



Ciências
ULisboa Faculdade
de Ciências
da Universidade
de Lisboa

Master Courses

Applications 2024/25



Table of contents:

- **Intro**
- **Application periods**
- **Choice of Courses**
- **Required and mandatory documents**
- **Conditional Applications – requirements**
- **Application submission, step-by-step**
- **Notices**



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 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:
 - candidatura-pg@ciencias.ulisboa.pt
 - suporte@ciencias.ulisboa.pt



Application periods:

- **1st period:** 18 March - 26 April 2024
(except Molecular Biology and Genetics and Biochemistry and Biomedicine, whose applications run from 24 June to 19 July and from 02 September to 06 September)
 - **Requirements:** Graduation completed and presentation of the Degree Diploma
 - **Read information on Conditional Applications**
 - **Important Note:** “substitute” candidates in the 1st period **will not be candidates in any of the following periods** of the same Master's degree, unless they **submit a new application** in one of those periods.

- **2nd period:** 24 June - 19 July 2024
 - **Requirements:** Graduation completed and presentation of the Degree Diploma
 - **Read information on Conditional Applications.**

- **3rd period:** 02 September - 06 September 2024
(only for courses with available places)
 - **Requirements:** Graduation completed and presentation of the Degree Diploma
 - **Read information on Conditional Applications.**



Choice of Courses:

- Candidates who submit more than one application and are accepted on more than one course, must inform the Postgraduate Studies Area (candidatura-pg@ciencias.ulisboa.pt) about which course they would like to enrol in, without fail and under penalty of not being placed
- Deadlines for choosing Master's Courses:
 - **1st period:** 20 May 2024
 - **2nd period:** 09 August 2024
 - **3rd period:** on the day that the results of the courses are made public.

Required and mandatory documents:

- Curriculum Vitae (the candidate may send an extended or abridged version of the document, provided that it mentions academic and professional qualifications and additional training)
- Degree Diploma (**except conditional applications - please read the information on the next page about "conditional applications", where applicants must attach a transcript of approved undergraduate course units**)^{1 2 3}
- Grades Certificates^{1 2 3} / Diploma Supplement
- Certificate of Syllabus and Workload of the concluded subjects stamped and signed by the respective higher education institution (only for candidates whose degree or legal equivalent is from a higher education institution in a country outside the European Union)^{2 3}
- Declaration of recognition of the respective higher education qualification(s) and the foreign higher education institution, approved by the Direção Geral de Ensino Superior - DGES in Portugal (only for candidates whose degree or legal equivalent is from a higher education institution in a country outside the European Union)
- Citizenship Card / Identity Card (optional)³
- Cover Letter (clearly and briefly state your reasons for applying for the course)

¹ The documents must be certified by the Portuguese consular services or be presented with the Apostille (Hague Convention) by the competent authority of the state from which the documents originate (only apply to candidates whose Bachelor's degree or equivalent is from a foreign institution outside of the EU)

² Whenever the certificate(s) or diploma(s) are not originally published in Portuguese, English, French or Spanish, they must be translated into one of these languages

³ Candidates who are not FCUL students must bring the original certificates and before the enrolment process.

Conditional Applications – requirements:

1st period:

- **Applications:** 18 March – 26 April 2024
- **Requirements:** Degree completed by 17 July 2024.
- Candidates with a **minimum of 138 ECTS** completed
- Required documents:
 - proof of the approved curricular units, the total number of ECTS accomplished and the average of the course (Bachelor) to date (document taken from the academic system - FCUL students can get this document directly in Fenix under "myFenix » Services » Requisitions » **Comprovativo Aproveitamento Curricular**")
 - statement, under oath, indicating the student's situation and the average of the course (Bachelor) and total number of ECTS approved at the time of application (issued and signed by the student).

The **candidates admitted conditionally must send** the Graduation Certificate or the proof of application for the respective Certificate to candidatura-pg@ciencias.ulisboa.pt, until **17 July 2024**.

Important Note: “substitute” candidates in the 1st period **will not be candidates in any of the following periods** of the same Master's degree, unless they **submit a new application** in one of those periods.

2nd period:

- **Applications:** 24 June - 19 July 2024
- **Requirements:** Degree completed by 30 July 2024.
- Candidates with a **minimum of 162 ECTS** completed or candidates whose degree only depends on the assessment in a project/internship/seminar/final degree work or on the release of grades of course units carried out in ERASMUS+ mobility.

- Required documents:
 - proof of the approved curricular units, the total number of ECTS accomplished and the average of the course (Bachelor) to date (document taken from the academic system - FCUL students can get this document directly in Fenix under "myFenix » Services » Requisitions » **Comprovativo Aproveitamento Curricular**")
 - statement, under oath, indicating the student's situation and the average of the course (Bachelor) and total number of ECTS approved at the time of application (issued and signed by the student).

The **candidates admitted conditionally must send** the Graduation Certificate or the proof of application for the respective Certificate to candidatura-pg@ciencias.ulisboa.pt, until **30 July 2024**.

3rd period:

- **Applications:** 02 September - 06 September 2024
- Final year applicants who are still able to complete the degree in September and **under the 2023/24 academic year**, or whose completion of the degree depends solely on the assessment in project/internship/seminar/final degree work, to take place in September
- Required documents:
 - proof of the approved curricular units, the total number of ECTS accomplished and the average of the course (Bachelor) to date (document taken from the academic system - FCUL students can get this document directly in Fenix under "myFenix » Services » Requisitions » **Comprovativo Aproveitamento Curricular**")
 - statement, under oath, indicating the student's situation and the average of the course (Bachelor) and total number of ECTS approved at the time of application (issued and signed by the student).



Before the established dates for enrolment/registration, candidates must present the Graduation Certificate (the Certificate must mention that the academic year of graduation was 2023/24 or alternatively they can submit a declaration from the school stating that the graduation was in the academic year 2023/24), imperatively until **20 September 2024**.

Notices:

- **Candidates admitted conditionally in the 1st and 2nd period** will have to **send the Graduation Completion Certificate until 26 August 2024** (only for candidates who have sent/attached to the application only proof of application for the respective Certificate)
- Candidates who have made **conditional applications and are admitted**, remain with the **conditional application until the Certificates of degree conclusion and course units are sent**
- Candidates who **do not meet the submission dates for the completion certificate or for the request of the certificate will be excluded**
- All communications or sending of certificates should be made to the e-mail address candidatura-pg@ciencias.ulisboa.pt.

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 (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 (**except conditional applications**).



5. Application submission

6. Payment of the application fee

- The application fee costs €40.00 for the first application. If you wish to submit more than one application, then for each subsequent application it is €20.00
- The 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** (exclusive payment for candidates not living in Portugal)
- 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)
- The payment of the application fee, for both the 1st period and the 2nd period, must be made within the deadlines specified in the application. If the payment of the application fee is made after the closing date for applications (1st, 2nd or 3rd period) your application will not be considered
- **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.**



Notices:

- Throughout the application process, candidates are **notified by e-mail about the status of their application**, which can be consulted in the candidate's area.