ADMINISTRATIVE DEADLINES A.Y. 2016-2017

(Valid for all courses, except for courses of the Specializations schools, specializing courses, Master programs, PhD programs, Educational courses and vocational training and the Italian teachers traineeship (TFA), for which please refer to the relevant specific provisions.

1) COURSES WITH A RESTRICTED NUMBER OF PLACES

a) SIGNING UP FOR THE ADMISSION TEST
To sign up for the admission test to courses with a local restricted number of places, submit the application form solely on-line from Monday 11th July, 2016 to Friday 12th August, 2016. To sign up for the admission test to courses with a national restricted number of places (Medicine and surgery, Dentistry and Orthodontics, Veterinary medicine) please refer to the announcements of competition specific to each course.

b) ADMISSION TESTS
Admission tests are scheduled so to avoid overlapping dates as much as possible, except where otherwise specified by the Ministry of Education. The dates for the admission tests other than those already set by the Ministry of Education – will be indicated on each course’s announcement of competition at least 60 days prior to the admission test. The announcements of competition and the subsequent results of the admission tests will be published on-line on the official Academic Bulletin: https://www.serviziweb.unito.it/albo_ateneo/

The merit rankings will be published on the University Portal by 9:30 am of the date indicated on each announcement of competition (and in any event not later than 15 days after the admission test); the rankings replace any other form of personal communication.

c) MATRICULATIONS
Matriculations procedures for all the courses with a local restricted number of places will start on Friday 23rd September 2016.

For the deadlines of matriculations procedures for the courses with a national restricted number (Medicine and surgery, Dentistry and Orthodontics, Veterinary medicine), please refer to the announcements of competition specific to each course.

Students who have successfully passed the admission test ("AMMESSI") must confirm their matriculation by filling out the on-line matriculation application by the deadline foreseen by the announcement of competition, otherwise will lose their right to the place.

In addition, students holding a foreign degree must personally go to the Foreign Students and Translations Office to confirm their matriculation within the deadline foreseen by the announcement of competition.

Once the matriculations process of the admitted students has finished, in case of available places, replacements will be carried out to a maximum of seven places according to the procedures and deadlines foreseen by each announcement of competition.
Furthermore, during the following dates:

- From 7th October to 10th October 2016, 9:30 to 15:00
- From 25th October to 26th October 2016, 9:30 to 15:00
- From 4th November to 7th November 2016, 9:30 to 15:00

All students who took part in the admission test and are still placed in the merit rankings as Not Admitted (NON AMMESSI) must declare their interest in matriculation (by submitting the replacement application form) to potentially be replaced in later stages of replacement.

Students who do not submit such declaration in accordance with the procedures and deadlines foreseen by each announcement of competition will be considered renouncing (the position in the merit ranking will be "CANCELLED") and CANNOT BE replaced again, even if there are available places at the end of the procedure. Replacement procedures end when all the available places are appointed and NO LATER than Thursday 10th November 2016 to ensure all enrolled students can regularly attend the teaching activities.

Students who fail to matriculate in accordance with the procedures and deadlines foreseen by each announcement of competition will be considered as renouncing and consequently lose their place in the merit ranking. At the end of the complete scrolling of the merit rankings - meaning where there are no any longer eligible students (IDONEI) but there still are available places not appointed - in such case renouncing students might be taken into consideration for replacement in accordance with the procedures and deadlines foreseen by each announcement of competition.

2) COURSES WITH AN URESTRICTED NUMBER OF PLACES

a) FIRST CYCLE DEGREE AND ONE LONG CYCLE DEGREE COURSES

Matriculation application forms to First Cycle Degree and One Long Cycle Degree courses must be submitted solely on-line starting from Thursday 1st September 2016 to Wednesday 5th October 2016. Tuition fees payment must be done by 16:00, 5th October 2016.

In addition, students holding a foreign degree must personally go to the Foreign Students and Translations Office to confirm their matriculation by Wednesday 5th October 2016.

The Matriculation procedure to courses with an unrestricted number of places is subjected to the access at an entry test for the verification and assessment of minimum requirements (TARM).

For some courses, it is compulsory to take the TARM test in the specifically preset dates in order to successfully matriculate to the a.y. 2016-2017.

Further information will be available on the degree courses and Schools websites.

b) SECOND CYCLE DEGREES (D.M. 270/04)

In order to enrol on a second cycle degree, you must submit a verification of the curricular requirements (preliminary admission application) to the competent teaching structure in accordance with the procedures and deadlines published on each teaching structure’s website with due regard to the administrative deadlines set by the University.

The competent teaching structure will evaluate the applications and communicate the results and – if necessary - set the dates of interviews to verify the applicants’ personal background.

The preliminary admission application form does not substitute the enrolment procedure but it is an essential part of it. From Thursday, 1st September 2016 to Thursday, 22 December 2016 successful applicants must fill in the on-line matriculation application form. It is possible to submit your preliminary admission application for a second cycle degree before having obtained your bachelor’s degree; to matriculate to the course though you will need to hold the bachelor’s degree certificate.
Furthermore, all teaching structure must guarantee a graduation window in the period between November to December, 2016.

c) SECOND CYCLE DEGREES (D.M. 509/99)
Matriculation application forms to second cycle degree courses (D.M. 509/99) with an unrestricted number of places must be submitted solely on-line starting from Thursday, 1st September 2016 to Thursday, 22nd December 2016. In addition, students holding a foreign degree must personally go to the Foreign Students and Translations Office to confirm their matriculation for the courses mentioned in points b) and c) by Thursday, 22nd December 2016.

d) LATE MATRICULATIONS TO COURSES WITH AN UNRESTRICTED NUMBER OF PLACES
Late matriculation applications can be accepted form Thursday, 6th October to Tuesday, 15th November exclusively for the first cycle and one long cycle degrees courses, subjected to the payment of the relative fine.
Late matriculations are not allowed for degree courses whose TARM tests were held in preset dates as a compulsory prerequisite to access matriculation.

3) ENROLMENT TO THE FOLLOWING YEARS
All students enrolled on any degree course must pay the tuition fees for the admission to the following years from September to Wednesday, 5th October 2016 (by 4:00 p.m.) Payments done after this deadline you will be required to pay an additional fine.
The payment of tuition fees means the enrolment to the new academic year.

4) CHANGES AND INWARD TRANSFERS
a) Change applications (reserved place) by students already enrolled in University of Turin who wish to change towards another course with a restricted number of places offered in the a.y. 2016-2017 and inward transfer applications by students who wish to transfer from an other University to a course with a restricted number of places must both be submitted solely on-line by and no later than the deadline foreseen by each announcement of competition. For the one long cycle degree courses in Medicine and surgery, Dentistry and Orthodontics, Veterinary medicine, change applications (reserved place) should first be submitted on-line and then submitted in printed format to the students’ office within the deadline set by each announcements of competition.

b) Change applications by students already enrolled in University of Turin who wish to change towards another course with an unrestricted number of places offered in the a.y. 2016-2017 and inward transfer applications by students who wish to transfer from an other University to a course with an unrestricted number of places must both be submitted solely on-line from Thursday, 1st September to Wednesday, 5th October 2016. Change applications towards another course with an unrestricted number of places which has TARM test as a compulsory prerequisite to access matriculation, are allowed only if the applicant has taken the TARM test specific to the that course.

5) CHANGES TO A DIFFERENT DEGREE SYSTEM AND OUTWARD TRANSFERS
Change applications towards a different degree system and outward transfer applications (i.e. transferring towards another Italian University) must both be submitted solely in printed format to the competent students’ offices from Thursday, 1st September to Wednesday, 5th October 2016.
6) CHANGING SEAT OF COURSES WITH A RESTRICTED NUMBER OF PLACES
Change applications towards another seat of the same degree course must be submitted solely in printed format to the competent students’ offices within the deadlines as foreseen by each announcement of competition.

7) CHANGING SEAT OF COURSES WITH AN UNRESTRICTED NUMBER OF PLACES
Change applications towards another seat of the same degree course must be submitted solely in printed format to the competent students’ offices from Thursday, 1st September to Wednesday, 5th October 2016.

8) CHANGES AND TRANSFERS TOWARDS COURSES WITH AN UNRESTRICTED NUMBER OF PLACES
Change and transfer applications towards courses with an unrestricted number of places can be submitted from Thursday, 6th October 2016 to Thursday, 22nd December 2016; these applications are subject to the relative fine, while changes from first year to first year are not.

Late change and transfer applications toward courses which has TARM test as a compulsory prerequisite to access matriculation, are allowed only if the applicant has taken the TARM test specific to the that course.

9) CAREER PLAN
Starting from October to Friday, 13th January 2017 you can:
- Select your student-status (i.e. choose whether to be a part time or full time student)
- Fill in the on-line career plan

From Friday, 14th April to Monday, 15th May 2017 it is possible to edit solely the career plan (fine-free), while changing the student status (part time/full time) is not allowed.

If necessary, further deadlines concerning students who are enrolled to courses in accordance with the Old Degree System (i.e. prior to Ministerial Decree 509/99) are autonomously set by each teaching structure.

10) ALLOCATION INTO CONTRIBUTION BRACKETS
Students who want to benefit tuition fees reduction must require the ISEE certification (Income Assessment Form) within 31st December 2016; on the ISEE certification must be specified it “applies to supporting measures for the right to academic study”.

The University of Turin will acquire the ISEE certifications from the INPS database and will accordingly allocate the students into the coherent contribution bracket.

11) SECOND INSTALMENT PAYMENT DEADLINE
The second instalment of the tuition fees must be paid by Friday, 17th April 2017. The payment of the second instalment, made out after that date, is subject to the fine.

12) DECLARATION OF STUDIES
Pursuant to art. 5 of the University Teaching Regulations, the competent Teaching Structures approve and publish the Teaching Regulations before the start of the matriculation procedures inclusive of the Regulations of each course, relative to the a.y. 2016-2017.

The annual Department Regulations inspired by the transparency of the academic plan, aims at informing the students about the dispositions included within the teaching regulations.
It outlines for each course:
- Admission requirements, including
- Career plans, including classes and professors’ names
- Instructions for prerequisites (where applicable)
- Regulations on enrolment and attendance
- The starting dates of the teaching activities
- Any other further information teaching structures consider worthwhile providing to the student.