U
LISBOA

Welcome to the next level

This document congregates with the most important information which we believe you should be aware of at this stage.

We therefore ask you to read it. Should you have any doubts, please do not hesitate to contact us.

8 Points
to take into account throughout the school year

01. Academic calendar

The calendar for the 2025/2026 Academic Year can be consulted here or in the Fenix portal > Student Tab "My Fenix" > "Services" > Calendar

04. How to communicate

After enrolling, an institutional email account is automatically created and the login to the Fénix portal is done with the student number.
You should make sure you have access to your institutional email and Fenix (keep an eye out on the "My Fenix" tab > "Communication" > "Inbox", on the Fenix portal, because these are the ways that ISEG communicates with students.
Find more information about ISEG communication here.

If any technical problems arise, please report them to the ISEG Helpdesk, via email: helpdesk@iseg.ulisboa.pt

07. Rights and Obligations

We ask you to read the Student's Charter of Rights and Obligations at ISEG

08. Statements & Requirements

On the Fenix portal, you can issue various declarations (e.g. registration, enrollment, public transport…), request statutes (e.g. student worker), cancel enrollment, etc., by accessing the Fenix Portal, in the tab "My Fenix" > "Services" > Requisitions > + Create > and selecting the required type of requisitions.

02. Timetables

The timetables will be available on the ISEG website for consultation until, on the respective pages of each course here.
Currently the timetables available are those for 2024/2025.
Once the enrollment in the curricular units completed, the timetables can also be consulted on the Fenix portal, under the tab "My Fenix" > "Services" > Calendar.

05. Tuition Fees

The dates of payment of tuition fees and the amount to be paid for each installment can be consulted here.
The payment plan is available in your current account, where you must access it to consult it. For this purpose, you must access Fenix portal, in the tab "Student" option "View Account"
Select one of the following payment methods:

- ✓ Credit card
- ✓ MbWay
- ✓ ATM Reference.

In case of choosing a bank reference, this must be consulted in the "Payment references" tab.

You can also check your receipts and invoices in your account.
If you want the invoices to be issued on behalf of another entity, you must send us, before any payment, an email with the tax data to consider.

03. Important deadlines

In the "Important deadlines" document you can find all payment dates, registration, assessment periods, etc.

We highlight the importance of meeting the stipulated deadlines, in order to avoid any non-compliance restrictions and/or costs.

06. Regulations

You should consult the ISEG regulations, namely the Tuition Fee Regulation. We call your attention to the importance of reading this document in its entirety, given the implications of non-compliance with payment deadlines, as well as the fact that the communication of a possible withdrawal/cancellation only produces effects from the moment it is communicated and formalized on the Fenix portal. Not canceling the duty to pay tuition fees already due, emoluments and default interest calculated at the legal rate will also have implications that can be prevented.

Important information for June and September

01. Completing the enrollment process

Once registered, it is necessary to complete the registration process.

This step is essential for the assignment of the class and curricular units to be successfully completed.

Enrollment deadline: from June 24 (10:00 am) to July 1 (11:59 pm).

How: Fenix Portal > "Student" tab > left side menu > "Enrol" option > "Enrolment Processes" > Click on "Start Enrolment Process".

You must properly fill in the missing fields and proceed step by step until the process is completed.

02. Enrollment in Curricular Units (compulsory and optional)

The Fenix system assumes enrollment in the compulsory 1st year course units.

If the PhD's study plan includes optional curricular units (UC) in the 1st year (1st or 2nd semester), then, the student must select the optional UCs during the period of completion of the registration process, taking into account the calendar of reviews (here) to avoid overlaps.

Enrollment in the optional curricular units of the 1st and 2nd semester has limited places and must be completed within the defined period.

Later, you can consult its schedule on the Fenix portal, in the tab "Personal" > "Services" > Calendar.

03. Student card

The student card for ISEG Masters and PhD students is issued by *Caixa Geral de Depósitos* (CGD).

To obtain your card, at the beginning of classes in September, you must access the Fenix portal > "My Fenix" tab > "Personal Info" > "Identification Card"

04. Request for Equivalencies

Enrollments in mandatory 1st year curricular units are generated automatically by the system.

After the registration process is completed the timetable can be consulted on the Fenix Portal, under the tab "My Fenix" option "Services" > "calendar"

05. Scholarship students

If you are applying for a scholarship, you should, as soon as possible, send us proof of application for the scholarship to the email smd@iseg.ulisboa.pt.

06. Internatonal students

The letter of acceptance, document issued after payment of the registration/1st installment that will allow you to apply for a visa, at a consulate in your country of origin.

In case of rejection of the visa, the student may submit a request for reimbursement of the 1st installment (enrollment) for higher dispatch, upon presentation of proof of refusal of the visa issued by the consulate/embassy and after registering the cancellation of enrollment in the academic portal.

All original international diplomas obtained outside Portugal must show the original of the degree completion document, with the final average, to the Academic Services by 15/10/2024.

07. Still have any doubts?

You can find this and other information on the Website of Academic Services.
We are, as always, available for any clarification you consider necessary in the email: smd@iseg.ulisboa.pt
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