

CREDIT TRANSFER REGULATION FOR STUDENTS PREVIOUSLY ENROLLED IN FOREIGN UNIVERSITIES.

Students previously enrolled in a foreign University, and now enrolled in a Bachelor or Master of Science program of Politecnico di Torino, can apply for the recognition of the exams they passed abroad, in compliance with the following rules.

1. The application must be submitted at the Incoming Mobility office (Department of International Affairs) during the enrolment procedure by filling in a specific form and attaching:
 - the academic transcript of records listing all the subjects completed in the foreign University
 - the official abstract of each subject (subject description) issued by the foreign University.

The official transcript of records must be translated into Italian. The translation must be an "official one": it has to be certified by the Italian Embassy or by the Traduttori Giurati (sworn translator) at an Italian Court. The abstract of each subject, if written in English, French, Spanish or Portuguese, can be handed in without an official Italian translationⁱⁱ.

Detailed information about the translation and the legalization of documents can be required at the Incoming Mobility office.

2. The application can be submitted only if the academic career undertaken at a foreign University was entered in the online application on Apply@polito.
3. It is possible to apply for credit transfer only once during the first year of enrolment at Politecnico.
4. There are two kinds of credit transfer:
 - Total → all of the subjects in the transcript of records are evaluated by the Commission (this kind of credit transfer aims at getting the largest recognition)
 - Limited → the student applies only for the recognition of specific subjects.
5. In both cases, all of the recognised credits will be immediately registered in the first academic year. It is not possible - in order to maintain a scholarship or other benefits - to register only a few recognised credits per academic year.
6. In any case, students must earn at least 50 credits plus the final project during their academic career at Politecnico, as stated also by the regulation on the transfer to Politecnico from other Italian Universities.
7. Before deciding between the application for "total" and the one for "limited" credit transfer, students must be aware that the amount of recognised credits could influence the maintenance or the achievement of the EDISU scholarship.
8. Politecnico scholarship recipients can apply for credit transfer only once during the first year of enrolment at Politecnico and – additionally - must follow these rules:
 - the largest recognition they can get is 30 credits (if they are enrolled in a Bachelor program) or 20 credits (if they are enrolled in a Master of Science program)
 - the largest recognition they can get is 10 credits per academic year (in other words, with a single written resolution, the academic Commission can recognise no more than 10 credits of the first year, no more than 10 credits for the second year and so on).

TRANSITIONAL MEASURES

Students enrolled in Politecnico di Torino in 2012/2013 academic year

The application must be submitted **within 14th December 2012**.

EU students who enrol in a Master of Science in the second semester must apply:

- within 8th April 2013 for programs offered by the Faculties of Engineering
- within 15th March 2013 for programs offered by the Faculties of Architecture

ⁱⁱ Students who submit the online application through Apply@polito will be informed in advance about the required documents, in order to be able to prepare them before leaving for Italy.