Guide for Applicants

Winter School | Application in Fénix+

Note: In case od any doubts or problems during your application, please contact short-term.ibs@iscte-iul.pt

1. Create an account in Fénix:

In order to apply to Winter School, you should create an account in our internal platform <u>Fénix+</u>:

https://fenix-mais.iscte-

iul.pt/accountCreation#!accountCreation/\$timestamp\$=1695648150515/_qcheck=cf9442cfdf9f85a3b6bf1a21c a7ec40ad4dbcd11

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Select the language and fill in all the mandatory fields. After filling everything in, click on "Create":





Check your email address: you will receive your temporary user and the link to access Fénix+ to submit your application:

Conta Fénix ISCTE-Instituto Universitário de Lisboa - Fenix Account ISCTE-Instituto Universitário de Lisboa Conta Fénix



2. Log in to Fénix + and create your application

Log in to: <u>https://fenix-mais.iscte-iul.pt/login</u>





Select the menu "Applicant" and then "Applications"

	FENIX+	22
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	Applications	
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Click in "+Create" on the course "Winter School: Cross Cultural Communication and Negotiation".

Execution Interval	Application	Round	Detes		
2023/2024	Short Programs	Winter School: Cross Cultural Communication and Negotiation	E 25x09x23 09:30	13/11/23 23:59	O Create
2023/2024	PhOs	Supplementary round	29/08/23 00:00	<u>₩</u> 26V09/23.09:00	O Create
2023/2024	Erasmus Outgoing - Traineeships	Erasmus Outgoing - Traineeships - 2023/2024	≡ 06/09/25 00:00	# 31/05/24-23:59	O Create
2013/2024	Masters	Mestrado em Gestão Aplicada Mestrado em Tecnologias Digitais para o Negócio 3rd phase	29/08/23 09:30	III 31/10/23 23:59	O Create
2023/2024	Masters	Supplementary round	29/08/23 00:00	()] 25/09/23 23:59	• Create
2023/2024	Postgraduate & Specialisations	2.º Fase Pós Graduação em Direção Intermédia da Admenstração Pública	m 28/07/23 18:56	15/10/23 18:56	O Create

Applied applications

Applications

Open applications

No results were found

Note: If the course does not appear immediately, select the filter option and paste "Postgraduate Seminar in Cross Cultural Communication and Negotiation".

Open applications

• Filter							
Postgraduale Seminar in Cross Cultural Communication and Negotiation							
Execution Interval	Application	Round	Dates				
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Click again in "Create +"

Create Application

2023/2024 - Short Programs

	🕈 Back			
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		Create Applicatio	ion	
		Proceed	d to Application creation?	
			Yes No	

Fill in the mandatory fields and "Submit Application"

Application Process - C14438 2023/2024 - Short Programs

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- 3. Mandatory fields
- a. Personal Information

Guidelines	Programme	4 Personal Information	4 Qualifications	Additional Information
O Fill	all required per	sonal detai <mark>l f</mark> ields		
lt is	required to ent	ter the following contacts: E	mail, Phone or Mobil	e Phone and Address

- Fill all required personal detail fields: Marital Status, Emergency contact, Document Id Expiration Location, Nationality
- It is required to enter the following contacts: Email, Phone or Mobile Phone and Address:

Гуре	Contact			
Mobile Phone (Personal)	rsonal) +351961964981 (Default Contact) Valid		Jedit Edit	Delete
Email Address Personal)	winterteste2024@gmail.com (Default Contact)	Valid	/ Edit	Delete

• Invalid VAT Number:

Fiscal Information

Fiscal Numbe	r		
Fiscal Address	5		
🖋 Edit			

Fiscal Information

If you have fiscal number, the fiscal number must be relative to the country of the fiscal address.

Do you have fiscal number? 🛇	• Yes No	
Fiscal Number *		
Fiscal Address © *		~
Country of fiscal address		
Fiscal Data (Country + Number)		

b. Qualification

Add information about your **current** bachelor/master degree. If you are no longer studding add information about your last degree obtained (bachelor or master).

Guidelines	Programme	Personal Information	4 Qualifications
O Indi	cate all the aca	demic qualifications tha	t you hold
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No results v	vere found		

c. Additional Information

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d. Lang	uage Skills					
iuidelines	Programme	Personal Information	Qualifications	Additional I	information	🔔 Language Skil
O Field "	1. Native lang	uage." is required.				

An English language certificate is not required to apply for this course. However, if you do not have one, you should select the 'No' option.

Field "Do you intend to indicate language proficiency training?" is required.

e. Documents

To apply for this programme, it is not necessary to have work experience.

Guidelines	Programme	Personal Information	Qualifications	Additional Information	Language Skills	4 Work Experience
O Field	d "Do you inten	d to indicate profession	al experience inf	ormation?" is required.		
ib available sin	ice 'Application starti	ed" by tenix177661 in 25-09-2023	15:08			
/ork Expe	rience					
o you inten	id to indicate pro	pressional experience into	rmation?*			
) Yes	No		×			

f. Exchange programmes

It is not necessary to have international academic experience to apply for this programme.

Guidelines	Programme	Personal Information	Qualifications	Additional Information	Language Skills	Work Experience	L Exchange programmes
O Field	l "Do you inten	d to indicate participatio	on in a mobility p	rogramme?" is required.			
Tab available sin	ce 'Application starts	ed" by fenix177661 in 25-09-2023	15:08				
Exchange I	Programs						
Do you inten	d to indicate pai	ticipation in a mobility pr	ogramme?*				
O Yes	No		×				

g. Documents



- Photograph:
 - Passport-size colour photo with a light background.
- Identity Card:
 - o Identification document with photo, name and number visible;
 - EU-citizens should attach Identification document from the country of origin or passport
 - Non EU-citizens should attach passport
- Curriculum Vitae
- Transcript of Records:
 - From the current degree you are attending
 - Either a scanned version of an official Transcript of Records or a print screen of your Home University personal student area
 - o If you are a former student, upload your diploma/certificate of your most recent degree
- **4.** Submit your application

Click on the "Submit Application" button when all mandatory field warnings have disappeared.

Application Process - C14438

2023/2024 - Short Programs

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oplicant	Winter Teste (fenix177661)	Submit Application
Thase	Winter School: Cross Cultural Communication and Negotiation	Cancel Pre-Application
Application Date		
State	Application started (25/09/23 15:08 - Winter Testel	



Confirm your submission accepting the declaration of Honor

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Your application has been successfully submitted when in application status appears "Application in Apreciation":"

Application Process - C14438 2023/2024 - Short Programs + Beck Details Operations Cancel Winter Teste (fenix177661) Applicant Winter School: Cross Cultural Communication and Negotiation Phase III 25/09/23 15:08 Application Date Application in Appreciation (5/09/23 16:36 - Winter Teste) Stote Programme Petronal Information Qualifications Additional Information Language Skills Work Experience Exchange programmes Documentum Declaration of Honour Remarks Minutes Selected Options Postgraduate Seminar in Cross Cultural Communication and Navistation 1 Postgraduate Seminar in Cross Cuttural Communication and Negotiation

You should expect to receive feedback on your application within 1-5 working days of successfully submitting your application.