



## Application Guide

(It is recommended to use the following browsers: Firefox 3+, Safari ou Chrome)

### 1. Access to the application website

The online application is made through the FenixEdu Platform and the candidate should have the access credentials:

- a) **If you have previously been a student at the FFULisboa and you are registered at Campus@Ulisboa or @edu.ulisboa.pt**, please access to the [FenixEdu Platform](#) and authenticate with your data. If you have lost access to your institutional account, you can make the recovery [here](#).
- b) **If you have previously been a student at the FFULisboa without a Campus@ULisboa or @edu.ulisboa.pt account**, please send us an e-mail to [posgraduados@ff.ulisboa.pt](mailto:posgraduados@ff.ulisboa.pt) with your full name and Identity document number.
- c) **If you have never been a student at the FFULisboa**, please create a username and a password in the FenixEdu Platform [here](#). (see number 2).
- d) In the "**Candidate**" tab, choose the type of application: "PhD in Pharmacy Nationals and European Union citizens" or "PhD in Pharmacy International Students ", and **choose the course**.

**Important note:** There were some problems in sending messages for pre-registration to addresses with the following domains: @netcabo.pt; @hotmail.com; @vodafone.pt. As the reason for delivery failures is outside ULisboa, if your email comes from one of these domains, we inform you that we cannot guarantee that notifications of the registration process will be delivered in a timely manner. In such cases, we suggest that you register for a Gmail account.

## 2. Account Creation

You should create a temporary username and password at <https://fenix.ff.ulisboa.pt/accountCreation>.

|   |   |
|---|---|
| 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<br><input type="radio"/> Female          |
| Country *   | <input type="text"/> ▼  |
| Phone Number *  | <input type="text" value="Portugal (+351)"/> ▼ <input type="text"/> |
| E-mail *  | <input type="text"/>  |
| E-mail Confirmation *   | <input type="text"/>  |
| Password *  | <input type="password"/>  |
| Password Confirmation *   | <input type="password"/>  |
| <input type="checkbox"/> I'm not a robot  reCAPTCHA<br>Privacy - Terms |   |
| <input type="button" value="✓ Create"/>   |   |

**Note:** the password must have at least 8 characters.

After completing the registration, click on **Create**. You will then receive an email with a temporary username (bennuxxx). From this moment you will be able to access the [FenixEdu Platform](#) and make your application with the username and password.

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

### 3. Application

After the authentication with your credentials, you should select the course, clicking on **Create**.

Open candidacies

| Execution Interval | Candidacy   | Phase | Dates   |                        |
|--------------------|---|-------|---|------------------------|
| 2018/2019          | PhD in Pharmacy (National Citizens and of the European Union) | Main  |   | <a href="#">Create</a> |
| 2018/2019          | PhD in Pharmacy (Internacional Students)                      | Main  |   | <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).

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

Details

|                |  |
|----------------|--|
| Candidate      | <input type="text"/>   |
| Phase          | Main   |
| Candidacy Date |  10/07/18 14:42 |
| State          | Waiting for Bank Tranfer Receipt (10/07/18 14:47 -   |

|                              |                          |        |                       |                        |                       |                     |
|------------------------------|--------------------------|--------|-----------------------|------------------------|-----------------------|---------------------|
| Application Process Overview | Personal data permission | Course | Applicant Information | Previous Qualification | Application Documents | Payment Information |
|------------------------------|--------------------------|--------|-----------------------|------------------------|-----------------------|---------------------|

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

Details

|                |  |
|----------------|--|
| Candidate      | <input type="text"/>   |
| Phase          | Main   |
| Candidacy Date |  10/07/18 14:42 |
| State          | Application in pending state (10/07/18 14:42 -   |

Operations

|                                    |
|------------------------------------|
| <a href="#">Cancel</a>             |
| <a href="#">Submit Application</a> |

### 3.1. Personal data permission:

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

Therefore, the candidate must declare that:

- a) Authorize the reproduction of the ID Document, attached in the Application Documents tab of this application process.  
or
- b) Do not authorize the reproduction of the ID Document and it is responsible for the veracity of all the information on the Applicant information Tab.

### 3.2. Course:

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



### 3.3. Applicant information:

In this tab you must fill in your personal details, fiscal information and contact.

1. To start the process of loading **personal details and fiscal information**, you must click the **Edit** button. After filling in the data, you must click on **Save** button;
2. When filling in the **Address, Telephone, Mobile and Email**, you must click on the **+** to add this information.

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

#### Notes:

- The filling information will be the privileged one for possible contacts by the FFUL throughout the application process.
- When filling in your **Phone** and **Mobile numbers**, don't forget to indicate the [Country Dialling Code](#) (e.g. 0035121044300).
- If you don't have a **Portuguese fiscal number** during your application, you must:
  - a) Choose your tax country as Fiscal Country and fill your personal Fiscal Number.  
or
  - b) Choose Portugal as Fiscal Country and fill in the field Fiscal Number with 999999990.

### 3.4. Previous Qualification

You should fill the last degree obtained (Bachelor / Master / PhD), the conclusion year, the mark and the course attended (Degree).

**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.

| Current Qualification  |  |
|--|--|
| Country  |  |
| School Level   |  |
| Institution  |  |
| Degree   |  |
| Mark  |  |
| Conclusion Year  |  |

### 3.5. Application Documents

In this Tab you need to submit the following documents:

- Application (written request) addressed to the President of the Scientific Council (use the template available in this Tab);
- Updated Curriculum Vitae, dated and signed ;
- PhD Work Plan (use the template available in this Tab);
- PhD Course Plan (use the template available in this Tab);
- Acceptance letter from supervisor(s);
- Copy of ID document (CC, passport, etc.) for personal data validation;
- Copy of certified transcripts showing all academic degrees awarded, with final grade (in English or Portuguese).  
In case of foreign academic degrees, applicants must submit a degree certificate legally recognized by the Portuguese Consulate of the country of origin or by the Hague Apostille;
- If applicable, International Student Declaration (use the template available in this Tab);
- Photography.

To upload the documents, you must click on **Upload** and select the document.

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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.

**NOTE:** After the submission of the application on the FenixEdu platform, the documents should be delivered in original format to the Academic Office, during the period indicated in the deadlines.

#### 4. Application submission

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

The image shows two panels from a web application. The left panel, titled 'Details', contains a form with the following fields: 'Candidate' (empty), 'Phase' (Main), 'Candidacy Date' (10/07/18 14:42), and 'State' (Application in pending state (10/07/18 14:42 - ...)). The right panel, titled 'Operations', contains two buttons: 'Cancel' and 'Submit Application'. The 'Submit Application' button is highlighted with a blue rectangular border.

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

#### 5. Payment information

Once the application has been formalized, you will have to pay the respective fee, in the amount of € 75. Means of payment:

- **Payment reference (SIBS):** You should select the Payment Information tab, with the available payment reference.
- **Payment by IBAN Bank Transfer: available only for International Students.**
  - Click on the corresponding operation (IBAN Bank Transfer) and choose the **Bank Transfer** Tab.
  - After the payment, **upload the proof** and click on **Submit Bank Transfer Receipt**.

#### 6. Submission of the Application

1. The application only becomes valid after the correct presentation of all necessary elements and documents and the payment of the application fee, until the end of the established deadline.
2. The non-submission of the required documents or the incorrect presentation (e.g., illegible documents, not legalized foreign documents, etc.) will invalidate the application. The candidate will be informed of this fact by the Fenix platform or by e-mail.
3. If the required corrections are not made, the application will be rejected.
4. The online application will become valid only after payment of the application fee. If the payment is not made until the indicated deadline, the application will be cancelled.
5. Errors or omissions in filling out the electronic application form, or in carrying out the application process, are the sole responsibility of the candidate.