ENROLMENT GUIDE FOR MASTER'S PROGRAMMES

Students Office
15-07-2020
It is recommended to use the following browsers Chrome or Safari.
1. Platform Access

The Enrolment / Registration is online and the applicant should have credentials to the FenixEdu Portal.

https://fenix.ff.ulisboa.pt/

If you do not remember the Username and Password:

a) If you have previously been registered at the FenixEdu Platform and if you do not remember your personal credentials:

- Please recover them here with the email used in your application;
- An email will be sent and you should follow the steps to proceed with the password recovery;
- If you have trouble in recovering, please contact us.

b) If you have a Campus/Edu@ULisboa account and if you do not remember your personal credentials:

- Please recover them here. Enter your campus account user (username) or enter the email you used at the Account registration moment.
- You will receive the information to create a new password in the indicated email.
- If you have trouble in recovering, please contact us.
2. Enrolment

Before starting your enrolment:

a) It is advisable to carefully read the Master’s Programmes study plans available at: https://www.ff.ulisboa.pt/categoria/education/courses/masters/?lang=en;

b) Check the course's schedule available at FFULisboa Website.

If you experience problems or doubts, please do not hesitate to contact us via posgraduados@ff.ulisboa.pt.

Log in to the FenixEdu Portal with the username and password you used in your application.

The registration process starts in the "Candidate" tab.
Step 1: Under “Applied candidacies” click on “View” in the course that you were placed and that you want to attend.

Step 2: In the next window, click on the "Perform Enrolment" button and you will begin your enrolment / registration.

When performing this operation, you will no longer have a applicant account (bennu) and will become an active student in the FenixEdu academic system of the Faculty of Pharmacy. After performing this operation please go to the email you provided in your application and follow the instructions of the account activation message of Lisbon which will be sent to you.
Statistical Inquiry

When you start the enrolment process, you have to click on "Start" and fill out the information required regarding the characterization of the students. The filling of this information is mandatory to all students.

This inquiry is intended to gather personal, professional and academic information on the students. The Faculty of Pharmacy informs that, under the General Data Protection Regulation, the management system maintains a set of personal and curriculum data of each student throughout their academic path.

Information that may change in the future can be updated by you in your Personal Area. We would appreciate if you could keep it updated if any change occurs.

If you encounter any difficulty while filling in these forms please contact us via the Support Form that you may find in the footer of every page of the Academic Portal.

After completing the questionnaire and requesting the Student Card, the following information will appear:

To continue your enrolment, click on "Back to Fenix Portal".
2.1 Student Card

All students must request the student card that is issued by the Bank “Caixa Geral de Depósitos”.

To request this card, click on the "Issue Ulisboa ID Card" tab.

These card identify you as a student and gives you access to the canteen and to the Faculty laboratories.

During September, after the course Enrolment, the card is obtained at the stand of Caixa Geral de Depósitos at the main entrance of the Pharmacy Faculty.

From October on the card is issued at the Caixa Geral de Depósitos (Rectorate Agency).
2.2 Registration

Step 1: After completing the inquiry and requesting your student card, select “Student” in the top menu:

Step 2: In the side menu, expand the "Enrol" tab, and choose the "Enrolment Processes" option to register in the curricular courses that you want to attend:

Step 3: Click "Begin" to start your enrolment:

Enrolment Processes

<table>
<thead>
<tr>
<th>Ano Lectivo</th>
<th>Plano Curricular</th>
<th>Passos do Processo</th>
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| 2017/2018   | Bologna-Master Degree in Master in Biofarmaceutical Sciences - 1_CBF_Plan1_2012 | 1. Instructions: Enrollment in Courses  
2. Enrollment in Curricular Courses  
3. Process Conclusion |
Step 4: Before starting the process you have several information on how to enrol in the Courses. After carefully reading the instructions, you should click “Continue”.

Step 5: Select the semester in which you want to enrol:

Step 6: Choose the courses in which you want to attend:
Step 7: Confirm your choice with the "Save" button.

NOTES:

- If you have option courses, choose the option where you were placed during the application process of the Masters in Biopharmaceutical Sciences and in the Regulation and Evaluation of Medication and Health Products. Students placed in the 1st phase only enroll in the options after the option selection process.

- If the entries are correct and comply with the curriculum rules, they will be underlined in green. If the entries violate the rules defined in the curriculum, error messages will be displayed on top of the red screen.

Step 8: Once the entries in the courses of the 1st Semester have been confirmed, select the 2nd Semester and repeat the process.

Step 9: After choosing all the courses for the 1st and 2nd semester click on "Save" and after on "Continue".

Step 10: To finish your enrolment click on "Finish".
2.3 Enrolment Proof

The proof of enrolment is obtained from the "Student" tab:

**Step 1:** In the side menu, expand the "Academic Services" option;

**Step 2:** Choose the "My Request" sub-option;

**Step 3:** After selecting your Masters course, choose the option "New Academic Service Request".

**Step 4:** In the "Document Type" choose "Enrolment Proof" and the "language" (PT or EN) in which you want the document.

**Step 5:** Submit your request and print it. This Declaration has no costs and whenever necessary you can get it from your Student Portal.
2.4 Tuition Fees

To consult the amount of tuition fees, the payment plan, the payment dates and the ATM References, click on the “Student” tab.

In the side menu, expand the "View" option and click on “View Account” sub-option.

To see the ATM References click on the “Payment References” tab.

NOTE: Payments shall be made by the due date to avoid interest payment. Together with 1st instalment of tuition fee you have to pay the tuition registration and the school insurance in the act of registration.

Payments made by ATM Reference can take between 24h to 48h to be reconciled in the students accounts, it is not necessary to send the respective proof of payment.
2.5 Campus/ Edu ULisboa Account Activation

After completing your enrolment and in case you have not a C@mpus/Edu ULisboa Account, you will receive in your e-mail the credentials to activate your campus account:

**Step 1:** Enter the page [https://utilizadores.campus.ulisboa.pt](https://utilizadores.campus.ulisboa.pt)

**Step 2:** Insert the temporary credentials provided in the email (UserID and Password) and click "Login" to access the user registration menu.

**Step 3:** Choose the username (UserID) that you would like to use, from the available options in the drop-down list. Keep in mind that you cannot change it again.

**Step 4:** Choose the password that you would like to use with this account, following the set of rules provided bellow:

- The password must contain at least 6 characters, and at most 12;
- It should contain at least one character in 3 of the following 4 categories:
  - One uppercase character: ( A to Z )
  - One lowercase character: ( a to z )
  - One numeric character: ( 0 to 9 )
  - One special character: (~ ! @ # dollar % & * _ - + = ` | \( ) { } ; " ' < > , . ? / )
- It should not reference your name or username;
- It must be different from the last three passwords used (renewal cases only).

**Step 5:** To complete the registration process, click "Finish".

Your registration process is complete and you should receive a confirmation e-mail.