



ALMA MATER STUDIORUM | STUDENT SERVICES
UNIVERSITÀ DI BOLOGNA | DIVISION

NOTICE OF REDUCTION OF TUITION FEES TO A FIXED AMOUNT FOR FINAL YEAR STUDENTS WHO ONLY HAVE TO SIT THE FINAL EXAMINATION - ENROLLED IN THE ACADEMIC YEAR 2025/2026 AND FOR AT LEAST ONE YEAR LONGER THAN THE NORMAL DURATION OF THE DEGREE PROGRAMME

CLOSING DATE FOR APPLICATIONS: 18/03/2026 at 15:00

Art. 1 – Benefits.

The benefit consists of a fixed reduction in the amount of the tuition fees for the academic year 2024/2025 for those who meet the enrolment, merit and financial requirements indicated in the following articles, and who obtain the qualification by 30/09/2026 or by 31/12/2026.

Art. 2 – Participation requirements - Enrolment

1. To be eligible, you must be enrolled at the Alma Mater Studiorum - Università di Bologna for the academic year 2025/2026 - in degree programmes, second cycle degree programmes and single cycle degree programmes - for at least one year longer than the normal duration of the degree programme.
2. In order to calculate the number of years of enrolment, consideration is given to the first year of matriculation, even in a different University or degree programme, except in the case of withdrawal from studies.
3. Those who are not enrolled for the academic year 2025/2026 on the closing date for applications may also apply.

Art. 3 – Participation requirements - Merit

1. The benefit will be granted to those who, on the expiry date of this notice, have obtained all the academic credits necessary to obtain the qualification, except for those related to the final examination and, where applicable, the preparatory activities for it.
2. For the purposes of the previous paragraph, “credits required” means the minimum number of credits, both compulsory and elective, required by the degree programme regulations.
3. Those who have submitted changes to their study plan in the current academic year 2025/2026 will not be eligible.

Art. 4 – Participation requirements - Financial status

1. To be eligible, you must meet the following financial status requirements:
- ISEE up to € 40,000.00

Applicants must submit an ISEE (Economic Situation Indicator) certificate for subsidised services under the right to higher education, following the instructions below.

- A) For students who have already submitted their ISEE 2025 certificate on the ER.GO platform



- for the calculation of their tuition fees for the academic year 2025/2026 or for other University or ER.GO benefits, the Administration will also access the information already provided for the purpose of granting the benefit referred to in this Notice.
- B) If the situation referred to in letter A) does not apply to you, you must submit your ISEE 2026 certificate for subsidised services under the right to higher education by accessing the "Online Services" section of the ER.GO website with your SPID credentials. The "Personal data" and "Economic data" sections must be completed **by the closing date for applications**. In the "Economic data" section, enter the Single Declaration in Lieu (DSU) protocol number assigned by INPS, which is necessary to obtain your ISEE certificate.
- C) For international students who have not submitted the financial documentation to receive benefits from the University or ER.GO and who cannot request an ISEE certificate, the methods of submitting the documentation to calculate their financial situation are indicated in Annex 1 of this Notice.

Documentation will only be accepted if it is submitted by the deadline of this notice, i.e. 18/03/2026 at 15:00.

PLEASE NOTE: All documentation relating to economic status will be thoroughly checked by ER.GO. If any discrepancies are found, any benefits will be withdrawn and the penalties for false declarations will be applied.

PLEASE NOTE: The correctly submitted ISEE 2026 certificate will be taken into account for the purpose of granting the advertised benefit. For the 2025/2026 academic year, if the qualification is not awarded by the deadline of 31/12/2026, you will be charged the maximum fees for the degree programme in which you are enrolled, regardless of the ISEE certificate submitted. However, it may be taken into account when calculating tuition fees for the academic year 2026/2027.

Art. 5 - Procedures and deadlines for submitting applications

1. The deadline for the submission of applications is **18/03/2026 at 15:00**
2. Applications to participate in the call must be **submitted by the closing date exclusively via the "Studenti Online" application.**

To use the application:

1. access studenti.unibo.it using your SPID credentials;
2. click on the "calls for applications" button;
3. select the following call for applications: "Reduced tuition fees for undergraduates 25/26".

International non-EU students who do not have an ID document issued in Italy and, therefore, cannot have SPID credentials, can access using their University credentials.

The application must be accompanied by the following documents:

1. The self-certification form as per Annex 2, stating the reason for requesting the benefit, **MUST BE ATTACHED UNDER PENALTY OF EXCLUSION; APPLICATIONS WITHOUT SELF-**



CERTIFICATION WILL NOT BE CONSIDERED;

All documentation must be attached solely in PDF format

PLEASE NOTE: Self-certifications will be considered valid only if signed by the applicant

Students can obtain help or guidance in completing their online application by calling the Studenti Online Help Desk at the following number: + 39 051 20 80 301 from Monday to Friday 9:00 - 13:00 and 14:00 - 17:00 or by sending an e-mail to the following address <https://sportelli.unibo.it/hd-studenti>.

For information and/or clarification on the Notice, you can contact ASES - Right to Higher Education Unit - Student Tuition Fees Office via the Virtual Help desk <https://sportelli.unibo.it> at the following times:

- without an appointment Monday and Tuesday 9:00 - 11:30
- with an appointment Tuesday and Thursday 14:00 - 15:30 Wednesday and Friday 9:00 - 12:00.

Communications about the call for applications will be sent to the institutional email address @studio.unibo.it.

NOTES:

- a. The application will be deemed valid only if the student completes the foregoing procedure correctly;
- b. It is important to check all the contact details indicated;
- c. Applications cannot be submitted to the Office on paper or by e-mail;

PLEASE NOTE: The online procedure displays information about the application status (e.g. "Application submitted") that only concerns the technical aspects of the procedure itself. No information of this type shall be construed as meaning that the application is complete/eligible/valid for the purposes of this call for applications. After the deadline, all applications will be examined by the relevant offices for compliance with the provisions of the notice and the results of these examinations will be made public in accordance with Article 6.

Art. 6 – Assessment of applications

1. Applications which do not include the self-certification required under penalty of exclusion in accordance with the preceding Article 5 will not be considered.
2. All applications received will be carefully scrutinised by the relevant University departments to ensure that they meet the eligibility criteria set out in Articles 2, 3 and 4 of this notice.
3. Applications submitted by those who meet the eligibility criteria will be assessed on their merits by the Rector or, in his/her absence, by the Student Delegate.
4. The results of the evaluation will be published on Studenti Online. Applicants may appeal against this decision by sending an email to the Student Tuition Fees Office at the following address: ases.contribuzionistudentesche@unibo.it within 10 days of publication. After this deadline, appeals will not be accepted.



Art. 7 – Granting of the benefit

1. In the event of a positive outcome of the evaluation referred to in the previous article 6, a tuition fee of €500.00 will be charged, to be paid in a lump sum no later than 01/06/2026.
2. Those who have benefited from a reduction in the tuition fees referred to in the previous paragraph and who do not obtain the qualification by 30/09/2026 will be charged an additional tuition fee of €500.00, to be paid no later than 02/11/2026.
3. For students enrolled in degree programmes for the health professions, the deadline for obtaining the qualification with a reduced tuition fee of €500.00 is set at 28/11/2026.
4. If you do not obtain the qualification by 31/12/2026, you will be charged the maximum fees for the degree programme in which you are enrolled. **The ISEE 2026 submitted for this call will not be considered for this purpose.**
5. The regulatory provisions regarding the obligation to pay the first instalment of the tuition fee of €157.04, the late payment penalties and the late registration fee remain unchanged.
6. Students who have paid one or more instalments of tuition fees for enrolment in the current academic year 2025/2026 prior to the publication of this notice or the notification of the outcome of the application will have the necessary adjustments made to the amount due and, where applicable, any overpayment will be refunded.

Art. 8 – Checks

1. Self-certifications and documents relating to financial requirements will be checked by ER.GO on behalf of the University by querying the databases that feed the ISEE information system, first and foremost those of the Italian Revenue Agency and INPS.
2. ER.GO will thoroughly check all self-declarations in the Single Declaration in Lieu (DSU) and any ISEE certificates that contain omissions or discrepancies detected directly by the Italian Revenue Agency or INPS. Students may be asked to submit additional documentation to prove that the information in the DSU is complete and correct. Also based on these checks, ER.GO will send the Italian Revenue Agency the lists of recipients, for the purpose of planning audits by the Italian Tax Police, in order to verify the income and assets declared according to selection criteria.
3. In any case, at least 20% of eligible candidates will be randomly chosen and audited by sending the lists of recipients to the Headquarters of the Italian Tax Police. Audits may be extended to all eligible candidates.
4. The careers of the recipients of the tuition fee reduction referred to in this notice will be subject to specific checks to ensure that no examinations other than the final examination are taken after 18/03/2026.

Art. 9 – Penalties

1. If the financial documentation checks reveal that false declarations have been made or falsified documents have been presented in order to obtain a benefit from the University or ER.GO, the



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benefit referred to in this Notice will be withdrawn with immediate effect and double the maximum amount of tuition fees for the degree programme will be charged.

2. The University is under an obligation to report any false statements to the judicial authority, for the latter to consider if any offence has been committed.

3. If a career check reveals that examinations have been taken after 18/03/2026, the benefit referred to in this notice will be withdrawn with immediate effect and the maximum amount of tuition fees for the degree programme will be charged, without prejudice to more favourable tuition fee arrangements.

Art. 10 – Personal data

Information on the processing of personal data collected by the University in relation to applications to participate in this Notice is published on the University's website at <https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/information-for-students>



Annex 1 - Instructions for submitting documents relating to the economic situation of students whose family unit receives income and/or has assets in countries other than Italy

In order to submit the documents, all applicants must log in to the ER.GO online services and complete the "Personal and Economic Data" section. In the economic data section, students must indicate the income and assets, expressed in euros, of all the members of their family unit by the deadline of this notice.

Providing foreign income documentation

To provide the foreign income documentation, follow these steps:

- complete the "Personal and Economic Data" section by logging in to the ER.GO Online Services with your SPID credentials or, if this is not possible, with your University credentials;
- upload the documentation to ER.GO online - no later than the expiry date of the Notice - via the Correspondence/Send Documentation section in the User Dossier (of the ER.GO website); (the link to the User Dossier can also be found on the page giving access to the Personal and Economic Data and Application Forms section).

When verifying the foreign income documentation, ER.GO reserves the right to randomly ask students to provide original documents.

Required documentation

The documentation must be translated into Italian and legalised by the Italian diplomatic authorities in the place of origin or, where this is required, apostilled according to applicable regulations.

In all cases, the documentation must indicate:

- The composition of the family nucleus.
- The work activities of each member of the family nucleus in 2025, including any adult brothers and sisters. If any members do not work, the documentation must demonstrate their situation of non-employment or unemployment and the amount of any unemployment benefits or other benefits received.
- The period of working activity of each member (indicating whether the period was more or less than six months during 2025).
- The value of the income in 2025 of every member of the family, including any adult brothers and sisters and any other relatives aged 18 or over living with the student or, otherwise, the overall income value of the family nucleus.



- An indication of the size of the home and other buildings owned in 2025, in square metres; if the home is not owned by the family, the student must attach a special declaration issued by the relevant authorities certifying that no member of the family nucleus owns any property.
- The amount of any remaining mortgage on the house and/or other property as at 31/12/2025.
- The value of the moveable assets owned by each member of the family nucleus as at 31/12/2025.
- Any documented invalidity or disability of the student.

Values must be in euros based on the average exchange rate for the year in question, determined in accordance with the law.

International students from non-EU countries classified as "very poor" according to Italian Ministerial Decree pursuant to Art. 13 of the Decree of the President of the Council of Ministers 9 April 2001 "Regulation on equal treatment regarding the right to higher education" must provide a certificate from the Italian diplomatic authority in their home country stating that the student does not belong to a family known to have high income or high social status.

Students who received an income of at least €9,000 per year in 2024 and 2025 and who lived in a home other than that of their family of origin and which was not owned by a member of that family need only declare their own income and assets.

Stateless students or political refugees

Stateless students or political refugees are likened to Italian citizens. For the purpose of assessing economic situation, they are exempted from the obligation to provide declarations from embassies or consulates, since only their incomes and assets in Italy are taken into consideration to evaluate their economic situation. Therefore, they may self-certify their economic situation according to the procedure for Italian students.

The status of stateless person or political refugee must be proven by the student through official documentation in their possession, which has been issued by the Civil Court in the case of stateless students, or the Commission specifically set up by the Minister of the Interior in the case of political refugees.



Annex 2 – Self-certification form to be attached under penalty of exclusion

MODULO AUTOCERTIFICAZIONE/SELF-CERTIFICATION

Self-certification

(art. 46 of Pres. Decree 445 dated 28 December 2000)

The Undersigned _____ tax code _____

born in _____ (____) on ____/____/____,

resident in _____ (____) in _____ no. _____

pursuant to arts. 19, 46 and 47 of Presidential Decree no. 445 of 28/12/2000 concerning Administrative Documentation, and aware of the criminal penalties for making false declarations and for creating or using false documents, as referenced in art. 76 of the above Presidential Decree,

DECLARES

that he/she will not be able to complete his/her studies in the academic year 2024/2025 due to:

- personal health problems or those of a family member;
- financial difficulties;
- problems in writing the final dissertation;
- other _____

**SIGNATURE
(in full and legible)**



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Responsabile del procedimento: Dott. Leonardo Piano | ases.dirigente@unibo.it

SETTORE DIRITTO ALLO STUDIO – UFFICIO CONTRIBUTIONI STUDENTESCHE

Via Marsala 49 | 40126 Bologna | Italia