

UNIVERSITY REGULATIONS FOR “PROVISIONAL” ENROLMENT

FROM 13th MARCH 2017 UNTIL 14th JULY 2017

IN THE BACHELOR’S DEGREE PROGRAMMES OF THE ENGINEERING AREA – A.Y.
2017/18

Candidates not yet in possession of a High School Diploma or currently enrolled at another Italian or foreign University

The enrolment in the Bachelor’s degree programmes of the Engineering area is regarded as provisional for candidates fulfilling the enrolment requirements but not yet in possession of a high-school Diploma or for candidates who are currently enrolled in another Italian or foreign University.

The “provisional” enrolment allows students to view the recordings of the lectures of the first-year courses from the **September 2017** exam session, on condition that the provisional status of his/her enrolment has been dropped and upon concurrent confirmation of the enrolment, the student will be allowed to take the exams as well.

Access requirements

In order to enrol “provisionally”, Quota students, European Union Students, Equivalent students and Assimilated students must meet one of the following requirements:

1. Have passed the guaranteed admission thresholds in the TIL-I valid for enrolment in the Bachelor’s degree of first choice in a.y. 2017/18. These thresholds are reported in article 2, paragraph 4 of the *Call for Admissions to the Bachelor’s degree programmes of the Engineering Area for a.y. 2017/18* available at http://orienta.polito.it/en/call_for_admissions_to_the_bachelor_s_degree_programmes_of_the_engineering
2. Possess the SAT, GRE and GMAT certificates which are recognized as equivalent to passing the TIL-I (see the *Call for Admissions to the Bachelor’s degree programmes of the Engineering Area for a.y. 2017/18* available at http://orienta.polito.it/en/call_for_admissions_to_the_bachelor_s_degree_programmes_of_the_engineering)
3. Possess one of the university degrees included among those listed in Table C attached to the *Call for Admissions to the Bachelor’s degree programmes of the Engineering Area for a.y. 2017/18* available at http://orienta.polito.it/en/call_for_admissions_to_the_bachelor_s_degree_programmes_of_the_engineering

The students who do not possess a high school diploma or who are currently enrolled in another University can “provisionally” enrol at Politecnico for a.y. 2017/18 before **14th July 2017**, provided that they meet one of the above-mentioned requirements.

The “provisional” enrolment allows students to view exclusively the recordings of the lectures of the first-year courses of the degree programme of first choice; until this “provisional” condition continues, these students are not allowed to take the exams (see the paragraph “*Enrolment Confirmation*”).

How to enrol in a “provisional” condition

Students have to apply for their provisional enrolment through the “*Enrolment*” section of the Apply@Polito platform. The access to this platform must be made using the username and password assigned upon registration on the Apply@Polito platform.

Upon application, the candidates must pay the amount of €200,00 as first instalment of the tuition fees for a.y. 2017/18.

Possible exemptions from/reductions to the first instalment of the tuition fees will become effective after enrolment confirmation for a.y. 2017/18 (see the paragraph “*Enrolment Confirmation*”).

For any information on the fees system for a.y. 2017/18, please refer to the 2017/18 Fee Regulations, which will be issued by 31st March 2017 with a Rectoral Decree, and to the Fee Guide, available at https://didattica.polito.it/tasse_riduzioni/index_en.html.

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, such as for instance the MAV, generating a deferred payment.
- Payment methods identified by the new “*PagoPA*” payment system.

The use of the deferred payment method (for instance, a pre-printed notice of payment) 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. 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.

Viewing the recordings of the lectures

After “provisional” enrolment students are allowed to view the recordings of all the lectures of the first-year courses (first and second-semester courses), except for the lessons of the English Language course and, if the chosen degree programme is entirely or partially taught in English, the lessons of the *Linear Algebra and Geometry* course.

The recorded lectures can be viewed through the Apply@Polito platform.

Please Note: the lecture recordings made available for the students intending to enrol in the Bachelor’s Degree Programme in **Industrial Production Engineering** are exclusively those of the courses of *Analisi Matematica I* and of *Informatica*. The lecture recordings of the other first-year courses are not available.

Confirmation of the enrolment in the first-choice degree programme

From **15th July 2017** students may drop the provisional condition of their enrolment.

In order to confirm the intention to enrol in the first-choice degree programme, you must log on to your personal page of the Apply@Polito platform **before**:

- **2:00 pm of Monday 4th September 2017**
- **2:00 pm of Wednesday 20th September 2017 (deadline valid for quota students only)**

In order to confirm your enrolment you must remove the “provisional” condition by:

- Attaining a high school diploma

Or

- Applying for withdrawal from studies at/transfer from the University you are presently enrolled in.

Furthermore, you must fulfill the language requirement according to the Table you can find here: [ENROLMENT REQUIREMENTS IN THE BACHELOR'S DEGREE PROGRAMMES OF THE ENGINEERING AREA - ACADEMIC YEAR 2017/2018](#)

In case of non-compliance with the above listed requirements, the candidate loses the right to enrol and will not be entitled to ask for refund of the amount paid, whatever the reason brought forward as a justification.

Failure to confirm the enrolment entails permanent renouncement of the place, which will be assigned to another student on the ranking list.

After completing this phase of the enrolment procedure, the student must go to the Office of the University Registrar in order to present the documentation mentioned in Table A (section named “*Original documents to be presented for enrolment*”)

[ENROLMENT REQUIREMENTS IN THE BACHELOR'S DEGREE PROGRAMMES OF THE ENGINEERING AREA - ACADEMIC YEAR 2017/2018](#)

This enrolment phase must be completed before taking the first exam and in any case not after 31st October 2017.

Holders of a high school diploma high school diploma awarded by a non-Italian school

Before going to the Office of the University Registrar, candidates holding 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 available at http://orienta.polito.it/en/call_for_admissions_to_the_bachelor_s_degree_programmes_of_the_engineering

In the absence of the documents referred to in points e), h) and m) of the mentioned 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 1st March 2018 with the presentation of the

above-mentioned documents. Otherwise 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 1st March 2018.

In case of absence or partial fulfilment of the other requirements listed in Table A and Table B available at http://orienta.polito.it/en/call_for_admissions_to_the_bachelor_s_degree_programmes_of_the_engineering, the candidate loses the right to move to the second phase of the enrolment procedure.

Underage candidates:

The candidate who is underage on the date of online enrolment shall:

- 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 28th December 2000*). The self-certification can be downloaded from the candidate's Apply@polito personal page and must be signed by a parent or legal guardian; a photocopy of the identification document of the signer must be attached as well.

Taking the exams

After enrolment confirmation students will be allowed to take the exams.

The earliest possible exam session is **September 2017**.

For additional information, please check the Student Guide (sections named "*Taking the Exams*" and "*Foreign Language Learning*"), which will be published at a later stage.

The exam dates and registration deadlines are available at:
<https://didattica.polito.it/pls/portal30/esami.visu.form>

Young Talent Project

The enrolment procedure allows students who scored at least 70 in the TIL-I to apply for the Young Talent Project.

Certificates

For information on the possibility to obtain certificates, self-declarations or other documents, please consult https://didattica.polito.it/guida/2017/en/9/32/certificati_e_autocertificazioni.

Candidates taking multiple admissions tests

After provisional enrolment students are no longer allowed to resit the TIL-I (i.e., in order to obtain a higher score).

For all additional information on candidates taking multiple admissions tests (in order to access programmes offered by Politecnico or by other Universities), please refer to article 12 of the *Call for Admissions to the Bachelor's degree programmes of the Engineering Area for a.y. 2017/18* available at http://orienta.polito.it/en/call_for_admissions_to_the_bachelor_s_degree_programmes_of_the_engineering

For everything not expressly addressed in this document, please refer to the *Call for Admissions to the Bachelor's degree programmes of the Engineering Area for a.y. 2017/18*