



Enrollment Guide

PhD in Pharmacy

(It is recommended to use the browsers Chrome, Firefox or Safari Chrome)

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1. FenixEdu Platform

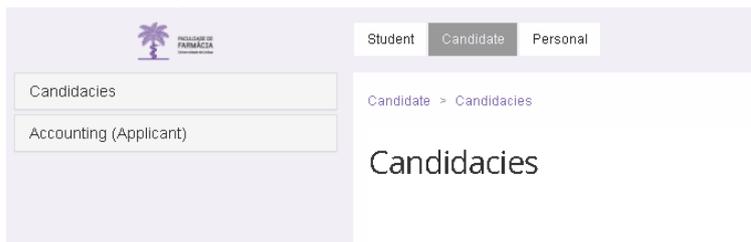
Enrolment and registration are carried out through the [FenixEdu Platform](#) and you must access with the access credentials you used when applying.

If you do not remember the Username or Password:

- a. **If you have previously been registered at the FenixEdu Platform:**
 - i. You must request the [recovery of credentials](#), indicating the email used in your application;
 - ii. After requesting the recovery of credentials, an email will be sent with the new access data.
- b. **If you have a Campus@Ulisboa or @edu.ulisboa.pt:**
 - i. You must request the recovery of credentials, indicating your username or inserting the email you used when creating this account;
 - ii. You will receive in the email the information to proceed with the creation of a new password.

2. Enrolment/Registration

The enrolment process starts in the **Candidate** tab.



Under **Applied candidacies** click on **View** in the course that you were placed and that you want to enrol.

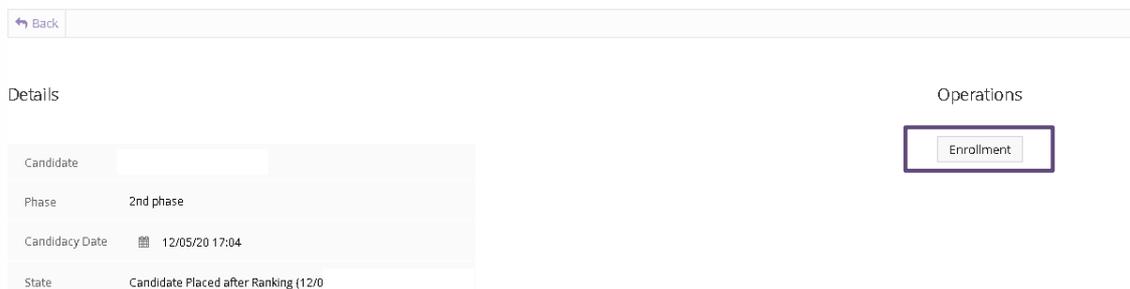
Applied candidacies

Number	Execution Interval	Candidacy	Phase	State	Date	
D/2019/33	2019/2020	PhD in Pharmacy (National Citizens and of the European Union)	2nd phase	Candidate Placed after Ranking	12/05/20 17:00	View

In the next window, click on the **Enrolment** button and you will begin your enrolment / registration.

Candidacy Process - D/2019/33

2019/2020 - PhD in Pharmacy (National Citizens and of the European Union)



3. Statistical Survey

When starting the registration process, an introductory text will appear and you must click on **Start**.

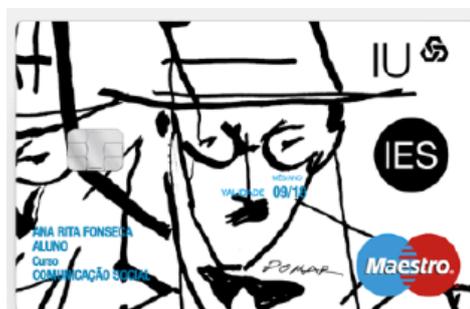
Subsequently, you must follow up on filling in information of a personal and professional nature, academic qualifications, and household, among others.

After filling in all the data, you must click on **Submit** and then **Continue**.

4. Student Card

All students must request for a student card and they can choose to:

- **Card without a bank branch** where only the basic data, strictly necessary for printing on the card and for validating the student's uniqueness, are transferred to *Caixa Geral de Depósitos* (CGD);
- **Bank card** where all personal identification data, corresponding to all fields of the Form 43 (required by *Banco de Portugal*), will be transferred to CGD, and for which the student must give explicit authorization, after careful reading conditions.



To request the student card, you must access to the Fenix Platform and then in the side menu **Personal Area > Identification Card**.

In this menu, you must click on the **Send Data** option so that your information is communicated to CGD's systems, and then click on **Finish** to be redirected to CGD's virtual service website.

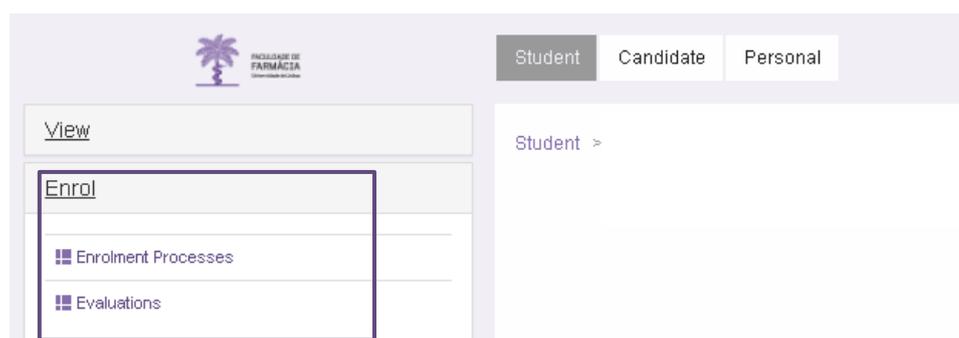
Without accessing virtual assistance, or alternatively going in person to a CGD stand / counter, you will not receive the student card as the process will not be completed on the CGD side.

To access this virtual service, CGD requires the association of a Digital Mobile Key (CMD) – *Chave Móvel Digital*

5. Registration

Step 1: After complete the statistical survey and request your student card, select the **Student** tab 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	
2019/2020	Doctorate Degree (PhD) in Pharmacy - 2_Dout_Plano2_2008	1. Instruções: Enrolment 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 Course. 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 1st semester and choose the 1st/1st semester courses:

1 Semestre 2019/2020 Doctorate Degree (PhD) in Pharmacy	2 Semestre 2019/2020
2_Dout_Plano2_2008	<input checked="" type="checkbox"/>
3rd Cycle [Credits Approved (0.0), Enroled (0), Total (0.0)]	<input checked="" type="checkbox"/>
Credits for Approval: 240.0	
Parte Escolar [Credits Approved (0.0), Enroled (0), Total (0.0)]	<input checked="" type="checkbox"/>
Credits for Approval: 60.0	
Tronco Comum [Credits Approved (0.0), Enroled (0), Total (0.0)]	<input checked="" type="checkbox"/>
Credits for Approval: 60.0	
10998 - PhD Seminar I	1 Year, 1 Semester 24.0 Cred. <input checked="" type="checkbox"/>
10999 - Research Methodology Seminar I	1 Year, 1 Semester 6.0 Cred. <input checked="" type="checkbox"/>

Step 6: Confirm your choice with the **Save** button.

Step 7: Once the entries in the courses of the 1st Semester have been confirmed, select the **2nd Semester** and repeat the process.

1 Semestre 2019/2020	2 Semestre 2019/2020 Doctorate Degree (PhD) in Pharmacy
2_Dout_Plano2_2008	
3rd Cycle [Credits Approved (0.0), Enroled (30.0), Total (30.0)]	
Credits for Approval: 240.0	
Parte Escolar [Credits Approved (0.0), Enroled (30.0), Total (30.0)]	
Credits for Approval: 60.0	
Tronco Comum [Credits Approved (0.0), Enroled (30.0), Total (30.0)]	
Credits for Approval: 60.0	
11000_24ects - PhD Seminar II	1 Year, 2 Semester 24.0 Cred.
11001 - Research Methodology Seminar II	1 Year, 2 Semester 6.0 Cred.

Step 8: Confirm your choice with the **Save** button.

Step 9: To finish your enrolment click on **Continue** button and on the next tab click on **Finish**:

Enrollment in Courses



Process Conclusion



6. Enrolment Proof

The enrolment proof is obtained from the **Student** tab.

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

Step 2: Choose the **Academic Requisitions** sub-option and click on **Create**;

Step 3: Choose the **type of requisition** you want (eg Proof of Registration) and the type of enrollment and Click on **Create**;

Step 4: In the form confirm the Academic Year and confirm the submission of the request.

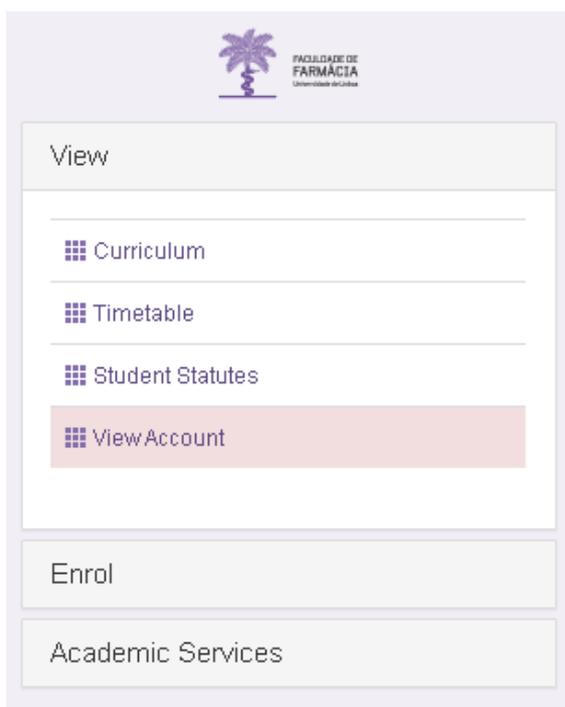
In the main Request screen, the student will be able to view the Request Status where he will be able to monitor the status of his process in the Academic Services.

After validation of the Academic Services and the status of the request changes to the Delivered Document, the student can access the Requisition by entering the "Detail":

Tipo de Requisição	Com urgência?	estado	Ultima alteração	Numero do Processo	
Comprovaçao de Inscriçao	Não	Documento Entregue	24-06-2020 18:02	Requisicao-2020 / 13	Detalhe
Documentos CNAES		Documentos Submetidos	24-06-2020 14:05	CNAES2020 / 2	Detalhe

Later, the student in the Documents Tab, will be able to view the document digitally signed by the Academic Services and download it

7. Tuition Fees



After verifying that the enrolment has been carried out correctly, the Academic Services proceed with the creation of tuition fees and fees associated to the enrollment (enrollment fee and school insurance).

To check the fees, payment dates and respective MB references, click on **Student> Consult> View Account**.

To consult the MB references for payment click on the tab **References for Payment**.

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

PAYMENT OF FEES DONE BY ANY OTHER:

Students with fees paid by an entity than their own, must send by e-mail (posgraduados@ff.ulisboa.pt) a declaration from the entity where it declares that it is responsible for the payment of tuition fees and / or other fees.

The declaration must also contain the information of the entity's tax data: name, address and fiscal number.

This information must be made available at this time, since later data changes cannot be made in fees paid.

8. ULisboa Institucional Account Activation (ULisboa (@edu.ulisboa.pt))

If you don't have an institutional ULisboa account, after formalizing your registration and enrolment, you will receive instructions on how to create that account in your email.

After activating that account, you must access the [FenixEdu Platform](#) with these credentials.

Being also an email account, you can access it through the following address: <http://webmail.campus.ul.pt>. You should always put username@edu.ulisboa.pt