



## CALL FOR APPLICATIONS FOR TUITION FEES AND FEE-WAIVERS AY 2023/24

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## PREAMBLE

This “**Call for applications for tuition fees and fee-waivers ay 2023/24**” governs the criteria for determining the fee due from students registered for Bachelor’s, Master’s and single-cycle Master’s degree courses (hereinafter, for reasons of brevity, the “courses of study”) at the University of Padua (hereinafter, for reasons of brevity, the “University”) as well as the methods for payment.

It also indicates the various types of exemption reserved for certain categories, along with the methods for any reimbursement.

Those who wish to take advantage of the services provided by the University must have made all due payments of the fee, divided into three instalments for each academic year.

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## 1. STUDENT CONTRIBUTIONS

The amount for registered students is calculated on the basis of income, merit and personal situation.

The total maximum amount of the fee for the 2023/24 academic year (shown in Table 1) is calculated by adding together:

- A) the **ALL-INCLUSIVE FEE** (which varies according to the course of study);
- B) the **REGIONAL FEE for the right to university education and the stamp duty**.

*Courses of study are subdivided among the different groups provided by the University as follows:*

- **Group A (Humanities):** all courses of the Schools of Economics and Political Science, Law, Humanities, Social Sciences and Cultural Heritage;
- **Group B (Scientific):** all courses of the Schools of Agricultural Sciences and Veterinary Medicine, Engineering, Medicine and Surgery, Psychology, Science;
- **Group E:** the course of study in Primary Teacher Education, for those enrolled from the 2015/16 academic year, and the course of study in Management of Educational Services and Life-Long Learning.

*Students registered for degree courses discontinued or prior to D.M. (Italian Ministerial Decree) no. 270/04 shall remain in the group stipulated in the call in force at the time of their enrolment.*

**Table 1: Maximum total amount by groups of courses of study**

Group to which the course of study belongs	Maximum all-inclusive fee A)	Maximum regional fee and stamp duty B)	Maximum total amount A) + B)
Group A	€ 2,442.00	€ 184.00 + € 16.00= € 200.00	<b>€ 2,642.00</b>
Group B	€ 2,539.00	€ 184.00 + € 16.00= € 200.00	<b>€ 2,739.00</b>
Group E	€ 2,875.00	€ 184.00 + € 16.00= € 200.00	<b>€ 3,075.00</b>

If a student **simultaneously registers for several courses of study at the Universities of Veneto, the amount of the regional fee for the right to university education must be paid only once** to the University indicated as the main place of study, pending the adoption of the decree from the Italian Ministry of Education, Universities and Research referred to in article 4(2) of D.M. (Italian Ministerial Decree) no. 33 of 12 April 2022.

Any refund due is processed on request in cases of concurrent registration at another university.

Total or partial exemptions from the annual fee apply to both registrations if the requirements are met.

In order to obtain the fee reduction, it is necessary to fill in the **APPLICATION FOR BENEFITS** in Uniweb (see paragraph 2).

**International students enrolled from the 2023/24 academic year**, who are citizens of non-EU countries and whose family unit does not reside in Italy, are charged a **fixed, non recalculable fee** equal to the total amount indicated in Table 2.

For students from particularly poor countries, referred to in D.M. (Italian Ministerial Decree) no. 115 of 28 February 2023, the fixed fee is redefined at one third of the reference value, as shown in Table 2.

**Table 2: Fixed fee applied to international students with non-EU citizenship**

Group to which the course of study belongs	Overall fixed amount for students with non-EU citizenship and family unit not residing in Italy	Overall fixed amount for students from poor countries (DAC LIST)
Group A	€ 2,642.00	€ 1,014.00
Group B	€ 2,739.00	€ 1,046.00
Group E	€ 3,075.00	€ 1,158.00

The total amount due is divided into **3 instalments**, which cannot be further deferred.

#### 🔵 FIRST INSTALMENT

Registration for the academic year will be completed on payment of the **FIRST CONTRIBUTION INSTALMENT**, the **maximum amounts** of which are:

- a) **€ 200.00** for those who registers for the **first year** of the courses of study, consisting of:
- € 184.00: regional fee for the right to university education;
  - € 16.00: stamp duty.

The amount of the all-inclusive fee due shall be divided entirely between the second and third instalments.

Payment must be made **at the time of registration**, according to the procedures and deadlines provided for in the individual notices of admission.

- b) **€ 580.00** for those who register for **years following the first** of the courses of study, consisting of:
- € 380.00: advance payment of the all-inclusive fee;
  - € 184.00: regional fee for the right to university education;
  - € 16.00: stamp duty.

Payment must be made **by 30 September 2023**.

- c) **€ 16.00**, as stamp duty, for those who register for years of courses of study subsequent to the first year and are **eligible in the ranking list for regional scholarships** for the 2022/23 academic year.

Payment must be made **by 30 September 2023**.

PLEASE NOTE: those who do not apply for a scholarship for the 2023/24 academic year or who are not eligible for the competition, will find, from the day of publication of the final ranking list, under "Right to study - Certifications of disability/dyslexia, Summer courses - Application for Benefits", the possible adjustments to the first instalment to be paid **by 30 November 2023**.

- d) **€ 16.00**, as stamp duty, for students registered for years subsequent to the first year, who have a **recognised disability between 66% and 100% or with certification pursuant to Italian Law no. 104/92** (for those registered for the first year of the course, the first instalment remains equal to € 200.00 and they will receive a € 184.00 refund subject to verification of the certification submitted), to be paid by **30 September 2023**.

The payment of the first instalment is **not due** for those who graduate **by DECEMBER 2023**, since this is the final graduation session for the 2022/23 academic year.

### ✔ **SECOND AND THIRD INSTALMENTS**

The total amount of the **SECOND** and **THIRD INSTALMENTS** corresponds to the remaining part of the all-inclusive fee due and not included in the first instalment, divided in half.

The all-inclusive fee, increased by possible surcharges for students who are behind schedule, is calculated according to the group they belong to, the ISEE value and any exemptions applied.

No payment is due if the overall amount of the all-inclusive contribution is lower than € 5.00.

Payment of the **second instalment** must be made by the deadline of **15 February 2024**.

Payment of the **third instalment** must be made by the deadline of **15 May 2024**.

A **simulator** can be used for the presumed calculation of the fee due for the academic year 2023/24 (including any surcharges due from students who are behind schedule (so-called “fuori corso”)), available at:  
[www.unipd.it/en/services/fees-simulator](http://www.unipd.it/en/services/fees-simulator)

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## **2. HOW TO OBTAIN ECONOMIC BENEFITS: REDUCTIONS AND EXEMPTIONS**

To obtain reductions and exemptions depending on economic conditions, **you must complete both of the following steps**:

**A.** complete and confirm the **APPLICATION FOR BENEFITS** in Uniweb;

**B.** request the **ISSUANCE of the ISEE** (*Indicatore della Situazione Economica Equivalente*, Equivalent Economic Situation Indicator) **for the Benefits for the Right to University Education**.

**A.** The **APPLICATION FOR BENEFITS** is the self-certification that must be completed and confirmed online in order to obtain a reduction in fees. In doing so, the University is authorised to acquire the ISEE of the students directly from the INPS database (or from the CAF affiliated with the University, in the case of an Equivalent ISEE).

- ✔ **WHERE TO SUBMIT IT:** the **APPLICATION FOR BENEFITS** is available exclusively **online, in your Uniweb personal area**, under “Right to study - Certifications of disability/dyslexia, Summer courses - Application for Benefits ”.  
Entry of the Application for Benefits is possible after registration with Uniweb. For this purpose, only the tax code is required; it is not necessary to have already enrolled. **It follows that those who enrol during the year (enrolments in Master’s degrees, transfers from another University, etc.) are also required to comply with the deadline indicated below.**
- ✔ **VERIFICATION TOOLS:** once completed, the application must be definitively confirmed, under penalty of invalidity. The interested party shall receive a first email at their personal or institutional email address confirming receipt of the Application for Benefits. A second confirmation e-mail will also be sent when the ISEE data has been acquired. **The Application for Benefits saved in your UNIWEB personal area is the only proof of submission of the application, therefore we recommend that you make sure it is there.**
- ✔ **IN THE EVENT OF CHANGES:** The Application for Benefits can be amended directly by the user, using the same procedure, until **30 November 2023**. **In your Uniweb personal area, you can find out whether the application has been verified.**



**B.** For the **ISSUANCE of the ISEE**, the student must submit and sign a Single Declaration in Lieu (Dichiarazione Sostitutiva Unica, DSU), electronically through the INPS website or personally at a Tax Assistance Centre (CAF) or other competent Body. Please note that the date of signature indicated on the receipt for submission of the Single Declaration in Lieu (DSU) and not the date of issue of the ISEE certificate will be valid.

• **WHICH ISEE TO APPLY FOR**

The University may only acquire **an ISEE for the Benefits for the Right to University Education** issued to the **benefit applicant** (in the case of members of the same family unit, the tax codes of all applicants must be provided).

The ISEE must **be valid**, i.e. it must not have expired on the date of confirmation of the Application for Benefits in Uniweb. In the case of ISEE not issued for the right to university education, or ISEE that has expired upon confirmation of the Application for Benefits, a new release must be requested within the scheduled deadlines. The student is also required to verify that **there are no comments on omissions/discrepancies** on the ISEE certificate. If there are omissions/discrepancies, a new DSU must be submitted promptly, including the information previously omitted or otherwise expressed, within the deadlines set.

• **CURRENT ISEE**

It is an indicator calculated from an ISEE for the Right to University Education with the above-mentioned requirements, but referring to income over the last twelve months, and **can only be requested if the conditions imposed by the relevant regulations are met** (for more information, contact a CAF/professional). The relevant DSU must, in any case, be signed within the scheduled deadlines, and the certificate must possess the characteristics mentioned above. If it is used, the relevant certificate must be sent via email to [benefici.studenti@unipd.it](mailto:benefici.studenti@unipd.it) by the deadlines below.

• **EQUIVALENT ISEE FOR INTERNATIONAL STUDENTS**

It is a different certification required for:

- international students residing abroad (outside Italy), with a family unit residing abroad (outside Italy);
- international students residing in Italy, but with earned income of less than € 9,000.00 and with a family unit residing abroad (outside Italy);
- Italian students residing abroad (outside Italy) and not registered in the Register of Italians Residing Abroad (AIRE).

Issuance of the Equivalent ISEE must be requested exclusively from the CAF affiliated with the University, the details of which may be viewed at [www.unipd.it/en/isee](http://www.unipd.it/en/isee)

Students with non-EU citizenship, with a family unit not residing in Italy, who are enrolled from the 2023/24 academic year and pay a fixed fee (Table 2) can use the Equivalent ISEE only for:

- a reduction of the regional fee;
- participation in the call for regional scholarships (and in case of eligibility, they will be exempt from fees).

The data contained in the ISEE certificate, if valid, compliant and issued for the right to university education, will be acquired directly from the INPS database (or from the CAF affiliated with the University, in the case of an Equivalent ISEE) after confirmation of the Application for Benefits in Uniweb.

**Once the ISEE is acquired, the fee will be automatically recalculated within a couple of days.**

**BY WHEN:** both mandatory steps to obtain reductions and exemptions (confirmation of the **Application for Benefits** and signing of the DSU for **ISEE** purposes) must be completed **by 30 November 2023**. This deadline also applies to those who enrol during the year (for example, those awaiting publication of the ranking list for an admission competition). Those who register for years subsequent to the first year and complete these two steps by the deadline for the payment of the first instalment (30 September) will be able to obtain early recalculation of the first instalment.

**AFTER THE DEADLINE:** it will, however, be possible to obtain recalculation of the fee after the deadline, against payment of a late submission fee of:

- € 109.00 for DSUs signed and/or Applications for Benefits confirmed **from 1 December and by 15 February 2024**;
- € 218.00 for DSUs signed and/or Applications for Benefits confirmed **from 16 February and by 15 May 2024**;
- € 327.00 for DSUs signed and/or Applications for Benefits confirmed **from 16 May and by 30 September 2024**.

After acquisition of the ISEE and automatic recalculation of the fee, the amount of the fee to be paid by the end of the academic year will be uploaded to Uniweb.

As of 1 October 2024, it will no longer be possible to obtain fee reductions for the 2023/24 academic year.

The **Complete Guide to the Application for Benefits and Calculation of the ISEE** is available at [www.unipd.it/en/isee](http://www.unipd.it/en/isee).  
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### 3. TERMS OF PAYMENT AND REFUNDS

The student's fee position is defined as in order when the past due fees for the current year and previous academic years have been paid, including the financial obligations related to penalties, as well as the fees resulting from the total or partial revocation of economic provisions already disbursed.

Payments must be made exclusively via **PagoPA** (see [www.unipd.it/en/pagopa](http://www.unipd.it/en/pagopa) for details), accessible directly from the Uniweb personal area, by selecting "Right to study - Certifications of disability/dyslexia, Summer courses", in the item: Payments.

The success of the payment must be verified in the same section. No other forms of payment are allowed.

University fees (including pre-enrolment and pre-registration fees) are, as a rule, non-refundable, even if the student has not taken part in any educational or career-related activities. Students may, however, request the return of fees in the event of double payments or payments that are not due, using the forms and following the instructions available at [www.unipd.it/en/contribution-refund-request](http://www.unipd.it/en/contribution-refund-request).

If a credit condition arises due to having paid the instalments in full before the application of any reductions and/or exemptions, the **University will pay the refunds automatically** by the end of the relevant academic year (the minimum reimbursable amount is € 5).

Reimbursements will be credited exclusively to the student's current account (held individually or jointly) or prepaid card. The details thereof (IBAN or card data) must be entered by the student in his/her Uniweb personal area, under "Home, Master Data, Refund methods, Edit Bank Account Refund Data" (bank details of third parties, including parents, cannot be accepted).

If the student resides abroad (outside Italy), he/she must specify his/her temporary address in Italy in the UNIWEB personal area, under "Home, Master data, Modify domicile address"; otherwise it will be impossible to proceed with the reimbursement.

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### 4. REDUCTION OF THE FEE

#### A. LEGAL EXEMPTIONS (ITALIAN LAW 232/16 and ITALIAN MINISTERIAL DECREE 1014/2021) AND EXTRAORDINARY UNIPD EXEMPTION

In application of the regulations in force, the University applies a total exemption or a gradual reduction of the annual all-inclusive contribution according to the registration and income conditions of students who, in case of registration:

- for the **first year** of their career (merit is not considered in this case);
- for the **second academic year**, have obtained, by 10 August 2023, **at least 10 educational credits**;
- for **academic years subsequent to the second year**, have obtained, in the 12 months preceding the date of 10 August 2023, **at least 25 educational credits**.

Merit is not considered in cases of registration for the first year.

Students who meet the aforementioned merit requirement and have been registered for a number of academic years less than or equal to the normal duration of the course of study, plus one, who belong to:

- a family unit whose ISEE is less than or equal to € 25,000, are totally exempt from the all-inclusive annual fee (against an “extraordinary extension” of the total exemption for the range from € 22,000 to € 25,000);
- a family unit whose ISEE is between € 25,001 and € 30,000, are subject to a gradual exemption from the all-inclusive annual fee. This reduction grading provided for by Italian Ministerial Decree 1014/2021 is in addition to a further exemption provided for through an extraordinary measure by the University.

**Table 3: Average amounts per group for those eligible on merit and having registered correctly**

ISEE ranges (X)	% of total reduction = legal exemption + University exemption	Average amount of all-inclusive fee per range
€0 < X ≤ 25,000	total exemption	total exemption
€25,000 < X ≤ 26,000	<b>65%</b> = (50%+15%)	€ 306.25
€ 26,000 < X ≤ 28,000	<b>44%</b> = (20%+24%)	€ 548.80
€ 28,000 < X ≤ 30,000	<b>37%</b> =(10%+27%)	€ 705.60

Students who meet the aforementioned merit requirement and have registered from the second year beyond the normal duration of the course of study who belong to a family unit:

- whose ISEE is less than or equal to € 13,000, pay an all-inclusive fee of € 200;
- whose ISEE is between € 13,001 and € 30,000, pay an all-inclusive fee that cannot exceed 10.5% of the ISEE share exceeding € 13,000, without prejudice to the minimum fee of € 200.

Without the aforementioned merit, registration or income requirements provided for by current legislation or where the application of the maximum amounts provided for by the legislation itself proves to be less economically advantageous, the progressive fee according to the ISEE (Table 4) will apply.

#### B. REDUCTIONS BASED ON THE ISEE

The reduction of the all-inclusive fee calculated on the basis of the ISEE, which applies to those who do not meet the merit requirement and/or the ISEE required by the legal exemption, is shown below.

**Table 4: Amount of the all-inclusive fee according to the ISEE**

ISEE (€) from – to	The amount of the all-inclusive fee varies from – to		
	Group A Degree Courses	Group B Degree Courses	Group E Degree Courses
<b>0 – 28,000.00</b>	€ 441.00 – € 843.00	€ 549.00 – € 941.00	€ 883.00 – € 1,276.00
<b>28,000.01 - 60,000.00</b>	€ 843.00 – € 2,388.00	€ 941.00 – € 2,486.00	€ 1,276.00 – € 2,821.00
<b>60,000.01 - 70,000.00</b>	€ 2,409.00	€ 2,507.00	€ 2,843.00
<b>&gt; 70,000.01</b>	€ 2,442.00	€ 2,539.00	€ 2,875.00

The ranges of the all-inclusive fee between the minimum and maximum amounts shown in each box indicate that the amount varies in proportion to the ISEE within the minimum and maximum limits shown in the first column. The regional fee for the right to university education is also calculated in accordance with the ISEE, and is broken down as follows:

**Table 5: Amount of regional fee for the right to university education according to the ISEE**

Ranges	ISEE (Euro)	Regional Fee for the Right to University Education
I	0 - 15,748.78	€ 139.00 – € 159.99
II	15,748.79 - 31,497.56	€ 160.00 - € 183.99



III	> 31,497.56	€ 184.00
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## 5. OTHER SPECIFIC EXEMPTIONS

The University provides for a series of partial or total exemptions from payment of the fee, as listed below.

### A. EXEMPTION RESERVED FOR STUDENTS WHO ARE ELIGIBLE FOR THE SCHOLARSHIP

The following exemptions are reserved for students ELIGIBLE for the regional scholarship for the academic year 2023/24 ([www.unipd.it/en/veneto-region-scholarship](http://www.unipd.it/en/veneto-region-scholarship)).

- Students registered for the first year of courses of study who obtain at least 20 educational credits by 10/08/2024 are entitled to a **total exemption**, which entails the automatic refund of the regional fee paid with the first instalment. No other instalments are owed.
- Students registered for the first year of courses of study who obtain at least 20 educational credits by 30/11/2024 instead of 10/08/2024, are entitled to a **partial exemption**, which involves the automatic refund of the regional fee paid with the first instalment and the payment of 50% of the annual all-inclusive fee by 30 September 2024.
- Students registered for regular years subsequent to the first year of the courses of study and those registered for PhDs, are eligible for a **total exemption**, which entails the automatic refund of the first instalment if already paid at the time of registration, except for the amount paid as stamp duty. No other instalments are owed.
- Students registered for the first year beyond the normal duration of the course of study ('final semester') are eligible for a **partial exemption**, which involves the automatic refund of the amount paid with the first instalment of university fees for:
  - regional fee for the right to university education;
  - 50% of the annual all-inclusive fee.No other instalments are owed.

### B. EXEMPTION RESERVED FOR INTERNATIONAL STUDENTS WHO ENROL IN COURSES OF STUDY TAUGHT ENTIRELY IN ENGLISH

The University offers up to 100 exemptions from the all-inclusive fee to international students deemed worthy who enrol in a course of study taught entirely in English. In any event, the beneficiaries are required to pay an amount equal to € 200.00 corresponding to the regional fee for the right to university education and the stamp duty.

To be admitted to the selection procedure, candidates are required, under penalty of exclusion:

- to not hold Italian citizenship (unless it is a dual citizenship);
- to hold a valid foreign qualification for access to a Bachelor's and/or single-cycle Bachelor's degree course or to a Master's degree course in the Italian university system;
- to pre-enrol in one of the courses of study taught entirely in English by the University for the academic year 2023/24.

To be considered for selection, candidates are required to pre-enrol in the chosen course of study taught in English and pay the € 30.00 fee according to the methods and deadlines indicated in the [apply.unipd.it](http://apply.unipd.it) portal.

Filling in a specific application or submitting additional documentation is not required. The exemptions will be awarded by the Teaching Committees of each course of study to the most deserving international students on the basis of academic excellence in their field of study, along with the quality and results of their previous academic career. Detailed information can be found at the following pages:

[www.unipd.it/en/fee-waivers](http://www.unipd.it/en/fee-waivers)

[www.unipd.it/en/scholarships-international-students](http://www.unipd.it/en/scholarships-international-students)

### C. REDUCTION OF THE ALL-INCLUSIVE FEE FOR THOSE WHO USE THE QUALIFICATION RECOGNITION SERVICE UNDER THE AGREEMENT WITH CIMEA

Students who make use of the qualification recognition service within the framework of the agreement between the University and CIMEA and who subsequently complete their enrolment, are entitled to a reduction of the student fees owed, up to a maximum amount equal to the cost incurred for the service. For further information, see <https://www.cimea.it/>.



#### D. EXEMPTION RESERVED FOR STUDENTS WITH DISABILITIES

- Students with disabilities registered for courses of study, PhDs and specialisation schools, who have a recognised disability between 66% and 100% certified by the Italian National Health Service Commissions, or with a recognised disability pursuant to Article 3 of Italian Law no. 104 of 5 February 1992, are entitled to a **total exemption** from the all-inclusive fee and the regional fee; only the stamp duty remains due.
- Registered students with a recognised disability between 50% and 65% certified by the Italian National Health Service Commissions and with an ISEE equal to or less than € 28,000.00 are entitled to a **partial exemption**, which entails the payment of a fixed annual fee of € 380.00, in addition to the regional fee and the stamp duty (the fee is already included in the first instalment for those who register for years subsequent to the first year, or is divided into the second and third instalments for those who register for the first year).

The application for these exemptions will be considered to have been submitted after reporting the student's disability in his/her Uniweb personal area and after the subsequent submission of the relevant certification to the Student Services Office (personally at Via Portello 23 in Padua or by sending an email to [inclusione.studenti@unipd.it](mailto:inclusione.studenti@unipd.it)) by 30 September 2024.

**There is no recalculation of fees for academic years already completed when the application is submitted.**

The declaration forms, for those enrolling, can be found at [www.unipd.it/accoglienza-prove-ingresso](http://www.unipd.it/accoglienza-prove-ingresso).

Certifications must be delivered only once and will remain valid for their entire duration. Pending the completion of any review visits and the related verification process, students with disabilities in possession of reports that make provisions for *reviewability* shall retain, until the obtainment of a new certification, all the rights acquired in terms of benefits, services and facilities of any kind (the new certifications replacing those already submitted must however be provided as soon as possible). The student fee reduction benefits will apply automatically for the following academic years.

Any request for a reduction of the regional fee will be considered to have been submitted in accordance with point 2.

#### E. EXEMPTION RESERVED FOR CHILDREN OF RECIPIENTS OF DISABILITY PENSIONS

Students who are beneficiaries or children of recipients of disability pensions are entitled to a total exemption from the all-inclusive fee pursuant to art. 30 of Italian Law no. 118/1971.

The application for this exemption will be considered submitted after the relevant documentation is sent:

- updated self-certification of family status;
- copy of the report issued by the ASL/INPS;
- certificate confirming that the parent receives a disability pension

via email to [benefici.studenti@unipd.it](mailto:benefici.studenti@unipd.it) by 30 September 2024.

There is no recalculation of fees for academic years already completed when the application is submitted.

#### F. EXEMPTION FOR INCOME (UNIVERSITY NO-TAX AREA)

Students who have an ISEE equal to or less than € 6,500 and who **do not meet the merit requirement provided for in the aforementioned legal exemption** will be entitled to a partial exemption from payment of the all-inclusive fee. This exemption entails, in addition to the payment of the regional variable fee according to the ISEE and the stamp duty, payment of the fixed annual all-inclusive fee of € 380.00 – already included in the first instalment for those who register for years subsequent to the first year or divided into the second and third instalments for those who register for the first year.

The application for these exemptions will be deemed to have been submitted in accordance with point 2 of this Call.

#### G. EXEMPTION RESERVED FOR STUDENTS CURRENTLY IN DETENTION

Students held in the Triveneto prisons (inmates or performing a sentence in an alternative manner or under conditional release status), identified according to the criteria defined by the Implementation and Management Committee provided for by the agreement in place between the Ministry of Justice and the University, will be entitled to a **total exemption from the all-inclusive fee**; the stamp duty and the regional fee for the right to university education, which varies according to the ISEE, will remain due.

Any request for a reduction of the regional fee will be considered to have been submitted in accordance with point 2.

#### H. EXEMPTION RESERVED FOR STUDENT WHO ARE WORKERS

Students with gross annual income of at least € 3,500 received in 2022 or 2023 on the basis of a permanent or fixed-term employment contract or other self-employed activities will be entitled to a **partial exemption from the all-inclusive fee applied to the second and third instalments according to the following table:**

**Table 6: Exemption percentage based on the ISEE**

ISEE (Euro)	EXEMPTION %
0 – 28,000.00	40%
28,000.01 - 50,000.00	25%
> 50,000.01	(no exemption)

This exemption is granted for a number of years equal to the normal duration of the course of study, plus a further 3 years, starting from the first year of enrolment.

The application for this exemption will be considered to have been submitted by responding in the affirmative to the relevant request, in the **'Application for Benefits'** section of Uniweb, and authorising the acquisition of ISEE by the University, as indicated in point 2 of this Call. Documentation proving the minimum income threshold may also be required after the exemption from the Student Services Office has been applied in carrying out the checks required by law.

#### I. EXEMPTION RESERVED FOR STUDENTS FROM THE SAME FAMILY UNIT

For family units with an ISEE of up to € 30,000, with more than two persons simultaneously registered for a University course of study, PhD or specialisation course, there will be a **reduction of € 300** in the all-inclusive fee applied to the second and third instalments for each member of the family unit who requests it.

The application for this exemption will be considered to have been submitted by responding in the affirmative to the relevant request, in the **'Application for Benefits'** section of Uniweb, and authorising the acquisition of ISEE by the University, as indicated in point 2 of this Call.

The documentation proving the composition of one's family unit and the simultaneous registration of one or more members at the University may also be requested after the exemption from the Student Services Office has been applied in carrying out the checks required by law.

#### J. PARENTAL EXEMPTION

Students registered for courses of study will be entitled to a **partial exemption** from the all-inclusive fee in the academic year of birth or adoption of the children, which entails the payment of a fixed annual fee of € 380 in addition to the regional fee for the right to university education and the stamp duty (the fee is already included in the first instalment for those who register for years subsequent to the first year or divided into the second and third instalments for those who register for the first year).

The application for this exemption will be considered to have been submitted after submission of a self-certification of the birth certificate or a court sentence specifying maternity and paternity, or family status, to be sent via email to [benefici.studenti@unipd.it](mailto:benefici.studenti@unipd.it) before the end of the current academic year. There is no recalculation of fees for academic years already completed when the application is submitted.

In the event that both the mother and father are simultaneously registered at the University, an exemption may be requested by only one of the parents.

#### K. EXEMPTION FOR MERIT RESERVED FOR NEWLY ENROLLED STUDENTS

For students registered for the first year:

- of single-cycle Bachelor's and Master's degree courses, with a high-school diploma mark of 60/60 or 100/100;
- of Master's degree courses, with a degree mark of 110/110 or 110/110 cum laude;

a **partial exemption** from the all-inclusive fee may be available, which entails a **reduction of € 200**, applied automatically to the second and third instalments (the student is not required to submit an application).

#### L. EXEMPTION RESERVED FOR PRISON POLICE OFFICERS

Staff in service at the 'Due Palazzi' prison in Padua, as part of the 'Università in carcere' (University in Prison) project, are entitled to **partial exemption from the payment of the all-inclusive fee**, which entails the payment of a fixed annual



fee of € 380 in addition to the regional fee and the stamp duty. This exemption entails, in addition to the payment of the regional variable fee according to the ISEE and the stamp duty, payment of the fixed annual all-inclusive fee of € 380.00 – already included in the first instalment for those who register for years subsequent to the first year or divided into the second and third instalments for those who register for the first year.

The application for this exemption will be considered to have been submitted after submission of a certificate attesting to taking up service at the 'Due Palazzi' prison, to be sent via email to [benefici.studenti@unipd.it](mailto:benefici.studenti@unipd.it) by the end of the current academic year.

#### M. EXEMPTION RESERVED FOR STUDENTS ENROLLED IN THE PART-TIME STUDY SCHEME

Those who choose to register for the part-time study scheme are required to pay the three fee instalments for each academic year of registration. The student is required to pay the regional fee for the right to university education, the stamp duty and 60% of the fee paid by students registered for the same full-time course.

The application for registration for the part-time study scheme must be submitted by **30 October 2023**, exclusively using the online procedure available in Uniweb and indicated on the web page: [www.unipd.it/en/fee-waivers](http://www.unipd.it/en/fee-waivers).

The above deadline can be waived only for students registered for Master's degree courses who complete their registration during the year after said deadline; in this case, however, the request must be submitted at the same time as the registration.

The list of courses eligible for the part-time study scheme can be viewed at [www.unipd.it/studiare-tempo-parziale](http://www.unipd.it/studiare-tempo-parziale).

Students must also meet one of the following requirements in order to be eligible for this benefit:

- be simultaneously **engaged in** employed or self-employed **work activities**, whether public or private, full-time or part-time for a period of no less than six months and still ongoing at the time of application;
- be caregiver students or students who are engaged (not on an occasional basis) in **the care and assistance of relatives who are not self-sufficient** due to age (children under 3 years) or health problems (parents, mother- or father-in-law, cohabiting sons or daughters, siblings, spouse);
- suffer from a disease that, without affecting learning ability, physically prevents or discourages a full-time commitment;
- be simultaneously registered for Higher Institutes of Music and Dance Studies or for university-level courses;
- be engaged in sports activities at a competitive level, national or international.

#### Please note that:

- the option for the part-time study scheme is binding on the student **for two academic years** (also not consecutively, if there is an interruption or suspension) after which, during the annual registration renewal, it will be possible to opt again for a two-year period under the part-time study scheme by resubmitting the application and related documentation;
- **the maximum number of credits** that can be acquired over the two-year period, on a part-time scheme basis, **is 72**. Exceeding the envisaged limit will entail the automatic revocation of the reductions obtained and recalculation of the fee due;
- if the student renounces the benefit and/or ends the course of study earlier than the agreed two-year period, he or she will be subject to the full-time study scheme and will have to make a balance payment to match the payment for a full year of full-time study (if he or she is a grant recipient, the difference in the grant will not be paid, and the compliance with the merit requirement for the full-time registration will have to be confirmed);
- it is valid only for the purposes of the university fee (without affecting the attendance obligation governed by the teaching regulations of the individual courses of study);
- is incompatible with all other forms of partial exemption from the fee (excluding legal and merit exemption), and with participation in the competition for student collaborations (200 hours).

#### N. EXEMPTION RESERVED FOR STUDENTS WITH REFUGEE STATUS

Students with refugee or subsidiary protection status are **fully exempt** from the all-inclusive fee, including the pre-registration fee; however, the stamp duty and the regional fee for the right to university education remain due.

The application for this exemption will be considered to have been submitted after submission of a certification of refugee status, to be sent via email to [benefici.studenti@unipd.it](mailto:benefici.studenti@unipd.it) and [unipd.rescuefund@unipd.it](mailto:unipd.rescuefund@unipd.it) by the end of the current academic year.

#### O. EXEMPTION FOR PUBLIC EMPLOYEES (PA 110 CUM LAUDE)

Personnel in service in public administrations that meet the requirements for admission to the first application courses provided for by the Public Sector – University of Padua Memorandum of Understanding ([www.funzionepubblica.gov.it/formazione/pa-110-e-lode](http://www.funzionepubblica.gov.it/formazione/pa-110-e-lode)) are entitled to a **partial exemption from the all-inclusive fee** that entails the payment of a fixed amount of € 700 regardless of the ISEE value. The stamp duty and the regional fee for the right to university education remain due.

Students who are public employees registered for courses of study subject to a special agreement shall benefit from a single all-inclusive fee with a fixed amount for registration for the following years if they obtain at least half of the educational credits (CFU) required for each year of the course and for a maximum number of years equal to the legal duration of the course plus two.

The application for this exemption will be considered to have been submitted by answering the questionnaire provided at the time of enrolment.

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## 6. SURCHARGES FOR STUDENTS BEHIND SCHEDULE (SO-CALLED “FUORI CORSO”)

There is a **surcharge** in student fees for students who are behind schedule. The increase in the fee will be applied according to the ISEE and the number of years of registration beyond the duration of the degree course, starting from the first year of enrolment, according to the following table:

**Table 7: Surcharge percentage for students behind schedule**

Years after the duration of the degree course	ISEE € 0 - € 150,000	ISEE > € 150,000.01
1	0	0
2 - 5	10%	40%
≥ 6	25%	80%

There are no surcharges for the first year of registration behind schedule, starting from the academic year of first enrolment in the university system.

In the event of failure to submit the Application for Benefits in Uniweb, the ISEE will be equal to the maximum value. Years of registration for the part-time study scheme are excluded from the count.

For student who are workers and are registered beyond the normal duration of the degree course, the corresponding percentages of the increase will be halved.

The years of suspension are not taken into account when determining the total number of years of registration considered for the application of the increase.

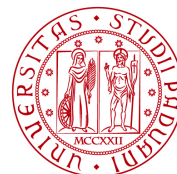
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## 7. OTHER FEES AND LATE-PAYMENT PENALTY

Where payment of the instalments is made after the due dates, a late-payment surcharge will apply of **€ 21.00 for a delay of up to 15 days**, and **€ 54.00 from the 16th day of late payment onwards**.

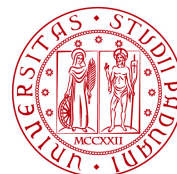
The fee for the delay will be issued in Uniweb (on the Fee page) within a few days of registration of the payment. This provision does not apply to students who are behind schedule subject to the regulations prior to Italian Ministerial Decree 509/99 and to those who complete a graduation application for the December session and subsequently register for the new academic year.

Any student who is late in making payment shall implicitly waive participation to the training activities provided until the date of payment.



<b>OTHER FEES AND LATE-PAYMENT PENALTY</b>	
Fee for late payment of instalments beyond the deadline, up to 15 days	€ 21.00
Fee for late payment of instalments beyond the deadline, from the 16th day of late payment onwards	€ 54.00
Fixed fee for each year, including the stamp duty, for those who resume their studies after a period of suspension and/or interruption. Application is only possible if the student has not embarked on a career path during the years of suspension and/or interruption. Persons with a recognised disability of more than 66% or with a recognised disability as per art. 3 of Italian Law no. 104/1992, pay € 16.	€ 152.00
Fee for the assessment or recognition of a previous career for single-cycle Bachelor's and Master's degree courses, non-refundable (excluding students currently in detention).	€ 40.00
Fee for recognition of the foreign qualification for qualification equivalence purposes, including the cost for stamp duty (in case of registration, the fee will be deducted from the second and third instalment amounts due, net of the statutory stamp duty).	€ 400.00
Registration fee for individual training activities for non-registered students, including stamp duty and insurance. The cost per each individual course after the first is € 200. Persons with a disability of over 66% or with a recognised disability as per art. 3 of Italian Law no. 104/1992, pay € 22.50.	€ 222.50
Registration fee for summer courses in Brixen (amount valid for a maximum of 2 courses).	€ 55.00
Accommodation at the University Youth Centre in Brixen.	€ 210.00
Pre-enrolment/pre-registration fee (excluding students currently in detention) for students with a qualification obtained in Italy, for each application (non-refundable).	€ 30.00
Pre-enrolment/pre-registration fee (excluding students currently in detention) for international students with a qualification obtained abroad, up to a maximum of 3 applications (non-refundable).	€ 30.00
Assessment charge in case of false statement.	€ 109.00
Fee for the recalculation of the late submission fee of the Application for Benefits in Uniweb and/or late signing of the DSU for ISEE purposes (submission/signing after 30 November and by 15 February, i.e. by the deadline for the payment of the second instalment).	€ 109.00
Fee for the recalculation of the late submission fee of the Application for Benefits in Uniweb and/or late signing of the DSU for ISEE purposes (submission/signing after 15 February and by 15 May, i.e. by the deadline for the payment of the third instalment).	€218.00
Fee for the recalculation of the late submission fee of the Application for Benefits in Uniweb and/or late signing of the DSU for ISEE purposes (submission/signing after 15 May and before 30 September, i.e. before the end of the academic year).	€ 327.00
Fee for a duplicate copy of a Bachelor's, final university Master's, PhD or teacher training course diploma, specialisation courses on educational support or an accreditation diploma.	€ 84.00
Fee for a duplicate copy of the badge (magnetic university card).	€ 12.00
Fee for participation in State Exams.	€ 318.00
Fee for the performance of the post-graduate internship including stamp duty and insurance for Psychology.	€ 182.00
Cost of insurance for trainees, auditors, graduates attending courses and for those registered for State Exams for the profession of surgeon.	€ 6.50
Cost for mailing each original diploma (degree courses and postgraduate courses).	€ 10.80

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## 8. PERSON IN CHARGE OF THE PROCEDURE AND PROCESSING DATA

Pursuant to article 4 of Italian Law no. 241 of 7 August 1990 (*Nuove norme in materia di procedimento amministrativo e di diritto di accesso ai documenti amministrativi*, New rules on administrative procedures and on the right of access to administrative documents) and subsequent amendments, the Director of the Student Services Office, Alessandra Biscaro, will be appointed as the Person in Charge of the Administrative Procedure.

Candidates may exercise their right of access to the application documents according to the provisions of the *Decreto del Presidente della Repubblica* (Presidential Decree) no. 184 of 12 April 2006 (*Regolamento recante disciplina in materia di accesso ai documenti amministrativi in conformità al capo V della Legge 241/90*, Regulation governing access to administrative documents pursuant to Chapter V of Italian Law 241/90).

Personal data collected for the purposes set out in this notice is processed in compliance with the provisions of Regulation (EU) no. 679 of 27 April 2016 (General Data Protection Regulation, GDPR).

The “Data Controller” is the University of Padua, with registered office in Via 8 Febbraio, 2 - 35122 Padua. The complete privacy policy is available from the Data Controller or on [www.unipd.it/privacy](http://www.unipd.it/privacy).

*N.B. This call has been translated into English for information purposes only.*

*With regard to the handling and resolution of disputes, and for all legal effects, only the Italian version shall be considered valid.*

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### For information:

Student Services Office - Financial Benefits - Via Portello 19, Padua - Email: [benefici.studenti@unipd.it](mailto:benefici.studenti@unipd.it)

Padua, date of registration

The Rector

Prof. Daniela Mapelli

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

Person in charge of the administrative procedure Alessandra Biscaro Date	Executive Roberta Rasa  Date	Director General Alberto Scuttari  Date
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