

Guide for Applicants

Summer School | Application in Fénix+

Note: In case of 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 Summer School, you should create an account in our internal platform [Fénix+](#):

<https://fenix-mais.iscte->

[iul.pt/accountCreation#!accountCreation/\\$timestamp\\$=1695648150515/_qcheck=cf9442cfd9f85a3b6bfa21ca7ec40ad4dbcd11](https://fenix-mais.iscte-iul.pt/accountCreation#!accountCreation/$timestamp$=1695648150515/_qcheck=cf9442cfd9f85a3b6bfa21ca7ec40ad4dbcd11)

Create Account

• If you already have access to FÉNIX, please log in and create your application in the "Candidates" portal.

Requirements of the password:

- Must be at least 10 characters.
- You should not reuse an old password.
- It must not contain your username (excluding the suffix@iscte-iul.pt) nor any of their names used, excluding particles of less than three characters. For example, if your name was used "Xiso de Ximenes," the particle "de" could be the password, but this could not contain any "Xiso", or "Ximenes." Note that: for these purposes the capital letters are considered equal to the corresponding lower case and any particle of his full name which is not part of their name used can be used without problems. For example, if your full name was "Xiso Zagalo de Ximenes", but uses only "Xiso de Ximenes", could use "Zagalo" in your password.
- Must contain characters from at least three of the following categories:
 - Capital letters non accented (A-Z)
 - Lowercase letters non accented (a-z)
 - Decimal digits (0-9)
 - Non-alphanumeric characters (e.g., !, @, &, etc.)
- It must not contain illegal characters: [] \ / ' | ! * *

Given Names *

Family Names *

Identification Document Type *

Identification Number *

Birth Date *

Gender * Female Male

Country *

Phone Number *

E-mail *

E-mail Confirmation *

Password

Password Confirmation

I'm not a robot 

English (United Kingdom) ▼

English (United Kingdom) ▼ *

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

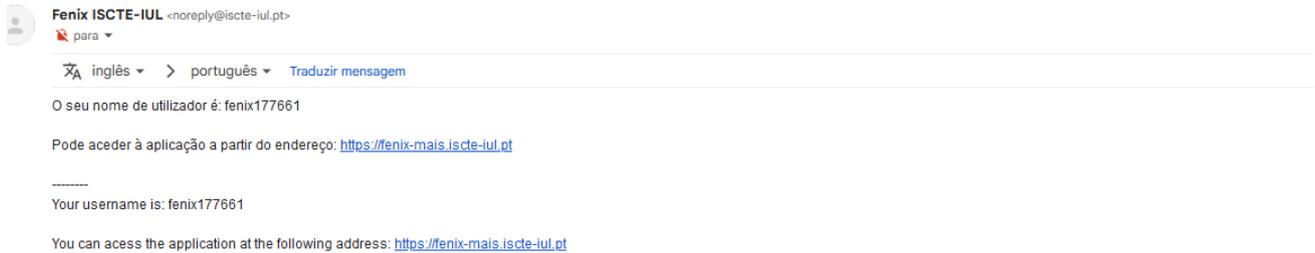
Account Created

✓ Your account was successfully created

Your access credentials were sent to m

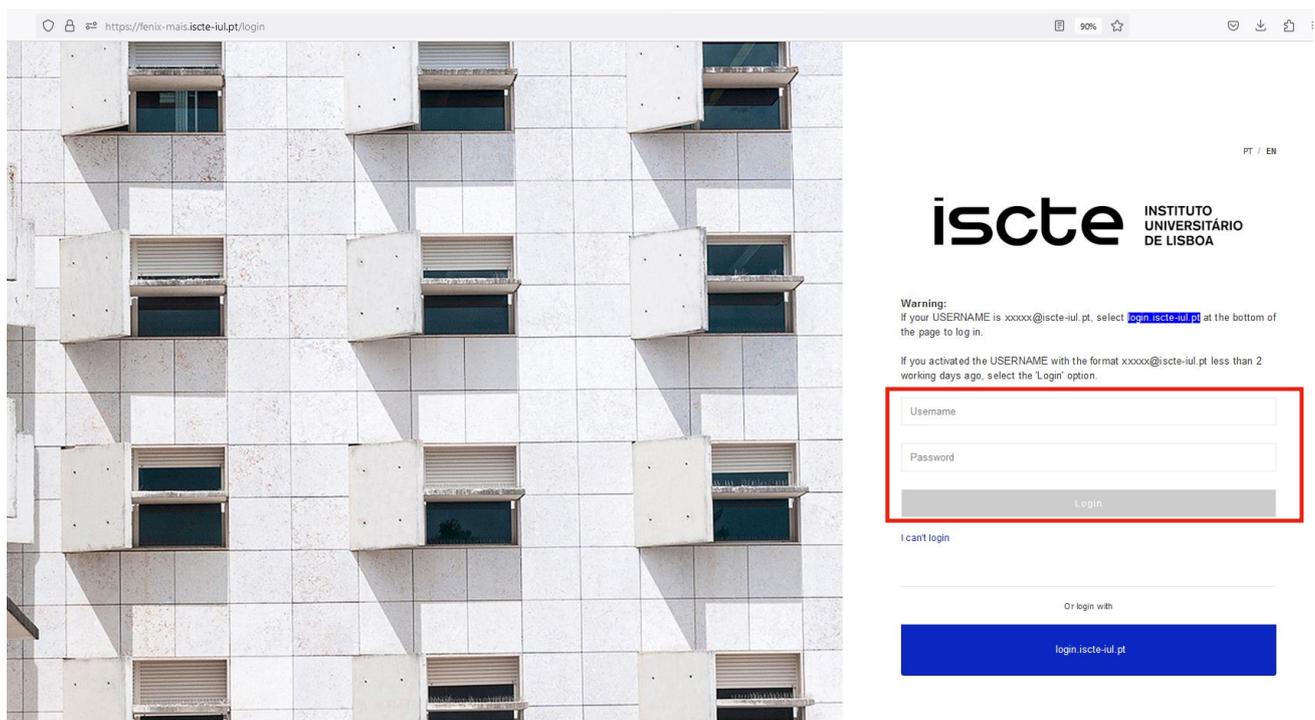
Check your email address: you will receive your temporary user and the link to access Fénix+ to submit your application:

Conta Fénix ISCTE-Instituto Universitário de Lisboa - Fenix Account ISCTE-Instituto Universitário de Lisboa Caixa de entrada x

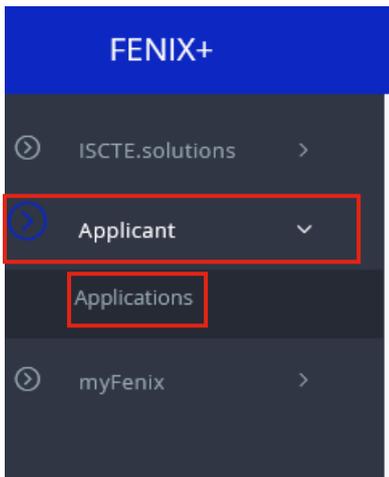


2. Log in to Fénix + and create your application

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



Select the menu “Applicant” and then “Applications”



Click in “+Create” on the course, for example; “Summer School Iscte Business School / June”.

Applications

Open applications

Filter

Execution Interval	Application	Round	Dates	
2023/2024	Short Programs	Summer School Postgraduate Seminar in Drugs in Europe: Supply, Demand and Public Policies - EDSS 2023/2024: Psychostimulants in Europe - Health and Security Issues	17/10/23 12:00 31/05/24 23:59	Create
2023/2024	Short Programs	Summer School Iscte Business School July	18/01/24 00:01 28/06/24 23:59	Create
2023/2024	Short Programs	Summer School Iscte Business School June	18/01/24 00:01 16/05/24 23:59	Create
2023/2024	Short Programs	Summer School Iscte Business School mid-June	18/01/24 00:01 07/06/24 23:59	Create
2024/2025	PhDs	2nd phase	01/02/24 00:01 20/03/24 17:00	Create
2023/2024	Erasmus Outgoing - Traineeships	Erasmus Outgoing - Traineeships - 2023/2024	06/09/23 00:00 31/05/24 23:59	Create

Note: If the course you would like to apply does not appear immediately, select the filter option and paste for example "Postgraduate Seminar in Corporate Negotiation and Influence".

Open applications

Filter

Postgraduate Seminar in Corporate Negotiation and Influence

Execution Interval	Application	Round	Dates	
2023/2024	Short Programs	Summer School Iscte Business School June	18/01/24 00:01 16/05/24 23:59	Create

Click again in “Create +”

Create Application

2023/2024 - Short Programs

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Postgraduate Seminar in Brand Management and Marketing Communications

[Create](#)

Postgraduate Seminar in Corporate Negotiation and Influence

[Create](#)

Postgraduate Seminar in Leading High Performance Teams

[Create](#)

Postgraduate Seminar in Cultural Communication and Negotiation

[Create](#)

Create Application

Proceed to Application creation?

[Yes](#)

[No](#)

Fill in the mandatory fields and "Submit Application"

Application Process - C14438

2023/2024 - Short Programs

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Details

Applicant: Winter Teste (fenix177661)

Phase: Winter School: Cross Cultural Communication and Negotiation

Application Date: 25/09/23 15:08

State: Application started (25/09/23 15:08 - Winter Teste)

Operations

[Submit Application](#)

[Cancel Pre-Application](#)

Guidelines | Programme | [Personal Information](#) | [Qualifications](#) | [Additional Information](#) | [Language Skills](#) | [Work Experience](#) | [Exchange programmes](#) | [Documents](#) | Minutes | Follow-up

Welcome!

Thank you for your decision to apply to ISCTE-IUL.

The application process is composed by a set of data category tabs to be filled in.

The tabs with a yellow triangle are not correctly filled in or have missing information.

In the upper part of each tab you can find more information about eventual filling errors.

If you need help, please contact us at application.support@iscte-iul.pt.

3. Mandatory fields

a. Personal Information

Guidelines | Programme | [Personal Information](#) | [Qualifications](#) | [Additional Information](#)

Fill all required personal detail fields

It is required to enter the following contacts: Email, Phone or Mobile Phone and Address

Invalid VAT Number

- 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:

Contacts

Type	Contact		
Mobile Phone (Personal)	+351961964981 (Default Contact)	Valid	Edit Delete
Email Address (Personal)	winterteste2024@gmail.com (Default Contact)	Valid	Edit Delete

[Physical Address](#) | [Phone](#) | [Mobile Phone](#) | [Email Address](#) | [Web Address](#)

- Invalid VAT Number:

Fiscal Information

Fiscal Number

Fiscal Address

 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 studying add information about your last degree obtained (bachelor or master).

Guidelines

Programme

Personal Information



Qualifications

 Indicate all the academic qualifications that you hold

Tab available since "Application started" by fenix177661 in 25-09-2023 15:08

No results were found

 Create

c. Additional Information

Guidelines	Programme	Personal Information	Qualifications	 Additional Information
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 Field "How did you learn about this programme?" is required.

Field "Do you live outside the European Union?" is required.

Field "Motivation letter (max 2500 characters)" is required.

d. Language Skills

Guidelines	Programme	Personal Information	Qualifications	Additional Information	 Language Skills
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 Field "1. Native language." is required.

Field "2. Do you wish to add knowledge in another language?" is required.

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

e. Documents

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

Guidelines	Programme	Personal Information	Qualifications	Additional Information	Language Skills	 Work Experience
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 Field "Do you intend to indicate professional experience information?" is required.

Tab available since "Application started" by fenix177661 in 25-09-2023 15:08

Work Experience

Do you intend to indicate professional experience information? *

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

 [Exchange programmes](#)

 Field "Do you intend to indicate participation in a mobility programme?" is required.

Tab available since "Application started" by fenix177661 in 25-09-2023 15:08

Exchange Programs

Do you intend to indicate participation in a mobility programme? *

Yes No



g. Documents

Guidelines	Programme	Personal Information	Qualifications	Additional Information	Language Skills	Work Experience	Exchange programmes	⚠ Documents
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⚠ It is required to submit the following documents: Photograph, Identity Card, Curriculum Vitae, Transcript of Records

- Photograph:
 - Passport-size colour photo with a light background.
- Identity Card:
 - 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
 - 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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Details

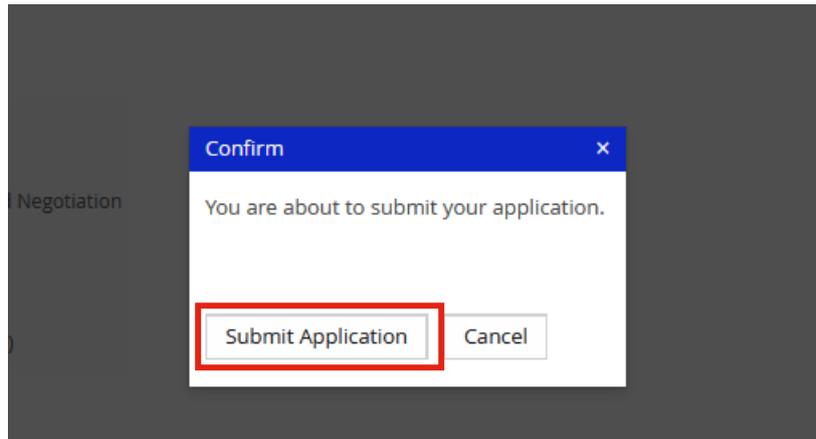
Applicant	Winter Teste (fenix177661)
Phase	Winter School: Cross Cultural Communication and Negotiation
Application Date	 25/09/23 15:08
State	Application started (25/09/23 15:08 - Winter Teste)

Operations

[Submit Application](#)

[Cancel Pre-Application](#)

Guidelines	Programme	Personal Information	Qualifications	Additional Information	Language Skills	Work Experience	Exchange programmes	Documentos	Minutes	Follow-up
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Confirm your submission accepting the declaration of Honor

Details

Applicant	Winter Teste (fenix177661)
Phase	Winter School: Cross Cultural Communication and Negotiation
Application Date	📅 25/09/23 15:08
State	Application pending: awaiting honour commitment (25/09/23 16:21 - Winter Teste)

Operations

<input type="button" value="Confirm Submission"/>
<input type="button" value="Cancel Submission"/>

⚠ Declaration of Honour Minutes

Field "Declaration of Honour" is required.

Tab available since "Application pending: awaiting honour commitment" by fenix177661 in 25-09-2023 16:21

I declare on my word of honour that the information provided by me is correct.

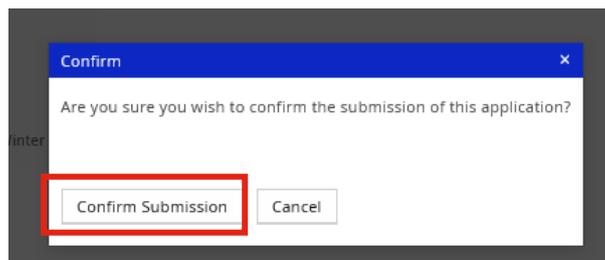
I am aware that any false statements will subject me to the penalties provided by law and that all acts carried out in the context of the application will be annulled.

I further declare that, for the purpose of application, enrolment and registration, I accept full responsibility for the documents attached, which correspond to the originals in my possession.

Declaration of Honour

Declaration of Honour *

I have read and accept



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

Application Process - C14438

2023/2024 - Short Programs

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Details

Operations

Cancel

Applicant	Winter Teste (fenix177661)
Phase	Winter School: Cross Cultural Communication and Negotiation
Application Date	📅 25/09/23 15:08
State	Application in Appreciation (5/09/23 16:36 - Winter Teste)

[Programme](#) | [Personal Information](#) | [Qualifications](#) | [Additional Information](#) | [Language Skills](#) | [Work Experience](#) | [Exchange programmes](#) | [Documentos](#) | [Declaration of Honour](#) | [Remarks](#) | [Minutes](#)

Tab available since "Application started" by fenix177661 in 25-09-2023 15:08

Selected Options

1	Postgraduate Seminar in Cross Cultural Communication and Negotiation	Postgraduate Seminar in Cross Cultural Communication and Negotiation
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You should expect to receive feedback on your application within 1-5 working days of successfully submitting your application.