

CALL FOR APPLICATIONS D.M. No 572 OF 14 JULY 2016

FACULTY OF MEDICINE AND SURGERY

**Single cycle, 6-year Master Degree in Medicine and Surgery (Taught in English)
(class LM-41)**

A.Y. 2016 / 2017

THE RECTOR

Having regard to Law No 264 of 2 August 2000 on rules and regulations for admission to university courses, in particular Article 1, paragraph 1, point a, and Article 4;

Having regard to Ministerial Decree (D.M.) No 270 of 22 October 2004, on modifications to the regulations regarding the Autonomy of University didactics, approved with decree No 509 of 3 November, by the Ministry of Education and Research (then MURST now MIUR)";

Having regard to D.M. of 16 March 2007 with which the classification of undergraduate-, and graduate degrees were redefined according to the above cited D.M.;

Having regard to the Statutes of Università degli Studi di Roma "Tor Vergata" adopted with the Rectoral Decree (D.R.) No. 3427 of 12 December 2011 and published in the official journal (G.U.) No. 296 of 21 December 2011 and subsequent modifications and integrations;

Having regard to the ministerial regulations of 22 March 2016, on the dispositions for the enrollment of foreign students in Italian universities in the Academic year 2016/2017;

Having regard to D.M. No. 572 of 14 July 2016, regarding Application procedures and contents of the Entry Test to the Single-cycle, 6-year Master Degree in Medicine and Surgery (Taught in English) a.y. 2016-2017"

HEREBY ANNOUNCES

Art. 1 – A number of provisional available places **which** will be definitely defined with a subsequent ministerial decree.

For the academic year **2016/2017**, at the Università degli Studi di Roma "Tor Vergata", a public call for applications to the admission test to the 6-year, single-cycle master degree in Medicine and Surgery is hereby announced. **20 (Twenty)** available places have been provisionally defined for the above course for EU candidates and Non-EU candidates under D.Lgs No 286/1998, art. 39, paragraph 5, and **10 (Ten)** available places for candidates with residency in foreign countries (**annex "B"**). The admission exam is a single written test by Cambridge English Language Assessment adopted by the ministry MIUR.

The above mentioned number of available positions, in accordance with Law No 264 of 2 August 1999, issued with Decree No. 572 of 14 July 2016 by MIUR, are provisional and will be defined with a subsequent ministerial decree.

Admission requirements: a 5-year Upper Secondary school Diploma, issued by Italian Institutes, or equivalent foreign high school diplomas issued in the a.y. 2015/2016, considered valid for admission to courses in Italian Universities.

Art. 2 – Date of admission test and instructions for registration

The admission test will be held on **14 September 2016** at Università degli Studi di Roma "Tor Vergata", and in the foreign institutions listed below.

- At **Università di Roma "Tor Vergata"** the candidates have to be present at **12.00** o' clock in the assigned rooms. The test will start at **14.00** o'clock.
- In the **Foreign institutions** the test will start at the different **times indicated in the table below:**

NATION	CITY	NAME OF INSTITUTION	LOCAL TIME
ARGENTINA	BUENOS AIRES	BUENOS AIRES OPEN CENTRE 1	09:00
BRAZIL	SAO PAULO	WINNER IDIOMAS	09:00
CHINA	BEIJING	SCHOOL OF INTERNATIONAL EDUCATION, BFSU	19:00
CYPRUS	NICOSIA	PASCAL EDUCATION Ltd	15:00
FRANCE	PARIS	BRITISH SCHOOL OF PARIS	14:00
GERMANY	MUNICH	MUNCHNER VOLKSHOCHSCHULE	14:00
GREECE	ATHENS	HELLENIC ENGLISH COUNCIL	15:00
INDIA	GURGAON	PLANET EDU-EXTRA EXAMS	UTC + 5:30
ISRAEL	TEL AVIV	BRITISH COUNCIL, TEL AVIV	15:00
ITALY	BARI	UNIVERSITA' DEGLI STUDI DI BARI	14:00
ITALY	MILAN	UNIVERSITA' DEGLI STUDI DI MILANO	14:00
ITALY	NAPLES	SECONDA UNIVERSITA' DEGLI STUDI DI NAPOLI	14:00
ITALY	NAPLES	UNIVERSITA' DI NAPOLI FEDERICO II	14:00
ITALY	PAVIA	UNIVERSITA' DEGLI STUDI DI PAVIA	14:00
ITALY	ROME	UNIVERSITA' DEGLI STUDI DI ROMA "LA SAPIENZA"	14:00
ITALY	ROME	UNIVERSITA' DEGLI STUDI ROMA "TOR VERGATA"	14:00
POLAND	WARSAW	LANG LTD SP. ZO. O. SP. K.	14:00
PORTUGAL	LISBON	INTERNATIONAL HOUSE LISBON	14:00
QATAR	DOHA	BRITISH COUNCIL, DOHA	15:00
SAUDI ARABIA	RIYADH	TETEC ENGLISH	15:00
SPAIN	BARCELONA	EXAMS CATALUNYA S.L.	14:00
UNITED ARAB EMIRATES	DUBAI	BRITISH COUNCIL, DUBAI	16:00
UNITED KINGDOM	LONDON	LONDON METROPOLITAN UNIVERSITY	13:00
USA	NEW YORK	INTERNATIONAL HOUSE NEW YORK	09:00

The time assigned for the test is 100 minutes.

Registration procedures:

MIUR makes use of the Cambridge Assessment test, in collaboration with the CINECA consortium (*Consorzio Interuniversitario*) for the on-line registration procedures for the admission test.

Registrations for the test held in all the listed institutions must be made from **15 July 2016 to 4 August 2016 15:00 (GMT+1)** exclusively using the procedures described at www.universitaly.it,

When registering for the Admission test, after having registered at **Universitaly**, and after having read the information provided on privacy and confidentiality of personal data, continuing the on-line procedure, the candidate will be asked to fill in the following information (**all fields marked with an asterisk are obligatory**):

Surname*/Name */Country of birth */Province of birth */City of birth*/Date of birth*/Gender */ Nationality*/Italian Fiscal Code (*Codice Fiscale*) */email */Type of ID Document */ Number of ID Document */ Issued by* / Valid from... to...*/ Residence: Nation* /Province */ Town * /Postal code. * /Address*/Cell Phone(**a**)

Information on Language Certifications.

The information marked (**a**) must be filled in if the person does not have an e-mail address, exclusively in order to receive notices related to the selection procedures.

The information is used exclusively for all the activities connected to the selection procedures for admission to the degree course(s) for which the candidate is applying and to the subsequent enrollment. All information is kept for five years from the date of the on-line registration of the candidate.

All notices regarding the admission test will be sent to the e-mail address in the application to the entry test. The candidate is responsible for checking his/her mail and must communicate changes in email address.

At the moment of registration to the admission test the candidate must indicate in order of preference, the UNIVERSITIES for which he/she is applying. The order of preference is final and it cannot be changed or integrated after 4 August 2016 15,00 (GMT+1). The last "confirm" pressed by the candidate before this term will be taken into account.

"First useful preference" (*prima preferenza utile*) means, in the indicated preference order, the best option, taking into account the university and the course in which the candidate can be enrolled, based on the score obtained and on the number of available places.

- ✓ **THE PAYMENT OF THE TEST FEE MUST BE MADE FOLLOWING THE INSTRUCTIONS PUBLISHED ON UNIVERSITALY. THE PROOF OF PAYMENT ALONE, WITHOUT PROOF OF THE ON-LINE REGISTRATION, DOES NOT GIVE ACCESS TO THE ADMISSION TEST.**

Art. 3 – Services for disabled and dyslexic students

According to Law No 104 of 5 February 1992, and subsequent modifications and integrations, candidates with disabilities must give written notice of these in the on-line form which can be found at www.caris.uniroma2.it, the requests for services must arrive at least thirty days before the date of the exam, so that the requirements can be fulfilled. Candidates with diagnosis of Learning difficulties (DSA diagnosis, according to Law No 170/2010), must present evidence of this, which cannot be older than three years. This evidence must be issued by the competent structure in the country of origin. These candidates will have 30% more time to do the admission test. CAMBRIDGE ASSESSMENT organizes the test in the foreign institutions taking into account the situations of disabled students and of candidates with Learning difficulties of which they have been informed by the chosen universities.

Art. 4 – Nomination of the Examination Board and of the person Responsible for the procedures.

The Examination Board is proposed by the Faculty Council, nominated by the Rector and announced in a DR. During the test, the Board will be assisted by academic and administrative staff that will carry out the identification of the candidates and general surveillance. They will be proportionally distributed according to the number of candidates in each room.

In accordance with Law No 241 of 7 August 1990 and subsequent modifications, the person Responsible for the procedures will be chosen among the people responsible for the student Secretariat - Area Medica of the Faculty of Medicine and Surgery.

Art. 5 – Rules and premises on which the exam will be held

On **1 September 2016** the addresses and the rooms in which the exam will be held will be published on the website of MIUR and of the university.

The entry test will be held on **14 September 2016** on the premises listed in 'art. 2 of this call for applications.

With the exception of twins, candidates will be distributed in the rooms according to age, if more than one room will be needed.

The candidates can only take the exam in the assigned room.

In order to carry out identification procedures, of the admitted candidates have to be present, **at least two hours before the exam starts. They will have to show:**

- a valid document of identification
- proof of the on-line registration on www.universitaly.it
- **Non-EU candidates** must also show:
 - a Passport
 - A copy of the residence permit *permesso di soggiorno* for candidates with legal residence in Italy
 - a copy of the pre-application, with request for visa, submitted to the Italian embassy in the home country

On the day of the exam, before the beginning of the test, the President of the Examination Board or the Person responsible for the room, in the Italian Universities and in the Foreign Institutions, will extract four students among those who are present, who will assist in verifying that the Boxes containing the exams are properly sealed. Then they will open the sealed boxes and the envelopes containing the exams will be distributed to the participants. The candidates will receive instructions on how to fill in the test and they will

receive a sheet of instructions before the exam starts. A declaration in which the integrity of the seals are certified, the number of used envelopes and the number of not-used envelopes will also be redacted by the President and signed in the margin by the four students.

The time assigned for the exam is 100 minutes.

Procedures:

Each candidate, after the identification procedures, will receive an envelope prepared by CAMBRIDGE ASSESSMENT containing:

- a) a template for personal information without any identification code;
- b) the questions in the entry test marked with the same identification code as the envelope;
- c) an answer template marked with the same identification code as the envelope;
- d) a sheet with the identification code of the envelope and the information regarding the University and the degree course connected to the admission test.

If one single document of the ones listed under b) and c) has to be replaced during the test, the whole envelope must be replaced, since the documents are marked with the identification code of the envelope. If the candidate has marked or signed the template for personal information in any way, this template will not be replaced. This template will only be replaced if there are problems in identifying the candidate. In that case, the Board will replace the template, taking a new one from one of the unused, reserve envelopes. This shall be put on record in the minutes.

During the entry test the candidates

- ***must*** only use black pens furnished by the University or by the Foreign institutions;
- **must not** bring cell phones, smart phones or any other similar devices into the room where the test is being held. Textbooks, hand written notes or any other reference material are not allowed.
Penalty the test will be declared void and annulled;
- the candidate must fill in and sign the template for personal information and the declaration that the information corresponds at the **moment of handing in the exam**;
- The candidate has the possibility to correct only one answer already given to a question on the answer template. To correct an answer, the box containing the first answer must be completely filled in black and another box marked with the new answer. Only one new box must be marked in order to receive points for the answer;
- If the candidate does not intend to give an answer to a question, the circular box near the question must be marked. This mark cannot be modified. If the candidate leaves the answer box near the question blank and does not mark the circular box the question is considered without answer;

At the end of the test the candidate must:

go to the desk prepared by the board. There, the candidate will be asked to choose two adhesive labels with the same identification code. These labels must be stuck on the answer template and on the personal information template by the candidate, who is invited to check that the identification numbers stuck on the two templates correspond. After that, the candidate must sign the personal information template at the bottom of the sheet, the declaration of honor, certifying that the personal information given is true, and the correspondence of the identification codes on the personal information template and on the answer template.. After which, the candidate must place the personal information template in the sealed box placed on the desk and go to the Examination board to hand in

the answer template in the closed box prepared by the commission.

The Examination Board may declare the exam VOID in the following cases:

- 1) If the exam has been taken in a different room from the room the candidate was assigned on the list, with the only exception of cases authorized by the board itself and recorded in the minutes;
- 2) If cell phones, smartphones or any other similar devices or textbooks, notes or other reference material has been taken into the room;
- 3) If the answer template has been signed or marked in any other way by the candidate or by a member of the commission;
- 4) If the declaration on the truth of the personal information given, and on the correspondence of the identification codes on the labels, at the bottom of the personal information template has not been signed

The Board will provide for the annulment of the test in cases under points 1), 2) and 3) and the final score will not be determined on the void test. In case 4) no matching shall take place between the answer template and the personal information template.

In the venues in Italy, the President of the Board or the person Responsible for the room must receive all the documents listed below together with the answer sheet while the candidate is present. This material must be kept by the university in order to elaborate the final ranking list and in order to respond to possible future requests of access to the documents of the procedures (accesso agli atti):

1. The question sheets of the exam;
2. The personal information sheet ;
3. The control sheet with the identification number of the envelope.

In the foreign institutions, the President of the Board or the person Responsible for the room must record minutes and send these together with the above listed documents to the relative universities, so that they can be archived in the university records.

At the end of the exam in Italy and in the Foreign venues, the President of the Board or the person Responsible for the room will:

- a) place all the answer templates in one or more boxes that will be closed and verified by the same candidates who checked the boxes initially or by other four extracted candidates;
- b) place all the personal information templates in one or more boxes that will be closed and verified by the same candidates who checked the boxes initially or by other four extracted candidates;
- c) Sign the boxes on the seal;
- d) Invite the four candidates to sign the box in the same place;
- e) Prepare other boxes for the replaced envelopes, opened envelopes from which the personal information template has been taken for replacement, the declaration under art. 5, the minute document and the lists of candidates assigned to the room.

Art. 6 – Test and evaluation criteria

The Admission test consists in sixty (60) questions with five possible answers. The candidate must choose one correct answer among options that contain wrong conclusions, arbitrary or improbable answers. The

subjects are general culture and logical reasoning; biology; chemistry; physics and mathematics.

On the basis of the programs in **Annex "A"**, which is an integral part of this call, there will be: two (2) questions on general culture; twenty (20) questions on logical reasoning, eighteen (18) questions on biology, twelve (12) questions on chemistry and eight (8) questions in physics and mathematics.

On the basis of the number of available places in the Single-cycle 6-year Master degree, EU candidates and Non-EU candidates under art 39, paragraph 5, D.l.gs No 286/1998 are admitted. Candidates with residence in foreign countries, (see art 8 in this call), have a number of reserved places in the ranking list. These categories all have the requirements to register to the above course, if they receive a minimum score on the entry test of **twenty (20) points**. The candidates who do not reach this score are not inserted in the ranking list. Left over places in the category of Non-EU citizens residing in foreign countries cannot be used for EU citizens and Non EU citizens under art 39, paragraph 5, D.l.gs No 286/1998.

The maximum score for the test is **90 points** and the points are calculated according to the following criteria:

- **1,5 points** for every correct answer;
- **minus 0,4 points** for every wrong answer;
- **0 points** for no answer.

On the basis of the score of the candidate calculated by Cambridge Assessment, Cineca redacts a national ranking list for EU citizens and Non EU citizens under art 39, paragraph 5, D.l.gs No 286/1998, according to the procedures described in art.8. The ranking list for foreign citizens residing in foreign countries is defined in the single university.

The following criteria will apply in case of equal scores:

a) the candidate with a higher score in the following areas, in decreasing order, will prevail: logical reasoning, general culture, biology, chemistry, physics and mathematics;

b) the candidate who possesses language certifications under **annex 3**, at the term of registration and declared in the application form will prevail. The language certifications under this call are declared by the applicant under art. 46 del D.P.R. n. 445/2000. However, the Administrations involved in this procedure reserve the right to, at any time, verify the contents of the declarations made by the candidates, in accordance with governing legislation. In that case, the candidate will give all the necessary information to carry out the controls. If the candidate's declarations should prove false or untrue, being understood that the sanctions foreseen by the penalty code and in the special Laws (art. 75 e 76 DPR 445/2000) apply, the candidate will receive claims of compensation from the counterparts. The possible course registration will be declared void, recovery of possible paid out financial aid will be made and university taxes will be retained.

c) in further cases of equal scores, the younger candidate will prevail.

The ranking list is locked with a ministerial decree which must be issued before the last day of teaching activities of the first academic semester, so that the students can reach the obligatory minimum requirements for presence in their exam courses.

Available places on the day that the ranking list is closed, or places that become available are not reassigned.

The definition of eligible (*idoneo non vincitore*) in the ranking list only refers to the admission test in this single call: no rights can be transferred to admission to courses in subsequent years.

Art. 7 – The ranking list

At CINECA, the competent MIUR unit, authorizes CAMBRIDGE ASSESSMENT, having verified that the procedures in this call have been followed, to determine the score of each candidate. CAMBRIDGE ASSESSMENT determines the score of each candidate and transmits the results to CINECA using a dedicated website.

MIUR, through CINECA, respecting the norms on privacy, publishes the scores on the web site <http://accessoprogrammato.miur.it> in the number order of the identification codes on the stick labels. This information will be available on the site until the end of the procedures.

Art. 8 – Publication of ranking list and formal requirements

The score is determined by Cambridge Assessment according to the procedures in art. 6 of this call. On **28 September 2016**, CINECA, on behalf of MIUR, respecting the norms on privacy, will publish the scores in the number order of the identification codes on the stick labels, on the web site <http://accessoprogrammato.miur.it>. This information will be available on the site until the end of the procedures.

1. From the day after the publication of the test scores, and within the time limit of five days, the person Responsible for the procedures at the universities will send the personal information of the candidates and a scanned PDF version of the personal information templates to CINECA. This material will be transmitted on the dedicated website designed by CINECA as the only communication channel. Analytical minutes on these operations shall be redacted by the Universities and sent to MIUR on the dedicated web site.

2. On **6 October 2016** the candidates will be able to view their own tests, scores, and personal information sheets on their personal page in the UNIVERSITALY portal.

3. On **11 October 2016** the candidates will be able to view the national ranking list with names in the reserved area in UNIVERSITALY.

4. Every time there are changes in the ranking list, the candidate that:

a) fits into the available places according to the First Useful Preference will be marked **ASSEGNATO (assigned place)** must enroll for the course in the assigned university within the terms in art.9. If the candidate does not enroll within the terms, he/she loses his place. There are no valid reasons for delays;

b) does not fit into the available places according to the First Useful Preference will be marked **PRENOTATO (place reserved)** on a lower preference. In this case the candidate may either enroll in that university in accordance with the rules in art. 9 of this call, or wait for changes in the ranking list due to the enrollment of preceding students, which may cause slides in the list and possible available places closer to the candidate's First preferences.

If the candidate marked **PRENOTATO** decides to enroll, all the other options will be automatically cancelled.

5. On **11 October 2016**, in relation to the ranking list and to the number of available places at the single universities, the names of the candidates who are **ASSEGNATI** and **PRENOTATI** according to the First Preference rule for the single course at the single university will be published in the reserved area and each university will receive a list of these candidates.

6. The ranking list and the improvement of positions works as follows:

- a) on 11 October 2016 the personal ranking list is published in the reserved area of the dedicated website, with information for each candidate on the score, the position in the list and the university to which he/she is assigned. This is in relation to all the preceding candidates on the list and to the preferred university, and it they are in a reserved position "*prenotati*" or still waiting "*in attesa*";
- b) the candidates marked **ASSEGNATI** must enroll immediately at the chosen university according to the procedures in art. 9 of this call.

The candidates marked **PRENOTATI** may enroll at the assigned university according to the procedures in art. 9 of this call.

In order to manage the national ranking list, the candidate marked **ASSEGNATI**, and the candidate marked **PRENOTATI that decide to make use of this opportunity must enroll within 4 (four) days**, including the date in which the ranking list changed excluding Saturdays, Sundays and holidays.

If the candidates marked **ASSEGNATI** do not enroll within the terms of **4 (four) days** their position is cancelled. The candidates marked **PRENOTATI** that do not enroll do not lose their position in the ranking list.

c) Within **5 days** of the terms under a), and before 12,00 o' clock of the fifth day after changes in the ranking list, excluding Saturdays, Sundays and holidays, all Universities must give notice of the names of the enrolled students to CINECA on the dedicated website.

d) within 5 days of the terms under a), and before 12:00 o' clock of the fifth day after changes in the ranking list, with the exclusion of Saturdays, Sundays and holidays, **all candidates with the exception of those who have enrolled, and those who have renounced, must confirm their interest** in the reserved area on the University website. If the candidate does not confirm his/her interest, he/she will lose the position in the national ranking list and will have no right whatsoever to enroll. There is no valid motivation or justification for not confirming interest on the website.

e) On 18 October 2016, having received all the notices under c), and in relation to the preferences and positions, CINECA will publish a new ranking list in which the positions of the candidates will have improved according to the procedures in b), c) and d).

f) Subsequent changes in the ranking list will follow the same procedure as the first one, indicated in b), c) and d). This sliding process will continue until the moment the ministry issues the decree that declares the end of the ranking procedures.

7. The Universities may enroll eligible candidates on the ranking list not only for the first year, exclusively if their credits are acknowledged and under the condition that there are documented available places in the university in the year the candidate asks to be enrolled and that the available places are in line with the number of places in the former programming years.

Just like students who abandon the courses after having enrolled make the positions in the ranking list slide, this benefits the students on the ranking list who have not yet enrolled only if the Universities give notice of this, and as long as there are available places in the university.

Other request of transfer or students who abandon the courses after all the available places have been filled do not affect the ranking list.

8. Enrollment in other years, after the University has recognized the credits can only be allowed in places that have become available because of students abandoning the courses or transfers and in relation to the number of available places defined in the annual programming. **Only the students under point 7 and 8 that are enrolled in the same 6-year single-cycle master degree course in another Italian, EU or Non-Eu University do not have to pass the entry exam.**

A.Y. 2016/2017 :

- For the 6-year single-cycle master degree in Medicine and Surgery held in the English language, the following number of places are available in the second, third and fourth year:

NAME OF DEGREE COURSE	YEAR	No OF AVAILABLE PLACES
MEDICINE AND SURGERY LM-41	2°	0
MEDICINE AND SURGERY LM-41	3°	10
MEDICINE AND SURGERY LM-41	4°	4

The available places indicated in the table are reserved for those candidates who pass the test in accordance with art.3 of the University regulation "*Regolamento di Ateneo per i trasferimenti degli studenti iscritti presso Università italiane o straniere*", and have credits from other universities which have been recognized and that are placed in the third or fourth year of the course.

If there are more candidates than the number of available places in the table above, the evaluation criteria in art. 5 in the above university regulation published with D.R. No 1772 of 16 June 2015 will be used. If there are available places left over at the end of the application procedures, the dispositions in the regulation on transfers between universities will be used. It is published on the university website at the following link http://web.uniroma2.it/module/name/Content/newlang/italiano/action/showpage/content_id/19621

Art. 9 – Enrollment procedures

The enrollment to the degree course in this call depends on the position in the ranking list, which is defined according to the number of planned available places and the preferences expressed by the candidate.

To enroll the following must be done:

Fill in the form (*questionario di valutazione*) on the website <http://www.quest.uniroma2.it> The student will receive a code (CQ) that has to be inserted when confirming the payment. The CQ code is valid for five days from the day the form is filled in. After five days a new form must be filled in. After that you must:

A) on-line registration, payment of the first installment and validation :

1. Connect to the on-line services: <http://delphi.uniroma2.it>;
2. Select Area Studenti, press 2, Immatricolazione (enrollment);
3. Select "Compila la domanda di immatricolazione" (fill in registration form);
4. Read the instructions carefully and fill in the registration form, choose *Corso di Laurea in presenza* and select the degree course in this call. Fill in all the required information; if you want to pay the second installment of university taxes together with the first (which is obligatory if the second installment is less than 300 euro), select this option;
5. Print the payment order for the **payment of the first installment and for 50% of the specific contribution** ;

6. Make the payment in any UniCredit bank;
 7. Connect to the on-line services, and fill in the payment codes (CTRL and AUTH on the proof of payment issued by the bank) and the CQ code to confirm the payment. You will then receive a registration number and a password;
 8. Keep the registration number and the password in a safe way because you will need them to use the university on-line services (e-mail, payment of following installments, extracts from the registrar on exams, to book exams and so on).
- University taxes and contributions can be paid on-line on the Unicredit website <http://www.unicredit.it>
> servizi on-line > pagamento on-line > tasse universitarie > Università degli Studi di Roma Tor Vergata.

B) Documents that must be handed in at the Student office

When you have confirmed the payment you must give the following documents to the student services *Segreteria Studenti* della Facoltà di medicina e chirurgia "Area sanitaria" – via Montpellier 1 – 00133 Rome, within the terms:

- a. **A filled in registration form** (*domanda di immatricolazione*) to be signed in place, with a **passport photo** in the box on the form;
- b. **Two more passport photos** which are identical to the one on the form;
- c. **Copy of a valid Id document;**
- d. **Copy of the proof of payment** (with the exclusion of those who have the right to a total exemption from the payment of university taxes and fees)
- e. **The part of the sheet** coming from the validation of payment procedures that states "**da consegnare alla Segreteria Studenti**".

VERY IMPORTANT: Both the validation of payment and giving the documents above to the above student service desk are necessary in order to be enrolled.

In order to be enrolled, a specific fee of 2.000,00 euro must also be paid, apart from the ordinary taxes and fees. **This fee must be paid** within the same time limits as the second installment :

- 1.000 euro before **31 March 2017**;
- 1.000 euro before **1 June 2017**.

The students with an invalidity of 66% or more or have disabilities under Law No104, art. 3, paragraphs 1 and 3 of 5 February 1992, are totally exempt from payments of university taxes and contributions including the specific contribution above.

Further information regarding total or partial exemptions from university taxes and fees will be available in the student guide *Guida dello Studente* a.a. 2016/2017.

□ THE PAYMENT OF THE SECOND INSTALLMENT

The amount to be paid in the second installment depends on the ISEEU indicator (*Indicatore della Situazione Economica Equivalente-Università*). After enrolling, and before 31 December 2016, students must go to a CAF center validated by the university. There they will determine the economic and financial indicator of the family with the scope of reducing university taxes and fees. If the student has not made a request for the ISEEU indicator at the CAF, he/she will have to pay taxes and fees at the highest level.

If the request for ISEE-U has not been made before 31 December 2016, it can be made later paying the fees in the table below:

Date of delayed application for ISEE-U	penalty
from 1 January 2017 to 15 March 2017	150 euro
from 16 March 2017 to 31 October 2017	200 euro

The second payment of university taxes and the specific fee has to be made according to the following instructions:

- Two installments: 50 % before 31 March 2017 and the remaining 50% before 1 June 2017
- One single payment: before 31 March 2017 (this option must be selected in the registration form).
- ✓ To pay the second installment you must connect to the on-line services at *Servizi on-line*: <http://delphi.uniroma2.it> and select *Area Studenti*, press 4 "Gestione on-line della carriera"> "pagamento tasse e contributi".
- ✓ You can also pay the due amounts of university taxes and fees on the Unicredit website at <http://www.unicredit.it> > servizi on-line > pagamento on-line > tasse universitarie > Università degli Studi di Roma Tor Vergata.

➔ Students with an invalidity of **66% or more or with disabilities under Law No 104, art.3, paragraphs 1 and 3** do not have to hand in documents at a CAF center in order to receive an exemption from the payment of university taxes and fees for the first year and for the following years. They must present their documents containing certificates of invalidities issued by the competent authorities at the office named *Segreteria Tecnica della Commissione per l'inclusione degli studenti con Disabilità e DSA* (CARIS) in via del Politecnico, 1 at the Faculty of Engineering.

- ✓ Further information regarding the payment of university taxes and fees or other cases of total or partial exemption can be found in the student guide *Guida dello Studente a.a. 2016/2017*.

Non-EU citizens, with residence in foreign countries, must go to the Central Foreign Students Office, within the deadline to enroll.

Candidates with a foreign degree, must present the above listed documents and must also hand in the documents listed in Annex B of this call.

▪ **Enrollment for students who already hold a degree**

This possibility is only for students who already hold a degree (*Laurea*). They must follow the normal registration procedures and together with the required documents, they must also present the following documents at the students office:

- a) a declaration made by the student (*Autocertificazione*) or a photocopy of the Degree certificate with exams;
- b) list of exams, duly stamped by the institution that granted the Degree.

▪ **Transfers from other Universities:**

1) connect to the site <http://delphi.uniroma2.it> > Select 2 and fill in request for transfer ("*trasferimento da altro Ateneo in entrata a Tor Vergata*")

2) print the request for transfer which must be handed in together with the above declaration or the photocopy of the certificate of taken exams, registration certificate, and copy of the course programs

in order to receive a "nulla osta" and to be able to fill in the transfer form "*prenotazione posto per studenti in attesa di trasferimento*" within the deadline for registration.

▪ **Transfers from other courses or faculties at the University of Rome Tor Vergata:**

1) Connect to <http://delphi.uniroma2.it> Select 4 and fill in the request for transfer for students who are already registered in "servizi per studenti già iscritti" (after filling in registration number and password).
2) Print the request and the payment form and pay the due amount at any Unicredit bank.

Confirm the payment on the website;

3) Present the copy of the transfer request, the proof of payment, the declaration or the photocopy of the certificate of exams, and a copy of the course programs at the Student Secretariat at the faculty of Medicine. Fill in the form "*prenotazione posto per studenti in attesa di passaggio*" within the registration deadline.

▪ **Obligatory vaccinations**

Students who pass the admission test must, at the moment of registration, declare that they, within 60 days from the declaration date, will undergo a Mantoux test, in accordance with the guidelines for the control of tuberculosis issued 17.12.1998 by the Council *Conferenza Stato-Regioni* and with D.P.R. No 465 of 7 November 2001, which regulates anti-tuberculosis vaccinations; this test must be taken in the ASL medical center of residency. Furthermore, vaccinations against Viral Hepatitis B, under Law No 165 of 27 May 1991, are strongly recommended. It is free of charge for individuals who work, study or do voluntary work in Health services and can also be taken at the ASL medical center of residency. These certificates must be sent exclusively by post before **2 December 2016** to the following address: Università degli Studi di Roma "Tor Vergata", Via Orazio Raimondo n. 18 – 00173 ROMA (c.a. Segreteria Studenti Facoltà di Medicina e Chirurgia - Area Medica).

Art. 10 – Information under D.lgs. No 196 of 30 June 2003 on Privacy and confidentiality

For information on the handling of personal information see Annex 4 of D.M. No 572 of 14 July 2016.

Art. 11 – Useful information.

The University will be closed from 12 to 19 August 2016.

Segreteria Studenti di Medicina e Chirurgia (Student Office at the Faculty of Medicine)

Address	Via Montpellier, 1 – 00133 Roma
Telephone numbers	0672596013-43-44-45
Opening hours	Monday, Wednesday, Friday from 9.00 to 12.00 Wednesday from 14.00 to 16.00 Please note that during August, the office will not open on Wednesday afternoons
e-mail	Segr-studenti-medicina@niroma2.it

Segreteria Studenti di Odontoiatria e Protesi Dentaria (Student Office, Orthodontics and Dental implants)

Address	Via Montpellier, 1 – 00133 Roma
Telephone numbers	0672596034
Opening hours	Monday, Wednesday, Friday from 9.00 to 12.00 Wednesday from 14.00 to 16.00 Please note that during August, the office will not open on Wednesday afternoons

e-mail	Segr-studenti-odonto@med.uniroma2.it
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Segreteria Studenti Stranieri (Central Office for foreign Students)

Address	Via Orazio Raimondo, 18 – 00173 Roma
Telephone numbers	0672592566-67
Opening hours	Monday, Wednesday, Friday from 9.00 to 12.00 Wednesday from 14.00 to 16.00
e-mail	Studenti.stranieri@uniroma2.it

Ufficio Relazioni con il Pubblico (URP) (Central Information Office)

Address	Via Orazio Raimondo, 18 – 00173 Roma
Opening hours	From Monday to Friday 9.00 to 13.00 Tuesday and Thursday 14.00 to 16.00
e-mail:	relazioni.pubblico@uniroma2.it
Telephone service "Chiama Tor Vergata"	From Monday to Friday 8.00 to 13.00 and 14.00 to 18.00 Friday from 8.00 to 12.00 phone: 06.7231941

Disability services

Address	Macroarea di Ingegneria - Via del Politecnico, 1 – 00133 Roma Edificio Didattica – Ground floor "AULA L 1"
Telephone numbers	(00 39) 062022876 Phone./fax 0672597483
Opening hours	Monday, Wednesday and Friday from 9.30 to 12.30
e-mail	segreteria@caris.uniroma2.it

Rome, 15 July 2016

General Director
Signed Dott. Giuseppe Colpani

Pro Rector
Signed Prof. Claudio Franchini

Università "Tor Vergata"
URM2 - CLE - P.
Tit./Cl.: III/2
Prot.:023005/2016
Data: Roma 15/07/2016
Decreto n. 1616/2016