



**POLITECNICO  
DI TORINO**

## **UNIVERSITY FEE REGULATIONS**

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*The English translation of this document is provided as a support to the student community and has no legal effects. The Italian version shall constitute the sole authentic text and will be referred to for any legal matters.*

## Art. 1. Scope of application

1. This Regulation is part of the Student Regulations.
2. The provisions of this Regulation shall apply to:
  - a) students enrolled in I and II level degree courses belonging to the system established by Ministerial Decrees No. 509/99 and No. 270/04;
  - b) students enrolled in degree courses belonging to the system pre-dating Ministerial Decree. No. 509/99;
  - c) students enrolled in Scuole di Specializzazione (Specialization Schools), as long as these rules comply with the special provisions for such Schools;
  - d) PhD students, as long as these rules comply with the special provisions for PhD programmes;
  - e) students enrolled in single courses (including students from foreign universities, with or without exchange programme);
  - f) students registered to other curriculums, independently managed by Politecnico, either for lifelong learning and professional development, provided these rules do not infringe the provisions contained in the constituent acts of the courses themselves.

## Art. 2. Tuition and fees

1. In accordance with the Student Regulations, in order to attend courses and sit exams, students are required to pay tuition and fees, established every year by the Governing Bodies of Politecnico di Torino (hereinafter referred to as tuition and fees).

Tuition and fees are defined as:

Tuition and fees	First and second instalment for full-time enrolment
	Fixed fee and variable fee for part-time enrolment

2. Tuition and fees also include sums of money collected by Politecnico and later transferred to other authorities, such as:
  - a) regional tax for the Right to University Education, completely transferred to EDISU - Ente Regionale per il Diritto allo Studio Universitario (Regional Authority for the Right to University Education). This tax is established by regional provisions on the Right to Education, with the aim of enhancing EDISU services offered to the student community in Piemonte, including students enrolled in: Bachelor's degree courses, Master's degree courses, *Laurea Specialistica*, five-year cycle degree courses (prior to Ministerial Decree 509/99), PhD programmes and Scuola di Specializzazione. These services include: access to canteens, study rooms, scholarships, etc.;
  - b) premium for accident insurance, which Politecnico offers to all students;
  - c) copyright flat-rate tax, to be paid by every student to SIAE - *Società Italiana Autori ed Editori* (Italian Authors and Editors Association), according to the agreement between Politecnico and CRUI-SIAE for the duplication of texts covered by copyright;
  - d) enrolment stamp duty.
3. There are some career acts for which students are required to pay the following charges:

Other fees for students	Exit transfer application ( <i>congedo</i> )
	Final exam application and release of academic degree
	Registration to the State Examination for Professional Practice ( <i>esame di stato</i> )
	Academic degree duplication
	Smart card duplication
	Career reactivation after interruption of studies – fee for each academic year of interruption ( <i>tassa ricognizione</i> )
	Career reactivation after interruption of studies – cost for unfinished reassessment procedure
	New enrolment after withdrawal from studies ( <i>rinuncia</i> ) – fixed amount and variable amount for credit validation
	New enrolment after forfeiture ( <i>decadenza</i> ) – fixed amount and variable amount for credit validation
	Transfer – cost for unfinished procedure
	Career credit recognition ( <i>abbreviazione di carriera</i> ) - cost for unfinished procedure
	Internal transfer – cost for unfinished procedure
	Evaluation of previous academic records for enrolment in a Master's degree course - cost for unfinished procedure
	Application for PhD and Scuola di Specializzazione Final exam

Other fees for students	Career unblocking ( <i>sblocco carriera</i> )
	Recognition of a foreign academic degree for admission to the State Examination for Professional Practice
	Cost for exceeding thesis credits – for full-time students only

### **Art. 3. Fee Guide**

1. A "Fee Guide" is published every academic year. The Fee Guide indicates the amounts that students have to pay for tuition and fees and other costs, together with payment methods and operational procedures to be followed.

### **Art. 4. Tuition and fees for full-time students**

1. Full-time students are required to pay tuition and fees in two instalments.
2. Students might benefit from a reduction of tuition and fees, on the basis of the financial conditions of their family unit, in accordance with the relevant provisions that apply to the year for which the reduction is claimed, as indicated in the Fee Guide.

### **Art. 5. Tuition and fees for part-time students**

1. Part-time students are required to pay a fixed fee and a variable fee on the basis of the number of credits they want to insert in their Annual Personal Study Plan (APSP). Amounts, methods and deadlines for payment are indicated in the Fee Guide.

### **Art. 6. Tuition and fees for students enrolled in single courses**

1. Enrolment in single courses requires the payment of a fixed fee and a variable fee, on the basis of the number of credits that students want to obtain. Amounts, methods and deadlines for payment are indicated in the Fee Guide.

### **Art. 7. Full or partial fee exemption**

1. Full or partial fee exemption is possible for students in the following categories:
  - students from a foreign university studying at Politecnico di Torino for a certain period of time, on the basis of an agreement between the two universities covering also financial issues of the participation in the exchange programme;
  - students with an EDISU scholarship: winner (*vincitore, idoneo*);
  - PhD students with an EDISU scholarship;
  - students with a scholarship awarded by the Italian Government;
  - students with disabilities: in compliance with Paragraph 1 of Article 3, Law No. 104 dated 5<sup>th</sup> February 1992, or with a disability rating of 66% or greater;
  - Political refugees.
2. The specific amounts of tuition and fees for the above mentioned student categories are indicated in the Fee Guide.

### **Art. 8. Failure to pay or delayed payment of tuition and fees**

1. Students who have not paid tuition and fees within the deadlines are not entitled to perform any further career act (such as taking exams, withdrawing from studies, etc.).
2. In order to unblock their career, students are required to settle all debts; they are also charged a fee for unblocking the career, which shall be paid within the deadline indicated in the Fee Guide.

### **Art. 9. Students' virtual current account**

1. The virtual current account keeps track of debits and credits of every student (only those referred to career acts). Money transferred into the virtual current account settles any outstanding debt at first, according to the deadlines.
2. If students have a credit balance in their virtual current account, they can claim the full refund of credits by following the procedure indicated in the Fee Guide.
3. Upon ending the academic career (e.g., in case of graduation, withdrawal from studies, etc.), students must settle all outstanding debts, regardless of deadlines. This rule also applies to cases of "double enrolment" (students co-enrolled in a Bachelor's degree course, and, after graduation, in a Master's degree course, during the same academic year). Students with a credit balance on their virtual account will be refunded by Politecnico.

#### **Art. 10. Reduction of tuition and fees for academic merit**

1. High-achieving students who fulfil the requirements illustrated in the Fee Guide are granted a fee reduction when enrolling in a Bachelor's degree course or in a Master's degree course on a full-time basis.
2. Only exams passed and recorded within the examination session of September count towards the assessment of academic achievement (merit). Exams taken during a closed academic career, although already recognized by Politecnico (e.g., exams related to career credit recognition), are not taken into consideration.
3. Fee reduction for academic merit is assigned for the academic year following the one in which students attained high academic achievement, as long as they are still enrolled at Politecnico di Torino.
4. Fee reduction is not applied if high academic achievement has been attained during the last year of the academic career, unless students continue their studies and enrol in a Master's degree course at Politecnico.
5. Students who already benefit from tax exemption or students enrolled on a part-time basis cannot be granted fee reduction for academic merit.

#### **Art. 11. Withdrawal from studies**

1. Students who intend to withdraw from studies are required to settle all outstanding debts owed to Politecnico before the official declaration of withdrawal, as indicated in the Student Regulations.
2. Students already enrolled for the academic year in progress who intend to withdraw from studies are required to pay the first instalment of tuition fees; if the declaration of withdrawal is received before the deadline for the second instalment, this will not be due.
3. In any case students are not entitled to receive any kind of fee reimbursement, not even a partial refund. This rule applies also to students who withdraw from studies before the end of the academic year.

#### **Art. 12. Career reactivation after interruption of studies of I and II level**

1. Students who intend to resume a career which was interrupted for not having enrolled, in addition to paying regular tuition and fees for the year in progress, must also pay a fee for the years in which they were not enrolled. On top of that, they are required to settle any possible outstanding debt related to the last year of enrolment.
2. Students who intend to resume a career, which was interrupted for not having enrolled or for not having taken any exam for more than four academic years, must: a) complete the procedure indicated in paragraph 1; b) request the reassessment of previous academic records and pay the corresponding fee (indicated in the Fee Guide) which will be deducted in case of new enrolment; otherwise, if students decide not to enrol, this fee will not be refunded.

#### **Art. 13. New enrolment after withdrawal from studies**

1. Students who withdraw from studies at Politecnico di Torino or any other Italian university and intend to enrol again, are entitled to request the validation of credits of the previous academic career. For this, they are required to pay a fixed fee and a variable fee, on the basis of the number of validated credits.
2. Due amounts are indicated in the Fee Guide.

#### **Art. 14. New enrolment after forfeiture**

1. In compliance with the Student Regulations, forfeited students who intend to enrol again at Politecnico are entitled to request the validation of credits of the previous academic career. If and only if, the previous career was not carried on at Politecnico di Torino, students are required to pay a fixed fee and a variable fee, on the basis of the number of validated credits.
2. Due amounts are indicated in the Fee Guide.

#### **Art. 15. Entry transfer for enrolment in a Bachelor's degree course**

1. Students who transfer from another university and intend to enrol in a Bachelor's degree course at Politecnico di Torino, are required to pay the enrolment fee indicated in the Fee Guide before the relevant deadlines included in the Selection Announcements for admission to degree courses. If the transfer procedure is completed, this amount will be deducted from tuition fees; otherwise, if students decide not to enrol, it will not be refunded.

#### **Art. 16. Career credit recognition**

1. Students who hold a university degree and intend to apply for career credit recognition are required to pay the fee indicated in the Fee Guide at the beginning of the credit recognition procedure. If the career credit recognition procedure is completed, this amount will be deducted from tuition fees; otherwise, if students decide not to enrol, it will not be refunded.

### **Art. 17. Internal transfers**

1. No fee is charged for internal transfers between degree courses; nevertheless, if students finally do not confirm the internal transfer, they will be charged a fee for the evaluation of previous academic records.
2. The amount due is indicated in the Fee Guide.

### **Art. 18. Evaluation of previous academic records for enrolment in a Master's degree course**

1. In order to be admitted to a Master's degree course, students who transfer from another university are required to pay the fee indicated in the Fee Guide at the beginning of the procedure for evaluation of previous academic records. If the transfer procedure is completed, this amount will be deducted from tuition fees; otherwise if students decide not to enrol, it will not be refunded.

### **Art. 19. Common, final and transitional provisions**

1. Further potential benefits are defined every year in the Fee Guide.
2. In accordance with the Student Regulations, on instances concerning the academic career of students, appeals may be raised to the Rector, who in response may avail himself of a purposely appointed Commission.
3. The contents of the Fee Guide, after having been approved in the academic year 2016/2017, are confirmed and applicable for the following academic years, unless otherwise decided by the Board of Governors within the April session of the previous year. Every year the Administrative Divisions are entitled – and obliged – to update necessary technical contents only (e.g., deadlines, amounts of the EDISU tax, stamp duty, SIAE copyright tax, accident insurance premium – if modified by the appointed institutions...).