

**CALL FOR ADMISSIONS  
TO THE  
BACHELOR'S DEGREE COURSE IN ARCHITETTURA-ARCHITECTURE  
ACADEMIC YEAR 2016/17**

Rector's Decree No. 296 of 6<sup>th</sup> July 2016

**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 of 30<sup>th</sup> July 2002, concerning "Changes to legislation on immigration and asylum";  
Having regard to Ministerial Decree No. 270 of 22<sup>nd</sup> October, 2004, "Amendments to the Regulations on the educational autonomy of Universities";  
Having regard to Ministerial Decrees of 16<sup>th</sup> March 2007, "Determination of the degree classes" and "Determination of the single-cycle II level degree classes";  
Having regard to Ministerial Decree No. 47 of 30<sup>th</sup> January 2013;  
Having regard to Rector's Decree No. 305 of 6<sup>th</sup> July 2015 on "Admission to degree courses offered by the University - academic year 2015/16";  
Having regard to the respective resolutions of the Academic Senate on 10<sup>th</sup> November 2015, and of the Board of Governors on 2<sup>nd</sup> December 2015, in which a Committee was named for the definition of the programmed sustainable number of students for each degree course for the 2016/17 academic year;  
Having regard to the resolution of the Board of Governors dated 22<sup>nd</sup> December 2015, which, by favourable opinion expressed by the Academic Senate with resolution dated 10<sup>th</sup> December 2015, approved the list of degree courses to be activated, subject to approval of the Ministry of Education, for the 2016/17 academic year;  
Having regard to the resolution of the Board of Governors dated 29<sup>th</sup> January 2016, which, by favourable opinion expressed by the Academic Senate with resolution dated 27<sup>th</sup> January 2016, approved the programmed number of students to be admitted to undergraduate courses for the 2016/17 academic year;  
Considering that during the meetings of the Academic Senate and the Board of Governors, held respectively on 27<sup>th</sup> and 29<sup>th</sup> January 2016, the framework of the new General Academic Regulations of the University was approved, and is under scrutiny of the Ministry of Education for compliance;  
Having regard to interministerial provisions of 22<sup>nd</sup> March 2016 and subsequent modifications and integrations, concerning "Procedures for the admission to higher education courses in 2016/2017 of foreign students applying for visa", and having considered Rector's Decree No.197 of 13<sup>th</sup> May 2016;  
Having regard to Ministerial Decree No. 546 of 30<sup>th</sup> June 2016 concerning "Methods and contents for admission tests to single-cycle Bachelor's and Master's degree courses with nationally programmed admissions for the 2016/2017 academic year" and its annexes;  
Having regard to Law No. 104 of 5<sup>th</sup> February 1992 concerning "Framework law for assistance, social integration and rights of persons with disabilities" and subsequent modifications and integrations, in particular Paragraph 5 of Article 16;  
Having regard to Law No. 170 of 8<sup>th</sup> October 2010, concerning "Provisions on specific learning disorders in schools", and specifically, Paragraph 4 of Article 5;  
Considering that the resolutions mentioned in this preamble are available on the web page of Politecnico in order to allow easy access to information for prospective students and their families;

**DECREES**

**Art. 1  
(Available places)**

1. For the Bachelor's degree course in Architettura-Architecture in the 2016/2017 academic year, a Call is made for admissions to the number of places indicated in the following table:

<b>Class</b>	<b>Course name</b>	<b>Language of the course</b>	<b>Total programmed number of students</b>	<b>Out of which number of "quota students" (definition provided in art. 2.2)</b>
L-17	Architettura-Architecture	Italian/English	500	40

2. Ministerial Decree No. 546/2016 and its annexes regulate the admission to the Bachelor's degree course in Architettura-Architecture.
3. Admission to the degree course referred to in this Article is subject to prior accreditation of the same to the Ministry, pursuant to current provisions.

## Art. 2

### (Requirements for admission to the national admission test and enrolment in the Bachelor's degree course in Architettura-Architecture)

1. The requirements for admission to the test and for enrolment in the Bachelor's degree course in Architettura-Architecture are indicated in Table A, attached to this Call of which it is integral part.
2. As part of the above mentioned table, the requirements are identified both for European Union or equivalent students and for quota students, defined as follows:
  - a. **European Union student** refers to an Italian citizen, a EU citizen or a foreigner who is a regular resident in Italy (not requiring a Visa permit) holding a foreign educational qualification;
  - b. **equivalent student** indicates:
    - a student from Norway, Iceland, Lichtenstein, Switzerland and San Marino;
    - a non-EU student with a "residence permit" (*carta di soggiorno/permesso di soggiorno*) for work or self-employment, family reasons, political asylum, humanitarian asylum, religious reasons;
    - staff serving in Foreign Diplomatic missions and international organizations located in Italy (accredited to the Italian State or the Holy See) and their dependent family members limited to spouses and children, foreigners legally residing for at least one year, holding a high school qualification acquired in Italy, as well as foreigners, resident anywhere, who are holders of diplomas from Italian schools abroad or foreign or international schools in Italy or abroad, that are subject to bilateral agreements or special regulations for the recognition of educational qualifications and that meet the general conditions required for entry for study (for more details, refer to Law No. 189/2002, Article 26);
  - c. **quota students** refers to non-EU students residing abroad with a foreign educational qualification, not included in the list provided by Legislative Decree 286/1998, Paragraph 5 of Article 39.
3. The score obtained on the admission test is only valid for enrolment in the 2016/17 academic year.

## Art. 3

### (Taking the national admission test)

1. The admission test will take place on **8<sup>th</sup> September 2016 at 11.00 a.m.**  
The test is nationally organized and is the only entrance examination; there will not be any repeat of the test. It will take place in the main campus of Politecnico di Torino, located in corso Duca degli Abruzzi, 24. The classroom where the test will take place will be indicated in the candidate's personal page, after registration for the admission test.
2. Application to take the test shall be made on-line only, by:
  - a. Logging into the portal [www.universitaly.it](http://www.universitaly.it) **from 4<sup>th</sup> July 2016 until NO LATER THAN 26<sup>th</sup> July 2016 at 3.00 p.m. (GMT +1).**
  - b. Applying on-line through the Apply@polito platform for all steps (including the choice of the degree course and the payment of the fee for the test, if requested). This procedure must in any case be completed by **29<sup>th</sup> July 2016**. Please note that students who have paid the fee but do not have a receipt of the on-line application made on the portal [www.universitaly.it](http://www.universitaly.it) will not be entitled to take the test.
3. When candidates apply on-line to take the test (following procedure mentioned under 2.a), after having read the information on data protection, they will have to follow the on-line procedure and register, by inserting the following information (all fields marked with an asterisk (\*) are mandatory)

Last name\* Name\*

Country of birth \*

Province/State of birth \* City of birth \* Date of birth \* Sex\*

Citizenship\* Fiscal code \* e-mail\*

Document type\* Document number\* Issued by \*Valid from <...> to <...>\*

Residence: Country \* Province/State \* City \* Postal code. \* Address \*

Mobile number (a)

The mobile number (a) must be inserted only in case the e-mail address is missing, in order to be informed about the selection procedure.

The information provided is used for the sole purpose of the activities related to the selection procedure and subsequent enrollment. The information will be kept for five years from the date of the on-line registration of candidates.

Specific communications about the admission test will be sent to candidates via e-mail, using the address provided by candidates during registration. It is the candidate's responsibility to check the mailbox and immediately notify any change in the e-mail address.

When registering for the admission test, candidates must list, in order of preference, the university campuses for which they intend to compete. These preferences are irrevocable and cannot be modified or added after 3.00 p.m. (GMT +1) of 26<sup>th</sup> July 2016. The last "confirmation" given by the candidate before the deadline will be considered as the final and sole choice.

On the basis of the preferences expressed by each candidate, the first useful choice is intended as the best option of the campus and the course for which the candidate will be able to enrol, according to the score achieved in the test and the number of available places.

In any case candidates must sit the admission test in the location of the university campus which they indicated as their "first choice".

4. The admission test is organized in compliance with current legislation on disabilities and specific learning disorders, as indicated on the University web site <https://didattica.polito.it/disabili/it/presentazione>; the same web site also lists the Administration Offices to which one can request the necessary support to take the test. In particular, candidates with a diagnosis of specific learning disorders, mentioned by Law. No. 170/2010, must submit a valid certification issued not earlier than 3 years ago by the national healthcare system, by a medical consultant or by accredited healthcare facilities. Such candidates will be granted a 30% increase in time to take the test (130 minutes instead of 100 minutes).
5. Detailed information on how to register on the Apply@Polito platform, how to participate, the amount and terms of payment of the registration fee for the test, are explained on the web page <http://orienta.polito.it/>.
6. The admission test will take place in the classrooms of the main campus of Politecnico di Torino, located in corso Duca degli Abruzzi, 24. The list of the classrooms where the test will take place will be published on the web page <http://orienta.polito.it/>, after the deadline for the test registration has expired. Candidates will also be able to learn about the assigned classroom on their personal page of the Apply@polito portal.
7. During the tests, students must follow the rules of conduct provided by the Committees referred to in Article 17.

#### Art. 4

##### (Contents of the admission test)

1. The admission test for the Bachelor's degree course in Architettura-Architecture is regulated by Ministerial Decree No. 546 of 30<sup>th</sup> June 2016, issued by the Ministry of Education (MIUR), and establishing methods and contents of the admission test, and by this Rector's Decree. The Ministerial Decree is available at the following web page:  
<http://attiministeriali.miur.it/anno-2016/giugno/dm-30062016.aspx>
2. For the admission test candidates have to solve 60 multiple-choice questions with 5 possible answers, only one of which is correct. Candidates must identify one answer only, and discard wrong or less likely conclusions. The test is organized as follows:
  - 2 general knowledge questions
  - 20 abstract reasoning (logic) questions
  - 16 history questions
  - 10 design and representation questions
  - 12 mathematics and physics questions
3. Candidates have the possibility to take the test in English. The choice to take the test in English must be indicated during the registration for the admission test.
4. Candidates who intend to enrol in the Bachelor's degree course in Architecture taught in English are obliged to take the test in English.

#### Art. 5

##### (Date of the admission test, evaluation and minimum threshold for admission)

1. The admission test will take place on **8<sup>th</sup> September 2016** and will start at 11.00 a.m. **but students are required to be there at 9.00 a.m.** for identification and entrance into the classroom. The test has a duration of 100 minutes.
2. The evaluation of the admission test (maximum 90 points) is based on the following criteria:
  - 1,5 points for each correct answer
  - A penalty of 0,4 points (-0,4) for each incorrect answer
  - 0 points for each unanswered question

3. Candidates who obtain a minimum score of twenty (20) points and fall within the total programmed number of students are eligible for admission to the Bachelor's degree course in Architettura-Architecture. Not eligible candidates (with a test score < 20 points) will not be included in the ranking.

#### **Art. 6**

##### **(Required competences)**

1. In order to be admitted to courses, students are expected to have sufficient general knowledge, with special focus on history, social sciences and institutions, together with the ability to work with different written texts (in the domains of art, literature, history, sociology philosophy, etc.), and the aptitude to abstract reasoning, both in mathematics and languages. More details on the programme and contents of the admission test are illustrated in Annex B of Ministerial Decree no. 546 of 30<sup>th</sup> June 2016, available on-line at the following Internet address:  
[http://attiministeriali.miur.it/media/280172/allegato\\_b.pdf](http://attiministeriali.miur.it/media/280172/allegato_b.pdf)

#### **Art. 7**

##### **(Exemption from the admission test)**

1. No candidates can be exempted from sitting the admission test.

#### **Art. 8**

##### **(Procedure for the admission test)**

1. The Italian Ministry of Education, University and Research (MIUR) avails itself of the cooperation of CINECA (*Consorzio Interuniversitario*) for the on-line registration for the test, for the preparation and correction of individual envelopes containing the material for the admission test, and for the calculation of the score.
2. Each candidate, after entering the classroom, will be given an envelope, containing:
  - a. a personal data sheet without any kind of identification code;
  - b. the questions of the admission test, with the identification code of the envelope;
  - c. an answer sheet, with the same identification code of the envelope;
  - d. a sheet of paper with the identification number of the envelope, the indication of the University and the name of the degree course for which the admission test is taken.
3. Should it become necessary to substitute during the test either one of the documents mentioned under points b) and c), the entire envelope will have to be replaced, since these documents are marked with the same identification code of the envelope.  
Possible marks or corrections made by the candidate on the personal data sheet will not entail the substitution of the sheet itself.  
The personal data sheet is replaced only when the identification of the candidate is not clear. In this case, the Committee will substitute the personal data sheet with a new one, taken from extra envelopes; this operation will be recorded in the classroom report. The substitution of the personal data sheet never entails the substitution of the entire envelope.
4. In order to take the admission tests, students should know the following information:
  - a. As of 4<sup>th</sup> July 2016 and up to 26<sup>th</sup> July 2016 candidates register for the admission test only by following the on-line procedure available on the portal [www.university.it](http://www.university.it).  
The registration is completed according to the procedure mentioned under Paragraph 2.b of Article 3.
  - b. Candidates will have to take the test in the university campus they have chosen as their first preference for enrolment. No exception is allowed with regard to the location where students can sit the test.
  - c. Enrolment in the degree course is determined on the basis of the position that candidates reach in the merit ranking for the allocation of places. Such ranking is made according to the number of available places and the preferences expressed by candidates.
  - d. In case the admission test takes place in more than one classroom, candidates are allocated on the basis of their age, except for twins.
  - e. In order to fill in the answer sheet, candidates must use a black pen, provided by the University.
  - f. It is strictly forbidden to bring into the classroom: mobile phones, PDAs (handheld computers), smartphone or similar devices, manuals, school books, handwritten notes and consultation material.
  - g. Students must absolutely fill in and sign the personal data sheet and the statement of truth mentioned under point j) when turning in their answers at the end of the test.
  - h. Students have the possibility to correct one and only one wrong answer, in order to do that, they have to fully blacken the tick box that was originally marked and choose a new tick box. In any case, in order to be assigned a valid score for the answer, only one of the five tick boxes must be marked with a cross.

- i. In the answer sheet, for every question there is a small circle. Students must cross it in order to notify that they do not intend to answer that question. Once the circle has been crossed, it can no longer be modified. If candidates do not provide any answer to the question, even if they do not cross the circle, the answer is considered as unanswered.
  - j. At the end of the admission test, candidates are invited to reach a dedicated desk, located at appropriate distance from the Committee, where they have to choose a pair of adhesive labels. First of all, candidates must verify the conformity of the two alphanumeric codes on the labels and then stick one label on the answer sheet and the other label on the personal data sheet. In the footnote of the personal data sheet, candidates must sign the statement of truth of personal data and conformity of the label codes stuck on the personal data sheet and the answer sheet. At the end of these operations, candidates must insert the personal data sheet in the sealed container on the dedicated desk and then move to the Committee's desk where they have to insert the answer sheet in another sealed container.
5. Please note that the admission test is considered void if:
- 1) candidates sit the test in a different classroom from the one they have been assigned to, unless this change is approved by the Committee and formally recorded in the report;
  - 2) candidates bring into the classroom: mobile phones, PDAs (handheld computers), smartphone or similar devices, manuals, school books, handwritten notes and consultation material;
  - 3) candidates or Committee members put their signature or any mark on the answer sheet;
  - 4) candidates fail to sign, in the footnote of the personal data sheet, the statement of truth of personal data and conformity of label codes.
- In these cases, the test is declared void by the Committee. In cases mentioned under points 1), 2) and 3) CINECA will not calculate the test score. In case 4), CINECA will not match the answer sheet and the personal data sheet of the void test.

#### Art. 9

##### (How the rankings are made and published)

1. Given that the evaluation of the admission test will be based on the criteria referred to in Article 5, please note that:
  - in case of equal ranking, the score obtained in the individual sections that make up the admission test shall prevail, considered in the following decreasing order: abstract reasoning, general knowledge, history, design and representation, physics and mathematics.
  - in case of a further equal ranking, the younger candidate will be chosen.
2. As of 22<sup>nd</sup> September 2016, CINECA, on behalf of MIUR, will publish exclusively the scores obtained by candidates showing a list with their label codes. The results will be published on the web site <http://accessoprogrammato.miur.it>, in compliance with the provisions on personal data protection. These data will be available in the candidates' restricted area of the web site until the end of operations.
3. On 29<sup>th</sup> September 2016 candidates will be able to see their answers, their score and their personal data sheet on the restricted area of the University portal. Images of the test and personal data sheets can be downloaded from the web page.
4. The national merit rankings (with candidates' names) for the admission to the Bachelor's degree course in Architettura-Architecture will be published on 4<sup>th</sup> October 2016 on the restricted area of the University portal and notified to Politecnico.
5. The ranking referred to quota students, which takes into account the number of quota places reserved to those students, is determined by Politecnico and will be published on the web site: <http://orienta.polito.it/>
6. On 4<sup>th</sup> October 2016, both rankings will be published on the web site of Politecnico: <http://orienta.polito.it/> and on the candidate's personal page on Apply.
7. The publication of the rankings is the official notification of results. The results of the competitive examination will not be notified on the phone.

#### Art. 10

##### (Enrolment in degree courses)

1. Every time there is a change in the rankings and a new call is made:
  - a) if the candidate falls under the number of places available related to his/her first useful choice, he/she will be **ASSIGNED** to it and **must enrol at the university campus and for the course he/she has been ASSIGNED to**. Enrolment must take place within the deadline indicated in annex 2, paragraph 10 of Ministerial Decree No. 546/2016. Once the deadline has expired, the candidate loses the right to enrol, whatever the reason brought forward as a justification.
  - b) if the candidate cannot be included in the number of places available related to his/her first useful

choice, he/she will be **BOOKED** for those courses that were chosen as following choices. In this case the candidate has the possibility to enrol at the university campus and for the course to which he/she has been booked (choices following the first) within the deadline indicated in annex 2, paragraph 10 of Ministerial Decree No. 546/2016; **or** he/she can wait for the next call. When the registration of students with better ranks standing has ended, new places for courses with higher preference might become available. When the candidate decides to enrol at the university campus for which he/she has been booked, the other choices of preference will automatically be cancelled.

2. Having regard to the merit rankings and the number of places available at each University, the names of **ASSIGNED** and **BOOKED** students for the campus and courses of first useful choice will be published on **4<sup>th</sup> October, 2016** on the students' restricted area of the web site. The list of admitted students will also be notified to each University.

#### **Art. 11**

##### **(On-line Enrolment/Immatricolazione on line - IOL)**

1. Applicants that under provision of the previous Article 10 are placed in the ranking as assigned student or booked student can enrol through the on-line procedure called "IOL" (in Italian), with simultaneous payment of the first instalment of the tuition fees, except for the exemption cases provided for by the 2016/17 Fee Regulations, specifically issued with Rector's Decree No. 178 dated 3<sup>rd</sup> May 2016.
2. Payment may be made by Credit Card (VISA or MasterCard) or through the MAV process, or at the Orientation Office even with a Debit Card. The fee amount is indicated in the 2016/17 Fee Regulations.
3. The on line "IOL" enrolment is made "as provisional" and it must be completed at the Registrar's Office of Politecnico, by showing the following documentation: original ID document and any certificates certifying knowledge of the language according to Politecnico's requirements, indicated in Table A and referred to in Article 2.
4. Before making their on-line "IOL" registration, candidates who hold a foreign educational qualification must submit the following original documentation to the Incoming Mobility Office - Internationalization Area:
  - a. original ID;
  - b. *codice fiscale* (fiscal code);
  - c. residence permit for those already resident in Italy;
  - d. high school diploma, awarded after attending at least twelve years of study, with official translation in Italian;
  - e. for US or British qualifications, students must also have attended at least two years of study in the foreign country, and you must submit a certificate stating achievement of the "*American Advanced Placements*" -APs (US qualifications) or A-level (UK qualifications) related to the chosen degree course, as indicated on <http://orienta.polito.it/>;
  - f. certificate of admission to university, if required in the country of origin;
  - g. certificate, translated into Italian, with transcript of records listing the university exams passed in the first one or two academic years, in the event that the school career in the country of origin is less than 12 years long, or else, a post-secondary education qualification obtained from a non-university Institute of Higher Education;
  - h. *dichiarazione di valore* of the high school diploma;
  - i. certifications of the knowledge of the Italian or English language, required for admission to the Bachelor's degree course, as published on [http://apply.polito.it/requisiti\\_linguistici.html](http://apply.polito.it/requisiti_linguistici.html) and shown on Table A and referred to in Article 2.
5. In the absence of the documents referred to in points c) and g) of Paragraph 4 of this Article, the enrolment will be accepted "as provisional". This condition must be solved by 28<sup>th</sup> February 2017 by submitting the above mentioned original documents; otherwise the enrolment will be cancelled, with immediate cancellation effect on any educational career developments occurred in the interim.

#### **Art.12**

##### **(Ranking change schedule and deadlines for enrolment)**

1. The admission and enrolment process for EU citizens and equivalent students referred to in Article 2 is based on the rankings of the candidates in accordance with the following phases and rules:
  - a) the rankings of each degree course will be published on **4<sup>th</sup> October 2016** on the restricted area of the web site. The rankings will show for each candidate: name, score, position in the ranking, university campus to which he/she has been ASSIGNED, or, BOOKED (on the waiting list), taking

into account the position of other candidates with better ranks standing, and the individual preferences.

- b) ASSIGNED candidates must enrol at the Universities in accordance with the administrative procedures of each university. BOOKED candidate can enrol at the Universities in accordance with the administrative procedures of each university. In any case, in order to allow a good management of the national ranking, both ASSIGNED and BOOKED candidates must enrol within 4 (four) days after the call, including the day in which the ranking changes, and excluding Saturday and holidays. As far as ASSIGNED candidates are concerned, failure to enrol within 4 days entails the renunciation of the right to register for the course. With the exception of the provisions under point d), BOOKED candidates who do not enrol, will not be cancelled from the ranking.
  - c) Within 5 days after 4<sup>th</sup> October 2016, and in any case before the fifth working day at noon after any change in the ranking, the University will notify to CINECA, through their web site, the names of enrolled students.
  - d) Within 5 days after 4<sup>th</sup> October 2016, and in any case before the fifth working day at noon after any change in the ranking, all candidates, except for students who have already enrolled or renounced, must notify a confirmation of their interest in enrolling, by logging into the restricted area of the University web site. Failure to provide such confirmation entails the cancellation from national rankings and the loss of the right to enrol, whatever the reason brought forward as a justification.
  - e) On 11<sup>th</sup> October 2016, once all notifications mentioned under point c) have been received, CINECA will publish a new ranking, following the procedure illustrated under points b), c) and d). This will be done having regard to the position in the rankings and the preferences expressed by candidates.
  - f) Subsequent changes in the rankings will take place by repeating the procedure and schedule established under points b), c) and d), until a ministerial provision is issued to close the rankings.
  - g) The ranking will be closed by a ministerial provision which shall be issued no later than the date of the end of teaching activities of first semester. This is done in order to allow students to reach the threshold of minimum compulsory attendance required to be able to sit exams.
2. The admission and enrolment process for quota students referred to in Article 2 is based on the rankings of the candidates in accordance with the following phases and rules:
- a) the ranking of the Bachelor's degree course in Architettura-Architecture will be published on **4<sup>th</sup> October 2016** on the web site: <http://orienta.polito.it/>. The list will show the names, scores and position in the ranking of ASSIGNED candidates and of candidates on the waiting list.
  - b) ASSIGNED candidates must enrol at Politecnico di Torino in accordance with the administrative procedures referred to in Article 11. ASSIGNED candidates must enrol within 4 (four) days after the new call, including the day in which the ranking changes, and excluding Saturday and holidays. As far as ASSIGNED candidates are concerned, failure to enrol within 4 days entails the renunciation of the right to register for the course.
  - c) Once the deadline for enrolment of ASSIGNED students has expired, in case there are still residual places reserved to quota students, a new ranking will be published on 11<sup>th</sup> October 2016 on the web site <http://orienta.polito.it/>.
  - d) Subsequent changes in the rankings will take place by repeating the procedure and schedule established under points b) and c), until the opening of the reassignment procedure foreseen by the "Procedures for the admission to higher education courses in 2016/2017 of foreign students applying for visa" (part III section 7).
3. The terms of this Article will not be notified with any written message; they will only be published on the web site of Politecnico.

### **Art. 13 (Residual seats)**

1. Upon closure of the rankings, residual places that are still unoccupied, even in case of withdrawal after registration, will not be reassigned.

### **Art. 14 (Candidates who take multiple admission tests)**

1. Candidates who have taken multiple admissions test for access to different degree courses offered by Politecnico, and, are eligible for admission to the Bachelor's degree course in Architettura-Architecture and are on a waiting list for one or more courses in Engineering, or for the course in Territorial, urban, environmental and landscape planning, or for the course of Design and visual communication, must enrol before the deadline, to avoid losing their place. Subsequently, if candidates become eligible for enrolment in another degree course, they must go to the Registrar's Office within the enrolment deadline date.
2. Candidates who have taken the admission test for the Bachelor's degree course in Architettura-Architecture at Politecnico, 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 become eligible for enrolment in other Universities, they may go to the Registrar's Office and ask to abandon the process. This operation requires a stamp duty of 16.00 Euro on the relative form.

3. The enrolment fee previously paid will not be refunded.

#### **Art. 15 (Offices)**

1. Applicants 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/>.
2. Applicants with foreign qualifications can refer to:  
Ufficio Mobilità Incoming (Incoming Mobility Office) – tel. 011.0908654 – e-mail: [international.admission@polito.it](mailto:international.admission@polito.it); web: <http://international.polito.it/en/>

#### **Art. 16 (Manager of admissions procedure)**

1. The person in charge of the admissions procedure referred to in this Call is Mrs. Mahee Ferlini, Manager of the Division of Educational Affairs.

#### **Art. 17 (Committees)**

1. Successive Rector's Decrees shall appoint members of the Central Committee and the Classroom Committees that shall be responsible for the implementation of the admission test referred to in this Call.

#### **Art. 18 (Privacy policy)**

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 on: <https://didattica.polito.it/privacy/>.

#### **Art. 19 (Access to documents)**

1. Access to all documents is allowed in the forms provided for by current Legislation.

#### **Art. 20 (Final provisions)**

1. For all matters not expressly provided for in this Call, reference is made to Ministerial Decree 546/3016 and annexes, to further guidelines that the Ministry might release before the date of the test and to existing Legislation concerning nationally programmed admissions.
2. Communication with candidates will take place primarily through the Apply@Polito procedure. Specific communications will be sent via email or SMS using the contact details provided by candidates during registration.
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 e-mail address or telephone number or due to delay or failure to notify changes to the contacts provided during registration.

#### **Art. 21 (Publication)**

1. This Call is published on the Online University Bulletin on [https://www.swas.polito.it/dotnet/albo\\_online/](https://www.swas.polito.it/dotnet/albo_online/). The same can be found on <https://orienta.polito.it>.
2. An appeal against this Call for Admissions can be made to the Regional Administrative Court (TAR) or to the President of the Republic, respectively, within 60 days or 120 days from the date of publication.

THE RECTOR  
Prof. Marco Gilli  
f.to Laura Montanaro

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