



**Politecnico
di Torino**

Enrolment Regulations – Bachelor's degree programmes - a.y. 2023/24
Non-EU students residing abroad and requiring 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/studenti stranieri/>

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/ Dichiarazione di valore** of their high school diploma or **Comparability Certificate/ Attestato di Comparabilità** (issued by CIMEA or by ENIC-NARIC) and/or their **fiscal code/codice fiscale** (paper certificate issued by Agenzia delle Entrate or by the Italian Diplomatic Mission in their country) by **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