



## **FEES NOTICE**

Academic Year 2025-2026

PhD Courses

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This notice regulates fees and waivers applied to students enrolled to PhD courses at the University of Trieste during academic year 2025-2026. Costs related to the final examination are also detailed.

At the student's request, fees and taxes may be reduced depending on their equivalent economic situation indicator (ISEE). Accepted indicators include both the specific ISEE for universities (*ISEE Università*) or the ISEE for PhD students (*ISEE dottorato*). The ISEE for PhD students only takes the details of the individual student into account, alongside any legal partner or children they may have.

In this notice, when the term ISEE is used, reference is made to both types of ISEE described above, including any updated versions (see below *ISEE corrente*).

In order to request their ISEE students must have their permanent address (*residenza*) in Italy.

### **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**

- a. Students with their permanent address (*residenza*) in Italy must pay a regional tax. The amount of tax payable is calculated according to their equivalent economic situation indicator (*ISEE*):  
 EUR 120.00 if they obtain an ISEE of up to EUR 27,948.60;  
 EUR 140.00 if they obtain a ISEE between EUR 27,948.61 and EUR 55,897.20;  
 EUR 160.00 if they obtain a ISEE exceeding EUR 55,897.20 or if they do not request an ISEE;
- b. Students with their permanent address (*residenza*) abroad pay a regional tax of EUR 160.00;
- c. UniTS students who are simultaneously enrolled at the University of Udine or SISSA or at any of the Friuli Venezia Giulia conservatoires only pay regional tax at the institution they enrolled to first.
- d. UniTS students enrolled during academic year 2025-2026 who withdraw from their studies and re-enrol to another UniTS course do not have to pay the regional tax a second time.

#### **3. Tuition fee**

The term 'doctorate scholarship' refers exclusively to the scholarship cited in Article 9 of Italian Ministerial Decree No 226 of 14 December 2021. Any other forms of income or support received by PhD students are not considered to be doctorate scholarships, even if they are equivalent in amount. Even if a doctorate scholarship is temporarily suspended for any reason provided for by regulations, the tuition fee must still be paid.

Students who do not have a doctorate scholarship or who have definitively renounced it in the previous academic year do not have to pay the tuition fee. PhD students who renounce their scholarship during an academic year are required to pay both instalments.

Recipients of a doctorate scholarship with their permanent address (*residenza*) in Italy must pay the following fees and taxes:

ISEE (in EUR)	Tuition fee (in EUR)	Regional tax (in EUR)	Stamp duty (in EUR)
from 0.00 to 25,000.00	0.00	120.00	16.00
from 25,000.01 to 50,000.00	150.00	The amount may vary from 120.00 to 140.00	16.00
from 50,000.01 to 75,000.00	300.00	The amount may vary from 140.00 to 160.00	16.00
over 75,000.00 (or no ISEE)	450.00	160.00	16.00

Recipients of a doctorate scholarship with their permanent address (*residenza*) abroad must pay the following fees and taxes:

Tuition fee (in EUR)	Regional tax (in EUR)	Stamp duty (in EUR)
300.00	160.00	16.00

#### 4. ISEE submission deadlines

In order to pay a lower rate of regional tax and/or tuition fees, students with their permanent address (*residenza*) in Italy who have an ISEE lower than EUR 75,000.00 must request either the specific ISEE for the University (*ISEE Università*) or the ISEE for PhD students (*ISEE dottorato*).

**No other documents will be taken into consideration for recalculating and reducing a student's fees, including unspecific ISEEs, any equivalent documents or any declarations or self-certifications.**

An ISEE can be requested at any tax assistance centre (CAF) or obtained directly through the Italian national social security institute (INPS) website. For students with a residence permit for refugees, subsidiary protection or political asylum in Italy and also for stateless students, the *ISEE* calculation will only take into account any income and assets they may have in Italy.

The ISEE must be issued within the following deadlines:

ENROLMENT DATE FOR ACADEMIC YEAR 2025-2026	ISEE DATE
Students enrolled by <b>31<sup>st</sup> December 2025</b> (date of enrolment established by date of payment of the first instalment, even if it only consists of stamp duty)	<p><b>ISEE 2025</b> must be obtained no later than <b>31<sup>st</sup> December 2025</b>.</p> <p><b>PLEASE NOTE</b></p> <p>If you enrol by 31 December 2025, ISEE 2026 CANNOT be used to reduce your fees, even if you pay a late fee.</p>
Students (pre)enrolled from <b>1<sup>st</sup> January 2026</b> (date of enrolment established by date of payment of the first instalment, even if it only consists of stamp duty)	<p><b>ISEE 2026</b> must be requested by <b>27<sup>th</sup> April 2026</b>.</p> <p>If the request for a reduced fee is accepted, any additional sum already paid will be refunded.</p> <p><b>PLEASE NOTE</b></p> <p>If your ISEE 2026 is issued after this deadline, it CANNOT be used to reduce your fees, <b>even if you pay a late fee</b>. Under no circumstances can your ISEE 2025 be used if you enrol in 2026.</p>

#### 2. Significant change in your overall income situation – ISEE CORRENTE

If you already submitted an ISEE within the correct deadline, you can request a second ISEE **by 27<sup>th</sup> April 2026** which refers to a shorter period of time. This is called 'ISEE Corrente'.

You must send your ISEE Corrente Università to [tasse.studenti@amm.units.it](mailto:tasse.studenti@amm.units.it) from your official UniTS email address.

For information on the requirements to obtain a ISEE Corrente, please contact a tax assistance centre (CAF).

### 3. Giving consent to UniTS to access and acquire your ISEE from the INPS database.

During their online enrolment, students can give UniTS permission to access the INPS database in order to acquire data on their equivalent economic situation indicator (ISEE) or single substitute statement (DSU). To check or change the permission status, access your reserved area under Home>Consents request. After payment of the first instalment, UniTS will search the INPS database directly to access the ISEE Università of students who have given their consent.

### 4. Exclusion from a reduction in regional tax and tuition fee on the basis of a student's ISEE

The following students are excluded from a reduction in regional tax and tuition fee on the basis of their ISEE and must therefore pay their fees in full:

- a. students with their permanent address (*residenza*) in Italy who do not submit their ISEE within the deadlines;
- b. students who have received disciplinary sanctions including exclusion from one or more exams and temporary suspension from any university activities during the academic year covered by those fees and taxes;
- c. students enrolled on the basis of specific conventions.

## 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 2025-2026 academic year.

There are two instalments.

**The first instalment** (sometimes this may be the only instalment), amounting to EUR 136.00, is composed of stamp duty and regional tax advance and must be paid by all PhD students within the deadlines set for enrolment.

**The second instalment** is composed of tuition fee and any residual regional tax depending on the student's ISEE and must be paid by **27<sup>th</sup> April 2026**. This must only be paid by recipients of a doctorate scholarship.

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

PhD students enrolled in joint programmes are subject to the ordinary fee scheme at the University of Trieste and/or the foreign institution in accordance with the provisions laid down in the relevant joint-programme agreement. As a general rule, double taxation at both locations for the same year of enrolment cannot occur.

Incoming PhD students enrolled in joint programmes that are going to spend their mandatory year at the University of Trieste (host university) will pay regional tax, tuition fee and stamp duty.

The departments involved in joint programmes may remodulate payments on a case-by-case basis in the event of updates to the joint-programme agreement or following the application of new rules.

## Article 3 – Fee waivers

In all cases, 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 with an official disability of 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 the tuition fee.

In order to receive this exemption, students must submit the request form available [here](#) by 27<sup>th</sup> April 2026. Students who were entitled to an exemption during academic year 2024-2025 need only reapply if the certification issued by the relevant committee has expired or has not been updated. If the request for a total exemption is accepted, any sum already paid will be refunded.

- b. **Students who discontinue their studies due to severe and prolonged illness** are exempt from paying regional tax, tuition fee and stamp duty for the entire duration of their hiatus. Students entitled to exemption for severe and prolonged illness cannot take part in 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 higher than 2/3; war orphans; people living with blindness caused by circumstances outside of work, the military or service (ciechi civili); 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 for each academic year within 30 days of payment of the first instalment. Students should submit their request using the form available on this [page](#) under 'Fee waivers' (previously Exemptions and Reductions'). If the request for a total exemption is accepted, any sum already paid will be refunded.

d. **Eligible students or holders of scholarships awarded by ARDiS** (Regional Agency for the Right to Study) for academic year 2025-2026 are exempt from paying regional tax and the tuition fee. The University will automatically reimburse any amount paid in the first instalment.

## 2. Partial exemptions

a. **Students with an official disability of 45% to 65% (attested by a committee of the national health service)** are exempt from paying 50% of the tuition fee. To request exemption, follow procedures and deadlines set in paragraph 1(a) of this article.

b. **Students from extremely poor countries** are exempt from paying the tuition fee. **The list of eligible countries is updated annually by ministerial decree.** For the academic year 2025-2026, please refer to [Ministerial Decree No 166 of 3 March 2025](#). The request must be submitted by 30<sup>th</sup> January 2026 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 2025-2026** will receive 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 (pre)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 exempt 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. The request must be submitted using the form available on this [page](#).

e. **Students simultaneously enrolled to a medical specialisation school** - Fees and taxes follow the general rules as any doctorate scholarship is suspended for the entire period covered by the training contract with the specialisation school and the student receives a salary.

f. **Foreign students holding an annual scholarship from the Italian Government or from CRUI** are fully exempt from paying the tuition fee. Students must pay the first instalment of their fees, which will be automatically reimbursed upon verification of requirements. These students will also be exempt from paying any enrolment fees for individual courses. The request must be submitted by 30<sup>th</sup> November 2025 using the form available on this [page](#) under 'Fee waivers' (previously Exemptions and Reductions').

## Article 4 – Hiatuses and programme extension

### 1. Hiatuses

Students who request a hiatus pursuant [Article 22 of the University Regulation on PhD programmes](#) **must pay stamp duty as well as the required fees and taxes.**

### 2. Catching up after a hiatus

In order to catch up on activities missed during a hiatus, at the end of the normal duration of their programme, students must enrol for another academic year and pay the required fees and taxes.

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

### 3. Programme extensions

Extensions for thesis submission deadlines or for the completion of programme of activities is governed by [Article 23 of the University Regulation on PhD programmes](#).

Extending a thesis submission deadline does not require any additional payment.

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, regional tax and tuition fee)**.

A similar rule applies to PhD students enrolled in joint programmes pursuant to [paragraph 1 of Article 34 of the University Regulation on PhD](#) who request an extension of their programme.

## Article 5 – Late fees, additional fees and other fees

Fee for late payments or missed deadlines of up to 30 days	EUR 30.00
Fee for late payments or missed deadlines for 31-45 days	EUR 60.00
Fee for late payments or missed deadlines exceeding 45 days	EUR 100.00
PhD admission test fee Students from extremely poor countries are exempt from paying the tuition fee.	EUR 30.00
Final examination (2 stamp duties)	EUR 32.00

Diploma duplicate + virtual stamp	EUR 46.00
Individual course fee per credit (max 36 CFU/ECTS).  If the course is scheduled in their training plan, UnitT 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, either physically or digitally, 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 communicated to or will, in any case, be accessible to the employees and collaborators of the relevant University offices. These staff members and collaborators are adequately instructed by the Controller.

The University may also communicate the personal data held by it to other public administrations if they are required to process the same for any proceedings falling within its institutional competence and to all those public entities to whom, in the presence of the relevant conditions, the communication is required by Community provisions, legal provisions or regulations.

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 erasure, as well as to obtain restrictions on processing, by sending an email to the Data Controller or Data Protection Officer at [ateneo@pec.units.it](mailto:ateneo@pec.units.it) and [dpo@units.it](mailto: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 Italian Law No 241/90, the staff member in charge of this administrative procedure is the Head of the Online Student Services and University Fees Unit of the University of Trieste.