

CALL IN ACCORDANCE WITH MINISTERIAL DECREE OF 14th MAY 2018 N. 385

FACULTY OF MEDICINE AND SURGERY

One cycle master degree course in Medicine and Surgery in English (class LM-41)

2018/2019 ACADEMIC YEAR

THE RECTOR,

IN ACCORDANCE WITH law of 2nd August 1999, n. 264, "Norms regarding access to university courses" and, in particular, article 1, paragraph 1, letter a) and article 4;

IN ACCORDANCE WITH MINISTERIAL DECREE of 22nd October 2004, n. 270, "Modifications regarding the Regulation containing norms concerning the didactic autonomy of the universities, approved through a decree of the Ministry of Education, Universities and Scientific and Technological Research of 3rd November 1999, n. 509";

IN ACCORDANCE WITH MINISTERIAL DECREE of 16.03.2007 which contains the redefinition, pursuant to the above-mentioned decree n. 270/2004, of degree and master degree course classes;

IN ACCORDANCE WITH the Statute of the University of Rome Tor Vergata adopted through D.R. n. 3427 of 12th December 2011 published in the G.U. n.296 of 21st December 2011 and successive modifications and integrations;

IN ACCORDANCE WITH the inter-ministerial provisions of 28/02/2017, through which the registration of foreign students on university courses for 2018/2019 is regulated;

IN ACCORDANCE WITH the Ministerial decree of 14th May 2018, n. 385 concerning "Modalities and contents of the entrance test in order to gain access to the One cycle master degree course in Medicine and Surgery in English for the 2018/2019 academic year"

DECLARES

Art. 1 – Places available (provisional) and requirements in order to participate in the entrance exam of 13th September 2018

For the **2018/2019** academic year, at the University of Rome “Tor Vergata”, a public selection has been opened, through an entrance exam, for **20 places** on the One cycle master degree course in **Medicine and Surgery in English** for European and non European Union candidates that reside in Italy in accordance with art. 39, paragraph 5 of Legislative Decree n. 286/1998 and **10 places** for Non European Union candidates living abroad **that have applied for a study visa (annex “B”)**. It is a single exam and the contents are identical in every official site where the exam is held. It is compiled by the Ministry of Education, of Universities and of Research (MIUR) following the Cambridge Assessment.

The number of places indicated, in accordance with law of 2nd August 1999, n. 264, represents the minimum number of places available. The definitive number will be later determined later through a further ministerial decree.

Entry requirements: 5-year secondary school diploma, issued by Italian Institutes, or a foreign qualification considered valid for admission to degree courses organized in Italian universities, which has been completed by the academic year of 2017/2018. Further details regarding the foreign qualifications required to gain access to university courses are contained in annex B.

Art. 2 – Exam Date and how to apply and participate in the test

The entrance exam will take place on **13th September 2018** at the **University of Rome “Tor Vergata”**, and in the listed foreign sites.

- At **the University of Rome “Tor Vergata”**, candidates will have to arrive at **12.00** in the classrooms they have been allocated to. The exam will start at **14.00**.
- The exam will start in the **foreign sites** according to **the time** indicated in TABLE A (see Annex).

N.B: Participants have 100 minutes to complete the exam.

Participation procedure:

The MIUR will follow the Cambridge Assessment, in collaboration with the CINECA Consorzio Interuniversitario, regarding the online registration procedure for the exam.

Registration for the exam for all official exam sites is possible from 2nd JULY 2018 until 15:00 (GMT+2) of 24th JULY 2018 and must be carried out online through the UNIVERSITALY portal (www.university.it).

If the candidate decides to do the entrance exam in an Italian site, the first option will automatically become the site where the exam must be taken. No changes can be made to the site where the exam takes place. Registration will be considered complete following payment made in order to participate in the exam according to the procedures indicated on the UNIVERSITALY portal.

Following registration for the exam online, candidates, having registered on the portal *University*, and having read the information regarding the utilization of personal data, through the specific online procedure must supply the following information (**all the data indicated with an asterisk is compulsory**):

Surname * / Name * / Country of Birth * / Province of Birth * / Native City * / Date of Birth * / Sex * / Citizenship * / Tax Code * / email * / Type of Document * / Document Number * / Issued by * Valid from ... to ... * / Residence: Country * / Province * / Location * / Postal code * / Address * / Mobile Phone number(s) **(a)**

Any linguistic certification obtained.

The information mentioned in note **(a)** must be included, should the student have no e-mail address only in order to provide information regarding the selection procedures.

This information will be used only for all the activities related to the selection procedure regarding access to the master degree programmes in English for which candidates have submitted an application, and in subsequent enrolment. All information will be retained for five years from the date of candidates' online registration.

Following this period, the data will be anonymized.

All communication relating to the exam will be sent to the e-mail address indicated by the candidate when enrolling for the test. The candidate must check and promptly notify any changes to their email address.

If candidates choose to take the test at an Italian centre, the first option automatically constitutes the centre where the exam must be taken. It is not possible for candidates to change their choice of location for the test. These options cannot be changed as from 15:00 (GMT+2) of 24th JULY 2018, the closing time for applications. In order to participate in the test, this procedure is compulsory. Failure to comply to the above-mentioned deadlines will result in the automatic exclusion from the selection. If candidates choose to take the test abroad, they must also indicate one of the foreign sites listed in table A.

The term “**first available choice**” means, in order of preference, the best option for the venue and the course in which the candidate, based on the score obtained and the number of available places, is eligible to be registered.

PAYMENT MADE IN ORDER TO PARTICIPATE IN THE ENTRANCE EXAM MUST BE CARRIED OUT FOLLOWING THE INSTRUCTIONS SET OUT ON THE UNIVERSITALY PORTAL. ANY PAYMENT WHICH IS NOT ACCOMPANIED BY AN ONLINE REGISTRATION RECEIPT WILL NOT BE CONSIDERED VALID IN ORDER TO PARTICIPATE IN THE TEST.

Art. 3 - Services for disabled people and students with dyslexia

In accordance with Law N.104 of 5th February 1992 and subsequent amendments and additions, disabled candidates must give written notification using an online form available on www.caris.uniroma2.it. These requests must arrive at least thirty days prior to the test date, so that it is possible to provide them with the appropriate services.

Candidates with Specific Learning Disorders (DSAs), in accordance with law n. 170/2010, must provide certification issued by the National Health Service (SSN) or other specialist structures recognised by the SSN, which must be no more than three years old.

Candidates with disabilities or with Specific Learning Disorders (DSAs) who are resident abroad and who would like to benefit from the above measures must send an email to the CARIS secretarial office using the following address: segreteria@caris.uniroma2.it, providing documentation, together with an official translation in Italian and authenticated by the Italian Embassy in question, which certifies the disability or DSA.

These applicants will be given 30 percent longer than the official time to complete the test.

Art. 4 - Appointment of the Examining Commission and the Head of the Procedure.

The Examining Commission will be appointed by the Rector, through a Rectoral decree, following the proposal by the Faculty Council. During the exam, the Commission will be supported by teaching and

administrative staff who will be responsible for the monitoring of the test and the identification of candidates. The number of assistants will be established in proportion with the number of candidates per classroom.

In accordance with Law n. 241 of 7th August 1990 and subsequent amendments, the above-mentioned staff will be selected from the Heads of the Student Secretariats - Medical Area of the Faculty of Medicine and Surgery.

Art. 5 - Methods and venues for the test

On **1st September 2018**, the addresses of exam centres will be published on the MIUR and the University websites, together with the number of the classroom where the test will take place.

The test will take place **on 13th September 2018** in the various locations indicated in "TABLE A", which is attached to the present call.

Candidates, in cases where more than one classroom must be used, will be distributed according to age, except for twins.

Candidates will only be able to take the test in the classroom that has been assigned to them.

In order to facilitate the Commission in the identification of candidates, students must arrive **at least two hours before the start of the test** and must bring:

- a valid personal document;
- a receipt demonstrating the online registration on www.universitaly.it;
- a receipt of payment.

Non European Union applicants, besides the above-mentioned documentation, must provide:

- their passport
- a copy of their permission of stay document
- a copy of their pre-registration application submitted to their embassy regarding their visa application.

On the day of the exam, before the beginning of the test, the Chairperson of the Commission or the Head of the Classrooms at the Italian and Foreign Universities will randomly choose four candidates present in the classroom, and together they will verify the integrity of the boxes. They will then oversee the opening of these boxes and the distribution of the envelopes in relation to the number of participants in the room. They will provide each candidate with an "instruction sheet regarding the compilation of the answer sheet", which will be given to the candidates before the start of the test. They will also make a declaration confirming the integrity of the boxes, the number of envelopes assigned and the number of envelopes that have not been used. This declaration will also be undersigned by the four selected students.

The **exam** must be completed in **100 minutes**.

The exam procedure

Each candidate, following identification procedures, will be provided with a CAMBRIDGE ASSESSMENT envelope containing:

- a) a personal data form with no identification code;
- b) questions relating to the admission test, bearing the identification code of the envelope;
- c) an answer sheet, containing the same code as the envelope;
- d) a sheet on which the envelope identification code is provided, together with the name of the university and the degree course for which the test has been organized.

The substitution, should it be necessary during the exam, of one of the documents referred to in points (b) and (c) means that the entire envelope must be replaced given that all such documents within the envelope are marked with the same code. Should any corrections or markings be carried out by candidates on the personal data sheet, it does not need to be replaced. The personal data sheet will only be substituted where there is difficulty in identifying the candidate. In such cases, the Commission will substitute the personal data sheet by taking another one from an unused envelope, a fact that will be reported in the classroom minutes. Replacing the personal data sheet does not in any way mean replacing the entire envelope.

The candidate, while doing the test:

- *must use only the black pen provided by the university or the foreign centre;*
- must not interact with other candidates during the test;
- must not bring with them or use cell phones, palmtops, smartphones, smartwatches, or other similar instruments, or bring or use pens, pencils or stationary (or any other form of writing device), not to mention manuals, textbooks, manuscripts, blank sheets and reference materials into the classroom;
- must complete the personal data form and sign it together with a statement declaring that the personal data provided is correct. These must be compiled only **on termination of the exam**;
- must indicate their answer by putting **an X** in the corresponding box. Candidates can correct an answer once only, taking care to completely blacken the box previously marked with **an X** and then choosing another. Only **one X** must remain in the five Boxes for the candidate to be given the point;
- must tick the circle corresponding to the question number in cases where candidates prefer not to answer. This option, once chosen, can no longer be modified. If the candidate does give any form of answer in the answer boxes or the circle, the answer will be considered “not given”;

At the end of the test, the candidate:

will be asked to go to a site where they will find a pen and which is at a suitable distance from the Commission. Here they will choose a pair of adhesive labels. Candidates must then stick each label to the answer sheet and the candidate's personal data form, and must check that the codes on the labels are the same. The candidate must then sign the personal data form, and their declaration regarding the authenticity of their personal data and the correspondence of the codes of the labels stuck on the personal data form and the answer sheet.

Upon completion of the operations, the candidate must put their personal data form into the sealed container at a location dedicated for this purpose and go to the position of the Commission where the answer sheet must be inserted within the closed container provided.

The test can be CANCELLED by the Examination Board if:

- 1) the performance of the test takes place in a classroom other than the one in which the candidate has been allocated, unless this change has been authorized by the examination board and has also been recorded in the minutes;
- 2) mobile phones, palmtops, smartwatches, smartphones or other similar instruments, as well as manuals, textbooks, manuscript notes and reference materials have been introduced into the classroom;
- 3) the answer sheet (on the front or back) is found to have been signed or marked by the candidate or by a member of the Commission;
- 4) there is any interaction between candidates or attempts at copying, or exchanges of any material, including personal data and/or answer sheets

The Commission will annul the exam in the cases highlighted in points 1), 2) and 3) and the score of the annulled exam will be considered invalid.

In the Italian exam centres, when the answer sheets are handed in, the President of the Commission or the Head of the Classroom, must retain, in the presence of each candidate, so that they can be conserved by the University and for the final ranking list and for any possible future request for access to documents, the following material:

1. the sheets on which the test questions are printed;
2. the personal data forms;
3. the check sheet for the envelope.

This material must be stored by the University for five years after the test has taken place.

In the foreign exam centres, the classroom minutes compiled by the President of the Commission or by the Head of the Classroom together with the above-mentioned documents must be sent to the universities concerned so that they may be kept at the university headquarters.

At the end of the test, carried out both in the Italian and foreign centres, the President of the Commission or the Head of Classrooms will also:

- a) insert all the answer sheets inside one or more containers that must be sealed in the presence of the candidates that had been selected to verify the integrity of the boxes or, in the presence of four other randomly chosen candidates;
- b) insert all the personal data forms inside one or more containers that must be sealed in the presence of the candidates that had been selected to verify the integrity of the boxes or, in the presence of four other randomly chosen candidates;
- c) sign the closure flaps of the container or containers;
- d) invite the four candidates to sign the closure flaps as well;
- e) prepare other containers which will be used to enclose: substituted envelopes, the envelopes from which the personal data forms were taken in cases of substitution together with unused envelopes; and the declaration in accordance with art. 5 and the copy of the classroom minutes including the list of candidates.

Art. 6 – Topics covered in the exam and Evaluation Criteria

The entrance test consists of **sixty (60)** questions and there are five alternatives for each answer. The candidate must select only one, excluding the wrong, arbitrary or less probable alternatives. The questions will be about general culture and logical reasoning; biology; chemistry; physics and mathematics.

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

With regard to the number of places available for registration and subsequent participation in the one cycle degree courses, candidates considered eligible include European Union and non European Union members in accordance with Article 26 of Law No.189 / 2002, together with, considering the number of places available, non European Union students residing abroad, who have been included in the ranking list in accordance with **art. 8** of this call. Candidates belonging to all the aforementioned categories are eligible for admission to the undergraduate course, on condition they obtain a minimum score of **twenty (20) points** in the entrance test. Unsuccessful candidates are not included in the ranking list. **In accordance with the Community guidelines regarding access to foreign students to university education and in line with the cultural foreign policy requirements of art. 46 of Presidential Decree n. 394/1999, with regard to the number of places available for non European Union applicants resident abroad, the minimum eligibility threshold is not applicable.** Non EU candidates that reside abroad are considered eligible only if they have obtained a score above zero. Non EU candidates who reside abroad that have failed to answer any of the questions will not be included in the ranking list.

For the evaluation of the test, a maximum of **90 points** shall be awarded taking into account the following criteria:

- **1.5 points** for each correct answer;
- Subtraction of **0.4 (-0.4) points** for each wrong answer;
- **0 points** for each omitted answer.

The Cineca, on the basis of the score obtained by each candidate and calculated according to the Cambridge Assessment, draws up a single national ranking list for European Union and Non European Union candidates in accordance with Article 26 of Law No.189/2002 and in accordance with the procedures set out in **art. 8**. The ranking list for foreign citizens residing abroad is defined by the University.

Should scores be equal, the following criteria are applied:

A) The candidate's score in the questions of logical reasoning, general culture, biology, chemistry, physics and mathematics is considered in descending order;

B) possession of linguistic certification referred to in **Annex 3** by the date of closure of the enrolment, and declared by the candidate in their entrance test application. The possession of language certification required for candidates participating in the present call is self-certified and in accordance with art. 46 of D.P.R. n. 445/2000. The Administrations involved in this procedure can, at any stage of the procedure, reserve the right to ascertain the veracity of the declaration made by the applicant, in accordance with

the relevant laws in force. Candidates must therefore provide all the necessary information to enable verification should they be requested. Should the documentation submitted by the candidate be found to be false or misleading, regardless of the penalties laid out in the Criminal Code and relevant special laws (Articles 75 and 76 of Presidential Decree 445/2000) and the payment of damages to the affected parties, the registration of the candidate will be cancelled, any benefits granted will be recuperated and any taxes and university fees paid will be withheld.

C) In cases where the equal scores remain, the younger candidate is elected.

Except as required by the provisions of the **Art. 8**, the closing of the ranking list will be organized by a ministerial order to be issued in the second academic semester, so that students can meet the minimum attendance requirements in order to be able to take exams. Once the ranking lists have been closed, all eligible candidates that have confirmed their interest in enrolment will be assigned and will have to register within the time limit set out in this call. Those who, once the registration deadline has gone by, have not registered in the degree program they have been assigned to, will lose any right to register in subsequent years. Eligibility refers only to the selection procedure currently in progress: no right is granted regarding access to master degree courses in years following the one in which the test was sustained.

Art. 7 – Compilation of the ranking list

At CINECA, the responsible office of the MIUR will authorize CAMBRIDGE ASSESSMENT, subject to compliance with the procedures set forth in this call, the computerized checking of answers provided by candidates in the test and the following automatic determination of the relevant score. CAMBRIDGE ASSESSMENT determines the score of each candidate and transmits the results to CINECA through a site specifically designed for this purpose.

The MIUR, through the CINECA, will publish on the **www.universitaly.it** site in compliance with the rules regarding the protection of personal data scores following the order of the coded envelopes used in the exam. This data will remain available on the reserved site until the completion of the procedures.

Art. 8 - Publication of ranking lists and fulfilment for successful candidates

The score is determined by the Cambridge Assessment according to the terms of art. 6 of this call, and CINECA, on behalf of the MIUR, on **27th September 2018** only publishes the score obtained by the candidates according to the label code on **www.universitaly.it** in compliance with the rules for the protection of personal data. This data remains available in the area reserved for the candidates until the completion of the procedures.

1. From the day following the date of publication of the test results and within five working days, the university administrators will send CINECA, through a confidential web site made for them by the same consortium and which will constitute the only means of communication, the personal data of each candidate contained on the personal data form and a scan of each single personal data form in pdf format. Regarding these procedures, a verbal analytical report will be compiled which the University must make available to the MIUR on the confidential web site.

2. On **4th October 2018**, on the reserved page of the UNIVERSITALY portal, candidates can see their test, score and their personal data form.

3. On **10th October 2018**, in the part of the University portal area reserved for the candidates, the national ranking list will be published.

4. The candidate, who following the displacement of each ranking list:

A) has been included in the list of places regarding their first choice, will be **ASSIGNED** a place and will be required to register at the university and for the course to which the candidate has been **ASSIGNED** within the time limits set out in art. 9. Should these terms not be complied with, the candidate will lose the right to be enrolled. No form or attempt at justification will be taken into consideration;

B) has not been included in the list of places regarding their first choice, will find another place that has been **BOOKED** regarding a second choice. Should this happen, the candidate can still register at the first choice university course in accordance with the terms laid out in art. 9 of this call, and can wait until the candidates that precede them in the ranking lists have registered, and following the subsequent displacement of the ranking list, can register if at this point, there are places that have become available. Once candidates that have been **BOOKED** a place register at this university, all their other preferences will be automatically cancelled.

5. On **10th October 2018**, in relation to the ranking list and the number of places available at the Universities, the names of the candidates who have been **ASSIGNED** on or **BOOKED** for the course in their first choice of university will be published. A list of these candidates will be supplied to each university.

6. The ranking list and the displacement of the ranking list will be organized according to the following regulations and times:

a) On **10th October 2018**, the ranking list will be published on the reserved site with the name of each candidate, their score obtained, and their position in the ranking list for the university they have been "assigned" to or taking into account the ranking position of all the candidates who preceded them in the list and of their preferences if "booked" or "waiting";

b) "**ASSIGNED**" candidates must enrol at the University in question according to the administrative procedures specified in art. 9 of this call.

BOOKED candidates can enrol at the University according to the administrative procedures specified in art. 9 of this call.

In order to guarantee the correct management of the national ranking list, it has however been established that, for both **ASSIGNED** and **BOOKED** candidates that exercise this right with reference to the specific displacement mechanism, there will be a maximum of 4 (four) days for registration, including the day on which the list has been displaced and Saturdays and holidays.

Should **ASSIGNED** candidates fail to register within four days, their candidature will be discarded. **BOOKED** candidates who do not exercise this possibility will not be excluded from the list.

c) Within 5 days of the term referred to in point (a), and by 12.00 noon on the fifth day following each displacement, the day of displacement included and excluding Saturdays and holidays, each University, through its own specific website, will provide the CINECA with the names of registered students.

d) Within 5 days of the term referred to in point (a), and by 12.00 noon on the fifth day following each displacement, the day of displacement included and excluding Saturdays and holidays, **all candidates, apart from those already registered and those that have pulled out, must confirm their interest in**

registering in the reserved area on the University site. By failing to confirm, candidates will be removed from the national ranking list and will no longer have any right to be enrolled. No form or attempt at justification will be taken into consideration in these cases.

(e) On **17th October 2018**, the CINECA, having received the communication referred to in point c), will, in relation to the position in the ranking list and the preferences expressed, publish the new displaced ranking list following the procedures set out in **b), c) and d)**.

f) All other displacements will follow the same procedures and times laid out in **b), c) and d)**.

7. The Universities will be allowed to enrol candidates who are placed in an eligible ranking position in academic years other than year one only when candidates' academic qualifications and exams have been officially verified and after having checked the official availability of places for the academic year in question in relation with the number of places assigned to their corresponding quota of students in previous programming. These procedures, together with the withdrawals following enrolment, will lead to the "displacement" of the ranking list in favour of the students who are not registered but who are in a good position in the ranking, but only while there are still places available on the course of the University. Any further requests of transfer or withdrawal successive to the filling of places in the courses will not result in any new displacement in the rankings.

8. Entries for any academic year other than year one, following the official verification of academic credits by the University, can only take place taking into consideration the number of places available following withdrawals and transfers during the year in question and in relation with the number of places defined in the annual programming decrees. **For the purposes referred to in paragraphs 7 and 8, it is not necessary to pass the test in cases where students are already enrolled in the same degree courses at one of the other Italian university courses, irrespective of whether they are European Union or Non European Union citizens.**

For the 2018/2019 academic year:

for the one cycle degree courses in Medicine and Surgery in English, the following places are available for academic years following year one:

DEGREE COURSE	YEAR OF COURSE	N. PLACES AVAILABLE
MEDICINE AND SURGERY LM-41	5th	9
MEDICINE AND SURGERY LM-41	6th	5

The places available in the Table above are reserved for those who have passed the entrance test, and which have previous academic qualifications and exam results that have been officially authenticated, and in accordance with art. 3 of the "Regulations for the transfer of students enrolled at Italian or foreign Universities". In these cases, students will be provided with a place on year 5 or 6 of the degree course. In cases where the number of successful candidates exceeds the number of places available (as can be seen in the table), the evaluation criteria set out in art. 5 of the aforementioned Regulations of the University issued by Decree of the President of the Republic n. 1772 of June 16th, 2015 will be taken into consideration. At the end of the selection procedure, should there be any available places remaining, the provisions of the Transfer Regulations published on the University site will be followed. See the following link:

http://web.uniroma2.it/module/name/content/newlang/english/action/showpage/content_id/19621.

Art. 9 - Registration procedure

Enrolment in degree courses regarding the present call is established in relation to the placement on the ranking list, which is drawn up taking into account the positions defined in the programming and the options of participating candidates.

In order to register, candidates must:

fill in the evaluation questionnaire at <http://www.quest.uniroma2.it>. A questionnaire code (CQ) will be issued, which must be inserted at the moment of validation of payment. The CQ remains valid for five days following the completion of the questionnaire. Following this deadline, another questionnaire will have to be recompiled. Following this stage:

A) On-line registration, payment of first instalment and validation:

1. Connect to the on-line Service site: <http://delphi.uniroma2.it>;
2. Select Student Area, Key 2, Registration;
3. Select "Completion of the registration application";
4. Read all instructions carefully and fill in the application form, choose a Degree "on site" and select one of the Degrees listed in this call, then enter all the required information;
5. Print your payment slip regarding the **payment of your first instalment**;
6. Payments must be made through any UniCredit Agency;
7. Log on again to the Online Services site, and then enter the payment codes (CTRL and AUTH reported on your Bank receipt and your CQ) in order to validate your payment. On completion of this procedure, you will receive your registration number and password;
8. Take care to conserve your student registration number and password as it will be important to gain further access to the University Computer Services (e-mail, later payments, requests regarding list of exams sustained, exam bookings, etc.).

It is possible for university fees to be paid online by logging onto the following link: <https://www.unicredit.it/en/privati/internet-e-mobile/tutti-i-servizi-internet-e-mobile/altri-servizi/tasse-universitarie.html>

B) Presentation of documentation at the Student Secretarial Office

Once payment has been validated, the following documents must be submitted to the office of the Student Secretarial Office of the Department of Medicine and Surgery "Health Area" - Via Montpellier 1 - 00133 Rome (Tor Vergata district), within the stipulated deadline:

- a. A pre-compiled **registration application**, which must be signed at the moment of submission, and which includes a passport size photograph attached in the space provided on the application form;
- b. **Two passport size photographs** which are identical to the one attached to the one applied on the application form;
- c. A copy of a **valid Identification Document**;
- d. A **copy of the receipt of payment** (excluding those who are entitled to the total exemption from paying taxes and university contributions)
- e. **Section of the sheet** which comes from the payment validation procedure. This section of the sheet is marked with the words "**to be delivered to the Student Secretarial Office**".

IMPORTANT: Validation of payment and consignment of the above-mentioned documents to the Secretarial Office are indispensable in order to be registered.

C) Presentation of documentation for candidates with foreign qualifications

Candidates that have a foreign academic qualification, before compiling the online enrolment application form, must go to the Secretarial Office for Foreign Students in Via Cracovia, 50-Edificio A, Piano 0 room n. 1, where the validity of their academic documentation can be verified.

Students with **invalidity levels of 66% or more or with invalidity levels foreseen in Article 3, paragraphs 1 and 3 of Law N. 104 of 5th February 1992**, in order to be considered totally exempt from paying taxes and university contributions regarding initial enrolment or registration in later years will have to submit to the Technical Secretarial Office of the Commission for the inclusion of students with Disabilities and DSA (CARIS) Via del Politecnico, 1 (Faculty of Engineering) all the documentation issued by the authorities which confirm the status of invalidity.

Successful candidates of non European Union countries, who do not reside in Italy and that are visa applicants, in order to register, must go to the Foreign Student Office within the foreseen deadlines.

Candidates who hold a foreign academic qualification, besides producing the above-mentioned documentation, must also provide the documents listed in **Annex B** of this call.

English language http://www.studiare-in-italia.it/studentistranieri/moduli/2017/Circolare2017_2018En.pdf

Italian language http://www.studiare-in-italia.it/studentistranieri/moduli/2017/Circolare2017_2018.pdf

- Registration with course shortening

(Exclusively for those already in possession of a degree), candidates must follow the normal registration procedure and provide the following documents to the Student Secretarial Office together with their Registration Documents:

- a) Self-certification or photocopy of the Degree certificate including the full list of exams taken;
- b) Examination programs followed together with an official stamp of authentication from the university of origin.

- Transfer from another University:

- 1) Candidates must log on to the website <http://delphi.uniroma2.it>> Select "KEY 2 ..." fill in the application regarding "transfer from another University (entering Tor Vergata)"
- 2) print the transfer request, which must be returned, together with self-certification or photocopy of the certificate listing the exams sustained, details regarding the years of enrolment and with a copy of the relevant programs, for the issue of a "nulla osta" (official clearance) and for the compilation of the form entitled "Booking of a place for students awaiting transfer" within the deadline foreseen for registration.

- Transfer from one Faculty / Degree Course at Tor Vergata University to another:

- 1) Select <http://delphi.uniroma2.it> "KEY 4 ..." fulfilment Online Services in "Services for Students already enrolled" and fill in the exit transfer request (after having inserted your registration number and password).
- 2) Print out your application and payment slip that has to be carried out in any Unicredit agency and validate the payment by logging on to the site;
- 3) Submit a copy of your transfer request and payment slip, together with self-certification or a certified photocopy of your exams sustained together with a copy of the relevant programs, to the Medical

Students Secretarial Office in order to fill out the "Reservation Form for students awaiting transfer" within and not beyond the registration deadlines.

- Compulsory Vaccinations

Successful candidates, upon enrolment, must declare their commitment to undergo, within 60 days of their enrolment, the tuberculin test, which will be performed using the Mantoux technique in accordance with the guidelines for the control of Tuberculosis (Decree 17.12.1998 of the State-Regions Conference) and the Decree of the President of the Republic of 7.11.2001, n. 465, which regulates anti-tuberculosis vaccinations. This test will be performed at the ASL where the candidate resides. It is also recommended in accordance with Law n. 165 of May 27th, 1991, to be vaccinated against viral hepatitis B, which is offered free of charge to persons who carry out work, study or are involved in voluntary activities in the field of health at the Local Health Centres of their municipality of residence. Students must consign the above-mentioned certification to the appropriate Student Secretarial Office.

Art. 10 - Payment of University Taxes and Contributions

All additional information regarding the calculation of university fees and contributions, together with deadlines and payment methods, will be available in the Student's Guide 2018/2019, published on the University portal at the following link: <http://iseeu.uniroma2.it/student-guide-20182019/>. The Guide will also specify all the possibilities regarding total or partial exemption from taxes and contributions.

Students with a **disability level of 66% or more or with a disability in accordance with Article 3, paragraphs 1 and 3 of Law N. 104 of 5th February 1992**, in order to be totally exempt from paying taxes and university contributions regarding initial enrolment or registration in years following year one will have to provide the Technical Secretarial Office of the Commission for the inclusion of students with Disabilities and DSA (CARIS) Via del Politecnico, 1 (Faculty of Engineering) with all the documentation issued by the authorities which confirm the status of invalidity.

Art. 11 - Information relating to art. 13 of law by decree of 30.06.03 n. 196 "Personal Data Code"

For information regarding the use of the personal data of candidates, refer to Annex 4 of the Ministerial Decree of 14th May 2018 n. 385.

Art. 12 - Useful contact information.

The University will remain closed from 13th to 17th August 2018.

Student Secretarial Office of Medicine and Surgery

Address; Via Montpellier, 1 - 00133 Rome

Phone numbers: 0672596013-43-44-45

Office hours: Monday, Wednesday, Friday, 9 am to 12 noon Wednesday from 2 pm to 4.

N.B. In August the office will not be open on Wednesday afternoon

E-mail: Segr-studenti-medicina@uniroma2.it

Foreign Student Secretarial Office

Address: Via Cracovia, 50 - 00133 Roma

Phone numbers: 0672592566-67-3231

Office hours: Monday, Wednesday, Friday from 9 am to 12 pm Wednesday from 2 pm to 4 pm

E-mail: Studenti.stranieri@uniroma2.it – international.students@uniroma2.it

Public Relations Office (URP)

Address: Via Cracovia, 50 - 00133 Roma

Office hours: Monday to Friday from 9am to 1pm Tuesday and Thursday from 2pm to 4pm

E-mail: relazioni.pubblico@uniroma2.it

Telephone Answering Service: "Call Tor Vergata" Monday to Thursday from 8.00 to 13.00 and from 14.00 to 18.00 - Friday from 8.00 to 12.00 telephone: 06.72593099

Invalidity Service

Address: Macroarea di Ingegneria - Via del Politecnico, 1 - 00133 Rome Edifice Didattica - Ground Floor "AULA L 1"

Phone numbers: 062022876 Tel./fax 0672597483

Office hours Monday, Wednesday and Friday from 9 am to 12 pm Tuesday, Wednesday and Thursday from 2 pm to 4 pm

E-mail: segreteria@caris.uniroma2.it

Rome, 12th July 2017

The General Manager

Dot. Silvia Quattrocioche

The Pro-Rector

Prof. Claudio Franchini