



**Politecnico
di Torino**

**CALL FOR APPLICATIONS FOR ADMISSIONS TO
THE BACHELOR'S DEGREE PROGRAMME IN
ARCHITETTURA-ARCHITECTURE A.Y. 2024/2025**

NON-EU STUDENTS RESIDING ABROAD WITH VISA

Summary

Article 1.....	4
(Initiation of the procedure and places available)	4
Article 2.....	4
Art. 3.....	4
(Admission test date, possible supplementary test date and enrolment deadlines)	4
Art. 4.....	5
(How to register for and take the TIL-A test).....	5
Art. 5.....	5
(How to register for and take the TIL-A test – applicants with disabilities	5
or with Specific Learning Disorders).....	5
Art. 6.....	6
(Conoscenze richieste)	6
Art. 7.....	6
(Contenuti del TIL-A)	6
Art. 8.....	7
(Test evaluation and inclusion in the ranking list)	7
Art. 9.....	7
(Cases in which the test is declared invalid).....	7
Article 10.....	8
(Date of publication of the ranking lists)	8
Article 11.....	8
(How the ranking lists are made)	8
Art. 12.....	9
Art. 13.....	9
(Enrolment requirements and process)	9
Art. 14.....	11
(Applicants who take more than one admission test)	11
Art.15.....	12
(Double enrolment)	12
Art. 16.....	12
(Applicants currently enrolled in a Bachelor's degree programme	12



and applicants with a university degree)	12
Art. 17	13
(Students who are going to incur in forfeiture/ forfeited students).....	13
Art. 18.....	13
(Offices).....	13
Art. 19.....	14
(Person responsible for the admission process and Committees)	14
Art. 20.....	14
(Checks)	14
Art. 21	14
(Privacy policy).....	14
Art. 22.....	14
(Access to documents).....	14
Art. 23.....	15
(Final provisions)	15
ANNEX A	16
ANNEX B.....	22

Article 1 (Initiation of the procedure and places available)

1. Applications are invited for admissions to the Bachelor's degree programme in Architettura-Architecture for a.y. 2024/25. Admissions are limited to the following number of student places:

Class	Programme name	Language of instruction	Non-EU students residing abroad with visa
L-17	Architettura-Architecture	Italian/English	85

2. Annex A, Annex B and Annex C are integral parts of this Call.
 3. The present Call for Applications is restricted to **Non-EU applicants residing abroad with visa**.
 4. Having considered recent trends and the number of withdrawals which have taken place before 31st October in the latest academic years, the number of student places that can be assigned for the programme could be higher than the number of places referred to in par. 1.
 5. Applicants can register for the admission test (see art. 3 and 4) through the Apply@polito platform Starting from **Wednesday 29 May 2024**.

Article 2

(Admission requirements for the Bachelor's degree programme in Architettura-Architecture)

1. Access to the degree programme in Architecture-Architecture shall be subject to the following conditions:
- successful completion of the TIL-A (Test in Laib - Architecture), as specified in art. 8 below;
 - fulfilment of the enrolment requirements referred to in Annex A '*Requirements for enrolment in the degree programme in Architecture-Architecture a.y. 2024/25*';
 - compliance with the specific requirements set out in Annex B '*Specific requirements for British, Scottish, US and International Baccalaureate degrees a.y. 2024/25*'.
 - arrangements for the online TIL test a.y. 2024/2025 as set out in Annex C
- Admission to the degree programme referred to in this article shall also be subject to its full accreditation in accordance with the regulations in force.
3. The TIL test referred to in the present Call for Applications **will be held exclusively online**, according to the specifications given in Annex C; the mentioned specifications will also be published on the University website and on the Apply@polito platform.
4. The score obtained by applicants in the TIL-A test is only valid for enrolment in academic year 2024/2025. For this reason, when applicants register for the TIL-A test, they must be attending their last year of high school (i.e. they should be getting their high school diploma in the summer of 2024 according to the Italian school calendar) or they must have already earned their high school diploma.
5. For admissions to this programme, non-EU students residing abroad with visa (as defined in art. 1, par. 2) from countries with an earlier school starting age who get their high school diploma before the age of 18, must be 17 years old when they get their student visa.

Art. 3

(Admission test date, possible supplementary test date and enrolment deadlines)

1. **The TIL-A test will take place online** according to the specifications given in the Table below:

Test date	Registration deadlines
Thursday 25 July 2024	From Wednesday 29 May 2024, to Tuesday 16 July 2024 at 2:00 pm Italian time

2. Applicants can choose their preferred time slot for the test from the list of available time slots.



3. During the registration process applicants must choose the language of the programme they want to apply for.
4. A supplementary test will be organized only and exclusively in the event that there are still places available once the rankings for the first admission test have been exhausted. Additional information on the possible test will be communicated on the relevant page of the website. Additional information on the possible supplementary test will be communicated on the [relevant page](#) of the website.
5. The possible supplementary test, if confirmed, will have to be held in any case **by Monday 30 September 2024**.

Art. 4

(How to register for and take the TIL-A test)

1. Applicants are required to apply for the TIL-A 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 paragraphs 2 and 3.
2. The TIL-A registration fee is € 50.00. Applicants who have a residence permit for temporary protection in Italy are exempted from paying the registration fee for one test session only (Rector's decree n. 258 of 22/03/2022).
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, except for the provisions of art. 10, par. 4.
3. The registration fee can be paid with the following payment methods:
 - a) Credit cards (or other payment methods available on the PagoPA platform) generating an **immediate payment**;
 - b) Pre-printed notice of payment (MAV on the PagoPA platform), generating a **deferred payment**.Applicants who pay using the method illustrated under letter b) **must go back to the Apply@polito platform and enter the date of the payment** in a specific field (**self-declaration in compliance with art. 46 and 47 of DPR no. 445/2000**). Failure to specify the payment date on the Apply@polito platform entails that the payment **is not valid**. Both the payment and the self-declaration must take place **before the deadlines** illustrated in art. 3.
Should the self-declaration be found to be false or incorrect, the registration for the test, or the test itself, will be cancelled.
4. We recommend all applicants to start the above-mentioned procedures well in advance of the deadlines in order to avoid that possible technical problems may hinder to complete the process.

Art. 5

(How to register for and take the TIL-A test – applicants with disabilities or with Specific Learning Disorders)

1. The online TIL-A test is organized in compliance with current legislation on disabilities and specific learning disorders (SpLD). The procedures to take the TIL-A test for the applicants referred to in this paragraph are illustrated in this Call. For more information on special arrangements for the test applicants can contact the Special Needs Unit of Politecnico di Torino (<https://www.polito.it/en/education/services-and-life-at-politecnico/welcome-inclusion-and-support/disabilities-and-specific-learning-disorders-spld>) through the ticketing service.
In particular:
 - Applicants with disabilities or with SpLD residing in foreign countries, who wish to take advantage of compensatory measures (maximum 30% extra time compared to standard test duration and use of the non-programmable calculator), **must present the certification of disability or SpLD condition issued in their country of residence**. The documents must be

official with **stamp of the issuing institution** and **signature of the official in charge** and **must be drawn up in one of the following languages: Italian, English, French, Spanish**. If the official documents are in other languages, it is necessary to attach both the original language version and the official translation into Italian or English in the same file. The University bodies in charge of examining the certifications referred to in this paragraph shall verify that this foreign documentation testifies a condition of disability or specific learning disorder recognised by Italian law.

2. The applicants referred to in this article who require special arrangements to take the TIL-A test must upload their certificate of disability or SpLD to the Apply@polito platform ("Personal information" section) at least 15 days before the test date.
3. The compensatory measures the applicants referred to in this article can require are: maximum 30% extra time compared to standard test duration and use of the non-programmable calculator. It is also possible to use the 'ReadSpeaker' (with headphone listening) to facilitate the reading of text parts. Applicants with suitable certification who need the support of a tutor who helps them use the PC must contact the Special Needs Unit through the Ticketing Support Service before 10 July 2024.
4. The technical details to take the online test are illustrated in Annex C; the same information will be published on the University website and on the Apply@polito platform.

Art. 6

(Conoscenze richieste)

1. Applicants are expected to: understand and analyse different written texts, have an aptitude to logical-mathematical reasoning, have sufficient general knowledge, with special focus on history, geography, social sciences and institutions, drawing and representation, mathematics and physics.
2. More details on the required competencies referred to in par. 1 are available in Annex A of Ministerial degree no. 627 of 24/04/2024 at: <https://www.mur.gov.it/it/atti-e-normativa/decreto-ministeriale-n-627-del-24-04-2024>.

Art. 7

(Contenuti del TIL-A)

1. The TIL-A test is an individual test, which is different for each applicant. It is made up of automatically and randomly selected computer interface questions. All tests have an equivalent level of difficulty.
2. Applicants can decide whether to take the admission test in Italian or in English and must select the chosen language when they register for the TIL-A test.
3. The TIL-A test consists of 50 questions, divided into 5 sections, with a predetermined number of questions to be finished within a pre-set time, 20 minutes for each section:
 - Ten (10) Reading comprehension questions
 - Ten (10) Prior school knowledge: History (including History of Art) and General Knowledge questions
 - Ten (10) Logic reasoning questions
 - Ten (10) Drawing and Representation questions
 - Ten (10) Mathematics and Physics questions

The total time for the TIL-A test is set at 100 minutes.

Each question has 5 possible answers marked with the letters A, B, C, D, E, only one of which is correct.

Art. 8

(Test evaluation and inclusion in the ranking list)

1. The maximum test score is fifty (50) points calculated as follows:

- 1 point for each correct answer
- 0 point for each unanswered question
- minus 0.25 point (-0.25) for each incorrect answer

The score is converted to hundredths

At the end of the test, applicants will be able to see their score on the screen. The test score will also be available in the applicant personal page of the Apply@polito platform.

2. Applicants who are admitted but score, in the Physics and Mathematics sections, less than 30% of the maximum score for the section (i.e. less than 3 points out of the 10 available in the section) will have to fulfil some supplementary academic obligations (in Italian, Obblighi Formativi Aggiuntivi - OFA). In particular:

- they will be encouraged to attend tutoring math classes during Year 1;
- they will be required to attend a course called «C.I.A.O. - Corso Interattivo di Accompagnamento Online» (online interactive support course). The course will be offered in the week before the beginning of classes. The course seeks to help applicants fill in the gaps in their Math knowledge through specific online tutoring sessions.

More details on this course will be available in the applicant's personal page of the Apply@polito platform, under the "TIL-A" section.

The Student Guide and the Teaching Regulations of each Bachelor's degree programme will explain how students can fulfil their OFA.

3. **Applicants who have not answered any question will not be included in the ranking list.**

Art. 9

(Cases in which the test is declared invalid)

1. Applicants must abide by the University's Code of Ethics https://www.polito.it/sites/default/files/2022-10/CODE%20OF%20ETHICAL%20CONDUCT_ENG_Final_0.pdf as well as the following rules throughout the duration of the test, otherwise the test can be declared invalid:
 - be absolutely silent during the test, except when asked a question by the Virtual Classroom test supervisor.
 - keep only some sheets of blank paper and a pen on the desk;
 - keep the device's video camera turned on for supervision;
 - keep the device's microphone turned on for surveillance and do not use any tools, if any, connected to the device;
 - keep the device's sound turned on for surveillance;
 - make sure the room gets enough light;
 - perform control operations whenever required by the Virtual Classroom test supervisor.
 - do not allow anyone to enter the room where the test is taking place.
 - do not use headphones, earphones, smartwatches, calculators, notes or any other learning material, unless they are entitled to special arrangements, as provided for in art. 5 above.
2. The test may also be considered invalid if there is no Internet connection for a period of time that does not ensure the proper conduct of the test.
3. When the test is declared invalid due to a violation of the conduct rules, the applicant is not entitled to get any refund of the TIL-A registration fee.
4. If an applicant cannot access the test due to technical problems verified by the University or due to issues that do not depend on the applicant and on his/her correct use of the

compulsory devices for the test, the Central Committee may reschedule the test at the end of the same day during a dedicated time slot. In this case, the applicant will not have to pay the registration fee again. If an applicant needs to retake the test, he/she will be immediately informed.

5. More information on the procedures that applicants must follow in the event of Internet connection problems is available in Annex C in the paragraphs "Procedures in the event of persistent Internet connection problems" and "Procedures in the event of disconnection from the Virtual Classroom".
6. The provisions of art. 4, par. 3 of this Call remain in force.

Article 10 (Date of publication of the ranking lists)

1. **The ranking list of non-EU students not residing in Italy with visa** referred to in Article 1, paragraph 3 who took the TIL-A test on **Thursday 25 July 2024** will be published on **Wednesday 31 July 2024**.
2. The ranking referred to in paragraph 1 will be made public with a Rector's decree, on the online Bulletin (Albo online) of the University and on the [University website](#).
3. Admitted applicants must reserve their place/enrol by **Tuesday 20 August 2024 at 2 p.m. (Italian time)** with no exception. **Failure to enrol by this deadline implies that the applicant intends to decline his/her offer of admission to Politecnico.**
4. Information on the next updates of the ranking lists is provided in art. 13.
5. We recommend all applicants to start the above-mentioned procedures well in advance of the deadlines in order to avoid that possible technical problems may hinder to complete the process.

Article 11 (How the ranking lists are made)

1. Applicants are placed in the ranking list for admission to the programme in Architettura/Architecture in descending order based on their TIL-A test score and in accordance with the provisions set in the paragraph 4 of this Article.
2. Politecnico di Torino will make an offer of admission to the Bachelor's degree programme in Architettura-Architecture to the applicants included in the ranking lists up to the maximum number of available student places.
3. Applicants who have not answered any question will not be included in the ranking lists.
4. The ranking lists are made with the following criteria:
 - a. applicants are ranked in descending order based on their TIL-A score;
 - b. in case of equal ranking, the score obtained in the individual sections that make up the TIL-A test shall prevail, considered in the following order: Logic reasoning, Reading comprehension, Drawing and Representation, Mathematics and Physics and Prior school knowledge, History (including History of Art) and General Knowledge. In case of a further equal ranking, the younger applicant will be chosen.
5. The ranking lists, their updates (art. 13, par. 1) and the supplementary test (if any – art. 3, par. 4) classify prospective students in the following categories:
 - **ASSIGNED STUDENT:** a student who **MUST** reserve his/her student place or enrol in the Bachelor's degree programme in Architettura-Architecture before the deadlines for the updates of the ranking list (art.13, par. 1) or, in the event of the possible supplementary test taking place, within the terms that will be indicated on the website on the page dedicated of the [Bachelors' degree programme in Architecture-Architecture](#). **Failure to reserve one's student place or enrol by the deadlines entails permanent renunciation of the place.**
 - **ENROLLED STUDENT:** a student who has reserved his/her student place or has completed the first phase of online enrolment (as stated in art. 13);

- STUDENT ON WAITING LIST: a student who has not been offered a place in the programme, but could receive an offer of admission with the next updates of the ranking list if other applicants with better rankings do not reserve their place or do not enrol in the programme. This student must wait for the next call/s.
- RENUNCIATION OF ENROLMENT:
 - a student who has been ASSIGNED a place in the programme but has failed to reserve his/her student place or enrol by the deadline of art. 13, par. 1;
 - a student who has ENROLLED in the programme but has withdrawn from it before the closing date of the ranking list referred in art. 12, par. 2 and art. 13, par.1.
- STUDENT ADMITTED TO YEAR 2 OR BEYOND: a student currently enrolled at Politecnico di Torino or at another Italian university, who has taken the TIL-A test and has been ASSIGNED a place for admission to year 2 or beyond – after the evaluation of his/her academic records.
- NOT ADMITTED STUDENT DUE TO UNFULFILLED LANGUAGE REQUIREMENTS: a student who has correctly reserved his/her student place but is not allowed to enrol since he/she does not meet the language requirements illustrated in Annex A to this Call.
- NOT ADMITTED STUDENT: a student who has not answered any question and therefore **has not been included in the ranking list**.
- NOT ADMITTED STUDENT FOR CLOSED RANKING LIST: a student who is not admitted to the programme due to closure of the ranking list as provided for in art. 12, par. 4.

Art. 12 (How the ranking lists are updated)

1. Allocations of places to the applicants included in the ranking lists referred to in art. 11, par. 1 are based on the updates of the ranking lists which depend on the number of students who enrol online before the deadlines illustrated in art. 13.
2. The applicants included in the ranking lists referred to in art. 11, par. 1 who **are no longer interested in enrolling** in the Bachelor's degree programme in Architettura-Architecture 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** and his/her student place is assigned to the next applicant on the ranking list.
3. Possible residual places (that remain unassigned after all students on the ranking list have been offered a place) will be offered to the students who have taken the test for admission to the programme in Architettura –Architecture (a.y. 2024/2025) at other universities but have not been admitted due to lack of places. These applicants will be considered for admission to Politecnico di Torino based on the score they got in the test until all places are assigned. The University will publish a specific notice announcing the number of places available and the timeframe for application submission.
4. The closing date for the ranking lists is Tuesday, 22nd October 2024. In the event of an additional test, this date may be postponed.

Art. 13 (Enrolment requirements and process)

1. All applicants who take the TIL-A test on Thursday 25th July 2024 are strictly required to meet the deadlines for student place reservation and for enrolment illustrated in the table below. Failure to meet these deadlines entails permanent exclusion from the enrolment process.



Enrolment phases	Date
Ranking list publication	Wednesday 31 July 2024
Time frame for student place reservation/enrolment for students who get an offer of admission after the publication of the ranking list	From Wednesday 31 July 2024 to Tuesday 20 August 2024 at 2 p.m. (Italian time)
First update of the ranking list	Thursday 22 August 2024
Time frame for student place reservation/enrolment for students who get an offer of admission after the publication of the first update of the ranking list	From Thursday 22 August 2024 to Monday 26 August 2024 at 2 p.m. (Italian time)
Second update of the ranking list	Tuesday 27 August 2024
Time frame for student place reservation/enrolment for students who get an offer of admission after the publication of the second update of the ranking list	From Tuesday 27 August 2024 to Monday 2 September 2024 at 2 p.m. (Italian time)
Third update of the ranking list	Tuesday 3 September 2024
Time frame for student place reservation/enrolment for students who get an offer of admission after the publication of the third update of the ranking list	From Tuesday 3 September 2024 to Monday 9 September 2024 at 2 p.m. (Italian time)
Fourth update of the ranking list	Tuesday 10 September 2024
Time frame for student place reservation/enrolment for students who get an offer of admission after the publication of the fourth update of the ranking list	From Tuesday 10 September 2024 to Thursday 12 September 2024 at 2 p.m. (Italian time)

If necessary, there will be further updates of the ranking lists. In this case, the new deadlines for enrolment will be published on the applicants' Apply@polito personal page and on the university website.

- Applicants are required to reserve their student place/enrol following the online procedure. At the same time, they must pay the first instalment of their tuition fees. The standard amount of the first instalment is 161€. Possible reductions or revisions of this amount will be announced in the Tuition Fee Guide for academic year 2024/2025, which is going to be approved by the university bodies at a later date.
- The online procedure to reserve one's student place/enrol (with payment of the first instalment of the tuition fees) mentioned in the previous paragraph must be used also by Applicants who want to simultaneously enrol in another Bachelor's degree programme, as provided for in Law no. 33 of 12 April 2022.
- The requirements for enrolment in the degree programme in Architecture-Architecture are specified in Annex A and Annex B. **The language requirements set out in Annex A, for applicants with a foreign qualification, must be met by the deadline for student place reservation** as indicated in the table in paragraph 1. Furthermore, within this deadline it will be necessary to correctly complete the Language Knowledge section of the Apply@polito platform by entering the data relating to the English language certificate required for access



- to the course.
- Applicants with a foreign qualification who have reserved their student place within the deadline and who meet the language requirements set out in Attachment A must enrol through the online procedure by **Friday 27 September 2024 at 2.00 p.m.** In the event of allocation in successive steps, as indicated in paragraph 1 of this article, the deadline for enrolment shall be redefined.
 - In the event of non-compliance with the deadlines set in this Article or with the requirements set in Annex A and Annex B**, the applicant shall lose his/her right to reservation of his/her student place and/or matriculation and **shall not be entitled to a refund of the first instalment of the contribution due** as provided for in this Article, regardless of the justification given.
 - The procedures to complete the student place reservation/enrolment** for all applicants are published in the [Enrolment Regulations for a.y. 2024/25](#).

Art. 14

(Applicants who take more than one admission test)

- Applicants who have taken more than one admission test for different Bachelor's degree programmes offered by Politecnico may be eligible for enrolment in the programme in Architettura-Architecture and at the same time they may be on a waiting list for other programmes (Engineering, Design or Planning). In this case, they must reserve their student place or enrol in the programme in Architettura-Architecture before the deadline set in art. 13. Subsequently, if they find out that they have been admitted to another programme (Engineering, Design or Planning) and they prefer to enrol in that programme, they will have to choose one of the following options using the online system:
 - withdraw from the Bachelor's degree programme in which they have enrolled ("withdrawal from studies"), following these steps:
 - fill out an online form available on their personal page of the Teaching Portal.
 - pay 16.00 Euro for the virtual revenue stamp required for the withdrawal (this amount must be paid from the personal page of the Teaching Portal).
 - enrol in the new Bachelor's degree programme after they receive the withdrawal confirmation (an e-mail confirming their withdrawal will be sent to their Polito mailbox). To enrol in the new programme, students must go to their personal page of the Teaching Portal and log in to the Apply@polito platform using the Student Number they received when they enrolled in the first programme.
 - enrol in the degree programme and declare on the Apply@polito platform that they also want to enrol in another programme (double enrolment) for which they have taken the admission test at Politecnico.

In both cases the process must be completed before the enrolment deadline following the instructions provided in the "[Enrolment regulations – A.Y. 2024/25](#)" referred to in art. 13, paragraph 7.

- Applicants who have taken the TIL-A test and are awaiting the results of the admission tests to other universities must enrol at Politecnico before the deadline in order to avoid losing their place. Subsequently, if these applicants find out that they have been admitted to another university, they will be able to request a withdrawal/transfer, or declare that they want to enrol in both university programmes. **Tuition fees previously paid by these applicants will not be refunded under any circumstances.**

**Art.15
(Double enrolment)**

1. Applicants who want to simultaneously enrol in two degree programmes must refer to the rules contained in Law no. 33 of 12th April 2022 and subsequent ministerial decrees (decree no. 930 of 29th July 2022 and no. 933 of 2nd August 2022) to verify if the two programmes are compatible for double enrolment.
2. Applicants who are currently enrolled at another university and wish to enrol in a degree programme at Politecnico (double enrolment) during the application process are required to enter the following information on the Apply@polito platform (EDUCATIONAL BACKGROUND section): university, denomination and degree class of the programme, list of the exams included in the study plan (passed and unpassed) with number of credits, Scientific and Disciplinary Field and grade (if the exam has already been taken).
3. Applicants referred to in paragraphs 1 and 2 are required to take the TIL-A test and be on the ranking list. If the applicant is on the ranking list for admission to a programme at Politecnico, he/she must confirm his/her intention to enrol directly on the Apply@polito platform by paying the first instalment of the tuition fees (art. 13, paragraphs 1) before the deadlines, following the procedures for completing the enrolment process available the "Enrolment Regulations - A.Y. 2024/25". Failure to comply with these terms entails permanent exclusion from the admission process. After confirming the intention to enrol in the programme, the previous academic records of the applicant will be sent to the Academic Advisor of the programme who will decide on the possible recognition of previously earned credits.

**Art. 16
(Applicants currently enrolled in a Bachelor's degree programme
and applicants with a university degree)**

1. **Applicants currently enrolled at Politecnico who wish to make an internal transfer to the Architecture programme are required to take the TIL-A test (art. 3, par. 1).** When they register for the TIL-A test, they must choose the Bachelor's degree programme in Architettura Architecture from their personal page of the Apply@polito platform ("Choose your programme" section). This choice cannot be modified. **If they pass the TIL-A test and are on the ranking list for admission**, they must confirm their internal transfer on the Apply@polito platform and pay before the deadline the first instalment of their tuition fees (art. 13, par. 1). They must enrol in the programme following the procedures illustrated in the "" referred to in art. 13, par. 7. Failure to comply with these terms entails permanent exclusion from the admission process. After confirming their intention to transfer, the previous academic records of these applicants will be sent to the Academic Advisor of the programme who will decide on the possible recognition of previously earned credits. More information will be available in the Student Guide - a.y. 2024/25 (Transfers chapter – Internal transfers). The Student Guide is going to be published in June.
2. **Students currently enrolled in a Bachelor's degree programme at another Italian university or students with a Bachelor's degree** who intend to study at Politecnico in the Architettura/Architecture programme **must take the TIL-A test** (also if they are attending a programme belonging to the same degree class) and conveniently place themselves on the ranking list.
When they register for the TIL-A test, they must choose the Bachelor's degree programme in Architettura Architecture from their personal page of the Apply@polito platform ("Choose your programme" section)
If they pass the test and are on the ranking list for admission, they must confirm their intention to transfer to Politecnico on the Apply@polito platform and pay the first instalment of their tuition fees (13, par. 1). They must enrol in the programme following the procedures illustrated in the

"Enrolment regulations – A.Y. 2024/25" referred to in art. 13, par. 7. Failure to comply with these terms entails permanent exclusion from the admission process.

After confirming their intention to enrol at Politecnico, the previous academic records of these applicants will be sent to the Academic Advisor of the programme who will decide on the possible recognition of previously earned credits.

3. Applicants who are enrolled in a Bachelor's degree programme at another Italian university and wish to enrol also at Politecnico (double enrolment), must refer to the provisions of art. 15.

Art. 17

(Students who are going to incur in forfeiture/ forfeited students)

1. Students who are currently enrolled in a Bachelor's degree programme at Politecnico di Torino (DM 270/04) incur in automatic forfeiture on 30th September 2024 if they do not pass the compulsory first-year exams required to move to year 2 in a two-year period. These students, as well as the students who forfeited for the same reasons in previous academic years, are allowed to re-enrol in the Bachelor's degree programme in Architettura/Architecture, but they must take the TIL-A test (dates are available in art. 3, par. 1) and be on the ranking list.
2. Students who are currently enrolled in a Bachelor's degree programme at Politecnico di Torino (DM 270/04) incur in automatic forfeiture on 30th September 2024 if they do not pass any exam in three consecutive academic years. They also incur in forfeiture if they do not complete all their exams (excluding the final examination) in six years. These students, as well as the students who forfeited for the same reasons in previous academic years, are allowed to re-enrol in the Bachelor's degree programme in Architettura/Architecture, but they must take the TIL-A test (dates are available in art. 3, par. 1) and be on the ranking list.
3. The following students:
 - a. students currently enrolled in a Bachelor's degree programme at Politecnico di Torino (DM 509/99) who incur in automatic forfeiture on 30th September 2024 if they do not complete all the exams (except for the Final examination), and students who forfeited in previous academic years for the same reason;
 - b. students currently enrolled in a Bachelor's degree programme that belongs to the system pre-dating DM 509/99 who incur in automatic forfeiture on 30th September 2024, in accordance with art. 149 of the T.U. approved by the Royal Decree no. 1592 of 1933 as well as the students who forfeited in previous academic years for the same reason; are allowed to re-enrol in the Bachelor's degree programme in Architettura-Architecture, but they must take the TIL-A test (dates are available in art. 3, par. 1) and be on the ranking list.
4. During the registration for the TIL-A test, applicants must choose the Bachelor's degree programme in Architettura Architecture from their persona page of the Apply@polito platform ("Choose your programme" section").
5. More information will be available in the Student Guide a.y. 2024/25 ("Interruption, Suspension, Withdrawal, Forfeiture" chapter).

Art. 18 (Offices)

1. For information on this Call applicants please contact:
Recruitment and Admissions Unit
(Ufficio Promozione, Orientamento e Accesso)
Use the Ticketing Support System <https://www.polito.it/en/contact-us/contacts-for-students>

Art. 19

(Person responsible for the admission process and Committees)

1. The person responsible for the admissions process to the Bachelor's degree programmes of Politecnico di Torino is Mrs. Francesca Maccario, Executive of the Division for Students, Education and International Affairs (Rector's decree no. 1353 of 23/12/2023) .
2. Prof. Sandra Pieraccini, is appointed to chair the Central Committee for all TIL tests for admissions in a.y. 2024/2025 (Rector's decree no. 1296 of 22/12/2023). She is also in charge of designating the teaching staff who will provide support during the tests.
3. Prof. Carla Bartolozzi, Prof. Massimiliano Lo Turco, Prof. Ursula Zich and Mrs. Alessandra Berlese are appointed as members of the Central Committee for the TIL tests.
4. Prof. Fulvio Corno, Prof. Francesca Thiebat and Mrs. Francesca Chicco are appointed as substitute members in the event of absence or incompatibility of a member of the Central Committee.
5. The members of the Lab Committees responsible for the practical implementation of the TIL-A test will be appointed with a Rector's decree at a later date.

Art. 20

(Checks)

1. All declarations made by the applicants while filling out the application form for the TIL-A test, as well as any supporting documents attached to the application form, may be checked and verified by Politecnico in accordance with D.P.R. no. 445/2000 (*Testo Unico delle disposizioni legislative e regolamentari in materia di documentazione amministrativa*).

Art. 21

(Privacy policy)

1. In accordance with the General Data Protection Regulation (EU Regulation 2016/679 – GDPR) and the “Code on the protection of personal data” (D.R. no.196 of 30th June 2003 and further amendments), Politecnico di Torino (Data Controller) shall process applicants' personal data exclusively in pursuit of its institutional aims connected with the administration of the TIL-A test held online.
2. Politecnico di Torino shall process applicants' personal data within the meaning of the following articles of the GDPR: art. 9, par. 2, let. g) and art. 49, par.1, let. b) and d). The personal data records will be kept for no longer than is necessary for the purposes of checking the test, provided that the test is not declared invalid by the Central Committee. Otherwise, the recordings will be kept until the deadline to file a complaint. In the event of an applicant's complaint, the legal basis for use and retention of recordings is the protection of the applicant's rights.
Applicants must abide by the Code of Ethical Conduct (https://didattica.polito.it/regolamenti/pdf/Codice_Etico_2011.pdf)
3. The University policy on the processing of personal data is available at: <https://www.polito.it/privacy/informative-privacy>

Art. 22

(Access to documents)

1. Access to test-related documents is allowed in the forms provided for by current legislation and in accordance with the “Regulations on access to administrative documents pursuant to Law. No. 214/1990, civic access and general civic access pursuant to legislative decree no.

33/2013”

2. The terms and forms to request access to test-related documents are also contained in the same Regulations (*Regolamento in materia di accesso ai documenti amministrativi ai sensi della Legge n. 241/1990, accesso civico e accesso civico generalizzato ai sensi del D.lgs. n. 33/2013*).

Art. 23
(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/. It is also available at <https://www.polito.it/en/education/applying-studying-graduating/admissions-and-enrolment/bachelor-s-degree-programmes>. Possible future amendments to this Call and to Annex A, B or C (which are integral parts of this Call) will be issued with a specific Rector's decree and published at https://www.swas.polito.it/dotnet/albo_online/. The same will also be available at <https://www.polito.it/en/education/applying-studying-graduating/admissions-and-enrolment/bachelor-s-degree-programmes>
3. Communication with applicants takes place primarily through the Apply@Polito platform. Specific messages might be sent via email or SMS using the contact details provided by the applicants during their registration on the platform.
4. 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.
5. An appeal against this Call for applications can be made to the Regional Administrative Court (TAR) or to the President of the Republic, respectively, within 60 days or 120 days from the date of publication.

IL RETTORE
Prof. Stefano Paolo Corgnati

fc/ab/FM

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.

ANNEX A

ENROLMENT REQUIREMENTS FOR THE BACHELOR'S DEGREE PROGRAMME IN ARCHITETTURA-ARCHITECTURE

ACADEMIC YEAR 2024/2025

APPLICANTS WITH ITALIAN EDUCATIONAL QUALIFICATION

LANGUAGE REQUIREMENTS

For the English-taught programme: applicants must have an **English language certificate – B2 level** of the Common European Framework of Reference for Languages (CEFR)

The table of certificates for the recognition of the English level are available at <https://didattica.polito.it/cla/en/certificates> – see “Table of 23/09/2019”- updated on 22/12/2022.

OTHER REQUIREMENTS

High school diploma (self-declaration)

ORIGINAL DOCUMENTS TO BE PRESENTED FOR ENROLMENT

- a) Passport/ ID card
- b) Residence permit (*Permesso di soggiorno*) for non-EU citizens who reside in Italy
- c) Visa for study purposes “Immatricolazione Università” tipo D “nazionale” (non-EU applicants who reside outside Italy and require a visa)
- d) Fiscal code (*Codice fiscale*) issued by the Italian Income Authority (*Agenzia delle Entrate*) or by the Embassy/Consulate for applicants who do not reside in Italy
- e) For underage applicants: self-certificate (*dichiarazione sostitutiva di certificazioni* - art. 5 and 46 of Presidential decree no. 445 of 28/12/2000) signed by a parent or a legal guardian and photocopy of the signer's identification document. This form is available on the applicant's Apply@polito personal page – PERSONAL INFORMATION section.
- f) For students who enrol in the Italian-taught programme: (if already earned by the student) certificate providing evidence of competence in English listed in the table see “Table of 23/09/2019”- updated on 22/12/2022 available at <https://didattica.polito.it/cla/it/certificazioni> .

The procedures for uploading the certificates and presenting the documents for enrolment are illustrated the “Enrolment Regulations - A.Y. 2024/25”.

APPLICANTS WITH NON-ITALIAN EDUCATIONAL QUALIFICATION

LANGUAGE REQUIREMENTS

- **For the Italian-taught Bachelor's degree programme:** Italian language certificate B1 level or above
- **For the English-taught Bachelor's degree programme:** English language certificate – B2 level of the Common European Framework of Reference for Languages (CEFR)

The certificates or exemptions accepted by Politecnico di Torino for the **B1 Italian level** are available at <https://didattica.polito.it/cla/it/certificazioni>.

The certificates accepted by Politecnico di Torino for the **B2 English level** are available at <https://didattica.polito.it/cla/it/certificazioni> - check the "table adopted on 23/09/2019 - updated on 22/12/2022".

For prospective students with refugee status in Italy: having an English/Italian language certificate is not an admission requirement but only a graduation requirement. These students must obtain and present an English/Italian language certificate before the registration deadline for the final examination (graduation) – in compliance with Rector's decree no. 258 of 22/03/2022.

OTHER REQUIREMENTS

- **High school diploma obtained after a period of at least 12 years of school education**

If you were awarded your high school diploma after attending less than 12 years of school:

High school diploma awarded after a period of 11 years of school education + first-year university exams completed with a passing grade

or

High school diploma awarded after a period of 10 years of school education + first and second-year university exams completed with a passing grade

or

High school diploma awarded after a period of 10 or 11 years of school education + a post-secondary final qualification awarded by a non-university institution in a field of study related to the Bachelor's degree programme you have chosen

or

High school diploma awarded after 10 or 11 years of school education + foundation course (preparation year/s) successfully completed at an Italian university. Politecnico di Torino will assess the Foundation course certificate

and decide on its eligibility for admission

➤ **You can enrol at Politecnico if you have one of the following qualifications:**

U.S. high school diploma with at least 3 Advanced Placement courses (APs) passed with a grade between 3 and 5 in three different subjects related to the Bachelor's degree programme you have chosen (see Annex B for further details)

or

UK General Certificate of Education (GCE) and International General Certificate of Education (IGCE), with at least 3 advanced courses (A level) with a passing grade in different subjects related to the Bachelor's degree programme chosen by the applicant (see Annex B for further details)

or

Scottish high school diploma with at least three Advanced Highers, or, alternatively, 2 Advanced Highers + at least 4 Highers in different subjects related to the Bachelor's degree programme chosen by the applicant (see Annex B for further details)

or

International Baccalaureate Diploma issued by a school/institution recognized by the Baccalaureate Organisation (IBO) in accordance with the specifications illustrated in Annex B

- **For countries where university admissions are regulated by a specific admission test: certificate stating that you passed the national admission test.**

ORIGINAL DOCUMENTS TO BE PRESENTED FOR ENROLMENT

- a) Identification document (for EU nationals) or passport
- b) Residence permit (*Permesso di soggiorno*) for non-EU citizens who reside in Italy
- c) Visa for study purposes "Immatricolazione Università" tipo D "nazionale" (non-EU applicants who reside outside Italy and require a visa)
- d) Fiscal code (*Codice fiscale*) issued by the Italian Income Authority (*Agenzia delle Entrate*) or by the Embassy/Consulate for applicants who do not reside in Italy
- e) For underage applicants: self-certificate (*dichiarazione sostitutiva di certificazioni* - articles 5 and 46 of Presidential decree no. 445 of 28/12/2000) signed by a parent or a legal guardian and a photocopy of the signer's identification document. This form is available on the Apply@polito personal page.
- f) High school diploma with official translation into Italian (official diplomas written in English, French or Spanish do not need to be translated)

- g) For applicants with a U.S. high school diploma: certificate stating that you passed 3 Advanced Placement courses (APs), as specified in Annex B
- h) For applicants with a UK diploma (General Certificate of Education - GCE and International General Certificate of Education – IGCE): certificate stating that you have 3 A-levels, as specified in Annex B
- i) For applicants with a Scottish high school diploma: certificate stating that you have three Advanced Highers, or, alternatively, 2 Advanced Highers + at least 4 Highers, as specified in Annex B
- j) For countries in which university admissions are regulated by a specific admission test: certificate stating that the applicant passed the national admission test.
- k) in the event of school education lasting less than 12 years: university transcript of records (with official translation into Italian) with the results of the exams passed in the first year or in the first two years; or, post-secondary final qualification (with official translation into Italian) awarded by a non-university institution in a field of study related to the Bachelor's degree programme you have chosen; or, successful completion of a Foundation Course. The above-mentioned documents (official certificates and post-secondary diplomas) do not need to be translated into Italian if written in English, French or Spanish.
- l) *Dichiarazione di valore* (Statement of Validity) of the high school diploma or *Attestato di Comparabilità* (Statement of Comparability) issued by CIMEA or by other ENIC-NARIC centres. The so called “Attestato di Corrispondenza” (Certificate of Correspondence) obtained on the [ARDI](#) platform substitutes the Statement of Comparability issued by CIMEA. In any case, please note that the correspondence provided by ARDI is based on a standard foreign qualification system and not on specific cases. For this reason, Politecnico reserves itself the right to ask the applicant additional documents for the verification of his/her non-Italian qualification (es. Attestato di Verifica, issued by Cimea). Even if the Attestato di Verifica is not mandatory, applicants are encouraged to present it to facilitate evaluation.
- m) Language certificate (Italian and/or English) required for admission

The procedures for uploading the certificates and presenting the documents for enrolment are illustrated in the “Enrolment Regulations - A.Y. 2024/25”.

APPLICANTS WITH ITALIAN OR NON-ITALIAN EDUCATIONAL QUALIFICATION WHO ARE EXEMPTED FROM PRESENTING AN ENGLISH LANGUAGE CERTIFICATE

1. Applicants who have an IB Diploma (International Baccalaureate <https://www.ibo.org/programmes/diploma-programme/>) exclusively if they have attended the entire learning path in English, except for the foreign languages;
2. Applicants with an high school diploma awarded by one of the European Schools referred in Annex 2 to the "Procedures for entry, stay and enrolment in higher education programmes of students requiring visa", exclusively if the first language of the learning path (L1) is English;
3. Educational qualification, recognized by the Italian Ministry for Education, University and Research (*Ministero dell'Istruzione, dell'Università e della Ricerca*) as equivalent to an Italian high school diploma (*diploma di maturità*) or higher academic qualification, awarded by the United States of America, Canada, the United Kingdom, Ireland, Australia, New Zealand, regardless of the country where the school/university is located.
4. Educational qualification, recognized by the Italian Ministry for Education, University and Research (*Ministero dell'Istruzione, dell'Università e della Ricerca*) as equivalent to an Italian high school diploma (*diploma di maturità*) or higher academic qualification, awarded after attending a learning path in English at a school or university located in one of the following countries:

Africa	Asia	Caribbean and Americas	Europe	Pacific
Botswana	Bangladesh	Antigua and Barbuda	Cyprus	Australia
Cameroon	Brunei Darussalam	Bahamas, The	Malta	Fiji
Gambia, The	India	Barbados	United Kingdom	Kiribati
Gabon	Malaysia	Belize	Ireland	Nauru
Ghana	Maldives	Canada		New Zealand
Kenya	Pakistan	Dominica		Papua New Guinea
Kingdom of Eswatini	Singapore	Grenada		Samoa
Lesotho	Sri Lanka	Guyana		Solomon Islands
Malawi		Jamaica		Tonga
Mauritius		Saint Lucia		Tuvalu
Mozambique		St Kitts and Nevis		Vanuatu
Namibia		St Vincent and The Grenadines		
Nigeria		Trinidad and Tobago		
Rwanda		United States		



Seychelles				
Sierra Leone				
South Africa				
Togo				
Uganda				
United Republic of Tanzania				
Zambia				

ANNEX B

SPECIFIC REQUIREMENTS FOR UK , U.S., SCOTTISH HIGH SCHOOL DIPLOMAS AND IB DIPLOMA

FOR A.Y 2024/25

UK HIGH SCHOOL DIPLOMAS

<https://www.cambridgeinternational.org/programmes-and-qualifications/cambridge-advanced/cambridge-international-as-and-a-levels/subjects/>

The diplomas “**General Certificate of Education (GCE)**” and “**International General Certificate of Education (IGCE)**”, awarded by official examinations boards of the UK, are valid for admission/enrolment if they certify that the applicant **has passed at least three advanced courses (A-level) in subjects related to the Bachelor’s degree programme in Architettura-Architecture**, with a passing grade.

LIST OF A-LEVEL SUBJECTS

<u>Engineering:</u> Any 3 subjects among the following:	<u>Architecture; Territorial, Urban, Environmental and Landscape Planning; Design and Communication:</u> Any 3 subjects among the following:
Mathematics	Art and Design
Mathematics – Further*	Art and Design NEW cod. 9479
Biology	Classical Studies
Chemistry	Mathematics
Environmental Management (disponibile solo a livello AS, pertanto è necessario ottenere un ulteriore AS per considerarlo A level)	Mathematics – Further
Physical Science	Biology
Physics	Chemistry
Business	Environmental Management (disponibile solo a livello AS, pertanto è necessario ottenere un ulteriore AS per considerarlo A level)

Economics	Physical Science
Applied Information and Communication Technology	Physics
Computer Science	Business
Computer Science NEW cod. 9618 (from 2021)	
Computing	Economics
Design and Technology	Applied Information and Communication Technology
Information Technology	Computer Science
	Computer Science NEW cod. 9618 (from 2021)
	Computing
	Design and Technology
	Information Technology
	Digital Media & Design - 9481 New
	Media studies – 9607 New

Politecnico di Torino, in compliance with the principles of university self-government, has determined that the A-level ITALIAN LANGUAGE cannot be counted as one of the related subjects necessary to fulfil Politecnico admission requirements.

The A-level ITALIAN LANGUAGE is valid as a substitute for the Italian language certificate (B1 level) for students who need to prove their knowledge of the Italian language for enrolment in the programme.

SCOTTISH HIGH SCHOOL DIPLOMAS

<https://www.sqa.org.uk/sqa/45625.html>

Scottish diplomas are valid for admission/enrolment if they certify that the applicant has passed at least 3 **Advanced Highers, or alternatively, 2 Advanced Highers plus at least 4 Highers** in different subjects related to the Bachelor's degree programme in Architettura-Architecture.

LIST OF SUBJECTS

Engineering → elective subjects among the following:

HIGHERS	ADVANCED HIGHERS
Biology	Biology
Business Management	Business Management
Chemistry	Chemistry
Computing Science	Computing Science
Design and Manufacture	Design and Manufacture
Economics	Economics
Engineering Science	Engineering Science
Environmental Science	Mathematics
Mathematics	Mathematics of Mechanics
Physics	Physics
Applications of Mathematics	Statistics
Art and Design	

Architecture; Territorial, Urban, Environmental and Landscape Planning; Design and Communication

→ elective subjects among the following:

HIGHERS	ADVANCED HIGHERS
Biology	Art and Design (Design)
Business Management	Art and Design (Expressive)
Chemistry	Biology
Classical Studies	Business Management
Computing Science	Chemistry
Design and Manufacture	Classical Studies
Economics	Computing Science
Mathematics	Design and Manufacture
Physics	Economics
Applications of Mathematics	Mathematics
Art and Design	Mathematics of Mechanics
	Physics
	Statistics



Politecnico di Torino, in compliance with the principles of university self-government, has determined that the Advanced Higher ITALIAN LANGUAGE cannot be counted as one of the related subjects necessary to fulfil Politecnico admission requirements.

The Advanced Higher ITALIAN LANGUAGE¹ is valid as a substitute for the Italian language certificate (B1 level) for students who need to prove their knowledge of the Italian language for admission to Politecnico.

¹ <https://www.sqa.org.uk/sqa/48456.html> ; <https://www.sqa.org.uk/files/na/AHCourseSpecModernLanguages.pdf>



US HIGH SCHOOL DIPLOMAS (HSD)

<https://apstudents.collegeboard.org/course-index-page>

Applicants with a **US high school diploma (HSD)** must have completed **at least 3 Advanced Placement (AP) courses** with a grade between 3 and 5 in three different subjects that are related to the Bachelor's degree programme in Architettura-Architecture.

The subjects which are currently considered by Politecnico di Torino as related to its degree programmes are listed below.

LIST OF AP COURSES

Engineering:		Architecture; Territorial, Urban, Environmental and Landscape Planning; Design and Communication:	
3 subjects chosen from those listed in the "Math and Computer Science/ Sciences (STEM)" section and in the "History & Social Sciences" section		1 subject among those listed in the "Arts" section, 1 subject among those listed in the "Math and Computer Science/ Sciences (STEM)" SECTION + 1 subject chosen from those listed in the "Math and Computer Science/ Sciences (STEM)" section or in the "Arts" section	
AREA	AP	AREA	AP
History & Social Sciences	AP Macroeconomics	Arts	AP Art History
	AP Microeconomics		AP Art and Design
Math and Computer Science / Sciences (STEM)	AP Biology		AP Studio Art 2-D Design
	AP Calculus AB		AP Studio Art 3-D Design
	AP Calculus BC		AP Studio Art Drawing
	AP Chemistry		AP 2-D Art and Design
	AP Computer Science A		AP 3-D Art and Design
	AP Environmental Science	AP Drawing	
	AP Physics 1	Math and Computer Science / Sciences (STEM)	AP Biology
	AP Physics 2		AP Calculus AB
	AP Physics C: Electricity and Magnetism		AP Calculus BC
	AP Physics C: Mechanics		AP Chemistry
	AP Statistics		AP Computer Science A
	AP Computer Science Principles		AP Environmental Science
	AP Physics 1 – Algebra Based		AP Physics 1
AP Physics 2 – Algebra Based	AP Physics 2		
	AP Physics C: Electricity and Magnetism		
	AP Physics C: Mechanics		

		AP Statistics
		AP Computer Science Principles
		AP Physics 1 – Algebra Based
		AP Physics 2 – Algebra Based
	AP Precalculus	AP Precalculus

Politecnico di Torino, in compliance with the principles of university self-government, has determined that the AP ITALIAN LANGUAGE course cannot be **counted** as one of the related subjects necessary to fulfil Politecnico admission requirements.

The AP ITALIAN LANGUAGE course is valid as a substitute for the Italian language certificate (B1 level) for students who need to prove their knowledge of the Italian language for admission to Politecnico.

INTERNATIONAL BACCALAUREATE (IB)

<https://www.ibo.org/programmes/diploma-programme>

The International Baccalaureate Diploma, awarded by a school that is recognized by the International Baccalaureate Organisation (IBO), is valid for admission to Italian Bachelor's degree programmes **IF** the diploma has been awarded after a period of 12 or 13 years of school attendance and **IF** the applicants meet the following general requirements:

- at least 24 points earned in six optional subjects (of which 12 points must have been earned in subjects taken at "Higher Level")
- passing grade in the three core subjects: Theory of Knowledge (TOK), Creativity, Action, Service (CAS) e Extended Essay (EE).

ANNEX C

HOW TO TAKE THE ONLINE TIL TEST (ONLINE ADMISSION TEST)

A.Y. 2024/2025

Applicants must take the admission test using a special browser that locks down all computer functions other than the test. Moreover, applicants must connect to a Virtual Classroom from their PC browser and from a smartphone or tablet. The Virtual Classrooms allow test supervisors to monitor applicants during the test.

Find below the details and technical requirements to take the online test.

What you need

Applicants need to have the technical equipment described below and they must check their equipment at home a few days before the test.

The details of the system checks are listed below and will be made available on the Apply@polito platform - TIL section.

Technical equipment:

1. **a desktop or laptop computer** (hereinafter referred to as the “*device to take the TIL test*”) with Windows 10 or higher or Mac operating system, plugged to the electrical power supply and connected to the Internet, **with a video camera and a microphone**. On this device applicants must install Google Chrome and another software called “Lockdown Browser” . The instructions for the installation of the Lockdown Browser will be provided on the Apply@polito platform (applicant personal page). This PC will be used to:
 - take the test;
 - allow test proctoring;
2. **a stable data network** to connect to the Internet from the device to take the TIL test
3. **a smartphone or tablet** or another PC (hereinafter referred to as the “*proctoring device*”), plugged to the electrical power supply and connected to the Internet, **with a video camera**. The proctoring device will be used by the Test Supervisors for the identification of applicants and as a further proctoring tool.
4. **a stable data network** to connect to the Internet from the proctoring device (possibly different from the data network used for the device to take the TIL test).

Applicants must take the test in a quiet private place with enough light (hereinafter referred to as the “room”). They need to set up a table for the device to take the TIL test (referred to as the “workstation”) making sure that the light source is not directly behind it.

No one can enter the room during the test, except for assistants for students with disabilities or with specific learning disorders who have submitted a specific request for assistance.

The workstation must be clear of all objects. On the workstation, applicants are allowed to keep only their identification document, some blank sheets of paper and a pen or a pencil. Applicants

must prepare all materials in advance, as they will not be allowed to leave the workstation after the beginning of the test.

What to do a few days before the test

A few days before the test, and in any case before the day preceding the test, applicants **must**:

1. install or update Google Chrome and the *LockDown Browser* software on their device to take the TIL test. The instructions and link will be made available on the applicants' personal page of the Apply@PoliTo platform. Important: applicants must install the LockDown Browser using the installation file available at the link that they can find on their personal page. Other software versions must be uninstalled as they are incompatible.
2. take the practice test at least one time before the test. The practice test is available on the applicants' personal page of the Apply@PoliTo platform – TIL section. This allows to check if the LockDown Browser has been installed correctly and helps to get familiar with it.

Applicants are required to take the practice test in order to troubleshoot possible technical problems that might impair the result of the admission test.

What to do right before the test

On the day of the test, applicants must organise the room where they will take the test as explained in the previous section (*Technical Requirements*). Internet connection on **both devices must be always active** during the test (please note that there will be an estimated data traffic of 500 MB for each device).

In the event if an Internet outage for a period of time that does not allow to properly monitor the applicant, the test will be considered invalid. This decision will be taken by the Central Committee and it is unquestionable. For more information read the next paragraphs (*Procedures in the event of persistent Internet connection problems* and *Procedures in the event of disconnection from the Virtual Classroom*).

Please note that the Virtual Classroom will audio and video record applicants webcam while they take the test through their PC. The recordings can be used by the Committee to check the integrity of the test.

Applicants must make to have:

- a. valid passport or identification document (the same document used during the TIL registration on the Apply@polito platform)
- b. some blank sheets of paper and pens or pencils.

What to do during the test

At the beginning of the test applicants must:

1. Log in to their personal page of the Apply@polito platform **from both devices** using **Google Chrome**.
2. Log in to the "test start page" with the **proctoring device** and from this page log in to the Virtual Classroom called **Proctoring Room**. Logging in to the Virtual Classroom on the Apply@polito platform is equivalent to signing one's attendance to the test and proves that the applicant has taken the test.
3. **Wait to receive instructions from the test supervisor.**
4. When the test supervisor calls the roll to identify the applicants, each student must:

- a. use the proctoring device to show his/her identification document, face, room and workstation. The applicant must also show his/her paper sheets to prove that they are blank;
 - b. place the proctoring device behind his/her shoulders, in a slightly lateral position, so that the video camera catches the image of the applicant and of the workstation.
5. After the identification phase, the test supervisor will give the authorization to start the test.
 6. **Using the device to take the TIL test**, log in to the personal page of the Apply@polito platform and click the button "Click here to start the test".
 7. Start the Lockdown Browser when requested and wait for the automatic display of a window with the **TIL Virtual Classroom**. The webcams and microphones on both devices must be kept switched on at all times during the test.

Conduct rules during the test

During the test, applicants must behave properly as normally required during examinations. To make sure that the test is valid, applicants must strictly abide by the following conduct rules:

1. For the entire duration of the test:
 - a. do not disconnect from the Virtual Classrooms and keep the webcam and microphone of the both devices always on. Do not use these devices for any other purpose;
 - b. do not allow other people to enter the room where the test is taking place;
 - c. be absolutely silent during the test in order to avoid disturbing other applicants in the same Virtual Classroom (unless the applicant needs to talk to the test supervisor);
 - d. use only blank sheets of paper and a pen (if necessary);
 - e. show the workstation and identification document again if required by the test supervisor.
2. In the event of technical problems during the test or other issues, immediately report the problem to the Test Supervisor raising your hand or calling him/her.

Applicants are **not allowed to use headphones, earphones, calculators, notes or other teaching material** during the test, without prejudice to the provisions for students with disabilities or specific learning disorders (see art. 5 of the Call).

The test supervisors will monitor the applicants during the test to make sure they are complying with the conduct rules. If an applicant violates the conduct rules, the test supervisors will immediately inform the Central Committee that will decide on the immediate invalidation of the test.

How the test works

The test is divided into sections, as explained in the Call for applications and [on the website of the University](#). Each section must be completed in a given pre-set time. The sections must be completed following the same order shown on the applicant personal page of the Apply@PoliTo platform. Applicants are not allowed to move to the next section until the previous section time expires.

The test automatically finishes when the overall time expires.

Test scores

Applicants will see their test score on their personal page of the Apply@PoliTo platform at the end of the test.

In the event of suspect inappropriate behaviour of an applicant, at the end of the test the Central Committee will examine the video and audio recordings of the Virtual Classroom.

The Central Committee has three working days from the test date to examine the recordings and verify if there has been a violation of the conduct rules. In such case, the test will be invalidated and the applicant will be informed by e-mail.

Procedures in the event of persistent Internet connection problems

In the event of an Internet outage (on both devices) lasting for a period of time that does not allow to monitor the integrity of the test, the test will be considered invalid. This decision is taken by the Central Committee and is unquestionable.

If an applicant has persistent Internet problems, the Central Committee may decide to reschedule the test at the end of the same day during a dedicated time slot. In this case, the applicant will not have to pay the TIL registration fee again. If an applicant needs to retake the test, he/she will be immediately informed.

If an applicant cannot access the test due to technical problems verified by the University or due to issues that do not depend on the applicant and on his/her correct use of the compulsory devices, the Central Committee may reschedule the test at the end of the same day during a dedicated time slot. In this case, the applicant will not have to pay the registration fee again. If an applicant needs to retake the test, he/she will be immediately informed.

Procedures in the event of disconnection from the Virtual Classroom

If the applicant's is disconnected from the Virtual Classroom for a period of time that does not allow to monitor the applicant during a specific section of the test, the applicant will receive a message on their screens.

The Test Supervisor will disable the test but the applicant will be able to complete the ongoing section. In order to move to the next section, the applicant must re-join the Virtual Classroom again. In the event of disconnections depending on poor network quality that cannot be solved quickly enough to complete the test within the pre-set time, the test will be rescheduled at the end of the same day during a dedicated time slot. In this case, the applicant will have to take the whole test again (no matter if the disconnection happened during a specific test section).

In the event of technical problems caused by Politecnico during a specific test section, the applicant will have to retake that specific section only (his/her results in the other sections will remain valid) at the end of the same day during a dedicated time slot.

Processing of personal data

In accordance with the General Data Protection Regulation (EU Regulation 2016/679 – GDPR) and the “Code on the protection of personal data” (D.R. no.196 of 30th June 2003 and further amendments), Politecnico di Torino (Data Controller) shall process applicants' personal data exclusively in pursuit of its institutional aims connected to the admission tests delivered online. Politecnico di Torino shall process personal data in accordance with art. 9, par. 2 g) and art. 49, par.1 b) and d) of the GDPR.

Recordings will be kept for no longer than is necessary for the purposes of checking the test, provided that the test is not declared invalid by the Central Committee. Otherwise, the recordings

will be kept until the deadline to file a complaint. In the event of an applicant's complaint, the legal basis for use and retention of recordings is the protection of the applicant's rights. Applicants are required to behave according to the guidelines of the [Code of Ethical conduct](#) of the university community.

The University policy on the processing of personal data is available at <https://didattica.polito.it/privacy/>

Access to documents

Access to test-related documents is allowed in the forms provided for by current legislation and in accordance with the "Regulations on access to administrative documents pursuant to Law. No. 214/1990, civic access and general civic access pursuant to legislative decree n. 33/2013". The terms and forms to request access to documents are available in the *Regolamento in materia di accesso ai documenti amministrativi ai sensi della Legge n. 241/1990, accesso civico e accesso civico generalizzato ai sensi del D.lgs. n. 33/2013.*