Amendments to the Calls for applications for admissions in academic year 2020/21 to the Bachelor's degree programmes in
- Engineering
- Design and Visual Communication
- Territorial, Urban, Environmental and Landscape Planning
- Architecture
- Professional Bachelor's degree programme in Industrial Manufacturing Technologies

Rector's decree no. 902 dated 21th October 2020

THE RECTOR

− Having regard to the University Statute;
− Having regard to the University Teaching Regulations;
− Having regard to the resolution of the Academic Senate dated 22nd November 2016 and to the resolution of the Board of Governors dated 29th November 2016 on enrolment of applicants with an educational qualification awarded after attending only one school year in a foreign country where the period of school attendance is 12 years (provided that such qualification grants admission to a university programme in the country where the diploma is awarded), without prejudice to specific bilateral agreements.
− Having regard to Rector's decree no. 1029 dated 14th October 2019 – "Initiation of admissions procedures - Admissions to Bachelor's degree programmes with locally programmed admissions – A.Y. 2020/2021"
− Having regard to Rector's decree no. 118 dated 18th February 2020 – "Calls for applications for admissions to the Bachelor's degree programmes of the Engineering area" (hereinafter referred to as "Engineering Call");
− Having regard to Rector's decree no. 119 dated 18th February 2020 – "Calls for applications for admissions to the Bachelor's degree programme in Design and Communication" (hereinafter referred to as "Design Call");
− Having regard to Rector's decree no. 120 dated 18th February 2020 – "Calls for applications for admissions to the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning (hereinafter referred to as "Planning Call");
− Having regard to Rector's decree no. 473 dated 11th May 2020 – "Amendments to the Calls for applications for admissions to the Bachelor's degree programmes in Engineering, Design and Communication and Territorial, Urban, Environmental and Landscape Planning for academic year 2020/2021";
− Having regard to Rector's decree no. 617 dated 3rd July 2020 – "Calls for applications for admissions to the Bachelor's degree programme in Architettura-Architecture" for academic year 2020/2021 (hereinafter referred to as "Architecture Call") and its annexes;
− Having regard to Rector's decree no. 710 dated 23rd July 2020 – "Calls for applications for admissions to the Professional Bachelor's degree programme in Industrial Manufacturing Technologies" for academic year 2020/2021 (hereinafter referred to as "Professional Bachelor's Call");
− Considering that all the above-mentioned Calls include a specific article concerning the "enrolment process";
− Considering that the enrolment process has two phases: the first phase is online enrolment and the second phase must be completed in person at the University (students are required to go to the Office of the University Registrar or to the Incoming Mobility Office, depending on the case);
− Considering that all the above-mentioned Calls include a specific article concerning "Applicants who take multiple admission tests" and a specific Annex (Annex A or B, depending on the Call) called "Admission requirements";
− Considering that students who want to change degree programme are required to come to the University in person;
− Considering the current health emergency ad the fact that the University is adopting measures to reduce the number of administrative procedures which require students to come to the University in person;
− Considering the "Procedures for entry, stay and enrolment of international/foreign students with visa in higher education courses in Italy – academic year 2020/21" dated 16th June 2020 and the information provided by Italian universities during the UNIVERSITALY webinar of 16th June 2020 (conducted by MIUR, CRUI, CIMEA, MAECI and the Ministry of Internal Affairs) in order to encourage international students who

need an entry visa to pre-enrol in university programmes, it is necessary to modify the definition of "quota students" provided by the Calls referred to in Rector's decrees no. 118, 119, 120;

<div align="center">

DECREES

</div>

ART. 1
Rector's decrees no. 118, 119, 120, 617 and 710 are amended as follows:

<div align="center">

Rector's decree no. 118 – ENGINEERING CALL
updated in accordance with Rector's decree no. 473 of 11.05. 2020

ART.12 (Enrolment process)

</div>

1. The requirements for enrolment in the Bachelor's degree programmes of the Engineering area are illustrated in Annex B and Annex C to the Engineering Call, of which they are integral parts.

2. During the enrolment process, all students are required to complete a phase in which they pay the first instalment of their tuition fees and receive their Student Number (see next paragraph 3). This phase is different for each of the following categories of students (see "Enrolment Process" Table):

   - Students with an Italian educational qualification who have been identified during the TIL-I test (Test in Laib – Ingegneria) and whose personal information has already been checked by Politecnico;
   - Students with an Italian educational qualification who have NOT been identified during the TIL-I test and whose personal information has not been checked by Politecnico;
   - Students with a non-Italian educational qualification.

3. First phase - online enrolment: the provisions of paragraph 3 of Rector's decree no. 118 (as amended by Rector's decree no. 473) remain in force integrally.

4. Each category of students referred to in paragraph 2 must complete the enrolment process following the instructions provided in the "Enrolment Process" Table attached to the present document.

<div align="center">

Rector's decree no. 119 – DESIGN AND VISUAL COMMUNICATION CALL
updated in accordance with Rector's decree no. 473 of 11.05. 2020

ART.11 (Enrolment process)

</div>

1. The requirements for enrolment in the Bachelor's degree programme in Design and Communication are illustrated in Annex A and Annex B to the Design Call, of which they are integral parts.

2. During the enrolment process, all students are required to complete a phase in which they pay the first instalment of their tuition fees and receive their Student Number (see next paragraph 3). This phase is different for each of the following categories of students (see "Enrolment Process" Table):

   - Students with an Italian educational qualification who have been identified during the TIL-D test (Test in Laib – Design) and whose personal information has already been checked by Politecnico;
   - Students with an Italian educational qualification who have NOT been identified during the TIL test and whose personal information has not been checked by Politecnico;

- Students <u>with a non-Italian educational qualification.</u>

3. First phase - online enrolment: the provisions of paragraph 3 of Rector's decree no. 119 (as amended by Rector's decree no. 473) remain in force integrally.
4. Each category of students referred to in paragraph 2 must complete the enrolment process following the instructions provided in the "Enrolment Process Table" attached to the present document.

Rector's decree no. 120 – TERRITORIAL, URBAN, ENVIRONMENTAL AND LASCAPE PLANNING CALL updated in accordance with Rector's decree no. 473 of 11.05. 2020

ART.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 Annex B to the Planning Call, of which they are integral parts.

2. During the enrolment process, all students are required to complete a phase in which they pay the first instalment of their tuition fees and receive their Student Number (see next paragraph 3). This phase is different for each of the following categories of students (see "Enrolment Process" Table):

- Students <u>with an Italian educational qualification</u> who have been identified during the TIL-P test (Test in Laib – Planning) and whose personal information has already been checked by Politecnico;
- Students <u>with an Italian educational qualification</u> who have NOT been identified during the TIL test and whose personal information has not been checked by Politecnico;
- Students <u>with a non-Italian educational qualification.</u>

3. First phase - online enrolment: the provisions of paragraph 3 of Rector's decree no. 120 (as amended by Rector's decree no. 473) remain in force integrally.
4. Each category of students referred to in paragraph 2 must complete the enrolment process following the instructions provided in the "Enrolment Process" Table attached to the present document.

Rector's decree no. 617 – ARCHITECTURE CALL
ART.14 (Enrolment process)
1. The requirements for enrolment in the Bachelor's degree programme in Architettura-Architecture are illustrated in Annex A and Annex B to the Call, of which they are integral parts.
2. During the enrolment process, all students are required to complete a phase in which they pay the first instalment of their tuition fees and receive their Student Number (see next paragraph 3). This phase is different for each of the following categories of students (see "Enrolment Process" Table):

- Students <u>with an Italian educational qualification</u> who have been identified during the TIL-A test (online admission test - Architecture) and whose personal information has already been checked by Politecnico;
- Students <u>with an Italian educational qualification</u> who have NOT been identified during the TIL test and whose personal information has not been checked by Politecnico;
- Students <u>with a non-Italian educational qualification.</u>

3. First phase - online enrolment: the provisions of paragraph 3 of Rector's decree no. 617 and further amendments remain in force integrally.

4. Each category of students referred to in paragraph 2 must complete the enrolment process following the instructions provided in the "Enrolment Process" Table attached to the present document.

Rector's decree no. 710 – PROFESSIONAL BACHELOR'S CALL
ART.9 (Enrolment process)

1. The requirements for enrolment in the Professional Bachelor's degree programme in Industrial Manufacturing Technologies are illustrated in Annex A to the Call, of which it is integral part.

2. During the enrolment process, all students are required to complete a phase in which they pay the first instalment of their tuition fees and receive their Student Number (see next paragraph 3). This phase is different for each of the following categories of students (see "Enrolment Process" Table):

- Students with an Italian educational qualification who have been identified during the TIL-LP test (online admission test – Laurea Professionalizzante) and whose personal information has already been checked by Politecnico;
- Students with an Italian educational qualification who have NOT been identified during the TIL test and whose personal information has not been checked by Politecnico;
- Students with a non-Italian educational qualification.

3. First phase - online enrolment: the provisions of paragraph 3 of Rector's decree no. 710 remain in force integrally.

4. Each category of students referred to in paragraph 2 must complete the enrolment process following the instructions provided in the "Enrolment Process" Table attached to the present document.

ART. 2

The "Admission Requirements" Annex (Annex A or B, depending on the Call) to Rector's decrees no. 118, 119, 617 and 710 is amended as follows:

OLD VERSION	NEW VERSION
How to upload your English language certificate to the Apply@polito platform	**How to upload your English language certificate**
	<u>Students who need to complete the enrolment process (students who have an "F-user" but do not have a Student Number)</u> **Log in to the Apply@polito platform**
1. For IELTS certificates: please enter your TRF Number in the "Language abilities" section of the Apply@polito online application. You can find this number on your certificate or in the message you received by e-mail when the results were published.	1. For IELTS certificates: please enter your TRF Number in the "Language abilities" section of the Apply@polito online application. You can find this number on your certificate or in the message you received by e-mail when the results were published.
2. For Cambridge certificates: please enter your CANDIDATE'S ID NUMBER and CANDIDATE'S SECRET NUMBER. You can find these numbers in the message you received by e-mail after registering for the exam. In both cases, you do not need to upload a copy of your certificate.	2. For Cambridge certificates: please enter your CANDIDATE'S ID NUMBER and CANDIDATE'S SECRET NUMBER. You can find these numbers in the message you received by e-mail after registering for the exam. In both cases, you do not need to upload a copy of your certificate.
3. If you do not have a TRF Number, CANDIDATE'S ID NUMBER or CANDIDATE'S SECRET NUMBER (in case you got your certificate when this service was not available) or if you own a different English language certificate(which must anyway be included in the list of accepted certificates available at: https://didattica.polito.it/cla/en/certificates), please follow the instructions provided in the specific section of the Apply@polito online application	3. If you do not have a TRF Number, CANDIDATE'S ID NUMBER or CANDIDATE'S SECRET NUMBER (in case you got your certificate when this service was not available) or if you own a different English language certificate(which must anyway be included in the list of accepted certificates available at: https://didattica.polito.it/cla/en/certificates), please follow the instructions provided in the specific section of the Apply@polito online application.
	<u>Students who have completed the enrolment process (students who have a Student Number)</u> **wait until you get an e-mail into your Polito mailbox.** In this message the Division of Student Affairs will explain how to enter your TRF Number or CANDIDATE'S ID NUMBER and CANDIDATE'S SECRET NUMBER or how to upload your language certificate to your personal page of the Teaching Portal – "Online Services" tab.

ART. 3

Rector's decrees no. 118, 119, 617 and 710 have been amended with regard to the procedure that "applicants who take multiple admission tests" need to follow to change their enrolment, as indicated below:

Rector's decree no. 118 – Engineering Call - Art.13
Rector's decree no. 119 - Design Call - Art.12
Rector's decree no.120 – Planning Call - Art.12
Rector's decree no. 617 – Architecture Call - Art.15
Rector's decree no. 710 - Professional Bachelor's Call - Art.11

OLD VERSION	NEW VERSION
1. Applicants who took multiple tests for admission to various Bachelor's degree programmes offered by Politecnico may be eligible for enrolment (…) they must enrol before the deadline in order to avoid losing their place (…). Subsequently, if they find out that they have been admitted to another programme (…) they need to go to the Office of the University Registrar in person to modify their choice before the deadline for enrolment.	1. Applicants who took multiple tests for admission to various Bachelor's degree programmes offered by Politecnico may be eligible for enrolment (…) they must enrol before the deadline in order to avoid losing their place (…). Subsequently, if they find out that they have been admitted to another programme (…) they need to follow these steps (it is a totally online procedure): I. withdraw from the Bachelor's degree programme in which they have enrolled ("withdrawal from studies"). They must fill out a form available on their personal page of the Teaching Portal. II. pay 16.00 Euro for the virtual revenue stamp required for the withdrawal form (this amount must be paid through the payment procedure available on the personal page of the Teaching Portal). III. enrol in the new Bachelor's degree programme after they receive the withdrawal confirmation (an e-mail confirming their withdrawal will be sent to their Polito mailbox). To enrol in the new programme, students must go to their personal page of the Teaching Portal and log in to the Apply@polito platform using the Student Number they received when they enrolled in the first programme. All steps must be completed before the enrolment deadline.
2. Applicants who took (…) and are awaiting the results of the admission tests to other universities must enrol before the deadline in order to avoid losing their place. Subsequently, if these applicants find out that that they have been admitted to another university, they need to go to the Office of the University Registrar and request a withdrawal/transfer to the other university. Tuition fees previously paid by these applicants will not be refunded under any	2. Applicants who took (…) and are awaiting the results of the admission tests to other universities must enrol before the deadline in order to avoid losing their place. Subsequently, if these applicants find out that that they have been admitted to another university, they must follow the steps illustrated above in order to request a withdrawal/transfer to the other university. Tuition fees previously paid by these applicants will

circumstances.	not be refunded under any circumstances.

ART. 4

The definition of "quota student" (par. 1- art. 9 of Rector's decree 118 and par. 1 - Art. 7 of Rector's decrees 119 and 120) is amended as follows:

OLD VERSION	NEW VERSION
Quota students: non-EU students who reside outside Italy and have a non-Italian educational qualification	Quota students: non-EU students who reside outside Italy (i.e. students who need a visa)

Torino, 21.10.2020

SV

THE RECTOR

Prof. Guido SARACCO

Annex "Enrolment Process Table"

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.