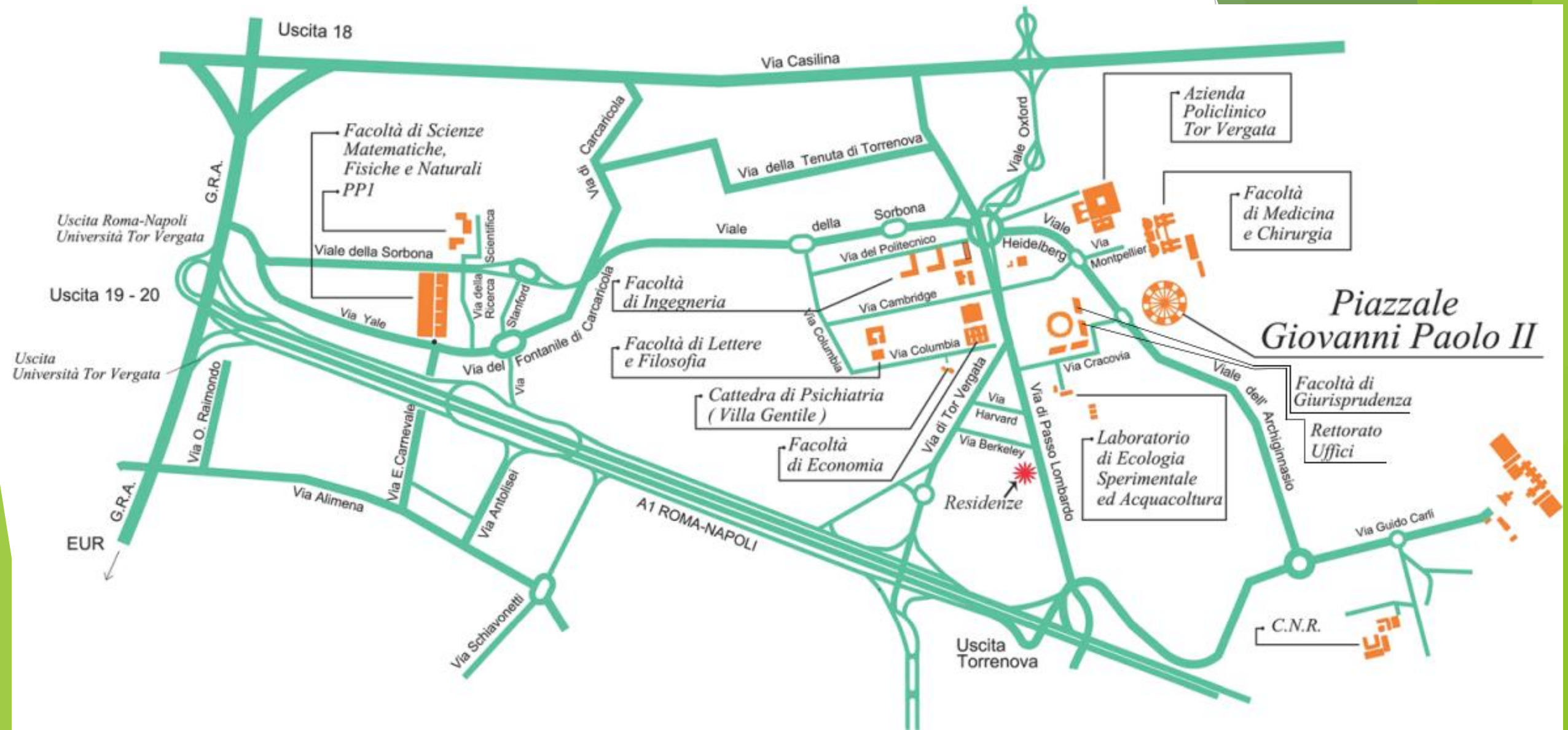
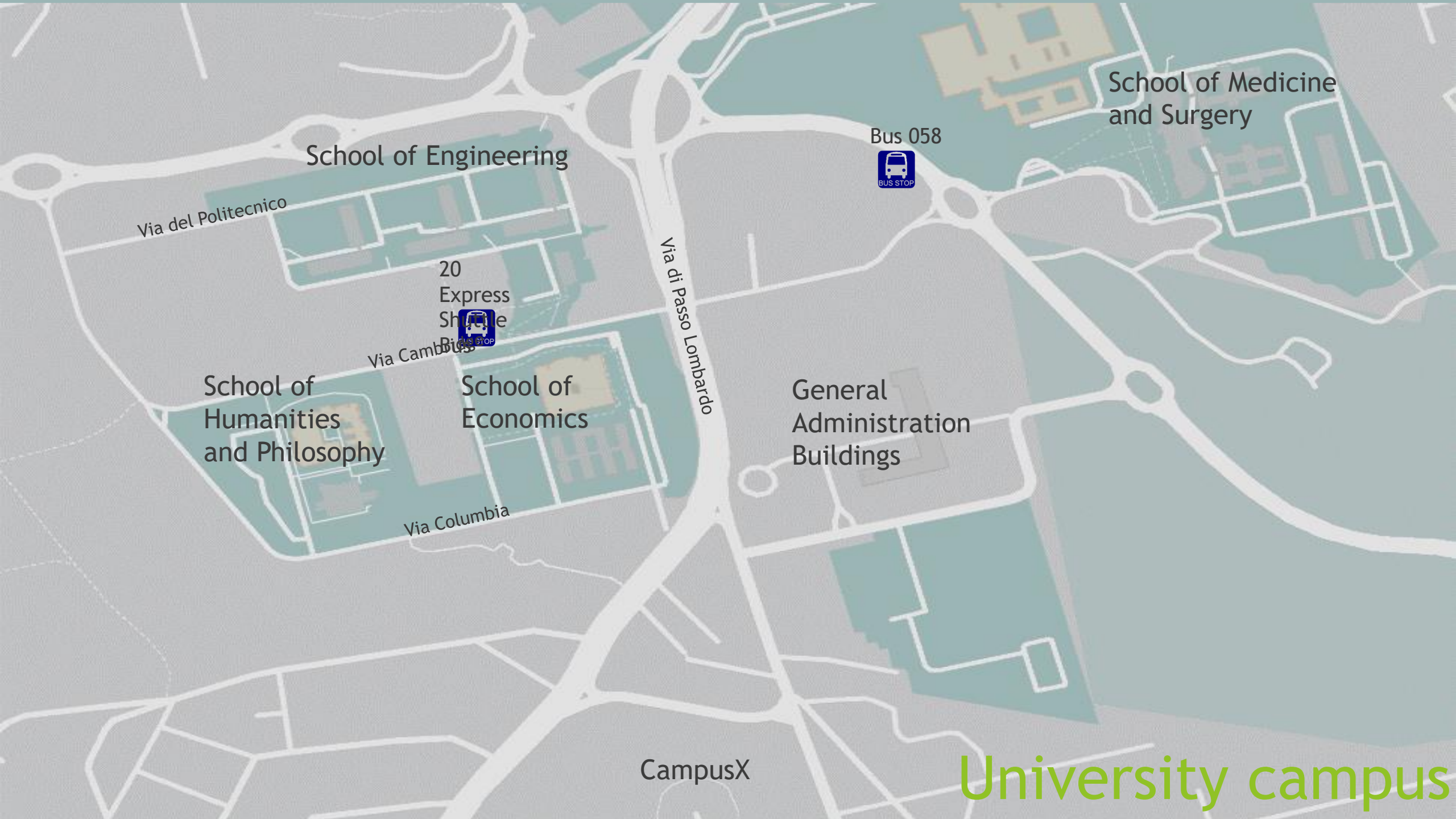


**UNIVERSITY OF ROME
«TOR VERGATA»
PRACTICAL INFORMATION FOR CNE
STUDENTS**



University campus



School of Engineering

School of Medicine and Surgery

Bus 058



Via del Politecnico

20
Express
Shuttle
Bus Stop



Via Cambiasi

School of
Humanities
and Philosophy

School of
Economics

General
Administration
Buildings

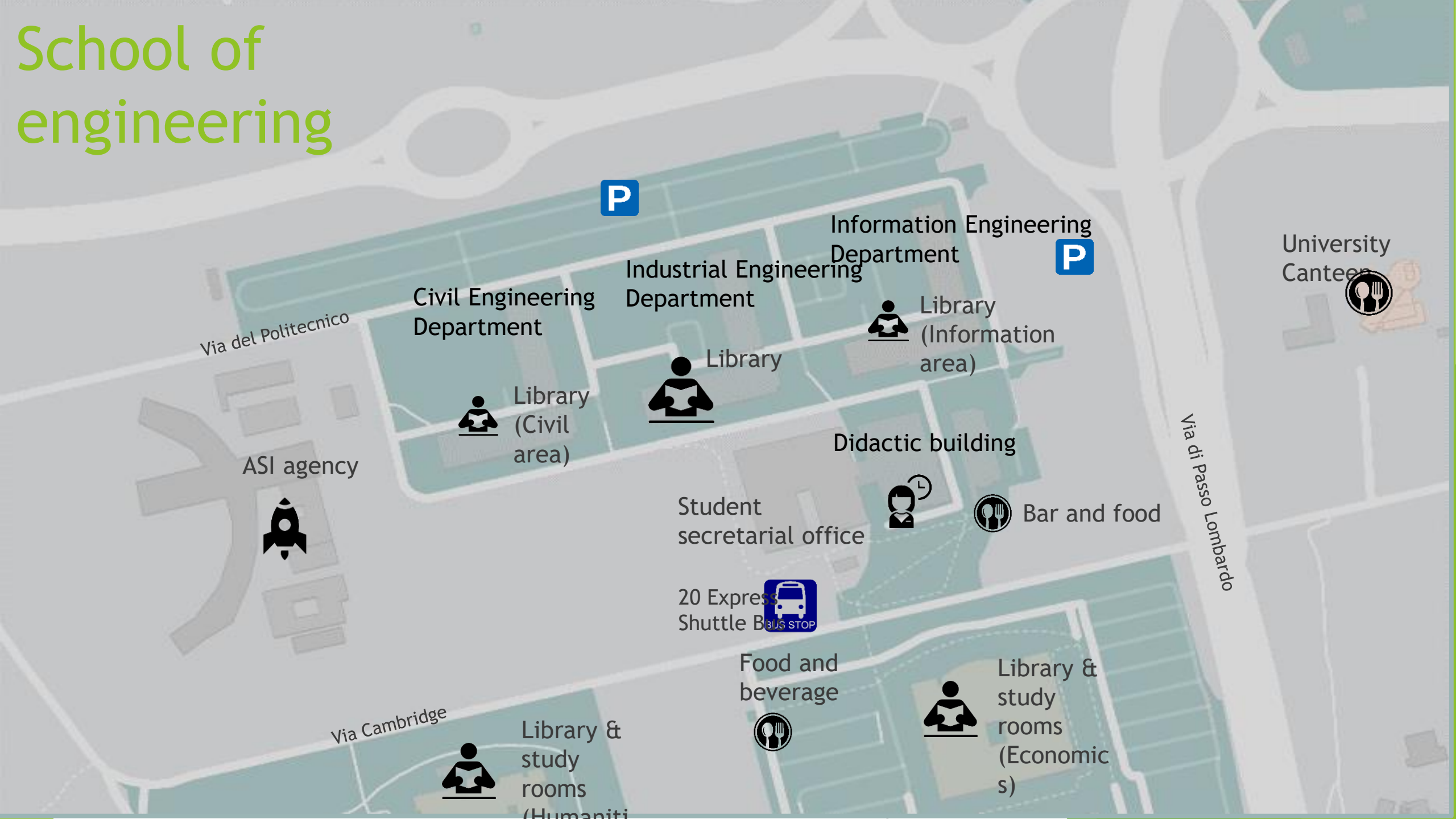
Via di Passo Lombardo

Via Columbia

CampusX

University campus

School of engineering



Via del Politecnico

ASI agency



Civil Engineering Department



Library (Civil area)

Industrial Engineering Department



Library

Information Engineering Department



Library (Information area)

Didactic building

Student secretarial office



Bar and food

20 Express Shuttle Bus



Food and beverage



Library & study rooms (Economics)

Via Cambridge



Library & study rooms (Humanities)

Via di Passo Lombardo

University Canteen



University and Public transport

► University Shuttle Bus

- **Shuttle A** is operating on weekdays from **Monday to Friday**, it will connect the Tor Vergata railway station (via Fermi - Municipality of Frascati) with the Rectorate, Via Cracovia 50, passing through the various macro-area / faculty locations
- **Shuttle B** operates on weekdays from **Monday to Friday** during the morning, afternoon and evening and on Saturday and Sunday in the morning and evening hours will connect the **Metro B - Anagnina** with **Campus X / CLA (University Linguistic Center)**, passing through the offices university students and making a stop at the **Metro C - Torre Angela**
- **Shuttle C** operates on weekdays from **Monday to Friday** during the morning and in the afternoon it will connect the Anagnina Metro Station with **Campus X / CLA**, passing through the universities and making a stop at the **Metro C Angela Tower**
- <http://en.uniroma2.it/how-to-reach-us/tor-vergata-shuttle-bus-service/>

University and Public transport

- ▶ **Bus 20 Express (in front of Engineering School)**
 - ▶ To subway A (metro A) Anagnina Station (with metro A you can reach the center of Rome)
 - ▶ To subway C (metro C) Torre Angela Station
- ▶ **Bus 058**
 - ▶ To subway B (metro B) Ponte Mammolo Station
 - ▶ To subway C (metro C) Torre Angela Station
- ▶ **Cotral Buses** connect several cities, towns and villages of the south region of Lazio to the subway A line Anagnina Station passing through the university campus.
- ▶ Info about tickets and passes on <http://atac.roma.it>
- ▶ Use **Moovit app**. University facilities are available on the app (School of Engineering = Macroarea or Facoltà di Ingegneria)

Student Offices

- ▶ **International Student Office & 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/>
 - ▶ 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 21st at 10 to 11, 30 or 14,30 to 16 am you have VIDEOCALL WITH Engineering Student Secretarial Office (School of Engineering - Didactic building) according to the first letter of the surname to carry out the **registration procedure**.
- ▶ https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWEwMDZjNGMtOTcxNy00MWIzLThkMDAtMzk4ZGE5ZDRhY2Nj%40thread.v2/0?context=%7b%22Tid%22%3a%2224c5be2a-d764-40c5-9975-82d08ae47d0e%22%2c%22Oid%22%3a%22ac68efd6-29a9-4462-9f41-c8601bcc37da%22%7d
- ▶ with the following documentation:
 - ▶ ONLY YOUR PASSPORT WITH YOU, as you already uploaded your documents on Delphi system

Fiscal code (codice fiscale)

- ▶ The **Fiscal code** is a **necessary** tool to identify citizens and it is issued by the Ministry of Finance. It is required for various procedures, e.g. to complete your enrolment but also to open a bank account, to request a health insurance card or sign a leasing contract.
- ▶ You have to request this document at the closest **Agenzia delle Entrate** (Revenue Agency) of the city in which you reside. The closest office to the Tor Vergata University is in Via di Torre Spaccata 110. Keep with you copy of each passport's page (non EU students) or identity document (EU students).
- ▶ You can reach Agenzia delle Entrate from School of Engineering with **bus 20 Express**.
- ▶ Opening hours: Mon-Fri 8:15AM-13:15PM on appointment



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.

Residence permit

- ▶ **Costs of the Residence permit:**
 - ▶ € 70,46 cost of the electronic residence permit, valid up to 1 year (pre-printed postal **payment slip**)
 - ▶ € 30,00 cost of the acceptance of the request for the residence permit issue/renewal (to be paid at the post office when you submit the filled kit)
- ▶ The closest **Post Office** to the Tor Vergata University is in Via Terzilio Cardinali 11.
 - ▶ You can reach it from School of Engineering with **bus 20 Express**.
- ▶ Opening hours: Monday to Friday from 8h20 to 19h05; Saturday from 8h20 to 12h35; Sunday closed.
- ▶ The application for the residency permit **renewal has to be submitted at least 60 days before the expiry date** of the current “Permesso di Soggiorno”. For assistance please contact our Welcome Office.



Welcome days schedule

Day/time	Place	Activity	Keep with you
18 September h. 10.00 a.m.	Sala Convegni, Via del Politecnico, 1, 00133 Roma RM	Welcome day: greetings from the professors; description of semester teaching activities; information about University Campus and services	
19 September (or 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).	<ul style="list-style-type: none"> • Copy of each passport's page containing personal identification data and visa (non-EU students) or identity document (EU students)
20 September h 12 p.m.	Welcome Office/ IT room	Filling up the kit requested for the residence permit with our staff assistance	
from 20 September onwards	Post Office (see opening hours and detailed information in attachment)	Residency permit request	<ul style="list-style-type: none"> • 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

Welcome days schedule

Day/time	Place	Activity	Keep with you
21 September	Engineering Student Secretarial Office VIDEO CALL online	Registration procedures	<ul style="list-style-type: none">• 3 passport size photos• Copy of passport pages containing personal identification data and visa (non-EU students) or identity document (EU students)• Copy of the health insurance policy
22 September time T.B.D.	AT 10 AM COLOSSEUM METRO STATION	Cultural activity	
By 24 September		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.	

Academic calendar

2023

SETTEMBRE							OTTOBRE							NOVEMBRE							DICEMBRE						
L	M	M	G	V	S	D	L	M	M	G	V	S	D	L	M	M	G	V	S	D	L	M	M	G	V	S	D
			1	2	3	4					1	2		1	2	3	4	5	6				1	2	3	4	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
							31																				

2024

GENNAIO							FEBBRAIO							MARZO							APRILE						
L	M	M	G	V	S	D	L	M	M	G	V	S	D	L	M	M	G	V	S	D	L	M	M	G	V	S	D
						1			1	2	3	4	5			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28						27	28	29	30	31			24	25	26	27	28	29	30
30	31																										

MAGGIO							GIUGNO							LUGLIO							AGOSTO						
L	M	M	G	V	S	D	L	M	M	G	V	S	D	L	M	M	G	V	S	D	L	M	M	G	V	S	D
1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
														31													

SETTEMBRE						
L	M	M	G	V	S	D
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Formative activities (lectures, laboratories, etc.)

Formative activities, deeping, recovery or individual study

Exam periods

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 C12** or **CampusX**.
- ▶ Here you can find your class schedule:

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

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:** Monday-Friday from 8:15 am to 0:00 pm, Saturday-Sunday from 10:00 am to 8:00 pm
 - ▶ **School of Law:** Monday-Friday from 8:30 am alle ore 6:30 pm
 - ▶ **School of Engineering:** Monday and Wednesday from 9:00 am to 6.00 pm, Tuesday and Thursday from 9:00 am alle 6:30 pm e il Friday from 9:00 to 3:00 pm
 - ▶ **School of Economics:** Monday-Friday from 8:30 am to 0:00 pm, Saturday-Sunday from 10:00 am to 8:00 pm
 - ▶ **School of Humanities and Philosophy:** Monday-Friday from 8:30 am to 0:00 pm, Saturday-Sunday from 10:00 am to 8:00 pm
 - ▶ **School of Mathematical, Physical and Natural Sciences:** Monday-Friday from 9:00 am to 0:00 pm, Saturday-Sunday from 10:00 am to 8:00 pm

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**
- ▶ In order to take part in **online classes** students will need to follow three steps:
 1. Activate your Email
 2. Activate Office 365
 3. Join Online Classes
 - ▶ Here you can find a guide for the three steps <https://en.uniroma2.it/news/coronavirus-update-8-starting-online-lessons/>

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/>
- ▶ CNE Italian national site: <http://chem-nano-eng.uniroma2.it/>
- ▶ University of Rome Tor Vergata CNE e-mail: info@chem-nano-eng.uniroma2.it
- ▶ University of Tor Vergata official site: <http://web.uniroma2.it/>;
<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>
- ▶ School of Engineering site: <http://ing.uniroma2.it/>
- ▶ Career services (Alumni, placement, job opportunities, career days)
<http://en.uniroma2.it/campus-life/career-services/>
- ▶ Agevola (cost reductions and discounts for students). <http://agevola.uniroma2.it/>