

**FEE REGULATION**  
**A.A. 2015/2016**

## What is this guide?

This guide is the *Fee Regulation* for students enrolled at Politecnico di Torino. It is a guide indicating how much and when you have to pay to be up to date with one's administrative duties. In addition, it explains how to apply for fees reduction.

### Is this guide for you?

If you are a student enrolled at a Master (postgraduate/postlauream program), this guide is **not** for you. For further information you can refer to Ufficio Master (Master Office) or send an e-mail to [master.universitari@polito.it](mailto:master.universitari@polito.it).

## How to use this guide?

The Fee Regulation is divided into three parts:

- **First part**, *Things everybody has to know*. Here you will find general information and rules about the payment of fees at Politecnico.
- **Second part**, *What to do case by case*. Here you will find all different possible students' profiles listed case by case and further useful information on how much and how to pay as well as deadlines to be met.
- **Third part**, *Summary*. Here you will find some charts that summarize the amount of fees and the deadlines.

## Official communications

In order to communicate with students, Politecnico uses the institutional students' e-mail address, the one it was given to you at the moment of enrolment (s<first enrolment number>@studenti.polito.it).

The e-mail address will be functional also after your graduation or if you decide to interrupt your studies at Politecnico for another University too. Any other e-mail address differed from the institutional e-mail address will not be considered for any communication purposes.

## Politecnico di Torino offices

Fees and Right to Study desks (Tasse e Diritto allo Studio), as well as Segreteria studenti, are available for any clarification during opening times:

### Segreteria Generale, Tasse e Diritto allo Studio

Corso Duca degli Abruzzi, 24 – Torino

In the Cittadella Politecnica – Ground floor

Office hours: Monday, Wednesday and Friday 08.30 – 12.00;

Tuesday and Thursday 08.30 – 12.00 and 13.30 - 15.00

Tel. 011/090.6254

Fax 011/090.5947

Email: [diritto.studio@polito.it](mailto:diritto.studio@polito.it), [riduzione.tasse@polito.it](mailto:riduzione.tasse@polito.it)

Internet: [https://didattica.polito.it/tasse\\_riduzioni/](https://didattica.polito.it/tasse_riduzioni/)

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## 1. THINGS EVERYBODY HAS TO KNOW

### 1.1 University fees

Courses and exams at Politecnico require a payment of the university fees that are fixed every year by the Administration of Politecnico, according to several agreements with the students' representatives.

The following items are also included in university fees:

- Regional tax for university right to study, that has to be paid completely to EDISU - Regional Body for University Right to Study (**140,00 Euros**). The tax is fixed by the regional regulations on the Right of Study, in order to enhance all EDISU's services available for students of the Region of Piemonte, included Bachelor's degree, Master's of Science degree (ex D.M. 509/99 and ex D.M. 270/04), Five years' cycle degree (prior to D.M.509/99), PhDs and Scuola di Specializzazione. These services include the access to canteens, study rooms, scholarships, etc.;
- accident insurance premium that Politecnico incurs for all its students (**3,53 Euros**);
- Flat-rate contribution for copyrights to be paid by students to SIAE (Italian Authors and Editors Association), according to the agreement between Politecnico and CRUI-SIAE for the duplication of texts with copyrights (**1,33 Euros**);
- Stamps tax (**16 Euros**).

### 1.2 How to pay

There are three means of payment for your university fees:

- **MAV (electronic deposit slip)**, the payment could be made through the online banking service of your own bank or any bank counter. This method of payment can be selected from your personal page of the Portale della Didattica, in the Segreteria online section – Sid@home –payment. If you're paying at any bank counter, it is recommended to print the MAV at first, otherwise if you're making the payment through the online banking service, you can use the code generated by the procedure, with no need of printing the MAV. This code will be univocal and it will be used only for the credit amount generated at the moment. The MAV will be available until the act of paying. For this kind of procedure it will be applied a commission of **0,59 Euros**. The receipt of payment will be automatically registered within five days from the day of payment (from the sending of the data by the bank); therefore, it will not be necessary to go to the Segreteria Generale for recording it.  
**PAY ATTENTION:** The receipt of payment will be not immediately guaranteed for the MAV paid after **5:00 PM** (it is recommended to check the period of payment acquisition of the bank);
- **Bank credit card** (circuit Bancomat) at any desk of Segreteria Generale, Tasse e Diritto allo Studio del Politecnico (Secretary Office of Politecnico). If you already have a Politecnico smart card, you can also pay with your bank card at any self-service station in Politecnico (except from Biella and Verrès). At the end of the procedure you will receive a receipt with all the payment details;
- **VISA and MasterCard** (but not American Express) **credit card**. You may also use your PostePay card. For this kind of procedure it will be applied a commission of the 1%. At the end of the procedure you will receive a receipt with all payment details.

### 1.3 Delay in the payment

If you pay after the deadlines, your fees will be increased with an extra charge.

In the case of a debt lesser than **50,00 Euros**, extra charge will not be applied (in order to not have your career blocked, you must pay off the debt by the **31<sup>st</sup> May 2016**).

For full-time students, if you pay the first fee by the **30<sup>th</sup> December 2015** or the second fee by the **29<sup>th</sup> April 2016**, the amount increased is **26,00 Euros**. If you pay after these deadlines, the debt will gradually increase of 10%.

The deadline for the extra charge is **31<sup>st</sup> May 2016**.

If these additional costs will have to be applied, you will be informed by e-mail sent at your institutional address (the one you received during the first enrolment, s<matriculation number>@studenti.polito.it).

If you do not pay your debts by the **31<sup>st</sup> May 2016**, you will not be allowed to continue your university career.

**PAY ATTENTION:** Any exam reservation for July and September will be blocked until the payment is acquired. You will be informed about the exam reserving interruption block by e-mail sent to your institutional address (the one you received during the first enrolment, s<matriculation number>@studenti.polito.it).

#### 1.4 Self-service information and operations

If you need information about your fees situation, you can check on your personal page on the Politecnico's website through the Sid@Home procedure. Specifically, you can:

- Check out your debt or credit situation with Politecnico;
- Check out the deadlines;
- pay your university fees or part of them;
- request a fee reimbursement (**see section 1.6.1 below**)

If you are enrolled at the first academic year, you can use Politecnico's stations only after having received your Politecnico student card.

#### 1.5 Delegation

If you can't go personally to the Registrar's Office to ask for information or submit any documents (e.g.: about your academic career, fee payments, applications form) , you can delegate a trustworthy person who has to show his / her identity card, a photocopy of your identity card and a delegation written by you.

#### 1.6 Student's virtual current account

If you are a full-time student, your university career acts do not need to take place at the same moment you pay the related fees (for instance, for any year that following the first one, you do not need to pay the first instalment as soon as you enrol). In this way, you may establish a system of economic relations with Politecnico, just like a current account.

This means that whenever you make one university career act that supposes a cost or a payment (for instance, when you define your plan of study), you owe a credit to Politecnico; otherwise, you can become a creditor for Politecnico in other circumstances (e.g.: if you obtain fee reimbursement for merit).

All your debt and credit items, as well as money transfers, are registered into a virtual current account, that you can check at any time by using the self-service stations or by connecting to the Politecnico's website or to the Sid@Home.

The virtual current account is a container, where your money transfers settles any possible debt at first, according to the deadlines. For instance, if you pay an amount that corresponds to the second instalment (even though you are sure that you are paying that instalment), but your current account is in debt, your money transfer will firstly cover the previous debt. At this point, the second instalment will not be paid or it will be partially paid. In these cases, if your balance of debts does not meet the deadlines, you will cause the additional costs mentioned above.

##### 1.6.1 Reimbursement

If you have a credit above **10,00 Euros** in your virtual current account you can ask for a reimbursement through your personal page at the Sid @ Home.

The refund is possible only if you have already selected the way of payment directly on your personal page. You can select the way of payment at Segreteria on-line - payment details.

All the options available are the following:

- **bank money transfer/post account:** by choosing this option, please remember to indicate the IBAN code of the bank account of which you must be the holder or co-holder;

- **Cash:** as soon as the amount will be available, you will receive a communication to your institutional e-mail account. Then, you will have to ask for it to one of the UniCredit bank desks with your identity card and fiscal code.

If you have a credit of at least **1,000 Euros**, you can receive the reimbursement only by bank money transfer as established by the art. 12 of the D.L. n. 201 (6<sup>th</sup> December 2011).

If you do not ask for any reimbursement, the amount of money will be automatically accredited on your virtual account and transferred for the next year.

### 1.6.2 Balance for students at the end of their career

At the end of your study course (e.g. graduation or withdrawal from a degree course) you will be asked to settle your debts, regardless of the deadlines. If you have some money on your virtual account, Politecnico will reimburse you even if you do not apply for it.

### 1.7 Fee reimbursement for merit for full-time students

If you are enrolled as full-time student at the academic year 2015/2016 and your performance has been successful (by taking a good amount of exams with such a good marks in the previous years at Politecnico) you can obtain a partial merit reimbursement of your fees.

Qualifying exams for this purpose are those passed and recorded by **30<sup>th</sup> September 2015**.

The merit reimbursement amounts to **230,00 Euros** that will be accredited on your virtual current account.

You can apply for reimbursement if you have reached a minimum score of 1225, calculated as follows:

1. By multiplying the number of CFU of each exam you have passed at Politecnico by its mark (for exams passed without mark please consider the fixed value of 25/30);
2. By adding all the marks and by dividing the result by the number of years of enrolment, starting from the first one.

#### Example of calculation

The following chart shows an example of calculation concerning a student enrolled at the second year and who has passed 9 exams in the first year, getting marks that allow him to fully exceed the minimum score necessary to obtain the reimbursement.

Exam	CFU for exam	Mark	Result
1	8	27	216
2	7	28	196
3	5	26	130
4	4	30	120
5	5	24	120
6	5	28	140
7	6	27	162
8	6	26	156
9	5	22	110
Sum of results			1350
Total = sum of results / number of years			1350/1= <b>1350</b>

#### Conditions

You can obtain the reimbursement of fees for the academic year that follow the one in which your score was acquired, only if you are still enrolled at Politecnico. Any reimbursement can be obtained during the last year of study, unless you are moving from a first level degree to a second level degree. In this case, your score will be calculated on your first level degree career at Politecnico, following the criteria mentioned above, also by adding any second level degree exams already obtained during the previous level degree.

However, you can't obtain any reimbursement if you are enrolled as a part-time student or if you are beneficiary of exemption from university fees for 2015/2016 academic year.

Please note that exams passed to cover any university debit exams are not eligible for the calculation of the score. There is no need to apply for the reimbursement: it will be accredited automatically during the academic year.

### 1.7.1 Reimbursement for Mathematics for Engineering students

In accordance with the guidelines provided by the Ministerial Decree No. 2 of 12<sup>th</sup> January 2005 regarding the fund for the support of young people, Politecnico of Turin encourages deserving students enrolled in the first level degree course in Mathematics for Engineering, by a partial reimbursement of fees and contributions. If you first enrol or enrol in years following the first of the course of Mathematics for Engineering for 2014/2015 academic year, or 2013/2014, or 2012/2013, you will receive a partial refund for merit amounting to **400,00 Euros**, in addition to the reimbursement outlined in paragraph 1.7, provided that you achieve a minimum score of 1.225 points by the end of the academic year (see 1.7 for method of calculation). You are not entitled to a refund if in the 2015/2016 academic year you had obtained an exemption from your tuition fees. This reimbursement will be assigned during your career for up to a maximum of three times, and the amount will be automatically accredited in your virtual current account.

### 1.8 Applying for fees reduction

You can obtain a fee reduction, by compiling the online application form **request of reduction**, in order to determinate your ISEE/ISEEU fee level.

The guide and the period of application for fee reduction are defined in chapter 3

You can apply for fee reduction, if you have the following requirements:

- full-time enrolment;
- your ISEE Universitario (Indicator of Equivalent Economic Situation/Indicator of the Equivalent Economic Situation University) does not exceed the limit of 85.500,00 Euros limit and your ISPE (Indicator of the Equivalent Property Situation) is not above the 200.000,00 Euros threshold. ISPE is calculated dividing ISP (Indicator of the Property Situation) by the Equivalence Scale indicated in the declaration (SE).

**PAY ATTENTION:** You can't apply for fee reduction if you will enroll at any course of previous D.M. 509/99 (e.g. five-year courses, academic diploma).

**The procedure and the deadlines for request a fee reduction are still to be defined.**

The guide "How to apply for fees reduction for the 2015/2016 academic year" will be published on the Politecnico's website at [https://didattica.polito.it/tasse\\_riduzioni/](https://didattica.polito.it/tasse_riduzioni/), and you will be informed by e-mail sent to your institutional address (the one you received during the first enrolment, s<matriculation number>@studenti.polito.it).

### 1.9 Interrupting and returning to studies

If you do not make any university career acts for a whole academic year (e.g.: you do not take any exams or define your study plan) and then you decide to return to your studies you will have to pay an extra fee of 100 Euros for each year of interruption of studies.

Otherwise, if you begin the academic year but you do not complete it (e.g.: you pay the first instalment but not the second one) and you wish to resume your studies at Politecnico of Turin, you have to pay first of the difference between the two total amount (plus an extra duties for late in payment) and then, the total amount already paid, plus an extra fee of 100 Euros for each year of interruption of studies.

### 1.10 Transfers and Assessment of previous academic record

**1) Transfers from other universities:** If you transfer to:

- a first level degree course, you need to take the entrance test and pay the first installment of

200.00 Euros in order to guarantee your place. If you decide not to enroll, the first installment will not be refunded.

- A second level degree course you need to apply on-line from the 1<sup>st</sup> of July 2015. You must pay 100.00 Euros as advance fee. If you decide not to enroll, this advance fee will not be refunded;

**2) Assessment of previous academic record:** If you have a degree and you are applying to receive an accreditation for it, you have to pay 100.00 Euros. Eventually, the amount will be deducted from the tuition fees in the case of enrolment at Politecnico of Turin. If you decide not to enroll, the amount will not be refunded.

Also, if you are a student from another university and you have already applied on-line for a second level degree course at Politecnico of Turin, you have to pay 100.00 Euros. Eventually, the amount will be deducted from the tuition fees in case of enrolment at Politecnico of Turin. If you decide not to enroll, the amount will not be refunded;

**3) internal transfer:** If you apply for internal transfer, you have to deposit 50.00 Euros. The amount will be deducted from the tuition fee at the moment of confirmation of the enrolment. If you decide not to confirm the transfer, the amount will not be refunded. The payment of 50.00 Euros will not be required only if you apply within the first and the second year; but, if you decide to renounce to the internal transfer it will be required a payment of 50.00 in order to reconstruct your career.

### 1.11 Withdrawal from studies

If you decide to renounce to your student status, you are not entitled to any reimbursements, even if you renounce before the end of the academic year.

If you renounce to your student status during the Bachelor's degree course, Master's of Science degree course (ex D.M. 509/99 and ex D.M. 270/04), Five years' cycle degree course (prior to D.M.509/99), PhD Course and *Scuola di Specializzazione* you are firstly required to pay all the fees in order to apply for the renunciation.

For those students enrolled in 2015/2016 academic year at the first year of a Bachelor's degree or Master's degree, PhD or *Scuola di Specializzazione* course, who decide to renounce to their studies, it is not necessary to pay the second instalment of fees provided, only if they fill the withdrawal application form just before the deadline of the payment of the second instalment.

### 1.12 Dismissed students or students who gave up and want to resume their studies

If you are a dismissed student or if you renounced to your student status at the University, but you are going to apply for a new enrolment at Politecnico, you can ask for the recognition of the passed exams (to apply for it please refer to the *Manifesto degli Studi - Student Guide*).

You will have to pay **150,00 Euros** when handing in your request as administrative duties, and, if your exams are recognized, in order to regulate your position, you will have to pay **16,00 Euros** for each recognized CFU, besides the university fees of the academic year you are enrolled in.

### 1.13 Data processing

In all procedures for the assignment of fee levels, the data processing will be carried out according to the regulations of the "Code for protection of personal data" (Decree No. 196 of 30/6/2003) and "Law on transparency and document access right" (Law 241/1990 and following changes and integrations).



## 2. WHAT TO DO CASE BY CASE

Some students are exempted from the payment of university fees.

### 2.1 Students with immediate exemption from the payment of fees (duty of 20.86 Euros)

You will be asked to pay an amount of **20,86 Euros** which includes Accident Insurance Premium (**3,53 Euros**), the SIAE contribution (**1,33 Euros**) and stamp tax (**16,00 Euros**), if you are one of the following students:

- *Students with EDISU scholarship: winners, qualified, or qualified but excluded because of a mark average;*
- *PhD students with EDISU scholarship;*
- *Students with scholarship of the Italian Government: you do not need to do anything to obtain the exemption; it will be assigned to you automatically when Politecnico receives the ministerial communication;*
- *Disabled students: if you have a certification of your disability according to art. 3 co.1 Law 5<sup>th</sup> February 1992 n° 104 or if you have a disability corresponding to 66% or more, you will be exempted from the payment of fees (only for the first degree obtained of any level degree) by simply submitting a certificate stating your disability to Tasse e Diritto allo Studio desks, within the deadline of the first instalment (**30<sup>th</sup> November 2015**). If you decide to enroll part-time adding new subjects in your study plan (e.g.: subjects you have never added before), the deadline to pay and to deliver the disability certificate is 25<sup>th</sup> September 2015. If you decide to enroll part-time adding subjects you have added previously in your study plan, the deadline for payment and to deliver the disability certificate is 18<sup>th</sup> December 2015.*
- *Political refugees: if you have been recognized as a political refugee (according to the Geneva Convention of 28/7/1951, ratified with law 24/7/1954 No. 722), you will have to submit the document certifying your status to Segreteria Generale, Tasse e Diritto allo Studio desks in order to obtain the exemption, within the deadline of the first instalment (**30<sup>th</sup> November 2015**). If you decide to enroll part-time adding new subjects in your study plan (e.g.: subjects you have never added before), the deadline for payment and to deliver the refugee status documents is **25<sup>th</sup> September 2015**. If you enroll part-time adding subjects you have added previously in your study plan, the deadline for payment and to deliver the refugee status document is **18<sup>th</sup> December 2015**.*

### 2.2 Students with immediate exemption from the payment of fees (duty of 160.86 Euros)

You will be asked to pay an amount of 160.86 Euros which includes Accident Insurance Premium (**3,53 Euros**), the SIAE contribution (**1,33 Euros**), Stamp tax (**16,00 Euros**) and Regional tax for university right to study (**140,00 Euros**), if you are one of the following students:

- *PhD students with a Politecnico PhD scholarship assigned by a grant awarded;*
- *PhD students enrolled in the 4<sup>th</sup> year of an extended doctorate;*
- *PhD Students non-recipients of scholarship and enrolled to an interuniversity doctoral research program;*
- *Scuola di Specializzazione's students;*
- *Students enrolled in the first year of a first level degree taken in English.*

## 2.3 Foreign students

### 2.3.1 Students from foreign universities within exchange programmes regulated by universities' agreements on economic aspects

If you come from a foreign university and you are studying for a period at Politecnico of Turin, according to the agreements between the two universities, concerning also the economic aspects of your participation within the exchange programme, you belong to one of the following cases:

- The agreement between the two universities states that the amount is directly agreed within the universities: in this case you are exempted from the payment of fees.  
You do not need to do anything to obtain the exemption; it will be automatically assigned to you;
- the agreement between the two universities does not state the payment of enrolment fees at Politecnico: in this case you have to pay **160,86 Euros**, an amount that includes the accident insurance premium (**3,53 Euros**), the SIAE contribution (**1,33 Euros**), the tax stamp (**16,00 Euros**) and the regional fee for university right to study (**140,00 Euros**).

## 2.4 Students not applying for fees reduction

### 2.4.1 Full-time students

The table shows the amounts due for the first and the second instalment and the deadlines:

Enrolment	First instalment		Second instalment		Total amount
	Deadline	Amount	Deadline	Amount	
First enrolled on a first level degree course	First enrolment from 21/07/2015 to 31/08/2015*	€ 130,00	31/03/2016	€ 2.401,51	€ 2.531,53
First enrolled on a first level degree course	enrolment from 01/09/2015	€ 200,00	31/03/2016	€ 2.401,51	€ 2.601,51
First enrolled in a second level degree course (D.M. 270/04)	enrolment	€ 200,00	31/03/2016	€ 2.401,51	€ 2.601,51
Enrolled in years following the first: first level degree and second level degree (ex D.M. 509/99 and D.M. 270/04)**	30/11/2015	€ 1.100,00	31/03/2016	€1.501,51	€ 2.601,51
First enrolled in PhD course and Scuola di Specializzazione	enrolment	€ 200,00	31/03/2016	€ 2.401,51	€ 2.601,51
Enrolled in years following the first at the Scuola di Specializzazione**	31/01/2016	€ 1.100,00	31/03/2016	€1.501,51	€ 2.601,51
Five year degree prior to D.M. 509/99	30/11/2015	€ 755,00	31/03/2016	€ 670,44	€ 1.425,44

\*If you enrol for the first time on a first level degree course in Engineering or on Territorial, Urban, Environmental and Landscape planning, or Design and Communication in the period **from 13/07/2015 to 31/08/2015**, you will have a fee reduction of **70,00 Euros**. This is possible only for students who have obtained at least 50% in the early sessions of TIL, TIL -P or the orientation project. If you have been relieved from the payment of the fees (you only have to pay the duty of **20,86 Euros or 160,86 Euros**).

\*\* The amounts refer to [CHAR 1](#)

## 2.4.2 Part-time students

### 2.4.2.1 First year, first and second level degree

The total amount of fees for 2015/2016 academic year is **651,44 Euros + 16,00 Euros** for each CFU (you can acquire from a minimum of 20 to a maximum of 36 CFU in your study plan).

You have to pay the whole amount at first enrolment, when you define your study plan.

If you enrol for the first time on a first level degree course in Engineering or on Territorial, Urban, Environmental and Landscape planning, or Design and Communication in the period **from 13/07/2015 to 31/08/2015**, you will have a fee reduction of **70,00 Euros**. This is possible only for students who have obtained at least 50% in the early sessions of TIL, TIL -P or the orientation project. If you have been relieved from the payment of the fees (you only have to pay the duty of **20,86 Euros or 160,86 Euros**).

### 2.4.2.2 Following years first and second level degree (also e-learning courses), five years degree under the order prior to DM 509/99

The total amount of fees for 2015/2016 academic year is **651,44 Euros + 16,00 Euros** for each CFU (you can acquire a maximum of 36 CFU in your curriculum, **included CFU of final dissertation**). The CFU present in your study plan are valid only for one academic year and have to be paid yearly: both for those included for the first time and those you possibly have to re-include because you have not taken the corresponding exam yet.

If you decide to enrol part-time adding new subjects in your study plan (e.g.: subjects you have never added before), the deadline for payment is **25<sup>th</sup> September 2015**. If you decide to enrol part-time adding subjects you have added previously in your study plan, the deadline for payment is **18<sup>th</sup> December 2015**.

As fees have to be paid when you define your study plan, if you use a self-service station, you can pay by bank or credit card (even PostePay), so that you can define your study plan and pay fees at the same time.

### 2.4.3 Single courses

If you are enrolled at single courses, the total amount of fees for 2015/2016 academic year is **351,44 Euros + 16,00 Euros** for each CFU. You can have a maximum of 20 CFU in your study plan.

If you have graduated from a Bachelor's degree and you have been admitted in a Master's with some university exams debits, you can have a maximum of 60 credits; you can't choose before the due time exams of a Master's degree (a procedure called *anticipo*).

In order to integrate your own studying career, foreign students in mobility can update their study plan with a maximum of 36 credits.

Bought credits and the enrolment to single courses has valid for one year. Payment should be done at the moment of the enrolment.

If you have been admitted to second level degree course with unfulfilled academic requirements and you enrol both in Single Courses and in the second level degree course in 2015/2016, the fee of **351,44 Euros** for Single Courses will be deducted from your next payment of tuition fees. The fee of **351,44 Euros** will not be refunded in any case, if even if you are qualified for fee exemption.

## 2.5 Students at the end of their career (full-time and part-time) - Students that have already done all the exams by September 2015 and have to do only their thesis)

If you are a student enrolled at the 2014/2015 academic year on a second level degree (ex D.M. 509/1999 e D.M. 270/2004) and you had already finished all your exams expected from your course of study in September 2015, and if you only had to compile your thesis, but you think you could not be ready to graduate in December 2015, you can enroll for the 2015/2016 academic year up until the **18<sup>th</sup> December 2015**, choosing from the following options:

- **Full-time enrolment:** payment of the first and the second instalment (if you have the requirements to apply for fees reduction);
- **part-time enrolment:** payment of a fixed amount of **360,84 Euros + 16 Euros** for each thesis CFU).

## 2.6 Facilitation for the insertion of final dissertation's CFU into your plan of study for the 2015/2016 academic year (full-time and part-time students)

Since the 2015/2016 academic year, the CFU of the final dissertation are included in the total in effect at the time that is 80 CFU for full-time enrolment and 36 for part-time enrolment.

According to the enrolment you did, if you had 80 CFU or 36 CFU related to single courses for 2015/2016 academic year and you intend to graduate, you can add in your plan of study the credits related to the final dissertation by paying **16 Euros** for each credit.

## 2.7 Students that apply for fee reduction

**You can apply for fee reduction only by compiling the on-line application form.**

**The procedure and the deadlines for request a fee reduction are still to be defined.**

The guide "How to apply for fees reduction for the 2015/2016 academic year" will be published on the Politecnico's website at [https://didattica.polito.it/tasse\\_riduzioni/](https://didattica.polito.it/tasse_riduzioni/), and you will be informed by e-mail sent to your institutional address (the one you received during the first enrolment, <matriculation number>@studenti.polito.it).

## 2.8 Students with EDISU scholarship

### 2.8.1. Winners or qualified

If you want to apply for an EDISU scholarship, you have to refer only to EDISU regulation.

When applying for EDISU scholarship, you will be assigned a fee level according to your ISEE / ISEEU values; if you win an EDISU scholarship, you are suitable to or you are suitable to but excluded because of mark average, you will be exempted from the payment of fees at Politecnico of Turin (with exception of duties according to Art. 2.1). EDISU will communicate this information to Politecnico, by the end of the first instalment (**30<sup>th</sup> November 2015**).

**PAY ATTENTION:** if you apply for the Edisu scholarship, you do not have to apply for fee reduction as well, as your ISEE / ISEEU values will be automatically communicated by EDISU to Politecnico.

If you are enrolled in:

- First year of a first or second level degree course you will have anyway to pay the first instalment. You can apply for the reimbursement of the first instalment as soon as the CFU requested by EDISU regulation will be registered. The reimbursement does not include the amount of **20,86 Euros**, which includes the accident insurance premium (**3,53 Euros**), the SIAE contribution (**1,33 Euros**) and the stamp tax (16,00 Euros);
- years following the first one of a first or second level degree (ex D.M. 509/99 and ex D.M. 270/04), you are exempted from the payment of fees. In this case you have just to pay the fixed amount of **20,86 Euros**, which includes the accident insurance premium (**3,53 Euros**), the SIAE contribution (**1,33 Euros**) and the stamp tax (**16,00 Euros**).

### 2.8.2 Revocation or renunciation of eligibility for EDISU scholarship

In case of revocation or renunciation of eligibility for EDISU scholarship, you will have to pay your university fees according to the fee level you have been assigned in self-certification.

Because of this, Politecnico will not admit you to any benefits and might block your university career until you pay the due fees and / or give back EDISU the scholarship received.

### 2.8.3 Revocation of eligibility for EDISU scholarship due to fiscal verifications

In case of revocation of eligibility for EDISU scholarship due to fiscal verifications carried out by EDISU itself, Politecnico may revoke the benefits of the fee reduction. In this case you have to pay the university fees corresponding to the highest fee level.

## 2.9 Alta Scuola Politecnica (ASP)

If you are enrolled both in a second cycle (Master's degree) course and in the programme Alta Scuola Politecnica (ASP), you are exempted from the payment of fees for the period of the programme (two academic years). In this case you just have to pay the amount of **160,86 Euros**, including the accident insurance premium (**3,53 Euros**), the SIAE contribution (**1,33 Euros**), the stamp tax (**16,00 Euros**) and the Regional tax for the right to study (**140,00 Euros**) within **30<sup>th</sup> November 2015**.

Remember that if you lose the status of ASP student (ask ASP Secretary Office which requirements are needed), you will have to pay your university fees (retroactively, even those of the first year if you lose the status in the second year) corresponding to the highest fee level or, if you apply for fee reduction, according to the fee level you have been assigned due to self-certification. Therefore, it may be useful for you to ask for fee reduction.

In this case you have to pay your university fees within one month since you have lost the status of ASP student.

If you obtain a first level degree during 2015/2016 academic year and in the same academic year, making a double enrolment, you enrol in a Master's degree acquiring also the status of an ASP student, you will be required to pay the first instalment of fees based on your contribution level and, as an ASP student, you will be exempted from paying the second instalment.

### 3. SUMMARY

#### 3.1 Amounts of fees and deadlines

In the following charts you will find all types of enrolment at Politecnico di Torino: for each kind you will find the total amount to be paid and whether it is possible to obtain a fees reduction along with related deadlines.

##### 3.1.1 Full - Time

Type of enrolment/course of study	First instalment*	Second instalment*	Amount*	Reduction	Deadline for the payment of the fees
First enrolled at Bachelor's degree by the 31/08/2015	€ 130,00	€ 2.401,51	€ 2.531,51	Yes – the deadlines are still to be defined	1st instalment: It corresponds to the deadline of the first enrolment 2nd instalment: 31/03/2016
First enrolled at Bachelor's degree by the 01/09/2015	€ 200,00	€ 2.401,51	€ 2.601,51	Yes – the deadlines are still to be defined	1st instalment: It corresponds to the deadline of the first enrolment 2nd instalment: 31/03/2016
First enrolled at Master's degree	€ 200,00	€ 2.401,51	€ 2.601,51	Yes – the deadlines are still to be defined	1st instalment: It corresponds to the deadline of the first enrolment 2nd instalment: 31/03/2016
Enrolled at Bachelor's degree, Master's degree, e-learning courses of D.M. 509/99	€ 1.100,00	€ 1.501,51	€ 2.601,51	Yes – the deadlines are still to be defined	1st instalment: 30/11/2015 2nd instalment: 31/03/2016
Enrolled for the 6 <sup>th</sup> times at Bachelor's degree or for the 4 <sup>th</sup> times at Master's degree	€ 1.100,00	€ 1.867,63	€ 2.967,63	Yes – the deadlines are still to be defined	1st instalment: 30/11/2015 2nd instalment: 31/03/2016
Enrolled for more than 7 <sup>th</sup> times at Bachelor's degree or for more than 5 <sup>th</sup> times at Master's degree with ISEE < 150.000 €	€ 1.100,00	€ 2.111,70	€ 3.211,70	Yes – the deadlines are still to be defined	1st instalment: 30/11/2015 2nd instalment: 31/03/2016
Enrolled for more than 7 <sup>th</sup> times at Bachelor's degree or for more than 5 <sup>th</sup> times at Master's degree with ISEE > 150.000 €	€ 1.100,00	€ 2.721,87	€ 3.821,87	Yes – the deadlines are still to be defined	1st instalment: 30/11/2015 2nd instalment: 31/03/2016
First enrolled at PhD course and Scuola di Specializzazione	€ 200,00	€ 2.401,51	€ 2.601,51	Yes – the deadlines are still to be defined	1st instalment: It corresponds to the deadline of the first enrolment 2nd instalment: 31/03/2016
Enrolled in years following the first at PhD course and Scuola di Specializzazione	€ 1.100,00	€ 1.501,51	€ 2.601,51	Yes – the deadlines are still to be defined	1st instalment: 31/01/2016 2nd instalment: 31/03/2016
Degrees of D.M. 509/99	€ 755,00	€ 670,44	€ 1.425,44	No	1st instalment: 28/11/2015 2nd instalment: 31/03/2016

\* The amounts shown are for the maximum contribution level

### 3.1.2 Part – Time

Type of enrolment/course of study	Total amount	Reduction	Deadline for the payment of the fees
First enrolled at Bachelor's degree by the 31/08/2015	€ 581,44 + € 16,00 for each CFU (max 36 CFU)	No	It corresponds to the deadline of the first enrolment
First enrolled at Bachelor's degree (from 01/09/2015)	€ 651,44 + € 16,00 for each CFU (max 36 CFU)	No	It corresponds to the deadline of the first enrolment
First enrolled at Master's degree	€ 651,44 + € 16,00 for each CFU (max 36 CFU)	No	It corresponds to the deadline of the first enrolment
Enrolled in years following the first: Bachelor's degree, second level degree (specialistica and Master's degree) and degrees prior to D.M. 509/99	€ 651,44 + € 16,00 for each CFU (max 36 CFU)	No	25/09/2015* 18/12/2015**
E-learning courses of D.M. 509/99	€ 651,44 + € 16,00 for each CFU (max 100 CFU)	No	25/09/2015* 18/12/2015**
Students at the end of their career (students that have already done all the exams by September 2015 and have to do only their thesis) <a href="#">paragraph 2.5</a>	€ 360,84 + € 16,00 (only the CFU of the final dissertation)	No	18/12/2015

\*25th September 2015: If you compile your plan of study by including some subjects for the first time (subjects that you never have included before).

\*\*18 December 2015: If you compile your plan of study by including subjects that was already included from previous years.

#### **Errata Corrige 31<sup>st</sup> August 2015 NEW!**

The deadline of 25<sup>th</sup> September 2015 refers to engineering students, for architecture students the deadline is the 21<sup>st</sup> of September 2015.

### 3.1.3 Single courses

Fixed amount	Amount for each CFU	Possibility of reduction	Deadline for the payment of fees
€ 351,44	€ 16,00	No	Just before the didactic period

### 3.1.4 ISEE Universitario and corresponding payments for students enrolled at the following courses: first or second level degree course, PhD, Scuola di Specializzazione with a number of years of enrolment less than / equal to twice the normal duration of the course

Starting from the 2015/2016 academic year full-time students enrolled for a considerable number of years can apply for fees reduction too. More specifically, you can apply for fees reduction:

- If you are going to enroll at the 2015/2016 academic year up until the 5<sup>th</sup> time at Bachelor's degree or up until the 3<sup>th</sup> time at Master's degree, you have to refer to [CHART 1](#) below;

- If you are going to enroll at the 2015/2016 academic year for the 6<sup>th</sup> time and more at Bachelor's degree or for the 4<sup>th</sup> time and more at Master's degree, you have to refer to [CHART 2](#) below; According to the number of years of enrolment, it is important to specify that part-time enrolment corresponds to half-year of enrolment.

#### **Errata corrige 4<sup>st</sup> September 2015** NEW!

Starting from the 2015/2016 academic year full-time students enrolled for a considerable number of years can apply for fees reduction too. More specifically, you can apply for fees reduction:

- If you are going to enroll at the 2015/2016 academic year up until the 5<sup>th</sup> time at Bachelor's degree or up until the 4<sup>th</sup> time at Master's degree, you have to refer to CHART 1 below;
- If you are going to enroll at the 2015/2016 academic year for the 6<sup>th</sup> time and more at Bachelor's degree or for the 5<sup>th</sup> time and more at Master's degree, you have to refer to CHART 2 below;

#### **Clarification of 8<sup>th</sup> October 2015** NEW!

##### **Specific cases:**

- Students who enroll for the 6<sup>th</sup> time or more at a Bachelor's degree in 2015/2016 academic year and enroll in the II academic period to the Master's degree**

If during 2015/2016 academic year you make two enrollments (for example for both a Bachelor's and a Master's) and you are enrolled for the 6<sup>th</sup> time or more at Bachelor's degree, for the amount that you have to pay you need to behave as follow:

- for the first instalment you have to refer to CHART 2;
- for the second instalment instead, you have to refer to CHART 1, section "enrolled to years following the first"

For both instalment please refer to your fee level.

- Students enrolled for the 7<sup>th</sup> time or more on a first level degree, or for the 5<sup>th</sup> time or more on a second level degree**

If during 2015/2016 academic year you enroll full-time to a Bachelor's degree for the 7<sup>th</sup> time or more, or you enroll to a Master's degree for the 5<sup>th</sup> time or more and your ISEE is between 85.501€ and 150.000€ we suggest you to ask for fees reduction, so as to be collocated in contribution fee level 75, with a total amount of 3.211,70€, instead in contribution fee level 75 with a total amount of 3.821,87€.

[CHART 1](#) – The following chart states the amount to be paid for each economic level:

If you are a student:		First enrolled at Bachelor's degree, Master's degree, PhD, or Scuola di Specializzazione			Enrolled in years following the first at Bachelor's degree, Master's degree, PhD, or Scuola di Specializzazione		
Economic level	ISEE Universitario Up until:	First instalment	Second instalment	Total	First instalment	Second instalment	Total
1	€ 12.500,00	€ 200,00	€ 195,27	€ 395,27	€ 220,00	€ 175,27	€ 395,27
2	€ 13.500,00	€ 200,00	€ 224,11	€ 424,11	€ 220,00	€ 204,11	€ 424,11
3	€ 14.500,00	€ 200,00	€ 253,98	€ 453,98	€ 220,00	€ 233,98	€ 453,98
4	€ 15.500,00	€ 200,00	€ 283,85	€ 483,85	€ 220,00	€ 263,85	€ 483,85
5	€ 16.500,00	€ 200,00	€ 313,72	€ 513,72	€ 220,00	€ 293,72	€ 513,72
6	€ 17.500,00	€ 200,00	€ 343,59	€ 543,59	€ 220,00	€ 323,59	€ 543,59
7	€ 18.500,00	€ 200,00	€ 373,46	€ 573,46	€ 220,00	€ 353,46	€ 573,46
8	€ 19.500,00	€ 200,00	€ 404,36	€ 604,36	€ 220,00	€ 384,36	€ 604,36
9	€ 20.500,00	€ 200,00	€ 432,17	€ 632,17	€ 220,00	€ 412,17	€ 632,17
10	€ 21.500,00	€ 200,00	€ 463,07	€ 663,07	€ 220,00	€ 443,07	€ 663,07
11	€ 22.500,00	€ 200,00	€ 492,94	€ 692,94	€ 300,00	€ 392,94	€ 692,94
12	€ 23.500,00	€ 200,00	€ 522,81	€ 722,81	€ 300,00	€ 422,81	€ 722,81
13	€ 24.500,00	€ 200,00	€ 552,68	€ 752,68	€ 300,00	€ 452,68	€ 752,68
14	€ 25.500,00	€ 200,00	€ 582,55	€ 782,55	€ 300,00	€ 482,55	€ 782,55



15	€ 26.500,00	€ 200,00	€ 611,39	€ 811,39	€ 300,00	€ 511,39	€ 811,39
16	€ 27.500,00	€ 200,00	€ 641,26	€ 841,26	€ 400,00	€ 441,26	€ 841,26
17	€ 28.500,00	€ 200,00	€ 672,16	€ 872,16	€ 400,00	€ 472,16	€ 872,16
18	€ 29.500,00	€ 200,00	€ 702,03	€ 902,03	€ 400,00	€ 502,03	€ 902,03
19	€ 30.500,00	€ 200,00	€ 731,90	€ 931,90	€ 400,00	€ 531,90	€ 931,90
20	€ 31.500,00	€ 200,00	€ 760,74	€ 960,74	€ 400,00	€ 560,74	€ 960,74
21	€ 32.500,00	€ 200,00	€ 790,61	€ 990,61	€ 450,00	€ 540,61	€ 990,61
22	€ 33.500,00	€ 200,00	€ 820,48	€ 1.020,48	€ 450,00	€ 570,48	€ 1.020,48
23	€ 34.500,00	€ 200,00	€ 850,35	€ 1.050,35	€ 450,00	€ 600,35	€ 1.050,35
24	€ 35.500,00	€ 200,00	€ 880,22	€ 1.080,22	€ 450,00	€ 630,22	€ 1.080,22
25	€ 36.500,00	€ 200,00	€ 910,09	€ 1.110,09	€ 450,00	€ 660,09	€ 1.110,09
26	€ 37.500,00	€ 200,00	€ 940,99	€ 1.140,99	€ 500,00	€ 640,99	€ 1.140,99
27	€ 38.500,00	€ 200,00	€ 970,86	€ 1.170,86	€ 500,00	€ 670,86	€ 1.170,86
28	€ 39.500,00	€ 200,00	€ 999,70	€ 1.199,70	€ 500,00	€ 699,70	€ 1.199,70
29	€ 40.500,00	€ 200,00	€ 1.029,57	€ 1.229,57	€ 500,00	€ 729,57	€ 1.229,57
30	€ 41.500,00	€ 200,00	€ 1.059,44	€ 1.259,44	€ 500,00	€ 759,44	€ 1.259,44
31	€ 42.500,00	€ 200,00	€ 1.089,31	€ 1.289,31	€ 600,00	€ 689,31	€ 1.289,31
32	€ 43.500,00	€ 200,00	€ 1.119,18	€ 1.319,18	€ 600,00	€ 719,18	€ 1.319,18
33	€ 44.500,00	€ 200,00	€ 1.149,05	€ 1.349,05	€ 600,00	€ 749,05	€ 1.349,05
34	€ 45.500,00	€ 200,00	€ 1.177,89	€ 1.377,89	€ 600,00	€ 777,89	€ 1.377,89
35	€ 46.500,00	€ 200,00	€ 1.207,76	€ 1.407,76	€ 600,00	€ 807,76	€ 1.407,76
36	€ 47.500,00	€ 200,00	€ 1.238,66	€ 1.438,66	€ 700,00	€ 738,66	€ 1.438,66
37	€ 48.500,00	€ 200,00	€ 1.268,53	€ 1.468,53	€ 700,00	€ 768,53	€ 1.468,53
38	€ 49.500,00	€ 200,00	€ 1.298,40	€ 1.498,40	€ 700,00	€ 798,40	€ 1.498,40
39	€ 50.500,00	€ 200,00	€ 1.328,27	€ 1.528,27	€ 700,00	€ 828,27	€ 1.528,27
40	€ 51.500,00	€ 200,00	€ 1.357,11	€ 1.557,11	€ 700,00	€ 857,11	€ 1.557,11
41	€ 52.500,00	€ 200,00	€ 1.386,98	€ 1.586,98	€ 750,00	€ 836,98	€ 1.586,98
42	€ 53.500,00	€ 200,00	€ 1.416,85	€ 1.616,85	€ 750,00	€ 866,85	€ 1.616,85
43	€ 54.500,00	€ 200,00	€ 1.446,72	€ 1.646,72	€ 750,00	€ 896,72	€ 1.646,72
44	€ 55.500,00	€ 200,00	€ 1.476,59	€ 1.676,59	€ 750,00	€ 926,59	€ 1.676,59
45	€ 56.500,00	€ 200,00	€ 1.507,49	€ 1.707,49	€ 750,00	€ 957,49	€ 1.707,49
46	€ 57.500,00	€ 200,00	€ 1.537,36	€ 1.737,36	€ 800,00	€ 937,36	€ 1.737,36
47	€ 58.500,00	€ 200,00	€ 1.566,20	€ 1.766,20	€ 800,00	€ 966,20	€ 1.766,20
48	€ 59.500,00	€ 200,00	€ 1.596,07	€ 1.796,07	€ 800,00	€ 996,07	€ 1.796,07
49	€ 60.500,00	€ 200,00	€ 1.625,94	€ 1.825,94	€ 800,00	€ 1.025,94	€ 1.825,94
50	€ 61.500,00	€ 200,00	€ 1.655,81	€ 1.855,81	€ 800,00	€ 1.055,81	€ 1.855,81
51	€ 62.500,00	€ 200,00	€ 1.685,68	€ 1.885,68	€ 850,00	€ 1.035,68	€ 1.885,68
52	€ 63.500,00	€ 200,00	€ 1.715,55	€ 1.915,55	€ 850,00	€ 1.065,55	€ 1.915,55
53	€ 64.500,00	€ 200,00	€ 1.744,39	€ 1.944,39	€ 850,00	€ 1.094,39	€ 1.944,39
54	€ 65.500,00	€ 200,00	€ 1.775,29	€ 1.975,29	€ 850,00	€ 1.125,29	€ 1.975,29
55	€ 66.500,00	€ 200,00	€ 1.805,16	€ 2.005,16	€ 850,00	€ 1.155,16	€ 2.005,16
56	€ 67.500,00	€ 200,00	€ 1.835,03	€ 2.035,03	€ 900,00	€ 1.135,03	€ 2.035,03
57	€ 68.500,00	€ 200,00	€ 1.864,90	€ 2.064,90	€ 900,00	€ 1.164,90	€ 2.064,90
58	€ 69.500,00	€ 200,00	€ 1.894,77	€ 2.094,77	€ 900,00	€ 1.194,77	€ 2.094,77
59	€ 70.500,00	€ 200,00	€ 1.924,64	€ 2.124,64	€ 900,00	€ 1.224,64	€ 2.124,64

60	€ 71.500,00	€ 200,00	€ 1.953,48	€ 2.153,48	€ 900,00	€ 1.253,48	€ 2.153,48
61	€ 72.500,00	€ 200,00	€ 1.983,35	€ 2.183,35	€ 1.000,00	€ 1.183,35	€ 2.183,35
62	€ 73.500,00	€ 200,00	€ 2.013,22	€ 2.213,22	€ 1.000,00	€ 1.213,22	€ 2.213,22
63	€ 74.500,00	€ 200,00	€ 2.044,12	€ 2.244,12	€ 1.000,00	€ 1.244,12	€ 2.244,12
64	€ 75.500,00	€ 200,00	€ 2.073,99	€ 2.273,99	€ 1.000,00	€ 1.273,99	€ 2.273,99
65	€ 76.500,00	€ 200,00	€ 2.103,86	€ 2.303,86	€ 1.000,00	€ 1.303,86	€ 2.303,86
66	€ 77.500,00	€ 200,00	€ 2.132,70	€ 2.332,70	€ 1.050,00	€ 1.282,70	€ 2.332,70
67	€ 78.500,00	€ 200,00	€ 2.162,57	€ 2.362,57	€ 1.050,00	€ 1.312,57	€ 2.362,57
68	€ 79.500,00	€ 200,00	€ 2.192,44	€ 2.392,44	€ 1.050,00	€ 1.342,44	€ 2.392,44
69	€ 80.500,00	€ 200,00	€ 2.222,31	€ 2.422,31	€ 1.050,00	€ 1.372,31	€ 2.422,31
70	€ 81.500,00	€ 200,00	€ 2.252,18	€ 2.452,18	€ 1.050,00	€ 1.402,18	€ 2.452,18
71	€ 82.500,00	€ 200,00	€ 2.282,05	€ 2.482,05	€ 1.100,00	€ 1.382,05	€ 2.482,05
72	€ 83.500,00	€ 200,00	€ 2.310,89	€ 2.510,89	€ 1.100,00	€ 1.410,89	€ 2.510,89
73	€ 84.500,00	€ 200,00	€ 2.341,79	€ 2.541,79	€ 1.100,00	€ 1.441,79	€ 2.541,79
74	€ 85.500,00	€ 200,00	€ 2.371,66	€ 2.571,66	€ 1.100,00	€ 1.471,66	€ 2.571,66
75	Oltre 85.500,00	€	€ 200,00	€ 2.401,53	€ 2.601,53	€ 1.100,00	€ 1.501,53

Errata corrige 4<sup>st</sup> September 2015 CHAR 2, changed. **NEW!**

**CHART 2** – The following chart states the amount to be paid for each economic level:

If you are a student:		Bachelor's degree for the 6 <sup>th</sup> time or Master's degree for the 4 <sup>th</sup> time			Bachelor's degree for the 7 <sup>th</sup> time or Master's degree for the 5 <sup>th</sup> time <sup>1</sup>			Bachelor's degree for more than 7 <sup>th</sup> times or Master's degree for more than 5 <sup>th</sup> times with ISEE <150.000 €		
Economic level	ISEE Universitario	First instalment	Second instalment	Total	First instalment	Second instalment	Total	First instalment	Second instalment	Total
	Up until:									
1	€ 12.500,00	€ 220,00	€ 210,43	€ 430,43	€ 220,00	€ 233,87	€ 453,87	**	**	**
2	€ 13.500,00	€ 220,00	€ 243,60	€ 463,60	€ 220,00	€ 269,92	€ 489,92	**	**	**
3	€ 14.500,00	€ 220,00	€ 277,95	€ 497,95	€ 220,00	€ 307,26	€ 527,26	**	**	**
4	€ 15.500,00	€ 220,00	€ 312,30	€ 532,30	€ 220,00	€ 344,60	€ 564,60	**	**	**
5	€ 16.500,00	€ 220,00	€ 346,65	€ 566,65	€ 220,00	€ 381,94	€ 601,94	**	**	**
6	€ 17.500,00	€ 220,00	€ 381,00	€ 601,00	€ 220,00	€ 419,27	€ 639,27	**	**	**
7	€ 18.500,00	€ 220,00	€ 415,35	€ 635,35	€ 220,00	€ 456,61	€ 676,61	**	**	**
8	€ 19.500,00	€ 220,00	€ 450,89	€ 670,89	€ 220,00	€ 495,24	€ 715,24	**	**	**
9	€ 20.500,00	€ 220,00	€ 482,87	€ 702,87	€ 220,00	€ 530,00	€ 750,00	**	**	**
10	€ 21.500,00	€ 220,00	€ 518,40	€ 738,40	€ 220,00	€ 568,62	€ 788,62	**	**	**
11	€ 22.500,00	€ 300,00	€ 472,75	€ 772,75	€ 300,00	€ 525,96	€ 825,96	**	**	**
12	€ 23.500,00	€ 300,00	€ 507,10	€ 807,10	€ 300,00	€ 563,30	€ 863,30	**	**	**
13	€ 24.500,00	€ 300,00	€ 541,45	€ 841,45	€ 300,00	€ 600,64	€ 900,64	**	**	**
14	€ 25.500,00	€ 300,00	€ 575,80	€ 875,80	€ 300,00	€ 637,97	€ 937,97	**	**	**
15	€ 26.500,00	€ 300,00	€ 608,97	€ 908,97	€ 300,00	€ 674,02	€ 974,02	**	**	**
16	€ 27.500,00	€ 400,00	€ 543,32	€ 943,32	€ 400,00	€ 611,36	€ 1.011,36	**	**	**
17	€ 28.500,00	€ 400,00	€ 578,86	€ 978,86	€ 400,00	€ 649,99	€ 1.049,99	**	**	**
18	€ 29.500,00	€ 400,00	€ 613,21	€ 1.013,21	€ 400,00	€ 687,32	€ 1.087,32	**	**	**
19	€ 30.500,00	€ 400,00	€ 647,56	€ 1.047,56	€ 400,00	€ 724,66	€ 1.124,66	**	**	**
20	€ 31.500,00	€ 400,00	€ 680,72	€ 1.080,72	€ 400,00	€ 760,71	€ 1.160,71	**	**	**
21	€ 32.500,00	€ 450,00	€ 665,07	€ 1.115,07	€ 450,00	€ 748,05	€ 1.198,05	**	**	**
22	€ 33.500,00	€ 450,00	€ 699,42	€ 1.149,42	€ 450,00	€ 785,39	€ 1.235,39	**	**	**
23	€ 34.500,00	€ 450,00	€ 733,77	€ 1.183,77	€ 450,00	€ 822,72	€ 1.272,72	**	**	**
24	€ 35.500,00	€ 450,00	€ 768,12	€ 1.218,12	€ 450,00	€ 860,06	€ 1.310,06	**	**	**
25	€ 36.500,00	€ 450,00	€ 802,47	€ 1.252,47	€ 450,00	€ 897,40	€ 1.347,40	**	**	**
26	€ 37.500,00	€ 500,00	€ 788,01	€ 1.288,01	€ 500,00	€ 886,02	€ 1.386,02	**	**	**
27	€ 38.500,00	€ 500,00	€ 822,36	€ 1.322,36	€ 500,00	€ 923,36	€ 1.423,36	**	**	**
28	€ 39.500,00	€ 500,00	€ 855,53	€ 1.355,53	€ 500,00	€ 959,41	€ 1.459,41	**	**	**
29	€ 40.500,00	€ 500,00	€ 889,88	€ 1.389,88	€ 500,00	€ 996,75	€ 1.496,75	**	**	**
30	€ 41.500,00	€ 500,00	€ 924,23	€ 1.424,23	€ 500,00	€ 1.034,09	€ 1.534,09	**	**	**
31	€ 42.500,00	€ 600,00	€ 858,58	€ 1.458,58	€ 600,00	€ 971,42	€ 1.571,42	**	**	**
32	€ 43.500,00	€ 600,00	€ 892,93	€ 1.492,93	€ 600,00	€ 1.008,76	€ 1.608,76	**	**	**
33	€ 44.500,00	€ 600,00	€ 927,28	€ 1.527,28	€ 600,00	€ 1.046,10	€ 1.646,10	**	**	**
34	€ 45.500,00	€ 600,00	€ 960,44	€ 1.560,44	€ 600,00	€ 1.082,15	€ 1.682,15	**	**	**
35	€ 46.500,00	€ 600,00	€ 994,80	€ 1.594,80	€ 600,00	€ 1.119,49	€ 1.719,49	**	**	**

<sup>1</sup> Increase of 25% more than the amount on CHART 1 (calculated on the duties related to the Ateneo – EDISU, SIAE, insurance, stamp tax are not included)

36	€ 47.500,00	€ 700,00	€ 930,33	€ 1.630,33	€ 700,00	€ 1.058,11	€ 1.758,11	**	**	**
37	€ 48.500,00	€ 700,00	€ 964,68	€ 1.664,68	€ 700,00	€ 1.095,45	€ 1.795,45	**	**	**
38	€ 49.500,00	€ 700,00	€ 999,03	€ 1.699,03	€ 700,00	€ 1.132,79	€ 1.832,79	**	**	**
39	€ 50.500,00	€ 700,00	€ 1.033,38	€ 1.733,38	€ 700,00	€ 1.170,12	€ 1.870,12	**	**	**
40	€ 51.500,00	€ 700,00	€ 1.066,55	€ 1.766,55	€ 700,00	€ 1.206,17	€ 1.906,17	**	**	**
41	€ 52.500,00	€ 750,00	€ 1.050,90	€ 1.800,90	€ 750,00	€ 1.193,51	€ 1.943,51	**	**	**
42	€ 53.500,00	€ 750,00	€ 1.085,25	€ 1.835,25	€ 750,00	€ 1.230,85	€ 1.980,85	**	**	**
43	€ 54.500,00	€ 750,00	€ 1.119,60	€ 1.869,60	€ 750,00	€ 1.268,19	€ 2.018,19	**	**	**
44	€ 55.500,00	€ 750,00	€ 1.153,95	€ 1.903,95	€ 750,00	€ 1.305,52	€ 2.055,52	**	**	**
45	€ 56.500,00	€ 750,00	€ 1.189,48	€ 1.939,48	€ 750,00	€ 1.344,15	€ 2.094,15	**	**	**
46	€ 57.500,00	€ 800,00	€ 1.173,84	€ 1.973,84	€ 800,00	€ 1.331,49	€ 2.131,49	**	**	**
47	€ 58.500,00	€ 800,00	€ 1.207,00	€ 2.007,00	€ 800,00	€ 1.367,54	€ 2.167,54	**	**	**
48	€ 59.500,00	€ 800,00	€ 1.241,35	€ 2.041,35	€ 800,00	€ 1.404,87	€ 2.204,87	**	**	**
49	€ 60.500,00	€ 800,00	€ 1.275,70	€ 2.075,70	€ 800,00	€ 1.442,21	€ 2.242,21	**	**	**
50	€ 61.500,00	€ 800,00	€ 1.310,05	€ 2.110,05	€ 800,00	€ 1.479,55	€ 2.279,55	**	**	**
51	€ 62.500,00	€ 850,00	€ 1.294,40	€ 2.144,40	€ 850,00	€ 1.466,89	€ 2.316,89	**	**	**
52	€ 63.500,00	€ 850,00	€ 1.328,75	€ 2.178,75	€ 850,00	€ 1.504,22	€ 2.354,22	**	**	**
53	€ 64.500,00	€ 850,00	€ 1.361,92	€ 2.211,92	€ 850,00	€ 1.540,27	€ 2.390,27	**	**	**
54	€ 65.500,00	€ 850,00	€ 1.397,45	€ 2.247,45	€ 850,00	€ 1.578,90	€ 2.428,90	**	**	**
55	€ 66.500,00	€ 850,00	€ 1.431,81	€ 2.281,81	€ 850,00	€ 1.616,24	€ 2.466,24	**	**	**
56	€ 67.500,00	€ 900,00	€ 1.416,16	€ 2.316,16	€ 900,00	€ 1.603,57	€ 2.503,57	**	**	**
57	€ 68.500,00	€ 900,00	€ 1.450,51	€ 2.350,51	€ 900,00	€ 1.640,91	€ 2.540,91	**	**	**
58	€ 69.500,00	€ 900,00	€ 1.484,86	€ 2.384,86	€ 900,00	€ 1.678,25	€ 2.578,25	**	**	**
59	€ 70.500,00	€ 900,00	€ 1.519,21	€ 2.419,21	€ 900,00	€ 1.715,59	€ 2.615,59	**	**	**
60	€ 71.500,00	€ 900,00	€ 1.552,37	€ 2.452,37	€ 900,00	€ 1.751,64	€ 2.651,64	**	**	**
61	€ 72.500,00	€ 1.000,00	€ 1.486,72	€ 2.486,72	€ 1.000,00	€ 1.688,97	€ 2.688,97	**	**	**
62	€ 73.500,00	€ 1.000,00	€ 1.521,07	€ 2.521,07	€ 1.000,00	€ 1.726,31	€ 2.726,31	**	**	**
63	€ 74.500,00	€ 1.000,00	€ 1.556,61	€ 2.556,61	€ 1.000,00	€ 1.764,94	€ 2.764,94	**	**	**
64	€ 75.500,00	€ 1.000,00	€ 1.590,96	€ 2.590,96	€ 1.000,00	€ 1.802,27	€ 2.802,27	**	**	**
65	€ 76.500,00	€ 1.000,00	€ 1.625,31	€ 2.625,31	€ 1.000,00	€ 1.839,61	€ 2.839,61	**	**	**
66	€ 77.500,00	€ 1.050,00	€ 1.608,48	€ 2.658,48	€ 1.050,00	€ 1.825,66	€ 2.875,66	**	**	**
67	€ 78.500,00	€ 1.050,00	€ 1.642,83	€ 2.692,83	€ 1.050,00	€ 1.863,00	€ 2.913,00	**	**	**
68	€ 79.500,00	€ 1.050,00	€ 1.677,18	€ 2.727,18	€ 1.050,00	€ 1.900,34	€ 2.950,34	**	**	**
69	€ 80.500,00	€ 1.050,00	€ 1.711,53	€ 2.761,53	€ 1.050,00	€ 1.937,67	€ 2.987,67	**	**	**
70	€ 81.500,00	€ 1.050,00	€ 1.745,88	€ 2.795,88	€ 1.050,00	€ 1.975,01	€ 3.025,01	**	**	**
71	€ 82.500,00	€ 1.100,00	€ 1.730,23	€ 2.830,23	€ 1.100,00	€ 1.962,35	€ 3.062,35	**	**	**
72	€ 83.500,00	€ 1.100,00	€ 1.763,39	€ 2.863,39	€ 1.100,00	€ 1.998,40	€ 3.098,40	**	**	**
73	€ 84.500,00	€ 1.100,00	€ 1.798,93	€ 2.898,93	€ 1.100,00	€ 2.037,02	€ 3.137,02	**	**	**
74	€ 85.500,00	€ 1.100,00	€ 1.833,28	€ 2.933,28	€ 1.100,00	€ 2.074,36	€ 3.174,36	**	**	**
75	Oltre 85.500,00	€ 1.100,00	€ 1.867,63	€ 2.967,63	€ 1.100,00	€ 2.111,70	€ 3.211,70	€ 1.100,00	€ 2.721,87	€ 3.821,87

### 3.2 Other secretarial contributions

Politecnico reminds you that there are some secretarial operations concerning the management of your university career that you have to pay for.

These operations, their description and effects on your university career are generally described in the Student's Guide. Below you will find a chart summarizing the value of these contributions for 2015/2016 academic year.

<b>Other secretarial contributions</b>	
Smart Card duplication	11,00 euro
Academic transcript duplication	11,00 euro
Leave application (procedure <i>domanda di congedo</i> )	50,00 euro
Degree application and diploma issue	92,76 euro
Enrolment to final exam of PhD and Scuola di Specializzazione	92,76 euro
Diploma duplication	100,00 euro
Professional examination application	200,00 euro
The recognition of a foreign academic degree/ Certificato di equipollenza	250,00 euro

## GLOSSARY

**Anno accademico/Academic year:** twelve-month cycle of university didactic activities usually starting in October and ending in September of the following solar year. Each academic year is divided in didactic periods.

**Atto di Carriera/University career act:** each act regarding the student's career (for instance: first enrolment, enrolment at different academic years, definition of curriculum, exams, printing of exam forms, printing of certifications).

**Autocertificazione/Self-certification:** document replacing a certification issued by a public office, in which a person declares and undersigns a series of personal data. If the data reported do not correspond to reality, who does the self-certification is punishable (D.P.R. 28/12/2000 No. 445).

**CAAF (Authorized Centre of Fiscal Assistance):** each centre in which you can find free forms of Dichiarazione Sostitutiva Unica, necessary for the ISEE declaration. CAF also offers assistance to fill in the forms.

**Carico didattico/Plan of study:** list of courses the student is going to attend yearly, including exams. In the first year the curriculum (about 60 CFU). In the following years the student will define his / her own curriculum, considering that you cannot exceed 80 CFU per year and that the study plan has always to include the courses of the previous year if you have not passed the corresponding exams yet. In this way the student goes from one academic year to the following one with a constant curriculum. The student can also choose a part-time enrolment, opting for a reduced curriculum: in this case the student will need more time to graduate. Furthermore, concerning the study plan, there are some restrictions that are defined by the faculties, concerning compulsoriness, priority and optionality of courses.

**Credito/CFU:** working hours the student needs to acquire knowledge and competences in a specific discipline. A full-time student should attend courses for about 60 CFU in one academic year, which correspond approximately to 1500 working hours. The CFU you need for the first level degree amounts to 180, whereas those you need for the second level degree amounts to other 120, for a total of 300 CFU.

**Dichiarazione Sostitutiva Unica (DSU):** form you have to fill and give to subjects that release ISEE declaration.

**Esonero dalle tasse/Exemption:** total exemption from the payment of fees. Those obtaining the exemption have to pay some duties (for instance: accident insurance premium, SIAE contribution and stamp tax). The exemption is assigned to those meeting the requirements and applying for it; otherwise, it is assigned automatically for some particular cases.

**Immatricolazione/First enrolment:** A formal act through which you become a student with an university career (that is an enrolment in the first year).

**Insegnamento/Course:** subject made up of different lessons. Usually defined as module.

**Iscritto/Enrolled:** student of years following the first, not to be confused with "first-year student" (see later).

**ISEE (Indicator of the Equivalent Economic Situation) per Prestazioni agevolate per il Diritto allo Studio Universitario – ISEE Universitario:** indicator evaluating the economic situation of a family unit. It is required by a public administration to citizens applying for certain benefits and calculated according to income and assets data based on Dichiarazione Sostitutiva Unica.

**ISPE (Indicator of the Equivalent Property Situation):** it is calculated dividing the ISP value by the SE Equivalence Scale.

**Laurea Magistrale:** A Master's Degree, that is, a second-level graduation you can enrol in after graduating from a Bachelor's degree, but regulated by D.M. 270 of 22/10/2004. Not valid for who enrolled previously to this date.

**Laurea quinquennale/Old University Order:** all regulations on university careers into force before the university reform (D.M. 509 on 3/11/1999). It is still valid for students matriculated before such date.

**Laurea Specialistica:** A Master's Degree, that is, a second-level graduation you can enrol in after graduating from a Bachelor's degree, but regulated by D.M. 509 of 3/11/1999. Not valid for who enrolled previously to this date.

**Laurea Triennale:** Bachelor's degree that is, a first-level graduation (regulated by D.M. 509 and subsequent reform D.M. 270 of 22/10/2004). Not valid for who enrolled previously to this date.

**Matricola/first year student:** a matriculated student, that is enrolled for the first time and beginning his/her university career.

**Riduzione delle tasse/Fees reduction:** reduction in the payment of fees. It is assigned to those meeting specific requirements and applying for it.

**Tempo pieno/Full-time:** enrolment in one academic year with a curriculum between 37 and 80 CFU (or over 80 CFU for students of the Old University Order).

**Tempo parziale/Part-time:** enrolment in one academic year with a curriculum up to 36 CFU.