CALL FOR APPLICATIONS FOR ADMISSIONS TO THE BACHELOR'S DEGREE PROGRAMME IN DESIGN AND COMMUNICATION FOR QUOTA STUDENTS - A.Y. 2022/2023

Rector's decree no. 1232/2021 dated 23rd December 2021

Article 1
(Initiation of the procedure and places available)

1.   Applications are invited for admissions to the Bachelor's degree programme in Design and communication 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-4	Design and Communication	Italian	250	15

2.   For the purpose of enrolment to the Bachelor's degree programme in Design and communication, the category of "quota students" is given the following meaning: Non-EU students who reside aboard (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 25th January 2022**.

Art. 2
(Admission requirements for the Bachelor's degree programme in Design and communication)

1.   Without prejudice to the admission requirements referred to in Annexes A and B to this Call, applicants must pass an admission test (TIL-D test /online admission test – Design) with the scores illustrated in art. 8 in order to be admitted to the Bachelor's degree programme in Design and communication.
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-D test (online admission test – Design) is only valid for enrolment in academic year 2022/2023. For this reason, when applicants register for the TIL-D 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 2022 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)

2

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

Month	Day	Test registration time frame
March 2022	Wednesday 9th	From Tuesday 25th January 2022 until 2:00 p.m. (Italian time) of Wednesday 2nd March 2022 (*)
	Thursday 24th	From Tuesday 25th January 2022 until 2:00 p.m. (Italian time) of Thursday 17th March 2022 (*)
May 2022	Tuesday 24th	From Tuesday 25th January 2022 until 2:00 p.m. (Italian time) of Tuesday 17th May 2022 (*)
June 2022	Tuesday 14th	From Tuesday 10th May 2022 until 2:00 p.m. (Italian time) of Tuesday 7th June 2022(*)
July 2022	Tuesday 12th	From Tuesday 10th May 2022 until 2:00 p.m. (Italian time) of Tuesday 7th July 2022(*)
	Friday 22th	From Tuesday 10th May 2022 until 2:00 p.m. (Italian time) of Friday 15th July 2022

(*) Test registrations are possible until all places are full. If full, applicants can register for the next test session.

2. Further possible test dates will be published exclusively on the University website http://orienta.polito.it/.

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

1. Quota applicants are required to apply for the TIL-D 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. 3, 4 and 5.
2. The TIL-D 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. 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 can retake the TIL-D test, starting from the first TIL-D session which follows their first test date. To retake the TIL-D test, applicants must pay the registration fee again. In this case, **the result obtained in the latest test invalidates the score obtained in the**

previous test. Applicants who register for a new test date but do not take it will keep the score obtained in the previous test.

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

1. TIL-D tests are organized in compliance with current legislation on disabilities and specific learning disorders. The procedures to take the TIL-D 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 (https://didattica.polito.it/specialneeds/it/presentazione) by sending a ticket thought 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 maximum 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 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.
   – 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.
3. Applicants who need special arrangements to take the TIL-D 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.
4. 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, without prejudice to the provisions of the new directive of the Ministry of Education, University and Research.
5. 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 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.
6. In order to make the TIL test more accessible, Politecnico will provide the voice recordings of the questions of some TIL sections that can be taken with extra time. The details of the sections with voice recordings are available at http://orienta.polito.it/it/home and https://didattica.polito.it/specialneeds/it/presentazione".
   Applicants are allowed to use their own devices (personal headphones) to listen to the automatic reading of the questions.
7. Applicants with a pathological condition that causes them 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 (if this option is compatible with the epidemiological situation).

8. 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-D contents)

1. The online TIL-D 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-D 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 Design knowledge questions in 24 minutes

   The total time for the TIL-D 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 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).

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

   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-D 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 question

   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 points in the Logic and Mathematics section are strongly encouraged to participate in a supplementary activity in order to fulfil the so called "Obblighi Formativi Aggiuntivi (OFA)". The activity is called «C.I.A.O. - Corso Interattivo di Accompagnamento Online» (online interactive support course) and seeks to help applicants fill in the gaps in their Math knowledge through specific online tutoring sessions. The activity will take place during the week before the beginning of class. More details will be available in the applicant personal page of the Apply@polito platform, under the "Design TIL" section.

3. The **minimum threshold for being included in the raking list** is **20/100**.

4. The **guaranteed admission threshold** is **70/100** to be admitted to the Bachelor's degree programme of first preference;

5. Applicants who meet the requirements listed in art. 13 are exempted from taking the TIL-D test.

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.

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-D results and date of publication of the ranking list)

1. The TIL-D results are made public through the publication of:
   a. a list of all quota students who have scored higher than or equal to the guaranteed admission threshold (art. 8, par. 4) and are therefore admitted in the Bachelor's degree programme in Design and communication. This list will be published **after each TIL-D session.**
   b. a merit-based ranking list. This ranking list includes the names of the applicants who have been exempted from taking the TIL-D test (art. 13, par. 1). These two ranking lists will be used for the allocation of residual student places. They will be published on **Wednesday 27th July 2022**.

2. The results referred to in par. 1 will be made public with a Rector's decree, on the online Bulletin (Albo online) of the University, on the Apply@polito personal page of each applicant and on the University webpage http://orienta.polito.it/.

3. We suggest starting the above-mentioned procedures well in advance of the deadlines in order to avoid that possible technical problems may hinder to complete the process.

Art. 11
(How the lists and the ranking lists are made)

1. The list referred to in art. 10, par. 1a) includes the applicants who are entitled to enrol in the programme they have chosen as their first preference (ranked according to their TIL-D 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-D score;
   b. in case of equal ranking, the score obtained in the individual sections that make up the TIL-D test shall prevail, considered in the following order: Design knowledge, Logic and Mathematics, Reading comprehension and General knowledge. In case of a further equal ranking, the younger applicant will be chosen.

3. The ranking lists referred to in par. 2 classify prospective students into the following categories:
   - ENROLLED STUDENT: a student who has completed his/her online enrolment (as stated in art. 14);
   - ASSIGNED STUDENT: a student who **MUST** enrol in the Bachelor's degree programme which has been assigned to him/her; failure to 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 in any degree programme that he/she had chosen during the application process, but could be offered a place in a non-saturated degree programme 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.
   - 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 enrol in the programme by the deadline;

- a student who has ENROLLED in a programme but has withdrawn from it before the closing date of the ranking list referred in art. 12, par. 3.
- NOT ADMITTED STUDENT: a student who has not reached the minimum admission threshold in the TIL-D test.

Art. 12
(How the ranking lists are updated)

1. Allocations of places to the applicants included in the ranking lists referred to in art. 10, par. 1b) are based on the updates of the ranking lists which depend on the number of students who enrol online before the deadlines of art. 14.
2. The applicants included in the ranking lists referred to in art. 10, par. 1b) who are no longer interested in enrolling in the Bachelor's degree programme in Design and Communication 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 EU, equivalent and quota students will be closed on **Friday 30th September 2022**. This means that after this date the ranking lists will not be updated and there will not be any new call.

Article 13
(Exemptions from the TIL-D test)

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

Certificate	Required score
SAT Reasoning Test + SAT Subject Test or else, for SAT tests awarded according to the new rules of the College Board, SAT Reasoning Test + at least 3 Advanced Placements (APs)	**SAT Reasoning test** (section "Evidence-Based Reading and Writing" and section "Math" with a minimum score of 500 points in each section) and **SAT Subject Test** (section "Physics Level 1 or 2" and section "Mathematics Level 1 or 2" with a minimum score of 500 points in each section) The two sections "Evidence-Based Reading and Writing" and "Math" of the SAT Test can be replaced by the ACT Test with a minimum score of 20. For SAT tests awarded according to the new rules of the College Board, SAT Reasoning Test ("Evidence-Based Reading and Writing" section and "Math" section, with a minimum score of 500 points in each section) plus minimum 3 Advanced Placements (APs) with a score between 3 and 5 in three different subjects related to the degree programme (see Annex B)
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" section.
GMAT	GMAT withTotal Score of minimum 500 points ("Verbal" and "Quantitative"); with any score in the sections "Analytical Writing" and "Integrated Reasoning".

2. To be exempted from the TIL-D test, applicants are required to upload their certificates to their Apply@polito personal page **no later than Thursday 23rd June 2022**. The **outcome** of the verification process will be announced via e-mail **no later than Thursday 30th June 2022.**

3. The following categories are also exempted from taking the TIL-D test: a) applicants who incur in forfeiture (according to art. 17, 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. 17, par. 3).

Article 14
(Enrolment requirements and process)

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

2. **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.**

Enrolment opening date	Enrolment closing date	Applicant category
Tuesday 29th March 2022	2.00 p.m. of Wednesday 24th August 2022	Applicants who reached the guaranteed admission threshold (70/100) and applicants who have one of the certificates listed in art.13
Wednesday 27th July 2022	2.00 p.m. of Wednesday 24th August 2022	Applicants admitted upon the first publication of the ranking list
Thursday 25th August 2022	2.00 p.m. of Thursday 1st September 2022	Applicants admitted after the ranking list update of Wednesday 27th July
Friday 2nd September 2022	2.00 p.m. of Friday 9th September 2022	Applicants admitted after the ranking list update of Thursday 25th August

There might be further updates of the ranking lists, if necessary, in any case by the end of the rankings referred to in art. 12 par. 3. In this case, the new deadlines for enrolment will be published on the applicant personal page of the Apply@polito platform.

3. Applicants are required to 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 2022/2023, which is going to be approved by the university bodies at a later date. **Applicants who do not meet the deadlines of this article or the requirements listed in Annex A and Annex B** to this Call lose the right to 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.**

4. **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 no later than 29th March 2022 (enrolment opening date). These regulations will be published on the University website http://orienta.polito.it/it/home.

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 the programme in Design and Communication and at the same time they may be on a

waiting list for other programmes (Engineering, Architecture or Planning). In this case, they must enrol in the Design and Communication 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 Planning) and they prefer to enrol in that programme, they need follow these steps (online procedure):

a. withdraw from the Bachelor's degree programme in Design and Communication ("withdrawal from studies"). 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 their 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 enrolled in the programme in Design and Communication.

All these steps must be completed before the enrolment deadline following the instructions that will be provided in the "Enrolment regulations – A.Y. 2022/23" (art. 14, par. 4).

2. Applicants who have taken the TIL-D 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 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. 16
(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 Design and Communication must take the TIL-D test and conveniently place themselves on the ranking list. While registering online for the TIL-D 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 Design and Communication**, 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. 2 and 3). They must follow the procedures that will be illustrated in the "Enrolment regulations – A.Y. 2022/23" (art. 14, par. 4). Failure to comply with these terms entails permanent exclusion from the admission process.

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 Design and Communication **must take the TIL-D test** (also if they attend/attended a programme belonging to the same class) and must conveniently place themselves on the ranking list. During the application process on the Apply@polito platform, these applicants must choose the Bachelor's degree programme in Design and Communication in the "Select your programme" section.
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. 2 and 3. They must follow the procedures that will be illustrated in the "Enrolment regulations – A.Y. 2022/23" (art. 14, par. 4). 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.

Art. 17
(Students who are going to incur in forfeiture/ forfeited students)

1. Students who are currently enrolled in the Bachelor's degree programme in Design and Communication at Politecnico di Torino (DM 270/04) incur in automatic forfeiture on 30th September 2022 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 Design and Communication at Politecnico, but they must **retake the TIL-D 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-D test, they need to select the Bachelor's degree programme in Design and Communication in the "Select your programme" section of the Apply@polito platform.

2. Students who are currently enrolled in the Bachelor's degree programme in Design and Communication (DM 270/04) incur in automatic forfeiture on 30th September 2022 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 Design and communication 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-D test on the Apply@polito platform and select the Bachelor's degree programme in Design and Communication 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 2022 if they do not complete all the exams (except for the Final Project);
   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 2022 (within the meaning of art. 149 of the T.U. approved by Royal decree no. 1592 of 1933);
   will be allowed to enrol in the Bachelor's degree programme in Design and Communication (if equivalent to their first degree programme) without taking the admission test. 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. 2022/23 ("Interruption, suspension, withdrawal, forfeiture" chapter). The Student Guide is going to be published in June.

Art. 18
(Offices)

1. Office for **Quota applicants with a non-Italian educational qualification can contact:**
   - **For TIL-D test and exemptions from the TIL-D test**
     Ufficio Orientamento (Office of Orientation)
     web: http://orienta.polito.it/
     Contacts and Ticketing Service:
     https://didattica.polito.it/segreteria/contatta/it/orientamento_tutorato.html

11

- **For admission/enrolment requirements for applicants with a non-Italian educational qualification:**
  Ufficio Mobilità Incoming (Incoming Mobility Office)
  web: https://didattica.polito.it/inte/it/home
  Contacts and Ticketing Service:
  https://didattica.polito.it/segreteria/contatta/it/studenti_con_titolo_estero.html

Art. 19
(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. Silvia Vacca, Head of the Division of Student 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. 2022/2023. He is also in charge of designating the teaching staff who will provide support during the tests.
3. Prof. Sandra Pieraccini and Mrs. Cinzia Ninetto are appointed as members of the Central Committee for TIL tests.
4. Prof. Dario Daghero, Prof. Claudia De Giorgi, Prof. Angioletta Voghera 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-D sessions will be appointed with a Rector's decree at a later date.

Art. 20
(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 the institutional aims connected to the admission test. Due to the current epidemiological situation, the test will be delivered online using the Respondus platform.
2. 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.
   Applicants are required to behave according to the guidelines of the Code of Ethical conduct of the university community.
3. The University policy on the processing of personal data is available at https://didattica.polito.it/privacy/

Art. 21
(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".

Art. 22
(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://orienta.polito.it
3. Possible further amendments to this Call for applications and to Annexes A, B, C 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://orienta.polito.it
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.

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 DESIGN AND COMMUNICATION
ACADEMIC YEAR 2022/2023**

STUDENTS WITH ITALIAN EDUCATIONAL QUALIFICATION

LANGUAGE REQUIREMENTS

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

OTHER REQUIREMENTS

High school diploma (self-certification)

ORIGINAL DOCUMENTS TO BE PRESENTED FOR ENROLMENT

a) Identity card (ID)
b) Certificate providing evidence of competence in English
c) 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. 2022/23", referred to in art. 14, par. 4 of the Call for Applications

STUDENTS WITH NON-ITALIAN EDUCATIONAL QUALIFICATION

LANGUAGE REQUIREMENTS

▪ Bachelor's degree programmes entirely taught in Italian: PLIDA B1
The certificates or exemptions accepted by Politecnico di Torino in substitution for PLIDA are available at https://didattica.polito.it/cla/en/certificates in the table "Certificates accepted or exemptions in substitution for PLIDA at Politecnico di Torino".

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) Fiscal code
c) Residence permit (for applicants already residing in Italy) or student visa – type D.
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: 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) Language certificate (Italian or English) required for admission (for English language certificates)

The procedures for uploading the certificates and presenting the documents for enrolment will be illustrated the "Enrolment Regulations - A.Y. 2022/23", referred to in art. 14, par. 4 of the Call for Applications.

Politecnico di Torino

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 (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.

SCOTTISH HIGH SCHOOL DIPLOMAS

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
Business, Administration, Accounting & Finance	Administration and Information Technology
Chemical & Process	Administration and Information Technology (Fixed Framework)
Computing, IT & Related Areas	Architectural Technology
Construction	Building Surveying
Creative Industries	Built Environment
Engineering	Business
Quality	Business (Fixed Framework)
Science and Mathematics	Business with Accounting (Fixed Framework)
Supply Chain Management	Business with HRM (Fixed Framework)
Energy and utilities	Business with Information Technology (Fixed Framework)
Water	Business with Marketing (Fixed Framework)
Land and Environment	Chemical Engineering
	Chemical Process Technology
	Civil Engineering
	Computer Aided Architectural Design & Technology
	Computer Aided Draughting and Design
	Computer Science
	Computing
	Computing: Networking
	Computing: Networking (Fixed Framework)
	Computing: Software Development
	Computing: Software Development (Fixed
	Computing: Technical Support
	Computing: Technical Support (Fixed Framework)
	Construction Management
	Electronic Engineering (Fixed Framework)
	Electronics
	Engineering Practice
	Engineering Systems
	Financial and Business Management
	Marine Electro-Technology
	Marine Engineering

	Measurement and Control Engineering
	Mechanical Engineering
	Mechatronics
	Petroleum Engineering
	Supply Chain Management (Fixed
	Electrical Engineering
	Financial and Business Management

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

HIGHERS	ADVANCED HIGHERS
Art	Architectural Technology
Construction	Art and Design
Creative Industries	Building Surveying
Science and Mathematics	Built Environment
Land and Environment	Civil Engineering
	Computer Aided Architectural Design & Technology
	Computer Aided Draughting and Design

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.

---

[1] https://www.sqa.org.uk/sqa/48456.html ;
https://www.sqa.org.uk/files/nq/AHCourseSpecModernLanguages.pdf

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

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).

ANNEX C

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

A.Y. 2022/2023

Applicants must take the admission test using a special browser that locks down all computer functions other 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 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 videocamera. 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, 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 has three working days from the test date to examine the recordings and verify if there has been a violation of the conduct rules. 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 https://didattica.polito.it/privacy/

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".