

"ENROLMENT PROCESS" TABLE

Students with an <u>Italian educational qualification</u> who have been identified during the TIL test and whose personal information has already been checked by Politecnico	Students with an <u>Italian educational qualification</u> who have NOT been identified during the TIL test and whose personal information has NOT been checked by Politecnico	Students with a <u>non-Italian educational qualification</u>
<p>The enrolment process is concluded when you complete the payment phase referred to in paragraph 3 of the "Enrolment process" article of the Calls for applications (Rector's decrees no. n. 118, 119, 120, 617 e 710).</p> <p>At the end of the payment phase, the system will show you a calendar of dates from which you can choose an appointment to collect your Smart Card at the Office of the University Registrar (in person). Collecting your Smart Card is not compulsory (for this reason, you are free not to book any appointment). Please note that if you do not pick up your Smart Card, you will not be able to make use of some services, such as book loans, entrance to the computer labs and use of printers in the labs.</p> <p>Conditional enrolment</p> <p><u>Students without language certificate</u> If you do not have the required foreign language certificate referred to in Annex A or in Annex B (<i>Admission requirements</i>) of the Calls for applications referred to in Rector's decrees n. 118, 119, 120, 617 and 710, you will be enrolled "with condition" (conditional enrolment). This provisional condition must be dropped by 30th June 2021 either:</p> <ul style="list-style-type: none"> - by presenting your language certificate to the Office of the University Registrar on the date of the appointment for the Smart Card; or - by submitting your language certificate online following the instructions that will be sent by email to your PoliTo mailbox by the Division of Student Services. <p>The above-mentioned Annex A or Annex B are to be referred to in the event of failure to submit the language certificate by the deadline.</p> <p>Enrolment cancellation</p> <p><u>Underage students and non-EU students with missing documents</u> If you have not provided the documents referred to in Annex A or in Annex B (<i>Admission requirements</i>) of the Calls for applications referred to in Rector's decrees n. 118, 119, 120, 617 and 710, section "Original documents to be presented for enrolment" - letter c) <i>underage students</i> and letter d) <i>non-EU students residing outside Italy</i>, you will have to present the required documents by 30th June 2021 either:</p>	<p>Completing the payment phase does NOT mean that you have concluded the enrolment process.</p> <p>You still need to go through the second phase of the enrolment process. The system will inform you if your enrolment is not complete (the same information is also visible on your personal page of the Teaching Portal – Message: "Enrolment not completed")</p> <p>The second phase of the enrolment process consists in your identification and in the verification of your personal information. All students (except for students with a pending evaluation of their previous academic records as provided for in Article 14) must go through this identification/verification phase no later than 16th November 2020, under penalty of definitive exclusion from the enrolment process.</p> <p>You have two different options to finalize your enrolment:</p> <ol style="list-style-type: none"> 1. Identification and verification of personal data on the date of the appointment for the Smart Card (in person). At the end of the payment phase, the system will show you a calendar of dates from which you can choose an appointment to collect your Smart Card at the Office of the University Registrar. Collecting your Smart card is not compulsory (for this reason, you are free not to book any appointment). Please note that if you do not pick up your Smart Card, you will not be able to make use of some services, such as book loans, entrance to the computer labs and use of printers in the labs. 2. Remote identification and verification of personal data. In this case, you should not choose any appointment date during the online procedure. You will have to follow the instructions that will be sent by email to your PoliTo mailbox by the Division of Student Services. <p>Please note that you will have limited access to the services available on your personal page of the Teaching Portal (e.g. you cannot request enrolment certificates and cannot register for any exam, etc.) until you complete the enrolment process.</p> <p>Conditional enrolment</p> <p><u>Students without language certificate</u> If you do not have the foreign language certificate referred to in Annex A or in Annex B (<i>Admission requirements</i>) of the Calls for applications referred to in Rector's decrees n. 118, 119, 120, 617 and 710, you will be enrolled "with condition" (conditional enrolment). This provisional condition must be dropped by 30th June 2021 either:</p> <ul style="list-style-type: none"> - by presenting your language certificate to the Office of the University Registrar on the date of the appointment for the Smart Card; or 	<p>Completing the payment phase does NOT mean that you have concluded the enrolment process.</p> <p>You still need to go through the second phase of the enrolment process. The system will inform you if your enrolment is not complete (the same information is also visible on your personal page of the Teaching Portal – Message: "Enrolment not completed").</p> <p>Please note that you will have limited access to the services available on your personal page of the Teaching Portal (e.g. you cannot request enrolment certificates and cannot register for any exam, etc.) until you complete the enrolment process.</p> <p>You must complete your enrolment before the deadline (16th of November 2020) following the instructions provided on your Apply@polito personal page - "MAIN" section. All operations will be online and will consist of remote identification, verification of personal information and verification of the documents listed in Annex B and Annex C to the Call (documents must be original).</p> <p>The "MAIN" section of the Apply@polito personal page also provides additional information about enrolment and identification of students who are underage on the date of enrolment. The Incoming Mobility Office may ask some students to come to the office in person to show their original documents (by appointment).</p> <p>When you get your Student Number, the system will show you a calendar of dates from which you can choose an appointment to collect your Smart Card at the Office of the University Registrar (in person). Collecting your Smart card is not compulsory (for this reason, you are free not to book any appointment). Please note that if you do not pick up your Smart Card you will not be able to make use of some services, such as book loans, entrance to the computer labs and use of printers in the labs.</p> <p>Conditional enrolment</p> <p>In the following cases, students are unable to complete the enrolment process by 16th November 2020 and they are enrolled with condition (conditional enrolment). This provisional condition must be dropped by 30th June 2021.</p> <ul style="list-style-type: none"> - If during the online appointment with the Incoming Mobility Office you do not have the original document referred to in paragraph m) of Annex A or B (Admission requirements) of the Calls for applications referred to in Rector's decrees no. 118, 119, 120, 617 and 710 (section "Original documents to be presented for enrolment"), you will be enrolled with condition. This provisional condition must be dropped by 30th June 2021 by presenting the missing document following the instructions that will be provided by the Incoming Mobility Office. If you fail to present the document referred to in paragraph m) (statement of validity/ <i>dichiarazione di valore</i> of their high school diploma or Comparability Certificate issued by CIMEA or by ENIC-NARIC) by the deadline, you will be denied to access to your personal page of the Teaching Portal. A hold will be placed on your academic progress until you present these documents, without prejudice to the provisions of the Student Regulations on student forfeiture. - if you do not have the foreign language certificate referred to in Annex A or B (<i>Admission requirements</i>) of the Calls for applications, you will be enrolled with condition. This provisional condition must be

<p>- by presenting your documents to the Office of the University Registrar on the date of the appointment for the Smart Card;</p> <p>or</p> <p>by submitting your documents online following the instructions that will be sent by email to your PoliTo mailbox by the Division of Student Services.</p> <p>If you do not meet the deadlines provided for in this Article and/or if you do not meet the requirements referred to in the above-mentioned Annex, letter c) and letter d), you will not be allowed to complete the enrolment process. Your enrolment at Politecnico will be cancelled with immediate effect on your academic progress. You will not be able to claim any refund of the amount you have already paid, regardless of the reason brought forward as a justification.</p>	<p>- by submitting your language certificate online following the instructions that will be sent by email to your PoliTo mailbox by the Division of Student Services.</p> <p>The above-mentioned Annex A or B are to be referred to in the event of failure to submit the language certificate by the deadline.</p> <p>Enrolment cancellation</p> <p><u>Underage students and non-EU students with missing documents</u></p> <p>If you have not provided the documents referred to in Annex A or in Annex B (<i>Admission requirements</i>) of the Calls for applications referred to in Rector's decrees n. 118, 119, 120, 617 and 710, section "Original documents to be presented for enrolment" - letter c) underage students and letter d) non-EU students, you will have to present the required documents by 30th June 2021 either:</p> <p>- by presenting your documents to the Office of the University Registrar on the date of the appointment for the Smart Card,</p> <p>or</p> <p>by submitting your documents online following the instructions that will be sent by email to your PoliTo mailbox by the Division of Student Services.</p> <p>If you do not meet the deadlines provided for in this Article and/or if you do not meet the requirements referred to in the above-mentioned Annex, letter c) and letter d), you will not be allowed to complete the enrolment process. Your enrolment at Politecnico will be cancelled with immediate effect on your academic progress. You will not be able to claim any refund of the amount you have already paid, regardless of the reason brought forward as a justification.</p>	<p>dropped by 30th June 2021 by presenting your language certificate online following the instructions provided by the Incoming Mobility Office.</p> <p>If you fail to present your language certificate by the deadline, you will be denied to access to your personal page of the Teaching Portal. A hold will be placed on your academic progress until you present this document, without prejudice to the provisions of the Student Regulations on student forfeiture.</p> <p>– If you are waiting for the Regional School Office to issue the declaration of equivalence of your high school diploma, you will be enrolled with condition and you must drop this provisional condition by 30th June 2021. If you fail to present this declaration by the deadline, your enrolment at Politecnico will be cancelled with immediate effect on your academic progress.</p> <p>– If you do not present your student vista - type D (point c) of Annex A or B <i>Admission requirements</i>, "Original documents to be presented for enrolment" section) during the online appointment, you will be enrolled with condition. You must drop this provisional condition by presenting your student visa – type D and your residence permit before the deadline established in the "Procedures for entry, stay and enrolment of international/foreign students in higher education courses in Italy – academic year 2020/2021" available at http://www.studiare-in-italia.it/studentistranieri/.</p> <p>If you do not present these documents before the deadline or if you are denied the residence permit by the Italian authorities (Questura di Torino), your enrolment at Politecnico will be cancelled with immediate effect on your previous academic progress.</p> <p>If you do not meet the deadlines provided for in this Article and/or if you do not have all the requirements and/or documents listed in Annex A or B and in Annex C, you will not be allowed to complete the enrolment process. In this case, your Student Number (assigned during the first-phase of enrolment) will be permanently cancelled. You will not be able to claim any refund of the amount you have already paid, regardless of the reason brought forward as a justification.</p>
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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.