Registration procedure for Tor Vergata Students

1. Access Delphi platform (link:
   https://delphi.uniroma2.it/totem/jsp/Iscrizioni/sStudentiLoginIntro.jsp?language=EN), insert your
   matricula and password to log in:

2. Select "Enrollment/management of non-curricular courses"

(**ERASMUS STUDENT VIEW**)

PROCEDURES AND ONLINE SERVICES
For Erasmus/Exchange/YUFE students

PERSONAL INFORMATION	• Change Password • View and Change Personal Information
EXAMINATIONS	• In presence lesson reservation • Examination Booking (Prenotazione esami) • View Registered Examinations (Esami verbalizzati) • Ongoing exams registration(Esami in corso di verbalizzazione • Courses Attendance
OTHER SERVICES	• Enrollment/management of non-curricular courses • Launch Microsoft Office365 (e-mail, network-disk, etc.) For more information click • *HERE*
CERTIFICATI (CERTIFICATES)	• Print Certificates (Stampa Certificati)

(**TOR VERGATA STUDENT VIEW**)

PERSONAL INFORMATION	• Change Password • View and Change Personal Information
PAYMENT OF TAXES AND CONTRIBUTIONS	• ISEE-University submission • Tuition fees management • Request for partial exemption from taxes and contributions
EXAMINATIONS	• In presence lesson reservation • Examination Booking (Prenotazione esami) • View Registered Examinations (Esami verbalizzati) • Courses Attendance • Ongoing exams registration(Esami in corso di verbalizzazione)
DURING YOUR CAREER	Course switch request (Richiesta di Passaggio di corso) Request Transfer Out (Richiesta di Trasferimento in uscita) • Reprint Application for Enrollment/Registration (iscrizione/immatricolazione) • Cancel Application for Enrollment (domanda di iscrizione) • Suspension Request • Career closure (Rinuncia agli studi)
ESAME DI LAUREA (DEGREE EXAMINATION)	• Manage graduation request
OTHER SERVICES	• Enrollment/management of non-curricular courses • Activate Other Services
BORSE DI STUDIO (SCHOLARSHIP) INCARICHI COLLABORAZIONI (COLLABORATION ASSIGNMENTS)	Application for Appointment in a Part-time Collaboration 2021/2022: The terms specified in the Notice to apply for the benefit have already expired! Application for a grant for expenses for lease 2020/2021: The terms specified in the Notice to apply for the benefit have already expired!
CERTIFICATI (CERTIFICATES)	• Request Certificates (Richieste Certificati) • Print Certificates (Stampa Certificati)

3. Select from the drop-down menu "CLICI - Courses in Italian language - II semester"

Courses Section

Welcome MARCO GRECO

Sign up for courses
My courses
My contact information
Logout

Request Assistance

Type of Course: | Select... | Next |
Select...
CLICI - COURSE IN ITALIAN LANGUAGE - 2nd SEMESTER

4. Read the privacy policy and, if you agree, click on "I have read and understood the privacy policy"

TOR VERGATA
UNIVERSITÀ DEGLI STUDI DI ROMA

UFFICI E SERVIZI POSTI ALLE DIRETTE DIPENDENZE DEL DIRETTORE GENERALE
Ripartizione Protezione Dati e Conservazione Digitale

Information for the processing of personal data of users participating in activities organized by the "Centro di Lingua e Cultura Italiana" ("CLICI")

1. Data Controller and DPO	**Data Controller:** Tor Vergata University of Rome: Via Cracovia 50, 00133, Roma (RM), +39 06 7259 8753, e-mail rettore@uniroma2.it , PEC rettore@pec.uniroma2.it **Data Protection Officer (DPO):** Via Cracovia 50, 00133, Roma (RM), Telephone +39 06 7259 2151, e-mail rpd@uniroma2.it , PEC rpd@pec.torvergata.it Further information on the University's activities related to privacy can be obtained by writing to e-mail : privacy@uniroma2.it (Tel. +390672592151).
2. Data subjects and Personal Data collected	The University of the Studies of Rome "Tor Vergata" – through the CLICI - processes personal data for the purpose of organizing and conducting specific activities of CLICI (Italian language and Italian culture courses, cultural activities and language study) as well as other events (Clici#Tandem, CLICI Language Café, CLICI Summer School, etc.). Data subjects are: - University teaching staff (professors and/or researchers); - technical, administrative and librarian staff of the University (TAB); - students not of italian mother tongue enrolled at the University (bachelor or master courses, Erasmus students, YUFE students, doctoral students, etc.) - students not of italian mother tongue enrolled at other partner universities (as an example YUFE students); - high school students; - other individuals non belonging to the university community. Personal data collected: - first name, last name, place and date of birth, gender, citizenship, social security number, address; - e-mail and telephone number; - identification document (ID card or passport); - mother tongue and other language proficiency level.
3. Source of personal data	Personal data are collected directly from the data subject at the time of application submission.
4. Purpose of data processing	Personal data collected is used **for didactic-training purposes** and, specifically, for the purposes of enrolling in and carrying out Italian language and culture courses - which can also be delivered in on-line mode - and participation in cultural and in-depth linguistic activities organized by CLICI. Personal data will be processed pursuant to Article 6(1)(c) ("fulfillment of a legal obligation to which the Data Controller is subject") and 6(1)(e) ("performance of a task carried out in the public interest") of the GDPR. The legal basis for the processing is L.341/1990, L. 240/2010 and other specific regulations on the subject. The Data Controller does not use automatic processes aimed at profiling the Data Subject.
5. Recipients of personal data	The data processed for the abovementioned purposes will be communicated and/or made accessible to employees and collaborators assigned to the relevant University Offices, in their capacity as authorized subjects for processing. In the event that the personal data are communicated to third parties who operate processing on behalf of the University, they will act as Data Processors.
6. Data Retention Period	For the pursuit of the abovementioned purpose of data processing, the retention time of personal data is set at a maximum of ten years from the conclusion of the educational course undertaken and/or the cultural activity carried out (and other specific events curated by CLICI).
7. Data Subject's Rights	The data subject has the right to: - request from the Data Controller (by writing to e-mail privacy@uniroma2.it), pursuant to Articles 15, 16, 17, 18, 19, 20 and 21 of the GDPR, access to his/her personal data and the rectification or erasure of the same or the restriction of the processing concerning him/her or to object to its processing, as well as the right to data

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TOR VERGATA
UNIVERSITÀ DEGLI STUDI DI ROMA

UFFICI E SERVIZI POSTI ALLE DIRETTE DIPENDENZE DEL DIRETTORE GENERALE
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	portability; - lodge a complaint with a supervisory authority (Garante Per La Protezione Dei Dati Personali, Piazza Venezia 11, Rome, https://www.garanteprivacy.it) at the e-mail address protocollo@gpdp.it or protocollo@pec.gpdp.it.
8. Obligation to provide data	The provision of data is necessary for the purpose of the data subject's registration and subsequent participation in the educational activities curated by CLICI.
9. Processing methods of Personal Data	The personal data provided will form the subject of processing operations in compliance with the aforementioned legislation and the obligations of

| BACK | I HAVE READ AND UNDERSTOOD THE PRIVACY POLICY |

5. Your personal data will be displayed, click on "Next"
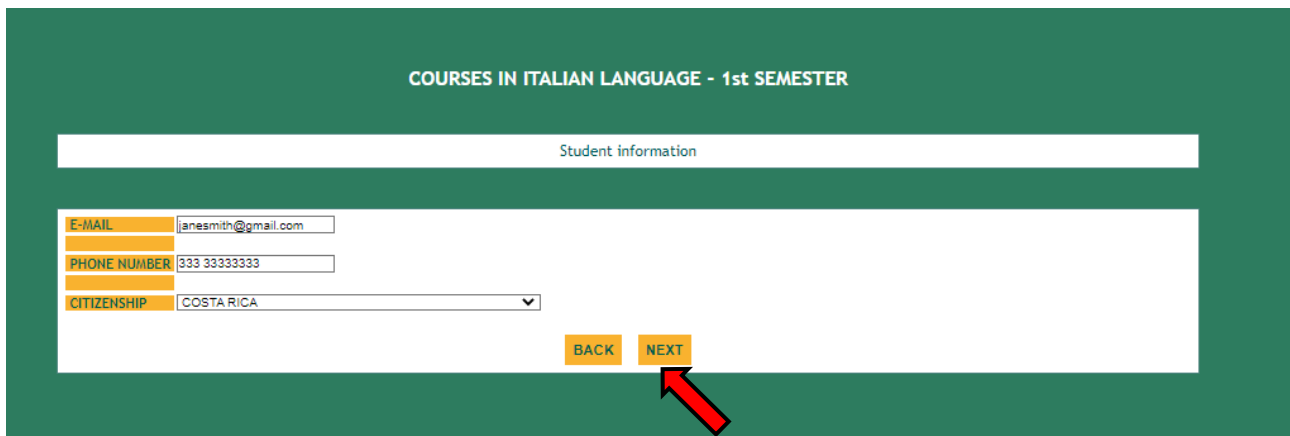
6. Enter your current address and click on "Next"
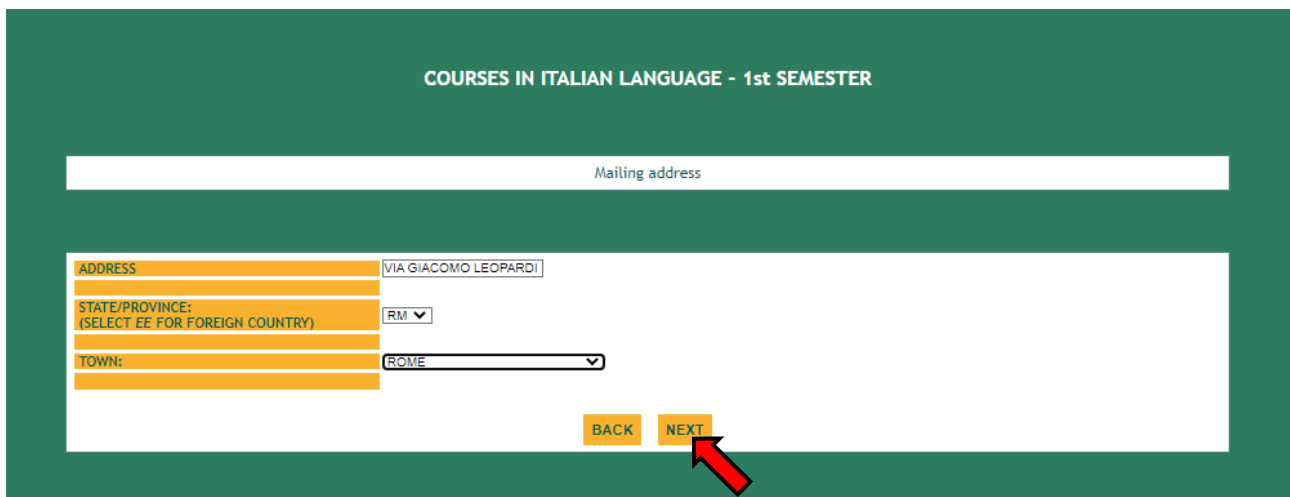
7. Enter the data of your ID document and click on "Next"
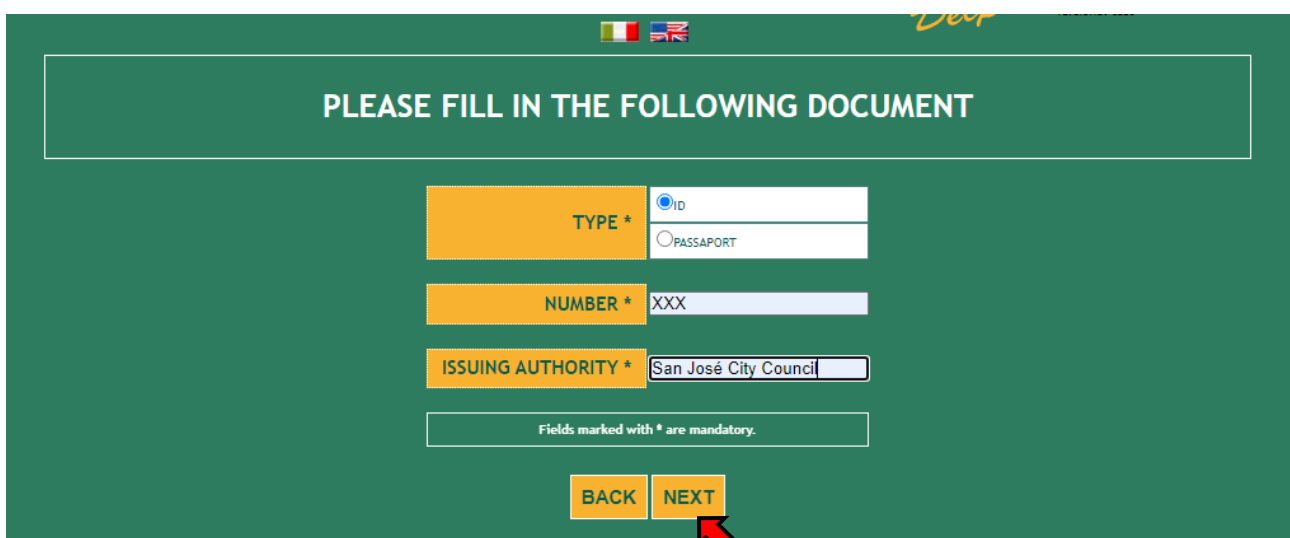
8. Enter your native language and select the correct option:
I'm a/an…

- student of the University of Tor Vergata (including undergradute/postgraduate/PhD/Erasmus/Overseas/Astromundus/Marco Polo/Dual degree students)
- teacher/professor/researcher of the University of Tor Vergata (if you have any contract to teach or do research at Tor Vergata University)
- employee (administrative staff) of the University of Tor Vergata

DO NOT SELECT "External (non-Tor Vergata) student!

9. Select the correct option:
- **Absolute beginner** (if you have never studied or learned Italian)
- **NOT beginner,** I want to take the placement test **at 2.30 pm - CET on 16/02/2024**
- **NOT beginner,** I want to take the placement test **at 4.30 pm - CET on 20/02/2024**
- **NOT beginner,** I want to take the placement test **at 4.30 pm - CET on 22/02/2024**
- **NOT beginner**, I want to take the placement test **at 2.30 pm - CET on 23/02/2024**
- **NOT beginner,** I want to take the placement test **at 4.30 pm - CET on 27/02/2024**
- **NOT beginner,** I want to take the placement test **at 4.30 pm - CET on 29/02/2024**
- **NOT beginner,** I want to take the placement test **at 2.30 pm - CET on 01/03/2024**

Please be reminded that a maximum of 30 students will be admitted to each session. Therefore, if you can't select a date, it may be already booked out. In this case, select another date.

10. Check that all the entered data are correct and click on "Confirm displayed information"

11. Your subscription has been confirmed.

External students (not enrolled at Tor Vergata) will have to log in on Delphi platform again **two weeks after the course begins** to download the bill and pay the **registration fee**.

Click on "Print" if you want to download a pdf with the entered data.

Your subscription has been confirmed.
External students (not enrolled at Tor Vergata) will have to log in on Delphi platform again two weeks after the course begins to download the bill and pay the registration fee.

PRINT

BACK

SMTJNA00E47Z503N

THE UNDERSIGNED

Surname
SMITH

Name
JANE

Sex
F

Date of Birth
07/05/2000

Country:
COSTA RICA (San Jos#)

State/Province of birth
EE

Phone Number
333 33333333

E-Mail
janesmith@gmail.com

Address
VIA GIACOMO LEOPARDI 2, ROME (RM)

DOCUMENTO

TIPO DOCUMENTO DI RICONOSCIMENTO : ID

NUMERO DI RICONOSCIMENTO: XXX

ENTE CHE HA RILASCIATO IL DOCUMENTO: San Jose' City Council

CATEGORIA UTENTE

LINGUA MADRE: Spanish

TIPOLOGIA UTENTE : student of the University of Tor Vergata

LIVELLO DI COMPETENZA LINGUISTICA (ITALIANO)

LIVELLO DI COMPETENZA LINGUISTICA : NOT beginner, I want to take the placement test at 4.30 pm - CET on 06/09/2022