



SCHOOL OF MATHEMATICAL, PHYSICAL AND NATURAL SCIENCES AND FACULTY OF MEDICINE

Department of Biology

**CALL FOR ADMISSION TO THE FIVE-YEAR ONE-CYCLE DEGREE IN PHARMACY**

**(approved by R.D. 1122/2022)**

**(CLASS LM-13 DM 270/2004 PHARMACY AND INDUSTRIAL PHARMACY)**

**A.Y. 2022/2023**

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## **Art. 1 — Places available and selection rounds**

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For the academic year 2022/2023, The University of Rome Tor Vergata officially opens the call for admission in the first year to the five-year One-cycle Degree in Pharmacy for a total number of 80 places, distributed as follows:

- a) 60 (sixty) places available to Italian citizens, EU citizens and non-EU citizens legally residing in Italy (art. 2, Italian Law n. 189/2002);
- b) 20 (twenty) places reserved to non-EU citizens resident abroad (two of which are reserved to Chinese students participating to the "Marco Polo" programme)—applying for the visa.

The number of places established by the Italian Law n. 264, 02/08/1999.

**FIRST SELECTION:** The selection will take place in ONE ROUND for the aforementioned total number of places available, to be completed by the 15<sup>th</sup> July 2022, as described in the following articles 3, 4, 5 and 6.

**SECOND SELECTION (IF POSSIBLE):** Only if following the establishment of the general ranking list and or subsequent failure to confirm the enrolment of the winners within the deadlines set out in this call, there are unassigned seats, a **SECOND SELECTION** is expected to cover these places as described in art. 9.

- ⇒ The Course is held at the Department of Biology, School of Mathematical, Physical and Natural Sciences the beginning of the classes are scheduled for mid-of October 2022.  
Attendance to lessons and laboratory activities is mandatory.  
**English is the official language of the Course.**

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

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Italian citizens, EU citizens and non-EU citizens legally residing in Italy referred to in art. 26 of law 189/202 can participate to the admission test as well as foreign/international citizens applying for a visa.

To be admitted to participate in the admission test of this call, it **is mandatory to have a second level secondary school diploma** issued by Italian educational institutions (according to current legislation) or a foreign qualification considered valid for admission to university courses activated in Italian universities (see art.13 of this call).

**Students enrolled in the last year of Italian secondary schools of second grade, or in the last year of a secondary school of non-Italian secondary school** that confers a valid qualification for admission to university courses activated at Italian universities, and who expect to achieve the Diploma by the enrolment dates provided for in this call, **can also participate.**

- ⇒ To participate in the selection, it is also necessary to have a good knowledge of the English language which will be verified through an oral interview as described in the following art. 5.



### **Art. 3 – How to apply to the admission test**

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To participate in the admission test, the candidates in possess of the requirements referred to the above art. 2, **both the obligations mentioned in points A) and B) must, mandatorily be fulfilled, under penalty of exclusion from the competition.**

- A) Have taken the ENGLISH TOLC-F (Test online CISIA) with a score of at least 18,0 points out of 50 in the total of the sections of Biology, Chemistry, Mathematics, Physics and Logic** according to the modalities, the calendar and places made known by CISIA (Consorzio Interuniversitario Sistemi Integrati per l'Accesso) through the website: [www.cisiaonline.it](http://www.cisiaonline.it).

**For the purposes of the selection (FIRST SELECTION) referred to in this call, only the test ENGLISH TOLC-F (CISIA) taken from the month of January 2022 and no later than 8<sup>th</sup> July 2022 will be considered valid.**

The **SECOND ROUND** of selection (if activated) would only be considered the **ENGLISH TOLC-F (CISIA) taken from the 9<sup>th</sup> July to the 23<sup>rd</sup> September 2022** (see art. 9).

- B) Apply to participate for inclusion in the ranking through the University of Delphi online services website (<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>) in the period between the 10<sup>th</sup> May, 2022, and the 8<sup>th</sup> July, 2022 (FIRST SELECTION ROUND).**

For the **SECOND ROUND** of selection (if activated), the application form on the University Delphi system must be submitted in the period between **the 15<sup>th</sup> September 2022 and the 23<sup>rd</sup> September 2022** (see art. 9).

**Subsequently**, on 13<sup>th</sup> July 2022 (FIRST ROUND) and 28<sup>th</sup> September 2022 (SECOND ROUND if any), the provisional list of candidates who have passed the TOLC and, therefore, are admitted to the oral exam in English will be published. The provisional ranking list will be published on the University website <http://web.uniroma2.it/> on the Macro area of the School of Science website <http://www.scienze.uniroma2.it/> , and on the website of the Master of Science in Pharmacy <https://farmacia.uniroma2.it/> .

**The oral exam is scheduled for the 15<sup>th</sup> July 2022 (FIRST ROUND) and the 30<sup>th</sup> September 2022 (SECOND ROUND, if any).**

### **Art.4 - Selection procedures and evaluation criteria**

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The selection of candidates is aimed at ascertaining (under art.6, paragraph 1, of Ministerial Decree 270/2004), based on the score obtained through the evaluation test of the **ENGLISH TOLC-F (CISIA)** and the score obtained in the **oral interview** in English, the possession of the knowledge required for access and preparation for the disciplines covered by the Degree Course referred to in this call as well as an adequate understanding of the English language as indicated in art. 5 of the Regulation of the single-cycle degree course in Pharmacy.



The score obtained in the **ENGLISH TOLC-F** assessment test (CISIA) and the score obtained in the oral interview are taken into consideration by the Commission as an evaluation criterion to form the merit ranking referred to in the following art. 8.

The evaluation is carried out on a scale of 70 points in total, of which:

- **Up to 50** points obtained in the ENGLISH TOLC-F (minimum score required to access the oral exam 18/50);
- **Up to 20** points obtained in the oral exam in English (this will be considered passed with a minimum score of 10/20).

#### **Art. 5 - Registration for the ENGLISH TOLC-F (CISIA), contents of the tol and oral exam**

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**The registration to the ENGLISH TOLC-F (CISIA) through the CISIA portal ([www.cisiaonline.it](http://www.cisiaonline.it)):**

1. The candidate registers in the TOLC area of the [cisiaonline.it](http://www.cisiaonline.it) portal through the appropriate form and receives from the system, the email address he entered when registering, the access credentials, user name and password of his area on the CISIA portal;
2. The candidate, using the user and password provided by CISIA, accesses his TOLC area from where he can select the type of TOLC to which he intends to enrol, the payment method, the university location and the date on which he wants to take the TOLC.
3. The candidate proceeds to pay the registration fee of € 30.00 by credit card or bank MAV.

A video tutorial is available on the CISIA website to guide the candidate in signing up for the English TOLC-F test:

<https://www.cisiaonline.it/area-tematica-english-tolc-cisia/home/>

For more information, see the rules published on the website <https://www.cisiaonline.it/en/area-tematica-tolc-cisia/regolamenti/>

On the receipt of payment and registration for the **ENGLISH TOLC-F (CISIA)** test, the time and day on which the test will be performed will be indicated. It is not possible to take the test on another day.

The deadline for enrolling in the chosen **ENGLISH TOLC-F (CISIA)** test is available on the CISIA website (<https://www.cisiaonline.it/>)

#### **Contents of the ENGLISH TOLC-F (CISIA)**

The test consists of 50 questions divided into five sections according to the table below.

Each question is multiple choice and has five possible answers, of which only one is correct.

The test score is determined as follows:

- Correct answer 1 point
- Wrong answer minus 0.25 points
- Answer not given 0 points



The sections cover the subjects: Biology, Chemistry, Mathematics, Physics, Logic divided according to the following scheme:

SECTIONS	NUMBER OF QUESTIONS	TIME ALLOTTED
BIOLOGY	15 questions	20 minutes
CHEMISTRY	15 questions	20 minutes
MATHEMATICS	7 questions	12 minutes
PHYSICS	7 questions	12 minutes
LOGIC	6 questions	8 minutes
<b>TOTAL</b>	<b>50 QUESTIONS</b>	<b>72 MINUTES</b>

**The test format is in English.**

It is possible to take the test in any of the locations participating in the **ENGLISH TOLC-F (CISIA)** delivered in format TOLC@HOME in compliance with the deadlines indicated in this call.

The complete calendar with the dates scheduled in all locations can be consulted on the CISIA website. <https://tolc.cisiaonline.it/calendario.php?tolc=farmacia&lingua=inglese>

**PLEASE NOTE:** there is a maximum number of students admitted to taking the test based on the capacity of the virtual classroom where the test takes place. For this reason candidates are invited to register in time for the test via the CISIA website. Once the available places are completed, registrations will be closed.

**ORAL TEST IN ENGLISH:** The oral test in English is aimed at ascertaining the candidate's ability to understand and express himself in English in relation to the subjects of the written text as well as the ability to discuss clearly and comprehensively.

To pass the oral exam, a minimum score of 10/20 is required.

The oral exam will be held on 15<sup>th</sup> July (FIRST ROUND) and 30<sup>th</sup> September (SECOND ROUND if ANY) starting at 10:00.

The ranking of those admitted to the oral test will be published together with the indication of the link to conduct the oral exam (through Zoom or Teams. It is the candidate's responsibility to ensure the availability and operation of the required hardware (PC, webcam, audio), the required software and a reliable Internet connection.

**The candidate who does not guarantee a stable video connection for the oral interview or who does not arrive within the deadline set by the exam calendar will be excluded from the final ranking.**

During the test, candidates are not allowed to communicate with each other, nor to get in touch with others, except with the supervisors or with the members of the examining commission. It is forbidden for candidates to keep books or notes, paper, mobile phones or other similar equipment with them during the test, under penalty of cancellation of the test.



**Art. 6 - Presentation of the application for participation through the website online services Delphi**

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To participate in the **FIRST SELECTION** and enter the ranking list for admission to the Five-year One-cycle Degree in Pharmacy referred to this call, **candidates must; also, submit a specific application for participation to the University online services website Delphi between the 10<sup>th</sup> May, 2022, and the 8<sup>th</sup> July, 2022.**

In the event of (SUBSEQUENT) **SECOND SELECTION ROUND** please refer to art. 9 of this call.

Specifically, candidates must:

1. Connect to the Delphi Online : <https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=EN2>.
2. Select Student Section, Key 1=> “Enrolment in the assessment tests” => a. Fill in the application form => select “Faculty Of Mathematical, Physics And Natural Sciences” => select the chosen degree course and insert the requested information
  - All candidates have to upload a valid identification document.
  - Only non-EU candidates will also have to upload the residence permit if regularly residing in Italy.
3. At the end of the procedure, a zero-demand application and bulletin will be produced containing a CTRL code and an AUTH code;
4. Print the application (to be kept) and the bulletin;
5. Log back on the Delphi online Services website and enter the CTRL and AUTH codes automatically assigned by the system to validate the registration for the selection.
  - ⇒ **Validation of the application for registration** is fundamental to complete the procedure and participate in the selection by the deadline of 8<sup>th</sup> July 2022. **A protocol number** will be assigned to each candidate with which it will be possible to view his/her position in the final ranking of the selection.
  - ⇒ The data entered and the attachments uploaded within the application form can be modified by returning to the DELPHI system <https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=EN> Key 1=> “Enrolment in the assessment tests” => b- “You have already filled out an application, **modify**”.

After validation of the payment (by entering the AUTH code in the system), it will no longer be possible to make any changes.

**Art. 7 - Appointment of the Examining Commission and the Head of the Procedure**

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The selection Commission is appointed by the Rector, on the proposal of the Director of the Department of Biology.

The person in charge of the administrative procedure is identified, according to art. 4 of Law 241/90, in the person of Dr. Antonella Mariucci - Head of the Student Secretariat Office of School of Science. The responsible for the procedure is the Coordinator of the One- cycle Degree in Pharmacy, Prof Robert Giovanni Nisticò.



### **Art. 8 - General ranking list**

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The General Ranking list, will be formulated and approved by the Commission inserting only candidates that:

- have duly enrolled within the pre-established deadlines (see art. 3) and have taken the **ENGLISH TOLC-F (CISIA)** test at one of the participating universities in the indicated period, achieving a score equal to or greater than 18/50;
- have subsequently passed the oral exam with a minimum score of 10/20.

The ranking will be based on the overall score obtained by the English TOLC-F and the oral interview. Candidates who have obtained a score equal to or greater than 28/70 (sum of the minimum scores foreseen in the two tests) will be considered eligible.

In the case of a tie, the youngest candidate will prevail.

The General Ranking list - which will indicate the students who are authorised to enrol - will be published on the University website <http://web.uniroma2.it/> on the Macroarea of the School of Science website <http://www.scienze.uniroma2.it/>, and on the site of the Master of Science in Pharmacy <https://farmacia.uniroma2.it/>.

The publication of the ranking will be considered in all respects as an official communication of the results. No other form of communication of the general ranking list is admitted.

**PLEASE NOTE:** A specific ranking will be proposed for non -EU citizens residing abroad who apply for a study visa.

The **publication of the merit ranking** is expected from the **27<sup>th</sup> July 2022**.

**For the FIRST ROUND no ranking scrolling is foreseen.**

### **Art. 9 - Possible second round of selection for assignment of unassigned seats**

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If following the formation of the general ranking and/or subsequent failure to confirm the enrolment of the winners within the deadlines set out in this call, there are places not assigned; a **SECOND SELECTION ROUND** is called to cover these seats.

- If the number of winners in the general ranking **does not cover** the places announced, there will be activated the second selection round indicating the seats available, together with the publication of the general ranking.
- If winners in the general ranking cover the number of places announced but not all confirm the place by enrolment to be made by the deadline, there will be announced the activation of the second selection round indicating the available places, with a notice that will be published on the University's institutional sites, of the CdLM CU Macroarea of Sciences in Pharmacy, starting from 15<sup>th</sup> September 2022.



To participate in this selection round for the assignment deserted positions from the previous selection, candidates will have to implement both of the fulfilments provided for in art. 3:

- a) To have taken the ENGLISH TOLC-F From 9<sup>th</sup> July to 23<sup>rd</sup> September 2022**, according to the procedures set out in the said art. 5.
- b) Submit an application to participate in the selection for inclusion in the ranking via the University online services website, Delphi (<http://delphi.uniroma2.it>) in the period between the 15<sup>th</sup> and the 23<sup>rd</sup> September 2022** according to the procedures said art. 6.

**Afterwards**, on 28<sup>th</sup> September 2022, the provisional rankings of candidates who have passed the TOLC and, therefore, are admitted to the oral exam in English (see art.5) scheduled for 30<sup>th</sup> September 2022 will be published.

**PLEASE NOTE:**

Each candidate can participate in both the first and second rounds of selection (if activated as indicated in this article) by totally repeating the procedure for participation as described in Articles 3, 5 and 6.

The ranking will be based on the overall score obtained by the English TOLC-F and the oral interview. Candidates who have obtained a score equal to or greater than 28/70 (sum of the minimum scores foreseen in the two tests) will be considered eligible.

In the case of a tie, the youngest candidate will prevail.

The General Ranking list - which will indicate the students who are authorised to enrol - will be published on the University website <http://web.uniroma2.it/> on the Macroarea of the School of Science website <http://www.scienze.uniroma2.it/>, and on the site of the Master of Science in Pharmacy <https://farmacia.uniroma2.it/>.

A specific ranking will be proposed for non-EU citizens residing abroad who apply for a study visa.

The places reserved for non-EU citizens residing abroad who are applying for a study visa that are not assigned will be made available for those eligible belonging to the category referred to in **Art. 1 point a)** of this call.

The publication of the ranking will be valid for all purposes as official communication of the results.

There is no other form of communication of the general ranking list or any additional rankings.

The publication of the **General merit ranking is expected from the 13<sup>th</sup> October 2022.**

The candidates who are winners will have to confirm their place by enrolling within the deadlines foreseen in art. 10.

**PLEASE NOTE:** If at the deadline of enrolment there will be renunciations, **a supplementary ranking will be published on the 28<sup>th</sup> October 2022** with a notice regarding all the procedures to be followed to fill said vacancies.



## **Art. 10 - Enrolment process**

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All the successful candidates in the winner ranking list will have to carry out all the formalities foreseen in the enrolment procedure (including the payment of the first instalment and relative validation) within the deadlines indicated below, following the instructions at the link:

<http://web.uniroma2.it/en/percorso/admissions>

In particular:

- **FIRST ROUND of selection:**
  - **By 31<sup>st</sup> August 2022: enter the enrolment application on the online service portal DELPHI;**
  - **By 12<sup>th</sup> September 2022: pay the first instalment to confirm the enrolment;**
- **SECOND ROUND of selection (if any):**
  - **By 20th October 2022 : enter the enrolment application on the online service portal DELPHI;**
  - **By 26th October 2022: pay the first instalment to confirm the enrolment.**

**PLEASE NOTE:** Candidates admitted who do not pay the first instalment and validate the payment by the deadlines described (12<sup>th</sup> September 2022 FIRST ROUND, 26<sup>th</sup> October 2022 SECOND ROUND) will be regarded as renouncers.

Any changes will be communicated simultaneously with the publication of the rankings on the institutional websites of this University, of the Macroarea of Science Macro Area and the CdLM single cycle in Pharmacy.

**For candidates with a qualification obtained abroad, please refer to art. 13 of this call.**

## **Art. 11 - Payment of university taxes and contributions**

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All information regarding the calculation of taxes and contributions, with the related deadlines and payment methods, will be available in the 2022/2023 Student Guide published on the University websites <http://web.uniroma2.it/en> and [https://web.uniroma2.it/en/percorso/admissions/sezione/tuition\\_fees](https://web.uniroma2.it/en/percorso/admissions/sezione/tuition_fees)

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

## **Art. 12 – Course transfers, passages and course abbreviations**

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According to the procedure set out in this announcement, admission is also necessary for:

- students enrolled in other universities who intend to apply for the transfer;



- students enrolled at the University of Rome "Tor Vergata" who intend to request a course change;

These students - after taking the test (if they are included in the ranking in a useful position) - will have to proceed with the transfer or passage application within the deadlines set out in this call for enrolment.

- students who request a course abbreviation because they have already graduated or even have not yet completed careers carried out and not concluded at other degree courses or other universities (including foreign ones) for which they want to apply for recognition.

In this case, after carrying out the standard enrolment procedure, students must submit a written request to the Student Secretariat Office, without exceptions no later than 30/10/2023, together with the list of the exams taken and the syllabi of the courses held. The syllabi must be duly validated by the relevant academic office.

At the same time as the publication of the merit rankings, the transfer procedures that the winners will have to complete within the same deadlines set for enrolment will also be published.

#### **Art. 13 - Candidates with qualifications obtained abroad and international candidates applying for a visa**

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Candidates in possession of a qualification obtained abroad will be admitted to the selection with reserve. Should they be winners, they must follow the registration procedures described in the following links:

- [http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/STD/section\\_parent/6303](http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/STD/section_parent/6303)
- <https://en.uniroma2.it/admissions/how-to-enroll/>

Non-EU students residing abroad, to obtain a visa, must follow the procedure for submitting the pre-enrolment application through the University portal (<https://www.universitaly.it/>) and then contact the relevant diplomatic embassies to complete the required procedures.

**In case of irregular documentation relating to their foreign qualification, the students' enrolment will be cancelled automatically *ex officio*.**

In general, to access the (three-year) and single-cycle master's degree courses, it is mandatory to have a secondary school diploma obtained abroad after at least 12 years of schooling.

In the event that qualifications obtained at the end of a scholastic period are less than 12 years are to be considered, the following options can be requested:

1. The academic certification attesting to the passing of all the exams required for the first year of university studies in the case of an eleven-year local school system, or the academic certification attesting to the passing of all the exams required for the first two academic years in the case ten-year local school system.
2. An official Italian or foreign post-secondary study qualification obtained in a non-university higher education institution and in a subject related to the chosen course, respectively lasting one year in the case of an eleven-year local school system, or two years in the case ten-year local school system.



3. Certifications by other Italian universities relating to the passing of propaedeutic courses, which fill the missing years of schooling.
4. Own certifications relating to the successful completion of preparatory courses (propaedeutic courses), even those lasting less than one academic year, which confer the adequate knowledge, skills and abilities in order to attend the chosen course of study within the same institution.

The previous additional and complementary certifications to secondary school qualifications with less than twelve years of schooling, only allow enrolment in the first academic year in Italy and cannot be further evaluated for enrolments with shortened courses, to avoid double evaluation of the same qualifications. The certifications for passing preparatory courses can also be used to fill those additional requirements required for entry to courses, and which are different from the years of schooling, but in any case they cannot remedy the absence of a "Diploma of upper secondary school or other qualification obtained abroad, recognized as suitable "(Ministerial Decree 270/2004 and Presidential Decree 212/2005) or the passing of any academic qualification test that may be required for access to the University of the country of origin.

In the calculation of the twelve years, the preschool year must be considered, where it occurs and is officially recognized as an integral part of the scholastic path at national level, provided that the attendance of this year is compulsory and an integral part of the curriculum and that the program provides for the teaching of reading and writing of the language of the country and the first elements of arithmetic.

For further details on the validity of qualifications obtained abroad, see the ministerial procedures published at the following link: <http://www.studiare-in-italia.it/studentistranieri/>. In particular, we invite you to consult Annex 1 and Annex 2 in the presence of a US qualification, from the United Kingdom, a qualification issued by university institutes of ecclesiastical studies based in Italy approved by the Holy See, Italian qualification obtained in frontier schools or Italian sections of foreign schools, title of International Baccalaureate, from the Republic of San Marino, obtained at foreign schools operating in Italy or European schools.

**IMPORTANT:** At the time of enrolment, foreign diplomas must be accompanied by the Certificate of Comparability issued by CIMEA (Academic Equivalence Mobility Information Center), with which the University of Rome "Tor Vergata" has stipulated an agreement, to be requested from the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login> or from the Declaration of value, legalization and official translation into Italian of the title released by the Italian diplomatic representation competent for the territory. In case of presentation of the Declaration of value, the University reserves the right to request additional documentation.

International students in possession of a foreign qualification and study visa must regularise the enrolment procedures by the deadlines set through the Foreign Students Office, Via Cracovia 50 - 00173 ROME - Building D floor 0 room n. 1 (email address: [international.students@uniroma2.it](mailto:international.students@uniroma2.it)).

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#### **Art. 14 – Students with specific learning disorders (SLD)**

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Students in possession of the clinical certification referred to in law no. 104/92 or with a diagnosis of specific learning disabilities or disorders (SLD) under law no. 170/2010, upon registration on Delphi, according to art. 2 of this call, they can declare that they are students with disabilities or with SLD.

The certifications, which must be uploaded by the student on the CISIA platform when registering for the test, will be evaluated and the supports assigned by the university where the TOLC will be taken.

For the "University of Rome Tor Vergata", the CARIS Secretariat will view them to assess their suitability and authorize the granting of the required aids.

Students with regular certification can benefit, in carrying out the test, from specific aids or compensatory measures, as well as additional time by making a specific request when registering for the test on the CISIA platform.

**Candidates with disabilities or with SLD residents in foreign countries**, who intend to benefit from the previous measures, must upload the certification accompanied by a sworn translation in Italian or English, issued by the Italian Embassy competent for the territory, certifying the status on the CISIA platform. of disability or SLD.

**PLEASE NOTE:** The University reserves the right to verify the truthfulness of all statements made. We also remind you that anyone who issues false declarations, makes false documents or uses them, is punished under the criminal code and related laws on the subject.

At the time of enrolment, to request the partial or total exemption from fees (where applicable) or all the services provided by law and provided by CARIS, students, as well as pick the relevant item at the time of enrolment on Delphi, will have to produce the certifications to the CARIS Secretariat, also by sending a good quality scan in PDF format, to the e-mail 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 current legislation.

In particular:

- Students with a disability equal to or greater than 66% or with recognition of disabilities according to art. 3, paragraphs 1 and 3 of the law of 5<sup>th</sup> February 1992, n. 104 are exempt from paying university fees and contributions for enrolment and must follow the same online enrolment procedure as provided for all students, self-certifying their invalidity in the same enrolment application.  
To finalize the enrolment procedure, they must deliver to the CARIS Secretariat (Technical Secretariat of the Commission for the inclusion of students with disabilities and SLD) email: [segreteria@caris.uniroma2.it](mailto:segreteria@caris.uniroma2.it) all the documentation issued by the competent authorities certifying the state of disability.
- 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%.

In the event of non-submission or non-suitability of the documentation submitted by the student, the student will be required to pay all university fees and contributions.



During the studies, the request for dispensatory measures and compensatory instruments for every single course to be followed or exam must instead be made with specific written requests to CARIS.

It is not expected by law an exemption from payment of fees for students with SLD, who may, however, request dispensatory measures and compensatory instruments for the entrance test and their university career following the same accreditation procedures and delivery of documents described above.

For information and contacts, visit the website <http://caris.uniroma2.it>.

#### **Art. 15 – Personal data processing**

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All information concerning the contact details of the Data Controller and Data Protection Officer, the type of data processed, the source of personal data, the purposes of the processing and the legal basis, the recipients of the personal data and any data transfers overseas, the retention times of personal data, the rights of the interested party, the obligation to provide data, the methods of data processing, the transfer of data overseas are contained in the Information under articles. 13 and 14 of EU Regulation 2016/679 for users who intend to register for admission tests and state exams, for users who intend to register for degree programs and for students, undergraduates, graduates, postgraduates, trainees and doctoral students of the 'University of Rome Tor Vergata which can be found at the link: <http://utov.it/s/privacy>

#### **Art. 16 – Useful information**

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##### **CISIA Help-Desk (more information on enrolling in the English TOLC-F test and requests for support):**

- Telephone: 0507846868
- Online request system: <https://helpdesk.cisiaonline.it/>

##### **Didactic Secretariat CdLMCU in Pharmacy**

Via della Ricerca Scientifica snc, 00133 Roma

Building PP1, second floor

Telephone: +39 06 7259 4074/40786

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

Website: <https://farmacia.uniroma2.it/>

**The Student Secretariat for the Science Area MM FF NN**, via della Ricerca Scientifica n. 1 - 00133 Rome receives by appointment bookable at: <https://prenotazioni.uniroma2.it/segreteria-scienze-mm-ff-nn/>

The Office is open to the public on Monday, Wednesday and Friday from 9:00 to 12:00 and on Wednesday also from 14:00 to 16:00

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

Website: <https://segreteria.scienze.uniroma2.it/>

**International Students Office**, Via Cracovia 50 - 00133 Rome (Building D, ground floor)- is open to the public on Monday, Wednesday and Friday from 9:00 to 12:00 and on Wednesday also from 14:00 to 16:00.

Email address: [international.students@uniroma2.it](mailto:international.students@uniroma2.it) .

Telephone: +39 06 7259 3231/2566/2567/3233



**The Public Relations Office (URP)** - Via Cracovia 50 - 00133 Rome (Building C, first floor)

"Call Tor Vergata" telephone answering service: Monday to Thursday from 9:00 to 13:00 and from 14:00 to 17:00 - Friday from 9:00 to 13:00

Telephone: 06.72593099

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

**Welcome office:** Via Cracovia 50 – 00133 Rome (Building C, first floor)

Website: [http://web.uniroma2.it/en/contenuto/welcome\\_office-75072](http://web.uniroma2.it/en/contenuto/welcome_office-75072)

Telephone: +39 06 7259 2817/2567/3234

Public reception hours: Monday, Wednesday and Friday from 9:00 to 12:00 and Wednesday from 14:00 to 16:00

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

**Service for Students with Disabilities or LD/SLDs (CARIS)** is located in the New Engineering teaching buildings - ground floor - Via del Politecnico 1 - 00133 Rome.

Telephone 062022876 - telephone and fax 0672597483

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

Website <http://caris.uniroma2.it>

Receives by appointment Monday, Wednesday and Friday from 9:00 to 12:30 and Tuesday and Thursday from 14:30 to 16:00.

Delegate of the Macroarea of Sciences: Dr Beatrice Bonanni - telephone +39 0672594119 - email address [beatrice.bonanni@roma2.infn.it](mailto:beatrice.bonanni@roma2.infn.it)

**The Macroarea of Science website** - <http://www.scienze.uniroma2.it/>

**The University Portal** - <http://web.uniroma2.it/>

*This call will be constantly updated with the restrictions and management measures of the epidemiological emergency from COVID-19, taken by the competent institutions.*

**The English version of this call has been prepared for international students only. For enforcing the call, resolving any dispute and for all legal purposes, only the Italian version (bando) is valid.**