

**FACULTY OF MEDICINE AND SURGERY**

**CALL IN ACCORDANCE WITH MINISTERIAL DECREE OF 06 AUGUST 2024 N. 1133**

**Admission to the one-cycle Master's degree course in Medicine and Surgery in English  
(class LM-41)**

**2024/2025 ACADEMIC YEAR**

**THE RECTOR,**

IN ACCORDANCE WITH law of 2<sup>nd</sup> August 1999, n. 264, "Norms regarding access to university courses" and, in particular, article 1, paragraph 1, letter a) and article 4;

IN ACCORDANCE WITH MINISTERIAL DECREE of 22<sup>nd</sup> October 2004, n. 270, "Modifications regarding the Regulation containing norms concerning the didactic autonomy of the universities, approved through a decree of the Ministry of Education, Universities and Scientific and Technological Research of 3<sup>rd</sup> November 1999, n. 509";

IN ACCORDANCE WITH MINISTERIAL DECREE of 16.03.2007 which contains the redefinition, pursuant to the above-mentioned decree n. 270/2004, of degree and master degree course classes;

IN ACCORDANCE WITH the Statute of Tor Vergata University of Rome adopted through D.R. n. 3427 of 12<sup>th</sup> December 2011 published in the G.U. n.296 of 21<sup>st</sup> December 2011 and successive modifications and integrations;

IN ACCORDANCE WITH the Ministerial provisions pertaining to the registration of international students on university courses for 2024/2025;

IN ACCORDANCE WITH the Ministerial decree of 06 August 2024, n.1133 concerning "Modalities and contents of the entrance test in order to gain access to the one-cycle master degree course in Medicine and Surgery in English for the 2024/2025 academic year"

IN ACCORDANCE WITH Ministerial Decree of 29 July 2024, n. 1101, "Definition of provisional places available for the one-cycle Master's degree course in Medicine and Surgery for EU and non-EU candidates resident in Italy and candidates from non-EU countries resident abroad for the 2024/2025 academic year";

**DECLARES**

**Art. 1 – Places available and requirements in order to participate in the entrance exam of 17<sup>th</sup> September 2024**

For the **2024/2025** academic year, at Tor Vergata University of Rome, a public selection has been opened, through an entrance exam, for **40 places** on the one-cycle Master's degree course in **Medicine and**

**Surgery in English** for European and non-European Union candidates that reside in Italy in accordance with art. 26 of Legislative Decree n. 189/2002, and for **15 places** for non-European Union candidates living abroad **that have applied for a study visa (annex “B”)**. It is a single exam and the contents are identical in every official site where the exam is held. It is compiled by the Ministry of Universities and Research (MUR) in collaboration with subject matter experts in possession of established proficiency within the field. These experts are selected on the basis of the principles of impartiality, transparency and confidentiality, and are bound by strict professional and official confidentiality obligations. The exam is then validated by a panel of experts. The number of places indicated, in accordance with law of 2nd August 1999, n. 264, represents the minimum number of places available.

**Entry requirements:** a secondary school diploma or other foreign qualification considered valid under current legislation.

Further details regarding the foreign qualifications required to gain access to university courses are contained in **annex B**.

### **Art. 2 – Exam Date and how to apply and participate in the test**

The entrance exam will take place on Tuesday **17<sup>th</sup> September 2024** at **Tor Vergata University of Rome**, and in the foreign sites listed in **Table A**, **which is linked to this Call**.

- At **Tor Vergata University of Rome**, candidates will have to arrive at **08.00** in the classrooms they have been allocated to. The exam will start at **11.00**.
- The exam will start in the **foreign sites** at the above time (11.00), adapted to the time zones of the countries where the exam will be held, as shown in **TABLE A** (see Annex).

**N.B: Participants have 100 minutes to complete the exam.**

### **Registration procedure:**

The MUR will use the CINECA regarding the online registration procedure for the exam.

**Registration for the exam for all official exam sites is possible from 2<sup>nd</sup> SEPTEMBER 2024 until 15:00 (GMT+2) of 12<sup>th</sup> SEPTEMBER 2024 and must be carried out online through the UNIVERSITALY portal ([www.universitaly.it](http://www.universitaly.it)).**

If the candidate decides to do the entrance exam in an Italian site, the first option will automatically become the site where the exam must be taken. No changes can be made to the site where the exam takes place.

Registration will be considered complete following payment made in order to participate in the exam according to the procedures indicated on the **UNIVERSITALY** portal.

Following registration for the exam online, candidates, having registered on the **Universitaly** portal, and having read the information regarding the utilization of personal data, through the specific online procedure must supply the following information (**all the data indicated with an asterisk is compulsory**):

Surname \* / Name \* / Country of Birth \* / Province of Birth \* / Native City \* / Date of Birth \* / Sex \* / Citizenship \* / Tax Code \* / email \* / Type of Document \* / Document Number \* / Issued by \* Valid from ... to ... \* / Residence: Country \* / Province \* / Location \* / Postal code \* / Address \* / Mobile Phone number(s) **(a)** / Any linguistic certification obtained.

Declarations relating to personal data are declarations in lieu of certification pursuant to Article 46 of Presidential Decree 455/2000. In case of providing false information, Articles 75 and 76 of the aforementioned Decree shall be enforced.

The information mentioned in note **(a)** must be included, should the student have no e-mail address only in order to provide information regarding the selection procedures.

This information will be used only for all the activities related to the selection procedure regarding access to the Master's degree programme in Medicine and Surgery in English for which candidates have submitted an application, and in subsequent enrolment. All information will be retained for five years from the date of candidates' *online* registration.

Following this period, the data will be anonymized.

All communication relating to the exam will be sent to the e-mail address indicated by the candidate when enrolling for the test. The candidate is advised to check such information and, moreover, promptly notify any changes to their e-mail address.

When registering for the test, candidates must indicate, in order of preference, their preferred venues for the test. These preferences are irrevocable and cannot be modified after 15:00 (GMT+2) on 12<sup>th</sup> SEPTEMBER 2024. In any case, the last "confirmation" expressed by the candidate before this deadline will be considered the valid one.

If candidates choose to take the test at an Italian centre, the first option automatically constitutes the centre where the exam must be taken. It is not possible for candidates to change their choice of location for the test. These options cannot be changed as from 15:00 (GMT+2) of 12<sup>th</sup> SEPTEMBER 2024, the closing time for applications. In order to participate in the test, this procedure is compulsory. Failure to comply to the above-mentioned deadlines will result in the automatic exclusion from the selection. If candidates choose to take the test abroad, they must also indicate one of the foreign sites listed in **table A**.

The term "**first available choice**" means, in order of preference, the best option for the venue and the course in which the candidate, based on the score obtained and the number of available places, is eligible to be registered.

- **PAYMENT MADE IN ORDER TO PARTICIPATE IN THE ENTRANCE EXAM MUST BE CARRIED OUT FOLLOWING THE INSTRUCTIONS SET OUT ON THE UNIVERSITALY PORTAL. SHOULD ANY PAYMENT NOT BE ACCOMPANIED BY AN ONLINE REGISTRATION RECEIPT, CANDIDATES WILL NOT BE ABLE TO PARTICIPATE IN THE TEST.**

### **Art. 3 - Services for disabled people and students diagnosed with DSAs**

In accordance with Law n. 104 of 5<sup>th</sup> February 1992, art. 16 and subsequent amendments, **disabled**

**candidates must** provide to the CARIS office at the School of Engineering - Via del Politecnico, 1 - 00133 Roma - Edificio Didattica - Ground Floor “AULA L 1” [segreteria@caris.uniroma2.it](mailto:segreteria@caris.uniroma2.it), at least thirty days prior to the test date:

- **certification** (the original certificate or a certified copy on plain paper) issued by the competent medical commission, which certifies the type of disability and/or the degree of disability, so that it is possible to provide candidates with the appropriate services. **Disabled** candidates are entitled to 50% more time than the standard time established to complete the admission test.
- **receipt demonstrating online registration** for the test on [www.universitaly.it](http://www.universitaly.it), made following procedures of art. 2.
- type of requested **service**

**Candidates with Specific Learning Disorders (DSAs)**, in accordance with law n. 170/2010, must provide **the CARIS office**:

- **certification** (the original certificate or a certified copy on plain paper). If the above-mentioned certificate was issued prior to their 18<sup>th</sup> birthday, it must be no more than three years old. Any certification issued after the age of 18 will be considered valid. This documentation must be issued by the National Health Service (SSN) or other specialist structures recognised by the SSN.
- **receipt demonstrating online registration for the test** on [www.universitaly.it](http://www.universitaly.it), made following procedures of art. 2.
- type of requested **service**

DSAs candidates are entitled to 30% more time than the standard time established to complete the admission test. In the case of particular severity indicated on the DSAs certificate, the university may allow further services in order to guarantee equal opportunities in carrying out the test,

The aforementioned candidates may be granted admission to the examination based on the medical certificate they possess, even if it is not current due to restrictions on SSN activities resulting from the COVID-19 pandemic. The University retains the right to request supplementary documentation at a later date.

**Candidates with disabilities or with Specific Learning Disorders (DSAs) who are resident abroad** and who would like to benefit from the above measures must send an **email to the CARIS secretarial office** using the following address: [segreteria@caris.uniroma2.it](mailto:segreteria@caris.uniroma2.it), providing:

- **legalised certification** attesting the level of disability or DSA issued in the country of residence. This must be accompanied by a sworn translation of an official translator or certified as conforming to the original text by the Italian Embassy, in Italian or in English.
- **receipt demonstrating online registration** for the test on [www.universitaly.it](http://www.universitaly.it), made following procedures of art. 2.
- type of requested **service**

DSAs candidates are entitled to 30% more time than the standard time established to complete the admission test. In the case of particular severity indicated on the DSAs certificate, the university may allow further services in order to guarantee equal opportunities in carrying out the test

The CARIS office will examine the certification and verify that the foreign documentation certifies a condition of invalidity, disability or specific learning disorder officially recognised by Italian law.

The CARIS Secretarial Office will view the certification, assess their suitability and consequently authorise the measures requested. It will then inform candidates by e-mail.

**PLEASE NOTE:** The University reserves the right to verify the truthfulness of all declarations made. Please also note that candidate that makes false declarations or provides false documents will be punished in accordance with the relevant laws contained in the Penal Code.

#### **Art. 4 - Appointment of the Examining Commission and the Head of the Procedure.**

The Examining Commission will be appointed by the Rector, through a Rectoral decree, following the proposal by the Faculty Council. During the exam, the Commission will be supported by teaching and administrative staff who will be responsible for the monitoring of the test and the identification of candidates. The number of assistants will be established in proportion with the number of candidates per classroom.

In accordance with Law n. 241 of 7<sup>th</sup> August 1990 and subsequent amendments, the person responsible for the administrative procedure is the Head of the Student Affairs Office - Medical Area of the Faculty of Medicine and Surgery.

#### **Art. 5 - Methods and venues for the test**

With subsequent **notice**, will be published on the MUR and the University websites, the addresses of exam centres together with information regarding the classrooms where the test will take place.

The test will take place **on Tuesday 17<sup>th</sup> September 2024** in the various locations indicated in “**TABLE A**”, which is attached to the present call.

**Candidates, apart from twins, in cases where more than one classroom must be used, will be distributed according to age.**

Candidates will only be able to take the test in the classroom that has been assigned to them.

In order to facilitate the Commission in the identification of candidates, students must arrive **at 08:00 a.m.** and must bring:

- a valid personal document;
- a receipt demonstrating online registration on [www.university.it](http://www.university.it);
- a receipt of payment.

**Non-European Union applicants**, besides the above-mentioned documentation, must also provide:

- their passport
- a copy of their permission of stay document
- a copy of their pre-registration application submitted to their embassy regarding their visa application.

On the day of the exam, before the beginning of the test, the Chairperson of the Commission or the Head

of the Classrooms at the Italian and Foreign Universities will randomly choose four candidates present in the classroom, and together they will verify the integrity of the boxes. They will then oversee the opening of these boxes and the distribution of the envelopes in relation to the number of participants in the room. They will provide each candidate with an *“instruction sheet regarding the compilation of the answer sheet”*, which will be given to the candidates before the start of the test. They will also make a declaration confirming the integrity of the boxes, the number of envelopes assigned and the number of envelopes that have not been used. This declaration will also be undersigned by the four selected students.

The **exam** must be completed in **100 minutes**.

### **The exam procedure**

Each candidate, following identification procedures, will be provided with a CINECA envelope containing:

- a) a personal data form with no identification code, which must be filled in by the candidate;
- b) questions relating to the admission test, bearing the identification code of the envelope and two sheets for rough copies;
- c) an answer sheet, containing the same code as the envelope;
- d) a sheet on which the envelope identification code is provided, together with the name of the university and the degree course for which the test has been organized.

The substitution, should it be necessary during the exam, of one of the documents referred to in points (b) and (c) means that the entire envelope must be replaced given that all such documents within the envelope are marked with the same code. Should any corrections or markings be carried out by candidates on the personal data sheet, it does not need to be replaced. The personal data sheet will only be substituted where there is difficulty in identifying the candidate. In such cases, the Commission will substitute the personal data sheet by taking another one from an unused envelope, a fact that will be reported in the classroom minutes. Replacing the personal data sheet does not in any way necessitate the replacement of the entire envelope.

### **Candidates, while doing the test:**

- ***must use only the black pen provided by the university or the foreign centre;***
- must not interact with other candidates during the test;
- must not bring with them or use cell phones, palmtops, smartphones, smartwatches, or other similar instruments, or bring or use pens, pencils or stationary (or any other form of writing device), not to mention manuals, textbooks, manuscripts, blank sheets and reference materials into the classroom;
- must complete the personal data form and sign it so the information can be checked (see end of the test). It must be handed in together with the exam paper **on termination of the exam**;
- must indicate their answer by putting **an X, outlining the diagonals in the corresponding box**. Candidates can correct an answer once only, taking care to completely blacken the box previously marked with **an X** and then choosing another. Only **one X** must remain in the five boxes for the candidate to be given the point;
- must tick the circle corresponding to the question number in cases where candidates prefer not to answer. This option, once chosen, can no longer be modified. If the candidate does give any



form of answer in the answer boxes or the circle, the answer will be considered “not given”;

**At the end of the test, the candidate:**

will be asked to go to a **specific site** where they will find a pen and which is at a suitable distance from the Commission. Here they will find:

- **a box** where personal data sheeted must be consigned. There will be a copy of a personal data sheet on one side of this box;
- **the two adhesive labels**, on which a barcode is printed.

Candidates must choose a pair of identical adhesive labels, which must then be stuck onto the answer sheet and the candidate's personal data form. Care must be taken to ensure that the codes on the labels are the same. Candidates must then sign the personal data form, and their declaration regarding the authenticity of their personal data and the correspondence of the codes of the labels stuck on the personal data form and the answer sheet.

**Upon completion of the operations**, candidates must insert their personal data sheet in the closed container in a location dedicated for this purpose and go to another specific area where they must insert their answer form in a special closed container, taking care to insert the front of the form, containing the answers provided by the candidate, face down, inside the above-mentioned container.

**The test can be CANCELLED by the Examination Board if:**

- 1) the performance of the test takes place in a classroom other than the one in which the candidate has been allocated, unless this change has been authorized by the examination board and has also been recorded in the minutes;
- 2) mobile phones, palmtops, smartwatches, smartphones or other similar instruments, as well as manuals, textbooks (or partial or complete copies), manuscript notes and reference materials have been introduced into the classroom;
- 3) the answer sheet (on the front or back) is found to have been signed or marked by the candidate or by a member of the Commission;
- 4) there is any interaction between candidates or attempts at copying, or exchanges of any material, including personal data and/or answer sheets
- 5) candidates use pens, pencils, or any other instrument that can be used for writing in order to make changes, additions and/or corrections to the answer sheet during the insertion of their personal data sheet and answer sheet in the containers provided.

The Commission will annul the exam in the cases highlighted in points **1), 2), 3), 4) and 5)** and CINECA will not consider the score of the annulled exam.

In the Italian exam centres, when the answer sheets are handed in, the President of the Commission or the Head of the Classroom must retain, in the presence of each candidate so that they can be conserved by the University and for the final ranking list and for any possible future request for access to documents, the following material:

1. the sheets on which the test questions are printed;
2. the personal data sheets;
3. the check sheet for the envelope.

This material must be stored by the University for five years after the test has taken place.

In the foreign exam centres, the classroom minutes compiled by the President of the Commission or by the Head of the Classroom together with the above-mentioned documents must be sent to the universities concerned so that they may be kept at the university headquarters.

At the end of the test, which has been carried out both in the Italian and foreign centres, the President of the Commission or the Head of Classrooms will also:

- a) in the presence of the same candidates called upon to check the integrity of the boxes or in the event that they are unable to do so, in the presence of four other candidates drawn by lot, close the containers provided with the answer sheets, after having counted them;
- b) close the containers with the personal data sheets in the presence of the same candidates called upon to check the integrity of the boxes or, in any case, of four other candidates drawn by lot;
- c) sign the labels on the closure flaps of the containers;
- d) invite the four candidates to sign the same label that has already been signed by the Head of the Classroom;
- e) prepare other containers in which returned and replaced packs must be counted, enclosed and sealed, and packs which have been substituted, together with non-used packs from which the personal data sheets have been taken, as well as totally unused packs, the above-mentioned declaration regarding the integrity of the boxes, and a copy of the classroom minutes.

#### **Art. 6 – Topics covered in the exam and Evaluation Criteria**

The entrance test consists of **sixty (60)** questions and there are five alternatives for each answer. The candidate must select only one, excluding the wrong, arbitrary or less probable alternatives. The questions will be about reading and academic knowledge; logical reasoning and problems; biology; chemistry; physics and mathematics.

Based on the programs listed in **Annex A**, which is an integral part of this call, there will be:

four **(4)** reading and academic knowledge questions;

five **(5)** logical reasoning questions and problems;

twenty-three **(23)** biology questions;

fifteen **(15)** chemistry questions;

thirteen **(13)** physics and mathematics questions.

With regard to the number of places available for registration in the one-cycle degree course in Medicine and Surgery in English, candidates considered eligible include European Union and non-European Union members in accordance with Article 26 of Law No.189 / 2002, together with, considering the number of places available, non-European Union students residing abroad, who have been included in the ranking list in accordance with **art. 8** of this call. Candidates belonging to all the aforementioned categories are eligible for admission to the undergraduate course, on condition they obtain a minimum score of **twenty (20) points** in the entrance test. Unsuccessful candidates are not included in the ranking list. In accordance with the Community guidelines regarding access of international students to university education and in line with the cultural foreign policy requirements of art. 46 of Presidential Decree n. 394/1999, with regard to the number of places available for non-European Union applicants resident



abroad, the minimum eligibility threshold is not applicable. Non-EU candidates that reside abroad are considered eligible only if they have obtained a score **above zero (0)**. Non-EU candidates who reside abroad that have failed to answer any of the questions will not be included in the ranking list.

For the evaluation of the test, a maximum of **90 points** shall be awarded taking into account the following criteria:

- **1.5 points** for each correct answer;
- Subtraction of **0.4 (-0.4) points** for each wrong answer;
- **0 points** for each omitted answer.

On the basis of the score obtained by each candidate and calculated according to CINECA, and following the above-mentioned criteria, a single national ranking list will be drawn up for European Union and Non-European Union candidates in accordance with Article 26 of Law No.189/2002 and in accordance with the procedures set out in **art. 8**. The ranking list for foreign citizens residing abroad is defined by the University.

Should scores be equal, the following criteria are applied:

**A)** The candidate's score in the questions of biology, chemistry, physics and mathematics, logical reasoning and problems, and reading and academic knowledge is considered in descending order;

**B)** possession of linguistic certification referred to in **Annex 3** by the date of closure of the enrolment, and declared by the candidate in their entrance test application. The possession of language certification required for candidates participating in the present call is self-certified and in accordance with art. 46 of D.P.R. n. 445/2000. The Administrations involved in this procedure can, at any stage of the procedure, reserve the right to ascertain the veracity of the declaration made by the applicant, in accordance with the relevant laws in force. Candidates must therefore provide all the necessary information to enable verification should it be requested. Should the documentation submitted by the candidate be found to be false or misleading, regardless of the penalties laid out in the Criminal Code and relevant special laws and the payment of damages to the affected parties, the registration of the candidate will be cancelled, any benefits granted will be recuperated and any taxes and university fees paid will be withheld.

**C)** Should there be an equal score involving one or more disabled candidates with a certificate of disability equal to or greater than 66% or disabled candidates with certification in accordance with art. 3, par. 3 of Law n. 104 of 1992 and one or more are not part of the aforementioned categories, preference shall be given to the disabled candidate(s) holding a certificate of disability equal to or greater than 66% or disabled candidates with certification in accordance with Law n. 104 of 1992 art. 3, par.3;

**D)** Apart from the hypothesis referred to in the previous point, in the event of further equal scores, the younger candidate will be selected.

Eligibility refers only to the selection procedure currently in progress: no right is granted regarding access to Master's degree courses in years following the one in which the test was sustained.

### **Art. 7 – Compilation of the ranking list**

At CINECA, the competent office of the MUR will authorize CINECA, subject to compliance with the procedures set forth in this call, the computerized checking of answers provided by candidates in the test and the following automatic determination of the relevant score. CINECA determines the score of each candidate and transmits the results to CINECA through a site specifically designed for this purpose.

The MUR, through the CINECA, will publish on the [www.university.it](http://www.university.it) site in compliance with the rules regarding the protection of personal data scores following the order of the coded envelopes used in the exam. This data will remain available on the reserved site until the completion of the procedures.

#### **Art. 8 - Publication of ranking lists and procedure to be followed for successful candidates**

The score is determined by the CINECA according to the terms of art. 6 of this call, and CINECA, on behalf of the MUR, on **26<sup>th</sup> September 2024** only publishes the score obtained by the candidates according to the label code on [www.university.it](http://www.university.it) in compliance with the rules for the protection of personal data. This data remains available in the area reserved for the candidates until the completion of the procedures.

1. From the day following the date of publication of the test results and within five working days, the university administrators will send CINECA, through a confidential web site made for them by the same consortium and which will constitute the only means of communication, the personal data of each candidate contained on the personal data form and a scan of each single personal data form in **pdf** format. Regarding these procedures, a verbal analytical report will be compiled which the University must make available to the MUR on the confidential web site.

2. On **3<sup>rd</sup> October 2024**, on the reserved page of the UNIVERSITALY portal, candidates can see their test, score and their personal data form.

3. On **10<sup>th</sup> October 2024**, in the part of the University portal area reserved for the candidates, the national ranking list will be published.

4. The candidate, who following the displacement of each ranking list:

**A)** has been included in the list of places regarding their first choice, will be **ASSIGNED** a place and will be required to register at the university and for the course to which the candidate has been **ASSIGNED** within the time limits set out in art. 9. Should these terms not be complied with, the candidate will lose the right to be enrolled. No form or attempt at justification will be taken into consideration;

**B)** has not been included in the list of places regarding their first choice, will find another place that has been **RESERVED** regarding a second choice. Should this happen, the candidate can still register at the first choice university course in accordance with the terms laid out in art. 9 of this call, and can wait until the candidates that precede them in the ranking lists have registered, and following the subsequent displacement of the ranking list, can register if at this point, there are places that have become available. Once candidates that have been **RESERVED** a place register at this university, all their other preferences will be automatically cancelled.

5. On **10<sup>th</sup> October 2024**, in relation to the ranking list and the number of places available at the Universities, the names of the candidates who have been **ASSIGNED** on or **RESERVED** for the course in their first choice of university will be published. A list of these candidates will be supplied to each university.

6. The ranking list and the displacement of the ranking list are organized according to the following regulations and times:

a) On **10<sup>th</sup> October 2024**, the ranking list will be published on the reserved site with the name of each candidate, their score obtained, and their position in the ranking list for the university they have been “**assigned**” to or taking into account the ranking position of all the candidates who preceded them in the list and of their preferences if “**reserved**” or “**waiting**”;

b) “**ASSIGNED**” candidates must enrol at the University in question according to the administrative procedures specified in art. 9 of this call.

**RESERVED** candidates can enrol at the University according to the administrative procedures specified in art. 9 of this call.

In order to guarantee the correct management of the national ranking list, it has however been established that, for both **ASSIGNED** and **RESERVED** candidates that exercise this right with reference to the specific displacement mechanism, there will be a maximum of **4 (four) days for registration**, including the day on which the list has been displaced and excluding Saturdays and holidays.

Should **ASSIGNED** candidates fail to register within four days, their candidature will be discarded.

**RESERVED** candidates who do not exercise this possibility will not be excluded from the list.

c) Within **5 days** of the term referred to in point (a), and by 12.00 noon on the fifth day following each displacement, the day of displacement included and excluding Saturdays and holidays, each University, through its own specific website, will provide the CINECA with the names of registered students.

d) Within 5 days of the term referred to in point (a), and by 12.00 noon on the fifth day following each displacement, the day of displacement included and excluding Saturdays and holidays, **all candidates, apart from those already registered and those that have pulled out, must, under penalty of forfeiture, confirm their interest in registering** in the reserved area on the University site. By failing to confirm, candidates will be removed from the next stages of the national ranking list and will no longer have any right to be enrolled. No form or attempt at justification will be considered relevant given that the online steps are very quick and can be delegated to third parties should the candidate be in any way impeded in the five days foreseen for this procedure. After the deadline has expired, automatic notice will be given in the reserved area.

(e) On **17<sup>th</sup> October 2024**, the CINECA, having received the communication referred to in point c), will, in relation to the position in the ranking list and the preferences expressed, publish the new displaced ranking list following the procedures set out in b), c) and d).

f) All other displacements will follow the same procedures and times laid out in b), c) and d).

7. The Universities will be allowed to enrol candidates who are placed in an eligible ranking position in academic years other than year one only when candidates' academic qualifications and exams have been officially verified and after having checked the official availability of places for the academic year in question in relation with the number of places assigned to their corresponding quota of students in previous programming. These procedures, together with the withdrawals following enrolment, will lead to the “displacement” of the ranking list in favour of the students who are not registered but who are in a good position in the ranking, but only while there are still places available on the course of the University. Any further requests of transfer or withdrawal successive to the filling of places in the courses will not

result in any new displacement in the rankings.

Subject to the provisions laid out in point 7, enrolment in years following year one, following procedures regarding the validation of ECTS credits and the necessary propaedeuticity of the University of destination, may take place exclusively taking into consideration the limit of available places for each year of the course, in the relative cohort, following withdrawal from courses, transfers to enrol in the same degree course or transfers to another course in foreign universities, transfers to another course in the same or a different university in Italy or in any case, in application of institutes, foreseen in the relevant University Regulations, regarding the definitive establishment of available places in year of reference, in relation to the posts defined in the annual programming decrees published by the Ministry of University and Research. In accordance with the provisions of Art. 3 co. 1 lett. a) and b), of Law n. 264/1999, no additional posts are planned in the years following year one, given that annual programming refers to admissions to the first year of a degree course by students who have passed the admission tests for the relevant courses. The available places are determined only by the institutions that have available places in the various academic years. As a result of the documented presence of vacancies, the University is mandated to reconstitute, by means of a public announcement and the corresponding selection of applicants, the initial cohort, the size of which, for the legal duration of the course, is determined by the planning carried out by the MUR for the first year.

**8.** The University periodically announces the places available by publishing a specific Notice or Call. Candidates wishing to be admitted to years following year one must submit their applications **exclusively** at the time of publication of the aforementioned Call. In such cases, it is not necessary to pass any form of preliminary admission test.

Disabled candidates with an invalidity certificate equal to or greater than 66% or disabled candidates with certification in accordance with Law n. 104 of 1992 Art. 3, paragraph 3, who are well positioned in the ranking list regarding enrolment in years following year one, subsequent to the validation of their relative ECTS credits and the necessary propaedeuticity and after ascertaining the availability of places at the University for the year in which they request enrolment, are given preference over candidates who are not within the aforementioned categories.

Therefore, in the event that two or more candidates achieve an identical score upon the ECTS credits assessment and the requisite propaedeuticity operations, priority will be granted to the candidate possessing a disability certificate equal to or greater than 66%, or a disability certificate pursuant to Law no. 104 of 1992, art. 3, paragraph 3.

The University has no obligation to examine applications received in the absence of a notice or call for applications, by methods other than those foreseen in the aforementioned acts or beyond the deadlines laid down therein.

It is not possible for students repeating an academic year to enrol in academic years following year one if they are from other degree courses, like those who have regularly enrolled in the relevant year of the course following the passing of the admission test arranged for the academic year in which they participated and the relative places available.

**For the 2024/2025 academic year, for the one-cycle degree course in Medicine and Surgery in English, following validation carried out in accordance with Art. 3 of the “University Regulations regarding the transfer of students enrolled at Italian or foreign universities” published at the following link:**

[http://web.uniroma2.it/it/contenuto/regolamento\\_per\\_la\\_valutazione\\_delle\\_carriere\\_cl\\_medicina\\_e\\_od\\_ontoiatria](http://web.uniroma2.it/it/contenuto/regolamento_per_la_valutazione_delle_carriere_cl_medicina_e_od_ontoiatria), the following places are available for admission to the academic year following year one:

DEGREE COURSE	YEAR OF COURSE	N. PLACES AVAILABLE
MEDICINE AND SURGERY LM-41	4 <sup>th</sup>	7

Once the procedure for the validation of previous careers in favour of the selection winners has been completed, Tor Vergata University of Rome will carry out a check of the places that have yet to be used for this purpose and that have remained available and will allocate them to incoming transfers, by publishing a special Call on the University website [www.uniroma2.it](http://www.uniroma2.it) no later than 31/12/2024. The specific Call will regulate the terms and conditions for the submission of transfer/career assessment applications.

### **Art. 9 - Registration procedure**

Enrolment in degree courses regarding the present call is established in relation to the admission test score and placement on the ranking list, which is drawn up taking into account the number of places assigned to the University during the programming and the options of participating candidates.

In order to register, candidates must:

fill in the evaluation questionnaire at <http://www.quest.uniroma2.it>. A questionnaire code (CQ) will be issued, which must be inserted at the moment of validation of payment. The CQ remains valid for five days following the completion of the questionnaire. Following this deadline, another questionnaire will have to be recompiled. Following this stage:

#### **A) On-line registration:**

1. Connect to the on-line Service site: <http://delphi.uniroma2.it>;
2. Select Student Area, **Key 2**, Enrollment;
3. Select “Start application procedures”;
4. Print your payment slip regarding the **payment of your first instalment**;
5. Pay the contribution due through the **PagoPa** system, which allows you to make your payment through a variety of channels, including online. Links and further information on payment methods are available at the following web address: <http://studenti.uniroma2.it/pagamento/>
6. Log back on to the online site: <http://delphi.uniroma2.it> within 48 hours after payment in order to validate using the '**PagoPa validation**' button.
7. The system will issue a **STUDENT REGISTRATION NUMBER** and the procedure to obtain a password, which must be conserved with care as it will be important to gain further access to the University Computer Services. However, even without a matriculation number and password, access will possible through **SPID** credentials.

N.B: Following registration, once payment has been validated, candidates must upload the following documents on the Delphi portal:

- a passport-size photo
- a copy of a valid identification document (front and back);

Students must then book an appointment at the physical or virtual counter of the Medical Area Student Affairs Office for the recognition and validation of the photo and document uploaded, **IN ACCORDANCE WITH THE DEADLINES INDICATED BY THE MUR AFTER EACH RANKING LIST DISPLACEMENT.**

After this validation, enrolment will be completed. **If the validation step is not completed, the Delphi functions will be limited.**

## **B) Presentation of documentation at the Student Affairs Office**

Once payment has been validated, the following documents must be submitted to the Student Affairs Office of the Faculty of Medicine and Surgery “Health Area” - Via Montpellier 1 - 00133 Rome (Tor Vergata district), within the stipulated deadline (See Art. 8 of the present Call):

- a. A pre-compiled **registration application**, which must be signed at the moment of submission;
- b. **Section of the sheet** which comes from the payment validation procedure. This section of the sheet is marked with the words “**to be delivered to the Student Affairs Office**”.

**IMPORTANT: Validation of payment and consignment of the above-mentioned documents to the Student Affairs Office are indispensable in order to be registered.**

- **International students with foreign qualifications and who require a study visa**

Successful candidates that have a foreign academic qualification, apart from providing the aforementioned documentation, must also provide the documents listed in **Annex “B”** in the present Call (<http://www.studiare-in-italia.it/studentistranieri>).

International students with a foreign qualification and study visa applicants must complete their enrolment by the deadlines foreseen in the registration procedures through the International Students Office, Via Cracovia, 50 - 00133 ROMA - Building D floor 0 room n. 1 (email address: [international.students@uniroma2.it](mailto:international.students@uniroma2.it)).

- **Disabled Students or with Specific learning disabilities (DSAs)**

At enrolment, in order to apply for partial or total exemption from fees and access to services (where foreseen by law and provided by CARIS, students, in addition to ticking the relevant entry box when registering on Delphi, **must provide the CARIS Secretarial Office the certification**, also by sending good quality scans 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 detail:

- Students with a disability equal to or greater than 66% or with a recognised disability in accordance with art. 3, paragraphs 1 and 3 of Law n. 104 of 5 February 1992 are totally exempt from the payment of tuition fees and contributions for enrolment and must follow the same on-line enrolment procedure foreseen for all students, self-certifying their disability on the same application form.

In order to continue the enrolment procedure, students must then hand in or send to the CARIS Secretariat all the documentation issued by the competent authorities certifying the state of invalidity.



- Students can also, following the same procedure, apply for a 20% discount on the second instalment if they have a recognised disability of between 46% and 65%.

Should the documentation not be submitted by the student or is considered invalid, the candidate will be required to pay all university fees and contributions.

During the course, any request for specific measures and tools for each individual course or exam must be made in writing to CARIS.

Exemption from fees for students with DSAs is not foreseen by law. They can however apply for specific measures and tools to facilitate them in their university course following the same accreditation and document procedures outlined above.

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

- **Registration with course shortening**

(Exclusively for those already in possession of a degree), candidates must follow the normal registration procedure and provide the following documents to the Student Affairs Office together with their Registration Documents:

- a) Self-certification or photocopy of the Degree certificate including the full list of exams taken;
- b) Examination programs followed together with an official stamp of authentication from the university of origin.

- **Transfer from another University:**

**To be carried out no later than the registration deadline**

- 1) Candidates must log on to the website <http://delphi.uniroma2.it> > Select Student Area > "KEY 2 ..." fill in the application regarding "transfer from another University (entering Tor Vergata)"
- 2) print the transfer request, which must be returned, together with:
  - self-certification of the exams sustained;
  - certified copy of the programme sustained stamped by the didactic structure of origin;
  - details regarding the academic years registered;
- 3) When consigning the above-mentioned documents, applicants must fill in the form "booking form for students awaiting transfer".

- **Transfer from one Faculty / Degree Course at Tor Vergata University to another:**

**To be carried out no later than the registration deadline**

- 1) Select: <http://delphi.uniroma2.it> "KEY 4 ..." **Online management of degree course** (services for students that have already enrolled) > **Key 1** "Student Area" insert your registration number and password and fill in the application form for your transfer.
- 2) Print out your application and payment slip to be paid using the **PagoPa** system, which allows you to make your payment through a variety of channels, including online. Links and further information on payment methods are available at the following web address: <http://studenti.uniroma2.it/pagamento/>.
- 3) Log back on to the online site: <http://delphi.uniroma2.it> within 48 hours of payment to validate the procedure using the '**PagoPa validation**' button;
- 4) Submit a copy of your transfer request and payment slip, which must be returned together with:
  - self-certification of your exams sustained

- a certified copy of the programme sustained stamped by the didactic structure of origin;
- 5) When consigning the above-mentioned documents, applicants must fill in the form "booking form for students awaiting transfer".

### **ART. 10 - Payment of University Taxes and Contributions**

All additional information regarding the calculation of university fees and contributions, together with deadlines and payment methods, will be available in the **2024/2025 Student Handbook**, published on the University portal at the following link:

[https://web.uniroma2.it/it/percorso/futuri\\_studenti/sezione/guida\\_dello\\_studente](https://web.uniroma2.it/it/percorso/futuri_studenti/sezione/guida_dello_studente)

The Guide will also specify all the possibilities regarding total or partial exemption (\*) from taxes and contributions.

(\*) Please note, in particular, that the exemption from payment of the university fee for the first year for all students enrolling for the first time at Tor Vergata University of Rome on a course, whose qualification is a high school diploma, obtained (at an Italian school) with a **mark of 100/100 (or 60/60)**. In this case, only the stamp duty and regional tax must be paid.

- **Compulsory Vaccinations**

Successful candidates, upon enrolment, must declare their commitment to undergo, within 60 days of their enrolment, the following certifications:

- A tuberculin test, which will be performed using the **Mantoux** technique in accordance with the Agreement of 7<sup>th</sup> February 2013 of the State-Regions Conference regarding “the prevention of tuberculosis in healthcare workers and related subjects” and in accordance with the Decree of the President of the Republic of 7.11.2001, n. 465, which regulates the conditions in which anti-tuberculosis vaccinations are compulsory in accordance with Article 93, paragraph 2 of Law No 388 of 23<sup>rd</sup> December 2000. This test must be carried out at an NHS facility;
- Certificate of vaccination against viral hepatitis B, pursuant to Law no. 165 of 27/05/1991.

Students must upload these certifications in the FORM available at the following link:

<https://forms.office.com/e/s3AA3jETZ3>

### **ART. 11 - Information relating to art. 13 and 14 of EU Regulation 679/2016**

For information regarding the use of the personal data of candidates, refer to Art. 5 of the Ministerial Decree of 06<sup>th</sup> August 2024 n. 1133.

### **ART. 12 - Useful contact information.**

**Tor Vergata University will be closed from 12<sup>th</sup> to 2<sup>th</sup> of August**

**Student Affairs Office of Medicine and Surgery**

Address; Via Montpellier, 1 - 00133 Rome

Appointments can be arranged through the following link:

<https://prenotazioni.uniroma2.it/segreteria-area-medica/>

Phone numbers: 0672596013-6043-6045-6964-6914

E-mail: [segr-studenti-medicina@med.uniroma2.it](mailto:segr-studenti-medicina@med.uniroma2.it)

**Public Relations Office (URP)**

Address: Via Cracovia, 50 - 00133 Roma (Building C, first floor)

Office hours: Monday from 9am to 1pm, Wednesday from 9am to 1pm and from 2pm to 4pm, Friday from 9am to 1pm

E-mail: [relazioni.pubblico@uniroma2.it](mailto:relazioni.pubblico@uniroma2.it)

Telephone: +39 06 7259 2542 - 3091

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

**The “Call Tor Vergata” Service**

Telephone answering machine Tel. +39 06 7259 3099

Monday to Thursday from 9 a.m. to 1 p.m. and 2 p.m. to 5 p.m., Friday from 9 a.m. to 1 p.m.

**Student Welcome Office:** Via Cracovia, 50 - 00133 Rome (Building C, first floor).

Appointments can be arranged on: <https://prenotazioni.uniroma2.it/welcome-office/>

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

Telephone: +39 06 7259 2817/3234

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

**International Students Office**

Address: Via Cracovia, 50 - 00133 Roma (Building D, ground floor)

Phone numbers: + 39 06.7259 3231/2566/2567/3233

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

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

**Technical Secretarial Office of the Commission of the University of Rome Tor Vergata** for the inclusion of disabled students and students with DSAs (**CARIS**) - at the New Buildings of Engineering - ground floor (Aula L1) –

Via del Polytechnic 1 - 00133 Rome

Telephone +39 062022876 - +39 06 7259 7483/7761/7762/3652

E-mail: [segreteria@caris.uniroma2.it](mailto:segreteria@caris.uniroma2.it)

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

Appointments can be arranged on Mondays, Wednesdays and Fridays from 9.00 a.m. to 12.00 and on Wednesdays from 2.00 p.m. to 4.00 p.m.

Website of the degree course in Medicine and Surgery: <http://medschool.uniroma2.it/>

University portal: <http://web.uniroma2.it/>

N:B: The present translation is for consultation purposes only. For any legal matters pertaining to this Call, reference will be made to the original copy in Italian.