



FACULDADE DE FARMÁCIA
UNIVERSIDADE DE LISBOA

ENROLMENT GUIDE FOR MASTER'S PROGRAMMES

Students Office
15-07-2020

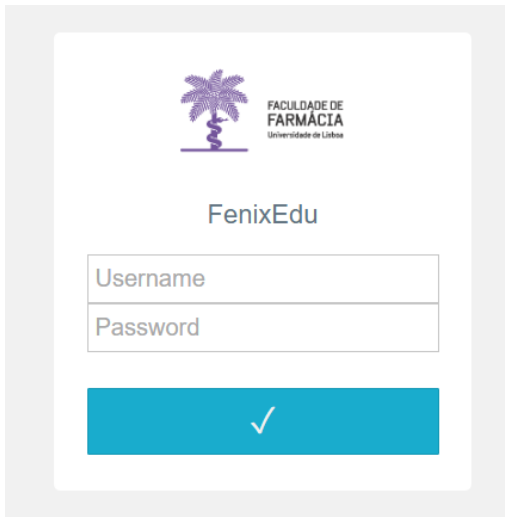
Index

1. Platform Access	2
2. Enrolment	3
2.1 Statistical Inquiry	5
2.2 Student Card	6
2.3 Registration	7
2.4 Enrolment Proof	10
2.5 Tuition Fees	11
2.6 ULisboa Account Activation	12

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/).



<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:

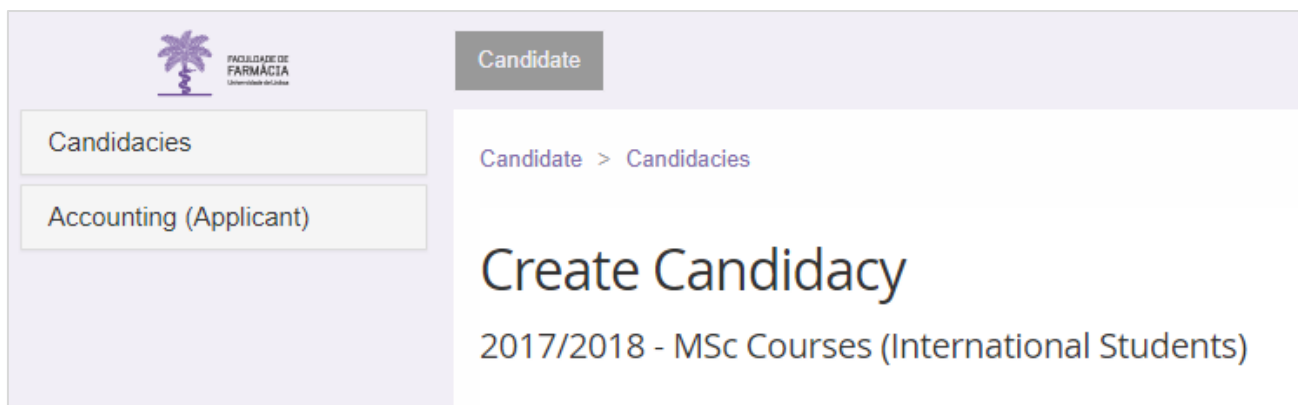
- a) It is advisable to carefully read the Master's Programmes study plans available at: <https://www.ff.ulisboa.pt/categoria/education/courses/masters/?lang=en>;
- b) Check the course's schedule available at FFULisboa Website.

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

The image shows a login form for FenixEdu. At the top, there is a logo of a palm tree with a caduceus and the text 'FACULDADE DE FARMÁCIA Universidade de Lisboa'. Below the logo, the text 'FenixEdu' is displayed. The form consists of two input fields: 'Username' and 'Password'. Below these fields is a large blue button with a white checkmark icon.

Log in to the [FenixEdu Portal](#) with the *username* and *password* you used in your application.

The registration process starts in the "**Candidate**" tab.

The image shows a web interface for the 'Candidate' tab. On the left, there is a sidebar with two buttons: 'Candidacies' and 'Accounting (Applicant)'. The main area has a header 'Candidate' and a breadcrumb 'Candidate > Candidacies'. Below this, the text 'Create Candidacy' is displayed in a large font, followed by '2017/2018 - MSc Courses (International Students)'.

Step 1: Under **"Applied candidacies"** click on **"View"** in the course that you were placed and that you want to attend.

Candidacies

Open candidacies

Execution Interval	Candidacy	Phase	Dates		
2017/2018	Estatutos_MICF		📅 01/09/17 10:00	📅 05/09/17 23:59	Create
2017/2018	Application for International Students	3rd Period	📅 01/07/17 10:00	📅 20/10/17 23:59	Create
2017/2018	MSc Courses (National Citizens and of the European Union)	National Citizens and from the European Union (Masters)	📅 01/06/17 00:01	📅 06/09/17 23:59	Create
2017/2018	MSc Courses (International Students)	International Students (Masters)	📅 01/06/17 00:01	📅 06/09/17 23:59	Create
2017/2018	MSc Courses (Readmission)	Readmission Application (Masters)	📅 01/06/17 00:01	📅 06/09/17 23:59	Create
2017/2018	Standalone Course Units		📅 01/08/17 10:00	📅 31/05/18 23:59	Create

Applied candidacies

Number	Execution Interval	Candidacy	Phase	State	Date	
M / 2017 / 73	2017/2018	MSc Courses (National Citizens and of the European Union)	National Citizens and from the European Union (Masters)	Candidate Apt for Ranking	📅 31/08/17 14:30	View

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

Candidacy Process - M / 2017 / 160

2017/2018 - MSc Courses (International Students)

[Back](#)

Details

Candidate

Phase

Candidacy Di

State

International Students (Masters)

Candidate Placed after Ranking (01/09/17 16:12 - Pedro Russo)

Operations

Perform Enrollment

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.

Welcome

Dear Student,

We would appreciate if you could take a few minutes to fill in the following forms, regarding incomplete personal and academic information required by the University in the scope of the RAIDES inquiry - an annual inquiry submitted by the Direção-Geral de Estatísticas da Educação e Ciência (DGEEC) to all higher education institutions regarding the characterization of its enrolled and graduate students – and Ficha Azul inquiry – an inquiry for first time students in ULisboa.

Filling in this information is mandatory to all students.

Information that may change in the future will be later available for editing 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.

Thank you.

[Start](#)

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 academical 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:

Welcome

Thank you for your time and your collaboration.

[Back To Fénix Portal](#)

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.

Issue The Identification Card For The University Of Lisbon

I recognize the validity of Protocolo Caixa IU between the University of Lisbon and Caixa Geral de Depósitos S.A. to, under of that protocol, enable issuing the Unique identification Card of the University of Lisbon, of mandatory nature at the institution. Thus, I hereby authorize the University of Lisbon to provide my personally identifiable information to the Caixa Geral de Depósitos S.A., for the issue of my ID card, both institutions ensuring respect to my rights as a holder of personal data under the provisions of Law No. 67/98 of October the 26th. The Caixa Geral de Depósitos S.A. will not use this information for their benefit in the disclosure of any initiative or action of a commercial nature, nor can transmit this information to any entity (except for requests from the application of legislation).

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

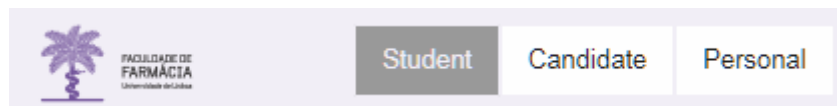
During September, after the course Enrolment, the card is obtained at the [stand of Caixa Geral de Depósitos](#) at the main entrance of the Pharmacy Faculty.

From October on the card is issued at the [Caixa Geral de Depósitos \(Rectorate Agency\)](#).

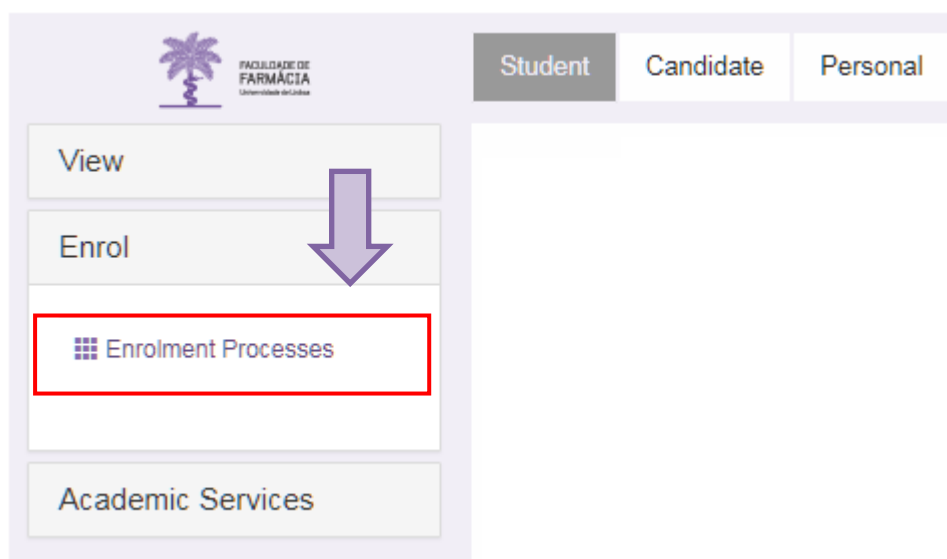


2.2 Registration

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			
Ano Lectivo	Plano Curricular	Passos do Processo	
2017/2018	Bologna Master Degree in Master in Biopharmaceutical Sciences - 1_CBF_Plan01_2012	1. Instructions: Enrollment in Courses 2. Enrolment in Curricular Courses 3. Process Conclusion	Begin →

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**”.

Instructions: Enrollment in Courses

Introduction

In the next page you will find the course groups (gray lines), the courses in which you are not enrolled (white lines), the courses in which you are enrolled (green lines) and the courses which are impossible to enrol (red lines). The courses that you have already concluded are not shown, only the courses and groups to which you can enrol are visible. The course groups are hierarchical according to the structure of the degree.

How to Proceed

Attention: As inscrições em grupos e em disciplinas devem ser feitas separadamente. Se seleccionar um grupo e uma disciplina e fizer Guardar vai ocorrer um erro. Deverá escolher apenas disciplinas ou apenas grupos de cada vez que fizer Guardar.

- **Inscriver em disciplinas:**
Selecione a(s) "checkbox(es)" e faça Guardar.
- **Desinscrever de disciplinas:**
Desmarque a(s) "checkbox(es)" e faça Guardar.
- **Escolher grupos de disciplinas:**
Selecione a "checkbox" do grupo e faça Guardar. Só depois de Guardar é que aparecem as disciplinas e sub-grupos que o constituem.
- **Escolher disciplinas de opção:**
Carregar no link "Escolher Opção". Deverá inscrever-se primeiro nas disciplinas e nos grupos do currículo e só no final às disciplinas de opção. *Atenção: quando carrega em "Escolher Opção" as alterações que não foram guardadas são perdidas. Antes de carregar em "Escolher Opção" certifique-se que guardou as alterações.*
- **Terminar o processo de inscrição:**
Depois de terminado o processo de inscrição pode consultar o seu Currículo do Aluno para e ver a totalidade das disciplinas em que está inscrito.

← Back **Continue** →

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

Enrollment in Courses

← Back | Continue →

Save

Attention: Registration in groups and disciplines must be made separately.

1 Semestre 2017/2018

Bologna Master Degree in Master in Biopharmaceutical Sciences

2 Semestre 2017/2018

1_CBF_Plano1_2012

Step 6: Choose the courses in which you want to attend:

1_CBF_Plano1_2012

2nd Cycle [Credits Approved (0.0), Enroled (0), Total (0.0)]

Credits for Approval: 120.0

Parte Escolar [Credits Approved (0.0), Enroled (0), Total (0.0)]

Credits for Approval: 60.0

Tronco Comum [Credits Approved (0.0), Enroled (0), Total (0.0)]

Credits for Approval: 60.0

94411 - Project I	1 Year, 1 Semester	6.0 Cred.	<input checked="" type="checkbox"/>
-------------------	--------------------	-----------	-------------------------------------

Optativas [Credits Approved (0.0), Enroled (0), Total (0.0)]

Credits for Approval: 48.0

1º Ano [Credits Approved (0.0), Enroled (0), Total (0.0)]

Credits for Approval: 48.0

14_opção I Mestrado Cbf [Credits Approved (0.0), Enroled (0), Total (0.0)]

94420 - Biopharmacy and Pharmacokinetics	1 Year, 1 Semester	4.0 Cred.	<input checked="" type="checkbox"/>
94408 - Development and Organization of the Nervous System	1 Year, 1 Semester	4.0 Cred.	<input checked="" type="checkbox"/>
94407 - Molecular Genetics of Bacteria	1 Year, 1 Semester	4.0 Cred.	<input checked="" type="checkbox"/>
94406 - Cellular Microbiology	1 Year, 1 Semester	4.0 Cred.	<input checked="" type="checkbox"/>
94401 - Eukaryotic Gene Regulation and Functional Genomics	1 Year, 1 Semester	4.0 Cred.	<input checked="" type="checkbox"/>
94402 - Cell Signalling	1 Year, 1 Semester	4.0 Cred.	<input checked="" type="checkbox"/>

Step 7: Confirm your choice with the **"Save"** button.

Enrollment in Courses

← Back | Continue →

Changes made successfully

Save

Attention: Registration in groups and disciplines must be made separately.

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.

1 Semestre 2017/2018

2 Semestre 2017/2018

Bologna Master Degree in Master in Biopharmaceutical Sciences

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

Enrollment in Courses

← Back |

Continue →

Save

Attention: Registration in groups and disciplines must be made separately.

1 Semestre 2017/2018

2 Semestre 2017/2018

Bologna Master Degree in Master in Biopharmaceutical Sciences

Step 10: To finish your enrolment click on **"Finish"**.

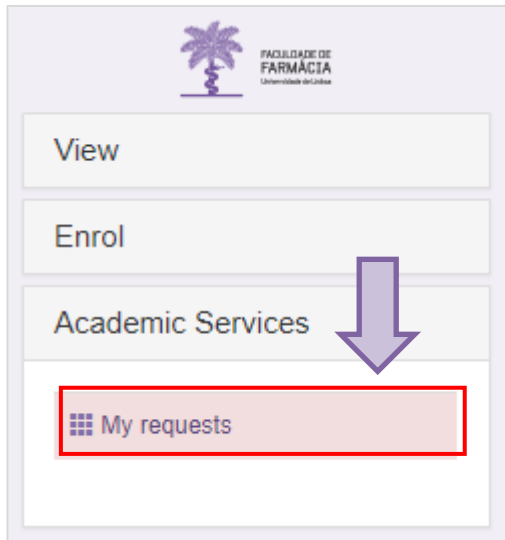
Process Conclusion

← Back |

Finish →

Ano Lectivo	Plano Curricular
2017/2018	Bologna Master Degree in Master in Biopharmaceutical Sciences - 1_CBF_Plano1_2012

2.3 Enrolment Proof



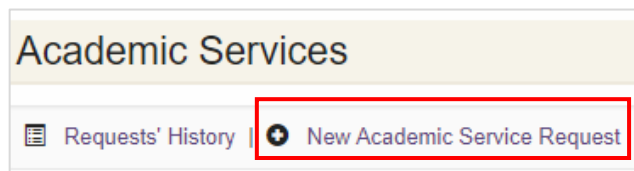
The proof of enrolment is obtained from the **"Student"** tab:

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.



Create Academic Request

← Back

Request Creation Date 01-09-2017

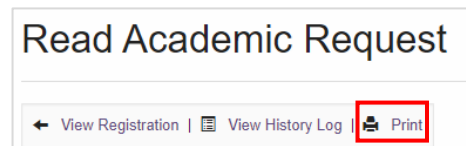
Document Type Enrolment Proof (No Charges) ✕

Language

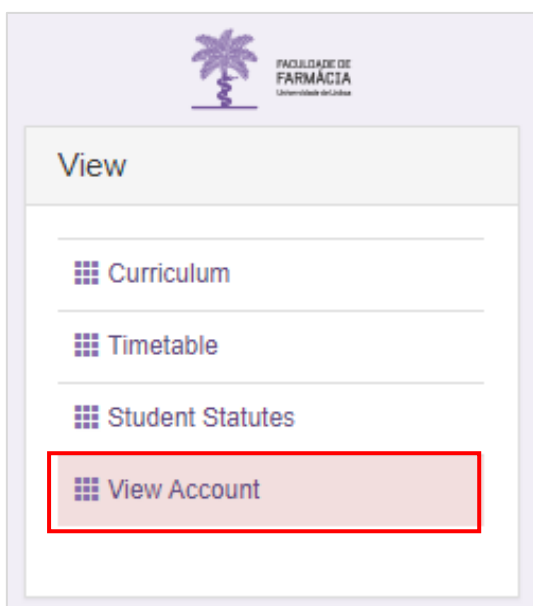
português
inglês

Submit

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.

Checking Account						
To view ATM payment references click in Payment References tab.						
The items presented in Unpaid debts have the vat number presented in VAT Number column.						
Unpaid debts	All debts	Payments	Payment References			
Due Date	VAT Number	Finacial Document	Description	Total Amount	Open amount	
2017-09-01	BR 136.837.128-05	ND INT/0033611	• Taxa de Inscrição da Unidade Curricular Isoladas [Bologna Master Degree in Master in Biopharmaceutical Sciences - 2017/2018]	25.00 €	25.00 €	
2017-10-20	BR 136.837.128-05	ND INT/000000000	• Taxa de Matrícula [Bologna Master Degree in Master in Biopharmaceutical Sciences - 2017/2018]	75.00 €	75.00 €	
2017-10-20	BR 136.837.128-05	ND INT/000000000	• Seguro Escolar [Bologna Master Degree in Master in Biopharmaceutical Sciences - 2017/2018]	1.28 €	1.28 €	
2017-10-20	BR 136.837.128-05	ND INT/000000000	• 1º Prestação da Propina em Mestrado Bolonha in Ciências Biofarmacêuticas (2017/2018)	500.00 €	500.00 €	
2018-01-20	BR 136.837.128-05	ND INT/000000000	• 2º Prestação da Propina em Mestrado Bolonha in Ciências Biofarmacêuticas (2017/2018)	687.50 €	687.50 €	
2018-03-20	BR 136.837.128-05	ND INT/000000000	• 3º Prestação da Propina em Mestrado Bolonha in Ciências Biofarmacêuticas (2017/2018)	687.50 €	687.50 €	
2018-05-20	BR 136.837.128-05	ND INT/000000000	• 4º Prestação da Propina em Mestrado Bolonha in Ciências Biofarmacêuticas (2017/2018)	687.50 €	687.50 €	

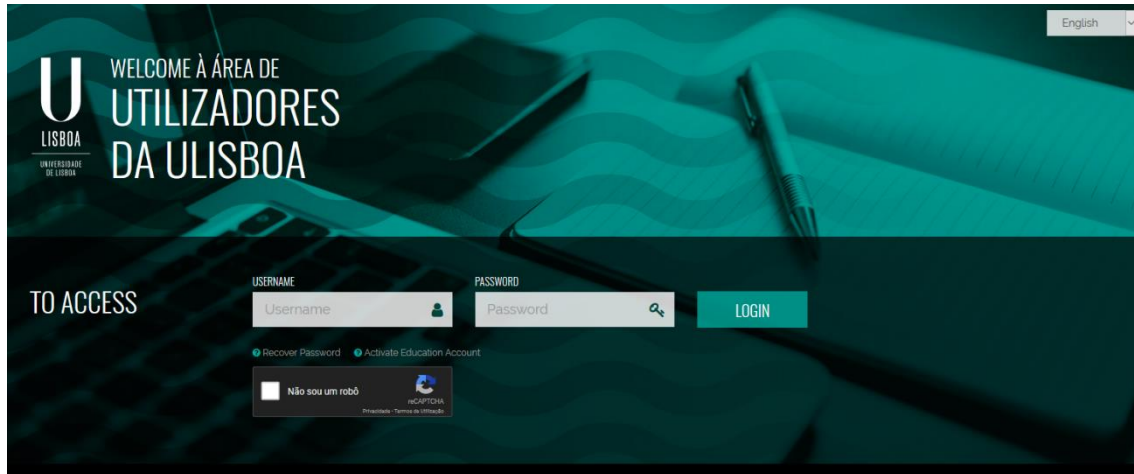
NOTE: Payments shall be made by the due date to avoid interest payment. Together with 1st instalment of tuition fee you have to pay the tuition registration and the school insurance in the act of registration.

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>



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.