

**To the PhD students enrolled in the first year,
with starting date February 1st or April 1st**

HOW TO ENROLL IN THE ACADEMIC YEAR 2023/2024

According with the University regulations on PhD programs, each year the Academic Board (*Collegio dei docenti*) evaluates the activity of the PhD students and decides on their admission to the following academic year. Upon admission to the academic year 2023/2024 by the Academic Board, PhD students have to enroll by paying the enrollment fee (€ 156.00) **by the deadline of February 29th (for PhD students whose academic year begins on February 1) or April 30th (for PhD students whose academic year begins on April 1), 2023**. The enrollment fee must be paid via the PagoPA system, with one of the following methods:

- **direct payment** (credit cards or bank transfers through the affiliated banks) in the "Payments" section of your Personal Area, by clicking on the invoice number, then on the "Pay by PagoPA" button;
- **deferred payment**, bringing your PagoPA invoice to a bank, a post office, a SISAL or Lottomatica point, or using your home banking system. You can print the invoice in their Reserved Area, by clicking on the invoice number and then on the button "Print notice for PagoPA".

If you forgot the password to access your Personal Area, you can reset it at <https://sonl.unipv.it/password/>. If you can't find the payment notice in your Personal Area, please contact fabio.panza@unipv.it.

The University will receive the payment directly from the bank. There is no need to send to the PhD office a copy of the payment.

ENROLLMENT AFTER THE DEADLINE

Students who fail to pay the enrollment fee **by the deadline of February 29th (for PhD students whose academic year begins on February 1) or April 30th (for PhD students whose academic year begins on April 1), 2023** will have to pay an additional fee of € 82.00, which will be reduced by 30% in case the enrollment fee is paid within 15 days after the deadline. In case of delay, please contact fabio.panza@unipv.it before paying.

Best regards

Training for Research Unit