Enrolment Regulations
Bachelor's degree programmes
A.Y. 2024/25

Issued with Rector's decree no. 304 of 28th March 2024

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Index

SECTION 1
General information

Art. 1 - Field of application

The provisions of the present Regulations for a.y. 2024/25 are applicable to:

   a) students who enrol in first year in a Bachelor's degree programme;
   b) students who enrol in first year in the Professional Bachelor's degree programme in Industrial Manufacturing Technologies.

The present Regulations are subject to higher-ranking provisions that may be adopted by the University at a later stage.

The administrative procedures for enrolment in Master's degree programmes, in courses offered by the Postgraduate School (Scuole di Specializzazione), in Ph.D. programmes and in Specializing Master's programmes are available in the specific calls for applications, regulations and procedures of such programmes.

Art. 2 - Enrolment process

The enrolment process includes **two phases for all applicants** (**payment** phase and **student ID number** phase - artt. 3,4,5) but it varies according to the following cases.:

- students who have taken the admission test (TIL test);
- students who are exempted from taking the TIL test.

Art. 3 – Payment phase

For the purpose of enrolment (or for *student place reservation* – art. 5), students are required to pay the first instalment of their tuition fees. The standard amount of the first instalment is **161€**. Possible revisions of this amount or payment exemptions will be announced in the Tuition Fee Guide for academic year 2024/2025, which is going to be approved by the university bodies at a later date. Students who intend to proceed with a double enrolment in two degree programmes (at Politecnico or at another University) are required to pay this amount in accordance with Law no. 33 of 12 April 2022 and subsequent ministerial decrees.

Payment methods

Students must pay the first instalment of their tuition fees on the Apply@polito platform – "ENROLMENT" section, using one of the following payment methods:

   a. Credit cards (or other payment methods available on the PagoPA platform) generating an **immediate payment;**
   b. Pre-printed notice of payment (MAV on the PagoPA platform), generating a **deferred payment.**
   Students who pay using a **deferred payment method** must go back to the Apply@polito platform and enter the payment date in a specific field (self-declaration in compliance with art. 46 and 47 of DPR no. 445/2000). All payment self-declarations will be checked. Should a self-declaration be found to be false or incorrect, **enrolment** (or *student place reservation* – art. 5) **will be cancelled** and the applicant will lose the right to enrol at Politecnico for academic year 2024/2025.

Deadline
The payment or the payment self-declaration as referred to in point b of this article, **must be made strictly according to the deadlines illustrated in each specific Call for applications. Failure to do so entails permanent exclusion from the enrolment process for a.y. 2024/2025.**

Art. 4 - Student ID number phase

At the end of the payment phase referred to in art. 3, applicants who meet all the admission requirements illustrated in each specific Call for applications, will receive their student ID number.
IMPORTANT: students who pay by MAV (deferred payment method, art. 3-b) and self-certify their payment date will receive their student ID number but they will temporarily be considered as **"students enrolled with condition"** until Politecnico di Torino receives the payment confirmation. The status of **"student enrolled with condition"** will be visible on the student's personal page of the Teaching Portal ("IMPORTANT REMARKS" field). When Politecnico receives the payment confirmation from the bank, the "provisional condition" will be automatically dropped and the status "student enrolled with condition" will be cancelled from the student's personal page.

If the bank does not confirm the payment, the student will receive an e-mail into his/her Polito mailbox (assigned to each student upon enrolment) and into his/her private mailbox provided during the application phase.

Art. 5 - Student place reservation

At the end of the payment phase (art. 3), applicants who **do not** meet all the admission requirements illustrated in the Call for applications are **NOT enrolled** and for this reason they will not get their student ID number. In this case, the payment has the purpose of **reserving one's student place** while awaiting to meet all the requirements.

WARNING: after reserving one's student place, applicants are NOT allowed to retake the TIL test (if they wish to get a higher score, for example).

Cases in which the payment has the purpose of reserving one's student place:

1. **applicants who have not earned their Italian high school diploma** on the deadline illustrated in the Call for applications;
2. **applicants who have an Italian high school diploma but do not have the English language certificate** required for enrolment in an English-taught Bachelor's degree programme (or in a programme with first year taught in English) on the deadline illustrated in the Call for applications;
3. **applicants who have not earned their non-Italian high school diploma (EU applicants, equivalent applicants, non-EU applicants requiring visa)** on the deadline illustrated in the Call for applications;
4. **underage** applicants;
5. applicants **awaiting the evaluation of their previous academic records** for credit transfer (recognition of previously earned credits);

These students are NOT enrolled at Politecnico. To complete the enrolment process they must follow these steps:

Cases 1 and 2: applicants must enter the missing information about their high school diploma and/or English language certificate on their personal page of the Apply@polito platform and complete the enrolment process in accordance with the terms of art. 7,8, 12 mandatorily **by 27th September 2024 at 2.00 p.m.**

Case 3: following the positive verification by Politecnico of the certification of Italian and/or English language, applicants must enter the missing information about their high school diploma on their personal page of the Apply@polito platform and complete the enrolment process in accordance with the terms of art. 9, 10, 12 mandatorily by **27th September 2024 at 2.00 p.m.**

Case 4: by **27th September 2024 at 2.00 p.m.** applicants must mandatorily upload their self-certificate (*dichiarazione sostitutiva di certificazioni artt. 5 e 46 del D.P.R. 28/12/2000 n° 445*) in the Apply@polito platform – "PERSONAL INFORMATION" section. The self-declaration can be downloaded from the Apply@polito platform and must be signed by a parent or a legal guardian. The photocopy of an identification document of the parent/legal guardian must also be attached. The documents uploaded will be checked by the competent offices before 11th November 2024. After that, applicants must complete the enrolment process on the Apply@polito platform following the deadline for completing the enrolment process that will be received by e-mail (to the address provided upon registration on the Apply@polito platform).

Case 5: applicants must wait for the evaluation of their previous academic records that will be available on the Apply@polito platform. Their academic records will be sent for review to an Academic Advisor who will decide about the possible recognition of previously earned credits (credit transfer).
After this evaluation, the student can accept or reject the credit transfer and complete the enrolment process through the link available on the Apply@polito platform - "EVALUATION" section. Practical information and deadlines for this operation will be published in the chapters on "Transfers" and "Credit transfer" of the Student Guide a.y. 2024/25, which is going to be published in June 2024.

All the above-mentioned applicants, after reserving their student place, **must complete the enrolment process in accordance with the rules and deadlines of these Regulations**. Failure to do so entails permanent exclusion from the enrolment process. In case of non-compliance with the requirements, applicants will lose the right to enrollment, and it will not be possible ask for a refund of the first installment of the contribution paid (reserved seat).

Applicants who passed the TIL test with a score equal to or greater than the guaranteed admission threshold can reserve their student place starting from **28th March 2024**. Further information about the early enrolment is illustrated in the Student Guide a.y. 2024/25 of each degree programme.

Art. 6 - Double enrolment

Applicants who want to enrol in two degree programmes at the same time must refer to the rules contained in Law no. 33 of 12th April 2022 and subsequent ministerial decrees (decree no. 930 of 29th July 2022 and no. 933 of 2nd August 2022) to verify if the two programmes are compatible for double enrolment.
More information on double enrolment is available at: https://www.polito.it/en/education/applying-studying-graduating/admissions-and-enrolment/double-enrolment-in-two-degree-programmes

Double enrolment in two degree programmes offered by Politecnico di Torino

Students who wish to enrol in two programmes offered by Politecnico di Torino – provided that they are placed in an advantageous position on the ranking list for admission to both programmes – must pay the first instalment of the tuition fees for both programmes (art. 3,4,5).

Students can enrol in accordance with the following rules and procedures:

1. students who enrol **for the first time in both degree programmes** (**for example: Bachelor's degree programme in Architecture + Bachelor's degree programme in Engineering**) must complete the enrolment process in one of the two programmes by the deadline illustrated in the Call for applications. Later, they need to use their student ID number to log in to their personal page of the Teaching Portal – "Online Services" TAB - and enrol in the second programme from the Apply@polito platform, in accordance with the terms of articles 3,4 and 5.

2. Students who have been **enrolled at Politecnico in previous academic years** and wish to enrol in a second degree programme at Politecnico: as illustrated in the specific article of the Call for applications, they must wait for the evaluation of their current academic records that will be available on the Apply@polito platform. Their academic records will be sent for review to an Academic Advisor who will decide about the possible recognition of credits (credit transfer). After this evaluation, the student can accept or reject the credit transfer and complete the enrolment process for the second degree programme through the link available on the Apply@polito platform - "EVALUATION" section.

Double enrolment in a degree programme at Politecnico and in a degree programme at another university
Students enrolled in a degree programme at another university who are placed in an advantageous position on the ranking list for admission to Politecnico must do the following before enrolling:
- enter the data on their current studies at the other university to the Apply@polito platform – "Educational Background" section (enter all courses, including the courses with exam still pending, with the corresponding number of credits and scientific-disciplinary sector) for the verification of compatibility between the two programmes (law no. 33 of 12th April 2022 and subsequent ministerial decrees)
- wait for the evaluation of their academic records entered on the Apply@polito platform. The academic records will be sent for review to an Academic Advisor who will decide about the possible recognition of credits (credit transfer) after paying the amount due for student place reservation;
- accept or reject the credit transfer;
- complete the enrolment process for at Politecnico in accordance with the terms of articles 3,4,5.

Double enrolment for non-EU students requiring a visa
As provided for by the "*Procedures for entry, stay and enrolment in Italian higher education programmes of international students requiring visa"* for a.y. 2024/25 (available at https://www.studiare-in-italia.it/studentistranieri/), non-EU students requiring a visa are allowed to enrol in a second degree programme only after having completed the enrolment process in the first programme (if the second enrolment is compatible with Politecnico enrolment deadlines).

SECTION 2
Applicants who have taken the TIL test

Art. 7 - Applicants with an Italian educational qualification (EU and/or equivalent applicants)
For the applicants who have declared and/or uploaded all the documents listed in the "Enrolment requirements" Annex to the Apply@polito platform before the deadline illustrated in the Call itself: the enrolment process is considered completed when they pay the first instalment of their tuition fees (art. 3 and 4).

For enrollments in courses taught entirely in English or with the first year taught in English, the certification of English language proficiency will be verified. If the certificate does not meet the requirements, the student will be automatically assigned to the same Bachelor's degree programme taught in Italian. This rule does not apply to the Bachelor's degree programme in **Civil and Environmental Engineering** for which there is no equivalent program in Italian: these students' enrolment will be cancelled with immediate effect on their previous academic progress and they will not be entitled to any refund of the tuition fees already paid.

Art. 8 - Applicants with an Italian educational qualification (non-EU applicants requiring a visa)
These applicants must follow the procedure illustrated in art. 7. In addition, they must upload their "**Student Visa – type D national**" (*visto per motivi di STUDIO Immatricolazione Università tipo D "nazionale"*) to their personal page of the Teaching Portal ("Online Services" tab – "Attachments" portlet) by **29th November 2024**. This deadline is set out in the "*Procedures for entry, stay and enrolment of international students and recognition of educational qualifications for admission to higher education courses in Italy"* for academic year 2024/2025 published at http://www.studiare-in-italia.it/studentistranieri/.
If these students **do not present their visa by 29th November 2024**, they will be **denied access to their personal page of the Teaching Portal** and will not be allowed to progress in their studies until they submit their visa.

In the following cases these students can **enrol with condition**:
- students who **do not present their visa – type D by 31st January 2025**: their **enrolment at Politecnico will be cancelled** with immediate effect on prior academic progress;

- students who do not present their **fiscal code/*codice fiscale*** (paper certificate issued by Agenzia delle Entrate or by the Italian Diplomatic Mission in their country) by **28ᵗʰ June 2025**: they will be **denied access to their personal page of the Teaching Portal** and will not be allowed to progress in their studies until they present it, without prejudice to the provisions of the Student Regulations on forfeiture of studies;
- students who do not present their **residence permit by 28ᵗʰ June 2025** or students who are denied the residence permit by the Italian authorities (*Questura di Torino*): **enrolment at Politecnico will be cancelled** with immediate effect on prior academic progress.

Art. 9 - Applicants with a non-Italian educational qualification (EU and/or equivalent students) – Conditional enrolment

Applicants who have a high school diploma by the deadline illustrated in the specific Call for applications for admission must upload to their personal page of the Teaching Portal ("Online Services" tab – "Attachments" portlet) all the documents listed in Annex A and B or in Annex B and C (depending on the Call) **by 27ᵗʰ September 2024 at 2 p.m**.
Failure to upload the documents before the deadline entails **enrolment cancellation** with immediate effect on prior academic progress.

Politecnico must verify that the above-mentioned students meet the **enrolment requirements** and that their **school/academic documents are valid**. The documents will be checked before **11ᵗʰ November 2024**. Practical details will be published at: https://www.polito.it/en/education/applying-studying-graduating/admissions-and-enrolment/bachelor-s-degree-programmes/students-with-a-non-italian-qualification.

Until Politecnico completes this verification, these students are **enrolled with condition**. Enrolment with condition is shown on the student's personal page of the Teaching Portal – "Online Services" tab – "IMPORTANT REMARKS" field. During this period, students have **limited access to the services** available on their personal page of the Teaching Portal (for instance, they cannot request enrolment certificates, they cannot register for an exam etc.).

If the verification process reveals that a student does not meet one or more admission requirements (as stated in the Call for applications), his/her **enrolment will be cancelled** with immediate effect on prior academic progress.

In the following cases students **can enrol with condition but they are required to drop the provisional condition by 28ᵗʰ June 2025** by uploading the missing documents to their personal page of the Teaching Portal:
- students who do not present the **Statement of validity/ D*ichiarazione di valore*** of their high school diploma or **Comparability Certificate/ *Attestato di Comparabilità*** issued by CIMEA or by ENIC-NARIC and/or students who have not presented their **fiscal code/*codice fiscale*** (paper certificate issued by *Agenzia delle Entrate* or by the Italian Diplomatic Mission in their country). If these students do not present the missing documents by the deadline, they will be **denied access to their personal page of the Teaching Portal** and will not be allowed to progress in their studies until they present these documents, without prejudice to the provisions of the Student Regulations on student forfeiture.
- Students with a non-Italian high school diploma who are awaiting the **Declaration of Equivalence/*Dichiarazione di Equipollenza*** of their high school diploma from the Regional School Office. **Failure to present this Declaration** before the deadline entails **enrolment cancellation** with immediate effect on prior academic progress.

Art. 10 - Applicants with a non-Italian educational qualification (non-EU applicants requiring a visa) – Conditional enrolment

These applicants must follow the procedure illustrated in art. 9. In addition, they must upload their "**Student Visa – type D national**" (*visto per motivi di STUDIO Immatricolazione Università tipo D "nazionale"*) to their personal page of the Teaching Portal ("Online Services" tab – "Attachments" portlet) by **29ᵗʰ November 2024**.
This deadline is set out in the "*Procedures for entry, stay and enrolment of international students and recognition of educational qualifications for admission to higher education courses in Italy*" for academic year 2024/2025 published at http://www.studiare-in-italia.it/studentistranieri/.
If these students **do not present their visa by the deadline**, they will be **denied access to their personal page of the Teaching Portal** and will not be allowed to progress in their studies until they submit their visa.

Failure to present the visa by **31ˢᵗ January 2025** entails **enrolment cancellation** with immediate effect on prior academic progress.

Art. 11 – Identification and verification of personal data

In the event that, during the TIL process, it is found that the photograph uploaded on the Apply@polito platform does not meet the specifications outlined in the Personal Information section, the applicant must upload a new photo and then proceed with the identification and verification of personal information, following the provisions of art.12 outlined below.

SECTION 3

Admissions without TIL test

Art. 12 Applicants who are exempted from taking the TIL test

For applicants who have been exempted from taking the TIL test (art. 13 of the Call for applications for admissions) and have uploaded the documents listed in Annex A or B or in Annex B and C (depending on the specific Call – see art. 7,8 or 9,10 of the present Regulations) by the deadline, the enrolment process begins with the payment phase (artt. 3 and 4).

After paying, these applicants will see the status "enrolment to be completed" on their personal page of the Teaching Portal . **These students must complete identification phase and verification of personal information.** To this end, they must come in person to the University Registrar and Tuition Fees Unit bringing the same identification document used to register to the Apply@polito platform.

Until the conclusion of the identification phase, these students will have **limited access to the services** available on their personal page of the Teaching Portal (i.e. they cannot request enrolment certificates nor register for any exam etc.). After being identified by the University Registrar and Tuition Fees Unit, the status "enrolment to be completed" visible on the student's personal page will be removed.

The deadline to complete the identification and verification of personal information is 20ᵗʰ December 2024, except for the students who are awaiting the evaluation of their previous academic records (art.5, case 5). Failure to comply with this deadline entails **permanent exclusion from the enrolment process**.

SECTION 4

Common provisions

Art. 13 – Enrolment/ student place reservation after the enrolment deadline indicated in the Call for applications

In some cases, applicants must wait for the new updates of the TIL ranking lists before they can enrol at Politecnico or reserve their student place. If enrolment/student place reservation happens after the deadline indicated in the Call for applications, students **must complete the steps listed in the previous articles of the present Regulations before the deadline for enrolment/student place reservation published on the Apply@polito platform.**

Art. 14 - Tuition fees refund

The cancellation of enrolment as per this Regulation does not entail the refund of any fees paid.

Art. 15 – Smart- Card

The smart-card of Sistema Universitario Piemontese constitutes the identification document in the university environment and allows access to various services (identification within the University, access to the EDISU canteens, access to services and conventions with CUS, GTT bus pass, etc.).

Following enrolment, students can pick up their smart-card at the University Registrar and Tuition Fees Unit. During the months of September and October 2024, it will be mandatory to book an appointment. Appointments can be booked through the Booking Tool (My Academic progress – Booking Tool - Student Administrative Services and Registrar Division - Smart-card Delivery and Duplicate).

Art. 16 - Controls

All the declarations made during the enrolment process and all the documents attached by applicants may be checked by Politecnico, in compliance with Presidential Decree D.P.R. 445/2000 *(Testo Unico delle disposizioni legislative e regolamentari in materia di documentazione amministrativa)*.
Politecnico di Torino is entitled to ask applicants to come to Politecnico in person and show their original documents to the office front desk at any time. Politecnico will verify the authenticity of the documents by querying official databases (if existing in the country where the qualification has been awarded) or by contacting the competent authorities/institutions.

Art. 17 - Contacts

For more information on the present Regulations, use the Ticketing Support System available on the applicant's personal page of the Apply@polito platform.

Art. 18 - Enrolment process manager

The person responsible for the enrolment process to the Bachelor's degree programmes of Politecnico di Torino is Mrs. Francesca Maccario, Executive of the Department for Students, Education and International Affairs.

Art. 19 - Privacy policy

In accordance with the General Data Protection Regulation (EU Regulation 2016/679 – GDPR) and with the "Code on the protection of personal data" (D.R. no.196 of 30th June 2003 and further amendments), Politecnico di Torino shall process applicants' personal data exclusively in pursuit of its institutional aims and for the transparency purposes imposed by the law. Personal data shall be processed in accordance with the principles of lawfulness, fairness and data minimization.
The full University policy on the processing of personal data is available at https://www.polito.it/privacy/informative-privacy

Art. 20 - Access to documents

Access to enrolment-related documents is allowed in the forms provided for by current legislation and in accordance with the "Regulations on access to administrative documents pursuant to Law. No. 214/1990, civic access and general civic access pursuant to legislative decree no. 33/2013". The terms and forms to request access to documents are also contained in the Regulations on access to administrative documents pursuant to Law. No. 214/1990, civic access and general civic access pursuant to legislative decree no. 33/2013.