



**Ciências**  
**ULisboa** Faculdade  
de Ciências  
da Universidade  
de Lisboa

# **Doctoral Programmes Applications 2023/24**



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## To ensure that your application runs without any problems, you should carefully read all the instructions and:

- **If you are a FCUL student:** login to your account so that all of your details are uploaded directly to the application form
- **If you are not a FCUL student:** consult the instructions for “Application submission”
- **Go to the application form in the "Candidate" section** and fill in all of the fields appropriately
- **Add a valid e-mail address:** you will regularly receive information via e-mail about the application process; if for whatever reason you are unable to receive the confirmation of application by e-mail, you must report it to the following contacts:
  - [doutoramentos@ciencias.ulisboa.pt](mailto:doutoramentos@ciencias.ulisboa.pt)
  - [suporte@ciencias.ulisboa.pt](mailto:suporte@ciencias.ulisboa.pt)



## **Application periods:**

- **3rd period:** 01 April - 30 April 2024  
(only for courses with remaining places)

## Required and mandatory documents:

- Curriculum Vitae;
- Certificate of Completion/ Master's Diploma <sup>1 2 3</sup> and/or Bachelor's degree <sup>1 2 3</sup>;
- Legal equivalence <sup>4</sup> of a Master's and/or Bachelor's degree (for applicants whose degree has been obtained in a foreign institution)
- Master's grade certificates <sup>1 2 3</sup> and/or "Licenciatura" grade certificates <sup>1 2 3</sup>
- Certificate of Syllabus and Workload of the concluded subjects (only applicable to students whose degree is from a foreign institution) if requested by the coordinator of the course <sup>2 3</sup>
- Identification document: Passport, Identity Card (optional) <sup>3</sup>
- Cover letter
- Work plan indicating the general objectives to be achieved (optional)
- Declaration of acceptance from the selected supervisor(s)

<sup>1</sup> Candidates whose Master's degree or legal equivalent is from a foreign institution (outside of the EU), must send all desired certificate(s) to the Portuguese consular services, or be presented with the Apostille (Hague Convention) by the competent authority of the state from which the documents originate

<sup>2</sup> Whenever the certificates or diploma are not originally published in Portuguese, English, French or Spanish, they must be translated into one of these languages

<sup>3</sup> Candidates who are not FCUL students should bring the original documents to the enrolment day

<sup>4</sup> The recognition of qualifications provided for in Decree-Law no. 66/2018, from 16th of August, as well as the degrees recognized or that have already been considered equivalents by the previous legislation (Decree-Law no. 283/83 from 21st June, and Decree-law no. 341/2007 from 12th October).

# Application submission, step-by-step:

## 1. User account creation

- **Students from FCUL, with valid account:** login with your student number and password at <https://fenix.ciencias.ulisboa.pt/> and access to the application form in the tab "Candidate"
- **Students from FCUL, without a valid account:** request new access credentials through the e-mail [suporte@ciencias.ulisboa.pt](mailto:suporte@ciencias.ulisboa.pt) (stating your student number and name) or directly at the reception desk of the IT Services (Ed. C1, Room 1.2.10) and then access the application form in the "Candidates" section
- **Other applicants:** create an account at <https://fenix.ciencias.ulisboa.pt/accountCreation>. Once the account has been created, an e-mail with the login (bennuXXX) will be sent to the address specified in the form and you can then access the application form in the "Candidate" section. If you do not receive the e-mail or have forgotten your password, you can request it to be resent at <https://fenix.ciencias.ulisboa.pt/passwordResetRequest>.

## 2. Choice of the course you are applying for

## 3. Completion/validation of all fields in the application "tabs"

## 4. Scanning and uploading, on the application form, of all mandatory documents

- It is requested that the uploaded documents are in a Word, PDF or image format (e.g. jpeg, gif, png, etc.)
- Candidates that do not provide all the documents required as instructed will not be accepted/evaluated



## 5. Application submission

## 6. Payment of the application fee

- The application fee costs €50.00
- Payment should be completed after receiving the e-mail, sent by the Post Graduate Studies Area, via **ATM reference** or **Bank transfer by ATM's, Internet or any Bank**
- Payments must be made during the respective application period (payments will not be accepted during the 1st period to pay for subsequent applications in the 2nd or 3rd period)
- **If you have paid the application fee by bank transfer, you must submit the corresponding proof of payment in the application, uploading it in the related tab.**

During the application process, candidates will receive notifications by e-mail and will be able to check the status of their application.