



STUDENT FEES AND TAXES NOTICE

2023/2024 academic year
Bachelor's, Master's, PhD degree courses

[English version of the Italian "AVVISO TASSE E CONTRIBUTI STUDENTESCHI 2023/2024" which is the only authoritative text]

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Article 1 - Tuition Fees and taxes

- 1. Tax and Fees items**
For each year of enrolment, stamp duty (€16.00), the regional tax and the all-inclusive fee (as well as any additional fee for extra services on request or late payment fee) are due, as laid down in sections below and on art. 7.
- 2. All-inclusive fee for student residing in Italy and enrolled in Bachelor's or Master's degree courses**
Students fulfilling both of the following requirements:
 - a) Enrolment at this University for a number of years less or equal to the normal duration of their course of study plus one academic year;
 - b) Enrolment in the 2nd year having achieved at least 10 university credits (CFU) by August 10, of the 1st year of enrolment or
in case of enrolment in an academic year after the 2nd year having acquired at least 25 CFU in the twelve months prior to August 10, preceding the respective enrolment
(For students enrolling in the 1st year, **a**) is the only requirement)

pay the all-inclusive fee calculated as follows:

(Table A)

ISEE* for University in Euros	All-inclusive fee in Euros
from 0,00 to 26,500.00	0,00
from 26.500,01 to 70.000,00	$348,50 + 0,051 \times (\text{ISEE for University} - 26.500,00)$
over 70.000,00	2.567,00

Students *not fulfilling* the requirements indicated in points a) and b), pay the all-inclusive fee calculated as follows:

(Table B)

ISEE* for University in Euros	All-inclusive fee in Euros
from 0,00 to 26.500,00	200,00
from 26.500,01 to 30.000,00	$460,35 + 0,0341 \times (\text{ISEE for University} - 26.500,00)$
from 30.000,01 to 70.000,00	$579,70 + 0,0561 \times (\text{ISEE for University} - 30.000,00)$
over 70.000,00	2.823,70

*ISEE = Indicator of the Equivalent Economic Situation

The all-inclusive fee should be rounded to 5 euros.

3. Students with a specific learning disorder (DSA and BES)

The increase in the all-inclusive fee, provided for in table B of this article, will not be applied to students with a specific learning disorder (DSA and BES), even if they do not meet the requirements set out in article 1, points 2a and 2b.

To benefit from this exemption, the DSA or BES student must submit to the Disability and BES Services at disabili.dsa@units.it a DSA and BES students application for exemption from the surcharge, that can be downloaded at <https://web.units.it/page/it/dsdi/dsa/node/304>, attaching the DSA diagnostic certification (Law n.170/2010).

4. All-inclusive fee for students residing outside Italy and enrolled in Bachelor's courses or Master's degree courses

Students residing outside Italy pay € 300,00 all-inclusive fee, plus stamp duty and regional tax.

Should students residing abroad fail to meet the requirements of section 2 above, the all-inclusive fee is increased by 10% and cannot be less than € 200,00, even if the student is entitled to exemptions or partial reductions.

5. All-inclusive fee for students enrolled in PhD courses

Doctoral students holding a doctoral grant pay € 300.00 all-inclusive fee (also for any "attendance recovery period" to be carried out at the end of the cycle) plus stamp duty and regional tax.

Students who do not receive a doctoral grant or who have definitively renounced their doctoral grant in the previous academic year do not pay the all-inclusive fee.

Students on a joint supervision programme who pay their fees at the Partner university, are exempt from all payments except stamp duty and regional tax unless where the agreement between the universities provides for different rules.

6. Regional tax

- Students residing in Italy and enrolled in a Bachelor's or Master's degree course, pay the regional tax of:
 - € 120,00 if they hold an ISEE for University up to € 26.306,25;
 - € 140,00 if they hold an ISEE for University more than € 26.306,25 and up to € 52.616,50;
 - € 160,00 if they hold an ISEE for University exceeding € 52.616,50, or do not obtain an ISEE for University are excluded from the calculation of fees and taxes based on the ISEE for University;
- Students residing outside Italy and enrolled in a Bachelor's or Master's degree courses pay the regional tax of € 160,00;
- Students enrolled in doctoral courses pay the regional tax of € 160,00.
- Students with a simultaneous enrolment in Friuli Venezia Giulia pay the regional tax only on their first career.
- Students who, after enrolling, give up in the same academic year to enrol a second time within the University, do not have to pay the regional tax already paid on the first enrolment.

Article 2 - ISEE for University

1. Deadlines and application procedure

To avoid having to pay the regional tax and the all-inclusive fee in their highest amount, students residing in Italy and enrolling in a Bachelor's or Master's degree course for the 2023/2024 a.y. by December 31, 2023 (the date of payment of the 1st instalment applies, even if it consists only of stamp duty) **must obtain the 2023 ISEE for University** (ISEE per l'Università) **by December 31, 2023**.

WARNING

For students who pay their first instalment in 2023, it will not be possible to acquire the ISEE 2024 for University to recalculate fees on the basis of that ISEE even by paying a late payment fee.

Students enrolling for the 2023/2024 a.y. (evidence is the payment of the 1st instalment, even if only the duty stamp) **from the 1st January 2024** must obtain the **2024 ISEE for University** by **May 30, 2024**.

WARNING

Failure to obtain the ISEE for University 2024 by this deadline will result in the impossibility to recalculate fees on the basis of that ISEE even by paying a late payment fee. For these students, the ISEE for the University 2023 will not be taken into consideration under any circumstances.

The **ISEE** must be **valid for university** and must be applicable to benefits provided for the right to higher education studies for the enrolling student (this is the only document that can be acquired for the recalculation and reduction of fees: ISEE applicable to benefits for the right to university study of other family members, ordinary ISEE even if of the same value as the ISEE for University, ISEE Equivalent -ISEE *parificati*, or different declarations/self-certifications cannot be accepted).

You can apply for the ISEE for University to any CAF or obtain it directly from the INPS website.

For students holding a residence permit for Italy issued on humanitarian grounds, for subsidiary protection or refugee status, and for stateless students, the ISEE for University is based only on income and assets generated in Italy.

2. Significant change in overall income

If you already hold a valid ISEE (see “*ADVICE*” in Annex to this Notice), you can apply for an ISEE referring to a more recent period called “**ISEE Corrente**” (Current ISEE). The *ISEE Corrente* will be issued only if the change in employment of one or more members of the family unit results in a change in the overall income situation of the family of more than 25% compared to the ISEE calculated in the ordinary way or in other specific cases governed by the regulations (information at CAF). You can apply for an *ISEE Corrente* also for the ISEE for University. The *ISEE Corrente* application must be signed by 30 May 2024 both by students enrolling in the 2023/2024 academic year in 2023 **with an ordinary ISEE already submitted by December 31, 2023**, and by students enrolling from January 1st, 2024.

Students must send to tasse.studenti@amm.units.it (using their institutional email address) a certificate of their *ISEE Corrente* for University to have their fees recalculated on the basis of this ISEE.

(Remark: *e-mail* notification is required ONLY if the *ISEE Corrente* is obtained, while the normal ISEE for University must NOT be reported by email).

3. Access to ISEE data

During enrolment *online* or, for those already enrolled, when accessing their Esse3 page, students will be asked to allow/refuse the University authorisation to access INPS databases to download ISEE/DSU data.

4. Exclusion from calculation of the regional tax and all-inclusive fee based on the ISEE for University

The following categories are excluded from the calculation of the regional tax and all-inclusive fee based on the ISEE for University and therefore pay the maximum fees and taxes:

- a. students residing in Italy and enrolled in a Bachelor's or Master's degree course who do not comply with one or more of the provisions of paragraph 1. of this Article, with regard to the characteristics of the ISEE-U and to the application deadlines that cannot be exceeded even by paying a late payment fee;
- b. students subject to disciplinary measures for the academic year when the sanction was applied, limited to the most serious misconducts, entailing exclusion from one or more examinations and placement on temporary academic suspension;
- c. students who enrol under particular agreements.

Article 3 - Instalments and deadlines for payment

Payment of the 1st instalment (even if it consists only of stamp duty) constitutes proof of intention to register and/or enrol for the 2023/2024 a.y.

1. Bachelor's or Master's degree courses

There are from one to three instalments as the result of the ISEE for university and other conditions for exemption or reduction.

The 1st instalment includes the stamp duty, the minimum regional tax and part of the all-inclusive fee. It must be paid by **October 5, 2023**, or by the deadline established for enrolment in your Course of Study (check the dates on the dedicated page of your Course of Study and the relevant Admission Notices).

The amount of the 1st instalment for students applying for enrolment is the following:

- a. € 250,00 both for students residing in Italy and those residing abroad;
- b. from € 136.00 to € 590,00 if the ISEE for the University, already acquired by the University for the 2022/2023 a.y., sets out a total amount of fees and contributions on account of up to € 590,00;
- c. € 16,00 with particular exemptions (see Art. 4).

The 1st instalment for students residing in Italy that are renewing their enrolment for years after the first one may vary from €136.00 to € 590.00 if the ISEE for the University, already acquired by the University for the 2022/2023 a.y., establishes a total amount of fees and contributions on account not exceeding € 590,00. The 1st instalment for students residing outside Italy that are renewing their enrolment for years after the 1st one may vary from €436.00 to €466.00 (see Art.1.4).

Students who submit their application for graduation in Esse3 for the fall or extraordinary session of the 2022/2023 a.y., and fail to graduate, may pay the 1st instalment, without penalties, by March 30, 2024 (and in any case within 30 days from the date of the graduation application withdrawal), instead of October 5, 2023. Students who graduate in one of the sessions of the 2022/2023 academic year and have erroneously paid the 1st instalment of the 2023/2024 a.y. will be refunded upon notification by the Student Career's Office.

Students who, after having enrolled by the established deadlines in degree courses at the University of Trieste for the 2023/2024 a.y. result as winners in courses with national rankings and are assigned to another University, after completing their enrolment at that University, may ask this University for a refund of the 1st instalment paid for enrolment.

The 2nd instalment includes any outstanding balance of the 1st instalment, 50% of the outstanding all-inclusive fee, any integration of the regional tax and any additional fees, and is to be paid by 30 March 2024.

The amount of the 3rd instalment corresponds to the outstanding balance of the two first instalments and must be paid by **May 30, 2024**.

2. PhD courses

The 1st instalment, amounting to € 176,00 includes the stamp duty and the regional tax and must be paid by all doctoral students within the enrolment/registration deadline.

The 2nd instalment, amounting to € 300,00, must be paid by **April 29, 2024** by PhD scholarship recipients only. Doctoral students who confirm that they are not grant recipients and students on a joint-supervision (see Article 4 point 5) will automatically be refunded any amounts already paid.

Article 4 - Exemptions and reductions

Students are in any case required to pay stamp duty (€ 16,00) for each year of enrolment.

1. Full exemptions

a) *Eligible students or winners of grants awarded by ARDiS (Regional Agency for the Right to Education) for the 2023/2024 academic year*: full exemption from the regional tax and all-inclusive fee. Students who were recipients or eligible in academic year 2022/2023 are exempt from payment of the 1st instalment for 2023/2024 a.y., except for the stamp duty.

If the ARDiS grant is not awarded/confirmed for 2023/2024 a.y., the student will be required to pay the remaining amount of the 1st instalment as soon as ARDiS issues the ranking list to the University. The 1st instalment integrative amount will be invoiced with the 2nd instalment.

Students who are eligible or beneficiaries of scholarships for the 2023/2024 a.y. will be automatically refund by the University of the amount paid as 1st instalment, except for stamp duty. The refund of the regional tax will follow only after ARDiS verification of the achievement of the credits necessary to maintain the grant.

In case of withdrawal or renunciation of the grant, the student will have to pay the regional tax and all-inclusive fee and taxes for 2023/2024 a.y. according to his/her ISEE for the University.

b) *Students with disabilities recognized by the National Health Service (S.S.N.) Boards between 66% and 100% or with recognized handicap in accordance with Article 3 of Law No. 104 of February 5,1992*: full exemption from the regional tax and the all-inclusive fee.

These students can enrol by paying only the stamp duty provided they have already submitted the exemption application available on <http://web.units.it/page/it/dsdi/gen/studenti-disabili-dsa/>. Students who have been granted a disability exemption in the 2022/2023 a.y. must reapply only if the certification issued by the competent medical board has either expired or not been updated.

c) *Foreign students receiving an annual grant from the Italian Government*: full exemption from all-inclusive fee. Students are required to pay the 1st instalment that will be automatically reimbursed (except for the stamp duty and regional tax, which are due) after the conditions have been verified. Students enrolled in Bachelor's or Master's degree courses will also be exempt from payment of the fee to enrol on any individual course. Application must be submitted by December 20, 2023 using the form at <https://www.units.it/futuri-studenti/tasse-e-agevolazioni/tasse-contributi-e-esoneri>. Application cannot be submitted after the deadline, even if by paying a late payment fee.

d) *Students who are forced to interrupt a Bachelor's or Master's degree course due to severe and prolonged illnesses duly certified*: full exemption from the regional tax and all-inclusive fee for the period of interruption. Students benefiting from this exemption are not allowed to carry out any career activity during the academic years of interruption.

2. Partial exemptions and reductions

- a) *Students who are children of recipients of disability pensions or civilian invalids who have suffered a reduction of more than two-thirds in their working capacity similarly to the exemptions provided for orphans of war, civilian blind, amputees and invalids of war, work or service and their children pursuant to Article 30 of Law 118/1971*: exemption from the all-inclusive fee.
- b) *Students with disabilities recognized by the National Health Service (S.S.N.) Boards between 45% and 65%*: reduction of 50% of the all-inclusive fee due. To apply for exemption, follow the procedures and deadlines laid down in paragraph 1 section b) of this Article.
- c) *Foreign students from developing countries*, the list of which is updated annually by ministerial decree: reduction of the all-inclusive fee up to the amount foreseen for an ISEE for University covered by the no tax area for students of Bachelor's or Master's degree courses, and exemption from the all-inclusive fee for students on doctoral courses. Application must be submitted by December 20, 2023 using the form available at <https://www.units.it/futuri-studenti/tasse-e-agevolazioni/tasse-contributi-e-esoneri>. This deadline may not be exceeded, even by paying a late payment fee.
- d) *Students who are parents of children under two years of age at the time of enrolment for the 2023/2024 academic year*: reduction of € 300,00 in the all-inclusive fee for students of Bachelor's or Master's degree courses, and of € 150,00 for doctoral students. If both parents are students at this University, the reduction may be requested by only one of them. The reduction may not, in any case, exceed the amount of the all-inclusive fee originally due by the student. The application must be submitted within 30 days after enrolment (payment of the 1st instalment even if it consists only of the stamp duty) using the form available at <https://www.units.it/futuri-studenti/tasse-e-agevolazioni/tasse-contributi-e-esoneri>. Application cannot be submitted after that deadline even by paying a late payment fee.
- e) *Students who are simultaneously enrolled with other family members, belonging to the same family unit for ISEE for the University purposes in Bachelor's or Master's degree courses*: reduction of the all-inclusive fee by € 100,00. Students must have maintained concurrent enrolment for the entire academic year and, if residing in Italy, taxes and the all-inclusive fee must have been calculated on the basis of the ISEE for University. In any case, the reduction cannot exceed the amount of the all-inclusive fee originally due from the student. The reduction is automatically applied to all student residing in Italy. Students residing outside Italy must, instead, submit their application by December 20, 2023 using the form available on <https://www.units.it/futuri-studenti/tasse-e-agevolazioni/tasse-contributi-e-esoneri>. Application cannot be submitted after that deadline even by paying a late payment fee.
- f) *Bachelor's and Master's degree students who are enrolled as part-time students (either in the correct year of study or repeating a year)*: reduction of the all-inclusive fee of € 120,00 if they opt for a 40 CFU part-time course or of € 180,00 if they opt for a 30 CFU part-time course. Part-time enrolment is subject to the approval of the teaching structures, which must specify the courses for which this enrolment will be allowed. The part-time enrolment form can be found at the address [Iscriversi ad anni successivi e Part time | Università degli studi di Trieste \(units.it\)](https://www.units.it/iscritti-ad-anni-successivi-e-part-time) and must be sent by email to the Students Career's secretariat of your course of study by December 20, 2023. The reduction for part-time study cannot be cumulated with any other exemptions or benefits and the student cannot participate in the selection for 175 hours Student's collaboration.
- g) *Bachelor's and Master's degree students recognized meritorious students on the basis of the provisions of the Annex to the present Notice*: reduction of the all-inclusive fee equal to € 450,00 (1st merit band), € 300,00 (2nd merit band) or € 150,00 (3rd merit band). These reductions may be applied up to the amount of the all-inclusive contribution due.
- h) *Students who are civil servants*: on the basis of the Memorandum with the Ministry of Education (Art. 6 and 11: "PA 110 e LODE"), besides the regional tax for the right to study which is calculated as usual, the all-inclusive single fee to be paid by civil servant students (enrolling under the Memorandum) is a fixed amount of € 250,00 regardless of ISEE-U; civil servants can opt for "a course of study with between 18 and 45 credits instead of the 60 credits/year required". In these cases, they may benefit from a reduction in tuition fees according to the following scheme
- 1st and 2nd part-time years: 90% of all-inclusive fee due;
 - 3rd part-time year: 80% of all-inclusive fee due;
 - part-time years after the 3rd one: 60% of all-inclusive fee due.
- Students under the Memorandum may also benefit only from the exemptions and reductions related to the Right to Study regulations (Art. 4 section 1b and 4 section 2b).
- i) *Students who are University of Trieste employees*: notwithstanding the regional fee for the right to study determined as usual, the amount of the all-inclusive fee is a flat rate of € 250,00 regardless of ISEE in the case of 1st enrolment on a Bachelor's or Master's degree course, and subject to the University's Welfare rules for following enrolments.

- j) *International students*: they benefit from the exemption from the all-inclusive fee if they have a residence permit for political asylum and subsidiary protection. The same benefit is granted to holders of special protection (pursuant to Italian Law No. 132/2018, Legislative Decree No. 130/2020, converted into Law No. 173/2022, which reworded Article 19 of the Consolidated Immigration Act (TUI) and subsequent modifications).
- k) *Foreign students not yet holding an entry visa for Italy* pay only € 16,00 stamp duty as a temporary pre-exemption when they apply for registration. The difference will be invoiced when they obtain their visa for Italy.

Article 5 - Resuming studies after interruption (Bachelor's or Master's degree courses)

1. Resuming studies after an interruption of one academic year

To resume studies *after only one academic year* of interruption, the student must submit a late enrolment application in the year of interruption, paying a late payment fee in addition to the amount of taxes and expected all-inclusive fee (calculated on the basis of the ISEE for University if obtained by the deadline set out in the Fee Notice for the academic year of interruption).

2. Resuming studies after an interruption of two or more consecutive academic years

To resume studies *after at least two consecutive academic years* of interruption, the student must pay re-enrolment fee for each year of interruption, as well as the taxes and all-inclusive fee for the academic year of resumption of studies.

In the academic years of interruption, students cannot carry out any career activity. Otherwise, students will be required to submit a late enrolment application in the last year of interruption, paying a late payment fee in addition to the amount of taxes and expected all-inclusive fee (calculated on the basis of the ISEE for University if the student obtained the determination of taxes and all-inclusive fee for that year of interruption).

Application for enrolment after an interruption of two or more academic years must be submitted to the Student Careers Office **by September 22, 2023**.

3. Resuming studies after an interruption due to severe and prolonged infirmity

To resume studies after an interruption due to severe and prolonged infirmity, see Article 4 point 1, letter d).

Article 6 - Suspension/deferment of attendance (PhD courses)

1. Suspension/deferment of attendance

Students who suspend attendance of doctoral courses for one of the reasons provided for in Article 20 of the University Regulations on Doctoral Studies (*Regolamento di Ateneo in materia di Dottorato di ricerca - DR 261/2022 of March 30, 2022*) <https://web.units.it/normativa/regolamenti/articolo-44574/art-20-sospensione-studi>), are required to pay the prescribed tax and fees.

If the periods of suspension within the academic year exceed six months, the student is required to re-enroll in the same year as a repeating student.

2. Maximum period of suspension/deferment of attendance

Notwithstanding the provisions on maternity protection, periods of suspension may not cumulatively exceed 12 months.

Article 7 - Late payment fee, additional fees for extra services on request and other contributions

Fee for late payments or applications / documentation up to 30 days	€ 30,00	Fee for admission examination to Bachelor and Master courses (<i>see specific admission Calls</i>)	From € 30,00
Fee for late payments or applications / documentation between 31 and 45 days	€ 60,00	Fee for admission to PhD tests	€ 30,00
Fee for late payments or applications / documentation exceeding 45 days	€ 100,00	Degree certificate duplicate + virtual stamp duty	€ 46,00
Re-enrolment fee	€ 200,00	Fee for checking the academic requirements for recognition of the foreign qualification	€ 150,00
Incoming transfer fee (from another University)	€ 100,00	Full recognition of the foreign qualification fee	€ 400,00
Outgoing transfer fee (to another University) + virtual stamp duty	€ 116,00	Single course fee (<i>for each CFU, 36 max</i>) <i>PhD students of the University of Trieste (when the PhD course is included in the training project) and SISSA and pre-registered students for the Master's degree are not subject to this payment</i>	€ 40,00
Fee for changing course with request of recognition of examinations taken	€ 60,00	Previous career assessment fee	€ 150,00
Fee for changing course without request to recognize examinations taken or with pre-defined recognition by the teaching department	€ 30,00	Fee for resumption of studies after withdrawal/decadence, regularization for students enrolled up to 2022/2023	€ 50,00
Fee for examinations/tests related to the assessment of adequate initial or personal preparation	€ 30,00		

Fee for resumption of studies after withdrawal/decadence, regularization of all years in which the student was not registered	€ 500,00
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Article 8 - Checks, inquiries, and false statements

1. Checks and inquiries

The University reserves the right to carry out checks on the truthfulness of the self-certifications produced by students, including sample checks and verification of the ISEE declarations. To this end, in addition to asking the student for any information deemed necessary and carry out all appropriate inquiries to the relevant bodies and administrations.

2. False statements

Should the investigations reveal any untruthful declarations or false documents or documents containing false data, the Legal Authorities shall be informed and a fine usually equal to three times the unlawfully obtained benefit shall be applied. In any case, the fine cannot be less than € 300,00 or cannot exceed the difference between the maximum fee increased by € 300,00 and the amount already paid.

Article 9 - Access to documents, Data processing, Officer responsible for the administrative procedure

1. Provision, purposes and storage of personal data

Pursuant to art. 13 of EU Regulation 2016/679, Università degli Studi di Trieste will process, store and archive the personal data provided by students, also using electronic means, for the purposes of this Notice. Providing such data is mandatory for the aforementioned purposes.

2. Data Controller and recipients of personal data

The Data Controller is Università degli Studi di Trieste, with registered office in Trieste, Piazzale Europa 1. The data processed for the above described purposes will be communicated or will in any case be accessible to the staff and the co-workers of the competent offices of the University, who are, for this purpose, adequately instructed by the Data Controller.

The University may also share the personal data it holds with other public administrations if they are required to process the same data for any procedures for which they are responsible as well as with all those public bodies to which, if such conditions are met, disclosure is compulsory under Community provisions, laws or regulations.

Personal data collected by the University are handled and stored as hard copy and on servers within the University and/or on external servers of suppliers of some services necessary for technical-administrative handling. For the sole purpose of the requested service, these suppliers may be given access to the personal data of the people concerned and will be duly appointed as Data Processors, in compliance with Article 28 of the related Regulations.

3. Right of access and process by the data subject

Students are granted the rights set out in Articles 15-21 of the aforementioned EU Regulation and, particularly, the right to access their personal data, to ask for their rectification, integration and erasure, as well as to obtain the restriction of processing, by sending an email to the Data Controller or Data Protection Officer at the following addresses ateneo@pec.units.it e dpo@units.it.

Students are granted access to the documentation of the proceedings, in compliance with current legislation (Law No. 241/90 and Presidential Decree No. 184/2006).

4. Officer Responsible for the administrative procedure

Pursuant to law 241/90, the Officer Responsible for the administrative procedure is the Head of the Ufficio Diritto allo Studio e Servizi Integrati agli Studenti (Student Support Office) of Università degli Studi di Trieste.

Trieste, May 11, 2023

ANNEX to the STUDENT FEES AND TAXES NOTICE

2023/2024 academic year

Bachelor's, Master's, PhD degree courses

MERIT-BASED REDUCTIONS FOR BACHELOR'S AND MASTER'S DEGREE COURSES

Article 1 - Application rules

1. A merit-based reduction is set each year by the Board of Directors.
2. This reduction is automatically applied and does not require a student application.
3. The amount of the reduction is deducted from the outstanding debt of the instalments following the first one or automatically reimbursed.
4. The merit-based reduction cannot in any case exceed the amount of the all-inclusive fee due by the student.
5. For the purposes of the merit-based reduction, the eligible students are divided into three bands.

Article 2 - Merit-based reduction for first-year students enrolled for the first time on Bachelor's degree or a single-cycle Master's degree courses

1. 1st band: students who scored 99 or 100/100 in the upper secondary school diploma/state examination;
2. 2nd band: students who scored 97 or 98/100 in the upper secondary school diploma/state examination;
3. 3rd band: students who scored 95 or 96/100 in the upper secondary school diploma/state examination.
4. For the calculation of the bands, any marks in sixtieths are converted into hundredths.

Students holding a foreign qualification must provide the necessary documents to prove the grade obtained, with the relevant scale of values, by certification from the competent authorities.

Article 3 - Merit-based reduction for students enrolled for the first time in the 1st year of a Master's degree course

1. 1st band: students who scored 109, 110 and 110 cum laude/110 in the Bachelor's degree examination;
2. 2nd band students who scored 107 and 108 in the Bachelor's degree examination;
3. 3rd band: students who scored 105 and 106 in the Bachelor's degree examination.

Article 4 - Merit-based reduction for students enrolled in an academic year after the 1st year

1. Students enrolled in the same course of study (and, for interclass courses, in the same class) with the same number of years of study after the first enrolment, and fulfilling the minimum requirements, are placed in a merit list based on the sum of their marks weighted by the credits acquired by August 10, of the previous academic year.
2. For students coming from other universities or from other courses of study offered by this University, the examinations considered for inclusion in the merit list are those (passed by August 10, of the previous academic year) resulting from the study plan of the new course of study (validated examinations included).
3. In the case of a switch or transfer, the total number of years of study must include years of enrolment prior to the switch or transfer.
4. The minimum requirements for inclusion in the merit list are: a weighted average of 24/30 or more and, depending on year of study:
 - a. For Bachelor's degrees:
 - second-year students: having passed at least 2 exams by August 10, of the previous academic year;
 - third-year students: having passed 4 exams by August 10, of the previous academic year;
 - students enrolling for a further year: having passed 6 exams by August 10 of the previous academic year.
 - b. For single-cycle Master's degree:
 - second-year students: having passed at least 2 exams by August 10, of the previous academic year;
 - third-year students: having passed 4 exams by August 10, of the previous academic year;
 - fourth-year students: having passed 6 exams by 10 August of the previous academic year;
 - fifth-year students must have passed 8 exams by 10 August of the previous academic year;
 - students enrolling for a further year (or in the sixth year, for single-cycle Master's degrees in Medicine and Surgery and Dentistry and Dental Prosthetics): having passed 12 exams by August 10, of the previous academic year.
 - c. For Master's degrees:
 - second-year students: having passed at least 2 exams by August 10, of the previous academic year;
 - students enrolling for a further year: having passed 4 exams by August 10 of the previous academic year.
5. Supernumerary examinations and any test that does not provide for an evaluation in thirtieths are excluded.
6. Once the merit list has been drawn up, the mark ' m ' obtained by the last student in the top 20% of the list is established (if the number of students in the merit list is divisible by 10, the average mark of the top 20% students the average is considered). Taking M as the maximum mark in the merit list, then:
 - a. 1st band: students with a mark between $M-(M-m)/3$ included and M included;
 - b. 2nd band: students with a mark between $M-2(M-m)/3$ included and $M-(M-m)/3$ excluded;
 - c. 3rd band: students with a mark between m included $M-2(M-m)/3$ excluded.
7. If the merit list consists of less than six students, the students with the highest marks will be placed in the 1st merit band.

Article 5 – Extension of merit-based reduction

1. The same reductions set out in Article 3 above shall also apply to students who, after completing their three-year degree, enroll for the first time in a single-cycle degree course.
2. For the years after the first year of enrolment, the exams to be considered for the inclusion of these students in the merit list shall be those (passed before August 10 of the previous academic year) resulting from the study plan of the single-cycle Master degree course, excluding validated examinations.

Article 6 - Exclusions from merit-based reduction

1. The following categories of students are excluded from the merit-based reduction:
 - a) students who already hold a degree of the same or higher level than that of the course on which they are currently enrolled;
 - b) students who, since their first enrolment, have been enrolled for the normal duration of the course plus one year;
 - c) students subject to disciplinary measures for the academic year in which the sanction was applied, limited to the most serious misconducts, entailing exclusion from one or more examinations and placement on temporary academic suspension;
 - d) students enrolled on the basis of agreements that exclude merit-based reductions.

ADVICES FOR STUDENTS

ALWAYS APPLY FOR YOUR ISEE FOR UNIVERSITY!

- Are you a residing in Italy?
In any case, **apply** for your **ISEE for University** within the deadlines and with the characteristics set out in article 2 of this Notice. Otherwise, you will have to pay - without exception - the maximum fees.
- Are you planning to graduate in the academic year 2022/2023?
If you are residing in Italy, apply for the ISEE for University within the deadlines and with the characteristics set out in article 2 of this Notice. If you do not manage to graduate by the extraordinary session of the academic year 2022/2023, and therefore have to enroll for the 2023/2024 a.y., in the absence of the ISEE for University described above, you will have to pay - without exception - the maximum fees.
- Are you thinking of interrupting your studies temporarily?
If you are a residing in Italy, apply for your ISEE for University within the deadlines and with the characteristics set out in article 2 of this Notice. If you resume your studies and therefore need to enroll later for the 2023/2024 a.y. (see Art. 5), if you have not applied for your ISEE for University you will have to pay - without exception - the maximum fees.
- Do you meet the requirements to apply for the *ISEE Corrente* (Current ISEE)?
Remember that this certificate can be taken into consideration for the recalculation of your fees only if you have applied for the ordinary ISEE for University benefits within the deadline set out in article 2, paragraph 1 of this Notice. Please also remember that you must inform us that you have obtained the *ISEE Corrente* by e-mail to tasse.studenti@amm.units.it.

ALWAYS CHECK YOUR UNIVERSITY MAILBOX!

- You will receive all our communications to the institutional e-mail address that the University has assigned you.
- Use the institutional email even if you have to write to the Student Secretary's Office and to the Tax Office, so that you can be identified.

FEES PAYMENT

- Follow the instructions and FAQ on the webpage:
<http://www.units.it/sites/default/files/media/documenti/studenti/tasse/pagamento.pdf>.
- Use only the PagoPA payment system: no other payment method is allowed.
- To obtain any refund (for grants, tax refunds due to ISEE, etc.) from the University by bank transfer, enter the data in your RESERVED AREA (Personal details - Bank details section): the bank details entered must necessarily refer to a bank/post account in your name or possibly jointly held.
- Should you not indicate your favorite method of refund, refunds are automatically made by cash. In this case, you will have to go personally to an agency/branch of the cashier institution to collect the refund directly.
- If there is no indication of a sole or joint IBAN, cash refunds will not be made for amounts less than € 10,00 or more than the maximum amount established by law.

MAIN INSTALMENT DEADLINES FOR BACHELOR'S AND MASTER'S DEGREE COURSES

OCTOBER 5, 2023	Payment of the 1 st instalment (unless a different deadline applies to enrolment)
MARCH 30, 2024	Payment of the 2 nd instalment
MAY 30, 2024	Payment of the 3 rd instalment