



ONLINE APPLICATION GUIDE

Faculdade de Motricidade Humana

OVERVIEW

Guide designed to help in the Application to the different courses offered by FMH-ULisboa

Divisão de Gestão de Assuntos Académicos

Version 1.0

ONLINE APPLICATION GUIDE

CONTENTS

Introduction	2
1. Applicant's Registration	2
2. Applicant's Portal.....	3
2.1. Creating Application.....	4
2.2. Application Process	4
2.2.1. Personal Data	5
2.2.2. Documents.....	6
2.2.3. Current Qualifications.....	7
2.3. Application Fees.....	8
3. Analysis of the Application	9
3.1. Curricular Assessment.....	9
3.2. Application Depending on the Completion of 1 ST Cycle Degree	9
3.3. Excluded Application.....	9
3.3. Corrected Application	10
3.4. Application Ready for ranking	10
3.4.1. Placed	10
3.4.2. Not Placed.....	10
3.4.3. Excluded.....	10

INTRODUCTION

Applications for 2016/2017 are *online* in the Fénix system.

Applicants must have the necessary credentials to access the FMH-ULisboa Fénix system. If you are already a FMH-ULisboa student or employee, you may logon in <https://fenix.fmh.ulisboa.pt/>, and directly access the Applicant's Portal (see 2. – Applicant's Portal)

Otherwise, to complete your application, you must first create an account in the FMH-ULisboa Portal, in <https://fenix.fmh.ulisboa.pt/accountCreation> (see 1 – Applicant's Registration).

1. APPLICANT'S REGISTRATION

Applicants must complete the requested information in order to obtain the access credentials to the Fénix system.

Once you register successfully, you will receive a message with further instructions in the email address you have provided, together with your access credentials (*username* and *password*).

PLEASE NOTE – Keep your *username* and *password* throughout the application process.

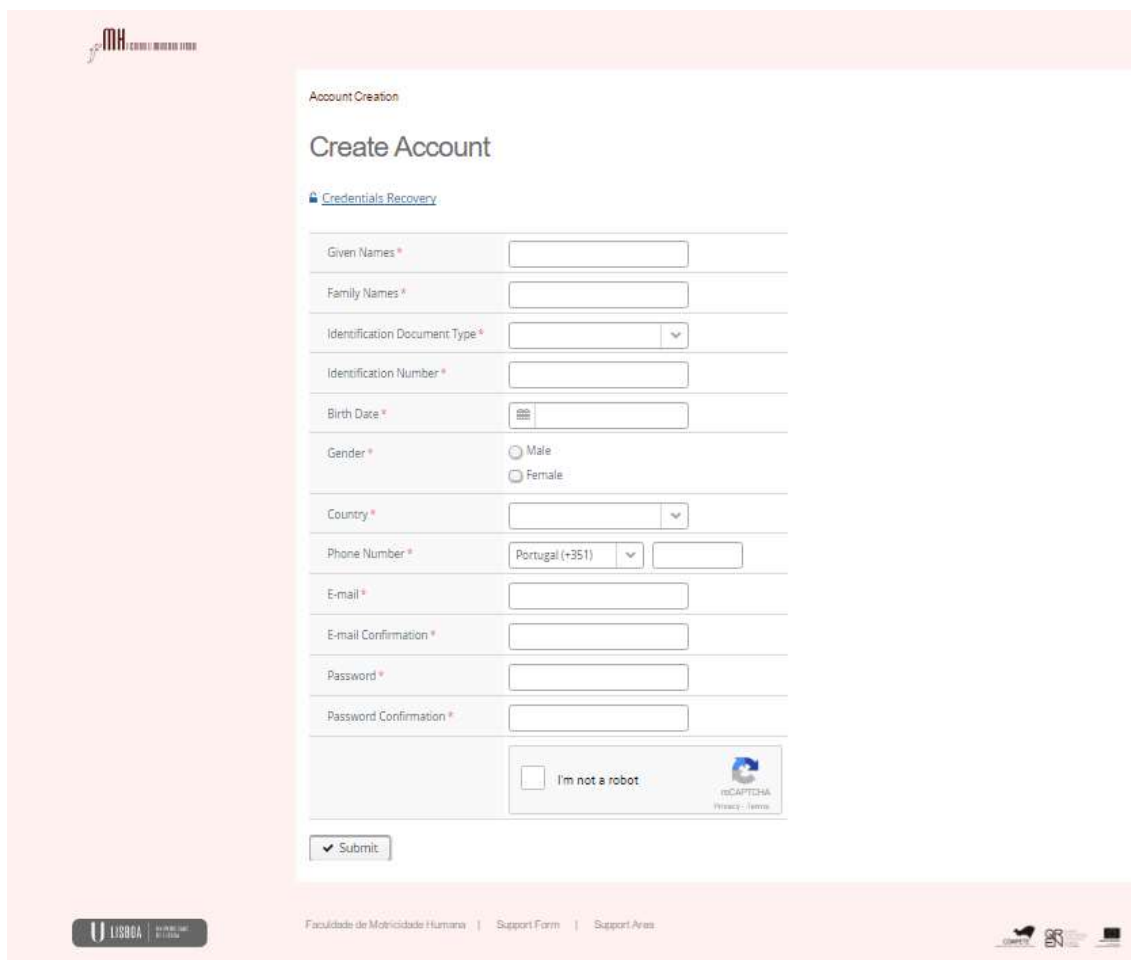
PLEASE NOTE – A safe password must meet three of the following requirements:

- Must contain at least 1 uppercase letter (A to Z);
- Must contain at least 1 lowercase letter (a to z);
- Must contain at least 1 number (0 to 9);
- Must contain at least 1 special character (!, \$, %, ^, *, etc.)

and the following guidelines:

- Must be at least 6 characters long but no longer than 12 characters;
- Must not refer to the *username*.

In the confirmation email, you will receive information about the link to use to complete your application.



Account Creation

Create Account

[Credentials Recovery](#)

Given Names *

Family Names *

Identification Document Type *

Identification Number *

Birth Date *

Gender *

Male

Female

Country *

Phone Number *

Portugal (+351)

E-mail *

E-mail Confirmation *

Password *

Password Confirmation *

☐ I'm not a robot

reCAPTCHA

Privacy - Terms

✓ Submit

ULISBOA

Faculdade de Motricidade Humana | Support Form | Support Area

In case you have any query about the *Create an Account* process, please contact the FMH-ULisboa IT Center: cifmh@fmh.ulisboa.pt.

2. APPLICANT'S PORTAL


After authentication in the Fénix platform, you must click on the "Candidate Portal" button to create your application.


2.1. CREATING APPLICATION



First you click on the «Candidate Portal» button, and then you must click on the «Create» link.

2.2. APPLICATION PROCESS

To create an application you must click on the  **Create** button in front of the Master course you wish to apply for. You may create as many applications as you wish, by using the same *username* and *password*.

Then, you must complete the missing information regarding «Personal Information», «Documents» and «Previous Qualification». The icon  means that that field requires information to be completed.

Click the button «Process Monitoring» to follow the status of your application.

Finally, you may either «Cancel Application» or «Submit Application».

Candidacies

Candidate Portal > Candidacies

Candidacy Process - M / 2016 / 20

2016/2017 - Master Degrees

[Back](#)

Details

Candidate	
Phase	1st application phase
Status	Application Registered

Operations
[Cancel Application](#)
[Submit Application](#)

[Process Monitoring](#) [Personal Information](#) [Documents](#) [Previous Qualification](#)

For statistical purposes, in case you cancel your application, we ask you to kindly inform us about the reasons for cancelling («Reasons for Cancelling»).

2.2.1. PERSONAL DATA

Your data will be validated by the system; in case there is/are missing data, a warning dropout box will require you to complete it/them.

In order to complete missing data, you must select «+Address», «+Phone», «+Mobile» etc., depending on the missing information, in the button «Personal Information» (also in case you wish to add something to the existing information).

Phone

Type *

▼

Default *

☐ Yes ☐ No

Phone *

✓ Submit

Cancel

Address

Type *

▼

Default *

☐ Yes ☐ No

Country *

▼

Address *

City

Zip Code / Postal Code

Area of Zip Code / Postal Code

✓ Submit

Cancel

You may also select the «Edit» button to make any correction.

2.2.2. DOCUMENTS

You must submit the documents (ID card, Certificates and/or Diplomas, Curriculum Vitae) according to the required formats.

Identification Document

Max Size 2048 KB with extension: pdf jpg jpeg png gif

Escolher ficheiro Nenhum ficheiro selecionado

Upload

No results founds

Qualifications Certificate

(maximum 3 documents)

Max Size 5120 KB with extension: pdf

Escolher ficheiro Nenhum ficheiro selecionado

Upload

No results founds

Curriculum Vitae

Max Size 5120 KB with extension: pdf

Escolher ficheiro Nenhum ficheiro selecionado


Upload

No results founds

2.2.3. CURRENT QUALIFICATIONS

The information about the prior degree is mandatory. Only for application purposes, in case you have not completed the 1st cycle yet, but you expect to complete it soon, you should consider it as your current qualification/degree.

Process Monitoring
! Personal Information
! Documents
! Previous Qualification


Please fill in the Country where you completed the qualification
The school level information is mandatory
Please fill the school
Degree Designation is required
The conclusion year must be filled in with 4 digits

Current Qualification

Country	
School Level	
Institution	
Degree	
Mark ⓘ	
Conclusion Year	
Type of secondary school attended	

Edit

After completing all the data, you must submit your application.

2.3. APPLICATION FEES

You will receive an email message confirming your application was successfully submitted. To complete your application, you must then go to <http://fenix.fmh.ulisboa.pt> in order to obtain the ATM payment reference.



This information is available on the button «Payment Data». Payment must be done either by ATM (using the payment reference), for those residing in Portugal, or by bank transfer.

Payment by bank transfer **will only be available for foreign applicants** through the **IBAN PT50 0018 0003 18928481020 71** and the **SWIFT code TOTATP**. You must then scan and upload the bank transfer slip. Please pay attention to the fact that bank charges are supported entirely by you.

Once the payment is done, your application will be analyzed.

You will be notified by email of possible corrections to be made, as well as of the status of your application process.

3. ANALYSIS OF THE APPLICATION

Depending on each applicant's conditions, there will be different ways of analyzing each application.

3.1. CURRICULAR ASSESSMENT

In case you have completed your degree in a foreign country and you have not obtained the corresponding degree equivalence, you have to submit a request for curricular assessment.

Curricular assessment aims to verify your ability to complete the cycle you are applying for. A Jury will be appointed for this purpose.

Your process will only be analyzed after the curricular assessment is positively completed.

3.2. APPLICATION DEPENDING ON THE COMPLETION OF 1ST CYCLE DEGREE

FMH Regulations for 2nd Cycle Courses allow 1st cycle final year students enrolled in up to two curricular courses to apply for a Master course.

The application process will be pending until the conclusion of the 1st cycle Degree, and will only be analyzed after the corresponding Certificate is submitted.

3.3. EXCLUDED APPLICATION

After being analyzed, your application may be excluded because you do not meet the necessary requirements, namely to be holder of a national or foreign higher education degree, or because you are not in the situation described in 3.2.

3.3. CORRECTED APPLICATION

Upon validation of your application, it might be necessary to correct it, due to lack of documents, or information. If this is the case, the Division of Academic Affairs will give the process back to you and will inform you about what is to be corrected.

3.4. APPLICATION READY FOR RANKING

The application is ready to be submitted to the selection jury.

The jury will analyze all the submitted applications and will write the corresponding minutes.

The applicants will be ranked according to the following:

3.4.1. PLACED

It means that you have been selected to matriculate/attend the course, according to the *numerus clausus* previously defined.

3.4.2. NOT PLACED

It means that you have been selected to attend the course; however, due to the *numerus clausus* defined, you cannot matriculate in the course

You can only matriculate in case any of the applicants “placed” does not matriculate. The Division of Academic Affairs will notify you, if this is the case.

3.4.3. EXCLUDED

It means the ranking jury considered that your application does not meet the minimum conditions to attend the course.