Registration procedure for Summer School Students

1. Access Delphi platform (link: https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN) and click on "Student section"
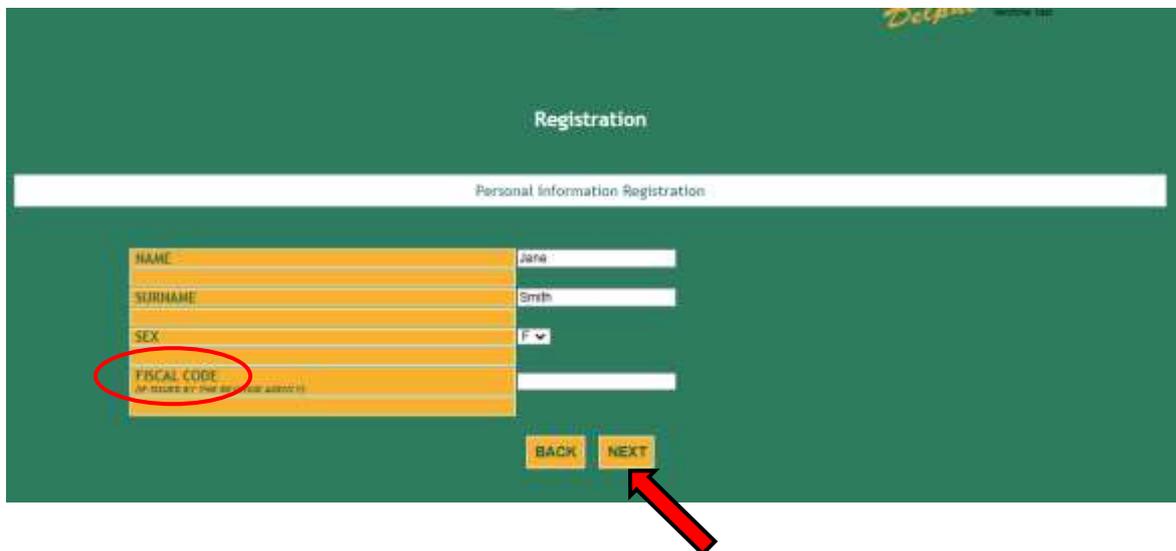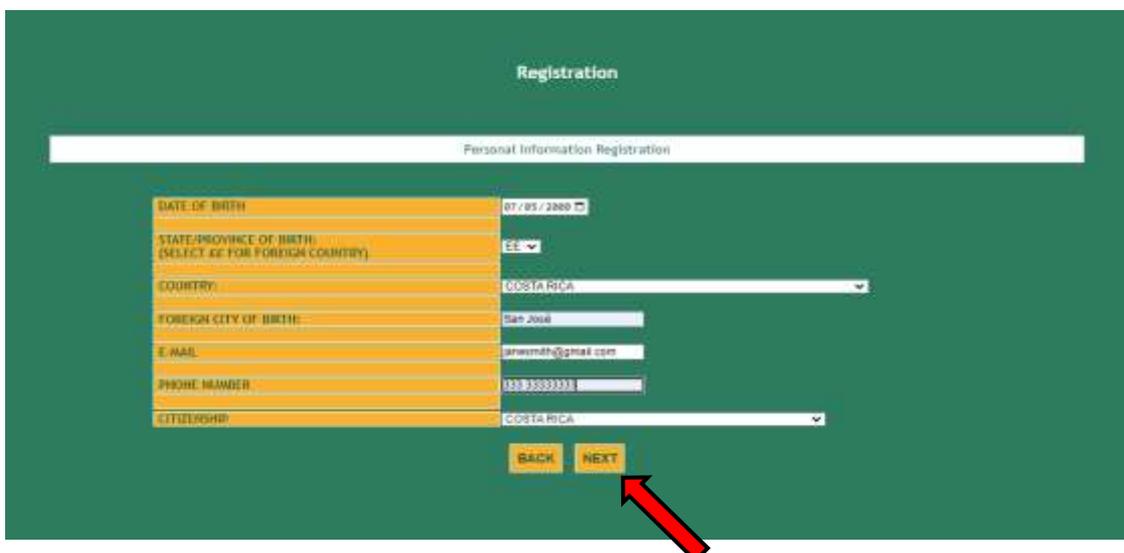

2. Select "CLICI Courses" in section D

3. Select "Registration"

4. Insert your name and surname (Attention! Enter your first and last name in the correct slots). If you have an Italian fiscal code (codice fiscale) you can enter it, if you don't have it, click directly on "Next".

5. Enter your personal information and click on "Next"

6. Check that all the entered information is correct and click on "Confirm displayed information"

7. The system will provide a password and a fiscal code (if you didn't enter it) that will also be sent to your email address

8. You will have to access Delphi again and enter the fiscal code and password provided

9. Select "Sign up for courses"
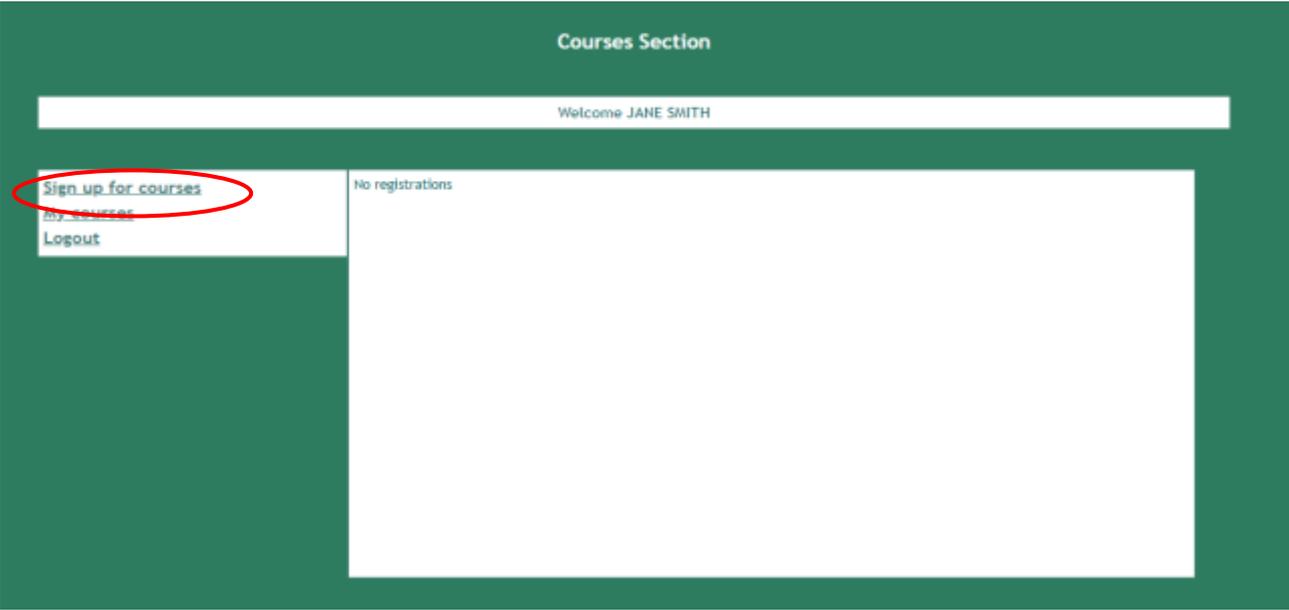
10. Select from the drop-down menu "CLICI – Summer School (Saturday Itineraries)"
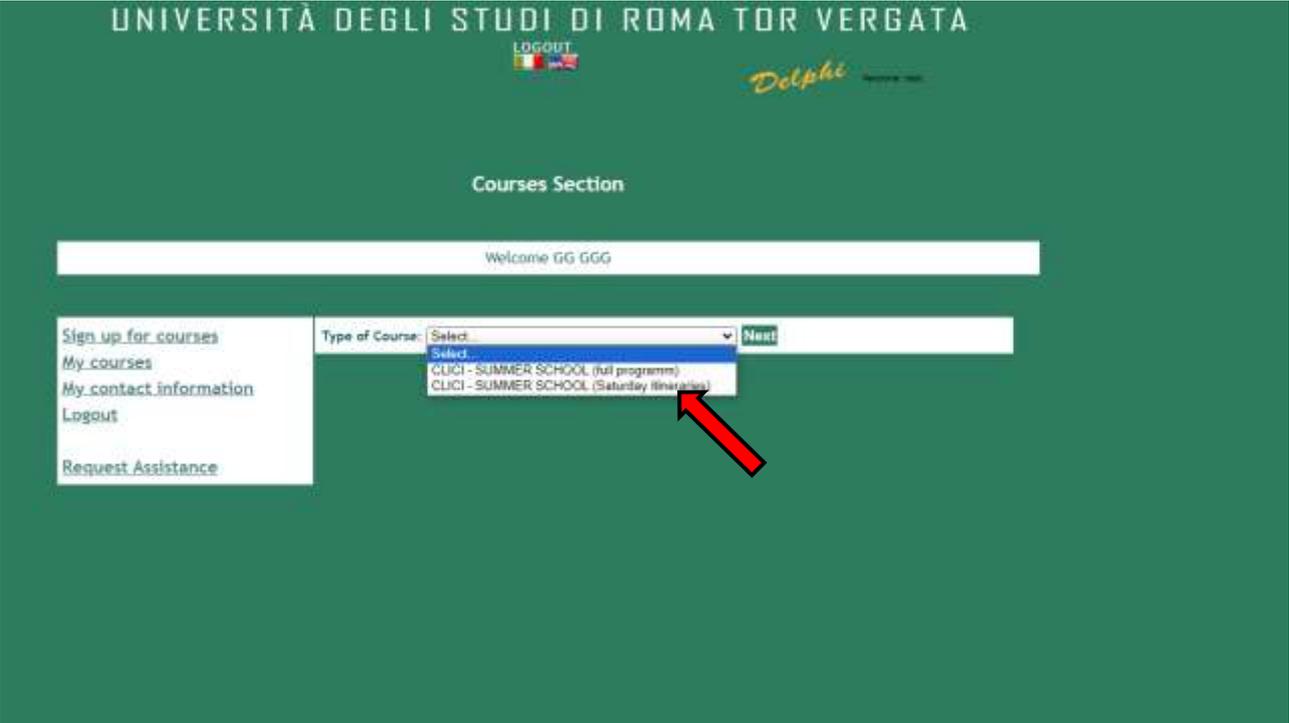
11. Read the privacy policy and, if you agree, click on "I have read and understood the privacy policy"

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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	portability; - lodge a complaint with a supervisory authority (Garante Per La Protezione Dei Dati Personali, Piazza Venezia 11, Roma, https://www.garanteprivacy.it) at the e-mail address protezione@gpdp.it or protezione@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

12. Your personal data will be displayed, click on "Next"

13. Enter your current address and click on "Next"

14. Select your document and upload the scan.

15. Enter your language level. Use the link https://europa.eu/europass/en/common-european-framework-reference-language-skills

16. Enter your university data

17. Enter your mother tongue

18. Select the correct option

19. If you are a refugee student you have to upload the documentation certifying your refugee status in Italy. It is mandatory

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

21. Your subscription has been confirmed.
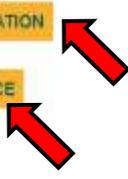
The data have been registered.

you must complete the registration with the payment of 50€ by May 6th (click on the button "PRINT THE INVOICE")

We will let you know if the class you requested has been activated by May 20th, and you will be able to download the other invoice to complete the payment.