POLITECNICO DI TORINO

CALL FOR APPLICATIONS FOR ADMISSIONS TO
THE BACHELOR'S DEGREE PROGRAMME IN ARCHITETTURA-ARCHITECTURE - A.Y. 2021/2022

Rector's decree no. 436 dated 28th May 2021

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;
− Considering that in its meeting of 13th October 2020 the Committee for Teaching Coordination decided that all admission tests for a.y. 2021/22 will be delivered remotely for both EU/equivalent students and international students;
− Considering that in December 2020 Cambridge Assessment International Education updated the list of A-level subjects for British high school diplomas and included "Computer Science NEW 9618" in this list;
− Having regard to the resolution of the Academic Senate of 22nd December 2020 which approves the publication of this Call and more specifically the following items and the publication of specific "Enrolment regulations";
− Having regard to the resolution of the Board of Governors of 22nd December 2020 which approves the course catalogue, the number of programmed admissions and the number of quota students for a.y. 2021/22
− Having regard to the MUR Directive of 30th April 2021 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. 2021/2022";
− Having regard to the "Enrolment Regulations for Bachelor's degree programmes – a.y. 2021/22", issued with Rector's decree no. 296 del 1st April 2021;

− Having regard to the resolution of the Academic Senate of 23rd March 2021 on student forfeiture;

- 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 2021-2022" dated 16th April 2021;
- Having regard to Ministerial Decree no. 624 of 27th May 2021, 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. 2021-2022" available at https://www.mur.gov.it/it/atti-e-normativa/decreto-ministerale-n-624-del-27-05-2021

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. 2021/22. 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. Without prejudice to the admission requirements referred to in Annex A and B to this Call, applicants must **pass an online admission test** (**TIL-A test – Architecture**) organized by Politecnico di Torino in accordance with the Guidelines of Ministerial decree no. 624 of 24th May 2021 and its Annex.
3. Applicants can register for the admission test on the Apply@polito platform starting from **Tuesday 8th June 2021.**

Art. 2
(How the admission test takes place)

1. Applicants who intend to enrol in the **Bachelor's degree programme in Architettura-Architecture taught in Italian** are required to take and pass the admission test in **Italian**, according to the rules illustrated in the following articles.
2. 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** according to the rules illustrated in the following articles.
3. The score obtained by applicants in the TIL-A test (online admission test – Architecture) is only valid for enrolment in academic year 2021/2022. For this reason, when applicants register for the TIL-A 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 2021 according to the Italian school calendar) or they must have already earned their high school diploma.
4. For admission to the programme, applicants **must meet the admission requirements illustrated in Annex A**. Applicants with a UK, US or Scottish educational qualification and applicants with an International Baccalaureate Diploma must also meet the requirements of **Annex B** to this Call.
5. For admissions to this programme, quota students (as defined in art. 12, par. 1) from countries with an earlier school starting age who get their high school diploma before the age of 18, must be 17 years old when they get their student visa.

Art. 3
(Admission test date and possible supplementary test date)

1. For admissions to a.y. 2021/22 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.
2. The admission test will take place on **Tuesday 27th July 2021** in various time slots.

3. Applicants can register for the admission test on the Apply@polito platform **from Tuesday 8th June 2021 until Thursday 22nd July 2021 at 12.00 (noon).**

4. A supplementary test will be organized exclusively in the event that some places remain unassigned and available after all students on the ranking lists have been called for an offer of admission. The supplementary test is scheduled on **Friday 17th September 2021**.

5. Depending on the situation after the ranking list updates (art. 14, par, 2),**on Monday 13th September,** Politecnico will announce if the supplementary test (par. 4) will take place. A specific Rector's decree will be published to confirm the supplementary test date or its possible postponement (this may happen if on 13th September the University has not called all applicants on the ranking lists deriving from the first test).
The above-mentioned Rector's decree will also provide information on the time frame for registration for the supplementary test as well as the deadlines for enrolment and the dates of the ranking list updates.

6. In any case, the supplementary test (if confirmed) will take place before Thursday 23rd September 2021.

7. **Considering that the supplementary test (par. 4) will be organized only in the event that some places remain unassigned and available, applicants are encouraged to register for and take the test scheduled on Tuesday 27th July 2021.**

Article 4
(How to register for and take the TIL-A test)

1. 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 paragraphs 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, nor can it be considered valid for TIL sessions other than the one for which the applicant has registered, except for the provisions of art. 10, par. 4.

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 enter the date of the payment in a specific field **(self-declaration in compliance with art. 46 and 47 of DPR no. 445/2000)**. Failure to specify the payment date on the Apply@polito platform entails that the payment **is not valid.** Both the payment and the self-declaration must take place before the deadlines illustrated in art. 3. Should the self-declaration be found to be false or incorrect, the registration for the test, or the test itself, will be cancelled. Practical details will be published exclusively on the University website http://orienta.polito.it/ before the Apply@polito registration starting date (art.1, par. 3).

4. We recommend all applicants to start the above-mentioned procedures well in advance of the deadlines in order to avoid that possible technical problems may hinder to complete the process.

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

1. The online TIL test is organized in compliance with current legislation on disabilities and specific learning disorders (SpLD). The procedures to take the TIL-A test for the applicants referred to in this paragraph are illustrated in this Call. For more information on special arrangements for the test applicants can contact the Special Needs Unit of Politecnico di Torino using the Ticketing Support Service (https://didattica.polito.it/specialneeds/it/presentazione)
In particular:

- applicants with disabilities or with an invalidity certificate (art. 16 of Law no.104/92) must present **a valid certificate issued by the local medical board specifying the type of disability and/or the degree of invalidity**. This document must be submitted before registering for the TIL-A test.

These applicants are entitled to get maximum 50% extra time compared to standard test time (total test duration: 105 minutes);

- applicants with certified specific learning disorders (SpLD), referred to in Law no. 170/2010, must present **a valid certificate issued not later than 3 years ago (if the certificate was issued before the age of 18) by the Italian Health Care System (SSN) or by a specialist or by an health care facility recognized by the Italian system.** This document must be submitted before registering for the TIL-A test.

  These applicants are entitled to get maximum 30% extra time compared to standard test time (total test duration: 91 minutes). They are also allowed to use a calculator;

- applicants with disabilities or specific learning disorders (SpLD) who reside abroad and intend to request special arrangements for the test must present a certificate of disability or SpLD issued in their country. The certificate must be official and must carry the stamp of the institution and the signature of the official who have released it. The document must be written in one of the following languages: Italian, English, French and Spanish. If the document is written in a different language, applicants must upload the original certificate together with a sworn translation into Italian or English. Politecnico accepts documents that have been signed with a digital signature and can be verified online (for example with a QR code or a specific link for verification of authenticity). 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. The applicants referred to in this article who require special arrangements to take the TIL-A test must **upload their certificate of disability or SpLD to the Apply@polito platform** ("Personal information" section) **by Thursday 15th July 2021**.

3. Applicants referred to in the previous paragraphs can be admitted to the test even if their medical certificate has not been updated due to the limitations imposed by the COVID-19 crisis. In this case, the University reserves itself the right to ask applicants to provide additional documents at a later moment.

4. Applicants who need other kinds of support to take the online TIL-A test (a person who helps them use the PC, a person who reads for them, etc.) must contact the Special Needs Unit through the Ticketing Support Service by **Thursday 15th July 2021**.

5. Applicants who are not able to use the software required for the test (illustrated in Annex C) due to their health condition can inform the Special Needs Unit by **Thursday 15th July 2021**.

   Exclusively in these cases, the University may organize an in-person test with video-surveillance if this is compatible with the epidemiological situation.

6. The technical details to take the online test are illustrated in Annex C, which is an integral part of this Call. The same information will be published on the University website and on the Apply@polito platform.

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.

2. More details on the contents of the admission test are available in Annex A of Ministerial decree no. 624 of 27th May 2021, available at https://www.mur.gov.it/it/atti-e-normativa/decreto-ministerale-n-624-del-27-05-2021

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 must make sure that they have the following technical equipment, otherwise they will not be able to take the TIL-A test:
   a. a stable data network for Internet connection;
   b. a desktop or laptop computer with a video camera, plugged to the electrical power supply and connected to the Internet (referred to as the "first device");
   c. a smartphone or tablet with a video camera, plugged to the electrical power supply and connected to the Internet (referred to as the "second device");
   d. a quiet room with enough light where nobody else is present;
   Applicants must also have some blank sheets paper to take notes and a pen.
2. A few days before the test, and in any case no later than the day before the test, applicants must:
   a. install Google Chrome and the software mentioned in Annex C on their first device. The instructions and the installation link will be provided on the Apply@polito platform (applicant personal page).
   b. take the practice test at least one time. The practice test is available on the Apply@polito platform (applicant personal page). Taking the practice test is useful to test the software and to get familiar with it.
   Applicants are required to take the practice test in order to troubleshoot possible technical problems that might impair the result of the admission test.
3. Applicants must have a valid identification document; otherwise, they will not be allowed to take the test.
4. The technical details to take the online 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 corre
   - ct answer
   - 0 point for each unanswered question
   - minus 0.40 point (-0.40) 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 personal page of the Apply@polito platform.
2. Applicants who have not answered any question will not be included in the ranking list.

Art. 10
(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 second device turned on;
   - keep the microphone of the second 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, except for the provisions for students with Specific Learning Disorders (SpLD) or with disabilities.

2. The test may also be considered invalid if there is no Internet connection for a period of time that does not allow to properly monitor the applicant.
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. If an applicant has a prolonged Internet outage during the test, the Central Committee may decide to reschedule the test at the end of the same day during a dedicated time slot. In this case, the applicant can retake the test without having to pay the TIL registration fee again.
5. More information on the procedures that applicants must follow in the event of Internet connection problems is available in Annex C in the paragraphs "Procedures in the event of persistent Internet connection problems" and "Procedures in the event of disconnection from the Virtual Classroom".
6. The provisions of art. 4, par. 3 of this Call (cases in which a test is considered invalid) remain in force.

Article 11
(TIL-A results and date of publication of the ranking lists)

1. The results of the **TIL-A scheduled on 27th July 2021** will be published on **Friday 30th July 2021** 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**
2. 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 applicant personal page of the Apply@polito platform and on the University website http://orienta.polito.it.
3. Admitted applicants must enrol by **Tuesday 3rd August 2021 at 12.00 (noon)** with no exception. Failure to enrol by this deadline implies that the applicant intends to decline his/her offer of admission to Politecnico.
4. Information on the next updates of the ranking lists is provided in art. 14.
5. **All applicants, including quota applicants, who do not have the status of "enrolled student" or "assigned student" (art. 12) are required to declare that they are interested in remaining on the ranking list after its publication. Applicants are required to make this declaration on their Apply@polito personal page – "Enrolment" section, not later than 12.00 NOON (Italian time) of Monday 3rd August 2021.**
6. Depending on the situation after the ranking list updates (referred to in art, 14, par, 2), **on Monday 13th September,** Politecnico will announce if the supplementary test will take place on **Friday 17th September 2021** (art. 3, par. 4). A specific Rector's decree will be published to confirm the supplementary test date or its possible postponement (this may happen if on 13th September the University has not called all eligible applicants on the ranking lists deriving from the first test).
7. The above-mentioned Rector's decree will also provide information on the time frame for registration for the supplementary test as well as the deadlines for enrolment and the dates of the ranking list updates.
8. In any case, the supplementary test (if confirmed) will take place before Thursday 23rd September 2021.

9. 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.

Article 12
(How the ranking list are made)

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. Applicants will be included on the ranking list based on the score they get in the admission test (in descending order).
3. 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.
4. Applicants who have not answered any question will not be included in the ranking list.
5. 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.
6. The ranking lists, their updates (art. 14, par. 2) and the supplementary test (if any – art. 14, par. 3) classify prospective students in the following categories:
    • ASSEGNATO: a student who **MUST** enrol in the Bachelor's degree programme in Architettura-Architecture before the general enrolment deadlines (art.14, par. 2) or before the deadlines set for applicants who take the supplementary test (art.14, par.3). Failure to enrol before the deadlines **entails permanent renunciation of the place.**
    • ENROLLED STUDENT: a student who has completed the first phase of online enrolment (as stated in art. 14);
    • 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.
    • STUDENT ADMITTED TO YEAR 2 OR BEYOND: a student currently enrolled at Politecnico di Torino or at another Italian university, who has taken 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.

Art. 13
(How the ranking lists are updated)

1. Allocations of places to the applicants included in the ranking lists referred to in art. 11, par. 1 are based on the updates of the ranking lists which depend on the number of students who enrol online before the deadlines illustrated in art. 14.

2. The applicants included in the ranking lists referred to in art. 11, par. 1 who are no longer interested in enrolling in the Bachelor's degree programme in Architettura-Architecture 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 and his/her student place is assigned to the next applicant on the ranking list.

3. Possible residual places (that remain unassigned after all students on the ranking list have been offered a place) will be offered by Politecnico di Torino to the students who have taken the test for admission to the programme in Architettura –Architecture (a.y. 2021/2022) at other universities but have not been admitted due to 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. The University will publish a specific notice announcing the number of places available and the timeframe for application submission.

Article 14
(Admission requirements and 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. **All applicants, including quota applicants who take the test on Tuesday 27th July 2021 must complete the enrolment process before the deadlines illustrated in the table below. Failure to meet these deadlines entails permanent exclusion from the enrolment process.**

Enrolment phases	Date
Ranking list publication	Friday 30 July 2021
Enrolment time frame for eligible applicants after the publication of the ranking list	From Friday 30 July to Tuesday 3 August 2021 **at 12:00 noon**
First update of the ranking list	Wednesday 4 August 2021
Enrolment time frame for eligible applicants after the publication of the first update of the ranking list	From Wednesday 4 August to Friday 6 August 2021 **at 12:00 noon**
Second update of the ranking list	Tuesday 24 August 2021
Enrolment time frame for eligible applicants after the publication of the second update of the ranking list	From Tuesday 24 August to Thursday 26 August **at 12:00 noon**
Third update of the ranking list	Friday 27 August 2021
Enrolment time frame for eligible applicants after the publication of the third update of the ranking list	From Friday 27 August to Tuesday 31 August **at 12:00 noon**
Fourth update of the ranking list	Wednesday 1 September 2021
Enrolment time frame for eligible applicants after the publication of the fourth update of the ranking list	From Wednesday 1 September to Friday 3 September **at 12:00 noon**
Fifth update of the ranking list	Monday 6 September 2021
Enrolment time frame for eligible applicants after the publication of the fifth update of the ranking list	From Monday 6 September to Wednesday 8 September **at 12:00 noon**
Sixth update of the ranking list	Thursday 9 September 2021
Enrolment time frame for eligible applicants after the publication of the sixth update of the ranking list	From Thursday 9 September to Monday 13 September **at 12:00 noon**

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.

3. Depending on the situation after the ranking list updates (par. 2), **on Monday 13th September,** Politecnico will announce if the supplementary test - currently scheduled on **Friday 17th September 2021** - will take place. A specific Rector's decree will be published to confirm the supplementary test date or its possible postponement (this may happen if on 13th September the University has not called all eligible applicants on the ranking lists deriving from the first test).

    The above-mentioned Rector's decree will also provide information on the time frame for registration for the supplementary test as well as the deadlines for enrolment and the dates of the ranking list updates.

    In any case, the supplementary test (if confirmed) will take place before Thursday 23rd September 2021.

4. All 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 2021/2022, currently under approval of the university bodies. The Tuition Fee Guide for academic year 2021/22 also illustrates which students are exempted from paying the first instalment of the tuition fees. **Applicants who do not meet the deadlines illustrated in this article or the requirements listed in Annex A and Annex B to this Call lose the right to enrol at Politecnico no matter the justification brought forward. They will not be entitled to ask for any refund of the first instalment of the tuition fees.**

5. Enrolment procedures for all perspective students are defined in the "Regulations for enrolment - a.y. 2021/22" available at http://orienta.polito.it/en/enrolment_regulations_ay_2021_22

Article 15
(Applicants who take more than one admission test)

1. Applicants who have taken/will take more than one test for admission to various Bachelor's degree programmes offered by Politecnico and are admitted to the Architecture programme must enrol before the deadlines (art. 14) in order to avoid losing their place. Subsequently, if they find out that they have been admitted to another programme (Engineering, Design or Planning) and they prefer to enrol in that programme, they need follow these steps (online procedure):

    a. withdraw from the Bachelor's degree programme in Architettura-Architecture ("withdrawal from studies"). They must fill out an online form available on their personal page of the Teaching Portal.

    b. pay 16.00 Euro for the virtual revenue stamp required for the withdrawal form (this amount must be paid from their personal page of the Teaching Portal).

    c. enrol in the new Bachelor's degree programme only after receiving the withdrawal confirmation (an e-mail confirming their withdrawal will be sent to their Polito mailbox). To enrol in the new programme, students must log in to their personal page of the Teaching Portal and then log in to the Apply@polito platform using the student number they received when they enrolled in the first programme.

    All these steps must be completed before the enrolment deadlines, as provided for in the "*Enrolment regulations – A.Y. 2021/22*" (art. 14, par. 5).

2. Applicants who have taken the TIL-A test and are awaiting the results of the admission tests to other universities must enrol at Politecnico before the deadlines (art. 14) 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.**

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 (art. 3, par 2) and place themselves on the ranking list in a suitable position. While registering online for the TIL-A test, these applicants must select this programme in the "Select your programme" section. This choice is definitive and cannot be changed.

    Applicants who pass the test must confirm their intention to remain on the ranking list in accordance with the deadlines of art. 11, par. 5. Applicants **with a suitable position on the ranking list** must confirm their intention to transfer to or enrol in the Architecture programme on the Apply@polito platform. They must pay the first instalment of their tuition fees by the deadlines (art. 14, par. 4) and complete the

enrolment process in accordance with the rules of the "Regulations for enrolment - A.Y. 2021/22" (art. 14, par. 5). Failure to do so entails permanent exclusion from the admission process.

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** (art. 3, par 2) also if they come from a programme belonging to the same degree class. They need to place themselves on the ranking list in a suitable position for admission.

   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 programme" section**.**

   If they pass the test and are on the ranking list for admission to the programme, they must confirm their intention to transfer to or enrol in this programme through the Apply@polito platform. They are also required to pay the first instalment of their **tuition fees** by the deadlines (art. 14, par. 4) and complete the enrolment process in accordance with the rules of the "Regulations for enrolment - A.Y. 2021/22" (art. 14, par. 5). Failure to do so entails permanent exclusion from the admission process.

   After confirming their intention to transfer to or enrol in this programme, the previous academic records of these applicants are sent to the Academic Advisor of the programme who decides on the possible recognition of previously earned credits.

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

1. Forfeited students are allowed to re-enrol in the Bachelor's degree programme in Architettura-Architecture, but they need to take the TIL-A test again on the date illustrated in art. 3, par. 2 and they must conveniently place themselves on the ranking list.
   When they register for the TIL-A test they need to select the Bachelor's degree programme in Architettura-Architecture in the "Select your programme" section of the Apply@polito platform.
2. More information will be available in the Student Guide 2021/2022 in the chapter on "Interruption, Suspension, Withdrawal, Forfeiture".

Article 18
(Competent Offices)

1. Offices:
   Applicants with an Italian educational qualification can contact:
   Ufficio Orientamento (Office of Orientation)
   web: http://orienta.polito.it/
   Contacts and Ticketing Support 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 Support Service:
   https://didattica.polito.it/segreteria/contatta/it/studenti_con_titolo_estero.html

Article 19
(Person responsible for the admission process and Committees)

1. The person responsible for the admissions process to the Bachelor's degree programmes of Politecnico di Torino is Mrs. Silvia Vacca, Head of the Division of Student Affairs, in accordance with Rector's Decrees no. 1064/1065/1066 of 23rd December 2020.
2. The members of the Virtual Classroom Committees who are responsible for the implementation of the TIL-A test will be appointed with a Rector's decree at a later date.

Art. 21
(Privacy policy)

1. In accordance with the General Data Protection Regulation (EU Regulation 2016/679 – GDPR) and the "Code on the protection of personal data" (D.R. no.196 of 30th June 2003 and further amendments), Politecnico di Torino (Data Controller) shall process applicants' personal data exclusively in pursuit of the institutional aims connected to the admission test. Due to the current epidemiological situation, the test will delivered online using the Respondus platform.
   Politecnico di Torino shall process personal data in accordance with art. 9, par. 2 g) and art. 49, par.1 b) and d) of the GDPR.
   The Respondus Terms of Use for Students are available at https://web.respondus.com/tou-monitor-student/.
   The Respondus Privacy Policy (https://web.respondus.com/privacy/privacy-additional-monitor/) provides information on the processing of personal data.
2. Recordings will be kept for no longer than is necessary for the purposes of monitoring the test. In the event of an applicant's complaint, the legal basis for use and retention of recordings is the protection of the applicant's rights.
   Politecnico di Torino will monitor the test and examine the recordings after the test, reserving itself the right to declare the test invalid in the event of student conduct violations.
   Applicants are required to behave according to the guidelines of the Code of Ethical conduct of the university community.
3. The University policy on the processing of personal data is available at https://didattica.polito.it/privacy/index_en.html.

Art. 22
(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 D.lgs. n. 33/2013".

Art. 23
(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 and C, of which they are integral parts, might be approved with a specific Rector's decree and published at https://www.swas.polito.it/dotnet/albo_online/. The same information will be available at https://orienta.polito.it
4. Communication with applicants takes place primarily through the Apply@Polito platform. Specific messages might be sent via email or SMS using the contact details provided by the applicants during their registration on the platform.
5. Politecnico does not take any responsibility in case of unavailability of recipients and for loss of communications due to inexact indication of an applicant's e-mail address or telephone number or due to delay or failure to notify changes to the contacts provided during registration.

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

SV/

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 PROGRAMME IN ARCHITETTURA-ARCHITECTURE

ACADEMIC YEAR 2021/2022

STUDENTS WITH ITALIAN EDUCATIONAL QUALIFICATION

LANGUAGE REQUIREMENTS

Applicants must have an English language certificate – B2 level of the Common European Framework of Reference for Languages (CEFR)

The English language certificates or exemptions accepted by Politecnico di Torino to ascertain applicants' knowledge of English (B2 level) are available at:

https://didattica.polito.it/cla/en/certificates

Admissions a.y. 2021/2022 – Exemptions

The following applicants are exempted from presenting one of the English language certificates listed in this table:

- *Applicants who have a foreign educational qualification (recognized by the Italian Ministry of Education, University and Research as equivalent to an Italian high school diploma/maturità) or a higher qualification awarded by a Higher Education Institution in which the medium of instruction is English only if the school/institution is based in one of the following countries: USA, Canada, UK, Ireland, Australia, New Zealand*

OTHER REQUIREMENTS

High school diploma (self-certification)

ORIGINAL DOCUMENTS TO BE PRESENTED FOR ENROLMENT

a) Passport or ID for EU citizens only
b) Certificate providing evidence of competence in English ("*How to upload your English language certificate to the Apply@polito platform"- point 3)*. This certificate is compulsory for applicants who wish to enrol in a Bachelor's degree programmes entirely taught in English (or with first year in English only) exception the students who - due to the health emergency - will not be in possession of the required certification, see the paragrafh "Language requirements".
c) For underage applicants: self-certificate (*dichiarazione sostitutiva di certificazioni* - art. 5 and 46 of Presidential decree no. 445 of 28/12/2000) signed by a parent or a legal guardian and photocopy of the signer's identification document. This form is available on the applicant's Apply@polito personal page.
d) For non-EU applicants: residence permit (for applicants already residing in Italy) or student visa – type D.

The procedures for uploading the certificates and presenting the documents for enrolment will be illustrated the "Enrolment Regulations - A.Y. 2021/22", referred to in art. 14, par. 5 of this Call for Applications.

STUDENTS WITH NON-ITALIAN EDUCATIONAL QUALIFICATION

LANGUAGE REQUIREMENTS

- **Bachelor's degree programmes entirely taught in Italian**: **PLIDA B1**

  The certificates or exemptions accepted by Politecnico di Torino in substitution for PLIDA are available at https://didattica.polito.it/cla/en/certificates

Applicants must have an English language certificate – B2 level of the Common European Framework of Reference for Languages (CEFR)

The English language certificates or exemptions accepted by Politecnico di Torino to ascertain applicants' knowledge of English (B2 level) are available at:

https://didattica.polito.it/cla/en/certificates

Admissions a.y. 2021/2022

ENGLISH:
The following applicants are exempted from presenting one of the English language certificates listed in this table:

- *Applicants who have a foreign educational qualification (recognized by the Italian Ministry of Education, University and Research as equivalent to an Italian high school diploma/maturità) or a Higher Education Institution in which the medium of instruction is English only if the school/institution is based in one of the following countries: USA, Canada, UK, Ireland, Australia, New Zealand*

ITALIAN:
Politecnico di Torino accepts the Italian language certificates listed in this table.

Politecnico di Torino also accepts certificates awarded by Embassies, Italian Cultural Institutes, universities and *Centri Provinciali per l'Istruzione degli Adulti* (CPIA). These certificates must be awarded at the end of a course with a final exam (certificates of attendance are not accepted) and must include a reference to the required CFER level.

The following applicants are exempted from presenting an Italian language certificate:

- Italian nationals who reside in Italy
- Applicants who present an official declaration/certificate (printed on letter headed paper and stamped with official stamp) in one of the following conditions:
  – Applicants who have attended at least one school year at a high school in which the medium of instruction is Italian. In this case the school must issue a certificate stating that the medium of instruction is Italian.
  – Applicants who have an Italian educational qualification (licenza elementare, licenza media, diploma di maturità or higher qualification)
  – Applicants who have one of the educational qualifications listed in Annex 2 to the *document* "*Procedures for entry, residence and enrolment of foreign/international students for higher education courses in Italy during the 2018-2019 academic year – agreed upon with the Ministries of Foreign Affairs, of International Cooperation, and of the Interior*", in complianace with the specific criteria for the Italian language set for each qualification.
- Applicants who have passed an Italian language course/exam of the following levels: AP, Advanced level and Advanced Italian Higher course (for US, UK and Scottish qualifications respectively). These course levels are accepted in substitution for an Italian language certificate (B1 level).

OTHER REQUIREMENTS

- High school diploma awarded after a period of at least 12 years of school attendance

    ➢ *For applicants with high school diploma awarded after less than 12 years of school attendance:*

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

    or

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

    or

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

    or

    Foundation course (preparation year) successfully completed at a higher education institution. Politecnico di Torino assesses the Foundation course certificate and decides on its eligibility for admission.

    ➢ *Applicants who have the following qualifications can enrol at Politecnico:*

    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 chosen by the applicant (see Annex B for further details)

    or

    U.K. high school diploma (GCSE) with at least 3 A-levels passed in three different subjects related to the Bachelor's degree programme chosen by the applicant (see Annex B for further details)

    or

    Scottish high school diploma with at least 3 Advanced Highers, or, alternatively, 2 Advanced Highers + at least 4 Highers in three different subjects related to the Bachelor's degree programme chosen by the applicant (see Annex B for further details)

    Or

    International Baccalaureate Diploma with the requirements listed in Annex B

- For countries in which university admissions are regulated by a specific admission test: certificate stating that the applicant has passed the national admission test.

ORIGINAL DOCUMENTS TO BE PRESENTED FOR ENROLMENT

a) Passport or ID for EU citizens only
b) Fiscal code
c) For non-EU applicants: residence permit (for applicants already residing in Italy) or student visa – type D.

d) For underage applicants: self-certification (*dichiarazione sostitutiva di certificazioni* - articles 5 and 46 of Presidential decree no. 445 of 28/12/2000) signed by a parent or a legal guardian and photocopy of the signer's identification document. This form is available on the applicant's Apply@polito personal page.

e) High school diploma with official translation into Italian (Official diplomas written in English, French or Spanish do not need to be translated)

f) For applicants with U.S. high school diploma: certificate stating that the applicant passed 3 Advanced Placement courses (APs), as specified in Annex B

g) For applicants with U.K. high school diploma (GCSE): certificate stating that the applicant passed 3 A-levels, as specified in Annex B

h) For applicants with Scottish high school diploma: certificate stating that the applicant passed 3 Advanced Highers, or, alternatively, 2 Advanced Highers + at least 4 Highers, as specified in Annex B

i) For countries in which university admissions are regulated by a specific admission test: certificate stating that the applicant passed the national admission test.

l) For applicants with high school diploma awarded after less than 12 years of school attendance: university transcript of records (with official translation into Italian) with the results of the exams passed in the first academic year or in the first two years; or, post-secondary qualification (with official translation into Italian) awarded by a non-university institution in a field of study related to the Bachelor's degree programme chosen by the applicant; or, successful completion of a Foundation Course. The above-mentioned documents (official certificates and post-secondary diplomas) do not need to be translated into Italian if written in English, French or Spanish.

m) Dichiarazione di valore (Declaration of value) of high school diploma or Statement of Comparability issued by CIMEA or other ENIC-NARIC certificate.

n) Language certificate (Italian or English) required for admission (for English language certificates).

The procedures for uploading the certificates and presenting the documents for enrolment will be illustrated the "Enrolment Regulations - A.Y. 2021/22", referred to in art. 14, par. 5 of this Call for Applications.

ANNEX B
SPECIFIC REQUIREMENTS FOR UK ,U.S. AND SCOTTISH HIGH SCHOOL DIPLOMAS FOR A.Y 2021/22

UK HIGH SCHOOL DIPLOMAS *https://www.cambridgeinternational.org/programmes-and-qualifications/cambridge-advanced/cambridge-international-as-and-a-levels/subjects/*

Applicants with a UK high school diploma (GCSE) must have passed at least three A-levels in three different subjects related to the Bachelor's degree programme they are applying for. The subjects which are currently considered by Politecnico di Torino as being related to its degree programmes are listed below; new subjects might be added to this list.

LIST OF A LEVEL SUBJECTS

Engineering:	**Architecture; Territorial, Urban, Environmental and Landscape**
Mathematics	Art and Design
Mathematics – Further	Art and Design NEW cod. 9479
Biology	Classical Studies
Chemistry	Mathematics
Environmental Management (disponibile solo a livello AS, pertanto è necessario ottenere un ulteriore AS per considerarlo A level)	Mathematics – Further
Physical Science	Biology
Physics	Chemistry
Business	Environmental Management (disponibile solo a livello AS, pertanto è necessario ottenere un ulteriore AS per considerarlo 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
	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 fulfill Politecnico admission requirements.
The A-level ITALIAN LANGUAGE is valid as a substitute for the Italian language certificate (B1 level) for students who need to prove their knowledge of the Italian language for admission to Politecnico.

SCOTTISH HIGH SCHOOL DIPLOMAS

Applicants with a Scottish high school diploma must have at least 3 *Advanced Highers or, alternatively, 2 Advanced Highers plus at least 4 Highers* in different subjects related to the Bachelor's degree programme they are applying for. The subjects which are currently considered by Politecnico di Torino as related to its degree programmes are listed below

LIST OF A LEVEL SUBJECTS

Engineering - elective subjects among the following:

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

19	Computing: Technical Support
	Computing: Technical Support (Fixed Framework)
	Construction Management
	Electronic Engineering (Fixed Framework)
	Electronics
	Engineering Practice
	Engineering Systems
	Financial and Business Management
	Marine Engineering
	Measurement and Control Engineering
	Mechanical Engineering
	Mechatronics
	Petroleum Engineering
	Supply Chain Management (Fixed Framework)
	Electrical Engineering
	Financial and Business Management (Lapsing)

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

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

Politecnico di Torino, in compliance with the principles of university self-government, has determined that the Advanced Higher ITALIAN LANGUAGE cannot be counted as one of the related subjects necessary to fulfill Politecnico admission requirements.
The Advanced Higher ITALIAN LANGUAGE[1] is valid as a substitute for the Italian language certificate (B1 level) for students who need the prove their knowledge of the Italian language for admission to Politecnico.

---

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

US HIGH SCHOOL DIPLOMAS https://apstudents.collegeboard.org/course-index-page

Applicants with a US high school diploma must have completed 3 Advanced Placement (AP) courses with a grade between 3 and 5 in three different subjects that are related to the degree programme they are applying for. The subjects which are currently considered by Politecnico di Torino as being related to its degree programmes are listed below.

LIST OF AP COURSES

Engineering: 3 subjects chosen from those listed in the "Math and Computer Science/ Sciences (STEM)" section and in the "History & Social Sciences" section		**Architecture; Territorial, Urban, Environmental and Landscape Planning; Design and Communication:** 1 subject among those listed in the "Arts" section, 1 subject among those listed in the "Math and Computer Science/ Sciences (STEM)" SECTION + 1 subject chosen from those listed in the "Math and Computer Science/ Sciences (STEM)" section or in the "Arts" section	
AREA	**AP**	**AREA**	**AP**
History & Social Sciences	AP Macroeconomics	**Arts**	AP Art History
	AP Microeconomics		AP 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 fulfill Politecnico admission requirements.

The AP ITALIAN LANGUAGE course is valid as a substitute for the Italian language certificate (B1 level) for students who need the prove their knowledge of the Italian language for admission to Politecnico

INTERNATIONAL BACCALAUREATE (IB)

The International Baccalaureate Diploma is valid for admission to Politecnico Bachelor's degree programmes **IF** the diploma was awarded after a period of 12 or 13 years of school attendance; and **IF** the applicants meet the following general requirements:

- at least 24 points earned in six optional subjects (of which 12 points must have been earned in subjects taken at "Higher Level")
- passing grade in the three core subjects: Theory of Knowledge (TOK), Creativity, Action, Service (CAS) e Extended Essay (EE).

Guidelines for remote TIL (Test in LAIB) tests

In consideration of the ongoing COVID-19 health crisis, in a.y. 2021/22 Politecnico di Torino is going to deliver the admission tests (TIL) remotely in order to allow applicants to take the test online rather than in person. Applicants must take the admission test using a special browser that locks down all computer functions other than the test. Tests are also proctored by audio and video recording through PC webcam and microphone. Moreover, applicants must connect to a Virtual Classrooms from their smartphone or tablet. The Virtual Classrooms allow Test Supervisors to monitor applicants during the test.

The details and technical requirements to take the remote test follow below.

Technical requirements

Applicants need to have the following equipment and must do some system checks to test their equipment before the test. The details of system checks are listed below and will be made available on the Apply@polito platform - *TIL* section.

Required equipment:

1. In order to take the online test, applicants must have:
   a. a desktop or laptop computer (referred to as the "first device*")* **with a webcam**, with Windows 10 or Mac operating system. The PC must be plugged to the electrical power supply and connected to the Internet. Applicants must install Google Chrome and a specific software called *LockDown Browser* on their first device. Installation instructions will be available on the applicants' personal page of the Apply@polito platform.
   b. **a stable data network** for Internet connection on the first device.

2. In order to allow test proctoring, applicants must have:
   a. a smartphone or tablet or another PC (referred to as the "second device*")* **with a webcam,** plugged to the electrical power supply and connected to the Internet. Applicants will use the second device to join the Virtual Classrooms with Google Chrome. The Virtual Classrooms are monitored by the Test Supervisors who will identify and supervise applicants through the second device before the beginning of the test and during the test.
   b. **a stable data network** for Internet connection on the second device, preferably different from the network used on the first device.

Applicants must take the test in a quiet private place with enough light (hereinafter referred to as the "room"). They need to set up a table for the first device (referred to as the "workstation") making sure that the light source is not directly behind it.

No one can enter the room during the test, except for assistants for students with disabilities or with specific learning disorders who have submitted a specific request for assistance.

The workstation must be clear of all objects. On the workstation, applicants are allowed to keep only their identification document, some blank sheets of paper and a pen or a pencil. Applicants must prepare all materials in advance, as they will not be allowed to leave the workstation after the beginning of the test.

What to do a few days before the test

A few days before the test, and in any case before the day preceding the test, applicants must:

1. install Google Chrome and the *LockDown Browser* software on their first device. The instructions and link will be made available on the applicants' personal page of the Apply@PoliTo platform. Important: applicants must install the *LockDown Browser* using the installation file available at the link that they can find on their personal page. Other software versions must be uninstalled as they are incompatible.
2. take the practice test at least one time before the test. The practice test is available on the applicants' personal page of the Apply@PoliTo platform – TIL section. This allows to check if the *LockDown Browser* has been installed correctly and helps to get familiar with it.

Applicants are required to take the practice test in order to troubleshoot possible technical problems that might impair the result of the admission test.

What to do right before the test

On the day of the test, applicants must organise the room where they will take the test as explained in the previous section (*Technical Requirements*). Internet connection on **both** the first and the second device **must be always active** during the test (please note that there will be an estimated data traffic of 500 MB for each device). In the event if an Internet outage for a period of time that does not allow to properly monitor the applicant, the test will be considered invalid. This decision will be taken by the Central Committee and is unquestionable. For more information read the next paragraphs (*Procedures in the event of persistent Internet connection problems* and *Procedures in the event of disconnection from the Virtual Classroom*).

Please note that the *LockDown Browser* will audio and video record applicants while they take the test. The recordings can be used by the Committee to check the integrity of the test.

Applicants must make sure they have an identification document, some blank sheets of paper and pens or pencils on their workstation.

What to do during the test

At the beginning of the test applicants must:

1. Log in to their personal page of the Apply@polito platform from both devices using Google Chrome
2. Join the Virtual Classroom from **the second device only.** Joining the Virtual Classroom is equivalent to signing one's attendance to the test and it certifies that the applicant has actually taken the test.
   After joining the Virtual Classroom applicants **must wait to receive instructions from the Test Supervisor.**
3. When the Test Supervisor calls the roll to identify the applicants, each student must use the second device to:
   a. show his/her identification document and face;
   b. show his/her workstation, and in particular show that the paper sheets on his/her desk are totally blank;
   c. place the second device near him/her (for example, leaning it against some books), so that the video camera shows his/her face profile and the keyboard.
   After this identification phase, the Test Supervisor will enable the applicant to take the test.
4. Start the *LockDown Browser* with the first device (instructions are available on the applicant's personal page of the Apply@polito platform).
   Go to the test start page and wait for further instructions from the Test Supervisor before starting the test.
5. Start the test when the Test Supervisor gives the authorization to do so.

Conduct rules during the test

During the test, applicants must behave properly as normally required during examinations. To make sure that the test is valid, applicants must strictly abide by the following conduct rules:

1. For the entire duration of the test:
   a. do not disconnect from the Virtual Classroom and **keep the webcam and microphone of the second device always on**. Do not use the second device for any other purpose;

b. do not allow other people into the room where the test is taking place;

c.be absolutely silent during the test in order to avoid disturbing other applicants in the same Virtual Classroom (unless the applicant needs to talk to the Test Supervisor);

d. use only blank sheets of paper and a pen (if necessary);

e. show the workstation and identification document again if asked by the Test Supervisor.

2. In the event of technical problems during the test, rise a hand or call the Test Supervisor;

Applicants are not allowed to use headphones, earphones, calculators, notes or other teaching material during the test, without prejudice to the provisions for students with disabilities or specific learning disorders.

The Test Supervisors will monitor the applicants during the test to make sure they are complying with the conduct rules. If an applicant violates the conduct rules, the Test Supervisors will immediately inform the Central Committee that will decide on a possible immediate invalidation of the test.

How the test works

The test is divided into sections, as explained in the Calls for applications for admissions to the Bachelor's degree programmes of Politecnico and on the website of the University http://orienta.polito.it/en/enrolment. Each section must be completed in a given time. The sections must be completed in the same order they are shown on the applicants' personal page of the Apply@PoliTo platform. **The remote test has the same format of the test taken at the University.** Applicants must use all the time assigned to each section and are not allowed to move to the next section before the time expires.

The test finishes automatically when the time expires.

Test scores

Applicants will see their test score on their personal page of the Apply@PoliTo platform immediately after the test. In the event of suspect inappropriate behaviour of an applicant, at the end of the test the Test Supervisors may examine the reports and the recordings of the *LockDown Browser* as well as the video and audio recordings of the Virtual Classroom.

The Test Supervisors have three working days from the test date to examine the recordings and verify if there has been a violation of the conduct rules. In such case, the test will be invalidated and the applicant will be informed by e-mail.

Procedures in the event of persistent Internet connection problems

In the event of an Internet outage (on both devices) lasting for a period of time that does not allow to monitor the integrity of the test, the test will be considered invalid. This decision is taken by the Central Committee and is unquestionable.

If an applicant has persistent Internet problems, the Central Committee may decide to reschedule the test at the end of the same day during a dedicated time slot. In this case, the applicant will not have to pay the TIL registration fee again. If an applicant needs to retake the test, he/she will be immediately informed.

If an applicant cannot access the test due to technical problems verified by the University or due to issues that do not depend on the applicant and on his/her correct use of the compulsory devices, the Central Committee may reschedule the test at the end of the same day during a dedicated time slot. In this case, the applicant will not have to pay the registration fee again. If an applicant needs to retake the test, he/she will be immediately informed.

Procedures in the event of disconnection from the Virtual Classroom

If the applicant's second device is disconnected from the Virtual Classroom for a period of time that does not allow to monitor the applicant during a specific section of the test, the applicant and the Test Supervisor will receive a message on their screens.

The Test Supervisor will disable the test but the applicant will be able to complete the ongoing section. In order to move to the next section the applicant must join the Virtual Classroom again.
In the event of disconnections depending on poor network quality that cannot be solved quickly enough to complete the test within the pre-set time, the test will be rescheduled at the end of the same day during a dedicated time slot. In this case, the applicant will have to take the whole test again (no matter if the disconnection happened during a specific test section).

In the event of technical problems caused by Politecnico during a specific test section, the applicant will have to to retake that specific section only (his/her results in the other sections will remain valid) at the end of the same day during a dedicated time slot.

Applicants with specific learning disorders (SpLD) or disabilities

Applicants with certified disabilities or specific learning disorders (SpLD) who want to get special arrangements to take the remote TIL test must upload their certificate of disability/SpLD to the Apply@polito platform ("Biographical information" section) by Thursday 15th July 2021 (see art. 5 of the Call).

Applicants can be admitted to the test even if their medical certificate has not been updated due to the limitations imposed by the COVID-19 crisis. In this case, the University reserves itself the right to ask applicants to provide additional documents at a later moment. Applicants who present an invalidity certificate within the meaning of art. 16 of Law 104/92 are entitled to take the online test with max. 50% extra time compared to standard test time (provided that their certificate is accepted by Politecnico).

Applicants who submit a certificate of disability or specific learning disorder (SpLD) are entitled to take the online test with a 30% extra time compared to standard test time and they can use a non-programmable calculator.

Applicants who need other kinds of support to take the 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 by Thursday 15th July 2021.

Applicants who are not able to use the software required for the test due to their health condition can inform the Special Needs Unit. Exclusively in these cases, the University may organize an in-person test session with video-surveillance of the Committee members if this is compatible with the epidemiological situation. In this case must contact the Special Needs Unit in advance through the ticketing service by Thursday 15th July 2021.

Privacy policy and access to documents

In accordance with the General Data Protection Regulation (EU Regulation 2016/679 – GDPR) and the "Code on the protection of personal data" (D.R. no.196 of 30th June 2003 and further amendments), Politecnico di Torino (Data Controller) shall process applicants' personal data exclusively in pursuit of its institutional aims connected to the admission tests. Due to the current epidemiological situation, the test will delivered online using the Respondus platform.
Politecnico di Torino shall process personal data in accordance with art. 9, par. 2 g) and art. 49, par.1 b) and d) of the GDPR.
The Respondus Terms of Use for Students are available at https://web.respondus.com/tou-monitor-student/. The Respondus Privacy Policy (https://web.respondus.com/privacy/privacy-additional-monitor/) provides information on the processing of personal data.
Recordings will be kept for no longer than is necessary for the purposes of monitoring the test. In the event of an applicant's complaint, the legal basis for use and retention of recordings is the protection of the applicant's rights. Politecnico di Torino will monitor the test and examine the recordings after the test, reserving itself the right to declare the test invalid in the event of student conduct violations.
Applicants are required to behave according to the guidelines of the Code of Ethical conduct of the university community.
The University policy on the processing of personal data is available at https://didattica.polito.it/privacy/

Access to documents

Access to test-related documents is allowed in the forms provided for by current legislation and in accordance with the "Regulations on access to administrative documents pursuant to Law. No. 214/1990, civic access and general civic access pursuant to D.lgs. n. 33/2013".