CALL FOR APPLICATIONS A.Y. 2024/2025

MECHATRONICS ENGINEERING

Course Type: Master's Degree (120 CFU) LM-29 (D.M. 270/2004) code T20
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 2024/2025) 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: 22nd of February 2024 – 11th of March 2024.
II window: 25th of March 2024 – 15th of April 2024.
III window: 29th of April 2024 – 20th of May 2024.

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: 22nd of July 2024 – 9th of September 2024.

II additional window: 3rd of February 2025 – 28th of February 2025.

Each candidate can solely submit one application per Academic Year.

Pre-enrolment procedures open on 2 April and end on 14 July 2024.

Non-EU students applying for a visa will be able to carry out the pre-registration procedure (or carry out directly the registration procedure referred to in art. 4 below) only after receipt of the visa.

Enrolment procedures open on 15 July 2024 and end on 31 March 2025.

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: 1 Application to programmes taught in English; a) Start application procedures; School of Engineering -T20 Mechatronics 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 (for EU students).

b. **Scientific CV for Admission** [fill in only the provided form - **any other form is not allowed and leads to the admission request rejection**].

c. Either English **Language Certificate*** (minimum level: **B2-Upper Intermediate;** date of the certificate from August 2020 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 (Grade Point Average)** (when available******).

f. **Transcript of Records** [Bachelor's degree] - including exam dates and scores.

g. Excerpt from the **B.A. thesis** (ten pages) – it describes most 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 who still need to obtain their academic degree can already submit their admission request, provided that the expected Graduation date is indicated, along with the list of exams 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.

All applicants must provide the specific documentation required regarding the academic qualifications (depending on the awarding Country) + CIMEA Statement of Verification + CIMEA Statement of Comparability (mandatory if the country that issued your qualification is not on the list of signatories to the Lisbon Convention*) or Statement of Correspondence downloadable by the applicant free of charge on the ARDI platform https://ardi.cimea.it/en (if the country issuing the qualification is on the list of signatories to the Lisbon Convention*), and the Official transcript of records or Diploma Supplement .

Find information about the specific required documentation to be provided in your case at the following link:

https://www.cimea.it/EN/pagina-guide-e-pubblicazioni under the section 'Riconoscimento dei titoli esteri: documentazione accademica e procedure di verifica'

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 2024. 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.

➔ **MANDATORY DOCUMENTS TO BE UPLOADED DURING PRE-ENROLLMENT PROCEDURES ON UNIVERSITALY:**
- Passport
- Photo
- Admission letter (if provided)
- Bachelor's Degree
- the specific documentation required regarding the educational/academic qualifications (depending on the awarding Country) as indicated at the following link:
  o https://www.cimea.it/EN/pagina-guide-e-pubblicazioni under the section '**Riconoscimento dei titoli esteri: documentazione accademica e procedure di verifica**'
- CIMEA Statement of Verification

- Statement of Correspondence downloadable by the applicant free of charge on the ARDI platform https://ardi.cimea.it/en (if the Title's issuing country is on the list of signatories to the Lisbon Convention*)**.**
- CIMEA Statement of Comparability (mandatory if the country that issued your qualification is not on the list of signatories to the Lisbon Convention*)
- Official transcript of records or Diploma Supplement.

* Countries having signed or ratified the Lisbon Convention

- Members of Council of Europe:

Albania, Germany, Andorra, Armenia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Cyprus, Croatia, Denmark, Spain, Estonia, Finland, France, Georgia, Hungary, Ireland, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Montenegro, Netherlands, Norway, Poland, Portugal, Republic of Macedonia, Czechia, Romania, United Kingdom, Russia, San Marino, Serbia, Slovakia, Slovenia, Sweden, Switzerland, Turkey, Ukraine.

- Non-Members of Council of Europe:

Australia, Belarus, Canada, Holy See (Vatican City State), Israel, Kazakhstan, Kyrgyzstan, New Zealand, Tajikistan, United States of America.

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
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The Didactic Office of Mechatronics Engineering
Simona Ranieri