



**FACULDADE DE FARMÁCIA
UNIVERSIDADE DE LISBOA**

FFUL Master's Degree Programme Application Handbook

Accessing the Platform

To begin the process, you must create a *temporary account* to submit your application on the Fénix Platform. We recommend using Google Chrome for the best experience.



1. Create a username and password

Start your application by creating a *temporary username* and *password* at:

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

The screenshot shows a web form for account creation. It includes the following fields: Given Names, Family Names, Identification Document Type (dropdown), Identification Number, Birth Date (calendar icon), Gender (radio buttons for Female and Male), Country (dropdown), Phone Number (country dropdown set to Portugal (+351) and a text input), E-mail (with a red error bar), E-mail Confirmation, Password (with a red error bar), and Password Confirmation. A 'Create' button is at the bottom left.

→ To avoid any issues, we recommend using a *@gmail.com* account for your application;

→ Once you have completed all the required fields, click "Create".

→ You will then receive an email with your assigned username, which you will use to access the Fénix Platform only throughout the application process.

Please note that to create the password you must comply with the following rules:

If you already have a user account in ULisboa, and your account is already synchronizing with Fenix, you should use those credentials in order to login in the Fenix main login page. If you don't remember your username or password you should go to <https://utilizador.ulisboa.pt> and use the Recover Password option.

Choose the password you would like to use with this account, following the set of rules provided below:

- The password must contain at least 10 characters, and at most 30;
- It should contain at least one character of each of the following categories:
 - One uppercase character: (A to Z)
 - One lowercase character: (a to z)
 - One numeric character: (0 to 9)
 - One special character: (~ ! # \$ % ^ & * _ - + = ' | () { } [] ; : " ' < > , . ? /)
- It should not reference your name or username;
- It must be different from the last three passwords used (renewal cases only);
- Cannot contain other characters such as: ç, ã, õ, ê, etc.

It will have a validity of 6 months.

If you forget your username or password during the application process, you can easily recover them at any time via the [Credentials Recovery Portal](#).

NOTES:

- If you already have a Student ULisboa Account (@edu or @campus), use those credentials to log in to the Fénix Platform.
- If you don't remember your username or password, visit the [Ulisboa Portal](#) ULisboa Portal and use the [Recover Password](#) option.

2. Application Process

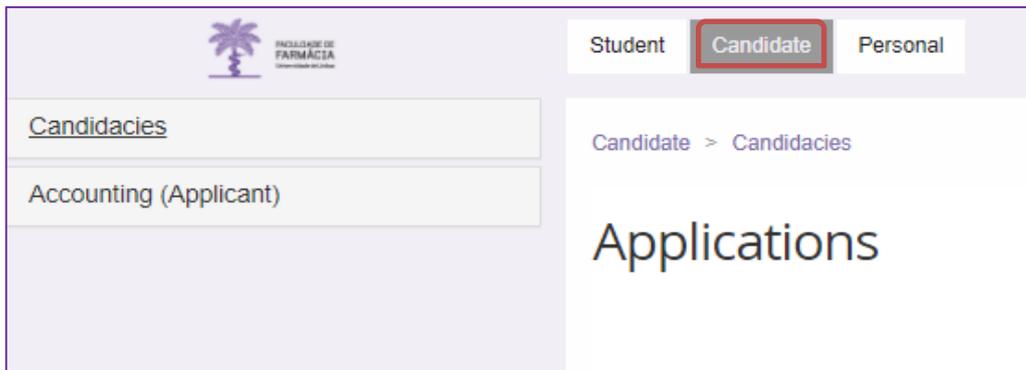
⚠ BEFORE STARTING YOUR APPLICATION, CAREFULLY READ THE INFORMATION AVAILABLE ON THE [FVUL WEBSITE](#) ⚠

1. Access the [Fénix Platform](#) with your *temporary username* and *password*:



The image shows a login form for FenixEdu. At the top, there is a logo of a palm tree with a caduceus, representing the 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, indicating a successful login or registration.

2. Click on the **Candidate** tab



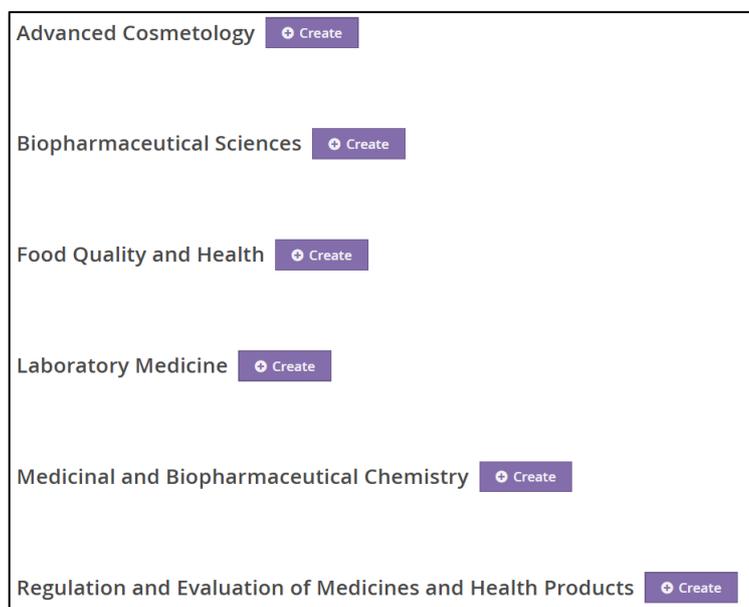
3. Select the application you want by clicking on **Create**:

Open applications

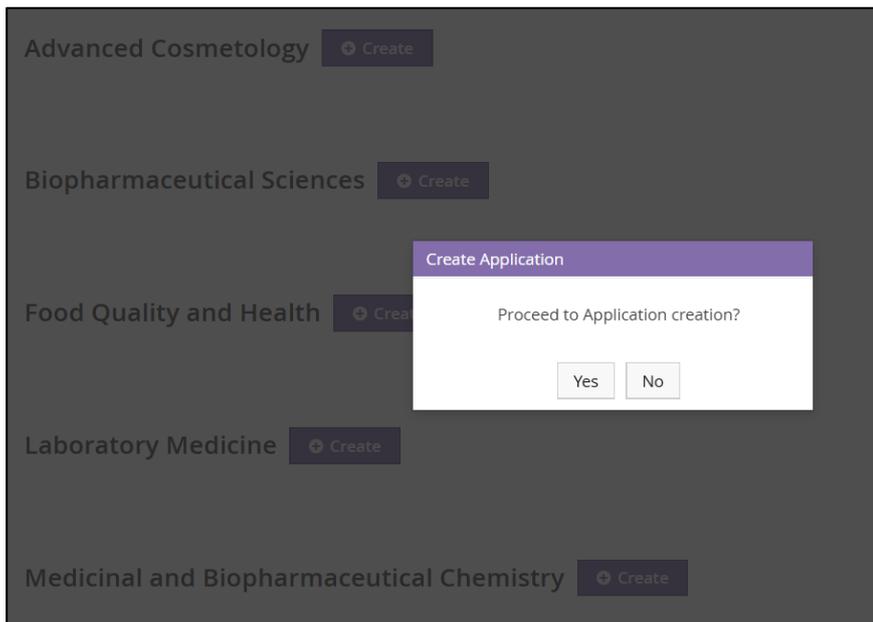
Filter

Execution Interval	Application	Round	Dates	
2024/2025	Non-degree Courses		📅 01/05/24 09:00 📅 19/02/25 23:59	Create
2024/2025	Non-degree Courses		📅 10/05/24 09:00 📅 20/10/24 23:59	Create
2024/2025	Non-degree Courses		📅 18/04/24 09:00 📅 18/09/24 23:59	Create
2024/2025	Non-degree Courses		📅 01/05/24 09:00 📅 19/02/25 23:59	Create
2024/2025	Masters Programmes (International Students)	1st Call	📅 01/05/24 00:00 📅 16/06/24 23:59	Create
2024/2025	Masters Programmes (National Citizens and of the European Union)	1st Call	📅 01/05/24 00:00 📅 16/06/24 23:59	Create

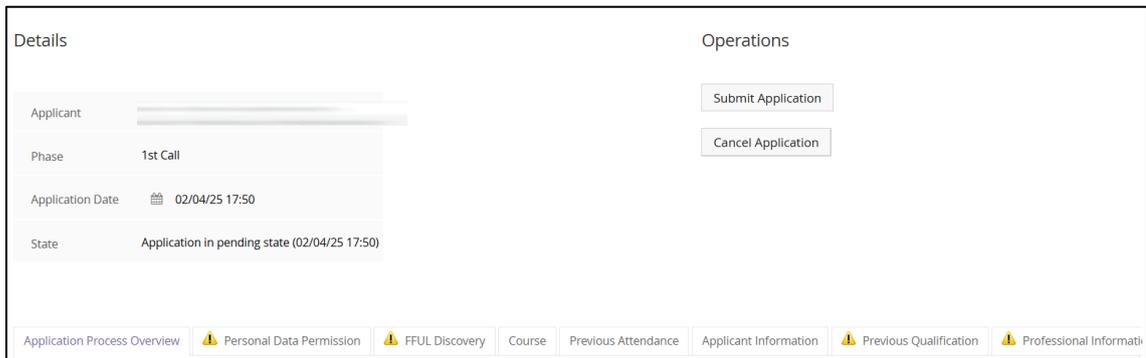
4. After you click on **Create**, the following options will appear:



5. Choose the Master's program you wish to apply for and confirm by clicking **Yes**:



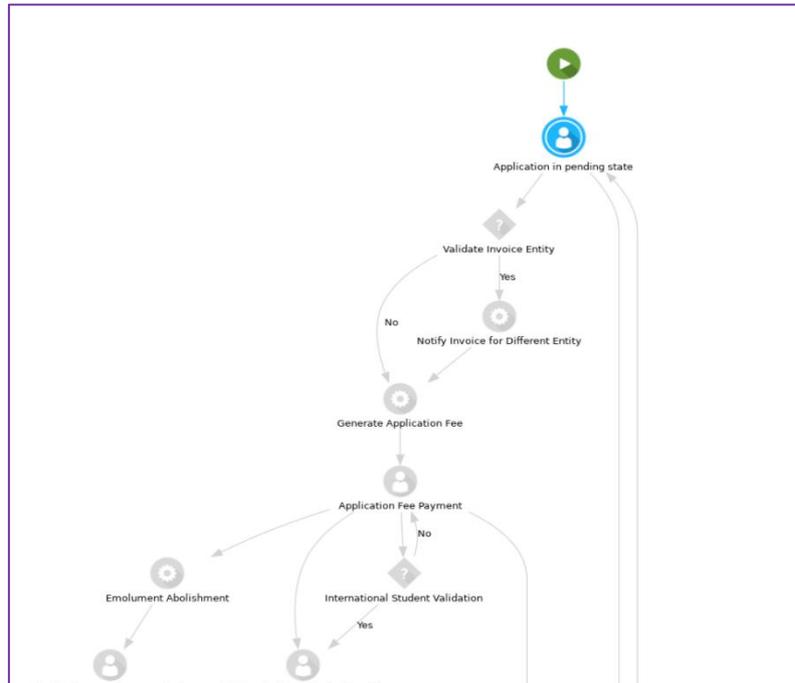
6. Complete all the sections of the application:



NOTE: To start filling in the information you must click on Edit at the end of the page and after you have finished filling in all the required fields, click on "Save".

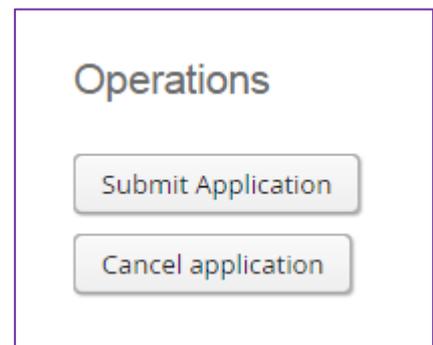
Application Process Overview

On the **Application Process Overview** tab, you can check the status of your application at any time:



The application will go through several stages until it is submitted, validated, and accepted.

NOTE: During the process, you may cancel your application at any time through the operations menu.



FFUL Discovery

In this section you should indicate how you discovered the Master's program you are applying for:

How did you find this programme? *

Higher Education Fairs

Visits to the FFUL or participation in open days

Visits to portuguese secondary schools

Recommendation from professors, students, relatives, friends

News and reports about FFUL

Online research (website, social media, forums. Indicate which one(s):

Other, Please specify:

Personal data Permission

According to **Decree-Law No. 7/2007, of February 5**, the reproduction of the Citizen Card is prohibited unless expressly and freely authorized by its holder.

In the application process, you must declare that you:

- Freely provide a copy of your Citizen Card
- or**
- Do not provide a copy but certify the accuracy of all personal details entered in the application.

Course

The tab Course identifies the selected Master's program:

Selected Options

1	Laboratory Medicine	Laboratory Medicine	^	v	 Remove
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If you made an error, you can change your selection by clicking **Change Selection**.

Change Selection

NOTES:

- **Applicants who wish to apply for more than one course** can apply for as many courses as they wish.
- The application fee is **€75 per application** (non-refundable if the applicant is excluded or not selected).
- If the master's programme does not reach the minimum number of students required for it to run, the application fee will be refunded.

Previous Attendance

In this section you should indicate whether you have previously attended this program at FFUL:

Have you attended this course before at the Faculty of Pharmacy of the University of Lisbon?

Yes

No

Applicant Information

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

To start, click  and once the data has been inserted, click on .

- Please note that the provided data will be considered for all contacts made by the Faculty of Pharmacy of the University of Lisbon throughout the application process.
- Fields marked with  are mandatory.
- If you do not have a Portuguese tax number when you apply, you must do one of the operations below:
 - a) In the Fiscal Country field, enter your country and in the Tax Number field, enter your tax number.

OR

 - b) In the Fiscal Country field enter Portugal and in the Tax ID field enter *999999990*.

Previous qualification

In this section you need to indicate your last completed or ongoing degree (ex.: Bachelor's, Master's, or PhD):

If your degree was completed outside the Portuguese system, fill in:

- Country;
- Course Degree;
- Institution (if not listed, select "Other Institution");
- Course Name;
- Final Grade (0-20);
- Year of completion.

Current Qualification
Country
School Level
Institution
Degree
Mark
Conclusion Year
Scientific Area (ISCED code)

NOTES:

If you have not yet completed the course or do not have the completion document, you must indicate the course you are finishing or have already completed at the time of application.

Professional Information

In this section you must enter your professional details. If you do not have a profession, fill in each field with **Not Applicable (NA)**:

Profession *	<input type="text"/>
Work Place *	<input type="text"/>

Application Documents

In this section you need to submit the following documents:

1. Photograph (this will be used for your student profile);
2. ID/Passport (for personal data validation);
3. Document proving the attainment of a bachelor's or master's degree, including the final grade¹;
4. International Student Statement, in case of international students;
5. Statement of Honour (only applicable if the candidate has not yet completed the degree or does not possess the certificate at the time of application);
6. Updated Curriculum Vitae (CV);
7. Motivation Letter (max. 1 page);
8. Other documents deemed relevant by the applicant for the assessment of the application.

IMPORTANT INFORMATION

Recognition of Foreign Documents:

- Documents proving the applicant's qualifications must be issued by the competent authority of the country where they were obtained and must be legalized if not issued in Portugal.
- Legalization must be completed by a **Portuguese Consular Officer** or through the [Hague Apostille](#) in the country of origin. If the documents are not in Portuguese, English, or Spanish, they must be translated into one of these languages.

International Students

- During the application process, International Students must also submit a [Declaration of Honour that they do not hold Portuguese nationality](#), nor are they covered by any of the conditions set out in article 3 of [Decreto-Lei n.º 62/2018](#), of 6 August, which regulates the *International Student Statute*.

¹ If the applicant has not yet completed their degree or does not possess the degree completion certificate at the time of application, they must specify the course they are currently completing or have already completed. As part of the application process, they must provide a *Transcript of Records* or an *Achievement Certificate*.

Applicants Currently Finishing Their Degree

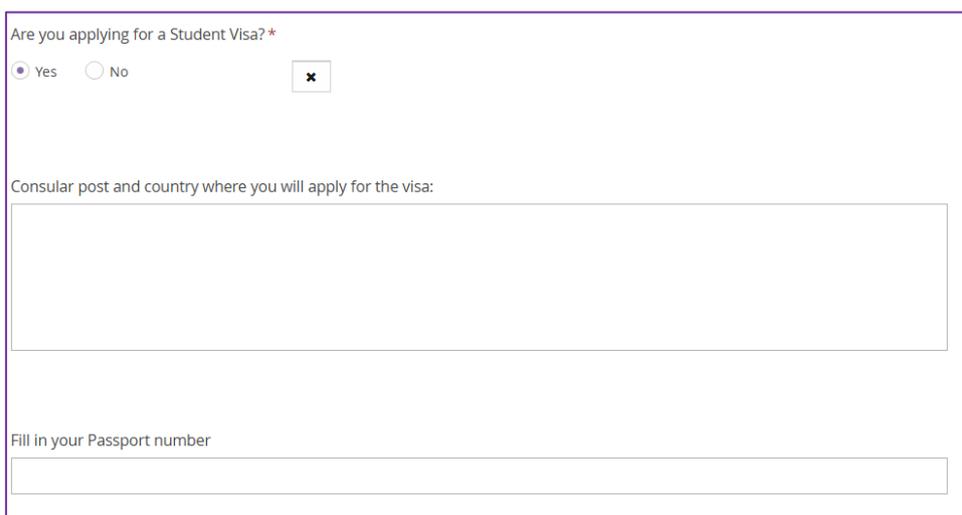
- If the applicant has not yet completed their degree or does not possess the degree certificate at the time of the application, they must specify the course they are currently completing or have already completed.
- As part of the application process, they must provide a **Transcript of Records** or an **Achievement Certificate**. Additionally, the **Motivation Letter** should state that they are in the process of completing their degree and include the expected completion date. The [Statement of Honour – Confirmation of Degree Completion](#) must also be submitted.

NOTES: All documents must be attached in PDF format. If any of the mandatory documents are divided into several files, they must be compiled into a single ZIP file.

Student Visa

In this section you need to indicate if you are applying for a Student Visa.

If you choose **Yes**, the following tabs will appear:



The screenshot shows a form with the following elements:

- Question: "Are you applying for a Student Visa? *"
- Radio buttons: "Yes" (selected) and "No".
- A small square button with an "x" icon.
- Text label: "Consular post and country where you will apply for the visa:"
- A large empty text input field.
- Text label: "Fill in your Passport number"
- A smaller empty text input field.

You need to fill in the **Consular Office and the Country** where you will apply for the Visa, as well as your **Passport Number**.

Invoice

If you require an invoice in the name of an entity/institution you will need to provide:

1. Organisation/Company/Institution Name
2. VAT Number (Tax Number) of said Organisation/Company/Institution
3. Address

NOTES: Payments by ATM Reference may take up to 48 hours to be processed. If you have requested an invoice in the name of another entity, please wait 24 to 48 hours for the billing information to be updated and the payment to be processed.

Application Submission

After completing all sections, submit your application by selecting the appropriate option:

Details	Operations
Applicant	<input type="button" value="Submit Application"/>
Phase 1st Call	<input type="button" value="Cancel Application"/>
Application Date 📅 02/04/25 17:50	
State Application in pending state (02/04/25 17:50)	

After the application has been completed, the respective fee of **75.00€** (seventy-five euros) must be paid.

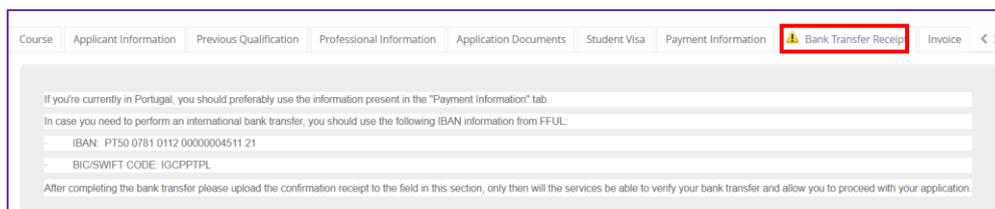
The available payment methods are:

→ **ATM Payment:** the reference will be generated and can be consulted in the **Payment Information** tab:

Personal Data Permission	Course	Applicant Information	Previous Qualification	Professional Information	Application Documents	<input type="button" value="Payment Information"/>	Invoice
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***Please note that payments may take between 24 to 48 hours to appear in the candidate's account, and it is not necessary to send proof of payment.**

→ **Payment by Bank Transfer (Exclusive for International Students):** When you click on **IBAN Bank Transfer**, the tab Bank Transfer Receipt will open:



Course Applicant Information Previous Qualification Professional Information Application Documents Student Visa Payment Information **Bank Transfer Receipt** Invoice < >

If you're currently in Portugal, you should preferably use the information present in the "Payment Information" tab.

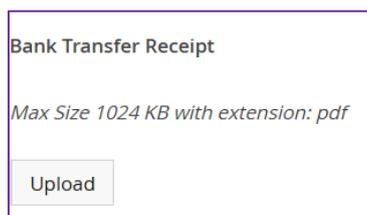
In case you need to perform an international bank transfer, you should use the following IBAN information from FFUL:

IBAN: PT50 0781 0112 00000004511 21

BIC/SWIFT CODE: IGCPTPL

After completing the bank transfer please upload the confirmation receipt to the field in this section, only then will the services be able to verify your bank transfer and allow you to proceed with your application.

→ Once the payment has been made, upload the corresponding receipt here:

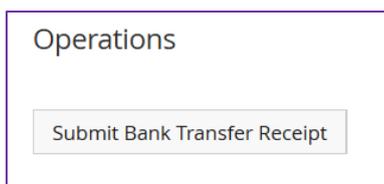


Bank Transfer Receipt

Max Size 1024 KB with extension: pdf

Upload

→ And finally, click on Submit Bank Transfer Receipt:



Operations

Submit Bank Transfer Receipt

NOTES:

The application will only be considered valid after the payment is confirmed.

This paid fee (75.00€) will not be refunded if the candidate is excluded or not selected.

In the case of the application being withdrawn, the amount already paid will not be refunded.

**For any doubts while filling in the application, contact the Postgraduate Studies
Office at mestrados@ff.ulisboa.pt**