



Regulations for admission to the Degree Courses in *Economia Aziendale* , in *Business & Management* (English-medium program), in *Management dell'Informazione e della Comunicazione Aziendale* of the Department of Management “Valter Cantino” - Academic Year 2024/25 (hereinafter the «Regulations»).

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SECTION I – General provisions

Art. 1 – Available places

1. These Regulations govern the admission procedure to the three-year Degree Courses of the Department of Management and of the Department of Economic, Social, Mathematical and Statistical Sciences for the academic year 2024/25.
2. With a subsequent Announcement, the University of Turin will open two Application Periods, for a total number of places (divided by administrative category) of:

Degree Course	- Italian/EU/equivalent or legally resident non-EU Candidates	- Non-EU Candidates residing abroad	- Chinese Candidates within the «Marco Polo» Programme	Total
Business & Management http://www.businessmanagement.unito.it/	200	40	10	250
Economia aziendale http://www.ecoaz.unito.it/	985	5	10	1000
Management dell'Informazione e della Comunicazione Aziendale https://saa.campusnet.unito.it	237	8	5	250



Art. 2 – Definitions

1. For the purposes of these Regulations and all the procedures connected therewith, the following terms or expressions, in capital letters, shall have (respectively, in the singular or plural unless otherwise specified) the following meanings:

- a. Announcement: the announcement issued by decree of the Rector of the University of Turin opening the Application Periods;
- b. CIVAL Commission: the Interdepartmental Supervisory Commission on access to the three-year Degree Courses pursuant to art. 35;
- c. Degree Courses: Degree Courses in *Economia Aziendale*, Business & Management, *Management dell'Informazione e della Comunicazione Aziendale* of the Department of Management and in *Economia* of the Department of Economic, Social, Mathematical and Statistical Sciences;
- d. Degree Course: unless otherwise specified, one of the Degree Courses;
- e. Bachelor's degree in Economics: the Bachelor's degree in Economics of the Department of Economics, Social Studies, Applied Mathematics and Statistics
- f. Call for application: each admission procedure to one of the Degree Courses of the Department of Management and of the Department of Economic, Social, Mathematical and Statistical Sciences in accordance with the Regulations, as governed by Arts. 13-19;
- g. Application Period: each of the time periods or time frames during which any eligible Candidate may participate in the Calls for application following the procedures and the terms and conditions described in Arts. 13-19;
- h. Italian/EU/equivalent or legally resident non-EU Candidates: people with Italian or EU citizenship or with citizenship of a country within the European Economic Area (Norway, Iceland, Liechtenstein, Switzerland and the Republic of San Marino) or non-EU citizenship, but legally residing in Italy, pursuant to art. 39, paragraph 5, legislative decree no. 286 of 25 July 1998;
- i. Non-EU Candidates residing abroad: people with non-EU citizenship who reside abroad and therefore require a visa for university enrolment;
- j. Chinese Candidates within the «Marco Polo» Programme: people who meet the requirements established by the «Marco Polo» government agreement;
- k. Candidates with disabilities or with specific learning difficulties: people belonging to one of the categories as per letters g., h., i., j., k. who - at the date of submission of the application for participation in the TOLC-E or English TOLCE - are in possession of a disability certification under law no. 104 of 5 February 1992 or of an invalidity certification



with a disability rate of 50% or more or of a certification of DSA under law no. 170 of 8 October 2010;

- i. Candidates: unless otherwise specified, people belonging to the categories under letters g., h., i., j, k.;
- m. TOLC-E and English TOLC-E: *CISIA OnLine Test* for access to the degree courses in economics and in the statistics and social sciences area promoted and provided, in Italian (TOLC-E) or in English (English TOLC-E), by *Consorzio Interuniversitario Sistemi Integrati per l'Accesso (CISIA)* [Interuniversity Consortium of Integrated Systems for Access], as described and regulated in the website www.cisiaonline.it;

Art. 3 - Exemptions

1. There are no exemptions in relation to the procedures for participation in the Announcement as per Art. 1.
2. In particular, any Candidate shall comply with the admission procedure described in these Regulations and in the Announcement, even in the event of partial recognition of an Italian or foreign academic qualification.

Art. 4 – Admission procedure to the Degree Courses

1. The admission procedure to the Degree Courses consists of the following two phases:
 - a. Phase 1: the TOLC-E or English TOLC-E admission test is taken at any location and on any date within the validity period indicated in Art. 6 and according to the procedures described in Arts. 7-11;
 - b. Phase 2: registration, during the Application Periods, to one of the Calls for application which will be announced by University of Turin for the Department of Management and for the Department of Economic, Social, Mathematical and Statistical Sciences according to the procedures described in Arts. 13-19, in order to form the ranking for the admission to each Degree Course according to the procedures described in Arts. 20-22;
2. Please note that the Call for application procedure does not require the Candidate - who must have already taken the TOLC-E or English TOLC-E - to take part in any further selective test. The Call for application procedure shall result in the formation of a ranking for each Degree Course among all the Candidates, on the basis of the score achieved in the TOLCE or English TOLC-E.
3. In relation to the Bachelor's Degree in Economics, the completion of the TOLC-E or English TOLC-E admission tests as specified in Paragraph 1, lett. a. above does not have a selective value but constitutes exclusively a means of determining any Additional Educational



Obligations pursuant to Article 29, Paragraph 3. The provisions of Titles III, IV, V, VII of these Regulations shall not apply to the Candidates referred to in this paragraph.

Art. 5 – Enrolment

1. Once the rankings have been drawn up, enrolment of the Candidates shall be carried out according to the procedures described in Arts. 23-28.

SECTION II – Provisions concerning the TOLC-E or English TOLC-E admission tests

Art. 6 – TOLC-E or English TOLC-E test period

1. Candidates interested in taking part in the Calls for application shall take either the TOLC-E test (in Italian) or the English TOLC-E test (in English), both administered by the CISIA consortium.
2. Taking the English TOLC-E test is in any case an indispensable and necessary requirement for Candidates wishing to apply for the Degree Course in Business & Management. Taking the TOLC-E test (in Italian) is in any case an indispensable and necessary requirement for Candidates wishing to apply for the Degree Course in *Economia Aziendale*, the Degree Course in *Management dell'Informazione e della Comunicazione Aziendale*.
3. The results of the TOLC-E or English TOLC-E taken in the time periods specified in Articles 14 and 16 are valid for the purposes of the Calls announced in accordance with these Regulations.

Art. 7 – Repeating the TOLC-E or English TOLC-E admission tests

1. Candidates are free to take the TOLC-E and/or the English TOLC-E more than once, according to the limitations specified in the TOLC Regulations.
2. If a Candidate has taken the TOLC-E and/or the English TOLC-E several times, for the purposes of each Call and creation of the ranking the result of the last TOLC-E or the last English TOLC-E – depending on whether the Candidate chooses to compete with the score of the TOLC-E and/or the English TOLC-E as better specified in Arts. 15 and 17 – shall be taken into consideration. For the purpose of this provision, the last TOLC-E or the last English TOLC-E is deemed to be the last one taken by the closing date for registration for each Call, irrespective of the fact that the score achieved may be lower than one previously achieved.



Art. 8 – Procedure for taking the TOLC-E and/or English TOLC-E admission tests

1. The registration procedure, the costs, the methods for accreditation, participation and carrying out of the TOLC-E or of the English TOLC-E are described on the website www.cisiaonline.it, to which all Candidates interested in taking part in the Call shall refer.
2. The University of Turin is not involved, either as a legal entity or through its internal divisions of the Department of Management and the Department of Economic, Social, Mathematical and Statistical Sciences, in the procedures of registration, accreditation, administration and execution of the TOLC-E or the English TOLC-E, which fall under the exclusive responsibility of the CISIA consortium. Therefore, the University of Turin assumes no responsibility for malfunctions, technical problems, delays or other events which, by invalidating the participation in or the result of the TOLC-E or the English TOLC-E or the possibility of obtaining the outcome in the manner and within the timeframe envisaged by CISIA, delay or hinder one's registration in the Calls.

Art. 9 – Characteristics of the TOLC-E and/or English TOLC-E admission tests

1. The website www.cisiaonline.it of the CISIA consortium is solely responsible for all information and the Regulations related to the the TOLC-E and the English TOLC-E. All Candidates are required to consult the above-mentioned website and in particular the section of the TOLC Regulations, whose information is the only official and up-to-date one. In the event of any discrepancy between what is described herein and what is provided on the website www.cisiaonline.it, the latter shall prevail.
2. The *Syllabi* with themes and topics of the TOLC-E and the English TOLC-E are available and always updated on the website www.cisiaonline.it.

Art. 10 – Dates and administration rules of the test

1. When registering, each Candidate shall choose which TOLC to take (the TOLC-E or the English TOLC-E) and on which date.
2. The procedures are determined solely by the CISIA consortium and described in the TOLC Regulations published on the website www.cisiaonline.it, which is understood to be recalled here in its entirety. In any case, it is forbidden for Candidates to carry into the test location bags or backpacks, books or notes, sheets of paper, mobile phones and other electronic devices and anything else that will be communicated before the start of the test,



unless otherwise provided in the TOLC Regulations. Any Candidate who contravenes the above provisions or who has copied all or part of the test will be excluded from the test and his result invalidated.

3. The Chairperson of the CIVAL Commission is delegated to determine and communicate to the CISIA consortium the dates for the TOLCs. Said dates will be entered by the TOLC Contact Person in the calendar published on the website www.cisiaonline.it.

4. If, for any reason, the Candidate is not present on the day and at the place and time established for the test, according to the TOLC Regulations, the Candidate will be considered permanently absent. Said absence does not prevent the Candidate from re-registering to take the test on one of the subsequent dates, starting from the day after the test in which s/he was registered, during the calendar year and without having to pay the fee again, as established in the TOLC Regulations.

5. The CIVAL Commission and the the personnel in charge of monitoring the classrooms ensure observance of the provisions indicated in these Regulations and in the TOLC Regulations and are entitled to adopt the necessary measures to this end.

6. The supervision of candidates shall be performed according to the provisions of Arts. 11, 13 and 15 of the Presidential Decree no. 487 of 9 May 1994, and in any case according to the TOLC Regulations.

7. The provisions concerning public calls will apply to all matters not covered by these Regulations.

Art. 11 – Candidates with disabilities or specific learning difficulties

1. The TOLC Regulations published on the website www.cisiaonline.it govern the procedure that Candidates with disabilities or DSA must follow when registering in the TOLC area of the CISIA portal.

2. The Chairperson of the CIVAL Commission is delegated to notify to the CISIA consortium the name and contact details of the Office responsible for the management of procedures enabling Candidates with disabilities or with specific learning difficulties to take the TOLC-E or the English TOLC-E in Turin. This information will be communicated by the CISIA consortium to every Candidate with disability or with specific learning difficulties at the time of registration, under the terms of the TOLC Regulations.

3. Only for Candidates with disabilities or with specific learning difficulties who wish to take the TOLC-E and/or the English TOLC-E in Turin, please note that the certifications valid for university purposes are:

- for Candidates with disabilities: the disability certification under law no. 104 of 5 February 1992 or the invalidity certification with a disability rate of 50% or more;



- for Candidates with specific learning difficulties (DSA), the certification of DSA under law no. 170 of 8 October , with reference ICD-10 code F81.0-1-2-3-8 (dysgraphia) and/or name of the disorder, as indicated by the MIUR [Ministry of Education, University and Research] in the Guidelines attached to the Ministerial Decree 5669/2011, which must be issued by the National Health Service or by specialists or accredited facilities, if required by the Regional Authorities; it will be the responsibility of the Candidate to submit appropriate written documentation proving accreditation of the above-mentioned specialists or facilities with the National Health Service, if not explicitly indicated in the certification; the diagnoses carried out by private (non-accredited) specialists must be validated by the National Health Service in order to be accepted. The date of issue of the certification must not exceed 3 years, at the time of the preregistration.
Certifications issued after the age of 18 are valid regardless of the date.
Holders of EES (Special Educational Needs) or BES (Special Learning Needs) certificates that do not indicate the presence of DSA are not entitled to request extra support, as these certificates are not recognised by current university entrance regulations. The following tools are not permitted in any case: dictionaries, books of formulas, periodic table of elements, conceptual maps, tablets, smartphones and other similar tools.
- 4. Requests from individuals holding certification of Specific Learning Disabilities (DSA), invalidity, and/or non-recent disabilities will be evaluated based on ministerial communications. In case of acceptance, a valid certification for university purposes will still be required within the first academic year in order to take advantage of the support tools provided by law during the academic career.
- 5. Candidates with disabilities or specific learning difficulties resident in foreign countries must submit their certification of the status of disability or learning difficulty (such status must be recognised by Italian regulations) issued in their country of residence, accompanied by a sworn translation in Italian or English.

Art. 12 - Helpdesk

1. For information and assistance in relation to any aspect connected with or depending on the TOLC-E and the English TOLC-E admission tests, each Candidate can read the information and FAQ's section in the website www.cisiaonline.it and shall refer exclusively to the CISIA Help Desk service (<http://helpdesk.cisiaonline.it/>).



SECTION III – Calls for applications announced by the University of Turin

Art. 13 – Number and opening periods of the Calls

1. The University of Turin will announce, for the purposes of enrolment in the first year of the Degree Courses, in two separate Application Periods, two Calls for each Application Period. In each Application Period, a Candidate who:
 - has taken only the English TOLC-E, may submit an application only to the Degree Course in Business & Management, as described below;
 - has taken only the TOLC-E, may submit an application only to the Degree Course in *Economia Aziendale*, to the Degree Course in *Management dell'Informazione e della Comunicazione Aziendale* or to the Degree Course in *Economia*, as described below;
 - has taken both the English TOLC-E and the TOLC-E, may participate in both Calls and submit two separate applications.
2. In the First Application Period, all the places indicated in Art. 1 are open only to *Italian/EU/equivalent or legally resident non-EU Candidates* and the application(s) shall be submitted in the period from **3 June 2024 to 17 June 2024** (included), at the times indicated in the Announcement. One may apply for the Call even if s/he has not yet taken the English TOLC-E or TOLC-E, but s/he shall take it by 14 June 2024.
3. In the Second Application Period, the following places are announced:
 - a. for the category of *Italian/EU/equivalent or legally resident non-EU Candidates*, only the seats that will not be exhausted at the end of the enrolment and *repechage* procedures related to the First Application Period,
 - b. for the categories of *Non-EU Candidates residing abroad and Chinese Candidates within the "Marco Polo" Programme*, all the places indicated in Art. 1,and the application(s) for participation shall be submitted between **1 July 2024** and **9 September 2024** (included), at the times indicated in the Announcement. One may apply for the Call even if s/he has not yet taken the English TOLC-E or TOLC-E, but s/he shall take it by 6 September 2024.

Art. 14 – Requirements and procedures for submittal of applications to take part in the First Call

1. *Italian/EU/equivalent or legally resident non-EU Candidates, with Italian or foreign academic qualification*, are entitled to submit an application to take part in the Calls in the First Application Period pursuant to Art. 13, provided that:



- a. they have obtained a secondary school diploma in Italy or another educational qualification abroad, recognised as suitable according to the regulations in force, or are enrolled in the last year of secondary school and intend to obtain their diploma in the school year 2024/2025;
 - b. they have taken the TOLC-E or the English TOLC-E between **1 January 2023 and 14 June 2024**;
 - c. they have obtained a minimum score of 12 points in the TOLC-E or in the English TOLC-E, without prejudice to the additional learning requirement as per Art. 30.
2. All the requirements indicated in the preceding paragraph shall be held simultaneously. In the absence of one or both of the requirements referred to in points a. and b., the Candidate, even if s/he has duly completed the application procedure, shall not be included in the rankings and shall be classified as «Annulled»; in the absence of the requirement referred to in point c., the Candidate, even if s/he has duly completed the application procedure, shall not be included in the rankings and shall be classified as «Rejected».
3. *Italian/EU/equivalent or legally resident non-EU Candidates* must also comply with the requirements and procedures specified in Art. 19.
4. The application to take part in the Call is submitted exclusively online via the website www.unito.it.
5. For the purposes of submittal of the application, the following instructions must be followed:
- **If you have never been a student at the University of Turin**, you are required to register within the University portal. The instructions and procedure for registration can be found on the portal www.unito.it;
 - **If you have already been a student at the University of Turin**, click on the “login” button in the top right-hand corner of the home page of www.unito.it using the credentials (username and password) provided at the time of registration within the portal;
 - Once Candidates have obtained their credentials and accessed their personal area, they can complete their application or applications to take part in the Call according to the procedures described in the website www.unito.it, by following the path Home - Enrolments - Pre-enrollment for courses with restricted access.
6. For *Non-EU candidates residing abroad* and *Chinese candidates of “Marco Polo” project*, please see Art. 18.



Art. 15 – Choice of Degree Course in applications submitted in the First Application Period

1. At the time of submittal of the application(s) to take part in the Call in the first Application Period, Candidates must indicate the Degree Course they wish to apply for according to the following rules:
 - a. Candidates who took only the TOLC-E, or who took also the English TOLC-E but wish to take part in the Call with the score obtained in the TOLC-E, may apply only for one of the following three Degree Courses (taught in Italian): 1. Degree Course in *Economia Aziendale*; 2. Degree Course in *Management dell'Informazione e della Comunicazione Aziendale*;
 - b. Candidates who took only the English TOLC-E, or who took also the TOLC-E but wish to take part in the Call with the score obtained in the English TOLC-E, may apply only for the Degree Course (taught in English) in Business & Management.
 - c. Candidates who took both the English TOLC-E and the TOLC-E and wish to take part in the Call with both scores shall submit both applications separately as indicated in letters a. and b. above.
2. In the case of failure to comply with the provisions of the preceding paragraph (for example, by indicating that they wish to apply for the Degree Course in Business & Management with the TOLC-E score, or by indicating that they wish to apply for one of the Degree Courses in *Economia Aziendale* or *Management dell'Informazione e della Comunicazione Aziendale* with the English TOLC-E score), Candidates will not be included in the ranking and will be classified as «Annulled», even if they have duly completed the application procedure.

Art. 16 – Requirements and procedures for submittal of applications in the Second Application Period

1. Candidates are entitled to submit an application to take part in the Calls in the Second Application Period, as per Art. 13, provided that:
 - a. they did not take part in any of the Calls in the First Application Period, or else they have not been placed in a useful position in the rankings of the Calls in the First Application Period, or else they decided not to enrol or did not enrol within the terms and according to the procedures referred to in Arts. 23-26;
 - b. they obtained a secondary school diploma in Italy or another educational qualification abroad recognized as equivalent according to the regulations in force;



- c. they took the TOLC-E or English TOLC-E between **1 January 2023** and **6 September 2024**.
2. The requirements indicated in the preceding paragraph must be held simultaneously. If one or more of the requirements under letters a., b. and c. are not met, Candidates will not be included in the rankings and will be classified as «Annulled», even if they have duly completed the application procedure.
 3. No minimum score is established to take part in the Calls in the Second Application Period, except for the additional learning requirement as per Art. 29.
 4. *Italian/EU/equivalent or legally resident non-EU Candidates, Non-EU Candidates residing abroad and Chinese Candidates within the «Marco Polo» Programme* must also comply with the requirements and procedures referred to in Art 18.
 5. The application must be submitted exclusively online via the website www.unito.it.
 6. For the purposes of submittal of the application, the following instructions must be followed:
 - **If you have never been a student at the University of Turin**, you are required to register within the University portal. The instructions and procedures for registration can be found on the portal www.unito.it;
 - **If you have already been a student at the University of Turin**, click on the “login” button in the top right-hand corner of the home page of www.unito.it using the credentials (username and password) provided at the time of registration within the portal;
 - Once Candidates have obtained their credentials and accessed their personal area, they can complete their application(s) to take part in the Call according to the procedures described in the website www.unito.it, by following the path Home - Enrolments - Pre-enrollment for courses with restricted access.

Art. 17 – Choice of Degree Course in applications submitted in the Second Application Period

1. At the time of submittal of the application(s) to take part in the Call in the Second Application Period, Candidates must indicate the Degree Course or Degree Courses they wish to apply for, according to the following rules:
 - a. Candidates who took only the TOLC-E, or who took also the English TOLC-E but wish to take part in the Call with the score obtained in the TOLC-E, may apply only for one or both of the following Degree Courses (taught in Italian): 1. Degree Course in *Economia Aziendale*; 2. Degree Course in *Management dell’Informazione e della Comunicazione Aziendale*;



- b. Candidates who took only the English TOLC-E, or who took also the TOLC-E but wish to take part in the Call with the score obtained in the English TOLC-E, may apply only for the Degree Course (taught in English) in Business & Management;
 - c. Candidates who took both the English TOLC-E and the TOLC-E and wish to take part in the Call with both scores shall submit both applications indicated in letters a. and b. above.
2. In the case of failure to comply with the provisions of the preceding paragraph (for example, by indicating that they wish to apply for the Degree Course in Business & Management with the TOLC-E score, or by indicating that they wish to apply for one of the Degree Courses in *Economia Aziendale* or in *Management dell'Informazione e della Comunicazione Aziendale* with the English TOLC-E score), Candidates will not be included in the rankings and will be classified as «Annulled», even if they have duly completed the application procedure.
 3. Once a Candidate has completed the application procedure, the order and choice of preferences can no longer be changed and will remain binding for the purposes of creation of the subsequent ranking as established in Art. 21.

Art. 18 – Further requirements and procedures for submittal of applications to take part in the Calls for

Non-EU Candidates residing abroad and Chinese Candidates within the «Marco Polo» Programme

1. *Non-EU Candidates residing abroad and Chinese Candidates of «Marco Polo» Project* may submit their application exclusively in the Second Application Period (pursuant to Art. 16 of these Regulations), on the basis of the specific quota reserved for them.
2. These Candidates may submit their application only if they are in possession of the student summary, downloadable from their University account, certifying the suitability of their qualification and bearing the wording "the student is not admitted because s/he has to take a distance admission test", obtained following the University assessment and pre-enrolment procedure, reserved for non-EU Candidates resident abroad and for Chinese Candidates within the "Marco Polo" Programme, on the basis of the specific deadlines published on the [University portal](#).
3. Candidates who do not meet one or more requirements, even if they have duly completed the application procedure, will not be included in the rankings and will be consequently classified as «Rejected».



SECTION IV – Rankings

Art. 19 – Creation of rankings from the Calls in the First Application Period

1. After closure of the First Application Period pursuant to Art. 13, paragraph 2, the rankings are drawn up solely for the category of *Italian/EU/equivalent or legally resident non-EU Candidates*, according to the following rules:

- a. each ranking contains only the Candidates who submitted an application to take part in the Call for the Degree Course to which the ranking refers and took the TOLC-E or English TOLC-E in the time frame indicated in Articles 14 and 16;
- b. each ranking is drawn up taking exclusively into account the score achieved in the TOLC-E or in the English TOLCE in accordance with the following rules:
 - o for TOLC-E: the score obtained in the questions on Logic, Reading Comprehension and Mathematics is considered; the score obtained in the questions on Assessment of English Language is not considered to create the ranking;
 - o for English TOLC-E: the score obtained in the questions on Logic, Reading Comprehension and Mathematics is considered;
- c. the nature and score of the high-school diploma are not relevant and are not taken into consideration to this end;
- d. should Candidates obtain the same overall score, precedence shall be given to the Candidate who has obtained the highest total score in the questions in the Mathematics Section, or (in the event of a further tie) in the questions in the Logic Section, or (in the event of a further tie) in the questions in the Reading Comprehension Section; residually, in the event of a continuing tie, preference shall be given to the Candidate who is younger in age;
- e. each ranking list will indicate the numerical position of each Candidate, specifying with the word «Admitted» Candidates who are in a suitable position to enrol in the Degree Course they applied for, and with «Not admitted» Candidates whose position, at that time and without prejudice to the *repechage* established by Art. 27, is beyond the maximum number of places offered;
- f. Candidates who submitted only one application pursuant to Art. 15, letter a. or letter b, and obtained a score that allows them to enrol may enrol in the Degree Course for which they are classified as «Admitted»;
- g. Candidates who have submitted both the applications as per Art. 15, letter a. and letter b. and obtained a score that allows them to enrol only in one of the two ranking lists may enrol in the Degree Course for which they are classified as «Admitted» or may wait to be



classified as «Admitted» also in the other ranking list, as a result of the *repechage* procedures. However, Candidates who do not enrol when they are classified as «Admitted» and are not later chosen in the *repechage* procedure within the other ranking list, may no longer enrol in any of the Degree Courses once the enrolment deadline has expired;

- h. Candidates who have submitted both the applications as per Art. 15, letter a. and letter b. and obtained a score that allows them to enrol in both Degree Courses for which they have applied may choose to enrol in one of the two Degree Courses and may no longer enrol in the other one.

Art. 20 – Publication of rankings from the Calls in the First Application Period

1. The rankings relating to the Calls of the First Application Period are posted online on the Official University Notice Board on the website www.unito.it by **12 July 2024**. Such publication is equivalent to a notification for all legal purposes. No personal communication is sent to the individual Candidate.
2. In compliance with the current GDPR, in the ranking lists published on the Official Notice Board the first name and surname of the Candidate are not specified; only the provisional pre-enrolment number assigned to each Candidate and his/her date of birth, along with the score obtained, are indicated. The status («Admitted», «Not admitted », «Annulled», «Rejected») and any changes to it resulting from *repechage* are only visible in the Candidate's personal page *myunito* of the website www.unito.it.
3. If, due to technical problems or for other reasons, it is not possible to proceed with the publication of the ranking lists by the date indicated, the new publication date will be promptly notified on the website www.unito.it.

Art. 21 – Creation of ranking lists from the Calls in the Second Application Period

1. Once the Second Application Period has closed, pursuant to Art. 13, paragraph 3, the ranking lists are created according to the following rules:
 - a. For each Degree Course three separate ranking lists are created for the following categories of Candidates:
 - o *Italian/EU/equivalent or legally resident non-EU Candidates;*
 - o *Non-EU Candidates residing abroad;*



- *Chinese Candidates of «Marco Polo» Project;*
- b. each ranking list includes only the Candidates who have submitted an application to take part in the Call for the Degree Course to which the ranking list refers and who belong to the category to which the ranking list refers;
- c. each ranking list is drawn up taking exclusively into account the score obtained in the TOLC-E or in the English TOLC-E in accordance with the following rules:
 - for TOLC-E: the score obtained in the questions on Logic, Reading Comprehension and Mathematics is considered; the score obtained in the questions on Assessment of English Language is not considered to create the ranking;
 - for English TOLC-E: the score obtained in the questions on Logic, Reading Comprehension and Mathematics is considered;
- d. the nature and score of the high-school diploma are not relevant and are not taken into consideration;
- e. should Candidates obtain the same overall score, priority shall be given to the Candidate who has obtained the highest score in the Mathematics Section, or (in the event of a further tie) in the Logic Section, or (in the event of a further tie) in the Reading Comprehension Section; lastly, in the event of a continuing tie, preference shall be given to the youngest Candidate;
- f. each ranking list will indicate the numerical position of each Candidate;
- g. Candidates who choose to apply for only one Degree Course and are in a position that allows them to enrol, will be classified as "Admitted" and will be able to matriculate pursuant to Articles 24-26; otherwise they will be classified as "Not admitted"; if at the end of any *repechage* they are in a position that allow them to to enrol in the Degree Course, their status will be re-qualified as «Admitted» and they will be able to enrol in accordance with the provisions of Article 26;
- h. Candidates who choose to apply for two Degree courses and:
 - are in a position that allow them to enrol both in the degree course indicated as first preference and in the degree course indicated as second preference, will be "Admitted" in the ranking list for the first degree course and their position (even if better) in the ranking list for the degree course indicated as second preference will be indicated as "Cancelled"
 - are in a position that allow them to enrol only in the degree course indicated as second preference, will be "Admitted" in the ranking list for the second degree course and will be indicated as "Not admitted" in the ranking list for the degree course indicated as first preference; in this case, should they be in a position to enrol in the degree course indicated as first preference, they will be listed as "Admitted" in the ranking for the degree course indicated as first preference,



their position will be re-qualified as "Admitted" and he will be able to matriculate in compliance with the provisions of Article 26;

- i. Candidates who have submitted both applications thus competing with the score obtained in the TOLC-E and with the score obtained in the English TOLC-E and
- are in a good position to enrol in only one of the two admission procedures, may enrol in the Degree Course or in one of the two degree courses for which they are classified as "Admitted" or wait until they are classified as "Admitted" also in the ranking list of the other procedure as a result of any scrolling of the waiting list (repechage). However, Candidates who have not enrolled where they are classified as «Admitted» and have not been chosen in the repechage procedure for the other ranking list will be unable to enrol in any Degree Course once the enrolment deadlines have expired;
 - are admitted in both procedures for which they applied, may enrol in one of the degree courses where they rank as "Admitted" and may not enrol in any other.
- j. places which, at the end of the enrolment and *repechage* procedures, are not covered by *Non-EU Candidates residing abroad* and by *Chinese Candidates within the «Marco Polo» Programme* can be re-assigned to *Italian/EU/equivalent or legally resident non-EU Candidates*;

2. The following examples illustrate the rules in letters g., h, i.:

Example 1) (letter g)

A Candidate who has expressed the following order of preference:

1st preference: degree course in Management dell'Informazione e della Comunicazione Aziendale;

2nd preference: NONE; and who is "Not admitted" to the degree course in Management dell'Informazione e della Comunicazione Aziendale cannot be admitted to any other degree course, as s/he has not indicated a second preference.

Example 2) (letter h)

A Candidate who has expressed the following order of preference:

1st preference: degree course in Economia Aziendale;

2nd preference: degree course in Management dell'Informazione e della Comunicazione Aziendale;

and who is «Admitted» in the ranking list for the degree course in Economia Aziendale (1st preference), shall necessarily enrol in this degree course, and the 2nd preference is automatically «Annulled», even if s/he is suitably positioned in the ranking list.



Example 3) (letter h)

A Candidate who has expressed the following order of preference:

1st preference: degree course in Management dell'Informazione e della Comunicazione Aziendale;

2nd preference: degree course in Economia Aziendale;

And who is "Admitted" in the ranking list of the degree course in Economia Aziendale (2nd preference), but is "Not Admitted" to the degree course in Management dell'Informazione e della Comunicazione Aziendale (1st preference), may enrol in the degree course in Economia Aziendale (2nd preference), or not enrol at all; in any case, the Candidate will remain on the ranking list of his/her first preference as a reserve (to await the repechage procedure) and, if chosen, may enrol in the latter according to the times and procedures indicated below.

However, if the Candidate does not enrol in the degree course in Economia Aziendale (2nd preference) and is not chosen in the repechage procedure, s/he will not be able to enrol in any degree course.

Example 4) (letter i)

A Candidate who has submitted an application both for the degree course in Business & Management (taught in English) and for the other degree courses (taught in Italian) expressing the following order of preference:

1st preference: degree course in Management dell'Informazione e della Comunicazione Aziendale;

2nd preference: degree course in Economia Aziendale; and who is "Admitted" in the ranking list of the degree course in Business & Management and is «Not admitted» in both degree courses in Management dell'Informazione e della Comunicazione Aziendale and Economia Aziendale, may enrol in the degree course in Business & Management or not enrol; in both cases, the Candidate will remain on the ranking lists of the degree courses in Management dell'Informazione e della Comunicazione Aziendale and Economia Aziendale while awaiting the repechage procedure and, if selected, may enrol according to the times and procedures indicated below.

However, if the Candidate does not enrol in the degree course in Business & Management and is not selected in the repechage procedure, s/he will not be able to enrol in any degree course.

Art. 22 – Publication of ranking lists from the Second Application Period

1. The ranking lists relating to Calls of the Second Application Period are posted online on the Official University Notice Board on the website www.unito.it within the terms that will be established by the University in the Announcement as per Art. 1. Such publication is equivalent



to a notification for all legal purposes. No personal communication is sent to the individual Candidate.

2. In compliance with the current GDPR, the ranking lists published on the Official Notice Board do not contain the first name and surname of the Candidate, but only the provisional pre-enrolment number assigned to each Candidate and his/her date of birth, along with the score obtained. The status («*Admitted*», «*Not admitted*», «*Annulled*») and any changes to it resulting from *repechage* can be visible only in the personal page *myunito* of the website www.unito.it.
3. If, due to technical problems or for other reasons, it is not possible to proceed with publication of the ranking lists by the date indicated, the new publication date will be promptly notified on the website www.unito.it

SECTION V – Enrolment

Art. 23 – Enrolment deadlines

1. Candidates who have a high-school diploma obtained in Italy or another academic qualification obtained abroad and recognised by current regulations and who have «*Admitted*» status in the ranking of a Degree Course can proceed with enrolment in the relevant Degree Course in the following periods:
 - a. ranking lists from the Calls of the First Application Period: from 9.30h am (CET) **of 24 July 2024 to 3.00h pm (CET) of 26 July 2024;**
 - b. ranking lists from the Calls of the Second Application Period: within the terms that will be established by the University in the Announcement as per Art. 1.
2. After 3.00h pm (CET) on the day of expiry, it will be no longer possible to access the online enrolment procedure.

Art. 24 – Enrolment procedure

1. The enrolment procedure is accessible exclusively via the online procedure available on the personal page *myunito* of the website www.unito.it and only in the time period specified in art. 23.
2. Under penalty of invalidation, all Candidates with «*Admitted*» status in the ranking list of a Degree Course shall:



- a. access their personal page *myunito* of the website www.unito.it;
 - b. fill in the enrolment application attaching a file with passport photo, scanned ID document and tax ID number;
 - c. print the enrolment application with the relevant payment order for payment of the first instalment of the University fees;
 - d. pay the first instalment of the University fees by and no later than the deadline indicated via the PagoPA circuit. The payment will be acquired by the University in accordance with the times required for processing the procedure and with the Regulations concerning university fees and contributions of the University of Turin.
3. It is the responsibility and duty of every Candidate to carefully read the Regulations concerning university fees and contributions of the University of Turin.
 4. For all purposes, the enrolment is definitive only when the first instalment of the University fees has been paid.
 5. After payment of the first instalment of the University fees, each Candidate must complete the enrolment by uploading the signed and scanned enrolment application and the scanned receipt of payment of the first instalment of the University fees.
 6. For detailed information on the online enrolment procedures and steps for switching/transferring from another degree programme, please refer to Arts. 31-33 and the website www.unito.it.

Art. 25 – Enrolment procedure for Candidates who have obtained a diploma or other equivalent educational qualification abroad

1. Notwithstanding the provisions of Art. 24, the Announcement of Art. 1 may indicate different enrolment methods for Candidates who have «*Admitted*» status in the ranking list of a Degree Course and who have obtained a diploma or other equivalent educational qualification abroad.
2. Taking the TOLC-E or the English TOLC-E and ranking favorably does not guarantee enrollment, as an evaluation of the foreign qualification by the International Students Section is required.
3. Candidates with a foreign access qualification should not submit a pre-application on the Apply@UniTo platform.
4. If candidates with a foreign access qualification are ranked favorably in the enrollment ranking ("Admitted") for the degree program they applied for, they will receive an email from internationalstudents@unito.it for the evaluation of their foreign qualification for admission purposes. For this purpose, candidates must have already prepared the documentation



required for enrollment. Instructions on the required documentation are available on the website www.unito.it following the path: Studying at UniTO>> International degree seeking students >> Required documents for international students.

5. The evaluation of the foreign qualification for admission purposes will take place within the timeframe specified in article 23, in order to allow only candidates whose foreign qualification is deemed eligible to proceed with enrollment as outlined in article 24.

Art. 26 – Repechage, reallocation of places and enrolment

1. In case the places available for each category are not fully covered after the deadline for matriculation of the Second Call, they will be reallocated within the terms to be set by the University in the Call (see Art. 1).
2. During each repechage session, each Candidate who was "Not admitted" in a Degree Program must make sure, through daily consultation of his/her personal MyUnito page of the website www.unito.it, that his/her status has changed from "Not Admitted" to "Admitted" in the ranking list.
3. In this case, upon penalty of cancellation, each Candidate who is in the "Admitted" position in the ranking list of a Degree Program must, no later than 3:00 p.m. on the day of the closing of the repechages:
 - a. log on to his/her personal MyUnito page of the website www.unito.it;
 - b. fill in the matriculation application by also attaching a file with a passport photo, a scan of his/her ID and "codice fiscale";
 - c. print out the matriculation application with the corresponding receipt of the payment of the first instalment;
 - d. proceed with the payment of the first instalment no later than the specified deadline through the PagoPA circuit. The payment will be processed within the times required by the procedure in accordance with the University of Turin's Fees and Contributions Regulations.
4. It is the responsibility and duty of each Candidate to carefully consult the University of Turin's Fees and Contributions Regulations.
5. For all purposes, matriculation is finalised only through payment of the first university instalment.
6. After the first instalment has been paid, each Candidate must finalise the matriculation by uploading the signed and scanned matriculation application and the scan of the first instalment payment receipt.



Art. 27 – Repechage, reallocation of places and enrolment for Candidates who have obtained a diploma or other equivalent educational qualification abroad

1. Notwithstanding the provisions of Art. 26, the Announcement of Art. 1 may indicate different enrolment methods for Candidates who, due to *repechage*, have «Admitted» status in the ranking list of a Degree Course and who have obtained a diploma or other equivalent educational qualification abroad.

Art. 28 – Position and rights of Candidates who do not enrol

1. All Candidates who have «Admitted» status in the ranking list of a Degree Course and do not enrol and/or pay the first instalment of the University fees within the terms and according to the procedures established in these Regulations and in the Announcement as per Art. 1 are considered to have renounced the Degree Course and cannot in any way be included in the *repechage* procedures, even if places remain vacant at the end of the enrolment operations.
2. Failure to enrol following the Calls of the First Application Period does not preclude the Candidate from taking part in the Calls of the Second Application Period or in calls announced in the following years.
3. If places remain vacant and there are no other Candidates in the ranking list suitable for filling said places, the Candidates as per the preceding paragraph who are still interested in enrolment can submit a re-admission application to the email address direzione.didattica@unito.it by and no later than 5 working days after complete depletion of the ranking list (for this purpose, please consult the website www.unito.it).

SECTION VI – Additional Learning Requirements (ALR/OFA)

Art. 29 – Minimum threshold for Additional Learning Requirements

1. Any Candidate matriculated in one of the Degree Programs and who participated in the Second Application Period with a TOLC-E score or an English TOLC-E score of less than 12 points in total combined with a score of less than 4 points in the Mathematics questions will have to attend mandatory activities defined as Obblighi Formativi Aggiuntivi (OFA) according to the modalities that will be announced later and will have compulsory attendance.



2. These courses will be followed by a test, which has to be passed in order to take the curricular examinations.
3. The provisions of the preceding paragraphs also apply to every Candidate enrolled in the Bachelor's Degree in Economics.

SECTION VII – Course transfers and switches from other Degree Courses

Art. 30 – Types of switches or transfers

1. The transfer or switch to a Degree Course included among those subject to Call in accordance with Art. 1 of these Regulations can be made:
 - a. from another three-year degree course at the University of Turin (*internal switch*: Arts. 31 and 32);
 - b. from a three-year degree course at another university (*transfer*: Art. 33).

Art. 31 – Internal switch between Degree Courses held in Italian

1. The internal switch of a Candidate enrolled in a three-year degree course at the University of Turin is not allowed during the year and requires the Candidate to take the TOLC-E or the English TOLC-E according to the procedures and terms indicated in Arts. 6-11 and to submit an application to take part in the Call according to the procedures and terms indicated in Arts. 13-18.
2. The course switch is accepted only if the Candidate is suitably positioned in the ranking list.
3. In this case, the Candidate shall go to the Students' Secretarial Offices to regularise his/her position, by the deadlines established for enrolment in the first year.
4. The Candidate may be admitted to the 2nd year of the 2023/24 class or to the 3rd year of the 2022/23 class depending on the number of University credits recognised and within the limit of available places.

Art. 32 – Internal switch between a Degree Course held in Italian and a Degree Course held in English

1. If the switch as per art. 32 is from a Degree Course held in Italian to the Degree Course (taught in English) in Business & Management, the Candidate must take the English TOLC-E in accordance with the procedures and terms indicated in Arts.



6-11 and submit an application to the Call in accordance with the procedures and terms indicated in Arts. 13-18.

2. The course switch is accepted only if the Candidate is suitably positioned in the ranking list.
3. The Candidate may be admitted to the 2nd year of the 2023/24 class or to the 3rd year of the 2022/23 class depending on the number of University credits recognised and within the limit of available places.

Art. 33 – Transfer

1. The transfer of a Candidate from a three-year degree course at another university requires the Candidate to take the TOLC-E or the English TOLC-E according to the procedures and terms indicated in Arts. 6-11 and to submit an application to take part in the Call according to the procedures and terms indicated in Arts. 13-18, and then to proceed with enrolment according to the procedures and terms indicated in Arts. 23-27.
2. After enrolment in the first year of the degree course, the Candidate can request:
 - a. the recognition of any university credits obtained during the degree course of origin;
 - b. possibly being admitted to the second or third year of the chosen degree program, based on the number of recognized CFUs (Crediti Formativi Universitari) and within the limit of available positions.
3. Evaluation of the Candidate's previous university career is carried out by the Teaching Commission of the degree course.

SECTION VIII – Interdepartmental commission for supervision of access to three-year degree courses (CIVAL) and person in charge of procedures for calls and creation of ranking lists

Art. 34 – Interdepartmental Commission for Supervision of Access to three-year degree courses (CIVAL)

1. The Interdepartmental Commission for supervision of access to three-year degree courses (CIVAL) is appointed in accordance with the resolutions of the Council of the Department of Management and the Council of the Department of Economic, Social, Mathematical and Statistical Sciences. It is composed of the following members:
 - Prof. Stefano Cerrato – Department of Management (Chair);



- Prof.ssa Elena Grinza – Department of Economic, Social, Mathematical and Statistical Sciences (Coordinating Secretary and TOLC contact person);
 - Prof.ssa Noemi Oggeri – Department of Management (standing member);
2. The CIVAL Commission exercises the functions and prerogatives attributed by these Regulations with reference to the procedures of the Calls and creation of the rankings.

Art. 35 - Person in charge of the procedure

1. The Person in charge of the administrative procedure in relation to the procedures of the Call, creation of the rankings and enrolment will be indicated in the Announcement as per Art. 1.

SECTION IX – Final provisions

Art. 36 – False declarations in documents and self-certifications

1. The provisions of law punishing the submittal of documents or self-certifications containing false, misleading or incomplete declarations are applicable.
2. If false, misleading or incomplete declarations are found in a document or in a self-certification, the CIVAL Commission can exclude the Candidate from the Call or remove him/her from the ranking or, if already enrolled, declare its enrolment lapsed.

Art. 37 – Data protection

1. Pursuant to arts. 13 and 14 of the GDPR – EU reg. 27th April 2016, no. 2016/679, the personal data provided by each Candidate will be collected at the University of Turin – Educational Services (“Direzione Didattica e Servizi agli Studenti” Administrative Division”), for the purposes of management of the Call and subsequent creation of the rankings and will be processed in hard copy and/or via an automated database.
2. The provision of said data is mandatory for the purposes of verifying the requirements for taking part in the Call and managing it.
3. Provision of the data necessary for application of the law concerning assistance for persons with disabilities (law no. 104 of 5th February 1992) and the law concerning special learning difficulties (law no. 170 of 8th October 2010) is optional and is designed solely to ensure the adoption of adequate measures to guarantee equal conditions during the execution of the test. Said data will be processed in hard copy and/or via an automated database.



4. The necessary data for sitting the TOLC-E and the English TOLC-E are gathered by and under the responsibility of the CISIA consortium.
5. If the CIVAL Commission wishes to avail itself of external parties for the activities pertaining to it, the data and the necessary information will be sent and processed by said parties in compliance with the law on the protection of personal data.
6. With regard to filing and storage times, it is specified that the master file of candidates who submitted applications to take part in the Calls can also be kept by the University for historical interest. The data concerning classification lists or reports are kept indefinitely.
7. If the data subjects believe that their data have been processed unlawfully, they are entitled to apply to the Control Authority to lodge a complaint.
8. The data subjects can exercise their rights, pursuant to Arts. 11, 12, 15, 17, 18, 20 of the GDPR.
9. The Data Controller is the University of Turin, with head office in Via Verdi 8 10124 Turin, Italy. Contacts: Switchboard +39 011 6706111, certified email: ateneo@pec.unito.it.
10. The Legal Representative is the Rector for the time being of the University of Turin.
11. The Data Protection Officer– DPO can be contacted at the following email address: rpdp@unito.it.
12. Without prejudice to any modifications to these regulations that may be required by the competent Authorities.

Final provision: In the event of any ambiguity or inconsistency in the English translation of the present regulations, the Italian text will prevail.