

CHOICE OF THE PAYMENT METHOD FOR THE PhD GRANT
INSTRUCTIONS

It is not recommended using Mozilla Firefox

PLEASE NOTE

On the homepage you can set the English version by selecting the button on the right.



Winners of a PhD position with grant, immediately after their enrolment, have to **enter the data** concerning the chosen modality for the monthly payment of the grant **in the student portal “Alice”** (www.studenti.unipi.it), according to the following procedure:

- ✓ visit www.studenti.unipi.it and click "Login" to access your private area through the credentials (“username” and “password”) you used for the on-line registration to the competition.
- ✓ from the menu on the right select **“Home”** and **“Registry”**. The last section among your personal data is entitled **“Data Bank Account (Refunds)”**.
- ✓ click on **“Edit Bank Account Refund Data”** in order to enter - or to change - the data concerning the chosen modality to get the monthly payment of the grant (DO NOT WORRY about the term “refund” in the title)
- ✓ in the page entitled **“Registration: Bank account number for Refunds”** choose the option **“Bank transfer”** proposed by the pull-down menu
Registration: Bank account number for I

For any tax refund the following fields are required:
Students with a foreign bank account not in the SEPA Area,
Students with an Italian or foreign bank account in the SEP.

Bank account number for Refunds

Payment methods*	By Transfer
Country Bank Account*	Select...
Bank	Bank Branch
	By Transfer

- ✓ enter all the required data to proceed with the chosen modality.

IMPORTANT NOTE IN CASE OF FUTURE CHANGES OF DATA

The entered data can always be modified on the “Alice” portal following the same procedure described above. In case of changes, **it is essential that they are reported to the PhD Unit “Concorsi e carriere dottorandi” under “Ricerca e valorizzazione delle conoscenze” Directorate**, by using the form “Modulo ACCR” (“Form ACCR”) published at <https://www.unipi.it/didattica/corsi/dottorati/dottorandi/>.

Only after reception of the notice as it is described at <https://www.unipi.it/didattica/corsi/dottorati/dottorandi/>, payments will be disbursed according to the latest chosen modality.