



**SCHOOL OF SCIENCE and SCHOOL OF MEDICINE AND SURGERY**  
**ADMISSION PROCEDURES**  
**5-year Single-cycle Degree Course in**  
**PHARMACY**  
**code LM-13 ( by Ministerial Decree n. 270/2004 *Farmacia e Farmacia Industriale*)**  
**Academic Year 2012/2013**

**Art. 1 - Determination of number of students for 2012-2013 to be selected through titles and exams.**

**Maximum 80 seats plus 30 seats reserved** for non-EU citizens residing abroad, **2** of which are reserved to the People's Republic of China (PRC) adhering to the project "Marco Polo".

The total number of seats is established by law n. 264, August 2<sup>nd</sup> 1999.

- **Admission test will be held on September 10<sup>th</sup> 2012.**

The course is run by the School of Science and the School of Medicine and Surgery.

The official language of the course: English.

First year courses will be held at the School of Science building.

Attendance to classes and lab activities is compulsory.

In order to enrol in the course, an extra fee of Euro 1000,00 (one thousand) is required, besides standard tuition. However, ADISU 2012-2013 scholarship winners or students eligible for the scholarship are exempted from paying both the tuition and the extra fee.

**Art. 2 – Applying for the entrance examination test**

**Admission to the single-cycle course in Pharmacy is granted only after passing the admission test and having handed in all certificates or titles which may be evaluated by the commission.**

The titles or certificates which can be evaluated are: exams taken at other institutions, attendance certificates, update activities, attendance to relevant congresses, publications related to the contents of the didactic table of the course in Pharmacy.

**Requirements needed to apply for the entrance examination test**

Candidates are Italian, EU and non-EU citizens, legally residing in Italy by law n. 189/2002, art. 26; candidates must have a **High School or Secondary School diploma lasting 5 years** issued by Italian institutes or a title obtained abroad and considered valid for admission to University courses held in Italian Universities. Candidates with a High School or Secondary School diploma lasting 4 years may also participate to the test without taking a one-year integrative course. However, in the latter case, the University Board of Studies will establish the educational training debt, if any (MIUR circular letter n. 3120, September 30<sup>th</sup> 2004).

EU and non-EU citizens legally residing in Italy whose title was obtained abroad will be admitted to the test with reserve. Should they pass the examination, their admittance will depend upon the validity of the documents and of the title obtained abroad in compliance with MIUR circular letter n. 602, May 18<sup>th</sup> 2012 and laws currently in force.

**Transfers** from different courses of study and/or other Universities to the first year of Pharmacy follow the same *iter* as freshmen enrolment.

Transfers or change of degree course when coming from degree courses as **Biological Sciences, Pharmacy, Medicine and Surgery**, with official credit transcripts, will be evaluated by the Didactic

committee as to establish the year of admission, thus by-passing the admission test. However, an interview with the Didactic committee is compulsory to establish the English language competence and proficiency. Students who intend to transfer from the above degree courses and wish to *preliminarily* obtain an evaluation of their academic standing and their overall language proficiency, must make an appointment by sending an email to: [mefistofele@amm.uniroma2.it](mailto:mefistofele@amm.uniroma2.it) The email must include: name, surname, place and date of birth, fiscal code; academic information must include: name of previous University, course of study, transcripts with title of courses, grades/marks and dates of exams. The student will receive an answer by email.

#### **Recognition of academic titles obtained abroad**

Students who need their academic title in **Biological Sciences, Pharmacy, Medicine and Surgery** recognized, can do so through a *shortening* of the student career *iter*. Please follow the same steps as when applying for transfer.

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

Candidates must apply for the admission test through an on-line procedure **between July 9th 2012 and August 31<sup>st</sup> 2012** by clicking <http://www.uniroma2.it> from the PC or using any of the internet stands on campus. From the University of Tor Vergata homepage, please follow the steps below:

- 1) select I SERVIZI ON-LINE then you will be at <http://delphi.uniroma2.it>; from here you must select AREA STUDENTI, TASTO 1> ISCRIZIONE ALLE PROVE DI AMMISSIONE > COMPILARE LA DOMANDA DI ISCRIZIONE ALLA PROVA DI AMMISSIONE and fill out the information requested on the form;
- 2) after filling out the questionnaire regarding your high school diploma, college degree with the list of the exams taken, there is enough space to also include a self-declaration of your additional titles, if any, in the section ALTRI TITOLI (D.P.R. 445/00);
- 3) print out the application form which includes a CTRL code and a payment slip (BOLLETTINO) amounting to 70,00 Euro --- this is the fee to be paid to participate to the admission test. **This slip must be kept by the candidates at all times;**
- 4) go to any branch of UniCredit – Banca di Roma to make the payment. The receipt will show a confirmation code (AUTH);
- 5) connect yourself again to I SERVIZI ON LINE and insert the data of the payment (CTRL code and AUTH) . **This is a NECESSARY step to CONFIRM the payment into the system and thus your enrolment to the admission test.**

#### **IMPORTANT NOTICE**

- It is absolutely necessary to confirm the payment for the admission test **by AUGUST 31<sup>ST</sup> 2012** in order to complete the procedure. A **protocol number** will be issued by the system upon completion of the procedure.
- Only *after* having passed the admission test you may actually ENROL in the degree course by following instructions listed (art. 6 below).
- The fee of 70,00 Euro will NOT be reimbursed.

Candidates with disabilities must inform the School of Science Students Office (School of Science – Via della Ricerca Scientifica, 1 – 00133 Rome - fax 067259 4830 – email: [dellatorre@uniroma2.it](mailto:dellatorre@uniroma2.it) ) about their kind of disability **by August 31<sup>st</sup> 2012**, so that they may be supplied with all the necessary equipment to take the admission test (Law n. 104 – February 5<sup>th</sup> 1992).

Candidates affected by dyslexia will have 30% extra time to take the test with respect to standard time (Law n. 170/2010).

Should there be any technical problems with the above on-line application procedure, students may go, in person, to the Pharmacy Degree Course Secretariat (Responsible: Mr. Marcello Mefistofele – Tel. 06 7259 4074 – email: [mefistofele@amm.uniroma2.it](mailto:mefistofele@amm.uniroma2.it) ).

**Art. 4** -The Rector will appoint the members of the commission for the exam following the proposal of the Boards of the School of Science and the School of Medicine and Surgery, by decree. The person responsible for the administrative procedure is the Head of the School of Science Students' Office, Mr. Roberto Della Torre (Law n. 241/90, art.4).

**Art. 5 – Admission test, contents and evaluation**

The *written* test is made up of **60 questions** on subjects taken in High School related to the didactic plan of the degree course in Pharmacy.

**Place:** Room T1 - School of Science - Via Della Ricerca Scientifica n. 1 – 00133 Rome

**Time: 10:00 a.m.**

The *oral* test verifies the English language competence.

**Place:** Room T1- School of Science - Via Della Ricerca Scientifica n. 1 – 0133 Rome

**Time: 16:00 p.m.**

- **Both the written and oral test will take place on September 10<sup>th</sup> 2012**
- **Candidates must arrive at least 1 hour before each exam with a valid ID.**

**Evaluation: criteria**

**Written test** – 60 points (max) 1 pt for each correct answer – 0 pts for wrong answer or no answer;

**Oral test** –

25 pts (max) English language competence;

**Other:**

15 pts (max) for other titles/certifications which must already be declared on the on-line application form (D.P.R. n. 445 -December 28<sup>th</sup> 2000).

The final score will include the total points in the test plus additional points for the titles/certificates declared in the on-line application form.

If the same total is obtained by more candidates (*ex equo*), the score of the test will be considered, excluding the points reserved to titles/certificates .

If further same total is obtained by more candidates, the high school state examination grade will be considered.

Should there be a further *ex equo* among candidates, the youngest will be considered.

At the exam, no bags, books, mobile phones, calculators, computers, notes, publications are allowed. No communication is allowed between candidates. Communication is only allowed with the members of the Committee or supervisors.

**All operations related to the exams will be officially reported in writing.**

**Art. 6 – Results of the entrance examination test and Admission to the Degree Course in Pharmacy**

Results will be posted on **September 21<sup>st</sup> 2012** on the bulletin board of the Dean's Office (Presidenza)– School of Science - (Via della Ricerca Scientifica, 1) and on the following web sites:

<http://www.scienze.uniroma2.it>

<http://web.uniroma2.it>

<http://www.farmacia.uniroma2.it>

**The score list will indicate the name of the students who have passed the admission test and can therefore proceed with the enrolment procedure on-line.**

#### **Art. 7 – On-line enrolment procedures**

##### **Important notice for 2012-2013 Academic year**

The first instalment of the yearly tuition **must be paid upon enrolment** while a deposit of the second instalment, if due, must be paid by **December 5<sup>th</sup> 2012** (see instructions, C below).

- A) On-line enrolment procedure and payment of the FIRST INSTALMENT of the yearly tuition (thus confirming the students' formal position in terms of taxes and fees paid) must be done by OCTOBER 5<sup>th</sup> 2012.**

Candidates admitted to the course must:

- Select "I Servizi on-line: <http://delphi.uniroma2.it>
- Select "AREA STUDENTI"
- Enter the data on the preliminary questionnaire you will find at <http://www.quest.uniroma2.it> (you can click on the green key "quest test" lower left of the screen) which will give you a CQ (questionnaire code) to be used when **confirming your payment on-line**. Remember that the CQ is **VALID ONLY FOR 5 DAYS** from issue date. (If you fail to confirm your payment by this deadline, you must repeat the procedure to obtain another CQ).
- Select "key/TASTO 2 - IMMATRICOLAZIONI"
- Select "CORSO DI LAUREA IN PRESENZA"
- Select the School/Faculty
- Enter the data requested by the system
- The system will then allow you to enrol in the degree course you have taken the admission test for.
- Conclude the procedure by **PRINTING** the bulletin paying slip which includes the first instalment of the fee and the first instalment of the extra contribution fee.

The extra fee of 1000,00 Euro must be paid as follows:

- 500,00 Euro together with the first instalment of the yearly tuition. Deadline: October 5<sup>th</sup> 2012;
- 500,00 Euro together with the second instalment of the yearly tuition (if due). Deadline: April 4<sup>th</sup> 2013;
- If the student has applied for ADISU scholarship, he must not pay the first nor the second instalment of the extra fee but only a stamp tax of 14,62 Euro. If the name of the



student is not included in the list of ADISU scholarship winners nor in the list reporting the eligible (idoneo) students, then the student will have to pay for the first instalment of the yearly tuition and the first instalment of the extra fee within 30 days from access to the system. A fine of 100,00 Euro will be applied beyond this deadline.

- Go to any branch of UniCredit Banca di Roma to make the payment.

#### **CONFIRMATION OF PAYMENT**

Connect yourself again <http://delphi.uniroma2.it>

- Select "i servizi on-line"
- Insert payment codes (CTRL and AUTH) present on the receipt slip of the bank
- The system will produce your ID number (matricola)/login and a password
- You must keep this information for future payments and other students' facilities.

**ON-LINE BANKING** procedure is available through UniCredit –Banca di Roma link – Sezione "Privati e Famiglie" – "Servizi innovativi" – "Pagamenti on-line" and then go to the link "Tasse universitarie".

**IT IS ABSOLUTELY NECESSARY THAT YOU 1) CONFIRM THE PAYMENT OF THE FIRST INSTALMENT OF THE TUITION [SEE ABOVE] **BY OCTOBER 5<sup>TH</sup> 2012** TO BE FORMALLY ADMITTED, OTHERWISE YOU WILL BE AUTOMATICALLY EXCLUDED, ALLOWING THE NEXT CANDIDATE TO TAKE YOUR PLACE; however, merit lists will be available for this purpose; and **2) you must hand in all the documents at the School of Science Students' Office.****

#### **B) Handing in your documents personally**

**Upon conclusion of all on-line procedures and ID number (matricola) assignment, you must go personally to the School of Science Students' Office and hand in the following documents:**

- the application form generated by the system with 1 photograph to be attached to the form itself; you must sign the application form in presence of University personnel
- 2 additional identical photographs to be handed-in to this office (total of 3 identical photos)
- photocopy of a valid ID
- copy of the receipt of payment (except those exempted from payment)
- Bottom half of the receipt of payment generated by the system which says "da consegnare in segreteria" and bearing the ID number (matricola).

The School of Science Students' Office will not accept incomplete applications.

You will eventually receive an official booklet to keep a record of your exams from this office.

Furthermore, being the tuition fee established through **ISEEU certification**, students must go to CAF offices (Revenue Offices) having an agreement with the University. **CAF offices** are entitled to **officially provide the data** of the students' ISEEU value **directly to the University by November 15<sup>th</sup> 2012** giving the students enough time to pay **for the first instalment of the second part of the tuition which is due December 5<sup>th</sup> 2012.**



**C) How to pay the deposit on the second instalment of the tuition due December 5<sup>th</sup> 2012.**

Connect yourself again <http://delphi.uniroma2.it>

- Select "i servizi on-line"
- Select "AREA STUDENTI" , key 4 "Gestione on-line della carriera"
- Insert your ID number/matricola and password
- Select "PAGAMENTO TASSE E TRIBUTI"
- PRINT the bulletin slip "anticipo seconda rata"
- Go to any branch of UniCredit Banca di Roma to make the payment
- Connect yourself again <http://delphi.uniroma2.it>
- Confirm your payment by inserting CTRL and AUTH codes you find on the receipt slip

NOTE: YOU ARE ALLOWED TO USE ONLY BULLETINS PRODUCED BY THE SYSTEM UPON ENROLMENT - PAYMENTS MADE THROUGH OTHER BULLETINS ARE NOT RECOGNIZED AS VALID AND WILL NOT BE REIMBURSED.

**D) How to pay the balance of the second instalment of the tuition due April 2<sup>nd</sup> 2013.**

Connect yourself again <http://delphi.uniroma2.it>

- Select "i servizi on-line"
- Select "AREA STUDENTI" , key 4 "Gestione on-line della carriera"
- Insert your ID number/matricola and password
- Select "PAGAMENTO TASSE E TRIBUTI"
- PRINT the bulletin slip "pagamento del saldo della seconda rata"
- Go to any branch of UniCredit Banca di Roma to make the payment
- Connect yourself again <http://delphi.uniroma2.it>
- Confirm your payment by inserting CTRL and AUTH codes you find on the receipt slip

**Please note:** Students transferring from other universities or other degree programmes, **must not follow the above steps.** They must go *directly* to the School of Science Students Office during office hours and confirm their position in the official score list **by October 10<sup>th</sup> 2012** by filling out the form provided by the office.

For further information, visit the School of Science Website  
<http://www.scienze.uniroma2.it>

or dial **067231941** “**Call Tor Vergata Info**” Monday through Friday 8:00 – 18:00

or go to the **Infodesk** service provided by the School of Science

Via della Ricerca Scientifica,1

Open from July 11<sup>th</sup> - July 24<sup>th</sup> 2012

and August 27<sup>th</sup> - September 7<sup>th</sup> 2012

Monday through Friday 9:00-13:00

Phone: 06 7259 4800 Monday through Friday 9:00-14:00

You may also go personally to the Course in Pharmacy Secretariat:

Mr. Marcello Mefistofele

Via della Ricerca Scientifica

PP 1 Building – 1st floor – Room 18

Tel. 06 7259 4074

Mobile 366 671 0718

e-mail: [mefistofele@amm.uniroma2.it](mailto:mefistofele@amm.uniroma2.it)

Rome, July 6<sup>th</sup> 2012

**Director General**

Dott. Ernesto Nicolai

**The Rector**

Prof. Renato Lauro