

Fenix Application Support

European Drugs Winter and Summer School

The submission of applications for the European Drugs Winter and Summer School is made on the Fenix platform.

Please, find below a quick guide to this process of application.

If you need any help, feel free contact us:

- EDWS | drugswinterschool.cies@iscte-iul.pt
- EDSS | drugsummerschool.cies@iscte-iul.pt
- 1. On the course website, click on "Registration".

	s Summer School 2022	
This is a second s		
	Internetion	
Introduction	Introduction	REGISTRATION
Programme	Our two week in-person Summer School (27th of June to 8th of July 2022) prepar	
Lecturers	professionals and students to meet the complex policy challenges that face Europe and the	We have prepared a video to
Class Schedule	World in the field of drugs. Teaching staff include scientific experts from the European	help with the application
	Monitoring Centre for Drugs and Drug Addiction (EMCDDA), researchers, practitioners and	process, watch HERE.
Price	policymakers.	20
Registration Calendar		Course in English
	This edition will have a special focus on community-based interventions for drug-related	
Cantasta	issues.	83
Contacts		Face-to-Face Course
Secretariat	We will have daily in-person lectures, group exercises and field visits.	
Building Sedas Nunes (Building I)		f
Gab. 25E3	Scholarships	
drugsummerschool.ciesitiiscte-iul.pt	Scholarships	9
Monday:	Iscte offers five scholarships covering 50% of the standard fees, exclusively for scholars who	
		in



 "<u>Registration</u>" will take you to Iscte application website. There, you will need to click on "<u>Application</u>" and "<u>Create account</u>" (if you never were a Iscte student before).

STUDY > APPLICATIONS	
APPLICATIONS	
Study	ACADEMIC YEAR 2022-2023 The applications calendar varies according to the programme. Please check the programme's specific web page to confirm all relevant dates.
Undergraduate	
Masters	When to apply Fees Documents FAQ's Process Ranking and admission criters Application
PhD	Users without an account
Post-Grad & Executive Masters	All applications to lscte programmes are done through a central online applications platform. To access this platform and
Short-term programmes	Create account 0
Applications	Users with an Iscte account
	If you already have access to Fénix, please log in and create your application in the "Application" portal.
	Login Q
	If you need assistance at any stage, please contact application.support@iscte-iul.pt.
	The opening of programmes is subject to a minimum number of enrollments.
	Please check the specific calendars available on the webpage of each programme.

3. Now, you will be redirected to Fenix platform. Please, fill your request for credentials.

Candidaturas IS(CTE-IUL	central online applications platform. To access
this platform and s	tart your application, please fill in your e-ma	ail in the form below.
	Jsers without an account	Users with ISCTE-IUL account
Email address Confirm email address		If you already have access to FÉNIX, please log in and create your application in the "Candidacies" notal
	triffs	Login page
Repeat the text above	Click <u>here</u> to change the image.	
	Submit Clean	

4. After you submit your request, you will then receive an e-mail with your credentials and will have to start completing your application within two hours.



5. Once you have your credentials, please go to <u>https://fenix.iscte-</u> <u>iul.pt/siteMap.do?locale=en_EN_ISCTE</u> and login with your credentials.

Fénix allows certifie	d users - students, teachers, employees and candidates - of <u>ISCTE - Instituto</u>
Universitário de Lisbe study and/or work at	$\underline{\mathbf{Da}}$ to have on-line access to services that simplify the day to day of those who this institution.
Iscte has approved i policy reflects Iscte's data in accordance y personal data, pro partners/collaborators	ts Data Protection Pelicy by a dispatch of the Rectory of Desember 9, 2021. This is commitment and responsibility to maintain a level of data protection personal with good practices, and European and national legislation for the protection of montring the involvement of all teachers and researchers, employees, and all students and other interested parties.
	Username: abcd@iscte-iul.pt
	Password:
	Login
	Enrollment support
	Access to institutional email Useful links
	Recover password
	 If you need any help, contact us through your webpage for support.

6. Go to the menu "<u>Applications</u>" on the top of the page.

ISCTE 🛇 IUL								Rodrigo	Morais - March 15
Messaging Personal Student	Funcionário	Sestilo Curricular Applications Management	Secretaria da Escola	Gestão de Recursos Plane	imento Space Applications	nni Academic V	Vork Sustainab	e Development	University Sports
didaturas									
applications w / continue	View a	applications							
y fee	Academic year	r Degree		Application status	Application's classification type	Candidacy phase			
ite candidacies	2020/2021	Institutional Degree in ISCTE-IUL		Registered					
er (MSc)	2021/2022	Post Graduation in Applied Informati	ics to the Organizations	Canceled	Postgraduate training	1ª Phase	View Details		
Program	2020/2021	European Drugs Winter School	and the three of guine at one	Application to be started	Winter School	1ª Phase	View Details		
Blor - International Student	2020/2021	European Drugs Fummer School		Application to be started	Summer School	18 Phase	View Details		
or - Holders of a bachelor	2020/2021	European Drugs aummer action		Application to be started	Besternduste trajaja -	1.º Phase	view Details		
raduation	2016/2017	International Studies		Registered	Postgraduate training	1ª Phase	View Details		
aduate course	2013/2014	Bachelor (BSc) in Political Science		Registered		1ª Phase	View Details		
aduate Seminar									
er School									
r School									
Curricular Units									
lissions									
ing mobility program									
lor - Over 23 years-old exams									
siatura - Mudança par									
ição/Curso									
satura - Provas para									
madas da sussas									

Choose "<u>Summer School</u>" or "<u>Winter School</u>" (depending if you want to create an application for EDSS or EDWS) on the menu on the left side.

ipps_iscte Melhores Políticas Públicas

Messaging Personal Student	Euncionário	Gestão Curricular	Applications Management	Secretaria da Escola			
Candidaturas							
My applications	View	applica	tions				
View / continue	1011	applied					
Pay fee							
Create candidacies	Academic ye	ear	Degree				
Master (MSc)	2020/202	1 Institutional	Degree in ISCTE-IUL				
PHD Program	2021/202	2 Post Graduat	ion in Applied Informatics	to the Organizatio			
Bachelor - International Student	2020/202	1 European Dru	ugs Winter School				
Bachelor - Holders of a bachelor	2020/202	1 European Dru	ugs Summer School				
degree	2016/201	7 International	Studies				
Post Graduation	2013/201	4 Bachelor (BS	Bachelor (BSc) in Political Science				
Postgraduate course			,				
- · · J · · - · ·							
Summer School							
Winter School							
Extra Curricular Units							
Readmissions							
Outgoing mobility program							
Bachelor - Over 23 years-old exams							
Licenciatura - Mudança par							
Instituição/Curso							
Licenciatura - Provas para							
upiomados de cursos							
pronssionalizantes							

- 8. Create your application.

fee	Thank you for applying for to ISCTE-IUL.									
ate candidacies iter (MSc)	You must complete the application form and submit at the end. After submission, you will receive the data for payment of the application fee (if applicable). You can make the payment via ATM or Paypal (residents abroad).									
) Program	Your application will only be considered valid after paying the fee.									
helor - International Student										
helor - Holders of a bachelor	application can be filled in a single phase or by stages. At the end of each step, please remember to save the entered data. es submission of the application. It is no longer possible to make any changes.									
ree	Arcel submission of the opplication, it is no longer possible to make any changes.									
t Graduation										
tgraduate course	Summer School									
tgraduate Seminar	Application									
nmer School	European Drugs Summer School Create an Application >									
iter School	To for Spart (Ping Antipation - Antipation									
ra Curricular Units	ion of sinal clues									
dmissions										
going mobility program										
helor - Over 23 years-old exams										
enciatura - Mudança par										
tituição/Curso										
enciatura - Provas para										

9. Please click on "<u>Fill in</u>" to edit your application.



View / continue	Application Details	
Pay fee	2021/2022	
Create candidacies	Application	European Drugs Summer School
Master (MSc)	Application status	Application to be started
PHD Program Bachelor - International Student	serialization criteria minute	Iscte AtaN1 CriteriosSelecaoSeriacao EDSS 2021-22.docx
Bachelor - Holders of a bachelor	Application's classification type	Summer School
degree		
Post Graduation	Please click on the links with	and fill in your application
Postgraduate course	0	
Postgraduate Seminar	Developed Information [1] Toy infor	metion Education [1] Complementary information [1] Decuments [1]
Summer School		
Winter School		
Extra Curricular Units	Fill in	
Readmissions	If , ou mant to change the address, you	u can do it in Personal Portal -> Personal Information -> Personal Information ->

10. Your application will only be finished when there are no exclamation marks.

View / continue	Application Details							
Pay fee	2021/2022							
Create candidacies	Application	European Drugs Summer School						
PHD Program	Application status	Application to be started						
Bachelor - International Student	serialization criteria minute	Iscte_AtaN1_CriteriosSelecaoSeriacao_EDSS_2021-22.docx						
Bachelor - Holders of a bachelor degree	Application's classification type	Summer School						
Post Graduation Postgraduate course	It are the second term of the links with [!]	and fill in your application						
Postgraduate Seminar Summer School	Personal Information [!] Tax information	Personal Information [!] Tax information Education [!] Complementary information [!] Documents [!]						

11. You can find what is missing on your application in the box on the right side. Make sure you fill all the required information.





12. When all the fields have been filled and the required documents uploaded, you will see a screen with a yellow bar. Click on **"Submit application**".

ISCTE 🖓 IUL Herend Suder	
Candidaturas	
My applications View / continue	Application Details
Create candidacies	2019/2020
Master (MSc)	Application Postgraduate Seminar in Drugs in Europe: Supply, demand and Public Policies -2019/2020 Edition
PHD Program Bachalor - International Student	Application status Stand-By with filled data
Bachelor - Holders of a bachelor	Application's classification type Summer School
Post Graduation	0 Submit amiliation a
Postgraduate course	o summ appravion =
Postgraduate Seminar Summer School	Personal Information Education Other Documents
Post Graduation Postgraduate course Postgraduate Seminar Summer School	Submit application Personal Information Education Other Documents

13. Next, you will need to read and accept the declaration of honor. Finally, you can submit your candidacy.

Candidaturas	Declaration of	Honour and privacy police						
View / continue	Deciaration of Honour and privacy house							
Create candidacies Master (MSc)	2019/2020 • <u>« Back</u>							
PHD Program	Application:	Postgraduate Seminar in Drugs in Europe: Supply, demand and Public Policies -2019/2020 Edition						
Bachelor - International Student	Application status:	Stand-By with filled data						
Bachelor - Holders of a bachelor degree								
Post Graduation								
Postgraduate course	I hereby certify that th	e information submitted for my application is accurate, complete and honestly presented. I authorize all perso						
Postgraduate Seminar	my application and/or revocation of any title	my credentials for admission. I understand and agree that the provision of inaccurate or misleading informati awarded if discovered at a later date or any other penalty applied in accordance by the law. This application is						
Summer School	By clicking "I agree" y	you acknowledge that you have read and understand the terms and conditions presented herein. Applications						
Winter School	View privacy police							
Extra Curricular Units	view privacy nouce.							
Readmissions	I have read and accept	t the declaration of he or						
Outgoing mobility program								
	Submit Candidad	y						



14. This is the end of your application process on Fenix. You will receive in the following days an email with the deposit payment instructions.

ISCTE 🛇 IUL										
Messaging Personal Student	Funcionário Ges	stão Curricular	Applications Management	Socretaria da Escola	Gestão de Recursos	Planoamento	Spaces	Applications	Alumni	Academic Wor
Candidaturas My applications View / continue Create candidacies Master (MSc)	Declaration 2019/2020 • <u>« Back</u>	n of Hono	ur and privacy n	otice						
PHD Program	Application	Postgra	duate Seminar in Drugs	in Europe: Supply, d	emand and Public Po	licies -2019/20	20 Editio	n		
Bachelor - International Student	Application sta	atus: Applica	tion in analysis							
Bachelor - Holders of a bachelor degree	Thank you, your a	application ha	s been submited with su	ccess. The candidate	should regularly che	ck the status of	of your ap	plication in th	is system	
Post Graduation	Would you like	to create and	other application?							
Postgraduate course										
Postgraduate Seminar										

FAQs

How can I attach the required documents to my Fenix application?

To attach a document to your Fenix application, you will need to go to the "<u>Documents</u>". In there you can upload your documents.

2021/2022						
Application European Drugs Sum Application status Stand-By with filled d			mer School			
			ata			
seri	alization criteria minute	Iscte_AtaN1_Criterios	SelecaoSeriacao_EDSS_2021-22.docx			
Applicat	ion's classification type	Summer School				
Personal In The studen enrollment	formation [1] Tax informa t must submit all requested will be complete.	tion Education [1] C	omplementary informatic [1] Documents [1] possible. After receiving the autoscon e-mail, th	source: have to attach the tra	sfer proof also. In this way the	Missing Information: • Identification document • Academic transcript/Diploma(s) • Curriculum Vitae
Mandator	y Document type	Description	Minimum number of documents to be attached	ed Number of documents a		 Formal photo (Passport type)
Yes	Formal photo (Passport	ype)	1	0	Attach	
Yes	Identification document		1	0	Attach	
Yes	Academic transcript/Dipl	oma(s)	1	0	Attach	
Yes	Curriculum Vitae		1	0	Attach	
No	Proof of candidacy fee p	ayment		0	Attach	



	Application	European Drugs Summer School				
	Application status	Stand-By with filled data				
ident	serialization criteria minute	Iscte_AtaN1_CriteriosSelecaoSeriacao_EDSS_2021-22.docx				
helor	Application's classification type	Summer School				
	Please click on the links with [1] and fill in your application					
	Personal Information [1] Tax information Education [1] Complementary information [1] Documents [1]					
d exams	The student must submit all requested documents as soon as possible. After receiving the admission e-mail, the student have to attach the transfer proof also. In this way the enrollment will be complete. Please, attach a photo of you in passport format in colours, with a light background and without sure lasses, obtained less than one year and with face and hair uncovered.					
	Formal photo (Passport typ <mark>)</mark> : *	Escolher ficheiro Nenhum ficheiro selecionado				
	Fields marked with (*) are mandate y					
	Save Cancel					