

# Annex B to ERASMUS+ Inter-Institutional Agreement

## Institutional Factsheet:

### 1. Institutional Information

#### 1.1. Institutional details

Name of the institution	University of Rome "Tor Vergata"
Erasmus Code	I ROMA02
Postal Address	Via Orazio Ralmondo 18, 00173 Roma Italia
Institution website	<a href="http://www.uniroma2.it">www.uniroma2.it</a>

#### 1.2. Main contacts at International Office

Contact person	Marina Tesauro
Responsibility	Institutional Coordinator
Contact details	+39 06 72592104 <a href="mailto:Relazioni.internazionali@uniroma2.it">Relazioni.internazionali@uniroma2.it</a>

Contact person	Gianfranco Tarquini
Responsibility	Erasmus Contact Person
Contact details	+39 06 72592225 <a href="mailto:erasmus@uniroma2.it">erasmus@uniroma2.it</a>

#### 1.3. Departmental Erasmus Coordinators:

In each department, there is a contact person for international affairs. Often it is a Chairman/Chairwoman of the departmental Study Board.

Department	School of Economics
Contact Person	Susanna Petrini
Contact details	+39 06 7259550755606752 <a href="mailto:petrini@economia.uniroma2.it">petrini@economia.uniroma2.it</a>

### 2. Detailed requirements and additional information

#### 2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level according to CEFR
Student Mobility for Studies		Italian English	B1
Staff Mobility for Teaching		Italian English	B2

\* For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> .

## 2.2 Calendar

The semester dates will be published on the website.

**2.2.1 Nomination Deadlines:** Applications/information on students nominated must reach our institution by:

<b>Autumn term</b>	<b>1 June</b>
<b>Spring term</b>	<b>1 October</b>

**Decision Response:** As receiving institution the University of Rome will send its decision within 4 weeks.

**Transcripts of Records:** A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished.

### 2.2.2 Decision Response

We will send our decision normally not later than three weeks after we have received the complete application documents. When accepted, the student will receive a conformation and additional information about his/her stays in Rome by mail. The acceptance letter will be sent to the home institution by regular mail.

### 2.2.3 Transcripts of Records

A Transcripts of Records will be issued normally within 6 week after the assessment period has finished by the Examination Office. The original document will be sent to the home university by regular mail. It is the home university's responsibility to provide the student with this document.

## 3. Additional information

### 3.1 Grading system:

[http://torvergata.llpmanager.it/incoming/docs/ITALIAN\\_UNIVERSITY\\_CREDITS\\_SYSTEM.pdf](http://torvergata.llpmanager.it/incoming/docs/ITALIAN_UNIVERSITY_CREDITS_SYSTEM.pdf)

### 3.2 Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

<b>Contact person</b>	MAE
<b>Website</b>	<a href="http://www.esteri.ir/visiti/">www.esteri.ir/visiti/</a>

### 3.3 Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm) .

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

<b>Contact person</b>	European Commission
<b>Website</b>	<a href="http://ec.europa.eu/social/main.jsp?catid=559">http://ec.europa.eu/social/main.jsp?catid=559</a>

### 3.4 Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

<b>Contact person</b>	CampusX Tor Vergata
<b>Contact details</b>	info@erasmusroma.eu
<b>Website</b>	<a href="http://www.campusxroma.it/campusx/">http://www.campusxroma.it/campusx/</a>