CALL FOR APPLICATIONS FOR ADMISSIONS TO
THE BACHELOR'S DEGREE PROGRAMME IN ARCHITETTURA-ARCHITECTURE - A.Y. 2020/2021

Rector's decree no. 617 dated 03th July 2020

THE RECTOR

- Having regard to the University Statute;
- Having regard to the University Teaching Regulations;
- Having regard to Law No. 189 of 30th July 2002, concerning "Changes to legislation on immigration and asylum";
- Having regard to Ministerial decree no. 270 of 22nd October, 2004, concerning "Amendments to the Regulations on the educational autonomy of Universities";
- Having regard to Ministerial decrees of 16th March 2007, concerning "Determination of degree classifications" and "Determination of single-cycle Master's degree classification";
- Having regard to Ministerial decree no. 47 of 30th January 2013;
- Having regard to Law no. 104 of 5th February 1992 concerning "Framework law for assistance, social integration and rights of persons with disabilities" and subsequent modifications and integrations, in particular paragraph 5 of article 16;
- Having regard to Law no. 170 of 8th October 2010, concerning "Provisions on specific learning disorders in schools" and specifically, paragraph 4 of article 5;
- Having regard to the respective resolutions of the Academic Senate on 22nd November 2016, and of the Board of Governors on 29th November 2016, in which enrolment is open to applicants who hold a diploma obtained after attending school for at least 12 years. This qualification must allow admission to a university programme in the issuing country; such university programme must be equivalent to the programme requested in Italy; moreover, the diploma must have been earned after having attended at least one school year in a foreign system, except as provided for by bilateral agreements;
- Having regard to the resolution of the Academic Senate of 6th July 2017 which states that having an Italian language certificate – B1 level is an admission requirement for prospective students who apply for a Bachelor's degree programme taught in Italian;
- Considering that on 20th September 2017 the Board of Governors established that the registration fee for the admission test for Politecnico Bachelor's degree programmes is 50,00 Euro;
- Having regard to the resolution of the Academic Senate of 18th December 2018 which states that an English language certificate – B2 level (as defined by the Common European Framework of Reference for Languages – CEFR) is an admission requirement for prospective students who apply for a Bachelor's degree programme entirely or partially taught in English;
- Having regard to the tables of the complementary subjects required for admission to Politecnico for prospective students with a UK, US or Scottish high school diploma or an International Baccalaureate diploma, approved by the Committee for Teaching Coordination in its meeting of 17th February 2020;
- Considering that the resolutions mentioned in this preamble are available on the website of Politecnico in order to allow easy access to information for prospective students and their families;
- Having regard to Decree-Law No. 6 of 23rd February 2020, concerning "Urgent measures on containment and management of the COVID-19 epidemiological emergency" and in particular article 3, paragraph 1;
- Having regard to the Prime Ministerial Decree of 23rd February 2020, concerning "Provisions for the implementation of Decree-Law no. 6 of 23rd February 2020, containing urgent measures on containment and management of the COVID-19 epidemiological emergency ", published in the Official Journal of the Italian Republic of 23rd February 2020, no. 45, which identifies measures to contain the spread of the new coronavirus in the municipalities affected by the infection;
- Having regard to the local ordinance no. 1 of 23 February 2020 adopted by the Minister of Health in agreement with the President of Regione Piemonte on "Urgent measures for containment and management of the COVID-19 epidemiological emergency";

- Having regard to the Prime Ministerial Decree of 25th February 2020, on "Further provisions for the implementation of Decree-Law no. 6 of 23 February 2020 on urgent measures on containment and management of the COVID-19 epidemiological emergency", published in the Official Journal of the Italian Republic no. 47 of 25th February 2020;
- Having regard to note no. 5988 of 26th February 2020 of the Minister of Education, University and Research;
- Considering that the aforementioned Prime Ministerial Decree of 25th February 2020 provides that "in universities and institutions of higher, artistic and musical education where the participation of students in teaching or curricular activities is not allowed due to the health emergency referred to in this decree, the activities themselves may be carried out, where possible, with remote methods, identified by the same universities and institutions, with particular regard to the specific needs of students with disabilities. When normality is restored, universities and institutions must ensure (where necessary and in any case identifying the methods) that training and curricular activities as well as tests or assessments for the completion of the educational path are put back in place";
- Taking into account the invitation of Minister Manfredi, in the above mentioned note, "to take any useful initiative at your universities and institutions to ensure the implementation of the issues" illustrated in the Prime Ministerial Decree mentioned in the previous point;
- Having regard to Rector's decree no. 217 on "Extraordinary procedure for remote exams and remote final examinations with video communication tools during the COVID-19 health emergency" and Rector's decree no. 218 of 28th February 2020;
- Having regard to the Prime Ministerial Decree of 1st March 2020, concerning "Further provisions for the implementation of Decree-Law no. 6 of 23rd February 2020, containing urgent measures for containment and management of the COVID-19 epidemiological emergency ", published in the Official Journal of the Italian Republic no. 52 of 1st March 2020;
- Having regard to the Prime Ministerial Decree of 4th March 2020, concerning "Further provisions for the implementation of Decree-Law no. 6 of 23rd February 2020, containing urgent measures for containment and management of the COVID-19 epidemiological emergency, applicable throughout the national territory" published in the Official Journal no. 52 of 4th March 2020;
- Having regard to the Prime Ministerial Decree of 8th March 2020, concerning "Further provisions for the implementation of Decree-Law no. 6 of 23rd February 2020, containing urgent measures on containment and management of the COVID-19 epidemiological emergency", published in the Official Journal no. 59 of 8th March 2020;
- Having regard to the Prime Ministerial Decree of 9th March 2020, concerning "Further provisions for the implementation of Decree-Law no. 6 of 23rd February 2020, containing urgent measures on containment and management of the COVID-19 epidemiological emergency, applicable throughout the national territory ", published in the Official Journal no. 62 of 9th March 2020;
- Having regard to Rector's decree no. 257 of 16th March 2020 on "Addendum to the transitional provisions for implementation of teaching, exams and final examinations as well as admission procedures to Ph.D. programmes, as a consequence of the COVID-19 health emergency";
- Having regard to Rector's decree no. 262 of 17th March 2020 on "New measures for teaching during the COVID-19 health emergency";
- Having regard to the to the Prime Ministerial Decree of 1st April 2020, concerning "Provisions for the implementation of Decree-Law no. 19 of 25th March 2020, on urgent measures to deal with the COVID-19 epidemiological emergency, applicable throughout the national territory", published in the Official Journal no. 88 of 2nd April 2020;
- Having regard to Rectors' decree no. 306 of 6th April 2020 on "New measures and extensions concerning teaching, as a consequence of the COVID-19 health emergency";
- Having regard to Rectors' decree no. 309 of 7th April 2020 on "Exceptions concerning teaching, as a consequence of the COVID-19 health emergency - addendum";
- Having regard to the MUR Directive of 15th April 2020 on "Admission with condition of applicants with disabilities or SpLD with a non-updated certificate of disability/SpLD - Tests for admissions to Bachelor's and Master's degree programme with nationally programmed admissions - a.y. 2020/2021";
- Having regard to the Prime Ministerial Decree of 26th April 2020, concerning "Further provisions for the implementation of Decree-Law no. 6 of 23rd February 2020, containing urgent measures for containment

and management of the COVID-19 epidemiological emergency, applicable throughout the national territory", published in the Official Journal no. 108 of 27th April 2020;

- Having regard to the note of the Minister of University and Research (prot. no. 798 of 4th May 2020) concerning "The post-lockdown and new Phases 2 and 3 for higher education and research";
- Given that Politecnico di Torino has identified technological solutions to administer remote admission tests (TIL) that shall made known to applicants as soon as possible;
- Given the need to act promptly and urgently to update the admission test calendar;
- Considering the resolution adopted by the Academic Senate in its meeting of 30th April 2020 with regard to the language requirements for admission to Politecnico;
- Having regard to Ministerial Decree no. 215 of 12th June 2020, concerning "Definition of the number of places available for admission to single-cycle Bachelor's and Master's degree programmes for Architects 2020-2021";
- Having regard to Ministerial Decree no. 216 of 12th June 2020, concerning "Procedures and contents of the admission tests for the single-cycle Bachelor's and Master's degree programmes for Architects (Italian and English languages) a.y. 2020-2021"
- Having regard to the "Procedures for entry, stay and enrolment of students requiring a visa for Italian higher education programmes at Higher Education Institutions in force for academic year 2020-2021" dated 16th June 2020;

DECREES

Article 1
(Initiation of the procedure and places available)

1. Applications are invited for admissions to the Bachelor's degree programme in Architettura-Architecture for a.y. 2020/21. Admissions are limited to the following number of student places:

Class	Programme name	Language of instruction	Total programmed number of student places	Of which reserved to quota students (art.12)
L-17	Architettura-Architecture	Italian/English	500	85

2. Applicants are required to take an admission test called TIL-A (*Test d'Ingresso onLine – Architettura*) organized by Politecnico di Torino in accordance with the provisions of Ministerial Decree no. 216 of 12th June 2020 and its annexes
3. Applicants who intend to enrol in the Bachelor's degree programme in Architettura-Architecture taught in English are required to take and pass the admission test in English.
4. The score obtained by applicants in the TIL-A is only valid for enrolment in academic year 2020/202.
5. Possible residual places that remain unassigned after the closure of the ranking list will be offered – through a specific Call for applications – to the individuals who have taken the admission test for the Bachelor's degree programme in Architettura/Architecture in other Italian universities but have not been admitted due to the lack of places. These applicants will be considered for admission to Politecnico based on the score they obtained in the test until all places are assigned.

Art. 2
(How the admission test takes place)

1. For admissions to a.y. 2020/21 applicants will take the admission test online from a remote location, in accordance with the rules provided for in Annex C of this Call, of which is an integral part. The same rules will be made public on the university website and on the Apply@polito platform.

Article 3
(Admission test date)

1. The admission test will take place on **Friday 4th September 2020** in various time slots.
2. The deadline for registering for the admission test on the Apply@polito platform is **Friday 28th August 2020 at 12.00** (noon).

Article 4
(Participation in the TIL-A test)

1. All applicants are required to apply for the TIL-A 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 paragraph 2, 3 and 4. Detailed information on how to register for the test on the Apply@polito platform, how to participate and how the TIL-A test takes place is explained on the University website http://orienta.polito.it/.
2. The TIL-A registration fee is € 50.00. The amount paid cannot be reimbursed under any circumstances.
3. The registration fee can be paid with various 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.**
      Applicants who pay their registration fee from abroad cannot use this payment method.
   Applicants who pay using the method illustrated under letter b) must go back to the Apply@polito platform and specify the payment date (**self-declaration**). Failure to do so entails that their payment is **not valid**. Both the payment and the self-declaration must take place **before the deadlines** illustrated in art. 3.
   Should the self-declaration be found to be false or incorrect, the registration for the test, or the test itself, will be cancelled.
   Practical details will be published exclusively on the University website http://orienta.polito.it/**.**
4. At the end of the TIL-A registration process, applicants will receive a registration confirmation by e-mail. Applicants who do not receive the above-mentioned confirmation message must immediately contact the Offices referred to in art. 18 before the deadlines illustrated in art. 3.
5. We suggest starting the above-mentioned procedures well in advance of the deadlines in order to avoid that possible technical problems may hinder to complete the process.

Article 5
(Applicants with disabilities or SpLD –
How to register for and take the TIL-A test)

1. The remote TIL-A test is organized in compliance with the current legislation on disabilities and specific learning disorders. The procedures to take the TIL-A test for the applicants referred to in this paragraph are illustrated on the University website (https://didattica.polito.it/disabili/it/presentazione)**.** The same website also lists the Administration Offices to which applicants can request special arrangements to sit the TIL-A test.
2. Applicants with certified disabilities or specific learning disorders (SpLD) who need special arrangements to take the remote TIL-A test must upload their certificate of disability/SpLD to the Apply@polito platform ("Biographical information" section) before the test registration deadline illustrated in art. 3, par. 2 of this Call.
3. The Special Needs Unit of Politecnico di Torino will examine the certificates. They must comply with the rules illustrated in this article, without prejudice to the directive of the Ministry of Education, University and Research (MIUR) dated 15th April 2020, which extended the validity of the certificates issued more than 3 years ago.
4. Applicants who submit a certificate of disability or specific learning disorder (SpLD) are entitled to take the remote TIL-A test with a 30% extra time compared to standard test time (maximum test duration: 91 minutes that automatically expire on the test platform) and they can use a non-programmable calculator. Applicants who need other kinds of support to take the remote TIL test (a person who helps them use the PC, a person who reads for them, etc.) must contact the Special Needs Unit in advance through the ticketing service.

5. Applicants with disabilities or specific learning disorders (SpLD) who reside abroad and intend to request special arrangements for the TIL-A test must present a certificate of disability or SpLD issued in their country, together with a sworn translation into Italian or English. The university bodies in charge of examining the above-mentioned certificates will ascertain that the foreign documents provide evidence of a disability or a SpLD that is accepted by the Italian law.

6. Applicants referred to in this paragraph who require special arrangements to take the TIL-A test must **upload their certificate of disability or SpLD to the Apply@polito platform** ("Attachments" section) **before the deadline for registration for the TIL-A test** (art. 3, par. 2).

7. More information about test procedures is illustrated in Annex C, which is an integral part of the present Call, on the Apply@polito platform and on the website of Politecnico di Torino.

Article 6
(Required skills)

1. Applicants are expected to have sufficient general knowledge, with special focus on history, social sciences and institutions, together with the ability to work with different written texts (in the domains of art, literature, history, sociology, philosophy, etc.), and aptitude to abstract reasoning, both in mathematics and languages.
   More details on the contents of the admission test are available in Annex A of Ministerial decree no. 216 of 12th June 2020, available at the following link D.M. 216 del 12 giugno 2020

Article 7
(TIL-A contents)

1. The TIL-A test is an individual test, available in English and in 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. Applicants are allowed to take the admission test in English. In this case, they must select this language option when they register for the TIL-A test.

3. The TIL-A test consists of 40 questions, divided into 5 sections, with a predetermined number of questions to be finished within a pre-set time:

   – 8 General Knowledge questions in 15 minutes
   – 6 Abstract Reasoning (Logic) questions in 10 minutes
   – 12 History questions in 20 minutes
   – 6 Design and Representation questions in 10 minutes
   – 8 Mathematics and Physics questions in 15 minutes

   The total time for the TIL-A test is set at 70 minutes.
   Each question has 5 possible answers marked with the letters A, B, C, D, E, only one of which is correct.

Art. 8
(Technical requirements to take the remote admission test)

1. Applicants who intend to take the remote TIL-A test must make sure that they have the following equipment, otherwise they will not be able to access the test:

   a. a stable data network for Internet connection;
   b. a desktop or laptop computer with a video camera (hereinafter referred to as "PC") plugged to the electrical power supply and connected to the Internet;
   c. a smartphone or tablet with a video camera plugged to the electrical power supply and connected to the Internet;
   d. a quiet room in the house with enough light and without anyone else in the room.
   Applicants must also have at their disposal some sheets of blank paper to take notes and a pen.

2. Applicants must have a valid identification document; otherwise, they will not be allowed to take the test.
3. The technical details to take the remote TIL-A test are illustrated in Annex C, which is an integral part of this Call.

Article 9
(Test evaluation)

1. The maximum test score is sixty (60) points calculated as follows:
    -   1.5 point for each correct answer
    -   0 point for each unanswered question
    -   0.40 point for each incorrect answer

    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. The test score will also be available in the applicant's personal page of the Apply@polito platform.
2. Applicants who have not answered any question will not be included on the ranking list.

Art. 10
(Exemptions from the admission test)

1. Only the following applicants can be exempted from taking the admission test for the Bachelor's degree programme in Architettura-Architecture:
    –   applicants with an Italian educational qualification enrolled in a Bachelor's degree programme belonging to class L-17
    –   applicants with an Italian educational qualification enrolled in a single-cycle Bachelor's degree programme belonging to class LM-4 and 4/S (only for Bachelor's degree programmes in Architettura-Architecture)
    –   applicants with an Italian educational qualification enrolled in a Bachelor's degree programme belonging to the D.M. 509/99 system (only for Bachelor's degree programmes in Architettura-Architecture) who intend to transfer to the D.M. 270/04 system (from class 4 to class L-17) and who have applied for an internal transfer or for a transfer from another university. These applicants do not need to take the admission test if, after the evaluation of their previous academic records, they are declared eligible for admission to year 2 or 3 within the limit of available places.
2. Applicants referred to in paragraph 1 are strongly encouraged to take the admission test in any case. In fact, if the evaluation of their previous academic records is not sufficient to admit them to year 2 (paragraph 3.a), they will have a chance to take the test and be included in the ranking list.
3. The evaluation of previous academic records is carried out upon closure of registrations for the admission test. After this evaluation:
    a. applicants who have been recognized at least 40 credits, excluding the English exam, or applicants who have been recognized the barrier exams (listed on https://didattica.polito.it/guida/2021/it/carenze_formative_e_aggiornamento_del_carico?cds=1&sdu=80) and are therefore eligible for admission to year 2 or 3 within the limits of available places, are not required to take the admission test. The amount paid for the registration fee will be deducted from the tuition if they actually enrol in the programme; otherwise, it will not be refunded.
        Applicants from other universities are required to apply for a transfer at their university of origin, following the procedure available at
        https://didattica.polito.it/guida/2021/it/trasferimento_su_corsi_di_laurea_triennale?cds=1&sdu=80
        Applicants from Politecnico di Torino are required to follow the procedure available at
        https://didattica.polito.it/guida/2021/it/passaggi_interni_su_corsi_di_laurea_triennale?cds=1&sdu=80
    b. applicants who are not eligible for admission to year 2 or 3 are required to take the admission test.
4. The outcome of the evaluation for the applicants referred to in paragraph 3a and 3b will be made available on their personal page of the Apply@polito platform before the date of the admission test.

Art. 11
(Cases in which the test is declared invalid)

1. Applicants must abide by the following conduct rules during the test, otherwise the test can be declared invalid:

   - be absolutely silent during the test, except when asked a question by the Virtual Classroom Test Supervisor;
   - keep only some blank sheet of paper and a pen on their desk;
   - keep the video camera of the mobile device turned on;
   - keep the microphone of the mobile device turned on and do not connect any other device to it;
   - make sure the room gets enough light;
   - perform control operations whenever required by the Virtual Classroom Test Supervisor;
   - do not allow anyone to enter the room while the test is in progress.

2. The test may also be considered invalid if there is no Internet connection for a period of time that does not allow to monitor the applicant correctly.
3. When the test is declared invalid due to a violation of the conduct rules, the applicant is not entitled to get any refund of the TIL-A registration fee.
4. The provisions of art. 3, par. 4 on test cancellation remain in force.

Article 12
(TIL-A results and date of publication of the ranking lists)

1. For the purposes of defining the ranking lists, the following student categories have been given the following meaning:
   Quota students: non-EU nationals residing abroad (i.e. students who require a visa)
   European Union students: Italian citizens or other EU nationals
   Equivalent students:
   – students from Norway, Iceland, Lichtenstein, Switzerland and San Marino
   – non-EU nationals legally residing in Italy with a valid residence permit for study, work or family reasons;
   – political refugees;
   – staff members of Foreign Diplomatic Missions (Embassies/Consulates) and International Organizations based in Italy, legally accredited to the Italian Government or to the Holy See (including family members: spouse and children);
   – non-EU nationals legally residing in Italy or diplomats who have an Italian high school diploma obtained in Italy or abroad (Law no. 189/2002).

2. The TIL-A results will be published on **Thursday 10th September 2020** with:

   a) **a ranking list of all EU applicants and non-EU applicants residing in Italy**
   b) **a ranking list of all non-EU applicants residing abroad**

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

Article 13
(How the list and the ranking list are made)

1. Applicants will be included on the ranking list based on the score they got in the admission test (in descending order).
2. Politecnico di Torino will make an offer of admission to the Bachelor's degree programme in Architettura/Architecture to the applicants included in the ranking list up to the maximum number of available student places.

3. Applicants who have not answered any question will not be included on the ranking list.
4. The ranking lists are made with the following criteria:
   a. applicants are ranked in descending order based on their TIL-A score;
   b. in case of equal ranking, the score obtained in the individual sections that make up the TIL-A test shall prevail, considered in the following order: general knowledge and abstract reasoning, history, design and representation, physics and mathematics. In case of a further equal ranking, the younger applicant will be chosen.
3. The ranking lists (referred to in par. 1) and the next updates of the ranking lists (art. 14, par. 3) classify applicants into the following categories:
   • ASSIGNED STUDENT: a student who **MUST** enrol in the programme before the enrolment deadline referred to in art.14, par. 3; failure to enrol by the deadline **entails permanent renunciation of the place.**
   • ENROLLED STUDENT: a student who has completed the first phase of online enrolment (as stated in art. 11);
   • STUDENT ON WAITING LIST: a student who has not been offered a place in the programme, but could receive an offer of admission with the next updates of the ranking list. This student must wait for the next the call/s.
   • RENUNCIATION OF ENROLMENT: a student who has been ASSIGNED a place in the programme but has failed to enrol by the deadline.
   • INTERNAL TRANSFER NOT ALLOWED: a student currently enrolled at Politecnico di Torino who took the TIL-A test in order to transfer to this programme but his position on the ranking list is not sufficient to be admitted to this programme.
   • STUDENT ADMITTED TO YEAR 2 OR BEYOND: a student currently enrolled at Politecnico di Torino or at another Italian university, who took the TIL-A test and has been ASSIGNED a place for admission to year 2 or beyond – after the evaluation of his/her academic records.
   • NOT ADMITTED STUDENT: a student who is not admitted to the programme because his/her position on the ranking list is beyond the number of available places.
4. Possible residual places that remain unassigned after all applicants on the ranking list have been made an offer of admission will be offered to the individuals who have taken the admission test in other Italian universities but have not been admitted due to the lack of places. These applicants will be considered for admission to Politecnico di Torino based on the score they got in the test until all places are assigned.
5. The closing date of the ranking list for EU and equivalent students and the ranking list for quota students is **Friday 23th October 2020.**

Article 14
(Enrolment process)

1. The requirements for enrolment in the Bachelor's degree programme in Architettura-Architecture are illustrated in Annex A and in Annex B attached to this Call, of which they are integral parts.
2. The enrolment process has two phases and is considered completed upon conclusion of **both phases**. Failure to complete both phases entails the cancellation of enrolment.
3. **First phase - online enrolment**:
   a. **Enrolment first phase - Deadlines**
   The first phase of online enrolment for all applicants has the following opening and closing dates. Applicants who do not meet these deadlines will be excluded from the enrolment process.

Opening date	Closing date	Applicant category
Thursday 10th September 2020	2.00 p.m. of Monday 14th September 2020	Applicants on the ranking list upon its first publication
Tuesday 15th September 2020	2.00 p.m. of Thursday 18th	Applicants on the ranking list upon the ranking list update of Tuesday 15th September

There might be further updates of the ranking list, if necessary. In this case, the new deadlines for enrolment will be published on the applicants' Apply@polito personal page.

PLEASE NOTE: Applicants who have not earned their high school diploma on the enrolment closing date or applicants who do not have a fiscal code on the enrolment closing date can enrol at Politecnico di Torino "with condition" **(conditional enrolment)**. They are required to drop this provisional condition **no later than 2.00 p.m. of Thursday 12th November 2020** by adding the missing information/documents on their Apply@polito personal page. Applicants who fail to do so will be excluded from the enrolment process even if they have already paid the first instalment of their tuition fees.

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

b. Enrolment first phase - Steps

– Applicants are required to enrol online. At the same time, they must pay the first instalment of their tuition fees. The standard amount of the first instalment is 200 €. Possible reductions or revisions of this amount will be announced in the Tuition Fee Guide for academic year 2020/2021 which is going to be approved by the university bodies at a later date.

Tuition fees can be paid with various 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.**

Applicants who pay their registration fee from abroad cannot use this payment method.

Practical details will be published exclusively on the University website http://orienta.polito.it/**.**

Applicants who pay using the method illustrated under letter b) must go back to the Apply@polito platform and specify the payment date (**self-declaration**). Failure to do so entails that their payment is **not valid**. Both the payment and the self-declaration must take place **before the deadlines** illustrated in paragraph 3 of this article.

Should the self-declaration be found to be false or incorrect, the first phase of online enrolment will be cancelled and the applicant will lose the right to enrol in the programme for academic year 2020/202.

At the end of the first phase of online enrolment, applicants will be informed about its conclusion by e-mail. Applicants who do not receive the above-mentioned confirmation message must immediately contact the Offices referred to in art. 18 before the deadlines illustrated in par. 3 of this article

At the end of the first phase of enrolment, applicants who meet all the admission requirements and are not awaiting the evaluation of their previous academic records, will receive their Student number.

Applicants who are awaiting the evaluation of their previous academic records (art. 16) are required to accept their offer of admission by paying the first instalment of their tuition fees before the enrolment deadline (see tables of par. 3). If they do not meet these deadlines, they will be excluded from the enrolment process.

4. **Enrolment second phase - at the Office of the University Registrar - for students with an Italian educational qualification:**

To complete the enrolment process, **applicants must go to the Office of the University Registrar in person**. During this **second phase of the enrolment process** they **will be identified and given their Smart Card of the Sistema Universitario Piemontese**. In some cases, applicants will be required to show the documents listed in Annex A attached to this Call ("Original documents to be presented for enrolment" section). **All applicants** (except for applicants with a pending evaluation of their previous academic records – art. 16 - and except for the provisions of Annex A on English or Italian language certificates) **must complete the enrolment second phase no later than Monday 16th November 2020. Applicants who do not meet these deadlines will be excluded from the enrolment process.**

After completing the first phase and before the end of the second phase of enrolment (i.e. when students get their Smart Card), students have limited access to the university services offered on their personal page of the Teaching Portal (for instance they cannot request enrolment certificates, they are not allowed to register for the exams, etc.).

Please note that the provisions of this article may be amended and modified following the evolution of the COVID-19 health emergency.

Enrolment second phase: Special instructions for students with a non-Italian educational qualification –

Applicants with a non-Italian educational qualification are required to <u>complete the second phase of the enrolment process</u> by Monday 16th November 2020 (except for the cases listed in Annex A with regard to English or Italian language certificates that cannot be obtained before the enrolment deadline due to the **current** health emergency). Applicants with a non-Italian educational qualification <u>first</u> **MUST** go to the **Incoming Mobility Office** – International Affairs Department. They must bring the original documents listed in Annex A and Annex B for verification purposes. Subsequently, **these applicants must go to the Office of the University Registrar to complete the second phase of the enrolment process before Monday 16th November 2020** (identification and Smart Card delivery).

Please note that the provisions of this article may be amended and modified following the evolution of the COVID-19 health emergency.

5. **Conditional enrolment**

   In some cases, it is not possible to complete the second phase of the enrolment process by 16th November 2020. In these cases, applicants can enrol with condition (**conditional enrolment**).The **provisional condition must be dropped by 30th June 2021.**

   – Applicants with a non-Italian educational qualification who do not bring the original document referred to in point m) of Annex A ("Original Documents to be presented for enrolment" section) will be enrolled with condition **(conditional enrolment). This provisional condition must be dropped by 30th June 2021** by presenting the missing document. If students do not to present the document referred to in point m) (Statement of Validity/ *Dichiarazione di Valore* of their high school diploma or the Comparability Certificate/ *Attestato di Comparabilità* issued by CIMEA or by ENIC-NARIC) before the deadline, they will be denied access to their personal page of the Teaching Portal and will be placed on a hold until they present these documents, without prejudice to the provisions of the Student Regulations on student forfeiture.

   – Applicants with a non-Italian educational qualification who are waiting for the Regional School Office to issue the Declaration of Equivalence/ *Dichiarazione di Equipollenza* of their high school diploma are considered enrolled with condition. This provisional condition must be dropped by **30th June 2021**. If these students do not present this declaration by the deadline, their enrolment in the programme will be cancelled with immediate effect on their academic progress.

   – Students with a student visa – type D (point c) of Annex A –"Original documents to be presented for enrolment" section) are considered enrolled with condition. This provisional condition must be dropped by presenting the residence permit before the deadline established in the "Procedures for entry, stay and enrolment of international/foreign students in higher education courses in Italy – academic year 2020/2020", available at http://www.studiare-in-italia.it/studentistranieri/.
   If these students do not present their residence permit before the deadline, or if they are denied the residence permit by the Italian authorities (Questura di Torino), their enrolment in the programme will be cancelled with immediate effect on their academic progress.

   Applicants who do not meet or only partially meet the admission requirements and/or applicants who do not have all the documents listed in Annex A and Annex B will not be allowed to move to the second phase of the enrolment process. The Student number received during the first phase of the enrolment process will be permanently revoked.

6. **Underage applicants**: applicants who are underage on the date of online enrolment must reserve their student place by paying the first instalment of the tuition fees. To complete the second phase of enrolment, these applicants can:

   – go to the Office of the University Registrar accompanied by an adult or by a legal guardian;
   or else,

   – go to the Office of the University Registrar bringing a self-certificate (*dichiarazione sostitutiva di certificazioni* - art. 5 and 46 of Presidential Decree no. 445 of 28th December 2000). The self-certificate

can be downloaded from the applicant's Apply@polito personal page. A parent or legal guardian must sign it. A photocopy of the identification document of the signer must be attached as well.

Underage applicants with a non-Italian educational qualification are required to contact the **Incoming Mobility Office** – International Affairs Department. They must follow the instructions provided in the section "**Enrolment second phase: Special instructions for students with a non-Italian educational qualification**".

Please note that the provisions of this article may be amended and modified following the evolution of the COVID-19 health emergency.

7. **In the event of non-compliance with the terms referred to in this article or with the requirements listed in Annex A and Annex B** of this Call, applicants lose the right to enrol at Politecnico di Torino and **are not entitled to any refund of the first instalment of their tuition fees**, whatever the reason brought forward as a justification.

Article 15
(Applicants who take multiple admission tests)

1. Applicants who have taken multiple tests for admission to various Bachelor's degree programmes offered by Politecnico di Torino may be eligible for enrolment in the Bachelor's degree programme in Architettura-Architecture and at the same time they may be on waiting list for other programmes (such as the programmes of the Engineering area / Territorial, Urban, Environmental and Landscape Planning / Design and Communication). In this case, they must enrol before the deadline in order to avoid losing their place in the Bachelor's degree programme in Architettura-Architecture. Subsequently, if they find out that they have been admitted to another programme and they prefer to enrol in that programme, they need to go to the Office of the University Registrar in person **before the deadline for enrolment**.

2. Applicants who have taken the TIL-A test and are awaiting the results of the admission tests to other universities must enrol 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 need to go to the Office of the University Registrar and request a withdrawal from studies/transfer to the other university. Tuition fees previously paid by these applicants will not be refunded under any circumstances.

Article 16
(Applicants currently enrolled in a Bachelor's degree programme or applicants with a university degree)

1. Applicants currently enrolled in a Bachelor's degree programme at Politecnico di Torino who intend to transfer to the Bachelor's degree programme in Architettura-Architecture must take the TIL-A test and conveniently place themselves on the ranking list. While registering online for the TIL-A test, these applicants must select this programme in the "Select your programme" section. This choice cannot be modified.
   If they pass the test and are on the ranking list, they must confirm their intention to remain on the ranking list in accordance with the deadlines of art. 7, par. 4.

2. Students who are currently enrolled in **a Bachelor's degree programme** at another Italian university or applicants who already have a Bachelor's degree and intend to enrol in the Bachelor's degree programme in Architettura-Architecture **must take the TIL-A test** (also if they come from a programme belonging to the same degree class) and must conveniently place themselves on the ranking list. During the application process on the Apply@polito platform, these applicants must choose the Bachelor's degree programme in Architettura-Architecture in the "Select your course" section. **If they pass the test and are on the ranking list for admission to the programme**, they must confirm their intention to transfer to or enrol in this programme through the Apply@polito platform. They are also required to pay the first instalment of their **tuition fees** in accordance with the terms and deadlines illustrated in art. 11. After confirming their intention to transfer to or enrol in this programme, the previous academic records of these applicants are sent to the Academic Advisor of the programme who decides on the possible recognition of previously earned credits.

Article 17
(Internal transfers - A.Y. 2021/2022)

1. Starting from a.y. 2021/22, internal transfers from a Bachelor's degree programme to the Bachelor's degree programme in Architettura-Architecture will be allowed only if new places become available for year 2 (based on the numbers of students admitted in a.y. 2020/2021). If the number of students requesting an internal transfer exceed the number of available places, places will be assigned based on academic merit.
For this reason, Politecnico di Torino cannot guarantee that students will be able to make an internal transfer to this programme.
More information will be published in the Student Guide - a.y. 2020/21.

Article 18
(Offices and Admissions Manager)

1. Offices:
Applicants with an Italian educational qualification can contact:
Ufficio Orientamento (Office of Orientation)
web: http://orienta.polito.it/
Contacts and Ticketing Service:
https://didattica.polito.it/segreteria/contatta/it/orientamento_tutorato.html
Applicants with a non-Italian educational qualification can contact:
Incoming Mobility Office
web: https://didattica.polito.it/inte/it/home
Contacts and Ticketing Service:
https://didattica.polito.it/segreteria/contatta/it/studenti_con_titolo_estero.html
2. The person responsible for the admissions process referred to in this Call is Mrs. Silvia Vacca, Head of the Division of Student Affairs (Rector's decree no. 1029 of 14th October 2019).

Article 19
(Committees)

Successive Rector's decrees will appoint the members of the Central Committee and of the Virtual Classroom Committees who will be responsible for administering the admission test referred to in this Call.

Article 20
(Privacy policy and Access to documents)

1. In accordance with the General Data Protection Regulation (EU Regulation 2016/679) and the "Code regarding the protection of personal data" (Legislative Decree No. 196 of 30th June 2003 and further amendments) Politecnico di Torino will process personal data exclusively in pursuit of its institutional aims and in accordance with the transparency purposes imposed by the law. The processing of personal data is based on the principles of correctness, lawfulness and relevance of purposes. More information on the processing of the personal data provided by the applicants and their rights as data subjects is available at https://didattica.polito.it/privacy/.
2. In order to take the remote admission test applicants need to have a computer with a webcam and a microphone; they must be connected to the Internet and they must access the Respondus platform for remote supervision. Applicants will be recorded while they take the test.
Moreover, applicants will be recorded by their own mobile device.
The legal basis for the processing of personal data by Politecnico di Torino lies in reasons of substantial public interest (art. 9, par. 2, letter g) of the GDPR) in order to allow students to progress in their studies. Remote testing is necessary and compulsory to allow that the admission test takes place during the emergency situation caused by the COVID-19 outbreak.
Applicants take the test online using the Respondus platform. The system will collect specific personal data that will be processed in accordance with the principles of correctness, lawfulness, necessity and proportionality with the sole purpose to allow prospective students to take the admission test during this emergency.

Student terms of use of the Respondus monitor are available at: https://web.respondus.com/tou-monitor-student/

Reference is made to the Respondus privacy policy (https://web.respondus.com/privacy/privacy-additional-monitor/) for more information on the processing of personal data.

Recordings will be kept for no longer than is necessary for the purposes of monitoring the test. In the event of an applicant's complaint, the legal basis for the use of the recordings is the protection of his/her rights; in this case, recordings may be kept as long as it is necessary to exercise these rights. It is prohibited to disclose the recordings through any media.

Politecnico di Torino will monitor the test and examine the recordings afterwards, reserving itself the right to declare the test invalid in the event of student conduct violations.

The Data Controller is Politecnico di Torino which appointed a Data Protection Officer (DPO) who can be reached at dpo@pec.polito.it (certified email).

The privacy policy of the University is available at: https://didattica.polito.it/privacy/

3. Access to all documents is allowed in the forms provided for by current legislation.

Article 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://orienta.polito.it

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

4. Communication with applicants takes place primarily through the Apply@polito platform. Specific messages might be sent via e-mail 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 the President of the Republic, respectively, within 60 days or 120 days from the date of publication.

SV/

THE RECTOR
Prof. Guido Saracco
f.to Guido Saracco