FACULDADE DE FARMÁCIA
UNIVERSIDADE DE LISBOA

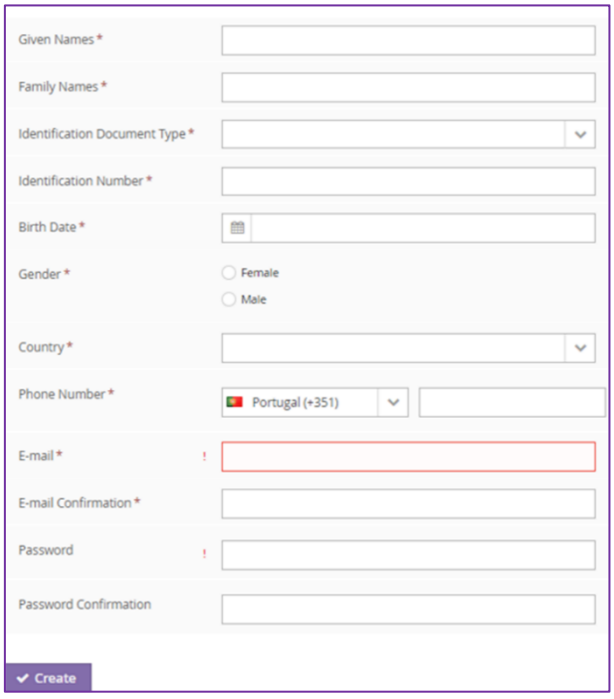
PhD Application Handbook

Aconselha-se que utilize, preferencialmente, o browser **Chrome**

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. Accessing the Platform

Start your application by creating a temporary username and password at: https://fenix.ff.ulisboa.pt/accountCreation

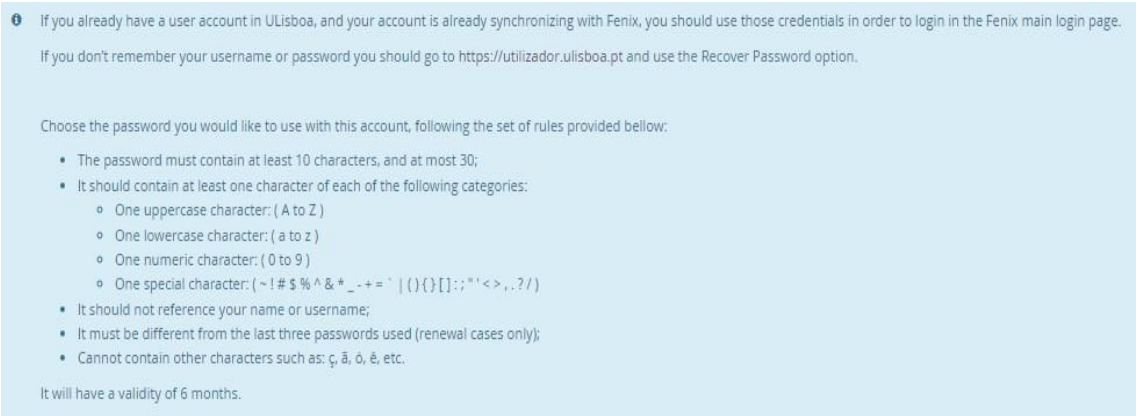


→ To avoid any issues, we recommend using a *@gmail.com* account for your application;

→ 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 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.

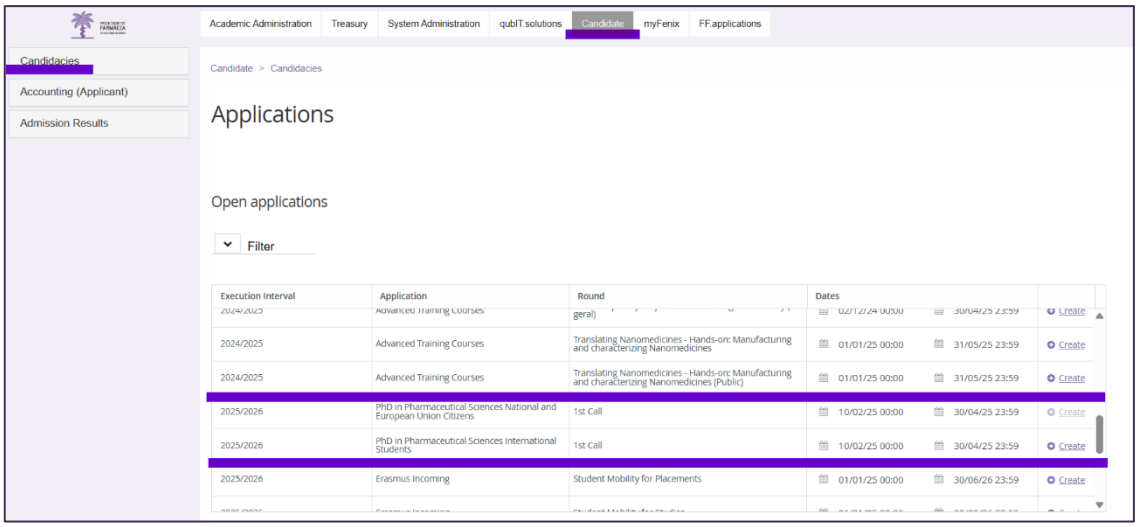
In case of any doubts while filling out the application, please contact the Postgraduate Office: doutoramentos@ff.ulisboa.pt

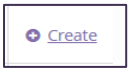
2. Application Process

⚠ **BEFORE STARTING YOUR APPLICATION, CAREFULLY READ THE INFORMATION AVAILABLE ON THE FFUL WEBSITE** ⚠

1. Access the Fénix Platform with your *temporary username* and *password*:

After logging in with your username and password, you must select the desired application by clicking on ***Applicant > Applications > PhD in Pharmaceutical Sciences***.



Next, you must select the programme you wish to apply for by clicking on it 

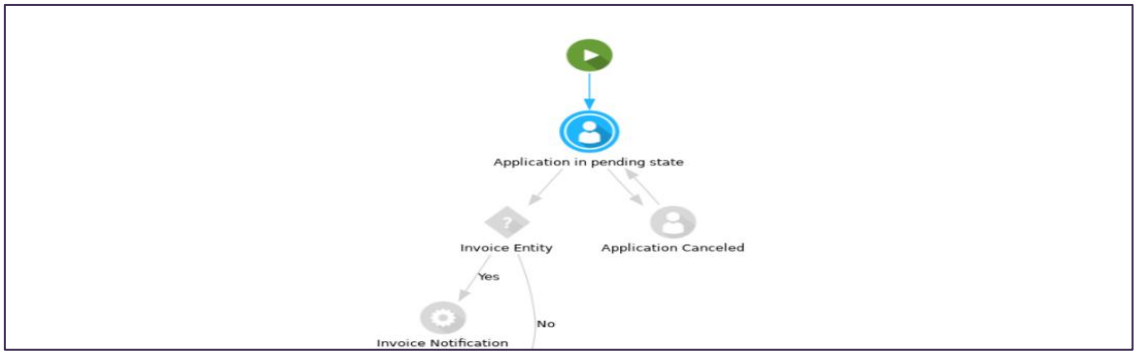
After selecting the programme, proceed to create your application by clicking ***Yes.***

By clicking ***Yes***, a form with several tabs will appear, through which you will complete your 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*".

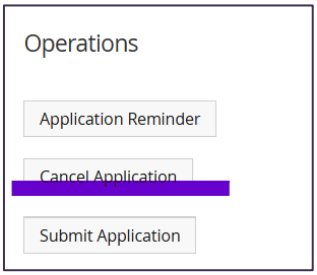
Application Process Overview:

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



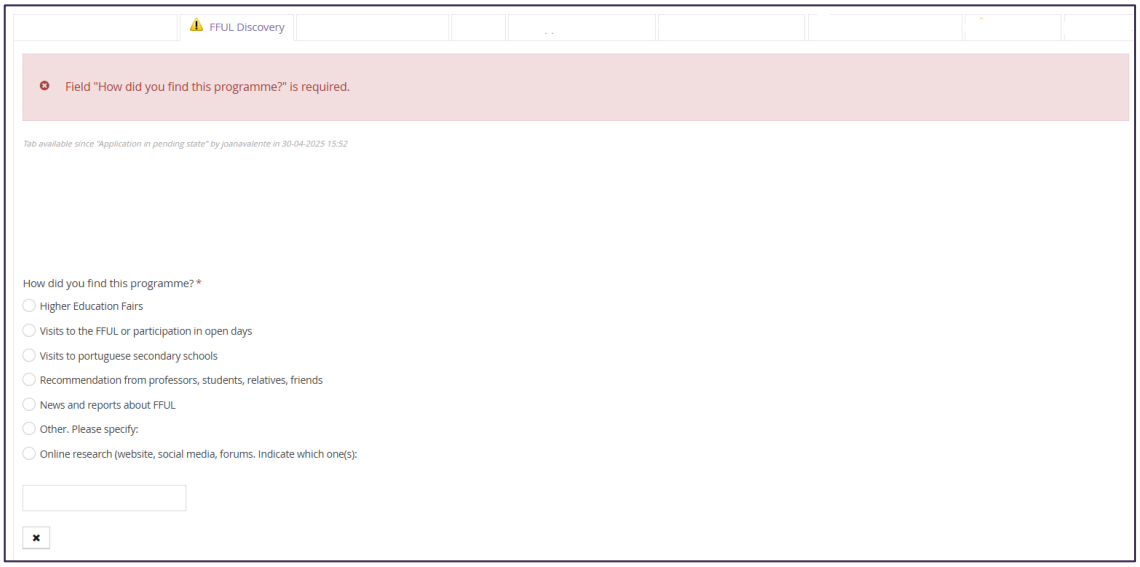
The application will go through several stages until it is submitted, validated, and accepted.

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 PhD program you are applying for:



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 Course tab identifies the selected PhD program:

Applicant Information:

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

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

. 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

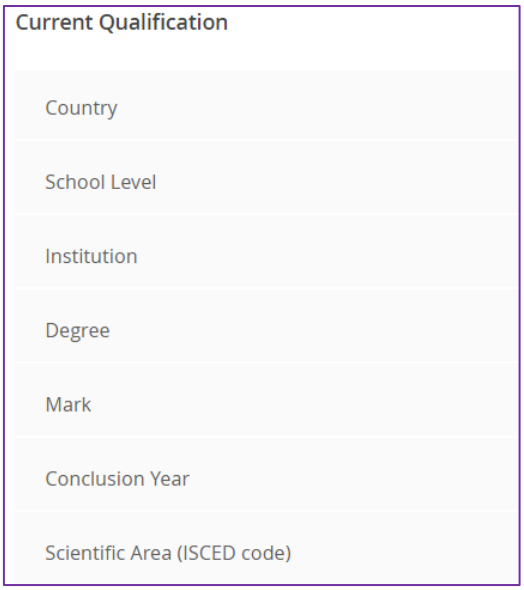
b) In the Fiscal Country field enter Portugal and in the Tax ID field enter *999999990*.

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.



Application Documents:

In this section you need to submit the following documents:

a) Document **proving possession of a bachelor's or master's degree**, indicating the final grade;

b) **Curriculum vitae** duly updated, including documents proving the publications/activities mentioned in the CV;

c) Motivation letter setting out the reasons for choosing the course;

d) Presentation of a research proposal indicating the specialty in which you intend to carry out your doctorate, stating the object of study, the research objectives, and methodological elements, duly framed in reference bibliography;

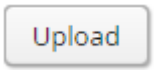
e) Copy of the **identification Card, Citizen Card, or Passport**, for personal data validation, and **1 colour Photo;**

f) International Student Declaration, in the case of international Students;

g) Other elements considered relevant by the candidate to assess the application.

Documents proving applicants' qualifications must be issued by the competent authority in the country where the qualifications were obtained and, when issued by institutions in another country, they must be legalized by a Portuguese consular agent or by the Hague Apostille. These legalizations are being carried out in the country of origin of the

documents. Whenever they are not issued in Portuguese, English or Spanish, they must be translated into one of these languages.

To upload the files, you must first click on 

and only then select the document.

All documents must be uploaded in PDF format on the application platform. If any of the required documents are split into multiple files, they must be combined into a single ZIP file.

Scholarship:

If you have applied for a PhD scholarship from the Foundation for Science and Technology or another institution/European project, you must indicate the corresponding reference number(s).

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.

Invoicing Request:

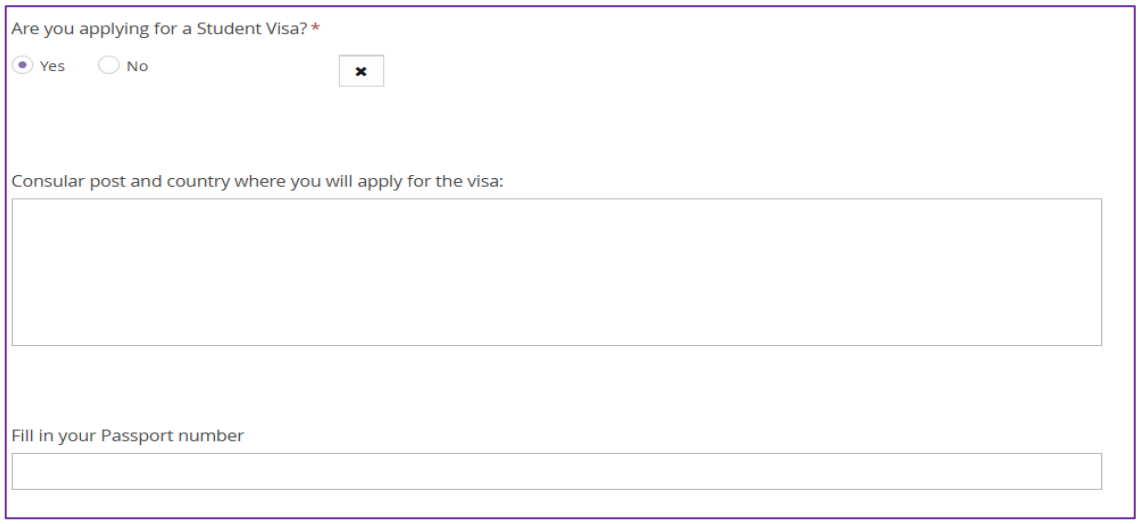
In this field, you must upload a declaration from the entity that assumes responsibility for the payment of the application fee, if you selected this option in the previous section.

The declaration must be duly authenticated, either with the official stamp of the company/entity or with a qualified digital signature.

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:

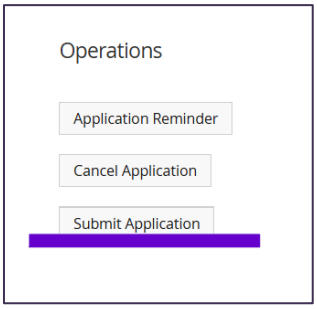


You need to fill in the ***Consular Office and the Country*** where you will apply for the Visa, as well as your ***Passport Number***.

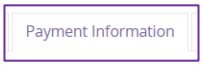
Application Submission:

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

Once the application is submitted, you must proceed with the payment of the corresponding fee, in the amount of €75 (seventy-five euros).

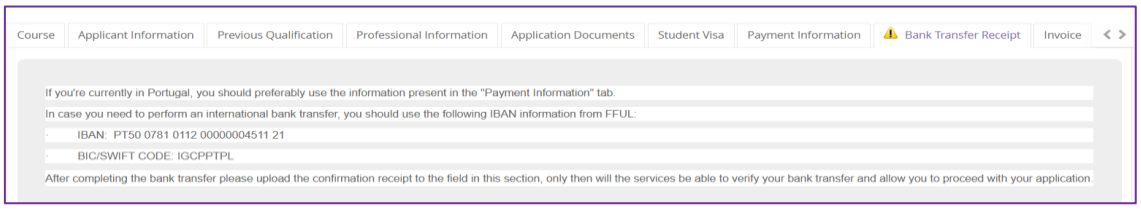


The available payment methods are:

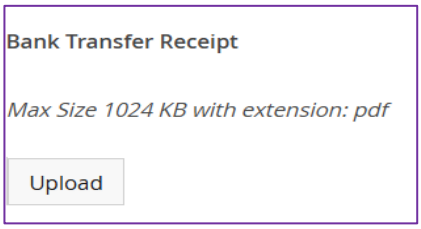
- **Payment via Multibanco:** you must check the MB Reference in the Payment Details tab 

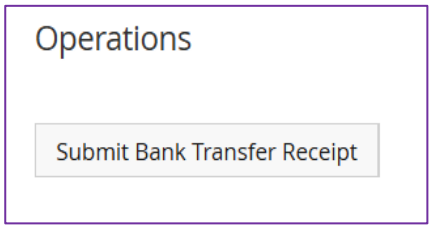
Payments made via MB Reference may take between 24 to 48 hours to be processed and reflected in the applicant's account. It is not necessary to send proof of payment.

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



  - Once the payment has been made, upload the corresponding receipt And finally, click on 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.