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**POLITECNICO**  
MILANO 1863

## POLITECNICO DI MILANO

### THE RECTOR

HAVING REGARD to Art. 34 of the Italian Constitution, stating that ‘Capable and deserving pupils, including those lacking financial resources, have the right to attain the highest levels of education. The Republic shall render this right effective through scholarships, allowances to families and other benefits, which shall be assigned through competitive examinations.’;

HAVING REGARD TO Italian Law No 168 of 09.05.1989, ‘Establishment of the Ministry of Universities and Scientific and Technological Research’ and subsequent amendments;

HAVING REGARD TO Italian Law No 118 of 30.03.1971, ‘Conversion into law of Decree-Law No 5 of 30 January 1971 and new provisions in favour of amputees and disabled persons’, and subsequent amendments;

HAVING REGARD TO Italian Law No 241 of 07.08.1990, ‘New rules on administrative procedure and the right of access to administrative documents’, and subsequent amendments;

HAVING REGARD TO Italian Presidential Decree No 445 of 28.12.2000, ‘Consolidated law on administrative documentation’, and subsequent amendments;

HAVING REGARD TO Italian Law No 240 of 30.12.2010. ‘Rules on the organisation of universities, academic staff and recruitment, as well as delegation of powers to the Government to incentivise the quality and efficiency of the university system’, and subsequent amendments;

HAVING REGARD TO the Italian Prime Ministerial Decree of 09.04.2001 on ‘Equal treatment regarding the right to university studies’; HAVING REGARD TO Italian Legislative Decree No 68 of 29.03.2012, ‘Revision of the legislation governing the Diritto allo Studio (right to education) and enhancement of legally recognised university colleges, in implementation of the delegation provided for in Article 5, paragraph 1, letters a), second sentence, and d) of Italian Law No 240 of 30 December 2010, and in accordance with the guiding principles and criteria set out in paragraph 3, letter f) and paragraph 6’, and subsequent amendments; HAVING REGARD TO Italian Prime Ministerial Decree No 159 of 05.12.2013, ‘Regulations concerning the revision of the methods of determination and the fields of application of the Equivalent Economic Situation Indicator (ISEE)’

HAVING REGARD TO the Italian Ministerial Decree of 07.11.2014 ‘Approval of the standard model of the Single Substitute Declaration for ISEE purposes, of the attestation, and of the relevant instructions for completion pursuant to article 10, paragraph 3, of Prime Ministerial Decree No 159 of 5 December 2013’, and subsequent amendments; HAVING REGARD TO Italian Law No 232 of 11.12.2016, ‘Provisional state budget for the financial year 2017 and multi-year budget for the period 2017-2019’, and in particular Art. 1 – paragraphs 252 to 265;

HAVING REGARD TO Italian Ministerial Decree No 234 of 26.06.2020, ‘Extension of total and partial exemption from annual contributions - State Universities’, and subsequent amendments;

HAVING REGARD TO Italian Ministerial Decree No 1320 of 17.12.2021 ‘Increase in the value of scholarships and eligibility requirements for benefits for the right to education as per Italian Legislative Decree No 68/2012 implementing Art. 12 of Italian Law Decree No 152 of 6.11.2021;

HAVING REGARD TO the Statute of Politecnico di Milano in effect; HAVING REGARD TO the University Educational Rules in effect;

HAVING REGARD TO Rectoral Decree No 3798 of 31.10.2014 issuing the Regulation concerning Student’s Academic Career, and subsequent amendments;

HAVING REGARD TO Rectoral Decree No 1617 of 04.04.2017 issuing the Regulation concerning student contributions, and subsequent amendments and integrations;

HAVING ACKNOWLEDGED the favourable opinion expressed by the Student Council at its meetings on 03 and 10 July 2023;

HAVING ACKNOWLEDGED the favourable opinions expressed by the Academic Senate and the Board of Governors in their respective meetings of 17 and 25 July 2023 concerning some amendments made to the Regulations on student contributions;

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**HEREBY DECREES**

**Art. 1**

- 1) For all the reasons expressed in the preamble, the Regulation regarding student contributions, issued with Rectoral Decree No 1617 of 04.04.2017 and partially amended with Rectoral Decrees No 4197 of 13.06.2018, No 5031 of 09.07.2019, No 4763 of 03.06.2021 and No 5515 of 06.06.2022, is further amended as reflected by the text, which is provided in full below, together with the attached tables which are integral parts of the Regulation itself.
- 2) The amendments are marked in ***bold italics***.

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## **REGULATION REGARDING STUDENT CONTRIBUTIONS**

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#### **Art. 1**

##### **Object and scope**

- 1) This Regulation sets out the principles and terms for determining student fees in addition to the criteria for exemption.
- 2) The provisions of this Regulation shall apply from the beginning of the **2023/2024** academic year for all students as defined by Art. 1 letters a), b) and d) of Politecnico di Milano's Student Course Regulation.

#### **Art. 2**

##### **Student contribution**

- 1) Pursuant to Italian Law No 232/2016, students on Laurea (equivalent to Bachelor of Science) programmes, Laurea Magistrale (equivalent to Master of Science) programmes, single-cycle Laurea Magistrale programme and at the Specialisation School in Architectural and Landscape Heritage, shall contribute to covering the costs of teaching, scientific and administrative services by way of an 'annual all-inclusive contribution'.
- 2) In addition to the annual all-inclusive contribution, all students shall be required to pay the amounts relating to stamp duty and regional tax for the Diritto allo Studio (right to education), pursuant to Article 3, paragraphs 20 to 23 of Italian Law No 549 of 28 December 1995.
- 3) Additional contributions shall also be required for services provided at the student's request for individual needs, in addition to insurance coverage.

#### **Art. 3**

##### **Annual all-inclusive contribution amounts**

- 1) The amount of the all-inclusive contribution for enrolment for the academic year shall be calculated on the basis of the number of university educational credits (ECTS) obtained and included in the study plan.
- 2) The all-inclusive contribution shall be calculated in proportion to the number of ECTS included in the study plan, as detailed in the following table:

<b>ECTS</b>	<b>up to 32</b>	<b>between 33 and 45</b>	<b>between 46 and 74</b>	<b>between 75 and 80</b>
% of the all-inclusive contribution	50%	75%	100%	130%

Pursuant to Italian Law 232/2016 and Art. 9 of Legislative Decree 68/2012, in order to guarantee the Diritto allo Studio (right to education), Politecnico di Milano shall allow its students to request total or partial exemption and the payment of the all-inclusive contribution in instalments on the basis of the financial circumstances of the student's family, which shall be assessed via the ISEE indicator, pursuant to Italian Prime Ministerial Decree No 159/2013.

- 3) ***If the student is an employee of the Public Administration and expresses his/her desire to enrol by making use of the agreement stipulated between Politecnico di Milano and the Ministry of Public Administration, he/she will be required to pay a single, discounted all-inclusive contribution amounting to € 1,000.00 (in addition to the payment of the regional tax, stamp duty and insurance coverage); this is a fixed amount which is not calculated on the basis of other academic career elements, eg the ECTS percentage mentioned in the previous paragraph and what is stated in Articles 5, 6, 9, 10 and 11.***

For those students enrolled in Laurea On Line only, a further, discounted contribution of € 1,000.00 is payable in addition to the all-inclusive contribution for the use of the platform and the dedicated tutoring service.

***The choice to subscribe to the discounted all-inclusive contribution is automatically renewed, unless expressly requested to be revoked, for the following academic years.***

#### **Art. 4**

##### **Payment methods and breakdown of the contributions**

- 1) Politecnico di Milano requires the contribution to be paid in two instalments by predetermined deadlines. Any failure to respect these deadlines will result in progressive late-payment surcharges becoming payable.
- 2) The first instalment consists of the following:
  - regional tax;
  - stamp duty for the enrolment request for the academic year;
  - insurance;
  - all-inclusive contribution payment;
  - specific IOL contribution for students on the Laurea On Line only;
  - any surcharges owed;
  - any past debts of uncollected amounts.

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Enrolment for the academic year will only be confirmed following payment of the first instalment.

The second instalment consists of the following:

- remaining balance of the annual all-inclusive contribution;
- specific IOL contribution for students of the Laurea On Line only;
- any surcharges owed;
- any past debts of uncollected amounts.

The payment should be made through the methods stated by the university. The contribution may not be divided into further instalments.

The total amounts payable by students on the Laurea (equivalent to Bachelor of Science) programmes, single-cycle Laurea Magistrale (equivalent to Master of Science) programmes and Laurea Magistrale programmes are shown in Tables 3, 4.1, 4.2 and 4.3.

#### **Art. 5**

##### **Exemption pursuant to Italian Law 232/2016**

- 1) **Full exemption** - In accordance with Italian Law 232/2016, students that fulfil all of the following criteria shall be exempt from paying the all-inclusive contribution:
- a) belonging to a household with an ISEE indicator of less than or equal to € 13,000.00;
  - b) enrolment in a programme for a number of academic years that is less than or equal to the normal duration of the study programme, increased by one (Laurea (equivalent to Bachelor of Science) with a duration of four years; Laurea Magistrale (equivalent to Master of Science) three years; single-cycle Laurea Magistrale (equivalent to Master of Science) six years);
  - c) in the case of enrolment for the second academic year: earning at least 10 university educational credits, by 10 August of the first year of enrolment; in the case of enrolment for subsequent academic years: earning at least 25 university educational credits, in the twelve-month period ending on 10 August of the respective year of enrolment.

In the case of enrolment for the first academic year, only the criterion referred to in point a) above must be fulfilled.

- 2) **Partial exemption** - In accordance with Italian Law No 232/2016, the all-inclusive annual contribution will be no greater than 7% of the part of the ISEE that exceeds € 13,000.00 for students belonging to households with an ISEE indicator of between € 13,001.00 and € 30,000.00 that fulfil the criteria of paragraph 5.1, letters b) and c) above.

The value shall be rounded down to the nearest Euro.

In the case of enrolment for the first academic year, the only criterion to be fulfilled is that of belonging to a family with an ISEE of between € 13,001.00 and € 30,000.00 inclusive.

- 3) **Reduced partial exemption** - The annual all-inclusive contribution will be no greater than 7% of the ISEE portion exceeding € 13,000.00, increased by 50%, with a minimum value of € 200.00, for students belonging to a family with an ISEE of less than € 30,000.00 that fulfil the criterion referred to in paragraph 5.1, letter c) above, but not that which is referred to in letter b).

The value shall be rounded down to the nearest Euro.

#### **Art. 6**

##### **Requests for discounted all-inclusive contributions**

- 1) Students who do not fulfil the criteria of Art. 5 may request that the all-inclusive contribution be discounted by providing, within the timeframes established, an ISEE indicator that falls within one of the eight income brackets according to Table No 1 attached to this Regulation.
- 2) A discounted all-inclusive contribution is offered for each income bracket according to Table No 2 attached to this Regulation. A discounted all-inclusive contribution shall not be granted for ISEE indicator values that are greater than the upper limit of income bracket 8.
- 3) No discount shall be granted for the all-inclusive contribution without a valid ISEE, or in any case after payment of the second instalment referred to in the following article.

#### **Art. 7**

##### **Equivalent Economic Situation Indicator (ISEE)**

- 1) The students described in Art. 5 that are enrolling for the first time at Politecnico di Milano are required to provide the ISEE indicator relating to the calendar year of enrolment.
- 2) In order to confirm the full or partial exemption, an additional ISEE indicator relating to the calendar year of issuance of any second instalment must be provided, which may determine, according to the case:
  - confirmation of the full exemption granted in accordance with Art. 5;
  - confirmation of a partial exemption with a request for payment of the portion due in accordance with Art. 5;
  - loss of the right to any full and/or partial exemption with a request for payment of the balance of the contribution due. If the second ISEE indicator is not provided, no reduction in the all-inclusive contribution shall be granted.

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- 3) Students enrolling for the first time at Politecnico di Milano that fail to produce an ISEE indicator prior to enrolment must pay the first instalment in full. However, it will be possible to provide an indicator relating to the calendar year of issuance of the second instalment, which may determine, according to the case:
  - the granting of the full exemption in accordance with Art. 5, triggering the refund process;
  - the granting of a partial exemption in accordance with Art. 5, triggering the refund process and/or payment of the balance, as applicable;
  - the allocation of an income bracket and a request for payment of any balance due.
- 4) For students already enrolled at Politecnico di Milano that intend to enrol for subsequent academic years, the ISEE indicator already submitted during the previous academic year will be taken into account and a provisional value for the first instalment will be calculated on the basis of this before the procedure described above is followed.
- 5) If no valid ISEE indicator is provided, no reduction in the all-inclusive contribution shall be granted.
- 6) **Please note the ISEE (Equivalent Economic Situation Indicator) value is rounded up when the fraction is equal to or greater than € 0.50, otherwise it is rounded down.**

#### **Art. 8**

##### **Contributions for students with overseas income and assets**

- 1) Pursuant to Art. 1, paragraph 261 of Italian Law No 232/2016, for students on programmes that have income and assets overseas for whom the calculation of the household ISEE cannot be applied, the amount of the annual all-inclusive contribution shall be established independently by Politecnico di Milano in accordance with Article 8, paragraph 5 of the Regulation referred to in the Italian Prime Ministerial Decree No 159 of December 2013, according to the following procedure.
- 2) As an alternative to the ISEE, the economic situation indicator of such students shall be determined on the basis of Italian Prime Ministerial Decree No 159/2013 and the Memorandum of Understanding stipulated on 3 June 2015 between the National Association of Bodies for the Diritto allo Studio (right to education) (ANDISU) and the Tax Advice Centres (CAFs) belonging to the National Council. The method for calculating the indicator, called 'ISEEU parificato' (Equivalent Economic Situation Index for University - parificato), is explained in Attachment A of the previous Protocol.
- 3) Students of Laurea (equivalent to Bachelor of Science) programmes, Laurea Magistrale (equivalent to Master of Science) programmes and single-cycle Laurea Magistrale programmes can request, through the same process as Italian students, a discounted all-inclusive contribution using the ISEEU-parificato, which is to be obtained solely and exclusively at the CAFs specified by Politecnico di Milano.
- 4) Non-EU students on Laurea Magistrale (equivalent to Master of Science) programmes with an undergraduate degree obtained abroad that are accepted without any financial aid are required to pay the all-inclusive contribution in full, unless they are eligible for special full or partial exemptions as described below.
- 5) Incoming students participating in mobility programmes that are accepted by the relevant authorities beyond the number agreed upon in the specific agreements (exchange and double degree), and in cases in which the agreement does not provide for reciprocity in the payment of tuition fees, shall be placed in the highest contribution bracket.
- 6) **Please note the ISEEU parificato value is rounded up when the fraction is equal to or greater than € 0.50, otherwise it is rounded down.**
- 7) **Warning: the ISEEU parificato is not valid for applying for partial or total exemption (Italian Law No 232/2016 and subsequent amendments) mentioned in Art. 5.**

#### **Art. 9**

##### **Exemptions pursuant to Legislative Decree 68/2012 and Art. 30 of Italian Law No 118/1971**

- 1) Pursuant to Italian Legislative Decree No 68/2012 Art. 9, paragraphs 2, 3, 8 and 9, Politecnico di Milano shall grant full exemption from payment of the all-inclusive contribution for the following categories of students:
  - a) students with a certified disability of 66% or more;
  - b) international students in receipt of an annual scholarship from the Italian government;
  - c) students that fulfil the eligibility requirements for the Diritto allo Studio (right to education) scholarship.
- 2) Pursuant to Art. 30 of Italian Law No 118/1971, Politecnico di Milano shall grant a full exemption from payment of the all-inclusive contribution for the following categories of students that belong to families in conditions of financial hardship, that is those with an ISEE indicator of less than or equal to € 22,000.00 for the calendar year in which payment of the second instalment is due:
  - a) amputees and disabled persons that have suffered a reduction of more than two-thirds of their capacity to work,
  - b) children of recipients of a disability pension,
  - c) war orphans, war-related amputees and disabled persons, and work-related or service-related amputees, blind and disabled persons, and their children.
- 3) **For the exemptions described in paragraph 1, letter a) and paragraph 2 of this article, students are required to present a specific request according to the procedure on the website [www.polimi.it](http://www.polimi.it) and within the timeframes established by the university (and in any case no later than the graduation day).**

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**Art. 10  
Other exemptions**

- 1) Politecnico di Milano shall grant a full exemption for the following categories of students:
    - a) Students with exceptional academic results on Laurea (equivalent to Bachelor of Science), five-year single-cycle Laurea Magistrale (equivalent to Master of Science) and Laurea Magistrale programmes;
    - b) students who are parents of young children;
    - c) working students, students doing community service, *civic* service or voluntary military service *in Italy, for a period of at least six months during the calendar year in which the academic year begins*;
    - d) siblings enrolling simultaneously;
    - e) students enrolling on a Double Degree programme;
    - f) students enrolled on the Alta Scuola Politecnica (ASP) programme;
    - g) students enrolling on programmes in affiliation with other universities;
    - h) International students awarded a scholarship from Politecnico di Milano or other institutions.
  - 2) The aforementioned exemptions cannot be granted to students who already hold an academic qualification, whether obtained in Italy or abroad, of a level equal to or greater than the study programme on which they are enrolling.
  - 3) For the exemption categories mentioned in points 1) to 4), students shall be required to submit a specific request according to the procedure and within the timeframes established by the university; for exemption categories 5), 6), 7) and 8), exemption shall be granted automatically, where possible in advance by inclusion in payment requests or, alternatively, by means of reimbursement of any amounts already paid by the student.
  - 4) In the case of multiple requests for exemption, the most economically advantageous option for the student will be granted, with the exception of the exemption for the Internal Double Degree, which can be obtained in conjunction with the exemption for merit.
  - 5) The Board of Governors sets the maximum limit for the loss of revenue resulting from the granting of the aforementioned exemptions. In the event that the total amount of the exemptions granted exceeds the aforementioned limit, there shall be a percentage reduction of the amounts.
  - 6) The specific contribution for the Laurea On Line cannot be subject to exemption.
- 1a) *Students with exceptional academic results on Laurea (equivalent to Bachelor of Science), five-year single-cycle Laurea Magistrale (equivalent to Master of Science) and Laurea Magistrale programmes.*  
 The exemption based on academic results is granted after the results achieved in the previous academic year, **with reference to the approved study plan for that academic year.**  
 The requisites required include regular enrolment for the current academic year and exceptional academic results, differentiated by study programme and year of enrolment as shown in the table below:

Type of programme	Number of years of enrolment on programme	Academic achievement requirement	% of contribution exemption
Laurea (equivalent to Bachelor of Science)	2	50 ECTS as of 30 November; exam score average	50% with $27/30 \leq \text{average} < 29/30$
	3	110 ECTS as of 30 November; exam score average	100% with average $\geq 29/30$
Laurea Magistrale (equivalent to a Master's degree), single-cycle	2	48 ECTS as of 30 November; exam score average	50% with $27/30 \leq \text{average} < 29/30$
	3	108 ECTS as of 30 November; exam score average	
	4	165 ECTS as of 30 November; exam score average	100% with average $\geq 29/30$

	5	222 ECTS as of 30 November; exam score average	
Laurea Magistrale (equivalent to a Master's degree)	1	Laurea (equivalent to Bachelor of Science) score for graduates from other Italian universities	50% with score = 110/110  100% with score = 110/110 with honours
		Exam score average at admission to the Laurea (equivalent to Bachelor of Science) exam for graduates from Politecnico di Milano	50% with 27/30 ≤ average < 29/30  100% with average ≥ 29/30
	2	For students enrolled for the first semester, 50 ECTS as of 30 November; exam score average	50% with 27/30 ≤ average < 29/30
		For students enrolled for the second semester, 25 ECTS as of November 30; exam score average	100% with average ≥ 29/30

For students belonging to any contribution bracket above the fourth, the proportion of exemption will be calculated according to that which is foreseen for the fourth contribution bracket.

The average shall be calculated on the total ECTS earned, beginning with the first year of the programme

The average shall be calculated using the exam scores - expressed in thirtieths - and the average value shall be weighted with the following formula: sum of the products of the scores for the relative ECTS, divided by the sum of the ECTS obtained.

Extra exams, study plan entries such as internships, final exams and similar that may be included in the approved study plan for the previous academic year shall not be taken into consideration for the purposes of calculating the average or calculating the minimum ECTS required.

For students that have transferred from another university, the year of first enrolment at Politecnico di Milano shall be taken into consideration, while for students that change their programme within Politecnico or re-enrol following a withdrawal or forfeiture, the year of the change in programme or re-enrolment shall be taken into consideration. In both cases, any ECTS relating to the previous academic career and validated in the new one shall not be taken into account in the calculation of the ECTS or the average.

In order to be eligible for an exemption for the first year of enrolment on a Laurea Magistrale (equivalent to Master of Science), it is a necessary requirement that the student's first university enrolment in a three-year Laurea (equivalent to Bachelor of Science) programme at Politecnico di Milano or another Italian university occurred three academic years before the current academic year.

#### 1b) Students with young children

Students that are parents of a child that will not reach his/her sixth birthday during the calendar year in which the academic year commences shall be exempt from paying the all-inclusive contribution for the academic year in which they enrol; the amount of such exemption shall be determined on the basis of the economic situation indicator (ISEE or ISEEU-parificato), and for those belonging to a contribution bracket higher than the fourth, the proportion of exemption will be calculated according to that which is foreseen for the fourth contribution bracket.

The amount of the exemption for international students, who are not required to submit an economic situation indicator, shall be calculated according to that which is foreseen for the fourth contribution bracket.

#### 1c) Working students, students doing community service, civic service or voluntary military service in Italy, for a period of at least six months during the calendar year in which the academic year begins

Working students or students undertaking civic or voluntary military service **in Italy** enrolling for the first time on a programme, may not submit a request for exemption, with the exception of those students who re-register after the withdrawal or forfeiture from programmes at Politecnico di Milano. In any case, the exemption shall only be granted if they have passed at least one exam in the calendar year in which the academic year begins; extra exams, study plan entries such as internships, final exams and similar shall not be considered.

The employment status must be properly verified and must fall into one of the following categories:

- I.** an employee with a minimum weekly commitment of 18 hours;
- II.** a self-employed worker, in possession of a VAT number with income from employment of no less than **€ 9,000.00** gross, as evidenced **either** by the income declaration relating to the tax period of the calendar year prior to the start of the

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academic year **or** by other documents attesting the working activity;

- III.** a service provider with a minimum weekly commitment of 18 hours and/or with an earned income of no less than € **9,000.00** gross during the calendar year in which the academic year begins.
- IV.** community service, civic service or voluntary military service providers. **Exemption will be granted only once in a career.**

An exemption of 25% of the all-inclusive contribution shall be granted.

For students belonging to any contribution bracket above the fourth, the proportion of exemption will be calculated according to that which is foreseen for the fourth contribution bracket.

**1d) Siblings enrolling simultaneously**

Students with siblings belonging to the same household, as evidenced by the ISEE certificate, that are enrolling at the same time (for the same academic year) on a Laurea (equivalent to Bachelor of Science), Laurea Magistrale (equivalent to Master of Science) or single-cycle Laurea Magistrale programme, may present a request for a 10% reduction in the value of their economic situation indicator which may lead to the allocation of a lower income bracket.

**The granting of exemption is not envisaged for the type of students mentioned in Art. 5.**

**1e) Students enrolling on a Double Degree programme**

Students enrolling on a Double Laurea (equivalent to Bachelor of Science) programme with another university, the agreement of which requires for an extra commitment in terms of ECTS such that it is necessary to enrol for an additional academic year beyond the normal duration of the single study programme, shall be exempt from the payment of the all-inclusive contribution for enrolment for the additional year.

For students enrolling on Double Laurea Magistrale (equivalent to Master of Science) programmes financed by the European Union for which the contribution is partially covered by the funding that Politecnico di Milano receives from the consortium to which it belongs, the students shall be exempt from paying any exceeding part for the first two years of enrolment, notwithstanding the payment of regional tax, stamp duty and insurance unless otherwise provided for by the programme.

Students enrolling on an internal Double Laurea (equivalent to Bachelor of Science) programme at Politecnico di Milano shall only be required to pay 100% of the all-inclusive contribution for the first two years of enrolment, irrespective of the number of ECTS included in the study plan. For the third academic year of enrolment and any subsequent years, students shall only be granted a full exemption from payment of the all-inclusive contribution if they remain on the specific internal Double Laurea (equivalent to Bachelor of Science) programme.

**1f) Students enrolling on an Alta Scuola Politecnica (ASP) programme**

Students accepted at the Alta Scuola Politecnica shall be exempt from paying the all-inclusive contribution for the entire period spent on the specific training programme.

**1g) Students enrolling on programmes in affiliation with other universities**

Students enrolled on the UIC - University of Illinois Chicago affiliated programme shall still be required to enrol for the second year of that programme and shall be exempt from paying the all-inclusive contribution (notwithstanding the payment of regional tax, stamp duty and insurance).

**1h) International students awarded a scholarship from Politecnico di Milano or other institutions**

International students on Laurea Magistrale (equivalent to Master of Science) in receipt of a scholarship from Politecnico di Milano or other institutions shall be exempt from paying the all-inclusive contribution for the years in which they receive the scholarship.

Students that, having received the benefits **of one of the aforementioned scholarships** for the two years expected, need to enrol for another academic year shall only be exempt for one additional year. For any subsequent additional years of enrolment, non-EU students shall be placed in the maximum contribution bracket; EU students shall be placed in the contribution bracket that corresponds to their economic situation indicator.

Non-EU students that lose the scholarship after the first year of award shall be placed in the maximum contribution bracket for any subsequent years; EU students shall be placed in the contribution bracket based that corresponds to their economic status indicator.

Non-EU students accepted on Laurea Magistrale (equivalent to Master of Science) programmes that benefit from the Diritto allo Studio (right to education) scholarship (awarded on the basis of academic achievement and income) that are unable to confirm the scholarship, thus losing the exemption, shall automatically be placed in the highest income bracket.

**Art. 11**

**Special concessions**

- 1) Politecnico di Milano provides financial concessions for students who have **been enrolled for a number of academic years equal to at least the normal duration of their course of study, need to enrol for a further academic year and** graduate by the date corresponding to the last graduation call of the previous academic year; for these students, the amount of the all-inclusive contribution (taking into account the number of ECTS included in the study plan) will be 50% of the amount owed. This concession shall not be granted in the event of a study plan being presented for the additional academic year which includes extra courses.

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The same financial concession shall also be offered to students enrolled on a degree course under systems predating Italian Ministerial Decree No 509/1999 that need to sit no more than three exams.

In the event that the students described above do not graduate within the aforementioned timeframes, they shall be required to pay the remaining balance of the all-inclusive contribution due.

- 2) Politecnico di Milano offers financial concessions to students that are required to enrol for a new academic year that had a complete study plan for the previous academic year and had passed all exams, including any extra courses and internships during the graduation sessions of the previous academic years and that shall graduate in sessions subsequent to the last session of the previous academic year; the amount of the all-inclusive contribution for these students shall amount to 25% of the value due and, if enrolled on the online IT Laurea (equivalent to Bachelor of Science) course, they shall also be exempt from paying the contribution for use of the related platform.
- 3) In the event of eligibility for exemptions other than those set out in Art. 10 and for special concessions in accordance with paragraphs 1 and 2 of this Article, only the most advantageous economic benefit for the student shall be granted.
- 4) Students enrolled on a Laurea (equivalent to Bachelor of Science) programme at Politecnico di Milano that submit a certificate of English language proficiency which qualifies them for admission to a Laurea Magistrale (equivalent to Master of Science) shall obtain a fixed contribution of € 100.00, to be set off against any amounts owed. The certification must be obtained from 1 January of the calendar year of enrolment on the Laurea (equivalent to Bachelor of Science) at the Politecnico di Milano and before the end of the programme.
- 5) The fixed contribution will not be granted to enrolled students that withdraw from their studies.

**Art. 12  
Specific fees**

- 1) The following fees shall be payable for specific individual requests submitted by the student.
  - A fee of € 120.00 for the costs of issuing a duplicate of the degree certificate (inclusive of stamp duty for the request and the certificate in addition to the costs of reproduction) For all cases of loss, theft, destruction or error in providing personal information which are attributable to the student.
  - A fee of € 60.00, to be paid in advance, for the evaluation of a previous studies, for each programme for which the evaluation is requested. This fee is non-refundable, including in the event of withdrawal from studies.
  - A fee of € 50.00 to be paid in advance for applications for admission on Laurea Magistrale (equivalent to Master of Science) programmes by students with foreign qualifications. This fee is non-refundable.
  - A fee of € 165.59 for acceptance of admission on a Laurea Magistrale (equivalent to Master of Science) programme for students with foreign qualifications, which will be refunded or set off against the value of the second instalment. This fee shall not be refunded in the event of withdrawal from studies.
  - A fee of € 46.00, inclusive of stamp duty, to be paid in advance for the costs of transfer to another university.
  - A fee of € 1,500.00 for the use of the Laurea On Line platform by students attending courses remotely as required the Laurea (equivalent to Bachelor of Science) programme in Engineering of Computing Systems, to be paid in addition to the required contribution instalments, of which € 1,000.00 to be paid with the first instalment and € 500.00 with the second.
  - A fee of € 62.00, inclusive of two revenue stamps, for registration for a graduation session, for the first registration. In the event of registration for a graduation session which is not followed by the completion of studies, only the stamp on the registration request will be required for subsequent registrations
  - Registration fee for exams and other entrance tests: the amount will differ according to the registration period – € 30.00 for tests and exams that take place in advance and € 50.00 for tests and exams that take place in the standard periods. There shall be no refund for any payments made, unless Politecnico di Milano cannot ensure the delivery of the test/exam.
  - Progressive surcharges for late payment of the contribution instalments according to the following structure (the deadlines for paying the instalments are defined in the calendar of the academic year):

Surcharge amount	Extent of the delay
€ 50.00	from the day after the deadline up to a delay of 30 days
€80.00	delay of between 31 and 60 days
€ 110.00	delay of 61 days or more

- A surcharge of € 200.00 for late submission of the request for allocation of a bracket other than the maximum bracket. It is the student’s responsibility student to submit the request for allocation of a bracket other than the maximum bracket through the Online Services of Politecnico di Milano by 31 March of each year. The DSU (Single Substitute Declaration) for the Diritto allo Studio (right to education) must be present in the INPS database by the same date. In both cases, a surcharge of € 200.00 will be applied after that date.
- A surcharge of € 100.00 for submission of the study plan after the deadlines defined in the calendar for the academic year.
- A surcharge of € 150.00 for late submission of the application for admission on the Laurea Magistrale (equivalent to Master of Science), or late enrolment. An application for admission on the Laurea Magistrale (equivalent to Master of Science) and/or an application for enrolment which is submitted after the deadlines, but before the deadline for

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submission of the study plan, can only be accepted subject to approval.

#### **Art. 13**

##### **Contributions for individual courses**

For enrolment on individual courses, in accordance with Art. 12 of Politecnico di Milano’s Student Course Regulations, the sum of the contribution to be paid consists of a first instalment of a fixed amount and a second instalment which varies according to the total number of ECTS required, as per Table No 5 attached.

#### **Art. 14**

##### **Specialisation School**

- 1) For students regularly enrolled at the Specialisation School in Architectural and Landscape Heritage, there is a fixed annual all-inclusive contribution of € 3,000.00, in addition to the amounts relating to
  - regional tax: € 140.00;
  - stamp duty: €16.00;
  - insurance: € 9.59.
- 2) Politecnico di Milano requires payment of the contribution in two equal instalments within predetermined deadlines:
  - the first instalment (inclusive of regional tax, stamp duty and insurance) is to be paid at the time of enrolment for each academic year;
  - the second instalment is to be paid by 30 April of each academic year.
- 3) For students enrolling to repeat a year, there shall be a fixed annual all-inclusive contribution to be paid in a single instalment at the time of enrolling for the academic year, on the basis of the ECTS still to be obtained:
  - between 1 and 16 ECTS, student lacking the specialisation thesis only: regional tax, stamp duty and insurance only;
  - between 17 and 46 ECTS: € 750.00, in addition to the amounts relating to regional tax, stamp duty and insurance;
  - 47 ECTS or more: € 1,500.00, in addition to the amounts relating to regional tax, stamp duty and insurance.
- 4) Enrolment for the academic year will only be confirmed following payment of the first instalment. The payment should be made with the methods given by the university. The contribution may not be divided into further instalments. Specialisation students who wish to present the Specialisation thesis in the session of reference shall be required to pay € 30 for the certificate and € 32 for revenue stamps (to be fulfilled online and/or on paper).

#### **Art. 15**

##### **Political refugees**

- 1) Students that have applied for political refugee status and are awaiting a decision by the relevant authorities, like those that have already received such status, shall be exempted from submitting the Single Substitute Declaration (ISEEU-parificato) and shall be allocated to contribution bracket 1 for the entire normal duration of the programme on which they are enrolled.
- 2) However, in the case of income and/or assets held in Italy, they must obtain a University ISEE Certification.

#### **Art. 16**

##### **Resumption of studies**

- 1) When submitting a request to resume their studies, students that have interrupted/suspended their studies - provided that they have not forfeited their student status - will be required to pay the fixed fee of € 254.00 for each academic year of interruption/suspension, in addition to any sums owed at the time of said interruption/suspension and upon resumption of their studies.

#### **Art. 17**

##### **Withdrawal from studies**

- 1) Students that withdraw from their studies must settle any debts contractually owed to Politecnico di Milano before formalising their withdrawal.
- 2) Recently enrolled students on Laurea (equivalent to Bachelor of Science), Laurea Magistrale (equivalent to Master of Science) or single-cycle Laurea Magistrale programmes, or on individual courses, who have not yet obtained the certification relating to their enrolment and decide to withdraw from their studies by the deadlines determined by the university shall be entitled to a refund of the entire first instalment, less the stamp duty and insurance.
- 3) ***Students enrolled on Laurea (equivalent to Bachelor of Science), Laurea Magistrale (equivalent to Master of Science) or single-cycle Laurea Magistrale programmes who have paid the first instalment and withdraw from their studies are not required to pay the second instalment only if the request to withdraw is submitted before the start of the second semester classes according to the academic year calendar.***
- 4) Students enrolled on individual courses shall be required to pay the entire contribution due even if they submit a request before the start of the second semester according to the academic calendar.
- 5) Students at the Specialisation School in Architectural and Landscape Heritage that withdraw from their studies shall be required to inform the Head of the School by completing the relevant form. The withdrawal is irrevocable and shall not entitle the student to the return of any payments already made.

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**Art. 18**

**Collection of amounts owed**

- 1) Politecnico di Milano, in compliance with the legislation in effect, shall not enter into collection proceedings for amounts of less than € 12.00.
- 2) Politecnico di Milano reserves the right to block, at the time of graduation, students who have not paid the contributions due or who owe amounts to the university for housing services they have received. In order to have this block removed, the student shall be required to settle their position by paying any debts owed by the deadlines established for registering in the graduation session.

**Art. 19**

**Entry into force**

- 1) This Regulation shall enter into force for all students from the start of the **2023/2024** academic year.
- 2) The tables attached to this Regulation shall be reviewed annually by the Academic Senate and the Board of Governors.
- 3) This Regulation is issued by Rectoral Decree and is published on the university’s website <http://www.normativa.polimi.it>.

THE RECTOR

Prof. Donatella Sciuto

Digitally signed in accordance with the eGovernment Code and subsequent amendments and integrations.

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**Appendices**

Table No 1 - ISEE indicator values for determination of the Income Bracket									
Bracket	1	2	3	4	5	6	7	8	Full contribution
from €	0.00	23121.00	27001.00	31001.00	40001.00	51001.00	63001.00	75001.00	95001.00
to €	23120.00	27000.00	31000.00	40000.00	51000.00	63000.00	75000.00	95000.00	higher amounts

Table No 2 - Amount of the all-inclusive contribution in relation to the Income Bracket								
Bracket 1	Bracket 2	Bracket 3	Bracket 4	Bracket 5	Bracket 6	Bracket 7	Bracket 8	Full contribution
€723.00	€ 1,142.00	€1474.00	€ 1,788.00	€2109.00	€ 2,436.00	€2763.00	€ 3,189.00	€ 3,726.00

**Table No 3 - Total amounts for Laurea (equivalent to Bachelor of Science), single-cycle Laurea Magistrale (equivalent to Master of Science) and Laurea Magistrale programmes for students who are not eligible for the benefits provided for by Italian Law No 232/2016**

First Instalment									
Regional tax		€140.00							
Stamp duty		€ 16.00							
Insurance		€9.59							
Contribution payment		€ 723.00							
IOL payment		€ 1,000.00							
								First Instalment Total	€888.59
								IOL First Instalment Total	€ 1,888.59
Second Instalment									
Contribution balance									
Bracket 1	Bracket 2	Bracket 3	Bracket 4	Bracket 5	Bracket 6	Bracket 7	Bracket 8	Full contribution	
€0.00	€ 419.00	€751.00	€ 1,065.00	€ 1,386.00	€1713.00	€ 2,040.00	€2466.00	€3003.00	
Balance of IOL		€ 500.00							
First Instalment + Second Instalment									
Bracket 1	Bracket 2	Bracket 3	Bracket 4	Bracket 5	Bracket 6	Bracket 7	Bracket 8	Full contribution	
€888.59	€ 1,307.59	€1639.59	€ 1,953.59	€ 2,274.59	€ 2,601.59	€ 2,928.59	€3354.59	€ 3,891.59	
IOL: First Instalment + Second Instalment									
Bracket 1	Bracket 2	Bracket 3	Bracket 4	Bracket 5	Bracket 6	Bracket 7	Bracket 8	Full contribution	
€ 2,388.59	€ 2,807.59	€3139.59	€ 3,453.59	€ 3,774.59	€ 4,101.59	€4428.59	€ 4,854.59	€ 5,391.59	

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**Tables No 4.1, 4.2 and 4.3 - Total amounts for Laurea (equivalent to Bachelor of Science), single-cycle Laurea Magistrale (equivalent to Master of Science) and Laurea Magistrale programmes for students who are eligible for the benefits provided for by Italian Law 232/2016**

**Table No 4.1 - Full exemption (see art. 5.1)**

**First instalment**

Regional tax	€ 140.00		
Stamp duty	€16.00		
Insurance	€ 9.59		
Contribution payment	€ 0.00	First Instalment Total	€ 165.59
IOL payment	€1000.00	IOL First Instalment Total	€ 1,165.59

**Second Instalment**

Contribution balance	€ 0.00
Balance of IOL	€ 500.00

**First Instalment + Second Instalment**

Total	€165.59
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**IOL: First Instalment + Second Instalment**

Total	€ 1,665.59
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**Table No 4.2 - Partial exemption (see art. 5.2)**

**First instalment**

Regional tax	€ 140.00		
Stamp duty	€16.00		
Insurance	€ 9.59		
Contribution payment	7% (ISEE - 13.000,00); max € 723.00	First Instalment Total	€ 165.59
IOL payment	€1000.00	IOL First Instalment Total	€ 1,165.59

**Second Instalment**

Contribution balance	7% (ISEE - 13.000,00) - advance payment of the contribution
IOL balance	€500.00

**First Instalment + Second Instalment**

Total	value based on ISEE
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**IOL: First Instalment + Second Instalment**

Total	value based on ISEE + € 1,500.00
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Table No 4.3 - Reduced partial exemption (see art. 5.3)				
<b>First Instalment</b>				
Regional tax	€ 140.00			
Stamp duty	€16.00			
Insurance	€ 9,59			
Contribution payment	7% (ISEE - 13.000,00) + 50%; min € 200.00; max €723.00		First Instalment Total	€ 165.59
IOL payment	€ 1,000.00		IOL First Instalment Total	€1165.59
<b>Second Instalment</b>				
Contribution balance	7% (ISEE - 13.000,00) + 50% - advance payment of the contribution			
IOL balance	€ 500.00			
<b>First Instalment + Second Instalment</b>				
Total	value based on ISEE			
<b>IOL: First Instalment + Second Instalment</b>				
Total	value based on ISEE + €1,500.00			

Table No 5 - Amounts due for individual courses (see Art. 13)				
ECTS	%	First Instalment	Second Instalment	Total
up to 32	50	€ 888.59	€0.00	€ 888.59
between 33 and 45	75	€888.59	€ 447.00	€1335.59
between 46 and 74	100	€ 888.59	€894.00	€ 1,782.59
between 75 and 80	130	€888.59	€1430.40	€2318.99