



**CALL FOR APPLICATIONS FOR ADMISSIONS TO
THE BACHELOR'S DEGREE PROGRAMME IN TERRITORIAL, URBAN, ENVIRONMENTAL AND
LANDSCAPE PLANNING - A.Y. 2020/2021**

**Article 1
(Initiation of the procedure and places available)**

1. Applications are invited for admissions to the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning 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 (cfr. Art .7.1)
L-21	Territorial, Urban, Environmental and Landscape Planning	Italian	85	5

2. Admissions to the Bachelor's degree programme referred to in this article are subject to prior accreditation of the programme itself pursuant to current legislation.
3. The score obtained by an applicant in the TIL-P test (Test in Laib – Territorial) is only valid for enrolment in academic year 2020/2021. For this reason, applicants must be attending their last year of high school or they must have already earned their high school diploma when they apply for the TIL-P test.
4. Having considered recent trends and the number of withdrawals which have taken place before 31st October in the latest academic years, the number of student places that can be assigned for the programme could be higher than the number of places illustrated in paragraph 1.

**Art. 1 bis
(New remote test)**

1. Starting from May 2020, applicants will take the admission test online from a remote location, in accordance with the specifications provided for in Annex C, which are integral parts of the present Call. The same specifications will be made public on the university website and on the Apply@polito platform.

**Article 2
(Admission test date and venue)**

1. The TIL-P test in Italy is held in sessions according to the following calendar:

Test type	Test date	Test registration time frame
TIL-P	Thursday 21st May 2020	from Thursday 11 th February 2020 to Monday 18 th May 2020
	Thursday 28 th May 2020	from Monday 11 th May 2020 to Tuesday 26 th May 2020 at 12.00 (noon) (*)
	Wednesday 15 th and Thursday 16 th July 2020	from Monday 6 th April 2020 to Friday 10 th July 2020 at 12.00 (noon) (*)
	Wednesday 26 th and Thursday 27 th August 2020	from Monday 6 th April 2020 to Monday 24 th August 2020 at 12.00 (noon)
TIL-P reserved to quota students (non-EU students residing outside Italy with a non-	Tuesday 15 th September 2020	from Monday 6 th April 2020 to Monday 14 th September 2020 at 12.00 (noon)



Italian educational qualification)		
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(*) Registrations for the test are possible until all places are full. In this case, applicants can register for the next test session.

2. Further possible dates for test in Italy and abroad will be published exclusively on the University website <http://orienta.polito.it/>.

Article 3 (Participation in the TIL-P test)

1. All applicants are required to apply for the TIL-P 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-P test takes place is explained on the University website <http://orienta.polito.it/>.
2. The TIL-P registration fee is € 50.00. The amount paid cannot be reimbursed under any circumstances, nor can it be considered valid for TIL-P sessions other than the one for which the applicant has registered.
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 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. 2. Should the self-declaration be found to be false or incorrect, the registration for the test, or the test itself, will be cancelled.
4. Practical details will be published exclusively on the University website <http://orienta.polito.it/>.
4. At the end of the TIL-P 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. 17, in any case before the deadlines illustrated in art. 2.
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 procedures.
6. Applicants can retake the TIL-P test, starting from the first TIL-P session which follows their first test date. To retake the TIL-P test, applicants must pay the registration fee again. In this case, **the result obtained in the latest test invalidates the score obtained in the previous test**.

Article 4 (Applicants with disabilities or SpLD - How to register for and take the TIL-P test)

1. Applicants with certified disabilities or specific learning disorders (SpLD) who need special arrangements to take the remote TIL test must upload their certificate of disability/SpLD to the Apply@polito platform ("Biographical information" section) before the test registration deadline illustrated in art. 2 of this Call.
2. The Special Needs Unit of Politecnico di Torino will examine the certificates which must be in line with the rules illustrated in art. 4 of this Call, without prejudice to the provisions of the new 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.
3. Applicants who submit a certificate of disability or specific learning disorder (SpLD) are entitled to take the remote TIL test with a 30% extra time compared to standard test time (maximum test duration: 120 minutes that automatically expire on the test platform) and they can use a non-programmable calculator.
4. 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 difficulties (SpLD) who reside abroad and intend to request special arrangements for the TIL-P 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 accepted by Italian law.
6. Applicants referred to in this paragraph who require special arrangements to take the TIL-P test must **upload their certificate of disability or SpLD to the Apply@polito platform** ("Attachments" section) **before the registration deadline for the desired TIL-P test session** (art. 2).
 7. More information about the test procedure are indicated in the Annex 1, which are integral parts of the present Call and in the web site Apply@polito.

Article 5 (TIL-P contents)

1. The TIL-P test is an individual test, available in English and Italian, which is different for each applicant. It is made up of automatically and randomly selected computer interface questions. All tests have an equivalent level of difficulty.
2. The TIL-P test consists of 42 questions, divided into 4 sections, with a predetermined number of questions to be finished within a pre-set time:
 - 12 Logic and Mathematics questions in 30 minutes
 - 6 Reading comprehension questions in 12 minutes
 - 12 General knowledge questions in 24 minutes
 - 12 Territory and Society questions in 24 minutesThe total time for the TIL-P test is set at one hour and thirty minutes.
Each question has 5 possible answers marked with the letters A, B, C, D, E, only one of which is correct.

Art. 5 bis (Technical requirements to take the remote admission test)

1. Applicants who intend to take the remote TIL 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. the possibility to occupy 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 totally 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 test are illustrated in Annex E of the Engineering Call and in Annex C of the Territorial Call and of the Planning Call, which is an integral part of this Call.

Article 6 (Test evaluation and admission threshold)

1. The result of each individual test is determined as follows:
 - 1 point for each correct answer
 - 0 point for each unanswered question
 - -0.25 point for each incorrect answerThe 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 their screen. Moreover, the test result will be available in the applicant's personal page of the Apply@polito platform.
2. The **minimum threshold for being included in the raking list** is 20/100 for all student categories.
3. The **guaranteed admission thresholds** is 60/100 for all student categories
4. Applicants who meet the requirements referred to in art. 10 are exempted from taking the TIL-P test.



**Art. 6 bis
(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.
 - have only blank paper and a pen;
 - 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 where the test is taking place.
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.
4. In the event of technical issues that are not caused by the applicant and cannot be solved, the applicant will get a credit to register for a new test session.
5. The provisions on cases in which a test is considered invalid referred to in art. 3, paragraph 4 of Rector's decree no. 118 and of art. 3, paragraph 3 of Rector's decrees no. 119 and 120 remain in force.

**Article 7
(TIL-P results and date of publication of the ranking list)**

1. For the purposes of defining the ranking lists, the following student categories have been given the following meaning:
 - Quota students:** non-EU students who reside outside Italy and have a non-Italian educational qualification
 - 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-P results are made public through the publication of:
 - a. one list of all applicants who got a score higher than or equal to the guaranteed threshold (article 6, paragraph 3) which gives them the right to enrol in the Bachelor's degree programme in Territorialand Comminication. This list includes the names of the applicants who have been exempted from taking the TIL-P test (article 10, paragraph 1). The above-mentioned list will be published **after each TIL-P session**.
 - b. one merit-based ranking list of all applicants, except for quota applicants, and one merit-based ranking list of quota applicants, for the allocation of residual student places.
The ranking lists will be published according to the following schedule:
 - ranking list of all applicants, except for quota applicants: **Tuesday 1st September 2020;**
 - ranking list of quota applicants: **Friday 18th September 2020.**



3. The results referred to in paragraph 2 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 webpage <http://orienta.polito.it/>;
4. **All applicants who do not have the status of "enrolled student" or "assigned student" (article 9), including the candidates referred to in article 10, 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:**
 - 2.00 p.m. of Monday 7th September 2020 for all applicants except for quota applicants;
 - 2.00 p.m. of Thursday 24th September 2020 for quota applicants only.**Failure to declare one's interest in remaining on the ranking list implies that the applicant intends to decline his/her offer of admission. His/her student place will be assigned to another student on the ranking list.**
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 procedures.

Article 8 (Progetto Orientamento)

1. A dedicated TIL-P session (held on 19th, 20th and 21st February 2020) is organized for the high school students who participated in the Project "Progetto Orientamento" and wish to enrol in the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning.
2. Applicants who took part in "Progetto Orientamento" must make sure that they filled in all application sections on their personal page of the Apply@polito platform by the deadline for enrolment referred to in article 11.
3. The applicants referred to in paragraph 2 must also declare that they **are interested in remaining on the ranking list** after its publication as provided for in article 7, paragraph 3. They need to do so **not later than 2.00 p.m. of Monday 7th September 2020**.
4. We suggest starting the procedures referred to in paragraphs 2 and 3 well in advance of the deadlines in order to avoid that possible technical problems may hinder to complete the procedures.
5. Applicants who take part in "Progetto Orientamento" may eventually resit the TIL-P test, starting from the March session. To retake the test, they must pay the registration fee again. **The result obtained in the latest test invalidates the score obtained in the previous test.**

Article 9 (How the list and the ranking list are made)

1. The list referred to in article 7, paragraph 2, letter a) includes the applicants who have the right to enrol in the programme of their first preference (ranked according to their TIL-P score) and the applicants who have been exempted from taking the TIL-P test within the meaning of article 10, paragraph 1.
2. The ranking lists referred to in article 7, paragraph 2, letter b) are made with the following criteria:
 - a. applicants are ranked in descending order based on their TIL-P score;
 - b. in case of equal ranking, the score obtained in the individual sections that make up the TIL-P test shall prevail, considered in the following order: Territory and Society, Logic and Mathematics, Reading comprehension and General knowledge. In case of a further equal ranking, the younger applicant will be chosen.
3. The ranking lists referred to in paragraph 2 classify prospective students into the following categories:
 - **ENROLLED STUDENT**: a student who has completed the first phase of online enrolment (as stated in article 11);
 - **ASSIGNED STUDENT**: a student who **MUST** enrol in the Bachelor's degree programme which has been assigned to him/her; failure to enrol by the deadline will result in the allocation of his/her place to another applicant – **therefore, failure to enrol by the deadlines entails permanent renunciation of the place.**
 - **STUDENT ON WAITING LIST**: a student who has not been offered a place in the programme, but could receive an offer of admission upon the next update of the ranking list. This student must wait for the next call/s.



- INTERNAL TRANSFER NOT ALLOWED: a student currently enrolled at Politecnico who took the TIL-P test in order to transfer to this programme but has not been included in the ranking list.
 - STUDENT ADMITTED TO YEAR 2 OR BEYOND: a student currently enrolled at Politecnico or at another Italian university, who took the TIL-P test and has been ASSIGNED a student place for admission to year 2 or beyond – after the evaluation of his/her previous academic records.
 - RENUNCIATION OF WAITING LIST: a student who did not declare that he/she was interested in remaining on the ranking list by the deadlines of article 7, paragraph 4; or else, a student who explicitly renounced his/her right to be on the waiting list (paragraph 5).
 - RENUNCIATION OF ENROLMENT: a student who has been ASSIGNED a place but has failed to enrol in the programme by the deadline.
 - NOT ADMITTED STUDENT: a student who has not reached the minimum admission threshold in the TIL-P test.
4. Allocations of places to students included in the ranking lists referred to in article 7, paragraph 2, letter b) are based on further updates of the ranking lists, which take into account the number of students who enrol by the deadlines of article 11.
 5. Students included in the ranking lists referred to in article 7, paragraph 2, letter b) who are no longer interested in enrolling in the Bachelor's Degree programme in Territorial, Urban, Environmental and Landscape Planning at Politecnico di Torino and **intend to renounce their right to be on the waiting list**, can do so from the Apply@polito platform; when an applicant renounces his/her right to be on the waiting list, he/she irrevocably gives up his/her position on the ranking list; therefore his/her student place is assigned to another applicant on the ranking list.
 6. The ranking list closing date for EU, equivalent and quota students is the deadline for any change or update of the ranking lists. Ranking lists will be closed on **Friday 23rd October 2020**.

**Article 10
(Exemptions from the TIL-P test)**

1. Upon specific request, applicants may be exempted from taking the TIL-P test if they have a **SAT, GRE and GMAT certificate**, recognized as equivalent to passing the TIL-P test (grading equal to or higher than the guaranteed admission threshold: 60/100) according to the following specifications:

<u>Certificate</u>	<u>Required score</u>
SAT Reasoning Test + SAT Subject Test	<p>SAT Reasoning test (section "Evidence-Based Reading and Writing" and section "Math" with a minimum score of 500 points in each section) and SAT Subject Test (section "Physics Level 1 or 2" and section "Mathematics Level 1 or 2" with a minimum score of 500 points in each section)</p> <p><u>The two sections "Evidence-Based Reading and Writing" and "Math" of the SAT Test can be replaced by the ACT Test with a minimum score of 20.</u></p>
GRE	GRE (General Test) with a minimum score of 153 in the "Verbal" section and 144 in the "Quantitative" section and with any score in the "Analytical Writing" section.
GMAT	GMAT with Total Score of minimum 500 points ("Verbal" and "Quantitative"); with any score in the sections "Analytical Writing" and "Integrated Reasoning".

2. To be exempted from the TIL-P test, applicants are required to present their certificates by uploading them to their Apply@polito personal page **no later than Tuesday 21st July 2020**. The **outcome** of the verification process will be announced via e-mail **not later than Friday 31st July 2020**.
3. The following categories are also exempted from taking the TIL-P test: applicants who are going to incur in forfeiture (article 15, paragraph 2) and intend to enrol again in the same Bachelor's degree programme.
4. Applicants who are exempted from taking the TIL-P test within the meaning of this article are not entitled to get any reduction in their tuition fees (article 11, paragraph 2, letter b).

**Article 11
(Enrolment process)**

1. The requirements for enrolment in the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning 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 can be 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, except for quota 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
Monday 30th March 2020	2.00 p.m. of Monday 7th September 2020	Applicants who passed the guaranteed thresholds (60/100) and applicants who have one of the certificates listed under art.10
Tuesday 1st September 2020	2.00 p.m. of Monday 7th September 2020	Applicants on the ranking list upon its first publication
Tuesday 8th September 2020	2.00 p.m. of Thursday 10th September 2020	Applicants on the ranking list upon the ranking list update of Tuesday 8th September
Friday 11th September 2020	2.00 p.m. of Monday 14th September 2020	Applicants on the ranking list upon the ranking list update of Friday 11th September
Tuesday 15th September 2020	2.00 p.m. of Thursday 17th September 2020	Applicants on the ranking list upon the ranking list update of Tuesday 15th September
Friday 18th September 2020	2.00 p.m. of Monday 21st September 2020	Applicants on the ranking list upon the ranking list update of Friday 18th September
Tuesday 22nd September 2020	2.00 p.m. of Thursday 24th September 2020	Applicants on the ranking list upon the ranking list update of Tuesday 22nd 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.

The first phase of online enrolment for quota 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
Monday 30th March 2020	2.00 p.m. of Thursday 24th September 2020	Applicants who passed the guaranteed thresholds and applicants who have one of the certificates listed under art.10
Friday 18th September 2020	2.00 p.m. of Thursday 24th September 2020	Applicants on the ranking list upon its first publication
Friday 25th September 2020	2.00 p.m. of Monday	Applicants on the ranking list upon the ranking



5th October 2020

list update of Friday 25th 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 not 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.
- The Tuition Fee Guide for academic year 2020/21 illustrates which students are exempted from paying their tuition fees. It also indicates the reductions for applicants who enrol at Politecnico **before Tuesday 25th August 2020** – except for applicants who are exempted from taking the TIL-P test in accordance with article 11.

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**.

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 2020/2021

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. 17 before the deadlines illustrated in paragraph 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 previous academic records, will receive their ID student number.

Applicants who are awaiting the evaluation of their previous academic records (article 13) are required to accept their offer of admission by paying the first instalment of their tuition fees before the enrolment deadline (see tables of paragraph 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:

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 - article 13) **must complete the enrolment second phase not 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. until 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, register for exams, etc.).



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

To **complete the second phase of enrolment**, applicants with a non-Italian educational qualification **MUST go to the Incoming Mobility Office – International Affairs Department before Monday 16th November 2020**. 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)**.

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 1st March 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 1st March 2020 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 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 still waiting for the Regional School Office to issue the declaration of equivalence of their high school diploma are considered enrolled with condition. This provisional condition must be dropped by 1st March 2020. If these students do not present this declaration by the deadline, their enrolment in the programme will be cancelled with immediate effect on their previous academic progress.
- Students with a student visa – type D (Annex A – point c “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 previous academic progress.

Applicants who do not meet or only partially meet the requirements and/or do not have all the documents listed in Annex A and Annex B lose the right to move to the second phase of the enrolment process. The ID 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, 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. It must be signed by a parent or legal guardian. 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”).

7. In the event of non-compliance with the deadlines 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 and are not



entitled to any refund of the first instalment of their tuition fees, whatever the reason brought forward as a justification.

**Article 12
(Applicants who take multiple admission tests)**

1. Applicants who took multiple tests for admission to various Bachelor's degree programmes offered by Politecnico may be eligible for enrolment in the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning and at the same time they may be on a waiting list for other programmes. In this case, they must enrol before the deadline in order to avoid losing their place in the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning. 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 to modify their choice **before the deadline for enrolment**.
2. Applicants who took the TIL-P 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 they have been admitted to another university, they need to go to the Office of the University Registrar and request a withdrawal/transfer to the other university. Tuition fees previously paid by these applicants will not be refunded under any circumstances.

**Article 13
(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 who intend to transfer to the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning must take the TIL-P test and conveniently place themselves on the ranking list. While registering online for the TIL-P 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 article 7, paragraph 4.
2. Students who are currently enrolled in a Bachelor's degree programme (1st level) at another Italian university or applicants who already have a Bachelor's degree and intend to enrol in the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning **must take the TIL-P test** (also if they come from a programme belonging to the same 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 Territorial, Urban, Environmental and Landscape Planning 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 at Politecnico 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 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 14
(Internal transfers - A.Y. 2021/2022)**

1. Starting from a.y. 2021/22, internal transfers from a Bachelor's degree programme at Politecnico di Torino to the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning 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 exceeds the number of available places, places will be assigned based on academic merit.
For this reason, Politecnico cannot guarantee that internal transfer will take place.
More information will be published in the Student Guide - a.y. 2020/21 in June.



**Article 15
(Students who are going to incur in forfeiture)**

1. Students who are currently enrolled in the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning at Politecnico di Torino (DM 270/04) will incur in automatic forfeiture on 30th September 2020 if they **do not pass their compulsory first-year exams** in a two-year period. In this case, they can re-enrol in the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning at Politecnico, but they must **retake the TIL-P test** (dates are available in article 2, paragraph 1) and place themselves **on the ranking list**.
2. Students who are currently enrolled in the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning at Politecnico di Torino (DM 270/04) will incur in automatic forfeiture on 30th September 2020 if they do not pass any exam for three consecutive years. In this case, they can re-enrol in the same Bachelor's degree programme without taking the TIL- D test, provided that they passed their first-year compulsory exams.
3. The following students:
 - a. students currently enrolled in a Bachelor's degree programme at Politecnico di Torino (DM 509/99) who will incur in automatic forfeiture on 30th September 2020 if they do not complete all the exams (except for the Final Project);
 - b. students currently enrolled in a Bachelor's degree programme which belongs to the system pre-dating DM 509/99 who will incur in automatic forfeiture on 30th September 2020, in accordance with art. 149 of the T.U. approved by Royal decree no. 1592 of 1933;
will be allowed to enrol in the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning (if this is equivalent to the programme from which they have forfeited) without taking the admission test. More information on the equivalences among educational qualifications and degree programmes are available in the tables published by the Ministry of Education, University and Research <https://www.istruzione.it/archivio/web/universita/equipollenze-titoli.html>
4. More information will be available in the Student Guide a.y. 2020/21 ("Interruption, suspension, withdrawal, forfeiture" chapter). The Student Guide is going to be published in June.

**Article 16
(Possible places reserved to quota students that remain unassigned)**

1. After the publication of the list and the ranking list of quota students, referred to in article 7, paragraph 2, letter b), places which are vacant or unassigned because quota students failed to reach the minimum admission threshold in the test will be promptly notified to the Ministry of Education (MIUR).
2. These places cannot be reassigned to other quota students who have not taken the admission test at Politecnico di Torino. Considering that the last TIL-P session for quota students takes place on 15th September 2020 these places cannot be made available for quota students who have not been admitted to other Italian universities.
3. Residual places, which are not offered to quota students within the meaning of the previous paragraph 2, will be assigned to EU and equivalent students.

**Article 17
(Offices and Admissions process 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:
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 18
(Committees)**

1. The Central Committee was appointed with Rector's decree no. 1029 of 14th October 2019. Other Rector's decrees will appoint the members of the Laboratory Committees that are responsible for the implementation of each TIL-P session.

**Article 19
(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 through their own mobile device.
The legal basis for the processing of personal data by Politecnico di Torino lies in reasons of substantial public interest (article 9, paragraph 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 admission tests take 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 tests during this emergency situation.
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 20
(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 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 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