



# Università degli Studi di Roma "Tor Vergata"

## *Disclaimer*

*The hereby call is a translation made for the convenience of the international students; only the call (bando) in Italian (D.R. 1841/2020) has to be considered as the official document issued by the University, the only one which students may refer in case of disputes or controversies.*

## SCHOOL OF ECONOMICS

Department of Economics and Finance

### **CALL FOR APPLICATION FOR THE ADMISSION TO**

### **BACHELOR DEGREE IN "GLOBAL GOVERNANCE"**

L-16 Class (D.M 270/2004)

## **Sommario**

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



# Università degli Studi di Roma "Tor Vergata"

## **ART. 1 – Places on offer and selection rounds**

---

The public call for applications to enter the first year of the English-taught Course of Study in "Global Governance" ("L-16 class", Administration and organization sciences) at Tor Vergata University of Rome (Department of Economics and Finance) for the academic year (a.y.) 2024/2025 is now open; a total number of at most **200 places** are available, divided as follows:

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

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

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

The selection will take place in the following **SELECTION ROUNDS** and **the total number of places** made available by the Course of Study, is divided as follows:

- **FIRST CALL 60 places**
  - a) **45 places** for EU citizens and NON-EU citizens legally resident in Italy, in accordance with art. 26 of Law n.189/2002, in addition to any seats available at the end of the previous call;
  - b) **15 places** reserved for NON-EU citizens resident abroad and applying for visa, in addition to any seats available at the end of the previous call;
- **SECOND CALL 60 places**
  - a) **40 places** for EU citizens and NON-EU citizens legally resident in Italy, in accordance with art. 26 of Law n.189/2002, in addition to any seats available at the end of the previous call;
  - b) **20 places** reserved for NON-EU citizens resident abroad and applying for visa, in addition to any seats available at the end of the previous call;
- **THIRD CALL: 60 places**
  - a) **45 places** for EU and NON-EU citizens legally resident in Italy, in accordance with art. 26 of Law n.189/2002, in addition to any seats available at the end of the previous call;
  - b) **15 places** reserved for NON-EU citizens resident abroad and applying for visa, in addition to any seats available at the end of the previous call;

## Università degli Studi di Roma "Tor Vergata"

- **FOURTH CALL: 20 places** (ONLY for EU and NON-EU candidates with stay permit)
  - a) **20 places** reserved to EU and NON-EU citizens legally resident in Italy, in accordance with art. 26 of Law n.189/2002.
    - ⇒ Any places not used by NON-EU citizens resident abroad and applying for visa (category b) are made available as parts of the places for EU and NON-EU citizens legally resident in Italy, in accordance with art. 26 of Law n.189/2002 (category a).

### **PLEASE NOTE:**

- For the **terms of registration to the selection**, the **procedures, methods of implementation** and the **organization of the same**, please refer to the following **articles 3, 4**.
- In order to register for the selection and subsequent registration, it is mandatory to respect the deadlines and procedures written in this call.
- Once the selection procedure has been passed successfully as stated in the art. 4, it is possible to enrol by following the relative instructions mentioned in the following articles 7 and 8.

### **ART. 2 - Requirements for participation in the selection**

Any Italian citizen, EU citizen and non-EU citizen legally resident in Italy, in accordance with art. 26 of law n. 189/2002, as well as NON-EU citizen resident abroad who need to apply for a study visa, may participate to the selection process.

In order to be admitted to the Course, it is mandatory to hold **a five-year high school Diploma** issued by Italian institutes, or alternatively an equivalent foreign qualification obtained abroad and valid for the admission to any Italian University (as per the art. 11 of this Call).

Moreover, any student – enrolled in the last year of Italian High Schools, or in the last year of non-Italian High Schools, issuing an equivalent foreign qualification obtained abroad and valid for the admission to any Italian University – expecting to achieve the High School Diploma by the enrolment deadline as per this call, may participate in the selection process.

### **ART. 3 – Application procedure**

In order to apply for the selection referred to in this call, candidates, in possession of the requirements referred to in Article 2, must compulsorily finalize the procedure indicated below, under penalty of exclusion from the selection, in the following periods:

- between **October 31<sup>th</sup> 2023** and **November 30<sup>th</sup> 2023** (FIRST CALL)
- between **December 4<sup>th</sup> 2023** and **February 13<sup>th</sup> 2024** (SECOND CALL)
- between **February 15<sup>th</sup> 2024** and **May 2<sup>nd</sup> 2024** (THIRD CALL)
- Between **May 6<sup>th</sup> 2024** and **June 5<sup>th</sup> 2024** (FOURTH CALL)



# Università degli Studi di Roma "Tor Vergata"

## Online application procedure:

1. **Connect** to the online Services Website: <https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>
2. **Select "STUDENT SECTION"**, Sector 1> Select "*Application to programs taught in English*"> a. "Start application procedures"> "*Faculty of Economics*"> Select "*Global Governance*".
3. Non-EU candidates residing abroad applying for a study visa, EU and non-EU candidates legally residing in Italy **must select the corresponding category**;
4. **Fill in the application form** by entering the required data  
PLEASE NOTE: enter the full "name" and "surname" as reported in the passport/ID document
5. **Upload the mandatory documents**  
PLEASE NOTE: Even if you have not yet obtained your high school diploma, you must click on "*ENTER*" and fill in the fields marked with an asterisk.
6. **Click on "ENTER" to read and accept the code of conduct**; in order to continue the application, the candidate has to read and accept the code of conduct.
7. **Check carefully** that all the entered data are correct and click on "*CONFIRM INFORMATION DISPLAYED*"
  - ⇒ Once the application has been filled, the system will release the application form filled in a PDF format, and a payment slip with a CTRL code written in the second-last page.
8. **Print** the application form (to be stored and saved) and the 50,00 Euro payment slip for the contribution of participation in the selection.
9. **Pay** the participation fee that must be paid through the **PagoPa** system, a method that allows you to make payment through a variety of channels, physical or online. Further information on how to pay can be found at the following link: [https://web.uniroma2.it/en/contenuto/pago\\_pa\\_tutorial76126](https://web.uniroma2.it/en/contenuto/pago_pa_tutorial76126)
  - ⇒ The data entered and the attachments uploaded within the application form can be modified back to the DELPHI system: <https://delphi.uniroma2.it/totem/jsp/index.jsp> and selecting "Student Area" > 1. "*Application to programs taught in English*" > b. "*You have already filled out an application*"> *edit Application*"
10. **Connect** again to the Delphi online service website at the following link: <https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>, in order to validate the payment. (Click on "*STUDENT SECTION*", sector 1> "*Application to programs taught in English*" > "*You have already filled out an application*"> enter Fiscal Code and CTRL> select "*Request validation*").
  - ⇒ A **protocol number** (that it is useful to view your position in the final ranking of the selection) will be assigned to each candidate at the same time as this validation
  - ⇒ **Once the payment has been validated, it will no longer be possible to make any changes.**

## PLEASE NOTE:

- In order to complete the procedure and participate in the selection, **it is absolutely mandatory to pay**



## Università degli Studi di Roma "Tor Vergata"

**and to validate the payment online** within the deadline indicated;

- **The payment of 50,00 Euro** for the participation in the selection is **NOT refundable**.
- **The above-mentioned contribution should not be paid by:**
  - o **Students with disabilities equal to or greater than 66% or with recognition of disability pursuant to art.3 paragraph 1 of Law February 5, 1992 n. 104** (the condition of disability must be indicated in the application for participation in the call).

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

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

- Scanned pdf copy of the Passport or ID Card only for EU students;
- Stay permit or a valid study visa (only for non-EU students already residing in Italy);
- Curriculum Vitae (pdf format) written in English;
- Transcript of grades obtained in the last entire attended school year. In case the last year has been earned abroad, the Italian candidates will have to submit the transcripts of the last two years;
- High school Diploma (accompanied by Declaration of Value foreign qualifications), only if achieved.

The candidate must provide a valid email address in order to receive communications regarding the selection procedure. (it would be preferable to **use a PERSONAL e-mail address that contains at least part of your name or surname**).

### **PLEASE NOTE:**

In accordance to D.P.R. 445/2000, any Italian citizen, any EU citizens and those NON-EU citizen legally resident in Italy may self-certify his/her personal qualities and information that can be verified or certified by Italian public entities (artt. 46 and 47 of the D.P.R. 445/2000).

The Tor Vergata University of Rome reserves the right to check the **authenticity of the statements provided**, under penalty of exclusion from the participation of the program.

All admitted students with a non-Italian High School Diploma (in accordance with art. 11 of the present call for applications), are required to provide, at the moment of the enrolling, the **Declaration of Value with the final title** (obtained after at least 12 years of education) **translated in Italian and authenticated by the Italian competent authorities** (Consulate or Embassy) in the Country where the title has been obtained. Be aware that Tor Vergata University of Rome reserves the right to request additional documentation.

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

For all the three calls, the selection of candidates aims at verifying, on the basis of **the evaluation of the**



## Università degli Studi di Roma "Tor Vergata"

**documents submitted** and of an **oral interview**, the adequate preparation of the candidate (as per art. 6, par. 1, of D.M. 270/2004).

In particular, to be admitted to the Course of Study in Global Governance, the candidate shall prove the required knowledge and aptitude for the Course disciplines, i.e.:

- a. The knowledge and the ability to argue with clarity and comprehensiveness about the main challenges posed by global phenomena;
- b. The knowledge and the ability to argue with clarity and comprehensiveness about the Global Governance training project, also in relation to the candidate's personal development project.

Following the same procedure, English language knowledge and skills will be verified according to the Common European Framework of Reference for Languages (entry level B2).

The evaluation is carried out on a scale of 100 total points, divided as follows:

- Up to **40 points (evaluation of submitted documents)**: evaluation of the school curriculum and other experiences gained by the candidate to evaluate their predisposition for the disciplines of the Global Governance training project. Only students that have achieved a minimum score of 24/40 in the evaluation of the submitted documents shall be declared eligible for the oral interview; students that have not achieved 24/40 will receive a rejection notification before the end of the selection period.
- Up to **60 points (Oral Interview)**: During the interview, held in English, the Committee will evaluate the candidate's ability to understand and speak English, and the knowledge required by the Course, i.e. the knowledge and the ability to argue with clarity and comprehensiveness on the main challenges of global phenomena, as well as on the Global Governance project.

The **results of the evaluation of the documentation**, along with the notification of the date, time and place where the admitted candidates will take the oral interview, will be announced via email, at the email address provided in the application form.

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

For students who live outside Lazio or for requesting students residing in Lazio, the oral interview will be conducted via video conference at the decision of the Commission.

It is also the responsibility of the candidate to ensure the availability of the required hardware (PC, webcam, audio), software and reliable internet connection.

The candidate who will not guarantee a reliable video connection throughout the oral exam, or who do not show up by the deadlines set in the test calendar will be excluded from the final ranking list.

### **PLEASE NOTE:**

**The oral interview cannot be repeated**; therefore, the students who have sustained the oral interview, but who have not been winners, can only improve the score related to the evaluation of the documentation, presenting a new application for selection as per art.3 of this call, with additional experience gained in the period spent

and any grades obtained in the last high school year attended (for students enrolled in the last year of Italian secondary school or in the last year of a non-Italian secondary school that provide a qualification valid for admission at Italian universities).

## **ART. 5 – Committee and Responsible of procedures**

---

The Admission Committee is appointed by the Rector on the proposal of the Coordinator of the Course, by his own decree. According to the ART. 4 of law 241/90, the officer in charge of the administrative proceeding is Mr. Vincenzo Parisi, head of the Students Secretariat of the School of Economics.

## **ART. 6 – Ranking**

---

The ranking is drawn up in order of merit according to score, in accordance with art. 4. Candidates with a score of 70/100 or above will be deemed eligible.

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

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

Call	Type of ranking	Publishing date
<b>1st CALL</b>	Ranking list	<b>January 22th, 2024</b>
	<i>Possible scrolling ranking list</i>	<i>February 9th, 2024</i>
<b>2nd CALL</b>	Ranking list	<b>March 27th, 2024</b>
	<i>Possible scrolling ranking list</i>	<i>April 15th 2024</i>
<b>3rd CALL</b>	Ranking list	<b>June 3rd, 2024</b>
	<i>Possible scrolling ranking list</i>	<i>June 20th, 2024</i>
<b>4th CALL (*)</b> <u>Only for EU and non-EU candidates with a stay permit or valid study visa</u>	Ranking list	<b>July 1st, 2024</b>
	<i>Possible scrolling ranking list</i>	<i>July 15th, 2024</i>



## Università degli Studi di Roma "Tor Vergata"

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

### PLEASE NOTE:

- **Admitted candidates, for each call, must carry out the pre-enrolment procedure, under the terms and procedures described as per art. 7 below, otherwise they will be considered as drop-outs.** In addition, the available places will be assigned through the above-mentioned scrolling ranking list of each call or will be added to the next call.
- Winner candidates not pre-enrolled and not winner candidates at the end of the respective selection round, may participate to the following ones by resubmitting a new application as per the procedure and the indications in the articles 3 and 4.

- **Extraordinary ranking**

If there are still vacant places at the end of the last call, once the deadline for the pre-enrolment is expired as per the art. 7, these places will be assigned to the eligible but not winner candidates belong to the category a (EU and NON-EU citizens legally resident in Italy). These eligible but not winner candidates must have submitted the application and attended both test for one of the four call (evaluation of the documentation and oral interview) within the deadline mentioned in the previous articles.

The above mentioned candidates will be included to the possible **extraordinary ranking** list in score order.

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

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

The possible extraordinary ranking list will be published on the Global Governance website [www.globalgovernance.it](http://www.globalgovernance.it), between the 24<sup>th</sup> and the 30<sup>th</sup> of July 2024. This ranking will be considered as the only official communication, as there will be no other.

PLEASE NOTE that it will be published also the deadline and the preliminary fulfillments for the enrolment.

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

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

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

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



## **ART. 7 – Preliminary enrollment requirements**

---

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

1. **Connect** to the DELPHI system: <http://delphi.uniroma2.it> ;
2. Select **Student Area** > Key 2 "**Pre-enrolment**" > key a "**fill in the application**" > enter the required data and follow the instructions;

### **PLEASE NOTE:**

Keep carefully the CTRL identification code and FISCAL CODE issued at the end of the pre-enrolment process. These codes will allow you to retrieve the application for subsequent enrolment.

3. Make the payment of the pre-enrolment fee of € 156.00. The payment must be made through the **PagoPa** system (a method of payment that allows you to make the payment through several channels, either physical or online). Further information on payment methods are available at the following link: [https://economia.uniroma2.it/public/ba/files/PagoPA\\_English\\_Guide\\_def1\\_4.pdf](https://economia.uniroma2.it/public/ba/files/PagoPA_English_Guide_def1_4.pdf)
4. **Connect** again to the Delphi platform at the following link: [delphi.uniroma2.it](http://delphi.uniroma2.it), in order to validate the payment. (Click on "Student Section"> Sector 2 "Pre-enrolment" > b. "*You have already filled out an application*"> enter Fiscal Code and CTRL> select "*PagoPa Validation*")

### **PLEASE NOTE:**

The winning candidates, who have not completed the pre-enrolment procedure in the terms and guidelines mentioned above, will be considered renouncers. The available places will be assigned through the above-mentioned scrolling ranking list of each call or will be added to the next call.

Be aware that the university will convert the 156 € amount into payment of the first installment at the time of enrollment (as per article 8). The tuition fee is distributed as follows:

1. 16€ of Stamp duty (non-refundable for any reason);
2. 140€ of Regional fee for the right to study.  
⇒ **The refund of the regional tax is only reserved for the winning and/or eligible students of the LazioDiSCO scholarship, and it is managed directly by the LazioDiSCO.**

This payment will not be reimbursed to those who:

1. Renounce to complete the enrollment, even if selected after having completed the pre-enrollment (as written in the article 7);
2. Do not meet the requirements defined in the call and/or in the current legislation for the recognition of qualifications obtained abroad.

The above documentation must be sent no later than:

Call	Type of ranking	Pre-enrolment deadlines
<b>1st CALL</b>	Ranking list	<b>February 6th, 2024</b>
	<i>Possible scrolling ranking list</i>	<i>February 19th, 2024</i>
<b>2nd CALL</b>	Ranking list	<b>April 11th, 2024</b>
	<i>Possible scrolling ranking list</i>	<i>April 22th, 2024</i>
<b>3rd CALL</b>	Ranking list	<b>June 17th, 2024</b>
	<i>Possible scrolling ranking list</i>	<i>June 27th, 2024</i>
<b>4th CALL (*)</b> <i>Only for EU and non-EU candidates with a stay permit or valid study visa</i>	Ranking list	<b>July 11th, 2024</b>
	<i>Possible scrolling ranking list</i>	<i>July 22th, 2024</i>

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

It is mandatory to pay via the **PagoPA** method. The PagoPA system has been introduced in order to make the payment at the Public Administration easier, safer and more transparent, and allows paying in different ways (traditional and online). Further information is available on the following link: [https://web.uniroma2.it/en/contenuto/pago\\_pa\\_tutorial76126](https://web.uniroma2.it/en/contenuto/pago_pa_tutorial76126)

**PLEASE NOTE:**

- The winner candidates, assignee of a seat, who have finalized the pre-enrolment procedures in the terms and guidelines described in this article will receive **the instruction to download the Formal Acceptance Letter.**



## Università degli Studi di Roma "Tor Vergata"

- The **winner candidates who have not completed the fulfilments referred to in this article** in the above-mentioned terms and procedures, **will be considered renouncers** (drop-outs) and cannot be enrolled according to the following article 8.

### **ART. 8 – Enrollment procedures**

---

Once the admitted candidates completed the pre-enrolment procedures indicated in Article 7, they **have to enroll** within the dates shown on the Student Guide A.Y 2024-25 by following the instructions at these links:

<https://studenti.uniroma2.it/en/immatricolazione/>  
[http://web.uniroma2.it/en/percorso/admissions/sezione/how\\_to\\_enroll](http://web.uniroma2.it/en/percorso/admissions/sezione/how_to_enroll)

PLEASE NOTE:

The **procedures and deadlines for candidates with a foreign title** are explained in the **art. 11** below.

### **ART. 9 - Payment of university fees and contributions**

---

All the information regarding the calculation of fees and contributions, with the relative deadlines and payment methods, will be available in the 2024/2025 Student Guide published on the University website:

<https://web.uniroma2.it/en> and <https://en.uniroma2.it/admissions/tuition-fees/>

The Guide will also specify all the possibilities for total or partial exemption from the payment of fees and contributions.

### **ART. 10 - Transfers, transitions and shortening of courses**

---

Admission according to the procedure set out in the present call is also necessary for:

- Students from other universities who intend to apply for transfer to the Course of Study in "GlobalGovernance";
- Students of "Tor Vergata University of Rome" belonging to Courses of Study other than "Global Governance" who intend to apply for inbound transfer to the Course of Study in "Global Governance".

University students coming from other universities or from courses of study of other Faculties/Macroareas of

the "Tor Vergata" University of Rome, must scan digitally and legibly the documentation proving the request for inbound transfer (if coming from degree courses not related to the Faculty of Economics of our University) or transfer (if coming from other universities) and send it, along with the request for a confirmation of receipt, to The following email address [segreteria-studenti@economia.uniroma2.it](mailto:segreteria-studenti@economia.uniroma2.it) and [global.governance@uniroma2.it](mailto:global.governance@uniroma2.it) by the following dates:

- **from 1 August 2024 to 31 December 2024.**

It will be the responsibility of the Student secretariat to send, together with the request for a confirmation of



## Università degli Studi di Roma "Tor Vergata"

receipt, the further procedures to be carried out on the University's Delphi site.

### **ART. 11 - Candidates with a qualification obtained abroad and non-EU candidates residing abroad**

**Candidates with a qualification obtained abroad will be admitted to the selection process subject to conditions.**

In the case of successful candidates, they must proceed to enrolment by following the instructions available at the following links:

- <https://web.uniroma2.it/en/percorso/admissions>
- <https://en.uniroma2.it/admissions/how-to-enroll/>

**Non-EU students resident abroad**, in order to obtain a visa, mandatory for the enrolment, must submit the pre-enrolment application together with the official translation and legalization issued by the competent Italian authorities of the final title through the University portal (<https://www.universitaly.it/>) by July 31<sup>st</sup> 2024, wait for the validation of the application by the University, and then contact their diplomatic representative to complete the required procedures.

**In the event of irregularities in the documentation provided relating to the foreign qualification, the student's enrolment will be automatically cancelled.**

In general, in order to enrol on three-year degree courses and single-cycle master's degree courses, students must have a secondary school diploma obtained abroad after at least **12 years of education**.

If qualifications obtained after less than 12 years of education are to be assessed, the following may be applied as an alternative:

1. Academic certification of successful completion of all the examinations required for the first year of **university** studies in the case of an 11-year local school system, or academic certification of successful completion of all the examinations required for the first two academic years in the case of a 10-year local school system;
2. An official Italian or foreign post-secondary qualification from a non-university education institution in a subject related to the chosen course, with one year's duration in the case of a local 11-year school system, or two years' duration in the case of a local 10-year school system;
3. Certifications from other Italian universities regarding the passing of foundation courses, which make up for the missing years of education;
4. Certifications from other Italian universities relating to the completion of foundation courses, even if lasting less than one academic year, which confer the appropriate knowledge, skills and abilities to attend the chosen course of study at the same institution.

The above-mentioned additional and complementary certifications to secondary school qualifications obtained



## Università degli Studi di Roma "Tor Vergata"

with less than 12 years of education, allow in Italy only enrolment in the first academic year and cannot be evaluated for enrolment with course shortening, in order to avoid double evaluation of the same qualifications. Certificates of successful achievement of preparatory courses may also be used to meet the additional requirements for admission to courses that differ from the years of education, but in any case they cannot make up for the absence of a "Diploma of upper secondary school or other qualification obtained abroad, recognised as suitable" (DM 270/2004 and DPR 212/2005) or the passing of any academic aptitude test that may be required for admission to the university of the country of origin.

In the calculation of the twelve years, the pre-school year is to be considered, where it occurs and is officially recognised as an integral part of the school curriculum at national level, provided that attendance of this year is compulsory and an integral part of the curriculum and that the programme provides for the teaching of reading and writing in the language of the country and the first elements of arithmetic.

For further information on the qualifications validity obtained abroad, see the ministerial procedures published at the following link: <http://www.studiare-in-italia.it/studenti stranieri/> (click on "*Disponibile la versione in lingua inglese*" for the English version). In particular, it is strongly recommended to consult **Attachment 1** and **Attachment 2** in case of a US qualification, a qualification from the United Kingdom, a qualification issued by university institutes of ecclesiastical studies based in Italy and approved by the Holy See, an Italian qualification obtained in border schools or Italian sections of foreign schools, an International Baccalaureate qualification, from the Republic of San Marino, obtained in foreign schools operating in Italy or European schools.

### **IMPORTANT:**

In order to finalise the enrolment, foreign diplomas must be accompanied by the Declaration of Value, legalization and official translation into Italian of the final title issued by the Italian diplomatic representation competent for the territory. Be aware that Tor Vergata University of Rome reserves the right to request additional documentation.

For further information, visit the University website in the International Students section

<http://en.uniroma2.it/admissions/how-to-apply/>

[http://web.uniroma2.it/en/percorso/admissions/sezione/how\\_to\\_enroll](http://web.uniroma2.it/en/percorso/admissions/sezione/how_to_enroll).

Students **with a foreign qualification and study visa applicants have to formalize their enrolment procedures within the deadlines set through the International Students Office**, Via Cracovia, 50 - 00173 ROMA - Edificio D piano 0 stanza n. 1 (email address: [international.students@uniroma2.it](mailto:international.students@uniroma2.it)).

**PLEASE NOTE:** All students with a foreign title will have to bring in person the originals of the documentation uploaded on the DELPHI platform at the International Students Secretariat **by November 30, 2024**. Otherwise, they could not finalize their enrolment. On the other hand, non-EU citizens with a valid stay permit and final title from a school with a didactical Italian system will have to formalize their enrolment at the Student Secretariat of economics faculty.

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

---

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

The aforementioned certifications must be sent, scanned in PDF format, to the CARIS Secretariat (University Commission for the Inclusion of Students with Disabilities and DSA), at the email address: [segreteria@caris.uniroma2.it](mailto:segreteria@caris.uniroma2.it), together with the request for dispensatory measures and compensatory tools (additional time, use of non-scientific calculator and tutor-reader, technological aids, LIS interpreters, etc.) that may be required for the selection test.

**Candidates with disabilities or DSA who reside in foreign countries** and who wish to take advantage of the above-mentioned measures must also forward, scanned in PDF format, by e-mail to the CARIS secretariat at the following address: [segreteria@caris.uniroma2.it](mailto:segreteria@caris.uniroma2.it), the certification accompanied by a sworn translation in Italian or in English from the Italian embassy competent for the territory attesting to the state of disability or DSA.

The CARIS Secretariat will examine the certifications and assess their suitability and consequently authorise the granting of the measures requested; it will also inform the candidate by e-mail.

### **PLEASE NOTE:**

The University reserves the right to verify the truth of all statements made. Please also note that anyone who produce false statements, make false documents or uses them is punished under the Criminal Code and the related laws.

At the time of enrolment, in order to request partial or total exemption from fees (where applicable) or all the services provided by law and provided by CARIS, students, in addition to ticking the relevant box when enrolling on Delphi, must produce the certifications to the CARIS Secretariat, also by sending a good quality scan in PDF format, to the email address: [segreteria@caris.uniroma2.it](mailto:segreteria@caris.uniroma2.it).

All documents containing sensitive data will be kept by the CARIS office in compliance with the regulations in force.

In particular:

- Students with a disability equal to or greater than 66% or with recognition of disability pursuant to art. 3, paragraphs 1 and 3 of the law of 5 February 1992, n. 104 are totally exempt from payment of university fees and contributions for enrolment and must follow the same procedure 'on-line enrolment' provided for all students, self-certifying the disability in the same application form. In order to proceed with the enrolment procedure, they will then have to deliver or send to the CARIS Secretariat all the documentation issued by the competent authorities certifying their disability status.
- It is also possible, following the same procedure, to request a 20% discount on the amount of the second instalment for students with a recognized disability between 46% and 65%.



## Università degli Studi di Roma "Tor Vergata"

In case of non-presentation or ineligibility of the documentation submitted by the student, it will be required to pay all university fees and contributions.

During the course of studies, the request for dispensatory measures and compensatory tools for each individual course to be followed or exam must instead be made with specific written requests to CARIS.

There is no exemption from payment of fees for students with DSA, who may however request dispensatory measures and compensatory tools for the entrance test and for their university course by following the same procedures for accreditation and delivery of documents as outlined above.

For information and contacts please consult the website <http://caris.uniroma2.it>

### **ART. 13 - Processing of personal data**

---

All information regarding the contact details of the Data Controller and the Data Protection Manager, the type of data processed, the source of the personal data, the purposes of the processing and the legal basis, the recipients of the personal data and any transfer of data abroad, the storage periods of the personal data, the rights of the data subject, the obligation to provide the data, the methods of data processing, the transfer of data abroad are contained within the Information Notice pursuant to Art. 13 and 14 of EU Regulation 2016/679 for users intending to enrol in admission tests and state examinations, for users intending to enrol in courses of study and for students, undergraduates, graduates, postgraduates, trainees and PhD students of Tor Vergata University of Rome which can be found at the link: <http://utov.it/s/privacy> .

### **ART. 14 - Final rules**

---

The course of study refers to the Economics and Finance Department of the School of Economics. The start of the lectures will be communicated on the website of the Degree Course [www.globalgovernance.it](http://www.globalgovernance.it)

### **ART. 15 – Further information**

---

**Global Governance Secretariat:** Via Columbia, 2 – 00133 Roma (Building B, third floor)

Website: [www.globalgovernance.it](http://www.globalgovernance.it)

Email: [global.governance@uniroma2.it](mailto:global.governance@uniroma2.it)

Phone: +39 06.72595512/5823

The **Students Secretariat of the School of Economics**, Via Columbia, 2 – 00133 Roma (Building B Ground floor). Only through appointment on Monday, Wednesday and Friday from 9 am to 12 pm and on Wednesday from 2 pm to 4 pm.

Email: [segreteria-studenti@economia.uniroma2.it](mailto:segreteria-studenti@economia.uniroma2.it)



## Università degli Studi di Roma "Tor Vergata"

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

Website: <http://en.uniroma2.it/admissions/how-to-apply/>

Phone: +39 06.7259 3231/2566/2567.

Opening hours:

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

E-mail: [international.students@uniroma2.it](mailto:international.students@uniroma2.it)

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

Website: <http://en.uniroma2.it/admissions/welcome-office>

Phone: +39 06 7259 2817/3234

Opening hours:

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

Email: [welcome@uniroma2.it](mailto:welcome@uniroma2.it)

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

Opening hours:

Monday to Thursday, from 9 am to 1 pm and from 2 pm to 5 pm; Friday, from 9 am to 1 pm.

Phone: +39 06 7259 2542

Email: [relazioni.pubblico@uniroma2.it](mailto:relazioni.pubblico@uniroma2.it)

Website: [www.urp.uniroma2.it](http://www.urp.uniroma2.it)

**Telephone answering service "Call Tor Vergata":**

Monday to Thursday, from 9 am to 1 pm and from 2 pm to 5 pm; Friday, from 9 am to 1 pm.

Phone: +39 06 7259 3099

**Secretariat of the University Committee regarding the Inclusion of Students with Disabilities and DSA (CARIS)**

– New buildings of School of Engineering – ground floor (Room L1) - Via del Politecnico, 1 – 00133, Roma.

Phone: +39 06 7259 7483/ +39 06 2022 876

Email: [segreteria@caris.uniroma2.it](mailto:segreteria@caris.uniroma2.it)

Web page: <http://ing.uniroma2.it/caris-servizio-disabilita/>

Only through appointment on Monday, Wednesday and Friday from 9 am to 12:00 pm and on Tuesday and Thursday from 2:00 pm to 4:00 pm.

For further information, consult the website of the [Ministry of Education, University and Research](#) and the website of the University: [www.uniroma2.it](http://www.uniroma2.it)

**School of economics website:** [www.economia.uniroma2.it](http://www.economia.uniroma2.it)

**Global Governance website:** [www.globalgovernance.it](http://www.globalgovernance.it)