



FACULDADE DE FARMÁCIA
UNIVERSIDADE DE LISBOA

MANUAL FOR REQUESTING A SPECIAL STATUTE

1. Conditions for access to a Special Statute

Considering that in certain situations provided for by law, students can enjoy special benefits, on the condition they can prove that they fulfil the necessary conditions, FFUL students can apply for one (1) Special Statute. If they are in a position to request more than one Special Statute, they must choose the one that is most favourable to them.

The [Circular Informativa n.º 1/AA/2024](#) (PT) includes the Special Statutes provided for at FFUL, the benefits associated with each one of them and the documentation to be submitted in order to be awarded the desired Special Statute. Only the Special Statutes listed in the Circular Informativa will be considered.

Requests for Special Statute can be made in the 1st and/or 2nd semesters, within the deadlines set for this purpose, as stipulated in the [Academic Deadlines](#) for the current academic year.

The period established for the 2nd semester is intended for students who did not apply for a Special Statute in the 1st semester or who were not granted Special Statute for the 2nd semester at the beginning of the academic year/1st semester (annual Special Statute).

The following Special Statutes, due to their specific nature, are only awarded every semester, so students will have to apply again in the 2nd semester if they continue to fulfil the necessary conditions:

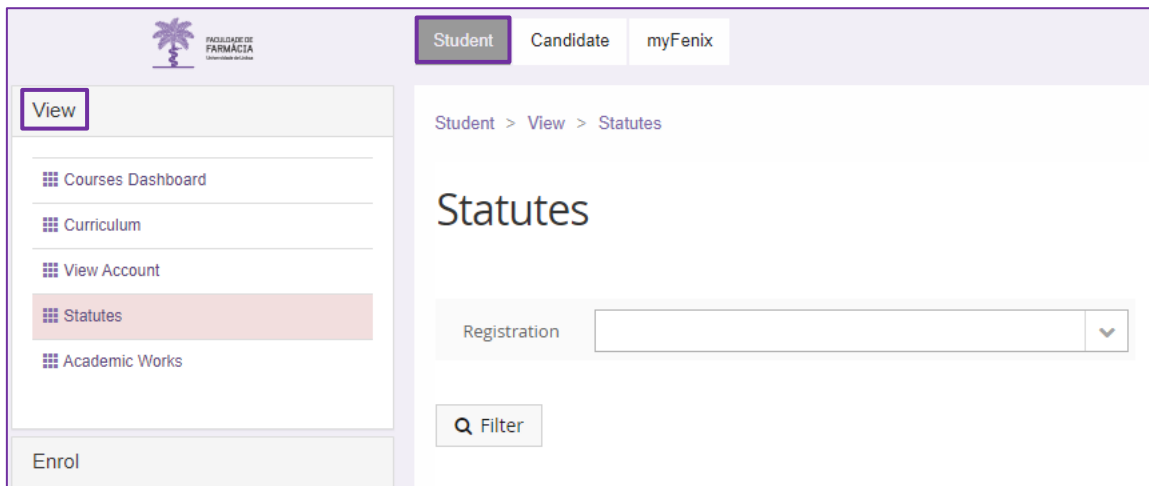
- Self-Employed/Independent Contractor;
- Student Leaders of Higher Education;
- Student-Athletes.

Requests for a Special Statutes are not subject to a fee. However, requests made after the deadline are subject to the application of the fee associated to the **Practice of Acts After the Deadline**, in the amount of €4/working day, up to a maximum of €120, in accordance with point 7. of the [Tabela de Emolumentos da FFUL](#) (PT) (Deliberação n.º 800/2021).

Applications for Special Statutes after the deadline are accepted only:

- **Until 30 October** for the 1st semester/whole academic year;
- **Until 31 March** for the 2nd semester.

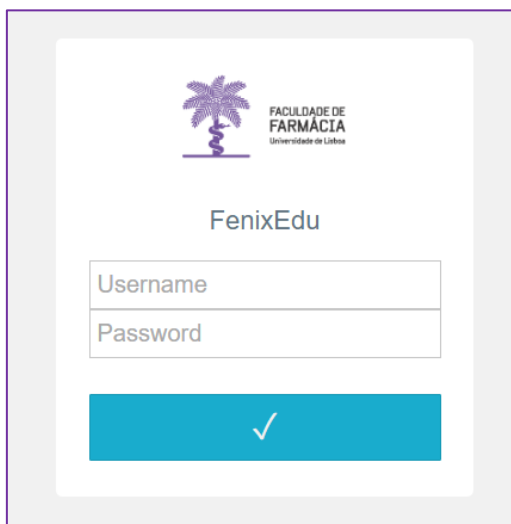
Students can consult the Special Statutes that have been awarded to them during their academic journey on the Fénix Portal, via [Student](#) > [View](#) > [Statutes](#):



2. Access to the Fénix Edu Portal

We recommend that you use Safari or Chrome browsers.

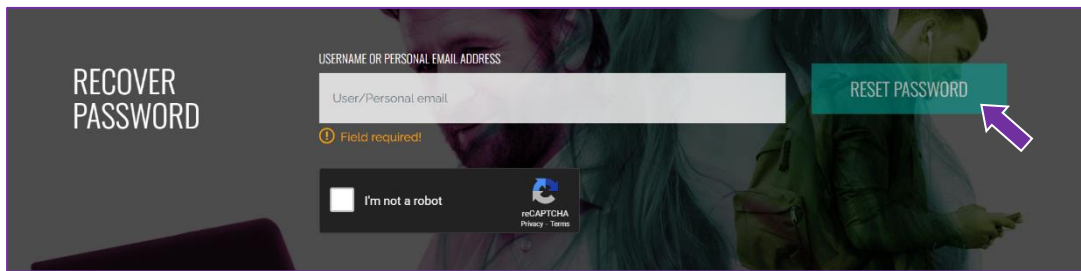
You must access the Fénix Portal with your access credentials.



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

If you can't remember your access credentials:

1. Go to the [link to recover your ULisboa institutional account](#) and enter your **username** or the **email address** you used to create the account and click **Reset Password**.

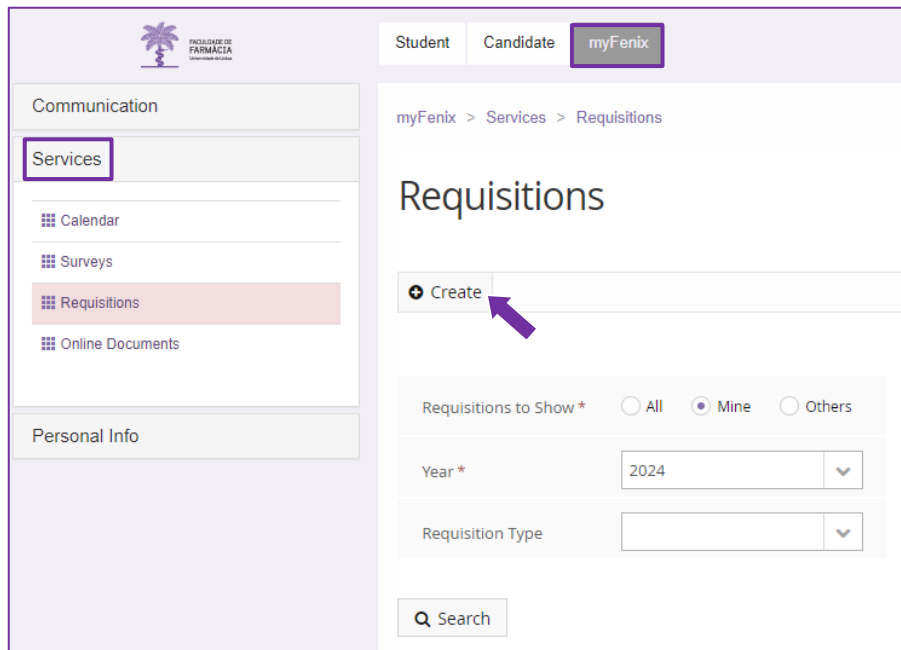


- II. After clicking **Reset Password**, you will receive the information to set a new password in the email address you used to create the campus/edu account.

3. Request for Special Statute

After **logging in** to the Fénix Portal, proceed as follows:

1. Go to the **Requisitions** tab, via **myFenix > Services**, and click **Create**:



2. Select **Pedido de Estatuto Especial** in Requisition Type and then your Registration (course) and the Execution Interval (academic year). Then click **Create** again:

Student Candidate myFenix

myFenix > Services > Requisitions

Create Requisition

Requisition Type * Pedido de Estatuto Especial ▼

Registration * ▼

Execution Interval * ▼

✓ Create Cancel

3. On the **Instructions** tab, you'll find the link to the information on how to find which document(s) you need to submit in order to obtain the Special Statute you want:

Information Circular no. 1/AA/2024 - Requesting and Granting Special Status. (PT)'. Below this is another grey box with text: 'If you have any questions, please visit the Faculty's website or contact the Academic Office.'"/>

Monitorização do Processo Instructions Form Documentos

Please attach the supporting documents required to apply for each statute: [Information Circular no. 1/AA/2024 - Requesting and Granting Special Status](#). (PT)

If you have any questions, please visit the Faculty's website or contact the Academic Office.

4. In the **Form** tab, you must select the Special Statute you require, as well as the academic term in which you wish to have this statute:

Monitorização do Processo | Instructions | Form | Documentos

Field "What special status do you require?" is required.
Field "Academic Term" is required.

What special status do you require? *

- Religious Practitioner
- Mothers and Fathers Students, Pregnant, Postpartum and Lactating Women
- Students with Special Educational Needs
- Military Students
- Students Leaders of Higher Education
- Working Student
- Firefighters
- Student Athlete

If you would like to apply for Special Status for the whole academic year, select both semesters, otherwise, if you would like Special Status for only one semester, select only the appropriate semester.

Academic Term *

1st Semester 2023/2024

2nd Semester 2023/2024

5. After selecting the desired Special Statute in “What special status do you require?”, in some cases you will have to select a more specific Statute:

What special status do you require? *

Religious Practitioner

Mothers and Fathers Students, Pregnant, Postpartum and Lactating Women

Students with Special Educational Needs

Military Students

Students Leaders of Higher Education

Working Student

Firefighters

Student Athlete

Mothers and Fathers Students, Pregnant, Postpartum and Lactating Women

Pregnant women

Parents (children up to 5 years old)

Parents (children up to 12)

Parents (children with a disability or chronic illness)

6. In the **Documentos** tab, upload the supporting document according to the information in **Instructions**:

Monitorização do Processo | Instruções | Formulário | **Documentos**

Necessário submeter os seguintes documentos: Documento(s) para Pedido de Estatuto Especial

Documento(s) para Pedido de Estatuto Especial

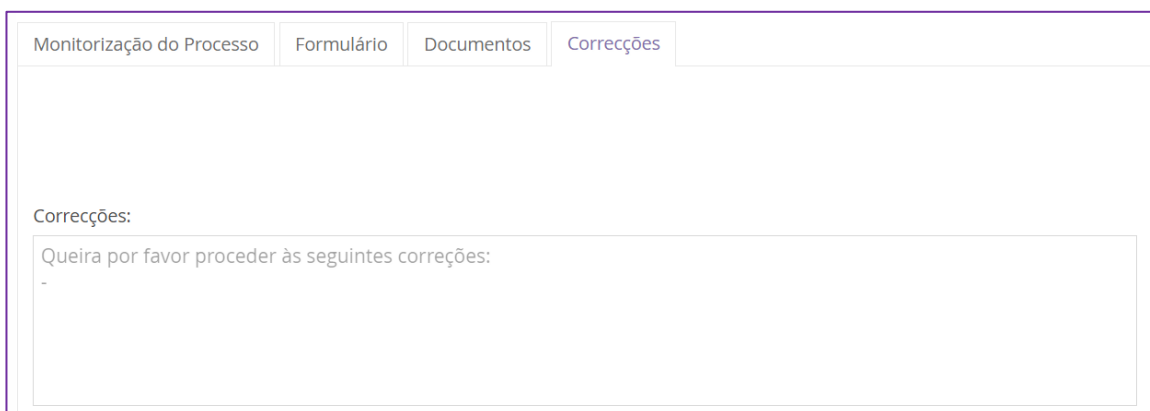
Anexe a documentação exigida para a comprovação do estatuto especial exigido, de acordo com o indicado no site da Faculdade, em <https://www.ff.ulisboa>.

Tamanho Máx. 5120 KB com extensão: pdf docx

7. After uploading the document, you must click **Submeter** so that your request can be analysed by Academic Services:

Detalhes	Operações
Pessoa <input type="text"/>	<input type="button" value="Submeter"/>
Tipo Pedido de Estatuto Especial	<input type="button" value="Anular Requerimento"/>
Estado Preenchimento do Formulário (15-05-2024 10:37 - <input type="text"/>)	

8. If necessary, your application for Special Statute may be returned for correction by the Academic Services, for which you will be notified via institutional email. In your Application, you should open the **Correcções** tab and make the corrections as indicated:



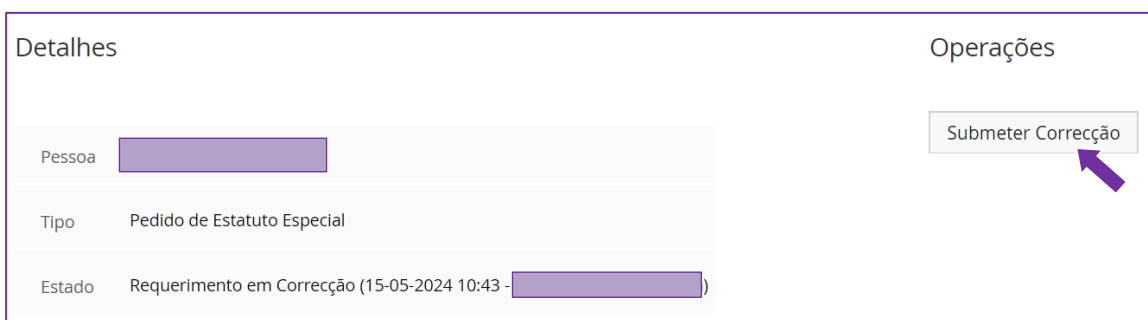
Monitorização do Processo Formulário Documentos **Correcções**

Correcções:

Queira por favor proceder às seguintes correcções:

-

9. After making the requested corrections, click **Submeter Correção**:



Detalhes Operações

Pessoa	[Redacted]
Tipo	Pedido de Estatuto Especial
Estado	Requerimento em Correção (15-05-2024 10:43 - [Redacted])

Submeter Correção