



**FACULDADE DE FARMÁCIA  
UNIVERSIDADE DE LISBOA**

# **Application Guide for Master Courses**

**Núcleo de Planeamento e Gestão Académica / Postgraduate Studies Office**

**23-04-2020**

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It is recommended to use the following browsers [Firefox 3+](#) , [Safari](#)  or [Chrome](#) 

## 1. Access to the application website

The application is online and the candidate should have credentials to the Fénix Edu Portal.

**a) If you have never been a student at the Faculty of Pharmacy:**

- Create a *username* and *password* at <https://fenix.ff.ulisboa.pt/accountCreation>;

and follow the steps in the **Account Creation Tab** of this Guide.

- After creating the access credentials, you should access the [Fenix Platform](#);

**b) If you have previously been a student at the Faculty of Pharmacy and you are registered at Campus@ULisboa or @edu.ulisboa.pt:**

- access to the online application platform at <https://fenix.ff.ulisboa.pt/login> and enter your *username* and *password*.

- If you do not remember your credentials, please recover them [here](#).

- If you have trouble in recovering, [please contact us](#).

**c) If you have previously been a student at the Faculty of Pharmacy without a Campus@ULisboa or @edu.ulisboa.pt account:**

- Please, email us to [posgraduados@ff.ulisboa.pt](mailto:posgraduados@ff.ulisboa.pt) with your full name and Identity document number (Citizen Card, Passport...)

## 2. Account Creation

For the application process you should create a temporary *username* and *password* at <https://fenix.ff.ulisboa.pt/accountCreation>.

### Create Account

[Credentials Recovery](#)

Given Names *	<input type="text"/>
Family Names *	<input type="text"/>
Identification Document Type *	<input type="text"/> ▼
Identification Number *	<input type="text"/>
Birth Date *	<input type="text"/>
Gender *	<input type="radio"/> Male <input type="radio"/> Female
Country *	<input type="text"/> ▼
Phone Number *	Portugal (+351) ▼ <input type="text"/>
E-mail *	<input type="text"/>
E-mail Confirmation *	<input type="text"/>
Password *	<input type="text"/>
Password Confirmation *	<input type="text"/>

The *password* must have at least **8 characters**. After completing the registration, click on **Submit**. You will then receive an email with a temporary *user*. From this moment you will be able to access the [Fenix platform](#) and make your application with the *username* and *password*.

**NOTE:** If during the application process you **forget the credentials**, you can retrieve them [here](#).

### 3. Application

Before starting the application, it is advisable to carefully read the information accessible at [FFULisboa Website](#).

If you experience problems or doubts, please do not hesitate to contact us via [posgraduados@ff.ulisboa.pt](mailto:posgraduados@ff.ulisboa.pt).



After authentication, with your temporary credentials, you should click on **Create**.

#### Open candidacies

Execution Interval	Candidacy	Phase	Dates	
2017/2018	Degree Equivalence	Main	📅 08/05/17 00:01 📅 30/06/17 23:59	<a href="#">Create</a>
2017/2018	Erasmus Incoming	Studies	📅 08/05/17 10:00 📅 31/07/18 23:59	<a href="#">Create</a>
2017/2018	Erasmus Incoming	Training	📅 08/05/17 10:00 📅 31/07/18 23:59	<a href="#">Create</a>
2017/2018	Application for International Students	2nd Period	📅 15/04/17 10:00 📅 30/06/17 23:59	<a href="#">Create</a>
2017/2018	MSc Courses (National Citizens and of the European Union)	National Citizens and from the European Union (Masters)	📅 01/06/15 00:01 📅 06/09/17 23:59	<a href="#">Create</a>
2017/2018	MSc Courses (International Students)	International Students (Masters)	📅 01/06/15 00:01 📅 06/09/17 23:59	<a href="#">Create</a>

**NOTE:** You can choose at any time, in the upper right corner, the language of your application: PT (Portuguese) or EN (English).

Then you should select the course that you are applying at [+ Create](#)

After choosing the course, create an application by clicking on **Yes**.



Clicking on **Yes**, will bring up a form with several Tabs, through which you will make your application:

**Candidacy Process - M / 2017 / 3**  
2017/2018 - MSc Courses (National Citizens and of the European Union)

[Back](#)

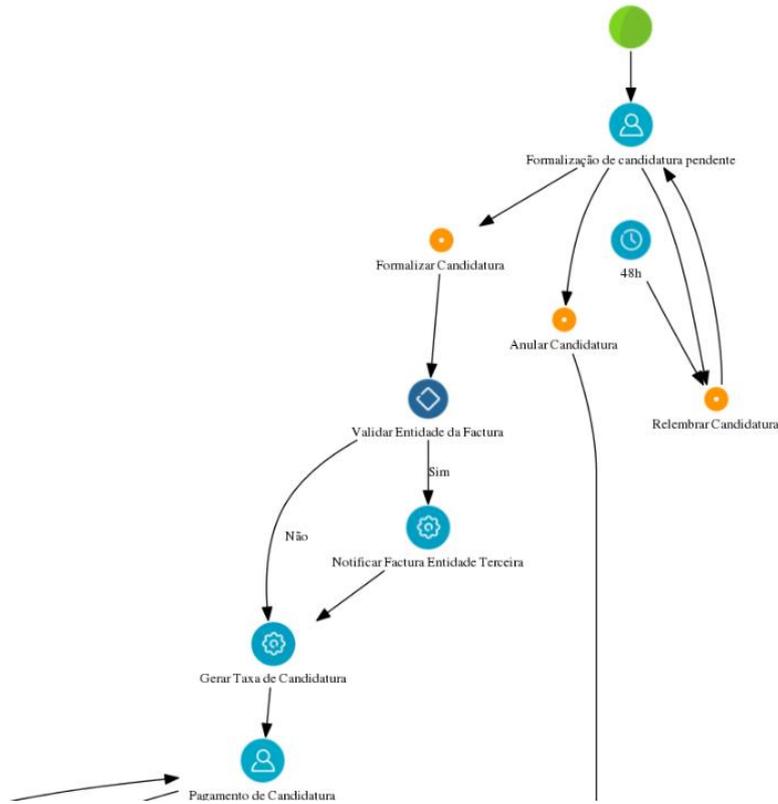
Details		Operations	
Candidate		<a href="#">Submit Application</a>	
Phase	National Citizens and from the European Union (Masters)	<a href="#">Anular Candidatura</a>	
Candidacy Date	📅 18/05/17 16:36		
State	Application in pending state (18/05/17 16:36 - .		

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[Application Process Overview](#) | [⚠️ Personal data permission](#) | [Course](#) | [Applicant Information](#) | [⚠️ Previous Qualification](#) | [⚠️ Application Documents](#) | [⚠️ Professional Information](#) | [⚠️ Invoice](#)

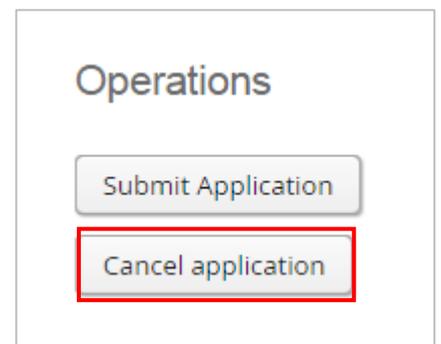
### 3.1 Application Process Overview

In the *Application Process Overview* Tab you can check the status of your application at any time.



The application will go through some states until it is submitted, validated and accepted.

**NOTE:** During the process, if you wish, you can cancel your application in the operations menu:



### 3.2 Personal data Permission

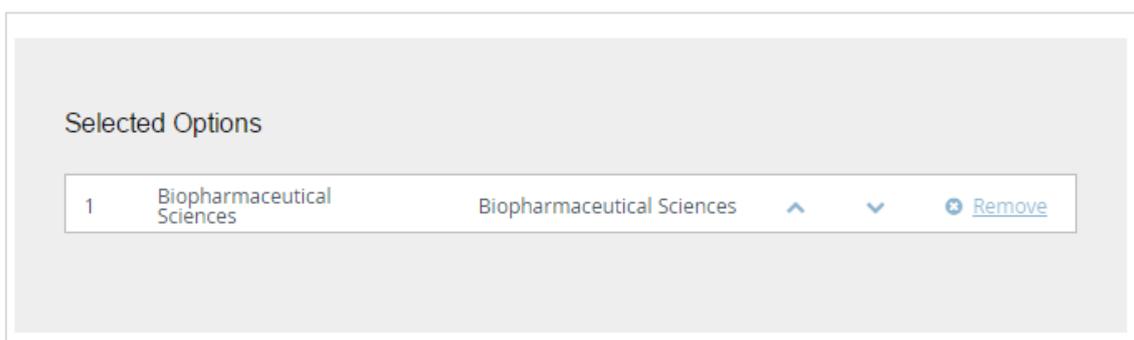
In accordance with the Portuguese Law, the reproduction of the Citizen's Card it's prohibited except under the express and free authorization of the holder.

Therefore, the candidate must declare that:

- a) Freely gives a copy of the Citizen Card.  
OR
- b) Do not authorize the reproduction of the Citizen Card and it is responsible for the veracity of all the information on the *Personal Data Tab*.

### 3.3 Course

The course selected at the beginning of the application process is identified in the *Course Tab* :



At any time, you can change the course previously selected by clicking the **Change Selection** menu:

Change Selection



#### NOTES:

- **If you want to apply to more than one course** you should, after completing the entire application process, click again on the **Candidacies Tab**, on the top left sidebar.
- The fee for each application is € 75 (seventy five euros), and there will be no refund if the candidate is excluded or not selected.
- A minimum number of applicants is required to open the course. If the course does not reach the minimum number, the fee will be refunded.

### 3.4 Applicant Information

In this Tab you should provide all of your personal and contact information with as much information as possible.

To start filling the information you must click on  and after you have finished all the required fields, click on .

#### NOTES:

- The filling information will be the privileged one for possible contacts by the Faculty of Pharmacy of the University of Lisbon throughout the application process.
- All the fields with an \* are mandatory and have to be filled in.
- If you don't have a **portuguese VAT number** during your application, you must:
  - a) Choose your tax country as **VAT Country** and fill your personal **VAT Number**.  
*OR*
  - b) Choose **Portugal** as **VAT Country** and fill in the field **VAT Number** with **999999990**.

The information for the **Address, Telephone, Mobile and Email** are mandatory and you must access each menu separately at the end of the page (see below).



Address	
Type *	<input type="text"/> ▼
Default *	<input type="radio"/> Yes <input type="radio"/> No
Country *	<input type="text"/> ▼
Address *	<input type="text"/>
Zip Code / Postal Code	<input type="text"/>
City	<input type="text"/>
<input checked="" type="checkbox"/> Submit	<input type="button" value="Cancel"/>

**NOTE:** when filling in your **Phone** and **Mobile numbers**, don't forget to indicate the [Country Dialling Code](#) (e.g. 0035121044300).

### 3.5 Previous Qualification

In the *Previous Qualification* Tab, you should fill the last degree obtained (Bachelor / Master / PhD), the conclusion year, the mark and the course attended (Degree).

Current Qualification	
Country	
School Level	
Institution	
Degree	
Mark <sup>⓪</sup>	
Conclusion Year	
Type of secondary school attended	

**If you have completed a degree outside the Portuguese education system, you should complete the following fields:**

- Country;
- School Level;
- Other Institution (not listed);
- Degree;
- Mark <sup>1</sup>;
- Conclusion Year.

**If you have not completed your degree or if you do not have your Diploma, you should fill in the qualification information with the unfinished degree information.**

- In the *Documents Tab*, you should upload a Transcript of Records or an Achievement Certificate and in the motivation letter you should mention that you are completing a degree/course and the expected completion date.
- In these cases the admission is conditioned until the delivery of the certificate of academic qualification.

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<sup>1</sup> In the *Mark* field, if your grade is not expressed in a 0-20 scale, you must fill with the closest value within this range.

## 3.6 Application Documents

In this Tab you need to submit the following documents:

- Identification Card, Citizen Card or Passport;
- Certificate proving that the candidate holds a Bachelor's degree or equivalent academic degree <sup>2</sup>;
- Curriculum Vitae;
- Motivation letter – Max. 1 page A4;
- [International Student Declaration](#) claiming that the candidate is not holder of Portuguese nationality and is not covered by any of the conditions mentioned on the [International Student Statute \(ISS\)](#), in case of international students.
- Photo.

To upload the documents, you must click on  , select the document, and then click on

**If the Applicant does not submit all required documents the application will not be taken into account.**

## 3.7 Professional Information

In this Tab you should fill in your profession and the work place:

Profession \*

Work Place \*

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<sup>2</sup> The Graduates by a Foreign Higher Education Institution must submit a Degree Diploma /Certificate legally recognized by the Portuguese Consulate in that country or for the [Hague Apostille](#). When the document is not issued in Portuguese or English it must be translated into one of these languages.

### 3.8 Invoice

If you wish the invoice issuance in the name of an entity / enterprise / institution you should fill this Tab with the following information:

- Name;
- VAT Number;
- Address.

## 4. Application Submission

After filling all the Tabs you must formalize your application by clicking the corresponding option:

Candidacy Process - M / 2017 / 1  
2017/2018 - MSc Courses (National Citizens and of the European Union)

[← Back](#)

Details		Operations	
Candidate		<input type="button" value="Submit Application"/>	<input type="button" value="Cancel application"/>
Phase	National Citizens and from the European Union (Masters)		
Candidacy Date	18/05/17 17:53		
State	Application in pending state (18/05/17 17:53)		

To confirm the submission of your application you must click on *“Submit Application”* or, if you decide not to continue, *“Cancel Application”*.

Confirm ×

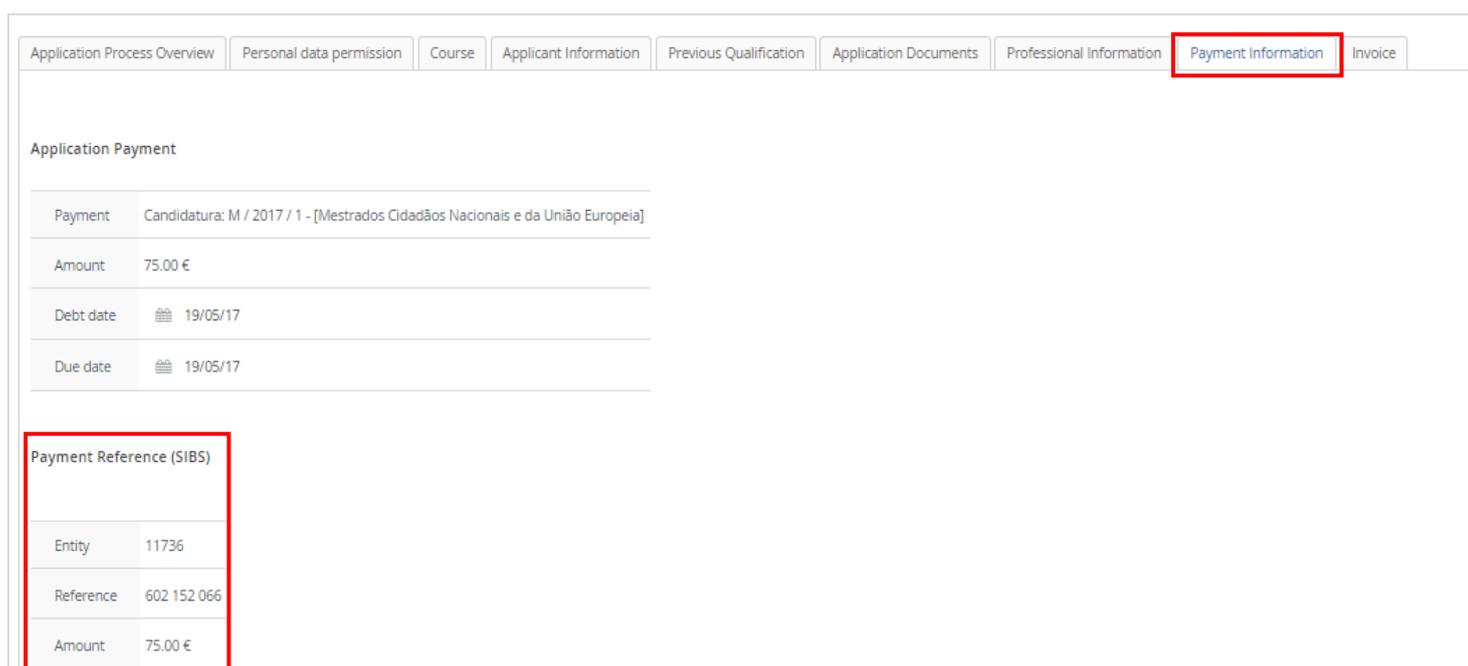
Are you sure you want to formalize the application process?  
After formalization you will no longer be able to edit your data and the necessary information will be generated to pay the application fee.

## 5. Payment

Once the application has been formalized, you will have to pay the respective fee, in the amount of € 75 (seventy five euros).

Means of payment:

- **Payment by ATM:** You should select the *Payment information Tab*, with the available ATM References for payment (Entity / Reference / Amount):



Application Process Overview | Personal data permission | Course | Applicant Information | Previous Qualification | Application Documents | Professional Information | **Payment Information** | Invoice

Application Payment

Payment	Candidatura: M / 2017 / 1 - [Mestrados Cidadãos Nacionais e da União Europeia]
Amount	75.00 €
Debt date	📅 19/05/17
Due date	📅 19/05/17

Payment Reference (SIBS)

Entity	11736
Reference	602 152 066
Amount	75.00 €

Payments made by ATM Reference can take between 24h to 48h to be reconciled in the candidates' accounts, it is not necessary to send the respective proof of payment.

- **Payment by International Bank Transfer (IBAN):**  
**Exclusively for International Students.**
  - Click on the corresponding operation (*IBAN Bank Transfer*) and choose the *Bank Transfer Receipt Tab*.
  - After payment, upload the proof and click on *Submit Bank Transfer Receipt*.

Operations

IBAN Bank Transfer

Operations

Submit Bank Transfer Receipt

**Keep in mind that the application will only be considered after payment of the fee.**