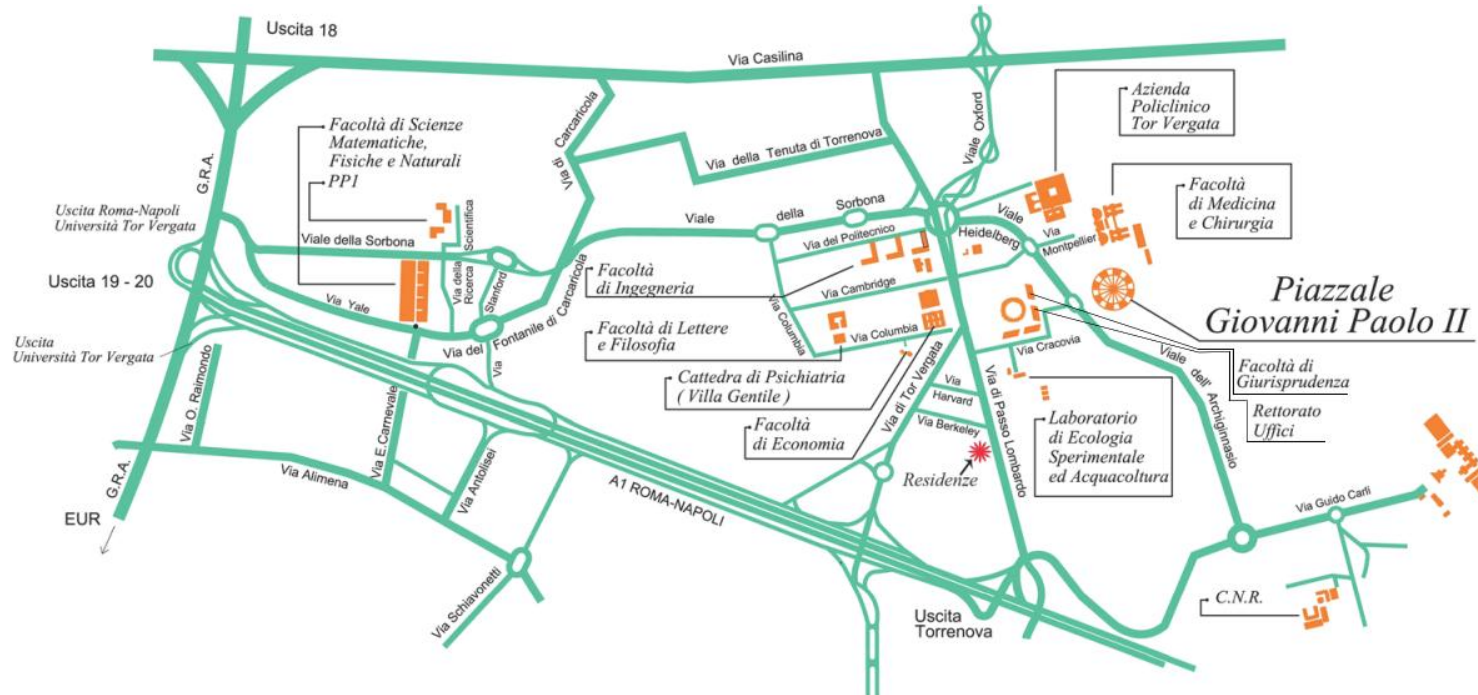




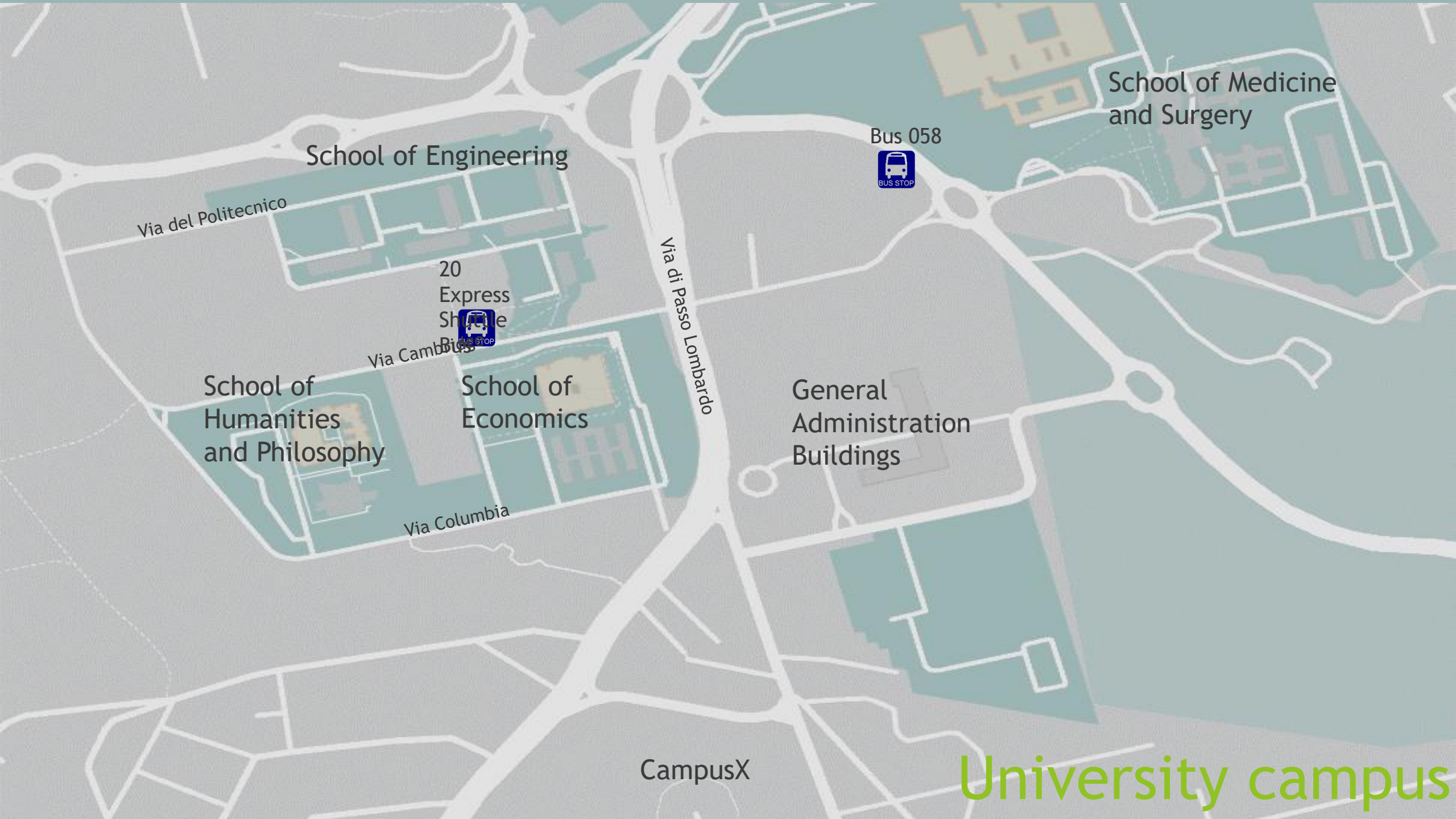
TOR VERGATA
UNIVERSITÀ DEGLI STUDI DI ROMA



UNIVERSITY OF ROME
«TOR VERGATA»
PRACTICAL INFORMATION FOR CNE STUDENTS



University campus



School of Medicine
and Surgery

Bus 058



School of Engineering

Via del Politecnico

20
Express
Shuttle
Bus Stop

Via Cambrés

School of
Humanities
and Philosophy

School of
Economics

Via Columbia

Via di Passo Lombardo

General
Administration
Buildings

CampusX

University campus

School of engineering





University and Public transport

- MAIN PUBLIC TRANSPORTATION (Metro and Bus ticket cost 1,50 euro)

Metropolitana - Linea “A” (Orange) to Anagnina station.

Get off at Anagnina (last stop) and take the Bus 20 Express to reach: Central Administration Offices, School of Law, School of Economics; Engineering; Humanities and Philosophy; Mathematics, Physics and Natural Sciences; Medicine and Surgery. Get off at Anagnina (last stop) and take the bus 500 to reach: Medicine and Surgery; Mathematics, Physics and Natural Sciences; Get off at Anagnina (last stop) and take the bus 506, 507, 509 to reach: Central Administration Offices, School of Law.

<https://www.atac.roma.it/en/utility/sales-channels>.

- Metropolitana Linea “C”.

Get off at Torre Angela and take Bus 500, 506 and 20 Express Cotral extra-urban lines: Cotral services connect many municipalities of lower Lazio with the Anagnina underground station, crossing the university campus “Tor Vergata”.

Use **Moovit app**. University facilities are available on the app (School of Engineering = Macroarea or Facoltà di Ingegneria)

Student Offices

- ▶ **Welcome Office:** VISA, stay permit, fiscal code request, bank account, access to Italian health system, general information about courses, scholarships and grants opportunities, life in Rome and other useful services for international and national students.
<https://en.uniroma2.it/campus-life/international-students/>
- ▶ **International Student Office** - enrollment procedures and administrative issues.
- ▶ **Email:** international.students@uniroma2.it - foundationcourse@uniroma2.it
Phone: +39 06 72593231/2108/2566
 - ▶ Address: Via Cracovia 50, 00133 Rome Building C, Floor 1, Room C1.01
 - ▶ Telephone: +39 06 7259 2817 +39 06 7259 3234 - Skype: unitorvergata_welcome - Email: welcome@uniroma2.it
 - ▶ Office Hours: Mon to Thu: 9:00 - 12:00 / 14:00 - 16:00; Fri: 9:00 - 12:00
- ▶ **Erasmus Office** <https://en.uniroma2.it/international-office/erasmus/>
- ▶ **Stage and Placement Office** <https://en.uniroma2.it/placement/>
- ▶ **Engineering Student Secretarial Office (Segreteria Studenti di Ingegneria):** Registration, Administrative procedures, certifications, information, etc.
 - ▶ Telephone: 06/72597598 - Email: segreteria-studenti@ing.uniroma2.it - site (Italian): <http://ing.uniroma2.it/area-studenti/segreteria-studenti/>

Registration procedure

- ▶ On September 22nd at 9,30 am you have appointment COMPLETION OF ENROLMENT at
 - the International Student Office in Via Cracovia n. 50 - 00133 Rome.
- ▶ **REMEMBER TO BRING YOUR ORIGINAL BACHELOR'S DEGREE AND TRANSCRIPT TO THE OFFICE.**
- ▶ Appointment with Cinzia at 9,00 AT BUS STOP
“Cambridge/Resid. Universitaria” BUS 20 FROM ANAGNINA REMEMBER TO BRING YOUR ORIGINAL BACHELOR'S DEGREE AND TRANSCRIPT TO THE OFFICE.

Codice fiscale

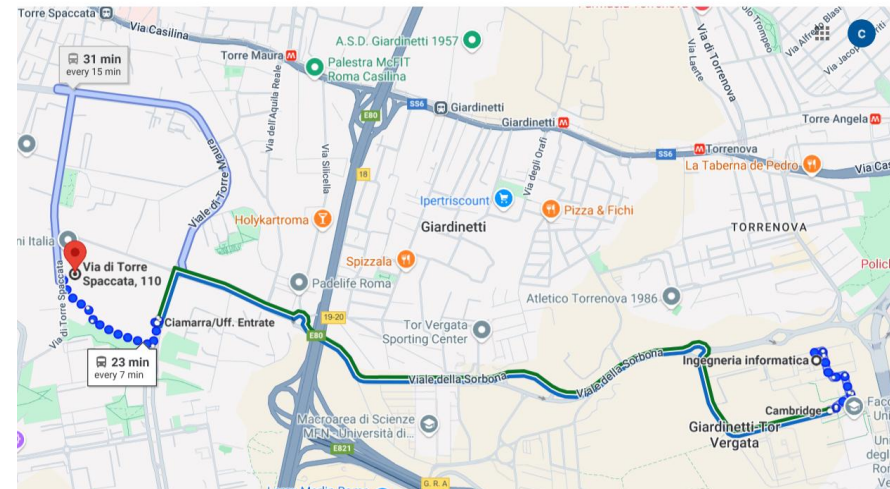
The codice fiscale is a citizen identification tool issued by the Ministry of Finance.

It is required for various procedures, e.g. to complete your enrollment as well as to open a bank account, to apply for a health insurance card or to sign a tenancy agreement. **To request a taxpayer code, all citizens residing abroad can contact the Italian Consular-diplomatic representation in their country of residence.** In Italy, this document can be requested at the closest “Agenzia delle Entrate” in the city in which you reside.

The closest office to Tor Vergata University is located in:

Via di Torre Spaccata, 110 00173 - Roma, behind the supermarket. Bus 20 from Viale Cambridge.

CONSIDERING THE NEW INFORMATION WE RECEIVED,
PLEASE USE THE DECLARATION I SENT YOU TILL NEW
INFORMATION ABOUT RELEASE.



Residence permit (permesso di soggiorno)

- ▶ The Italian law establishes that **non-EU citizens** who wish to stay in Italy for more than three months **must apply for the residency permit within 8 days from their arrival in Italy.**
- ▶ Firstly, the student has to take **the kit for the residency permit request** (available at post offices).
- ▶ Once the request form is correctly completed, the student has to deliver it to any post offices with the logo *Sportello Amico* together with:
 - ▶ - a copy of each passport's page
 - ▶ - a copy of the health insurance
 - ▶ - a copy of the Acceptance Letter received by the University
 - ▶ - a copy of the Fiscal Code
 - ▶ - 1 Revenue Stamp (Marca da Bollo) € 16. You can buy it in the tobacco stores.

Declaration of presence on Italian territory

- ▶ Those who have applied for a renewal and obtain a renewed residency permit before their departure (with the validity of the permit covering the entire period of their stay in Italy) will NOT have to apply for a study visa at the Italian embassy. These students will enter Italy regularly with their French residence card.
- ▶ Once they arrive in Rome, they will have to go to the Questura within 8 working days and proceed with the Declaration of Presence in accordance with Article 5, par. 7 of the TUI, (this form should be provided directly by the Questura. As stated in the same directive: ‘when making the declaration of presence, the student must present not only the authorisation issued by the first Member State but also the documentation relating to the mobility programme or agreement in question’.

COST OF THE RESIDENCE PERMIT

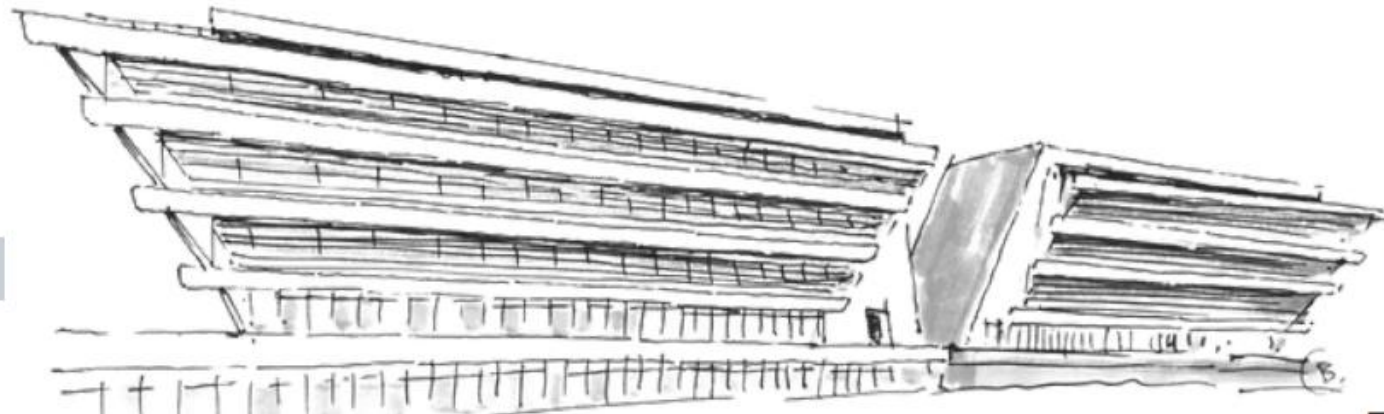
- The cost of the slip is € 70,46
- The cost of the residency permit kit is € 30,00

The closest Post Office to Tor Vergata University is in:



Via Terzilio Cardinali, 11
00173 - Roma, behind
the supermarket. Bus 20
from Viale Cambridge.

OPENING HOURS:
Mon to Fri from 8.20 am
to 7.05 pm. Sat from
8.20 to 12.35



Welcome days schedule

Day/time	Place	Activity	Keep with you
22 September h. 10.30 am	Aula Pitagora Via del Politecnico, 1, 00133 Roma RM	Welcome day: greetings from the professors; description of semester teaching activities; information about University Campus and services	
(whenever you want)	Agenzia delle Entrate (see the link http://chem-nano-eng.uniroma2.it/student-area/practical-information/ for the opening hours and other info)	Obtaining Codice Fiscale (fiscal code/tax identification number).	• Copy of each passport's page containing personal identification data and visa (non-EU students) or identity document (EU students)
23 September h 9,30 am	International Student Office in Via Cracovia n. 50 - 00133 Rome	COMPLETION OF ENROLMENT AT UNIVERSITY	BRING YOUR ORIGINAL BACHELOR'S DEGREE AND TRANSCRIPT TO THE OFFICE - your passport
24 September h. 11.00	Welcome Office/ IT room	Filling up the kit requested for the residence permit with our staff assistance	• The kit picked up from post office

Welcome days schedule

Day/time	Place	Activity	Keep with you
ONCE THE KIT IS PROPERLY FILLED OUT	Post Office (you can choose the post office you prefer)	Residency permit request	• The kit properly filled out • a copy of each passport's page • a copy of the health insurance • a copy of the Acceptance Letter received by the University • a copy of the Fiscal Code • 1 Revenue Stamp (Marca da Bollo) € 16. You can buy it in the tobacco stores
27 September	Walking around Ancient Rome	Cultural activity	
WHEN FINISHED		Send to info@chem-nano-eng.uniroma2.it a scanned copy of <i>Codice Fiscale</i> (Fiscal Code) and <i>Permesso di Soggiorno</i> (Residency Permit) request receipt.	

CALENDARIO ACCADEMICO 2024-2025

Novembre 2024	Dicembre 2024	Gennaio 2025	Febbraio 2025	Marzo 2025	Aprile 2025	Maggio 2025	Giugno 2025	Luglio 2025	Agosto 2025	Settembre 2025	Ottobre 2025
<i>Inizio anno accademico</i>											
v 1 Venerdì	v 1 Domenica	v 1 Mercoledì	1 Sabato	1 Sabato	1 Martedì	v 1 Giovedì	v 1 Domenica	1 Martedì	1 Venerdì	1 Lunedì	1 Mercoledì
2 Sabato	2 Lunedì	2 Giovedì	2 Domenica	2 Domenica	2 Mercoledì	v 2 Venerdì	v 2 Lunedì	2 Mercoledì	2 Sabato	2 Martedì	2 Giovedì
v 3 Domenica	3 Martedì	v 3 Venerdì	3 Lunedì	3 Lunedì	3 Giovedì	v 3 Sabato	v 3 Martedì	3 Giovedì	v 3 Domenica	3 Mercoledì	3 Venerdì
4 Lunedì	4 Mercoledì	v 4 Sabato	4 Martedì	4 Martedì	4 Venerdì	v 4 Domenica	4 Mercoledì	4 Venerdì	4 Lunedì	4 Giovedì	4 Sabato
5 Martedì	5 Giovedì	v 5 Domenica	5 Mercoledì	5 Mercoledì	5 Sabato	v 5 Lunedì	5 Giovedì	5 Sabato	5 Martedì	v 5 Venerdì	5 Domenica
6 Mercoledì	6 Venerdì	v 6 Lunedì	6 Giovedì	6 Giovedì	v 6 Domenica	6 Martedì	6 Venerdì	v 6 Domenica	6 Mercoledì	6 Sabato	6 Lunedì
7 Giovedì	7 Sabato	7 Martedì	7 Venerdì	7 Venerdì	7 Lunedì	7 Mercoledì	7 Sabato	7 Lunedì	7 Giovedì	v 7 Domenica	7 Martedì
8 Venerdì	v 8 Domenica	8 Mercoledì	8 Sabato	8 Sabato	8 Martedì	v 8 Venerdì	v 8 Domenica	8 Martedì	8 Venerdì	8 Lunedì	8 Mercoledì
9 Sabato	9 Lunedì	9 Giovedì	v 9 Domenica	v 9 Domenica	9 Mercoledì	9 Venerdì	9 Lunedì	9 Mercoledì	9 Sabato	9 Martedì	9 Giovedì
v 10 Domenica	10 Martedì	10 Venerdì	10 Lunedì	10 Lunedì	10 Giovedì	10 Sabato	10 Martedì	10 Giovedì	v 10 Domenica	10 Mercoledì	10 Venerdì
11 Lunedì	11 Mercoledì	v 11 Sabato	11 Martedì	11 Martedì	v 11 Venerdì	v 11 Domenica	11 Mercoledì	11 Venerdì	11 Lunedì	11 Giovedì	11 Sabato
12 Martedì	12 Giovedì	v 12 Domenica	12 Mercoledì	12 Mercoledì	12 Sabato	12 Lunedì	12 Giovedì	12 Sabato	v 12 Martedì	12 Venerdì	v 12 Domenica
13 Mercoledì	13 Venerdì	13 Lunedì	13 Giovedì	13 Giovedì	v 13 Domenica	13 Martedì	13 Venerdì	v 13 Domenica	13 Mercoledì	13 Sabato	13 Lunedì
14 Giovedì	14 Sabato	14 Martedì	14 Venerdì	14 Venerdì	14 Lunedì	14 Mercoledì	14 Sabato	14 Lunedì	v 14 Giovedì	v 14 Domenica	14 Martedì
15 Venerdì	v 15 Domenica	15 Mercoledì	15 Sabato	15 Sabato	15 Martedì	v 15 Giovedì	v 15 Domenica	15 Martedì	15 Venerdì	15 Lunedì	15 Mercoledì
v 16 Sabato	16 Lunedì	v 16 Domenica	16 Giovedì	v 16 Domenica	16 Mercoledì	16 Venerdì	16 Lunedì	16 Mercoledì	v 16 Sabato	16 Martedì	16 Giovedì
v 17 Domenica	17 Martedì	17 Venerdì	17 Lunedì	17 Lunedì	17 Giovedì	17 Sabato	17 Martedì	17 Giovedì	17 Venerdì	17 Domenica	17 Venerdì
18 Lunedì	18 Mercoledì	18 Sabato	18 Martedì	18 Martedì	18 Venerdì	v 18 Domenica	18 Mercoledì	18 Venerdì	18 Lunedì	18 Giovedì	18 Sabato
19 Martedì	19 Giovedì	v 19 Domenica	19 Mercoledì	19 Mercoledì	19 Sabato	19 Lunedì	19 Giovedì	19 Sabato	19 Martedì	19 Venerdì	v 19 Domenica
20 Mercoledì	20 Venerdì	20 Lunedì	20 Giovedì	20 Giovedì	v 20 Domenica	20 Martedì	20 Venerdì	v 20 Domenica	20 Mercoledì	20 Sabato	20 Lunedì
21 Giovedì	21 Sabato	21 Martedì	21 Venerdì	21 Venerdì	v 21 Lunedì	21 Mercoledì	21 Sabato	21 Lunedì	v 21 Giovedì	v 21 Domenica	21 Martedì
22 Venerdì	v 22 Domenica	22 Mercoledì	22 Sabato	22 Sabato	22 Martedì	22 Giovedì	v 22 Domenica	22 Martedì	22 Venerdì	22 Lunedì	22 Mercoledì
23 Sabato	23 Lunedì	23 Giovedì	v 23 Domenica	v 23 Domenica	23 Mercoledì	23 Venerdì	23 Lunedì	23 Mercoledì	v 23 Sabato	23 Martedì	23 Giovedì
v 24 Domenica	24 Martedì	24 Venerdì	24 Lunedì	24 Lunedì	24 Giovedì	24 Sabato	24 Martedì	24 Giovedì	v 24 Domenica	24 Mercoledì	24 Venerdì
25 Lunedì	25 Mercoledì	25 Sabato	25 Martedì	25 Martedì	v 25 Venerdì	v 25 Domenica	25 Mercoledì	25 Venerdì	25 Lunedì	25 Giovedì	25 Sabato
26 Martedì	v 26 Giovedì	v 26 Domenica	26 Mercoledì	26 Mercoledì	26 Sabato	26 Lunedì	26 Giovedì	26 Sabato	26 Martedì	26 Venerdì	v 26 Domenica
27 Mercoledì	v 27 Venerdì	27 Lunedì	27 Giovedì	27 Giovedì	v 27 Domenica	27 Martedì	27 Venerdì	v 27 Domenica	27 Mercoledì	27 Sabato	27 Lunedì
28 Giovedì	28 Sabato	28 Martedì	28 Venerdì	28 Venerdì	28 Lunedì	28 Mercoledì	28 Sabato	28 Lunedì	v 28 Giovedì	v 28 Domenica	28 Martedì
29 Venerdì	v 29 Domenica	29 Mercoledì	29 Sabato	29 Sabato	29 Martedì	29 Giovedì	v 29 Domenica	29 Martedì	29 Venerdì	29 Lunedì	29 Mercoledì
30 Sabato	v 30 Lunedì	30 Giovedì	v 30 Domenica	30 Domenica	30 Mercoledì	30 Venerdì	30 Lunedì	30 Mercoledì	30 Sabato	30 Martedì	30 Giovedì
	v 31 Martedì	31 Venerdì	31 Lunedì	31 Lunedì		31 Sabato		31 Giovedì	v 31 Domenica		31 Venerdì
											<i>Fine anno accademico</i>

Legenda:

nessuna attività didattica

v chiusura Ateneo

Class schedule

- ▶ In the Engineering Didactic Building there are over 50 classrooms, of different capacities, dedicated to the carrying out of the lessons. These are located on three levels, easily accessible by stairs and elevators. In the Educational Building there are also 6 study rooms, a computer lab and an electronics lab, the latter equipped with workstations.
- ▶ All classrooms are equipped with summer and winter air conditioning, video projector and amplification system; there is also a wi-fi connection for connection to the university network. Most classrooms have specific workstations for disabled people.
- ▶ All your lectures will be held in **classroom B9** or **CampusX**.
- ▶ Here you will find your class schedule:

<http://chem-nano-eng.uniroma2.it/student-area/class-schedule/>.

Free e-services for students



Microsoft Office 365,
including
e-mail
Office Web Apps,
One Drive
(2TB free space)
Share point
Calendar
OneDrive
(2TB free space)
One Note
Planner
Power Apps
SharePoint
Skype for Business
Sway
Yammer

Campus Agreement free access to
Microsoft
Azure Dev Tools
teaching
Math Lab
Lab View
Mathematica
Maple
Ansys

Digital Library MLOL
(books, movies, music, newspapers)

Students

Delphi (enrollment, career
Management)
Didattica Web (courses' timetable,
syllabus, exams, files, etc)

Libraries

- ▶ Each School is equipped with its own library, offering free access to a vast array of scholarly publications (in hard or soft copy) to Tor Vergata students
- ▶ Opening hours:
- ▶ School of Medicine and Surgery
Mon-Fri from 9.00 am to 6.00 pm, Sat-Sun closed
- ▶ School of Law
Mon-Fri from 9.00 am to 6.00 pm, Sat-Sun closed
- ▶ School of Engineering
Mon-Wed from 9.00 am to 6.00 pm, Sat-Sun closed
- ▶ School of Economics
Mon-Fri from 9.00 am to 6.00 pm, Sat-Sun closed
- ▶ School of Humanities and Philosophy
Mon-Fri from 9.00 am to 6.00 pm, Sat-Sun closed
- ▶ School of Mathematical, Physical and Natural Sciences
Mon-Fri from 9.30 am to 6.30 pm, Sat-Sun closed



Libraries

- ▶ **Tor Vergata Library Search** is a new service that gives access through a simple interface to hundreds and thousands of quality academic resources. You can search and access research articles from subscribed and open access e-journals, full-text databases , Tor Vergata bibliographic catalogue, the Repository of research publications (ART), and many other resources. It makes also available integrated services which allow to expand your search, get more information about resources and place a request for items not accessible on line
- ▶ <https://librarysearch.uniroma2.it/>

Health services

- ▶ **CARIS** is the University structure that coordinates, monitors and supports all activities aimed at favoring the integration of disabled students into university life, with specific learning disorders (dyslexia, dysgraphia, dysorthography, dyscalculia) or temporary difficulties. CARIS offers necessary services, technological aids, tutoring, psychological counseling.
- ▶ **WHITE CODE: HEALTH CARE FOR FOREIGN STUDENTS AND STUDENTS RESIDING OUTSIDE LAZIO** a basic health care centre is available for our foreign students and those coming from other Italian regions except Lazio. The service is free of charge for all Italian students residing outside Lazio, for all European students who have an ENI card number and for students of any nationality enrolled in the Italian National Health Service (SSN/SSR). Support will also be given to those students that want to be enrolled in the National/Regional Health Service. For information: whitecode@med.uniroma2.it

National Health Service

As an alternative to your personal insurance, you can consider the following solution:

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

- ▶ **How to register at the post office:**

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

Go to the closest **ASL** office (Local Health Authority). The closest one to Tor Vergata University is situated in **Via di Torrenova, 138** (other addresses can be consulted at www.salute.gov.it/). You have to bring with you the payment receipt

Digital services

- ▶ The **Delphi** is a system used by the University of Tor Vergata with many facilities for both students and teachers. Once you are logged in as a student, you can take advantage of different services such as Enrollment, Registration for subsequent years, Transfers, etc. The most important functions are exams and student career management. <https://delphi.uniroma2.it/>
- ▶ The **Didatticaweb** platform is a tool, made available by the University of Tor Vergata, through which all students can consult updated information on the subjects of interest. <http://didattica.uniroma2.it>
- ▶ **University Wi-Fi:** with your Delphi access parameters, you can use EDUROAM and Captive Wi-Fi networks
- ▶ The University provides the **e-mail service** to all students. With a University mail account you can access other services offered to students such as:
 - ▶ **Matlab** (see <http://it.mathworks.com/mwaccount/>)
 - ▶ **Office 365**

Sports and cultural activities

- ▶ **CUS (University Sport Center) Roma Tor Vergata** is an amateur sports association for students, administrative and teaching staff that promotes sport within the university. <http://www.cusromatorvergata.it/>
- ▶ The **Tor Vergata Sporting Center** consists of: 3 five-a-side **football** pitches with new generation artificial grass, 2 **padel** courts and a 1 multi-purpose **basketball / volley** court. The center also offers brand new locker rooms, a large **outdoor parking** and the **Blue Bar** inside, where you can eat and drink at very convenient prices at the end of a game and / or a workout. <http://www.torvergatasportingcenter.it/>
- ▶ **Botanic Garden** and the **Garden Golf University**, Rome's first night-lit field with a Golf School. <http://bio.uniroma2.it/ortobotanico/>; <https://www.gardengolfuniversity.it/>
- ▶ «**Archeologia per Roma**» **Museum** is the first didactic and interactive museum of Archaeology in Rome. <http://museoapr.it/>
- ▶ The **concert season** organized by Roma Sinfonietta and the Associazione Culturale Musica d'Oggi. <http://www.romasinfonietta.it/concerti-tor-vergata/>
- ▶ The **Choir of the University**, involving teachers, students and staff. <https://www.facebook.com/coroclaudiasini/>

Links



CNE CENTRAL SITE:
[HTTPS://WWW.MASTER-
CNE.EU/](https://www.master-cne.eu/)



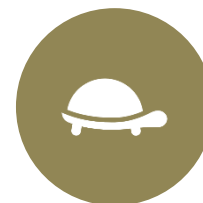
CNE ITALIAN NATIONAL
SITE: [HTTP://CHEM-
NANO-
ENG.UNIROMA2.IT/](http://chem-nano-eng.uniroma2.it/)



UNIVERSITY OF ROME
TOR VERGATA CNE E-
MAIL: [INFO@CHEM-
NANO-ENG.UNIROMA2.IT](mailto:info@chem-nano-eng.uniroma2.it)



UNIVERSITY OF TOR
VERGATA OFFICIAL SITE:
[HTTP://WEB.UNIROMA2
.IT/;](http://web.uniroma2.it/)
[HTTP://EN.UNIROMA2.I
T/](http://en.uniroma2.it/) (ENGLISH VERSION)



UNIVERSITY OF ROME
TOR VERGATA WELCOME
GUIDE:
[HTTPS://EN.UNIROMA2.
IT/PDF/TOR-VERGATA-
WELCOME-GUIDE-2020-
2021.PDF](https://en.uniroma2.it/pdf/tor-vergata-welcome-guide-2020-2021.pdf)



SCHOOL OF
ENGINEERING SITE:
[HTTP://ING.UNIROMA2.I
T/](http://ing.uniroma2.it/)



CAREER SERVICES
(ALUMNI, PLACEMENT,
JOB OPPORTUNITIES,
CAREER DAYS)
[HTTP://EN.UNIROMA2.I
T/CAMPUS-
LIFE/CAREER-SERVICES/](http://en.uniroma2.it/campus-life/career-services/)



AGEVOLA (COST
REDUCTIONS AND
DISCOUNTS FOR
STUDENTS).
[HTTP://AGEVOLA.UNIR
OMA2.IT/](http://agevola.uniroma2.it/)