



CATÓLICA MEDICAL SCHOOL

LISBOA

Registration Process Manual

Instructions for registration in the UCP School Management system (Fenix) after admission to a course

- 1. Access to the System**
- 2. Enrollment**
- 3. Payment of Enrollment Fee (1st Annual Enrollment) and three
Tuition Fee**
- 4. After Registration**

1 Access to the FENIX Academic Management System

The **Fenix is the Academic Management platform for students**. It is on this system that you will register and follow your academic career at UCP.

We will now assign you your access credentials. At this stage, you will be given temporary credentials, which will be used exclusively for the enrollment process. Once this process is complete, you will receive new credentials, which you will use throughout your academic career.

1. Creation of access credentials to the FENIX System for enrollment

Go to <https://fenix.ucp.pt/passwordResetRequest> . Enter your personal email address

① (the one you provided in your application). Check “I’m not a robot” ② and select “Recover” ③



Password Reset

▲ In order to proceed with the credentials recovery process, please fill in your email address in the form below. If you don't remember this address or have any other access difficulties, please contact the Faculty Services.

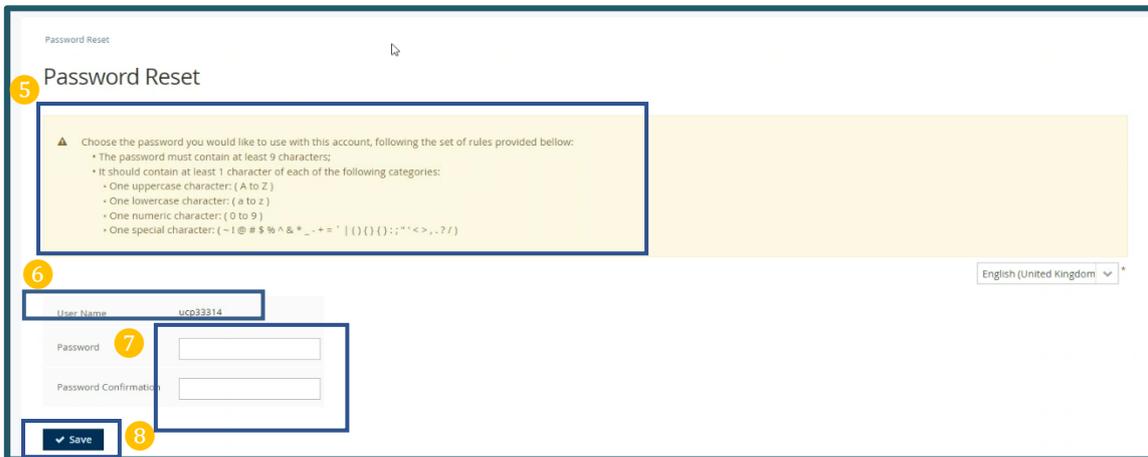
English (United Kingdom)

1 E-mail *

2 I'm not a robot

3 Recover

You will receive an email (to the personal account you specified in your application) with a link to a new page where you can set your password (image below). Please note the rules for setting your password ⑤. Save the user name you were given ⑥. Enter the new password (you have to enter it twice as usual in these processes) ⑦, and save it ⑧.



Password Reset

5 Choose the password you would like to use with this account, following the set of rules provided below:

- The password must contain at least 9 characters;
- It should contain at least 1 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: (~ ! @ # \$ % ^ & * _ - + = ' | { } () ; : " ' < > , . ? /)

English (United Kingdom)

6 User Name ucp33314

7 Password

Password Confirmation

8 Save

Important: Save the user name you were given (e.g. **ucp99999**)

Access to the Fenix system to register

Access to <https://fenix.ucp.pt>. Enter the credentials you just created **1**

The screenshot shows the login interface for the Fenix system. At the top right, there are language selection buttons for 'PT' and 'EN'. The main header features the logo of 'UNIVERSIDADE CATOLICA PORTUGUESA'. A warning message states: 'Warning: If you have a "@ucp.pt" username, select the "Login UCP" option at the bottom of the page.' Below this, there is a login form with fields for 'Username' and 'Password', and a 'Login' button. A callout box labeled '1' points to the 'Login' button. Below the form, there is a link 'Or login with' and a button labeled 'Login UCP' with a red 'X' over it. A callout box labeled '2' points to this button, containing the text: 'Do not use this access, which is intended for students with previous enrollment at Católica Medical School'. At the bottom, there is a footer with the 'qubit' logo and the text '© 2009-2024 Quorum Born IT'.

After logging in, you will see an information message about the processing of personal data.

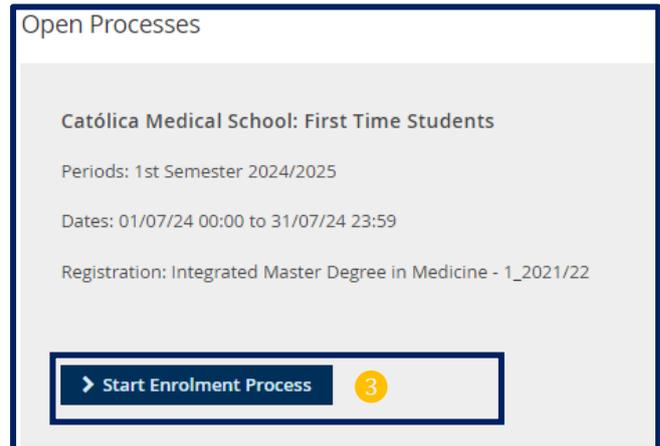
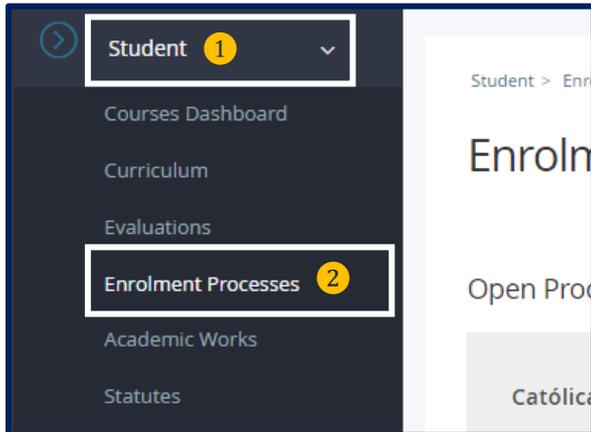
To proceed, close the text box by clicking on the "x" **2**

The screenshot shows the Fenix system interface. At the top, there is a 'Data Processing Terms' dialog box with a close button 'x'. The dialog contains text about confidentiality and data protection. Below the dialog, the main interface shows a navigation menu on the left with options: Student, Applicant, myFenix, Communication, Services, Personal Info, Personal Data, and Consents. The main content area displays 'myFenix > Personal Info > Consents' and 'Data Share Authorizations' for 'Antonio Mendes de Vasconcelos Guimarães Matias'. There is a 'Data Processing Terms' button and a message: 'Your personal data is required for the correct operation of the Fenix application in the European Union). In order for your personal data...'. At the bottom, it says 'No available authorizations'. A callout box labeled '2' points to the 'x' button on the dialog. To the right, a light blue box contains the text: 'After entering Fenix: i) You will pay the registration fee (1st annual registration) and the 1st monthly fee ii) You will register'.

2 Enrollment Processes

Select “Student” ① followed by
“Enrollment Process” ②

Start the registration process ③



Instructions

Please read the instructions carefully ① and select “Next Step” ②



①

Instructions:

We want to start by welcoming you to Católica Medical School.

Next, you will be asked for some information to complete your registration process at the Universidade Católica Portuguesa. The Direção Geral de Ensino Superior requests these details, and filling in the fields for this purpose is mandatory.

In the next step, please pay the registration and tuition fees, according to the UCP payment rules.

Please select "View Financial Account".

Select "Online Payment" and choose the items to be paid. The MB reference or MB Way payment option will be generated.

After payment, return to this process and continue your registration.

Upon completion, you will be able to access a proof of registration, which will be useful for various purposes.

The process will only be completed when you hand in ALL the original documents you submitted in your application.

The documents must be delivered, in person, within the first three (3) days of the start of classes, at the Academic and Administrative Services of Católica Medical School.

Note: To help you with this process you have access to the 'Registration Process Manual', please go to this link.

Also, if you have any questions during this process, don't hesitate in contacting the Academic and Administrative Services of Católica Medical School by e-mail at medicina.fm@ucp.pt.

< Previous Step

Step 1 of 8

> Next Step

②

Payment Requirements

Please pay the registration and tuition fees, according to the UCP payment rules, by selecting the option view financial account in each box **1**, afterwards, click next to advance to the next step **2**

Student > Enrolment Processes

Payment Requirements

Católica Medical School: First Time Students Integrated Master Degree in Medicine

< Previous Step

Step 2 of 8

> Next Step

Description	Status	
Payment of Propina Outubro	▲	View financial account 1
Payment of Propina Novembro	▲	View financial account
Payment of Propina Setembro	▲	View financial account
Payment of Primeira Inscrição Anual	▲	View financial account

< Previous Step

Step 2 of 8

> Next Step **2**

3 Payment of Enrollment Fee (1st Annual Enrollment) and three Tuition Fee

In myFenix ① | Services ② | Current Account ③ you will find the amounts to pay: First Annual Enrollment and September, October and November Tuition Fee. Select “Make Payment”.

Due Date	VAT Number	Financial Document	Description	Total Amount	Open Amount
30/07/24	PT 273270907	ND_INT:000000000	Primeira Inscrição Anual (Medicina - 2024/2025)	1650.00 €	1650.00 €
30/07/24	PT 273270907	ND_INT:000000000	Propina Novembro (Medicina - 2024/2025)	1795.00 €	1795.00 €
30/07/24	PT 273270907	ND_INT:000000000	Propina Outubro (Medicina - 2024/2025)	1795.00 €	1795.00 €
30/07/24	PT 273270907	ND_INT:000000000	Propina Setembro (Medicina - 2024/2025)	1795.00 €	1795.00 €

Select the items for payment ⑤ and the payment method ⑥ (MB Reference or MBWAY) and proceed ⑦ to payment confirmation.

If you choose MB Reference

Confirm that everything is OK and select “Next” ⑧

Description	Due date	Total amount	Vat	Open amount
Primeira Inscrição Anual (Medicina - 2024/2025)	30/07/24	1650.00 €	0 %	1650.00 €
Propina Setembro (Medicina - 2024/2025)	30/07/24	1795.00 €	0 %	1795.00 €
Propina Outubro (Medicina - 2024/2025)	30/07/24	1795.00 €	0 %	1795.00 €
Propina Novembro (Medicina - 2024/2025)	30/07/24	1795.00 €	0 %	1795.00 €
Total payment amount				7035.00 €

The MB reference for payment is generated ⑨. Select “Finish” ⑩

Description	Due date
Primeira Inscrição Anual (Medicina - 2024/2025)	30/07/24
Propina Setembro (Medicina - 2024/2025)	30/07/24
Propina Outubro (Medicina - 2024/2025)	30/07/24
Propina Novembro (Medicina - 2024/2025)	30/07/24

Note: Once you have finished, you can check the references generated again in MyFenix “Current Account” Payment References

If you choose MBWAY

Enter your contact **11** and make the payment in the MBWAY App and select **“Next” 12**

The screenshot shows a registration form for 'Universidade Católica Portuguesa'. The form includes fields for 'Nome' (800507894 - Aluno Teste), 'País' (351), and 'Nº IdentiVoz'. Callout boxes indicate: 'Enter country code (351 for Portugal)' pointing to the 'País' field, and 'Enter cell phone number' pointing to the 'Nº IdentiVoz' field. A yellow circle with the number '11' is placed over the 'País' field. At the bottom, a 'Próximo >' button is highlighted with a yellow circle and the number '12'.

Make the payment in the MB WAY application Select **“Finish”**

After payment return to the registration and enrolment process.

The screenshot shows a student dashboard with a sidebar menu. The main content area is titled 'Enrolment Processes'. Under 'Open Processes', there is a card for 'Católica Medical School: First Time Students' with details for the 1st Semester 2024/2025, dates from 01/07/24 to 31/07/24, and a registration for an Integrated Master Degree in Medicine. A 'Start Enrolment Process' button is visible. Under 'Upcoming Processes', it states 'No upcoming enrolment processes scheduled'.

Once you have paid the amounts associated with the registration **4**, select **“Next Step” 5**

The screenshot shows the 'Enrolment Requirements' page for 'Católica Medical School: First Time Students'. It is 'Step 2 of 8'. A table lists requirements with their status:

Description	Status
Payment of Propina Outubro	✓
Payment of Propina Novembro	✓
Payment of Propina Setembro	✓
Payment of Primeira Inscrição Anual	✓

A yellow circle with the number '4' is placed over the 'Status' column. At the bottom, a 'Next Step' button is highlighted with a yellow circle and the number '5'.

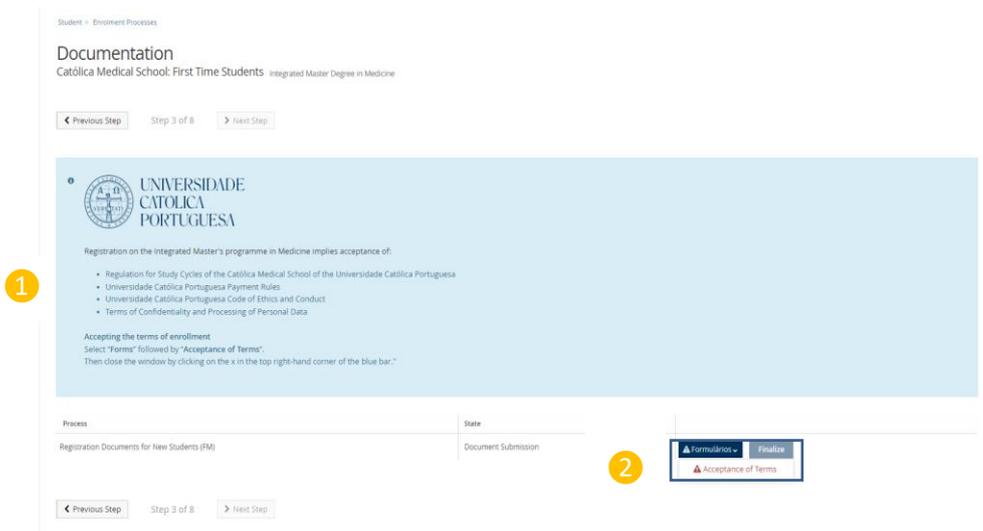
Documents and Consents

Read all the information carefully, and accept the terms by clicking

Registration on the Integrated Master's programme in Medicine implies acceptance of:

- [Regulation for Study Cycles of the Católica Medical School of the Universidade Católica Portuguesa](#)
- [Universidade Católica Portuguesa Payment Rules](#)
- [Universidade Católica Portuguesa Code of Ethics and Conduct](#)
- [Terms of Confidentiality and Processing of Personal Data](#)

Confirm all the links, reading each one carefully (①), after reading all the terms, click on the Forms to open the terms(②), read and click on each option on the acceptance of Terms (③), click on the x to close the acceptance of Terms and to finalize this step(④).



Student - Enrollment Processes

Documentation

Católica Medical School: First Time Students Integrated Master Degree in Medicine

← Previous Step Step 3 of 8 Next Step →

 **UNIVERSIDADE CATOLICA PORTUGUESA**

Registration on the integrated Master's programme in Medicine implies acceptance of:

- Regulation for Study Cycles of the Católica Medical School of the Universidade Católica Portuguesa
- Universidade Católica Portuguesa Payment Rules
- Universidade Católica Portuguesa Code of Ethics and Conduct
- Terms of Confidentiality and Processing of Personal Data

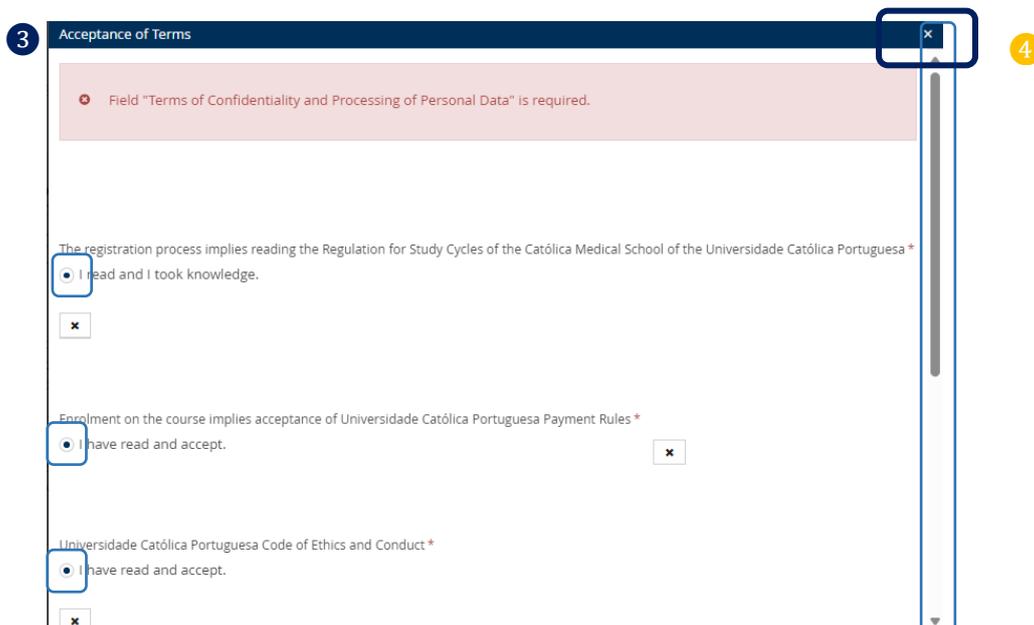
Accepting the terms of enrollment
Select "Forms" followed by "Acceptance of Terms".
Then close the window by clicking on the x in the top right-hand corner of the blue bar."

Process	State
Registration Documents for New Students (FM)	Document Submission

← Previous Step Step 3 of 8 Next Step →

Formulário Finalize

Acceptance of Terms



Acceptance of Terms

Field "Terms of Confidentiality and Processing of Personal Data" is required.

The registration process implies reading the Regulation for Study Cycles of the Católica Medical School of the Universidade Católica Portuguesa *

I have read and I took knowledge. x

Enrollment on the course implies acceptance of Universidade Católica Portuguesa Payment Rules *

I have read and accept. x

Universidade Católica Portuguesa Code of Ethics and Conduct *

I have read and accept. x

Personal Information

Most of the data fields are already filled out with the information you provided in your application. You can now update them, and you will need to enter the data that remains to be fields. Mandatory fields are marked with *. Before moving on to the next screen, save the data **13**. If you have moved from your permanent residence **14**, you must add the address in class time. Under contacts **15**, select “Address” **16** and enter the address. One of the requirements are Emergency Contact. Enter the phone number and relationship (e.g., 912342342). (Father), as well as any other information you consider relevant.

Personal
Candidate
Contacts
Fiscal

Personal Data

Name

Given Names

Family Names

Gender * Female Male

Profession

Marital Status

Emergency contact ⓘ *

Personal
Candidate
Contacts
Fiscal

14

Dislocated from permanent residence? * Yes No

Country of conclusion of the high school *

Scholarship Type *

[Save](#)

Personal
Candidate
15 Contacts
Fiscal

Type	Contact		
Physical Address (School Time)		Valid	Edit Delete
Physical Address (Personal)	<input type="text"/>	Valid	Edit Delete
Phone (School Time)		Valid	Edit Delete
Email Address (Personal)	<input type="text"/>	Valid	Edit Delete

16

Physical Address

Phone

Mobile Phone

Email Address

Web Address

Vaccination Bulletin

Student > Enrolment Processes

Vaccine Report

Católica Medical School: First Time Students Integrat

Step 5 of 8

Vaccin	Administration Date
Tetanus	<input type="text" value=""/>

Step 5 of 8

You will be asked to fill in the date you had the tetanus vaccine **17** (this information is not mandatory). Save **18** and Proceed **19** to the next menu.

Household

This information is requested by the Directorate General for Higher Education and must be filled in.

Fill in all the fields **1**, save **2**, and proceed **3**.

Parents Information

	Mother	Father
Educational level of the Mother and the Father	<input type="text" value="Higher education - Degree (Bologna)"/>	<input type="text" value="Higher education - Degree (Bologna)"/>
Situation of the Mother and the Father concerning work	<input type="text" value="Housewife / Househusband"/>	<input type="text" value="Person working for the family without a salary"/>
Occupation of the Mother and the Father (or previous in case of retirement or unemployment)	<input type="text" value="Armed Forces officers"/>	<input type="text" value="Armed forces sergeants"/>

Professional Situation

Current occupational status *

Type of occupation *

Step 6 of 8

Summary

The system will automatically enroll you in the curricular units of the 1st year. Select

“Next” **4**

Course Enrolment
Católica Medical School: First Time Students Integrated Master Degree in Medicine

◀ Previous Step Step 7 of 8 Next Step ▶

Total Credits: 60.0

Execution year	Period	Name	Credits	Shifts
2024/2025	1 Year, 1 Semester	[L18.1004] Digestion and Defence I	9.0	
2024/2025	1 Year, 1 Semester	[L18.1006] Biostatistics and Epidemiology	4.0	
2024/2025	1 Year, 1 Semester	[L18.1002] Regulation and Integration	6.0	
2024/2025	1 Year, 1 Semester	[L18.1008] Christianity and Culture	2.0	
2024/2025	1 Year, 1 Semester	[L18.1001] Circulation and Breathing I	9.0	
2024/2025	1 Year, 1 Semester	[L18.1000] Growth and Development I	9.0	
2024/2025	1 Year, 1 Semester	[L18.1005] Diabetes, Obesity and Lifestyle	6.0	
2024/2025	1 Year, 1 Semester	[L18.1009] Personal and Professional Development I	4.0	
2024/2025	1 Year, 1 Semester	[L18.1003] Thinking and Doing I	9.0	
2024/2025	1 Year, 1 Semester	[L18.1007] Bioethics	2.0	

◀ Previous Step Step 7 of 8 Next Step ▶ **4**

Confirm and Finalize



**UNIVERSIDADE
CATOLICA
PORTUGUESA**

You have successfully completed this stage of the registration process.

Proof of registration
You will then receive a proof of registration, which you can keep and use for different purposes.

IDU Credentials (Unique Digital Identification)
In the next 48 hours you will receive an email with your final credentials, as well as your institutional email address.

If you have any questions, please contact the Católica Medical School Academic Administrative Services:
Email: medicina.fm@ucp.pt
Telephone: (+351) 218 724 200 (Monday to Friday from 9.30 a.m. to 1 p.m. | 2.30 p.m. to 5.30 p.m.)
In person: Sintra Campus, Estrada Octávio Pato, 2635-631 Rio de Mouro

⚠ Select “**Confirm Registration**”, followed by “**Finish**”.

5

✓ Confirm Registration
Finish

6

Select “**Confirm Registration**” **5**

You will automatically open a Proof of Enrolment(, which you can save and use for various purposes. Followed by “**Finish**” **6**.

Please confirm if you receive a Proof of Enrollment as the image attached below:



**UNIVERSIDADE
CATOLICA
PORTUGUESA**

ENROLMENT PROOF - 2024/2025

Degree	Integrated Master Degree in Medicine	
Curricular Year	1	
Student	800519991	Aluno2 Teste FM
Adress	Rua José Tiago Neto Rodrigues	
Postal Code	2555	
VAT Number	999999990	
Issue Date	25-07-2024 12:39	

Curricular Unit	Shift	Semester	ECTS
L18.1007 - Bioethics		1º Semestre	2.0
L18.1006 - Biostatistics and Epidemiology		1º Semestre	4.0
L18.1008 - Christianity and Culture		1º Semestre	2.0
L18.1001 - Circulation and Breathing I		1º Semestre	9.0
L18.1005 - Diabetes, Obesity and Lifestyle		1º Semestre	6.0
L18.1004 - Digestion and Defence I		1º Semestre	9.0
L18.1000 - Growth and Development I		1º Semestre	9.0
L18.1009 - Personal and Professional Development I		1º Semestre	4.0
L18.1002 - Regulation and Integration		1º Semestre	6.0
L18.1003 - Thinking and Doing I		1º Semestre	9.0
Total UCs: 10			Total ECTS: 60.0

Note: This document is valid as multiple purposes proof, according to art.º 28 of the D.L. 73/2014 of May 13, that republishes the DL 135/99 of April 22 (ADSE, Family Allowance, Military Purposes, etc).



QR CODE FOR DOCUMENT VALIDATION
WEBSITE FOR VALIDATION
<https://fenix.ucp.pt/documents>
VALIDATION CODE
b72f0b3e-3240-49d5-b8b1-f2ea55d68744



4 *After Registration*

You will receive a confirmation email by Universidade Católica Portuguesa, with your final credentials, as well as your institutional email address.