



TOR VERGATA
UNIVERSITY OF ROME

Student Handbook

A.A. 2022-2023



The information contained herein is accurate as of the date of publication (01/07/2022).

Please visit <http://studenti.uniroma2.it/> for any subsequent changes in the procedures.

***This English version of the Student Guidebook is made only for information purposes.
For resolving any dispute and for all legal purposes only the Italian version is valid.***

Edited by Directorate I – Education and Student Services

Cover image:

“MyCamp”, Tor Vergata University of Rome Orientation mascot.

Table of Contents

| | |
|--|----|
| Chapter 1 - Studying at Tor Vergata University of Rome | 6 |
| 1.1 – Educational offer | 6 |
| 1.2 - What you need to know | 7 |
| 1.2.1 - Minimum admission requirements | 7 |
| 1.2.2 - Organisation of studies | 7 |
| Chapter 2 - Campus Information Services | 8 |
| 2.1 - General information services | 8 |
| 2.2 – Student Affairs Offices | 11 |
| Chapter 3 – Provisional Enrolment Procedure | 13 |
| 3.1 - How to take the “admission test” | 13 |
| 3.2 - How to register for “Assessment Tests” | 14 |
| 3.3 - How to request a “verification of the curricular requirements” | 14 |
| 3.4 - Specific procedures for the preliminary assessment of applications for courses taught in English | 15 |
| Chapter 4 – Enrolment | 16 |
| 4.1 - How to enrol | 16 |
| 4.2 -Enrolment in a shortened degree course | 18 |
| Chapter 5 - International students | 20 |
| 5.1 - EU and equivalent students, and non-EU citizens not applying for a visa with a foreign qualification | 21 |
| 5.1.1 - Admission test | 21 |
| 5.1.2 - Admission requirements | 22 |
| 5.1.3 - Enrolment procedure | 23 |
| 5.1.4 Documents required for enrolment in a Bachelor’s or single-cycle degree courses | 23 |
| 5.1.5 Tuition fees | 25 |
| 5.2 - Non-EU students not resident in Italy (students applying for a visa) | 25 |
| 5.2.1 Admission requirements | 25 |
| 5.2.2 - Before you leave | 27 |
| 5.2.3 - Once in Italy | 27 |

| | |
|--|----|
| 5.2.4 - Admission tests _____ | 28 |
| Reallocation of non-EU students for degree courses with national programmed access _____ | 28 |
| 5.2.5 - Enrolment procedures _____ | 29 |
| 5.2.6 - Documentation needed for enrolment in a Bachelor's degree course or single-cycle degree programmes _____ | 29 |
| 5.2.7 Documentation needed for enrolment in Master's degree programmes (two-year programmes) _____ | 30 |
| 5.2.8 - Tuition fees _____ | 31 |
| 5.3) EU and extra-EU citizens legally resident in Italy and with a final qualification obtained in Italy _____ | 31 |
| 5.3.1) Admission tests _____ | 31 |
| 5.3.2) Enrolment procedure _____ | 31 |
| 5.4 - MARCO POLO Project Chinese students _____ | 32 |
| 5.4.1 – Admission requirements _____ | 32 |
| 5.4.2 Before you leave _____ | 33 |
| 5.4.3 - Once in Italy _____ | 34 |
| 5.4.4 - Admission tests _____ | 35 |
| 5.4.5 - Reassignment applications _____ | 35 |
| 5.4.6 - Enrolment procedures _____ | 35 |
| 5.4.7 Documentation needed for enrolment in a Bachelor's degree course or single-cycle degree programmes _____ | 36 |
| 5.4.8 Documentation needed for enrolment in Master's degree programmes (two-year programmes) _____ | 36 |
| 5.4.9 - Tuition fees _____ | 37 |
| 5.5 - Recognition of qualifications achieved abroad _____ | 37 |
| Chapter 6– Registration in academic years after the first _____ | 39 |
| 6.1- How to enrol for the second and subsequent years _____ | 39 |
| 6.2 - Enrolment in the second and subsequent years with residence permit _____ | 40 |
| 6.3 - Deadline extension for the enrolment of graduates (PRECAUTIONARY APPLICATION) _____ | 40 |
| 6.4 - Enrolment as a part-time student _____ | 42 |
| Chapter 7 – Taxes and contributions _____ | 1 |
| 7.1 - Verification of merit requirements for the calculation of university fees _____ | 5 |
| 7.2 – Payment and deadlines for tuition fees _____ | 5 |

| | |
|---|----|
| 7.3 – Payment methods | 7 |
| 7.4 - ISEE–University | 7 |
| 7.4.1– What is an ISEE certificate, and what is it for? | 8 |
| 7.4.2 – How to apply for an ISEE-University certificate | 8 |
| 7.4.3 – ISEE Parificato certificate | 9 |
| 7.4.4 – Deadline for the ISEE-University submission | 9 |
| 7.4.5-Recommendations | 10 |
| 7.5 - Exemptions | 10 |
| 7.5.1 – Total exemptions | 10 |
| 7.5.2 - Partial exemption | 13 |
| 7.5.3 - Exemption from admission test payment | 15 |
| 7.6 - Various contributions | 15 |
| 7.7 - Healthcare graduate schools | 16 |
| 7.8 - Graduate schools in Legal Studies | 17 |
| 7.9 - Tax refunds | 18 |
| 7.10 - Sanctions and tax assessments | 18 |
| Chapter 8 - During your career | 20 |
| 8.1 - Interruption and resumption of studies | 20 |
| 8.2 – ALIAS career for transgender students | 21 |
| 8.3- Temporarily discontinuing your studies | 22 |
| 8.4 – Time limits for discontinuing your studies | 22 |
| 8.5 - Resumption of studies with exam recognition after discontinuation | 23 |
| 8.6 - Interruption | 23 |
| 8.7 - Transfers | 25 |
| 8.8 - Incoming transfers | 26 |
| 8.9 - Outgoing transfers | 27 |
| 8.10 – Enrolment in single-subject courses | 28 |
| 8.11 – Dual career: Athlete students | 30 |
| 8.12 – Scholarships - Opportunities | 30 |

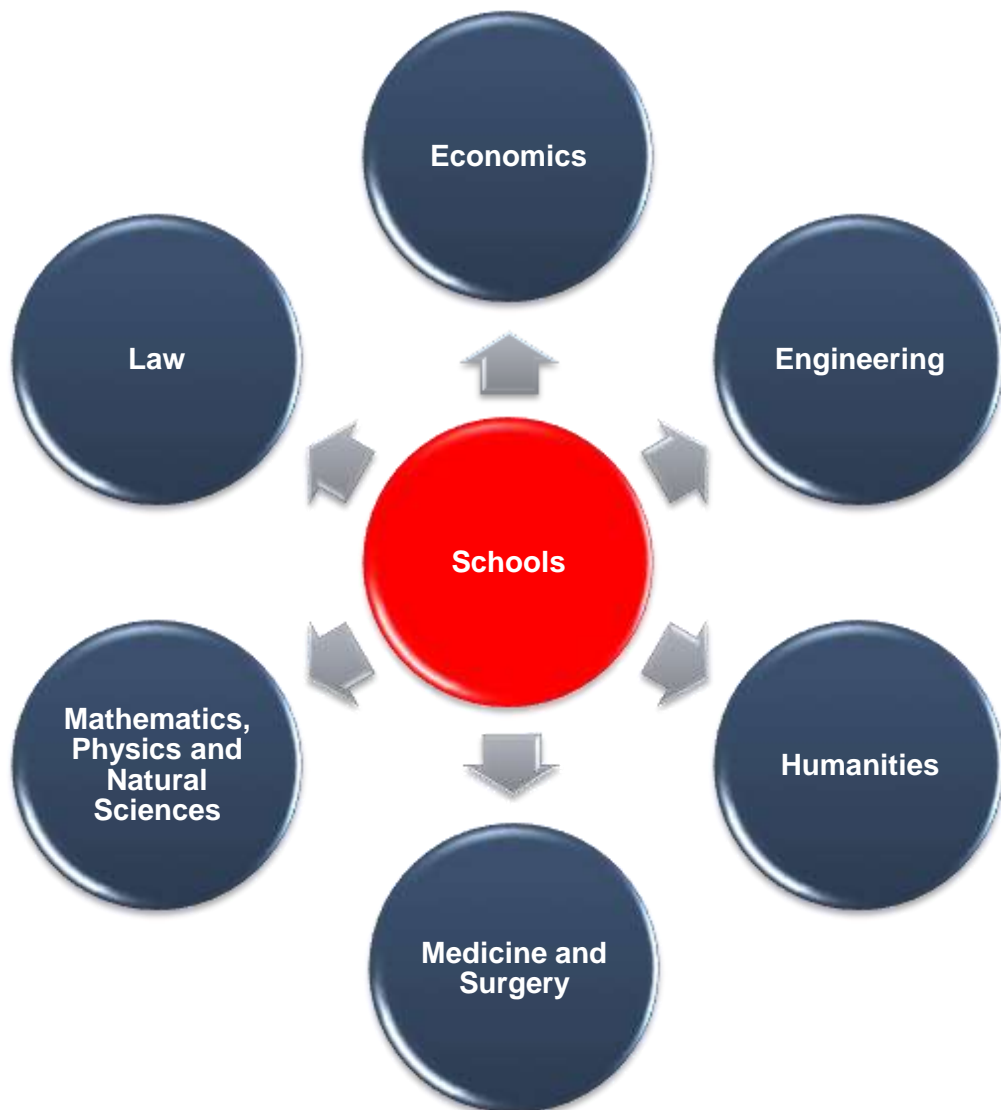
| | |
|---|----|
| 8.13 - Examinations, verifications and issuance of certification | 32 |
| 8.13.1 -Exams | 32 |
| 8.13.2 - Study plan and exam registration | 32 |
| 8.13.3 - Graduation exam | 32 |
| 8.13.4 – Collecting your graduation parchment | 35 |
| 8.13.5 - Diploma supplement | 35 |
| 8.13.6 – Certification issuance | 36 |
| 8.13.7 - Self-certification | 37 |
| 8.14 - Additional services provided | 37 |
| 8.14.1- Libraries | 37 |
| 8.14.2 - University Sports Centre | 38 |
| 8.14.3- Student Ombudsperson | 40 |
| 8.14.4- Accommodation | 40 |
| 8.14.5 – SOS CUG and psychological counselling | 41 |
| 8.14.6 - Commission for the inclusion of students with disabilities and DSA (CARIS) | 41 |
| 8.14.7 - Online Delphi platform | 42 |
| 8.14.8 - Uniroma2-live - Online services for Tor Vergata students | 43 |
| 8.14.9 -Regulations | 44 |
| 8.14.10 – Facilitations | 44 |

Chapter 1 - Studying at Tor Vergata University of Rome

1.1 – Educational offer

Tor Vergata University of Rome offers a wide range of academic courses. See the academic courses section of the university website, www.uniroma2.it, for a full list of Bachelor's, Master's and one-cycle degree programmes available to you. For further information, please visit the following website: orientamento.uniroma2.it

Via the chart below and by clicking on the individual box, you will be redirected to the website of each School.



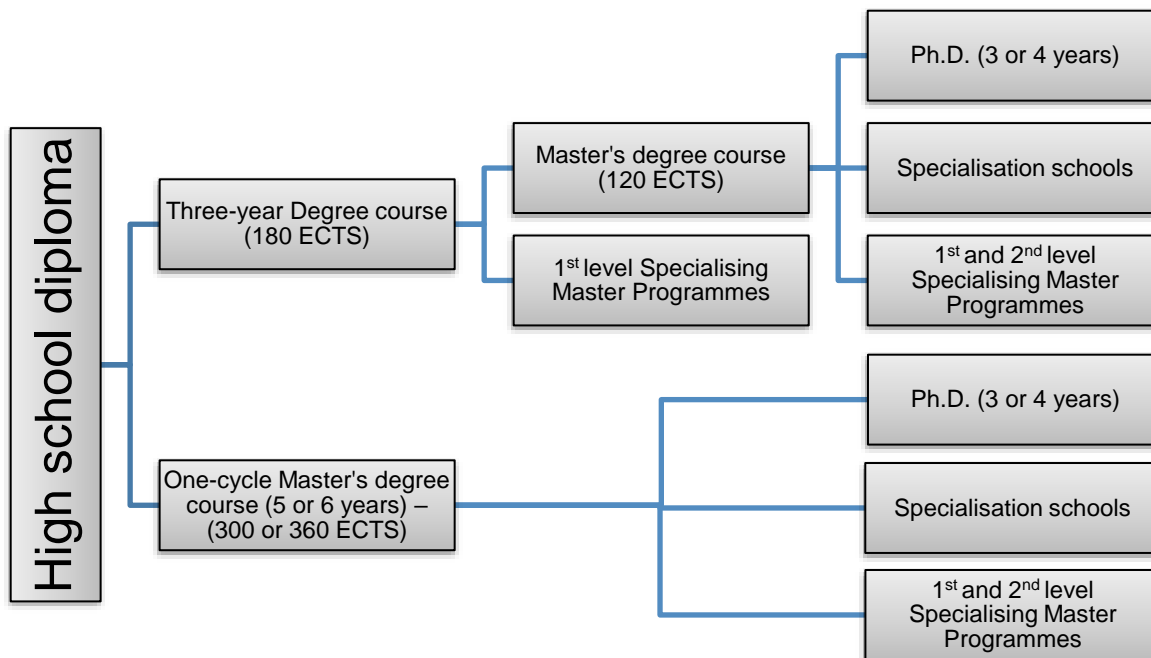
1.2 - What you need to know

1.2.1 - Minimum admission requirements

To enrol in a Bachelor's degree course or in a one-cycle degree course, one of the following qualifications is required:

- **Five-year high school diploma and four-year high school diploma** with one supplementary year;
- **Four-year experimental high school diploma** (Departmental Decree of MUR 820/2017 *et seq.*);
- **Four-year high school diploma** without an additional year (after approval by the degree course committee)

1.2.2 - Organisation of studies



Chapter 2 - Campus Information Services

There are numerous information services offering both general advice and specific information on individual macro-areas.

2.1 - General information services

Public Relations Office (URP)

| | |
|---------------------------|--|
| Address | 50, via Cracovia – 00133, Rome |
| Opening hours | Monday to Friday, from 9am to 1pm Wednesday, from 2pm to 4pm |
| e-mail | relazioni.pubblico@uniroma2.it |
| Website | http://urp.uniroma2.it |
| "Call Tor Vergata" | |
| Telephone number | + 39 06 72503099 |
| Opening hours | Call from Monday to Thursday, from 9am to 1pm and from 2pm to 5pm Friday, from 9am to 1pm |

"School/work alternation", welcoming, mentoring

| | |
|------------------|---|
| Address | 50, via Cracovia – 00133, Rome |
| Telephone number | + 39 06 72592701 - + 39 06 72592099 - + 39 06 72592536 |
| e-mail | scuola-lavoro@orientamento.uniroma2.it |
| Website | https://web.uniroma2.it/module/name/Content/newlang/italiano/nav/path/ORA/section_parent/6327 |

Orientation services

| | |
|------------------|---|
| Address | 50, via Cracovia – 00133, Rome |
| Telephone number | + 39 06 72593622 |
| e-mail | info@orientamento.uniroma2.it |
| Website | https://orientamento.uniroma2.it/ |

Welcome Office

| | |
|------------------|--|
| Address | 50, via Cracovia - 00133, Rome (first floor - block C) |
| Telephone number | + 39 06 72592817 |
| e-mail | welcome@uniroma2.it |

Foreign Student Affairs Office

| | |
|------------------|--|
| Address | 50, via Cracovia - 00133, Rome |
| Telephone number | +39 06 72592566 - +39 06 72592022 - +39 06 72592567 |
| Opening hours | Monday, Wednesday, Friday, from 9am to 12am Wednesday, from 2pm to 4pm |
| e-mail | international.students@uniroma2.it |

Erasmus+

| | |
|------------------|--|
| Address | 50, via Cracovia - 00133, Rome |
| Telephone number | + 39 06 72592555 - + 39 06 72592062 |
| | Monday, Wednesday, Friday, from 9am to 12am Wednesday, from 2pm to 4pm |
| e-mail | erasmus.ateneo@uniroma2.it |
| Website | https://mobint.uniroma2.it/ |

University Committee for the Inclusion of Students with Disabilities and Specific Learning Disorders - SLD (CARIS)

| | |
|----------------------|---|
| Address | Macro-area of Engineering: 1, via del Politecnico - 00133, Rome (ground floor - room 11) |
| Telephone number | + 39 06 72594783 - + 39 06 2022876 |
| Office opening hours | Monday, Wednesday, Friday, from 9am to 12pm Wednesday, from 2pm to 4pm |
| e-mail | segreteria@caris.uniroma2.it |
| Website | http://caris.uniroma2.it |

Master Student Affairs Office

| | |
|----------------------|--|
| Address | 2, Via Columbia - 00133 Rome (ground floor - block B) |
| Office opening hours | Monday, Wednesday, Friday, from 9am to 12am Wednesday, from 2pm to 4pm |
| Telephone number | + 39 06 72592003 |
| e-mail | segreteriamaster@uniroma2.it |

Graduate Schools Affairs Office – Healthcare Area

| | |
|------------------|--|
| Address | 1, via Montpellier- 00133, Rome (first floor, Block D) |
| Telephone number | +39 06 72596966 |

| | |
|----------------------|---|
| Office opening hours | Monday, Wednesday, Friday, from 9am to 12am Wednesday, from 2pm to 4pm |
|----------------------|---|

CLA (University Language Centre)

| | |
|------------------|--|
| Address | 341, via di Passolombardo – 00133, Rome |
| Opening hours | Monday and Tuesday, from 10am to 12am |
| Telephone number | +39 06 725991026 |
| Opening hours | Call on Monday and Thursday, from 10am to 12am and from 2pm to 3pm Friday, from 10am to 11 am |
| e-mail | segreteria@cla.uniroma2.it |
| Website | http://cla.uniroma2.it |

2.2 – Student Affairs Offices

Economics

| | |
|------------------|--|
| Address | 2, via Columbia – 00133, Rome (ground floor, Block B) |
| Telephone number | +39 06 72595839 - +39 06 72595841 - +39 06 72595836 |
| Opening hours | Monday, Wednesday, Friday, from 9am to 12am Wednesday, from 2pm to 4pm |
| e-mail | segreteria-studenti@economia.uniroma2.it |

Law

| | |
|------------------|--|
| Address | 2, via Columbia – 00133, Rome (ground floor, Block B) |
| Telephone number | + 39 06 72595845 - + 39 06 72595849 + 39 06 72595846 - 39 06 72595848 |
| Opening hours | Monday, Wednesday, Friday, from 9am to 12am Wednesday, from 2pm to 4pm |
| e-mail | segreteria-studenti@juris.uniroma2.it |

Engineering

| | |
|------------------|--|
| Address | 1, via del Politecnico– 00133, Rome (ground floor, teaching block) |
| Telephone number | + 39 06 72597599 - + 39 06 72597253 - + 39 06 72597598 |
| Opening hours | Monday-Wednesday-Friday from 9am to 12am and Wednesday from 2pm to 4pm |
| e-mail | segreteria-studenti@ing.uniroma2.it |

Humanities

| | |
|------------------|--|
| Address | 1, via Columbia– 00133, Rome (ground floor, block A) |
| Telephone number | + 39 06 7259 5237 - + 39 06 72595200 - + 39 06 72595232 |
| Opening hours | Monday, Wednesday, Friday from 9am to 12am Wednesday from 3pm to 5pm |
| e-mail | segreteria-studenti@lettere.uniroma2.it |

Medicine and Surgery - Medical Area

| | |
|------------------|--|
| Address | 1, via Montpellier- 00133, Rome (ground floor) |
| Telephone number | + 39 06 72596964 - + 39 06 72596013 - + 39 06 72596043 - + 39 06 72596045 |
| Opening hours | Monday, Wednesday, Friday from 9am to 12am Wednesday from 2pm to 4pm |
| e-mail | sgr-studenti-medicina@med.uniroma2.it |

Medicine and Surgery - Dentistry and Dental Prostheses

| | |
|------------------|--|
| Address | 1, via Montpellier- 00133, Rome (second floor) |
| Telephone number | + 39 06 72596034 |
| Opening hours | Monday, Wednesday, Friday from 9am to 12am Wednesday from 2pm to 4pm |
| e-mail | sgr-studenti-odonto@med.uniroma2.it |

Medicine and Surgery - Healthcare

| | |
|------------------|--|
| Address | 1, via Montpellier- 00133, Rome (ground floor) |
| Telephone number | + 39 06 72596965 - + 39 06 72596967 - + 39 06 72596049 - + 39 06 72596057 |
| Opening hours | Monday-Wednesday-Friday from 9am to 12am and Wednesday from 14:00 to 16:00 |
| e-mail | sgr-studenti-sanitarie@med.uniroma2.it |

Mathematics, Physics and Natural Sciences

| | |
|------------------|--|
| Address | 1, via della Ricerca Scientifica - 00133, Rome (ground floor, Sogene Block) |
| Telephone number | + 39 0672594832 - + 39 0672594092 - + 39 0672594093 - + 39 0672594830 |
| Opening hours | Monday, Wednesday, Friday from 9am to 12am Wednesday from 2pm to 4pm |
| e-mail | segreteria-studenti@scienze.uniroma2.it |

Chapter 3 – Provisional Enrolment Procedure

The study programmes are divided into:

- Degree courses for a limited number of students that require an “**admission test**” (programmed admission);
- three-year undergraduate courses for an unlimited number of students (a “**placement test**” is required to check students’ general knowledge);
- Master’s degree courses for an unlimited number of students (a “**check of your curricular requirements**” and the students’ general academic background is compulsory);
- degree programmes taught in English, where applications are assessed according to specific procedures.

A fee must be paid to participate in the selection process for access to university courses.

Students with an officially registered disability equal to or higher than 66% or with any disability, pursuant to art. 3, paras. 1 and 3, Law no. 104 of 5 February 1992, as well as students who have graduated from Tor Vergata University of Rome with a final grade of 110/110 and who wish to enrol in a Master’s degree course, are exempt from paying the above fees.

3.1 - How to take the “admission test”

In order to enrol in a **study programme for a limited number of students** at national or local level, students must register for, take, and **pass the admission test**.

INSTRUCTIONS ON HOW TO TAKE THE ADMISSION TESTS

- Access the Delphi Online Services website:
<https://delphi.uniroma2.it/totem/jsp/index.js?language=EN>
- Select Student Section, Key 1>Registration to the Admission Tests / Registration to the Compulsory Assessment Test.
- Complete the application form for the admission test. A form and a payment slip with a CTRL code will then be provided.
- 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/
- Link again to the Delphi Online Services website and confirm your payment by tapping “Convalida PagoPA” within 48 hours¹ of the payment date.

Online validation of payment is essential for participation in the admission test.

¹ The acquisition time of the PagoPA collection stream is variable and as long as it is not available, the payment cannot be validated.

3.2 - How to register for “Assessment Tests”

To check your general background knowledge, an **assessment test** is also compulsory even if you wish to enrol in a **Bachelor’s degree course designed for an unlimited number of students**.

INSTRUCTIONS FOR ASSESSMENT TESTS

- a. Access the Delphi Online Services website: <https://delphi.uniroma2.it/totem/jsp/index.js?language=EN>
- b. Select Student Section, Key 1> Registration to the Admission Tests / Registration to the Compulsory Assessment Test.
- c. Fill in the admission test registration form. A form and a payment slip with a CTRL code will then be provided.
- d. Pay the participation fee due via the PagoPA system, which offers various payment options (traditional and online). Links and further information can be found on the following website: studenti.uniroma2.it/pagamento/
- e. Link again to the Delphi Online Services website and confirm your payment by tapping “Convalida PagoPA” within 48 hours² of the payment date.
- f. Students whose payment receipt is **zero** must also validate the payment.

Online validation of payment is essential for participation in the admission test.

3.3 - How to request a “verification of the curricular requirements”

If you wish to enrol in a **Master’s degree course designed for an unlimited number of students**, a verification of your curricular requirements and personal background is requested prior to enrolment. It is also necessary to attend an interview if required by the macro-area concerned.

INSTRUCTIONS ON THE VERIFICATION OF CURRICULAR REQUIREMENTS

Access the Delphi Services website: <https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>

- a. Select Student Section, Key 1> Assessment of Curricular Requirements.
- b. Fill in the application form for the admission test. A form and a payment slip with a CTRL code will then be provided.
- c. Pay the participation fee due via the PagoPA system, which offers various payment options (traditional and online). Links and further information can be found on the following website: studenti.uniroma2.it/pagamento/
- d. Link again to the Delphi Online Services website and confirm your payment by tapping “Convalida PagoPA” within 48 hours³ of the payment date.

Online payment confirmation is compulsory for verification of curricular requirements.

The **application for verification of your curricular requirements** will be first submitted online to the teaching office of the course you have applied for and then assessed.

² The acquisition time of the PagoPA collection stream is variable and as long as it is not available, the payment cannot be validated.

³ The acquisition time of the PagoPA collection stream is variable and as long as it is not available, the payment cannot be validated.

After the application deadline, the Course Committee (Consiglio di Corso) meets to assess each student's curricular requirements and decide whether or not to admit the student to the degree course according to the procedure described in "Chapter 4 – Enrolment".

3.4 - Specific procedures for the preliminary assessment of applications for courses taught in English⁴

For degree programmes taught in English, which require a preliminary assessment of applications but not an admission test, the following procedures are compulsory.

1. Foreign/international students whose academic degree was obtained abroad

Foreign applicants legally residing in Italy, as well as applicants residing abroad and awaiting the start of the provisional enrolment procedure with the Italian Diplomatic Institutions in their country of origin, may contact the University by submitting a copy of their academic qualifications to request a provisional evaluation of their CV. The University will then be able to inform applicants about possible admission as well as the academic examinations to be taken for enrolment. Alternatively, the University will recommend enrolment in another study course that it deems more suitable.

INSTRUCTIONS

- a. Go to the Delphi Services website:
https://delphi.uniroma2.it/totem/jsp/aS_1_1.jsp?opzione=5&language=EN
- b. Select Student Section, Key 1 [Application to programmes taught in English](#)
- c. Fill in the application for preliminary assessment and attach the relevant documentation.
- d. After you receive notification of your admission, you can print your letter of admission by selecting item b) in the Student Section. This will allow you to submit your application for a study visa to the Italian Diplomatic Embassy in your country.

⁴ Except for the degree courses "Medicine and Surgery" and "Pharmacy".

Chapter 4 – Enrolment

It is possible to start your ENROLMENT PROCEDURE in the following cases:

- if you have **passed the admission test** (study course for a limited number of students);
- if you have **taken the compulsory admission test** for a one-cycle three-year degree course (for an unlimited number of students);
- if you have received **CLEARANCE (nulla osta) after your curricular requirements for enrolment in a Master's degree programme for an unlimited number of students have been verified.**

N.B. Concurrent enrollment in more than one university, in more than one degree programme, in a one-cycle degree programme, in a specialisation programme, in a doctoral programme, and in a master's programme is not permitted, except for joint participation in a doctoral programme and a medical specialisation programme. Other exceptions are possible if provided for in the applicable regulations.

4.1 - How to enrol

If you meet the admission criteria, you can enrol for your chosen course. The updated procedure is available at the following link: studenti.uniroma2.it/immatricolazione/

INSTRUCTIONS ON THE ENROLMENT PROCEDURE

- a. Fill in the evaluation questionnaire on the "Quest Test" website: <http://www.quest.uniroma2.it>
- b. Keep your questionnaire code (CQ) which will be issued by the system (*note: the CQ is only valid for five days; after five days the questionnaire must be filled in again*).
- c. Go to the Delphi Online Services website: <https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>;
- d. Select Student Section, Key 2 – Enrolment;
- e. Select "Start application procedures";
- f. While completing your application:
 - if you wish to pay the entire tuition fees and taxes 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 issue your application and a payment slip you can use to pay your first instalment;
- h. Pay the participation fee due via the PagoPA system, which offers various payment options (traditional and online). Links and further information can be found on the following website: studenti.uniroma2.it/pagamento/;
- i. Link again to the Delphi Online Services website and confirm your payment by tapping "Convalida PagoPA" within 48 hours⁵ of the payment date;

⁵ The acquisition time of the PagoPA collection stream is variable and as long as it is not available, the payment cannot be validated.

-
- j. **The system will assign your personal ID number (matriculation number) and password, which you must keep carefully as they are essential to access the university computer services.**

Subsequent steps to complete matriculation

Once payment has been confirmed, unless otherwise stated in the call, you will need to upload the following documents to the Delphi portal:

- **a passport size photo;**
- **a front and back copy of a valid ID.**

Then, you must take an appointment at the physical or virtual counter of the Student Affairs Office of your School by 16 December 2022 for the recognition and validation of the uploaded photo and document.

To book an appointment, click here: <https://prenotazioni.uniroma2.it/>

After validation, enrolment is complete.

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

THE RECOGNITION OF THE STUDENT AND THE VALIDATION OF THE DOCUMENT ARE ESSENTIAL FOR THE CONCLUSION OF THE MATRICULATION PROCESS.

Enrolment in the Master's degree courses may also be allowed after the start of the academic year, provided that it is done in time to attend the courses in accordance with the standards set out in the didactic regulations and the procedures and deadlines indicated on the website of each Macro-area. It is understood that compensation for late payments will be due if made after the deadline specified in the relevant notices.

Students wishing to avail of the reduction in university fees from the maximum amount must authorise the university, through their reserved area of the Delphi portal, to acquire the required ISEE-University Certificate from the INPS database by 16 December 2022. For further information, see **Chapter 7, par. 5 – ISEE and University.**

International students must follow the information provided in Chapter 5 of this guide to proceed with enrolment.

TOTAL AND PARTIAL EXEMPTION FROM PAYMENT OF TAXES AND FEES

There are different forms of exemption from tax payments for certain categories of students.

TOTAL EXEMPTION

Students entitled to a total exemption include:

- students with an officially registered disability of (or higher than) 66% or with a disability pursuant to art. 3, paras. 1 and 3, law no. 104 of 5 February 1992);
- victims of organised crime and terrorism, and victims in the line of duty getting 100% incapacity pension;
- political refugees;
- DISCOLAZIO scholarship recipients (with the exception of extra-EU students who may not provide the ISEE certificate in accordance with art. 8 DPCM no. 159 dated 2013, or if this certificate is not available);
- foreign citizens who receive a scholarship;
- students who completed their studies with top grades (100/100).

The procedure for the above reliefs is explained in paragraph 7.6 “Exemptions” (Chapter 7 “Taxes and Contributions”).

In the event that the **DISCOLAZIO** scholarship is not granted or is withdrawn, if applicants wish to claim tax relief, they must authorise the University, through their reserved area of the Delphi portal, to consult the INPS database to obtain their ISEE-UNIVERSITY certificate. The deadline for this procedure is **16 December 2022**.

If the DISCOLAZIO ranking determines that students have not received a scholarship and are ineligible, they **must pay a surcharge on the first instalment within 30 days** of the start of the payment process. The deadline for subsequent instalment payments is the same for all students or within 30 days of the start of the first instalment. After this deadline, a penalty of 100.00 € will be due.

PARTIAL EXEMPTION

Students who are entitled to this type of tax reduction must consult paragraph 7.6 “Exemptions” (Chapter 7 “Taxes and Contributions”).

4.2 -Enrolment in a shortened degree course

Enrolment in a shortened degree course is possible if students have a degree or other academic qualification which, after official validation of the ECTS (CFU) they have earned in their previous degree programme, can be considered sufficient for admission to an academic year following the first year of the degree course they have chosen.

For information on the requirements that must be met to be **eligible for shortened degree courses and the specific procedures that must be followed for enrolment**, please refer to the calls/announcements/information on your chosen degree course.

Before enrolling in a shortened degree course, depending on the specific didactic regulations of the chosen course, you may apply for a preliminary assessment of your academic qualifications (i.e. examinations taken at another university), following the instructions below:

- a) fill in the evaluation questionnaire on the “Quest Test” website: <http://www.quest.uniroma2.it>;
- b) Access the Delphi Online Services website: <https://delphi.uniroma2.it/>;
- c) select Student Section - Key 2 - Select “Registering for a shortened degree course”;
- d) select your macro-area and the degree course you have chosen;
- e) complete the application form;
- f) select “Degree” to enter the details of the degree/academic qualification for which official validation is sought;

- g) list all examinations taken and click "Next";
- h) take note of the CTRL so that you can return to the menu and modify, delete or reprint your application form;
- i) select "print": the system will print the application form and payment slip worth €0 as well as the automatic validation document with a specific protocol number.

The application is forwarded online to the degree course administration for enrolment approval.

Applicants must wait until the study course committee has assessed their examinations and the qualifications stated in the application. An email will then **be sent with the result of the assessment**.

In addition, applicants must **in any case and according to the instructions in the relevant call, take the admission test/assessment test or request a verification of their curricular requirements**. In this case, return to the Delphi website homepage and enter Key 1 – Enrolment for Admission Tests, Enrolment for compulsory assessment tests, Application for verification of Curricular Requirements, Assessment.

After receiving the assessment of their qualifications for their chosen programme (if they have been selected for access to limited enrolment programmes or if they have chosen a programme for which no prior qualifications are required), students can fill in the **application form for enrolment in a shortened degree course by** following the instructions provided in Chapter 4.1 "How to enrol".

Students wishing to apply for a university tax reduction must authorise, through their reserved area in the Delphi portal, the university to consult the INPS database to obtain their ISEE-UNIVERSITY certificate. The deadline for this procedure is 16 December 2022. For further information, please refer to Chapter 7.5 "Isee-University".

Chapter 5 - International students

International students, i.e.:

- EU/EU and non-EU citizens not applying for a visa with a foreign title;
- Non-EU citizens applying for a visa;
- EU and non-EU citizens legally residing in Italy and holding an Italian title;
- Chinese citizens under the 'Marco Polo Project'

can enrol in all the courses of our educational offer, which you can consult on the following website: https://web.uniroma2.it/it/percorso/offerta_formativa/sezione/elenco_dei_corsi_di_laurea_suddivisi_per_area.

APPLICATION FOR ADMISSION

For degree programmes offered in English, there is a pre-enrollment assessment (Application-assessment). Detailed information can be found at the following link: <https://en.uniroma2.it/admissions/how-to-apply/>

For degree programmes that require an admission test or assessment, please consult all information on procedures and deadlines in the relevant calls or notices, which can be found at the following link: https://web.uniroma2.it/it/percorso/offerta_formativa/sezione/elenco_dei_corsi_di_laurea_suddivisi_per_area

ENROLMENT

Enrolment at the University in Italy with a foreign qualification is governed by ministerial regulations that establish different admission procedures for students from the EU or equivalent countries, for non-EU students who do not require a visa, and for non-EU students who require a visa. Detailed information can be found on the Ministry's website at <https://www.studiare-in-italia.it/studentistranieri/>.

To enrol in a course at Tor Vergata University of Rome, international students with a degree obtained abroad must present either a **statement of comparability** issued by **CIMEA** (Centro di Informazione sulla Mobilità e le Equivalenze accademiche), which can be requested online at the following link, <https://cimea.diplo-me.eu/torvergata/#/auth/login>, or a **Declaration of value** issued by the competent Italian authority, with the official translation (into Italian) and the legalisation of the final qualification. In the latter case, Tor Vergata University of Rome reserves the right to request additional documentation.

Comparability refers to the determination of the level of the foreign qualification based on the framework established by the Bologna Process and the EQF (European Qualifications Framework). The mentioned comparison does not confirm the formal recognition of the foreign qualification within the Italian system or by Tor Vergata University of Rome. Nevertheless, it is a useful indicator for evaluating the qualification in terms of access to higher education.

HOW TO ENROL

International students who meet the requirements specified in the relevant calls/notices may complete the application for enrollment through the Delphi platform, via <https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=IT> and following the instructions given.

If you are in possession of a foreign qualification, after uploading the required documents onto the Delphi platform, the International Students Secretariat will send you an email with the details for the payment of the first instalment and its validation. To complete your enrollment, you must go to the Secretariat for International Students (Via Cracovia No. 50 - Building D, Floor 0) with your passport and the original copies of all the documents uploaded onto the Delphi platform. You can make an appointment at the following link: <https://prenotazioni.uniroma2.it/segreteria-international-students/> or go directly to the Secretariat for International Students on the following reception days: Monday, Wednesday and Friday from 9am to 12pm and on Wednesdays also from 2pm to 4pm.

In the following sections you will find useful information about deadlines, available places, how to enrol in our courses and the documentation required for each category of student:

- 5.1) EU/EU citizens and non-EU citizens not applying for a visa with a foreign qualification;
- 5.2) Non-EU citizens applying for a visa;
- 5.3) EU citizens and non-EU citizens legally residing in Italy and holding an Italian qualification;
- 5.4) Chinese citizens under the "Marco Polo Project".

At the following link: https://web.uniroma2.it/it/percorso/futuri_studenti/sezione/accoglienza all the information about activating the online services for students, fees, the student handbook, and more, can be found.

ITALIAN LANGUAGE COURSES

Tor Vergata University of Rome offers Italian language courses for international students. Students can learn about all the ways to improve their Italian language skills by accessing the following link: <http://clici.uniroma2.it/en/the-clici/>.

5.1 - EU and equivalent students, and non-EU citizens not applying for a visa with a foreign qualification

This category includes EU citizens, assimilated citizens and non-EU citizens who are permanent residents of Italy (D.Lgs. No. 286/98 - D.Lgs. No. 25/2008). They have access to university courses under the same conditions as Italian citizens, i.e. without limitation of the number of reserved places and without having to take the Italian language proficiency test.

Nationals of Norway, Iceland, Liechtenstein, Switzerland and the Republic of San Marino, as well as refugees and persons with subsidiary protection status, including personnel in Diplomatic Representations abroad and in international institutions based in Italy and accredited to the Italian State or to the Holy See, and their dependent family members (spouses and children), are considered equivalent students.

5.1.1 - Admission test

If required, you must take the admission test for the degree course you have chosen by following the procedures explained in the various announcements published on the university "Offerta Formativa" website:

http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/OFF/section_parent/5365.

If you have passed the test and meet the admission requirements listed in 5.1.2, you may enrol according to the instructions listed in 5.1.3.

5.1.2 - Admission requirements

The following is required for admission to Bachelor's degree programmes and single-cycle degree programmes:

- a) the original certificate of the final qualification obtained after at least 12 years of schooling, giving access to a course of study equivalent to that required in Italy at the University of the country to whose system it refers. If the local school system provides for fewer courses, an academic certificate attesting to the passing of the corresponding examinations for a number of years equivalent to the achievement of the required 12 years, or certificates issued by Italian universities attesting to the passing of propaedeutic courses (foundation course) must be presented;
- b) a certificate attesting to the passing of academic aptitude tests that may be required for admission to the university of the country of origin.

The final qualification must be accompanied either by the Comparability Certificate issued by CIMEA (Information Centre for Mobility and Academic Equivalences), which can be requested online at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login> , or by the Declaration of Value. The latter document must be issued along with the Italian translation of the said final qualification, which can either be officially legalised by the relevant Italian Diplomatic Representation or stamped with the "Apostille". Should the Diplomatic Representation in question fail to provide the requested response or provide it only in a general or inadequate form, this does not preclude the authority of the Administration to carry out its own autonomous evaluations (cf. judgement of the Council of State No. 4613 of 4/9/07);

- c) any other documents requested by the University, including those related to the verification of the accuracy of the foreign qualification.

More information is published annually on the MUR website at the following link: <http://www.studiare-in-italia.it/studentistranieri/>

The following is required for admission to Master's degree programmes (two-year programmes):

- a) An official foreign qualification corresponding to the first cycle of the Bologna Process Qualifications Framework and Level 6 of the European Qualifications Framework (EQF), obtained at a higher education institution and allowing continuation of studies at academic institutions at the next level (second cycle of the Bologna Process/Level 7 of the EQF) and having no "substantial difference" according to the principles of the Lisbon Convention and the national methodology adopted by CIMEA (Centre for Information on Mobility and Academic Equivalences);

The final qualification must be accompanied either by the Comparability Certificate issued by CIMEA (Information Centre for Mobility and Academic Equivalences), which can be requested online at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login> , or by the Declaration of Value. The latter document must be issued along with the Italian translation of the said final qualification, which can either be officially legalised by the relevant Italian Diplomatic Representation or stamped with the "Apostille". Should the Diplomatic Representation in question fail to provide the requested response or

provide it only in a general or inadequate form, this does not preclude the authority of the Administration to carry out its own autonomous evaluations (cf. judgement of the Council of State No. 4613 of 4/9/07);

- b) A certificate issued by the relevant university of the examinations passed or the Diploma Supplement, if adopted;
- c) any other documents requested by the university, including those related to verifying the accuracy of the foreign degree.

N.B.: In the case of a foreign degree obtained for studies carried out mainly in Italy, the evaluation of such a degree, even if only partially recognised, is subject to the accreditation procedure of the institution operating in Italy, in accordance with the provisions of Decree No. 214 of April 26, 2004 "Regulation on the criteria and procedures for foreign higher education institutions operating in Italy for the purpose of recognition of the degree awarded by them (implementation of Article 4 of Law No. 148 of July 11, 2002)", which implements Article VI.5 of the Lisbon Convention.

5.1.3 - Enrolment procedure

To complete the enrolment procedure, please go to <http://delphi.uniroma2.it> and follow the instructions below.

ENROLMENT PROCEDURE GUIDE

- a. Access the website: <https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=IT>;
- b. Select "Student Section", Point 2 – "Enrollment";
- c. Select "Start application procedures" and complete the form with your personal data;
- d. Insert your educational qualification(s);
- e. Select "print": the system will provide you with the enrolment application form and the list of documents to be uploaded;
- f. Take note of the CTRL and fiscal code;
- g. In the Students section, key 2 (Registration) – select item B "You have already filled out an application";
- h. Enter your tax code and CTRL;
- i. Upload the documents required for enrolment. You must upload a PDF file for each document;
- j. Wait for the notification from the International Students Office, which will send you an email after checking the uploaded documents, describing all the steps to pay the first instalment of your tuition fees and validate the payment;
- k. Present the original documents uploaded through the Delphi system at the International Students Office (Via Cracovia 50, block D, floor 0). Non-EU citizens must also present their valid residence permit.

In case of irregularities in the documents submitted regarding the foreign educational qualification, the enrolment will be automatically cancelled *ex officio*.

5.1.4 Documents required for enrolment in a Bachelor's or single-cycle degree courses

The following is required for admission to Bachelor's degree programmes and single-cycle degree programmes:

- the original certificate of the final qualification obtained after at least 12 years of schooling, giving access to a course of study equivalent to that required in Italy at the University of the country to

whose system it refers. If the local school system provides for fewer courses, an academic certificate attesting to the passing of the corresponding examinations for a number of years equivalent to the achievement of the required 12 years, or certificates issued by Italian universities attesting to the passing of propaedeutic courses (foundation course) must be presented;

- a certificate attesting to the passing of academic aptitude tests that may be required for admission to the university of the country of origin.

The final qualification must be accompanied either by the Comparability Certificate issued by CIMEA (Information Centre for Mobility and Academic Equivalences), which can be requested online at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login> , or by the Declaration of Value. The latter document must be issued along with the Italian translation of the said final qualification, which can either be officially legalised by the relevant Italian Diplomatic Representation or stamped with the "Apostille". Should the Diplomatic Representation in question fail to provide the requested response or provide it only in a general or inadequate form, this does not preclude the authority of the Administration to carry out its own autonomous evaluations (cf. judgement of the Council of State No. 4613 of 4/9/07);

- any other documents requested by the University, including those related to the verification of the accuracy of the foreign qualification;
- copy of your residence permit (only for non-EU students with official residence in Italy);
- passport or a valid ID document;
- copy of your admission letter, if required.

5.1.5 Documents required for enrolment in a Master's degree course (two-year programmes)

The following is required for admission to Master's degree programmes (two-year programmes):

- a) An official foreign qualification corresponding to the first cycle of the Bologna Process Qualifications Framework and Level 6 of the European Qualifications Framework (EQF), obtained at a higher education institution and allowing continuation of studies at academic institutions at the next level (second cycle of the Bologna Process/Level 7 of the EQF) and having no "substantial difference" according to the principles of the Lisbon Convention and the national methodology adopted by CIMEA (Centre for Information on Mobility and Academic Equivalences);

The final qualification must be accompanied either by the Comparability Certificate issued by CIMEA (Information Centre for Mobility and Academic Equivalences), which can be requested online at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login> , or by the Declaration of Value. The latter document must be issued along with the Italian translation of the said final qualification, which can either be officially legalised by the relevant Italian Diplomatic Representation or stamped with the "Apostille". Should the Diplomatic Representation in question fail to provide the requested response or provide it only in a general or inadequate form, this does not preclude the authority of the Administration to carry out its own autonomous evaluations (cf. judgement of the Council of State No. 4613 of 4/9/07);

- b) A certificate issued by the relevant university of the examinations passed or the Diploma Supplement, if adopted;

- c) any other documents requested by the university, including those related to verifying the accuracy of the foreign degree.

N.B.: In the case of a foreign degree obtained for studies carried out mainly in Italy, the evaluation of such a degree, even if only partially recognised, is subject to the accreditation procedure of the institution operating in Italy, in accordance with the provisions of Decree No. 214 of April 26, 2004 "Regulation on the criteria and procedures for foreign higher education institutions operating in Italy for the purpose of recognition of the degree awarded by them (implementation of Article 4 of Law No. 148 of July 11, 2002)", which implements Article VI.5 of the Lisbon Convention.

- d) copy of your residence permit (only for non-EU students with official residence in Italy);
 e) passport or a valid ID document;
 f) copy of your admission letter, if required.

5.1.5 Tuition fees

Information on the payment of tuition fees for the academic year 2022/2023 can be found at the following link: http://web.uniroma2.it/it/percorso/futuri_studenti/sezione/guida_dello_studente

5.2 - Non-EU students not resident in Italy (students applying for a visa)

This category includes students with the nationality of a non-EU country who do not reside in Italy and therefore apply for a student visa.

The enrolment procedures for Bachelor's/Master's degree programmes and single-cycle degree programmes for non-EU nationals residing abroad are governed by Ministerial Decrees, which annually establish the conditions and modalities for the submission of the pre-enrolment application to the Italian diplomatic-consular Representation, the validation of qualifications and the student visa. The pre-enrollment application is submitted by the international student through the UNIVERSITALY portal (<https://www.universitaly.it>) and then completed at the relevant Italian Diplomatic and Consular Representations abroad. Every year the academic structures in charge of educational planning establish a quota of study places reserved for this type of student.

You can consult the table at the following link:

https://web.uniroma2.it/it/percorso/studenti/sezione/studenti_internazionali in the section "Reserved places for international students applying for a visa".

For enrollment in all programmes offered in Italian, it is obligatory to pass the Italian language proficiency test prepared by the University (all information is published in the Announcements section at the following link: https://web.uniroma2.it/it/percorso/studenti/sezione/studenti_internazionali) or to be in possession of a certificate of Italian language proficiency at the level B2 of the Council of Europe issued under the CLIQ (Certificazione Lingua Italiana di Qualità) quality system, except in exceptional cases provided for in the interministerial regulations published on the MUR website at the following link: <http://www.studiare-in-italia.it/studentistranieri/>.

5.2.1 Admission requirements

The following is required for admission to Bachelor's degree programmes and single-cycle degree programmes:

- the original certificate of the final qualification obtained after at least 12 years of schooling, giving access to a course of study equivalent to that required in Italy at the University of the country to

whose system it refers. If the local school system provides for fewer courses, an academic certificate attesting to the passing of the corresponding examinations for a number of years equivalent to the achievement of the required 12 years, or certificates issued by Italian universities attesting to the passing of propaedeutic courses (foundation course) must be presented;

- a certificate attesting to the passing of academic aptitude tests that may be required for admission to the university of the country of origin.

The final qualification must be accompanied either by the Comparability Certificate issued by CIMEA (Information Centre for Mobility and Academic Equivalences), which can be requested online at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login> , or by the Declaration of Value. The latter document must be issued along with the Italian translation of the said final qualification, which can either be officially legalised by the relevant Italian Diplomatic Representation or stamped with the "Apostille". Should the Diplomatic Representation in question fail to provide the requested response or provide it only in a general or inadequate form, this does not preclude the authority of the Administration to carry out its own autonomous evaluations (cf. judgement of the Council of State No. 4613 of 4/9/07);

- any other documents requested by the university, including those related to verifying the accuracy of the foreign title.

More information is published annually on the MUR website at the following link: <http://www.studiare-in-italia.it/studentistranieri/>

The following is required for admission to Master's degree programmes (two-year programmes):

- An official foreign qualification corresponding to the first cycle of the Bologna Process Qualifications Framework and Level 6 of the European Qualifications Framework (EQF), obtained at a higher education institution and allowing continuation of studies at academic institutions at the next level (second cycle of the Bologna Process/Level 7 of the EQF) and having no "substantial difference" according to the principles of the Lisbon Convention and the national methodology adopted by CIMEA (Centre for Information on Mobility and Academic Equivalences);

The final qualification must be accompanied either by the Comparability Certificate issued by CIMEA (Information Centre for Mobility and Academic Equivalences), which can be requested online at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login> , or by the Declaration of Value. The latter document must be issued along with the Italian translation of the said final qualification, which can either be officially legalised by the relevant Italian Diplomatic Representation or stamped with the "Apostille". Should the Diplomatic Representation in question fail to provide the requested response or provide it only in a general or inadequate form, this does not preclude the authority of the Administration to carry out its own autonomous evaluations (cf. judgement of the Council of State No. 4613 of 4/9/07);

- A certificate issued by the relevant university of the examinations passed or the Diploma Supplement, if adopted;
- any other documents requested by the university, including those related to verifying the accuracy of the foreign degree.

N.B.: In the case of a foreign degree obtained for studies carried out mainly in Italy, the evaluation of such a degree, even if only partially recognised, is subject to the accreditation procedure of the institution operating in Italy, in accordance with the provisions of Decree No. 214 of April 26, 2004

"Regulation on the criteria and procedures for foreign higher education institutions operating in Italy for the purpose of recognition of the degree awarded by them (implementation of Article 4 of Law No. 148 of July 11, 2002)", which implements Article VI.5 of the Lisbon Convention.

5.2.2 - Before you leave

a. Check the public call for the respective programme at the following link: https://web.uniroma2.it/it/contenuto/offerta_formativa-29758

- Submit your pre-enrolment application via the [UNIVERSITALY website](#). In the procedure, you must correctly enter your personal data according to your passport (it is important that there are no differences as this information will be transmitted directly to the Embassy for the visa) and choose:
 - Academic year 2022/23;
 - University of Rome Tor Vergata University of Rome;
 - Chosen study programme
 - The Embassy/Consulate that will issue the visa for entry into Italy.

The University must validate the pre-enrollment application at least four weeks before the start of the courses/activities in Italy and forward it to the appropriate Embassy/Consulate.

Once validated, students must make an appointment with the appropriate diplomatic/consular Representation to complete the steps following pre-enrollment for the issuance of the entry visa.

Important: Students who have one of the qualifications indicated in [Annex No. 1](#) of the Ministerial procedures published at the following link, <https://www.studiare-in-italia.it/studentistranieri/>, must indicate in the pre-enrollment application on the UNIVERSITALY portal only one of the degree programmes in the active database. For degree programmes providing for a single national entrance test, i.e. Medicine and Surgery, Dentistry and Dental Prosthetics, as well as programmes aimed at training as an Architect, the pre-enrollment application is automatically valid for all other universities selected by the candidate as possible alternatives at the time of enrolling for the test.

Students who hold a degree listed in [Annex No. 2](#) of the above-mentioned Ministerial procedures must choose the course of study regardless of the number of reserved places.

The pre-enrollment application must be considered conditionally accepted by the University if students are attending their last year of secondary school and are about to take the final exam and/or the special academic qualifying exams, whether they are scheduled.

Please note: Pre-enrollment in and of itself does not entitle students to admission to degree programmes. In order to enrol, the admission prerequisite tests or admission tests required for the chosen degree programme must be taken and passed.

c) Apply for admission to the degree programme by following the procedures established by our university for the degree programme chosen, which can be found in the appropriate announcements/notices in the "Educational Offerings" section at the following link: https://web.uniroma2.it/it/contenuto/offerta_formativa-29758

5.2.3 - Once in Italy

Residence permit request

Within eight days of your arrival in Italy with a "D" national visa, you must apply for a residence permit at the relevant "Questura" (special police authority) of the city where you wish to establish your residence. The application must be submitted to the post office with the appropriate kit. The application requires the payment of taxes. Applicants will be notified of the date on which they must present themselves at the relevant Questura offices, bring photographs and undergo a fingerprint check.

Fiscal Code request

The fiscal code is a 16-digit alphanumeric code issued free of charge by the Revenue Agency ("Agenzia delle Entrate") that uniquely identifies Italian and foreign citizens.

All information can be found on the [website of the Revenue Agency](#).

Citizens residing abroad can apply for the code at the Italian Diplomatic Representation in their country of residence.

Health Insurance – Useful information about health care in Italy

Italy has a public health care system called Servizio Sanitario Nazionale (SSN).

International students can either apply for voluntary registration with the Italian National Health Service (SSN), with the choice of a general practitioner and pay an annual flat-rate contribution valid for one calendar year, or take out private health insurance for the duration of their studies, which covers all risks. If students already have insurance taken out in their country of origin, this must be confirmed by the Italian Representation before departure.

All information on how to register with the National Health Service can be found on the [Ministry of Health website](#).

White Code

Tor Vergata University of Rome is pleased to offer a new service ensuring free access to primary health care before enrolment with the Italian National Healthcare (Servizio Sanitario Nazionale). Consultation is available by using the following e-mail address whitecode@med.uniroma2.it. Further information on the Whitecode service, please visit the following link: http://web.uniroma2.it/it/percorso/utilittr_e_servizi/sezione/servizio_di_assistenza_sanitaria_per_studenti_stranieri_e_fuori_sede

5.2.4 - Admission tests

If required, you must take the admission test for the course you have chosen, following the procedures explained in the various notices/announcements published on the university webpage "[Offerta Formativa](#)":

Once you have passed the test, and if you meet the admission requirements, you can enrol according to the instructions in 5.2.5.

Reallocation of non-EU students for degree courses with national programmed access

After the publication of the remaining available places, students who have not been ranked in a useful position by the deadlines indicated in the calendar for the degree courses with national programmed access may submit a **single** application for:

- a. admission to another degree programme at the same university;
- b. reallocation to the same degree programme or to another degree programme at another university.

The application under point b. must be submitted to the Rector of the university to which you wish to transfer and to the Rector of the university at which the admission test was taken.

Students who have failed the admission test or who, despite a qualified result, do not obtain a place at another university or in another degree programme, must leave Italy at the latest when their visa or residence permit for study purposes expires (except for holders of other residence permits which entitle them to stay legally after that date).

5.2.5 - Enrolment procedures

Students will have to complete the enrolment procedure at <https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=IT> following the instructions reported below.

ENROLMENT PROCEDURE GUIDE

- a. Access the website <https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=IT>
- b. Select "Student Section", key 2 – "Enrollment";
- c. Select "start application procedures" and complete the form with your personal data;
- d. Select your course;
- e. Insert your educational qualification;
- f. Select "print": the system will provide you with the enrolment application form and the list of the documents to be uploaded;
- g. Take note of the CTRL and Fiscal Code;
- h. In the Students section, key 2 (Registration) – select item B "you have already filled out an application";
- i. Enter your fiscal code and CTRL;
- j. Upload the documents required for enrolment. You must upload a PDF file for each document;
- k. Wait for the notification from the International Students Office, which will send you an email after checking the uploaded documents, describing all the steps to pay the first instalment of your tuition fees and validate the payment;
- l. Present the original documents uploaded through the Delphi portal at the International Students Office (Via Cracovia 50, block D, floor 0); non-EU citizens must also present their valid residence permit.

In case of irregularities in the documents submitted regarding the foreign educational qualification, the enrolment will be automatically cancelled *ex officio*.

5.2.6 - Documentation needed for enrolment in a Bachelor's degree course or single-cycle degree programmes

The following is required for admission to Bachelor's degree programmes and single-cycle degree programmes:

- the original certificate of the final qualification obtained after at least 12 years of schooling, giving access to a course of study equivalent to that required in Italy at the University of the country to whose system it refers. If the local school system provides for fewer courses, an academic certificate attesting to the passing of the corresponding examinations for a number of years

equivalent to the achievement of the required 12 years, or certificates issued by Italian universities attesting to the passing of propaedeutic courses (foundation course) must be presented;

- a certificate attesting to the passing of academic aptitude tests that may be required for admission to the university of the country of origin.

The final qualification must be accompanied either by the Comparability Certificate issued by CIMEA (Information Centre for Mobility and Academic Equivalences), which can be requested online at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login>, or by the Declaration of Value. The latter document must be issued along with the Italian translation of the said final qualification, which can either be officially legalised by the relevant Italian Diplomatic Representation or stamped with the "Apostille". Should the Diplomatic Representation in question fail to provide the requested response or provide it only in a general or inadequate form, this does not preclude the authority of the Administration to carry out its own autonomous evaluations (cf. judgement of the Council of State No. 4613 of 4/9/07);

- any other documents requested by the University, including those related to the verification of the accuracy of the foreign qualification;
- copy of your residence permit;
- passport or a valid ID document;
- copy of your admission letter, if required.

5.2.7 Documentation needed for enrolment in Master's degree programmes (two-year programmes)

The following is required for admission to Master's degree programmes (two-year programmes):

- a) An official foreign qualification corresponding to the first cycle of the Bologna Process Qualifications Framework and Level 6 of the European Qualifications Framework (EQF), obtained at a higher education institution and allowing continuation of studies at academic institutions at the next level (second cycle of the Bologna Process/Level 7 of the EQF) and having no "substantial difference" according to the principles of the Lisbon Convention and the national methodology adopted by CIMEA (Centre for Information on Mobility and Academic Equivalences);

The final qualification must be accompanied either by the Comparability Certificate issued by CIMEA (Information Centre for Mobility and Academic Equivalences), which can be requested online at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login>, or by the Declaration of Value. The latter document must be issued along with the Italian translation of the said final qualification, which can either be officially legalised by the relevant Italian Diplomatic Representation or stamped with the "Apostille". Should the Diplomatic Representation in question fail to provide the requested response or provide it only in a general or inadequate form, this does not preclude the authority of the Administration to carry out its own autonomous evaluations (cf. judgement of the Council of State No. 4613 of 4/9/07);

- b) A certificate issued by the relevant university of the examinations passed or the Diploma Supplement, if adopted;

- c) any other documents requested by the university, including those related to verifying the accuracy of the foreign degree.
- d) passport or a valid ID document;
- e) copy of your admission letter, if required.

5.2.8 - Tuition fees

Information concerning the payment of the tuition fees for the academic year 2022/2023 are available at the following link: http://web.uniroma2.it/it/percorso/futuri_studenti/sezione/guida_dello_studente

5.3) EU and extra-EU citizens legally resident in Italy and with a final qualification obtained in Italy

EU and extra-EU citizens legally resident in Italy and with a final qualification obtained in Italy are admitted to study under the same conditions as Italian citizens, i.e., with no limit on the number of places reserved and without having to take the Italian language proficiency test.

5.3.1) Admission tests

Take the admission tests for the degree programme you have chosen by following the procedures indicated in the relevant calls/announcements published on the University's "Educational Offer" page: Once you have passed the tests and fulfil the admission requirements indicated in the respective calls/announcements, you can proceed with enrolment by following the instructions in section 5.3.2).

5.3.2) Enrolment procedure

Complete the enrolment procedure on the "Delphi" website (<https://delphi.uniroma2.it/>) by following the steps below:

- a. Fill in the evaluation questionnaire on the "Quest Test" website: <http://www.quest.uniroma2.it>
- b. Keep your questionnaire code (CQ) which will be issued by the system (*note: the CQ is only valid for five days; after five days the questionnaire must be filled in again*).
- c. Access the Delphi platform: <http://delphi.uniroma2.it>;
- d. Select Student Section, Key 2 – Enrolment;
- e. Enter your personal details;
- f. Select your degree course;
- g. While completing your application:
 - if you wish to pay the entire tuition fees and taxes 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;
- h. Select "Print": the system will issue your application and a payment slip you can use to pay your first instalment;
- i. Pay the instalment via the following link: <http://studenti.uniroma2.it/pagamento/>;

j. For extra-EU students legally resident in Italy only: upload your valid permit of stay or renewal application receipt and contact the Student Affairs Office of your degree course to validate your documents on the Delphi platform.

5.4 - MARCO POLO Project Chinese students

The "Marco Polo" Project consists of an intergovernmental agreement between Italy and China, with the purpose of promoting the presence of Chinese students in Italian universities.

Students participating in this project will have the opportunity to arrive in Italy earlier than other international students and study Italian for 10 or 11 months (required level of Italian: B2).

At the end of the course, after passing the final test and the entry tests foreseen for admission to the chosen programme, students can enrol according to the procedures indicated in the public call of the specific programme.

Each year, the academic structures responsible for educational planning set a quota of places reserved for this type of student.

You can consult the table at the following link: https://web.uniroma2.it/it/percorso/studenti/sezione/studenti_internazionali, in the section: Places reserved for international students applying for a visa

5.4.1 – Admission requirements

The following is required for admission to Bachelor's degree programmes and single-cycle degree programmes:

- Chinese secondary school leaving certificate after **12 years of schooling** and a "**Gao Kao**" examination mark of at least **400/750** according to the information provided in this regard by the Italian diplomatic mission in China. For students from Hong Kong and Macao who are not subject to the Gao Kao examination system, the study documents must be checked by the university and the relevant Italian consular authority to verify the requirements for admission to first-cycle degree programmes in Italy.
- The certificate of successful participation in the academic aptitude test (Gao Kao)

The final qualification must be accompanied either by the Comparability Certificate issued by CIMEA (Information Centre for Mobility and Academic Equivalences), which can be requested online at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login> , or by the Declaration of Value. The latter document must be issued along with the Italian translation of the said final qualification, which can either be officially legalised by the relevant Italian Diplomatic Representation or stamped with the "Apostille". Should the Diplomatic Representation in question fail to provide the requested response or provide it only in a general or inadequate form, this does not preclude the authority of the Administration to carry out its own autonomous evaluations (cf. judgement of the Council of State No. 4613 of 4/9/07);

- any other documents requested by the university, including those related to verifying the accuracy of the foreign title.

More information is published annually on the MUR website at the following link: <http://www.studiare-in-italia.it/studentistranieri/>

The following is required for admission to Master's degree programmes (two-year programmes):

- An official foreign qualification corresponding to the first cycle of the Bologna Process Qualifications Framework and Level 6 of the European Qualifications Framework (EQF), obtained at a higher education institution and allowing continuation of studies at academic institutions at the next level (second cycle of the Bologna Process/Level 7 of the EQF) and having no "substantial difference" according to the principles of the Lisbon Convention and the national methodology adopted by CIMEA (Centre for Information on Mobility and Academic Equivalences);

The final qualification must be accompanied either by the Comparability Certificate issued by CIMEA (Information Centre for Mobility and Academic Equivalences), which can be requested online at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login> , or by the Declaration of Value. The latter document must be issued along with the Italian translation of the said final qualification, which can either be officially legalised by the relevant Italian Diplomatic Representation or stamped with the "Apostille". Should the Diplomatic Representation in question fail to provide the requested response or provide it only in a general or inadequate form, this does not preclude the authority of the Administration to carry out its own autonomous evaluations (cf. judgement of the Council of State No. 4613 of 4/9/07);

- A certificate issued by the relevant university of the examinations passed or the Diploma Supplement, if adopted;
- any other documents requested by the university, including those related to verifying the accuracy of the foreign degree.

N.B.: In the case of a foreign degree obtained for studies carried out mainly in Italy, the evaluation of such a degree, even if only partially recognised, is subject to the accreditation procedure of the institution operating in Italy, in accordance with the provisions of Decree No. 214 of April 26, 2004 "Regulation on the criteria and procedures for foreign higher education institutions operating in Italy for the purpose of recognition of the degree awarded by them (implementation of Article 4 of Law No. 148 of July 11, 2002)", which implements Article VI.5 of the Lisbon Convention.

5.4.2 Before you leave

- Check the public call for the respective programme at the following link: https://web.uniroma2.it/it/contenuto/offerta_formativa-29758
- Submit your pre-enrolment application via the [UNIVERSITY website](#). In the procedure, you must correctly enter your personal data according to your passport (it is important that there are no differences as this information will be transmitted directly to the Embassy for the visa) and choose:
 - Academic year 2022/23;
 - University of Rome Tor Vergata University of Rome;
 - Chosen study programme
 - The Embassy/Consulate that will issue the visa for entry into Italy.

In the pre-enrolment application, students must indicate both the university they have chosen for the course and the university where they wish to attend the Italian language course. Please note that the course must not last less than 10 months and must include a number of hours per

month, hopefully between 80 and 100. This should enable the initial B1 level to be reached, with the aim of improving language skills in the following years.

Information about the Italian language course organised by the University can be found in the relevant appendix.

The University must validate the pre-enrollment application at least four weeks before the start of the courses/activities in Italy and forward it to the appropriate Embassy/Consulate.

Once validated, students must make an appointment with the appropriate diplomatic/consular Representation to complete the steps following pre-enrollment for the issuance of the entry visa.

Please note: Pre-enrollment in and of itself does not entitle students to admission to degree programmes. In order to enrol, the admission prerequisite tests or admission tests required for the chosen degree programme must be taken and passed.

c) Apply for admission to the degree programme by following the procedures established by our university for the degree programme chosen, which can be found in the appropriate announcements/notices in the "Educational Offerings" section at the following link: https://web.uniroma2.it/it/contenuto/offerta_formativa-29758

5.4.3 - Once in Italy

Residence permit request

Within eight days of your arrival in Italy with a "D" national visa, you must apply for a residence permit at the relevant "Questura" (special police authority) of the city where you wish to establish your residence. The application must be submitted to the post office with the appropriate kit. The application requires the payment of taxes. Applicants will be notified of the date on which they must present themselves at the relevant Questura offices, bring photographs and undergo a fingerprint check.

Fiscal Code request

The fiscal code is a 16-digit alphanumeric code issued free of charge by the Revenue Agency ("Agenzia delle Entrate") that uniquely identifies Italian and foreign citizens.

All information can be found on the [website of the Revenue Agency](#).

Citizens residing abroad can apply for the code at the Italian Diplomatic Representation in their country of residence.

Health Insurance – Useful information about health care in Italy

Italy has a public health care system called Servizio Sanitario Nazionale (SSN).

International students can either apply for voluntary registration with the Italian National Health Service (SSN), with the choice of a general practitioner and pay an annual flat-rate contribution valid for one calendar year, or take out private health insurance for the duration of their studies, which covers all risks. If students already have insurance taken out in their country of origin, this must be confirmed by the Italian Representation before departure.

All information on how to register with the National Health Service can be found on the [Ministry of Health website](#).

White Code

Tor Vergata University of Rome is pleased to offer a new service ensuring free access to primary health care before enrolment with the Italian National Healthcare (Servizio Sanitario Nazionale). Consultation is available by using the following e-mail address whitecode@med.uniroma2.it. Further information on the Whitecode service, please visit the following link: http://web.uniroma2.it/it/percorso/utilittr_e_servizi/sezione/servizio_di_assistenza_sanitaria_per_studenti_stranieri_e_fuori_sede

5.4.4 - Admission tests

If required, you must take the admission test for the programme course you have chosen, following the procedures explained in the various calls/announcements published on the university's "Offerta Formativa" website: http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/OFF/section_parent/5365. If you pass the test and meet the admission requirements listed in 5.4.1, you may enrol according to the instructions listed in 5.4.5.

5.4.5 - Reassignment applications

If you are not one of the admitted applicants within the deadline set by MUR (The Ministry of Education, Universities and Research) after publication on the website (www.studiare-in-italia.it), you can apply for:

- a. admission to another degree programme at the same university;
- b. reassignment to the same degree programme or to another one at another university.

The application for point b) must be submitted to the dean of the university to which you wish to transfer and also to the dean of the university at which you are taking the test.

Students who have not passed the admission test or who, despite a qualified result, do not obtain a place at another university or in another degree programme, must leave Italy at the least after the expiry of their visa or residence permit for study purposes, unless they have another residence permit entitling them to stay legally after that date.

5.4.6 - Enrolment procedures

You must complete the registration process at the link: <http://delphi.uniroma2.it>, following the instructions below.

ENROLMENT PROCEDURE GUIDE

- a. Access the website: <https://delphi.uniroma2.it/totem/jsp/index.jsp>
- b. Select "Student Section", Key 2 – Registration
- c. Select "start application procedures"
- d. Choose your course
- e. Upload your education qualification(s)
- f. While completing the form, select whether you wish to pay the second instalment of university fees in one or two instalments
- g. Select "print": the system will provide you with the enrolment application form and the list of documents to be uploaded
- h. Take note of the CTRL and fiscal code

- i. Select in the Students section, key 2 (Registration) – select point B “you have already filled out an application”
- j. Enter your fiscal code and CTRL
- k. Upload the documents (PDF files) required to enrol for your course.
- l. Wait for the communication from the International Student Office which will send you an email after checking the uploaded documents describing all the steps to print the postal order, pay online, validate and print the ID number and the password
- m. Present the original documents uploaded through the Delphi system at the International Students Office (Via Cracovia 50, building D, floor 0) along with your passport and your valid permit of stay.

In case of irregularities in the documents submitted regarding the foreign educational qualification, the enrolment will be automatically cancelled *ex officio*.

5.4.7 Documentation needed for enrolment in a Bachelor’s degree course or single-cycle degree programmes

The following is required for admission to Bachelor’s degree programmes and single-cycle degree programmes:

- Chinese secondary school leaving certificate after **12 years of schooling** and a “**Gao Kao**” examination mark of at least **400/750**;
- The certificate of successful participation in the academic aptitude test (Gao Kao)

The final qualification must be accompanied either by the Comparability Certificate issued by CIMEA (Information Centre for Mobility and Academic Equivalences), which can be requested online at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login>, or by the Declaration of Value. The latter document must be issued along with the Italian translation of the said final qualification, which can either be officially legalised by the relevant Italian Diplomatic Representation or stamped with the “Apostille”. Should the Diplomatic Representation in question fail to provide the requested response or provide it only in a general or inadequate form, this does not preclude the authority of the Administration to carry out its own autonomous evaluations (cf. judgement of the Council of State No. 4613 of 4/9/07);

- any other documents requested by the University, including those related to the verification of the accuracy of the foreign qualification;
- copy of your residence permit;
- passport or a valid ID document;
- copy of your admission letter, if required.

5.4.8 Documentation needed for enrolment in Master’s degree programmes (two-year programmes)

The following is required for admission to Master’s degree programmes (two-year programmes):

- f) An official foreign qualification corresponding to the first cycle of the Bologna Process Qualifications Framework and Level 6 of the European Qualifications Framework (EQF), obtained

at a higher education institution and allowing continuation of studies at academic institutions at the next level (second cycle of the Bologna Process/Level 7 of the EQF) and having no “substantial difference” according to the principles of the Lisbon Convention and the national methodology adopted by CIMEA (Centre for Information on Mobility and Academic Equivalences);

The final qualification must be accompanied either by the Comparability Certificate issued by CIMEA (Information Centre for Mobility and Academic Equivalences), which can be requested online at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login>, or by the Declaration of Value. The latter document must be issued along with the Italian translation of the said final qualification, which can either be officially legalised by the relevant Italian Diplomatic Representation or stamped with the “Apostille”. Should the Diplomatic Representation in question fail to provide the requested response or provide it only in a general or inadequate form, this does not preclude the authority of the Administration to carry out its own autonomous evaluations (cf. judgement of the Council of State No. 4613 of 4/9/07);

- g) A certificate issued by the relevant university of the examinations passed or the Diploma Supplement, if adopted;
- h) any other documents requested by the university, including those related to verifying the accuracy of the foreign degree.
- i) passport or a valid ID document;
- j) copy of your admission letter, if required.

5.4.9 - Tuition fees

Information concerning the payment of the tuition fees for the academic year 2022/2023 are available at the following link: http://web.uniroma2.it/it/percorso/futuri_studenti/sezione/guida_dello_studente

5.5 - Recognition of qualifications achieved abroad

With the ratification of the Lisbon Convention by Law No. 148 of 11 July 2002, the concept of final recognition of foreign qualifications was introduced in Italy. It is therefore important to know the purpose and objectives for which recognition is sought in our system before embarking on an assessment procedure.

Universities are responsible for the recognition of study cycles and periods completed abroad, as well as foreign degrees, in order to allow access to higher education, continuation of studies and the awarding of Italian higher education degrees, and they exercise this responsibility within the framework of their autonomy and according to their respective regulations, without prejudice to bilateral agreements on the subject. Degrees obtained abroad are not automatically valid in Italy. Instead, they are examined on a case-by-case basis.

For purposes other than those mentioned above (e.g. participation in public competitions or access to regulated professions), the application shall be submitted to other public administrations. For further information, visit the [CIMEA website](#) (Centro di Informazione sulla Mobilità e le Equivalenze accademiche).

Students may apply for the recognition of final qualifications obtained at public or legally recognised foreign universities or foreign institutions operating lawfully in Italy in accordance with Decree no. 214 of 26 April 2014. The application shall be submitted to the competent authorities of the country where the university is located. It is not possible to apply for the recognition of final qualifications obtained at private centres in agreement with foreign universities.

Before applying for recognition, you should check in Tor Vergata University educational offer in the academic year in which the application is submitted, the course of study that corresponds in type, level and content to the title for which recognition is requested. Recognition cannot be requested for newly activated degree programmes.

For degree courses with national programmed access, the recognition of the academic qualification is subject to the availability of places within the relevant cohort of students in previous programmes.

Where to submit the documents:

EU-citizens and non-EU citizens legally resident in Italy shall submit the documentation to the International Students Office (Via Cracovia, 50 – Building D floor 0).

Non-EU citizens residing abroad shall submit all documents through the relevant Italian diplomatic representation.

Chapter 6– Registration in academic years after the first

Each year, students must re-enrol.

Thus, in order to take the exams, students must be enrolled in the academic year 2022/2023 (even with a precautionary application) and fulfill the obligations to pay taxes and contributions.

To enrol for the second and subsequent years, you must go through a very simple procedure that can only be done online (you do not have to go to the Student Affairs Office).

6.1- How to enrol for the second and subsequent years

You may enrol for the second or subsequent years only if you have properly paid your tuitions for the previous year.

INSTRUCTIONS ON THE REGISTRATION PROCEDURE FOR YEAR TWO AND FOLLOWING YEARS

- a. Access the Delphi Online Services website: <http://delphi.uniroma2.it>;
- b. Select Student Section, Key 3 – “Enrolment in year two and following years”;
- c. Enter your personal ID number (matricola) and to access the student section;
- d. Modify or confirm 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 application and payment slip for payment of the first instalment;
- g. Pay the participation fee due through the PagoPA system, which offers several payment options (traditional as well as online ways). Links and further information can be found on the following website: 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 ZERO € must be used for confirmation.

You do not need to hand in any documents to the Student Affairs Office. The online payment confirmation is essential to complete the enrolment process.

EXPIRY DATE

Please note that students who do not pay their first instalment by 7 November 2022 will be subject to a penalty. Enrolment in the academic year 2022/2023 is open until 31 March 2023. After this date, a late application for enrolment may be considered if duly justified and certified.

Students wishing to apply for university **tax reductions** must authorise the University via their reserved area of the Delphi platform to consult the INPS database to obtain their ISEE-UNIVERSITY certificate. The deadline for this procedure is 16 December 2022.

If the “Dichiarazione Sostitutiva Unica” (DSU) used to apply for an ISEE-UNIVERSITY certificate from INPS is not issued by 16 December 2022, the procedure may be repeated, but a penalty will be payable. For more information, see Chapter 7.5-ISEE-UNIVERSITY.

TOTAL AND PARTIAL EXEMPTION FROM PAYMENT OF TAXES AND CONTRIBUTIONS

There are different types of total or partial exemption from payment of fees and contributions for certain categories of students. For guidance on how to access the above benefits, please refer to the section 7.6 “Exemptions” (Chapter 7 “Taxes and contributions”).

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 16 December 2022.

6.2 - Enrolment in the second and subsequent years with residence permit

If you are a non-EU student and have an Italian residence permit, in order to proceed with enrolment for the academic year 2022/23, you must enter the data relating to the residence permit and upload the relevant documents on Delphi via the “UPLOAD” function, which can be accessed with your matriculation and password.

At the end of the procedure you will have book an appointment with the Student Affairs Office of your course to verify the authenticity of the information entered in Delphi.

We remind you that the renewal of the residence permit must be requested at least sixty days before its expiry date at the Questura of the province in which you reside. To find out the requirements for renewal, you can consult the current procedures for entry, stay and enrolment of international students at the following link: <https://www.studiare-in-italia.it/studentistranieri/> - part IV point 4).

If you are a non-EU student in possession of a type “D” student visa, you must submit the application for a residence permit for study purposes to the competent Questura in the city where you intend to establish your residence within eight working days from your arrival in Italy. You must submit the proof of payment together with the required academic documents to the International Students Office to complete the enrolment.

6.3 - Deadline extension for the enrolment of graduates (PRECAUTIONARY APPLICATION)

If you plan to graduate in the winter session or in the last session of the academic year 2021/2022 academic, there is a rule that allows students to defer enrolment for the academic year 2022/2023. However, you must in any case complete an application for enrolment in the a.y. 2022/2023 marked “PRECAUTIONARY APPLICATION”.

The procedure can only be carried out if you are up to date with your tuition fees for the previous academic year.

Precautionary applications will be randomly checked to determine whether students actually have the minimum number of ECTS required to graduate in the winter session. Any misuse of the precautionary application will be legally prosecuted.

EXPIRY DATE

The precautionary application must be completed and validated by 31 December 2022 and retained by the student. This precautionary application must not be submitted to the Student Affairs Office.

INSTRUCTIONS ON THE “PRECAUTIONARY APPLICATION” PROCEDURE

- a. Connect to the Delphi Online Services website: <http://delphi.uniroma2.it>;
 - b. Select Student Section, Key 3 – “Enrolment in year two and following years”
 - c. Digit your personal ID number (matricola) and password in order to gain access to the student section
 - d. Modify or confirm existing data
 - e. Tick “Domanda cautelativa” (Precautionary Application)**
 - f. Select “print”: the system will issue your application and pay slip for payment
 - g. Pay the participation fee due via PagoPA system, allowing to pay in different ways (traditional and online procedures). Links and further information are available on the following website: studenti.uniroma2.it/pagamento/
 - h. Link again to the Delphi Online Services website and validate your payment by tapping the “Convalida PagoPA” within 48 hours from the payment time
 - i. For students who are exempt from the payment of university fees, a pay slip marked ZERO € has been used for validation purposes.
-

PLEASE NOTE

Students who have submitted a “Precautionary Application” to obtain a tax and fee reduction but have not graduated **on time** must authorise via Delphi the university to consult the INPS database in order to obtain their ISEE-UNIVERSITY certificate. The deadline for this procedure is 16 December 2022. However, in cases where students have enrolled for the 2022/2023 academic year without a precautionary application, it is still possible to submit a late request by formally submitting the request to the Student Affairs Office in question which will verify the validity of the application by 31 January 2023. If the late request **is accepted**, students will be refunded of the amount paid net of the regional tax, stamp duty and any other fees. The refund of the regional fee must be requested directly to Discolazio.

CANCELLATION OF PRECAUTIONARY APPLICATION

If students fail to graduate in the final session of the academic year 2021/2022, they must connect again to their Delphi personal page (<https://delphi.uniroma2.it>) and cancel their precautionary application.

The system will cancel the “Precautionary Application” and will proceed with the enrolment of the student

in the academic year 2022/2023 issuing a pay slip for the first instalment of university fees to be paid and validated, so that the system can print out the pay slip for next instalment.

The first and second instalments must be paid, in any case, no later than 5 June 2023.

You must pay a €100.00 penalty every time a payment is made after a deadline. The penalty will automatically be added to the following instalment.

6.4 - Enrolment as a part-time student

Should students have difficulty completing the number of hours required for an academic year due to work, family, medical, personal and other similar reasons, they may choose to attend a university course part-time. Students who choose this option will be required to complete more academic years, but will be eligible for a 30% fee reduction. See Chapter 7 - "Taxes and Fees" for more details.

The decision to study part-time is **irrevocable**, while full-time students may switch to part-time provided that they have been enrolled for a number of years that is less than the programme duration +1.

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

When you can choose the part-time option

The part-time option can be requested at the beginning of each academic year after enrollment in the first or subsequent years. Students who select this option upon enrolment or upon registration in subsequent years must apply **by 31 December 2022**.

Before submitting the application, it is necessary to check whether the degree course allows for part-time study and under what rules by consulting the relevant Educational Regulation.

For degree courses in the health care area, part-time enrolment is only possible from the second year of study.

Natural duration of degrees and the arrangement of different course duration

It is possible to request part-time conditions after initial enrolment and to agree on a course duration that is twice as long as that of the standard degree course, unless there are other time limitations directly specified in the Educational regulation of the course.

After this period, students are considered part-time students who are "fuori corso". You may still qualify for a 30% reduction, but the payment will be calculated according to the "maximum taxation" criteria for your course. For more details, please refer to Chapter 7—"Taxes and Contributions".

In cases where students:

- **earn more than 36 ECTS (CFU)**, they will not be considered for a reduction in that year;
- **earn the number of ECTS (CFU) required for the defense of their thesis before the time limit for part-time study**, they must in any case pay the fees for the entire specified period.

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, therefore, will indicate the "normal" duration of studies from a legal point of view.

INSTRUCTIONS ON YOUR PART-TIME REGISTRATION PROCEDURE

- a. Connect to the Delphi Online Services website: <https://delphi.uniroma2.it/>

- b. Select Student Section, Key 3 “Enrolling part-time”.
- c. Fill in the online application regarding the part-time option.

This application will be received by the Student Affairs Office, which will verify the validity of the information contained therein before forwarding the application to the Didactic Structure Committee (Consiglio di Corso di Studio). It must decide whether or not to accept the request for part-time study, and it may also make a didactic proposal to help students better organise their studies.

Once the relevant Student Affairs Office has received the decision of the Committee, the students are summoned to sign the contract. They will also have to provide a self-certification of the professional, family, medical or personal reasons that led them to choose a part-time solution.

Chapter 7 – Taxes and contributions

Tor Vergata University of Rome, in accordance with the provisions of Art.1, c.254 of Law No.232 dated 11 December 2016, "State Budget for the 2017 Fiscal Year and Multi-Year Budget for the 2017-2019 Triennium", has set the level of tuition fees for degree programmes according to the principles of equity, progression and progressivity, in order to guarantee the right to study and reward commitment and performance.

Therefore, for the academic year 2022/2023, the University has established a system for calculating tuition fees as follows:

A) a flat-rate contribution that takes into account the ISEE University certificate, the degree course, the ECTS earned and the academic cohort.

The flat-rate contribution is defined by the contribution class of the course of study as shown in the table below:

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

Chapter 7 – Taxes and contributions

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

For each contribution class, three types of taxation have been defined by considering the ECTS earned and the number of years of study:

- **Ordinary taxation applies** to students who:

Chapter 7 – Taxes and contributions

- a. **enroled in a degree course in the academic year 2022/2023;**
- b. enroled in the academic year 2021/2022 and earned **at least 10 ECTS (or 6 ECTS for part-time students)** between 10 August 2021 and 10 August 2022;
- c. enroled **with a delay of no more than one year after the natural duration of the course and have earned at least 25 ECTS (or 18 ECTS for part-time students)** between 10 August 2021 and 10 August 2022.

No tax area

Under ordinary taxation, a no tax area is provided for students whose ISEE certificate does not exceed € 26,000.00.

Partial exemption

Under ordinary taxation, a partial exemption is provided for students whose ISEE certificate is between € 26,000.00 and € 30,000.00.

The contribution for the partial exemption is calculated by applying the discount in relation to the ISEE band to the contribution determined according to the contribution class.

| ISEE certificate | % discount |
|-------------------------------------|------------|
| Between € 26,000.00 and € 28,000.00 | 60 |
| Between € 28,001.00 and 30,000.00 | 55 |
| Higher than € 30,000.00 | 0 |

- **Higher taxation applies** to students who do not fall under the ordinary taxation and who are enroled with a delay of **no more than** one year after the natural duration of the course, and have earned at least 12 ECTS (at least 6 ECTS if enroled in the second year) in the period between 10 August 2021 and 10 August 2022.

Partial exemption

Under the higher taxation scheme, a partial exemption is granted to students whose ISEE certificate is between € 20,000.00 and € 30,000.00.

| ISEE certificate | % 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 |

Chapter 7 – Taxes and contributions

- **Maximum taxation applies** to students who do not fall under the ordinary or higher taxation and who:
 - a) are enrolled with a delay of more than two years after the natural duration of the course;
 - b) are enrolled with a delay of no more than one year after the natural duration of the course and have not earned at least 12 ECTS (less than 6 ECTS in the case of students enrolled in the second year) between 10 August 2021 and 10 August 2022.

Tuition fees are calculated on the basis of the ISEE certificate as follows:

- for an **ISEE certificate whose value is between € 0 and € 90,000.00**: the contribution is proportional to the value and varies according to the contribution class and taxation type of the degree course;
- for an **ISEE certificate whose value exceeds € 90,000 or for students who have not submitted an ISEE certificate**: the contribution is equal to the maximum amount provided for the contribution class and the type of taxation of the degree course.

B) In compliance with Art. 8, paragraph 5, DPCM No. 159 of 2013, students enrolled in an academic year following the first one and for whom the ISEE calculation is neither applicable nor presented shall pay, in addition to the regional tax and stamp duty, a fixed annual contribution based on their country of origin, as follows:

- € 500,00 if they are from the so-called "developing countries" as stipulated in MUR Decree No. 344 of 8 May 2022⁶, and its updates;
- € 1,000.00 if they (both Italian and international students) earn their income abroad.

C) Only for first-year students from the academic year 2020/2021. Italian and international students whose income is earned abroad and for whom the ISEE calculation is not applicable, according to Art. 8 para. 5 of DPCM 159/2013, in addition to the regional tax and the stamp duty, are required to pay:

a. the flat annual contribution of € 2,500.00, even if they receive the DISCOLAZIO scholarship, for the following Bachelor's, Master's and one-cycle degree courses taught 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", "B.Sc. Global Governance", "Pharmacy" and "Medicine and Surgery". DISCOLAZIO scholarship holders are not required to pay the regional fee.

b. the flat annual contribution according to their country of origin, even if they hold a DISCOLAZIO scholarship (DISCOLAZIO scholarship holders are exempt from paying the regional fee), as follows:

- € 500,00 for students coming from so-called "developing countries" as defined in MUR Decree no. 344 of 8 May 2022;
- € 1,000.00 for Italian and international students with income abroad.

Enrolment of international students in higher education courses in Italy

Due to the ongoing COVID-19 emergency, the physical mobility of foreign/international students to Italy may slow down, also in terms of issuing visas for study purposes.

⁶ Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Congo Democratic Republic, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea Bissau, Haiti, Kiribati, Korea Dem. Rep., Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia.

Chapter 7 – Taxes and contributions

Pending updated guidelines from the MUR, visa applications must be submitted to the relevant diplomatic and/or consular representation by 30/11/2022 to ensure effective enrolment. Enrolment, which requires international students to pay a fee of € 156 and upload the required documents to the Delphi platform, is considered conditional until the presentation of the entry visa and the original documents uploaded previously.

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

For the academic year 2022/2023, a 20% reduction on tuition fees is also applicable for degree courses that are mainly taken in distance or mixed mode.

ATTENTION: to better understand the tax system, a fee simulator is available here: <http://studenti.uniroma2.it/> (under the menu: "Tasse e agevolazioni").

7.1 - Verification of merit requirements for the calculation of university fees

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

ECTS related to "integrated" examinations must all be registered by 10 August.

Credits earned at partner universities under mobility programmes would only be evaluated if they were registered in the twelve months prior to 10 August before enrolment.

7.2 – Payment and deadlines for tuition fees

Students wishing to benefit from the services of Tor Vergata University of Rome must keep **up to date** with the payment of their tuition fees.

Students who have not duly paid their fees:

- cannot take exams;
- cannot obtain a certificate of academic achievement;
- cannot transfer credits to another university.

Fees and contributions must be paid in the following ways:

A) First instalment

All students (except those who are exempt from payment) 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

An example of the calculation of the first instalment can be found below.

Chapter 7 – Taxes and contributions

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

Deadline for payment of the first instalment

For **students enrolling in the first year**, the first instalment must be paid during the enrolment process. If not specified in the course call, the first instalment must be paid by **7 November 2022**.

For **enrolment in the academic years following the first one**, the first instalment must be paid by **7 November 2022**.

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

Penalties

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

- € 50.00 for payments made by 31 December 2022
- € 100 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 ISEE certificate.

PRINT OF SECOND INSTALMENT PAYMENT SLIP

- Access the Delphi Online website: <http://delphi.uniroma2.it>
- Select "Student Section", key 4 "Manage Career online"
- Select "Payment of Taxes and contributions"
- Print the payment order
- Pay the fee due via the PagoPA system. Links and further information are available on the following website: studenti.uniroma2.it/pagamento/
- 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 may be paid in two ways:

a. Split into two payments (standard option)

- 50% by 31 March 2023
- 50% by 31 May 2023

Chapter 7 – Taxes and contributions

b. A single payment by 31 March 2023 if you have previously chosen the option “pagamento in un'unica soluzione” (single payment) or if the second instalment is less than € 300.

Penalties

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

- 50 € for payments made within one month after the deadline;
- 100 € for payments made later than one month after the deadline;

ATTENTION: it is important to remember that penalties due to late payments can be avoided if you ensure that all instalments are paid within the set deadlines. In case of recalculation of instalments, the balances/refunds will be made at the student's 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;
- 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 all bank branches or ATMs that allow you to pay through the CBILL circuit which are members of the PagoPA system;
- in the Sisal/Lottomatica betting shops.

It is possible to pay PagoPA orders at the Poste Italiane Offices.

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

After payment, students must access the Delphi Onlie platform page and confirm their payment.

Information on payment methods is available at the following link: studenti.uniroma2.it/pagamento/.

ATTENTION

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

7.4 - ISEE–University

Students wishing to apply for tuition fees tax relief must, through their reserved area of the Delphi platform, authorise the university to consult the INPS database to obtain the value of their ISEE certificate (which must be issued before the specified deadline). The deadline for this procedure is

Chapter 7 – Taxes and contributions

16 December 2022.

Students who decide either not to apply for a tuition fee reduction, or not to present a valid ISEE certificate, or not to authorise the consultation of the INPS database, or those who hold an ISEE certificate whose value exceeds € 90,000, will automatically have to pay the maximum fee for their contribution class.

The university will not accept ISEE certificates that:

- **have expired and are therefore invalid**
- are not eligible for university study (your ISEE certificate must clearly state “Si applica alle prestazioni agevolate per il Diritto allo Studio Universitario”).

ISEE certificates with gaps/marks of discrepancies can be acquired through a procedure whereby students enforce the acquisition of the value. Students assume responsibility in the event of a subsequent check. The university reserves the right to request additional documents.

After the acquisition of the ISEE certificate, taxes and contributions will be recalculated. After that, no new certificates are allowed for the remaining part of the academic year (i.e., the University accepts only one ISEE certificate per year).

7.4.1– What is an ISEE certificate, and what is it for?

The ISEE certificate (Indicatore Situazione Economica Equivalente - Equivalent Economic Situation Indicator) is the tool for assessing 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 declared income in Italy. The ISEE certificate can be obtained by combining and considering three elements: income, assets, and family unit. If parents are not part of the family unit, students can be considered as single family members for tuition fee purposes only in the following cases:

- students have not been living in the original family home (or in a house owned by a family member) for at least two years since enrolment;
- students have an adequate income.

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

In accordance with the legislation in force, 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 an ISEE-University certificate

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

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 out and handed in at the following offices:

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

Once students have completed and submitted their DSU, they must wait an average of ten working days to receive their ISEE-University certificate.

As a lot of information about property, assets and income need to be collected to compile the DSU, the process may 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 entitled to provide a direct DSU service.

Chapter 7 – Taxes and contributions

Once either INPS or CAF provides 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.

In case of errors, students must report them via the following email address: caf@supporto.uniroma2.it.

7.4.3 – ISEE Parificato certificate

In order to benefit from the tuition fee reduction and when enrolling in the first or the following years, EU students belonging to a family unit whose income is earned abroad must apply for the ISEE Parificato certificate (data collection form for university indicator) at any CAF at national level by 16 DECEMBER 2022, and submit it to the Student Affairs Office.

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

These documents need to be issued by the relevant authorities in the country where the income is earned. They must also be officially translated 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 may be requested from the foreign diplomatic authorities in Italy and certified by the Prefecture in accordance with art. 33 DPR no. 445 dated 28 December 2000.

For international students who are from one of the particularly poor countries indicated by the regulations in force, the evaluation of the income requirement is carried out on the basis of the documents issued by the Italian Representation in the country of origin certifying that students do not belong to a family known to have a high income and high social level (DPCM 9/4/2001).

Once the certificate has been obtained, students must bring to the Student Affairs Office a copy of the ISEE parificato issued by the CAF with a copy of all the documents mentioned above (in their native language and officially translated into Italian) used for the issuance of this certificate.

Following this, students will be able to check the amount they will have to pay in their second instalment.

Should any errors come to light, students must report them to the following email address: caf@supporto.uniroma2.it

For more info on the ISEE-University certificate, please consult paragraph 7.4 of the present handbook or visit: <http://studenti.uniroma2.it/>.

7.4.4 – Deadline for the ISEE-University submission

The ISEE-University certificate must be issued **by 16 December 2022**. **Students must authorise the university, through their reserved area of the Delphi portal, to acquire the required ISEE-University Certificate from the INPS database.**

Students who already have a valid ISEE-University do not need to apply for a new ISEE-University certificate for enrolment in the 2022/2023 academic year but must authorise the university to acquire the ISEE-University certificate from the INPS database through their reserved area of the Delphi platform by 16 December 2022. Therefore, students must not consign any document to the university, nor should they send their ISEE-University by e-mail.

Should the DSU not be presented by the deadline of 16 December 2022, **students will be placed in the maximum taxation area** and therefore will not be entitled to any reduction in their tuition fees.

If the DSU is presented after **16 December 2022**, a penalty amount will be applied as follows:

Chapter 7 – Taxes and contributions

| Application dates | Penalty |
|--|----------|
| From 17 December 2022 to 15 March 2023 | € 150,00 |
| From 16 March 2023 to 31 May 2023 | € 200,00 |

ISEE-University certificates issued after 31 May 2023 will not be accepted.

The penalty for the late submission of ISEE-University certificates **may be combined with other penalties** such as a late payment of tuition fees.

The penalty for the late transmission of your ISEE-University certificate **will not be applied** as follows:

- if enrolment in a degree course (Bachelor's, Master's and one-cycle courses) is made later than 1 December 2022;
- if enrolment in courses with an admission test is made later than 1 December 2022 as a result of a change in the ranking list or for competitions published later;
- if enrolment is made later than 31 December 2022 due to a transfer from another university.

Students must retain their ISEE-University certificate as the university may in the future request to check it.

ATTENTION

After the acquisition of the ISEE-University certificate, taxes and contributions will be recalculated. Following this, no new forms of certificates will be permitted for the remaining part of the academic year.

7.4.5-Recommendations

- Students who have applied for a DISCOLAZIO scholarship: **in the event that the scholarship is not awarded or is withdrawn**, in order to obtain tax reductions students must authorise through their reserved area of the Delphi platform the university to consult the INPS database in order to obtain their ISEE-University certificate. The deadline for this procedure is 16 December 2022.
- Students who submit a "domanda cautelativa" (precautionary application): to obtain a reduction in tuition fees due to their income, **whoever fails to graduate in time** must authorise through the reserved area of the Delphi portal the university to consult the INPS database in order to obtain the ISEE-University certificate. The deadline for this procedure is 16 December 2022.

7.5 - Exemptions

7.5.1 – Total exemptions

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

Chapter 7 – Taxes and contributions

A) **Students with disabilities**

Students with certified disabilities, equal to or higher than 66%, or students with disabilities in accordance with art. 3, paras 1 and 3, law no. 104 of February 1992, are totally exempt from the payment of taxes and tuition fees at initial enrolment and registration in the following academic years. Documentation, issued by a competent body, must be provided to demonstrate students' disability and submitted to the Technical Secretary of the Committee for the Disabled (Segreteria Tecnica della Commissione per l'inclusione degli studenti conDisabilità) and DSA (CARIS) in 1, via del Politecnico (School of Engineering).

In accordance with art. 5, law by decree no. 221 dated 7 May 1999, wounded and mutilated war victims are to be included in this category.

INSTRUCTIONS ON THE EXEMPTION PROCEDURE

Students who are entitled to total exemption must follow the above-mentioned enrolment instructions, clearly stating the reasons behind their request (disabilities/victims of crime).

The system will release a €0 bank pay slip, which must be validated with the AUTH code printed on the slip. Students are required to submit the documents certifying their disability to the Technical Secretary of Commission for the Disabled (Segreteria Tecnica della Commissione per l'inclusione degli studenti con Disabilità) and DSA (CARIS) (segreteria@caris.uniroma2.it), within 60 days of their enrolment.

CARIS will check students' eligibility and, if it is considered valid, will:

- validate fee exemption;
- email the student in order to confirm the exemption of fees;
- send a copy of the disability document to the Student Affairs Office.

If it is not considered valid, CARIS will:

- rehabilitate the payment of the first instalment;
- email the student informing him/her that they must pay the first instalment;
- inform the Student Affairs Office that the student is not eligible for exemption.
-

In case of "temporary invalidity", students must address to CARIS (1, Via del Politecnico - Rome) before the enrolment in each academic year.

B) Victims of organised crime and terrorism, plus victims injured in the course of duty

Students who have become invalid or are sons and daughters of invalids as a result of acts of terrorism or organised crime in Italy are totally exempt from the payment of fees and university fees for enrolment in degree courses and registration in the academic years that follow. In accordance with the DPR no. 243 dated 7 July 2006, the victims of terrorism and organised crime are to be considered equivalent to victims injured in the course of duty together with their family members and children (100% disability) in accordance with Art.30, Law no. 118/1971.

C) Political refugees

Foreign citizens who have been officially recognised as political refugees, in accordance with the Geneva Convention of 28 July 1951 and ratified through Law no. 722 dated 24 July 1954, are exempt from the payment of tuition fees. Please note that political refugee students who do not maintain the pace of the exam programme of the degree course or have gone beyond the natural duration of their course (fuori corso) are not entitled to this exemption. The percentage of students who can benefit from this exemption can be no higher than 5% of the total number of foreign students enrolled in the previous academic year. Students must prove their status of political refugee by providing official documentation issued by a specific Italian Commission for Political Refugees of the Ministry for Internal Affairs.

D) Recipients of DISCOLAZIO Scholarship

Students who have applied for a DISCOLAZIO scholarship must pay only a virtual stamp duty (marca da bollo) of 16.00 €. If they are neither winners nor eligible, following publication of the final DISCOLAZIO ranking list, they will have to pay their first instalment within 30 days from when they have access to the payment procedure. The following payments will have the same deadlines as those foreseen for all students, or if more favourable, within 30 days of the deadline established for the first instalment. Any students that make their payments after the expiry date will have to pay a penalty amount of 100.00 €.

Chapter 7 – Taxes and contributions

If students do not validate their payment, their application will be considered invalid and they will lose all rights to a DISCOLAZIO scholarship.

In case DISCOLAZIO scholarship is not awarded or is withdrawn, if applicants are going to request tax reductions, they shall, through their reserved area of the Delphi portal, authorise the university to consult the INPS database in order to obtain their ISEE-UNIVERSITY certificate. The deadline for this procedure is 16 December 2022.

Non-EU students enrolled in the 2021/2022 academic year who do not present the ISEE certificate in conformity with art. 8 of the DPCM no. 159 dated 2013, are required to pay the fixed annual contribution even if in possession of the DISCOLAZIO scholarship (the recipients of the DISCOLAZIO scholarship are not required to pay the regional tax).

E) Foreign students with scholarships

Foreign students benefitting from scholarships granted by the Italian government obtained due to development programs and intergovernmental, cultural and scientific agreements, and relative periodical executive programs are totally exempt from the payment of tuition fees and contributions.

In the academic years that follow year one, tax exemption will depend on the renewal of the scholarship by the Ministry for Foreign Affairs, and conforming to the conditions provided in art. 4, paragraph 2 of law by decree no. 68 dated 29th March 2012.

F) Students with an Italian high school grade of 100/100

All students with a high school grade (Italian school) of 100/100 are entitled to enrol for the first time in the first year of a university degree course at Tor Vergata University of Rome with no payment of taxes. The only payments they must make are stamp duty (imposta di bollo) and regional tax.

G) Winners of the National Olympic Games

Winners of the National Olympic Games are exempt from the payment of their first-year tuition fees. The only payments they must make are stamp duty (imposta di bollo) and regional tax.

H) Students who have been awarded an Olympic medal

Students who have been awarded an Olympic medal are totally exempt from the payment of tuition fees for the entire duration of the degree course. The only payments they must make are stamp duty (imposta di bollo) and regional tax.

7.5.2 - Partial exemption

The following partial exemptions are to be considered only for those students who are enrolled in Bachelor's, Master's and one-cycle degree courses.

The reductions in force for partial exemptions cannot be accumulated. Furthermore, please note that these reductions cannot be added to the 30% discount foreseen for part-time courses.

The procedure regarding the application for partial exemption of the second instalment is activated on the Delphi platform following payment of the first instalment.

Applications for partial exemptions must be compiled by 15 March 2023 (apart from maternity benefits, which must be requested by 31 December 2022).

A) Students with disabilities between 46% and 65%

Students with disabilities between 46% and 65% are entitled to a 20% reduction on their second instalment in accordance with a ruling of the Executive Board of the university dated 24 March 2015.

Chapter 7 – Taxes and contributions

Students must present a documentation which certifies their disability to the Technical Secretary of the Commission for the Disabled (Segreteria Tecnica della Commissione per l'inclusione degli studenti con Disabilità) and DSA (CARIS) by 15 March.

CARIS will check students' eligibility and, if it is considered valid, will:

- validate fee exemption;
- email the student in order to confirm the exemption of fees;
- send a copy of the disability document to the Student Secretarial Office.

If it is not considered valid, CARIS will:

- rehabilitate the payment of the first instalment;
- email the student informing him/her that they must pay the first instalment;
- inform the Student Secretarial Office that the student is not eligible for exemption.

B) Students with brothers or sisters currently enrolled at Tor Vergata University of Rome

Each brother or sister is entitled to a 10% reduction of the second instalment on condition that the ISEE-University value of each brother/sister is equal to or lower than 40,000 €.

C) Employees of Tor Vergata University of Rome

Employees of the university will have an automatic right to a 50% reduction in university fees regardless of their level of income.

D) Sons and daughters of employees of Tor Vergata University of Rome enrolled at the university

A reduction of the second instalment of 50% is meant for students who have at least one parent working either permanently or on a fixed-term contract with an ISEE-University value which does not exceed 50,000 €.

E) Students residing in Italy outside the Lazio Region

Students who officially reside in Italy outside the Lazio Region are entitled to a reduction in university fees of 5%.

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

A reduction in university fees of 10% is foreseen for students who have graduated at Tor Vergata University of Rome or another Italian university with a score of 110/110 and who decide to enrol in a Master's degree course.

G) Maternity leave

During maternity, students can decide to interrupt their studies. Should students opt for this possibility of a one-year break, the starting point will be based on the date of birth of their child. Mothers, from this date, will be able to choose within the following three years when exactly to exercise this right. Students deciding not to interrupt their studies for maternity reasons are entitled to a 30% reduction of university fees foreseen for their degree course for one year. Please note that it is possible to apply for this reduction by no later than 31 December 2021.

H) Athlete students

A 30% discount is granted on the flat-rate contribution for students who are awarded certificates of special national and international competitive sporting merit pursuant the regulations on the dual career of athletes and students of Tor Vergata University of Rome.

Chapter 7 – Taxes and contributions

7.5.3 - Exemption from admission test payment

Participation in the admission and assessment tests for study courses for the 2022/2023 academic year which require the use of the university platform (<https://ammissioneonline.uniroma2.it>) is **free**. For the other courses an amount of 30 € is established with the exception of courses for which it is otherwise established in the various calls or notices.

The following categories of students are exempted from the contributions to be paid in order to participate in the admission test for Bachelor's degrees, Master's degrees and one-cycle degrees:

- disabled students in accordance with art. 3, paras 1 and 3, law no. 104 dated 5 February 1992 or students with an invalidity equal to or more than 66% (DR 19161 dated 2 June 2014);
- students who have graduated at Tor Vergata University of Rome with a grade of at least 100/110 are exempted from the contributions to be paid in order to participate in the admission test for master's degree courses (CdA dated June 2019).

7.6 - Various contributions

The following table contains the contributions to be paid for the 2022/2023 academic year:

Chapter 7 – Taxes and contributions

| | |
|---|--|
| 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 - Healthcare graduate schools

Students enrolled in the Schools of Specialisation in the Health Area are required to pay university fees and contributions for the 2022/2023 academic year to the following extent.

Medical graduate schools (redefined in accordance with EU legislation)

Non-medical graduate schools with scholarships

First instalment

Minimum enrolment fee established by the State: 201.58 €

Stamp duty: 16.00 €

Regional tax: 140.00 €

TOTAL: 357.58 € (rounded up to 358.00 €)

Payment of the first instalment must be made at the time of enrolment, whereas for registration in the following academic years payment is to be made within two months of the start of lessons.

Second instalment

Students registered from 2017/2018 academic year: 1,708.00 €

Members of the academic years prior to 2017/2018 academic year: 1,558.00 €

The second instalment has to be paid within eight months of the start of lessons.

Non-medical graduate schools without scholarships

First instalment

Minimum enrolment fee established by the State: 201.58 €

Stamp duty: 16.00 €

Regional tax: 140.00 €

Chapter 7 – Taxes and contributions

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

Payment of the first instalment must be made at the time of enrolment, whereas for registration in later academic years payment is to be made within two months of the start of lessons.

Second instalment

Students enrolled in the first year of course: 745.00 €

Students enrolled in years after the first one: 745.00 €

The second instalment has to be paid within eight months of the start of lessons.

Graduate schools of Dental medicine

First instalment

Minimum enrolment fee established by the State: 201.58 €

Stamp duty: 16.00 €

Regional tax: 140.00 €

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

Payment of the first instalment must be made at the time of enrolment, whereas for registration in later academic years payment is to be made within two months of the start of lessons.

Second instalment

Students registered from 2017/2018 academic year: 1,708.00 €

Members of the academic years prior to 2017/2018 academic year: 1,558.00 €

The second instalment has to be paid within eight months of the start of lessons.

GENERAL NORM FOR ALL GRADUATE SCHOOLS

No exemption is foreseen for health care graduated schools. Late payment penalties are set as follows:

- **50 €** within 30 days of the expiry date
- **100 €** over 30 days after expiry date.

7.8 - Graduate schools in Legal Studies

Students enrolled in the graduate schools in Legal Studies are required to pay university fees and contributions for the 2021/2022 academic year to the following extent.

Minimum enrolment fee established by the State and adjusted according to the inflation rate of 0.6%:
201.58 €

Stamp duty to be paid to the State: 16 €

university tuition: 1,184 €

TOTAL: 1,402 €

The regional tax of 140.00 € is to be added to the above-mentioned sum.

First instalment: 702 € + 140 € = 842.00 €

Second instalment: 700 €

The expiry date regarding payment of the second instalment will be announced in the call for the 2020/2021 academic year.

For late payments made beyond the established deadline, the penalties are as follows:

- **50 €** within 30 days of the expiry date
- **100 €** over 30 days after expiry date.

Chapter 7 – Taxes and contributions

7.9 - Tax refunds

All requests for tax refunds must be **submitted exclusively** to the Student Affairs Office of the macro-area in question.

If the request is accepted, the Student Affairs Office will send notification to the student and the tax refund office that the request has been accepted and the amount to be refunded. If the request is not accepted, the student will receive notification that the request has been denied.

The tax refund request form can be downloaded by accessing the website www.uniroma2.it – studenti - segreteria studenti – modulistica.

Refunds are possible:

- **In cases where students accidentally pay twice or overpay:** The refund request must be submitted with the receipt for the original payment within 30 days of the erroneous payment.
- **If students pay their first instalment of university fees but do not submit complete enrolment documentation to the Student Affairs Office** (request for refund due to incomplete enrolment procedure): The refund request must be submitted with all required documentation and the original receipt of payment by January 31, 2022.
- **If students have enrolled in a Master's degree course and paid the first instalment of tuition but have failed to submit to the Student Affairs Office the documentation required by the enrolment procedure** (refund request due to an incorrect enrolment procedure): the justified and documented refund request, along with payment receipt, must be submitted within 30 days of the date of payment of the first instalment.
- **If students have not taken advantage of the enrolment deferral provision and therefore have already paid their enrolment fees for the 2022/2023 academic year, they submit a refund request by January 31, 2023.**

The following taxes and contributions are not refundable:

- contributions paid for participation in admission and entry tests for access to degree courses;
- contributions paid for enrolment in single courses or exams;
- fees and university contributions in cases where students drop out or transfer to another university;
- taxes and contributions paid in ways other than through the above procedures.

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

7.10 - Sanctions and tax assessments

The university imposes administrative sanctions on those who provide false or misleading declarations in their applications, pursuant Art. 3, Law no. 390 of December 2, 1991. If such violations constitute a criminal offence, they will be punished in accordance with the Criminal Code. If a false declaration has been established, students must pay the difference between the amount established for the second instalment based on the verification and the amount established on the basis of their self-certification. In addition, an administrative fine equal to the difference between the two amounts mentioned above must be paid.

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 they provide about their families by comparing the income and assets data with those registered in the information system of the Inland Revenue. For this purpose, the university has the right of direct access to the Local Tax Offices (SIATEL) to carry out these checks.

Chapter 7 – Taxes and contributions

Students paying the maximum rate of fees and contributions are excluded from this procedure.

Chapter 7 – Taxes and contributions

Chapter 8 - During your career

This chapter will describe events and situations that may possibly occur during the course of your studies and the consequential administrative requirements.

8.1 - Interruption and resumption of studies

In accordance with Law by Decree no. 68/2012, if students do not renew their enrolment and at a later date decide on the resumption of their studies, they must submit a specific application.

- In the period of interruption of your studies and until the end of the extraordinary session of the academic year of your resumption, you cannot take any exams regarding your period of interrupted study. In such cases, these results will be officially declared invalid.
- Requests regarding the interruption of studies are irrevocable.
- The interruption period is not taken into account when assessing academic merit.
- It is not possible to apply for more than two career interruptions within each cycle of your study course.

There are two types of study interruption:

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

A) Normal interruption

This type of study interruption refers to 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 and contributions due for the academic year when their studies resume.

Before applying for a resumption of studies, students must regularize their payment of contributions (including unpaid instalments and penalties) regarding their last academic year. When up to date with these payments, students must follow the instructions listed below.

- a. Connect to 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/
- 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".

Chapter 7 – Taxes and contributions

B) Interruption of studies due to serious and prolonged illness, maternity leave and athlete-student status⁷

Students who have been forced to suspend their studies due to serious and prolonged illness, on condition they provide certification to confirm this, are entitled to total university tax exemption for at least one academic year during that period.

Female students are entitled to maternity leave of one year with total exemption from university fees during that period. Athlete students may request a one-year temporary suspension due to important sports events.

Before applying for a resumption of studies, students must regularize their payment of contributions (including unpaid instalments and penalties) regarding the last academic year in which they were enrolled.

DEADLINE

Application can be submitted from 1 September 2022 to 31 December 2022

You must follow the instructions listed below:

- a. Connect to the Delphi Online Services site (**Errore. Riferimento a collegamento ipertestuale non valido.**)
- b. Select Student Area, key 4, "Manage Career Online", and enter personal ID number and password
- c. Select "During your career", and then "Resume studies after interruption"
- d. Fill in the online application regarding the resumption of studies and then print it out
- e. Submit the following documents to the Student Secretarial Office:
 - Application for resumption of studies
 - Stamp duty of 16 €
 - **Certificate of sickness or birth certificate regarding your maternity or certificate related to sports events.**

The Student Affairs Office, once controlled the documentation, will grant students access to the Delphi platform so that they can enrol in the new academic year following the instructions described in Chapter 6 "How to enrol in your second year and following years".

8.2 – ALIAS career for transgender students

Tor Vergata University of Rome, as decided by the Administrative Board on April 26, 2016, offers the so-called "ALIAS" career for transgender students to ensure their coexistence in a quiet study environment where interpersonal relations are based on fairness, mutual respect for the freedom and inviolability of each individual. The administrative procedure consists in promoting an Alias career by granting a temporary identity (that cannot be consolidated until sexual reconversion) and by issuing a new ID badge that includes the first and last name (chosen by the person concerned) and ID number

⁷ Student-athlete status is obtained in accordance with the dual career regulations published in the specific section of the university website.

Chapter 7 – Taxes and contributions

(matricola). The alias career is a preliminary procedure for the actions to be taken at the end of the gender reassignment process, when the person's data must be changed pursuant to Law no. 164/1982. For further information, please contact our Comitato Unico di Garanzia (CUG) at: cug@uniroma2.it.

8.3- Temporarily discontinuing your studies⁸

Temporarily discontinuing of studies is a formal and irrevocable act by which students decide to interrupt their university career. It is important to know that students:

- may discontinue their studies at any point during the academic year;
- are not obliged to pay any outstanding tuition and cannot request a refund of any instalments already paid.

It should be noted that exam results obtained in academic years in which students are in arrears in the payment of their fees are officially declared invalid. Never, before you start dropping out, you should pay your fees properly so that you do not lose your ECTS earned. Students may continue to receive certificates of study, but these will include a mandatory notice of the discontinuation procedure.

INSTRUCTIONS ON THE DISCONTINUATION PROCEDURE

- 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 (Attention: the CQ has a validity of five days from the date of compilation of the questionnaire; after this period, the questionnaire must be recompleted)
- d. Connect to the Delphi Online Services website (<https://delphi.uniroma2.it/>)
- e. Select Student section, key 2 "Career Management Online"
- f. Select the "Career closure" item in the appropriate box
- g. Enter your Questionnaire Code (CQ);
- h. Print out your dropout application;
- i. **Submit your dropout application, a stamp fee (16 €), and your Transcript of records (Libretto) to the Student Affairs Office.**

8.4 – Time limits for discontinuing your studies

If **eight consecutive academic years** have passed since the date of your last exam (may the exam result be positive or negative, but must have been officially recorded), you are no longer considered a

⁸ N.B. Foreign Students – MUR ruling (Circ. Prot. 7802 of March 24, 2014): "If 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 enrolment. When students officially discontinue their studies, the reasons for their original residence permit become invalid and their permit is therefore cancelled" (see art. 5, paragraphs 3, 4 and 5, Law by decree no. 286 Consolidated law regarding the provisions pertaining to immigration regulations and norms regarding the status of foreigners" and subsequent amendments).

Chapter 7 – Taxes and contributions

student of the university.

The time limit for health care majors is not calculated by the last exam taken but by considering a period of nine years since original enrolment.

The time limit remains in effect even if students continue to pay their university fees.

With the exception of Health Care degree programmes, there is no grace period if students have passed all exams but have not yet defended their dissertation.

8.5 - Resumption of studies with exam recognition after discontinuation

If you have missed the deadline or officially discontinued your studies and wish to resume them, you will be considered as a student enrolling in the first year. Any recognition of previously earned ECTS is subject to the decision of the Degree Course Committee (Consiglio di Corso di Studio).

Instructions for resuming studies after the deadline or after official discontinuation:

- a. Download the form for resuming studies for students who have exceeded their deadline or have officially discontinued their studies from the following link: <https://studenti.uniroma2.it/moduli-per-studenti/>
- b. Ask your Student Affairs Office the pay slip. The request can be made either in presence or via e-mail. In the latter case, you must enclose a copy of your ID document and specify the following details: Name and surname; tax code, address, town and province, and the degree course for which you want to apply.
- c. Pay the participation fee due via the PagoPA system. Links and further information can be found on the following website: studenti.uniroma2.it/pagamento/
- d. Submit the following documents to the Student Affairs Office:
 - Application for Career Reintegration
 - A stamp duty of 16.00 €
 - A pay slip of 60.00 €.
 - A self-declaration or a certificate of your previous academic career for which recognition is sought. This document must indicate a list of the exams taken, specifying their official names, the marks obtained, the dates on which they were taken, the SDS (Scientific Disciplinary Sectors) and the ECTS earned, along with the name of the University where the qualification was held and any documents deemed useful for the recognition of prior learning.
- e. The submitted application will be examined by the Degree Course Committee in order to re- or partially recognise your ECTS.
- f. The Student Affairs Office will inform you of the Committee's decision, after which you can re-enrol.

After partial or full recognition of your examinations, you will have to pay an una-tantum of 500 € in addition to the fees and contributions for enrolment **within 15 days of receiving the notification** from the Degree Course Committee.

Applications for the restoration of your ECTS after the discontinuation of your studies must be made at the same time as your re-enrolment. ATTENTION: your credits (CFU) cannot be restored by enrolling in following years.

8.6 - Interruption

Chapter 7 – Taxes and contributions

Your career may be suspended for the following reasons:

- to enrol in foreign universities;
- military training institutions;
- Ph.D.;
- First- and second-level Master's courses;
- Graduate schools (pending qualification);
- recipients of "research grants" as per Art. 22, Law no. 240 of 30 December 2010, for the entire duration of the scholarship, including possible extensions if provided for by law.
-

If you are enrolled in a degree course at the university and wish to enrol in a Higher Institute of Musical and Choreographic Studies, you do not have to apply for a suspension pursuant the Ministerial Decree of 28 September 2011, which allows concurrent enrolment.

During your suspension you are not allowed to do anything that advances your university career, such as taking exams, changing or submitting a study programme, applying for official recognition of ECTS, studying abroad under the Erasmus+ programme, or graduating.

Before suspending your studies, you must keep your tuition fees payment up to date.

INSTRUCTIONS ON THE SUSPENSION OF YOUR UNIVERSITY CAREER

- a. Connect to 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. Type in "During your career – suspension of studies"
- d. Compile the online application regarding the suspension of your studies and then print it out
- e. Submit the following documents to the Student Secretarial Office:
 - Application regarding the suspension of your studies
 - Stamp duty of 16.00 €
 - university transcript of records (Libretto), if provided.

The application must be made in accordance with the enrolment procedure. In this case, students are not required to pay university fees and contributions for that academic year.

However, in cases the suspension has been requested during an academic year because the new activity starts later, students must pay all the university fees and contributions for the 2021/2022 academic year.

INSTRUCTIONS ON HOW TO RESUME STUDIES FOLLOWING SUSPENSION

- a. Connect to the Delphi Online Services site (<https://delphi.uniroma2.it/t>)
- b. Select Student Area, key 4 – "Manage Career Online"
- c. Enter your personal ID number (matricola) and password;
- d. Enter "resuming your studies after suspension" together with all the information regarding your suspended career
- e. Fill in the online application for the resumption of studies and print it out
- f. Submit the following documents to the Student Affairs Office:
 - Application for resumption of studies

Chapter 7 – Taxes and contributions

- Certification regarding the attainment of your qualification, or, a certificate demonstrating the years you were enrolled in your chosen course
- A stamp duty of 16.00 €.

The Student Affairs Office will then print out your pay slip regarding the fees to be paid and will return you your university transcript of records (Libretto), if provided.

To obtain tuition fee reductions, see chapter 7 – “Taxes and Contributions”.

8.7 - Transfers

The term “transfer” refers to enrolling in a course other than the one in which the student is currently enrolled. This transfer is possible both between courses in the same macro-area and between two different macro-areas of this university. It is not possible to change to a course belonging to a previous system if this course is no longer active. Students may apply for a change of course between August 1, 2022 to December 31, 2022 or within the period specified in the calls or specifically mentioned in the regulations of each individual course. Before applying for a course change, you may need to pass an admission test or have any study plan assessed, depending on which course is being applied for or what is stated in the various calls. Only after the admission requirements for the new course you have chosen have been verified, can you apply for a change of course.

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

EXPIRY DATE

Students may apply for a course switch from 1 August 2022 to 31 December 2022.

INSTRUCTIONS ON THE COURSE SWITCH PROCEDURE

- a. Connect to the Delphi Online Services site (<https://delphi.uniroma2.it/>)
- b. Select Student Area – key 4, “Manage Career Online “and log on by entering your personal ID and password;
- c. Select in “During your career” > “Course switch request”;
- d. Fill in the course-switch application form and print it out together with a pay slip of 66.00 € (50,00 € + 16,00 € of stamp duty which is not refundable should students change their minds and decide not to opt for a course switch)
- e. Pay the participation fee due via PagoPA system. Links and further information are available on the following website: studenti.uniroma2.it/pagamento/
- f. Access the Delphi Online Services website again and confirm your payment by tapping the “Convalida PagoPA” within 48 hours of the payment time.
- g. Once the Student Affairs Office receives your online course-switch application, the documentation relating to your academic career will be sent to the macro-area / degree course requested
- h. Periodically access the Delphi online services website to check the bureaucratic progress of your application, and, once completed, sign up for the degree course you have chosen
- i. **You can enrol in the degree course you have chosen without paying any penalty.**

Chapter 7 – Taxes and contributions

You must keep your old transcript of records (Libretto) and show it to the Student Affairs Office of the new degree course you have chosen, once you have officially completed the transfer and paid your fees, so that a new label can be attached indicating the title of your new course of study.

8.8 - Incoming transfers

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

EXPIRY DATE

Students may apply for a transfer from 1 August 2022 to 31 December 2022 or by the deadline indicated in the calls of the various courses or in accordance with the specific regulations for each individual degree course.

Before applying for your transfer, it may be necessary, depending on the regulations of your chosen degree course to apply for transfer **CLEARANCE (nullaosta)** which will be granted by the Secretarial Office of the degree course following a prior assessment of your academic qualifications (i.e. the ECTS credits obtained from another university). To do this, you must follow the instructions given below:

- a. Connect to the Delphi Online Services site (<https://delphi.uniroma2.it/>)
- b. Select Student Area > key 2 - Transfer from another university (Admission)
- c. Select "CLEARANCE Request for Transfer (Preliminary Assessment of Qualifications")
- d. Type in "Fill in the application" for the preliminary assessment of your qualifications for transfer
- e. Select your chosen degree course
- f. Fill in your application entering the data required and listing all the exams you have taken
- g. Click "Next" and from the following page, note down your CTRL, which will serve to return to the menu and modify, delete or reprint your application
- h. Click "print": your filled-out application will be printed out, together with a €0 pay slip and your automatic validation receipt with a protocol number.

Your application will be transmitted online to the Student Affairs Office of the degree course in question for transfer authorisation. You must wait for the Student Affairs Office to evaluate your ECTS listed in your application. You will be able to verify the outcome of the assessment by entering your fiscal code (Codice Fiscale) and CTRL in the "Check Status of Application" link.

In any case, you must take and pass the **admission test** (for study courses designed for a limited number of students) or you must, when required, do the evaluation test. Then you must return to the first page of the Delphi online services site (<https://delphi.uniroma2.it/>) and select Key 1 > enrolment for admission tests / assessment tests.

Only when you are in possession of your Clearance for transfer request, which you have obtained from the Student Affairs Office of your chosen degree course, or you have passed the admission test in courses where there is a limited number of places available, or you have chosen a degree course with an unlimited number of places available, you can fill out the application for inbound transfer and at the same time submit your application for outbound transfer to your university of origin in accordance with the regulatory procedures in force. This application, in any case, must be made no later than 31 December 2022.

The former university will then provide Tor Vergata University with your clearance form including your

Chapter 7 – Taxes and contributions

academic record.

INSTRUCTIONS FOLLOWING YOUR CLEARANCE

- a. Connect to the Delphi Online Services site (<https://delphi.uniroma2.it/>)
- b. Select Student Area > Key 2 - Transfer from another university (inbound) and digit "Inbound Transfer Request". You should then fill in the application, selecting the macro-area and your chosen degree course
- c. Enter your personal data (if you insert your CTRL code of your previous "application requesting the verification of your qualifications regarding your transfer clearance", all previously entered data can be retrieved)
- d. Print out your inbound transfer request with the relevant CTRL Code and do not lose it
- e. Confirm your transfer request by clicking on key 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 request to your former university in accordance with its deadlines and procedures.

Check your TRANSFER STATUS by connecting to the Delphi online services site <https://delphi.uniroma2.it/> - Student Section - Key 2 Transfer from another university (Admission) - Click on Key b "Application for Transfer Admission" - select Key b.5 "Check Status of Transfer" and enter your personal fiscal code (codice fiscale) and CTRL code.

When the words "your transfer request has been accepted" appears, 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 ENDING PHASE of your enrolment.

REGISTRATION ONCE YOUR TRANSFER HAS BEEN ACCEPTED

- a. Connect to the Delphi Online Services site (<https://delphi.uniroma2.it/>)
- b. Select Student Section - Key 2 Transfer from another university (Admission) - select c. Application for Registration following the Acceptance of Transfer - and fill in the application form. Then follow the instructions.

If you transfer from another university, you must pay all the fees and university contributions required to enrol in this university, even if you have already paid to register in your former university.

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

For more information about enrolment fees, see Chapter 7 - "Taxes and Contributions".

8.9 - Outgoing transfers

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

Chapter 7 – Taxes and contributions

EXPIRY DATE

Students may apply for a transfer from 1st August 2021 to 31st December 2021.

In order 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.

INSTRUCTIONS REGARDING AN OUTBOUND TRANSFER

- a. Connect to 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/
- 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 – Enrolment in single-subject courses

As part of your professional development, curricular development or simply for general cultural enrichment, you can enrol in single-subject courses of a Bachelor's or Master's degree programme without having to enrol for the entire programme. To be able to take these single-subjects examinations, you must meet the following requirements:

- You are be enroled at a foreign university;
- You are enroled at another Italian university, with the permission of the university you are studying at, or you have applied according to special agreements;
- You have completed your studies or have the required academic qualifications to enroll on the university courses;
- You are a graduate who does not have the curricular requirements for admission to a Master's degree programme and must meet those requirements in accordance with regulations set by the Board of Studies.

The University Management shall determine annually the amount of enrolment fees to be paid, with

Chapter 7 – Taxes and contributions

the exception of foreign students participating in inter-university mobility programmes. Students enrolled in degree programmes at Tor Vergata University of Rome are not allowed to enrol in the other fee-paying degree programmes mentioned above.

Single-subject programmes are subject to the same general or specific regulations established for the respective Schools, especially with regard to issues such as compulsory attendance. Exceptions regarding the propaedeutic sequence may be approved by the didactic structures concerned. The number of courses that can be taken in a year by the students referred to in the previous paragraphs is determined following an evaluation of the sustainable limits of each subject. The number of places available for courses with a limited number of places will depend on the evaluation of the Didactic Committee of the course in accordance with the facilities available, the sustainable teaching load and the curricular requirements.

Students enrolled for individual examinations are not entitled to the benefits provided for students in the University's degree programmes, with the exception of students with disabilities and foreign students participating in inter-university mobility programmes.

Students enrolled in a degree programme cannot enrol in single-subject courses at the same time. Applications for single-subject courses can be submitted:

- for courses starting in the first semester, from 1 September 2022 to 30 November 2022.
 - for courses starting in the second semester, from 14 February 2023 to 15 April 2023.
- For courses with compulsory attendance, enrolment applications must be submitted before the start of the course or in accordance with the measures set out in the University's study plan.
-

INSTRUCTIONS ON ENROLMENT IN SINGLE-SUBJECT COURSES

- a. Connect to the on-line Services site (<https://delphi.uniroma2.it/>)
- b. Student area
- c. Section 3 – Enrolment in single courses
- d. Fill out the application question and print it out
- e. Pay the participation fee due via PagoPA system. Links and further information are available in the following website: studenti.uniroma2.it/pagamento/
- f. Link again to the Delphi Online Services website and confirm your payment by tapping "Convalida PagoPA" within 48 hours of the payment time.
- 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
 - 300 € per exam over 6 ECTS
- For the Schools of Engineering, Medicine and Science:
 - 200 € per exam up to a maximum of 6 ECTS
 - 400 € per exam over 6 ECTS

Chapter 7 – Taxes and contributions

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.

You can obtain up to a maximum of 36 ECTS 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 – Dual career: Athlete students

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 each academic year athletes, coaches and referees of national and international interest the opportunity to be enrolled to the "Dual Career" programme.

Students wishing to apply for recognition as a student-athlete and for the granting of facilitations for sporting achievements must submit the application on unstamped paper, together with the certificates of "sporting achievements of major competitive importance" in accordance with Article 2 of the Regulations, to the Student Affairs Office of the study programme concerned no later than 15 March of each academic year. The Student Affairs Office will forward the relevant documents to the Evaluation Committee.

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

- a) a 30% partial exemption from tuition fees, which cannot be cumulated with other types of partial exemptions;
- 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 in respect of 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 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.

The achievements are valid in the academic year in which the sporting merits are confirmed.

8.12 – Scholarships - Opportunities

DISCOLAZIO scholarships

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

Chapter 7 – Taxes and contributions

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

Erasmus plus

International mobility for students at all levels is planned under Erasmus+, the European Programme 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 programme, you can contact the University Erasmus+ Office 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

petrini@economia.uniroma2.it; simona.de.angelis@uniroma2.it; Tel. 0672595752

SCHOOL OF LAW

erasmus@juris.uniroma2.it Tel. 06 7259 2355

SCHOOL OF HUMANITIES

erasmus@lettere.uniroma2.it; Tel. 06 7259 5186

SCHOOL OF ENGINEERING

ricci@ing.uniroma2.it; Tel. 06 7259 7256

SCHOOL OF MEDICINE AND SURGERY

jadwiga.szczur@uniroma2.it; Tel. 06 7259 6376

SCHOOL OF SCIENCE

laura.calconi@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
- placement@uniroma2.it
- Tel. 06 72592627/3066/3650/3206

8.13 - Examinations, verifications and issuance of certification

8.13.1 - Exams

An exam is a record that you must take and pass for each course included in the official and/or individual study plan for your degree course. **The minimum grade is 18/30, and the maximum mark is 30/30**, to which a special distinction (cum laude) may be added. The final evaluation also takes into account the results of the **periodic tests** provided for in some degree programmes.

On passing the exam, students receive the **number of credits** allocated for each course.

At the end of each course, students are required to take an exam at various intervals, which is announced publicly. The type of examination varies according to the course and is governed by the regulations of each didactic structure, which, depending on the specific features of its courses, may set a limited number of **exam dates** linked to the course schedule and an obligation to **repeat the course** if students fail the examinations. Written exams may consist of **quizzes, multiple-choice tests, etc.**, while oral examinations are open to the public.

To be admitted to exams / evaluation tests, you must:

- have included the relevant exams in the approved study plan;
- have received a declaration of attendance if this is provided for in the course regulations;
- have fulfilled the compulsory exam order;
- be in compliance with the payment of taxes and contributions.

Examinations taken without all the above requirements being met will be declared invalid. Students will receive written notification of the cancellation of their exams. Once an exam has been passed, it cannot be repeated. If you fail an examination, you will not receive a mark, but only a result entered in the examination report (withdrawn or rejected), which will not be included in your study plan and will therefore not affect your final grade point average. In order to sit for an exam, students must present their university transcript of records (Libretto universitario), if available, and their approved study plan, if requested.

8.13.2 - Study plan and exam registration

A study plan is the pathway that includes all of your educational activities (classes, laboratories, etc.) that you must complete in order to receive your degree.

Each degree course includes a series of examinations, some of which are compulsory and provided for in the didactic programme set by institutional bodies. Others are freely chosen by the students. The sum of the compulsory examinations and the exams chosen by the student constitutes the study plan that students must follow to earn the number of ECTS required for a degree. When compiling your study plan, you can select some examinations from a predefined list (optional exams), while you have complete freedom of choice for others (free-choice exams).

You can book many exams online. This is possible from 30 working days before the examination date of the exam until 4 working days before. The dates can be viewed at any time. The electronic service for registering examination results is directly linked to the above-mentioned booking of exams. Through a sequence of automated processes, this electronic system significantly shortens registration times for students' examination results, and thus also for certification.

8.13.3 - Graduation exam

In order to defend your dissertation, you must first pass all examinations related to didactic lessons and other forms of tests and have completed all the credits provided for in your study plan.

Chapter 7 – Taxes and contributions

You must also fulfil your administrative obligations. In particular, you must be in compliance with the payment of all tuition fees foreseen for your academic year, including the second instalment even if it has not yet expired.

However, it is possible not to pay your university fees for the academic year 2022/2023 if you intend to graduate in the last session of the academic year 2021/2022 (for which you are already enrolled) by compiling a special PRECAUTIONARY APPLICATION requesting a deferral of your enrolment for the academic year 2022/2023. For more information, please see Chapter 6.3 “Deadline extension for enrolment of graduates (precautionary application)”.

This university has joined the **Alma Laurea Interuniversity Consortium**, a service set up to create a link between companies and graduates and to act as a point of contact in the university environment for all those (students, operators, etc.) who are concerned at various levels in issues related to university studies, such as employment, the situation of young people, etc. The Alma Laurea Consortium aims, in particular, to:

- facilitate the entry into the labour market and improve the placement of young people in the workplace, help companies to find staff, improve the matching of labour supply and demand;
- ensure the valorisation of human resources through the continuous professional development of graduates;
- monitor students’ curricula and analyse graduates’ characteristics and performance to enable comparisons between different courses, study centres and macro-areas;
- analyse the internal efficiency of the universities’ training provision;
- assess the needs and professional profiles demanded by both Italian and foreign public and private companies;
- analyse the external effectiveness of study offers by monitoring employment opportunities;
- develop a synergetic link with high schools in order to better advise high school students on their choice of studies and their entry into the labour market;
- promote any initiative aimed at achieving the above-mentioned objectives, both at national and European level.

INSTRUCTIONS ON THE ADMISSION PROCEDURE FOR YOUR GRADUATION EXAM

- a. Connect to the Delphi website(<https://delphi.uniroma2.it/>)
- b. Select Student Area, key 4, "Manage Career Online".
- 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/
- 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).

Chapter 7 – Taxes and contributions

The Student Affairs Office will review the documentation you submit. Further information on graduation requirements and instructions on how to submit your degree thesis is available on the macro-area websites.

| | |
|--|--|
| Economics | www.economia.uniroma2.it |
| Law | www.juris.uniroma2.it |
| Medicine and Surgery | www.med.uniroma2.it |
| Humanities | www.lettere.uniroma2.it |
| Engineering | www.ing.uniroma2.it |
| Sciences (Mathematics, Physics and Natural Sciences) | www.scienze.uniroma2.it |

ATTENTION: if the defense of dissertations is postponed for any reason after students have applied, they must submit a new application with the appropriate stamp duty of 16.00 €.

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

8.13.4 – Collecting your graduation parchment

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

- the proof of payment for the issue of your degree parchment, 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 yours and their ID. For more information, please visit: www.uniroma2.it – Studenti – Ufficio Stampa Pergamene (the office responsible for printing your final degree parchment)

8.13.5 - Diploma supplement

The university can issue you with a bilingual (Italian-English) edition of your degree certificate. This Diploma Supplement is a supplementary version of your degree certificate in English.

OBTAINING YOUR DIPLOMA SUPPLEMENT

The Diploma Supplement was set up by the European Commission, the Council of Europe and Unesco/Cespes with the aim of providing independent data to improve international clarity and homogeneity of qualifications and to promote student mobility and official recognition of academic and professional qualifications abroad.

It is a certificate that contains only official data on student progression and excludes discretionary assessments, declarations of equivalence or suggestions regarding recognition. It describes the nature, level, context, content and status of the studies undertaken and completed by the student.

More specifically, you can apply for it online along with your degree application (see section "Graduation exam") or at any time after graduation, as indicated in the paragraph "Certification issuance" below.

8.13.6 – Certification issuance

In order to obtain any form of certification regarding your university career, you must be up to date with the payment of your fees for the period concerning your certificate application.

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

In fact, in accordance with art. 15, 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 offices. The bottom of certificates now, therefore, include the words "this certificate cannot be consigned to public administration bodies or to private public service providers".

In absence of the above-mentioned declaration, your certificate will be considered invalid. The only exceptions to this ruling are the following ones:

- certificates to be consigned to judicial offices, when they exercise juridical activity; in this case, the certificate will include the words "in accordance with art. 40 DPR no. 445 dated 28 December 2000 and is issued only in order to be filed in the documentation of court cases;
- certificates issued for the purpose of renewing/issuing the residence permit or the EU permits for foreign citizens; in this case, the certificates will include the words "certificate issued for the procedures regulated by norms concerning immigration" (application for a permit of stay document);
- certificates to be consigned abroad, issued both in Italian and English, which will include the words "in accordance with art. 40 DPR no. 445 dated 28 December 2000; this certificate is issued only to be used abroad".

Procedure: you can apply for the certificate by submitting a specific request on the application form provided by the Student Affairs Office or downloaded from the Delphi online services website (<https://delphi.uniroma2.it/>). Select Student Section, Key 4, "Manage Career Online" > Applying for certification.

ATTENTION: in accordance with law by decree no. 196 dated 30 June 2003, certificates are issued exclusively 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.

CERTIFICATION INCLUDING/NOT INCLUDING STAMP DUTY

According to the regulations in force, only certificates with the appropriate 16.00 € stamp duty (certificati in bollo) can be issued and, in this case, the application is also subject to the stamp duty. Only in cases where an exemption from stamp study is foreseen by the legislation in force (Annex "B" to DPR no. 642 dated 1972) can a certificate on plain paper be issued (carta semplice). In this case, the party concerned when applying for their certification must state why they are exempt (i.e.: welfare, 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

Certificate regarding the exams taken (for students enrolled in single-subjects courses)

Certificates for GRADUATES

Chapter 7 – Taxes and contributions

Degree*

Degree with final grade*

Degree with final grade and all exam details*

Degree with final grade, all exam details and the title of dissertation*

*** Recent addition: this university has made it possible to issue you the above-asterisked certificates also in English and in self-service mode.**

8.13.7 - Self-certification

In compliance with art. 15 of Italian Law 183/2011 (Stability Law 2012), 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 bodies of the public administration or private managers of public services. In cases where students must declare positions, personal skills and characteristics to the university, they can use a self-certification form (art. 46 DPR no. 445 of 28 December 2000) that can be downloaded from the following link: http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/SEG/section_parent/6000

These self-certifications are exempt from stamp duty (in accordance with art. 37 DPR no. 445 dated 28 December 2000). The following documents cannot be self-certified:

- medical, health, and veterinary certificates
- certificates of origin and compliance with EU Community rules
- patents and trademarks.

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

8.14 - Additional services provided

8.14.1- Libraries

The library system of Tor Vergata University of Rome is mainly based on the libraries of the individual Schools and their printed and electronic catalogues.

The area libraries were set up according to the criteria of scientific and cultural homogeneity and are located in the various macro-areas of the university.

Access to the facilities is open to all members of the university community. Each area library independently regulates access for other scholars and the public. There are also departmental libraries in the macro-areas of Law and Engineering.

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

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
Opening hours: Monday-Friday: from 8.15am to 6.30pm
website: 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
Opening hours: Monday-Thursday 9.30am to 6.00pm, Friday 9.30am to 1.00pm website:
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
Opening hours: Monday-Friday from 8.45am to 6.45pm
website: letters.biblio.uniroma2.it

Scientific Technology Area Library

1, Via della Ricerca Scientifica (first floor, orange area) - 00133 Rome
Tel. +39 067259 4281 - Fax +39 067259 4499
e-mail: dicicco@biblio.uniroma2.it
Opening hours: Monday-Friday 9.00am to 6.00pm
website: 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>

8.14.2 - University Sports Centre

CUS ROMA TOR VERGATA (CUS) has the following aims:

- the practise, promotion and upgrading of physical education and university sport within the framework of amateur sports activities, including the organisation of didactic activities;
- the organisation of local, national and international sports events at regional level and the participation of FISU and other bodies within the framework of CONI, in compliance with art. 1, paragraph 4;
- the promotion of sport in cooperation with families, institutions, schools and educational establishments as a social right, which requires the establishment and development of

Chapter 7 – Taxes and contributions

appropriate services for all types of students, with special attention to persons with disabilities, as well as for the teaching and non-teaching staff of universities;

- the development and organisation of 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 faculties and courses of study of Motor Sciences, local authorities and bodies operating in the areas of interest of the Federation;
- the funding, participation and activation of projects and research and training programmes in sport-related disciplines, carried out in agreement with the university concerned, either independently or at public and private research institutions at national and international level, 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; the sustainable implementation of studies, awards, scholarships, traineeships or training contracts, research fellowships and equivalent initiatives in the field of motor and sport-related disciplines, of an educational, school and university nature, taking into account the universities involved;
- the dissemination of cultural and editorial activities, including specialised study centres or similar structures.

Sports activities

Athletics

Beach volleyball

Wellness (Massage centre, aesthetics)

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

Horse riding

Fitness (gym, weights room and fitness courses)

Golf

Judo

Karate

Swimming

Male Basketball

Female Basketball

Male Volleyball

Female Volleyball

Weight lifting

Boxing

Fencing

Skiing

Taekwondo

Chapter 7 – Taxes and contributions

Tennis
Table-tennis
Shooting
Archery
Sailing

E-mail: info@cusromatorvergata.it

Social media: CUS ROMA TOR VERGATA (Facebook, Twitter, Instagram) Website:
<http://www.cusromatorvergata.it/>

8.14.3- Student Ombudsperson

The Student Ombudsperson is the body to which you can turn to make complaints, comments and suggestions. The objective of this organisation is not only to act as a kind of guarantee for students, but also to promote the improvement of the teaching and services of the university through their comments.

When contacting the Ombudsperson, students have the right to remain anonymous if they wish. Students can meet the Ombudsperson by making an appointment at the following times: Thursday from 11am to 12am, room no. 37 – 1st floor (School of Humanities)

Tel. 067259 2628

e-mail: garantestudenti@uniroma2.it

8.14.4- Accommodation

A) **Campus X: Accommodation for students in Tor Vergata**

Campus X is located in the green belt of the Tor Vergata neighbourhood and offers its residents the possibility to reach their own School on foot. It is also close to Fiumicino and Ciampino airports and just a short walk from the Tor Vergata Polyclinic.

The Campus can accommodate around 1,200 people with 718 accommodation units available as single or double rooms. It offers a wide range of excellent services that will make life at the university much easier for students.

For information, please contact:

info@campusxroma.it

<http://www.campusx.it/>

B) **DISCOLAZIO Accommodation**

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

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

C) **University Halls of Residence - Rui Foundation**

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

Rui Foundation University Residences are excellent lodgings, which house Italian and international students. In addition to room and board, students are offered training and personal development opportunities to help complete their university careers.

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

Chapter 7 – Taxes and contributions

RuiCollege

Rui is one of the university colleges of merit legally recognised by the Italian Ministry of Education, University and Research. Since 1959, it has hosted more than 3,000 students from all over the world and all university backgrounds. It is a few steps away from the metro railway (Laurentina station, line B). Tor Vergata University of Rome can be easily reached (around 30 minutes by public transport).

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

Porta Nevia University Hall of Residence

Founded in 2001 by professionals from the academic, institutional and industrial worlds, Porta Nevia was inspired by St. Josemaría Escrivá, founder of Opus Dei, with the aim of being a place for training, studying and discussions, capable of accommodating university students from all over the world. For more information, please visit <http://www.collegioportanevia.it>

Celimontano University Hall of Residence

Celimontano is a College of the Rui Foundation and is located in the centre of Rome (Via Palestro 7). It is a stimulating environment set in a richly cultural setting.

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

8.14.5 – SOS CUG and psychological counselling

Law no. 183 of 2010 has the relevant amendments in Art. 1, 7, and 57, Law by Decree no. 165/2001 and also introduced in the public administration a “Comitato Unico di Garanzia per le pari opportunità, la valorizzazione del benessere e contro le discriminazioni” (CUG). It encompasses, rationalises, expands and reinforces the functions previously performed by the various committees for the promotion of equal opportunities and the fight against bullying and mobbing, such as “Comitati per le Pari Opportunità” and “Comitati Paritetici per il contrasto al fenomeno del mobbing”.

Aiming at formal and substantive equality pursuant Art. 3 of the Italian Constitution, CUG’s objective is to fight against any kind of direct/indirect discrimination, including discrimination based on gender. Therefore, 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 condition inequalities in pay and career advancement.

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 the bodies, committees, and commissions of the university and for its whole community.

CUG activities and projects: studenti.uniroma2.it/cug/

For further information on how to join and more:

http://web.uniroma2.it/module/name/Content/navpath/CUG/newlang/italiano/action/showpage/content_id/20861/section_id/

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

8.14.6 - Commission for the inclusion of students with disabilities and DSA (CARIS)

CARIS is the university structure that coordinates, monitors and supports all activities aimed at integrating disadvantaged students into university life. This includes students with disabilities, with 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. Its aim is to create a “friendlier” campus that guarantees the right to study for all students.

Headquarters: School of Engineering, new teaching buildings, ground floor, 1, Via del Politecnico -

Chapter 7 – Taxes and contributions

00133 Rome.

Tel. 062022876, tel / fax 067259 7483

e-mail: segreteria@caris.uniroma2.it

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

8.14.7 - Online Delphi platform

Tor Vergata University of Rome offers its students a series of online services to help them complete a number of administrative tasks without having to visit the Student Affairs Office.

<https://delphi.uniroma2.it/totem/jsp/index.jsp> Delphi is a system used by Tor Vergata University that offers a number of services for both students and teaching staff. After accessing the home page, you can select your status.

Once you have logged into the system as a student, you can access various services offered to both already officially enrolled and prospective students.

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

The main activities offered online are the following:

- Registration for the admission test
- Enrolment
- Registration in the academic years following the first
- [Exam management](#)
- [Transfers](#)
- [Password management.](#)

ATTENTION: all information concerning the students' career is to be found in their reserved area and is considered to have been communicated for the purposes of the law. Therefore, students must consult their reserved area regularly.

Chapter 7 – Taxes and contributions

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

Homepage Teacher Section Student Section Delphi

AREA STUDENTI

INFORMATION AND ASSISTANCE

Request Information
Request Assistance

PERSONAL PAGE

Enter
Retrieve Password

QUEST TEST
QUESTIONNAIRE ONLINE

1

- Enrollment for Admission Tests
- Enrollment for Compulsory Assessment Tests
- Application for Control of Curricular Requirements
- Assessment

2

- Registration
- Transfer from another University (Admission)
- Registering for a shortened Degree Course

3

- Enrollment in your first and following years (tuition and contributions)
- Enrolling Part-time
- Enrollment in Single Courses

4

- CAREER MANAGEMENT ONLINE (Requirements, services and opportunities for students already enrolled)

A

- Postgraduate Courses
- State Exams

C

- Training Days
- Training Courses
- High Training Courses

B

- Erasmus/Exchange Students Pre-registration
- Erasmus/Exchange Students Registration

MORE INFORMATION

Welcome to the website **Delphi** Student Section. Hover the cursor over each of the topics listed in the Box to get **more information** relevant to the selected text.

8.14.8 - Uniroma2-live - Online services for Tor Vergata students

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

1. Office 365: a Microsoft application available to students, free of charge. It can be used as an online platform or as a software package that can be downloaded from 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 cloud of 1000 gigabytes is also activated for each student;
2. Matlab;
3. University mail: the university provides an email service to 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, thanks to MLOL Reader (downloadable from Google Play and App Store) access is also possible using a mobile device such as a smartphone or tablet.
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)

Chapter 7 – Taxes and contributions

- b. uniroma2-CP-NG (legacy technology based on captive portal)
 - c. WIFImetropolitano (retransmission of the network managed by the metropolitan city of Rome)
 - d. uniroma2-ccd (administrative network controlled 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 the option to access traditional and online training courses;
 7. Microsoft ImagineX;
 8. Tax and contribution simulator.

For more information on all available services, please visit: <http://docs.ccd.uniroma2.it/>

8.14.9 -Regulations

Information on student specific regulations can be found at the following website: www.uniroma2.it> The Campus> Official School Bulletin> Regulations:

- Charter of Student Rights of Tor Vergata University of Rome
- Didactic regulations
- Guidance and tutoring regulations
- Regulations on student opinions
- Regulations on the Alias careers
- Election regulations
- Regulations on the Equal Opportunities Committee
- Regulations on the application of disciplinary sanctions to students
- Regulations on the assignment and management of contributions to
- the scientific-cultural initiatives submitted by students

8.14.10 – Facilitations

Tor Vergata University of Rome has selected a number of shops offering instant discounts on your purchases. This initiative is not only for the support and goodwill of staff, students and their families, but is also a symbol of the strength and cohesion of this university.

Chapter 7 – Taxes and contributions



| | | |
|----------------------|-----------------|---------------------------------|
| Clothing | Hotels in Rome | Infant nurseries/summer schools |
| Sports activities | Welfare centres | Shopping |
| Mobility + insurance | Restaurants | Financial services |
| Theatre | Leisure | Travel |

For more information, visit <http://agevola.uniroma2.it/>