

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”**.

Home > Formação > Curta Duração
European Drugs Summer School 2022

Introduction

Our two week in-person Summer School (27th of June to 8th of July 2022) prepares professionals and students to meet the complex policy challenges that face Europe and the World in the field of drugs. Teaching staff include scientific experts from the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA), researchers, practitioners and policymakers.

This edition will have a special focus on community-based interventions for drug-related issues.

We will have **daily in-person lectures, group exercises and field visits.**

Scholarships

Iscte offers **five scholarships covering 50% of the standard fees, exclusively for scholars who register in the first phase (deadline 28th February 2022)**

REGISTRATION

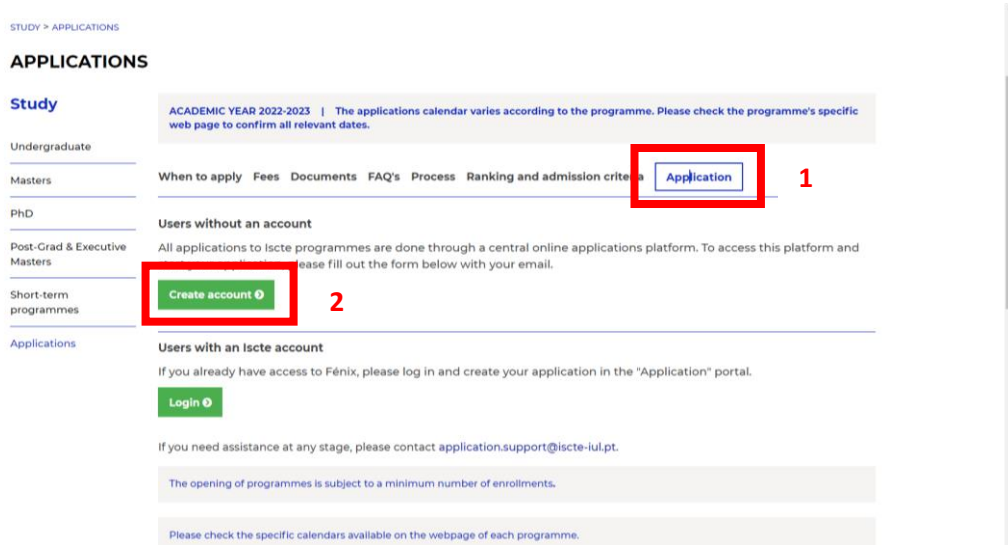
We have prepared a video to help with the application process. Watch **HERE**.

Course in **English**

Face-to-Face Course

f
t
in

2. **“Registration”** will take you to Iscte application website. There, you will need to click on **“Application”** and **“Create account”** (if you never were a Iscte student before).



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

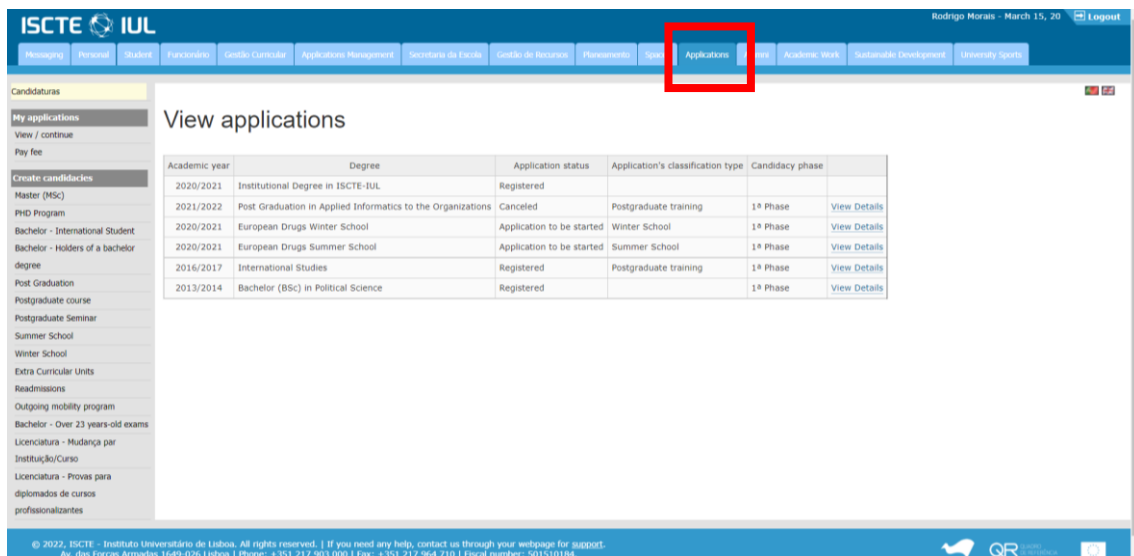


4. After you submit your request, you will then receive an e-mail with your credentials and will have to start completing your application within two hours.

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



- Go to the menu **“Applications”** on the top of the page.



- Choose **“Summer School”** or **“Winter School”** (depending if you want to create an application for EDSS or EDWS) on the menu on the left side.

ISCTE IUL

Messaging Personal Student Funcionário Gestão Curricular Applications Management Secretaria da Escola

Candidaturas

My applications
View / continue
Pay fee

Create candidacies
Master (MSc)
PHD Program
Bachelor - International Student
Bachelor - Holders of a bachelor degree
Post Graduation
Postgraduate course
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
diplomados de cursos
profissionalizantes

View applications

Academic year	Degree
2020/2021	Institutional Degree in ISCTE-IUL
2021/2022	Post Graduation in Applied Informatics to the Organization
2020/2021	European Drugs Winter School
2020/2021	European Drugs Summer School
2016/2017	International Studies
2013/2014	Bachelor (BSc) in Political Science

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Av. das Forças Armadas 1649-026 Lisboa | Phone: +351 217 903 000 | Fax: +351 217 964 710 | Fiscal...

8. Create your application.

Thank you for applying for to ISCTE-IUL.

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).

Your application will only be considered valid after paying the fee.

The application can be filled in a single phase or by stages. At the end of each step, please remember to save the entered data.
After submission of the application, it is no longer possible to make any changes.

Summer School

Application	
European Drugs Summer School	Create an Application >
IoT for Smart Cities	

9. Please click on “**Fill in**” to edit your application.

View / continue
Pay fee

Create candidacies

- Master (MSc)
- PHD Program
- Bachelor - International Student
- Bachelor - Holders of a bachelor degree
- Post Graduation
- Postgraduate course
- Postgraduate Seminar
- Summer School
- Winter School
- Extra Curricular Units
- Readmissions

Application Details
2021/2022

Application	European Drugs Summer School
Application status	Application to be started
serialization criteria minute	Iscte_AtaN1_CriteriosSelecaoSeriacao_EDSS_2021-22.docx
Application's classification type	Summer School

Please click on the links with [!] and fill in your application

[Personal Information \[!\]](#) | [Tax information](#) | [Education \[!\]](#) | [Complementary information \[!\]](#) | [Documents \[!\]](#)

Fill in

If you want to change the address, you 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
Pay fee

Create candidacies

- Master (MSc)
- PHD Program
- Bachelor - International Student
- Bachelor - Holders of a bachelor degree
- Post Graduation
- Postgraduate course
- Postgraduate Seminar
- Summer School

Application Details
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Please click on the links with [!] and fill in your application

[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.

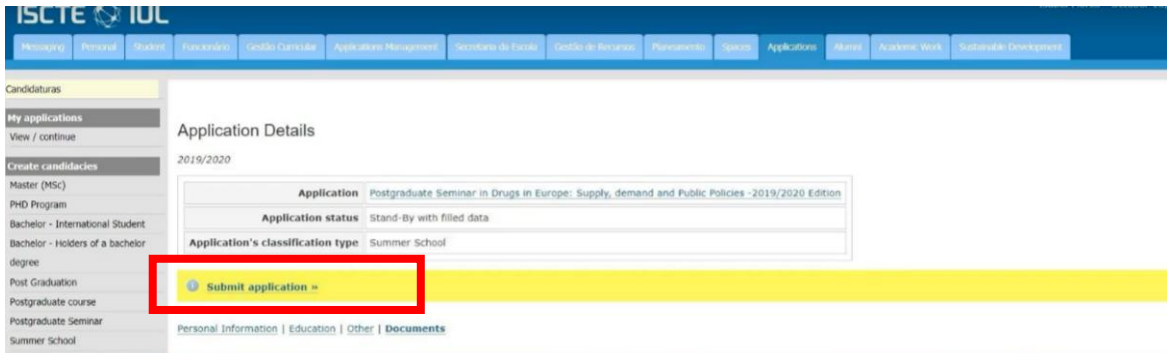
[Documents \[!\]](#)

Personal Information -> Address tab -> Create new address.

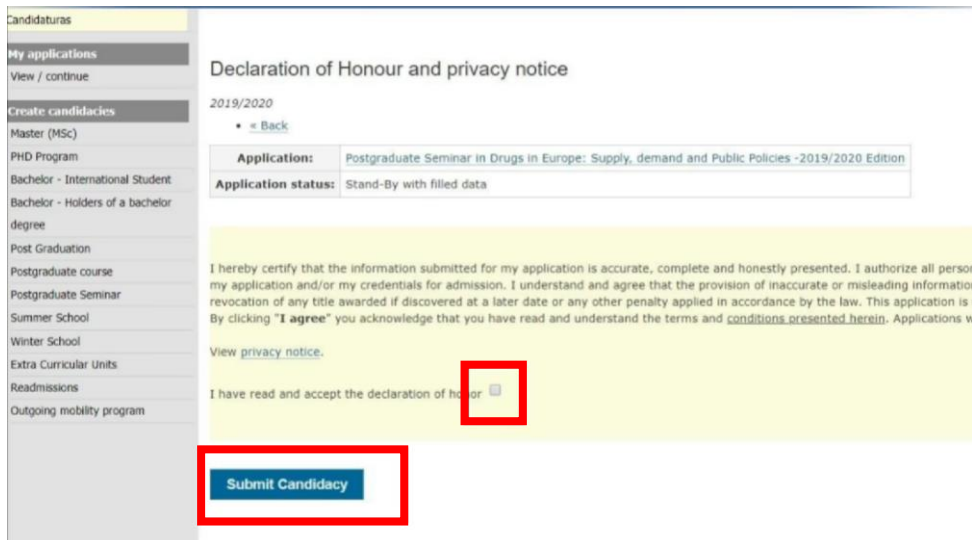
Missing information:

- How did you become aware of this program

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”**.



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



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.

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 “**Documents**”. In there you can upload your documents.

2021/2022

Application	European Drugs Summer School
Application status	Stand-By with filled data
serialization criteria minute	[Iscte_AtAnI_CriteriosSelecaoSeriacao_EDSS_2021-22.docx]
Application's classification type	Summer School

Please click on the links with (I) and fill in your application

Personal Information (I) | Tax information | Education (I) | Complementary information (I) | **Documents (I)**

The student must submit all requested documents as soon as possible. After receiving the admission's email, the student have to attach the transfer proof also. In this way the enrollment will be complete.

Missing information:

- Identification document
- Academic transcript/Diploma(s)
- Curriculum Vitae
- Formal photo (Passport type)

Mandatory	Document type	Description	Minimum number of documents to be attached	Number of documents attached	Attach
Yes	Formal photo (Passport type)		1	0	Attach
Yes	Identification document		1	0	Attach
Yes	Academic transcript/Diploma(s)		1	0	Attach
Yes	Curriculum Vitae		1	0	Attach
No	Proof of candidacy fee payment		-	0	Attach

Application	European Drugs Summer School
Application status	Stand-By with filled data
serialization criteria minute	Iscte_AttaN1_CriteriosSelecaoSenacao_EDSS_2021-22.docx
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 \[1\]](#)

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 sunglasses, obtained less than one year and with face and hair uncovered.

Formal photo (Passport type): * Nenhum ficheiro selecionado

Fields marked with (*) are mandatory.