

Università degli Studi di Roma “Tor Vergata”

MASTER'S DEGREE IN PHYSICAL ACTIVITY AND HEALTH PROMOTION (LM-68)

ACADEMIC YEAR 2013/2014

Announcement

Art. 1- Requirements for the enrolment

Preregistration and subsequent enrollment are being made for the Academic Year 2013/2014, at the “Tor Vergata” University of Rome, for admission to the Master's Degree Course in Physical Activity and Health Promotion. Italian citizens and EEC and non-EEC citizens legally resident in Italy, law no. 189/2002 art. 26, and for admission of non-EEC citizens resident abroad (annex “B”).

The official language of the Course is English.

Teaching will normally take place at the Faculty of Medicine and Surgery. Attendance at lessons and at laboratory activities is compulsory in a percentage of 60% for each integrated course.

For enrollment, in addition to taxes and ordinary tuition fees, there is a special fee of euro 1,000.00.

The special fee (like the taxes and ordinary fees) is not payable by students that have won or are eligible for the ADISU (agency for the right to a university education) scholarship. For ay 2013/2014.

To participate in the course it is necessary to hold one of the following qualifications:

- ISEF (higher institute of physical education) Diploma equivalent in accordance with Law 13 June 2002, no. 136.
- Three/Year Degree in Motor Science and/or Sport Science Area;
- Four/Five Year Degree in Motor Science and/or Sport Science Area;
- Physiotherapy Degree
- Degree in Medicine and Surgery
- Degree in Pharmacy
- Degree in Biology

And other degree qualifications in biomedical area foreseen in MIN. DEC. 270 of 22/10/2004 Art. 6, clause 2, provided they are considered eligible and compatible with the recognition of at least 120 EUC – holders of such qualifications will be notified about an educational obligation of up to 60 credits to be made up in the way established by the C.C.L.M. (degree course council).

A Commission, will evaluate the qualifications and assign any educational debit.

To participate in the preliminary evaluation procedure, candidates must, during the period between **october 24th and December 31st**:

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CANDIDATES NON –EEC CITIZEN RESIDENT ABROAD MUST CONTACT THE FOREIGN STUDENT INFO:

studentistranieri@uniroma2.it

The amount of € 50.00, paid as a competition admission fee, is not refundable for any reason.

- Link up to the On-line Services website <http://delphi.uniroma2.it>
- Select “Area Studenti” (Students Area), “TASTO 1”(KEY 1)> “richiesta verifica requisiti curriculari” (request for evaluation of curricular requirements) > fill in the application and enter the data requested (Degrees, exams.....); an application and a note (bollettino) with a code (CTRL) will be produced.
- Print the application (and keep it) and the “bollettino” (note) for the participation fee, Euro 50.00, in the preliminary evaluation.(See the paragraph listing various fees)
- Pay the contribution (Euro 50.00) due at any Branch of Unicredit -Banca di Roma, the receipt will bear a confirmation code (AUTH). You may also pay on line on website UniCredit.
- Link up to the On-line Services website again and enter the payment data (CTRL-AUTH codes) for validating enrollment. On-line validation of payment is necessary for participating in the preliminary evaluation.

To obtain the Fiscal Code or Social Security Number (Codice Fiscale), send an e-mail to the following address: totem-support@uniroma2.it , including name, surname, date and place of birth. It is important to specify the reason for the request: Preregistration to the Master's Degree Course in Physical Activity and Health Promotion (Preiscrizione al corso di laurea magistrale in Attività Fisica e Promozione della Salute).

The request for evaluation of curricular requirements will be sent via e-mail to the above mentioned Commission, for the evaluation.

To verify the results of the evaluations the candidates must:

- Link up to the On-line Services website <http://delphi.uniroma2.it>
- Select “Area Studenti” (Students Area), “TASTO 1”(KEY 1)> “richiesta verifica requisiti curriculari” (request of evaluation of curricular requirements) >

- Select “Tasto b”(Key b)>”hai già compilato la domanda” and check the application
- Enter your Fiscal Code and CTRL to visualize the results of the evaluation

In case of positive outcome, the student may proceed with enrollment as below.

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ENROLLMENT PROCEDURE:

ON-LINE ENROLLMENT AND PAYMENT OF THE FIRST INSTALLMENT/ VALIDATION OF PAYMENT BEFORE THE

DEADLINE:

- Link up to the website: <http://www.quest.uniroma2.it> fill the “questionario di valutazione” up (evaluation form)
- A code will be generated (CQ code), this code will expire in 5 days. It must be used for the fee-payment validation.

In case the 5 days should expire, the student may fill again the evaluation form to obtain a new CQ code.

- Link up to the On-line Services website: <http://delphi.uniroma2.it>
- Select “Area Studenti” (Students Area) “TASTO 2” (KEY 2), “immatricolazione” (enrollment)
- Select “compila la domanda di immatricolazione” (fill in the enrollment application)
- Carefully read all the instructions
- Fill in the application form, select “corso di laurea in presenza” (face-to-face degree course), then indicate the Faculty and then enter all the data requested insert your preference about payment of second instalment of fee.
- Print the first installment payment note of special fee.
- Pay the fee at any branch of UniCredit or pay the amount due on line on the UniCredit website.

- Link up to the website <http://delphi.uniroma2.it> again and insert the payment codes: CTRL and AUTH (printed on the bank receipt), to validate the payment.

The student will obtain a “numero di matricola” (enrollment number) and a password

- Save and keep this number and password, they will be used in future to access the IT services (e-mail, fees payment, exams reservation, exam list etc..)

In case when you print the application you see that you have made a mistake, you can use the “Cancella domanda” (cancel application) option on the menu and fill it again. If you fill in the application again, it is better to destroy the erroneous note and application.

A. DOCUMENT SUBMISSION TO THE STUDENTS’ OFFICE

Submission deadline is **January 13th, 2014**

After the validation of the payment, Students must submit the following documentation to the “Segreteria Studenti” (Students Office), counter of the Faculty of Medicine and Surgery (Area Medica) via Montpellier 1, 00133 – Roma:

- a) the application for enrollment already completed, which must to be signed at the moment of submission, with a passport-size photo affixed on to it, in the appropriate space;
- b) Two passport-size photographs identical to the one on the application;
- c) Copy of a valid identification document;
- d) Copy of the receipt of payment – except those who have right to total tax and fee exemption

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- e) The part of the sheet generated by the payment validation procedure containing the “numero di matricola” (enrolment number). This part of the sheet bears the words “da consegnare alla segreteria studenti” (to be given to the student’s office).

APPLICATIONS WITH INCOMPLETE DOCUMENTATION WILL NOT BE ACCEPTED

Please note: PAYMENT VALIDATION AND FOLLOWING SUBMISSION OF ALL DOCUMENTS TO THE STUDENTS’ OFFICE ARE INDISPENSABLE FOR THE ENROLLMENT

The second tuition fee depends on family income, and is based on the income bracket as indicated by the “Indicatore della Situazione Economica Equivalente Universitaria” (ISEEU). The ISEEU’s certificate can be obtained only from the fiscal assistance centres (CAF) recognised by the University. The CAF centres will send the ISEEU data directly to the University data base no later than February 14th 2014.

PAYMENT PROCEDURE FOR SECOND INSTALLMENT:

Solution 1. 100% payment on or before 31st march 2014.

Solution 2. 50% payment on or before 31st march 2014

50% payment on or before 1st July 2014

- Link up to the On-line Services website <http://delphi.uniroma2.it>
- Select “Area Studenti” (Students Area), “TASTO 4”(KEY 4)> “Gestione on-line della carriera” (On-line management of career)
- Insert a “numero di matricola” (enrollment number) and a password
- Select “pagamento tasse e contributi” (pay tuition and fees)
- Print the “bollettino”(note) for the payment of the advance of the second installment fee
- Pay the fee at any branch of UniCredit
- Link up to the website <http://delphi.unirma.it> and insert the payment codes CTRL and AUTH (printed on the bank receipt), to validate the payment

THE PAYMENT MUST BE MADE USING THE NOTE PRINTED OUT AT THE MOMENT OF THE ON LINE ENROLLMENT

Please note: Payment of the special fee of euro 1.000,00 must be made in the following way:

- Euro 500, with the first installment of registration.
- Euro 500, the balance of the second instalment (if due) and in any case not later than March 31st, 2014.

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If the candidate has applied for an ADISU scholarship he/she does not have to pay either the first instalment or the first part of the special fee, but only euro 16,00 for a revenue stamp paid virtually. If he/she is not successful or eligible in the ADISU ranking he/she shall pay the difference of the first instalment and the first part of the special fee within 30 thirty days from the date he/she has access to the payment. After that time limit there will be an arrears charge of euro 100,00.

For the starting data of consult website:

<http://internationalstudents.uniroma2.it/> or send an e-mail at paola.sinibaldi@uniroma2.it

The Segreteria Studenti (Area Medica) (Students Office) counter in the Faculty of Medicine and Surgery – Tor Vergata University Campus - Via Montpellier, 1 - 00133 Rome is open to the public on working days Monday, Wednesday and Friday from 9 a.m. to 12 noon and on Wednesday afternoons from 2 p.m. to 4 p.m.

IN THE MONTH OF DECEMBER THE UNIVERSITY WILL BE CLOSED FROM December 23rd, 2013 to December 31st, 2013.

TO 17/08/2013 AND THE OFFICE WILL NOT BE OPEN ON WEDNESDAY AFTERNOON.

The "Centro Orientamento Studenti" (student guidance centre) is open to the public from Monday to Friday from 10 a.m. to 12 noon.

The Ufficio Relazioni con il Pubblico (URP) (public relations office) is open to the public from Monday to Friday from 9 a.m. to 1 p.m. and on Tuesday to Thursday from 2 p.m. to 4 p.m.– Phone./Fax +39 0672592542.

For further information please call +39 067231941 "Chiama Tor Vergata" (call Tor Vergata) from Monday to Friday between 8 a.m. and 6 p.m.

Foreign Students Info: studentistranieri@uniroma2.it or +39 0672592566 or +39 0672592517

For more information do not hesitate to contact Prof. Paola Sinibaldi Salimei, Coordinator of the Course: paola.sinibaldi@uniroma2.it phone/ +39 0672596654.

Rome, 31/10/2013

Sgd. The Administrative Manager

(Dott. Ernesto Nicolai)

Sgd. The Rector

(Prof. Renato Lauro)

Attach B

APPLICATION REQUIREMENTS AND PROCEDURES FOR PROSPECTIVE STUDENTS WITH ACADEMIC QUALIFICATIONS OBTAINED ABROAD

- a) EC citizens
- b) Citizens of NORWAY, ICELAND, LIECHTENSTEIN, SWITZERLAND, SAN MARINO
- c) Italian citizens with academic qualifications obtained abroad
- d) Non-EC citizens legally residing in Italy (“permesso di soggiorno”) for any of the following reasons: work, family, political asylum, humanitarian or religious reasons; also, non-EU citizens with higher academic qualifications obtained in Italy and holders of a “permesso di soggiorno” issued for at least 1 year at any title or reason

ITALIAN LANGUAGE TEST IS NOT REQUIRED

_ Entrance test results for the degree course of choice will be part of the general score lists for candidates with Italian qualifications.

_ The Foreign Students score lists refer strictly to the seats reserved for non-EC citizens residing abroad (Circ. Miur, Prot. N.602 del 18/05/2011)

Once admitted to the on-line procedure students must follow the instructions here below, according to the type of degree course chosen:

FIRST LEVEL DEGREE COURSES AND SINGLE-CYCLE DEGREE COURSES:

The following application materials must be handed in at the Students Office of the School of choice:

- _ The print-out of the on-line application form
- _ The original copy of the Secondary School Diploma
- _ Statement of equal value (“dichiarazione di valore”) released by the Italian Delegation /Embassy or Consulate located in the country where the diploma was issued
- _ Should a university entrance examination be required in the student’s native country, a certificate stating its positive result must be submitted Università degli Studi di Roma “Tor Vergata”

FOR NON-EC CITIZIENS ONLY

_ Photocopy of the Temporary Residence Permit or “Permesso di Soggiorno”

STUDENTS WHOSE DIPLOMA covers a cycle of instruction shorter than 12 years, are required to produce additional post high school or University courses certificates (along with the official transcript, course contents and statement of positive result) in order to formally total the twelve years required.

SECOND LEVEL DEGREE COURSES

The following application materials must be handed in at the Students Office of the School of choice, in addition to the certifications listed above:

_ Original university degree diploma

_ Statement of equal value (“dichiarazione di valore”) released by the Italian

Delegation /Embassy or Consulate located in the country where the diploma was issued

_ Official university transcript of all exams and course contents

All foreign language documents must be handed in together with an official translation into Italian.

If you are in Italy, you can obtain an official translation at:

_ the local Court (Tribunale) and ask for official translators (Traduttori giurati) or

_ the Diplomatic Delegation(s) of the country where the document was issued, present locally on the Italian territory.

If the translation has been done by translators living in the country of where the document was issued, the translation will have to be legalized by the local Italian Delegation (except for those countries which are exempted from this act).

ADISU SCHOLARSHIPS 2011-2012

If you are interested in applying for an ADISU scholarship, Visit the Web site:

WWW.LAZIODISU.IT during the month of August 2013 when you shall find the

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OFFICIAL ANNOUNCEMENT with all the necessary instructions regarding 2013-

2014 academic year scholarships.

Foreign Students Info: studentistranieri@uniroma2.it or +39 0672592566 or +39 0672592517