



**POLITECNICO
DI TORINO**

TUITION 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 apply to:
 - a) students enrolled in Bachelor's and Master's degree programmes belonging to the system established by Ministerial Decrees no. 509/99 and no. 270/04;
 - b) students of Bachelor's degree programmes and courses for the attainment of a university diploma /"Diploma Universitario" belonging to the system pre-dating Ministerial Decree. no. 509/99;
 - c) students of Specialization Schools (Scuole di Specializzazione), as long as these rules comply with the special provisions for such Schools;
 - d) PhD candidates, as long as these rules comply with the special provisions for PhD programmes;
 - e) students enrolled in single courses (including students who come from foreign universities, with or without exchange programme);
 - f) students registered to other training courses for lifelong learning and professional development managed by Politecnico, provided that these rules do not infringe the provisions contained in the constituent acts of the courses themselves.

Art. 2. Tuition fees

1. A student is considered enrolled for the academic year only upon payment of the tuition fees, which are established every year by the Governing Bodies of Politecnico di Torino and illustrated in the Tuition Fee Guide.
2. Tuition fees include: the comprehensive fee, referred to in art. 1, paragraph 252 of Law no. 232 dated 11th December 2016; the sums of money which Politecnico collects from its students and transfers to other authorities; other costs/charges for individual services rendered upon request of a student:

Other student charges	Exit transfer application (<i>congedo</i>)
	Registration for 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 – charge for unfinished evaluation procedure
	New enrolment after withdrawal from studies (<i>rinuncia</i>) – fixed amount and variable amount for credit recognition
	New enrolment after forfeiture (<i>decadenza</i>) – fixed amount and variable amount for credit recognition
	Transfer – charge for unfinished procedure
	Career credit recognition (<i>abbreviazione di carriera</i>) - charge for unfinished procedure
	Internal transfer – charge for unfinished procedure
	Evaluation of previous academic records for enrolment in a Master's degree programme – charge for unfinished procedure
	Career unblocking (<i>sblocco carriera</i>)
	Charge for thesis credits exceeding the limit – for full-time students only

Art. 3. Tuition Fee Guide

1. A Tuition Fee Guide is published every academic year. The Tuition Fee Guide illustrates the amounts that students have to pay for the comprehensive fee and for other charges (referred to as "Tuition Fees"), as per art. 2. The Guide also illustrates payment methods and operational procedures to be followed.

Art. 4. Tuition fees for full-time students

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

Art. 5. Tuition 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 include in their Annual Personal Study Plan (APSP).
2. The above mentioned payment scheme does not apply to part-time students who have submitted their ISEE and meet the requirements of the 2017 Budget Law. These student are required to pay their tuition fees in two instalments.
3. Amounts, methods and deadlines for payment are illustrated in the Tuition Fee Guide.

Art. 6. Tuition 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 a student wants to obtain. Amounts, methods and deadlines for payment are illustrated in the Student Fee Guide.

Art. 7. Full or partial tuition fee exemption

1. Full or partial tuition fee exemption is possible for students in the following categories:
 - students from a foreign university who are studying at Politecnico di Torino for a certain period of time in the framework of a specific agreement between the two universities which covers the financial issues related the participation in the exchange programme;
 - students and PhD candidates with an EDISU scholarship: scholarship recipients and eligible candidates (*vincitore, idoneo*);
 - PhD candidates without a scholarship;
 - PhD candidates who come from a foreign university within the framework of a co-tutelle agreement with Politecnico di Torino or with an international mobility agreement;
 - Students of the Graduate School (Scuola di Specializzazione)
 - Students with a scholarship awarded by the Italian Government;
 - Students with disabilities: students with a disability rating of 66% or greater (within the meaning of article 3, paragraph 1 of Law No. 104 dated 5th February 1992), or disabled students (within the meaning of Law No.118/71);
 - Political refugees.
 - Students enrolled in first year of a Bachelor's degree programme partially (first year) or entirely taught in English;
 - Students of the Alta Scuola Politecnica:
 - Students of the Young Talent Project;
 - Students who are administrative staff members at Politecnico di Torino.
2. The eligibility criteria for the above mentioned fee exemption and the tuition fee amounts to be paid by students belonging to the above mentioned categories are illustrated in the Tuition Fee Guide.

Art. 8. Failure to pay or late payment of tuition fees

1. Students who have not paid their tuition fees within the deadlines are not entitled to perform any further career act (such as taking exams, withdrawing from studies, etc.) nor to use any university service (i.e. Wi-Fi, IT labs//aib, libraries, etc.)
2. In order to unblock their career, students are required to settle all their debts; they are also charged a fee for unblocking their career, which must be paid within the deadline illustrated in the Tuition Fee Guide.

Art. 9. Students' virtual current account

1. The virtual current account keeps track of the debits and credits of every student (only those referred to career acts). When money is transferred by a student into the virtual current account, first of all it will cover outstanding debts according to the deadlines.
2. If studenta havw a credit balance in thier virtual current account, they can claim the full credit refund by following the procedure available in the Tuition Fee Guide.
3. At the end of the academic career (e.g., upon graduation, withdrawal from studies, etc.), students must settle all outstanding debts, regardless of deadlines. This rule also applies to cases of "double enrolment" (students who are co-enrolled in a Bachelor's degree programme, and, immediately after graduation, enrol in a Master's degree programme, during the same academic year). Students with a credit balance on their virtual account at the end of their studies will be refunded by Politecnico.

Art. 10. Reduction of tuition fees based on academic merit

1. High-achieving students who meet the requirements illustrated in the Tuition Fee Guide are granted a reduction in their tuition fees when enrolling in a Bachelor's degree programme or in a Master's degree programme on a full-time basis.
2. Tuition fee reduction based on academic merit is assigned for the academic year that follows the one in which the students have attained high levels of academic achievement, as long as they are still enrolled at Politecnico di Torino.
3. In order to assess if a student has attained high levels of academic achievement, the University takes into account the exams that the student has passed and recorded within the 12 months prior to August, 10th of the academic year which comes before the year in which the student applied for fee reduction. 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.
4. Fee reduction is not applied when students attain high levels of academic achievement during their last year, unless they continue their studies and enrol in a Master's degree programme at Politecnico.
5. Students who are already exempted from paying their tuition fees or students enrolled on a part-time basis cannot be granted a fee reduction based on academic merit.

Art. 11. Withdrawal from studies

1. Students who intend to withdraw from studies are required to settle all outstanding debts due to Politecnico before the official declaration of withdrawal, as indicated in the Student Regulations.
2. Students already enrolled for the current academic year who intend to withdraw from studies are required to pay the first instalment of their tuition fees. If students submit their withdrawal request before the deadline for the second instalment, they will not have to pay it; in any case, they still have to pay the balance due for the first instalment according to their contribution level.
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 Bachelor's or Master's studies

1. When a student intends to resume a career which was interrupted for not having enrolled, he/she will have to pay regular tuition fees for the current academic year plus a charge for the years in which he/she has not been enrolled. On top of that, the student is required to settle any possible outstanding debt related to the last year of enrolment.
2. The student who intends 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 illustrated in paragraph 1; b) request the evaluation of previous academic records and pay the corresponding charge (illustrated in the Tuition Fee Guide) which will be deducted from the tuition fees in case of new enrolment; otherwise, if the student decides not to enrol, this amount of money will not be refunded.

Art. 13. New enrolment after forfeiture or withdrawal from studies

1. In compliance with the Student Regulations, a student who intends to enrol again after forfeiture or withdrawal from studies, is entitled to request the recognition of the credits accrued during his/her previous academic career. For this, the student is required to pay a fixed fee and a variable fee on the basis of the number of validated credits.
2. The above mentioned charge is due only if the previous academic career (for which the recognition has been requested) was NOT at Politecnico di Torino.
3. Due amounts are illustrated in the Tuition Fee Guide.

Art. 14. Entry transfer for enrolment in a Bachelor's degree programme at Politecnico

1. The student who transfers from another university and intends to enrol in a Bachelor's degree programme at Politecnico di Torino is required to pay the amount indicated in the Tuition Fee Guide, before the relevant deadlines (which are illustrated in the Calls for admissions to Bachelor's degree programmes). If the transfer procedure is completed successfully, this amount will be deducted from the tuition fees; otherwise, if the student decides not to enrol, it will not be refunded.

Art. 15. Exit Transfer (transfer from Politecnico to another university)

1. The student who applies for an exit transfer (*congedo*) before the payment deadline for the second instalment of his/her tuition fees is not required to pay it. The exit transfer will be approved only if Politecnico receives the authorization form the university where the student intends to transfer to.

Art. 16. Career credit recognition

1. The student who has a university degree and intends to apply for career credit recognition is required to pay the amount indicated in the Tuition Fee Guide at the beginning of the credit recognition procedure. If the career credit recognition procedure is completed successfully, this amount will be deducted from the tuition fees; otherwise, if the student decides not to enrol, it will not be refunded.

Art. 17. Internal transfers

1. No fee is charged for internal transfers between degree programmes; nevertheless, if a student requests an internal transfer but eventually does not confirm it, the student will be charged a fee for the evaluation of previous academic records.
2. The amount due is indicated in the Tuition Fee Guide.

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

1. The student from another university who intends to enrol in a Master's degree programme at Politecnico is required to pay the amount indicated in the Tuition Fee Guide before the evaluation of previous academic records. If the transfer procedure is completed successfully, this amount will be deducted from the tuition fees; otherwise if the student decides not to enrol, it will not be refunded.

Art. 19. Common, final and transitional provisions

1. Further potential benefits are established every year in the Tuition 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 Tuition Fee Guide, after having been approved in the academic year 2017/2018, are confirmed and applicable to the following academic years, unless otherwise decided by the Board of Governors within the March session of the previous year. Every year the Administration is entitled – and required – to add only the necessary technical updates (e.g., deadlines, amounts of the EDISU tax, amount of the revenue stamps, – if they have been modified by the appointed institutions).