

Enrolment Regulations – Bachelor's degree programmes - a.y. 2022/23

**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.**

ART. 1 - Field of application

1. The provisions of the present Regulations for a.y. 2022/23 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 Bachelor's degree programme in Industrial Manufacturing Technologies;
2. The present Regulations are subject to higher-ranking provisions that may be adopted by the University.
3. The administrative procedures for enrolment in a Master's degree programme, in courses offered by the Postgraduate Schools (Scuole di Specializzazione), in a PhD programme and in a Specializing Master's programme are available in the specific calls for applications, regulations and procedures of such programmes.

ART. 2 – Enrolment process

1. All students must complete the payment phase and receive their student ID number, as detailed in art. 3,4 and 5. Students are classified into the following categories:
 - Students who have taken the admission test (TIL- Test in Laboratorio) in person (EU students and/or equivalent students)
 - Students who have taken the admission test (TIL- Test in Laboratorio) online (non-EU students requiring a visa) and students who are exempted from taking the admission test

ART. 3 – Payment phase

For the purpose of enrolment (or 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 2022/2023, which is going to be approved by the university bodies at a later date. **All students must complete the payment phase before the deadlines illustrated in each specific Call for applications. Failure to do so entails permanent exclusion from enrolment in a.y. 2022/2023.**

Students must pay their tuition fees on the Apply@polito platform using one of the following payment methods, including:

- 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).
This self-declaration, as well as the payment, must be completed before the deadlines illustrated in each specific 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 2022/2023.

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 – A.Y. 2022/23, will get their student ID number. This number will be displayed by the system.

IMPORTANT: students who pay by MAV (deferred payment method, art. 3b) and self-certify their payment date will receive their student ID number but 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 (in the box under the picture). 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 – A.Y. 2022/23 will not get their student ID number. In this case, paying has the purpose of **reserving one's student place**. This happens for the following categories of applicants:

1. applicants who have not earned their high school diploma on the closing date for enrolment illustrated in the specific Call for applications for admission;
2. applicants who do not have a fiscal code on the closing date for enrolment illustrated in the specific Call for applications for admission;
3. applicants with a non-Italian educational qualification who do not have an Italian/English language certificate on the closing date for enrolment illustrated in the specific Call for applications for admission;
4. **underage** applicants;
5. 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 high school diploma or applicants with a non-Italian educational qualification who do not have an Italian/English language certificate, when required – cases 1 and 3

They must enter the missing information about their high school diploma or Italian/English language certificate on their personal page of the Apply@polito platform **no later than 30th September 2022** and they must complete the enrolment process in accordance with the terms of articles 6,7, 8,9,10.

Applicants who do not have a fiscal code – case 2

They must enter their fiscal code on their personal page of the Apply@polito platform **no later than 30th September 2022** and they must complete the enrolment process in accordance with the terms of articles 6,7, 8,9,10.

Underage applicants – case 4

They must:

- upload their self-certificate (*dichiarazione sostitutiva di certificazioni*) to their personal page of the Apply@polito platform by **30th September 2022**. 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. Documents uploaded before 30th September 2022 will be checked by the competent offices before **10th November 2022**.
- 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 – case 5

They must wait for the evaluation of their previous academic records that will be available on the Apply@polito platform. This evaluation will be sent for review to an Academic Advisor who will decide about the possible recognition of previously earned credits.

After this evaluation, the student can accept or reject the recognition of his/her previous academic records and complete the enrolment process through the link available from the "Evaluation" section of the Apply@polito platform. Practical information and deadlines for this operation will be published in the "Transfers" and "Credit transfer" chapters of the Student Guide 2022/23, which is going to be published in June 2022.

All the above-mentioned applicants are not allowed to retake the admission test (for instance if they wish to get a higher score) after reserving their student place.

All the above-mentioned applicants who reserve their student place but do not complete the enrolment process (in accordance with the rules and deadlines of these Regulations and of the Student Guide) will be permanently excluded from the enrolment process.

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 **29th March 2022**. After reserving their student place, students can watch the video lectures (when available). When they drop their provisional condition and regularly enrol at Politecnico, they will also be allowed to take exams in the June/July and September 2022 examination sessions.

More information will be available in the Student Guide in the chapter dedicated to "Enrolment 2022/2023 – Joining classes". The Student Guide is going to be published in June 2022.

SECTION 1 – Applicants who have taken the TIL test in person (EU and/or equivalent students)

ART. 6 – Applicants with an Italian educational qualification

For the students 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. 7 – Applicants with a non-Italian educational qualification– Conditional enrolment

The following categories of applicants:

- applicants who have a high school diploma on the closing date for enrolment illustrated in the specific Call for applications for admission;
- applicants who have a fiscal code on the closing date for enrolment illustrated in the specific Call for applications for admission;
- applicants who have an Italian/English language certificate on the closing date for enrolment illustrated in the specific Call for applications for admission

must upload their educational qualifications and language certificate (listed in the specific Call for applications for admissions: Annex A and B or Annex B and C) to their personal page of the Teaching Portal ("Online Services" tab – "Attachments" section) **by 30th September 2022**. **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 30th September 2022 will be checked before **10th November 2022**. Practical details will be published at:

https://international.polito.it/admission/prospective_students/bachelor_of_science/2022_2023/enrolment

Until Politecnico completes this verification, students are **enrolled with condition** (enrolment with condition is shown on the student's personal page of the Teaching Portal). 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 requirements (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 **30th June 2023** by uploading the missing documents to their personal page of the Teaching Portal:

- students who have not presented 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 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 educational qualification 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 2 - Applicants who have taken the online TIL test (non-EU students requiring a visa) and applicants who are exempted from taking the TIL test

ART. 8 – Applicants with an Italian educational qualification (EU/equivalent students)

For the students who have declared and/or uploaded all the documents listed in Annex A or B of the specific Call for applications 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 submitted by the applicant 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. 9 – Non-EU applicants residing abroad who have an Italian educational qualification (students requiring visa)

These applicants must follow the procedure illustrated in art. 8. In addition, they must also upload their "Student Visa – type D" to their personal page of the Teaching Portal ("Online Services" tab – "Attachments" section) by **30th November 2022**. 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 2022/2023" 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 event that the deadline is postponed by the Ministry of University and Research in accordance with the Ministry of Foreign Affairs, Politecnico will modify its internal deadline for visa submission and inhibition of the Teaching Portal accordingly.

In the following cases students can enrol with condition and must drop this provisional condition by **30th June 2023** by uploading the missing documents to their personal page of the Teaching Portal:

- 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) by the deadline 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 have not presented their **Student Visa -Type D** and/or **residence permit**. If these students do not present their visa/residence permit before the deadline, or if they are denied the residence permit by the Italian authorities (*Questura di Torino*), their **enrolment at Politecnico will be cancelled** with immediate effect on their previous academic progress

ART. 10 – Applicants with a non-Italian educational qualification – Conditional enrolment

The following categories of applicants:

- applicants who have a high school diploma on the closing date for enrolment illustrated in the specific Call for applications for admission;
- applicants who have a fiscal code on the closing date for enrolment illustrated in the specific Call for applications for admission;
- applicants who have an Italian/English language certificate on the closing date for enrolment illustrated in the specific Call for applications for admission

must upload their educational qualifications and language certificate (listed in the specific Call for applications for admissions: Annex A and B or Annex B and C) to their personal page of the Teaching Portal ("Online Services" tab – "Attachments" section) by **30th September 2022**.

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 30th September 2022 will be checked before **10th November 2022**. Practical details will be published at: https://international.polito.it/admission/prospective_students/bachelor_of_science/2022_2023/enrolment

Until Politecnico completes this verification, students are **enrolled with condition**. 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.). Enrolment with condition is shown on the student's personal page of the Teaching Portal – Online Services.

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 previous 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" section) by **30th November 2022**. 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 2022/2023" 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 event that the deadline is postponed by the Ministry of University and Research in accordance with the Ministry of Foreign Affairs, Politecnico will modify its internal deadline for visa submission and inhibition of the Teaching Portal accordingly.

In the following cases students **can enrol with condition and must drop this provisional condition by 30th June 2023** by uploading the missing documents to their personal page of the Teaching Portal:

- students who have not presented 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 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 who have not presented their **Student Visa -Type D** and/or **residence permit**. If these students do not present their documents before the deadline, or if they are denied the residence permit by the Italian authorities (*Questura di Torino*), their **enrolment at Politecnico will be cancelled** with immediate effect on prior academic progress.
- students with a non-Italian educational qualification 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.

Art. 11 - Student identification and verification of personal information

The students referred to in Section 2 must go through identification and verification of their personal information: to this end, they must book an appointment to come to the Office of 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 2022**, except for students who are awaiting the evaluation of their previous academic records (art.5). **Failure to comply with this deadline entails permanent exclusion from the enrolment process.**

If the University decides to deliver classes online as a consequence of the ongoing Covid-19 emergency, students will be invited to a remote appointment for the verification of their identity and personal information. In this case, students will book their online appointment from their personal page of the Teaching Portal.

The same procedure will also be implemented in the event of national or international provisions limiting mobility to Politecnico from the country of origin.

Until the conclusion of this identification phase, students 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 3 – Common provisions

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

The type of TIL test that applicants are required to take (online/in-person) 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 or reserve their student place after 30th September 2022

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 30th September 2022, students are given a new deadline to complete the operations referred to in art.5, 7 and 10 (normally due on 30th September). The new deadline corresponds to the closing date for completing the enrolment process or reserving a student place.

Art. 14 – Tuition fees refund

In the event that 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 – Request to show original documents

Politecnico di Torino is entitled to request applicants to come to Politecnico in person and show their original documents to the office front desk at any time. A specific appointment will be given to the applicants (5% of all students) whose names are drawn for this in-person verification. Politecnico will verify the authenticity of their documents by querying official databases (if existing in the country where the qualification has been awarded) or by contacting competent authorities/institutions. Applicants whose documents have already been checked by an Italian authority (ex. CIMEA or Italian Diplomatic Mission aboard) are excluded from this sample check.