



## SCUOLA DI INGEGNERIA

### CALL FOR ADMISSIONS A.Y. 2022/23

Test TOLC-I CISIA - Degree Courses with LIMITED ACCESS

INFORMATION ENGINEERING – study track held in English of the Bachelor's degree “Ingegneria dell'Informazione”

**N.B.:** this document is the English translation of the admission notice for the limited access Bachelor degree courses at the Scuola di Ingegneria.

The full admission notice for all courses is available in Italian at [www.unipd.it/ammissioni-ing-triennali-programmato](http://www.unipd.it/ammissioni-ing-triennali-programmato).

If there is any dispute regarding the interpretation of the two versions, the Italian version shall take precedence

*NOTE: The index is clickable and refers to the paragraphs in the text to make navigation easier.*

*However, we recommend you read the entire admission notice carefully.*

## TABLE OF CONTENTS

1.1 COURSES, VENUES AND AVAILABLE PLACES .....	3
1.2 REQUIREMENTS FOR ADMISSION TO THE SELECTION PROCESS .....	4
1.3 REGISTERING FOR PART-TIME .....	4
<b>2. ALLOCATION OF AVAILABLE PLACES AND ADMISSION RANKINGS .....</b>	<b>5</b>
<b>3. TOLC-I CISIA TEST: TAKING THE TEST, ADDITIONAL EDUCATIONAL REQUIREMENTS (OFA), REQUEST FOR PERSONALISED TESTS (DISABILITY AND SLDS) .....</b>	<b>6</b>
3.1 TOLC CISIA TEST: DEADLINES, PROCEDURES AND USEFUL LINKS FOR TAKING THE TEST .....	6
3.2 ADDITIONAL EDUCATIONAL REQUIREMENTS (OFAs) .....	7
3.3 PERSONALISED TEST REQUEST (DISABILITY AND SLDS) .....	8
<b>4. REGISTRATION AND PRE-ENROLMENT ON THE UNIWEB PORTAL .....</b>	<b>9</b>
4.1 REGISTRATION ON THE UNIWEB PORTAL .....	9
4.2 PRE-ENROLMENT .....	9
<b>5. SELECTION PROCESSES: DEADLINES AND METHODS OF PARTICIPATION .....</b>	<b>9</b>
5.1 FIRST SELECTION PROCESS .....	9
5.2 SECOND SELECTION PROCESS .....	10
5.3 THIRD SELECTION PROCESS .....	11
5.4 FOURTH SELECTION PROCESS .....	12
5.5 CLEARING - FOURTH SELECTION PROCESS .....	14
<b>6. ENROLMENT, CHANGE OF COURSE, TRANSFER FROM ANOTHER UNIVERSITY .....</b>	<b>15</b>
6.1 DEADLINES, PROCEDURES AND USEFUL LINKS .....	15
6.2 STUDENT FEES AND BENEFITS .....	16
<b>7. RECOGNITION OF PRIOR CREDITS AND UNIVERSITY CAREER SHORTENING... 16</b>	
7.1 RECOGNITION OF CREDITS .....	16
7.1 CANDIDATES ELIGIBLE FOR ENTRY TO THE 2ND OR 3RD YEAR .....	17
<b>8. FOREIGN AND ITALIAN STUDENTS IN POSSESSION OF A FOREIGN QUALIFICATION .....</b>	<b>17</b>
8.1 REGISTRATION PROCEDURE FOR EU OR NON-EU CANDIDATES RESIDING IN ITALY .....	17
8.2 REGISTRATION PROCEDURE FOR NON-EU CANDIDATES RESIDING ABROAD: .....	18
<b>9. PERSON RESPONSIBLE FOR THE PROCEDURE, PERSONAL DATA, NOTES AND WARNINGS .....</b>	<b>19</b>

## 1. GENERAL INFORMATION

Prospective students can now apply for admission to the first year of Degree courses with limited access at the Scuola di Ingegneria for academic year 2022/23<sup>1</sup>.

Four selection processes are scheduled for admission.

Courses normally run for 3 years and a Degree is awarded at the end of the chosen Course of study and in the relative class. Information on ongoing teaching and course Regulations can be found at [didattica.unipd.it](http://didattica.unipd.it), by selecting "Scuola di Ingegneria" and the Degree Course of interest.

### 1.1 Courses, venues and available places

The **total** places available for admission to the first year of the Degree Courses with limited access at the Scuola di Ingegneria are as follows:

Affinity	Class	Degree course	Venue	Places available for EU* citizens	Places available for non-EU citizens residing abroad	of which reserved for Chinese citizens on the Marco Polo programme
--	L-8 L-9	Ingegneria Biomedica: <ul style="list-style-type: none"> <li>• Curriculum Generale</li> <li>• Curriculum Applicativo</li> </ul>	Padua	400	7	3
1	L-8	Ingegneria dell'Informazione <ul style="list-style-type: none"> <li>• Curriculum Ingegneria dell'Informazione</li> <li>• Curriculum Information Engineering</li> </ul>	Padua	265	75**	7**
1	L-8	Ingegneria Elettronica: <ul style="list-style-type: none"> <li>• Curriculum Generale</li> <li>• Curriculum Applicativo</li> </ul>	Padua	120	11	7
1	L-8	Ingegneria Informatica: <ul style="list-style-type: none"> <li>• Curriculum generale</li> <li>• Curriculum applicativo</li> </ul>	Padua	340	7	3

\*of the European Union

\*\*These places are put up for competition in specific selection processes, for access to the Information Engineering curriculum in the course admission notice at <https://www.unipd.it/avvisi-ammissione-lauree-triennali-inglese>.

The places shall be split into four selection processes as specified in [point 2](#) in this admission notice.

<sup>1</sup> Running the first year of Degree Courses is subject to their accreditation according to the provisions of Ministerial Decree 1154/2021 "Self-assessment, assessment, initial and periodic accreditation of venues and courses of study" and to the achievement of a minimum number of pre-enrolments; therefore, if the Course is not accredited or if the number of pre-enrolment applications submitted is less than 30 (5 for each curriculum), the Course will not run. All information relating to the running of the course is published on the Internet at <http://www.unipd.it>.

## 1.2 Requirements for admission to the selection process

To be admitted, candidates<sup>2</sup> must:

1. hold a **high school diploma** or a foreign qualification recognised as suitable for admittance to university education according to current legislation (<https://www.unipd.it/iscrizioni-studenti-internazionali>) or be enrolled in the last year of high school, with the prospect of obtaining the qualification in the 2021/22 school year. The qualification must be updated **within the** peremptory **deadlines** set by the selection process they are taking part in ([points 5.1, 5.2, 5.3, 5.4](#));
2. **take an English TOLC-I test** ([point 3](#)) within the deadline set by the selection process they are taking part in ([points 5.1, 5.2, 5.3, 5.4](#)). To take part in the **first three selection processes**, prospective students need a minimum score that is **higher than or equal to 24/50** (sum of the *Matematica, Logica, Scienze, Comprensione verbale*). The English TOLC-I test is also considered valid for the Degree Course in Ingegneria dell'Informazione (see [point 3](#));
3. **pre-enrol** ([point 4](#)) by the peremptory deadlines set by the selection process they are taking part in ([points 5.1, 5.2, 5.3, 5.4](#)). Students using a foreign qualification for admission to the course must follow the procedure and the deadlines indicated in [point 8](#);

**N.B.:** TOLC-I tests taken during the calendar year **2021** shall be deemed valid only if they are passed with a score that is higher than or equal to **24/50**.  
The checks will be carried out automatically, even after enrolment; failure to comply with the requirement will result in the forfeiture of the right to enrolment.

**N.B.:** The order of completion of points 2 and 3 is irrelevant for the purposes of admission, provided that both operations are completed by the deadline.

## 1.3 Registering for part-time

Students can apply to register on a part-time basis due to family, work or health reasons. Further information is available at <https://www.unipd.it/studenti-lavoratori>.

<sup>2</sup> From now on, terms relating to people are in the masculine form, for the sole purpose of ensuring better readability of the text, but refer indiscriminately to all genders.

## 2. ALLOCATION OF AVAILABLE PLACES AND ADMISSION RANKINGS

The available places will be distributed as follows:

Degree course	Places available to EU citizens legally residing in Italy			Places available to EU citizens legally residing in Italy - <b>Fourth selection process</b> September 2022	Places available <b>Non-EU citizens residing aboard</b> - Available only in the fourth Selection process September 2022	of which reserved for Chinese citizens on the <b>Marco Polo Programme</b> - Available only in the fourth Selection process September 2022
	<b>First selection process</b> March 2022	<b>Second selection process</b> May 2022	<b>Third selection process</b> July 2022			
Ingegneria Biomedica	80	80	80	160 + any places remained vacant in the previous selection processes	7	3
Ingegneria dell'Informazione	53	53	53	106 + any places remained vacant in the previous selection processes	75*	7
Ingegneria Elettronica	24	24	24	48 + any places remained vacant in the previous selection processes	11	7
Ingegneria Informatica	68	68	68	136 + any places remained vacant in the previous selection processes	7	3

\* These places are put up for competition in specific selection processes, for access to the Information Engineering curriculum in the course admission notice at <https://www.unipd.it/avvisi-ammissione-lauree-triennali-inglese>.

**Only suitable candidates** will be included in the rankings, i.e. those who have taken a TOLC-I test, or an English TOLC-I test for the course in Ingegneria dell'Informazione, by the scheduled deadlines and, for the first three selection processes, have obtained a score that is higher than or equal to 24/50.

In the event of a tie, the candidate who has achieved a higher score in the section of *Matematica* and, sequentially, in the sections of *Logica*, *Comprensione Verbale* and *Scienze* will have precedence; in the event of a further tie, the younger candidate will have precedence.

**N.B.:** The publication of the rankings and the related reassignments on the indicated university web pages ([point 5](#)) counts as an official communication to the interested parties.

### 3. TOLC-I CISIA TEST: TAKING THE TEST, ADDITIONAL EDUCATIONAL REQUIREMENTS (OFA), REQUEST FOR PERSONALISED TESTS (DISABILITY AND SLDS)

The TOLC-I test is the test required for entry to Degree Courses in Ingegneria.

It is delivered on the [www.cisiaonline.it](http://www.cisiaonline.it) portal by CISIA, a consortium of Italian universities.

#### 3.1 TOLC CISIA test: deadlines, procedures and useful links for taking the test

To be valid for participation in the selection processes, the TOLC-I test must:

- a) be **taken between 1 March 2021 and by the deadlines** set by the **selection process** the candidate is taking part in ([points 3.1, 3.2, 3.3, 3.4](#));
- b) have a **score higher than or equal to 24/50** only for taking part in the **first three**

**N.B.:** TOLC-I tests taken during the calendar year **2021** shall be deemed valid only if they are passed with a score that is higher than or equal to **24/50**.

The checks will be carried out automatically, even after enrolment; failure to comply with the requirement will result in the forfeiture of the right to enrolment.

**N.B.:** Simply taking the TOLC test is not a sufficient condition for admission to the courses, as indicated in [point 1.2](#).

The test in **TOLC@CASA** (*TOLC@HOME*) mode can be taken at the most once per calendar month, including from abroad. You can select the "Padua" venue to take the test in a virtual (TOLC@CASA) or real (TOLC at the University) lecture room managed by the University of Padua. The test is still valid even if it is taken, both in the "@home" or "at the University" mode, at another university in the consortium that is included [in the list of participating venues on the CISIA site](#).

Prospective students can take part in multiple selection processes, though taking just one TOLC, and take multiple TOLC tests in order to take part in one or more selection processes. The scores for the TOLC-I tests will be acquired **automatically** by the University of Padua and made available in the Uniweb portal after pre-enrolment closes and before drawing up the ranking.

Acquisition will take place by means of the candidates' **tax identification number (TIN)**, which must be identical on the **Uniweb** portal ([point 4.1](#)) and on the **CISIA** portal.

**N.B.:** An error in compiling your tax identification number will not allow your grades to be acquired and may affect admission to the Degree Course that you are interested in.

The **English TOLC-I** test is also considered valid for the Degree Course in **Ingegneria dell'Informazione**. Those who choose this type of test for entry **must upload their TOLC result certificate** during pre-enrolment ([point 4.2](#)), to the specific section for attachments. To be valid for participation in the selection processes, the English TOLC-I test must comply with the same criteria as the TOLC-I test.

Students enrolled in the 4th year of high school can also take a TOLC-I test in the sessions scheduled for 2022 and may if necessary use it to participate in the selection processes for the 2023/24 academic year: as regards the validity of the TOLCs taken in this perspective, students must refer to the 2023/24 academic year admission notice.

- **Registration** for the TOLC admission test:  
[tolc.cisiaonline.it/studenti\\_tolc/user\\_test\\_tolc.php](http://tolc.cisiaonline.it/studenti_tolc/user_test_tolc.php)
- TOLC Tests **Structure** and **Knowledge** (Syllabus):  
[www.cisiaonline.it/area-tematica-tolc-cisia/home-tolc-generale](http://www.cisiaonline.it/area-tematica-tolc-cisia/home-tolc-generale)
- **Dates and venues** for delivery of TOLC tests:  
[tolc.cisiaonline.it/calendario.php](http://tolc.cisiaonline.it/calendario.php)
- **Regulations and exam board** TOLC Students and TOLC@CASA Students:  
[www.cisiaonline.it/area-tematica-tolc-cisia/regolamenti/](http://www.cisiaonline.it/area-tematica-tolc-cisia/regolamenti/)
- **General information, notices and dates** of the tests organised by the University:  
[www.unipd.it/TOLC](http://www.unipd.it/TOLC)

#### Contacts and assistance

in using the CISIA portal and booking a TOLC: [helpdesk.cisiaonline.it](http://helpdesk.cisiaonline.it)  
for problems with loading TOLC test results in the Uniweb reserved area:  
[immatricolazioni.studenti@unipd.it](mailto:immatricolazioni.studenti@unipd.it)

### 3.2 Additional educational requirements (OFAs)

As regards the attribution of OFAs, in the event that more than one TOLC-I test has been taken, the test score indicated in the ranking and used for enrolment is the one that will be taken into account.

An Additional Educational Requirement (OFA) in *Matematica* will be attributed, if the total score, including the four sections of *Matematica*, *Scienze*, *Logica* and *Comprensione verbale* (excluding the English section), of the **TOLC- I Test** is less than **24/50**.

The English TOLC-I test is also considered valid for registering in the Degree Course in **Ingegneria dell'Informazione**. An OFA will be attributed, if the score in the English TOLC-I test is less than **24/50** (sum of the sections of Mathematics, Logic, Sciences, Reading Comprehension).

**I HAVE AN OFA, HOW DO I CATCH UP ON IT?**

To catch up on an OFA, you **need to pass the OFA\_Matematica test** in one of the 4 available test sessions. The catch-up test, run by Cisia, will be based on 20 questions in basic mathematics; the OFA will be met with scores greater than or equal to 8.

Only students who are already enrolled can take part in the test.

The registration procedure and the test dates will be announced on the website of the Scuola di Ingegneria on the [www.ingegneria.unipd.it](http://www.ingegneria.unipd.it) page.

**N.B.:** Passing the OFA in *Matematica* shall be deemed preliminary and preparatory to taking the exams in *Analisi Matematica 1*, *Algebra Lineare and Geometria* (Calculus 1 and Linear Algebra for the Information Engineering curriculum)

If a student fails to catch up on an assigned OFA within the academic year 2022/2023, they **will not be able to continue their studies in the same Degree Course** or another similar Course, but may ask to be admitted on another Degree Course, in compliance with the procedures laid down in the relevant Course Regulations.

**3.3 Personalised test request (disability and SLDs)**

Candidates with disabilities or specific learning disorders (SLD) can, as part of the registration procedure on the CISIA portal ([point 3.1](#)), request an admission test with personalised media, attaching the following documentation:

- certificate pursuant to Law 104/1992 (the last one issued in chronological order);
- civil invalidity certificate (the last one issued in chronological order);
- certificate of SLD diagnosis issued no more than 3 years ago, or after the student's eighteenth birthday, by local health facilities or Bodies and professionals accredited with the regional health service;
- a copy of a valid form of identification;
- a declaration in lieu of affidavit in which the candidate declares that what is attested in the certificate has not been revoked, suspended or changed, using the forms available on the [www.unipd.it/accoglienza-prove-ingresso](http://www.unipd.it/accoglienza-prove-ingresso) page.

Based on the documentation presented, the test media will be evaluated, following a possible interview with dedicated personnel and with methods to be agreed upon. It is therefore advisable to contact the Student Services - Inclusion Office well in advance of the chosen test session, by sending an email to [inclusionone.studenti@unipd.it](mailto:inclusionone.studenti@unipd.it)

## 4. REGISTRATION AND PRE-ENROLMENT ON THE UNIWEB PORTAL

The pre-enrolment application can be completed by logging into the [www.uniweb.unipd.it](http://www.uniweb.unipd.it) portal

**by the deadline set by the selection process you are taking part in ([points 5.1, 5.2, 5.3, 5.4](#))**

### 4.1 Registration on the Uniweb portal

If you are logging into Uniweb for the first time, you must create a new user by clicking on [www.uniweb.unipd.it](http://www.uniweb.unipd.it) and on the → *Registration Menu* (if you already have a Uniweb profile but you have problems logging into it, follow the procedure on the [www.unipd.it/credenciales-uniweb](http://www.unipd.it/credenciales-uniweb) page). At the end of the registration process, you will receive an email with your username and activation code to log in to <https://uniweb.unipd.it/password/index.php/it/utenti/identifica/azione/a>, where you will be asked to set up three security questions and a password. With your username obtained and password set, you can log in to your private area.

**N.B.:** The personal email address included in your Uniweb profile is the communication channel via which any deadlines and instructions for accessing the course are provided. E-mails sent for this purpose count as an official communication.

### 4.2 Pre-enrolment

In order to pre-enrol, you need to log in to [www.uniweb.unipd.it](http://www.uniweb.unipd.it) and click on the items *Home* → *Pre-enrolment on limited access degree programmes* → *Type of degree programme "Degree Course"* → *Scuola di Ingegneria – First/Second/Third/fourth selection process - Bachelor's Degree Courses with limited access - TOLC-I* → and indicate the preference or preferences for the Degree Courses you are interested in ([points 5.1, 5.2, 5.3, 5.4](#)). Candidates who have taken the **English TOLC-I** test to access the Course in *Ingegneria dell'Informazione* must upload their CISIA certificate to the appropriate section for attachments to pre-enrolment applications.

**Contacts and assistance:** [www.unipd.it/immatricolazioni](http://www.unipd.it/immatricolazioni) and [www.unipd.it/callcentre](http://www.unipd.it/callcentre)

## 5. SELECTION PROCESSES: DEADLINES AND METHODS OF PARTICIPATION

### 5.1 First selection process

Candidates not yet in possession of the qualification can participate with reserve in the selection process by pre-enrolling and taking the TOLC-I test, with the obligation to update their grades and date of achieving their qualification in their own Uniweb reserved area **by 31 July 2022**.

Enrolment is conditional on obtaining a high school diploma.

Any extensions must be applied for by email to [immatricolazioni.studenti@unipd.it](mailto:immatricolazioni.studenti@unipd.it) by 31 July 2022.

To participate in the first selection process and enrol, it is necessary to:

1. **take the TOLC test** ([point 3](#)), required in the period **1 March 2021 – 31 March 2022**, achieving a score higher than or equal to **24/50**;
2. **pre-enrol** ([point 4](#)) in the period **15 March to 12.00 noon on 31 March 2022** by selecting **just one Degree Course** from those scheduled. After 31 March, the scores of the last TOLC-I test taken by pre-enrolled candidates will be acquired automatically;
3. **be admitted**: the rankings of the candidates who have been admitted and those who passed but have not been admitted will be published on the dates and on the pages indicated in the table below. Anyone who gets a score below 24/50 will be excluded from the rankings;
4. **enrol**: admitted candidates must apply for enrolment, change of course or transfer from another university ([point 6](#)) **by the dates indicated in the table below**:

Publication of ranking*	Deadline for enrolment, change of course and transfer from another university
Ranking: <b>07/04/2022</b> at <a href="http://www.unipd.it/ammissioni-ing-triennali-programmato">http://www.unipd.it/ammissioni-ing-triennali-programmato</a>	12.00 noon on <b>15/04/2022</b>

\*No reassignments are planned for this selection process.

**N.B.:** failure to meet the deadlines for enrolment, for the simultaneous payment of the first instalment and for updating the candidate's high school diploma is equivalent to renouncing their place, which will be offered again in subsequent selection processes or reassignments.

## 5.2 Second selection process

Candidates who were not admitted or were considered ineligible in first selection process will also be able to take part, but they will have to pre-enrol again.

Candidates not yet in possession of the qualification can participate with reserve in the selection process by pre-enrolling and taking the required TOLC test, with the obligation to update their grades and date of achieving their qualification in their own Uniweb reserved area by **31 July 2022**.

Enrolment is conditional on obtaining a high school diploma.

Any extensions must be applied for by email to [immatricolazioni.studenti@unipd.it](mailto:immatricolazioni.studenti@unipd.it) by 31 July 2022.

To participate in the second selection process and enrol, it is necessary to:

1. **take the required TOLC test** ([point 3](#)), in the period **1 March 2021 – 31 May 2022**, achieving a score higher than or equal to **24/50**;
2. **pre-enrol** ([point 4](#)) in the period **13 May to 12.00 noon on 31 May 2022** by selecting **just one Degree Course** from those scheduled. After 31 May, the scores of the last TOLC-I test taken by pre-enrolled candidates will be acquired automatically;
3. **be admitted**: the rankings of the candidates who have been admitted and those not admitted will be published on the dates and on the pages indicated in the table below. Anyone who gets a score below 24/50 will be excluded from the rankings;
4. **enrol**: admitted candidates must apply for enrolment, change of course or transfer from another university ([point 6](#)) **by the dates indicated in the table below**:

Publication of ranking*	Deadline for registration, change of course and transfer from another university
Ranking: <b>08/06/2022</b> at <a href="http://www.unipd.it/ammissioni-ing-triennali-programmato">http://www.unipd.it/ammissioni-ing-triennali-programmato</a>	12.00 noon on <b>15/06/2022</b>

\*No reassignments are planned for this selection process.

**N.B.:** failure to meet the deadlines for enrolment, for the simultaneous payment of the first instalment and for updating the candidate's high school diploma is equivalent to renouncing their place, which will be offered again in subsequent selection processes or reassignments.

### 5.3 Third selection process

Candidates who were not admitted or were considered ineligible in previous selection processes will also be able to take part, but they will have to pre-enrol again.

Candidates not yet in possession of the qualification can participate with reserve in the selection process by pre-enrolling and taking the required TOLC test, with the obligation to update their grades and date of achieving their qualification in their own Uniweb reserved area by **2 August 2022**.

Enrolment is conditional on obtaining a high school diploma.

Any extensions must be applied for by email to [immatricolazioni.studenti@unipd.it](mailto:immatricolazioni.studenti@unipd.it) by 2 August 2022.

To participate in the third selection process and enrol, it is necessary to:

1. **take the required TOLC test** ([point 3](#)), required in the period **1 March 2021 – 15 July 2022**, achieving a score higher than or equal to **24/50**;

2. **pre-enrol** ([point 4](#)) in the period **1 July 2022 to 12.00 noon on 15 July 2022** by selecting **just one Degree Course** from those scheduled. After 15 July, the scores of the last TOLC-I test taken by pre-enrolled candidates will be acquired automatically;
3. **be admitted**: the rankings of the candidates who have been admitted and those not admitted will be published on the dates and on the pages indicated in the table below. Anyone who gets a score below 24/50 will be excluded from the rankings;
4. **enrolment**: Admitted candidates must apply for enrolment, to change course or to transfer from another university ([point 6](#)) **by the dates indicated in the table below**:

Publication of ranking*	Deadline for registration, change of course and transfer from another university
Ranking: <b>26/07/2022</b> at <a href="http://www.unipd.it/ammissioni-ing-triennali-programmato">http://www.unipd.it/ammissioni-ing-triennali-programmato</a>	12.00 noon on <b>02/08/2022</b>

\*No reassignments are planned for this selection process.

**N.B.:** failure to meet the deadlines for enrolment, for the simultaneous payment of the first instalment and for updating the candidate's high school diploma is equivalent to renouncing their place, which will be offered again in subsequent selection processes or reassignments.

#### 5.4 Fourth selection process

The fourth selection process will be opened for:

- the summer selection process will be opened for admission to the 1st year, based on the subdivision of places indicated in the table at [point 2](#). Any places left vacant from the previous selection processes will be put up for competition in this selection process. The total number of places available will be announced by **23/08/2022** at <http://www.unipd.it/ammissioni-ing-triennali-programmato>.

Candidates who were not admitted or were considered ineligible in previous selection processes will also be able to take part in the fourth selection process, but they will have to pre-enrol again.

The total number of places available will be announced at <http://www.unipd.it/ammissioni-ing-triennali-programmato> before pre-enrolment opens;

- admission of non-EU citizens residing abroad

To participate in the fourth selection process and enrol, it is necessary to:

1. **take or have taken the required TOLC test** ([point 3](#)), in the period **1 March 2021 – 2 September 2022**; in this selection process, a **minimum score of 24/50** is required **only** for TOLC-I tests taken in **2021**;

2. **pre-enrol** ([point 4](#)) in the period **23 August – 12.00 noon on 2 September 2022** by selecting **up to two Degree Courses**<sup>3</sup> from those scheduled, in order of preference. After 2 September, the scores of the last TOLC-I test taken by the pre-enrolled candidates will be acquired automatically.
3. **be admitted**: the rankings of the candidates who have been admitted and those not admitted will be published on the dates and on the pages indicated in the table below;
4. **enrolment**: Admitted candidates must apply for enrolment, to change course or to transfer from another university ([point 6](#)) **by the dates indicated in the table below**:

Rankings and reassignment publication	Deadline for enrolment, change of course and transfer from another university
Ranking: <b>09/09/2022</b> at <a href="http://www.unipd.it/ammissioni-ing-triennali-programmato">http://www.unipd.it/ammissioni-ing-triennali-programmato</a>	12.00 noon on <b>13/09/2022</b>
First reassignment*: <b>15/9/2022</b> in the candidate's reserved area in Uniweb or at <a href="http://didattica.unipd.it/off/risultati/LT">http://didattica.unipd.it/off/risultati/LT</a> , by selecting the course of interest	12.00 noon on <b>19/9/2022</b>
Second reassignment*: <b>21/9/2022</b> in the candidate's reserved area in Uniweb or at <a href="http://didattica.unipd.it/off/risultati/LT">http://didattica.unipd.it/off/risultati/LT</a> , by selecting the course of interest	12.00 noon on <b>23/9/2022</b>

\* Reassignments are subject to the actual availability of places to be assigned in the course.

**N.B.:** failure to meet the deadlines for enrolment, for the simultaneous payment of the first instalment and for updating the candidate's high school diploma is equivalent to renouncing their place, which will be offered again in subsequent selection processes or reassignments.

If a candidate is successful in the course indicated as their first choice (priority 1), the second choice will be cancelled automatically.

**Please note that:**

- those admitted to their second-choice course and on completion of enrolment shall, nevertheless, keep the right to transfer to their first-choice course if they are admitted in subsequent reassignments; if they do not complete enrolment for their second-choice course, they shall keep the right to enrol on their first-choice course, only if they are admitted in subsequent searches through the ranking;
- Candidates not admitted to either of their chosen courses shall keep their position in the ranking and may be admitted in subsequent searches through the ranking.

<sup>3</sup> Excluding those who have taken **only** the English TOLC-I test and can therefore only be allowed entry to the course in Ingegneria dell'Informazione.

### 5.5 Clearing - fourth selection process

The clearing process consists in the candidate declaring an interest in participating in further searches for admission to the course.

Any vacant places will be published at [www.unipd.it/ammissioni-ing-triennali-programmato](http://www.unipd.it/ammissioni-ing-triennali-programmato) on **30/09/2022**.

Candidates who are in the **fourth selection process** ranking ([point 3.4](#)) and whose position in the ranking **has not been “cancelled”** can submit an application. A candidate’s position will be “cancelled” when the conditions and deadlines for enrolment are not complied with or if the candidate is admitted to a higher preference.

The procedure will also be activated if all the places are gone, as the situation may vary in subsequent assignments.

The application must be submitted **from 30/09/2022 and by 12:00 noon on 03/10/2022** through the candidate's own [Uniweb](#) reserved area by clicking on *Teaching* → Pre-enrolment with limited access.

**N.B.:** those who have not completed their clearing application by the scheduled dates will not be included in the post-clearing rankings.

The table below shows the dates of publication of the reassignments with their respective peremptory deadlines for enrolment, change of course or transfer from another university:

Publication of reassignments after clearing	Deadline for enrolment via web, change of course and transfer from another university
First assignment after clearing: <b>04/10/2022</b> in the candidate's reserved area in Uniweb or at <a href="http://didattica.unipd.it/off/risultati/LT">http://didattica.unipd.it/off/risultati/LT</a> , by selecting the course of interest	12:00 noon on <b>06/10/2022</b>
Second assignment after clearing: <b>07/10/2022</b> in the candidate's reserved area in Uniweb or at <a href="http://didattica.unipd.it/off/risultati/LT">http://didattica.unipd.it/off/risultati/LT</a> , by selecting the course of interest	12:00 noon on <b>10/10/2022</b>

**N.B.:** failure to meet the deadlines for enrolment, for the simultaneous payment of the first instalment and for updating the candidate's high school diploma is equivalent to renouncing their place, which will be offered again in subsequent selection processes or reassignments.

## 6. ENROLMENT, CHANGE OF COURSE, TRANSFER FROM ANOTHER UNIVERSITY

### 6.1 Deadlines, procedures and useful links

In order to enrol, change course or transfer from another University, candidates must:

1. **have pre-enrolled** ([point 4](#)) by the deadline set by the **selection process** the student is taking part in ([points 5.1, 5.2, 5.3, 5.4](#));
2. **have taken the TOLC-I test** ([point 3](#)) by the deadlines set by the selection process the student is taking part in ([points 5.1, 5.2, 5.3, 5.4](#)) and **have been admitted** to the merit rankings or subsequent reassignments or clearing.

The application to enrol, change course or transfer from another university must be submitted

**on the dates specified in the selection process the student is taking part in** ([points 5.1, 5.2, 5.3, 5.4](#))

The procedures for **years subsequent to the first following the recognition of credits** are indicated in [point 7](#).

- **Enrolment:** log on to [www.uniweb.unipd.it](http://www.uniweb.unipd.it) and click on the items Home → Enrolment → Course Type “Degree Course” indicating the final preference. **Enrolment is conditional** on obtaining a **high school diploma**: candidates not yet in possession of the qualification can take part in the selection processes, with reserve, by pre-enrolling and taking the required TOLC test, with the obligation to update their grades and date of achieving their qualification in their own Uniweb reserved area by the dates scheduled for the selection process they take part in ([points 5.1, 5.2, 5.3, 5.4](#));
- **change of course:** follow the instructions for courses with limited access published at [www.unipd.it/cambi-corso-ordinamento](http://www.unipd.it/cambi-corso-ordinamento);
- **transfer from another University:** follow the instructions for the courses with limited access published on the [www.unipd.it/trasferirsi-altro-ateneo](http://www.unipd.it/trasferirsi-altro-ateneo) page;
- Simultaneous enrolment on multiple courses – request for incompatibility: follow the instructions given in the following document: <https://www.unipd.it/node/78294>

Further information on registration/enrolment procedures for the courses and other cases can be found

- for the first, second and third selection processes: <https://www.unipd.it/node/85792>
- for the fourth selection process: <https://www.unipd.it/node/59918>

All final registration procedures for the course will be effective only after completion by the Student Career Office - Enrolment Sector.

**N.B.:** failure to comply with the deadlines and terms of the procedures indicated, with the simultaneous payment of the first instalment and with updating the candidate's high school diploma is equivalent to renouncing their place, which will be offered again in subsequent selection processes or reassignments.

**Contacts and assistance:** [www.unipd.it/immatricolazioni](http://www.unipd.it/immatricolazioni) and [www.unipd.it/callcentre](http://www.unipd.it/callcentre)

## 6.2 Student fees and benefits

For new enrolments, the amount of the first instalment of the university fee, for the academic year 2022/2023, is equal to **192.00 euros** (of which: 176.00 euros regional tax for the right to university study and 16.00 euros stamp duty). Students with a disability between 66% and 100% or with certification pursuant to Italian Law no. 104 (Article 3, paragraph 1), are entitled to a total exemption, which only entails the payment of the stamp duty, of 16.00 euro.

Further information on instalments, payments and scholarships can be found at [www.unipd.it/contribuzione-benefici](http://www.unipd.it/contribuzione-benefici).

## 7. RECOGNITION OF PRIOR CREDITS AND UNIVERSITY CAREER SHORTENING

### 7.1 Recognition of credits

For recognition of the credits you have already acquired and to have your university career shortened, you must submit a specific prior assessment application. Procedures and deadlines (June – July 2022) will be published at [www.unipd.it/domanda-valutazione](http://www.unipd.it/domanda-valutazione).

The appointed committee will issue a decision containing:

1. a list of educational activities/credits recognised;
2. proposed year of admission;
3. the requirement, if needed, to take the TOLC test and take part in the selection processes for admission to the 1st year of the course. In this case, the candidate must register for a TOLC test, if he/she does not already hold a valid TOLC, pre-enrol and be admitted to the ranking as indicated in [points 5.1, 5.2, 5.3, 5.4](#).

The instructions on how to complete the procedure will be published on the same page.

**N.B.:** Candidates who wish to apply for recognition of credits, in order to ensure entry in the first year, can take part in the first three selection processes even if these take place before candidates can apply for recognition of credits; any credit recognitions resulting from a decision will in any case be validated and included in their university career.

### 7.1 Candidates eligible for entry to the 2nd or 3rd year

If the number of eligible candidates<sup>4</sup> for entry to the 2nd or 3rd year exceeds the number of available places, **only those candidates with “admitted” status can enrol in the 2nd or 3rd year**<sup>5</sup>. Eligible candidates who do not have the “admitted” status will only be able to enrol for the 1st year, by taking part in the selection processes indicated in [points 5.1, 5.2, 5.3, 5.4](#) and being admitted to the ranking. After receiving the credit recognition decision and achieving “admitted” status in any rankings for entry to years subsequent to the first year, the deadlines for completing the procedures for being admitted to the courses are as follows:

- enrolment: from 18 July to 30 September 2022;
- incoming transfer: from 18 July to 30 September 2022;
- change of course: from 1 to 30 September 2022.

## 8. FOREIGN AND ITALIAN STUDENTS IN POSSESSION OF A FOREIGN QUALIFICATION

Students holding a foreign qualification are admitted according to the provisions of the Ministry of University and Research, available at [www.mur.gov.it](http://www.mur.gov.it) - University - Foreign Students, after passing the required tests and submitting the necessary documentation. For further information, please contact the Admissions and Welcome Department of the Global Engagement Office, e-mail [international.admission@unipd.it](mailto:international.admission@unipd.it).

### 8.1 Registration procedure for EU or non-EU candidates residing in Italy

Citizens of Norway, Iceland, Liechtenstein, Switzerland and the Republic of San Marino shall be treated as Community nationals. Non-EU candidates residing in Italy will be admitted subject to verification of their residence permit. In order to participate in the selection process, applicants are required to:

<sup>4</sup> A candidate is eligible if the commission's decision proposes their entry to the 2nd or 3rd year.

<sup>5</sup> A candidate has the “admitted” status if, in addition to being eligible, he/she is suitably placed in the ranking.

1. **pre-enrol** in the [www.uniweb.unipd.it/](http://www.uniweb.unipd.it/) portal according to the methods and schedules indicated in this notice ([point 4](#));
2. take the **entrance test** according to the procedures and schedules indicated in this notice ([point 3](#)); The English TOLC-I test is also considered valid for the Degree Course in Ingegneria dell'Informazione;
3. upload the documentation necessary to **check their foreign entrance qualification** and for the possible inclusion of their diploma grades in the rankings via the portal [apply.unipd.it/](http://apply.unipd.it/) according to the methods specified at [www.unipd.it/studiare-italiano- come-fare-domanda](http://www.unipd.it/studiare-italiano- come-fare-domanda). The application must be sent between **2 June and by 12:00 noon - local time - (GMT + 1) on 2 September 2022**

Failure to submit documentation, the submission of incomplete documentation or of an unsuitable qualification does not allow the competent offices to complete your enrolment.

Candidates are exempt from the Italian language test pursuant to Italian Legislative Decree No. 286/98, Article 39, paragraph 5, as amended.

In order to ensure a regular start to teaching, all international students must be duly enrolled and provided with all the necessary documents by 31 October 2022.

Eligible candidates wishing to enrol must:

1. submit the application for online enrolment in the [www.uniweb.unipd.it](http://www.uniweb.unipd.it) portal and make payment of the first instalment according to the procedures and terms indicated in this notice ([point 6](#));
2. have the Admissions and Welcome department of the Global Engagement Office view the planned original documentation, according to the methods that will be indicated on the [www.unipd.it/studiare-italiano-immatricolarsi](http://www.unipd.it/studiare-italiano-immatricolarsi) page.

## 8.2 Registration procedure for non-EU candidates residing abroad:

In order to participate in the selection process, applicants are required to:

1. **pre-register in the University portal** [www.universitaly.it/index.php/dashboard](http://www.universitaly.it/index.php/dashboard), indicating the University of Padua (*Università degli Studi di Padova*) and the course of study you are interested in. Pre-registration is necessary to apply for a study visa at the Italian diplomatic representation in your country of residence;
2. take the **entrance test** according to the methods and schedules indicated in this notice ([point 3](#));
3. upload the documentation necessary to **check their foreign entrance qualification** and for the possible inclusion of their diploma grades in the rankings via the portal [apply.unipd.it/](http://apply.unipd.it/) according to the methods specified on the [www.unipd.it/studiare-italiano- come-fare-domanda](http://www.unipd.it/studiare-italiano- come-fare-domanda) page. The application must be sent **between 2 June and by 12:00 - local time - (GMT + 1) on 2 September 2022**.

4. demonstrate that they have a **knowledge of Italian at B2 level by 30 September 2022**; the test on the knowledge of Italian - not required in the cases indicated in the ministerial guidelines [www.studiare-in-italia.it/studentistranieri/](http://www.studiare-in-italia.it/studentistranieri/) - will be held according to the procedures indicated via the link [www.unipd.it/prova-conoscenza-lingua-italiana](http://www.unipd.it/prova-conoscenza-lingua-italiana).

Failure to submit documentation, the submission of incomplete documentation or of an unsuitable qualification does not allow the offices to complete your enrolment.

In order to ensure a regular start to teaching, all international students must be duly enrolled and provided with all the necessary documents by 31 October 2022.

Eligible candidates wishing to enrol:

1. will receive instructions on accepting their place and payment of the first instalment via the [apply.unipd.it](http://apply.unipd.it) portal;
2. on arrival in Italy, they will have to have the Admissions and Welcome department of the Global Engagement Office view the planned original documentation, according to the methods that will be indicated on the [www.unipd.it/studiare-italiano-immatricolarsi](http://www.unipd.it/studiare-italiano-immatricolarsi) page.

## 9. PERSON RESPONSIBLE FOR THE PROCEDURE, PERSONAL DATA, NOTES AND WARNINGS

- 1) Pursuant to Article 4 of Law 241 of 7 August 1990 (New rules on administrative procedures and right of access to administrative documents) and subsequent amendments, the Director of the Student Career Office, Dr Maria Chiara Ferraresi shall be appointed as the person responsible for the administrative access procedure.
- 2) Candidates have the right to exercise their right of access to the application documents according to the provisions of Decree of the President of the Republic no. 184 of 12 April 2006 (Regulation governing access to administrative documents pursuant to Chapter V of Law 241/90). The application for access to documents must be submitted to the University of Padua. The University involves CISIA, which will process such requests in accordance with the provisions of the Regulations for use of TOLC by students available at the [www.cisiaonline.it/area-tematica-tolc-cisia/regolamenti](http://www.cisiaonline.it/area-tematica-tolc-cisia/regolamenti) page and the TOLC Regulations for participating university campuses, in compliance with current legislation. Person Responsible for the Procedure for Accessing Documents: Director of the Student Career Office, Dr. Maria Chiara Ferraresi.
- 3) Current legislation on declarations: in the event that the documentation submitted by the candidate contains false or untrue declarations, without prejudice to the penalties provided for by the Italian Criminal Code and the special laws on this matter (Articles 75 and 76 of Italian

Presidential Decree 445/2000), the candidate's enrolment shall cease ex-officio. The University will recover any benefits granted (e.g. scholarships) and will not reimburse the fees paid. Finally, a false declaration will entail exposure to an action for damages brought by the counterparties.

Personal data provided by candidates, collected for the purposes set out in this Notice, is processed in compliance with the provisions of EU Regulation no. 679 of 27.04.2016 (General Data Protection Regulation, GDPR), and the policy available on the <https://www.unipd.it/informativa-studenti> page. Further general information on the current regulations for admission can be found at [www.unipd.it/avvisi-ammissione-corsi](http://www.unipd.it/avvisi-ammissione-corsi).

Data processing by CISIA will be carried out according to the provisions of the "Regulations for the use of TOLC by users" available on the [www.cisiaonline.it/area-tematica-tolc-cisia/regolamenti/](http://www.cisiaonline.it/area-tematica-tolc-cisia/regolamenti/) page.

Any changes or additions to the content of this Admission Notice will be:

- published in the official register of the University;
- announced on the University's web pages, at [www.unipd.it/avvisi-ammissione-corsi](http://www.unipd.it/avvisi-ammissione-corsi)

For anything not specified in this Admission Notice, reference should be made to current legislation.

Padua, 14 February 2022

THE RECTOR

Prof. Daniela Mapelli

*digitally signed pursuant to d.lgs. (Italian Legislative Decree) no. 82/2005*