polo” Project

may choose to enroll in any of the degree programs listed in our Academic Offerings, which can be found at: [https://web.uniroma2.it/it/percorso/offerta\\_formativa/sezione/elenco\\_dei\\_corsi\\_di\\_laurea\\_suddivisi\\_per\\_area](https://web.uniroma2.it/it/percorso/offerta_formativa/sezione/elenco_dei_corsi_di_laurea_suddivisi_per_area)

#### APPLICATION FOR ADMISSION

For English-taught degree programs, a pre-assessment of qualifications (Application-Assessment) is required. Detailed information can be found at:

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

For degree programs requiring registration for admission or evaluation tests, consult the relevant announcements or notices for information on procedures and deadlines at:

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

#### EVALUATION OF FOREIGN QUALIFICATIONS

The evaluation of educational qualifications may occur in two phases:

##### 1. Knowledge Verification

For most degree programs, knowledge verification is done through evaluative/selective tests or verification of curricular requirements, as stated in the relevant admission notices/announcements. The appointed committees will examine the candidate’s knowledge and educational background based on documentation (Qualifications and certificates).

Note: Even if a qualification allows passing the knowledge verification, it may not be suitable for enrollment. The formal evaluation of the qualification will be done both during the visa application process for non-EU citizens residing abroad and at the time of enrollment.

##### 2. Formal Evaluation

The formal check, which involves assessing the eligibility of the foreign qualification and verifying its authenticity and validity, is carried out by the Foreign Qualifications Evaluation Office ([international.qualifications@uniroma2.it](mailto:international.qualifications@uniroma2.it)) after online enrollment and submission of all required original documentation. The check covers the qualification's name, nature, duration, level, the institution that issued it, previous schooling, academic rights, and its actual attainment. Different entry requirements apply to EU/EU equivalent, non-EU visa-free, and non-EU visa-required students as per ministerial regulations. Find further details on the Ministry's website: <https://www.studiare-in-italia.it/studentistranieri/>

### DOCUMENTS REQUIRED FOR ENROLLMENT WITH FOREIGN QUALIFICATIONS

Enrollment in Italian universities with foreign qualifications is regulated by ministerial provisions that establish different access procedures for EU or equivalent students, non-EU students who do not need a visa, and non-EU students requiring a visa.

To verify if a foreign qualification meets the requirements for university enrollment, carefully consult the ministerial website at <https://www.universitaly.it/studenti-stranieri>

### 5.1 Enrolling in a Bachelor's or Single-cycle Master's Degree Program

#### General Information

To access a Bachelor's or Single-cycle Master's degree program, a foreign secondary school qualification obtained after at least 12 years of schooling is required. This qualification should allow access to a similar program in the country where it was issued.

#### 5.1.1 Documents to submit upon enrollment

- Final secondary school qualification obtained after at least 12 years of schooling
- Attestation of verification of the final qualification issued by CIMEA, to be requested online at: <https://cimea-diplome.it/page-diplome>
- If the country that issued the final qualification is on the list of signatories to the Lisbon Convention, you can submit the Statement of Comparability, which can be downloaded free of charge by the candidate on the ARDI platform: <https://ardi.cimea.it/it>
- If the country that issued the qualification is not on the list of signatories to the Lisbon Convention, it is mandatory to present the Statement of Comparability issued by CIMEA - <https://cimea-diplome.it/page-diplome>
- Certificate attesting the passing of any academic suitability test required for university access in the country of origin
- School transcripts



The candidate must possess the specific documentation regarding the qualification depending on the country that issued it. All information regarding the specific documentation is published on the CIMEA website at the following link: <https://cimea-diplome.it/page-require-documents>

### 5.1.2 Qualification obtained after a school path of less than 12 years

If the qualification was obtained after a school path of less than 12 years, it is necessary to present, in addition to the original secondary school diploma, also the academic certification attesting the passing of all the exams foreseen:

- For the first year of university studies, in the case of a local school system of eleven years;
- For the first two years of university studies, in the case of a local school system of ten years.

The following can also be accepted as supplementary to the path:

- Final post-secondary qualifications obtained in non-university higher institutes in related subjects to the chosen course;
- Certifications from Italian universities attesting to the successful completion of foundation courses.

The aforementioned additional and complementary certifications to secondary school qualifications obtained with less than twelve years of schooling allow only enrollment in the first academic year in Italy and cannot be further evaluated for enrollments with course abbreviation in order to avoid a double evaluation of the same qualifications.

Certifications of passing foundation courses can also be used to meet additional requirements required for entry into courses, which are different from years of schooling, but in any case, cannot remedy the absence of a “Secondary school diploma or other qualification obtained abroad, recognized as suitable” (Ministerial Decree 270/2004 and Presidential Decree 212/2005).

N.B.: In the case where a candidate for a degree program presents a foreign qualification obtained against studies predominantly carried out in Italy, the recognition, even partial, of such qualification is subject to the accreditation procedure of the institution operating in Italy, according to what is established by Decree April 26, 2004, n. 214 “Regulation containing criteria and procedures for foreign institutions of higher education operating in Italy for the purpose of recognition of the qualification issued by them (implementation of Article 4 of Law July 11, 2002, n. 148)”, in implementation of Article VI.5 of the Lisbon Convention.

### 5.2 Enrolling in a Master’s Degree Program

General Information

To access a Master's Degree program, a foreign university or post-secondary qualification is required that allows continuation of studies in the next cycle at universities in the country to whose system it refers.

### 5.2.1 Documents to submit upon enrollment

- Official foreign qualification corresponding to the first cycle according to the Bologna Process qualification framework and level 6 according to the European Qualifications Framework (EQF) obtained at a higher education institution that allows in loco the continuation of studies at academic institutions at the next level (second cycle of the Bologna Process / EQF level 7)
- Attestation of verification of the final qualification issued by CIMEA, to be requested online at: <https://cimea-diplome.it/page-diplome>
- If the country that issued the final qualification is on the list of signatories to the Lisbon Convention, you can submit the Statement of Comparability, which can be downloaded free of charge by the candidate on the ARDI platform: <https://ardi.cimea.it/it>
- If the country that issued the qualification is not on the list of signatories to the Lisbon Convention, it is mandatory to present the Statement of Comparability issued by CIMEA - <https://cimea-diplome.it/page-diplome>
- Certificate issued by the competent University attesting to the exams passed or Diploma Supplement (where adopted). The certificate must be officially translated into Italian for enrollment in Italian-taught programs and into English for enrollment in English-taught programs.
- The summary of the pre-enrollment application as validated by the University (for non-EU students requiring a visa).

The candidate must possess the specific documentation regarding the qualification depending on the country that issued it. All information regarding the specific documentation is published on the CIMEA website at the following link: <https://cimea-diplome.it/page-require-documents>

N.B.: In the case where a candidate for a degree program presents a foreign qualification obtained against studies predominantly carried out in Italy, the recognition, even partial, of such qualification is subject to the accreditation procedure of the institution operating in Italy, according to what is established by Decree April 26, 2004, n. 214 "Regulation containing criteria and procedures for foreign institutions of higher education operating in Italy for the purpose of recognition of the qualification issued by them (implementation of Article 4 of Law July 11, 2002, n. 148)", in implementation of Article VI.5 of the Lisbon Convention.

### 5.3 Pre-enrollment and study visa application for non-EU citizens residing abroad

Non-EU citizens residing abroad must submit their pre-enrollment application exclusively on the University platform ([www.universitaly.it](http://www.universitaly.it)), the only free and official portal of the Ministry of University and Research, to receive an entry visa for study purposes. In the application, you must indicate the degree program you wish to enroll in and the Embassy/Consulate where you will request the visa. The pre-enrollment will be verified by

the University and forwarded to the Embassy/Consulate. It is advisable to start well in advance to gather the documentation necessary for the visa issuance.

N.B.: Pre-enrollment does not in itself allow admission to degree programs. To enroll, it is mandatory to pass and succeed in the admission requirements verifications and admission tests required for the degree program.

### 5.3.1 Mandatory documents to upload on Universitaly

- Passport
- Passport-sized photo
- Letter of admission, where required
- Final school qualification obtained with at least 12 years of schooling for enrollment in bachelor's degrees
- Final academic qualification and transcript of records with exams for enrollment in master's degrees or Diploma supplement, where adopted
- The specific documentation regarding the access qualification to the course depending on the country that issued the qualification as indicated on the CIMEA website at the following link: <https://cimea-diplome.it/page-require-documents>
- Attestation of verification issued by CIMEA - <https://cimea-diplome.it/page-diplome>

If the country that issued the final qualification is on the list of signatories to the Lisbon Convention, you can present the Statement of Comparability, which can be downloaded free of charge by the candidate on the ARDI platform: <https://ardi.cimea.it/it>

If the country that issued the qualification is not on the list of signatories to the Lisbon Convention, it is mandatory to present the Statement of Comparability issued by CIMEA - <https://cimea-diplome.it/page-diplome>

The pre-enrollment application is considered as accepted with reservation by the University if the student is attending the last year of secondary school and is about to take both the final exam and/or the special academic eligibility exams where required.

Note:

- The preliminary acceptance of a candidate by the university does not confer any right to obtain the visa, as this process is the exclusive competence of the individual Diplomatic-Consular Representations;
- Obtaining a study visa issued by the competent Diplomatic-Consular Representation does not confer any right to the finalization of enrollment in a study course, as this process is the exclusive competence of the individual higher education institutions;

The preliminary acceptance of a candidate by the university does not confer any right to the finalization of enrollment, even in cases of:

- obtaining the relative visa;
- physical presence on national territory;
- eligibility and/or actual provision of scholarships/contributions of any kind;
- acceptance of the candidate under condition in order to start educational activities;
- given that for enrollment purposes, universities must verify the authenticity of the documentation produced.

### 5.3.2 Requirements for obtaining a study visa

In order to obtain a STUDY visa for University Enrollment (type D “national”) and, subsequently, a residence permit, the international student must demonstrate possession of the following requirements:

a) Economic means of subsistence for the planned stay. These means are quantified in the amount of 467.65 euros per month for each month of duration of the academic year, equal to 6,079.45 euros annually. The availability in Italy of such means of support must be proven through personal economic guarantees or those of parents or entities or Italian or foreign citizens regularly residing in the State, or provided by Italian Institutions and Entities of ascertained credit, including Universities, by local Governments, by foreign Institutions and Entities considered reliable by the Italian Diplomatic Representation.

b) The availability of the sum necessary for repatriation, which can also be demonstrated by showing the return ticket.

c) Suitable accommodation in the national territory.

d) Adequate insurance coverage for medical care and hospital admissions (Article 39 c.3 T.U. No. 286/1998 and Directive 01.03.2000 of the Ministry of the Interior), which the student must demonstrate possession of, at the time of requesting the residence permit.

The following formulas are allowed:

- Consular declaration attesting the right to health care that derives from an Agreement between Italy and the country of origin;
- Foreign insurance policy, whose forms of assistance provided are valid in Italy and which must not involve limitations or exceptions to the rates established for urgent hospital admission for its entire duration;

- Insurance policy with national Entities or companies accompanied by a declaration from the insurance entity that specifies the absence of limitations or exceptions to the rates provided for urgent hospital admission for its entire duration.

### 5.3.3 Residence permit application

Within 8 working days of arrival in Italy with a D “national” visa for STUDY, the foreign student must submit the application for a residence permit to the competent Police Headquarters of the city where they intend to reside.

The application must be transmitted through the authorized Post Offices using the appropriate kit for residence permits, which is available at the same post offices.

At the time of submitting the residence permit application at the post office counter, the foreign student must pay the related charges and will receive the communication of the date and time of the appointment when they must present themselves at the Police Headquarters offices to undergo photo-dactyloscopic surveys. The Post Office issues the receipt of submission of the residence permit application which is equivalent to the receipt of submission of applications issued by the Police Headquarters and which, among other things, allows to certify the regular presence in Italy.

Attention: Only students in possession of an entry visa for study purposes who have completed enrollment will be able to obtain a residence permit for study.

### 5.4 Italian language proficiency test

Non-EU citizens residing abroad, requiring a visa for study, for enrollment in a program taught in Italian, must demonstrate an adequate level of Italian language proficiency for starting university studies.

Here is information on how to meet the Italian language proficiency requirement:

- Possess a five-year or four-year high school diploma obtained from Italian state and officially recognized schools abroad;
- Pass the Italian language test organized by our University. You can find all the information regarding the registration procedure for the test, deadlines, and registration fee in the “notices” section of the following link: [https://web.uniroma2.it/it/percorso/studenti/sezione/studenti\\_internazionali](https://web.uniroma2.it/it/percorso/studenti/sezione/studenti_internazionali)
- Be in possession of certification of Italian language proficiency attesting the passing of the ITALIAN L2 TEST -CISIA, at other Italian universities, with a score not lower than 61/72;
- Present an Italian language proficiency certification of no lower than B2 level of the Council of Europe, issued within the CLIQ (Certificazione Lingua Italiana di Qualità) quality system, which unites in association the current certifying bodies (University for Foreigners of Perugia, University for Foreigners of Siena, Roma Tre University, “Dante Alighieri” Society), as well as issued by the

## Chapter 5 – International students

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University for Foreigners “Dante Alighieri” of Reggio Calabria, also in agreement with Italian Cultural Institutes abroad or other accredited entities. These certifications can be obtained in the country of origin, at the agreed exam venues present worldwide.

There are cases of exemption from the Italian language test as indicated in the ministerial procedures published on the MUR website at the link: <https://www.universitaly.it/studenti-stranieri>

### 5.5 Reallocation of places for non-EU visa-requiring students for nationally programmed courses

Non-EU visa-requiring students who have not ranked in a useful position in the rankings within the deadlines set in the calendar referring to nationally programmed courses can, following the publication of still available places, submit only one application for:

- a) admission to another university course at the same university;
- b) reallocation, for the same university course or another, to another university.

Applications referred to in letter b) must be submitted by candidates to the Rector of the chosen University, as well as to the Rector of the University where the admission exam was taken.

Candidates who do not pass the tests or do not obtain either admission to another university course or reallocation to another location must leave Italy by and no later than the expiration of the visa or residence permit for study, unless they have another residence permit that allows them to legally remain in the national territory beyond that date.

### 5.6 Enrollment procedures

After admission, proceed with completing the enrollment application on the “Delphi” site (<https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=EN>) following the instructions below:

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

- Select Student Area, Key 2 - Enrollment;
- Complete the application: registration of personal data
- Select the course
- Enter qualification(s)
- Select the print option: the system will issue the enrollment application with the list of documents to upload

- Keep the CTRL and Fiscal Code generated automatically by the system;
- Select in the Student Area, Key 2 - Enrollment, point “b” You have already completed the application”
- Enter the Fiscal Code and CTRL
- Upload the required documents for enrollment. You will need to upload a PDF file for each document
- Wait for communication from the International Students Office, which after carrying out the necessary checks on the uploaded documentation, will send an email with details for the payment of the first installment
- To complete the enrollment, you will need to go to the International Students Office (Via Cracovia n. 50 – Building D ground floor) with your passport/identity document, the originals of all study documentation uploaded to the Delphi system, and a valid residence permit for non-EU citizens only. The International Students Office will proceed with the validation of the payment with subsequent assignment of the matriculation number.
- In case of irregularities in the documentation provided relating to the foreign qualification, the enrollment will be automatically cancelled ex officio.

### 5.7 Italian language courses

Tor Vergata University of Rome organizes Italian language courses for international students. Discover all the opportunities to improve your knowledge of the Italian language by consulting the following website: <http://clici.uniroma2.it/>

### 5.8 Chinese citizens of the “Marco Polo” Project

The “Marco Polo” Project is a governmental agreement, stipulated between Italy and China, to facilitate the reception of Chinese students in Italian universities.

Students participating in this project will have the opportunity to arrive in Italy 10 or 11 months before other international students to attend a B2 level Italian language course. At the end of the course, after passing the final test and the access tests required for admission to the chosen study program, each of them will be able to enroll following the procedures indicated in the respective announcements.

All information regarding the pre-enrollment application for visa issuance, the Italian language course, and all the requirements for enrollment can be found in the relative procedures for the enrollment of Chinese students participating in the “Marco Polo” project, which can be consulted at the following link: [https://web.uniroma2.it/it/percorso/studenti/sezione/progetto\\_\\_marco\\_polo\\_](https://web.uniroma2.it/it/percorso/studenti/sezione/progetto__marco_polo_)

# Chapter 6 – Registration in academic years following the first

### Students must register every year.

**To take exams, students must be registered in the 2024/2025 academic year (even if on a precautionary basis) and must be up to date with the payment of fees.**

**Attention:** In the case of precautionary enrollment for the 2024/2025 academic year, students will only be able to book and take exams related to the 2023/2024 academic year.

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

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

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

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#### INSTRUCTIONS

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



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

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

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### DEADLINE

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**Please note that students who do not pay their first instalment by 6 November 2024 will be subject to a penalty. Registrations for the academic year 2024/2025 will be accepted until 28 March 2025. After this date, a late application for registration may be considered if duly justified and certified.**

Students wishing to apply for a tuition fee waiver must authorise the University to consult the INPS database to obtain their ISEE-UNIVERSITY certificate, via the reserved area of the Delphi platform. The deadline for this procedure is 13 December 2024. If the “Dichiarazione Sostitutiva Unica” (DSU) used to request an ISEE-UNIVERSITY certificate from INPS is not issued by 13 December 2024, the procedure can be repeated, but a penalty will be payable. For more information, please see section 7.5 [University ISEE](#).

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### EXEMPTIONS FROM TUITION FEES

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

Students who have applied for a DISCOLAZIO scholarship are reminded that if this scholarship is not granted or is withdrawn, they must authorise the University, through their reserved area of the Delphi platform, to consult the INPS database in order to obtain the ISEE-UNIVERSITY certificate. **The deadline for this procedure is 13 December 2024.**

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

If you are a non-EU student in possession of a residence permit, to proceed with registration in the 2024/2025 academic year, you need to enter the data regarding this permit and upload the related documentation using the “Documentation upload” functionality of your Delphi account, which you can access with your matriculation number and password.

At the end of the procedure, you must go to the Student Office of your degree program (or, alternatively, book an appointment for a video counter) for verification of the authenticity of the information entered on Delphi. We remind you that the renewal of the residence permit must be requested from the Police Commissioner of the Province where you reside at least sixty days before the expiration. To know the requirements for such renewal, you can consult the current procedures for entry, stay, and enrollment of international students at the following link: <https://www.studiare-in-italia.it/studentistranieri/> - part IV point 4)

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

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If you are a non-EU student in possession of a type “D” study visa, you must, within eight working days of your arrival in Italy, submit the application for a residence permit for study to the competent Police Headquarters of the city where you intend to establish your residence. The receipt of the related payment must be delivered, along with the study documentation, to the International Students Office to complete the enrollment.

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

### 6.3 - Deferment of enrollment terms for graduating students (PRECAUTIONARY APPLICATION)

If you intend to graduate in the winter session or in the last useful session of the 2023/2024 academic year, a rule of favor allows the student to defer enrollment for the 2024/2025 academic year.

To all effects, you must fill out an enrollment application for the 2024/2025 academic year, checking the “PRECAUTIONARY APPLICATION” box.

It is possible to carry out the procedure only if you are up to date with university fees and contributions for the previous academic year.

Random checks will be carried out on precautionary application requests to verify if the student actually lacks a number of CFUs compatible with the possibility of graduating in the winter session.

**Any abuse of the precautionary request will be prosecuted.**

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#### DEADLINE

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**The precautionary application must be completed, validated and retained by the student by 31 December 2024. This application must not be submitted to the Student Affairs Office of your School.**

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#### INSTRUCTIONS ON THE “PRECAUTIONARY APPLICATION” PROCEDURE

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- a. Access the Delphi website: <http://delphi.uniroma2.it>;
- b. Select Student Area, Key 3 - “Enrolment in year two and following years”;
- c. Enter your matricola number and your password to access your personal area;
- d. Edit or validate existing data;
- e. **Tick the “Precautionary enrollment” box;**

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

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- f. Select “Print”: the system will print your request and your first instalment payment slip;
- g. Pay the said fee through the PagoPA system, which offers several payment options (both traditional and online). Links and further information can be found on the following website [studenti.uniroma2.it/pagamento/](https://studenti.uniroma2.it/pagamento/)
- h. Access the Delphi Online Services website again and confirm your payment by tapping “Convalida PagoPA” within 48 hours of the payment date
- i. For students who are exempt from paying university fees, a deposit slip marked €0 must be used for confirmation.

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### VERY IMPORTANT

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In order to benefit from the tuition fee waiver in the event that you have submitted a “precautionary application” but have not managed to graduate on time, you must still authorise the University, via your reserved area of the Delphi portal, to obtain the necessary ISEE University certificate from the INPS database by **13 DECEMBER 2024**.

**If you have registered for the academic year 2024/2025 without applying for deferred registration (precautionary registration), it is still possible to make a late request by formally submitting it to the relevant Student Affairs Office no later than 31 January 2025. Your application will be considered for acceptance. In this case, if your application is accepted, you may also request a refund of the amount paid, less the regional fee, stamp duty and commission.**

**Reimbursement of the regional fee must be requested directly from the Discolazio regional body.**

**It is also reminded that enrollment in the 2024/2025 academic year in precautionary mode allows taking exams related exclusively to the 2023/2024 academic year.**

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### CANCELLATION OF PRECAUTIONARY APPLICATION

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If you do not graduate in the final session of the 2023/2024 academic year, you will have to access again your Delphi personal account (<https://delphi.uniroma2.it>) and cancel your “Precautionary Application”. The system will cancel the said application and you will be able to proceed with your registration for the 2024/2025 academic year. In this way, you will be issued with a payment slip for the first instalment of tuition fees, which must be paid and validated in order for the system to generate the payment slip for the next instalments.

The first and second instalments must be paid **by 5 June 2025 at the latest**.

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

The penalty will be automatically added to the next instalment.

### 6.4 – Registration as a part-time student

If for reasons of work, family, medical, personal, and similar, you believe you cannot dedicate to attendance and study the annual hours provided as standard of commitment, it is possible to choose to enroll part-time.

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

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The student who chooses the part-time regime sees an increase in the years of the course in the face of a reduction in the contribution equal to 30% of the taxation provided for the contribution class of the degree program. For more details, consult [Chapter 7 – Tuition fees](#)

The choice of part-time is irrevocable, while students already enrolled, for a number of years less than the normal duration of the course plus 1, full-time can opt for part-time.

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

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

The part-time option can be applied for at the beginning of any academic year after enrolment in the first or subsequent year. Students who choose this option at the time of enrolment or at the time of enrolment in subsequent years must apply by **31 December 2024**.

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

### **Normal duration and agreed duration**

It is possible to request part-time after enrollment and agree on a training path of duration equal to double the remaining years compared to the normal duration of the degree program, compatibly with any limits provided by the educational regulations.

At the end of this period, the student is placed out of course with a part-time regime. They will still be able to benefit from the 30% reduction, but it will be calculated on the “maximum taxation” of the degree program. For more details, consult Chapter [7 – Tuition fees](#).

### **VERY IMPORTANT - In case you:**

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

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

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

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- a. Access the Delphi website: <http://delphi.uniroma2.it>.
- b. Select Student Area, Key 3, “Enrolling part-time”
- c. Fill in the online application regarding the part-time option.

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

## Chapter 7 – Tuition fees

Tor Vergata University of Rome, in accordance with Article 1, paragraph 254 of Law No. 232 of December 11, 2016 “State budget forecast for the financial year 2017 and multi-year budget for the three-year period 2017-2019”, has defined student contribution levels for degree programs respecting the principles of equity, graduality, and progressivity, in order to guarantee the right to study and reward commitment and merit.

For the 2024/2025 academic year, tuition fees will be determined as follows:

- A) A **flat-rate fee**, considering your family’s financial situation (reflected in the ISEE University Certificate), the chosen degree program, your academic progress within the program (measured by ECTS credits earned), and the year you began your studies (academic cohort). The flat-rate fee is determined by the fee class of each program, as shown in the table below:

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

## Chapter 7 – Tuition fees

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

<ul style="list-style-type: none"> <li>• <b>Ordinary taxation:</b> From 0 € to a maximum of € 9.000</li> <li>• <b>Higher taxation:</b> <b>from € 300 to a maximum of € 9.570</b></li> <li>• <b>Maximum taxation:</b> <b>from € 650 to a maximum of € 10.100</b></li> </ul>	Bachelor's degree in Global Governance (held in English)
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### Understanding Your Contribution Class and Tuition Fees:

This guide outlines the three types of taxation applied to each contribution class, based on your earned ECTS credits and years of study.

#### I. **Ordinary Taxation** applies to students enrolled in:

- The current academic year (2024/2025).
- The previous year (2023/2024), with at least 10 ECTS credits (6 for part-time students) earned between August 10, 2023, and August 10, 2024.
- Up to one year late after program completion, with at least 25 ECTS credits (18 for part-time students) earned in the same period.

**No Tax Area:** Students with a University ISEE-U certificate below €26,000.00 pay no tuition fees under ordinary taxation.

**Partial Exemptions:** Students with an ISEE-U certificate between €26,000.00 and €30,000.00 receive a partial exemption, calculated based on their ISEE band and contribution class:

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

- #### II. **Higher taxation rate** applies to students who do not fall under ordinary taxation, are enrolled after one year of program completion, and have earned at least 12 ECTS credits (less than 6 ECTS credits for second-year students) between August 10, 2023, and August 10, 2024.



**Partial exemptions:** students under higher taxation with a family ISEE-U between €20,000 and €30,000 qualify for a partial exemption, calculated based on their ISEE band. The partial exemption quota is calculated as follows:

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

III. Maximum taxation applies to students not subject to ordinary or higher taxation and who:

- ✓ enrol more than two years after program completion.
- ✓ enrol after one year of completion but **without at least 12 ECTS credits** (less than 6 for second-year students) earned between August 10, 2023, and August 10, 2024.

Tuition fees are determined by your University ISEE certificate as follows:

- ✓ For ISEE between €0 and €90,000.00: the fee varies proportionally based on your contribution class and course's taxation type.
- ✓ For ISEE above €90,000.00 or without an ISEE certificate: you pay the maximum amount for your contribution class and course's taxation type.

**A) Students without an ISEE Certificate:** As per DPCM n. 159 of 2013, Article 8, paragraph 5, you will pay an additional fixed annual contribution based on your country of origin in addition to the regional tax and stamp duty, as follows:

- €500.00 for “developing countries” defined in MUR Decree no. 115 of 13 February 2024<sup>5</sup> and its updates;
- for both Italian and international students with foreign income.

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<sup>5</sup> Afghanistan, Angola, Bangladesh, Benin, BurkinaFaso, Burundi, Cambogia, Central African Republic, Chad, Comoros, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, Salomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia.

- B) For students enrolled before the 2020/2021 academic year: students for whom the ISEE calculation is inapplicable pursuant to Article 8 paragraph 5 of DPCM 159/2013, are required to pay, in addition to the regional tax and stamp duty, a fixed annual comprehensive contribution based on the country of origin, structured as follows:
- € 500.00 for students from so-called developing countries as defined by MUR Decree No. 440 of 13/02/2024 and subsequent updates;
  - €1,000.00 for all other international students or Italians with income abroad.
- C) Starting from the 2020/2021 matriculation year, for international students or Italians with income abroad, for whom the ISEE calculation is inapplicable pursuant to Article 8 paragraph 5 of DPCM 159/2013, in addition to the regional tax and stamp duty, are required to pay:
- a. Regardless of the country of origin, the fixed annual comprehensive contribution of € 2,500.00, even if in possession of the Discolazio scholarship, for the Bachelor's and Master's Degree programs in English "M.Sc. Business Administration", "M.Sc. Finance and Banking", "B.Sc. Business Administration and Economics", "M.Sc. European Economy and Business Law", "M.Sc. Economics", "Global Governance" and "Single-cycle Master's Degree in Pharmacy-Pharmacy", "Medicine and Surgery";
  - b. For all other courses not included in point a) the fixed annual comprehensive contribution based on the country of origin, even if in possession of the Discolazio scholarship, as follows:
    - c. € 500.00 for students from so-called developing countries as defined by MUR Decree No. 440 of 13/02/2024<sup>6</sup> and subsequent updates;
    - d. € 1,000.00 for all other students;
- D) **Starting from the 2024/2025** matriculation year only, for the Global Governance Degree Course, international students or Italians with income abroad, for whom the ISEE calculation is inapplicable pursuant to Article 8 paragraph 5 of DPCM 159/2013, in addition to the regional tax and stamp duty, are required to pay the fixed annual comprehensive contribution of € 4,500.00, even if in possession of the Discolazio scholarship.

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

A 20% tuition fee reduction applies to courses mainly offered online or in a blended format for the 2024/2025 academic year.

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<sup>6</sup> Afghanistan, Angola, Bangladesh, Benin, BurkinaFaso, Burundi, Cambogia, Central African Republic, Chad, Comoros, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, Salomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia

### **ATTENTION**

To facilitate understanding of the taxation, a Fees Simulator has been prepared, available at the following address <http://studenti.uniroma2.it/> (under the “Fees” menu).

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

The evaluation for merit (ECTSs acquired) is carried out automatically and does not require submission of an application. Therefore, the ECTSs must be accrued in the twelve months preceding the date of August 10 prior to the relative enrollment. For this purpose, reference is made to exams verbalized and recorded by that date, with the exception of credits obtained following attendance of curricular internships by students enrolled in degree courses enabling healthcare professions: the credits will be considered even if recorded at later dates but no later than September 30.

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

In the case of integrated exams, the credits relating to all the tests that constitute each integrated exam must be achieved and validated by the date of August 10.

Exams taken and credits obtained by students of the University at foreign universities within exchange programs are taken into consideration only if validated or recognized in the twelve months preceding the date of August 10 prior to the relative enrollment.

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

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

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

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

Fees and contributions must be paid as follows:

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

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

1. €16 stamp duty;
2. €140 regional fee;

3. tuition fees, which vary according to the type of taxation:
  - a. Ordinary taxation: € 0
  - b. Higher taxation: € 200
  - c. Maximum taxation: € 332

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

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

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

**For first year students**, the first instalment must be paid during the enrolment process. If not specified in the Course Call, the first instalment must be paid by **6 November 2024**.

For registration in the academic years following the first, the first instalment must be paid by **6 November 2024**.

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

**Penalties**

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

- € 50.00 for payments made by 31 December 2024
- € 100.00 for payments made after this date.

- b. **Second instalment**

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

### PRINT OF SECOND INSTALMENT PAYMENT SLIP

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

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

The second instalment can be paid in two ways:

- a. Split into two payments (default option)
  - 50% by 31 March 2025
  - 50% by 31 May 2025
- b. A single payment by 31 March 2025 if you have previously chosen the “pagamento in un’unica soluzione” (single payment) option or if the second instalment is less than €300.

#### **Penalties**

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

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

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

In order to better understand the taxation system, a fee simulator can be found here:

<http://studenti.uniroma2.it/> (under the menu “Tasse e agevolazioni”).

### 7.3 – Payment methods

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

Payments can be made in the following ways:

- Online, using your credit card at [utov.it/pagopa](http://utov.it/pagopa);
- via APP IO of PagoPA if you have SPID credentials;
- via home/mobile banking through the CBILL circuit or members of the PagoPA system;
- at any bank branch or ATM that allows you to pay through the CBILL circuit and that is a member of the PagoPA system;
- in Sisal/Lottomatica betting shops.

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

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

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

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

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### ATTENTION

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

## 7.4 – University ISEE

Students wishing to apply for the tuition fee waiver must authorise the University to consult the INPS database to obtain the value of their ISEE certificate (which must have been issued before the specified deadline) via their reserved area of the Delphi platform. **The deadline for this procedure is 13 December 2024.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 7.4.3 – The ISEEUP – University ISEE Parificato

In order to benefit from the tuition fee waiver and when enrolling for the first or subsequent year, EU students belonging to a family unit with their income earned abroad must apply for **the ISEE Parificato certificate** at any national CAF office by **13 DECEMBER 2024**.

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

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

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

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

Once the ISEE equivalent certification has been obtained, the student must upload a copy of the ISEE-University equivalent issued by the CAF, a copy of the family status and a copy of the certificates used for the issuance of such certification (written in the mother tongue, legalized and/or apostilled and officially translated into Italian) on the [ApplyNow system](#), connecting with the same credentials used for Delphi at the following address: <https://applynow.uniroma2.it/login>

For further information on ISEE-University, consult **paragraph 7.5** of this Handbook or visit the website <http://studenti.uniroma2.it/>

In case of need, contact the Welcome Office ([welcome@uniroma2.it](mailto:welcome@uniroma2.it)).

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

The ISEE-University certification for university education rights must be requested by December 13, 2024. As soon as the ISEE certification is obtained, the student must, through the Delphi portal, authorize the University to acquire the ISEE-U from the INPS portal within the period of validity of the certification.

Students who are already in possession of a valid ISEE-University do not need to request a new ISEE-University certification for enrollment in the 2024/2025 academic year but will have to authorize the University to acquire the ISEE-University certification from the INPS database through their personal area of the Delphi portal by December 13, 2024.



Therefore, the student DOES NOT HAVE TO present any paper or electronic document to the University Offices. Any ISEE-University certification presented to the offices or sent by email/pec will not be taken into consideration and will not interrupt the presentation terms.

### **ATTENTION**

International students with a family unit and income in Italy who are unable, at the time of enrollment and/or registration for subsequent years, to authorize the University to withdraw the tax data from the INPS Database must, within the above-indicated deadlines (13/12/2024) contact the General Coordination of Student Secretariats ([segreteriastudenti@uniroma2.it](mailto:segreteriastudenti@uniroma2.it)) to unblock the function.

If the ISEE-university and the equivalent ISEE have, as a release date, a date subsequent to the deadline of **December 13, 2024**, it will still be possible, in case of ISEE-U still valid, to authorize the University to withdraw the tax data from the INPS database for the recalculation of fees later, but a penalty will be applied for the delay as reported in the following table:

Application date	Penalty
From 14 December 2024 to 15 March 2025	€ 150
from 16 March 2025 to 31 May 2025	€ 200

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

**Combined Penalties:** Late ISEE University Certificate penalties are cumulative with other penalties, such as late tuition fee payments.

### **Exceptions:**

**Late certificate penalties do not apply in the following cases:**

- ✓ Enrolling after December 1, 2024 (undergraduate, postgraduate, and single-cycle programs).
- ✓ Enrolling after December 1, 2024 due to changes in ranking lists or later admission tests.
- ✓ Enrolling after December 31, 2024 as a transfer student.

**Please keep your ISEE University Certificate for future verification by the University. Tor Vergata University of Rome carries out precise checks on ISEE declarations. In case of false declarations, students will be prosecuted according to current legislation on the matter.**

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### **ATTENTION**

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**After acquiring the ISEE-University certification, fees will be recalculated and new attestations cannot be entered for the entire academic year. The student will not be able to make new authorizations in order to**

### request new acquisitions.

It is also reminded that in application of Legislative Decree no. 68 of March 29, 2012 art. 10 paragraph 3, anyone who, without being in the conditions established by state and regional provisions, presents untruthful declarations, their own or of family members, in order to benefit from the related interventions, is subject to an administrative sanction consisting in the payment of a sum of triple amount compared to that received, or the value of services unduly used, and loses the right to obtain other disbursements for the duration of the course of studies.

### 7.4.5 – Recommendations

- ❑ **If you have applied for a DISCOLAZIO scholarship:** in the event that the scholarship is not awarded or is withdrawn, in order to have your tuition fees waived, you must authorise the University to consult the INPS database through your reserved area of the Delphi platform in order to obtain your University ISEE certificate. **The deadline for this procedure is 13 December 2024.**
- ❑ **If you register with “domanda cautelativa” (precautionary enrolment):** in order to be exempted from tuition fees on the basis of your income, and in case you fail to graduate on time, you must authorise the University to consult the INPS database in order to obtain your University ISEE certificate via the reserved area of your Delphi portal. **The deadline for this procedure is 13 December 2024.**

## 7.5 - Exemptions and Eligibility

Several categories of students are eligible for **full** or **partial** tuition fee exemptions at Tor Vergata University of Rome. Please review the details below to determine if you qualify.

### 7.5.1 – Full exemption

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

#### A. Students with disabilities

Students with recognized disabilities equal to or greater than 66% or with recognition of handicap pursuant to Article 3, paragraphs 1 and 3 of Law No. 104 of February 5, 1992, are totally exempt from paying university fees for enrollment and registration in subsequent years. The disability must be demonstrated by appropriate documentation issued by the competent authority, which must be presented to the Technical Secretariat of the **Commission for the Inclusion of Students with Disabilities and SLD** (CARIS) via del Politecnico, 1 (Faculty of Engineering).

Pursuant to Article 5 of the Decree of the President of the Council of Ministers of May 7, 1999, No. 221, and subsequent modifications, among the disabled with disabilities greater than 66% are included war mutilated and disabled and service disabled belonging to categories from First to Fifth.

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

Civilian disabled or children of civilian disabled due to acts of terrorism committed and organized crime in Italy are exempt from university contributions for enrollment and registration in subsequent years.

Victims of crime and terrorism, by virtue of Presidential Decree 7/7/2006 No. 243, are equated to victims of “duty” and respective surviving family members and children of beneficiaries of disability pension (100% disability) pursuant to Article 30 of Law 118/1971.

In light of the provisions issued by DiscoLazio for the 2024/2025 academic year, students referred to in point B are also required to pay the regional tax (€140 + €16 virtual stamp duty).

### **C. Political refugees**

Foreign citizens who have been granted “political refugee status” pursuant to the Geneva Convention of 28/7/1951, ratified by Law 24/7/1954 No. 722, are exempt from paying university contributions. Students who are not up to date with exams and enrolled beyond the normal duration of the study course cannot request this benefit. The number of those who can benefit from this benefit cannot exceed 5% calculated on the total of foreign students enrolled in the previous academic year. Political refugee status must be proven by those concerned through official documentation in their possession issued by the specific Commission established at the Ministry of the Interior for political refugees.

In light of the provisions issued by DiscoLazio for the 2024/2025 academic year, students referred to in point C are also required to pay the regional tax (€140 + €16 virtual stamp duty).

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

In light of the provisions issued by DiscoLazio for the 2024/2025 academic year, students who have applied for a DISCOLAZIO scholarship are also required to pay the regional tax (€140 + €16 virtual stamp duty).

If the payment made is not validated, enrollment will not result and DISCOLAZIO benefits will be lost.

Please note that students who have applied for a DISCOLAZIO scholarship, to obtain a reduction in fees based on income in case they are not assigned or their scholarship is revoked, must still, through their personal area of the Delphi portal, authorize the University to acquire the ISEE-University certification from the INPS database by **December 13, 2024**. International students with income abroad and Italians with income abroad are required, instead, to upload the equivalent ISEE and related documentation to <https://applynow.uniroma2.it/login> if they want to benefit from the recalculation of university fees.

Italian or international students with income abroad, enrolled from the 2020/2021 academic year onwards, who do not present the ISEE ex art. 8 of D.P.C.M. 159/2013 are required to pay the annual fixed contribution even if in possession of the DISCOLAZIO scholarship (winners of DISCOLAZIO scholarship are not required to pay the regional tax).

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

International students who are scholarship holders of the Italian Government within the framework of development cooperation programs and intergovernmental cultural and scientific agreements and related periodic executive programs are totally exempt from paying university fees and contributions.

In subsequent academic years to the first, the exemption is conditioned on the renewal of the scholarship by the Ministry of Foreign Affairs, as well as compliance with the merit requirements referred to in Article 8, paragraph 2 of Legislative Decree 29 March 2012, No. 68.

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

Italian high school graduates with a perfect 100/100 score **who enrol for the first time in the first year of a university course at Tor Vergata University of Rome** are exempt from fees, except for a €16 stamp duty and a €140 regional tax.

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

Ministerial program participants for 2023/2024 are exempt from first-year fees, but pay stamp duty and regional tax (156 euros).

### **H. World Olympic students**

Olympic medallists are completely exempt from all fees, except for stamp duty and regional tax (156 euros).

## **7.5.2 – Partial exemption**

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

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

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

The request for partial exemption must be made by March 14, 2025 (with the exception of concessions for maternity and for students who carry out civil service, which must be requested by December 31, 2024. For caregiver students, the deadline is set as per paragraph 8.15)

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

20% reduction on the comprehensive contribution amount for students enrolled with disabilities between 46% and 65%.

**B. Students with siblings currently enrolled at Tor Vergata University of Rome**

10% reduction on the tuition fees, applied to each of the enrolled siblings provided that the ISEE-University declared by each sibling is equal to or less than € 40,000.00.

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

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

**D. Children of employees of Tor Vergata University of Rome enrolled at the University**

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

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

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

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

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

**G. Maternity/Paternity leave and Adoption**

Students can choose to either interrupt their studies for a year or benefit from a 30% reduction of the contribution provided by the study course for one year.

**H. Students-athletes**

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

### **I. Caregiver students**

30% discount on the tuition fees, not cumulative with other types of partial exemptions, or, at the applicant's choice, extension of the duration provided for completing the university career and remodulation of the related contributions.

### **J. Specific Learning Disorder (SLD)**

20% partial exemption on the comprehensive contribution, not cumulative with other types of partial exemptions, for all students with certified SLD.

### **K. Universal civil service or European Voluntary Service**

20% discount on the tuition fees, not cumulative with other types of partial exemptions, or, at the applicant's choice, interruption for the academic year in which the service is carried out.

### **L. Simultaneous enrolment in two degree programs**

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

### **M. Students enrolled in AFAM institutions**

Students currently enrolled in an AFAM institution who enroll, under simultaneous enrollment, in the Bachelor's degree course in Archaeological, Musical and Performing Cultural Heritage at this University can benefit from a 20% reduction on the comprehensive contribution.

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

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

Participation in the admission and assessment tests for the 2024/2025 academic year courses that require the use of the University Platform (<https://ammissioneonline.uniroma2.it>) is free of charge. For all other courses,

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

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

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

### 7.6 – Various contributions

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

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

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

For the academic year 2023/2024, students enrolled at schools of specialisation in the health care sector must pay the following fees:

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

### **First instalment:**

Minimum tuition fee set by the state: €201.58

Stamp duty payable to the State: €16.00

Regional tax: € 140.00

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

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

### **Second instalment:**

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

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

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

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

#### **First instalment:**

Minimum registration fee set by the State: €201.58

Stamp duty payable to the State: €16.00

Regional tax: € 140.00

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

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

#### **- Second instalment:**

**First year students: €745.00**

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

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

#### **- *Specialist dental schools***

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

Minimum registration fee set by the State: €201.58



Stamp duty payable to the State: €16.00

Regional fee: €140.00

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

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

### **Second instalment:**

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

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

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

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### GENERAL NORM FOR ALL POSTGRADUATE SPECIALISATION SCHOOLS

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No exemption is foreseen for postgraduate medical schools.

The penalties for late payment are as follows:

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

## 7.8 – Postgraduate schools in Legal studies

Students enrolled in the Postgraduate School of Specialisation for the Legal Professions will be required to pay the following tuition fees for the 2024/2025 academic year:

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

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

**First instalment:** € 702 + € 140

**Second instalment:** € 700

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

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

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

### 7.9 – State examinations

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

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

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

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

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

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

- A) The completion of postgraduate training qualifying for the profession of surgeon, in accordance with the provisions of Article 102, paragraph 2, of DL 17 March 2020, No. 18, converted with amendments into Law No. 27 of 24 April 2020.

The contribution to the University is € 300. This amount must be paid autonomously at the time of enrolment, through the PagoPA system.

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

The contribution to the university is €100. This contribution is included in the university fee for the final year of the course, so no specific dedicated payment is required.

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

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

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

### 7.10 – Tuition fee refund

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

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

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

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

- In cases where students inadvertently pay twice or overpay: The refund request must be submitted within 30 days of the erroneous payment, along with the original proof of payment;
- If students pay their first instalment of tuition fees but do not submit complete enrolment documents to the Student Affairs Office (request for refund due to incomplete enrolment process). The refund request must be submitted with all required documentation and the original payment receipt by **31 January 2025**.
- If students have enrolled for a Master's program and have paid the first instalment of tuition fees, but have not submitted the documents required by the enrolment procedure to the Student Affairs Office (request for a refund due to incomplete enrolment procedure): the justified and documented request for a refund, together with the proof of payment, must be submitted within 30 days of the date of payment of the first instalment.

- Students who have not taken advantage of the enrolment deferral and have already paid their enrolment fees for the 2023/2024 academic year must submit a refund request by **31 January 2025**.

The following will not be refunded:

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

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

### 7.11 – Penalties and tax assessment

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

If a false declaration is found, the student must pay the difference between the amount of the second instalment determined on the basis of the verification and the amount determined on the basis of the self-certification. They will also have to pay an administrative fine equal to the difference between the two amounts. Tor Vergata University of Rome will carry out a thorough but random verification of the applications submitted by the students. In particular, it will verify the truthfulness of the information provided by the students about their families by comparing the data on income and assets with those registered in the information system of the Revenue Agency. For this purpose, the University has the right of direct access to the local tax offices (SIATEL) in order to carry out these checks.

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

### Capitolo 8 – During your career

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

#### 8.1 - Interruption and resumption of studies

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

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

There are two types of interruption:

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

#### A. Standard interruption

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

Before applying to resume studies, students must regularise their payment of contributions (including unpaid instalments and fines) regarding their last academic year. Once these payments are up to date, students must follow the instructions listed below.

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

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

**B. Other forms of interruption: due to serious and prolonged illness of the student; maternity/paternity/adoption; student caregivers; students performing voluntary civil or military service; students with athlete-student status<sup>7</sup>**

Students forced to interrupt their studies due to serious and prolonged illness, duly certified, for at least one academic year, are fully exempt from paying university fees during this period.

In cases of maternity/paternity/adoption, students can avail themselves of a one-year interruption period with full exemption from university fees during this time.

Students with student-athlete status can request a one-year interruption of studies for important and relevant sports commitments. The same applies to students involved in Civil Service.

Before requesting to resume studies, the student must regularize their contribution status (unpaid installments and related late fees) for the last year of enrollment.

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### DEADLINE

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**Application can be submitted from 2 September 2024 to 31 December 2024**

You must follow the instructions below:

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

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

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<sup>7</sup> The student-athlete status is obtained according to the regulations on dual careers of student-athletes published in the Regulations section of the university website.

### 8.2 – ALIAS career for transgender students

Tor Vergata University of Rome offers the “ALIAS career” program, supporting transgender students in creating a respectful and inclusive learning environment. Established in 2016, this initiative acknowledges the importance of personal identity and aims to foster peaceful coexistence based on fair treatment and mutual respect.

#### What is the ALIAS career?

This temporary program provides transgender students with the option to establish an “alias career” profile. This profile grants them a temporary identity, chosen by themselves, while awaiting any potential legal gender reassignment process. This involves:

- ✓ New student ID: An official ID badge featuring the chosen first and last name and student ID number.
- ✓ Administrative support: Guidance and assistance throughout the administrative procedures.

#### Important notes:

The ALIAS career is a preliminary step before legal gender reassignment. Following legal changes, official university records will be updated accordingly.

This program serves to ensure a smooth and respectful transition for transgender students within the university community.

#### For further information and support:

For further information, contact Dr. Gabriella Rossi ([gabriella.rossi@uniroma2.it](mailto:gabriella.rossi@uniroma2.it))

### 8.3 – Withdrawal from studies<sup>8</sup>

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

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

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<sup>8</sup> Foreign students - MUR Ruling (Circ. Prot. 7802 of 24 March 2014): "When foreign students already enrolled in an Italian university have discontinued their studies and wish to re-enrol in the same university, they cannot use the residence permit issued for their previous enrollment. When students officially stop their studies, the grounds for their original residence permit are no longer valid and their permit is therefore cancelled" (see art. 5(3), (4) and (5) of Legislative Decree No. 286 "Consolidated Law on the provisions relating to immigration regulations and norms concerning the status of foreigners" and subsequent amendments).



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

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

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### HOW TO WITHDRAW FROM YOUR STUDIES

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

### 8.4 – Forfeiture of studies

When eight consecutive academic years have elapsed since the date on which the student took the qualifying examinations<sup>9</sup>, provided that they were recorded, he/she is considered to have lapsed.

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

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

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

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

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<sup>9</sup> Qualifying examination and/or integrated course: only when the entire examination has been registered, even with the mark “FAILED”. Passing parts of exams does not interrupt the forfeiture.

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

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

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

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

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

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

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

### 8.6 – Suspending your studies

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

- To enrol in foreign universities;
- For military training institutes;

## Capitolo 8 – During your career

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

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

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

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### HOW TO SUSPEND YOUR STUDIES

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

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

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

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### HOW TO RESUME YOUR STUDIES

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- Access the Delphi Online Services website (<https://delphi.uniroma2.it/t>)
- Select the Student section, button 4 - “Manage Career Online”.
- Enter your personal ID number (matricola) and password;
- Enter “Resume your studies after suspension” along with all the information regarding your suspended career.
- Fill in and print the online application form for resumption of studies.
- Submit the following documents to the Student Affairs Office
  - Application to resume studies

- A certificate of completion of your degree, or a certificate showing the years you were enrolled in your chosen course.
- A stamp duty of €16.00

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

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

### 8.7 – Course transfers

Enrolment in a course other than the one in which the student is currently enrolled is called “transfer”. This transfer is possible both between courses of the same school and between two different schools of the same university. It is not possible to transfer to a course belonging to a previous system if that course is no longer active. Students may apply for a change of course between 1 September 2024 and 31 December 2024 or within the period specified in the calls for applications or specifically mentioned in the regulations of each individual course. Before applying for a change of course, you may be required to take an admission test or have your study plan evaluated, depending on the course you are applying for or the requirements of the individual calls for applications. You can only apply for a change of course once you have checked that you meet the entry requirements for the new course you have chosen.

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

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#### DEADLINE

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**Students may apply for a course switch from 1 September 2024 to 31 December 2024.**

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#### HOW TO APPLY FOR A COURSE TRANSFER

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- Access the Delphi Online Services website: <http://delphi.uniroma2.it>;
- Select Student Area - Key 4, “Online Career Management” and log in with your login details;
- Type “During career” > “Course transfer request”;
- Fill in the transfer request form and print it out together with the payment slip for €66.00 (€50.00 + €16.00 tax paid virtually). This amount will not be refunded if the transfer is not carried out);
- Pay the fee due through the PagoPa system, which allows payment through a variety of channels, either physical or online. Links and further information on payment methods are available at the following web address: [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)
- Within 48 hours after the payment, connect again to the Delphi site and validate by clicking on the “Validate PagoPA” button.

- g. The Student Secretariat, upon receipt of the online transfer request, will forward the documents relating to the student's career to the School / Course of Destination;
- h. Periodically check the status of the transfer on the Delphi on-line services page and, once completed, proceed to enrol in the course of your choice;
- i. The enrolment fee must be paid to the Course of Study of destination, without any compensation for late payment.

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

### 8.8 – Incoming transfers

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

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#### DEADLINE

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Students may submit an application for transfer between 1 August 2024 and 31 December 2024, i.e. by the deadline indicated in the notices of competition or specifically provided for in the didactic regulations of each course.

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

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

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

## Capitolo 8 – During your career

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

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

Only when you are in possession of your transfer request authorisation, which you will have received from the Student Affairs Office of your chosen course, or when you have passed the admission test for courses with a limited number of places, or when you have chosen a course with an unlimited number of places, can you complete the inbound transfer application and at the same time submit your outbound transfer application to your home university in accordance with the applicable procedures. In any case, this application must be submitted no later than 31 December 2024.

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

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### INSTRUCTIONS FOLLOWING YOUR CLEARANCE

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

Check your TRANSFER STATUS by connecting to the Delphi online services website (<https://delphi.uniroma2.it/>) - Student section - Key 2 Transfer from another university (Admission) - Click on key b “Request for transfer admission” - Select key b.5 “Check transfer status” and enter your personal tax code (codice fiscale) and your CTRL code.

## Capitolo 8 – During your career

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If the words “Your transfer request has been accepted” appear, it means that the Student Affairs Office has received a letter from your former university and your clearance/evaluation of academic qualifications has been granted, so you can now proceed to the FINAL PHASE of your enrolment.

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### REGISTRATION ONCE YOUR TRANSFER HAS BEEN ACCEPTED

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

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

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

For more information on enrolment fees, see Chapter 7.

### 8.9 – Outgoing transfers

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

**Students may apply for a transfer from 1<sup>st</sup> August 2024 to 31<sup>st</sup> December 2024.**

To make your transfer request:

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

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#### HOW TO TRANSFER

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

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



### 8.10 – Simultaneous enrolment

Effective from the 2022/2023 academic year, Tor Vergata University of Rome allows students to enrol simultaneously in two different courses under the following regulations:

#### Eligibility:

Pursuant to Law no. 33 of 2022, Ministerial Decrees no. 930 and 933 of 2022, and the decision of the University's Academic Senate, simultaneous enrolment is permitted.

You must possess the academic qualifications required for each program as per national and university regulations.

#### Possible Combinations<sup>10</sup>:

- ✓ Two bachelor's, master's, or single-cycle programs differing in at least two-thirds of their educational activities and belonging to distinct degree classifications.
- ✓ One bachelor's program and one master's program.
- ✓ One bachelor's or master's program and a doctoral program.
- ✓ One bachelor's or master's program and a non-medical specialization program.
- ✓ Two postgraduate master's programs, provided they are different programs offered by different universities.
- ✓ One doctoral program and a master's program (subject to approval by relevant bodies).
- ✓ One doctoral or master's program and a specialization program (subject to approval by relevant bodies).

#### Important Restrictions:

- ✓ Simultaneous enrolment in two programs with mandatory attendance is not permitted (unless attendance is solely for laboratories or practical activities).
- ✓ Enrolment in two programs with less than two-thirds difference in training activities is also prohibited.
- ✓ Enrolment in two nationally limited-access programs will be governed by a specific ministerial decree.
- ✓ Single-subject courses are incompatible with full degree program enrolment.

#### Please note:

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<sup>10</sup> Also in the light of the Ministerial Address of 12/01/2023, available at [https://www.mur.gov.it/sites/default/files/2023-01/faq\\_contemporanea\\_registration\\_12\\_gennaio\\_2023.pdf](https://www.mur.gov.it/sites/default/files/2023-01/faq_contemporanea_registration_12_gennaio_2023.pdf)

## 8.10 – Simultaneous enrolment

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This information is for general guidance only. Please refer to the official university website for detailed guidelines and updates.

Contact the university directly for any questions or clarifications regarding your specific situation.

### 8.10.1) ADMINISTRATIVE STEPS

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

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

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

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

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

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

Students currently enrolled in a course at Tor Vergata University of Rome may enrol in another course at the same University, once they have obtained the qualification or admission to the course of interest, as provided for in the call for applications for the course in question. In particular, in order to carry out the procedure of simultaneous enrolment correctly, under penalty of exclusion, interested parties must send an email as described in the following link: <https://studenti.uniroma2.it/procedura-di-iscrizione-per-uno-studente-attualmente-iscritto-in-un-corso-del-nostro-ateneo/>. Once the email has been sent, students will be contacted again to receive enrolment instructions.

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

## 8.10 – Simultaneous enrolment

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

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

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

### 8.11 – Enrolment in single-subject courses

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

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

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

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

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

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

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

## 8.10 – Simultaneous enrolment

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

- **for courses starting in the first semester, from 2 September 2024 to 29 November 2024;**
- **for courses starting in the second semester, from 14 February 2025 to 15 April 2025.**

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

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### HOW TO ENROL IN SINGLE-SUBJECT COURSES

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- a. Access the Delphi Online Services website: <http://delphi.uniroma2.it>
- b. Student Area;
- c. Section 3 – Enrolment in single-subject courses;
- d. Fill in and print the application form;
- e. Pay the entry fee due via the PagoPA system, which offers several payment options (both traditional and online). Links and further information can be found on the following website [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)
- f. Link again to the Delphi Online Services website and confirm your payment by tapping “Convalida PagoPA” within 48 hours<sup>11</sup> from the payment date.
- g. Present the following documents concerning the single-subject course you want to attend to the Student Affairs Office, before the beginning of the didactic period established for your chosen course:
  - Your application for enrolment in a single-subject course
  - A copy of your paid slip
  - Your clearance (nulla osta) from your former university if you are enrolled in another institution.

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

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

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<sup>11</sup> The acquisition time of the PagoPA collection stream is variable. As long as it is not available, the payment cannot be validated.

## 8.10 – Simultaneous enrolment

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

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

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

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

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

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

#### **Before departure:**

Choose which individual courses to enroll in and contact the Student Office of the relevant Degree Program via email to verify their availability.

Follow the enrollment procedure for individual courses as described above.

Prepare the following documentation:

- Final qualification
- Certificate of verification of the final qualification issued by CIMEA, to be requested online at: <https://cimea-diplome.it/page-diplome>
- If the country that issued the final qualification is on the list of signatories to the Lisbon Convention<sup>12</sup>, you can submit the Statement of Correspondence, which can be downloaded independently by the candidate free of charge on the ARDI platform: <https://ardi.cimea.it/it>
- If the country that issued the qualification is not on the list of signatories to the Lisbon Convention, it is mandatory to submit the Statement of Comparability issued by CIMEA – <https://cimea-diplome.it/page-diplome>
- Italian language certificate at B2 level (for individual courses taught in Italian).

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<sup>12</sup> Albania, Andorra, Armenia, Australia, Austria, Azerbaijan, Bielorussia, Belgio, Bosnia ed Herzegovina, Bulgaria, Canada, Croazia, Cipro, Repubblica Ceca, Danimarca, Estonia, Finlandia, Francia, Georgia, Germania, Grecia, Islanda, Irlanda, Israele, Italia, Kazakistan, Lettonia, Liechtenstein, Lituania, Lussemburgo, Macedonia del Nord, Malta, Moldavia, Monaco, Montenegro, Nuova Zelanda, Norvegia, Paesi Bassi, Polonia, Portogallo, Romania, Russia, San Marino, Santa Sede (Vaticano), Serbia e Montenegro, Slovacchia, Slovenia, Spagna, Svezia, Svizzera, Turchia, Ucraina, Ungheria, Regno Unito, Stati Uniti d'America.

## 8.10 – Simultaneous enrolment

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Email the above documentation to the International Students Office ([international.students@uniroma2.it](mailto:international.students@uniroma2.it)), specifying “request for enrollment in individual courses” in the subject line.

Wait for the application to be enabled on the Delphi system by the International Students Office after verification of the documentation.

Contact the degree program office and request the issuance of the payment slip for one or more requested individual courses via email.

Submit the pre-enrollment application online through the University portal ([www.universitaly.it](http://www.universitaly.it)), selecting Tor Vergata University of Rome, indicating the individual courses you wish to enroll in, and uploading the aforementioned documentation.

For individual courses starting in the first semester, the pre-enrollment application deadline is **July 31, 2024** – for individual courses starting in the second semester, the deadline is **November 29, 2024**.

The pre-enrollment application will be verified by the University of Tor Vergata and forwarded to the Embassy/Consulate.

### **Upon arrival in Italy:**

#### **Apply for a residence permit.**

Contact the International Students Office with the originals of your academic documentation, passport, and entry visa.

Submit the enrollment application for the individual course to the student office of the degree program to which the chosen individual course belongs.

#### **RENEWAL OF RESIDENCE PERMIT**

It is not possible to obtain a renewal of the residence permit for the purpose of continuing studies in another individual course different from the one that made your entry into Italy possible. Renewal is permitted for the continuation of studies only in case of enrollment in a degree program related to or following the successfully completed individual course (exam passed).

In the case of an application for admission to a degree program with nationally or locally programmed access, the candidate will be treated as an EU citizen.

Note: The renewal of the residence permit is the exclusive responsibility of the Police Headquarters.

## 8.12 – Preparatory courses (Foundation Course)

Also for the academic year 2024/2025, the Foundation Course will be taught (in presence and in English) at the IAD School in accordance with art. 6 par. 1 of Italian Ministerial Decree 270/2004, which allows universities to organize preparatory training activities for admission to academic courses.

## 8.10 – Simultaneous enrolment

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

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

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

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

There is a fee of **€46 to register and evaluate the program (which cannot be refunded, including the stamp fee, 16 euros)** and a fee of **€3,500 to complete the enrollment**, to be paid as below:

INSTALLMENT	AMOUNT	PAYMENT DEADLINE
Registration fee	46 euros	20/09/2024
First installment	500 euros	Within 20 days from acceptance
Second installment	1,000 euros	21/10/2024
Third installment	2,000 euros	28/02/2025

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

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

Further information can be asked via email to [foundationcourse@uniroma2.it](mailto:foundationcourse@uniroma2.it)

## 8.13 – Dual career Students-Athletes

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

## 8.10 – Simultaneous enrolment

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Rectoral Decree no. 1031 of 5/04/2022 issued the “RULES ON THE DUAL CAREER STUDENTS-ATHLETES OF TOR VERGATA UNIVERSITY OF ROME, which can be consulted at the following link: [https://web.uniroma2.it/it/contenuto/regolamento\\_sulla\\_doppia\\_carriera\\_di\\_atleti\\_e\\_studenti](https://web.uniroma2.it/it/contenuto/regolamento_sulla_doppia_carriera_di_atleti_e_studenti)

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

- a) a 30% partial exemption from tuition fees, which cannot be cumulated with any other type of partial exemption;
- b) the possibility of reducing the compulsory attendance due to recognised events of major national and/or international interest, certified by the relevant Federation, after consultation with the Centro Universitario Sportivo Roma Tor Vergata (CUS) and subject to the prior approval of the relevant University department, in accordance with legal obligations;
- c) the authorisation not to charge for absence from courses where attendance is compulsory due to recognised events of major national and/or international interest, certified by the relevant Federation, after consultation with the Centro Universitario Sportivo Roma Tor Vergata (CUS) and subject to the prior approval of the relevant University department, in accordance with legal obligations;
- d) the possibility of a one-year temporary suspension of studies for important sporting commitments;
- e) the recognition of a maximum of 6 ECTS credits for recognised events of major national and/or international interest, certified by the relevant Federation after consultation with the Centro Universitario Sportivo Roma Tor Vergata (CUS) and subject to the prior approval of the relevant University department, in accordance with legal obligations<sup>13</sup>.

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

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

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

The committee will then assess each application and the result will be communicated to the student by the administration. In the event of a positive assessment, the students-athletes dual career will be activated and interested parties will be entitled to the benefits provided.

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<sup>13</sup> Interested parties will receive a certificate from the Administration confirming the activation of the dual career, which must be presented to the teaching staff of their course. At the student's request, the Course Council may, at its discretion, award up to a maximum of 6 credits for the sporting activities carried out by the same student (and duly certified by the relevant Federation). The credits that the Council decides to award will be considered in lieu of specific activities/exams provided for in the student's curriculum.



## 8.10 – Simultaneous enrolment

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### 8.14 – Universal Civil Service or European Voluntary Service

If you are regularly enrolled in a Bachelor's Degree, Master's Degree or Single Cycle Degree program at the University of Rome Tor Vergata and you participate in the Universal Civil Service or European Voluntary Service, you can choose between the following alternatives:

- Benefit from a partial exemption of 20% on the all-inclusive contribution. In this case, the request for partial exemption for the academic year in which the Universal Civil Service or European Voluntary Service is carried out must be submitted no later than 12/31/2024, by presenting to the relevant Student Secretariat, via email or in person, an official certification attesting to the performance of the Universal Civil Service or European Voluntary Service. With this option, you are regularly enrolled in the academic year and can proceed with all acts related to your academic career (for example, you can take exams);
- Temporarily interrupt, for the academic year related to the service itself, your studies and the payment of the relative all-inclusive contribution. When enrolling for the following year, interested parties must present to the relevant Student Secretariat, via email or in person, an official certification attesting to the performance and completion of the Universal Civil Service or European Voluntary Service. If you choose this option, it is NOT possible to take exams related to the academic year for which you have requested temporary interruption.

### 8.15 Student Caregivers

Tor Vergata University of Rome, pursuing the objectives that inspire the Ethical Code of Conduct, aims to guarantee support for study and full inclusion for students who perform the role of family caregiver, i.e., caretaker of a family member with disabilities unable to independently carry out daily activities.

The caregiver faces commitments and difficulties that can have a significant impact on their university career: less time to devote to study, impediments to leaving home, situations of worry, anxiety, mental load, and psychophysical manifestations of discomfort resulting from the overload of responsibilities.

To support these students, the University defines with them an educational path that enhances their commitment to the family and recognizes the social value of the care work provided, to guarantee their full inclusion and ensure maximum enjoyment of the university experience.

With Rector's Decree No. 259/2023, the "Regulation for study support and inclusion of students who perform the role of family caregiver - SOIN Project" was issued.

#### *Who can request the activation of a SOIN Path as a family caregiver?*

Students of bachelor's, master's, and single-cycle degree courses, regardless of income, who fall within the definition indicated by Law 27 December 2017 n. 205, art. 1, paragraph 255: "... Family Caregiver is defined as the person who assists and takes care of their spouse, the other party in a civil union between persons of the same sex or the de facto cohabitant pursuant to law 20 May 2016, n. 76, of a family member or relative up to the second degree, or, only in the cases indicated in article 33, paragraph 3, of law 5

## 8.10 – Simultaneous enrolment

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February 1992, n. 104, of a family member up to the third degree who, due to illness, infirmity or disability, including chronic or degenerative conditions, is not self-sufficient and able to take care of themselves, is recognized as invalid as they need global and continuous long-term assistance pursuant to article 3, paragraph 3, of law 5 February 1992, n. 104, or is entitled to attendance allowance pursuant to Law 11 February 1980 n. 18”.

### *How to request the activation of a SOIN Path as a family caregiver?*

Students who intend to request the activation of a study path as a family caregiver must complete the SOIN model (available at the following link, <https://www.studenti.uniroma2.it/caregiver/>), and send it via email to [soin@cug.uniroma2.it](mailto:soin@cug.uniroma2.it). The application must be submitted by students enrolled in the current academic year from September 1st to September 30th of each year. For students enrolled for the first time, the terms are September 1st / November 30th.

The request will be handled by a special internal Commission of the C.U.G. - Unique Guarantee Committee for equal opportunities, well-being enhancement, and against discrimination of the University. The following documentation attesting to the family caregiver situation must be attached to the model:

- Declaration pursuant to D.P.R. 445/2000 of being in the condition provided for by the law (art. 1 paragraph 255 of Law n. 205/2017);
- Recognition of invalidity pursuant to art. 3, paragraph 3 of Law 104/2015 relating to the indicated family member or recognition of entitlement to attendance allowance pursuant to Law 11 February 1980 n. 18 relating to the indicated family member;
- Declaration pursuant to D.P.R. 445/2000 attesting to the absence, within one’s own family unit, of additional members who benefit from the benefits related to the assisted family member.

### *What does the SOIN Path provide for student caregivers?*

The activation of the study path as a family caregiver occurs following:

- Initial assessment by the CUG of the documentation received through the SOIN model and an introductory interview aimed at understanding the actual and specific needs of the requesting student;
- If the applicant wishes, a further interview with the psychological support service active at the Tor Vergata Polyclinic;
- Joint signing of a confidential agreement by the applicant and the head of the “Teaching and Student Services” Directorate;
- Registration of the student in the Register of caregiver students, specially established at the C.U.G.

The individual support and inclusion project may include one or more of the following services, depending on the outcome of the initial introductory interview and the needs of the applicant:

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- Psychological counseling;
- Distance learning in asynchronous mode, subject to agreement between the C.U.G. and the teachers, through the recording of lessons and access to them through University credentials;
- Partial exemption of 30% on university fees, not cumulative with other types of partial exemptions, or, at the applicant's choice, extension of the duration provided for completing the university career and remodulation of the related contributions in the terms and methods already defined for part-time students (please refer to the relevant Regulation);
- Distance exams (in exceptional cases, if the applicant demonstrates that they cannot be replaced in any way in their role as caregiver, and in any case subject to agreement with each individual teacher and explicit consent of the Pro-Rector for teaching);
- Remodulation, where possible and in any case subject to agreement with the teacher, of any laboratory activities according to the specific needs of the student (except for the degree course in Medicine and Surgery and for degree courses in health professions and in all degree courses where attendance is mandatory by law);
- Support from the University during the placement phase, through the involvement of the appropriate Office, including through events and initiatives aimed at raising awareness among companies on caregiving matters.

The individual agreement signed between the parties is effective from the date of signing and is renewed at the beginning of each academic year on the indication of the CUG, in order to verify the actuality of the conditions that justify its continuation.

Following the signing of the agreement, the student who has activated the SOIN Path will receive a certificate, valid for one year, demonstrating - without the need to provide other indications - their situation as a family caregiver. The applicant undertakes to promptly inform the University of any situation that may affect the contents and validity of the signed individual agreement.

At the time of signing the agreement, an assessment will be made by the University's D.P.O. of the impact of the planned treatment on the protection of personal data, security measures to be applied to the processed data will be defined, personal data retention times will be established, appropriate information notices to be provided to the interested party will be prepared, and consequent fulfillments will be carried out, first and foremost the updating of the University's Processing Register.

## 8.16 Scholarships

### DISCOLAZIO scholarships

The DISCOLAZIO scholarship, which is awarded after a selection process, covers the cost of attending courses

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at the university. The total amounts are updated annually and may vary depending on the students' income. They may also depend on whether they are “students officially resident in Rome”, “commuters” or “students officially resident in another region”. For more information, please visit: <http://www.DISCOLAZIO.it/>

### Other scholarships and prizes

On the following website you can see the list of scholarships and awards offered by the University: [http://web.uniroma2.it/module/name/Content/newlang/english/navpath/STD/section\\_parent/845](http://web.uniroma2.it/module/name/Content/newlang/english/navpath/STD/section_parent/845)

### Student collaboration activities

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

### Erasmus plus

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

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

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

#### SCHOOL OF ECONOMICS

[erasmus@economia.uniroma2.it](mailto:erasmus@economia.uniroma2.it) Tel. 0672595752

#### SCHOOL OF LAW

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

#### SCHOOL OF HUMANITIES

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

#### SCHOOL OF ENGINEERING

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

#### SCHOOL OF MEDICINE AND SURGERY

[erasmus@med.uniroma2.it](mailto:erasmus@med.uniroma2.it); Tel. 06 7259 6376

#### SCHOOL OF SCIENCE

[erasmus@scienze.uniroma2.it](mailto:erasmus@scienze.uniroma2.it); Tel. 06 7259 4471.

### **Internships and Apprenticeships**

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

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

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

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

### 8.17– Examination, verification and certifications

#### 8.17.1 – Examinations

Each course in your study program (official or individual curriculum) requires an examination for assessment and passing. Examinations are graded on a scale of 18/30 (minimum pass) to 30/30 (maximum), with the possibility of earning special distinction (“cum laude”). Periodic examinations in some courses also contribute to the final grade. Successfully passing an examination awards you the designated ECTS credits for that course. Examinations are held at various intervals throughout the semester and publicly announced. Specific format and procedures vary by course and teaching structure. Some courses may offer limited exam dates based on the schedule and may require retaking the course upon failure. Written examinations can involve quizzes, multiple-choice tests, etc., while oral examinations are open to the public.

To be eligible for examinations/assessment tests, you must:

1. Be enrolled in the approved study program.
2. Possess a certificate of attendance if required by the course.
3. Meet the compulsory examination order requirements.
4. Have paid all fees and taxes.

Exams taken without meeting all requirements will be invalidated. You will be notified in writing if your exam is cancelled. Passed examinations cannot be repeated. Failing an exam results in a “withdrawn” or “failed” notation on the transcript, but no grade. This notation does not affect your final GPA. Present your university transcript (Libretto universitario) and approved study plan (if requested) when attending exams.

#### 8.17.2 – Study plan and exam registration

Your study plan outlines all the educational activities (classes, labs, etc.) needed to earn your degree. Each course involves exams, some mandatory and set by university bodies, while others you choose freely. Together, these mandatory and chosen exams form your personalized study plan, leading to the required number of ECTS credits for graduation.

You can tailor your plan by selecting certain exams from provided lists (optional exams) or freely choosing others. Exam bookings are conveniently done online, 30-4 working days before the exam date. Date information is always available.

The online exam booking system is directly linked to a results registration service. This automated system greatly reduces the time for registering student results and issuing certifications.

#### 8.17.3 – Dissertation defense

Defending your dissertation requires fulfilling both academic and administrative conditions:

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### Academic Requirements:

- ✓ Pass all examinations related to your coursework and other assessments.
- ✓ Complete all ECTS credits specified in your study plan.

### Administrative Requirements:

- ✓ Settle all tuition fees due for the current academic year, including the second instalment.

### Exception for 2024/2025 Graduates:

- ✓ Anticipating graduation in the final session of 2023/2024 (your current enrolment), you can defer your 2023/2024 enrolment and postpone fee payment. Submit a “PRECAUTIONARY APPLICATION” for enrollment deferment (see Chapter 6.3 for details).

### Career Support:

The university collaborates with the Alma Laurea Interuniversity Consortium, offering career-related services for graduates:

- ✓ Job placement facilitation: Matching your qualifications with workplace needs.
- ✓ Professional development promotion: Providing opportunities to enhance your skills.
- ✓ Program effectiveness analysis: Evaluating graduate success and program efficiency.
- ✓ High school student advising: Guiding them towards suitable study paths and careers.
- ✓ Business partnership: Understanding their workforce needs.
- ✓ Job opportunity monitoring: Tracking graduate employment trends.

### Remember:

Dissertation defense eligibility relies on completing academic requirements and settling financial obligations. The university provides resources to support your career planning and job search.

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### HOW TO REGISTER FOR YOUR GRADUATION EXAM

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- Access the Delphi website (<https://delphi.uniroma2.it/>)
- Select Student Area, Key 4, “Manage Career Online”.

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

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

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

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

### 8.17.4 – Collecting your graduation parchment

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

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

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### 8.17.5 – Diploma Supplement

The University offers a bilingual (Italian-English) version of your degree certificate, the Diploma Supplement. This additional document provides an English translation of your qualifications for enhanced international recognition.

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#### HOW TO GET YOUR DIPLOMA SUPPLEMENT

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Developed by the European Commission, the Council of Europe, and UNESCO/Cespes, the Diploma Supplement aims to:

- ✓ Enhance international transparency of qualifications
- ✓ Promote student mobility
- ✓ Facilitate academic and professional recognition of qualifications abroad

This valuable certificate includes official data about your academic career, excluding subjective assessments, equivalence statements, or recognition proposals. It details the nature, level, context, content, and status of your completed studies.

#### **Applying for the Diploma Supplement:**

Submit your request online alongside your degree application during the degree examination section.

Alternatively, submit your request anytime after graduation: See the “Certification issuance” section for specific instructions.

#### **Remember:**

The Diploma Supplement serves as an official English translation of your degree certificate, enhancing its international value and recognition.

### 8.17.6 – Certification issuance

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

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

In fact, pursuant to art. 15 of Law no. 183/2011, from 1 January 2012, public administrations and public service operators can no longer request or accept from private clients certificates issued by other public bodies.

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Therefore, at the bottom of the certificates, the words “this certificate cannot be sent to public administrations or private public service providers” will be added.

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

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

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

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

### CERTIFICATIONS INCLUDING/NOT INCLUDING STAMP DUTY

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

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

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

#### **Certificates for STUDENTS**

- Enrolment
- Enrolment with passed exams\*.
- History of the student’s career
- Enrolment and attendance
- Exams taken

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- Certificate of exams taken (for students enrolled in single-subject courses)

### Certificates for ALUMNI

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

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

### 8.17.8 – Self-certification

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

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

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

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

## 8.18 – Additional services for students

### 8.18.1 – Libraries

The library system of Tor Vergata University is mainly based on the libraries of the individual schools and their printed and electronic catalogues. The School Libraries have been created according to the criteria of

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scientific and cultural homogeneity and are located in the different Schools of the University. Access is open to all members of the University community. Each school library regulates access for other researchers and the public.

### School libraries

#### Area Libraries

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

2, Via Columbia - 00133 Rome

Tel. 06 7259 5526 Fax 06 2040 236

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

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

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

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

50, Via Cracovia - 00133 Roma

Tel. 06 7259 2121/19 Fax 06 7259 2115

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

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

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

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

Tel. 067259 5413 Fax 067259 5421

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

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

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

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

1, Via del Politecnico, - 00133 Rome

Tel. 067259 7109-7108-7106 Fax 06.7259 7109

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

Opening hours: Monday-Thursday 9.30am to 6.00pm, Friday 9.30am to 1.00pm website: [ingegneria.biblio.uniroma2.it](http://ingegneria.biblio.uniroma2.it)

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

1, Via Columbia - 00133 Rome

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

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

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

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

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

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

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

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

Opening hours: Monday-Friday 9.00am to 6.00pm

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

### Digital Library

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

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

### 8.18.2 – University Sports Centre

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

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

#### **Sports activities:**

- ✓ Athletics
- ✓ Beach volleyball
- ✓ Karate
- ✓ Swimming
- ✓ Male basketball

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

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

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

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

### 8.18.3 – Student Ombudsperson

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

When contacting the Ombudsperson, students have the right to remain anonymous if they wish. The Student Ombudsperson is Prof. Giovanni Bruno.

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

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

### 8.18.4 – Accommodation

#### A. DiSCo Lazio accommodation

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

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

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### B. Campus X

Located in the green belt of the Tor Vergata district, Campus X offers residents the opportunity to walk to their own school. It is also close to Fiumicino and Ciampino airports and a short walk from the Tor Vergata Polyclinic. The campus can accommodate approximately 1,200 students in 718 single and double rooms. It offers a wide range of excellent services to make your university life easier.

For information:

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

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

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

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

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

#### ✓ Rui College

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

#### ✓ Porta Nevia University Hall of Residence

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

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

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

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

Law no. 183 of 2010 contains the relevant amendments in Art. 1, 7 and 57 of Act no. 165/2001 and also established a “Comitato Unico di Garanzia per le pari opportunità, la valorizzazione del benessere e contro le



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discriminazioni” (CUG) in the public administration. It integrates, rationalises, expands and strengthens the functions previously performed by the various committees for the promotion of equal opportunities and the fight against bullying and harassment, such as the “Comitati per le Pari Opportunità” and the “Comitati Paritetici per il contrasto al fenomeno del mobbing”. With the aim of achieving formal and substantive equality in accordance with Art. 3 of the Italian Constitution, the CUG aims to fight any kind of direct/indirect discrimination, including gender discrimination. For this reason, the CUG is committed to the elimination of all factors that may have a negative impact on equality, well-being and security at work, and that may cause inequalities in pay and career progression. As a body that monitors, guarantees and promotes equality, non-discrimination, well-being, health and safety, the CUG is a fundamental reference point for all bodies, committees and commissions of the University and for the entire community. of the University and its entire community.

For further information, access

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

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

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

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

### 8.18.7 – Online Delphi platform

Tor Vergata University of Rome offers its students a series of online services that allow them to carry out a range of administrative tasks without having to visit the Student Affairs Offices. It is named DELPHI and can be accessed via the following link: <http://delphi.uniroma2.it/>

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

The main activities available online are:

Registration for the admission tests

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Enrollment

Registration for subsequent academic years

Exam administration

Transfers

Password management.

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

### 8.18.8 Online services for Tor Vergata students

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

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

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

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### 8.18.9 – Regulations

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

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

### 8.18.10 – Facilitations

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

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