

**CALL FOR ADMISSIONS TO THE BACHELOR'S  
DEGREE PROGRAMME IN DESIGN AND VISUAL COMMUNICATION - 2017/18 AY**

Rectoral Decree no. 56 dated 13<sup>th</sup> February, 2017

**THE RECTOR**

Having regard to the University Statute;

Having regard to the current General Academic Regulations of the University;

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 the educational autonomy of Universities";

Having regard to the Ministerial Decrees dated 16<sup>th</sup> March 2007, "Determination of the degree classes" and "Determination of the single-cycle 2<sup>nd</sup> Level degree classes";

Having regard to Ministerial Decree no. 47 dated 30<sup>th</sup> January, 2013;

Having regard to the provisions for the enrolment of foreign and European Union students referred to in the ministerial circular dated 16<sup>th</sup> April 2015, protocol No. 6589;

Having regard to Rectoral Decree no. 508/2016 which approves: the admissions tests for the Bachelor's degree programmes of the Engineering area for a.y. 2017/2018 in Chile and Argentina; the subsequent opening of the Apply@polito registration procedure in order to allow the choice of the preferred degree programme from the 2016/2017 course catalogue until the 2017/2018 course catalogue is approved by the Governing Bodies; the calendar of the tests and the € 20,00 amount as registration fee for the above mentioned tests;

Having regard to the respective resolutions of the Academic Senate on 6<sup>th</sup> October 2016 and of the Board of Governors on 19<sup>th</sup> October 2016, concerning the minimum and the guaranteed admission thresholds for the Bachelor's degree programmes with locally programmed admissions;

Having regard to Rectoral Decree no. 535/2016 which establishes: the initiation of the procedure for the "Admissions to the Bachelor's degree programmes with locally programmed admissions – a.y. 2017/2018"; the appointment of the person in charge with the proceedings; the minimum and the guaranteed admission thresholds; the candidate categories; the test dates; the opening of applications for the "Progetto Orientamento"; the registration fee for the TIL-D (Test in Laib in Design and Visual Communication) taken in Italy; the designation of the Central Committee;

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, in which:

- as of March 2017 enrolment is opened to those students who have passed the guaranteed threshold; students who do not meet all the necessary requirements yet (conferral of high school diploma and language requirement, when applicable) are provisionally enrolled at Politecnico;
- candidates who meet the requirements are allowed to sit the exams in the summer and fall 2017 examination sessions; if the exams are passed, they will be validated for the academic career;
- enrolment is open to those candidates who hold a diploma obtained after at least 12 years of school attendance, provided that the qualification enables the admission to a university programme in the issuing country; the said university programme must be equivalent to the programme requested in Italy. Moreover, this diploma must have been achieved after having attended at least one year in a foreign school system, except as provided for by bilateral agreements;
- the TIL-D registration fee and the enrolment fee have been set;

Having regard to the resolution of the Language Centre Academic Head of staff dated 22<sup>nd</sup> December 2016 approving the tables of language certificates valid as of the 2017/2018 a.y.;

Having regard to the respective resolutions of the Academic Senate on 30<sup>th</sup> January 2017 and of the Board of Governors on 1<sup>st</sup> February 2017, concerning the first instalment of the tuition fees;

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. For the. 2017/2018 a.y., for the Bachelor's degree programme in Design and Visual Communication, a Call is made for admissions limited to the number of student places that will be published with Rectoral

Decree at a later stage, in compliance with the resolution of the Board of Governors concerning the number of locally programmed admissions.

2. The TIL-D is held in the University's computer laboratories (LAIB) or in other duly indicated locations in Italy or abroad, as shown on <http://orienta.polito.it/en/home>.
3. Admission to the programme referred to in this article is subject to prior accreditation of the same pursuant to current provisions.

## Art. 2

### (Requirements for enrolment in the Bachelor's degree programme in Design and Visual Communication)

1. The requirements for enrolment in the Bachelor's degree programme in Design and Visual Communication are indicated in Table A and in Table B, attached to this Call, of which they are integral part.
2. For the purposes of the ranking lists, the following student categories have been identified:  
**Quota students:** non-EU students residing abroad with a foreign educational qualification  
**European Union students:**
  - Italian citizens, or
  - Other EU nationals, or
  - Foreigners legally residing in Italy (not requiring a Visa permit) with a foreign educational qualification**Equivalent students:** 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)  
**Assimilated students:** EU students and equivalent students except for holders of an Italian Upper Secondary School qualification obtained in Italy.
3. The score obtained in the TIL-D is valid only for enrolment in the academic year 2017/18.
4. The minimum threshold for being included in the ranking list is 20/100 for all student categories. The guaranteed admission thresholds for the Bachelor's degree programme referred to in this Call are the following:
  - EU and equivalent students: 60/100
  - quota or assimilated students: 30/100
5. Candidates fulfilling the requirements referred to in art. 6 are exempted from taking the TIL-D.

## Art. 3

### (Participation in the TIL-D)

1. Application to take the TIL-D is made by all candidates through the on-line registration on the University platform called Apply@Polito. Such application is finalized upon concurrent payment of the registration fee referred to in paragraph 5. Further test days and times might be organized for the last TIL-D session in order to allow a wider participation.
2. The TIL-D is organized in compliance with current legislation on disabilities and specific learning difficulties. The procedures to take the TIL-D 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-D.
3. Detailed information on how to register on the Apply@Polito platform, how to participate, how the TIL-D takes place is available on the University webpage <http://orienta.polito.it/en/home>.
4. The registration fee for the TIL-D has been set as follows:
  - € 50,00 for the TIL-D taken in Italy;
  - € 20,00 for the TIL-D taken abroad.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.
5. The payment can be made using 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.The use of the 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 notified exclusively on the University webpage <http://orienta.polito.it/en/home>.

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

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

Test type	Test date
TIL-D (reserved to the students who have participated in the "Progetto di Orientamento Formativo")	22 <sup>nd</sup> and 23 <sup>rd</sup> February 2017
TIL-D	9 <sup>th</sup> March 2017
	5 <sup>th</sup> April 2017
	9 <sup>th</sup> May 2017
	18 <sup>th</sup> and 19 <sup>th</sup> July 2017
	30 <sup>th</sup> and 31 <sup>st</sup> August 2017

Further possible test dates, in Italy and abroad, will be notified exclusively by publishing the information on the University webpage <http://orienta.polito.it/en/home>.

7. Candidates can take the TIL-D in one or more subsequent sessions; in the second case, **the result of the latest test invalidates the score previously obtained.**

#### **Art. 4 (Contents of the TIL-D)**

- The TIL-D consists of an individual test, available in Italian, which is different for each candidate. It is made up of automatically and randomly selected computer interface questions. All tests have an equivalent difficulty.
- The TIL-D 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 Design Knowledge questions to be performed in 24 minutes. The total time for the TIL-D 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-D session, held on 22<sup>nd</sup> and 23<sup>rd</sup> February 2017, is reserved to the students who have participated in the "Progetto Orientamento" organized by the University in cooperation with high schools, who have carried out at least 75% of their school program in the area of Mathematics and Physics and intend to enrol in a Bachelor's degree programme at Politecnico.
- The students who have participated in the "Progetto Orientamento" and taken the corresponding TIL-D will have to insert the conferral date of their Upper Secondary School diploma and the corresponding result (grade obtained in the "esame di stato/maturità") before enrolment and in any case no later than 2.00 p.m. of 4<sup>th</sup> September 2017. Failure to add such data will result in the candidate's loss of the right to be included in the ranking list referred to in article 7, paragraph 1, letter b).
- Students participating in the "Progetto Orientamento" may eventually resit the TIL-D, starting from the March session and upon previous payment of the corresponding fee.

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

1. Upon specific request, candidates may be exempted from taking the TIL-D when holding **SAT, GRE and GMAT certificates, recognized as equivalent to passing the TIL-D** (score equal to or higher than the guaranteed admission threshold) according to the following specifications:

	<u><b>Academic Year 2017/18</b></u>
<b>SAT 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 ACT Test with a minimum score of 20.
<b>SAT After March 2016</b>	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.
<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 exemptions, candidates are required to submit the relevant certifications by uploading them on their Apply@polito personal page within 21<sup>st</sup> July 2017. The outcome of the verification process will be announced via e-mail no later than 4<sup>th</sup> August 2017.
3. Candidates who are exempted from taking the TIL-D within the meaning of this article are not entitled to the enrolment fee reduction referred to in article 9, paragraph 2.

**Art. 7  
(Results of the TIL-D)**

1. The results of TIL-D shall be made public through the publication of:
- one list of all students, except for quota students, and one list of quota students who have obtained a TIL-D score higher than or equal to the guaranteed threshold enabling the candidate to enrol; these lists will be published after each TIL-D session has taken place.
  - one ranking of all students, except for quota students, and one ranking of quota students for the allocation of residual student places.
2. The results referred to in paragraph 1 shall be published with Rectoral Decree, on the Online Bulletin (*Albo online*) of the University, on the Apply@Polito candidate page and on the University webpage <http://orienta.polito.it/en/home>, with the following schedule:
- the list of the students referred to in paragraph 1, letter a): after each TIL-D session;
  - the ranking of all students, except for quota students, and ranking of the quota students referred to in paragraph 1, letter b): Tuesday 5<sup>th</sup> September 2017;

All candidates shall insert the conferral date of their Upper Secondary School diploma and the corresponding result (grade obtained in the "esame di stato/maturità") on their Apply@Polito personal page before enrolment and in any case no later than: **2.00 p.m of 4<sup>th</sup> September 2017**. Failure to insert the data will result in the candidates' loss of the right to be included in the ranking list referred to in paragraph 1, letter b).

**Art. 8**  
**(How the lists and the rankings are made)**

1. The lists referred to in article 7, paragraph 1, letter a) include all the students who hold the right to enrol, following the order of the Apply (F user) identification code.
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-D;
  - b. in case of equal ranking, the score obtained in the individual sections that make up the TIL-D shall prevail, considered in the following order: Design Knowledge, 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: student who has completed phase 1 of the on-line enrolment procedure (as indicated in article 9).
  - ASSIGNED STUDENT: student who **MUST** complete the enrolment procedure in the assigned Bachelor's degree programme within the deadline; failure to enrol will result in the allocation of the assigned student place to another candidate – therefore, failure to enrol within the deadlines entails permanent renouncement of the place.
  - STUDENT ON WAITING LIST: student to whom it has not been possible to assign a place, but who could be assigned a place in subsequent calls. The student must wait for the next the call/s.
  - NOT ADMITTED STUDENT: student who did not reach the threshold to be included in the ranking.
4. 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 rankings that take into account the number of students enrolled within the deadlines referred to in article 9.
5. The ranking closing date for EU and equivalent students, to be intended as the deadline for any change to happen in the rankings, is 13<sup>th</sup> October 2017.

**Art. 9**  
**(Enrolment procedure)**

1. The enrolment procedure is organized into two phases and is considered completed when both phases have been concluded.
2. **First phase of the online enrolment procedure:**  
The first phase of the online enrolment procedure for all candidates takes place on the basis of the following schedule:

Starting date	End date	Candidate type
Monday 13 <sup>th</sup> march 2017	2.00 p.m. of Monday 4 <sup>th</sup> September 2017	Candidates who passed the guaranteed threshold
Tuesday 5 <sup>th</sup> September 2017	2.00 p.m. of Thursday 7 <sup>th</sup> September 2017	Candidates who are conveniently placed in the ranking list upon its first publication
Friday 8 <sup>th</sup> September 2017	2.00 p.m. of Monday 11 <sup>th</sup> September 2017	Candidates who are conveniently placed in the ranking list upon the ranking update of Friday 8 <sup>th</sup> September
Tuesday 12 <sup>th</sup> September 2017	2.00 p.m. of Thursday 14 <sup>th</sup> September 2017	Candidates who are conveniently placed in the ranking list upon the ranking update of Tuesday 12 <sup>th</sup> September
Friday 15 <sup>th</sup> September 2017	2.00 p.m. of Monday 18 <sup>th</sup> September 2017	Candidates who are conveniently placed in the ranking list upon the ranking update of Friday 15 <sup>th</sup> September
Tuesday 19 <sup>th</sup> September 2017	2.00 p.m. of Thursday 21 <sup>st</sup> September 2017	Candidates who are conveniently placed in the ranking list upon the ranking update of Tuesday 19 <sup>th</sup> September
Friday 22 <sup>nd</sup> September 2017	2.00 p.m. of Monday 25 <sup>th</sup> September 2017	Candidates who are conveniently placed in the ranking list upon the ranking update of Friday 22 <sup>nd</sup> September
Tuesday 26 <sup>th</sup> September 2017	2.00 p.m. of Thursday 28 <sup>th</sup> September 2017	Candidates who are conveniently placed in the ranking list upon the ranking update of Tuesday 26 <sup>th</sup> September

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

- Candidates enrol at Politecnico through the online procedure, with simultaneous payment of the first instalment of the tuition fees, with the exception of the exemption cases provided for by the 2017/18 Fee Regulations, which will be specifically issued with a Rectoral Decree within 31<sup>st</sup> March, and by the Fee Guide.

The first instalment of the tuition fees due upon enrolment for the 2017/2018 academic year is **200,00 Euro**. Students who enrol within 29<sup>th</sup> August – with the exception of candidates exempted from the TILD referred to in article 6 – are granted a 70,00 Euro fee reduction. Further information on tuition and fees will be available in the 2017/18 Fee Regulations and in the Fee Guide.

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.

Practical details will be published exclusively on the University website <http://orienta.polito.it/en/home>.

At the end of the first phase of the online enrolment procedure the system will notify the student of its conclusion by e-mail.

The use of the 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 the online enrolment procedure will be cancelled and the candidate will lose the right to enrol for the 2017/2018 academic year.

At the end of the first phase of enrolment, provided that the student meets all the admission requirements and is not awaiting the evaluation of previous academic careers, he/she will be assigned a 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.

- Online enrolment of candidates who are not yet in possession of the Upper Secondary School diploma shall be accepted as “provisional” enrolment. Enrolment shall be completed in accordance with the instructions available on the candidate’s Apply@polito personal page, no later than 2.00 p.m. of 4<sup>th</sup> September 2017. In case of failure to insert the data, the enrolment will be cancelled.

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

The enrolment becomes effective with the presentation of the documentation mentioned in Table A attached to this Call (section named “Original documents to be presented for enrolment”) at the Office of the University Registrar. This phase shall be completed **no later than 31<sup>st</sup> October 2017**.

- Before completing the second phase of the enrolment procedure, 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 Table A and Table B attached to this Call, of which they are integral part.

In the absence of the documents referred to in points e), h) and m) of the attached Table A (section named “Original documents to be presented for enrolment”), the enrolment will be accepted as provisional. This provisional condition shall be dropped by 1<sup>st</sup> March 2018 with the presentation of the documents. Should this not be the case, the enrolment will be cancelled, with immediate cancellation effect on any educational career developments occurred in the interim.

The enrolment is accepted as provisional also in the case of students holding a foreign educational qualification who are waiting for the Regional School Office to issue the declaration of equivalence of their Upper Secondary School diploma, which is necessary for enrolment. This provisional condition shall be dropped by 1<sup>st</sup> March 2018.

In case of absence or partial fulfilment of the other requirements listed in the Table A and Table 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:** the candidate who is underage on the date of online enrolment shall reserve his/her student place by paying the first instalment of the tuition fees; in order to complete the second phase of the enrolment procedure, 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 Table A and Table B 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 refund of the first instalment of the tuition fees referred to in this article, whatever the reason brought forward as a justification.

#### **Art. 10**

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

1. After publication of the list and the ranking of quota students, referred to in article 7, paragraph 2, letter b), residual places remaining 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 are not re-assignable to quota students who have not taken the admissions test, and considering that the last TIL-D session is set on 31<sup>st</sup> August 2017, 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. 11**

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

1. Candidates who have taken multiple admissions tests in order to access different Bachelor's degree programmes offered by the University, who are eligible for enrolment in the Bachelor's degree programme in Design and Visual Communication and are on a waiting list for one or more programmes, must enrol before the deadline to avoid losing their place.  
Subsequently, if candidates are found to be entitled to a place for enrolment 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-D and are awaiting the results of the admissions tests to other Universities must enrol before the deadline to avoid losing their place; subsequently, if candidates are also found to be entitled to a place for enrolment in other Universities' programmes, they may go to the Office of Student Services and request the 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, these candidates will not be refunded the tuition fee previously paid.

#### **Art. 12**

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

1. Offices:  
**Candidates holding an Italian educational qualification can refer to:**  
Ufficio Orientamento (Orientation Office) – tel. 011.0906254 – e-mail: [orienta@polito.it](mailto:orienta@polito.it); web: <http://orienta.polito.it/>.  
**Candidates holding a foreign educational qualification can refer to:**  
Ufficio Mobilità Incoming – tel. 011.0908654 – 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. 13**

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

1. The Central Committee has been appointed with Rectoral Decree 353/16; successive Rectoral Decrees shall appoint the members of the Laboratory Committees that shall be responsible for the implementation of each TIL-D session.

#### **Art. 14**

##### **(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/index\\_en.html](https://didattica.polito.it/privacy/index_en.html)
2. Access to all documents is allowed in the forms provided for by current Legislation.

**Art. 15**  
**(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/](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 Administrative Court 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**