

ENROLMENT IN MASTER'S DEGREE PROGRAMMES A.Y. 2020/21



EVALUATION

In the Evaluations section of the Apply platform, you can consult the outcome of the evaluation. Very often in this section there are indications provided by the teaching committee regarding the creation of the study plan.

➤ Main ()

➤ Personal Information

➤ Educational Background

➤ Language skills

➤ Select your programme

➤ Attachments

➤ Save and Submit

➤ Credit Transfer

➤ Evaluations

Evaluations (versione ADMIN)

A.Y. 2020/21 - Evaluations of previous academic records

Master of science program in **CINEMA AND MEDIA ENGINEERING**
Corso interamente in italiano
Application form submitted on 20/09/2020 at 20:01

Requisiti personale preparazione: rispettati.

Requisiti curriculari: rispettati

Requisiti linguistici: rispettati

You have been admitted to the programme you have selected.

Complete the enrolment process for this programme / Go to the page of the enrolment details.

Scarica il nulla osta da consegnare alla tua Università (solo per ADMIN)



Insegnamenti Vincolati

What is meant by “insegnamenti vincolati” in the study plan?

These are courses assigned by the Teaching Committee that students will find included automatically in the study plan and that must be passed in order to graduate. These courses cannot be removed from the study plan, but can replace the elective courses provided in the study plan, or be inserted in addition to the 120 credits required.



EVALUATION

Another example of evaluation:

Master of science program in **AUTOMOTIVE ENGINEERING**

Corso interamente in inglese

Application form submitted on 28/02/2021 at 11:22

Requisiti personale preparazione: rispettati.

Requisiti curriculari: rispettati

Requisiti linguistici: non rispettati

Si consiglia fortemente al candidato di documentarsi autonomamente per acquisire le competenze nell'ambito di Motor vehicle design e Automatic controls

L'iscrizione al corso è subordinata al rispetto dei requisiti linguistici

Per proseguire con l'immatricolazione e' necessario conseguire il titolo entro i termini previsti e attendere la registrazione del voto di laurea nel sistema

Oltre ad essere in possesso della certificazione di lingua inglese richiesta
ottenendo una media sufficiente per l'ammissione

Contattare la Segreteria per ulteriori informazioni.

Scarica il nulla osta da consegnare alla tua Università (solo per ADMIN)

◀ Back

Next ▶



ENROLMENT

Remember that You can enroll in a Master's degree programme only after you earn your Bachelor's degree, so if you do not see the link for enrolment, make sure you have entered the date and the final grade in the EDUCATIONAL BACKGROUND section.



COURSES

If you are still waiting to graduate, but you want to attend the classes, you can select the subjects of the second semester you wish to attend in the COURSES section, once you have made the selection click on SAVE

> Main

> Personal information

> Educational Background

> Language skills

> Select your programme

> Attachments

> Save and Submit

> Credit Transfer

> Evaluations

> Courses

Courses (versione ADMIN)

INGEGNERIA DEL CINEMA E DEI MEZZI DI COMUNICAZIONE

Please tick the courses you want to attend before enrolment. This way you will be able to follow online lectures in the dedicated section.
After enrolling in the programme, you will have to create your Personal Study Plan and Annual Personal Study Plan.

☐ 01NPZPD - Computer animation (AA-ZZ) - Sanna Andrea P.D.: 2-2

☐ 01UXYPD - Comunicare la complessità (AA-ZZ) - Riva Matteo P.D.: 2-2

☐ 01TULPD - Game Design and Gamification (AA-ZZ) - Mazzaglia Marco P.D.: 2-2

☐ 01TUIPD - Image Processing and Computer vision (AA-ZZ) - Montrucchio Bartolomeo P.D.: 2-2

☐ 03KQBPD - Ingegneria del suono (AA-ZZ) - Masoero Marco Carlo P.D.: 2-2

☐ 01URSPD - Internet video streaming (AA-ZZ) - Masala Enrico P.D.: 2-2

☐ 01OKTPD - Sistemi elettronici per la produzione e distribuzione (AA-ZZ) - Martina Maurizio P.D.: 2-2

Save



COURSES

A new section named “online lectures” will be displayed on your Apply@polito personal page. From this section you can access both the live virtual classrooms and the recorded ones.

- › Main
- › Personal information
- › Educational Background
- › Language skills
- › Select your programme
- › Attachments
- › Save and Submit
- › Credit Transfer
- › Evaluations
- › Courses
- › **Online lectures**
- › FAQ / Ticket

Online lectures (versione ADMIN)

Below you can find the lectures you have chosen to attend.
The live lectures will be available according to the scheduled time.
The release of the registered lectures is up to the professor.

01TVFND	Energy economics	David Chiaramonti	Virtual Classroom live
01TVHND	Energy storage	Eliodoro Chiavazzo	Virtual Classroom live
01TVIND	Energy systems lab	Claudio Dongiovanni	Virtual Classroom live
01TVCND	Solar thermal technologies	Marco Simonetti	Virtual Classroom live



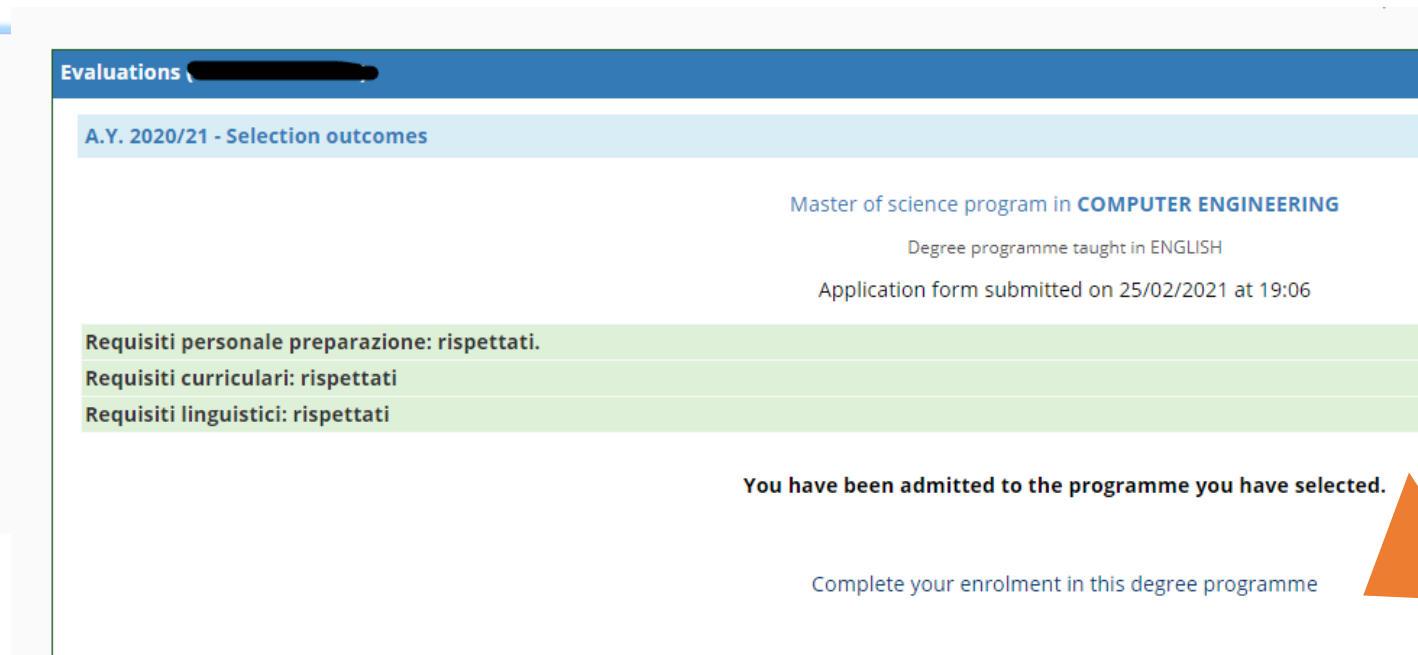
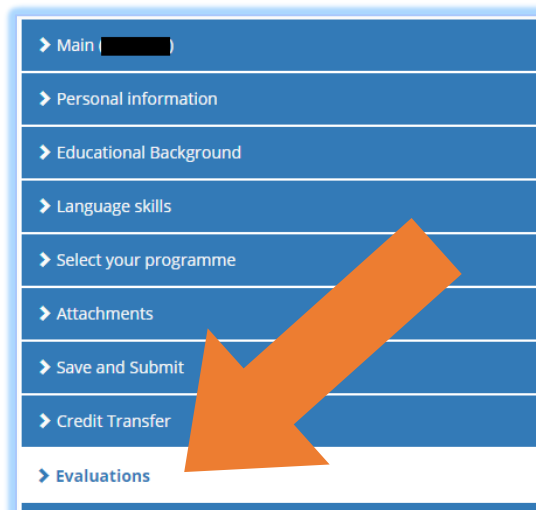
COURSES

- If a course is divided alphabetically it will be repeated as many times as the subdivisions, make sure to select the course you are interested in.
- If a course has two integrated modules, you will find in the ONLINE LECTURES section the teaching repeated twice, but with two different teachers (who are the teachers of the individual modules). Make sure to select both modules.



ENROLMENT – FIRST PHASE

- on the Evaluations section, will be available the link: *Complete your enrolment in this degree programme*





ENROLMENT – FIRST PHASE

Autorizzazione Prelievo Dati ISEE

Autorizzi il Politecnico ad interrogare la banca dati dell'INPS per ottenere il valore dell'ISEE per prestazioni agevolate per il diritto allo studio universitario (ISEE Universitario)? Tale autorizzazione equivale alla richiesta di riduzione della contribuzione per l'a.a. 2019/20. In caso di risposta negativa ti verrà applicato il livello economico massimo (fascia 75).

- ☐ Si
☐ No

Autorizzazione GTT

Autorizzo il Politecnico a comunicare i miei dati anagrafici al Gruppo Torinese Trasporti. Tale autorizzazione consentirà l'inizializzazione della smart card che mi permetterà di attivare, eventualmente, l'abbonamento GTT on line. I dati forniti verranno utilizzati da GTT esclusivamente per tale finalità.

- ☐ Si
☐ No

Cus Card

La CUS Card è la tessera associativa del Centro Universitario Sportivo torinese, obbligatoria per accedere agli impianti. La CUS Card permette inoltre:

- iscrizione ai corsi
- affitto campi beach volley, calcio a 5, calcio a 7, e tennis
- accedere al circuito convenzioni.

☐ Desidero iscrivermi gratuitamente al CUS Torino ([CUS Card virtuale](#)) per l'anno sportivo collegato al mio anno di iscrizione al Politecnico di Torino avendo preso visione della condizioni ivi presenti e chiedo al Politecnico che trasferisca i soli dati richiesti dal CUS per il perfezionamento dell'iscrizione, consapevole che tali dati saranno trattati dal CUS Torino in qualità di Titolare autonomo del trattamento.

☐ Non desidero iscrivermi gratuitamente al CUS Torino

Dichiarazioni

☐ Dichiaro che i dati inseriti nella procedura di immatricolazione online sono stati autocertificati ai sensi del D.P.R. n.445/2000 e successive modifiche. Dichiaro altresì di essere consapevole che, qualora emerga la non veridicità del contenuto della dichiarazione, ai sensi dell'articolo 75 del D.P.R. n. 445/2000 e successive modifiche, decadrò dai benefici eventualmente conseguiti a seguito della dichiarazione non veritiera.

Dichiaro inoltre di essere a conoscenza di quanto prescritto dall'art. 76 del D.P.R. n.445/2000 e successive modifiche sulle sanzioni penali previste nel caso di dichiarazioni non veritiere e falsità negli atti

☐ Dichiaro di non aver presentato domanda di immatricolazione o di iscrizione né di essere iscritto ad altro corso universitario presso il Politecnico di Torino o presso qualsiasi altro Ateneo o Istituto Italiano o estero

☐ Dichiaro di aver preso visione e di accettare le regole di Ateneo, con particolare, ma non esclusivo riferimento a quelle contenute nei seguenti documenti:

- [Regolamento Studenti](#)
- [Codice Etico](#)
- [Guida dello studente](#)
- [Regolamento alla contribuzione studentesca](#)
- [Guida alla contribuzione studentesca 2020/2021](#)

Procedi

account.docx - Word

In this section it is possible to:

- choose the enrolment workload (full time/part time);
- give / not give the different authorizations (ISEE, GTT, CUS);
- and tick the three declarations to proceed to the payment section.



ENROLMENT – FIRST PHASE

Proceed with the payment of the contribution.

As you already paid the amount of 100 euros for the evaluation request, you will have to pay only 100 euros, which constitute the first installment of the tuition fees.

Payment methods are the following:

- Pre-printed notice of payment (MAV on the PagoPA platform), generating a deferred payment. The use of a deferred payment method 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 and in Italian territory. This declaration must be submitted by the same deadline.
- Credit cards (or other payment methods available on the PagoPA platform) generating an immediate payment.



ENROLMENT - SUMMARY

Once enrolment has been completed successfully, you will be directed to an enrolment summary page.

Imma Online - Temporary Homepage

Student number

Your new student number is

Corso di Laurea Magistrale in INGEGNERIA DEL CINEMA E DEI MEZZI DI COMUNICAZIONE A TORINO

These are the available services on line from the day after the enrolment:

[More info](#)

- Academic portal <http://didattica.polito.it>
- E-mail address <https://mail.studenti.polito.it>
- Wifi <http://wifi.polito.it>
- Entrance in the computer laboratories of Politecnico

For these services you need to use:

username :

password :

You must create your Personal Study Plan within the deadlines illustrated in the Student Guide ([please read the information provided in this document](#))

[Define your piano carriera](#)

Choose appointment

If you are planning to come to Torino in person for the 2020/2021 academic year, reserve an appointment to receive your Smart Card

[Choose appointment](#)

Documents

[Print your enrolment self certification](#)

[Print your Smart card note](#)

[Print your enrolment form](#)

[Self-certification Data inserted in Apply](#)

Apply

In the summary you will find:

- Student number
- Temporary username and password to access your personal page
- Possibility to choose an appointment to collect your smart card
- Useful forms



ENROLMENT – SECOND PHASE

The second phase of the enrolment process consists of your identification and in the verification of your personal information.

The system will inform you if your enrolment is not complete on your personal page of the Teaching Portal – Message: “**Enrolment to be completed**”.

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.

Codice Fiscale:

Master of science program in
MATERIALS ENGINEERING
Collegio di Ingegneria Chimica e dei Materiali
Classification code **LM-53 (DM270)**
Functional Materials


Latest enrolment
2020/2021 - Tempo parziale
1^ enrolment, coorte 2020/21
Academic progress status: **ENROLMENT TO BE COMPLETED**




ENROLMENT – SECOND PHASE

To do so you have two options:

1. Identification and verification of personal data on the date of the appointment for the Smart Card (in person) following the instructions you find in the paragraph about the first phase
2. Remote identification and verification of personal data. You will have to book an online appointment from you personal page of the teaching portal, by entering the section “My academic progress”, tab “My bookings”, and clicking on “Vai a tool prenotazioni”.

 **My bookings**

 Elenco prenotazioni attive

Show entries Search:

Ambito	Tipo	Info	Data Inizio	Data Fine	Data Prenotazione
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

[Vai al tool Prenotazioni](#)



ENROLMENT – SECOND PHASE

In “Categories for which you can make a reservation” click on the one you are interested and select a shift from those available.

Segreteria Didattica Ingegneria - Select Ufficio

- Academic progress issues
- Academic progress issues - Online help desk in english
- Academic progress issues - Online help desk in italian
- Immatricolazione da completare

CONDITIONAL ENROLMENT

If you do not have the required English language certificate at the moment of enrollment you will be enrolled “with condition” (conditional enrolment).

This provisional condition must be dropped by **30/06/2021** either:

- by presenting your language certificate to the Office of the University Registrar on the date of the appointment for the Smart Card;
- or
- by opening a ticket (topic Academic Career) and attaching the language certificate.

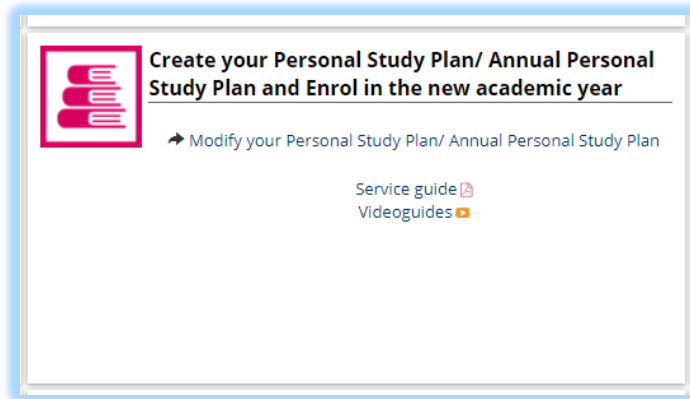
If you not deliver the language certificate within 30th June 2021 your career will be blocked (you will no longer be able to carry out any career act until the delivery of the certification).



PERSONAL STUDY PLAN AND ANNUAL PERSONAL STUDY PLAN

After the enrolment, you will have to wait one day to allow the data to be updated and access all the features of your personal page.

To create your PSP/APSP you will have to click on the portlet “**Create your Annual Personal Study Plan / Personal Study Plan**” in to your personal page of the Teaching Portal – Online services section.





PERSONAL STUDY PLAN AND ANNUAL PERSONAL STUDY PLAN

PERSONAL STUDY PLAN

The set of courses and training activities that you need to pass throughout your academic career, from enrolment to graduation.

Min 120 CFU, max 132 CFU

ANNUAL PERSONAL STUDY PLAN

The set of courses that you want to attend/to take the exam in the current academic year

The maximum limit of CFUs that can be included depends on your enrolment workload:


- FULL TIME 80 CFU

- PART TIME 40 CFU



APPROVAL OF THE STUDY PLAN

If you make changes to your Personal Study Plan which require the approval of the Academic Advisor of the programme the system will show a page where you can submit your request and explain your reasons.

Attenzione 

A seguito delle seguenti modifiche si rende necessaria chiedere l'approvazione al Referente del corso di studi

Codice	Nome insegnamento	Azione
20QLAOA	Insegnamento a scelta da Tabella I	RICHIESTA ELIMINAZIONE

E' necessario spiegare al Referente del corso di studi le ragioni della richiesta:

Invia richiesta



CREATION OF THE ANNUAL PERSONAL STUDY PLAN

- BOX above: Personal Study Plan courses that can be included in your Annual Personal Study Plan
- BOX below: second semester courses of the first year, included automatically.

Moduli del Piano Carriera inseribili nel Carico Didattico

#	Codice	Nome insegnamento	Crediti	Anno
1	01PPOPH	Analysis and Management of Production Systems	8	2
2	04LMGPH	Elective courses	24	2
3	02PDWPH	Information systems	8	2
4	01KYOPH	Innovation management and product development	8	2
5	07FWYPH	Internship	20	2
6	04IXTPH	Project management	8	2
7	01OJDPH	Quality Engineering	8	2
8	01RSBPH	Seminars	6	2
9	01QGKPH	Sustainable Manufacturing	8	2
10	06MBRPH	Thesis	16	2

CARICO DIDATTICO








#	Codice	Nome insegnamento	Crediti	Periodo
1	01OWAPH	Organizational models and human resource management	8	1
2	04KJPPH	Languages	4	1
3	01RSAPH	Business management	8	1
4	01RRXPH	Economics and business finance	8	1
5	01QYQPH	Strategy and Organization	8	2
6	03KYJPH	Business law	8	2
7	03BNTPH	Marketing	8	2



CREATION OF THE ANNUAL PERSONAL STUDY PLAN

In your annual study plan you can only include courses offered in the **second semester** (both from the first and the second year).

It is possible to include courses from the first semester only if they have recorded video lessons; this courses are marked with a green camera.

Fluid Automation		0	L. Mazzoli (100 iscr.)	
Model-based software design		6	M. Violante (174 iscr.)	 
Robotics		0	A. Di Stefano (124 iscr.)	



FOR MORE INFORMATION

For more information see:

- Enrolment and personal study plan:
https://didattica.polito.it/lauree_magistrali/2021/en/immatricolazione_a_partire_dal_2_periodo_didattico
- The **STUDENT'S GUIDE** for your academic career:
<https://didattica.polito.it/guida/2021/en/home>
- Course catalogue (curriculum)
https://didattica.polito.it/portal/pls/portal/sviluppo.offerta_for_mativa.lauree?p_tipo_cds=Z&p_elenco=T&p_a_acc=2021&p_lang=EN

Contact the Office of student services through the **Ticketing** service.





These slides are only intended to support students, providing an overview of the main rules and deadlines in force for the academic year 2020/21; therefore they are necessarily synthetic and have no legal value.

Please refer to the Student Guide and the Calendar for the complete information, updates and communications.