

## PROCEDURE FOR “PROVISIONAL ENROLMENT” IN THE BACHELOR’S DEGREE PROGRAMME

### IN IN TERRITORIAL, URBAN, ENVIRONMENTAL

### AND LANDSCAPE PLANNING FOR A.Y. 2018/19

FROM 19<sup>th</sup> MARCH 2018 TO 12<sup>th</sup> JULY 2018

#### **Students who will obtain their high school the diploma in a.y. 2017/18 or students currently enrolled at another University**

If you meet the admission requirements but you have not obtained your high school diploma yet or you are currently enrolled at another University, you can enrol in the Bachelor’s degree programme in Territorial, Urban, Environmental and Landscape Planning with a “provisional” status.

You must drop this provisional condition and confirm your enrolment in order to be able to sit the exams starting from the **September 2018** examination session.

#### **Admission Requirements**

You can **enrol in this programme with a “provisional” status** if you are a EU student, equivalent student or quota student and meet one of the following requirements:

1. You have passed the TIL-P test for a.y. 2018/19 and reached the guaranteed admission threshold, as provided for in art. 2, paragraph 4 of the Call for admissions to the Bachelor’s degree programme in Territorial, Urban, Environmental and Landscape Planning:  
[http://orienta.polito.it/it/iscrizione\\_pianificazione\\_18](http://orienta.polito.it/it/iscrizione_pianificazione_18)
2. You have a SAT, GRE and GMAT certificate, recognized as equivalent to passing the TIL- P test, as provided for in art. 6 of the Call for admissions to the Bachelor’s degree programme in Territorial, Urban, Environmental and Landscape Planning:  
[http://orienta.polito.it/it/iscrizione\\_pianificazione\\_18](http://orienta.polito.it/it/iscrizione_pianificazione_18)

The deadline for “provisional enrolment” is **12<sup>th</sup> July 2018**. This deadline applies to:

- Students who have not obtained their high school diploma yet
- Students currently enrolled at another University
- Students currently enrolled at another University who want to apply for the recognition of exams previously passed at another university

PLEASE NOTE: Candidates with a high school diploma or candidates not enrolled at any other university who **do not have a fiscal code** will have to enrol at Politecnico with a “provisional” status as well.

### Provisional enrolment

Use the credentials received upon registration to log in and submit your application for “provisional enrolment” from the Apply@polito platform – Enrolment section

You are required to pay 200.00 EUR (first instalment of the comprehensive fee for a.y. 2018/19). This fee must be paid while you submit your application for “provisional enrolment”.

If you are entitled to tuition fee reduction or exemption, the balance will be applied to the second instalment of your tuition fees, after you confirm your enrolment at Politecnico for a.y. 2018/19.

For more information please check the Tuition Fee Guide a.y. 2018/2019 which will be published soon [https://didattica.polito.it/tasse\\_riduzioni/index\\_en.html](https://didattica.polito.it/tasse_riduzioni/index_en.html)

You can pay this fee by:

- 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

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.

### Enrolment confirmation

You must confirm your enrolment starting from **13<sup>th</sup> July 2018**.

The **deadline for enrolment confirmation** (art. 9 of the Call for admissions) is **2 p.m. of Monday 10<sup>th</sup> September**.

Failure to comply with the above-mentioned deadlines and the provisions of art. 9 of the Call for admissions implies that the student loses the right to enrol and will not be entitled to ask for any refund of the amount already paid, whatever the reason brought forward as a justification. Failure to confirm one's enrolment entails permanent renunciation of the place which will be offered to another student.

Upon enrolment confirmation (first phase – online enrolment), you must go to the Office of the University Registrar and show the documents listed in Annex A under the section named “Original documents to be presented for enrolment” (second phase – enrolment at the Office of the University Registrar).

[https://didattica.polito.it/zxd/cms\\_data/attachment/24/Allegato\\_A\\_Pianificazione\\_Requisiti\\_immatricolazione\\_18\\_19.pdf](https://didattica.polito.it/zxd/cms_data/attachment/24/Allegato_A_Pianificazione_Requisiti_immatricolazione_18_19.pdf)

**We remind you that the second phase must be completed before you take your first exam at Politecnico and in any case no later than 19th November 2018.**

*Students with a non-Italian qualification*

If you have a non-Italian qualification, you must go to the Incoming Mobility Office – International Affairs Area for the evaluation of the documents listed in Annex A and Annex B of the Call for admissions ([http://orienta.polito.it/it/iscrizione\\_pianificazione\\_18](http://orienta.polito.it/it/iscrizione_pianificazione_18)) **BEFORE** you go to the Office of the University Registrar.

*Underage students*

If you are under 18 years of age on the date of enrolment, you must:

- 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 with 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.

**Taking the exams**

After completing the second phase of enrolment you will be able to take your exams.

Your first examination session will be the **September 2018** session. Further information will be available in the Student Guide in the sections: "Taking the exams" and "Foreign language learning".

Exam dates and deadlines for exam registration are available at:

<https://didattica.polito.it/pls/portal30/esami.visu.form>

**Certificates**

Certificates can be requested only after you complete the second phase of enrolment at the Office of the University Registrar.

Information on how to get certificates, self-certifications or other documents is available at: [https://didattica.polito.it/guida/2017/it/9/32/certificati\\_e\\_autocertificazioni](https://didattica.polito.it/guida/2017/it/9/32/certificati_e_autocertificazioni)

**Candidates who take multiple admission tests**

Once you have completed your "provisional enrolment" at Politecnico you will NOT be able to take the TIL-P test again (in order to get a better score). Further information about candidates who take multiple admission tests (both at Politecnico or at other universities) is provided for in art. 12 of the Call for

admissions to the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning: [http://orienta.polito.it/it/iscrizione\\_pianificazione\\_18](http://orienta.polito.it/it/iscrizione_pianificazione_18)

For all matters not provided for in this document, please read the Call for admissions to the Bachelor's degree programme in Territorial, Urban, Environmental and Landscape Planning 2018/2019.