



FEES NOTICE

Academic Year 2024-2025 PhD Courses

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This notice regulates fees and waivers to be applied to students enrolled to PhD courses at the University of Trieste during academic year 2024/2025.

Article 1 – Fees and taxes

1. Fees and tax items

For each year of enrolment, students must pay:

- stamp duty (EUR 16.00, non refundable);
- regional tax;
- tuition fee, set as detailed in the following paragraphs and in Article 5. There may also be additional fees for on-demand services, late payments and/or missed deadlines.

2. Regional tax

Students enrolled in PhD courses pay a regional tax of EUR 160.00.

3. Tuition fee

In addition to stamp duty and regional tax, PhD students with a doctorate scholarship pay a tuition fee of EUR 300.00 for each academic year (including any additional year(s) due to a hiatus or programme extension). Students who do not have a doctorate scholarship or who have definitively renounced it in the previous academic year do not pay the tuition fee.

Article 2 – Instalments and payment deadlines

The payment of the first instalment (even if it consists solely of stamp duty) is an expression of the wish to enrol in the 2024-2025 academic year.

There are two instalments.

The first instalment, amounting to EUR 176.00, is composed of stamp duty and regional tax and must be paid by all PhD students within the deadlines set for enrolment.

The second instalment, amounting to EUR 300.00, must be paid by **28th April 2025** only by recipients of a doctorate scholarship.

Students without a doctorate scholarship and students enrolled in joint programmes will be automatically reimbursed for any amounts already paid.

Article 3 – Fee waivers

In any event, students are required to pay stamp duty (EUR 16.00) for each year of enrolment.

1. Total exemptions (from regional tax and tuition fee)

- a. Students who have had an official disability assessment corresponding to 66% to 100% (attested by a committee of the national health service) or with a handicap pursuant to Article 3 of Italian Law No 104 of 5 February 1992** are fully exempted from paying regional tax and tuition fee.

Students need only pay stamp duty in order to enrol, but they must first submit the exemption request available [here](#). Students who were entitled to exemption during academic year 2023-2024 must only reapply if the certification issued by the relevant committee has expired or has not been updated.

- b. Students who discontinue their studies due to severe and prolonged illness** are exempt from paying regional tax, the tuition fee and stamp duty for the entire duration of their hiatus. Students entitled to exemption for severe and prolonged illness cannot undertake any academic activities during their hiatus.
- c. Pursuant to Article 30 of Italian Law No 118/1971, students with a parent entitled to a disability pension or who has been declared officially unable to work with an assessment of 2/3 or higher; war orphans; people living with blindness caused by circumstances outside of work, the military or service (ciechi civili) and people who have been mutilated at war, at work or while in service as well as their children** are also exempt from paying regional tax and the tuition fee. The request must be submitted using the form available on this [page](#) under 'Fee waivers' (previously 'Exemptions and Reductions').

2. Partial exemptions and reductions

- a. Students with an official disability assessment corresponding to 45% to 65% (attested by a committee of the national health service)** are exempt from paying 50% of the tuition fee. In order to request this partial exemption, follow procedures and deadlines set in paragraph 1(b) of this article.
- b. Students from developing countries (the list is updated annually by ministerial decree)** are exempt from paying the tuition fee. The request must be submitted by 31st January 2025 using the form available on this [page](#) under 'Fee waivers' (previously 'Exemptions and Reductions'). Requests submitted after the deadline will not be accepted, even with the payment of a late fee.
- c. Students with children under two years of age at the time of enrolment for academic year 2024-2025** will have a reduction of EUR 150.00 in the tuition fee. If both parents are enrolled at UniTS, only one of them may request the reduction. The reduction can never exceed the amount of the tuition fee originally due by the student. The request must be submitted within 30 days of enrolment (payment of first instalment, even if it only consists of stamp duty) using the form available on [this page](#) under 'Fee waivers' (previously 'Exemptions and Reductions'). Requests submitted after the deadline will not be accepted, even with the payment of a late fee.
- d. International students** who have a residence permit for political asylum and subsidiary protection are exempted from paying the tuition fee. The same exemption is granted to holders of a residence permit for special protection pursuant to Italian Law No 132/2018 and Decree-Law No 130/2020, converted into Law 173/2022, which reformulated Article 19 of the Consolidated Immigration Act (TUI) and subsequent amendments.
- e. Foreign students not yet in possession of an entry visa to Italy** will only pay the stamp duty (EUR 16.00) at the time of enrolment as a temporary pre-exemption. Any additional amount due will be invoiced to them when they receive their visa allowing entry into Italy.

Article 4 – Hiatuses and programme extension

1. Hiatuses

Students who request a hiatus pursuant [Article 20 of the University Regulation on PhD programmes](#) **must pay the required fees and taxes.**

If hiatuses within the academic year exceed six months, the student must re-enrol in the same course year (*ripetente*) and pay the required fees and taxes.

2. Programme extension

The extension of a student's PhD programme is proposed by the Doctoral Teaching Body for justified research reasons and entails enrolment for an additional academic year at the end of the normal three-year period. Enrolment requires the **payment of University fees (stamp duty of EUR 16.00, regional tax and tuition fee)**.

Article 5 – Late fees, additional fees and other allowances

Fee for late payments or missed deadlines of up to 30 days	EUR 30.00
Fee for late payments or missed deadlines of up to 45 days	EUR 60.00
Fee for late payments or missed deadlines exceeding 45 days	EUR 100.00
PhD admission test allowance	EUR 30.00
Diploma duplicate + virtual stamp	EUR 46.00

Individual course allowance per credit (max 36 CFU/ECTS). If the course is scheduled in their training plan, UniTS and SISSA PhD students are exempt from paying this allowance.	EUR 40.00
Foreign qualification assessment fee	EUR 150.00
Foreign qualification recognition fee	EUR 400.00

Article 6 – Access to documents, data processing, and staff member in charge of the administrative procedure

1. Provision, purpose and storage of personal data

Pursuant to Article 13 of Regulation (EU) 2016/679, the personal data provided by students will be processed, stored and archived, also electronically, by the University of Trieste for the purposes related to this Notice. The provision of such data is mandatory for the aforementioned purposes.

2. Data controller and recipients of personal data

The data controller is the University of Trieste in the person of the Rector.

The data processed for the purposes described above will be transmitted or will in any case be accessible to employees and collaborators of UniTS competent offices, who are, for this purpose, adequately instructed by the Data Controller.

The University may also communicate the personal data it holds to other public administrations (if they need to process the same data for any procedures falling within their institutional competence) as well as to all public institutions with which the University is required to communicate according to EU provisions, laws or regulations (conditions apply).

The management and storage of personal data collected by the University takes place in paper format and on servers located within the University and/or on external servers belonging to the providers of certain services necessary for technical administrative management. These services may become aware of the personal data of the data subjects solely for the purposes of the service requested and will be duly appointed as Data Processors in accordance with Article 28 of the relevant regulation.

3. Rights of the data subject to processing and access to documents

Students are granted the rights referred to in Articles 15 to 21 of the aforementioned EU Regulation and, in particular, the right to access their personal data, to request their rectification, integration and cancellation, as well as to obtain the limitation of processing, by sending an email to the Data Controller or Data Protection Officer at ateneo@pec.units.it and dpo@units.it.

Students are guaranteed access to the relevant documents, in accordance with the legislation in force (Italian Law No 241/90 and Presidential Decree No 184/2006).

4. Staff member in charge of this administrative procedure

Pursuant to Law No 241/90, the person responsible for the administrative procedure is the Head of the ESSE3 Staff Unit, ANS and student contribution at the University of Trieste.

Trieste, 14th June 2024