



**Politecnico
di Torino**

**CALL FOR APPLICATIONS FOR ADMISSIONS TO
THE BACHELOR'S DEGREE PROGRAMME IN
TERRITORIAL, URBAN, ENVIRONMENTAL AND LANDSCAPE PLANNING
FOR NON-EU STUDENTS RESIDING ABROAD AND REQUIRING VISA
(QUOTA STUDENTS) - A.Y. 2023/2024**

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



**Article 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 places reserved to "quota students" as defined 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 (definition in par. 2)
L-21	Territorial, urban, environmental and landscape planning	Italian	85	5

2. For the purpose of enrolment to the Bachelor's degree programme in Territorial, urban, environmental and landscape planning, the category of "quota students" is given the following meaning:
Non-EU students who reside abroad (i.e. students who need a visa).
3. Having considered recent trends and the number of withdrawals which have taken place before 31st October in the latest academic years, the number of student places that can be assigned for the programme could be higher than the number of places illustrated in paragraph 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 Annexes A and B to this Call, applicants must pass an admission test (TIL-P test /online admission test – Planning) with the scores illustrated in art. 8 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 is subject to prior accreditation of the programme themselves pursuant to current legislation.
3. Applicants **will take the admission test exclusively online** following the instructions provided in Annex C to this Call, of which it is an integral part. The same instructions will also be published on Politecnico website and on the Apply@polito platform.
4. The score obtained by applicants in the TIL-P test (online admission test – 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 an high school diploma.
5. For admissions to the Bachelor's degree programme, quota students coming from countries with a school system that allows children to start school earlier and get their high school diploma before the age of 18, must necessarily be 17 years old when they obtain their entry visa for study purposes.

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



1. The following table illustrates the calendar of online TIL-P tests. There is a specific registration time frame for each test session.

Session	Day	Time frame for registration
First session: March 2023	Wednesday 8 th	From Tuesday 24 th January 2023 until 2:00 p.m. (Italian time) of Wednesday 1 st March 2023
	Thursday 16 th	From Tuesday 24 th January 2023 until 2:00 p.m. (Italian time) of Thursday 9 th March 2023
Second session: April 2023	Wednesday 19 th	From Tuesday 24 th January 2023 until 2:00 p.m. (Italian time) of Wednesday 12 th April 2023
	Thursday 20 th	From Tuesday 24 th January 2023 until 2:00 p.m. (Italian time) of Thursday 13 th April 2023
Third session: May 2023	Wednesday 24 th	From Tuesday 21 st March 2023 until 2:00 p.m. (Italian time) of Wednesday 17 th May 2023
	Tuesday 30 th	From Tuesday 21 st March 2023 until 2:00 p.m. (Italian time) of Tuesday 23 th May 2023

2. Applicants are allowed to register for a TIL-P 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 30th May 2023. Further possible test dates will be published exclusively on the University [website](#).
3. **Applicants are allowed to take the TIL test for a maximum of 3 times totally, but only one time per session.**
A possible additional test will be organized exclusively in the event that some student places remain vacant after the updates of the ranking lists (art. 10, par. 1). This additional test will be announced at a later date with a Rector's decree. The decree will also specify the new time frame for test registration and the deadlines for the various steps of the enrolment process, including the dates of the upgrades of the ranking lists.
4. **Considering that the above-mentioned additional test will be organized exclusively if some students places remain vacant, applicants must register for the TIL-P test on the dates illustrated in the table of par. 1.**

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

1. Quota 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 par. 2 and 3.
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, except for the provisions of art. 9, par. 4.
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 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 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. 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 \(SpLD\) | Politecnico di Torino \(polito.it\)](#)) by sending a ticket through the Ticketing Support System.
In particular, for organizational purposes:
 - applicants with disabilities or with an invalidity certificate 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-P test date.
 - These applicants are entitled to get maximum 50% extra time compared to standard test time.
 - Applicants with disabilities or certified specific learning disorders (SpLD), must present **a valid certificate**. This document must be submitted at least 15 days before the TIL-P test date.
 - These applicants are entitled to get maximum 30% extra time compared to standard test time (total test duration: 120 minutes)The certificate/s stating the applicant's disability or specific learning disorder must be issued by the country where the applicant resides. 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 who need 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-P test date.
3. The Special Needs Unit of Politecnico di Torino will examine the certificates which must be in line with the rules illustrated in the in the previous par. 1.
4. Applicants with a valid certificate who need further special arrangements on top of extra time (time is automatically increased by the test platform) and calculator to take 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 test date.
5. In order to make the TIL test more accessible, Politecnico will provide the **voice**



recordings of the questions of some TIL-P 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.

6. Applicants who have difficulties in the use of the software required to take the test (specified in Annex C) must inform the Special Needs Unit at least 15 days before the date of the test. In this case, the only alternative that can be offered to applicants is to take the test in person at Politecnico with video proctoring.
7. Annex C to this Call explains how to take the online test. The same information will also be published on the University website and on the Apply@polito platform.

Article 6 (TIL-P contents)

1. The online TIL-P test is an individual test, available in English and 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 (Technical requirements to take the online test)

1. Applicants must make sure that they have the following technical equipment, otherwise they will not be able to take the test:
 - **a desktop or laptop computer** (hereinafter referred to as the “*device to take the TIL test*”) with Windows 10 or above, or Mac operating system, plugged to the electrical power supply and connected to the Internet, **with a video camera and a microphone**. On this device applicants must install Google Chrome and another software called “Lockdown Browser”. The instructions for the installation of the Lockdown Browser will be provided on the Apply@polito platform (applicant personal page). This PC will be used for:
 - taking the test;
 - proctoring the test;
 - a **stable data network** to connect to the Internet from the device to take the TIL test;
 - a **smartphone or tablet** (hereinafter referred to as the “*proctoring device*”), plugged to the electrical power supply and connected to the Internet, **with a video camera**. The proctoring device will be used by the Test Supervisors for the identification of applicants and as a further proctoring tool;
 - a **stable data network** to connect to the Internet for the device to take the TIL test).

In addition, applicants must prepare some blank sheets of paper and a pen.

During the TIL-P test, applicants are not allowed to use headphones, earphones, smartwatches, calculators, notes or any other learning material, except for students with disabilities and SpLD.

A few days before the test, and in any case no later than the day before the test, applicants must:

- a. install (or update) Google Chrome and the software LockDown Browser on the *device to take the TIL test*. The instructions and the installation link are provided on the Apply@polito platform (applicant personal page). The LockDown Browser must be installed using the installation link available on the applicant personal page of the



Apply@polito platform. Any other version must be uninstalled because it is not compatible;

- b. take the practice test at least one time before taking the real test. The practice test is available on the Apply@polito platform (applicant personal page). Taking the practice test is useful to test the LockDown Browser and to get familiar with its use. Applicants are required to take the practice test in order to troubleshoot possible technical problems that might impair the result of the admission test.
2. Applicants must have a valid passport or the identification document used during the registration process, otherwise, they will not be allowed to take the test.
3. The technical details to take the online TIL-P test are illustrated in Annex C, which is an integral part of this Call.

Art. 8

(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) for each incorrect questionThe 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 12/100 out of 38/100 in the Mathematics section (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). The course will be offered in the week before the beginning of classes. The 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 raking list** is **20/100**.

Art. 9

(Cases in which the test is declared invalid)

1. During the test applicants must abide by the following conduct rules, otherwise the test may be declared invalid:
 - be absolutely silent during the test, except when asked a question by the Virtual Classroom test supervisor.
 - keep only some sheets of blank paper and a pen on the desk;
 - keep the video camera of both devices always turned on;
 - keep the microphone of the both devices turned on and do not connect any other device to it;
 - make sure the room gets enough light;
 - perform control operations whenever required by the Virtual Classroom test supervisor.
 - do not allow anyone to enter the room where the test is taking place.
 - do not make use of headphones, earphones, smartwatches, calculators, notes or any other learning material, except for students with disabilities and SpLD.



2. The test may also be considered invalid if the Internet connection is down for a period of time that does not allow to monitor the integrity of the test.
3. When the test is declared invalid due to a violation of the conduct rules, the applicant is not entitled to get any refund.
4. If an applicant has a prolonged Internet outage during the test, the Central Committee may decide to reschedule the test on a new date. In this case, the applicant can retake the test for one time only without paying the TIL registration fee again. If the applicant has the same technical problems while taking the second test, he/she may independently decide to register for a new TIL session; in this case, the applicant will have to pay the corresponding registration fee.
5. More information on the procedures that applicants must follow in the event of Internet connection problems is available in Annex C in the paragraphs "Procedures in the event of persistent Internet connection problems" and "Procedures in the event of disconnection from the Virtual Classroom".
6. The provisions of art. 4, par. 3 of this Call (cases in which a test is considered invalid) remain in force.

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 merit-based ranking list. **This ranking list will be published on Tuesday 6th June 2023.**
2. The results referred to in par. 1 will be made public on the online Bulletin (Albo online) of the University, on the University [webpage](#).

Art. 11

(How the lists and the ranking lists are made)

1. The ranking list referred to in art. 10, par. 1 is 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.
2. The ranking lists referred to in par. 2 classify prospective students into the following categories:
 - **ASSIGNED STUDENT:** a student who **MUST** reserve his/her student place in the Bachelor's degree programme which has been assigned to him/her; failure to reserve the student place by the deadline will result in the allocation of his/her place to another applicant – **therefore, failure to reserve one's student place by the deadline entails permanent renunciation of the place.**
 - **STUDENT ON WAITING LIST:** a student who has not been offered a place, but who could be offered a place in the next call/s if 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.
 - **NOT ADMITTED STUDENT:** a student who has not reached the minimum admission threshold in the TIL-P test.

After the first update of the ranking list, applicants are divided into further categories:

- **ENROLLED STUDENT:** a student who has reserved his/her student place and has completed the online enrolment process (as stated in art. 13)
- **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 but has failed to reserve his/her student place by the deadline;
- a student who has ENROLLED in a programme by the deadline but has withdrawn from it before the closing date of the ranking list referred in art. 12, par. 3 and in art.13, 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 (art. 12, par. 3).

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. 1 are based on the updates of the ranking lists which depend on the number of students who enrol online before the deadlines of art. 13.
2. The applicants included in the ranking list referred to in art. 10, par. 1 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 ranking list for quota students will be closed on **Tuesday 25th July 2023**.

Article 13 (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 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. **Quota 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.**

Calendar of the ranking lists and updates	Dates
Publication of the ranking list	Tuesday 6 th June 2023
Time frame for <i>student place reservation for students who get an offer of admission after the publication of the ranking list</i>	From Tuesday 6 th June 2023 to Monday 12 th June 2023 at 2.00 p.m.
Publication of the first update of the ranking list	Tuesday 20 th June 2023
Time frame for <i>student place reservation for students who get an offer of admission after the publication of the first update of the ranking list</i>	From Tuesday 20 th June 2023 to Friday 23 rd June 2023 at 2.00 p.m.



Publication of the second update of the ranking list	Tuesday 27 th June 2023
Time frame for <i>student place reservation for students who get an offer of admission after the publication of the second update of the ranking list</i>	From Tuesday 27 th June 2023 to Friday 30 th June 2023 at 2.00 p.m.
Publication of the third update of the ranking list	Tuesday 4 th July 2023
Time frame for <i>student place reservation for students who get an offer of admission after the publication of the third update of the ranking list</i>	From Tuesday 4 th July 2023 to Friday 7 th July 2023 at 2.00 p.m.
Deadline for online enrolment	Monday 31 st July 2023

There might be further updates of the ranking lists, if necessary. In this case, the new deadlines for enrolment will be published on the applicant personal page of the Apply@polito platform and on the [website](#).

- Applicants are required to reserve their student place following the online procedure. 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.
- 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 Monday 31st July 2023.**
- Applicants who do not meet the deadlines of this article or the admission requirements listed in Annex A and Annex B to this Call lose the right to reserve their place/enrol at Politecnico no matter the justification brought forward. They will **not be entitled to ask for refund of the first instalment of the tuition fees.****
- The general instructions for reserving one's student place/enrolling at Politecnico for all students** will be illustrated in the "Enrolment regulations – A.Y. 2023/24" which are going to be published no later than 28th March 2023 (enrolment opening date). These regulations will be published on the University [website](#).

Art. 14

(Applicants who take more than one admission test)

- Applicants who have taken more than one admission test for different Bachelor's degree programmes offered by Politecnico may be eligible for enrolment in the programme in Territorial, urban, environmental and landscape planning and at the same time they may be on a waiting list for other programmes (Engineering, Architecture or Design). In this case, they must reserve their place and/or enrol in the Territorial, urban, environmental and landscape planning programme before the deadline in order to avoid losing their place. Subsequently, if they find out that they have been admitted to another programme (Engineering, Architecture or Design) and they prefer to enrol in that programme, they need to (online procedure):
 - withdraw from the Bachelor's degree programme in Territorial, urban, environmental and landscape planning ("withdrawal from studies") following these steps:
 - fill out an online form available on their personal page of the Teaching Portal.
 - pay 16.00 Euro for the virtual revenue stamp required for the withdrawal form (this amount must be paid from their personal page of the Teaching Portal).
 - 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 enrolled in the programme in Territorial, urban, environmental and landscape planning .

- enrol in the Design programme 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.

These two steps must be completed before the enrolment deadline following the instructions that will be provided in the "Enrolment regulations – A.Y. 2023/24" (art. 13, par. 7).

2. Applicants who have taken the TIL-P test and are awaiting the results of the admission tests to other universities must reserve their place/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 to the other university at the Office of the University Registrar. **Tuition fees previously paid by these applicants will not be refunded under any circumstances.**

Art. 15

(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. The procedures for completing the enrolment process will be illustrated in the "Enrolment Regulations - A.Y. 2023/24" which is going to be published by 28th March 2023 (enrolment opening date). The Regulations will be available on the university [website](#).

Art. 16

(Office)

1. For information on this Call applicants can contact:

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

Use the Ticketing Support System at <https://www.polito.it/en/contact-us>

Art. 17

(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-P sessions will be appointed with a Rector's decree at a later date.



Art. 18 (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. 19 (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. 20 (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. 21 (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.



**Politecnico
di Torino**

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.

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.

THE RECTOR
Prof. Guido Saracco
f.to Guido Saracco



ANNEX A

ADMISSIONS REQUIREMENTS FOR BACHELOR'S DEGREE PROGRAMME IN TERRITORIAL, URBAN, ENVIRONMENTAL AND LANDSCAPE PLANNING ACADEMIC YEAR 2023/2024

STUDENTS WITH NON-ITALIAN EDUCATIONAL QUALIFICATION

LANGUAGE REQUIREMENTS

- Bachelor's degree programmes 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 [CLA | Certificates \(polito.it\)](https://www.polito.it/CLA/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

or

High school diploma awarded after 10 years of school attendance + all first and second-year university exams completed with a passing grade

or

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

or

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 B for further details)

or

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 B for further details)



or

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 B for further details)

or

International Baccalaureate Diploma, awarded by a school that is recognized by the International Baccalaureate Organisation (IBO) (see Annex B 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) student 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 applicant'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 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 at an Italian university. 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 enrolment

The procedures and deadlines for uploading the certificates and presenting the documents for enrolment will be illustrated the “Enrolment Regulations - A.Y. 2023/24.



STUDENTS WITH ITALIAN EDUCATIONAL QUALIFICATION

LANGUAGE REQUIREMENTS

Italian educational qualification (high school diploma): *diploma di maturità*

OTHER REQUIREMENTS

High school diploma (self-certification)

ORIGINAL DOCUMENTS TO BE PRESENTED FOR ENROLMENT

- a) Passport
- b) Student 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-certificate (*dichiarazione sostitutiva di certificazioni* - art. 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 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”.



ANNEX B

**SPECIFIC REQUIREMENTS FOR UK ,U.S. AND SCOTTISH HIGH SCHOOL DIPLOMAS FOR
A.Y 2022/23**

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 (available only at AS level – therefore a second AS course is required to raise to A level)	Mathematics – Further
Physical Science	Biology
Physics	Chemistry
Business	Environmental Management (available only at AS level – therefore a second AS course is required to raise to A level)
Economics	Physical Science
Applied Information and Communication Technology	Physics
Computer Science	Business
Computer Science NEW cod. 9618 (from 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**

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.



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

Engineering - 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.



**Politecnico
di Torino**

The Advanced Higher ITALIAN LANGUAGE¹ 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.

¹ <https://www.sqa.org.uk/sqa/48456.html>



US HIGH SCHOOL DIPLOMAS <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

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



**Politecnico
di Torino**

The AP ITALIAN LANGUAGE course 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



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).



ANNEX C

HOW TO TAKE THE ONLINE TIL TEST (ONLINE ADMISSION TEST)

A.Y. 2023/2024

Applicants must take the admission test using a special browser that locks down all computer functions other than the test. Tests are also proctored by audio and video recording through the PC webcam and microphone. Moreover, applicants must connect to a Virtual Classrooms from their smartphone or tablet. The Virtual Classrooms allow test supervisors to monitor applicants during the test.

Here follow the details and technical requirements to take the online test.

Technical requirements

Applicants need to have the technical equipment described below and they must check their equipment at home a few days before the test. The details of the system checks are listed below and will be made available on the Apply@polito platform - *TIL* section.

Technical equipment:

- **a desktop or laptop computer** (hereinafter referred to as the “*device to take the TIL test*”) with Windows 10 or above or Mac operating system, plugged to the electrical power supply and connected to the Internet, **with a video camera and a microphone**. On this device applicants must install Google Chrome and another software called “Lockdown Browser”. The instructions for the installation of the Lockdown Browser will be provided on the Apply@polito platform (applicant personal page). This PC will be used for:
 - taking the test;
 - proctoring the test;
- **a stable data network** to connect to the Internet from the device to take the TIL test
- **a smartphone or tablet** (hereinafter referred to as the “*proctoring device*”), plugged to the electrical power supply and connected to the Internet, **with a video camera**. The proctoring device will be used by the Test Supervisors for the identification of applicants and as a further proctoring tool.
- **a stable data network** to connect to the Internet from the proctoring device (possibly different from the data network used for the device to take the TIL test).

Applicants must take the test in a quiet private place with enough light (hereinafter referred to as the “*room*”). They need to set up a table for the device to take the TIL test (referred to as the “*workstation*”) making sure that the light source is not directly behind it.

No one can enter the room during the test, except for assistants for students with disabilities or with specific learning disorders who have submitted a specific request for assistance.

The workstation must be clear of all objects. On the workstation, applicants are allowed to keep only their identification document, some blank sheets of paper and a pen or a pencil. Applicants must prepare all materials in advance, as they will not be allowed to leave the workstation after the beginning of the test.



What to do a few days before the test

A few days before the test, and in any case before the day preceding the test, applicants **must**:

1. install Google Chrome and the *LockDown Browser* software on their device to take the TIL test. The instructions and link will be made available on the applicants' personal page of the Apply@PoliTo platform. Important: applicants must install the LockDown Browser using the installation file available at the link that they can find on their personal page. Other software versions must be uninstalled as they are incompatible.
2. take the practice test at least one time before the test. The practice test is available on the applicants' personal page of the Apply@PoliTo platform – TIL section. This allows to check if the LockDown Browser has been installed correctly and helps to get familiar with it.

Applicants are required to take the practice test in order to troubleshoot possible technical problems that might impair the result of the admission test.

What to do right before the test

On the day of the test, applicants must organise the room where they will take the test as explained in the previous section (*Technical Requirements*). Internet connection on **both** devices **must be always active** during the test (please note that there will be an estimated data traffic of 500 MB for each device).

In the event if an Internet outage for a period of time that does not allow to properly monitor the applicant, the test will be considered invalid. This decision will be taken by the Central Committee and it is unquestionable. For more information read the next paragraphs (*Procedures in the event of persistent Internet connection problems* and *Procedures in the event of disconnection from the Virtual Classroom*).

Please note that the Virtual Classroom will audio and video record applicants webcam while they take the test through their PC. The recordings can be used by the Committee to check the integrity of the test.

Applicants must make sure they have an identification document, some blank sheets of paper and pens or pencils on their workstation.

What to do during the test

At the beginning of the test applicants must:

1. Log in to their personal page of the Apply@polito platform **from both devices** using **Google Chrome**.
2. With **proctoring device** log in to the "test start page" and from this page log in to the Virtual Classroom called **Proctoring Room**. Logging in to the Virtual Classroom on the Apply@polito platform is equivalent to signing one's attendance to the test and proves that the applicant has taken the test.
3. **Wait to receive instructions from the test supervisor.**
4. When the test supervisor calls the roll to identify the applicants, each student must:
 - a. Use the proctoring device to show his/her identification document, face, room and workstation. The applicant must also show his/her paper sheets to prove that they are blank;



- b. Place the proctoring device behind his/her shoulders, in a slightly lateral position, so that the video camera catches the image of the applicant and of the workstation.
5. After the identification phase, start the test when the test supervisor gives the authorization to do so.
6. **Using the device to take the TIL test**, log in to the personal page of the Apply@polito platform and click the button "Click here to start the test".
7. Start the Lockdown Browser when requested and wait for the automatic display of a window with the **TIL Virtual Classroom**. The webcams and microphones on both devices must be kept switched on at all times during the test.

Conduct rules during the test

During the test, applicants must behave properly as normally required during examinations. To make sure that the test is valid, applicants must strictly abide by the following conduct rules:

1. For the entire duration of the test:
 - a. do not disconnect from the Virtual Classrooms and keep the webcam and microphone of the both devices always on. Do not use these devices for any other purpose;
 - b. do not allow other people to enter the room where the test is taking place;
 - c. be absolutely silent during the test in order to avoid disturbing other applicants in the same Virtual Classroom (unless the applicant needs to talk to the test supervisor);
 - d. use only blank sheets of paper and a pen (if necessary);
 - e. show the workstation and identification document again if required by the test supervisor.
2. In the event of technical problems during the test, rise a hand or call the test supervisor;

Applicants are **not allowed to use headphones, earphones, smartwatch, calculators, notes or other teaching material** during the test, without prejudice to the provisions for students with disabilities or specific learning disorders.

The test supervisors will monitor the applicants during the test to make sure they are complying with the conduct rules. If an applicant violates the conduct rules, the test supervisors will immediately inform the Central Committee that will decide on the immediate invalidation of the test.

How the test works

The test is divided into sections, as explained in the Call for application for admissions to the Bachelor's degree programme of Politecnico and on the website of the University <http://orienta.polito.it/en/enrolment>. Each section must be completed in a given pre-set time. The sections must be completed following the same order shown on the applicant personal page of the Apply@PoliTo platform. Applicants are not allowed to move to the next section until the previous section time expires.

The test automatically finishes when the overall time expires.



Test scores

Applicants will see their test score on their personal page of the Apply@PoliTo platform at the end of the test.

In the event of suspect inappropriate behaviour of an applicant, at the end of the test the Central Committee will examine the video and audio recordings of the Virtual Classroom.

The Central Committee will check possible irregularities during the test within five working days from the end of the test; in such case, the test will be invalidated and the applicant will be informed by e-mail.

Procedures in the event of persistent Internet connection problems

In the event of an Internet outage (on both devices) lasting for a period of time that does not allow to monitor the integrity of the test, the test will be considered invalid. This decision is taken by the Central Committee and is unquestionable.

If an applicant has persistent Internet problems, the Central Committee may decide to reschedule the test on a new date for one time only. In this case the applicant will not have to pay the TIL registration fee again. Information on the rescheduled test will be sent to the applicant in due time by ticket.

If the applicant has the same technical problems when he/she retakes the test, he/she may independently decide to register for a new TIL test and he/she will pay the corresponding registration fee.

Procedures in the event of disconnection from the Virtual Classroom

In the event of a disconnection from the Virtual Classroom for a period of time that does not allow to monitor the applicant during a specific section of the test, the applicant and the test supervisor will receive a message on their screens.

The test supervisor will disable the test but the applicant will be able to complete the ongoing section. In order to move to the next section, the applicant must join the Virtual Classroom again.

In the event of disconnections depending on poor network quality that cannot be solved quickly enough to complete the test within the pre-set time, the test will be rescheduled on a new date during the same session or the next. In this case, the applicant will have to take the whole test again (no matter if the disconnection happened during a specific section).

In the event of technical problems caused by Politecnico during a specific section of the test, the applicant will be able to retake the test and his/her results in the other sections remain valid. In this case, the applicant will promptly receive a ticket with the practical details about the rescheduled test.

Privacy policy and access to documents

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 connected to the admission tests. Due to the current epidemiological situation, the test will be delivered online using the Respondus platform.

Politecnico di Torino shall process personal data in accordance with art. 9, par. 2 g) and art. 49, par.1 b) and d) of the GDPR.



The Respondus Terms of Use for Students are available at <https://web.respondus.com/tou-monitor-student/>. The Respondus Privacy Policy (<https://web.respondus.com/privacy/privacy-additional-monitor/>) provides information on the processing of personal data.

Recordings will be kept for no longer than is necessary for the purposes of monitoring the test. In the event of an applicant's complaint, the legal basis for use and retention of recordings is the protection of the applicant's rights.

Politecnico di Torino will monitor the test and examine the recordings after the test, reserving itself the right to declare the test invalid in the event of student conduct violations.

Applicants are required to behave according to the guidelines of the Code of Ethical conduct of the university community.

The University policy on the processing of personal data is available at the [website](#).

Access to documents

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 D.lgs. n. 33/2013". The terms and forms to request access to test-related documents are available in the following 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.](#)