**INSTRUCTIONS**

**CHOICE OF PAYMENT METHOD FOR THE PhD GRANT**

*It is not recommend using Mozilla Firefox*

**PLEASE NOTE**

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

The winner of a PhD position with grant, immediately after the registration, has to enter in the students portal “Alice” (www.studenti.unipi.it) the data concerning the chosen modality for the monthly payment of the grant, according to the following procedure:

- visit page www.studenti.unipi.it and click on “Login” to enter in the reserved area with the credentials (“username” and “password”) used for the on-line registration to the contest
- from the menu on the left select item “Master Data”. You will see your personal data, whose last section is entitled “Data Bank Account (Refunds)”.  
- click on “Edit Bank Account Refund Data” order to enter - or to change - the data concerning the chosen modality for the monthly payment of the grant (DO NOT WORRY about the term “refund” in the title)

- in the page entitled “Registration: Data Bank Identification Details” choose one of the options “Modality” proposed by the pull-down menu.  
  IMPORTANT: You cannot choose the payment method “Bank Branch”, because payments above 1,000.00 (one thousand) euros cannot be made in cash, but they must be made with electronic payment methods through banks or post offices (d.l. December 6, 2011, n. 201, converted into law, with amendments, by law December 22, 2011, n. 214)
- enter all the required data for the chosen modality
- click on the “Forward” button to confirm the entered data.

**IMPORTANT NOTE FOR FUTURE CHANGES OF DATA**

The entered data can always be modified on the “Alice” portal following the same procedure as described above. In case of changes it is essential that such changes are reported to the “Doctoral Students” Unit, “Didactics and Internationalisation” Directorate also by fax no.0502210620, using the form “Modulo ACCR” (“Form ACCR”) published at address http://dottorato.unipi.it/ “Information for PhD students / Post Docs”.

Only the notice received by fax will allow the administration to make the payments using the last chosen modality.