

**CALL FOR APPLICATIONS FOR ADMISSIONS TO
THE BACHELOR'S DEGREE PROGRAMME IN ARCHITETTURA-ARCHITECTURE
ACADEMIC YEAR 2019/20**

Rector's Decree no. 628 dated 17th June 2019

THE RECTOR

- Having regard to the University Statute;
- Having regard to the current General Academic Regulations of the University;
- Having regard to Law No. 189 of 30th July 2002, concerning "Changes to legislation on immigration and asylum";
- Having regard to Ministerial decree no. 270 of 22nd October, 2004, "Amendments to the Regulations on the educational autonomy of Universities";
- Having regard to Ministerial decrees dated 16th March 2007, "Determination of degree classifications" and "Determination of single-cycle Master's degree classification";
- Having regard to Ministerial decree no. 47 of 30th January 2013;
- Having regard to Law no. 104 of 5th February 1992 concerning "Framework law for assistance, social integration and rights of persons with disabilities" and subsequent modifications and integrations, in particular Paragraph 5 of Article 16;
- Having regard to Law no. 170 of 8th October 2010, concerning "Provisions on specific learning disorders in schools" and specifically, paragraph 4 of article 5;
- Having regard to the respective resolutions of the Academic Senate on 22nd November 2016, and of the Board of Governors on 29th November 2016, in which enrolment is open to applicants who hold a diploma obtained after attending school for at least 12 years. This qualification must allow admission to a university programme in the issuing country; such university programme must be equivalent to the programme requested in Italy; moreover, the diploma must have been achieved after having attended at least one year in a foreign system, except as provided for by bilateral agreements;
- 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 respective resolutions of the Academic Senate on 24th January 2019, and of the Board of Governors on 30th January 2019 the which establish the number of student places available for a.y. 2019/20 for capped Bachelor's degree programmes and for non-EU quota students;
- Having regard to the "Procedures for entry, stay and enrolment of international/foreign students in higher education courses in Italy –academic year 2019/2020" dated 11th March 2019;
- Having regard to Ministerial decree no. 277 of 28th March 2019 concerning "Methods and contents for admission tests to single-cycle Bachelor's and Master's degree programmes with nationally programmed admissions for a.y. 2019/2020" and its annexes;
- Having regard to the resolution of the Academic Senate dated 18th December 2018 which states that an English language certificate – B2 level (as defined by the Common European Framework of Reference for Languages – CEFR) is an admission requirement for prospective students who apply for a Bachelor's degree programme entirely or partially taught in English;
- Considering that the resolutions mentioned in this preamble are available on the web page of Politecnico in order to allow easy access to information for prospective students and their families;

DECREES

Art. 1

(Initiation of the procedure and places available)

1. A Call is made for admissions to the Bachelor's degree programme in Architettura-Architecture for a.y. 2019/2020 for the number of places indicated in the following table:

Class	Programme name	Programme Language	Total programmed number of students	Out of which "quota students" (definition provided in art. 9.1)
L-17	Architettura-Architecture	Italian/English	500	70

2. The Bachelor's degree programme referred to in this article **requires applicants to pass a national admission test** regulated by Ministerial decree no. 277 of 28th March 2019 and its annexes. The Ministerial decree and its annexes are available at the following links:
 - [DM n. 277 del 28-03-2019.pdf](#)
 - [DM n. 277 del 28-03-2019 - allegato 1_2_3.pdf](#)
 - [DM n. 277 del 28-03-2019 - allegato A e B.pdf](#)
3. The test is organized at national level and is the only entrance examination; **there will not be any repeat of the test.**
4. Admission test results are valid for enrolment in academic year 2019/20 only. Admitted applicants do not have the right to enrol in this programme in future academic years.

Art.2 (Admission test dates and venue)

1. The admission test will take place on **Thursday 5th September 2019** and will **start at 11.00 a.m.** Applicants are **required to be there at 9.00 a.m.** for identification and entrance into the classroom.
2. The admission test will take **place in the classrooms of the main campus of Politecnico di Torino**, located in corso Duca degli Abruzzi, 24. The classroom list will be available after the deadline for test registration at <http://orienta.polito.it/>. Applicants will also find the information on the classroom where they have to take the test on their personal page of the Apply@polito platform.

Art. 3 (Taking the national admission test)

1. Applicants are required to register for the admission test online only and they must complete the following steps:
 - a. Applications from the www.universitaly.it portal starting **from Monday 17th June 2019 at 3:00 p.m. (GMT+2) until NO LATER THAN Tuesday 09th July 2019.**
 - b. Online registrations on the Apply@polito platform (available on the website of Politecnico di Torino) for the choice of the Bachelor's degree programme and the payment of the test registration fee. Payment must be completed by **Friday 12th July 2019.**
Please note that applicants who have paid their registration fee but do not have a receipt of their online application submitted through the www.universitaly.it portal will not be entitled to take the test.
2. Detailed information on how to register on the Apply@polito platform, how to participate and how the test is structured is available at <http://orienta.polito.it/>.
3. Applicants who register online to take the test (following the procedure referred to in point 1.a) are required to read the information on personal data protection and follow the online procedure in order to provide the following information (all fields marked with an asterisk (*) are mandatory)
 - Last name* Name*
 - Country of birth*
 - Province/State of birth * City of birth * Date of birth * Sex*
 - Citizenship* Fiscal code * e-mail*
 - Document type* Document number* Issued by *Valid from <...> to <...>*
 - Residence: Country * Province/State * City * Postal code. * Address *
 - Mobile phone number (a)

The mobile phone number (a) must be included only if the e-mail address is missing in order to be informed about the selection procedure.

Politecnico di Torino will make use of the information provided for the sole purpose of this selection process and subsequent enrolment. The information will be kept for five years from the date of the online registration.

At the end of this period, personal data will be made anonymous.

Specific communications about the admission test will be sent to applicants by e-mail, using the address provided during registration. It is the applicant's responsibility to check the mailbox and immediately communicate any change occurred in the e-mail address.

Upon registration for the admission test, applicants must rank the universities they intend to compete for in order of preference. These preferences **are irrevocable and cannot be modified or added after 3.00 p.m. (GMT +2) of 09th July 2019.** The last "confirmation" given by applicants before the deadline is considered as the final and sole choice.

The **first useful choice** is the most preferred university and programme for which an applicant will be able to enrol based on the score achieved in the test and the number of places available.

In any case, applicants must sit the admission test at the university they chose as their “first choice”.

No exception is allowed with regard to the venue where applicants can sit the test.

4. The test registration fee for all applicants is **50.00 Euro**. This fee will not be reimbursed under any circumstances.
5. The test registration fee can be paid using 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 the MAV, generating a deferred payment;
 - PagoPA, an electronic payment system which 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 or PagoPA) is not available for applicants who reside abroad. It is valid solely and exclusively if supported by a **self-declaration** which certifies that the payment was made before the deadline. The self-certification must be submitted by the same deadline.

Detailed practical information and other possible payment methods will be made public exclusively on the University web page <http://orienta.polito.it/>.

As indicated on Apply@polito, upon successful registration for the test, the system will inform the applicants by e-mail.

Art. 4

(Applicants with disabilities or with Specific Learning Difficulties)

1. The admission test is organized in compliance with current legislation on disabilities and specific learning difficulties as specified in the preamble of this Call and on Politecnico website (<https://didattica.polito.it/disabili/it/presentazione>); the same website lists the Administration Offices that applicants can contact to request special arrangements for test.

In particular:

- applicants with a certified disability or with the certificate referred to in Law no.104/92 must promptly submit their certificate to Politecnico for the organization of the admission test. The medical certificate (original or certified true copy) must be issued by the local medical commission and must certify the type and degree of invalidity. In this case, applicants are entitled to get maximum 50% extra time compared to standard test time.
- applicants with specific learning difficulties (SpLD) referred to in Law no. 170/2010, must provide valid evidence of SpDL diagnosis. In compliance with the “guidelines on specific learning difficulties” attached to Ministerial decree no. 5669 of 12th July 2011, applicants with SpLD are entitled to get maximum 30% extra time compared to standard test time. In the event of certified severe SpLD, universities can provide the following special arrangements in order to ensure equal opportunities during the test: non-scientific calculators, video enlargers or support provided by a reader chosen by the University from among its experts or by a person belonging to the Disability Service, if this service is available at the university. The SpLD diagnosis must be in the form a medical certificate issued no later than 3 years ago or after the applicant turned 18 years old. It must be issued by the regional health care system or by specialists or health care facilities recognized at regional level. The following tools are not allowed: dictionaries, math formularies, period table of elements, concept maps, PCs, tablets, smartphones or similar devices.
- applicant with disabilities or with SpLD who reside in foreign countries and intend to make use of the above-mentioned special arrangements must submit a medical certificate stating their disability or SpLD status issued in the country of residence. This certificate has to be translated into Italian or English and the translation must be a sworn translation. The University bodies in charge of examining the above-mentioned certificates check that the foreign documents certify a disability or a specific learning difficulty recognized by Italian law.

Art. 5

(Required competencies)

1. Applicants are expected to have sufficient general knowledge, with special focus on history, social sciences and institutions, together with the ability to work with different written texts (in the domains of art, literature, history, sociology, philosophy, etc.), and aptitude to abstract reasoning, both in mathematics and languages. More details on the contents of the admission test are available in Annex B of Ministerial decree

no. 277 of 28th March 2019, available at the following link:

[DM n. 277 del 28-03-2019 - allegato A e B.pdf](#).

2. Upon registration on the University portal, applicants may take a non-compulsory aptitude test divided in three sections:
 - a. First section: seventy-two questions that assess the applicant's personality, academic pathway and professional inclination;
 - b. Second section: sixty multiple-choice questions taken from previous admission tests for the Bachelor's degree programme in Architettura-Architecture, divided by subject (as defined by Ministerial decree no. 277/2019);
 - c. Third section: a short video on career opportunities for Architecture graduates.

At the end of the sixty questions referred to in point b) of this article, applicants can see their scores and check if their answers are correct or incorrect.

Art. 6

(Contents of the admission test)

1. The admission test for the Bachelor's degree programme in Architettura-Architecture is regulated by Ministerial decree no. 277/2019 and its annexes, as referred to in article 1, paragraph 2.
2. During the admission test applicants have to solve 60 multiple-choice questions with 5 possible answers, only one of which is correct. Applicants must identify one answer only and discard wrong or less likely conclusions. The test is organized as follows:
 - 12 general knowledge questions
 - 10 abstract reasoning (logic) questions
 - 16 history questions
 - 10 design and representation questions
 - 12 mathematics and physics questions
3. Applicants have the possibility to take the test in English. Applicants must specify their choice to take the test in English when they register for the test.
4. Applicants who intend to enrol in the **Bachelor's degree programme in Architecture taught in English are required to take and pass the admission test in English.**

Art. 7

(Admission test procedure)

1. The test has a duration of a hundred (100) minutes.
2. During the test applicants must follow the rules of conduct provided by the Committees referred to in article 15.
3. The Italian Ministry of Education, University and Research (MIUR) avails itself of the cooperation of CINECA (*Consorzio Interuniversitario*) for online test registration, preparation and correction of individual envelopes containing the material for the admission test, determination of the score given to each module.
4. Each applicant will be given an envelope containing:
 - a. a personal data sheet without any kind of identification code;
 - b. the admission test questions, with the identification code of the envelope and two sheets of scrap paper;
 - c. an answer sheet, with the same identification code of the envelope;
 - d. a sheet of paper with the identification number of the envelope, the name of the university and the name of the degree programme for which the admission test is taken.
5. Should it become necessary to substitute either one of the documents mentioned under points b) and c) of paragraph 4 during the test, the entire envelope will have to be replaced, since these documents are marked with the same identification code of the envelope.

Possible marks or corrections made by the applicant on the personal data sheet will not entail the substitution of the sheet.

The personal data sheet is replaced only when the identification of the applicant is not clear. In this case, the Committee will substitute the personal data sheet with a new one, taken from the extra envelopes; this operation will be recorded in the report. The substitution of the personal data sheet never entails the substitution of the entire envelope.
6. Applicants should know the following information with regard to the admission test:
 - a. If the admission test takes place in more than one classroom, applicants are distributed according to their age, except for twins.
 - b. To fill out the answer sheet, applicants must use a black pen provided by the university.
 - c. Applicants are strictly prohibited from interacting during the test. Applicants are not allowed to bring into the classroom and use: mobile phones, PDAs (handheld computers), smartphones,

smartwatches, tablets, headphones, webcam or similar devices. They are also not allowed to bring and use their own pens, pencils, stationery (or any other writing device), nor any manuals, books, partial reproductions of books, handwritten notes, white paper and consultation material.

- d. At the end of the test, applicants must absolutely fill in and sign the personal data sheet in order to certify that the data referred to in point h) coincide.
- e. Applicants have to mark the correct answer with an X on the appropriate box (by drawing two diagonal lines in the answer box). Applicants have the possibility to correct one and only one wrong answer. In order to do that, they have to fully blacken the tick box that was originally marked and choose a new tick box. In any case, only one of the five tick boxes must be marked with an X to be considered valid.
- f. There is a small circle for every question in the answer sheet. Applicants must cross it in order to notify that they do not intend to answer that question. Once the circle has been crossed, it can no longer be modified. If applicants do not provide any answer to the question, even if they do not cross the circle, the question is considered as unanswered.
- g. At the end of the admission test, applicants are invited to reach a specific desk located at appropriate distance from the Committee. On this desk they can find:
 - a box with a facsimile of the personal data sheet where applicants need to drop their personal data sheets
 - pairs of adhesive labels with bar codes.
- h. Applicants must pick a pair of adhesive labels from the desk and stick one label on their personal data sheet and the other label on their answer sheet. Applicants are required check that the two alphanumeric codes on the two labels are identical and they must personally stick their labels on the sheets. Then, applicants must sign the statement of truth of personal data and conformity of label codes stuck on their personal data sheet and on the answer sheet. They must put their signature in the footnote of the personal data sheet. At the end of this operation, applicants must drop their personal data sheet in the sealed box on the desk and then move to the Committee's desk where they must drop their answer sheet in another sealed box.

7. Please note that **the admission test is considered void if:**

- 1) applicants sit the test in a different classroom from the one they had been allocated, unless this change is approved by the Committee and formally recorded in the report;
- 2) applicants bring into the classroom and use: mobile phones, PDAs (handheld computers), smartphone, smartwatches, tablets, headphones, webcam or similar devices, manuals, school books and/or partial reproductions of books, handwritten notes and consultation material;
- 3) applicants or Committee members put their signature or any mark on the answer sheet (both in front of the page or on the back of the page);
- 4) applicants interact with each other, attempt to cheat or copy from other applicants, exchange any kind of material, including their personal data sheets and/or answer sheets.

In these cases, the Committee declares the test void.

In the cases referred to in points 1), 2), 3) and 4) CINECA will not calculate the test score.

Art. 8

(Evaluation and minimum admission threshold)

1. Admission decisions are based on the position of each applicant **on the merit ranking** list for place allocations. The ranking list is made according to the number of places available and the preferences expressed by applicants upon registration.
2. The evaluation of the admission test (maximum 90 points) is based on the following criteria:
 - 1,5 points for each correct answer
 - a penalty of 0,4 points (-0,4) for each incorrect answer
 - 0 points for each unanswered question
3. EU and non-EU applicants (referred to in art. 26 of Law no. 189/2002) who obtain **a minimum score of twenty (20) points** and are included in the total programmed number of students are eligible for admission to the Bachelor's degree programme in Architettura/Architecture. Applicants who are not eligible will not be included in the ranking list.
4. In compliance with the EU guidelines on access of international students to university education and in line with the cultural foreign policy referred to in art. 46 of DPR no. 394/1999, **the minimum admission threshold (score > 20 points, referred to in paragraph 3) is not applicable to non-EU applicants who reside abroad.**

Non-EU applicants who reside abroad are eligible for admission if they get a score greater than zero (0) in the admission test. **Non-EU applicants who reside abroad will not be included in the ranking list if they do not answer any question.**

Art. 9

(How the ranking lists are made and published)

- For the purposes of the ranking lists, the following student categories have been given the following meaning:
European Union students: Italian citizens or other EU nationals
Equivalent students:
 - applicants from Norway, Iceland, Lichtenstein, Switzerland and San Marino;
 - non-UE applicants legally residing in Italy with residence permit issued for study, work or family reasons;
 - political refugees;
 - staff members of foreign diplomatic missions (Embassies/ Consulates) or International Organizations based in Italy and accredited to the Italian Government or to the Holy See (including family members: husband, wife and children);
 - non-UE applicants legally residing in Italy or diplomats who have an Italian high school diploma awarded by an Italian school in Italy or aboard (L. 189/2002);**Quota student:** non-EU applicants residing abroad who have a non-Italian educational qualification.
- Considering that the evaluation of the admission test is based on the criteria referred to in Article 8, please note that:
 - in the event of equal ranking, the score obtained in the individual sections that make up the admission test shall prevail, considering them in the following decreasing order: abstract reasoning, general knowledge, history, design and representation, physics and mathematics.
 - in the event of further equal ranking, the younger applicant will be chosen.
- As of **Thursday 19th September 2019**, CINECA will publish on behalf of MIUR the scores obtained by the applicants on the www.universitaly.it web site. The results are displayed by label codes in compliance with the provisions on personal data protection. These data will be available in the applicants' private area of the website until the end of the operations.
- On **Friday 27th September 2019** applicants will be able to see their answers, their score and their personal data sheet on their private area of the Universitaly portal. Images of the test and personal data sheets can be downloaded from the same web page.
- The national merit ranking list (with the names of the applicants) for admissions to the Bachelor's degree programme in Architettura-Architecture will be published on **Tuesday 1st October 2019** on the applicants' private area of the Universitaly portal. Politecnico will receive the same information.
- Having regard to the merit ranking list and the number of places available at each university, the names of **ASSIGNED** and **BOOKED** students for the university and for the programme selected as the first useful choice will be published on **Tuesday 1st October 2019** on the students' private area of the web site. The list of admitted applicants will also be given to each university.
- The ranking list for quota students which takes into account the number of quota places reserved to those students is determined by Politecnico and will be published on <http://orienta.polito.it/> on **Tuesday 1st October 2019**. Both ranking lists will be published on Politecnico website (<http://orienta.polito.it/>) and on the applicant's personal page of the Apply@polito platform.
- The publication of the ranking lists is the official notification of results. The results of the admission test will not be given over the phone or by e-mail.
- Every time there is an update of the ranking list and a new call is made:
 - if the applicant falls under the number of places available related to his/her first useful choice, he/she will be **ASSIGNED** to it and **must enrol at the university and for the programme he/she has been ASSIGNED to**. Applicants must enrol before the deadline established in Annex 2, point 10), of Ministerial decree no. 277/2019, listed under article 12 of this Call. After the deadline applicants lose the right to enrol, whatever the reason brought forward as a justification.
 - if the applicant cannot be included in the number of places available related to his/her first useful choice, he/she will be **BOOKED** for the next choices. In this case the applicant has the possibility to enrol at the university and for the programme for which he/she has been booked (choices following the first) before the deadline indicated in annex 2, point 10) of DM 277/2019; or he/she can wait for the next call. When enrolment of students with better rank standing has ended, new places for programmes with higher preference might become available. When the applicant decides to enrol at the university for which he/she has been booked, the other preferences will automatically be dropped.

Art. 10

(Exemptions from the admission test)

- Only the following applicants can be exempted from taking the admission test for the Bachelor's degree programme in Architettura-Architecture:

- applicants enrolled in a Bachelor's degree programme belonging to class L-17
 - applicants enrolled in a single-cycle Bachelor's degree programme belonging to class LM-4 and 4/S (only for Bachelor's degree programmes in Architecture)
 - applicants enrolled in a Bachelor's degree programme belonging to the D.M. 509/99 system (only for Bachelor's degree programmes in Architecture) who intend to transfer to the D.M. 270/04 system (from class 4 to class L-17) and applied for an internal transfer or for a transfer from another university. These applicants can be exempted from taking the admission test if, after the evaluation of their previous academic records, they are declared eligible for admission in second or third year within the limit of available places.
2. Applicants referred to in paragraph 1 are strongly encouraged to take the admission test in any case. In fact, if the evaluation of their previous academic records is not sufficient to grant them admission to second year (paragraph 3.a), they will have a chance to take the test and be included in the ranking list.
 3. The evaluation of previous academic records is carried out upon closure of registrations for the admission test. Following this evaluation:
 - a. applicants who have been recognized at least 40 credits, excluding the English exam, or who have been recognized the barrier exams (listed on https://didattica.polito.it/guida/2020/it/crenze_formative_e_aggiornamento_del_carico?cds=1&sdu=80) and are therefore eligible for admission in second or third year within the limits of available places, are not required to sit the admission test. The amount paid for the registration fee will be discounted from the tuition fees in case of effective enrolment; otherwise, it will not be refunded.
Applicants from other universities are required to apply for a transfer at their university of origin, following the procedure available at https://didattica.polito.it/guida/2020/it/trasferimento_su_corsi_di_laurea_triennale?cds=1&sdu=80
Applicants from Politecnico di Torino are required to follow the procedure available at https://didattica.polito.it/guida/2020/it/passaggi_interni_su_corsi_di_laurea_triennale?cds=1&sdu=80
 - b. Applicants who are not eligible for admission in second or third year are required to take the admission test.
 4. The outcome of the evaluation for applicants referred to in paragraph 3a and 3b will be made available on their personal page of the Apply@polito platform before the date of the admission test.

Art. 11 (Enrolment process)

1. The requirements for enrolment in the Bachelor's degree programme in Architettura-Architecture are listed in Annex A attached to this Call, of which it is integral part.
2. The enrolment process is organized in two phases and it is considered completed when both phases have ended.
3. **First phase - online enrolment:**
Applicants who are included in the ranking list referred to in article 9 (**ASSIGNED or BOOKED student**) have to enrol at Politecnico through the online Apply@polito platform and simultaneously pay the first instalment of their tuition fees. The amount due will be indicated in the Tuition Fee Guide for academic year 2019/2020 which is going to be approved by the academic bodies of Politecnico at a later date. The Tuition Fee Guide illustrates which students are exempted from paying their tuition fees. Applicants can pay with 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 which 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, applicants will be informed of its conclusion by e-mail.

The use of the deferred payment method (for instance, a pre-printed notice of payment or Pago PA) is not available for applicants who reside abroad. This payment method is valid solely and exclusively if supported by a **self-declaration** of the payment date certifying that the payment was made before the deadline. The self-certification must be submitted before the same deadline. If the self-certification is found to be false or incorrect, the first phase of online enrolment will be cancelled and the applicant will lose the right to enrol for the 2019/2020 academic year.

At the end of the first phase of enrolment, if the applicant meets all the admission requirements and is not waiting for the evaluation of previous academic records, he/she will be assigned a student number and will get access to all services offered by Politecnico.

Should this not be the case, the applicant can reserve his/her place by paying the first instalment of the tuition fees.

PLEASE NOTE: applicants who have not earned their high school diploma yet or do not have a fiscal code on the closing date for enrolment can enrol at Politecnico di Torino “with condition” (conditional enrolment). They are required to drop this provisional condition no later than 2.00 p.m. of Thursday 14th November 2019 by entering 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 have already paid the first instalment of their tuition fees. Applicants who are BOOKED or ASSIGNED a place after 4th November 2019 must provide the missing information within the next 15 working days.

4. Second phase - enrolment at the Office of the University Registrar

Enrolment becomes effective when applicants go to the **Office of the University Registrar** and present 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 previous academic records) **must complete the enrolment second phase no later than Monday 18th November 2019**. Applicants who do not meet these deadlines will be excluded from the enrolment process. Applicants who are admitted to the programme after 18th November 2019 must complete the enrolment second phase within 15 working days of completing the first phase.

a. Special instructions for applicants with a non-Italian qualification

To complete the enrolment second phase applicants who have a non-Italian educational qualification **MUST** go to the **Incoming Mobility Office – International Affairs Department**, for the evaluation of the documents listed in Annex A and Annex B attached to this Call, of which they are integral part.

b. Conditional enrolment

- In the absence of the documents referred to in points e), i) and m) of Annex A (“Original documents to be presented for enrolment” section), a student is considered **enrolled with condition** at Politecnico. This condition must be dropped by 2nd March 2020 by presenting the above-mentioned documents. If the student fails to present the document referred to in point e) (high school diploma) by the deadline, his/her enrolment at Politecnico will be cancelled with immediate effect on any academic progress. If the student fails to present the document referred to in points i) (official translation into Italian of the high school diploma) and point m) (statement of validity/ *dichiarazione di valore* of the high school diploma or certificate issued by ENIC-NARIC) by the deadline, the student will be denied access to his/her personal page of the Teaching Portal and will no longer be able to perform any activity.
- A student is considered **enrolled with condition** at Politecnico also if he/she has a non-Italian educational qualification and is still waiting for the Regional School Office to issue the declaration of equivalence of his/her high school diploma, which is required for enrolment. If the student fails to present this document by 2nd March 2020, his/her enrolment at Politecnico will be cancelled with immediate effect on any academic progress.
- If a student has a student visa – type D referred to in point c) of Annex A (“Original documents to be presented for enrolment” section), he/she is considered **enrolled with condition** at Politecnico. This provisional condition must be dropped by presenting the residence permit by 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 the student fails to provide his/her residence permit by the deadline, or if he/she is denied the residence permit by the Italian authorities (Questura), his/her enrolment at Politecnico will be cancelled with immediate effect on any academic progress.
- If an applicant does not meet or only partially fulfils the other requirements listed in Annex A and Annex B attached to this Call, of which they are integral part, he/she loses the right to move to the second phase of the enrolment process.

5. In case 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, of which they are integral part, applicants lose their right to enrol and will not be entitled to ask for any refund of the first instalment of the tuition fees referred to in this article, whatever the reason brought forward as a justification.

Art. 12

(How the ranking lists are updated and enrolment deadlines)

1. Admissions and enrolment procedures for **EU students and equivalent students** (referred to in article 9) are based on the ranking lists in accordance with the following phases and rules:
 - a) The ranking list will be published on **Tuesday 1 October 2019** on the applicant's private area of the website. The ranking list shows the following information for each applicant: name, score, rank standing, name of the university to which the applicant has been ASSIGNED, or BOOKED or ON WAITING LIST, in consideration of the position of other applicants with better rank standing and of their individual preferences.
 - b) ASSIGNED applicants must enrol in accordance with the administrative procedures of each university. BOOKED applicants can enrol in accordance with the administrative procedures of each university. For the good functioning of the national ranking list, both ASSIGNED and BOOKED applicants must enrol **within 4 (four) days**, including the day in which the ranking list is updated and excluding Saturday and holidays.
ASSIGNED applicants who do not enrol within 4 days lose their right to enrol. BOOKED applicants who do not enrol are not cancelled from the ranking list.
 - c) each university sends CINECA the names of the students who have actually enrolled within 5 days of the deadline referred to in point a), and in any case before the fifth working day at noon after an update of the the ranking list (no later than 12 a.m.), including the day of the publication of the new ranking list and excluding Saturdays and holidays.
 - d) **all applicants**, except for students who have already enrolled at a university or renounced their place, **must confirm their interest in remaining on the ranking list by logging in to their private area of the University web site within 5 days of the deadline referred to in point a)**, and in any case before the fifth working day at noon after an update of the ranking list, (no later than 12 a.m.) including the day of the publication of the new ranking list and excluding Saturdays and holidays. Failure to provide such confirmation entails cancellation from the national ranking list and loss of the right to enrol, whatever the reason brought forward as a justification, except for the following cases:
 - I. extraordinary and unpredictable event or force majeure not caused by the applicant and proven by appropriate supporting documents;
 - II. injury or disease that prevented the applicant from confirming his/her interest in remaining on the ranking list (letter d) of this article). The applicant must provide evidence of this status in the form of a medical certificate issued by this/her physician or by the local Health Care Centre (ASL) or by specialists or health care facilities recognized by the Italian Health Care system. The medical certificate must certify the existence of an injury or disease which temporarily hindered the applicant from sending his/her confirmation. The medical certificate must be dated before the deadline for sending the confirmation and must cover the entire period including the closing date for confirmation.

Applicants are required to send their supporting documents for the cases referred to in point 1 and 2 of letter d) of this article to the Ministry of Education, University and Research (Ministero dell'Istruzione, dell'Università e della Ricerca- Direzione Generale per lo studente, lo sviluppo e l'internazionalizzazione della formazione superiore- based in Rome, Via Michele Carcani 61). They must send an-email to: dgsinfs.uffici03@miur.it. Should this e-mail address be changed, CINECA will make it public with further notifications.

- e) On **Wednesday 09th October 2019**, after receiving all the notifications mentioned in point c), CINECA will publish a new ranking list, following the procedure referred to in points b), c) and d). This will be done having regard to the position in the rankings and the preferences expressed by applicants.
- f) Subsequent changes in the rankings will take place by repeating the procedure and deadlines mentioned in points b), c) and d), until the Ministry issues a ministerial provision to close the ranking lists.
2. Admissions and enrolment procedures for **quota students** referred to in Article 9 are based on the rankings of the applicants in accordance with the following phases and rules:
 - a) the ranking list for the Bachelor's degree programme in Architettura/Architecture will be published on **Tuesday 1st October 2019** on <http://orienta.polito.it/>. The list will show the names, scores and rank standing of the applicants who are ASSIGNED or ON WAITING LIST.
 - b) **ASSIGNED** applicants must enrol at Politecnico di Torino in accordance with the administrative procedures referred to in article 11.
 - c) These ASSIGNED applicants must enrol **within maximum 4 (four) days**, including the day in which the ranking changes, and excluding Saturday and holidays. As far as ASSIGNED applicants are concerned, failure to enrol within 4 days entails the renunciation of the right to enrol in the programme.
 - d) After the enrolment deadline for ASSIGNED students, referred to in letter b) of this article, if there are still residual places reserved to quota students, Politecnico will publish a new ranking list on **Wednesday**

09th October 2019 at <http://orienta.polito.it/>.

- e) The ranking list for quota students will be closed on **Tuesday 29th October 2019**. No further ranking list updates will take place after this date.
 - f) Further possible ranking list updates will take place by repeating the procedure established under points b) and c), until a new reassignment procedure is opened, as provided for by the "Procedures for entry, stay and enrolment of international/foreign students in higher education courses in Italy –academic year 2019/2020" (section 5, point 2), mentioned in the preamble of this Call for applications.
3. **Underage applicants:** applicants who are underage on the date of online enrolment must pay the first instalment of their tuition fees in order to reserve their place in the programme.
To complete the enrolment second phase underage 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 D.P.R. 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 must contact the **Incoming Mobility Office** – International Affairs Department.
4. The information and terms referred to in this article will not be communicated in writing to the applicants; they will only be published on the website of Politecnico.

Art. 13

(Applicants taking multiple admission tests)

1. Applicants who took more than one admission test for various Bachelor's degree programmes offered by Politecnico, and who are eligible for admission to the Bachelor's degree programme in Architettura/Architecture and at the same time are on the waiting list for one or more programmes of the Engineering area, or for the programme in Territorial, Urban, Environmental and Landscape Planning, or for the programme of Design and Communication, must enrol before the deadline in order to avoid losing their place. Subsequently, if these applicants become eligible for enrolment in another Bachelor's degree programme, they must go to the Office of the University Registrar **before the deadline for enrolment**.
2. Applicants who took the admission test for the Bachelor's degree programme in Architettura/Architecture and are waiting to know if they have been admitted at another university, must enrol at Politecnico before the deadline in order to avoid losing their place. Subsequently, if they are admitted at another university, they can go to the Office of Student Services and apply for withdrawal/transfer to the new programme. Tuition fees already paid will not be refunded.

Art. 14

(Offices and Admissions Procedure Manager)

1. Offices:

Applicants with an Italian educational qualification can contact:

Ufficio Orientamento (Orientation Office)

web: <http://orienta.polito.it/>. – contacts: http://orienta.polito.it/it/ufficio_orientamento

Applicants with a non-Italian educational qualification can contact:

Incoming Mobility Office

web: http://international.polito.it/it/ammissione/futuri_studenti/come_contattarci

The person responsible for the admissions procedure referred to in this Call is Mrs. Silvia Vacca, Head of the Division of Student Affairs (Rector's decree no. 487 of 09th May 2019).

Art. 15

(Committees)

1. Successive Rector's Decrees will appoint the members of the Central Committee and of the Classroom Committees who will be responsible for administering the admission test referred to in this Call.

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), Politecnico

di Torino will process applicants' personal data 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. The privacy policy is available at https://didattica.polito.it/privacy/index_en.html

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 reference is made to Ministerial decree 277/2019 and its annexes, to further guidelines issued by the Ministry before the date of the admission test and to the existing legislation concerning nationally programmed admissions.
2. Communication with applicants will take place primarily through the Apply@Polito platform. Specific communications will be sent via e-mail or SMS using the contact details provided by the applicants during registration.
3. Politecnico does not take any responsibility in case of unavailability of recipients nor 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.
4. This Call for Applications is published on the online University Bulletin on https://www.swas.polito.it/dotnet/albo_online/. The same information is available at <https://orienta.polito.it>. Further amendments to this Call and its Annexes A and B, of which they are integral part, will be made with a specific Rector's decree and will be published at https://www.swas.polito.it/dotnet/albo_online/. Amendments will also be available at <https://orienta.polito.it>.
5. An appeal against this Call can be made to the Regional Administrative Court (TAR) or to the President of the Republic, respectively, within 60 days or 120 days of the date of publication.

THE RECTOR
Prof. Guido Saracco

The English translation of this document is provided as a support to the student community and has no legal effects. The Italian version shall constitute the sole authentic text and will be referred to for any legal matters.