CALL FOR APPLICATIONS A.Y. 2023/2024

MECHATRONICS ENGINEERING

Course Type: Master's Degree (120 CFU) LM-29
Duration: 2 years
Department: Electronics Engineering
Access type: Open with curricular requirements

Applications and enrolment at the University of Rome Tor Vergata, as for all other public Italian Universities, are regulated by the Ministry of University and Research (MUR) in accordance with the Ministry of the Interior and the Ministry of Foreign Affairs.

All candidates worldwide wishing to study in an Italian university must meet the legal requirements established by the Italian Government.

The university Administrative Board establishes tuition fees yearly based on current national regulations. The Students' Guide provides detailed information and will be available at the following link: http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/STD/section_parent/442, and on the English version of the website: https://web.uniroma2.it/en/percorso/students/sezione/tuition_fees.

Applications can be submitted by: Italian citizens; EU citizens; non-EU citizens who reside in Italy *(art. 26 Legge 30 Luglio 2002 n. 189)*; non-EU citizens who do not reside in Italy, applying for a study visa.

Sixty places are reserved for non-EU citizens who do not reside in Italy and are going to apply for a study visa;

Four places are reserved for Chinese citizens participating in the "Marco Polo" project.

For admission to the Master of Science in Mechatronics Engineering, prospective students must have a Bachelor's degree in Engineering Sciences, Mechatronics, Electronics, Mechanics, or Biomedical Engineering. Other degrees are possibly allowed. They will be accurately evaluated to assess the necessity of acquiring supplementary study credits.

The application procedure for the M.Sc. in Mechatronics Engineering (Academic Year 2023/2024) is designed to make it as simple as possible while meeting all candidates' needs.

Three application windows are provided to allow all candidates worldwide to comply on time with the involved legal requirements. Such windows are in order:

I window: 10th of February 2023 – 28th of February 2023. Response by 14th of March 2023.

II window: 15th of March 2023 – 14th of April 2023. Response by 30th of April 2023.

III window: 2nd of May 2023 – 31st of May 2023. Response by 15th of June 2023.

Two additional windows are also provided. Differently from the previous windows open to all candidates worldwide, such windows can be exclusively used by students **who do not need a student visa** and whose Bachelor's Degree is awarded by an Italian Institution.

I additional window: 17th of July 2023 – 8th of September 2023. Response by 18th of September 2023.

II additional window: 1st of February 2024 – 28th of February 2024. Response by 14th of March 2024.

Each candidate can solely submit one application per Academic Year.

Pre-enrolment procedures open on the 3rd of April and end on the 14th of July, 2023.

Non-EU students applying for a visa will be able to carry out the pre-enrolment procedure (or carry out the registration procedure directly) just after the receipt of the visa.

Enrolment procedures open on the 15th of July, 2023 and end on the 31st of March, 2024.

All the applications must be submitted exclusively via our online Delphi platform at **https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=EN**, by following the instructions there provided (select in order: Application to programmes taught in English; a) Start application procedures; School of Engineering).

Applicants must fill in the form with their personal data, upload the required documents, pay the application fee of 30 euro through the **PagoPA** system promoted by the Agency for Digital Italy (AGID) of the Presidency of the Council of Ministers. See the following links:

(https://web.uniroma2.it/en/contenuto/pago_pa_tutorial76126) (ENG);

(https://web.uniroma2.it/it/contenuto/l__ateneo_e_il_sistema_pagopa) (ITA),

Validate the payment. Once the payment is validated, no further modifications to the application are allowed. Such a validation step is, indeed, necessary to make the application be evaluated.

Applications sent via email will be ignored and deleted. Detailed information about the whole procedure can be found at https://web.uniroma2.it/en/percorso/admissions.

All the candidates are strongly advised to complete and submit their applications personally while keeping their credentials safe.

All the communications will be carried out from our platform Delphi and via the email address indicated by the candidate.

All the candidates are responsible for checking both their Delphi account and the mailbox daily.

Non-EU citizens, who do not reside in Italy and **apply for a study visa**, are also requested: i) to submit a pre-enrolment application at the link https://www.universitaly.it ii) contact the Italian Diplomatic Representation to submit within the deadline indicated by the Italian Ministry of University

and Research (Mur), the documents of the list available at the link https://www.studiare-in-italia.it/studentistranieri/.

SPECIFIC DOCUMENTS REQUIRED TO SUBMIT YOUR APPLICATION:

a. Passport or ID Card.
b. **Scientific CV** [Please fill in the format provided] in pdf form (any other formats are not allowed).
c. Either English **Language Certificate*** (minimum level: **B2-Upper Intermediate;** date of the certificate from August 2019 onwards) for <u>non-native English speakers</u> or **Nationality/Citizenship/Country of Residence Statement** for <u>native English speakers;</u>
d. Otherwise (as a replacement of point c.): *Proficiency Certificate – provided by a university requiring the B2-level English language certificate – **in conjunction with the GRE**®* **General Test** Score, https://www.ets.org/gre/revised_general/about [select the GRE Designated Institution (DI) Code 3369, University of Rome Tor Vergata].
e. **Bachelor's degree** certificate with the **final GPA** (when available**).
f. **Transcript of Records** [Bachelor's degree] - including dates and scores for all exams taken.
g. Excerpt from the **B.A. thesis** (ten pages) – it describes the majority of its content and possibly includes the Abstract - (when available).

*Any other language certificate not listed here will not be considered for assessment:
- Cambridge English Language Assessment
- IELTS
- Trinity College London
- ETS
- TOEIC
- TOEFL iBT
- Pearson EDEXCEL/EDI
- English Speaking Board (ESB)
- Anglia Ascentis Certificate
- Aim Awards (General English/Business English)
- C.C.I examination board (London Chamber of Commerce and Industry)
- British Institutes
- National Qualifications Authority of Ireland – Accreditation and Coordination of English.

Students, <u>not yet in possession of the Academic title**</u>, can still submit their admission request, provided that the expected Graduation date is indicated, along with the list of exams that are yet to be taken. The enrolment will be then finalized once the *Bachelor's Degree* certificate with the final GPA is provided along with the complete Transcripts of Records. Furthermore, the admission of candidates with a foreign degree is provisional to the submission of all the requested documents for the enrolment to the International Students Office as listed below:
- Original copy of the final academic degree;
- Official transcript of records or Diploma Supplement;
- Statement of Comparability of the final academic degree issued by CIMEA, which allows to enroll in a Master of Science/Arts Degree in Italy to be requested online at the following link: https://cimea.diplo-me.eu/torvergata/#/auth/login.
The International Students Office will check the authenticity of the documents provided. If the documents requested are not provided or are deemed incomplete, students will not be allowed to enroll. For non-EU citizens with residency abroad who are applying for a study visa, the admission letter does not substitute the official pre-

enrolment procedures, which must be completed via Universitaly (www.universitaly.it) by **31 July 2023**. When submitting the pre-enrolment request, candidates must upload their Statement of Comparability of the final academic degree issued by CIMEA; if the Statement of Comparability meets the eligibility requirements for enrolment, the university will validate the pre-enrolment request. After pre-enrolment, each candidate must contact the Italian Diplomatic Representatives to present the requested documentation by the deadline indicated by the Italian Ministry of University and Research (Mur), available at the following link https://www.studiare-in-italia.it/studentistranieri/. The study visa issuance is the exclusive responsibility of the Italian Diplomatic Representatives. Official enrolment may be completed only after the study visa issuance, the verification of the authenticity of the documents submitted and the existence of all elements necessary for enrolment.

CONTACTS:

If you have any questions or issues regarding the application procedure, please get in touch with applications@mechatronics.uniroma2.it, including the following information (in full English with no emojis or inappropriate abbreviations):
1. Relevant and concise subject line.
2. Body of email with:
    - Your full name (name + family name)
    - Place of birth
    - Fiscal code (if you have already submitted your application)
    - State your issue or query.

The Coordinator of the Master of Science in Mechatronics Engineering
Prof. Cristiano M. Verrelli

Cristiano M Verrelli

The Didactic Office of Mechatronics Engineering
Simona Ranieri