

**CALL FOR ADMISSIONS TO THE  
BACHELOR'S DEGREE PROGRAMMES  
OF THE ENGINEERING AREA FOR A.Y. 2018/19**

Rector's decree no. 121 dated 12<sup>th</sup> February 2018

**THE RECTOR**

Having regard to the University Statute;  
Having regard to the University Teaching Regulations;  
Having regard to Law no. 189 dated 30<sup>th</sup> July 2002, concerning "Changes to legislation on immigration and asylum";  
Having regard to Ministerial decree no. 270 dated 22<sup>nd</sup> October 2004, "Amendments to the Regulations on university educational autonomy";  
Having regard to Ministerial decrees dated 16<sup>th</sup> March 2007, "Determination of degree classes" and "Determination of the single-cycle Master's degree classes";  
Having regard to Ministerial decree no. 47 dated 30<sup>th</sup> January, 2013;  
Having regard to the "Procedures for entry, stay and enrolment of international/foreign students in higher education courses in Italy –academic year 2017/2018" dated 28<sup>th</sup> February 2017, updated on 3<sup>rd</sup> August 2017, and awaiting for the publication of the same rules for a.y. 2018/2019;  
Having regard to the respective resolutions of the Academic Senate on 22<sup>nd</sup> November 2016, and of the Board of Governors on 29<sup>th</sup> November 2016 on: a) enrolment (as of march 2018) of students who have reached the guarantee thresholds; b) provisional enrolment of students who do not meet the necessary requirements yet (upper secondary school diploma and language requirements, if any), their access to the video lessons of first-year compulsory courses and the possibility for them to take these exams in the summer/fall examination sessions; c) enrolment of students with qualifications obtained after a period of 12 years of school attendance, provided that these qualifications are valid for admissions to a university programme in the country where they have been awarded ( this university programme must be equivalent to the programme required in Italy and provided that they have been obtained after attending at least one school year abroad, without prejudice to bilateral agreements;  
Having regard to the respective resolutions of the Academic Senate on 19<sup>th</sup> September 2017, and of the Board of Governors on 20<sup>th</sup> September 2017, concerning minimum admission thresholds and guaranteed admission thresholds for Bachelor's degree programmes with locally programmed admissions, and concerning the fee charged for registration for the admission test in Italy and abroad;  
Having regard to Rector's decree no. 563 dated 28<sup>th</sup> September 2017 – " Admissions to Bachelor's degree programmes with locally programmed admissions – a.y. 2018/2019" – which opens the admissions procedure, appoints the person in charge of the procedure and defines the minimum admission thresholds and guaranteed admission thresholds, the categories of candidates, the calendar of tests, the opening of the Apply procedure, the fee charged for TIL registration (Test in Laib) in Italy and abroad, the appointment of the Central Committee and the Laboratory Committee for TILs held in Italy and aboard;  
Having regard to Rector's decree no. 662 dated 26<sup>th</sup> November 2017 – "Admission tests held outside Italy for Bachelor's degree programmes with locally programmed admissions - a.y. 2018/2019" – which authorizes to hold the TIL test at Collegio Italiano Antonio Raimondi (Scuola paritaria italiana) in Lima;  
Having regard to the respective resolutions of the Academic Senate on 28<sup>th</sup> November 2017, and of the Board of Governors on 29<sup>th</sup> November 2017 concerning the approval of the course catalogue for a.y. 2018/2019 which remains unchanged from a.y. 2017/18;  
Having regard to the resolution of the Language Centre Academic Head of staff dated 4<sup>th</sup> December 2017 approving the tables of language certificates valid as of the 2018/2019 a.y.;  
Considering that the resolutions mentioned in the introduction have been made available on the University website in order to facilitate the use of the necessary information by 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 programmes of the Engineering area for a.y. 2018/2019. Admissions are limited to the number of student places illustrated in Annex A to this Call, of which it is integral part.
2. The TIL-I test is held in the University's computer laboratories (LAIB) or in other locations in Italy or abroad, as shown on: <http://orienta.polito.it/>
3. Admissions to the programmes referred to in this article are subject to prior accreditation of the same pursuant to current provisions.
4. Having considered recent trends and the number of withdrawals from studies which have taken place before 31<sup>st</sup> October in the latest academic years, in order to allocate all the student places available and to speed up enrolment operations, the number of student places that can be assigned for each programme could be higher than the number of places indicated in Annex A referred to in paragraph 1.

## Art. 2

### (Requirements for enrolment in Bachelor's degree programmes of the Engineering area)

1. The requirements for enrolment in Bachelor's degree programmes of the Engineering area are indicated in Annex B and in Annex C, attached to this Call, of which they are integral part.
2. For the purposes of the ranking lists, the following student categories have been given the following meaning:  
**Quota students:** non-EU students residing outside Italy with a foreign 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 in the TIL-I is only valid for enrolment in the academic year 2018/19.
4. The **minimum threshold for being included in the raking list** is 20/100 for all student categories.  
The **guaranteed admission thresholds for Bachelor's degree programmes** are the following:
  - **EU and equivalent students:** 60/100 to be admitted to the Bachelor's degree programme of first preference; 50/100 to be guaranteed admission to any Bachelor's degree programme referred to in this Call;
  - **quota students:** 60/100 to be admitted to the Bachelor's degree programme of first preference, 30/100 to be guaranteed admission to any Bachelor's degree programme referred to in this Call;
5. Candidates who meet the requirements referred to in art. 6 are exempted from taking the TIL-I.

## Art. 3

### (Participation in TIL-I)

1. All candidates are required to apply for TIL-I by registering online on the Apply@Polito university platform. Such application is finalized upon concurrent payment of the registration fee referred to in paragraph 4 and 5. Further test days and times might be organized for the last TIL-I session in order to allow a wider participation.
2. Candidates intending to take the TIL-I test must specify 5 different Bachelor's degree programmes in order of preference. **The deadline for changing the order of preference or for substituting a choice is:**
  - **EU and equivalent students: not later than Friday 31st August 2018**, regardless of the TIL-I date;
  - **quota students: Thursday 13<sup>th</sup> September 2018.**
3. The TIL-I tests are organized in compliance with current legislation on disabilities and specific learning difficulties. The procedures to take the TIL-I test for students referred to in this paragraph are listed on the University website (<https://didattica.polito.it/disabili/it/presentazione>); the same website also lists the Administration Offices to which it is possible to request the necessary support to sit the aforementioned TIL-Is.
4. Detailed information on how to register on the Apply@ Polito platform, how to participate and how the TIL-I takes place is explained on the University webpage <http://orienta.polito.it/>. The TIL-I registration fee is € 50.00.

The amount paid cannot be reimbursed under any circumstances, nor can it be considered valid for TIL sessions other than the one for which the candidate has registered.

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

- Credit cards (Visa and MasterCard only – American Express is not accepted), generating an immediate payment;
- Pre-printed notice of payment, such as for instance the MAV, generating a deferred payment.
- PagoPA, an electronic payment system 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) is valid solely and exclusively if it is supported by a **self-declaration** of the payment date certifying that the payment was made before the deadline. The self-certification must be submitted within the same deadline. Should the self-certification be found to be false or incorrect, the registration for the test, or the test itself, will be cancelled.

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

As indicated on Apply@polito, at the end of the TIL-I registration procedure candidates will receive the registration confirmation by e-mail.

6. The TIL-I test in Italy is held in sessions according to the following calendar:

Test type	Test date
TIL-I (reserved to the students who have participated in the “Progetto di Orientamento Formativo”)	21 <sup>nd</sup> and 22 <sup>rd</sup> February 2018
TIL-I	13 <sup>th</sup> March 2018
	18 <sup>th</sup> April 2018
	17 <sup>th</sup> May 2018
	17 <sup>th</sup> and 18 <sup>th</sup> July 2018
	30 <sup>th</sup> and 31 <sup>st</sup> August 2018
TIL-I (reserved to quota students)	13 <sup>th</sup> September 2018

7. The TIL-I test in China is held on:

Test type	Test dates
TIL-I	21 <sup>st</sup> , 22 <sup>nd</sup> , 23 <sup>rd</sup> March 2018

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

8. Candidates can take the TIL-I test in one or more subsequent sessions; when a candidate takes the test several times, **the result obtained in the latest test invalidates the score obtained in the previous test.**

#### Art. 4 (TIL-I contents)

1. The TIL-I test is an individual test, available in English and Italian, which is different for each candidate. It is made up of automatically and randomly selected computer interface questions. All tests have an equivalent level of difficulty.
2. The TIL-I test consists of 42 questions, divided into 4 sections, with a predetermined number of questions to be finished within a pre-set time: 18 Maths questions to be performed in 40 minutes,

6 verbal comprehension questions in 12 minutes, 6 logic questions in 12 minutes and 12 Physics questions in 26 minutes. The total time for the TIL-I test is set at one hour and thirty minutes. Each question has 5 possible answers marked with the letters A, B, C, D, E, only one of which is correct.

- The result of each individual test is determined as follows: 1 point for each correct answer, 0 points for each unanswered question and a penalty of 0.25 points for each incorrect answer. The score is converted to hundredths and calculated up to the second decimal position. At the end of the test candidates will be able to see their test outcome on their screens.

**Art. 5  
(Progetto Orientamento)**

- A dedicated TIL-I session (held on 21<sup>st</sup> and 22<sup>nd</sup> February 2018) is reserved to students who have participated in a project called "Progetto Orientamento", organized by the University in cooperation with high schools. These candidates must have carried out at least 75% of their school curriculum in the fields of Mathematics and Physics.
- After taking the TIL-I test, these candidates must register on their Apply@polito personal page and provide 5 Bachelor's degree programmes in order of preference with all the necessary information **not later than Friday 31<sup>st</sup> August 2018**. The same deadline applies for changing the order of preference or for substituting one choice. In the event that a candidate does not make any choice, he/she will lose the right to enrol at Politecnico and to be included in the ranking list referred to in article 7, paragraph 1, letter b).
- The students referred to in paragraph 2 must also state that they are interested in remaining on the ranking list after its publication and they need to do so **not later than 2.00 p.m. of Monday 10<sup>th</sup> September 2018**.
- The students who take part in "Progetto Orientamento" may eventually resit the TIL-I test, starting from the March session upon previous payment of the registration fee.

**Art. 6  
(Exemptions from TIL-I)**

- Upon a specific request, candidates may be exempted from taking the TIL-I test if they have a **SAT, GRE and GMAT certificate, recognized as equivalent to passing the TIL-I test** (grading equal to or higher than the guaranteed admission threshold) according to the following specifications:

	<u>Academic year 2018/19</u>
<b>SAT</b> <b>Up to March 2016</b>	SAT test (sections: Critical reading, Writing, Mathematics) and SAT Subject Test (sections: Physics and Mathematics Level 1 or 2), with a minimum score of 500 points in each section.  The three sections of the SAT test can be replaced by the <b>ACT Test</b> with a minimum score of 20.
<b>SAT</b> <b>After March 2016</b>	SAT (sections: Evidence-Based Reading and Writing, Math) and SAT Subject Test (sections: Physics and Mathematics Level 1 or 2), with a minimum score of 500 points in each section.  The two sections (Evidence-Based Reading and Writing, Math) of the SAT test can be replaced by the <b>ACT Test</b> with a minimum score of 20.
<b>GRE</b>	GRE (General Test) with a minimum score of 153 in the "Verbal" section and 144 in the "Quantitative" section and with any score in the "Analytical Writing" section.
<b>GMAT</b>	GMAT with a minimum score of 500 in the two "Verbal" and "Quantitative" sections and with any score in the "Analytical Writing" section.

2. To take advantage of the aforementioned exemption, candidates are required to submit their certificates by uploading them on their Apply@polito personal page **within Friday 20<sup>th</sup> July 2018**. The **outcome** of the verification process will be announced via e-mail **no later than Friday 3<sup>rd</sup> August 2018**.
3. Candidates holding a university degree included among those listed in Annex D, attached to this Call, of which it is integral part, are exempted from taking the TIL-I test.
4. Candidates who are exempted from taking the TIL-I test within the meaning of this article are not entitled to the enrolment fee reduction referred to in article 10, paragraph 2.

#### **Art. 7 (TIL-I results)**

1. TIL-I results are made public through the publication of:
  - a. one list of all students, except for quota students, and one list of quota students who obtained a TIL-I score higher than or equal to the guaranteed threshold enabling the candidate to enrol in the programme of first preference; these lists will be **published after each TIL-I session has taken place**.
  - b. one ranking list of all students, except for quota students, and one ranking list of quota students, for the allocation of residual student places.  
Both ranking lists will be published according to the following schedule:
    - the ranking list of all students, except for quota students: **Tuesday 4<sup>th</sup> September 2018**;
    - the ranking list of quota students: **Monday 17<sup>th</sup> September 2018**.
2. The results referred to in paragraph 1 will be made public with a Rector's decree, on the online Bulletin (*Albo online*) of the University, on the Apply@Polito personal page of each candidate and on the University webpage <http://orienta.polito.it/>,
3. **All candidates are required to state that they are interested in remaining on the ranking list after its publication. Candidates are required to state it from their Apply@polito personal page – enrolment section, not later than:**
  - **2.00 p.m. of 10<sup>th</sup> September 2018 for all candidates except for quota candidates;**
  - **2.00 p.m. of 21<sup>st</sup> September 2018 for quota candidates only.****Failure to state one's interest in remaining on the ranking list implies that the candidate intends to decline the offer for his/her student place, which will be assigned to another student on the ranking list.**

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

1. The lists referred to in article 7, paragraph 1, letter a) include all the students who hold the right to enrol in the programme of their first preference. They are placed on the list on the basis of the score obtained in the test.
2. The ranking lists referred to in article 7, paragraph 1, letter b) are made on the basis of the following criteria:
  - a. one single ranking list for all Bachelor's degree programmes of the Engineering area;
  - b. candidates are sorted in descending order on the basis of the score obtained in the TIL-I;
  - c. in case of equal ranking, the score obtained in the individual sections that make up the TIL-I test shall prevail, considered in the following order: Mathematics, Verbal comprehension, Logic and Physics. In case of a further equal ranking, the younger student candidate will be chosen.
3. The ranking lists referred to in paragraph 2 classify the students into the following categories:
  - **ENROLLED STUDENT**: student who has completed the first phase of online enrolment (as indicated in article 10);
  - **ASSIGNED STUDENT**: student who **MUST** enrol in the Bachelor's degree programme that has been assigned to him/her within the deadline of the call; failure to enrol will result in the allocation of the student place to another candidate – therefore, failure to enrol within the deadlines entails permanent renunciation of the place.
  - **BOOKED STUDENT**: student who can enrol in a programme that is not his/her first choice, and who is also on the waiting list for one or more programme/s with higher preference according to the order of preference expressed during application.  
In this case the student **CAN** either:
    - enrol in the programme assigned and automatically give up all the other preferences already expressed;

- wait for the next call/s.
- STUDENT ON WAITING LIST: student who has not been assigned a place in any of the degree programmes that he/she has chosen, but could be assigned a place in a non-saturated degree programme in the next call/s. The student must wait for the next the call/s.
- INTERNAL TRANSFER NOT ALLOWED: student currently enrolled at Politecnico who has taken the TIL-I test in order to transfer to another programme but has failed to conveniently place himself/herself on the ranking list for admission to the new programme.
- STUDENT ADMITTED TO YEAR 2 OR BEYOND: student currently enrolled at Politecnico or at another university, who has taken the TIL-I test, has been ASSIGNED a student place and – after the evaluation of his/her previous academic records – has been admitted to year 2 or beyond.
- RENUNCIATION OF WAITING LIST: student who has not stated that he/she is interested in remaining on the ranking list within the deadlines of art. 7, paragraph 3; or student who has explicitly renounced his/her right to be on the waiting list within the meaning of art. 9, paragraph 3.
- RENUNCIATION OF ENROLMENT: student who has been ASSIGNED a student place but has failed to enrol in the programme within the deadline.
- NOT ADMITTED STUDENT: student who has not reached the minimum admission threshold.

#### **Art. 9 (How ranking lists are updated)**

1. The students included in the ranking lists referred to in article 7, paragraph 1, letter b) are assigned a place on the basis of their preferences, starting from the first preference and within the limit of available student places, according to the following criteria:
  - a. when available, the first choice is offered to the candidate (ASSIGNED student);
  - b. if the candidate's first choice is not available, the next choices are taken into consideration, until a degree programme with at least one available place is identified, and - in that case - the candidate is offered the possibility to enrol in that programme. As far as previous choices are concerned, the candidate is placed on waiting list (BOOKED student), unless all programmes with higher preferences expressed during the application process are full (in this case the student will be ASSIGNED to the first programme with residual places);
  - c. if a candidate cannot be assigned a place in any of the programmes of his/her choice, but there are residual places in other Bachelor's degree programmes, the computer system will assign the candidate a place in one of the above-mentioned programmes; enrolment in such programme will be possible after the beginning of classes on 1<sup>st</sup> October 2018;
  - d. if all places available have been already assigned, the student must wait for the next call/s (student ON WAITING LIST) because he/she could be offered a place in a non-saturated programme in the next calls.
2. The results of the allocations of places to those students included in the ranking lists referred to in article 7, paragraph 1, letter b), are notified on the basis of the next updates of the ranking lists that take into account the number of students enrolled within the deadlines referred to in article 10.
3. The students included in the ranking lists referred to in art. 7, paragraph 1, letter b) who are no longer interested in enrolling at Politecnico and **intend to renounce his/her right to be on the waiting list**, can do so from the Apply@polito platform; when a candidate renounces his/her right to be on the waiting list, he/she irrevocably gives up his/her position on the ranking list; therefore his/her student place is assigned to another candidate on the ranking list.
4. The ranking list closing date for EU, equivalent and quota students, to be intended as the deadline for any change to happen in the ranking list, is 30<sup>th</sup> October 2018.
5. After the ranking list closing date, and in any case not later than 19<sup>th</sup> November 2018, new possible places might become available with respect to the total number of student places announced in article 1, paragraph 1, as a consequence of students who have not enrolled. On the basis of the ranking list order, such possible new places will be offered to those candidates who had chosen that particular programme as their first preference, but had already enrolled in another programme of lower preference. In these cases, if the offer is accepted by the student, the student will be automatically assigned to the new programme.

#### **Art 10 (Enrolment procedure)**

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

The first phase of online enrolment for all candidates, except for quota candidates, takes place on the basis of the following schedule:

Starting date	End date	Candidate type
Monday 19 <sup>th</sup> March 2018	2.00 p.m. of Monday 10 <sup>th</sup> September 2018	Candidates who passed the guaranteed thresholds
Tuesday 4 <sup>th</sup> September 2018	2.00 p.m. of Monday 10 <sup>th</sup> September 2018	Candidates who are conveniently placed in the ranking list upon its first publication
Tuesday 11 <sup>th</sup> September 2018	2.00 p.m. of Thursday 13 <sup>th</sup> September 2018	Candidates who are conveniently placed in the ranking list upon the ranking list update of Tuesday 11 <sup>th</sup> September
Friday 14 <sup>th</sup> September 2018	2.00 p.m. of Monday 17 <sup>th</sup> September 2018	Candidates who are conveniently placed in the ranking list upon the ranking list update of Friday 14 <sup>th</sup> September
Tuesday 18 <sup>th</sup> September 2018	2.00 p.m. of Thursday 20 <sup>th</sup> September 2018	Candidates who are conveniently placed in the ranking list upon the ranking list update of Tuesday 18 <sup>th</sup> September
Friday 21 <sup>st</sup> September 2018	2.00 p.m. of Monday 24 <sup>th</sup> September 2018	Candidates who are conveniently placed in the ranking list upon the ranking list update of Friday 21 <sup>st</sup> September
Tuesday 25 <sup>th</sup> September 2018	2.00 p.m. of Thursday 27 <sup>th</sup> September 2018	Candidates who are conveniently placed in the ranking list upon the ranking list update of Tuesday 25 <sup>th</sup> September

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

The first phase of online enrolment for quota candidates takes place on the basis of the following schedule:

Starting date	End date	Candidate type
Monday 19 <sup>th</sup> March 2018	2.00 p.m. of Friday 21 <sup>st</sup> September 2018	Candidates who passed the guaranteed thresholds and candidates who are conveniently placed in the ranking list upon its publication
Thursday 24 <sup>th</sup> September 2018	2.00 p.m. of Monday 8 <sup>th</sup> October 2018	Candidates who are conveniently placed in the ranking list upon the ranking list update of Monday 24 <sup>th</sup> September

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

**PLEASE NOTE:** online enrolment of candidates who have not earned their Upper Secondary School diploma yet, or do not have a fiscal code on the date of enrolment, is considered to be a “provisional enrolment”. This provisional condition must be dropped not later than 2.00 p.m. of Monday 19<sup>th</sup> 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.

**b. How to enrol**

- Candidates enrol online at Politecnico 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 will 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. It also indicates the reduction applied to those candidates who enrol at Politecnico **within Wednesday 29<sup>th</sup> August 2018** – except for candidates who are exempted from taking the TIL-I test in accordance with art. 6, paragraph 3.

The payment can be made using the following payment methods:

- Credit cards: Visa and MasterCard only (American Express is not accepted), generating an immediate payment.
- Pre-printed notice of payment, for instance the MAV, generating a deferred payment.
- PagoPA, an electronic payment system 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 students will be informed about its conclusion by e-mail.

The use of a deferred payment method (for instance, a pre-printed notice of payment) is valid solely and exclusively if it is supported by a self-declaration of the payment date certifying that the payment was made before the deadline. 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 awaiting the evaluation of previous academic records, he/she will be assigned an ID student number and will get access to all services offered by Politecnico.

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

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

A student becomes effectively enrolled at Politecnico when he/she provides the documentation mentioned in Annex B attached to this Call (section named “Original documents to be presented for enrolment”) to the Office of the University Registrar. This phase must be completed **no later than 19<sup>th</sup> November 2018**.

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

- Before completing the second phase of enrolment, candidates holding a foreign educational qualification **MUST** go to the Incoming Mobility Office – International Affairs Area, for the evaluation of the documents listed in Annex B and Annex C attached to this Call, of which they are integral part.

#### **b. Provisional enrolment**

- In the absence of the documents referred to in points e), h) and m) of Annex B (section named “Original documents to be presented for enrolment”), a student is **considered provisionally enrolled** at Politecnico. This provisional condition must be dropped by 1<sup>st</sup> 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 provisionally enrolled** at Politecnico also if he/she holds a foreign 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 1<sup>st</sup> March 2019.



- If a student has a student visa – type D referred to in point c) of Annex B (section named “Original documents to be presented for enrolment”), he/she is **considered provisionally 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 courses in Italy –academic year 2017/2018”, available at <http://www.studiare-in-italia.it/studentistranieri/>. If the student fails to provide the 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 B and Annex C 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. **Underage candidates:** the candidate who is underage on the date of online enrolment must reserve his/her student place by paying the first instalment of the tuition fees; in order to complete the second phase of enrolment, the candidate 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 Presidential Decree no. 445 of 28<sup>th</sup> 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.
5. In case of non-compliance with the deadlines referred to in this article or with the requirements listed in Annex B and Annex C 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

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

1. Students currently enrolled in a Bachelor’s degree programme at Politecnico who intend to transfer to another Politecnico programme but have not earned 28 credits in the core subjects must take the TIL-I test and conveniently place themselves on the ranking list. During the TIL-I registration from the Apply@polito platform available on their personal page, these students must provide the name of the programme they want to transfer to; this choice cannot be modified. If they pass the test and are on the ranking list, they will have to confirm their intention to remain on the list in accordance with the deadlines of art. 7, paragraph 3.  
Students currently enrolled in a Politecnico Bachelor’s degree programme of the engineering area who earn 28 credits in the core subjects within the September examination session can transfer to any other programme of the engineering area (except for Industrial Production Engineering) without taking the TIL-I test (internal transfer).  
In order to transfer to the **Bachelor’s degree programme in Industrial Production Engineering, students must necessarily take and pass the admission test.**
2. Students currently enrolled in a Bachelor’s degree programme at another Italian university who intend to transfer to a Bachelor’s degree programme at Politecnico di Torino **must take the TIL-I test** (also if they come from a programme belonging to the same class) and must conveniently place themselves on the ranking list.  
During the TIL-I registration from the Apply@polito platform, these students are required to provide the names of 5 Bachelor’s degree programmes in order of preference. The order of preference can be modified in accordance with the provisions of art. 3, paragraph 2.  
Students who pass the test and are on the ranking list for admission to a programme must confirm their intention to transfer to Politecnico through the Apply@polito platform. They are also required to pay the first instalment of their tuition fees in accordance with the terms and deadlines illustrated in art. 10.  
After the above-mentioned transfer confirmation, the transcript of records provided by the transfer student is sent to the Academic Advisor of the programme who decides on possible career credit recognition.
3. Candidates who already have an Italian university degree but are not exempted from taking the TIL-I test with the meaning of article 6, must take the TIL-I test. If they conveniently place themselves on the ranking list, they must confirm their intention to enrol at Politecnico

from their personal page of the Apply@polito platform. They are required to pay the first instalment of their tuition fees in accordance with the terms and deadlines illustrated in art. 10 and they need to choose the programme they want to enrol in according to the provisions of art. 3.

After they confirm their intention to enrol at Politecnico, their previous academic records are sent to the Academic Advisor of the programme who decides on possible career credit recognition.

#### **Art. 12**

##### **(Possible places reserved to quota students that remain unassigned)**

1. After the publication of the list and the ranking list of quota students, referred to in article 7, paragraph 2, letter b), any residual places remaining vacant or unassigned as a consequence of failure to pass the minimum admission threshold will be promptly notified to the Ministry of Education (MIUR).
2. Given that these places cannot be reassigned to other quota students who have not taken the admission test, and considering that the last TIL-I session for quota candidates takes place on 13<sup>th</sup> September 2018, those places cannot be made available for quota students who have not found a place in other Italian universities.
3. The residual places referred to in this article which are not covered within the meaning of the previous paragraph 2 will be assigned to EU and equivalent students.

#### **Art. 13**

##### **(Candidates who take multiple admission tests)**

1. Candidates who have taken multiple tests for admission to various Bachelor's degree programmes offered by Politecnico, and who are eligible for enrolment in an Engineering programme but are on a waiting list for one or more Architecture programmes, must enrol before the deadline in order to avoid losing their place. Subsequently, if these candidates find out that they are also entitled to a place in another degree programme, they must go to the Office of Student Services within the enrolment deadline date.
2. Candidates who have taken the TIL-I test and are awaiting the results of the admission tests to other Universities must enrol before the deadline in order to avoid losing their place; subsequently, if these candidates find out they are also entitled to a place in the programmes offered by another university, they need to go to the Office of Student Services and make a request for withdrawal/transfer to the new programme. This operation requires a 16.00 Euro revenue stamp to be attached to the corresponding application form. In any case the tuition fees previously paid will not be refunded to these candidates.

#### **Art. 14**

##### **(Offices and Admissions procedure manager)**

1. Offices:  
**Candidates holding an Italian educational qualification can contact:**  
Ufficio Orientamento (Office of Orientation, Tutoring, Counselling and Disability Services)  
web: <http://orienta.polito.it/>. – contacts [http://orienta.polito.it/it/ufficio\\_orientamento](http://orienta.polito.it/it/ufficio_orientamento)  
**Candidates holding a non-Italian educational qualification can contact:**  
Ufficio Mobilità Incoming – tel. 011.0908654 – from Monday to Friday between 10 and 12 a.m. – e-mail: [international.admission@polito.it](mailto:international.admission@polito.it); web: <http://international.polito.it/en/>.
2. The person responsible for the admissions procedure referred to in this Call is Mrs. Mahée Ferlini, Head of the Division of Student Affairs.

#### **Art. 15**

##### **(Committees)**

1. The Central Committee was appointed with Rector's decree no. 563/17; successive Rector's decrees will appoint the members of the Laboratory Committees that are responsible for the implementation of each TIL-I session.

#### **Art. 16**

##### **(Privacy policy and Access to documents)**

1. The information provided for in article 13 of the "Code regarding the protection of personal data" (Legislative decree no. 196 of 30<sup>th</sup> June 2003) is available at: <https://didattica.polito.it/privacy/>.
2. Access to all documents is allowed in the forms provided for by current legislation.

**Art. 17**  
**(Final provisions)**

1. For all matters not expressly provided for in this Call, reference is made to existing legislation concerning locally programmed admissions.
2. Communication with candidates will take place primarily through the Apply@Polito platform. Specific communications might be sent via email or SMS using the contact details provided by candidates during their registration on the platform.
3. Politecnico does not take any responsibility in case of unavailability of recipients and 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 is published on the online University Bulletin available at [https://www.swas.polito.it/dotnet/albo\\_online/](https://www.swas.polito.it/dotnet/albo_online/). The same can be found at: <https://orienta.polito.it>.
5. An appeal against this Call for Admissions can be made to the Regional Administrative Court (TAR) or the President of the Republic, respectively, within 60 days or 120 days from the date of publication.

THE RECTOR  
Prof. Marco Gilli  
**f.to Marco GILLI**