

**CALL FOR ADMISSIONS TO THE BACHELOR'S
DEGREE PROGRAMME IN TERRITORIAL, URBAN, ENVIRONMENTAL AND LANDSCAPE PLANNING
– A. Y. 2018/19**

Rector's decree no. 123 dated 12th February, 2018

THE RECTOR

Having regard to the University Statute;
Having regard to the University Teaching Regulations;
Having regard to Law no. 189 dated 30th July 2002, concerning "Changes to legislation on immigration and asylum";
Having regard to Ministerial decree no. 270 dated 22nd October 2004, "Amendments to the Regulations on university educational autonomy";
Having regard to Ministerial decrees dated 16th March 2007, "Determination of degree classes" and "Determination of the single-cycle Master's degree classes";
Having regard to Ministerial decree no. 47 dated 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 2017/2018" dated 28th February 2017, updated on 3rd 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 22nd November 2016, and of the Board of Governors on 29th 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 students have obtained these qualifications after attending at least one school year abroad, without prejudice to bilateral agreements;
Having regard to the respective resolutions of the Academic Senate on 19th September 2017, and of the Board of Governors on 20th 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 28th 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, 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 26th 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 28th November 2017, and of the Board of Governors on 29th 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 4th 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 programme in Territorial, Urban, Environmental and Landscape Planning for a.y. 2018/2019. Admissions are limited to the following number of student places:

Class	Programme name	Language of instruction	Total programmed number of student places	Of which reserved to quota students (cfr. art.2.2)
L-21	Territorial, Urban, Environmental and Landscape Planning	Italian	85	5

- The TIL-P test is held in the computer laboratories (LAIB) of Politecnico di Torino or in other locations in Italy or abroad, as shown on <http://orienta.polito.it/en/home>.
- Admissions to the programme referred to in this article are subject to prior accreditation of the same pursuant to current provisions.
- Having considered recent trends and the number of withdrawals from studies which have taken place before 31st 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 this programme could be higher than the number of places indicated in paragraph 1.

Art. 2 (Requirements for enrolment in the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning)

- The requirements for enrolment in the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning are indicated in Annex A and Annex B, attached to this Call, of which they are integral part.
- 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; EU nationals and 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).
- The score obtained in the TIL-P test is only valid for enrolment in the academic year 2018/19.
- The **minimum threshold for being included in the raking list** is 20/100 for all student categories. The **guaranteed admission thresholds** for the Bachelor's degree programme referred to in this Call is the following:
 - **EU students or equivalent students or quota students:** 60/100.
- Candidates who meet the requirements referred to in art. 6 are exempted from taking the TIL-P test.

Art. 3 (Participation in TIL-P)

- All candidates are required to apply for the TIL-P test 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-P session in order to allow a wider participation.
- TIL-P tests are organized in compliance with current legislation on disabilities and specific learning difficulties. The procedures to take the TIL-P 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 TIL-P test.
- Detailed information on how to register on the Apply@Polito platform, how to participate and how the TIL-P test takes place is available on the University webpage <http://orienta.polito.it/en/home>.
- The TIL-P test registration fee is in € 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 had registered.
- 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 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/en/home>.

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

The TIL-P test in Italy is held in sessions according to the following calendar:

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

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

6. Candidates can take the TIL-P 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-P contents)

1. The TIL-P test is an individual test and is different for each candidate. The test is available in the Italian language. It is made up of automatically and randomly selected computer interface questions. All tests have an equivalent level of difficulty.
2. The TIL-P test consists of 42 questions, divided into 4 sections, with a predetermined number of questions to be finished within a pre-set time: 12 Logic and Mathematics questions to be performed in 30 minutes, 6 Reading Comprehension questions in 12 minutes, 12 General Knowledge questions to be performed in 24 minutes, 12 Territory and Society questions to be performed in 24 minutes. The total time for the TIL-P test is set at one hour and thirty minutes. Each question has 5 possible answers marked with the letters A, B, C, D, and E, only one of which is correct.
3. 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 result on their screens.

**Art. 5
(Progetto Orientamento)**

1. A dedicated TIL-P session (held on 21st and 22nd 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.
2. After taking the TIL-P test, these candidates must register on their Apply@polito personal page, choose the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning and enter all the necessary information **not later than Friday 31st August 2018**.
In the event that a candidate does not make any choice within the deadline, he/she will lose the right to enrol in the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning and to be included in the ranking list referred to in article 7, paragraph 1, letter b).
3. 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 10th September 2018**.
4. The students who take part in the "Progetto Orientamento" may eventually resit the TIL-P test, starting from the March session and upon previous payment of the corresponding registration fee.

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

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

	<u>Academic Year 2018/19</u>
SAT up to March 2016	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 ACT Test with a minimum score of 20.
SAT after March 2016	SAT (sections: Evidence-Based Reading and 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 two sections Evidence-Based Reading and Writing, Mathematics of the SAT test can be replaced by the ACT Test with a minimum score of 20.
GRE	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.
GMAT	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 exemptions, candidates are required to submit their certificates by uploading them on their Apply@polito personal page **within Friday 20th July 2018**. The outcome of the verification process will be announced via e-mail no later than **Friday 3rd August 2018**.
3. Candidates who are exempted from taking the TIL-P test within the meaning of this article are not entitled to any tuition fee reduction referred to in article 9, paragraph 2.

**Art. 7
(TIL-P results)**

1. TIL-P 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-P score higher than or equal to the guaranteed threshold; these lists will be published after each TIL-P session has taken place.
 - b. one ranking list of all students, except for quota students, and one ranking list of quota students. These ranking lists will be used for the allocation of residual student places.
 - the ranking list of all students, except for quota students, and the ranking list of quota students will be published on **Tuesday 4th 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/en/home>.
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 Monday 10th September 2018. 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 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. candidates are sorted in descending order on the basis of the score obtained in the TIL-P test;
 - b. in case of equal ranking, the score obtained in the individual sections that make up the TIL-P test shall prevail, considered in the following order: Territory and Society, Logic and Mathematics, Reading Comprehension and General Knowledge. In case of a further equal ranking, the younger candidate will be chosen.
3. The ranking lists referred to in paragraph 2 classify the students into the following categories:
 - ENROLLED: student who has completed the first phase of on-line enrolment (as indicated in article 9).
 - ASSIGNED: 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 place to another candidate – therefore, **failure to enrol within the deadlines entails permanent renunciation of the place.**
 - ON WAITING LIST: student who has not been assigned a place, but could be assigned a place in the next calls. The student must wait for the next the call/s.
 - INTERNAL TRANSFER NOT ALLOWED: student currently enrolled at Politecnico who has taken the TIL test in order to transfer to this programme but has failed to conveniently place himself/herself on the ranking list.
 - ADMITTED TO YEAR 2 OR BEYOND: student currently enrolled at Politecnico or at another university, who has taken the TIL 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 to be 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 paragraph 5 of this article.
 - 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 who has not reached the minimum admission threshold to be included in the ranking list.
4. The results of the allocations of places to 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 9.
5. The students included in the ranking lists referred to in art. 7, paragraph 1, letter b) who are no longer interested in enrolling in the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning and **intend to renounce their 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 will be assigned to another candidate on the ranking list.

- 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 lists, is **Tuesday 30th October 2018**.

Art. 9 (Enrolment procedure)

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

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

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

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

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 19th 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 must 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 **before Wednesday 29th August 2018** – except for candidates who are exempted from taking the TIL-P test within the meaning of art. 6.

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/en/home>.

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 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 students meet all the admission requirements and are not awaiting the evaluation of previous academic careers, they will be assigned a student number and will get access to all services offered by Politecnico.

Should this not be the case, students can reserve their place by paying the first instalment of their tuition fees.

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

Students become effectively enrolled at Politecnico when they provide the documents mentioned in Annex A attached to this Call (section named “Original documents to be presented for enrolment”) at the Office of the University Registrar. This phase must be completed **no later than 19th November 2018**.

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

- Before completing the second phase of enrolment, candidates who have 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 A (section named “Original documents to be presented for enrolment”), a student is **considered provisionally enrolled** at Politecnico. This provisional condition must be dropped by 1st March 2019 by presenting the 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 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 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 2018/2019”, 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 the Annex A and Annex B attached to this Call, of which they are integral part, the candidate loses the right to move to the second phase of the enrolment procedure.
4. **Underage candidates:** candidates who are underage on the date of online enrolment must reserve their student place by paying the first instalment of their tuition fees; in order to complete the second phase of enrolment, 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 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.

5. In case of non-compliance with this article or with the requirements listed in Annex A and Annex B attached to this Call, of which they are integral part, candidates lose 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. 10

(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 the programme in Territorial, Urban, Environmental and Landscape Planning must take the TIL-P test and conveniently place them on the ranking list. During the TIL-P registration from the Apply@polito platform available on their personal page, these students must choose the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning; 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 ranking list in accordance with the deadlines of art. 7, paragraph 3.

2. Students who are currently enrolled in a **Bachelor's degree programme (1st level)** at another Italian university or candidates who already have a Bachelor's degree and intend to enrol in the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning **must take the TIL-P test** (even if they come from a programme belonging to the same class) and must conveniently place themselves on the ranking list.

During the TIL-P registration from the Apply@polito platform available on their personal page, these candidates must choose the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning.

Students who pass the test and are on the ranking list for admission to the programme must confirm their intention to transfer to or enrol at 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. 9.

After they provide the above-mentioned confirmation, their transcript of records is sent to the Academic Advisor of the programme who decides on possible career credit recognition.

Art. 11

(Possible places reserved to quota students that remain unassigned)

1. After the publication of the list and the ranking lists of quota students, referred to in art. 7, paragraph 2, letter b), any residual places remaining vacant or unassigned as a consequence of failure to pass the minimum admission threshold shall be promptly notified to the Ministry of Education (MIUR).
2. Given that these places cannot be re-assigned to other quota students who have not taken the admissions test, and considering that the last TIL-P test takes place on 31st August 2018, actually those places cannot be available for quota students who have not found a place in other Italian universities.
3. The residual places referred to in this article and not used within the meaning of the previous paragraph 2 shall be assigned to EU and equivalent students in accordance with the schedules.

Art. 12

(Candidates who take multiple admissions tests)

1. Candidates who have taken multiple admissions tests for admission to various Bachelor's degree programmes offered by Politecnico, and who are eligible for enrolment in the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning but are on a waiting list for other programmes, must enrol before the deadline to avoid losing their place.

Subsequently, if these candidates find out that they are entitled to a place in another degree programme, they must go to the Office of Student Services within the enrolment deadline date.

1. Candidates who have taken the TIL-P test and are awaiting the results of other tests for admission to other Universities must enrol before the deadline to avoid losing their place; subsequently, if these candidates find out that they are entitled to a place in other Universities, they may go to the Office of Student Services and request to withdraw/transfer to the new programme. In any case, the tuition fees previously paid will not be refunded.

Art. 13
(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
Candidates holding a foreign educational qualification can contact:
Ufficio Mobilità Incoming (Incoming Mobility Office) – tel. 011.0908654 from Monday to Friday between 10 and 12 a.m. – e-mail: 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. 14
(Committees)

1. The Central Committee has been appointed with Rector's decree no. 353/16; successive Rector's decrees shall appoint the members of the Laboratory Committees who are responsible for the implementation of each TIL-D session.

Art. 15
(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 30th June 2003) 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 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 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 email 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/. The same Call can also be found on <http://orienta.polito.it/en/home>.
5. An appeal against this Call for Admissions can be made to the Regional Administrative Court (TAR) or the President of the Republic within 60 days or 120 days respectively from the date of publication.

THE RECTOR
Prof. Marco Gilli
f.to Marco GILLI