



TOR VERGATA UNIVERSITY
**STUDENTS
WELCOME**

6 - 30 SEPTEMBER 2018

Monday to Friday 9.00 - 14.00 | Via Cracovia 50
Building E Floor 0 | University of Tor Vergata Rectorate

WELCOME GUIDE INCOMING 2018/2019



“High quality teaching, research excellence, internationalisation, and interdisciplinarity: these are our keywords at Tor Vergata. A University that is open to the world, a campus dedicated to ground-breaking training, basic and applied research, and invention. A University that pledges to create competence and to give talents value, to support entrepreneurship, to create ties with local stakeholders as well as with the civil society in order to spread culture, ideas, and projects.

Our objective is to nurture intelligence in the young people who come to Tor Vergata to both study and do research, as well as to attend training courses in line with market needs. Such courses build capacities and skills to fit with our rapidly changing world - beyond national borders and towards a professional and entrepreneurial future in all fields. Today, this is the University of tomorrow. Studying at our University means building your own future from today.”

Welcome to the University of Rome Tor Vergata!
Giuseppe Novelli, Rector, University of Rome Tor Vergata



- **HOW TO REACH US**

- Step 1)**

- ✓ **“Leonardo Da Vinci International Airport”**: also known as “Fiumicino International Airport”. It is Italy’s largest airport and is situated 32 km far from the centre of Rome.

The fastest way to reach Rome (Termini Station) is by the Trenitalia local train (the ticket generally costs € 8,00) or the Leonardo Express train (the ticket generally costs € 14,00).

- ✓ **“G.B. Pastine Roma Ciampino Airport”**. It is situated in Via Appia Nuova, 15 km far from the centre of Rome. It is a short distance from the city’s ring road (GRA). It is connected to Termini Station by several bus companies. Each ticket cost €4.00/4.50. Alternatively, you can take a Cotral bus to the Anagnina station, underground “Linea A” (the ticket costs € 1,50).

- Step 2)**

- ✓ **By subway**: from Roma Termini take the underground Line “A” in direction Anagnina, and get off at the stop Anagnina (terminal).

- Step 3)**

- ✓ Take the Tor Vergata Shuttle service or the 20 Express bus to reach all the University Faculties; if you need to reach the Rectorate, the Administration buildings and the Faculty of Law, take the 500 bus.



GENERAL INFORMATION

- **TAXPAYER CODE (CODICE FISCALE)**

The taxpayer code is an instrument for identifying citizens and it is issued by the Ministry of Finance. It is required for various procedures, e.g. **to complete your enrolment** as well as **to open a bank account**, **to apply for a health insurance card** or **to sign a tenancy agreement**. To request a taxpayer code, all citizens resident abroad can contact the Italian Consular-diplomatic representation in their country of residence. In Italy this document can be requested at the closest **"Agenzia delle Entrate"** in the city in

which you reside. **The closest office to Tor Vergata University is located in via di Torre Spaccata 110 (behind the supermarket), bus n.20 (from Viale Cambridge). Opening hours:** Monday and Friday, from 8.45 to 12.45; Tuesday, Wednesday and Thursday, from 14.15 to 15.35.

- **VISA**

- ✓ **EU citizens**

If you are a citizen of a country belonging to the EU, you are exempted for a VISA to enter Italy.

- ✓ **Non-EU citizens**

If you are a citizen of a country not belonging to the European Union, you need to obtain a VISA before your arrival in Italy. The VISA request must be submitted to the closest Italian diplomatic representative (Italian Embassy, Consulate, etc.). For further information, visit the webpage dedicated to the VISA application process on the website of the Ministry of Foreign Affairs:

vistoperitalia.esteri.it/home/en

- **STAY PERMIT**

- ✓ **Non-EU students**

The Italian law establishes that non-EU citizens who wish to stay in Italy for more than three months must

apply for the residency permit **within 8 days from their arrival in Italy.**

Firstly, the student has to take the kit for the residency permit request (available at post offices or at the University Welcome Office, where the student can also receive assistance to fill it in.

Once the request form is correctly completed, the student has to deliver it to any post offices together with:

- a copy of each passport's page;
- a copy of the health insurance;
- a copy of the Acceptance Letter received by the University;
- a copy of the Fiscal Code;
- 1 Revenue Stamp (Marca da Bollo) € 16. You can buy it in the tobacco stores.

Costs of the Residency permit:

The cost of the slip is € 70,46

The cost of the residency permit kit is € 30,00

The closest Post Office to the Tor Vergata University is in via Terzilio Cardinali 11, bus n.20 (from Viale Cambridge). Opening hours: Monday to Friday from 8h25 to 19h10; Saturday from 8h25 to 12h35; Sunday closed.

- **HEALTH INSURANCE**

Having a valid health insurance in Italy is essential to request a residency permit. If you have already

stipulated an insurance policy in your country of origin and it was validated by the Italian representation before you left, you can use it for the first issue of your residency permit. Otherwise, after arriving in Italy you will have two opportunities: either registering with the National Health Service (SSN) or stipulating a private policy.

1. National Health Service

The registration with the National Health Service (SSN) will provide you with complete health assistance. You will be assigned to (or you can choose) a general practitioner (also called "family doctor"). Registration is valid for one calendar year (from January to December).

How to register

At the post office:

A) Fill in the slip and pay € 149.77 (postal current account no. 370007) in the name of "Tesoreria Provinciale dello Stato, Regione Lazio" and write the following description in the dedicated space: "iscrizione volontaria al SSN year..." (which means 'voluntary registration with the SSN' for the year in question);

B) Go to the closest ASL office (Local Health Authority). The closest one to Tor Vergata University is situated in Via di Torrenova (other addresses can be

consulted at the www.salute.gov.it/). You have to bring with you the payment receipt.

2. Private Health Insurance

As an alternative to the National Health Service (SSN) you might consider subscribing a private health insurance policy with any private insurance agency that provides the cover of emergency healthcare treatments in public hospitals. The majority of them are valid for 6-12 months from the payment. To take out the policy and to obtain information on how to sign the health insurance contract, you have to contact the chosen institution asking for the procedure.

✓ White code Room

A basic healthcare centre is available for both our foreign students and those coming from other Italian regions (except Lazio).

The service is free of charge for:

- all Italian students residing outside Lazio;
- all European students with an ENI card number;
- the students of all nationalities registered with the

Italian National Health Service (SSN/SSR).

Support will also be given to those students that want to be enrolled in the National/Regional Health Service. Examination rooms, located in the Occupational Health Department, will be open on

Mondays and Thursdays from 2 pm to 4 pm, on the second floor of the **Policlinico Tor Vergata hospital**.

This facility is organised on a walk-in basis, without prior appointment.

- **MAIN EMERGENCY NUMBERS:**
 - 112 European Emergency number
 - 113 Police
 - 115 Firemen
 - 118 First aid/Emergency room and ambulance
 - 1522 National anti-violence number

STUDYING AT TOR VERGATA UNIVERSITY



✓ Enrolment procedures

The enrolment to Universities in Italy is regulated by ministerial procedures meant to establish different modalities of access for:

- EU & Non-EU students residing in Italy and holding an Italian title: This category includes EU citizens (also

Italians), equivalent and non-EU citizen with a resident permit holding a foreign title. Citizens of Norway, Iceland, Liechtenstein, Switzerland and Republic of San Marino are considered as equivalent students; as well as refugees and holders of subsidiary protection status, including staff in service in Diplomatic Representations abroad and in international bodies located in Italy - accredited to the Italian State or the Holy See - and their dependent families (spouse and children).

- Non-EU students resident abroad (Study Visa applicants): This category includes students with citizenship of a non-EU Country and resident abroad, hence applying for a study visa.
- Non-EU students holding an Italian title: The non-EU citizens holding a title obtained in Italy, access to the University in accordance with the same procedures meant for the Italian citizens (hence with no dedicated quota nor need to sit for the test of Italian language).

After the admission test, if provided, you will have to complete the registration procedure following the instructions of the category you belong as reported on the website here below:



✓ **Grades and CFU (ECTS)**

In Italian Universities grades are given on the basis of 30 points: 18 is the lowest passing grade (sufficiency), and 30 is the highest grade. In case of particularly outstanding performances, a “lode” can be assigned and the grade is registered as 30 cum laude (30L online). You will be awarded the relevant university credits only if you pass the exam of a course. Exams usually are worth 6 or 12 credits. The Transcript of Records is being filled once you have passed each exam included in the Learning Agreement. Please note: the failed exams will be listed neither in your Grade Booklet nor in the Transcript of Records. Therefore, you will not be awarded the equivalent university credits.

✓ **How do I register for exams?**

DELPHI SYSTEM

The University of Rome Tor Vergata offers its students a series of online services that help them carry out a number of administrative tasks without the necessity of actual being on site at the student Secretarial Offices.

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

Homepage Teacher Section Student Section   *Delphi*

AREA STUDENTS

INFORMATION and ASSISTANCE Request Information Request Assistance PERSON, FEEL Enter Register Personal LOG IN QUEST TEST Information Sheet	1	<ul style="list-style-type: none"> • Enrollment in Admission Tests • Enrollment for Compulsory Assessment Tests • Application for Grant of Candidate (toponymy) • Assessment 	AREA INFORMATION Welcome to the website Delphi Student Section. Please fill out one each of the links listed in the box to get access to the digital resources in the virtual hall.
	2	<ul style="list-style-type: none"> • Registration • Transfer from another University (Admission) • Registration for a structured Degree Course 	
	3	<ul style="list-style-type: none"> • Enrollment in your first following year (Study and credit/learning) • Enrolling Post-grad • Enrollment in Degree Courses 	
	4	CAREER MANAGEMENT ONLINE (Requirements, services and opportunities for students already enrolled)	
	A <ul style="list-style-type: none"> • Postgraduate Courses • Study Courses 	C <ul style="list-style-type: none"> • Training Degree • Training Degree • Degree Courses • High Training Courses 	
	B <ul style="list-style-type: none"> • Exchange Programs • Erasmus+ Mobility Programs • Erasmus+ Mobility Programs 		



- ✓ **Academic calendar 2018/2019**
 The Academic Calendar of each School for the A.Y. 2018/2019 is available at the following link:



- **TUITION FEES REGULATION**

Tuition fees at the University of Rome Tor Vergata for the **A.Y. 2018/2019** will be based on the student's family income and no extra-fee will be charged for courses taught in English.

International students' family income can only be certified by the Italian Diplomatic Authorities that will provide the student with the certified documents that need to be brought to any CAF Office (Italian Tax Service Centres) after arriving in Rome.

The CAF office will deliver to the student the ISEEU module necessary to then determine the student's yearly tuition fee amount.

Not submitting the ISEEU to the University will imply for the student the payment based on the maximum rate of the yearly fee of the course (80% of the maximum rate for the students coming from low-income economies or lower-middle-income economies; 100% of the maximum rate for all the other international students).

The student must get the ISEEU module at the CAF Office no later than **17th December 2018**; after this date, a non-refundable late submission penalty will have to be paid by the student.

For the students enrolling in the first year, the first instalment must be paid during the enrolment procedures. If this is not specified in the course call, the first instalment must be paid by **November 5th, 2018**.

Tuition Fee Amounts

Yearly tuition fee amounts vary depending on the ISEEU index, calculated by the CAF Office, as follows:

- Students with an **ISEEU lower than 13.000 euros** are in the tuition "no-tax area" and will only be charged with a tuition of 156,00 euros per year; students applying for the Laziodisu scholarship benefits will only be charged with 16,00 euro.
- **ISEEU between 13.001 euros and 90,000 euros:** the contribution will be proportional to the value and will vary according to the contribution class and the type of taxation of the course;
- **ISEEU more than 90,000 euros or for students that have no ISEE-University:** the contribution will be the maximum foreseen for the contribution class and type of taxation of the course.

In order to better understand the taxation system, listed below is a fee simulator:

<http://www.iseeu.uniroma2.it> (select "Simulatore tasse 2018/19").

N.B All students, independently from the LazioDisu scholarship, have to submit the ISEEU, in order to obtain tax reductions in case the LazioDisu scholarship is no longer awarded or is withdrawn.

- **SERVICES AND FACILITIES**

- ✓ **University library service**



Each School is equipped with its own library, offering free access to a vast array of scholarly publications (in hard or soft copy) to Tor Vergata students.

Opening hours: 9.00 am- 10.30 pm Monday-Friday
10.00 am- 8.00 pm Sunday

- ✓ **Digital services**

There are several student-oriented digital services which foster communication and relationships within the University and outside of it. Among them, we include free Wi-Fi, free access to Microsoft Office 365, an institutional email account, OneDrive cloud workspace, Lync online, share points where to create and share documents, Office web apps, online procedures to manage your career, Matlab, Office365, Media Library online

(MLOL), Digital-library, LabView (National Instruments), Microsoft Imagine Premium.

✓ **Italian language courses**

The Centre for Italian Language and Culture of the University of Rome Tor Vergata (**CLICI**), an independent section of the University Language Centre, promotes the diffusion of Italian language and culture through cultural and educational initiatives (conferences, congresses, courses, etc.). Italian language courses as L2 will be taught to all international students.

✓ **Other language courses**

The University Language Centre (**CLA**) supports the teaching and learning of seven foreign languages (English, French, Spanish, German, Russian, Polish, Portuguese, and Chinese).

✓ **University Sports Centre (centro universitario sportivo-CUS)**



The University of Rome Tor Vergata is located on a six-hundred-acre campus and hence has a natural vocation for sports. Sports facilities consist of two 5-a-side soccer fields, a tennis court, a basketball court, and a volleyball court. They cooperate with a number of private sports centres (close to our campus) which are University partners so as to offer students a diverse range of sports disciplines. CUS offers the opportunity to play sports at amateur and competitive level in many disciplines (**11-a-side and 5-a-side soccer, basketball, cycling, judo, rugby, swimming, volleyball, tennis, athletics, weightlifting, karate, boxing, taekwondo, beach volleyball, canoeing, fighting, shooting, fencing, table tennis, etc.**). Important successes in National Student Championships and World University Championships - where Tor Vergata students have won many medals - testify this: this is the case of Daniele Garozzo, a medical student who was

awarded the gold medal in men's foil fencing at the Rio Olympics in 2016. **A Sports Festival and a Sports Culture Week** are organised each May and include the participation of students and visitors.

✓ **Disabled accessible route to Tor Vergata University**

The **CARIS commission** provides services to encourage full and active participation to the academic life of students with disabilities, specific learning difficulties, or temporary difficulties. CARIS offers:

1. tutoring services and personal guidance on campus and in the classroom;
2. loan services for textbooks and computer equipment, software and specific technological aids;
3. sign Language interpreters or stenotypes for hearing impaired students;
4. assistance for entry exams to degree courses;.
5. speech therapy, available for students with speech impediments and learning disabilities to prepare them for exams;
6. counselling services for psychological and emotional needs;
7. total exemption of university fees for students with certified disability equivalent to 66% or higher, and , partial exemption for students with certified disability between 46% and 65%;

8. transportation services with vehicles properly equipped for students with disabilities (upon request). In addition, CARIS promotes cultural and sports activities such as theatre classes, sailing, writing, painting classes, and indoor and outdoor sports.

✓ **Agevola**

The University of Rome Tor Vergata, through "AGEVOLA" initiative, gives the students the possibility of benefitting from more than 250 partnerships, offers and discounts. Check on www.agevola.uniroma2.it all the deals.

• **GLOSSARY OF UNIVERSITY TERMS**

✓ **Academic year**

The Academic Year usually begins in September and ends at the date the new one begins. Each academic year is divided into two semesters and three examination sessions with holidays in between. Each semester normally consists of two terms, the duration of which is approximately one month and a half (5 weeks of lecture plus 1 week of extra/rescheduled lectures).

✓ **Grade booklet**

It contains the transcript of all the registered grades from the exams taken by each student. Students can also see their grades in their Personal account area on Delphi.

✓ **Matriculation number**

A unique number assigned to each student when s/he matriculates to the university. It is required for a number of services such as taking exams, borrowing library books, etc. It also identifies the student's username access his/her personal account on the university website.

✓ **Course Unit (Modulo)**

All courses are organised in course units (moduli). At the end of each "modulo" students are allowed to take exams.

✓ **Double/Joint degrees**

Educational Programmes providing an integrated study curriculum established in conjunction with other international Universities and mobility periods for students and teaching staff. After the final examination, students achieve two or more academic qualifications issued by the partner Universities (Double or Multiple Degree), or a jointly conferred qualification recognised and validated by all of the partner Universities (Joint Degree).

- **WELCOME WEEKS CALENDAR**

(Please check www.form.uniroma2.it for any subsequent updates)

Thu, 06/09: Students Welcome Desks*

Fri, 07/09: Students Welcome Desks + CAF Office (ISEEU)

Mon, 10/09: Students Welcome Desks

Tue, 11/09: Students Welcome Desks + CAF Office (ISEEU)

Wed, 12/09: Students Welcome Desks + Agenzia delle Entrate (fiscal code) + CAF Office (ISEEU)

Thu, 13/09: Students Welcome Desks

Fri, 14/09: Students Welcome Desks + Presentation CUS Activities Eng + CAF Office (ISEEU)

Mon, 17/09: Students Welcome Desks

Tue, 18/09: Students Welcome Desks + CAF Office (ISEEU)

Wed, 19/09: Students Welcome Desks + CAF Office (ISEEU)

Thu, 20/09: Students Welcome Desks

Fri, 21/09: Students Welcome Desks + Agenzia delle Entrate (fiscal code) + CAF Office (ISEEU) + Presentation CUS Activities Ita

Mon, 24/09: Students Welcome Desks

Tue, 25/09: Students Welcome Desks + CAF Office (ISEEU) + Informa Giovani (General info about life in Rome and opportunities etc.)

Wed, 26/09: Students Welcome Desks + Agenzia delle Entrate (fiscal code) + CAF Office (ISEEU) + Welcome

and Greetings by the department students representative

Thu, 27/09: Students Welcome Desks

Fri, 28/09: Students Welcome Desks + CAF Office (ISEEU)

***Students Welcome Desks:**

- General info Tor Vergata
- Agenzia delle Entrate
- CAF (for ISEEU document)
- National Health Service (SSN)
- Unicredit Bank
- Public transportation
- CampusX for Accommodation information
- CLA and CLICI
- CUS Tor Vergata Sport Association
- Botanic Garden
- AGEVOLA Discounts
- International Students Office
- Erasmus Office
- CARIS Commission (Services for students with disabilities or Specific Learning Difficulties (SLD))
- Informa giovani
- School of Law
- School of Economics
- School of Engineering
- School of Mathematical, Physical and Natural Sciences
- School of Medicine and Surgery
- School of Humanities and Philosophy

- **CONTACTS**

Welcome Office:

Via Cracovia n.50 (building C, floor 1, room C1.01)

Florinda Magliulo, Marco Tirone

Tel. +39 06 7259-2817/3234

welcome@uniroma2.it



unitorvergata and torvergataorienta



@unitorvergata



unitorvergata

NOTES:



TorVergata rienta



welcome@uniroma2.it

web.uniroma2.it



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