Enrolment Regulations for Bachelor's degree programmes
- A.Y. 2021/22 -

Issued with Rectoral Decree No. 296 dated April 1, 2021

ART. 1 – Field of application

The provisions of the present Regulations, approved by the Governing Bodies on 30th March 2021, are applicable for a.y. 2021/22 to:
•   students who enrol in first year in a Bachelor's degree programme;
•   students who enrol in first year in the Bachelor's degree programme Industrial Manufacturing Technologies;

The provisions of the present Regulations are subject to higher-ranking provisions that may be adopted by the University.

The administrative procedures for enrolment in Master's degree programmes, in courses offered by the Postgraduate Schools (Scuole di Specializzazione), in PhD programmes and Specializing Master's programmes are available in the specific calls for applications, regulations and procedures of such programmes.

ART. 2 – Enrolment process

All students must complete the payment phase and receive a student ID number.
Students are classified into the following categories:
•   Students with an Italian educational qualification, who have been identified during the TIL test 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 who have been identified during the TIL test and whose personal information has already been checked by Politecnico;
•   Students with a non-Italian educational qualification who have NOT been identified during the TIL test and whose personal information has NOT been checked by Politecnico.

ART. 3 – Payment methods

Applicants are required to pay the first instalment of their tuition fees in order to complete the first phase of the online enrolment process. 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, which is going to be approved by the university bodies at a later date.
The Tuition Fee Guide for academic year 2021/22 also illustrates which students are exempted from paying their tuition fees.

Tuition fees can be paid with:
    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 a **deferred payment** method must go back to the Apply@polito platform and specify their payment date by entering this information in the dedicated field (self-declaration according to Italian Law - DPR 445/2000).
All applicants must complete both their payment and self-declaration **before the deadlines illustrated in each specific Call for applications for admissions**.
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 at Politecnico for academic year 2021/2022.

ART. 4 – Assignment of student ID number

At the end of the online enrolment phase referred to in article 3, applicants who meet all the admission requirements illustrated in the Call for applications for admissions – A.Y. 2021/22, will receive their student ID number.
IMPORTANT: students who pay by MAV (deferred payment method, art. 3b) and self-certify their payment date will receive their student ID number but will temporarily be considered as "**students enrolled with condition**" until Politecnico di Torino receives the payment confirmation.
The status of "student enrolled with condition" will be visible on the student's personal page of the Teaching Portal (in the box under the student's picture).
When Politecnico receives the payment confirmation from the bank, the "provisional condition" will be automatically dropped and the status "student enrolled with condition" will be cancelled from the student's personal page.
If the bank does not confirm the payment, the student will receive an e-mail into his/her Polito mailbox (assigned to each student upon enrolment) and into his/her private mailbox provided by the student on the Apply@polito platform.

ART. 5 – Reservation of student place

Not all students will receive their student ID number when they pay the first instalment of their tuition fees.
For the following categories of students:
•   applicants who have **not earned their high school diploma or who do have their fiscal code** by the enrolment deadline illustrated in the specific Call for applications for admission;
•   applicants who are **underage** when they complete the enrolment process;
•   applicants **awaiting the evaluation of their previous academic records** for credit transfer (recognition of previously passed exams);
this phase of the enrolment process has the purpose of reserving a student place. These students are NOT enrolled at Politecnico.
They are required to complete the enrolment process by the deadline illustrated in the Call for applications for admissions. **Failure to do so entails permanent exclusion from the enrolment process.**
To complete the enrolment process these students must:

Applicants who have not earned their high school diploma or who do have their fiscal code
Applicants who have not earned their high school diploma or fiscal code before the deadline **must enter the missing information on their high school diploma or fiscal code on their personal page of the Apply@polito platform no later than 16th November 2021.**
Applicants who fail to do so will be excluded from the enrolment process and they will not be entitled to any refund of the first instalment of their tuition fees, whatever the reason brought forward as a justification.

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 enrolment, they must:
-     upload their self-certificate (dichiarazione sostitutiva di certificazioni) to their Apply@polito personal page **by 16th November 2021**. The self-declaration can be downloaded from the Apply@polito personal page and must be signed by a parent or a legal guardian. Documents uploaded before 16th November 2021 will be checked by the competent offices **by 3rd December 2021**.

- complete the enrolment process on the Apply@polito platform. Students will be informed by e-mail (to the address provided upon registration on the Apply@polito platform) about the deadline for completing their enrolment process.

Underage applicants who do not complete the enrolment process according to the above-mentioned terms and deadlines <u>will be excluded from the enrolment process</u> and will not be entitled to any refund of the first instalment of their tuition fees, whatever the reason brought forward as a justification.

Students awaiting the evaluation of their previous academic records

As illustrated in the Call for applications for admission, students who are awaiting the evaluation of their previous academic records are required to accept their offer of admission by paying the first instalment of their tuition fees and by completing their online enrolment **no later than the deadline illustrated in the Call for applications**.

If they do not meet the deadlines of the Call for applications:

• applicants who DO NOT have an active student ID number at Politecnico (i.e. students who are transferring from another university, forfeited students, students who withdrew from studies) will be excluded from the enrolment process and will not entitled to any refund of the first instalment of their tuition fees, whatever the reason brought forward as a justification.

• applicants who are currently enrolled at Politecnico with an active student ID number (i.e. students applying for an internal transfer) are permanently excluded from the selection process. In this case, the first instalment of the tuition fees already paid by the student will be transferred to his/her virtual account linked to the current enrolment at Polito. The amount will be deducted from future tuition fees are not entitled to any refund, whatever the reason brought forward as a justification.

After reserving the student place, the student's academic records will be sent for evaluation to an Academic Advisor who will decide about the recognition of previously earned credits. After this evaluation, the student can accept or reject the recognition of his/her previous academic records and complete the enrolment process through the link available from the Evaluation section of the Apply@polito platform.

Further information and deadlines will be published in the "Transfers" chapter of the Student Guide 2021/22, which is going to be published in June 2021.

SECTION 1 – Enrolment process for students <u>with an Italian educational qualification</u> who have been identified during the TIL (Test in Laib) test and whose personal information has already been checked by Politecnico

ART 6 – Enrolment process conclusion

For students who have presented all the documents listed in document called "Admission requirements – students with an Italian educational qualification" attached to the Call for applications (see Annex A or B to the Call) **the enrolment process is considered completed when they pay the first instalment of their tuition fees** (art. 3 and 4).

ART 7 – Students without language certificate

Students who do not have the required language certificate (mentioned under point b) of the above-mentioned Annex to the Call "Admission requirements – students with an Italian educational qualification") **must follow the instructions** illustrated in the table below **before 16th November 2021**.

Students who fail to present their language certificate by 16th November 2021 will be automatically transferred to the same degree programme taught in Italian. They will receive an e-mail into their Polito mailbox with this information.

Students who obtain an IELTS, Cambridge or TOEFL certificate <u>before completing the enrolment process</u> (students who do not have an "Sxxxxxx" student number, but only an F-user number)	Students who obtain an IELTS, Cambridge or TOEFL certificate <u>after completing the enrolment process</u> (with "SXXXXX" student number)
They must enter the following information on their personal page of the Apply@polito platform under the section named "Language skills": • for IELTS certificates: students must enter the TRF number available on the certificate or sent by e-mail when the results were published. • for Cambridge certificates: 1) student must log in to their Cambridge personal page and give their consent to share their results with Politecnico di Torino (for further details: https://support.cambridgeenglish.org/hc/en-gb/articles/360021664771-Sending-your-results-to-a-recognising-organisation-); 2) students must enter their Candidate's ID number on their personal page of the Apply@polito platform under the section named "Language skills"; if this number is not available, they must upload a scanned copy of their certificate or the "Statement of Results" to the section "Attachments" of the Apply@polito.it portal. • for TOEFL certificates: when students register for the TOELF exam, they must authorize Politecnico di Torino to check their results using the code C285. Students can also give this authorization after taking the exam from their TOEFL personal page. Students who do not authorize Politecnico di Torino to check their results must attach a scanned copy of the certificate in the section "Attachments".	They must log in to their personal page of the Teaching Portal – Online Services tab – and enter the following information: • for IELTS certificates: students must enter the TRF number available on the certificate or sent by e-mail when the results were published; • for Cambridge certificates: student must enter their Candidate's ID number; if this is not available, they must upload a scanned copy of their certificate or Statement of Results. For the automatic verification of certificates students must give their consent to share their results with Politecnico di Torino on their Cambridge personal page (for further details: https://support.cambridgeenglish.org/hc/en-gb/articles/360021664771-Sending-your-results-to-a-recognising-organisation-) • for TOEFL certificates: when students register for the TOEFL exam, they must authorize Politecnico di Torino to check their results using the code C285. Students can also give this authorization after taking the exam from their TOEFL personal page. Students who do not authorize Politecnico di Torino to check their results must attach a scanned copy of their certificate in the section "Attachments".
Students with a certificate accepted by Politecnico but different from the certificates mentioned above or students who do not have the TRF Number or the Candidate's ID Number (since they obtained the certificate when this service was not available yet) must upload their language certificate to the Apply@polito platform before **16th November 2021**. Politecnico reserves itself the right to sample check 5% of its students who will be required to present their original certificate. The University will check the certificate's authenticity with the Examination Boards that have awarded the certificate.	

ART. 8 - Conditional enrolment and enrolment cancellation

Extra-EU students living in Italy who upon enrolment **do not have their residence permit or residence permit renewal's receipt are considered enrolled with condition**: **this provisional condition must be dropped by uploading** the residence permit or the residence permit renewal's receipt on their Apply@polito personal page before the deadline (**16th November 2021**).

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 at Politecnico will be cancelled** with immediate effect on their previous academic progress. These students are not entitled to any refund of the first instalment of the tuition fees, whatever the reason brought forward as a justification.

Extra-EU students living outside Italy shall refer to the procedures of Section 3 and 4 of the present Regulations.

SECTION 2 - Students <u>with an Italian educational qualification who have NOT been identified</u> and whose personal information has NOT been checked by Politecnico, as exempted from TIL test

ART. 9 – Enrolment process conclusion

Students with an Italian educational qualification who have not taken the TIL test thanks to an exemption have not been identified on the day of the test and their personal information has not been checked by Politecnico. For this reason, **the enrolment process for these students is NOT completed** with the payment phase.

They need to go through a second phase of the enrolment process. Students will be notified that their enrolment is still pending by the system (the same information will also be visible on their personal page with the message "enrolment to be completed").

Student identification and personal information check are mandatory to complete the enrolment process. All students must complete these operations **no later than 16th November 2021**, except for students who are awaiting the evaluation of their previous academic records. **Failure to comply with this deadline entails permanent exclusion from the enrolment process.**

Students who still have to complete their enrolment process must go through the identification and verification of personal information: for this purpose, after paying, enrolling students can choose a date for an in-person appointment at Office of the University Registrar's (the date can be selected from the calendar available in the online procedure).
If the University decides to deliver all classes online as a consequence of the ongoing Covid-19 emergency, students will be invited to a remote appointment for the verification of their identity and personal information. In this case, students will book their online appointment from their personal page of the Teaching Portal.
The same procedure will also be implemented in the event of national or international provisions limiting mobility to Politecnico from the country of origin.
Until the conclusion of this identification phase, students will have limited access to the services available on their personal page of the Teaching Portal (i.e. they cannot request enrolment certificates nor register for any exam etc.)

Upon conclusion of the identification phase, students who have presented all the documents listed in Annex A or B to the Call for applications "Admission requirements – students with an Italian educational qualification" **are considered enrolled** at Politecnico.

The provisions of article 7 and 8 apply to the students who have not presented all the documents listed in the above-mentioned Annexes.

SECTION 3 - Students with a <u>non-Italian educational qualification</u> who <u>have been identified</u> during the TIL (Test in Laib) test and whose personal information has already been checked by Politecnico

ART. 10 – Enrolment process conclusion for students with a non-Italian educational qualification

Politecnico di Torino needs to verify that enrolling students meet **the admission requirements** and have the **required school documents**.
For this reason, enrolling students must complete the following steps by **16th November 2021**:
-       log in to their Apply@polito personal page and follow the guided procedure to declare that they meet the admission requirements listed in the Annexes to the Call for applications for admission (Annex B and C, or else, Annex A and B, depending on the Call);
-       upload the school documents and language certificate required for admission.
Failure to complete both steps before 16th November 2021 **entails enrolment cancellation** with immediate effect on students' academic progress.

By 3rd December 2021 the Incoming Mobility Office will verify the documents uploaded by students **before 16th November 2021**.
Until Politecnico completes this verification process, students are **enrolled with condition** (enrolment with condition will be shown on the student's personal page of the Teaching Portal). During this period, students will have limited access to the services available on their personal page of the Teaching Portal (i.e. they cannot request enrolment certificates, register for an exam etc.)
If the verification process reveals that a student does not meet one or more admission requirements (as stated in the Call for applications), **his/her enrolment will be cancelled** with immediate effect on previous academic progress.

Politecnico di Torino is entitled to request students to come to Politecnico and show their original documents to the office front desk at any time. A specific appointment will be given to the students (5% of all students) whose names are drawn for this in-person verification. Politecnico will verify the authenticity of their documents by querying official databases (if existing in the country where the qualification has been awarded) or by contacting competent authorities/institutions. Students whose documents have already been verified by an Italian authority (ex. CIMEA or Italian Diplomatic Mission aboard) are excluded from this sample check.
Practical details will be published at https://international.polito.it/it/ammissione/futuri_studenti/laurea/2021_2022/immatricolazione

There are other cases in which students cannot complete their enrolment process by 16th November 2021 and **must therefore enrol with condition at Politecnico. The provisional condition must be dropped before 30th June 2022**.

1) Students who do not have one of the following documents:
-       Statement of validity/ Dichiarazione di valore of their high school diploma;
-       Comparability Certificate issued by CIMEA or by ENIC-NARIC
-       Personal fiscal code issued by Agenzia delle Entrate or by the Italian Diplomatic Mission in their country (Embassy/Consulate)
are enrolled with condition. This provisional condition must be dropped by 30th June 2022 by presenting the missing documents following the instructions that will be provided by Politecnico.
If these students do not present the missing documents by 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.

2) Students with a non-Italian educational qualification who are awaiting the declaration of equivalence (dichiarazione di equipollenza) of their high school diploma from the School Regional Office are enrolled with condition. This provisional condition must **be dropped by 30th June 2022** by presenting the missing document.
Failure to present the declaration of equivalence by 30th June 2022 **entails enrolment cancellation** with immediate effect on the student's academic progress.

3) Students who fail to present their Student visa – type D or residence permit are enrolled with condition at Politecnico di Torino. This provisional condition must be dropped by presenting the visa and residence permit before the deadline set out in the "Procedures for entry, stay and enrolment of international/foreign students in higher education courses in Italy – academic year 2021/2022", 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 at Politecnico will be cancelled** with immediate effect on their previous academic progress.

If the document verification reveals that a student does not meet one or more admission requirements (as stated in the Call for applications), his/her **enrolment will be cancelled** with immediate effect on previous academic progress.

In the event of enrolment cancellation, **students are not entitled to any refund of the tuition fees**.

SECTION 4 - Students with a <u>non-Italian educational qualification</u> who have NOT been identified and whose personal information has NOT been checked by Politecnico, as exempted from TIL test

ART. 11 – Enrolment process conclusion for students with a non-Italian educational qualification who have not been identified by PoliTo

The enrolment process for these students is NOT completed with the payment phase.
They need to go through a second phase of the enrolment process. Students will be notified that their enrolment is still pending by the system (the same information will be visible on their personal page with the message: "enrolment to be completed").

Student identification and personal information check are mandatory to complete the enrolment process. All students must complete these operations **no later than 16th November 2021. Failure to comply with this deadline entails permanent exclusion from the enrolment process.**

Students who still have to complete their enrolment process must go through the identification and verification of personal information: for this purpose, after paying, enrolling students can choose a date for an in-person appointment at the International Department (the date can be selected from the calendar available in the online procedure).
If the University decides to deliver all classes online as a consequence of the ongoing Covid-19 emergency, students will be invited to a remote appointment for the verification of their identity and personal information. In this case, students will book their online appointment from their personal page of the Teaching Portal.
The same procedure will also be implemented in the event of national or international provisions limiting mobility to Politecnico from the country of origin.

Until the conclusion of this identification phase, students will have limited access to the services available on their personal page of the Teaching Portal (i.e. they cannot request enrolment certificates nor register for any exam etc.)

These students must meet the admission requirements and have all the documents listed in Annexes of the Call for applications. They must comply with the rules of article 10, which is fully applicable to this category of students.

SECTION 5 – CONDITIONAL ENROLMENT

ART. 12 – Field of application and procedures

Conditional enrolment applies to the following student categories who have passed the TIL test with a score higher than or equal to the admission threshold:
• applicants who have NOT earned their high school diploma or do NOT have their fiscal code at the time of enrolment but have reserved their student place as indicated in article 5
OR
• Applicants who are awaiting the evaluation of their previous academic records and have reserved their place as indicated in article 5.

Applicants are allowed to enrol with condition starting from 29th March 2021. Students enrolled with condition have access to video lectures (when available) and are allowed to take their exams in the June/July and September 2021 examination session (provided that they drop the provisional condition and are regularly enrolled).
After enrolling with condition at Politecnico, students are NOT allowed to repeat the TIL test (to obtain a higher score, for instance).

All applicants belonging to the above-mentioned categories must complete the enrolment process in accordance with the terms illustrated in art. 5.

More information is available in the Student Guide in the chapter on "Conditional enrolment".