

Academic Year 2023/2024

**SINGLE-CYCLE MASTER'S DEGREE COURSE IN PHARMACY
(class LM-13. D.M. 270/04)**

Second scrolling of the ranking

Enrollment procedure for Italian citizens, EU citizens, and non-EU residents in Italy

The candidates listed below are required to complete their enrollment by the stated deadlines:

- Submission of registration application on Delphi: By 15 December 2023**
- Payment of the first instalment: By 20 December 2023**

It is important to note that a subsequent ranking list will be published on 22 December 2023, in the event of further vacancies.

IMPORTANT NOTICES

- Non-EU students who hold a valid residence permit for study purposes (or a renewal receipt) enrolled in single courses can only proceed with the enrollment ONLY if they have passed at least one exam before the enrollment deadline. **To complete the enrollment application on Delphi, it is mandatory to upload a copy of the certificate issued by the University certifying the passing of the exam along with the passport.**
- Students who are already enrolled in another Italian University or in another degree course at our University **need to request a transfer or change of course respectively by the enrollment deadline in order to confirm their place in the ranking. The procedures for this are outlined in the Notice and in Annex 1.**
- **Students enrolled in single courses must request the closure of their career at the relevant Student Secretariat before enrolling.**

CAREFULLY READ ALL FURTHER INFORMATION BELOW

RANKING POSITION	SURNAME	NAME	OVERALL SCORE
90	YAMAN	YASMIN	43
91	EL TANTAWI MONIR	MAZEN	42
92	KIZHAKKAMMURI SAJI	DEVIKA	41

93	GARRAQUI	MOHAMED AZIZ	41
94	OKYERE	ESTHER OSAAH	41
95	CENTOFANTI	TIZIANA MARIA LUISA	41
96	BIN	ANIKA	40
97	FARABINI	RICCARDO	39
98	SHAFIEE	SIAMAK	38
99	BILIANIDOU	ANNA	37
100	SAFA	FARIBA	37

The above-mentioned candidates must complete their enrollment by 15 December and payment of the first instalment by 20 December 2023 under penalty of exclusion from the ranking list, following the procedures indicated below.

CANDIDATES WITH QUALIFICATIONS OBTAINED IN ITALY

The candidates in possession of a qualification obtained in Italy, to be regularly enrolled in the single-cycle Master's Degree Program in Pharmacy, both of the obligations referred to **in point a) and point b)** must be carried out within the following deadlines:

a) By 15 December 2023:

[enter the enrollment application on the Delphi University online services portal](#)

1. Fill in the evaluation questionnaire on the website <http://www.quest.uniroma2.it/>;
2. Keep the code (C Q) released by the system (Be aware that the QC code is it is valid for five days from the date of filling in the questionnaire, after which it must be recompiled).
3. Connect to the site of the online Services: <http://delphi.uniroma2.it/>;
4. Select Student Area, Key 2, Enrollment;
5. Select "a" "Start application procedures" select Study course in presence;
6. Read all the instructions carefully, then select the Macro area, then select "I passed the admission test" then enter all the required data (the system will allow enrollment in the Course for which the test was passed)
7. During the compilation of the enrollment application
 - a. if you want to pay for the whole amount of university fees and taxes in one installment instead of two, select this option;
 - b. The student self-certifies the admission qualification he owns. The University verifies the self-certification information, as established by the regulations.
8. Print the bulletin for the payment of the first installment.

b) By 20 December 2023:

9. Pay the amount due through the PagoPa system. This method allows you to make the payment through a plurality of channels, physical or online. Further information on payment methods are available at the following link:
<http://studenti.uniroma2.it/pagamento/>
10. Connect again to Delphi, then proceed with the validation of the payment through the button "Validate PagoPA"
11. The system will issue your personal I.D. number (matricola) and password, which must be kept carefully as they will be essential for future access to the University's computer services.

Once the payment has been validated, the following documents must be uploaded on the online services Delphi:

- **a passport-size picture**
- **photocopy of a valid identification double-sided document copy**

Afterwards, the student must book an appointment at the secretariat desk, via the link:
<https://prenotazioni.uniroma2.it/segreteria-scienze-mm-ff-nn/>
for the verification and validation of the photo and document uploaded, the deadline is 15 December 2023 . After successful validation, enrollment will be complete.

Please note that students with foreign citizenship holding an Italian Diploma must validate their enrollment application at the Student Secretariat of Science after uploading their permit of stay. Once the validation process is complete, the system will generate a matricola and password.

If the recognition step is not completed by 15 December 2023, your Delphi credentials for accessing the online enrollment form and University services will be limited.

CANDIDATES WITH QUALIFICATIONS OBTAINED ABROAD

Enrollment procedures will be formalized through the Foreign Students Office, Via Cracovia n. 50, 00133 ROME - Building D floor 0, (international.students@uniroma2.it)

Their enrollment will be subject to the validity of the documentation and educational qualification in their possession as required by current legislation on the subject.

The winners should proceed with the enrolment following the instructions given in the following link:

- http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/STD/section_pament/6303
- <https://en.uniroma2.it/admissions/how-to-enroll/>

IMPORTANT:

The qualification obtained abroad must be translated, legalized and accompanied by the Declaration of value issued by the Italian embassy abroad. As an alternative to the Declaration of value, can be presented the certificate of comparability issued by CIMEA, which must be requested online at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login>. In case of presentation of Declaration of Value the University reserves the right to request additional documentation.

Non-EU students in possession of a valid residence permit issued for study purposes -Single course- (or renewal receipt) will be able to proceed with enrollment only if they have passed the relevant exam. Passing the exam is mandatory for enrollment.

To be regularly enrolled in the single-cycle Master's Degree Program in Pharmacy, both of the obligations referred to in point **a)** and point **b)** must be carried out within the following deadlines:

a) By 15 December 2023:

enter the enrollment application on the Delphi University online services portal

1. Enter the enrollment application on the Delphi University online services portal: <http://delphi.uniroma2.it/>;
2. Select Student Area, Key 2, Enrollment;
3. Select "a" "Start application procedures" select Study course in presence;
4. Read all the instructions carefully, then select the Macro area, then select "I passed the admission test" then enter all the required data (the system will allow enrollment in the Course for which the test was passed)
5. Enter qualifications/Diploma
6. While filling in your application: - if you want to pay for the whole amount of university fees and taxes in one installment instead of two, select this option;
7. Select print: the system will issue the enrollment application with the list of documents to be uploaded;
8. Kept carefully the CTRL and the calculated fiscal code generated automatically by the system.
9. Select Student Area, Key 2, Enrollment; point "b" You have already filled out an application
10. Enter fiscal code and CTRL;
11. **Proceed with the upload of the following documents:**
 - a. Copy of a valid identification document / passport.
 - b. Certificate of comparability issued by CIMEA or receipt of payment for the request for this certificate. Alternatively, if already in possession, the Declaration of Value (DOV) of the translated and legalized diploma issued by the Embassy.
 - c. **For non-EU citizens only:** a copy of the residence permit (Temporary Residence Permit) or Residence Card.
 - d. **Non-EU students enrolled in single courses with a residence permit for study purposes must attach a copy of the certificate confirming they have passed the**

relevant exam along with their passport. Please attach both documents as a single file.

Only after the International Students Office, **verifies the completeness and validity of the documentation**, send an email describing all the steps for the online payment of the first installment, the validation and printing of the registration number and the password. Enrollment will be completed by presenting the study documentation, the visa/permit in presence at the international student's office at (Via Cracovia n. 50, 00133 ROME - Building D floor 0).

b) By 20 December 2023:

pay the bulletin to confirm enrollment, go to the international student's office to check the authenticity of the documentation uploaded during the enrollment process on the Delphi system.

N.B. Pay the amount due through the PagoPa system. This method allows you to make the payment through a plurality of channels, physical or online. Further information on payment methods are available at the following link: <http://studenti.uniroma2.it/pagamento/>

PROCEDURES FOR TRANSFERS AND PASSAGES

Students included in the ranking of admitted students who are bound, to enrol, to activate a transition procedure from other degree courses or transfer from another University, are required to activate the normal transition or transfer procedures by the enrolment deadlines by submitting to the Student Secretariat, the printout of the request for transfer or entrance passage. The stamped request for transfer or entrance passage should be send by email to: segreteria-studenti@scienze.uniroma2.it according to the following instructions:

- documents requiring signature and date must first be signed and dated and then scanned and attached
- attach a copy of a valid identification document
- indicate in the transmission email: name, surname, matricola number/fiscal code, degree course, telephone/email contact details and reason for the request.
- in the subject of the email specify: transfer/transfer and degree course.

Submitting the required documentation within the enrollment deadlines guarantees confirmation of the student's place in the ranking. After fulfilling these requirements, students can proceed to regularize their registration as described below.

Incomplete documentation or documents that do not meet the above requirements will not be taken into consideration and will therefore be null and void.

HOW TO APPLY FOR A COURSE TRANSFER

1. Access the Delphi Online Services website: <http://delphi.uniroma2.it>;
2. Select Student Area - Key 4, "Online Career Management" and log in with your login details;
3. Type "During career" > "Course transfer request";
4. Fill in the transfer request form and print it out together with the payment slip for €66.00 (€50.00 + €16.00 tax paid virtually). This amount will not be refunded if the transfer is not carried out);
5. Pay the fee due through the PagoPa system, which allows payment through a variety of channels, either physical or online. Links and further information on payment methods are available at the following web address: studenti.uniroma2.it/pagamento/
6. Within 48 hours after the payment, connect again to the Delphi site and validate by clicking on the "Validate PagoPA" button.
7. The Student Secretariat, upon receipt of the online transfer request, will forward the documents relating to the student's career to the School / Course of Destination;

After receiving the release form, the Science Student Secretariat office will notify the student that they can proceed with the subsequent enrollment for the current academic year.

Registration fees must be paid to the destination Course of Study without late payment compensation.

INCOMING TRANSFER (This procedure must be carried out before entering the enrollment application)

1. Access the Delphi On-line Services website: <http://delphi.uniroma2.it> Select Student Area >
2. Select Student Area > Key 2 - Transfer from another university (inbound) and enter "Inbound Transfer Request".
3. Select b "incoming transfer", therefore b.1 "Fill in the application". If ask select "Degree Course in presence" and then "Science" and the "Degree Course";
4. Fill in your personal details
5. Print out and keep your inbound transfer request with the relevant CTRL code;
6. Confirm your transfer request by clicking on the button b.2 "Confirm your transfer request":

PLEASE NOTE: FAILURE TO TAKE THIS FINAL STEP MEANS YOUR TRANSFER APPLICATION WILL NOT BE SENT TO THE STUDENT SECRETARIAT OFFICE;

7. **Submit your outbound transfer application to your former institution in accordance with their deadlines and procedures**

Upon receipt of the release form, the Science Student Secretariat will notify the student, who may then proceed with enrollment for the current academic year.

Registration once your transfer has been accepted.

- a. Access the Delphi Online Services website (<https://delphi.uniroma2.it/>)
- b. Select Student section - Key 2 Transfer from another university (Admission) - select
- c. Application for enrolment after acceptance of transfer - and fill in the application form. Then follow the instructions.

If you are transferring from another University, you must pay all fees and university contributions required for enrolment at this university, even if you have already paid for enrolment at your previous university.

The regional tax only needs to be paid if your previous University is outside the Lazio region.

RECOGNITION OF PREVIOUS STUDIES CARRIED OUT AT FOREIGN UNIVERSITIES

Please note that students with academic qualifications or studies completed at foreign universities must request recognition at the time of completing registration by submitting the appropriate application form as indicated on the Degree Course in Pharmacy website. The relevant links can be found at: <https://farmacia.uniroma2.it/apply-transfer/transfers-course-abbreviations/>

Requests for exam recognition or integration will only be accepted at the time of enrollment.

For those who enroll through the International Student Office, the request must be submitted immediately after completion.

For all students: the request for recognition must be submitted via the Science Secretariat.

PAYMENT OF TAXES AND UNIVERSITY CONTRIBUTIONS A.Y. 2023/2024

All information regarding the calculation of taxes and contributions, with the related deadlines and payment methods, are available in the Student Guide 2023/2024, published on the portal of the University <http://studenti.uniroma2.it/guida-dello-studente/> (from the "didactic" menu click on "Student Guide") and on the dedicated page: <http://studenti.uniroma2.it>.

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

To access tax relief for the right to education, consult the page with all the explanations published at the following link:

<http://studenti.uniroma2.it/tasse-studenti-internazionali/>

The English version is published here:

<https://en.uniroma2.it/admissions/tuition-fees/>

Students with a disability equal to or greater than 66% or with recognition of disabilities pursuant to art. 3, paragraphs 1 and 3 of the law of February 05 1992, n. 104, to be totally exempt from paying university fees and contributions, for enrollment they must deliver directly to the Technical Secretariat of the Commission for the inclusion of students with disabilities and SLD (CARIS) via del

Politecnico, 1 (Faculty of Engineering) the documentation issued by the competent authorities certifying the state of invalidity.

For more information see art. 14 of this call and visit the web page: <http://caris.uniroma2.it>

Further information regarding the other cases of total or partial exemption from payment of university fees and contributions will be available in the Student Guide A.A. 2023/2024.

USEFUL INFORMATION

Didactic Secretariat CdLMCU in Pharmacy - Via della Ricerca Scientifica snc, 00133 Roma

Building PP1, second floor

Telephone: +39 06 7259 4074/4786

Email: segreteria@farmacia.uniroma2.it

The Student Secretariat for the Science Area MM FF NN, via della Ricerca Scientifica n. 1 - 00133 Rome receives by appointment via email: on Monday, Wednesday and Friday from 9:00 to 12:00 and on Wednesday also from 14:00 to 16:00. Riceve su appuntamento prenotabile tramite il sito: <https://prenotazioni.uniroma2.it/segreteria-scienze-mm-ff-nn/>

E-mail: segreteria-studenti@scienze.uniroma2.it

Sito web <https://segreteria.scienze.uniroma2.it/>

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

Email address: international.students@uniroma2.it .

Welcome Office: Via Cracovia, 50 – 00133 Roma (Edificio C, primo piano).

Sito web:

http://web.uniroma2.it/it/percorso/accoglienza_orientamento_percorsi_compet_trasv/sezione/accoglienza

Telefono: +39 06 7259 2817/3234

E-mail: accoglienza@uniroma2.it

Service for Students with Disabilities or LD/SLDs (CARIS) is located in the New Engineering teaching buildings - ground floor - Via del Politecnico 1 - 00133 Rome. Telephone 062022876 - telephone and fax 0672597483 Email address segreteria@caris.uniroma2.it

Website <http://ing.uniroma2.it/caris-servizio-disabilita/>

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

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

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

Rome, 11 December 2023

Head of the Science Student Secretariat
Signed Dott.ssa Antonella Mariucci