

**CALL FOR ADMISSIONS TO THE
BACHELOR'S DEGREE PROGRAMME IN ARCHITETTURA-ARCHITECTURE
ACADEMIC YEAR 2018/19**

Rector's Decree no. 652 dated 29th June 2018

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/D.M. no. 270 of 22nd October, 2004, "Amendments to the Regulations on the educational autonomy of Universities";
- Having regard to Ministerial Decrees/D.M. dated 16th March 2007, "Determination of degree classifications" and "Determination of single-cycle Master's degree classification";
- Having regard to Ministerial Decree/D.M. no. 47 of 30th January 2013;
- Having regard to the "Procedures for entry, stay and enrolment of international/foreign students in higher education courses in Italy –academic year 2018/2019" dated 19th February 2018;
- 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 candidates 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 on 28th November 2017, and of the Board of Governors on 29th November 2017, concerning the approval of the course catalogue for a.y. 2018/19 which remains unchanged from a.y. 2017/18;
- Having regard to the respective resolutions of the Board of Governors on 6th February 2018, and of the Academic Senate on 6th February 2018 which establish the number of student places available for a.y. 2018/19 for capped Bachelor's degree programmes and for non-EU quota students;
- Having regard to Ministerial Decree/D.M. no. 337 of 26th April 2018 concerning "Methods and contents for admission tests to single-cycle Bachelor's and Master's degree programmes with nationally programmed admissions for a.y. 2018/2019" and its annexes;
- Having regard to the resolution of the Language Centre Academic Head of staff dated 4th December 2017 approving the tables of language certificates valid as of a.y. 2018/2019;
- 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;
- 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. 2018/2019 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. 2.2)
L-17	Architettura-Architecture	Italian/English	500	70

2. Admissions to the Bachelor's degree programme in Architettura-Architecture are regulated by Ministerial Decree/ D.M. no. 337/2018 and its annexes. This Ministerial Decree is available at:
http://www.miur.gov.it/web/guest/normativa/-/asset_publisher/wlOs09toYlrf/content/modalita-e-contenuti-delle-prove-di-ammissione-ai-corsi-di-laurea-e-di-laurea-magistrale-a-ciclo-unico-ad-accesso-programmato-nazionale-a-a-2018-2019

Art. 2

(Requirements for enrolment in the Bachelor's degree programme in Architettura-Architecture)

1. The requirements for enrolment in the Bachelor's degree programme in Architettura-Architecture are indicated in Annex A attached to this Call, of which it is integral part.
2. For the purposes of the ranking lists, the following student categories have been given the following meaning:
Quota student: non-EU student who reside abroad and have a non-Italian educational qualification.
European Union students:
 - Italian citizens, or
 - Other EU nationals**Equivalent students:** students from Norway, Iceland, Lichtenstein, Switzerland and San Marino; non-EU nationals legally residing in Italy; diplomats; holders of an Italian Upper Secondary School qualification obtained in Italy or abroad (Law no. 189/2002)
3. The score obtained by a candidate in the admission test is valid for enrolment in academic year 2018/19 only.

Art. 3

(Taking the national admission test)

1. The admission test will take place on Thursday **6th September 2018 at 11.00 a.m.**
The test is organized at national level and is the only entrance examination; there will not be any repeat of the test.
2. Applicants are required to apply for the test online only and complete the following steps:
 - a. application from the www.universitaly.it portal starting **from Monday 2nd July 2018 until NO LATER THAN Tuesday 24th July 2018 at 3.00 p.m. (GMT +2).**
 - b. online registration 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 27th July 2018**. Please note that candidates who have paid the 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.
3. 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/>.
4. Candidates who apply online to take the test (following the procedure referred to in point 2.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.

The information provided is used for the sole purpose of the activities related to this selection procedure 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 candidates by e-mail, using the address provided during registration. It is the candidate's responsibility to check the mailbox and immediately communicate any change occurred in the e-mail address.

Upon registration for the admission test candidates must rank the universities for which they intend to compete in order of preference. These preferences **are irrevocable and cannot be modified or added after 3.00 p.m. (GMT +2) of 24th July 2018**. The last “confirmation” given by candidates before the deadline will be considered as the final and sole choice.

On the basis of the preferences expressed by candidates, the **first useful choice** is intended as the most preferred university and programme for which a candidate will be able to enrol on the basis of the score achieved in the test and the number of places available.

In any case candidates must sit the admission test at the university which was chosen as their “first choice”.

5. The admission test is organized in compliance with current legislation on disabilities and specific learning disorders, as specified in the preamble of this Call and on the University website (<https://didattica.polito.it/disabili/it/presentazione>); the same website illustrates the Administration Offices to which the necessary support for test can be requested.

In particular:

- candidates who have a disability within the meaning of art. 16 of Law no. 104/92 will be granted a 50% increase in time to take the test;
- candidates with a diagnosis of specific learning difficulties (SpLD) within the meaning of Law. No. 170/2010, are required to submit a **valid medical certificate issued not earlier than 3 years ago by the national healthcare system, by a medical consultant or by accredited healthcare facilities**. Such candidates will be granted a 30% increase in time to take the test (130 minutes instead of 100 minutes);
- candidates with disabilities or with SpLD, who reside in foreign countries and intend to make use of the above mentioned support measures, are required to 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 will make sure that the foreign documents certify a disability or a specific learning difficulty which is recognized by the Italian Law.

6. The test registration fee for all candidates is 50,00 Euro. This fee will not be reimbursed under any circumstances.

7. 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 candidates 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 within 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 candidates by e-mail.

8. 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 list of the classrooms where the test will take place will be published after the deadline for test registration at: <http://orienta.polito.it/>. Candidates will also find the information on the classroom on their personal page of the Apply@polito portal.
9. During the test students must follow the rules of conduct provided by the Committees referred to in article 14.

Art. 4

(Contents of the admission test)

1. The admission test for the Bachelor’s degree programme in Architettura-Architecture is regulated by Ministerial Decree/D.M. no. 337/2018 and its annexes, as referred to in article 1, paragraph 2.
2. During the admission test candidates have to solve 60 multiple-choice questions with 5 possible answers, only one of which is correct. Candidates must identify one answer only and discard wrong or less likely conclusions. The test is organized as follows:

- 2 general knowledge questions
 - 20 abstract reasoning (logic) questions
 - 16 history questions
 - 10 design and representation questions
 - 12 mathematics and physics questions
3. Candidates have the possibility to take the test in English. The choice to take the test in English must be specified upon application for the test.
 4. Candidates 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. 5

(Admission test date, evaluation and minimum threshold for admission)

1. The admission test will take place on **Thursday 6th September 2018** and will start at 11.00 a.m. **Students are required to be there at 9.00 a.m.** for identification and entrance into the classroom. The test has a duration of a hundred (100) minutes.
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 candidates (referred to in art. 26 of Law no. 189/2002), who obtain a minimum score of twenty (20) points and fall within the total programmed number of students, are eligible for admission to the Bachelor's degree programme in Architettura/Architecture. Candidates who are not eligible will not be included in the ranking list.
4. In compliance with the EU guidelines on access of foreign 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 candidates who reside abroad. Non-EU candidates who reside abroad are eligible for admission if they get a score greater than zero (0) in the admission test. Non-EU candidates who reside abroad will not be included in the ranking list if they do not answer any question.

Art. 6

(Required competences)

1. For admission to this programme students 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 with the aptitude to abstract reasoning, both in mathematics and languages. More details on the programme and contents of the admission test are illustrated in Annex B of D.M. no. 337 of 26th April 2018, available at: http://www.miur.gov.it/web/guest/normativa/-/asset_publisher/wlOs09toYlrf/content/modalita-e-contenuti-delle-prove-di-ammissione-ai-corsi-di-laurea-e-di-laurea-magistrale-a-ciclo-unico-ad-accesso-programmato-nazionale-a-a-2018-2019

Art. 7

(Exemptions from the admission test)

1. The only candidates who can be exempted from taking the admission test for the Bachelor's degree programme in Architettura-Architecture are:
 - candidates enrolled in a Bachelor's degree programme belonging to class L-17
 - candidates 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)
 - candidates 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)

These candidates 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. Candidates 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 have a chance to be included in the ranking list and enrol in the programme in any case.

3. The evaluation of previous academic records is carried out upon closure of registrations for the admission test. Following this evaluation:
 - a. candidates 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/2019/it/1/80/carenze_formative_e_aggiornamento_del_carico) 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. Candidates 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/2019/it/1/80/trasferimento_su_corsi_di_laurea_triennale. Candidates from Politecnico di Torino are required to follow the procedure available at: https://didattica.polito.it/guida/2019/it/1/80/passaggi_interni_su_corsi_di_laurea_triennale
 - b. Candidates 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 candidates referred to in paragraph 3a and 3b will be made available on the personal page of the Apply@polito portal before the date of the admission test.

Art. 8 (Procedure for the admission test)

1. 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.
2. Each candidate 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;
 - 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.
3. Should it become necessary to substitute either one of the documents mentioned under points b) and c) 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 candidate on the personal data sheet will not entail the substitution of the sheet itself.

The personal data sheet is replaced only when the identification of the candidate 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.
4. Students should know the following information with regard to the admission test:
 - a. Candidates can register for the admission test **from Monday 2nd July 2018 and until Tuesday 24th July 2018 at 3.00 pm (GMT +2)**. Candidates must follow the online procedure available on the www.universitaly.it portal.

To complete their registration candidates are required to follow the procedure referred to in paragraph 2.b of article 3, and in any case no later than **Friday 27th July 2018**.
 - b. Candidates must take the test at the university which has been chosen as their first preference for enrolment. No exception is allowed with regard to the venue where students can sit the test.
 - c. Admissions to the Bachelor's degree programme are determined on the basis of the position that every candidate reaches in the merit ranking list for the allocation of places. Such ranking list is made according to the number of places available and the preferences expressed by candidates upon registration.
 - d. If the admission test takes place in more than one classroom, candidates are distributed on the basis of their age, except for twins.
 - e. In order to fill in the answer sheet, candidates must use a black pen, provided by the university.
 - f. Candidates are strictly prohibited from interacting during the test. Candidates are not allowed to bring into the classroom and use: mobile phones, PDAs (handheld computers), smartphones, smartwatches, tablets, headphones or similar devices. They are also not allowed to bring and use their own pens, pencils, stationery (or any other writing devices), nor any manuals, books, partial

reproductions of books, handwritten notes, white paper and consultation material.

- g. At the end of the test students must absolutely fill in and sign the personal data sheet in order to certify that the data referred to in point j) coincide.
 - h. Candidates have to mark the correct answer with an X on the appropriate box (by drawing two diagonal lines in the answer box). Candidates 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, in order to be assigned a valid score for the answer only one of the five tick boxes must be marked with an X.
 - i. In the answer sheet for every question there is a small circle. Students 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 candidates do not provide any answer to the question, even if they do not cross the circle, the question is considered as unanswered.
 - j. At the end of the admission test candidates are invited to reach **a specific desk** located at appropriate distance from the Committee where they will find **a specific pen**. Candidates have to pick a pair of adhesive labels from the desk. First of all, candidates must verify the conformity of the two alphanumeric codes on the labels and then stick one label on the answer sheet and the other label on the personal data sheet. Candidates must sign the statement of truth of personal data and conformity of label codes stuck on the personal data sheet and on the answer sheet. The signature must be put in the footnote of the personal data sheet. At the end of these operations candidates must insert the personal data sheet in the sealed container on the desk and then move to the Committee's desk where they have to insert the answer sheet in another sealed container.
5. Please note that the admission test is considered void if:
- 1) candidates 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) candidates bring into the classroom and use: mobile phones, PDAs (handheld computers), smartphone, smartwatches, tablets, headphones or similar devices, manuals, school books and/or partial reproductions of books, handwritten notes and consultation material;
 - 3) candidates or Committee members put their signature or any mark on the answer sheet (both on the page or on the back of the page);
 - 4) candidates interact with each other, attempt to cheat or copy from other students, exchange any kind of material, including their personal data sheets and/or answer sheets.
- In these cases the test is declared void by the Committee. In cases mentioned under points 1), 2), 3) and 4) CINECA will not calculate the test score.

Art. 9

(How the ranking lists are made and published)

1. Given that the evaluation of the admission test will be based on the criteria referred to in Article 5, 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 candidate will be chosen.
2. As of **Thursday 20th September 2018**, on behalf of MIUR, CINECA will publish the scores obtained by the candidates on the www.universitaly.it web site. The results will be displayed by the label codes in compliance with the provisions on personal data protection. These data will be available in the candidates' restricted area of the website until the end of the operations.
3. On **Friday 28th September 2018** candidates will be able to see their answers, their score and their personal data sheet on the restricted area of the Universitaly portal. Images of the test and personal data sheets can be downloaded from the same web page.
4. The national merit ranking list (with the names of the candidates) for admissions to the Bachelor's degree programme in Architettura-Architecture will be published on **Tuesday 2nd October 2018** on the restricted area of the Universitaly portal. Politecnico will receive the same information.
5. 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 2nd October 2018** on the students' restricted area of the web site. The list of admitted candidates will also be communicated to each university.
6. 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 the following website: <http://orienta.polito.it/>
7. On **Tuesday 2nd October 2018** both ranking lists will be published on Politecnico website (

<http://orienta.polito.it/>) and on the candidate's personal page of the Apply platform.

8. 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.
9. Every time there is a change in the ranking list and a new call is made:
 - a) if the candidate 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**. Candidates must enrol before the deadline established in Annex 2, point 10), of D.M. 337/2018, listed under article 11 of this Call. Once the deadline has expired, the candidate loses the right to enrol, whatever the reason brought forward as a justification.
 - b) if the candidate 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 candidate has the possibility to enrol at the university and for the programme to which he/she has been booked (choices following the first) within the deadline indicated in annex 2, point 10) of DM 337/2018; or he/she can wait for the next call. When the registration of students with better rank standing has ended, new places for programmes with higher preference might become available. When the candidate decides to enrol at the university for which he/she has been booked, the other choices of preference will automatically be dropped.

Art. 10 (Enrolment procedure)

1. The enrolment procedure is organized in two phases and it is considered completed when both phases have come to an end.
2. **First phase of online enrolment procedure:**
 - Candidates 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 2018/2019 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.

Candidates 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 candidates 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 candidates 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 within 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 candidate will lose the right to enrol for the 2018/2019 academic year.

At the end of the first phase of enrolment, provided that the candidate 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 candidate can reserve his/her place by paying the first instalment of the tuition fees.

PLEASE NOTE: candidates who have not earned their Upper Secondary School diploma yet and candidates who do not have their fiscal code on the date of enrolment are considered to be "conditionally enrolled" at Politecnico. This provisional condition must be dropped not later than 2.00 p.m. of Friday 30th November 2018 by adding the missing information on the Apply@polito personal page. If a candidate fails to add these data, his/her enrolment will be cancelled.

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

A candidate is considered enrolled at Politecnico when he/she presents the documents mentioned in Annex A attached to this Call (section named "Original documents to be presented for enrolment") to the Office of the University Registrar.

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

Before completing the second phase of enrolment, candidates holding a non-Italian educational qualification **MUST** go to the Incoming Mobility Office – International Affairs Area, 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), h) and m) of Annex A (section named “Original documents to be presented for enrolment”), a student is considered **conditionally enrolled** at Politecnico. This condition must be dropped by 1st March 2019 by presenting the above-mentioned documents. If a student fails to present the document referred to in point e) (upper secondary school diploma) within the deadline, his/her enrolment at Politecnico will be cancelled with immediate effect on any career acts. If a student fails to present the document referred to in points h) (official translation into Italian of the upper secondary school diploma) and point m) (statement of validity/ *dichiarazione di valore* of the upper secondary school diploma or certificate issued by ENIC-NARIC) within 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 career acts.
 - A student is considered **conditionally enrolled** at Politecnico also if he/she holds a non-Italian educational qualification and is still waiting for the Regional School Office to issue the declaration of equivalence of his/her Upper Secondary School diploma, which is necessary for enrolment. This provisional condition must be dropped by 1st March 2019.
 - If a student has a student visa – type D referred to in point c) of Annex A (section named “Original documents to be presented for enrolment”), he/she is considered **conditionally enrolled** at Politecnico. This provisional condition must be dropped by presenting the residence permit within the deadline established in the “Procedures for entry, stay and enrolment of international/foreign students in higher education in Italy –academic year 2018/2019”, available at <http://www.studiare-in-italia.it/studentistranieri/>. If the student fails to provide his/her residence permit within 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 career acts.
 - If a candidate 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 procedure.
4. 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, the candidate loses the 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. 11

(How the ranking lists are updated and deadlines for enrolment)

1. Admissions and enrolment procedures for **EU students and equivalent students** (referred to in article 2) is based on the ranking lists of the candidates in accordance with the following phases and rules: the ranking list will be published on **Tuesday 2nd October 2018** on the restricted area of the website. The ranking list will show for each candidate: name, score, position in the rankings, name of the university to which the candidate has been ASSIGNED, or BOOKED or ON WAITING LIST, in consideration of the position of other candidates with better rank standing and of their individual preferences.
- a) ASSIGNED candidates must enrol in accordance with the administrative procedures of each university. BOOKED candidate can enrol in accordance with the administrative procedures of each university. For the good functioning of the national ranking list, both ASSIGNED and BOOKED candidates must enrol **within 4 (four) days**, including the day in which the ranking list is updated and excluding Saturday and holidays.
ASSIGNED candidates who do not enrol within 4 days lose their right to enrol. BOOKED candidates who do not enrol are not cancelled from the ranking list.
 - b) within 5 days of the deadline referred to in point a), and in any case before the fifth working day at noon after a change in the ranking list, including the day of the publication of the new ranking list and excluding Saturdays and holidays, each university sends CINECA the names of the students who have enrolled.
 - c) **within 5 days of the deadline referred to in point a)**, and in any case before the fifth working day at noon after a change in the ranking list, including the day of the publication of the new ranking list and excluding Saturdays and holidays, **all candidates**, except for students who have already enrolled or renounced, **must confirm their interest in remaining on the ranking list by logging into their restricted area of the University web site**. Failure to provide such confirmation entails the cancellation from the national ranking lists and the loss of the right to enrol, whatever the reason

brought forward as a justification.

- d) On **Wednesday 10th October 2018**, once all the notifications mentioned under point c) have been received, CINECA will publish a new ranking list, following the procedure illustrated under points b), c) and d). This will be done having regard to the position in the rankings and the preferences expressed by candidates.
 - e) Subsequent changes in the rankings will take place by repeating the procedure and schedule established under points b), c) and d), until a ministerial provision is issued to close the ranking lists.
 - f) A ministerial provision will be issued in second semester to close the ranking list. This is done in order to allow students to reach the threshold of minimum compulsory attendance required to sit the exams. When the ranking list is closed, all candidates who are eligible for admission and have confirmed their interest in remaining on the waiting list in accordance with letter d), become “assigned students” and must enrol within the deadline provided for in the above-mentioned ministerial document. After this deadline expires, candidates who did not enrol in the assigned programme they, lose their right to enrol and cannot claim any right for admission in future academic years.
2. Admission and enrolment procedures for **quota students** referred to in Article 2 is based on the rankings of the candidates 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 2nd October 2018** on the following web site: <http://orienta.polito.it/>. The list will show the names, scores and position in the rankings of the candidates who are ASSIGNED or ON WAITING LIST.
 - b) **ASSIGNED** candidates must enrol at Politecnico di Torino in accordance with the administrative procedures referred to in article 10. ASSIGNED candidates must enrol **within maximum 4 (four) days**, including the day in which the ranking changes, and excluding Saturday and holidays. As far as ASSIGNED candidates are concerned, failure to enrol within 4 days entails the renunciation of the right to enrol in the programme.
 - c) 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, a new ranking will be published on **Wednesday 10th October 2018** at: <http://orienta.polito.it/>.
 - d) Subsequent changes in the ranking lists will take place by repeating the procedure and schedule established under points b) and c), until a new reassignment procedure is opened, as provided for by the “Procedures for the admission to higher education courses in 2017/2018 of foreign students with visa” (part III section 7) mentioned in the preamble of this Call.
3. **Underage candidates:** candidates who are underage on the date of online enrolment must reserve their place in the programme by paying the first instalment of their tuition fees.
To complete the second phase of enrolment these candidates 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-certification (*dichiarazione sostitutiva di certificazioni* - Articles 5 and 46 of D.P.R. no. 445 of 28th December 2000). The self-certification can be downloaded from the candidate’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.
4. The information and terms referred to in this article will not be communicated in writing to the candidates; they will only be published on the website of Politecnico.

Art. 12 (Candidates who take multiple admission tests)

1. Candidates who have taken more than one test for admission to 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 Visual Communication, must enrol before the deadline in order to avoid losing their place. Subsequently, if candidates become eligible for enrolment in another Bachelor’s degree programme, they must go to the Office of the University Registrar within the deadline for enrolment.
2. Candidates who have taken 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 request a withdrawal/transfer to the new programme. Tuition fees that have been already paid will not be refunded.

Art. 13
(Offices and Admissions Procedure Manager)

1. Offices:

Candidates with an Italian educational qualification can contact:

Ufficio Orientamento (Orientation Office)

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

Candidates 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. Mahée Ferlini, Head of the Division of Student Affairs (Rector's decree no. 563 of 28th September 2017).

Art. 14
(Committees)

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

Art. 15
(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) candidates' personal data will be processed by Politecnico di Torino 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 statement 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. 16
(Final provisions)

1. For all matters not expressly provided for in this Call reference is made to D.M. 337/2018 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 candidates 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 candidates 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 a candidate'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 Admissions 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>.
5. An appeal against this Call for Admissions 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.