CALL FOR APPLICATIONS FOR ADMISSIONS TO
THE BACHELOR'S DEGREE PROGRAMME IN
TERRITORIAL, URBAN, ENVIRONMENTAL AND LANDSCAPE PLANNING
FOR EU NATIONALS OR EQUIVALENT STUDENTS - A.Y. 2023/2024

Rector's decree no. 1353/2022 dated 23rd December 2022

Art. 1
(Initiation of the procedure and places available)

1. Applications are invited for admissions to the Bachelor's degree programme in Territorial, urban, environmental and landscape planning for a.y. 2022/23 for Italian/EU students and/or Equivalent students, as per the definitions illustrated in par. 2 Admissions are limited to the following number of student places:

Class	Programme name	Language of instruction	Total programmed number of student places	of which reserved to quota students (cfr. Par.2)
L-21	Territorial, urban, environmental and landscape planning	Italian	85	5

2. For the purpose of enrolment in the Bachelor's degree programme in Territorial, urban, environmental and landscape planning, the following student categories have been given the following meaning:
   European Union students: Italian citizens or other EU nationals;
   Equivalent students:
   − students from Norway, Iceland, Lichtenstein, Switzerland and San Marino;
   − non-EU nationals legally residing in Italy with a valid residence permit for study, work or family reasons;
   − political refugees;
   − staff members of Foreign Diplomatic Missions (Embassies/Consulates) and International Organizations based in Italy, legally accredited to the Italian Government or to the Holy See (including family members: spouse and children);
   − non-EU nationals legally residing in Italy or diplomats who have an Italian high school diploma awarded in Italy or abroad.
3. Having considered recent trends and the number of withdrawals that have taken place before 31st October in the latest academic years, the number of student places for this programme could be higher than the number illustrated in par. 1
4. Applicants can register for the admission test (art. 3 and 4) on the Apply@polito platform starting from **Tuesday 24th January 2023**.

Art. 2
(Admission requirements for the Bachelor's degree programme in Territorial, urban, environmental and landscape planning)

1. Without prejudice to the admission requirements referred to in Annex A and B to this Call, applicants must pass an admission test (Test in Laib– Planning) with the scores illustrated in art. 7 in order to be admitted to the Bachelor's degree programme in Territorial, urban, environmental and landscape planning.
2. Admissions to the Bachelor's degree programme referred to in this article are subject to prior accreditation of the programme itself pursuant to current legislation.
3. The score obtained by applicants in the TIL-P test (Test in Laib – Planning) is only valid for enrolment in academic year 2023/2024. For this reason, when applicants register for the TIL-P test, they must be attending their last year of high school (i.e. they should be getting their high school diploma in the summer of 2023 according to the Italian school calendar) or they must have already earned their high school diploma.

Art. 3
(Admission test dates and registration time frames)

1. The following table illustrates the calendar of TIL-P tests for Italian citizens, EU nationals and/or Equivalent students. The test will be held in person at Politecnico. There is a specific registration time frame for each test session.

Session Month	Day	Test registration timeframe
First section: March 2023 session	Thursday 23rd	From Tuesday 24th January until 2.00 p.m. (Italian Time) of Friday 17th March 2023
Second session: April 2023 session	Thursday 6th	From Tuesday 24th January until 2.00 p.m. (Italian Time) of Friday 31th March 2023
	Friday 14th	From Tuesday 24th January until 2.00 p.m. (Italian Time) of Friday 7th April 2023
Third session: May 2023 session	Tuesday 9th	From Tuesday 24th January until 2.00 p.m. (Italian Time) of Tuesday 2nd May 2023
	Wednesday 10th	From Tuesday 24th January until 2.00 p.m. (Italian Time) of Tuesday 2nd May 2023
Fourth session July 2023 session	Thursday 20th	From Tuesday 16th May until 2.00 p.m. (Italian Time) of Thursday 13th July 2023
	Friday 21st	
Fifth session: August/ September 2023 session	Thursday 31st August	From Tuesday 16th May until 2.00 p.m. (Italian Time) of Friday 25th August 2023
	Friday 1st September	

2. Applicants are allowed to register for a TIL session until all places are full. If a TIL session is full, applicants can register for the next session. The last session is scheduled on 1st September 2023.
3. **Applicants are allowed to take the TIL test for a maximum of 3 times totally, but only one time per session.**
4. The TIL-P test will take place **in the computer laboratories of the university (LAIB) at the main campus of Politecnico di Torino** (Corso Duca degli Abruzzi 24 – Torino) or in other venues in Italy. Applicants will learn about the specific LAIB where they will take the admission test on their personal page of the Apply@polito platform as soon as they complete their payment.
5. Further possible test dates will be published exclusively on the University website.

Art. 4
(How to register for and take the TIL-P test)

1. All applicants are required to apply for the TIL-P test by registering online on the Apply@polito platform. To complete their application, applicants are also required to pay the registration fee referred to in the next paragraphs 2, 3 and 4.

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2. The TIL-P registration fee is € 50.00. The amount paid cannot be reimbursed under any circumstances, nor can it be considered valid for TIL sessions other than the one for which the applicant has registered.
3. Payment methods are the following:
   a. credit cards (or other payment methods available on the PagoPA platform) generating an **immediate payment;**
   b. pre-printed notice of payment (MAV on the PagoPA platform), generating a **deferred payment.**
   Applicants who pay using the method illustrated under letter b) must go back to the Apply@polito platform and enter the payment date in a specific field (**self-declaration** in compliance with art. 46 and 47 of DPR no. 445/2000). Failure to specify the payment date on the Apply@polito platform entails that the payment is not **valid**. Both the payment and the self-declaration must take place **before the deadlines** illustrated in art. 3, par. 1. Should the self-declaration be found to be false or incorrect, the registration for the test, or the test itself, will be cancelled.
4. We recommend all applicants to start the above-mentioned procedures well in advance of the deadlines in order to avoid that possible technical problems may hinder to complete the process.
5. **Applicants are allowed to take the TIL-P test for a maximum of 3 times totally, but only one time per session.**
   If an applicant takes the test more than once, Politecnico will consider the highest score obtained by the applicant in the various tests. **If an applicant registers for a new TIL-P test but does not take it, Politecnico will consider the score obtained by the applicant in the previous session.**

Art. 5
(How to register for and take the TIL-P test – candidates with disabilities or with Specific Learning Disorders)

1. In-person TIL-P tests are organized in compliance with current legislation on disabilities and specific learning disorders. The procedures to take the TIL-P test for the applicants referred to in this paragraph are illustrated in the present Call. Applicants can request more information on the special arrangements provided to students with disabilities and specific learning disorders to the Special Needs Unit of Politecnico di Torino (Disabilities and Specific Learning Disorders (SpLD) by sending a ticket through the Ticketing Support System.
   In particular, for organizational purposes:
   – applicants with disabilities or with an invalidity certificate (art. 16 of Law no.104/92) must present **a valid certificate issued by the local medical board specifying the type of disability and/or the degree of invalidity**. This document must be submitted at least 15 days before the TIL test date.
   – These applicants are entitled to get extra time (normally 30% extra time, and in any case no more than 50% extra time) compared to standard test time
   – applicants with disabilities or certified specific learning disorders (SpLD), referred to in Law no. 170/2010, must present **a valid certificate issued not later than 3 years ago (if the certificate was released before turning 18 years old) by the Italian Health Care System (SSN) or by a specialist or by an health care facility recognized by the Italian system.** This document must be submitted at least 15 days before the TIL test date. In accordance with art. 10 of decreto ministeriale n.1107 del 24 settembre 2022", applicants are allowed to present a certificate issued more than 3 years ago as long as they self-certify that they have requested a renewal to the ASL.
   – These applicants are entitled to get maximum 30% extra time compared to standard test time (total test duration: 120 minutes) and to use a calculator.
   – applicants with disabilities or specific learning disorders (SpLD) who reside abroad and intend to request special arrangements for the TIL-P test must present a certificate of disability or SpLD issued in their country. These documents must be official documents stamped by the issuing institution, signed by an official of the institution and written in one

of the following languages: Italian, English, French, Spanish. For documents written in other languages, applicants must provide both the original document and its translation into Italian or English in a single file. The university bodies in charge of examining the above-mentioned certificates will verify if the foreign documents provide evidence of a disability or a SpLD accepted by Italian law.

2. Applicants referred to in this article who require special arrangements to take the TIL-P test must **upload their certificate of disability or SpLD to the Apply@polito platform** ("Personal information" section) at least 15 days before the TIL test date.
   Applicants with SpLD with a certificate issued more than 3 years ago are also required to self-certify through the specific form made available by the Procedure that they have requested a renewal to the ASL

3. The Special Needs Unit of Politecnico di Torino will examine the certificates to verify if they are in line with the rules illustrated in the in par. 1.

4. Applicants with a valid certificate who need further special arrangements on top of extra time and calculator to take the TIL-P test (for example a person who helps them use the PC) must contact the Special Needs Unit by ticket at least 15 days before the TIL-P test date.

5. In order to make the TIL-P test more accessible, Politecnico will provide the voice recordings of the questions of some TIL sections that can be taken with extra time. Applicants are allowed to use their own devices (personal headphones with USB plug) to listen to the automatic reading of the questions.

Art. 6
(TIL-P contents)

1. The TIL-P test is an individual test, available in Italian, which is different for each applicant. It is made up of automatically and randomly selected computer interface questions. All tests have an equivalent level of difficulty.

2. The TIL-P test consists of 42 questions, divided into 4 sections, with a predetermined number of questions to be finished within a pre-set time:
   - 12 Logic and Mathematics questions in 30 minutes;
   - 6 Reading comprehension questions in 12 minutes;
   - 12 General knowledge questions in 24 minutes;
   - 12 Territory and society questions in 24 minutes.
   The total time for the TIL-P test is set at one hour and thirty minutes.
   Each question has 5 possible answers marked with the letters A, B, C, D, E, only one of which is correct.

Art. 7
(Test evaluation and admission thresholds)

1. The result of each individual test is determined as follows:
   - 1 point for each correct answer
   - 0 point for each unanswered question
   - A penalty of 0.25 points (- 0.25) point for each incorrect answer
   The score is converted to hundredths and calculated up to the second decimal position. At the end of the test, applicants will be able to see their score on the screen. Moreover, the test result will be available in the applicant personal page of the Apply@polito platform.

2. Applicants who score less than 8/100 in the Mathematics section (out of 28/100, which corresponds to less than 30% of the maximum score for the section) will have to fulfil some supplementary academic obligations (in Italian, *Obblighi Formativi Aggiuntivi - OFA*). In particular:
   - They will be encouraged to attend tutoring math classes during Year 1;

- They will be required to attend a course called «C.I.A.O. - *Corso Interattivo di Accompagnamento Online*» (online interactive support course). This course seeks to help applicants fill in the gaps in their Math knowledge through specific online tutoring sessions.
  More details on this course will be available in the applicant's personal page of the Apply@polito platform, under the "TIL-P" section.
  The Student Guide and the Teaching Regulations of each Bachelor's degree programme will explain how students can fulfil their OFA.
3. The **minimum threshold for being included in the ranking list** is **20/100**.
4. The **guaranteed admission threshold** is **70/100**.
5. Applicants who meet the requirements listed in art. 13 are exempted from taking the TIL-P test.

Art. 8
(Cases in which the test is invalid)

1. During the in-person test applicants must abide by the following conduct rules, otherwise the test may be declared invalid:
   - be absolutely silent during the test, except when they need to ask a question to the test supervisor;
   - exclusively make use of the blank sheets of paper and the pen provided by Supervision Committee;
   - it is forbidden to make use of personal materials such as sheets of paper, notebooks, notes, earphones or headphones (except for applicants entitled to extra time – art. 5) or other materials including mobile phones and smartwatches which must remain switched off at all times and must be placed on the desk; if the mobile phone makes any kind of sound (alarms, wake up alarms, vibrations etc.) the applicant will be invited to leave the room and will be excluded from the selection process.
2. When the test is declared invalid due to a violation of the conduct rules referred to in the previous paragraph, the applicant is not entitled to get any refund.
3. The provisions of art. 4, par. 3 of this Call (cases in which a test is considered invalid) remain in force.

Art. 9
(Progetto Orientamento Formativo)

1. A special in-person TIL-P session (**held on 23th, 24th, 28th February 2023 and 1st March 2023**) is organized for the high school students who participate in the Project "Progetto Orientamento" and wish to enrol at Politecnico di Torino in the Bachelor's degree programme in Territorial, urban, environmental and landscape planning.
2. Without prejudice to the special session referred to in par.1, applicants who participate in the Project "Progetto Orientamento" must follow the general procedures illustrated in this Call that are summarized in the next paragraphs of this article. Applicants are invited to carefully read this Call to avoid setbacks that may hinder the positive conclusion of the process.
3. The applicants referred to in par. 1 must make sure that they have filled in all application sections on their personal page of the Apply@polito platform by the deadline for enrolment (art. 14, p.3).
4. We recommend all applicants to start the procedures referred to in par. 3 well in advance of the deadlines in order to avoid that possible technical problems may hinder to complete the process.
5. Applicants who have taken the test in the dates referred to in art.9, par.1 (within the Project "Progetto Orientamento Formativo") and who **wish to retake the test** after March, can do so for a maximum of 2 times upon payment of the corresponding registration fee. In this case, Politecnico will consider the highest score obtained by the applicant in the two tests. **If an applicant registers for the second TIL test but does not take it, Politecnico**

will consider the score obtained by the applicant in the previous session. Applicants who register for a new test date but do not show up will keep the score obtained in the previous test.

Art. 10
(TIL-P results and date of publication of the ranking list)

1. The TIL-P results are made public through the publication of:
   a. a list of Italian/EU and/or Equivalent applicants who have scored higher than or equal to the guaranteed admission threshold (art. 7, par. 4) This score enables applicants to enrol in the Bachelor's degree programme in Territorial, urban, environmental and landscape planning. This list will be published **after each TIL-P session.**
   b. a merit-based ranking list for the allocation of residual places for the Bachelor's degree programme in Territorial, urban, environmental and landscape planning .This ranking list includes the applicants who have been exempted from taking the admission test in accordance with art. 13, par. 1, for the allocation of residual student places.
   The ranking list will be published on **Tuesday 5th September 2023**.
2. The above-mentioned TIL-I results will be published in the online Bulletin (Albo online) and on the website of Politecnico.
3. The "Enrolment regulations – A.Y. 2023-24" - published on the university website by 28th march 2023 (enrolment opening date) - will illustrate the cases in which applicants need to reserve their student place before enrolling in the programme.

Art. 11
(Ranking list and lists of applicants who scored higher than the guaranteed admission threshold)

1. The list referred to in art. 10, par. 1a) includes the applicants who are entitled to enrol in the programme (ranked according to their TIL-P score).
2. The ranking lists referred to in art. 10, par. 1b) are made with the following criteria:
   a. applicants are ranked in descending order based on their TIL-P score;
   b. in case of equal ranking, the score obtained in the individual sections that make up the TIL-P test shall prevail, considered in the following order: Territory and society, Logic and Mathematics, Reading comprehension and General knowledge. In case of a further equal ranking, the younger applicant will be chosen.
3. The ranking list referred to in par. 2 classifies prospective students into the following categories:
   - ENROLLED STUDENT WITH INTERNATIONAL CERTIFICATE: a student who has got a valid international certificate (see art. 13, par. 1) and has already enrolled;
   - ASSIGNED STUDENT WITH INTERNATIONAL CERTIFICATE: a student with a valid international certificate who **MUST** reserve his/her student place and enrol in the Bachelor's degree programme assigned to him/her before the deadline for the update of the ranking list;
   - ENROLLED STUDENT: a student who has reserved his/her student place and has completed the online enrolment process (as illustrated in art. 14);
   - ASSIGNED STUDENT: a student who **MUST** reserve his/her student place and enrol in the Bachelor's degree programme in Territorial, urban, environmental and landscape planning; failure to reserve his/her student place and enrol by the deadline will result in the allocation of his/her place to another applicant – **therefore, failure to enrol by the deadline entails permanent renunciation of the place.**
   - STUDENT ON WAITING LIST: a student who has not been offered a place, but could be offered a place in the next call/s if other students with a better score on the ranking list decide to renounce their right to enrol. This student must wait for the next the call/s.

- WAITING LIST RENUNCIATION: a student who has explicitly renounced his/her right to be on the waiting list (art. 12, par. 2).
- ENROLMENT RENUNCIATION:
  - a student who has been ASSIGNED a place in the programme but has failed to reserve his/her student place / enrol by the deadline;
  - a student who has ENROLLED in a programme but has withdrawn from it before the closing date of the ranking list/ before the update of the ranking list referred in art. 12, par.4 and 14, par.3.
- NOT ADMITTED STUDENT DUE TO UNFULFILLED LANGUAGE REQUIREMENTS: a student who has correctly reserved his/her student place but is not allowed to enrol since he/she does not meet the language requirements illustrated in Annex A to this Call;
- NOT ADMITTED STUDENT DUE TO CLOSED RANKING LISTS: a student who has not been admitted since the ranking lists were already closed when he/she decided to enrol (see art. 12, par. 4).
- NOT ADMITTED STUDENT: a student who has not reached the minimum admission threshold in the TIL-P test.

Art. 12
(How the ranking lists are updated)

1. Allocations of places to the applicants included in the ranking list referred to in art. 10, par. 1b) are based on the updates of the ranking list which depend on the number of students who who reserve their place and enrol online before the deadlines of art. 14,par.3.
2. The applicants included in the ranking list referred to in art. 10, par. 1b) who are no longer interested in enrolling in the Bachelor's degree programme in Territorial, urban, environmental and landscape planning and **intend to renounce their right to be on the waiting list**, can do so from the Apply@polito platform. **When an applicant renounces his/her right to be on the waiting list, he/she irrevocably gives up his/her position on the ranking list**. Therefore his/her student place is assigned to another applicant on the ranking list.
3. The last update of the ranking lists will take place on **Thursday 19th October 2023**.
4. The ranking lists will be closed on **Tuesday 24th October 2023**. After the closing date of the ranking lists, enrolment will no longer be possible.

Art. 13
(Exemptions from the TIL-P test)

1. Upon specific request, applicants may be exempted from taking the TIL-P test if they have a **SAT, ACT, GRE and GMAT certificate**, recognized as equivalent to passing the TIL-P test (score equal to or higher than the guaranteed admission threshold) according to the following specifications:

Certificate	Required scores
SAT	SAT (section "Evidence-Based Reading and Writing and Math" with a minimum score of 520 points in each section) *The "institution code" of Politecino 7679 must be provided to the Examination Board before taking the SAT test for the automatic transmission of the test results to Politecnico.*
ACT	ACT (sections: English, Math, Reading, Science) with a minimum score of 20 points in each section.

GRE	GRE (General Test) with a minimum score of 153 in the "Verbal" section and 144 in the "Quantitative" section and with any score in the "Analytical Writing".
GMAT	GMAT with Total Score of minimum 500 points ("Verbal" and "Quantitative" sections); with any score in the "Analytical Writing" and "Integrated Reasoning" sections.

2. To be exempted from the TIL-I test, applicants are required to upload their certificates to the Apply@polito platform. The request must be submitted from the specific section of the Apply@polito platform – "save and submit" - **not later than Friday 21st July 2023**. The **outcome** of the verification process will be announced via e-mail **not later than Friday 28th July 2023.**

3. The following categories of applicants are also exempted from taking the TIL-P test: a) applicants who incur in forfeiture (according to art. 18, par. 2) and intend to enrol again in the same Bachelor's degree programme (if still offered); b) applicants who incur in forfeiture (according to art. 18, par. 3).

Art. 14
(Enrolment requirements and process)

1. The requirements for enrolment in the Bachelor's degree programme in Territorial, urban, environmental and landscape planning are illustrated in Annex A and in Annex B attached to this Call, of which they are integral parts.

2. **Applicants with a non-Italian high school diploma must meet the language requirements listed in Annex A before the deadline for reserving the student place**, as below specified in par. 3. Students must upload their Italian language certificate (admission requirement) to the Apply@polito platform by the deadline. More details on how to upload the language certificate will be provided in the "Enrolment Regulations – A.Y. 2023/24".

3. **All EU and equivalent applicants are strictly required to meet the deadlines illustrated in the table below. Failure to meet these deadlines entails permanent exclusion from the enrolment process.**

Steps for enrolment	Dates
Student place reservation and early enrolment - for students who scored higher than the guaranteed admission threshold in the TIL-P test and for students with international certificates	From Tuesday 28th March until Monday 11th September 2023 at 2.00p.m.
Publication of the ranking list	Tuesday 5th September 2023
Time frame for *enrolment for students who get an offer of admission after the publication of the ranking list*	From Tuesday 5th September until Monday 11th September 2023 at 2.00p.m.
Publication of the first update of the ranking list	Tuesday 12th September 2023
Time frame for *enrolment for students who get an offer of admission after the publication of the first update of the ranking list*	From Tuesday 12th September until Monday 18th September 2023 at 2.00p.m.
Publication of the second update of the	Tuesday 19th September 2023

ranking list	
Time frame for *enrolment for students who get an offer of admission after the publication of the second update of the ranking list*	From Tuesday 19th September until Monday 25th September 2023 at 2.00p.m.
Publication of the third update of the ranking list	Tuesday 26th September 2023
Time frame for *enrolment for students who get an offer of admission after the publication of the third update of the ranking list*	From Tuesday 26th September until Monday 2nd October 2023 at 2.00p.m.
Publication of the fourth update of the ranking list	Tuesday 3rd October 2023
Time frame *enrolment for students who get an offer of admission after the publication of the fourth update of the ranking list*	From Tuesday 3rd October until Monday 9th October 2023 at 2.00p.m.

If necessary, there will be further updates of the ranking list. In any case, such updates will take place before the closing date of the ranking list (art. 12, par. 4). In this case, the new deadlines for enrolment will be published on the Apply@polito platform (applicant personal page) and on the University website.

4. All applicants are required to reserve their student place and enrol online. At the same time, they must pay the first instalment of their tuition fees. The standard amount of the first instalment is 161€. Possible reductions or revisions of this amount will be announced in the Tuition Fee Guide for academic year 2023/2024, which is going to be approved by the university bodies at a later date.

5. The procedure for student place reservation/enrolment referred to in the previous paragraph (including the payment of the first instalment) must be completed also by the students who are simultaneously enrolled in another university programme, in accordance with Law no. 33 of 12th April 2022.

6. Applicants who have reserved their student place by the deadline and meet the language requirements of Annex A must complete the online enrolment process by Tuesday **10th October 2023 at 2.00 p.m**.

7. Applicants who **do not meet the deadlines of this article or the admission requirements listed in Annex A and Annex B** lose their right to enrol at Politecnico and will not be **entitled to ask for refund of the first instalment of the tuition fees**, no matter the justification brought forward.

8. **The general instructions for enrolment** for all students will be illustrated in the "*Enrolment regulations – A.Y. 2022/23*" which are going to be published not later than Tuesday 28th March 2023 (enrolment opening date). These regulations will be published on the University website.

Art. 15
(Applicants who take more than one admission test)

1. Applicants who have taken more than one admission test for different Bachelor's degree programmes offered by Politecnico may be eligible for enrolment in an Engineering programme and at the same time they may be on a waiting list for other programmes (Architecture, Design or Engineering). In this case, they must reserve their student place or enrol in the Engineering programme before the deadline in order to avoid losing their place. Subsequently, if they find out that they have been admitted to another programme (Architecture, Design or Engineering) and they prefer to enrol in that programme, they will have to choose one of the following options using the online system:

- withdraw from the Bachelor's degree programme in which they have enrolled ("withdrawal from studies"), following the steps:
  a. They must fill out an online form available on their personal page of the Teaching Portal.
  b. pay 16.00 Euro for the virtual revenue stamp required for the withdrawal form (this amount must be paid from the personal page of the Teaching Portal).
  c. Enrol in the new Bachelor's degree programme after they receive the withdrawal confirmation (an e-mail confirming their withdrawal will be sent to their Polito mailbox). To enrol in the new programme, students must go to their personal page of the Teaching Portal and log in to the Apply@polito platform using the Student Number they received when they have enrolled in the first programme.
- Enrol in the Bachelor's Degree programme in Territorial, urban, environmental and landscape planning and – during the enrolment process - declare on the Apply@polito platform that they also want to enrol in another Politecnico programme for which they have taken the admission test.

In both cases the enrolment process must be completed before the enrolment deadline following the instructions that will be provided in the "Enrolment regulations – A.Y. 2023/24" (art. 14, par. 8).

2. Applicants who have taken the TIL-P test and are awaiting the results of the admission tests to other universities must enrol at Politecnico before the deadline in order to avoid losing their place. Subsequently, if these applicants find out that they have been admitted to another university, they will be able to request a withdrawal/transfer or declare that they want to enrol in both university programmes. **Tuition fees previously paid by these applicants will not be refunded under any circumstances.**

Art. 16
(Applicants who enrol in two degree programmes simultaneously)

1. Applicants who want to simultaneously enrol in a Bachelor's degree programme at Politecnico and in a programme at another university must refer to the rules contained in Law no. 33 of 12th April 2022 and subsequent ministerial decrees (decree no. 930 of 29th July 2022 and no. 933 of 2nd August 2022) to verify if the two programmes are compatible for double enrolment.

2. Applicants referred to in paragraph 1 are required to take the TIL-P test and be on the ranking list. When registering for the TIL-P test through the Apply@polito platform, they must select the Bachelor's degree programme in Territorial, urban, environmental and landscape planning.
   If the applicant has already enrolled at another University in previous academic years, when filling out the form available on the Apply@polito platform, he/she must enter the data relating to his/her current studies (University, degree programme denomination and class, any courses passed and registered with the corresponding number of credits and scientific-disciplinary sector). If the applicant is on the ranking list for admission to a programme, he/she must confirm his/her intention to enrol directly on the Apply@polito platform by paying the first instalment of the tuition fees (art. 14, paragraphs 3 and 4) before the deadlines, following the procedures for completing the enrolment process, which will be illustrated in the "Enrolment Regulations - A.Y. 2023/24" referred to in art. 14, paragraph 8. Failure to comply with these terms entails permanent exclusion from the admission process. After confirming the intention to enrol in the programme, the previous academic records of the applicant will be sent to the Academic Advisor of the programme who will decide on the possible recognition of previously earned credits.

3. In order to complete the enrolment process, applicants are required to self-certify that they meet the requirements for simultaneous enrolment. The self-certification procedures will be illustrated in the "Enrolment Regulations - academic year 2023/24".

Art. 17
(Applicants currently enrolled in a Bachelor's degree programme and applicants with a university degree)

1. **Applicants currently enrolled in a Bachelor's degree programme at Politecnico** who intend to transfer to the Bachelor's degree programme in Territorial, urban, environmental and landscape planning must take the TIL-P test and conveniently place themselves on the ranking list. While registering online for the TIL-P test, these applicants must select this programme in the "Select your programme" section. This choice cannot be modified.

   If they are **on the ranking list for admission to the Bachelor's degree programme in Territorial, urban, environmental and landscape planning**, they must confirm their intention to transfer to or enrol in the programme on the Apply@polito platform and they must pay the first instalment of their tuition fees (art. 14, par. 3 and 4). They must follow the procedures that will be illustrated in the "Enrolment regulations – A.Y. 2023/24" (art. 14, par. 8). Failure to comply with these terms entails permanent exclusion from the admission process.

   After confirming their intention to enrol in the programme, the previous academic records of these applicants will be sent to the Academic Advisor of the programme who will decide on the possible recognition of previously earned credits.

2. **Students who are currently enrolled in a Bachelor's degree programme (1st level) at another Italian university** or applicants who already have a Bachelor's degree and intend to enrol in the Bachelor's degree programme in Territorial, urban, environmental and landscape planning **must take the TIL-P test** (also if they attend/attended a programme belonging to the same class) and must conveniently place themselves on the ranking list.

   While registering online for the TIL-P test, these applicants must select the Bachelor's degree programme in Territorial, urban, environmental and landscape planning in the "Select your programme" section of the Apply@polito platform. During the application process on the Apply@polito platform, these applicants must provide the details of their current Bachelor's studies (university, name and class of their Bachelor's degree programme, exams already passed with the corresponding number of credits and scientific disciplinary field, courses for which the exams are still pending, course syllabi).

   If they **pass the test and are on the ranking list for admission** to the programme, they must confirm their intention to transfer to or enrol at Politecnico through the Apply@polito platform. They are also required to pay the first instalment of their tuition fees before the deadlines illustrated in art. 14 par. 3 and 4. They must follow the procedures that will be illustrated in the "Enrolment regulations – A.Y. 2023/24" (art. 14, par. 8). Failure to comply with these terms entails permanent exclusion from the admission process.

   After confirming their intention to transfer to or enrol in this programme, the previous academic records of these applicants will be sent to the Academic Advisor of the programme who will decide on the possible recognition of previously earned credits.

   More information will be available in the Student Guide - a.y. 2023/24 (Transfers chapter – Transfers to Politecnico di Torino from another university). The Student Guide is going to be published in June.

3. **Applicants who are enrolled in a Bachelor's degree programme at another Italian university and wish to enrol also in a Bachelor's degree programme at Politecnico,** must refer to the provisions of art. 16**.**

4. **Applicants who already have an Italian university degree and** are on the ranking list for admission to a Bachelor's degree programme at Politecnico, must confirm their intention to enrol at Politecnico on the Apply@polito platform and pay the first instalment of their tuition fees (art. 14, par. 3 and 4). They must enrol in the programme following the procedures that will be illustrated in the "Enrolment regulations – A.Y. 2023/24" (art. 14, par. 8). Failure to comply with these terms entails permanent exclusion from the admission process. After confirming their intention to enrol at Politecnico, the previous academic records of these applicants will be sent to the Academic Advisor of the programme who will decide on the possible recognition of previously earned credits.

Art. 18
(Students who are going to incur in forfeiture/ forfeited students)

1. Students who are currently enrolled in the Bachelor's degree programme in Territorial, urban, environmental and landscape planning at Politecnico di Torino (DM 270/04) incur in automatic forfeiture on 30th September 2023 if they **have not passed their first-year compulsory exams that are required to move to year 2 of the programme** in a two-year period. These students and the students who forfeited for the same reasons in previous academic years are allowed to re-enrol in the Bachelor's degree programme in Territorial, urban, environmental and landscape planning at Politecnico, but they must **retake the TIL-P test** (dates are available in art. 3, par. 1) and they must be **on the ranking list**.
   When these students register online for the TIL-P test, they need to select the Bachelor's degree programme in Territorial, urban, environmental and landscape planning in the "Select your programme" section of the Apply@polito platform .

2. Students who are currently enrolled in the Bachelor's degree programme in Territorial, urban, environmental and landscape planning (DM 270/04) incur in automatic forfeiture on 30th September 2023 if they have not passed any exam in the last three consecutive years. These students and the students who forfeited for the same reasons in previous academic years are allowed to re-enrol in the Territorial, urban, environmental and landscape planning programme without taking the TIL- D test, provided that they have passed the first-year compulsory exams required to move to year 2 of the programme. If the Bachelor's degree programme of origin is no longer offered by Politecnico di Torino, these students must register for the TIL-P test on the Apply@polito platform and select the Bachelor's degree programme in Territorial, urban, environmental and landscape planning in the "Select your programme" section of the Apply@polito platform. This choice cannot be modified.

3. The following students:
   a. students currently enrolled in a Bachelor's degree programme at Politecnico di Torino (DM 509/99) who incur in automatic forfeiture on 30th September 2023 if they do not complete all the exams (except for the Final Project) and students who forfeited in previous academic years for the same reason;
   b. students currently enrolled in a degree programme that belongs to the system pre-dating DM 509/99 who incur in automatic forfeiture on 30th September 2023 (within the meaning of art. 149 of the T.U. approved by Royal decree no. 1592 of 1933) and students who forfeited in previous academic years for the same reason;
   will be allowed to enrol in the Bachelor's degree programme in Territorial, urban, environmental and landscape planning (if equivalent to their first degree programme) without taking the admission test. If the Bachelor's degree programme from which they have forfeited is no longer offered by Politecnico, they are required to register for the TIL-P test through the Apply@polito platform. More information on the equivalences among educational qualifications and degree programmes are available on the website of the Ministry of Education, University and Research
   https://www.istruzione.it/archivio/web/universita/equipollenze-titoli.html

4. Academic years 2019/2020 and 2020/2021 do not count towards the number of years of enrolment for imposing forfeiture on students.

5. More information will be available in the Student Guide a.y. 2023/24 ("Interruption, suspension, withdrawal, forfeiture" chapter). The Student Guide is going to be published in June.

Art. 19
(Office)

1. For information on this Call applicants can contact:

    Recruitment and Admissions Unit
    (Ufficio Promozione, Orientamento e Accesso)

    Use the Ticketing Support System a Contact us | Politecnico di Torino (polito.it)

Art. 20
(Admissions process manager and Committees)

1. The person responsible for the admissions process to the Bachelor's degree programmes of Politecnico di Torino is Mrs. Francesca Maccario, Head of the Division for Students, Education and International Affairs.
2. The Rector's Advisor for Orientation, Prof. Gianluca Piccinini, is appointed to chair the Central Committee for all TIL tests for admissions in a.y. 2023/2024. He is also in charge of designating the teaching staff who will provide support during the tests.
3. Prof. Sandra Pieraccini and Mrs. Alessandra Berlese are appointed as members of the Central Committee for TIL tests.
4. Prof. Dario Daghero, Prof. Claudia De Giorgi, and Mr. Giorgio Santiano are appointed as substitute members in the event of absence or incompatibility of a member of the Central Committee.
5. The members of the Lab Committees responsible for the practical implementation of the TIL-I sessions will be appointed with a Rector's decree at a later date.

Art. 21
(Checks)

1. All declarations made by applicants while filling out the application form for TIL registration, as well as any supporting documents attached to the application form, may be checked and verified by Politecnico in accordance with D.P.R. no. 445/2000 (*Testo Unico delle disposizioni legislative e regolamentari in materia di documentazione amministrativa*).

Art. 22
(Privacy policy)

1. In accordance with the General Data Protection Regulation (EU Regulation 2016/679 – GDPR) and the "Code on the protection of personal data" (D.R. no.196 of 30th June 2003 and further amendments), Politecnico di Torino (Data Controller) shall process applicants' personal data exclusively in pursuit of its institutional aims and for the transparency purposes imposed by the law. Personal data shall be processed in accordance with the principles of lawfulness, fairness and data minimization.
2. The University policy on the processing of personal data is available at https://www.polito.it/privacy/informative-privacy

Art. 23
(Access to documents)

1. Access to test-related documents is allowed in the forms provided for by current legislation and in accordance with the "Regulations on access to administrative documents pursuant to Law. No. 214/1990, civic access and general civic access pursuant to legislative decree no. 33/2013". The terms and forms to request access to test-related documents are also contained in the same Regulations (*Regolamento in materia di accesso ai documenti amministrativi ai sensi della Legge n. 241/1990, accesso civico e accesso civico generalizzato ai sensi del D.lgs. n. 33/2013).*

Art. 24
(Final provisions)

1. For all matters not expressly provided for in this Call for applications, reference is made to existing legislation concerning locally programmed admissions.

2.   This Call for applications is published on the online University Bulletin available at https://www.swas.polito.it/dotnet/albo_online/. The same can be found at https://www.polito.it/en/education/applying-studying-graduating/admissions-and-enrolment/bachelor-s-degree-programmes.

3.   Possible further amendments to this Call for applications and to Annexes A, B, C and D, of which they are integral parts, might be approved with a specific Rector's decree and published at https://www.swas.polito.it/dotnet/albo_online/. The same information will be available at https://www.polito.it/en/education/applying-studying-graduating/admissions-and-enrolment/bachelor-s-degree-programmes.

4.   Communication with applicants takes place primarily through the Apply@Polito platform. Specific messages might be sent via email or SMS using the contact details provided by the applicants during their registration on the platform.

5.   Politecnico does not take any responsibility in case of unavailability of recipients and for loss of communications due to inexact indication of an applicant's e-mail address or telephone number or due to delay or failure to notify changes to the contacts provided during registration.

6.   An appeal against this Call for applications can be made to the Regional Administrative Court (TAR) or to the President of the Republic, respectively, within 60 days or 120 days from the date of publication.

SV/

THE RECTOR
Prof. Guido Saracco

The English translation of this document is provided as a support to the student community and has no legal effects.
The Italian version shall constitute the sole authentic text and will be referred to for any legal matters.

Politecnico di Torino

ANNEX A

ADMISSIONS REQUIREMENTS FOR BACHELOR'S DEGREE PROGRAMME IN TERRITORIAL, URBAN, ENVIRONMENTAL AND LANDSCAPE PLANNING

ACADEMIC YEAR 2023/2024

STUDENTS WITH AN ITALIAN EDUCATIONAL QUALIFICATION

LANGUAGE REQUIREMENTS

None / There are no specific language requirements for admission to this programme.

OTHER REQUIREMENTS

High school diploma (self-certificate)

ORIGINAL DOCUMENTS TO BE PRESENTED FOR ENROLMENT

a) Passaport/ ID card
b) Residence permit (*Permesso di soggiorno*) for non-EU citizens who reside in Italy
c) Fiscal code (*Codice fiscale*) issued by the Italian Income Authority (*Agenzia delle Entrate*) or by the Embassy/Consulate for applicants who do not reside in Italy
d) For underage applicants: self-certificate (*dichiarazione sostitutiva di certificazioni* - art. 5 and 46 of D.P.R. no. 445 of 28/12/2000) signed by a parent or a legal guardian and photocopy of the signer's identification document. This form is available on the applicant's Apply@polito personal page.

The procedures for uploading the certificates and presenting the documents for enrolment will be illustrated the "*Enrolment Regulations - A.Y. 2023/24*", referred to in art. 14, par. 8.

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STUDENTS WITH AN NON-ITALIAN EDUCATIONAL QUALIFICATION

LANGUAGE REQUIREMENTS

- Bachelor's degree programme entirely taught in Italian: Italian language certificate (
   B1 level or above)

The certificates accepted by Politecnico di Torino for the **Italian language – B1 level** are available at https://didattica.polito.it/cla/en/certificates

OTHER REQUIREMENTS

- **High school diploma awarded after a period of at least 12 years of school attendance**

➢ *For applicants with high school diploma awarded after less than 12 years of school attendance:*

High school diploma awarded after 11 years of school attendance + all first-year university exams completed with a passing grade
<div align="center">or</div>
High school diploma awarded after 10 years of school attendance + all first and second-year university exams completed with a passing grade
<div align="center">or</div>
High school diploma awarded after 10 or 11 years of school attendance + a post-secondary qualification awarded by a non-university institution in a field of study related to the Bachelor's degree programme chosen by the applicant
<div align="center">or</div>

High school diploma awarded after 10 or 11 years of school attendance + Foundation course (preparation year/s) successfully completed at an Italian University. Politecnico di Torino examines the Foundation course certificate and decides if it can be accepted for admission.

➢ *Applicants who have the following qualifications can enrol at Politecnico:*
U.S. high school diploma (HSD) with at least 3 Advanced Placement courses (APs) passed with a grade between 3 and 5 in three different subjects related to the Bachelor's degree programme chosen by the applicant (see Annex C for further details)
<div align="center">or</div>
U.K. high school diploma: General Certificate of Education (GCSE) and International General Certificate of Education (IGCE),with at least 3 A-levels passed with a passing grade in three different subjects related to the Bachelor's degree programme chosen by the applicant (see Annex C for further details)
<div align="center">or</div>
Scottish high school diploma with at least 3 Advanced Highers, or, alternatively, 2 Advanced Highers + at least 4 Highers in three different subjects related to the Bachelor's degree programme chosen by the applicant (see Annex C for further details)
<div align="center">or</div>
International Baccalaureate Diploma, awarded by a school that is recognized by the International Baccalaureate Organisation (IBO) (see Annex C for further details)

- **For countries in which university admissions are regulated by a specific admission test: certificate stating that the applicant has passed the national admission test.**

ORIGINAL DOCUMENTS TO BE PRESENTED FOR ENROLMENT

a) Passport
b) Study Visa – type D

c) Fiscal code (*Codice fiscale*) issued by the Italian Income Authority (*Agenzia delle Entrate*) or by the Embassy/Consulate for applicants who do not reside in Italy
d) For underage applicants: self-certification (*dichiarazione sostitutiva di certificazioni* - articles 5 and 46 of Presidential decree no. 445 of 28/12/2000) signed by a parent or a legal guardian and photocopy of the signer's identification document. This form is available on the student's Apply@polito personal page.
e) High school diploma with official translation into Italian (Official diplomas written in English, French or Spanish do not need to be translated)
f) For applicants with a U.S. high school diploma: High school diploma (HSD) plus a certificate stating that the applicant has passed 3 Advanced Placement courses (APs), as specified in Annex B
g) For applicants with a U.K. high school diploma: General Certificate of Education (GCE) and International General Certificate of Education (IGCE) plus a certificate stating that the applicant passed 3 A-levels, as specified in Annex B
h) For applicants with Scottish high school diploma: diploma with certificate stating that the applicant passed 3 Advanced Highers, or, alternatively, 2 Advanced Highers + at least 4 Highers, as specified in Annex B
i) For countries in which university admissions are regulated by a specific admission test: certificate stating that the applicant passed the national admission test.
l) For applicants with high school diploma awarded after less than 12 years of school attendance: university transcript of records (with official translation into Italian) with the results of the exams passed in the first academic year or in the first two years; or, post-secondary qualification (with official translation into Italian) awarded by a non-university institution in a field of study related to the Bachelor's degree programme chosen by the applicant; or, successful completion of a Foundation Course in Italy. The above-mentioned documents (official certificates and post-secondary diplomas) do not need to be translated into Italian if written in English, French or Spanish.
m) Dichiarazione di valore (Declaration of value) of high school diploma or Statement of Comparability issued by CIMEA or other ENIC-NARIC certificate.
n) Italian Language certificate required for admission

The procedures for uploading the certificates and presenting the documents for enrolment will be illustrated the "Enrolment Regulations - A.Y. 2023/24", referred to in art. 14, par. 8.

ANNEX B

SPECIFIC REQUIREMENTS FOR UK ,U.S. AND SCOTTISH HIGH SCHOOL DIPLOMAS FOR A.Y 2023/24

UK HIGH SCHOOL DIPLOMAS

https://www.cambridgeinternational.org/programmes-and-qualifications/cambridge-advanced/cambridge-international-as-and-a-levels/subjects/

Applicants with a UK high school diploma (GCSE) must have passed at least three A-levels in three different subjects related to the Bachelor's degree programme they are applying for. The subjects which are currently considered by Politecnico di Torino as being related to its degree programmes are listed below; new subjects might be added to this list.

LIST OF A LEVEL SUBJECTS

Engineering:	Architecture; Design and Communication; Territorial, Urban, Environmental and Landscape Planning:
Mathematics	Art and Design
Mathematics – Further*	Art and Design NEW cod. 9479
Biology	Classical Studies
Chemistry	Mathematics
Environmental Management (it is available only at AS level; for this reason, students must pass another AS subject in order to raise this subject to A-level)	Mathematics – Further
Physical Science	Biology
Physics	Chemistry
Business	Environmental Management it is available only at AS level; for this reason, students must pass another AS subject in order to raise this subject to A-level)
Economics	Physical Science
Applied Information and Communication Technology	Physics
Computer Science	Business
Computer Science NEW cod. 9618 (from 2021)	
Computing	Economics

Design and Technology	Applied Information and Communication Technology
Information Technology	Computer Science
	Computer Science NEW cod. 9618 (from 2021)
	Computing
	Design and Technology
	Information Technology
	Digital Media & Design - 9481 New
	Media studies – 9607 New

Politecnico di Torino, in compliance with the principles of university self-government, has determined that the A-level ITALIAN LANGUAGE cannot be **counted** as one of the related subjects necessary to fulfil Politecnico admission requirements.

The A-level ITALIAN LANGUAGE is valid as a substitute for the Italian language certificate (B1 level) for students who need to prove their knowledge of the Italian language for admission to Politecnico.

Politecnico di Torino

SCOTTISH HIGH SCHOOL DIPLOMAS

https://www.sqa.org.uk/sqa/45625.html

Applicants with a Scottish high school diploma must have at least 3 *Advanced Highers or, alternatively, 2 Advanced Highers plus at least 4 Highers* in different subjects related to the Bachelor's degree programme they are applying for. The subjects which are currently considered by Politecnico di Torino as related to its degree programmes are listed below

LIST OF A LEVEL SUBJECTS

<u>**Engineering**</u> - elective subjects among the following:

HIGHERS	ADVANCED HIGHERS
Biology	Biology
Business Management	Business Management
Chemistry	Chemistry
Computing Science	Computing Science
Design and Manufacture	Design and Manufacture
Economics	Economics
Engineering Science	Engineering Science
Environmental Science	Mathematics
Mathematics	Mathematics of Mechanics
Physics	Physics
	Statistics

Architecture; Territorial, Urban, Environmental and Landscape Planning; Design and Communication → elective subjects among the following:

HIGHERS	ADVANCED HIGHERS
Biology	**Art and Design (Design)**
Business Management	**Art and Design (Expressive)**
Chemistry	**Biology**
Classical Studies	**Business Management**
Computing Science	**Chemistry**
Design and Manufacture	**Classical Studies**
Economics	**Computing Science**
Mathematics	**Design and Manufacture**
Physics	**Economics**
	Mathematics
	Mathematics of Mechanics
	Physics
	Statistics

Politecnico di Torino, in compliance with the principles of university self-government, has determined that the Advanced Higher ITALIAN LANGUAGE cannot be counted as one of the related subjects necessary to fulfil Politecnico admission requirements.

The Advanced Higher ITALIAN LANGUAGE[1] is valid as a substitute for the Italian language certificate (B1 level) for students who need the prove their knowledge of the Italian language for admission to Politecnico.

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[1] https://www.sqa.org.uk/sqa/48456.html

US HIGH SCHOOL DIPLOMAS (HSD)

https://apstudents.collegeboard.org/course-index-page

Applicants with a US high school diploma must have completed 3 Advanced Placement (AP) courses with a grade between 3 and 5 in three different subjects that are related to the degree programme they are applying for. The subjects which are currently considered by Politecnico di Torino as being related to its degree programmes are listed below.

LIST OF AP COURSES

Engineering: 3 subjects chosen from those listed in the "Math and Computer Science/ Sciences (STEM)" section and in the "History & Social Sciences" section		**Architecture; Territorial, Urban, Environmental and Landscape Planning; Design and Communication**: 1 subject among those listed in the "Arts" section, 1 subject among those listed in the "Math and Computer Science/ Sciences (STEM)" SECTION + 1 subject chosen from those listed in the "Math and Computer Science/ Sciences (STEM)" section or in the "Arts" section	
AREA	**AP**	**AREA**	**AP**
History & Social Sciences	AP Macroeconomics	**Arts**	AP Art History
	AP Microeconomics		AP Art and Design
			AP Studio Art 2-D Design
Math and Computer Science / Sciences (STEM)	AP Biology		AP Studio Art 3-D Design
	AP Calculus AB		AP Studio Art Drawing
	AP Calculus BC		AP 2-D Art and Design
	AP Chemistry		AP 3-D Art and Design
	AP Computer Science A		AP Drawing
	AP Environmental Science	**Math and Computer Science / Sciences (STEM)**	AP Biology
	AP Physics 1		AP Calculus AB
	AP Physics 2		AP Calculus BC
	AP Physics C: Electricity and Magnetism		AP Chemistry
	AP Physics C: Mechanics		AP Computer Science A
	AP Statistics		AP Environmental Science
	AP Computer Science Principles		AP Physics 1
	AP Physics 1 – Algebra Based		AP Physics 2
	AP Physics 2 – Algebra Based		AP Physics C: Electricity and Magnetism
			AP Physics C: Mechanics
			AP Statistics
			AP Computer Science Principles
			AP Physics 1 – Algebra Based
			AP Physics 2 – Algebra Based

Politecnico di Torino, in compliance with the principles of university self-government, has determined that the AP ITALIAN LANGUAGE course cannot be **counted** as one of the related subjects necessary to fulfil Politecnico admission requirements.
The AP ITALIAN LANGUAGE course is valid as a substitute for the Italian language certificate (B1 level) for students who need the prove their knowledge of the Italian language for admission to Politecnico

INTERNATIONAL BACCALAUREATE (IB)

The International Baccalaureate Diploma, awarded by a school that is recognized by the International Baccalaureate Organisation (IBO), is valid for admission to Politecnico Bachelor's degree programmes **IF** the diploma was awarded after a period of 12 or 13 years of school attendance and **IF** the applicants meet the following general requirements:

- at least 24 points earned in six optional subjects (of which 12 points must have been earned in subjects taken at "Higher Level")
- passing grade in the three core subjects: Theory of Knowledge (TOK), Creativity, Action, Service (CAS) e Extended Essay (EE).