Politecnico di Torino

GUIDO SARACCO
Rettore

*Publication of the Call for applications for admissions
to the English-taught Bachelor's degree programmes of the Engineering area
Academic year 2023/2024*

Non-EU applicants who reside abroad and require a visa

THE RECTOR

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Having considered the positive opinion of the Academic Senate in its meeting of 18/07/2023 and the approval of the Board of Governors in its meeting of 20/07/2023 about:

- The delivery of a new test session for admissions to the English-taught Bachelor's degree programmes of the Engineering area – a.y. 2023/2024 that will be administered in person at the university to non-EU applicants who reside abroad and require a visa. The number of student places is as follows:
  - Civil and environmental engineering: 5
  - Electronic and communications engineering (Ingegneria elettronica e delle comunicazioni):10
  - Ingegneria dell'autoveicolo (Automotive engineering): 5
  - Ingegneria informatica (Computer engineering): 20
  - Ingegneria meccanica: 10

- The introduction of minimum admission threshold for inclusion in the ranking lists set at 60/100.

DECREES and ORDERS

Art. 1 - the publication of the *Call for applications for admissions to the English-taught Bachelor's degree programmes of the Engineering area – a.y. 2023/2024 for non-EU applicants who reside abroad and require a visa.*

Art. 2 - the publication of the *Enrolment regulations – A.Y. 2023/24 – Non-EU applicants who reside abroad and require a visa – in-person TL-I test*.

Art. 3 – the extension of the deadline for enrolment in a.y. 2023/24 until **12 October 2023** for Non-EU applicants who reside abroad and require a visa, issued with Rector's decree no. 1353 of 23/12/2022.

THE RECTOR
Prof. Guido Saracco

no. Annexes: 2

*CALL FOR APPLICATIONS FOR ADMISSIONS TO
THE ENGLISH-TAUGHT BACHELOR'S DEGREE PROGRAMMES
OF THE ENGINEERING AREA - A.Y. 2023/2024*

FOR NON-EU STUDENTS RESIDING ABROAD AND REQUIRING VISA

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

1. Applications are invited for admissions to the **English-taught** Bachelor's degree programmes of the Engineering area for a.y. 2023/24 for places reserved to **non-EU students who reside aboard and need a visa**, as per the table below:

Class	Bachelor's degree programme	Places
L-7	Civil and environmental engineering	5
L-8	Electronic and communications engineering (Ingegneria elettronica e delle comunicazioni)	10
L-9	Ingegneria dell'Autoveicolo / Automotive engineering	5
L-8	Ingegneria informatica / Computer engineering	20
L-9	Ingegneria meccanica / Mechanical engineering	10

2. Applicants can register for the admission test (art. 3 and 4) on the Apply@polito platform **starting from Wednesday 2 August 2023**.

3. Applicants who have already reserved their student place and applicants who have already enrolled in a.y. 2023/24 by paying the first instalment of the tuition fees are NOT allowed to register for this test, unless they cancel their student place reservation/enrolment before registering for the test.

Art. 2
(Admission requirements for the Bachelor's degree programmes of the Engineering area)

1. Without prejudice to the admission requirements referred to in Annex A and B to this Call, applicants must pass the admission test (TIL-I test / admission test in Laib – Engineering) with **the minimum score of 60/100** (art.7, par. 3) in order to be admitted.

2. Admissions to the Bachelor's degree programmes referred to in this article are subject to prior accreditation of the programmes themselves pursuant to current legislation.

3. The score obtained by applicants in the TIL-I test is only valid for enrolment in academic year 2023/2024. For this reason, when applicants register for the TIL-I test, they must be attending their last year of high school (i.e. they should be getting their high school diploma in the summer of 2023 according to the Italian school calendar) or they must have an high school diploma.

4. For admissions to our Bachelor's degree programmes, **non-EU students who reside abroad and require a visa** coming from countries with a school system that allows children to start school earlier and get their high school diploma before the age of 18, must necessarily be 17 years old when they obtain their entry visa for study purposes

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

1. The TIL-I test **is administered in person at Politecnico di Torino** according to the following calendar:

Month	Day	Time frame for registration
Session August/ September 2023	Thursday 31 August / Friday 1 September	From Wednesday 2 August 2023 until of Friday 25 August 2023 at 2.00 p.m.

2. Test registrations are possible until all places are full.
3. Applicants are allowed to take the TIL-I test **one time only**.

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

1. Applicants are required to apply for the TIL-I 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. 4 and 5.
2. Applicants must choose up to a **maximum of 5 Bachelor's degree programmes from among those listed in art. 1** (Engineering) and rank them **in order of preference** in the "Select your programme" section.
3. **The deadline for adding one or more programmes, changing the order of preference or substituting a choice is no later than Friday 1 September 2023**.
   Considering that each Bachelor's degree programme is capped to a predefined number of students places, offers of admission will be made to the applicants who have obtained the best scores in the TIL test until all places are full. For this reason, may not be admitted to any of the programmes chosen during the application process.
4. The TIL-I 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. Applicants can pay by credit card (or other means of payment provided by the PagoPa platform), which generate an immediate payment.
5. 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.
6. Applicants are allowed to take the TIL test one time only.

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

1. TIL-I tests **in person** are organized in compliance with current legislation on disabilities and specific learning disorders. The procedures to take the TIL-I 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://www.polito.it/en/education/services-and-life-at-politecnico/welcome-inclusion-and-support/disabilities-and-specific-learning-disorders-spld) by sending a ticket thought the Ticketing Support System.
   In particular, for organizational purposes:
   – Applicants with disabilities or with an invalidity certificate must present **a valid certificate issued by the local medical board specifying the type of disability and/or the degree of invalidity**. This document must be submitted at least 15 days before the TIL test date.
   – These applicants are entitled to get maximum 50% extra time compared to standard test time.
   – Applicants with disabilities or certified specific learning disorders (SpLD), must present **a valid certificate.** This document must be submitted at least 15 days before the TIL test date.
   – These applicants are entitled to get maximum 30% extra time compared to standard test time (total test duration: 120 minutes).
2. The certificate/s stating the applicant's disability or specific learning disorder must be issued by the country where the applicant resides. These documents must be official documents stamped by the issuing institution, signed by an official of the institution and written in one of the following languages: Italian, English, French, Spanish. For documents written in other languages, applicants must provide both the original document and its translation into Italian or English in a single file. The university bodies in charge of examining the above-mentioned certificates will verify if the foreign documents provide evidence of a disability or a SpLD accepted by Italian law.
2. Applicants who need special arrangements to take the TIL-I 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.

3. The Special Needs Unit of Politecnico di Torino will examine the certificates which must be in line with the rules illustrated in the in the previous par. 1.

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

5. Applicants that have difficulties in the use of the software required to take the test (specified in Annex E) 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.

Art. 6
(Contents of the TIL-I test)

1. The TIL-I 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-I test consists of 42 questions, divided into 4 sections, with a predetermined number of questions to be finished within a pre-set time:
   - 16 Mathematics questions - 36 minutes
   - 10 Reading comprehension and Logical reasoning questions - 20 minutes
   - 10 Physics questions - 22 minutes
   - 6 Basic Technical knowledge questions – 12 minutes

   The total time for the TIL-I test is set at one hour and thirty minutes.
   Each question has 5 possible answers marked with the letters A, B, C, D, E, only one of which is correct.

Art. 7
(Test evaluation and admission threshold)

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. Admitted applicants who scored less than 12/100 out of 38/100 in the Mathematics section (which corresponds to less than 30% of the maximum score for the section) will have to fulfil some supplementary academic obligations (in Italian, *Obblighi Formativi Aggiuntivi - OFA*). In particular:
   - they will be encouraged to attend tutoring math classes during Year 1;
   - they will be required to attend a course called «C.I.A.O. - *Corso Interattivo di Accompagnamento Online*» (online interactive support course). The course will be offered in the week before the beginning of classes. The course seeks to help applicants fill in the gaps in their Math knowledge through specific online tutoring sessions.
   More details on this course will be available in the applicant's personal page of the Apply@polito platform, under the "TIL-I" section.

   The Student Guide and the Teaching Regulations of each Bachelor's degree programme will explain how students can fulfil their OFA.

2. The **minimum threshold for being included in the raking list** is **60/100**.

3. Applicants who meet the requirements of art. 12 are exempted from taking the TIL-I test.

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

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

Art. 9
(TIL-I results and date of publication of the ranking list)

1. The TIL-I results are made public through the publication of a merit-based ranking list for each Bachelor's degree programme referred to in art.1.
   The ranking lists will be published on Tuesday 5th June 2023.
   Please note that applicants will be included exclusively in the ranking lists of the Bachelor's degree programmes that they have selected during the application process on the Apply@polito platform. **The deadline for adding one or more programmes, changing the order of preference or substituting a choice is no later than Friday 1 September 2023**.
2. The results referred to in par. 1 will be published on the online Bulletin (Albo online) of the University and on the University [webpage](#).

Art. 10
(How the ranking lists are made)

1. The ranking lists referred to in art. 9, par. 1 are made with the following:
   a. there is a separate ranking list for each Bachelor's degree programme of the Engineering area referred to in art. 1;
   b. applicants are ranked in descending order based on their TIL-I score;
   c. in case of equal ranking, the score obtained in the individual sections that make up the TIL-I test shall prevail, considered in the following order: Mathematics, Reading Comprehension and Logical reasoning, Physics and Basic technical knowledge. In case of a further equal ranking, the younger applicant will be chosen.
2. The ranking lists referred to in par. 1 classify prospective students into the following categories:
   - ASSIGNED STUDENT: a student who **MUST** reserve his/her student place in the Bachelor's degree programme which has been assigned to him/her; failure to reserve the student place by the deadline will result in the allocation of his/her place to another applicant – **therefore, failure to reserve one's student place by the deadline entails permanent renunciation of the place.**
   - BOOKED STUDENT: a student who can reserve his/her student place in a programme that is not the programme of his/her first preference. This student may also be on the waiting list for one or more programme/s with higher preference based on the order of preference that he/she has expressed during the application process.
     In this case, the student **CAN** either:
     - reserve his/her student place in the programme that has been assigned to him/her and automatically give up the other preferences;
     - wait for the next call/s after the next update/s of the ranking list.

If the applicant does not reserve his/her student place, Politecnico will consider that he/she intends to wait for the next call/s.

- 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 other students with better scores on the ranking list decide to renounce. This student must wait for the next the call/s.
- NOT ADMITTED STUDENT: a student who has not reached the minimum admission threshold in the TIL-I test.

After the first update pf the ranking list, applicants are divided into further categories:
- ENROLLED STUDENT: a student who has reserved his/her student place and has completed the online enrolment process (as stated in art. 13);
- WAITING LIST RENUNCIATION: a student who has explicitly renounced his/her right to be on the waiting list (art.11, par. 3).
- ENROLMENT RENUNCIATION:
  - a student who has been ASSIGNED a place but has failed to reserve his/her student place by the deadline;
  - a student who has ENROLLED in a programme but has withdrawn from it before the closing date of the ranking list/ before the update of the ranking list referred in art. 11, par. 4 and 5 and in art. 13, par. 4.
- NOT ADMITTED STUDENT DUE TO UNFULFILLED LANGUAGE REQUIREMENTS: a student who has correctly reserved his/her student place but is not allowed to enrol since he/she does not meet the language requirements illustrated in Annex A to this Call.
- NOT ADMITTED STUDENT DUE TO CLOSED RANKING LISTS: a student who has not been admitted since the ranking lists were already closed when he/she decided to enrol (see art. 11, par. 5).

3. **The cases in which applicants MUST reserve their student place – and enrol at Politecnico at a later stage -** will be illustrated in the "*Enrolment regulations – A.Y. 2023/24 – Non-EU applicants who reside abroad and require a visa – in-person TL-I test*".

Art. 11
(How the ranking lists are updated)

1. The students included in the ranking lists referred to in art. 9, par. 1 are assigned a place according to their preferences, starting from the first preference and within the limit of available places, using the following criteria:
   a. if there is a place available in the programme that the applicant has chosen as his/her first preference, the applicant is offered a place in that programme (ASSIGNED student); his/her position on the ranking lists of the programmes of lower preferences (up to the fifth preference) will not be calculated;
   b. if the applicant's first choice is not available, the next choices are taken into consideration, until a programme with at least one available place is identified. In this case, the applicant can reserve his/her student place in that programme. The position of the applicant on the ranking lists of the programmes of lower preferences will not be calculated. As far as his/her lower choices are concerned, the applicant is placed on waiting list (BOOKED student), unless all programmes with higher preferences are full (in this case the applicant will be ASSIGNED a place in the first programme with available places).
2. Allocations of places to the applicants included in the ranking lists referred to in art. 9, par. 1 are based on the updates of the ranking lists which depend on the number of students who reserve their student place and complete the enrolment process before the deadlines of art.13.
3. The applicants included in the ranking lists referred to in art. 9, par. 1 who are no longer interested in enrolling at Politecnico di Torino 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.
4. The last update of the ranking list will take place on **Tuesday 19 September 2023.**

5. The ranking lists will be closed on **Thursday 12 October 2023**. This means that after this date applicants will no longer be allowed to enrol at Politecnico.

Art. 12
(Exemptions from taking the TIL-I test)

1. Applicants who have an Italian university degree included among those listed in Annex C are exempted from taking the TIL-I test. These applicants are required to enter the information on their academic background on the Apply@polito platform.

Art 13
(Requirements and procedure for enrolment)

1. The requirements for enrolment in the Bachelor's degree programmes of the Engineering area are illustrated in Annex A and in Annex B attached to this Call, of which they are integral parts.
2. **Applicants must meet the language requirements listed in Annex A before the deadline for reserving the student place**, as below specified in par. 3. Students must upload their English language certificate (admission requirement) to the Apply@polito platform by this deadline.
3. **Applicants are strictly required to meet the deadlines for student place reservation and enrolment in accordance with the table below. Failure to meet these deadlines entails permanent exclusion from the enrolment process:**

Time frames for student place reservation/enrolment	Dates
Publication of the ranking lists	Tuesday 5 September 2023
Time frame for student place reservation and enrolment for applicants who get an offer of admission after the publication of the ranking lists	From Tuesday 5 September until Monday 11 September 2023 at 2.00 p.m.
Publication of the first update of the ranking lists	Tuesday 12 September 2023
Time frame for student place reservation and enrolment for applicants who get an offer of admission after the publication of the first update of the ranking lists	From Tuesday 12 September until Monday 18 September 2023 at 2.00 p.m.
Publication of the second update of the ranking lists	Tuesday 19 September 2023
Time frame for student place reservation and enrolment for applicants who get an offer of admission after the publication of the second update of the ranking lists	From Tuesday 19 September until Monday 25 September 2023 at 2.00 p.m.

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

4. Applicants are required to reserve their student place following the online procedure. At the same time, they must pay the first instalment of their tuition fees. The standard amount of the first instalment is 161€. Possible reductions or revisions of this amount will be announced in the Tuition Fee Guide for academic year 2023/2024.
5. **Applicants who have reserved their student place by the deadline and meet the language requirements of Annex A must complete the online enrolment process by Thursday 12 October 2023**
6. **Applicants who do not meet the deadlines of this article or the admission requirements listed in Annex A and Annex B** to this Call lose the right to reserve their student place and/or 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**.

7. **The general instructions for reserving one's student place/enrolling at Politecnico for all students** will be illustrated in the "*Enrolment regulations – A.Y. 2023/24 – Non-EU applicants who reside abroad and require a visa – in-person TL-I test*".

Art. 14
(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 reserving their student place in an Engineering programme and at the same time they may be on a waiting list for the Bachelor's degree programme in **Architecture**, In this case, they must reserve their student place or enrol in the Engineering programme before the deadline in order to avoid losing their place. Subsequently, if they find out that they have been admitted to another programme (Architecture) and they prefer to enrol in that programme, they need follow these steps (online procedure):
   - withdraw from the Bachelor's degree programme in which they have enrolled ("withdrawal from studies").
     a. 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 first programme.
   - enrol in the new programme and – during the enrolment process - declare on the Apply@polito platform that they also want to enrol in another Politecnico programme for which they have taken the admission test.
   These two steps must be completed before the enrolment deadline following the instructions that will be provided in the "Enrolment regulations – A.Y. 2023/24" referred to in art. 14, par. 7.
2. Applicants who have taken the TIL-I 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. 15
(Applicants who enrol in two degree programmes simultaneously)

1. Applicants who want to simultaneously enrol in two degree programmes must refer to the rules contained in Law no. 33 of 12th April 2022 and subsequent ministerial decrees.
   The procedures for completing the enrolment process are illustrated in the "Enrolment Regulations - A.Y. 2023/24" .

Art. 16
(Office)

1. For information on this Call applicants can contact:
   Recruitment and Admissions Unit
   (Ufficio Promozione, Orientamento e Accesso)
   Use the Ticketing Support System at https://www.polito.it/en/contact-us

Art. 17
(Admissions process manager and Committees)

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

Art. 18
(Checks)

1. All declarations made by applicants while filling out the application form for TIL registration, as well as any supporting documents attached to the application form, may be checked and verified by Politecnico in accordance with current legislation.

Art. 19
(Privacy policy)

1. In accordance with the General Data Protection Regulation (EU Regulation 2016/679 – GDPR) and the "Code on the protection of personal data" (D.R. no.196 of 30th June 2003 and further amendments), Politecnico di Torino (Data Controller) shall process applicants' personal data exclusively in pursuit of the institutional aims connected to the admission test.
2. Si ricorda che si è tenuti a rispettare il Codice Etico dell'Ateneo https://didattica.polito.it/regolamenti/pdf/Codice_Etico_2011.pdf
3. The University policy on the processing of personal data is available at https://www.polito.it/privacy/informative-privacy

Art. 20
(Access to documents)

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

Art. 21
(Final provisions)

1. For all matters not expressly provided for in this Call for applications, reference is made to existing legislation concerning locally programmed admissions.
2. This Call for applications is published on the online University Bulletin available at https://www.swas.polito.it/dotnet/albo_online/. The same can be found at

https://www.polito.it/en/education/applying-studying-graduating/admissions-and-enrolment/bachelor-s-degree-programmes.

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

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

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

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

THE RECTOR
Prof. Guido Saracco

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

ANNEX A

ADMISSIONS REQUIREMENTS FOR BACHELOR'S DEGREE PROGRAMMES OF THE ENGINEERING AREA

ACADEMIC YEAR 2023/2024

STUDENTS WITH A NON-ITALIAN EDUCATIONAL QUALIFICATION

LANGUAGE REQUIREMENTS

For the Bachelor's degree programme entirely taught in English*:* English language certificate – B2 level of the Common European Framework of Reference for Languages (CEFR)

The certificates accepted by Politecnico di Torino for the **B2 English level** are available at https://didattica.polito.it/cla/it/certificazioni - check the "table adopted on 23/09/2019 - updated on 22/12/2022".

OTHER REQUIREMENTS

- **High school diploma obtained after a period of at least 12 years of school education**

If you were awarded your high school diploma after attending less than 12 years of school:

High school diploma awarded after a period of 11 years of school education + first-year university exams completed with a passing grade

or

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

or

High school diploma awarded after a period of 10 or 11 years of school education + a post-secondary final qualification awarded by a non-university institution in a field of study related to the Bachelor's degree programme you have chosen

or

High school diploma awarded after 10 or 11 years of school education +

foundation course (preparation year/s) successfully completed at an Italian university. Politecnico di Torino will assess the Foundation course certificate and decide on its eligibility for admission

➢ *You can enrol at Politecnico if you have one of the following qualifications:*

U.S. high school diploma 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 you have chosen (see Annex B for further details)

or

UK General Certificate of Education (GCE) and International General Certificate of Education (IGCE), with at least 3 advanced courses (A level) with a passing grade in 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 three Advanced Highers, or, alternatively, 2 Advanced Highers + at least 4 Highers in different subjects related to the Bachelor's degree programme chosen by the applicant (see Annex B for further details)

or

International Baccalaureate Diploma issued by a school/institution recognized by the Baccalaureate Organisation (IBO) in accordance with the specifications illustrated in Annex B

- **For countries where university admissions are regulated by a specific admission test: certificate stating that you passed the national admission test.**

ORIGINAL DOCUMENTS TO BE PRESENTED FOR ENROLMENT

   a) Passport
   b) Visa for study purposes "Immatricolazione università" type D
   c) Fiscal code (*Codice fiscale*) issued by the Italian Income Authority (*Agenzia delle Entrate*) or by the Embassy/Consulate for applicants who do not reside in Italy
   d) For underage applicants: self-certificate (dichiarazione sostitutiva di certificazioni - articles 5 and 46 of Presidential decree no. 445 of 28/12/2000) signed by a parent or a legal guardian and a photocopy of the signer's identification document. This form is available on the Enrrolment 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: certificate stating that you passed 3 Advanced Placement courses (APs), as specified in Annex B
   g) For applicants with a UK diploma (General Certificate of Education - GCE and International General Certificate of Education – IGCE): certificate stating that you have 3 A-levels, as specified in Annex B
   h) For applicants with a Scottish high school diploma: certificate stating that you have three 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
   j) In the event of school education lasting less than 12 years: university transcript of records (with official translation into Italian) with the results of the exams passed in the first year or in the first two years; or, post-secondary final qualification (with official translation into Italian) awarded by a non-university institution in a field of study related to the Bachelor's degree programme you have chosen; or, successful completion of a Foundation Course. 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.
   k) Statement of validity (*dichiarazione di valore*) of the high school diploma or certificate issued by ENIC-NARIC in Italy (CIMEA) or other ENIC-NARIC centres
   l) English language certificate required for admission

The procedures and deadlines for uploading the certificates and presenting the documents for enrolment are illustrate in the "Enrolment Regulations - A.Y. 2023/24 – non-EU applicants who reside abroad and require a visa".

LANGUAGE REQUIREMENTS

For the Bachelor's degree programme entirely taught in English: English language certificate – B2 level of the Common European Framework of Reference for Languages (CEFR)

The certificates accepted by Politecnico di Torino for the **B2 English level** are available at https://didattica.polito.it/cla/it/certificazioni - check the "table adopted on 23/09/2019 - updated on 22/12/2022".

OTHER REQUIREMENTS

High school diploma (self-declaration)

ORIGINAL DOCUMENTS TO BE PRESENTED FOR ENROLMENT

a) Passport
b) Visa for study purposes "Immatricolazione università" type D
c) Fiscal code (*Codice fiscale*) issued by the Italian Income Authority (*Agenzia delle Entrate*) or by the Embassy/Consulate for applicants who do not reside in Italy
d) For underage applicants: self-certificate (*dichiarazione sostitutiva di certificazioni* - art. 5 and 46 of Presidential decree no. 445 of 28/12/2000) signed by a parent or a legal guardian and photocopy of the signer's identification document. This form is available on the applicant's Apply@polito personal page.
e) Certificate providing evidence of competence in English. This certificate is compulsory for applicants who wish to enrol in a Bachelor's degree programmes entirely taught in English.

The procedures and deadlines for uploading the certificates and presenting the documents for enrolment are illustrate in the "Enrolment Regulations - A.Y. 2023/24 – non-EU applicants who reside abroad and require a visa".

1. Applicants who have an IB Diploma (International Baccalaureate https://www.ibo.org/programmes/diploma-programme/) exclusively if they have attended the entire learning path in English, except for the foreign languages;

2. Applicants with an high school diploma awarded by one of the European Schools referred in Annex 2 to the "*Procedures for entry, stay and enrolment in higher education programmes of students requiring visa*", exclusively if the first language of the learning path (L1) is English;

3. Educational qualification, recognized by the Italian Ministry for Education (*Ministero dell'Istruzione e del Merito*) as equivalent to an Italian high school diploma (*diploma di maturità*) or higher academic qualification, awarded by the United States of America, Canada, the United Kingdom, Ireland, Australia, New Zealand, regardless of the country where the school/university is located.

4. Educational qualification, recognized by the Italian Ministry for Education (*Ministero dell'Istruzione e del Merito*) as equivalent to an Italian high school diploma (*diploma di maturità*) or higher academic qualification, awarded after attending a learning path in English at a school or university located in one of the following countries:

Africa	Asia	Caribbean and Americas	Europe	Pacific	Stati Uniti Irlanda
Botswana	Bangladesh	Antigua and Barbuda	Cyprus	Australia	
Cameroon	Brunei Darussalam	Bahamas, The	Malta	Fiji	
Gambia, The	India	Barbados	United Kingdom	Kiribati	
Ghana	Malaysia	Belize	Ireland	Nauru	
Kenya	Maldives	Canada		New Zealand	
Kingdom of Eswatini	Pakistan	Dominica		Papua New Guinea	
Lesotho	Singapore	Grenada		Samoa	
Malawi	Sri Lanka	Guyana		Solomon Islands	
Mauritius		Jamaica		Tonga	
Mozambique		Saint Lucia		Tuvalu	
Namibia		St Kitts and Nevis		Vanuatu	

Nigeria		St Vincent and The Grenadines			
Rwanda		Trinidad and Tobago			
Seychelles		United States			
Sierra Leone					
South Africa					
Uganda					
United Republic of Tanzania					
Zambia					

ANNEX B

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

UK HIGH SCHOOL DIPLOMAS

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

The diplomas "General Certificate of Education (GCE)" and "International General Certificate of Education (IGCE)", awarded by official examinations boards of the UK, are valid for admission/enrolment if they certify that the applicant has passed at least three advanced courses (A-level) in subjects related to the Bachelor's degree programme of Politecnico di Torino with a passing grade.

The subjects which are currently considered by Politecnico di Torino as related to its degree programmes are listed in the following table.

LIST OF A-LEVEL SUBJECTS

Engineering: Any 3 subjects among the following**:**	**Architecture; Territorial, Urban, Environmental and Landscape Planning; Design and Communication:** Any 3 subjects among the following
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
https://www.sqa.org.uk/sqa/45625.html

Scottish diplomas are valid for admission/enrolment if they certify that the applicant has passed 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 of Politecnico di Torino.

The subjects which are currently considered by Politecnico di Torino as related to its degree programmes are listed below.

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

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

<u>**Architecture; Territorial, Urban, Environmental and Landscape Planning; Design and Communication**</u>
→ elective subjects among the following:

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

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

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

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

US HIGH SCHOOL DIPLOMAS (HSD)

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

In order to be able to enrol in Year 1, applicants with a **US high school diploma (HSD)** must have completed 3 Advanced Placement (AP) courses with a grade between 3 and 5 in three different subjects that are related to the Bachelor's degree programme of Politecnico di Torino.

The subjects which are currently considered by Politecnico di Torino as 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 Diploma of the International Baccalaureate 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 education **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).

CLASSES (Ministerial decree no. 509)	CLASSES (Ministerial decree no. 270)
4 Scienza dell'Architettura e dell'Ingegneria edile	L-23 Scienze e tecniche dell'edilizia
8 Ingegneria civile e ambientale	L-7 Ingegneria civile e ambientale
9 Ingegneria dell'informazione	L-8 Ingegneria dell'informazione
10 Ingegneria industriale	L-9 Ingegneria industriale
25 Scienze e tecnologie fisiche	L-30 Scienze e tecnologie fisiche
26 Scienze e tecnologie informatiche	L-31 Scienze e tecnologie informatiche
32 Scienze matematiche	L-35 Scienze matematiche
25/S Ingegneria aerospaziale e astronautica	LM-20 Ingegneria aerospaziale e astronautica
26/S Ingegneria biomedica	LM-21 Ingegneria biomedica
27/S Ingegneria chimica	LM-22 Ingegneria chimica
28/S Ingegneria civile	LM-23 Ingegneria civile
4/S Architettura e Ingegneria edile (*)	LM-24 Ingegnerie dei sistemi edilizi
	LM-04 Architettura e Ingegneria edile Architettura
29/S Ingegneria dell'automazione	LM-25 Ingegneria dell'automazione
	LM-26 Ingegneria della sicurezza
30/S Ingegneria delle telecomunicazioni	LM-27 Ingegneria delle telecomunicazioni
31/S Ingegneria elettrica	LM-28 Ingegneria elettrica
32/S Ingegneria elettronica	LM-29 Ingegneria elettronica
33/S Ingegneria energetica e nucleare	LM-30 Ingegneria energetica e nucleare
34/S Ingegneria gestionale	LM-31 Ingegneria gestionale
35/S Ingegneria informatica	LM-32 Ingegneria informatica
36/S Ingegneria meccanica	LM-33 Ingegneria meccanica
37/S Ingegneria navale	LM-34 Ingegneria navale
38/S Ingegneria per l'ambiente e il territorio	LM-35 Ingegneria per l'ambiente e il territorio
50/S Modellistica matematico-fisica per l'ingegneria	LM-44 Modellistica matematico-fisica per l'ingegneria
20/S Fisica	LM-17 Fisica
23/S Informatica	LM-18 Informatica
45/S Matematica	LM-40 Matematica
61/S Scienza e ingegneria dei materiali	LM-53 Scienza e ingegneria dei materiali
62/S Scienze chimiche	LM-54 Scienze chimiche
81/S Scienze e tecnologie della	LM-71Scienze e tecnologie della chimica

(*) limited to the qualifications of the Engineering area

All applicants with an educational qualification covered by the regulations prior to Ministerial Decree 509/99 considered equivalent to the degree classes indicated in the table above are also exempted from taking the TIL-I test.

For the assessment of equivalence, reference is made to the tables of equivalence between educational qualifications established by the Ministry of Education, University and Research (https://www.istruzione.it/archivio/web/universita/equipollenze-titoli.html).

If a candidate already holds a qualification with the same denomination, Politecnico di Torino will not accept any admission application for a degree programme of the same level, even if it was issued under a different university system (*ordinamento*).

Politecnico di Torino

Enrolment Regulations – Bachelor's degree programmes - a.y. 2023/24

Non-EU students residing abroad and requing a visa

In-person TIL-I test

SECTION 1

General information

ART. 1 - Field of application

The provisions of the present Regulations for a.y. 2023/24 are applicable to the applicants who have taken the TIL-I test in person at the university (Non-EU students who reside abroad and require a visa) and enrol in the English-taught Bachelor's degree programmes of the Engineering area.

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).

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. 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 by credit card (or by other means of payment provided for on the PagoPa platform) which generate an **immediate payment.**

Deadline
All applicants must complete the payment or the payment self-declaration before the deadlines illustrated in the Call for applications. Failure to do so entails permanent exclusion from the enrolment process for a.y. 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 will get their student ID number. This number will be displayed by the system.

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 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 English-taught Bachelor's degree programmes on the closing date for enrolment illustrated in the 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 Call for applications for admission;
4. **underage** applicants;

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 (art. 6) **by 12 October 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 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 (art. 7) **by 12 October 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*).

Underage applicants – case 4
They must:
- upload their self-certificate (*dichiarazione sostitutiva di certificazioni*) to their personal page of the Apply@polito platform – "PERSONAL INFORMATION" section by **12 October 2023.** 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**.

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

SECTION 2

Applicants who take the TIL test in person (non-EU students requiring a visa)

Art. 6 - Applicants with an Italian educational qualification (non-EU applicants requiring a visa)
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.

These applicants 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 23**. 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 https://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. 7 – 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 Call for applications for admission (12 October 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 **by 12 October 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 12 October 2023 will be checked before **10th November 2023**. Practical details will be published at: https://www.polito.it/didattica/iscriversi-studiare-laurearsi/iscrizione/corsi-di-laurea/studenti-con-titolo-estero

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 https://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 31 January 2024: enrolment at Politecnico will be cancelled** with immediate effect on prior academic progress.
- 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 their **fiscal code/*codice fiscale*** (paper certificate issued by Agenzia delle Entrate or by the Italian Diplomatic Mission in their country) by **28 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 28 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.

SECTION 3

Common provisions

Art. 8 - 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. 9 – 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. 10 - 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. 11 - Enrolment process manager

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

Art. 12 - 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. 13 - 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