



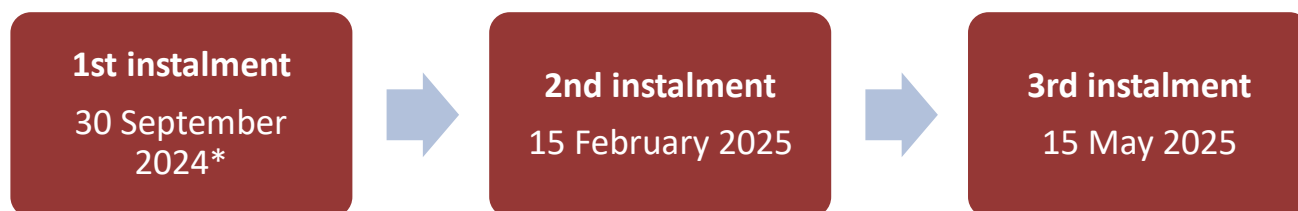
UNIVERSITÀ
DEGLI STUDI
DI PADOVA

CALL FOR STUDENT FEES AND EXEMPTIONS AY 2024/2025



SUMMARY OF DEADLINES

STUDENT FEES



*or at the time of registration according to the dates indicated in the calls for admission

HOW TO OBTAIN THE BENEFITS



*If you wish to apply for the regional scholarship, the deadline is 30 September 2024.

Are you entitled to a full or partial exemption? See the section: [OTHER SPECIFIC EXEMPTIONS](#)



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PREAMBLE

This “**Call for Student Fees and Exemptions**” governs the criteria for determining the fee due from students enrolled in Bachelor’s, Master’s and Single-cycle’s degree programmes (hereinafter, for reasons of brevity, the “degree programmes”) 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 FEES

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

The total maximum amount of the fee for the 2024/25 academic year (shown in Table 1) is calculated by adding together:

A) the ALL-INCLUSIVE FEE (which varies according to the degree programme);

B) the REGIONAL FEE for the right to university education and stamp duty.

The degree programmes are divided as follows:

- **Group A (Humanities):** all degree programmes for the Schools of *Economia e Scienze Politiche, Giurisprudenza, Scienze Umane, Sociali e del Patrimonio Culturale*;
- **Group B (Scientific + Primary Education Sciences):** all degree programmes for the Schools of *Agraria e Medicina Veterinaria, Ingegneria, Medicina e Chirurgia, Psicologia, Scienze, and the degree programmes in Scienze della Formazione Primaria and Management dei servizi educativi e formazione continua.*

Table 1: Total maximum amount for groups of degree programmes

Group of the degree programme	Maximum all-inclusive fee A)	Maximum regional fee and stamp duty B)	Total maximum amount A) + B)
Group A	€ 2,700.00	€ 186.00 + € 16.00= € 202.00	€ 2,902.00
Group B	€ 2,900.00	€ 186.00 + € 16.00= € 202.00	€ 3,102.00

If a student simultaneously enrolls in several degree programmes at Universities in 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. Any refund due is processed upon request, subject to verification of the double payment, in the event of concurrent enrolment at another University.

The exemptions, total or partial, of the annual fee apply to both enrolments if the requirements are met.

To obtain a reduction of fees, you must fill in the **APPLICATION FOR BENEFITS** in Uniweb (see paragraph 2).

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

✓ FIRST INSTALMENT

Enrolment in the academic year will be completed on payment of the **FIRST FEE INSTALMENT**, the maximum amounts of which are:

- **€ 202.00** for those who enrol in the **first year** of the degree programmes, consisting of:
 - € 186.00: 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 calls for admission.

- b) **€ 582.00** for those who enrol in **years subsequent to the first** of degree programmes, consisting of:
- € 380.00: advance payment of the all-inclusive fee;
 - € 186.00: regional fee for the right to university education;
 - € 16.00: stamp duty.
- Payment must be made **by 30 September 2024**.
- c) **€ 16.00**, as stamp duty, for those who enrol in **years subsequent to the first of degree programmes**, and **who are eligible in the ranking of the regional scholarships** for the 2023/24 academic year.
- Payment must be made **by 30 September 2024**.
- PLEASE NOTE:** those who do not apply for a scholarship for the 2024/25 academic year or who are not eligible for the competition, from the day of publication of the final rankings will find in Uniweb, under “Right to study - Certifications of disability/dyslexia, Summer courses – Payments”, any adjustment to the first instalment to be paid **by 30 November 2024**.
- d) **€ 16.00**, as stamp duty, for persons enrolled in years subsequent to the first, who have a **recognised disability equal to or greater than 66% or with a certificate pursuant to (Italian) Law no. 104/92** to be paid **by 30 November 2024**. First-year enrollees pay the first instalment of € 202.00 and will receive a refund of € 186.00 upon verification of the certification submitted.

The payment of the first instalment is **not due** for those who graduate **by DECEMBER 2024** as this is the final graduation session for the 2023/24 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 any surcharges for students who are behind schedule, is calculated on the basis of the specific group, the ISEE value and the exemptions applied.

No payments are due in the event of a total amount of less than € 5.00.

Payment of the **second instalment** must be made by the deadline of **15 February 2025**.

Payment of the **third instalment** must be made by the deadline of **15 May 2025**.

A **simulator** can be used for calculating the estimated fee due for the 2024/25 academic year (including any surcharges due from students who are behind schedule), available at: 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 the following steps:**

A. complete and confirm the **APPLICATION FOR BENEFITS (Richiesta di Agevolazioni)** in Uniweb;

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

A. The **APPLICATION FOR BENEFITS** is a self-certification that must be completed and confirmed online in order to obtain a reduction in fees. In doing so, you are authorising the University to acquire your ISEE certificate directly from

the INPS database (or from the Tax Assistance Centre (CAF) affiliated with the University, in the case of an ISEE Parificato).

- ✓ **WHERE TO SUBMIT THE APPLICATION:** The **Application for Benefits** is available exclusively **online, in your personal area in Uniweb**, 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 registered. **It follows that those who register during the year (registrations in Master’s degree programmes, 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 student will receive an 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 UNIWEB's personal area constitutes the only evidence of the submission of the application, therefore it is recommended that students make sure that it is available.**
- ✓ **IN THE EVENT OF CHANGES:** the Application for Benefits can be amended directly by the user, using the same procedure, until **30 November 2024**. **You can find the checks made to the application in your personal area in Uniweb.** After that date, a late submission fee will apply.

B. For the **ISSUANCE of the ISEE certificate**, 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 DSU and not the date of issue of the ISEE certificate will be valid.

ISEE CERTIFICATE TO REQUEST

- ✓ **UNIVERSITY ISEE**
The University may only acquire an **ISEE certificate for Prestazioni Agevolate per il Diritto allo Studio Universitario (benefits connected with the right to university education) issued to the benefit applicant** (in the case of members of the same household, the tax codes of all applicants must be provided).
The ISEE certificate 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 an ISEE certificate not issued for the right to university education, or if the ISEE certificate has expired upon confirmation of the Application for Benefits, a new certificate 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 certificate for the Right to University Study 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 to the e-mail address benefici.studenti@unipd.it by the deadlines below.
- ✓ **ISEE PARIFICATO FOR INTERNATIONAL STUDENTS**
It is a different certification required for:
 - **international students residing abroad (outside Italy)**, with a household residing abroad (outside Italy);
 - **international students** residing in Italy, but **with earned income of less than € 9,000.00 and with a household residing abroad (outside Italy)**;

- **Italian students residing abroad (outside Italy)**, enrolled or not in the Italian Register of Residents Abroad (AIRE).

Issuance of the ISEE Parificato must be requested exclusively from the CAF affiliated with the University, the details of which may be viewed at www.unipd.it/en/isee

PLEASE NOTE: Students with non-EU citizenship, with a household not residing in Italy and registered from the A.Y. 2023/24 pay a fixed fee (see Table 4) and may only use the ISEE Parificato to obtain a reduction of the regional fee.

The ISEE Parificato can be used also to participate in the call for regional scholarships (and, in the event of eligibility, students will be exempt from the fee).

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 ISEE Parificato) following confirmation of the Application for Benefits in Uniweb.

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

DEADLINE

Both mandatory steps to obtain reductions and exemptions (i.e.: confirmation of the **Application for Benefits** and signing of the DSU for **ISEE** purposes) must be completed **by 30 November 2024**. This deadline also applies to those who register during the year (for example, those awaiting publication of the ranking of an admission competition).

Those who enrol in years subsequent to the first 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 is possible to obtain a recalculation of the fee after the deadline upon payment of a late submission charge of:

- **€ 109.00** for DSUs signed and/or Applications for Benefits confirmed **from 1 December and by 15 February 2025**;
- **€ 218.00** for DSUs signed and/or Applications for Benefits confirmed **from 16 February and by 15 May 2025**.
- **€ 327.00** for DSUs signed and/or Applications for Benefits confirmed **from 16 May and by 30 September 2025**.

Following the acquisition of the ISEE certificate and the automatic fee recalculation, the updated fee amount will be uploaded to Uniweb and must be paid **by 30 September 2024**.

From 1 October 2025, it is no longer possible to obtain reductions in the fee for the 2024/25 academic year.

The **Complete Guide to the Application for Benefits and Calculation of the ISEE** is available at 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 relating to the current year and previous academic years have been paid, including the financial obligations for penalties, as well as the fees resulting from the total or partial withdrawal of funds already disbursed.

Payments must be made exclusively via **PagoPA** (see www.unipd.it/en/pagopa for details), accessible directly from the personal area in Uniweb, by selecting "Right to study - Certifications of disability/dyslexia, Summer courses – 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) are normally non-refundable, even if the student has not carried out any didactic or career activity. However, students can request the return of fees in the event of double payments or payments not due, using the forms and following the instructions available at 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 refundable amount is € 5.00).

Reimbursements will be credited exclusively to the bank details (IBAN) of the student's current account (held individually or jointly), or prepaid card, which must be entered by the student in the 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 domicile in Italy in the Uniweb personal area, under "Home, Master data, Modify domicile address"; otherwise it will be impossible to proceed with the refund.

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4. REGIONAL FEE REDUCTIONS

For all students, regardless of citizenship and residence of the household, the regional fee for the right to university education is calculated in accordance with the ISEE, and is structured as follows:

Table 2: 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	€ 141.00 – € 161.99
II	15,748.79 - 31,497.56	€ 162.00 - € 185.99
III	> 31,497.56	€ 186.00

5. REDUCTION OF THE FEE

A. **For students with citizenship of States belonging to the European Union** and with a household residing in Italy, the all-inclusive fee is calculated according to the ISEE, the year of enrolment and the merit achieved, as indicated in Table 3.

To understand the amount of the fee shown in Table 3, three career situations are considered based on the requirements established by (Italian) Law 232/2016 (as amended):

• **ON SCHEDULE, with minimal career progression**

- enrolment at their University for a number of academic years less than or equal to the normal duration of the degree programme, increased by one;
- in case of enrolment in the first academic year, no merit requirements;
- in case of enrolment in the second academic year, students must have obtained at least 10 ECTS credits by 10 August 2024;
- in case of enrolment in academic years subsequent to the second, they must have obtained at least 25 ECTS credits in the twelve months prior to 10 August 2024.

• **STUDENTS BEHIND SCHEDULE, with minimal career progression**

- they must have been enrolled at their university for a number of academic years exceeding the normal duration of the degree programme, increased by one, and must have obtained at least 25 ECTS credits in the twelve months prior to 10 August 2024.

• **With no minimal career progression:**

- in case of enrolment, on schedule or behind schedule, without obtaining the minimum credits required by law.

Table 3: Amount of the all-inclusive fee applied to students with EU citizenship

ISEE	Student situation	All-inclusive fee amount	Other exemptions applicable upon the student's request
ISEE of less than € 13,000	On schedule with minimal career progression, groups A-B	total exemption	Working student Other enrolled family members
	Behind schedule with minimal career progression, groups A-B	€ 200.00	
	With no minimal career progression, groups A-B	€ 380.00	
ISEE between € 13,000 and € 30,000	On schedule with minimal career progression, groups A-B	total exemption	Working student Other enrolled family members
	Behind schedule with minimal career progression, group A	€ 200 to € 700	
	Behind schedule with minimal career progression, group B	€ 200 to € 850	
	With no minimal career progression, group A	€ 380 to € 950	
	With no minimal career progression, group B	€ 380 to € 1,100	
ISEE between € 30,000 and € 50,000	On schedule with minimal career progression, group A	€ 700 to € 1,825	Working student Other enrolled family members
	On schedule with minimal career progression, group B	€ 850 to € 2,000	
	Behind schedule with minimal career progression, group A	€ 700 to € 1,825	
	Behind schedule with minimal career progression, group B	€ 850 to € 2,000	
	With no minimal career progression, group A	€ 950 to € 1,825	
	With no minimal career progression, group B	€ 1,100 to € 2,000	
ISEE between € 50,000 and € 70,000	On and behind schedule, with or without minimal progression, group A	€ 1,825 to € 2,700	---
	On and behind schedule, with or without minimal progression, group B	€ 2,000 to € 2,900	---
ISEE above € 70,000	On and behind schedule, with or without minimal progression, group A	€ 2,700.00	---
	On and behind schedule, with or without minimal progression, group B	€ 2,900.00	---

B. A fixed **non-recalculable fee** equal to the total amount indicated in Table 4 is applied to **international students registered from the 2023/24 academic year**, with citizenship of States not belonging to the European Union and with a household not residing in Italy.

For students from particularly poor countries, referred to in (Italian) Ministerial Decree no. 440 of 13 February 2024, the fixed fee is redefined as one third of the reference value.

Table 4: Fixed fee applied to international students with non-EU citizenship

Group of the degree programme	Total fixed amount for students with non-EU citizenship and household not residing in Italy	Total fixed amount for students from poor countries (DAC LIST)
Group A	€ 2,700.00	€ 900.00
Group B	€ 2,900.00	€ 966.66

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6. 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 2024/25 academic year (www.unipd.it/en/veneto-region-scholarship).

- Students enrolled in the first year of degree programmes who obtain at least 20 credits by 10/08/2025 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 enrolled in the first year of degree programmes who obtain at least 20 credits by 30/11/2025 instead of 10/08/2025, are entitled to a **partial exemption**, which entails 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 2025.
- Students enrolled in regular years subsequent to the first of degree programmes and those enrolled in PhDs, are eligible for a **total exemption**, which entails the automatic refund of the first instalment if already paid at the time of enrolment, except for the amount paid as stamp duty. No other instalments are owed.
- Students enrolled in the first year beyond the normal duration of the degree programme ('final semester') are eligible for a **partial exemption**, which entails 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 REGISTER FOR DEGREE PROGRAMMES TAUGHT ENTIRELY IN ENGLISH

The University offers up to 100 exemptions from the all-inclusive fee to international students deemed worthy who register for a degree programme taught entirely in English. In any event, the recipients are required to pay an amount equal to € 202.00 as the regional fee for the right to university education and 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 programme or to a Master's degree programme in the Italian university system;
- to pre-register for one of the degree programmes taught entirely in English by the University for the 2024/25 academic year.

To be considered for selection, candidates are required to pre-register for the chosen degree programme taught in English and pay the € 30.00 fee according to the methods and deadlines indicated in the *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 degree programme 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. For further information, see the following pages:

www.unipd.it/en/fee-waivers

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 registration, are entitled to a reduction of the student fee, up to a maximum amount equal to the cost incurred for the service. For further information, see <https://cimea-diplome.it/page-services>.

D. EXEMPTION RESERVED FOR STUDENTS WITH DISABILITIES

- Students with disabilities enrolled in degree programmes, PhDs and specialisation schools, with a disability of between 66% and 100% recognised by the Italian National Health Service Commissions or with a disability recognised 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.
- Students with disabilities enrolled with a disability of between 50% and 65% recognised by the Italian National Health Service Commissions and ISEE equal to or less than € 70,000.00 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 stamp duty (the fee is already included in the first instalment for those who enrol in years subsequent to the first or is divided into the second and third instalments for those who enrol in the first year).

The application for these exemptions will be considered to have been submitted with the reporting of the student's disability in the Uniweb personal area and with the subsequent submission of the relevant certification to the Student Services Office (via e-mail to inclusione.studenti@unipd.it) by 30 September 2025.

The fee for the academic years already completed at the time of submitting the application is not recalculated.

The declaration forms, for those registering, can be found at www.unipd.it/en/inclusion-reception-and-admissions-tests

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 allowing for *reviewability* shall retain, until they obtain 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 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 FOR THE CHILDREN OF RECIPIENTS OF DISABILITY PENSION

Students who are recipients 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 118/1971.

The application for this exemption will be considered as submitted after the following documentation:

- self-certification of the updated household composition;
- copy of the report issued by ASL/INPS;
- certificate confirming that the parent is the recipient of a disability pension

is sent to benefici.studenti@unipd.it by 30 September 2025.

The fee for the academic years already completed at the time of submitting the application is not recalculated.

F. EXEMPTION RESERVED FOR STUDENTS SUBJECT TO CUSTODY

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 Convention 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.

G. EXEMPTION RESERVED FOR STUDENT WHO ARE WORKERS

Students with a gross annual income of at least € 3,500.00 received in 2023 or 2024 on the basis of a permanent or fixed-term employment contract or other self-employed activities and with an ISEE up to € 50,000 will be entitled to an **exemption of € 400.00** from the all-inclusive fee applied to the second and third instalments.

This exemption is granted for a number of years equal to the normal duration of the degree programme, plus a further 3 years, starting from the first year of registration.

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.

H. EXEMPTION RESERVED FOR STUDENTS FROM THE SAME HOUSEHOLD

For households with an ISEE of **up to € 50,000**, with two or more persons enrolled in a University degree programme, PhD or specialisation course, there will be a **reduction of € 200.00** of the all-inclusive fee applied to the second and third instalments for each member of the household 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 certifying the composition of the student's household and the simultaneous enrolment of one or more members at the University may also be requested after the exemption from the Student Services Office has been applied for carrying out the checks required by law.

I. PARENTAL EXEMPTION

Students enrolled in degree programmes will be entitled to a **partial exemption** from the all-inclusive fee in the academic year of birth or adoption of their children, which entails the payment of a fixed annual fee of € 380.00 in addition to the regional fee for the right to university education and stamp duty (the fee is already included in the first instalment for those who enrol in years subsequent to the first or is divided into the second and third instalments for those who enrol in the first year).

The request for this exemption will be considered to have been submitted after submission of the self-certification of the birth certificate or a Court ruling certifying maternity and paternity, or the household composition, to be sent to benefici.studenti@unipd.it by the end of the current academic year.

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

J. EXEMPTION FOR MERIT RESERVED FOR NEWLY REGISTERED STUDENTS

For students enrolled in the first year:

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

a **partial exemption** from the all-inclusive fee may be applied for, which entails a **reduction of € 200.00**, applied automatically to the second and third instalments (the student is not required to submit an application).

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

The application for this exemption will be considered to have been submitted after the submission of the certification confirming the entry into service at the 'Due Palazzi' prison, to be sent to benefici.studenti@unipd.it by the end of the current academic year.

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

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

The application for enrolment in the part-time study scheme must be submitted by **30 October 2024**, exclusively using the online procedure available on Uniweb and specified at: www.unipd.it/en/fee-waivers

The above deadline can be waived only for students enrolled in Master's degree programmes 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 degree programmes eligible for the part-time study scheme can be viewed at: www.unipd.it/en/fee-waivers

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

- be simultaneously **engaged in** employed, self-employed or professional, public or private, full-time or part-time **work** for a period of time of no less than six months and at the time of the request;
- 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 enrolled at Higher Institutes of Music and Dance Studies or in university-level courses;
- be involved in sports activities at a high competitive level, national and/or international.

Please note that:

- the part-time study scheme option is binding on the student **for two academic years** (also not consecutive, in case of interruption and/or suspension), after which, during the annual enrolment 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 cancellation of any reductions obtained and recalculation of the fee due;
- if the student waives the benefit and/or completes the degree programme in advance of the two-year period granted, he/she will be subject to the full-time study scheme and will have to make a balance payment for a year's full-time fee (if he/she is the recipient of a scholarship, the scholarship difference will not be paid, subject to verification that the merit requirement in relation to full-time enrolment is always met);
- it is valid only for the purposes of the university fee (without affecting the attendance obligation governed by the teaching regulations of the individual degree programmes);
- 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).

M. EXEMPTION RESERVED FOR STUDENTS WITH REFUGEE STATUS

Students with refugee, subsidiary protection holder or asylum seeker status with conditional registration are **fully exempt** from the all-inclusive fee, including the pre-enrolment 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 the certification confirming the refugee status, to be sent to : benefici.studenti@unipd.it and unipd.rescuefund@unipd.it by the end of the current academic year. The fee for the academic years already completed at the time of submitting the application is not recalculated.

N. EXEMPTION FOR PUBLIC EMPLOYEES (PA 110 CUM LAUDE)

Staff in service in public administrations that meet the requirements for admission to the first-application programmes provided for by the Public Sector – University of Padua Memorandum of Understanding (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 € 700.00 (if the amount due based on ISEE is less than € 1,030, an additional reduction of € 330 will be applied).

The stamp duty and the regional fee for the right to university education remain due.

The application for this exemption must be submitted exclusively using the online procedure available on Uniweb and indicated at www.unipd.it/en/fee-waivers

The fee for the academic years already completed at the time of submitting the application is not recalculated.

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

There is a **surcharge** in student fees for students who are behind schedule (so-called “fuori corso”). The increase in the fee will be applied according to the ISEE and the number of years of enrolment beyond the duration of the degree programme, starting from the first year of registration, according to the following table:

Table 5: Surcharge percentage for students behind schedule

Years beyond the duration of the degree programme	ISEE € 0 - € 150,000.00	ISEE > € 150,000.00
1	0	0
2 - 5	10%	40%
≥ 6	25%	80%

There are no surcharges for the first year of enrolment behind schedule, starting from the academic year of first registration 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 enrolment in part-time study scheme are excluded from the count.

For students who request the exemption reserved for working students, as provided for by art. 5, letter G, the surcharges are divided by half.

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

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8. 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 enrol in the new academic year.

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



OTHER FEES AND LATE-PAYMENT PENALTY	
Fee for late payment of instalments beyond the deadlines, up to 15 days.	€ 21.00
Fee for late payment of instalments beyond the deadlines, from the 16th day of late payment onwards.	€ 54.00
Fixed fee for each year, including stamp duty, for students who resume their studies after a period of suspension and/or interruption. Application is only possible if the student has not taken any steps along 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 under Article 3 of (Italian) Law no. 104/1992, pay € 16.00.	€ 152.00
Fee for the assessment or recognition of a previous career for single-cycle Bachelor's and Master's degree programmes, non-refundable (excluding students in custody).	€ 40.00
Fee for recognition of the foreign qualification for qualification equivalence purposes, including the cost for stamp duty (in case of enrolment, the fee will be deducted from the second and third instalment amounts due, net of the statutory stamp duty).	€ 400.00
Enrolment fee for individual training activities for non-enrolled students, including stamp duty and insurance. The cost per individual course after the first is € 200.00. Persons with a disability of more than 66% or with a recognised disability pursuant to Article 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 in custody) for students with a qualification obtained in Italy, for each application (non-refundable).	€ 30.00
Pre-enrolment/pre-registration fee (excluding students in custody) 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
Charge for recalculation of the late submission fee of the Application for Benefits in Uniweb and/or for 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
Charge for recalculation of the late submission fee of the Application for Benefits in Uniweb and/or for 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
Charge for recalculation of the late submission fee of the Application for Benefits in Uniweb and/or for late signing of the DSU for ISEE purposes (submission/signing after 15 May and by 30 September, i.e. by 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 teaching support or an accreditation diploma.	€ 84.00
Fee for a duplicate copy of the university badge (magnetic card).	€ 12.00
Fee for participation in State Exams.	€ 318.00
Fee for the participation in a post-graduate internship, including stamp duty and insurance for Psychology.	€ 182.00
Cost of insurance for trainees, auditors, graduates attending courses and for those enrolled in State Exams for the profession of surgeon.	€ 6.50
Cost for shipping each original diploma (degree programmes and post-graduate courses).	€ 10.80

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9. PERSON IN CHARGE OF THE PROCEDURE AND PROCESSING DATA

Pursuant to article 4 of Legge (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.

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 – Economic benefits - Via Portello 19, Padua - email: 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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