Enrolment Regulations – Bachelor's degree programmes - AY 2023/24

Summary

SECTION I
General information

Art. 1 - Field of application

The provisions of the present Regulations for AY 2023/24 are applicable to:

a) students who enrol in first year in a Bachelor's degree programme;
b) students who enrol in first year in the Professional Bachelor's degree programme in Industrial Manufacturing Technologies.

The present Regulations are subject to higher-ranking provisions that may be adopted by the University.

The administrative procedures for enrolment in Master's degree programmes, in courses offered by the Postgraduate Schools (Scuole di Specializzazione), in Ph.D. programmes and in Specializing Master's programmes are available in the specific calls for applications, regulations and procedures of such programmes.

Art. 2 - Enrolment process

The enrolment process includes **two phases for all applicants** (**payment** phase and **student ID number** phase - art. 3,4 and 5) but it is different for the various student categories:

- students who have taken the admission test in person (TIL- Test in Laboratorio): EU students and/or equivalent students
- students who have taken the admission test online (TIL- Test in Laboratorio): non-EU students requiring a visa
- students who are exempted from taking the admission test

Art. 3 - Payment

For the purpose of enrolment (or for *student place reservation* – art. 5), students are required to pay the first instalment of their tuition fees. The standard amount of the first instalment is **161€**. Possible revisions of this amount or payment exemptions 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. Student who enrol in more than one study course at the same time (at Politecnico or at another Italian university) are required to pay this amount in accordance with Law no. 33 of 12/04/2022.

Payment methods

Students must pay the first instalment of their tuition fees on the Apply@polito platform – "ENROLMENT" section, using one of the following payment methods:

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.**
   Students who pay using a **deferred payment method** must go back to the Apply@polito platform and specify their payment date by entering this information in the dedicated field (this action corresponds to a **self-declaration according to Italian Law - DPR 445/2000).**
   The payment and the self-declaration must be completed before the deadlines illustrated in each Call for applications for admissions to the Bachelor's degree programmes of Politecnico di Torino. All payment self-declarations will be checked. Should a self-declaration be found to be false or incorrect, **enrolment** (or student place reservation – art. 5) **will be cancelled** and the applicant will lose the right to enrol at Politecnico for academic year 2023/2024.

Deadline
All applicants must complete the payment or the payment self-declaration before the deadlines illustrated in each specific Call for applications. Failure to do so entails permanent exclusion from the enrolment process for AY 2023/2024.

Art. 4 - Student ID number

At the end of the payment phase referred to in article 3, applicants who meet all the admission requirements illustrated in the Call for applications for admissions – AY 2023/24, will get their student ID number. This number will be displayed by the system.
IMPORTANT: students who pay by MAV (deferred payment method, art. 3-b) and self-certify their payment date will receive their student ID number but they will temporarily be considered as **"students enrolled with condition"** until Politecnico di Torino receives the payment confirmation. The status of **"student enrolled with condition"** will be visible on the student's personal page of the Teaching Portal ("IMPORTANT REMARKS" field). When Politecnico receives the payment confirmation from the bank, the "provisional condition" will be automatically dropped and the status "student enrolled with condition" will be cancelled from the student's personal page.

If the bank does not confirm the payment, the student will receive an e-mail into his/her Polito mailbox (assigned to each student upon enrolment) and into his/her private mailbox provided during the application phase.

Art. 5 - Student place reservation

At the end of the payment phase (art. 3), applicants who **do not** meet all the admission requirements illustrated in the Call for applications for admissions are **NOT** considered as "**enrolled students**" and for this reason they will not get their student ID number. In this case, paying has the purpose of **reserving one's student place** while awaiting to meet all the requirements. WARNING: after reserving one's student place, applicants are NOT allowed to retake the TIL test (if they wish to get a higher score, for example).

Cases in which paying has the purpose of reserving one's student place:

1. **applicants who have NOT earned their Italian high school diploma** on the closing date for enrolment illustrated in the specific Call for applications for admission;
2. **applicants who have an Italian high school diploma but do NOT have the English language certificate** required for enrolment in an English- taught Bachelor's degree programme (or in a programme with first year taught in English) on the closing date for enrolment illustrated in the specific Call for applications for admission;
3. **applicants who have NOT earned their non-Italian high school diploma (non-EU students requiring a visa)** on the closing date for enrolment illustrated in the specific Call for applications for admission;
4. **applicants who have NOT earned their non-Italian high school diploma (EU students and/or equivalent students)** on the closing date for enrolment illustrated in the specific Call for applications for admission;
5. **underage** applicants;
6. applicants **awaiting the evaluation of their previous academic records** for credit transfer (recognition of previously earned credits);

These students are NOT enrolled at Politecnico. To complete the enrolment process they must follow these steps:

Applicants who have not earned their Italian high school diploma and/or applicants who do not have an English language certificate on the closing date for enrolment illustrated in the specific Call for applications (cases 1 and 2)
They must enter the missing information about their high school diploma and/or English language certificate on their personal page of the Apply@polito platform and complete the enrolment process in accordance with the terms of articles 7,9 and 11 **by 29th September 2023.**

Applicants who have NOT earned their non-Italian high school diploma (non-EU students requiring a visa) on the closing date for enrolment illustrated in the specific Call for applications for admission (case 3)
They must wait until Politecnico approves their English and/or Italian language certificate. Afterwards, they must enter the missing information about their high school diploma on their personal page of the Apply@polito platform and complete the enrolment process in accordance with the terms of article 10 **by 31st July 2023**.
Applicants who do not meet the admission requirements lose the right to enrol at Politecnico and cannot request any refund of the amount paid (*student place reservation*).

Applicants who have NOT earned their non-Italian high school diploma (EU students and/or equivalent students) on the closing date for enrolment illustrated in the specific Call for applications for admission (case 4)
They must wait until Politecnico approves their English and/or Italian language certificate. Afterwards, they must enter the missing information about their high school diploma on their personal page of the Apply@polito platform and complete the enrolment process in accordance with the terms of article 8 **by 10th October 2023 at 2.00 p.m.**
Applicants who do not meet the admission requirements lose the right to enrol at Politecnico and cannot request any refund of the amount paid (*student place reservation*).

Underage applicants (case 5)
They must:
- upload their self-certificate (*dichiarazione sostitutiva di certificazioni*) to their personal page of the Apply@polito platform – "PERSONAL INFORMATION" section by **29th September 2023 (or by 31st July for non-EU students requiring a visa)**. The self-declaration can be downloaded from the Apply@polito personal page and must be signed by a parent or a legal guardian. The photocopy of an identification document of the parent/legal guardian must also be attached. The documents uploaded will be checked by the competent offices before **10th November 2023**.
- complete the enrolment process on the Apply@polito platform. Students will be informed by e-mail (to the address provided upon registration on the Apply@polito platform) about the deadline for completing the enrolment process.

Applicants awaiting for the evaluation of their previous academic records for credit transfer (case 6)
They must wait for the evaluation of their previous academic records that will be available on the Apply@polito platform. Their academic records will be sent for review to an Academic Advisor who will decide about the possible recognition of previously earned credits (credit transfer).
After this evaluation, the student can accept or reject the credit transfer and complete the enrolment process through the link available on the Apply@polito platform - "EVALUATION" section. Practical information and deadlines for this operation will be published in the chapters on "Transfers" and "Credit transfer" of the Student Guide 2023/24, which is going to be published in June 2023.

All the above-mentioned applicants, after reserving their student place, **must complete the enrolment process in accordance with the rules and deadlines of these Regulations**. Failure to do so entails permanent exclusion from the enrolment process.

EU applicants and/or equivalent applicants who pass the admission test with a score equal to or greater than the guaranteed admission threshold can reserve their student place starting from **28th March 2023**. In some cases students get specific benefits for early enrolment as illustrated in the Student Guide of each degree programme.

Art. 6 - Double enrolment

Applicants who want to enrol in two degree programmes at the same time 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. Double enrolment in two Engineering Bachelor's degree programmes at Politecnico is not permitted. Double enrolment is permitted in the following cases:

- enrolment in a Bachelor's degree programmes in Engineering + enrolment in the Professional Bachelor's degree programme in Industrial Manufacturing Technologies
- enrolment in a Bachelor's degree programmes in Engineering + enrolment in a Bachelor's degree programme in Architecture

Other cases in which double enrolment is possible are listed at: https://www.polito.it/didattica/iscriversi-studiare-laurearsi/iscrizione/contemporanea-iscrizione-a-due-corsi-di-studio

Double enrolment in two degree programmes offered by Politecnico di Torino
Students who wish to enrol in two programmes offered by Politecnico di Torino – provided that they are on the ranking list for admission to both programmes – must pay the first instalment of the tuition fees for both programmes (art. 3,4,5).

Students can enrol in accordance with the following rules and procedures:

1. students who enrol **for the first time in both degree programmes** (**for example: Bachelor's degree programme in Architecture + Bachelor's degree programme in Engineering**) must complete the enrolment process in one of the two programmes by the deadline. Later, they need to use their student ID number to log in to their personal page of the Teaching Portal – "Online Services" TAB - and enrol in the second programme from the Apply@polito platform, in accordance with the terms of articles 3,4 and 5.

2. Students who have been **enrolled at Politecnico in previous academic years** and wish to enrol in another degree programme at Politecnico: as per art. 16 of the Call for applications, they must wait for the evaluation of their current academic records that will be available on the Apply@polito platform. Their academic records will be sent for review to an Academic Advisor who will decide about the possible recognition of credits (credit transfer). After this evaluation, the student can accept or reject the credit transfer and complete the enrolment process for the second degree programme through the link available on the Apply@polito platform - "EVALUATION" section.

Double enrolment in a degree programme at Politecnico and in a degree programme at another university
Students enrolled in a degree programme at another university who are on the ranking list for admission to Politecnico must do the following before enrolling:
- enter the data on their current studies at the other university to the Apply@polito platform – "Educational Background" section (enter all courses, including the courses with exam still pending, with the corresponding number of credits and scientific-disciplinary sector) for the verification of compatibility between the two programmes (law no. 33 of 12/04/2022 and subsequent ministerial decrees)
- wait for the evaluation of their academic records entered on the Apply@polito platform. The academic records will be sent for review to an Academic Advisor who will decide about the possible recognition of credits (credit transfer) after paying the amount due for student place reservation;
- accept or reject the credit transfer; complete the enrolment process for at Politecnico in accordance with the terms of articles 3,4 and 5.

Double enrolment for non-EU students requiring a visa
As provided for by the "*Procedures for entry, stay and enrolment in Italian higher education programmes of international students requiring visa*" for AY 2023/24 (available at https://www.studiare-in-italia.it/studentistranieri/), non-EU students requiring a visa are allowed to enrol in a second degree programme only after having completed the enrolment process in the first programme (if the second enrolment is compatible with Politecnico enrolment deadlines).

SECTION II

Applicants who have taken the TIL test in person (EU and/or equivalent students)

Art. 7 - Applicants with an Italian educational qualification

For the applicants who have declared and/or uploaded all the documents listed in Annex A or B of the Call to the Apply@polito platform before the deadline illustrated in the Call itself: the enrolment process is considered completed when they pay the first instalment of their tuition fees (art. 3 and 4).

The English language certificate will be checked by Politecnico. If it does not meet the requirements, the student will be automatically transferred to the same Bachelor's degree programme taught in Italian. This rule does not apply to the students of the Bachelor's degree programme in **Civil and Environmental Engineering** because this programme is not taught in Italian: these students' enrolment at Politecnico will be cancelled with immediate effect on their previous academic progress and they will not be entitled to any refund of the tuition fees already paid.

Art. 8 - Applicants with a non-Italian educational qualification (EU and/or equivalent students) – Conditional enrolment

Applicants who have a high school diploma on the closing date for enrolment illustrated in the specific Call for applications must upload to their personal page of the Teaching Portal ("Online Services" tab – "Attachments" portlet) all the documents listed in Annex A and B or in Annex B and C (depending on the Call) **by 29th September 2023**. **Failure to upload** the documents before the deadline entails **enrolment cancellation** with immediate effect on prior academic progress.

Politecnico must verify that the above-mentioned students meet the **enrolment requirements** and that their **school/academic documents are valid**. Documents uploaded by 29th September 2023 will be checked before **10th November 2023**. Practical details will be published at: https://international.polito.it/it/ammissione/futuri_studenti/laurea/2023_2024/immatricolazione

Until Politecnico completes this verification, these students are **enrolled with condition**. Enrolment with condition is shown on the student's personal page of the Teaching Portal – "Online Services" tab – "IMPORTANT REMARKS" field. During this period, students **have limited access to the services** available on their personal page of the Teaching Portal (for instance, they cannot request enrolment certificates, register for an exam etc.)

If the verification process reveals that a student does not meet one or more admission requirement (as stated in the Call for applications), his/her **enrolment will be cancelled** with immediate effect on prior academic progress.

In the following cases students **can enrol with condition and are required to drop this provisional condition by 28th June 2024** by uploading the missing documents to their personal page of the Teaching Portal:
- students who do not present the **Statement of validity/ D*ichiarazione di valore*** of their high school diploma or **Comparability Certificate/ *Attestato di Comparabilità*** issued by CIMEA or by ENIC-NARIC and/or students who have not presented their **fiscal code/codice fiscale** (paper certificate issued by *Agenzia delle Entrate* or by the Italian Diplomatic Mission in their country). If these students do not present the missing documents by the deadline, they will be **denied access to their personal page of the Teaching Portal** and will not be allowed to progress in their studies until they present these documents, without prejudice to the provisions of the Student Regulations on student forfeiture.
- Students with a non-Italian high school diploma who are awaiting the **Declaration of Equivalence/*Dichiarazione di Equipollenza*** of their high school diploma from the Regional School Office. **Failure to present this Declaration** before the deadline entails **enrolment cancellation** with immediate effect on prior academic progress.

SECTION III

Applicants who have taken the TIL test online (non-EU students requiring a visa) and applicants who are exempted from taking the TIL test

Art. 9 - Applicants with an Italian educational qualification (non-EU applicants requiring a visa)

These applicants must follow the procedure illustrated in art. 7. In addition, they must upload their "Student Visa – type D national" (*visto per motivi di STUDIO Immatricolazione Università tipo D "nazionale"*) to their personal page of the Teaching Portal ("Online Services" tab – "Attachments" portlet) by **30th November 2023**. This deadline is set out in the "*Procedures for entry, stay and enrolment of international students and recognition of educational qualifications for admission to higher education courses in Italy*" for academic year 2023/2024 published at http://www.studiare-in-italia.it/studentistranieri/.

If these students **do not present their visa by 30th November 2023**, they will be **denied access to their personal page of the Teaching Portal** and will not be allowed to progress in their studies until they submit their visa.

In the following cases these students can **enrol with condition**:
- students who **do not present their visa – type D by 31st January 2024:** enrolment at Politecnico will be cancelled with immediate effect on prior academic progress.;
- students who do not present their **fiscal code/*codice fiscale*** (paper certificate issued by Agenzia delle Entrate or by the Italian Diplomatic Mission in their country) by **28th June 2024**: they will be **denied access to their personal page of the Teaching Portal** and will not be allowed to progress in their studies until they present it, without prejudice to the provisions of the Student Regulations on student forfeiture.

- students who do not present their **residence permit by 28th June 2024** or students who are denied the residence permit by the Italian authorities (*Questura di Torino*): **enrolment at Politecnico will be cancelled** with immediate effect on prior academic progress.

Art. 10 - Applicants with a non-Italian educational qualification (non-EU students requiring visa) – Conditional enrolment

Applicants who have a high school diploma on the closing date for enrolment illustrated in the specific Call for applications for admission (31st July 2023) must upload to their personal page of the Teaching Portal ("Online Services" tab – "Attachments" portlet) all the documents listed in Annex A and B or in Annex B and C (depending on the Call) **by 29th September 2023**. **Failure to upload** the documents before the deadline entails **enrolment cancellation** with immediate effect on prior academic progress.

Politecnico must verify that the above-mentioned students meet the **enrolment requirements** and that their **school/academic documents are valid**. Documents uploaded by 29th September 2023 will be checked before **10th November 2023**. Practical details will be published at: https://international.polito.it/it/ammissione/futuri_studenti/laurea/2023_2024/immatricolazione

Until Politecnico completes this verification, these students are **enrolled with condition**. During this period, they have limited access to the services available on their personal page of the Teaching Portal (for instance, they cannot request enrolment certificates, register for an exam etc.). Enrolment with condition is shown on the student's personal page of the Teaching Portal – "Online Services" tab – "IMPORTANT REMARKS" field.

If the verification process reveals that a student does not meet one or more admission requirements (as stated in the Call for applications), his/her **enrolment will be cancelled** with immediate effect on prior academic progress.

In addition to the above, these students must also upload their "Student Visa – type D" to their personal page of the Teaching Portal ("Online Services" tab – "Attachments" portlet) by **30th November 2023**. This deadline is set out in the "Procedures for entry, stay and enrolment of international students and recognition of educational qualifications for admission to higher education courses in Italy" for academic year 2023/2024 published at http://www.studiare-in-italia.it/studentistranieri.
If these students do not present their visa by the deadline, they will be **denied access to their personal page of the Teaching Portal** and will not be allowed to progress in their studies until they submit their visa.

In the following cases students **can enrol with condition :**
- students who do not present their **Student Visa by 31st January 2024: enrolment at Politecnico will be cancelled** with immediate effect on prior academic progress.
- students who do not present the **Statement of validity/*Dichiarazione di valore*** of their high school diploma or **Comparability Certificate/*Attestato di Comparabilità*** (issued by CIMEA or by ENIC-NARIC) and/or their **fiscal code/*codice fiscale*** (paper certificate issued by Agenzia delle Entrate or by the Italian Diplomatic Mission in their country) by **28th June 2024**: they will be **denied access to their personal page of the Teaching Portal** and will not be allowed to progress in their studies until they present it, without prejudice to the provisions of the Student Regulations on student forfeiture.
- students who do not present their **residence permit by 28th June 2024** or students who are denied the residence permit by the Italian authorities (*Questura di Torino*): **enrolment at Politecnico will be cancelled** with immediate effect on prior academic progress.

Art. 11 - Applicants who are exempted from taking the TIL test

For the applicants who have declared and/or uploaded all the documents listed in Annex A or B to the Apply@polito platform **before the deadline illustrated in the Call** itself (art. 7 and 8): the enrolment process is considered completed when they pay the first instalment of their tuition fees (art. 3 and 4).
Applicants who are exempted from taking the TIL test must go through identification and verification of their personal information: to this end, they must book an appointment to come to the Office of the University Registrar in person. The appointment must be reserved using the Booking Tool available on the student's personal page of the Teaching Portal ("My academic progress" tab – "Booking Tool" section – "Office of the University Registrar" – "Smart card delivery and replacement").
After the identification phase, the status "enrolment to be completed" shown on the student's personal page will be removed. **All students must complete identification and verification of personal information no later than 19th December 2023**, except for the students who are awaiting the evaluation of their previous academic records (art.5, case 6). Failure to comply with this deadline entails **permanent exclusion from the enrolment process**. Until the conclusion of the identification phase, these students will have limited access to the services available on their personal page of the Teaching Portal (i.e. they cannot request enrolment certificates nor register for any exam etc.)

Section IV
Common provisions

Art. 12 - Applicants who have taken the wrong TIL test

The type of TIL test (online/in-person) that applicants are required to take depends on the nationality/country of residence that the applicant has declared on his/her personal page of the Apply@polito platform:
- Non-EU applicants who reside aboard (requiring a visa)
- EU and/or equivalent applicants.

If the verification process carried out by the University reveals that the nationality/country of residence is incorrect and that the applicant has taken the wrong TIL test, his/her **academic progress from the date of the TIL test up to the date of enrolment will be permanently cancelled**.

Art. 13 - Applicants who enrol/reserve their student place after 29th September 2023

In some cases, applicants must wait for the updates of the TIL ranking lists before they can enrol at Politecnico or reserve their student place. If enrolment/student place reservation happens after 29th September 2023, students are given a new deadline to complete the operations referred to in art. 5, 7 and 11 (normally due on 29th September). The new deadline for completing the enrolment process or reserving a student place will be communicated on the Apply@polito platform.

Art. 14 - Tuition fees refund

In all cases in which a **TIL test is declared invalid or enrolment is cancelled** (in compliance with the present Regulations), applicants are **not entitled to request any refund of the tuition fees already paid.**

Art. 15 - Controls

All the declarations made during the enrolment process and all the documents attached by applicants may be checked by Politecnico, in compliance with Presidential Decree D.P.R. 445/2000 *(Testo Unico delle disposizioni legislative e regolamentari in materia di documentazione amministrativa).*
Politecnico di Torino is entitled to ask applicants to come to Politecnico in person and show their original documents to the office front desk at any time. Politecnico will verify the authenticity of the documents by querying official databases (if existing in the country where the qualification has been awarded) or by contacting the competent authorities/institutions.

Art. 16 - Contacts

For more information on the present Regulations, use the Ticketing Support Service available on the applicant's personal page of the Apply@polito platform.

Art. 17 - Enrolment process manager

The person responsible for the enrolment process to the Bachelor's degree programmes of Politecnico di Torino is Mrs. Francesca Maccario, Executive of the Department for Students, Education and International Affairs.

Art. 18 - Privacy policy

In accordance with the General Data Protection Regulation (EU Regulation 2016/679 – GDPR) and with the "Code on the protection of personal data" (D.R. no.196 of 30th June 2003 and further amendments), Politecnico di Torino 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.
The full University policy on the processing of personal data is available at https://www.polito.it/privacy/informative-privacy

Art. 19 - Access to documents

Access to enrolment-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 documents are also contained in 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 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.