



FACULDADE DE FARMÁCIA
UNIVERSIDADE DE LISBOA

Enrollment Renewal Manual for the Integrated Master's Degree in Pharmaceutical Sciences

Núcleo de Planeamento e Gestão Académica


07-08-2025

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1. Access to the Platform

The enrollment renewal process takes place through the [Portal Fénix Edu](https://fenix.ff.ulisboa.pt/).

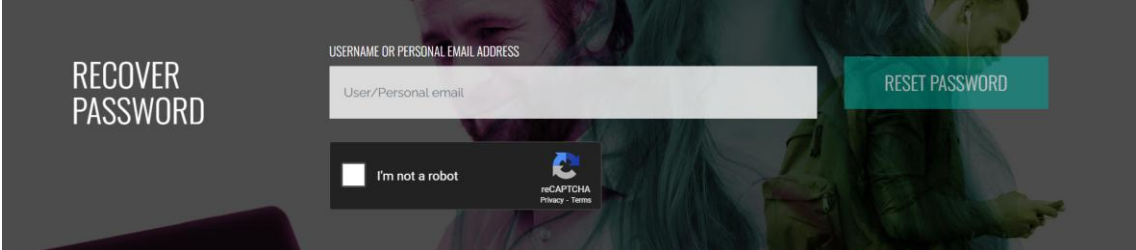


The image shows a login form for FenixEdu. At the top is the logo of the Faculdade de Farmácia, Universidade de Lisboa, featuring a palm tree and a caduceus. Below the logo is the text 'FenixEdu'. There are two input fields: 'Username' and 'Password'. Below these fields is a large blue button with a white checkmark icon.

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

In case you do not remember your login credentials:

1. Access the [Student Account recovery link](#).
2. Enter your username or the email you used to create the account.



The image shows a 'RECOVER PASSWORD' form. On the left, the text 'RECOVER PASSWORD' is displayed. On the right, there is a section titled 'USERNAME OR PERSONAL EMAIL ADDRESS' with a text input field containing 'User/Personal email'. To the right of this field is a green button labeled 'RESET PASSWORD'. Below the input field is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo.

3. Click on *Reset Password*.
4. You will receive an email at the address you used to create the account with instructions to create a new password.

2. Enrollment Renewal

For your enrollment renewal in the Integrated Master's Degree in Pharmaceutical Sciences to be successful, you should first consult the following information:

- [Fees and Tuition](#)
- [Academic Calendar](#)
- [Academic Deadlines Schedule](#)

1. **Study plan**

The study plan can be consulted on the FFUL website at:

- [Study Plan](#)
- [Curricular Plan published in the Official State Gazette](#)

2. **Enrollment Rules**

• **Students without overdue ECTS**

Students must enroll in all the course units of the year they are advancing to, totaling 60 ECTS.

• **Students with overdue ECTS**

Students must obligatorily enroll in all overdue course units and, at most, 60 ECTS corresponding to the curricular year they are placed in or the following one. Maximum ECTS limit: Students can enroll in a maximum of 84 ECTS.

• **Year Transition**

To advance to the next year in the Integrated Master in Pharmaceutical Sciences (MICF), students must have completed the minimum number of ECTS indicated in the following table:

Ano Curricular	Nº de ECTS para transitar de ano
1º	36
2º	96
3º	156
4º	216
5º	Não Aplicável

3. **Horários**

Schedules can be consulted on the [FFUL website](#).

In due time, the Academic Services will send all the information regarding schedule selection.

4. **Enrollment in Elective Course Units**

Students must enroll in the elective course unit where they have been placed.

Please note that after ranking, the results will be communicated via institutional email.

5. Students Attending the Curricular Internship

Students can only defend the internship after passing all the MICF course units and successfully completing the activities scheduled in Community Pharmacy and Hospital Pharmacy Services, as well as the written assessment of the knowledge contained in the Internship Manual.

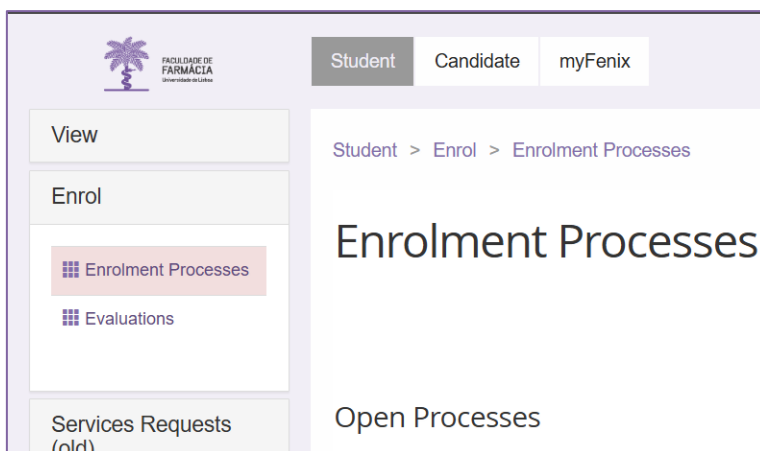
- Students who complete the curricular internship by December 31st do **not need to renew their enrollment**.
- If the curricular internship extends beyond December 31st, students **must renew their enrollment**.

1. Log in:

The image shows the FenixEdu login interface. 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. There are two input fields: 'Username' and 'Password'. Below these fields is a large blue button with a white checkmark, indicating a successful login.

Authenticate on the [FenixEdu Portal](#) with your username and password.

2. Select ***Student > Enroll > Enrollment Processes:***

The image shows the FenixEdu Enrollment Processes page. At the top, there is a navigation bar with the university logo and three tabs: 'Student', 'Candidate', and 'myFenix'. Below the navigation bar, there is a breadcrumb trail: 'Student > Enrol > Enrolment Processes'. The main heading is 'Enrolment Processes'. On the left side, there is a sidebar with a 'View' section containing 'Enrolment Processes' (highlighted) and 'Evaluations'. Below this is a 'Services Requests (old)' section. The main content area shows 'Open Processes'.

3. Click on **Start Process:**

Registration Renewal (MICF)

Periods: 1st Semester 2025/2026, 2nd Semester 2025/2026

Dates: 01/07/25 10:00 to 21/08/25 23:59

Registration: Integrated Master Degree in Pharmaceutical Sciences - Despacho n.º 3790/2019

[➤ Start Enrolment Process](#)

4. You will have access to the enrollment instructions, which you should read carefully. Then click **Next:**

Student > Enrol > Enrolment Processes

PT / EN

Welcome!

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➤ Next Step

5. On the next tab, you should validate your personal data. After validating all the information, click **Next:**

Personal Information

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➤ Next Step

The system will beforehand indicate the data that are Missing or need to be corrected.

6. On the next tab, you should provide information regarding your household and employment status.

Household Information

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7. On the next tab, you may choose to **enroll as a Part-Time Student** if you wish. Part-time students in any study cycle may enroll in up to a maximum of 30 ECTS per academic year.

Part-time Student

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If you wish to maintain your enrollment as a **Full-Time Student**, you should click **Next**.

If you want to enroll as a Part-Time Student, you should select **Edit** and then click **Next**.

Regime Type

Full Time

 Edit

8. On the next tab, you will enroll in the Course Units, so you should start by **enrolling in the overdue Course Units and then those of the curricular year you are placed in.**

Example: A 4th-year student who has an overdue 3rd-year 2nd-semester Course Unit should click on the 2nd semester, select only that Course Unit, and save. After that, they can enroll in the 4th-year Course Units.

Curricular Plan: Despacho n.º 3790/2019				Periods	
				All	1st Semester 2025/2026
▼ 1st Cycle				120.0 (120.0 + 0.0)	
Credits for Approval: 180.0					
▼ Mandatory Courses				120.0 (120.0 + 0.0)	
Credits for Approval: 177.0					
94467 - Pharmaceutics		3 Year, 1 Semester	7,0	Enrol	
94469 - Pharmacognosy		3 Year, 1 Semester	5,0	Enrol	
94470 - Pharmacology I		3 Year, 1 Semester	5,0	Enrol	
94468 - Pathophysiology		3 Year, 1 Semester	5,0	Enrol	
94471 - Hematology		3 Year, 1 Semester	3,0	Enrol	
94472 - Micology / Parasitology		3 Year, 1 Semester	5,0	Enrol	

▼ Mandatory Courses				120.0 (120.0 + 0.0)	
Credits for Approval: 177.0					
94467 - Pharmaceutics		3 Year, 1 Semester	7,0	Enrol	
94469 - Pharmacognosy		3 Year, 1 Semester	5,0	Enrol	
94470 - Pharmacology I		3 Year, 1 Semester	5,0	Enrol	
94468 - Pathophysiology		3 Year, 1 Semester	5,0	Enrol	
94471 - Hematology		3 Year, 1 Semester	3,0	Enrol	
94472 - Micology / Parasitology		3 Year, 1 Semester	5,0	Enrol	

Error messages will be displayed at the top of the screen in red, **if the enrollments violate the MICF enrollment rules:**

An error occurred

'Despacho n.º 3790/2019': to enroll in courses of 4 th year, you must have the approval or enrollment on the courses from previous years

Ok

If the enrollments comply with the rules defined in the chosen curriculum plan, they will be confirmed, and these course units will be highlighted in green.

✓ Successfully edited					
▼ 1st Cycle				150.0 (120.0 + 30.0)	
Credits for Approval: 180.0					
▼ Mandatory Courses				150.0 (120.0 + 30.0)	
Credits for Approval: 177.0					
94467 - Pharmaceutics		3 Year, 1 Semester	7,0	Unenrol	
94469 - Pharmacognosy		3 Year, 1 Semester	5,0	Unenrol	
94470 - Pharmacology I		3 Year, 1 Semester	5,0	Unenrol	
94468 - Pathophysiology		3 Year, 1 Semester	5,0	Unenrol	
94471 - Hematology		3 Year, 1 Semester	3,0	Unenrol	
94472 - Micology / Parasitology		3 Year, 1 Semester	5,0	Unenrol	

Regarding **Elective Course Units**, you should choose the option where you have been placed.

- When you finish selecting the course units for the 1st and 2nd semesters, click **Next**. On the next tab, we remind you to confirm that you are properly enrolled in all course units for the 1st and 2nd semesters and, if you are a 5th-year student, that you should enroll in the Curricular Internship in the 2nd semester. Then, click **Next**.

Important Notice – Course Unit Enrolment

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▶ Next Step

After completing your enrolment, you must **check whether you are correctly enrolled in all Course Units (CUs) for both the 1st and 2nd semesters**.

If any CU is missing, you must **repeat the enrolment process** to ensure all required units are included.

⚠ **Note for 5th-year MICF students:** Enrolment must include **all CUs listed in the study plan**. Therefore, you must enrol in the Curricular Internship CU in the 2nd semester.

- On the next tab, a summary of your enrollments will appear, which you should validate and then click **Next**.

Resume

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Total Credits: 30.0

Execution year	Period	Name	Credits	Shifts
2025/2026	3 Year, 1 Semester	[94469] Pharmacognosy	5.0	
2025/2026	3 Year, 1 Semester	[94468] Pathophysiology	5.0	
2025/2026	3 Year, 1 Semester	[94471] Hematology	3.0	
2025/2026	3 Year, 1 Semester	[94467] Pharmaceutics	7.0	

11. On the next tab, the tuition fee amount will be displayed. After validating the information, click **Next**.

Tuition Information

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Next Step ▶

12. Finally, the **Enrollment Renewal Confirmation** tab will appear:

Confirmação da Renovação de Matrícula

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Click **Confirm Enrollment (Confirmar Inscrição)** and then **Finish** to complete the process.

3.Proof of Enrollment

After completing your enrollment renewal process, a proof of enrollment will be automatically generated. Below is an example:



Faculdade de Farmácia da Universidade de Lisboa
Comprovativo de Inscrição - 2025/2026

Curso

Ano Curricular

Aluno

Morada


Código Postal

NIF

Data de Emissão

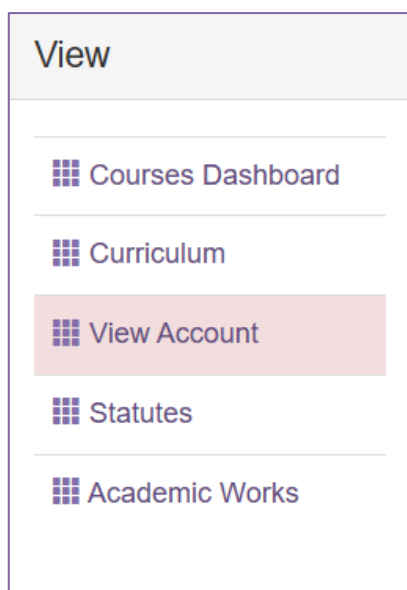
Unidade Curricular	Turnos	Período	ECTS
Bioquímica II		1º Semestre	7
Farmácia Galénica		1º Semestre	7
Farmacognosia		1º Semestre	5
Farmacologia I		1º Semestre	5
Física		1º Semestre	6
Química Orgânica I		1º Semestre	6
Fisiologia Humana		2º Semestre	6
Total UCs: 7			Total ECTS: 42

Nota: Esta declaração é válida como comprovativo multiusos, nos termos do art.º 28 do D.L. 73/2014 de 13 de maio, que republica o DL 135/99 de 22 de Abril (ADSE, Abono de Família, Fins Militares, etc).

 CHAVE MÓVEL

The proof of enrollment is multipurpose and can meet most of the students' needs.

4. Tuition Fees



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

To check the MB payment references, click on the ***Payment References tab.***

025-09-05	<ul style="list-style-type: none"> 1ª Prestação da Propina em Mestrado Integrado em Ciências Farmacêuticas (2025/2026) Renovação de inscrição [Mestrado Integrado em Ciências Farmacêuticas - 2025/2026] Seguro Escolar [Mestrado Integrado em Ciências Farmacêuticas - 2025/2026] 	Entidade: [99999] Referência: 100 011 002 Valor: 91.80 €
025-10-30	<ul style="list-style-type: none"> 2ª Prestação da Propina em Mestrado Integrado em Ciências Farmacêuticas (2025/2026) 	Entidade: [99999] Referência: 100 011 184 Valor: 69.70 €
025-11-30	<ul style="list-style-type: none"> 3ª Prestação da Propina em Mestrado Integrado em Ciências Farmacêuticas (2025/2026) 	Entidade: [99999] Referência: 100 011 235 Valor: 69.70 €
025-12-30	<ul style="list-style-type: none"> 4ª Prestação da Propina em Mestrado Integrado em Ciências Farmacêuticas (2025/2026) 	Entidade: [99999] Referência: 100 011 383 Valor: 69.70 €
026-01-30	<ul style="list-style-type: none"> 5ª Prestação da Propina em Mestrado Integrado em Ciências Farmacêuticas (2025/2026) 	Entidade: [99999] Referência: 100 011 434 Valor: 69.70 €
026-02-28	<ul style="list-style-type: none"> 6ª Prestação da Propina em Mestrado Integrado em Ciências Farmacêuticas (2025/2026) 	Entidade: [99999] Referência: 100 011 582 Valor: 69.70 €
026-03-30	<ul style="list-style-type: none"> 7ª Prestação da Propina em Mestrado Integrado em Ciências Farmacêuticas (2025/2026) 	Entidade: [99999] Referência: 100 011 633 Valor: 69.70 €
026-04-30	<ul style="list-style-type: none"> 8ª Prestação da Propina em Mestrado Integrado em Ciências Farmacêuticas (2025/2026) 	Entidade: [99999] Referência: 100 011 781 Valor: 69.70 €

NOTES:

- Payments must be made by the due date of each installment, under penalty of late payment interest. The first tuition installment includes the enrollment fee and school insurance, which must be paid at the time of enrollment.
- Payments made via MB Reference **may take between 24 to 48 hours to be reflected in the student's account**, so there is no need to send proof of payment.
- **Scholarship students from ULisboa Social Services** who do not yet know the result of their scholarship application must request the creation of an MB Reference for payment of the application fee and school insurance via email academicos@ff.ulisboa.pt.