

**CALL FOR APPLICATIONS FOR ADMISSIONS TO THE BACHELOR'S
DEGREE PROGRAMME IN TERRITORIAL, URBAN, ENVIRONMENTAL AND LANDSCAPE PLANNING–
A. Y. 2019/20**

Rector's decree no. 68 dated 11th February 2019

THE RECTOR

Having regard to the University Statute;

Having regard to the University Teaching Regulations;

Having regard to Law no. 189 dated 30th July 2002, concerning "Changes to legislation on immigration and asylum";

Having regard to Ministerial decree no. 270 dated 22nd October 2004, "Amendments to the Regulations on university educational autonomy";

Having regard to Ministerial decrees dated 16th March 2007, "Determination of degree classes" and "Determination of the single-cycle Master's degree classes";

Having regard to Ministerial decree no. 47 dated 30th January 2013;

– Having regard to Law no. 104 dated 5th February 1992, "Framework law on care, social integration and rights of persons with disabilities" and subsequent amendments, and in particular article 16, paragraph 5;

– Having regard to Law no. 170 dated 8th October 2010, "Norms on Specific Learning Difficulties (SpLD) in schools", and in particular article 5, paragraph 4;

Having regard to the respective resolutions of the Academic Senate dated 22nd November 2016 and of the Board of Governors dated 29th November 2016 on: a) enrolment (from March) of students who have reached the guarantee thresholds; b) conditional enrolment of students who do not meet the necessary requirements yet (upper secondary school diploma and language requirements, if any), their access to the video lessons of first-year compulsory courses and the possibility for them to take these exams in the summer/fall examination sessions; c) enrolment of students with educational qualifications awarded after a period of 12 years of school attendance, provided that these qualifications are valid for admissions to a university programme in the country where they have been awarded (this university programme must be equivalent to the programme in Italy) and if they were obtained after attending at least one school year abroad, without prejudice to bilateral agreements;

Having regard to the respective resolutions of the Academic Senate dated 19th September 2017 and of the Board of Governors dated 20th September 2017, concerning minimum admission thresholds and guaranteed admission thresholds for Bachelor's degree programmes with locally programmed admissions, and concerning the fee charged for registration for the admission test in Italy and abroad;

Having regard to the "Procedures for entry, stay and enrolment of international/foreign students in higher education courses in Italy – academic year 2018/2019" dated 19th February 2018, and awaiting for the publication of the same rules for a.y. 2019/2020;

Having regard to Rector's decree no. 907 dated 1st October 2018 – "*Initiation of admissions procedures - Admissions to Bachelor's degree programmes with locally programmed admissions – a.y. 2019/2020*" and subsequent amendments – which decrees the following: a) opening of admissions procedures; b) decision of the University to administer admissions tests abroad; c) appointment of the person in charge of the procedure and definition of the minimum admission thresholds and guaranteed admission thresholds; d) knowledge of the Italian language as an admission requirement; e) calendar of tests; f) opening of the Apply procedure; g) TIL registration fee (Test in Laib) in Italy and abroad; h) appointment of the Central Committee and the Laboratory Committee for TILs held in Italy and abroad;

Having regard to the respective resolutions of the Academic Senate dated 18th December 2018 and of the Board of Governors dated 19th December 2018 concerning the approval of the course catalogue for a.y. 2019/2020;

– Having regard to the resolution of the Academic Senate dated 18th December 2018 which states that having an English language certificate – B2 level (as defined by the Common European Framework of Reference for Languages – CEFR) is an admission requirement for prospective students who apply for a Bachelor's degree programme entirely or partially taught in English;

– Having regard to the respective resolutions of the Academic Senate dated 24th January 2019 and of the Board of Governors dated 30th January 2019 which approve: a) the number of programmed admissions for a.y. 2019/2020; b) the number of quota students for a.y. 2019/2020.

– Considering that Politecnico di Torino may decide to set up new TIL-D sessions in Italy and abroad during the course of the year;

Considering that the resolutions mentioned in the introduction have been made available on the University website in order to provide necessary information to prospective students and their families;

DECREES

Art. 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. 2019/2020. 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.2.2)
L-4	Territorial, urban, environmental and landscape planning	Italian	85	5

2. The TIL-P test is held in the computer laboratories (LAIB) of Politecnico di Torino or in other locations in Italy or abroad, as shown on <http://orienta.polito.it>.
3. Admissions to the programme referred to in this article are subject to prior accreditation of the same pursuant to current provisions.
4. Having considered recent trends and the number of withdrawals from studies which have taken place before 31st October in the latest academic years, in order to allocate all the student places available and to speed up enrolment operations, the number of student places that can be assigned for this programme could be higher than the number of places illustrated in paragraph 1.

Art. 2 (Requirements for enrolment in the Bachelor's degree programme in Territorial, urban, environmental and landscape planning)

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, attached to this Call, of which they are integral part.
2. For the purposes of the ranking lists, the following student categories have been given the following meaning:
Quota students: non-EU students residing outside Italy with 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; EU nationals and non-EU nationals legally residing in Italy; diplomats; holders of an Italian upper secondary school diploma obtained in Italy or abroad (Law no. 189/2002).
3. The score obtained in the TIL-P test is only valid for enrolment in the academic year 2019/20.
4. The **minimum threshold for being included in the raking list** is 20/100 for all student categories. The **guaranteed admission thresholds** for the Bachelor's degree programme referred to in this Call is the following:
 - **EU students or equivalent students or quota students:** 60/100.
5. Applicants who meet the requirements referred to in art. 3 are exempted from taking the TIL-P test.

Art. 3 (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** (score equal to or higher than the guaranteed admission threshold 60/100) according to the following specifications:

	<u>Academic Year 2019/20</u>
SAT up to March 2016	SAT test (sections: Critical reading, Writing, Mathematics) and SAT Subject Test (sections: Physics and Mathematics Level 1 or 2), with a minimum score of 500 points in each section. The three sections of the SAT test can be replaced by the ACT Test with a minimum score of 20.
SAT after March 2016	SAT (sections: Evidence-Based Reading and Writing, Mathematics) and SAT Subject Test (sections: Physics and Mathematics Level 1 or 2), with a minimum score of 500 points in each section. The two sections Evidence-Based Reading and Writing, Mathematics of the SAT test can be replaced by the ACT Test with a minimum score of 20.
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 a minimum score of 500 in the two "Verbal" and "Quantitative" sections and with any score in the "Analytical Writing" section.

2. To take advantage of the aforementioned exemptions, applicants are required to submit their certificates by uploading them on their Apply@polito personal page **by Tuesday 23th July 2019**. The outcome of the verification process will be announced via e-mail no later than **Friday 2nd August 2019**.
3. Applicants who are going to incur in forfeiture (article 11, paragraph 2) and intend to enrol again in the same Bachelor's degree programme are exempted from taking the TIL-P test.
4. Applicants who are exempted from taking the TIL-P test within the meaning of this article are not entitled to the enrolment fee reduction referred to in article 9, paragraph 3.

**Art. 4
(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 4 and 5. Further test days and times might be organized for the last TIL-P session in order to allow a wider participation.
2. Applicants can register on the Apply@polito platform and apply for the TIL-P test according to the following schedule and depending on their category:

Test type	Category	Registrations opening date - Apply@polito
TIL Planning Chile, Brazil, Argentine and Peru	Applicants residing in Central and Southern American countries	Thursday 27th September 2018 (*)

TIL Planning "Progetto di Orientamento Formativo"	Applicants participating in "Progetto Orientamento Formativo"	Monday 21 st January 2019
TIL Planning	All applicants	Monday 11 th February 2019
TIL Planning China	Applicants residing or living in China	Monday 11 th February 2019

(*) Applications closed on 10th November 2018

3. The TIL-P tests are organized in compliance with current legislation on disabilities and specific learning difficulties. The procedures to take the TIL-P test for students referred to in this paragraph are illustrated on the University website (<https://didattica.polito.it/disabili/it/presentazione>); the same website also lists the Administration Offices to which applicants can request special arrangements to sit the TIL-P test.

In particular:

- applicants with disabilities, referred to in article 16 of Law no.104/92, are entitled to get maximum 30% extra time compared to standard test time (maximum test duration: 120 minutes)
- applicants with certified specific learning difficulties (SpLD), referred to in Law no. 170/2010, must provide valid evidence of SpDL in the form a medical certificate issued not later than 3 years ago by the Italian Health Care System (SSN) or by a specialist or health care facility recognized by the Italian system. These applicants are entitled to get maximum 30% extra time compared to standard test time (maximum test duration: 120 minutes)
- applicants with disabilities or specific learning difficulties (SpLD) who reside abroad are required to submit evidence 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 ascertain that foreign documents provide evidence of a disability or a SpLD which is accepted by Italian law.

Applicants referred to in this paragraph who require special arrangements to take the TIL-P test must upload their evidence of disability or SpLD to the Apply@polito platform ("Attachments" section) by 24.00 (midnight - Italian time) of Sunday before the TIL-P test they want to take.

4. Detailed information on how to register on the Apply@polito platform, how to participate and how the TIL-P test takes place is explained on the University webpage <http://orienta.polito.it/>.

5. 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 sessions other than the one for which the applicant has registered.

6. The registration fee can be paid with various payment methods, including:

- Credit cards (Visa and MasterCard only – American Express is not accepted), generating an immediate payment;
- Pre-printed notice of payment, such as for instance the MAV, generating a deferred payment.
- PagoPA, an electronic payment system that allows users of online banking services to choose a bank or a payment institution (defined as "Payment Service Provider" – PSP) among those recognized at national level.

The use of a deferred payment method (for instance, a pre-printed notice of payment) is valid solely and exclusively if it is supported by a **self-declaration** of the payment date certifying that the payment was made before the deadline and in the Italian territory. This declaration must be submitted by the same deadline. Should the self-declaration be found to be false or incorrect, the registration for the test, or the test itself, will be cancelled.

Detailed practical information as well as further possible payment methods will be published exclusively on the University webpage <http://orienta.polito.it/>

At the end of the TIL-P registration process, applicants will receive a registration confirmation by e-mail.

7. The TIL-P test, in Italy and abroad, is held in sessions according to the following calendar:

Test type	Test date
TIL-P (reserved to the students who participated in "Progetto di Orientamento Formativo")	Wednesday 20 th Thursday 21 st and Friday 22 nd February 2019

TIL-P	Wednesday 13 th March 2019
	Wednesday 10 th , Thursday 11 th and Friday 12 th April 2019 in China (Beijing)
	Wednesday 10 th April 2019
	Thursday 16 th May 2019
	Tuesday 16 th and Wednesday 17 th July 2019
	Thursday 29 th and Friday 30 th August 2019
TIL-P reserved to quota students (non-EU students residing outside Italy with a non-Italian educational qualification)	Thursday 12 th September 2019

8. The TIL-P test abroad is held on:

Test type	Test date
TIL Planning Chile (Scuola Vittorio Montiglio in Santiago de Chile)	Friday 19 th October 2018
TIL Planning Chile (Scuola Arturo Dell'Oro in Valparaiso)	Friday 26 th October 2018
TIL Planning Brazil (Colégio Dante Alighieri in São Paulo)	Saturday 27 th October 2018
TIL Planning Peru (Scuola Antonio Raimondi in Lima)	Friday 9 th November 2018

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

9. Applicants can take the TIL-P test in one or more subsequent sessions; when an applicant takes the test several times, **the result obtained in the latest test invalidates the score obtained in previous tests.**

Art. 5 (TIL-P contents)

1. The TIL-P test is an individual test and is different for each applicant. The test is available in the Italian language. 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 to be performed in 30 minutes, 6 reading comprehension questions in 12 minutes, 12 general knowledge questions to be performed in 24 minutes, 12 territory and society questions to be performed in 24 minutes. The 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, and E, only one of which is correct.
3. The result of each individual test is determined as follows: 1 point for each correct answer, 0 points for each unanswered question and a penalty of 0.25 points 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 result on their screens. Moreover, the last test result will be available in the applicant's personal page of the Apply@polito platform.

Art. 6 (Progetto Orientamento)

1. A dedicated TIL-P session (held on 20th, 21st and 22nd February 2019) is reserved to students who participated in a project called "Progetto Orientamento", organized by the University in cooperation with high schools. These applicants must have carried out at least 75% of their school curriculum in the fields of Mathematics and Physics and must have attended a Planning module.
2. Applicants who participated in "Progetto Orientamento" and took the TIL-P test 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 9.
3. The students 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, and they need to do so **not later than 2.00 p.m. of Monday 9th September 2019**.
4. Applicants who took part in "Progetto Orientamento" may eventually resit the TIL-P test, starting from the March session upon previous payment of the registration fee. **In this case, the result obtained in the latest test invalidates the score obtained in the previous test.**

Art. 7 (TIL-P results)

1. TIL-P results are made public through the publication of:
 - a. one list of all students, except for quota students, and one list of quota students who got a TIL-P score higher than or equal to the guaranteed threshold which enables applicants to enrol in the programme; these lists include the names of the applicants who have been exempted from taking the TIL-P test (article 3, paragraph 1). These lists will be **published at the end of each TIL-P session**.
 - b. one ranking list of all students, except for quota students, and one ranking list of quota students, for the allocation of residual student places.
Both ranking lists will be published according to the following schedule:
 - the ranking list of all students, except for quota students: **Tuesday 3th September 2019**;
 - the ranking list of quota students: **Monday 16th September 2019**.
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 Apply@polito personal page of each applicant and on the University webpage <http://orienta.polito.it/en/home>.
3. All applicants who do not belong to the "enrolled student" or "assigned student" categories (article 9) **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 9th September 2019 for all applicants except for quota applicants;**
 - **2.00 p.m. of 20th September 2019 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.**

Art. 8 (How lists and ranking lists are made)

1. The lists referred to in article 7, paragraph 1, letter a) include all the applicants who have the right to enrol in the programme on the basis of the score obtained in the test and the applicants who have been exempted from taking the TIL-P test within the meaning of article 3, paragraph 1.
2. The ranking lists referred to in article 7, paragraph 1, letter b) are made on the basis of the following criteria:
 - a. applicants are ranked in descending order according to 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: Planning knowledge, 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 the students into the following categories:
- **ENROLLED STUDENT:** a student who has completed the first phase of online enrolment (as indicated in article 9);
 - **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 student 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 for any of the degree programmes that he/she had chosen during the application process, but could be assigned a place in a non-saturated degree programme in the next call/s. This student must wait for the next the call/s.
 - **INTERNAL TRANSFER NOT ALLOWED:** a student currently enrolled at Politecnico who took the TIL-P test in order to transfer to another programme but has not been included in the ranking list for admission to the new programme.
 - **STUDENT ADMITTED TO YEAR 2 OR BEYOND:** a student currently enrolled at Politecnico or at another 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 3; or, a student who explicitly renounced his/her right to be on the waiting list (article 8, paragraph 5).
 - **RENUNCIATION OF ENROLMENT:** a student who has been ASSIGNED a student 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.
4. Allocations of places to students included in the ranking lists referred to in article 7, paragraph 1, 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 9.
5. Students included in the ranking lists referred to in article 7, paragraph 1, 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 **Tuesday 29th October 2019**.

Art. 9 (Enrolment process)

1. The enrolment process has two phases and is considered completed upon conclusion of both phases.
2. **First phase - online enrolment:**

a. Deadlines

The first phase of online enrolment **for all applicants, except for quota students, 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 18 th March 2019	2.00 p.m. of Monday 9 th September 2019	Applicants who passed the guaranteed thresholds
Tuesday 3 th September 2019	2.00 p.m. of Monday 9 th September 2019	Applicants on the ranking list upon its first publication
Tuesday 10 th September 2019	2.00 p.m. of Thursday 12 th September 2019	Applicants on the ranking list upon the ranking list update of Tuesday 10 th September
Friday 13 th September 2019	2.00 p.m. of Monday 16 th September 2019	Applicants on the ranking list upon the ranking list update of Friday

		13 th September
Tuesday 17 th September 2019	2.00 p.m. of Thursday 19 th September 2019	Applicants on the ranking list upon the ranking list update of Tuesday 17 th September
Friday 20 st September 2019	2.00 p.m. of Monday 23 th September 2019	Applicants on the ranking list upon the ranking list update of Friday 20 th September
Tuesday 24 th September 2019	2.00 p.m. of Thursday 26 th September 2019	Applicants on the ranking list upon the ranking list update of Tuesday 24 th September

There might be further updates of the ranking lists, if necessary. The new deadlines for enrolment will be published exclusively on the University website <http://orienta.polito.it/>.

The first phase of online enrolment for quota students **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 18 th March 2019	2.00 p.m. of Friday 20 th September 2019	Applicants who passed the guaranteed thresholds and applicants who are on the ranking list upon its publication
Monday 23 th September 2019	2.00 p.m. of Monday 7 th October 2019	Applicants on the ranking list upon the ranking list update of Monday 23 th September

There might be further updates of the ranking list, if necessary. The new deadlines for enrolment will be published exclusively on the University website <http://orienta.polito.it/>

PLEASE NOTE: applicants who have not earned their upper secondary school diploma or do not have a fiscal code on the enrolment closing date for the various applicant categories (see tables above) 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 14th November 2019 by adding the missing information on their Apply@polito personal page. Applicants who fail to do so will be excluded from the enrolment process even if they already paid the first instalment of their tuition fees.

b. How to enrol

- 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 2019/2020, which is going to be approved by the university bodies at a later date.
- The Tuition Fee Guide for academic year 2019/20 illustrates which students are exempted from paying their tuition fees. It also indicates the reductions for applicants who enrol at Politecnico **before Wednesday 28th August 2019** – except for applicants who are exempted from taking the TIL-P test in accordance with article 3.

The payment can be made using the following payment methods:

- Credit cards: Visa and MasterCard only (American Express is not accepted), generating an immediate payment.
- Pre-printed notice of payment, for instance the MAV, generating a deferred payment.
- PagoPA, an electronic payment system that allows users of online banking services to choose a bank or a payment institution (defined as “Payment Service Provider” – PSP) among those recognized at national level.

Practical details will be published exclusively on the University website <http://orienta.polito.it/>.
At the end of the first phase of online enrolment, students will be informed about its conclusion by e-mail. The use of a deferred payment method (for instance, a pre-printed notice of payment) is valid solely and exclusively if it is supported by a self-declaration of the payment date certifying that the payment was made before the deadline and in Italian territory. This declaration must be submitted by the same deadline. 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 2019/20.

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 and must move to the second phase of enrolment.

Students who are awaiting the evaluation of previous academic records (article 10) are required to accept their offer of admission by paying the first instalment of their tuition fees before the enrolment deadline. **If they do not meet these deadlines, they will be excluded from the enrolment process.**

3. **Second phase - enrolment at the Office of the University Registrar**

Enrolment becomes effective when students go to the **Office of the University Registrar**. In some cases, students are required to show the documents listed in Annex A attached to this Call (“Original documents to be presented for enrolment” section)

All students (except for students with a pending evaluation of previous academic records - article 10) must complete this enrolment phase **not later than Monday 18th November 2019**. **Students who do not meet these deadlines will be excluded from the enrolment process.**

a. Special instructions for students with a non-Italian educational qualification

- Before **completing the second phase of enrolment**, applicants with a non-Italian educational qualification **MUST** go to the **Incoming Mobility Office** – International Affairs Department before the above-mentioned deadline. This Office evaluates the documents listed in Annex A and Annex B attached to this Call, of which they are integral parts.

b. Conditional enrolment

- In the absence of the documents referred to in points e), h) and m) of Annex A (“Original documents to be presented for enrolment” section), students are **considered enrolled with condition** at Politecnico di Torino. This provisional condition must be dropped by 2nd March 2020 by presenting the above-mentioned documents. If these students do not present their upper secondary school diploma (Annex A, point e) by the deadline, their enrolment at Politecnico will be cancelled with immediate effect on any previous academic progress. If students do not to present the official translation into Italian of their upper secondary school diploma (Annex A, point h) and the statement of validity/ *dichiarazione di valore* of their upper secondary school diploma or certificate issued by ENIC-NARIC (Annex A, point m) 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 forfeiture.
 - Students with a non-Italian educational qualification who are still waiting for the Regional School Office to issue the declaration of equivalence of their upper secondary school diploma, (enrolment requirement) are **considered enrolled with condition** at Politecnico di Torino. This provisional condition must be dropped by 2nd March 2020. If these students do not present this declaration by the deadline, their enrolment at Politecnico 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** at Politecnico di Torino. 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 2019/2020”, available at <http://www.studiare-in-italia.it/studentistranieri/>. If these students do not provide 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.
 - Applicants who do not meet or only partially fulfil the requirements and/or documents listed in Annex A and Annex B attached to this Call lose the right to move to the second phase of enrolment and are excluded from the enrolment process permanently.
4. **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; in order 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* - Articles 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 and 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.

5. 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 attached to this Call, applicants lose the right to enrol and are not entitled to any refund of the first instalment of their tuition fees (article 9, 2.b), whatever the reason brought forward as a justification.

Art. 10

(Students currently enrolled in a Bachelor's degree programme or students with a university degree)

1. Students currently enrolled in a Bachelor's degree programme at Politecnico who intend to transfer to the programme in Territorial, urban, environmental and landscape planning must take the TIL-P test and conveniently place themselves on the ranking list. During the TIL-P registration from the Apply@polito platform available on their personal page, these students must choose the Bachelor's degree programme in Territorial, urban, environmental and landscape planning in the "Select your course" 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 list in accordance with the deadlines of art. 7, paragraph 3.

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. 9.

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 11

(Students who are going to incur in forfeiture)

1. Students enrolled in the Bachelor's degree programme in Territorial, urban, environmental and landscape planning at Politecnico di Torino (DM 270/04) incur in automatic forfeiture on 30th September 2019 if they **have not passed their compulsory first-year exams required to move to the second year of the programme** 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 are required to **re-sit the TIL-P test** (dates are available in article 4, paragraph 7) and place themselves **on the ranking list**.

During the application process on the Apply@polito platform, these students are required to choose the Bachelor's degree programme in Territorial, urban, environmental and landscape planning in the "Select your course" section.

2. Students enrolled in the Bachelor's degree programme in Territorial, urban, environmental and landscape planning at Politecnico di Torino (DM 270/04) incur in automatic forfeiture on 30th September 2019 if they have not passed any exam for three consecutive years. In this case, they can re-enrol in the same Bachelor's degree programme without taking the TIL- P test, provided that they passed their compulsory first-year exams required to move to the second year of the programme.

3. More information will be available in the Student Guide a.y. 2019/20 ("Interruption, suspension, withdrawal, forfeiture" chapter – Forfeiture)

Art. 12

(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 as a consequence of failure to pass the minimum admission threshold 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 12th September 2019, 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.

Art. 13

(Applicants who take multiple admissions 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 but at the same time they may be on a waiting list for other programmes. In this case, they must enrol in the programme in Territorial, urban, environmental and landscape planning before the deadline in order to avoid losing their place in this programme. Subsequently, if they find out that have been admitted to another degree programme and they wish to enrol in that programme, they need to go to the Office of Student Services in person 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 at Politecnico; subsequently, if these applicants find out that they have been admitted to another university, they need to go to the Office of Student Services and make a request for withdrawal/transfer to the other university. Tuition fees previously paid by these students will not be refunded under any circumstances.

Art. 14

(Offices and Admissions process manager)

1. Offices:
Applicants with an Italian educational qualification can contact:
Ufficio Orientamento (Office of Orientation, Tutoring, Counselling and Disability Services)
web: <http://orienta.polito.it/>. – contacts http://orienta.polito.it/it/ufficio_orientamento
Applicants with a non-Italian educational qualification can contact:
web: <http://international.polito.it/en/> or <http://international.polito.it/it/>.
contacts: https://didattica.polito.it/segreteria/contatta/it/studenti_con_titolo_estero.html;
Phone number: 011.0908654 – from Monday to Friday between 2 and 4 p.m.
2. The person responsible for the admissions process referred to in this Call is Mrs. Mahée Ferlini, Head of the Division of Student Affairs (Rector's decree no. 907 of 1st October 2018).

Art. 15

(Committees)

1. The Central Committee has been appointed with Rector's decree no. 907/18; successive Rector's decrees shall appoint the members of the Laboratory Committees who are responsible for the implementation of each TIL-P session.

Art. 16

(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) personal data will be processed by Politecnico di Torino 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. Access to all documents is allowed in the forms provided for by current legislation.

Art. 17
(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 and B, 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 communications might be sent via email or SMS using the contact details provided by 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.

THE RECTOR
Prof. Guido Saracco
f.to Guido Saracco