



# Support Manual

## Application for Non-degree Courses

**Note:** Support manual illustrating all the steps to be followed in the application process. Images may vary.

## Criar conta

- i** 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:

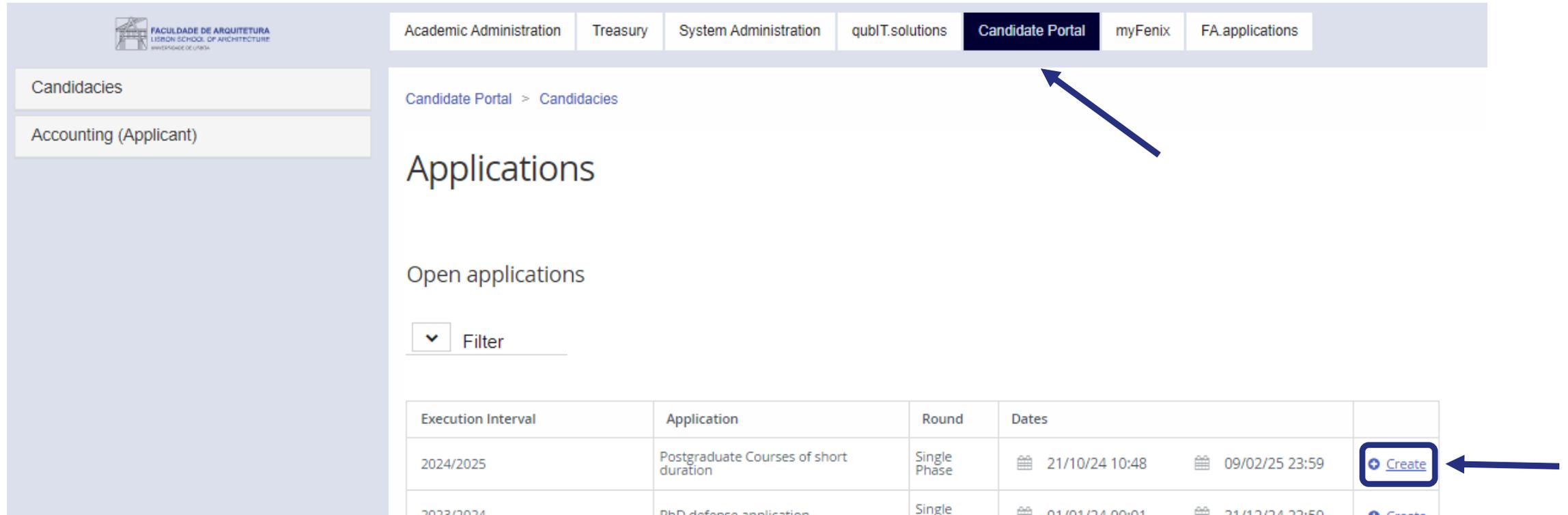
- The password must contain at least 10 characters, and at most 30;
- It should contain at least one character of each of the following categories:
  - One uppercase character: ( A to Z )
  - One lowercase character: ( a to z )
  - One numeric character: ( 0 to 9 )
  - One special character: ( ~ ! # \$ % ^ & \* \_ - + = ` | ( ) { } [ ] ; " ' ! < > , . ? / )
- 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, ó, ê, etc.

It will have a validity of 6 months.

[Recuperação de Credenciais](#)

Nomes Próprios *	<input type="text"/>
Apelidos *	<input type="text"/>
Tipo Documento Identificação *	<input type="text"/> ▼
Número Documento Identificação *	<input type="text"/>

You must access the link [http://bit.ly/Fenix\\_criar\\_candidatura](http://bit.ly/Fenix_criar_candidatura) and proceed with the Fenix account creation (if you already have an account, you must access Fenix with your access data and proceed to the next step).



The screenshot shows the 'Candidate Portal' interface. At the top, there is a navigation bar with several menu items: 'Academic Administration', 'Treasury', 'System Administration', 'qublT.solutions', 'Candidate Portal' (highlighted in dark blue), 'myFenix', and 'FA.applications'. A blue arrow points to the 'Candidate Portal' menu item. Below the navigation bar, the breadcrumb 'Candidate Portal > Candidacies' is visible. The main heading is 'Applications'. Underneath, there is a section for 'Open applications' with a 'Filter' dropdown menu. A table lists the open applications:

Execution Interval	Application	Round	Dates	
2024/2025	Postgraduate Courses of short duration	Single Phase	📅 21/10/24 10:48    📅 09/02/25 23:59	<a href="#">+ Create</a>
2023/2024	PhD defense application	Single	📅 01/01/24 00:01    📅 31/12/24 23:59	<a href="#">+ Create</a>

A blue arrow points to the '+ Create' button in the first row of the table.

After creating the account in Fenix, you must access the “Candidate Portal” menu and select the application process “Postgraduate Courses of short duration”.

FACULDADE DE ARQUITETURA  
LISBON SCHOOL OF ARCHITECTURE  
UNIVERSIDADE DE LISBOA

Academic Administration Treasury System Administration qubit.solutions **Candidate Portal** myFenix FA applications

Candidacies  
Accounting (Applicant)

Candidate Portal > Candidacies PT / EN

## Create Application

2024/2025 - Postgraduate Courses of short duration

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Please take into consideration that each course has a different deadline to submit the application, in accordance with the information available on the [FA.Ulisboa website](#).

Cinematic Design And Storytelling For Architects [Create](#) ←

Specialization Degree in Curso de Especialização em Desenvolvimento imobiliário de habitação para arrendamento - modelos de negócio - 2.ª Edição 2024/25 [Create](#)

Click “Create” on the desired course (Cinematic Design And Storytelling For Architects).

Candidacies

Accounting (Applicant)

Candidate Portal > Candidacies

## Application Process - CNCGCD/665

2024/2025 - Postgraduate Courses of short duration

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### Details

Applicant	[Redacted]
Phase	Single Phase
Application Date	📅 21/10/24 14:19
State	Application Pending Submission (21/10/24 14:19 - [Redacted])

### Operations

[Cancel Application](#)

[Submit Application](#)

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2

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Process Monitoring | Personal Information | Course | ⚠️ Previous Qualification | ⚠️ Documents | Remarks | Private Remarks

Tab available since "Application Pending Submission" by patriciasimoes2 in 21-10-2024 14:19

Advanced Studies Program (Importado)

1. In this menu, the “Personal Information”, “Previous Qualification” and “Documents” tabs must be completed.
2. In the “Documents” tab, you must submit the following documents:
  - Copy of the identification document or, alternatively, personal data form available in this menu;
  - Academic degree certificate;
  - Curriculum vitae;
  - Brief Biography;
  - Visual narrative.
3. After filling in and completing all the fields, you must click on “Submit Application” and confirm the submission.



If you have any questions regarding the application process, please contact the Post-Graduation Office  
[candidaturas@fa.ulisboa.pt](mailto:candidaturas@fa.ulisboa.pt)

All information about Non-degree Courses can be found on the FA.ULisboa website at  
<https://www.fa.ulisboa.pt/> > *courses* > *pós-graduações*.