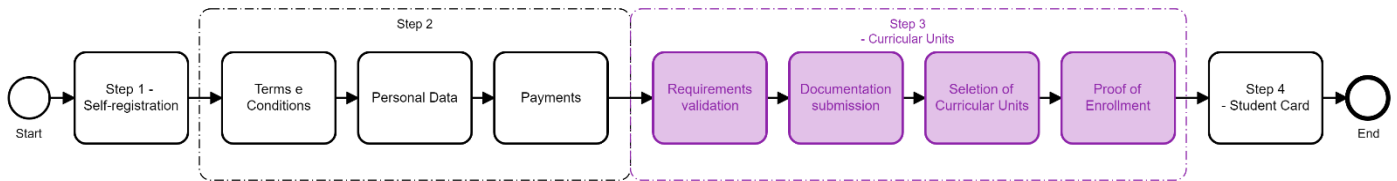
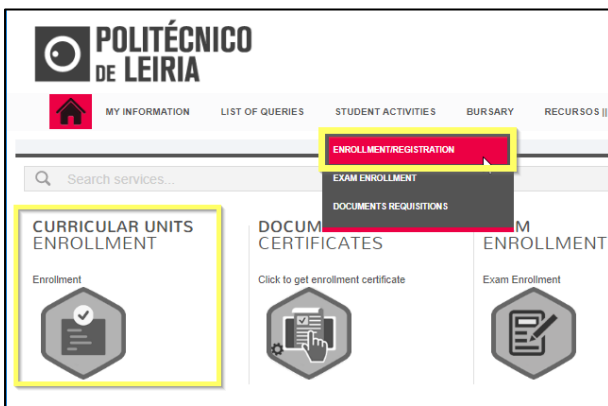


Step Flow

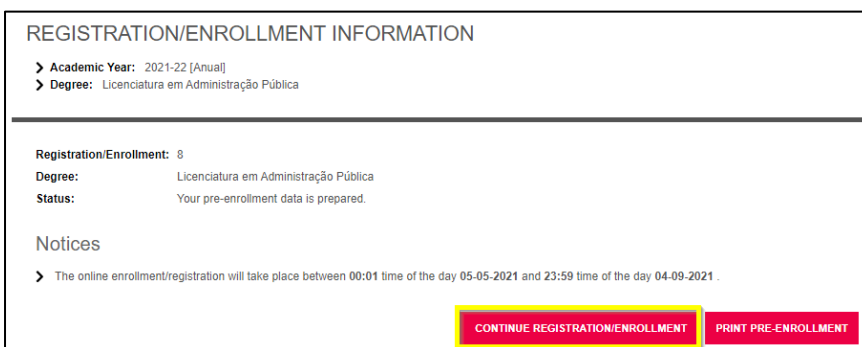


Step 3: Sign up for Curricular Units

- After successful authentication on the [Student Portal](#) click on [Enrollment]



- Click on [Continue Registration / Enrollment]



- Accept the Terms and Conditions and click on [Continue]

TERMS AND USAGE CONDITIONS

› Academic Year: 2021-22 [Annual]
› Registration/Enrollment: [8] Pending Confirmation
› Course: Licenciatura em Administração Pública [9002]
› Academic Year: 1

TERMS AND CONDITIONS

1. Enrollment is students' responsibility, and students should verify and validate all information given, taking into account to the rules of the course of enrollment.
2. Enrollment submission implies the full commitment of the tuition fixed for the academic year, regardless of the number of curricular units in which the student is enrolled.
3. Delays in the payment of the benefits of the tuition fee implies the application of the consequences foreseen by legislation in force.
4. In case of enrollment suspension, it will be applied the rules foreseen by legislation in force.
5. False statements are punished under the terms of the Law and imply the repeal of all acts practiced.
6. Changes in fiscal domicile must, under the terms of the law, be communicated to the Polytechnic of Leiria within 15 calendar days, under penalty of ineffectiveness of the changes not communicated.

PROCESSING OF PERSONAL DATA

1. I acknowledge that Polytechnic of Leiria, as a public higher education institution, needs to collect my personal data within the scope of its mission, and is thus responsible for the processing of such data in accordance with the legislation in force.
2. I acknowledge that my personal data could be shared with other entities, public or private, for the scope of their mission and in accordance with the legislation in force.
3. I acknowledge that my identification data will be shared with Caixa Geral de Depósitos for the purpose of making my Student Card.
4. I acknowledge that I can request access to my personal data and I have the right to be notified in case there is a personal data breach, in accordance with the legislation in force.
5. I acknowledge that if my personal data is necessary for a purpose other than that for which it was initially collected, Polytechnic of Leiria will request my explicit consent for that further processing, with the exception of cases in which the processing of data is lawful without consent, in accordance with the legislation in force.
6. I acknowledge that for further information on RGPD, I can access the Privacy Policy and Processing of Personal Data of the Polytechnic of Leiria (link: https://www.ipl.leiria.pt/wp-content/uploads/2015/03/Dispatch_198_2018_English.pdf)

hereby accept the Terms & Conditions of Usage

CONTINUE

- Validate the Registration / Enrollment requirements¹. To be able to select the Curricular Units (CU) to attend it is necessary to:
 - Have the financial status regularized (available in the Payments menu)
 - Have updated Personal Data (available in the Personal Data menu)
- Click on [You must read and accept the Student Card Issuing Information]

ENROLLMENT REQUIREMENTS SUMMARY

› Academic Year: 2021-22 [Annual]
› Registration/Enrollment: [8] Pending Confirmation
› Course: Licenciatura em Administração Pública [9002]
› Academic Year: 1

ENROLLMENT REQUIREMENTS

You must complete the Enrollment Form - Personal Data	✓
Payment made!	✓
You must read and accept the Student Card Issuing Information	✗

UPDATE REQUIREMENTS **NEXT**

¹ Check Step 2 on [Guide for Update Personal Data](#)

- Authorize the personal data for CGD (bank entity) usage

PERSONAL DATA FOR CGD USAGE

Declaro que autorizo a instituição a enviar à Caixa Geral de Depósitos, S.A. (CGD), os dados constantes no número 1 infra, para efeitos de emissão e utilização do cartão de identificação da instituição.

1. Dados Básicos

- Instituição de Ensino Superior
- Grupo do membro
- Classe do membro
- Numero do membro
- Nome Completo
- Data de nascimento
- Nacionalidade
- País de residência Fiscal
- Numero de Identificação Fiscal
- Numero do documento de identificação
- Estabelecimento de Ensino Superior
- Curso
- Nº estudante
- Grau de Ensino

Mais declaro que caso venha a optar, junto da CGD, pela inserção de valência bancária no referido cartão, autorizo a instituição a transmitir à CGD os dados constantes nos números 2 e 3

*After you data is sent to the CGD, if you wish to make any changes you must contact CGD directly.

AUTHORIZE
DON'T AUTHORIZE

Documentation Submission

- Select each document and click on [Escolher ficheiro] (select file). After submit all the mandatory documents click on [Next].
If you are a foreign student select your passport on the “Tax number” document.

REGISTRATION/ENROLLMENT DOCUMENTS

For each document, select the file and click [Upload], then continue to the next document Export to Excel

Description	Mandatory	Document
Identification number	Yes	Delete doc.pdf
Tax number	Yes	Delete doc.pdf
Immunization record card with tetanus vaccine	Yes	Delete doc.pdf

Reset grid configuration

(2)

(1) The maximum size of the upload file is 1024Kb

(2) You need to provide all required documents to proceed with your enrollment/registration

PREVIOUS
NEXT

If you want to obtain the status of Worker-Student or Student with Special Educational Needs, submit your request [here](#)

- Confirm your registration details for the current school year. Click on [Continue].

STUDENT HISTORY

> Academic Year: 2021-22 [Annual]
 > Registration/Enrollment: [8] Pending Confirmation
 > Course: Licenciatura em Administração Pública [9002]
 > Academic Year: 1

Cycle: 1st cycle
 Plan: P3_Plano 2011/2012_D
 Specialization: Tronco Comum
 Academic Year: 1
 Study Program: Full time student
 Frequency type: Daytime

Type of Student
 1st Semester: Estudante Internacional_Licenciatura
 2nd Semester: Estudante Internacional_Licenciatura

CONTINUE

Select your Curricular Units

- Confirm the Curricular Units for the 1st, 2nd semester and/or annual from your academic year and click on [Next]. Don't forget to [Choose] the Optional Course Units of your Year.

> Academic Year: 2021-22 [Annual] > Plan: [3] P3_Plano 2011/2012_D
 > Registration/Enrollment: [8] Pending Confirmation > Specialization: [0] Tronco Comum
 > Course: Licenciatura em Administração Pública [9002] > Approved ECTS: 0
 > Academic Year: 1

Available Enrollment Periods 1st Semester and 2nd Semester

1 Enrollment Period
1st Semester

2 Enrollment Period
2nd Semester

Enrollment ECTS = [60.0] 1st Semester = [30]

Normal								
Year	Length	Special...	Code	Description	Type	ECTS	Status	Action
Normal Course Units (17 Items)								
<input checked="" type="checkbox"/>	1	S1	0	9002102	Basic Principles of Law	N	5	
<input checked="" type="checkbox"/>	1	S1	0	9002106	English	N	2	
<input checked="" type="checkbox"/>	1	S1	0	9002111	Information Systems for Public Ad...	N	5	
<input checked="" type="checkbox"/>	1	S1	0	9002101	Introduction to Public Administration	N	5	
<input checked="" type="checkbox"/>	1	S1	0	9002103	Political Science and Constitutional...	N	7	
<input checked="" type="checkbox"/>	1	S1	0	9002108	Quantitative Methods for Public Ad...	N	6	
<input type="checkbox"/>	2	S1	0	9002114	Administrative Procedure	N	5	
<input type="checkbox"/>	2	S1	0	9002113	EU Law	N	7	
<input type="checkbox"/>	2	S1	0	9002115	Economics and Public Finance	N	6	
<input type="checkbox"/>	2	S1	0	9002110	Management Accounting	N	6	
<input type="checkbox"/>	2	S1	0	9002112	Public Services Corporatization	N	6	
<input type="checkbox"/>	3	S1	0	9002125	Documentation and Register	N	5	
<input type="checkbox"/>	3	S1	0	9002127	Innovation and Entrepreneurship	N	2	
<input type="checkbox"/>	3	S1	0	9002126	Public Accounting	N	6	
<input type="checkbox"/>	3	S1	0	9002122	Public Administration Labour System	N	6	
<input type="checkbox"/>	3	S1	0	9002124	Regional and Local Administration	N	5	
<input type="checkbox"/>	3	S1	0	9002123	Social Security System	N	6	

Key: [N] = regular [O] = Elective Course and [M] = modular

PREVIOUS
NEXT >

Selection of Curricular Units²:

Study cycle	Academic year	Recommended Credits	Total course ECTS
Undergraduate programmes/TeSP *	Admission	60 ECTS	-
	Subsequent	76 ECTS	-
Master programmes	Admission **	60 ECTS	-
	Subsequent	90 ECTS 60 ECTS	120 ECTS 90 ECTS

(*) The student cannot apply for more than 76 ECTS credits.

(**) Depending on the academic year the student is positioned.

- Confirm your registration details and click on [Next]

CONFIRMATION OF ENROLLMENT

> Academic Year: 2021-22 [Anual] > Plan [3] P3_Plano 2011/2012_D
 > Registration/Enrollment: [8] Pré-inscrição > Specialization: [0] Tronco Comum
 > Course: Licenciatura em Administração Pública [9002] > Approved ECTS: 0
 > Academic Year: 1

Period ECTS: 1º Semestre (S1) = [30.0], 2º Semestre (S2) = [30.0]

Enrollment ECTS = [60.0]

YEAR	PERIOD	COURSE UNIT	ECTS	TYPE	OPERATION
REGULAR PRE ENROLLED COURSE UNITS					
1	S1	Ciência Política e Direito Constitucional	7	N	Maintain
1	S1	Inglês	2	N	Maintain
1	S1	Introdução à Administração Pública	5	N	Maintain
1	S1	Métodos Quantitativos na Administração Pública	6	N	Maintain
1	S1	Noções Fundamentais de Direito	5	N	Maintain
1	S1	Sistemas de Informação da Administração Pública	5	N	Maintain
1	S2	Contabilidade Financeira	6	N	Maintain
1	S2	Direito Administrativo	7	N	Maintain
1	S2	Fundamentos de Economia	5	N	Maintain
1	S2	Gestão de Recursos Humanos	6	N	Maintain
1	S2	Introdução ao Estudos das Organizações	6	N	Maintain
STUDENT TYPES					
-	S1	Estudante Internacional_Licenciatura		-	Maintain
-	S2	Estudante Internacional_Licenciatura		-	Maintain

Key: [N] = regular [O] = Elective Course and [M] = modular

CHANGE ENROLLMENT
CONFIRM

² Consult the rules applicable to your study cycle [here](#). You can also respect the precedence rules and the specific precedence rules, namely in health courses, teacher training and arts and design.

Conclusion of the Enrollment Process


- Registration takes on the Definitive Status. The Proof of Enrollment is sent by email. Click on [Adere Já!] to request your Student Card


ENROLLMENT FINISHED


- > Academic Year: 2021-22 [Annual]
- > Registration/Enrollment: [8] Effective
- > Course: Licenciatura em Administração Pública [9002]
- > Academic Year: 1


Information

The enrollment process was concluded. Your enrollment state is **Effective**

 After completing your enrollment, return to page [Enrollment Information] access your current enrollment status.

 Debt Payment- If you have debts you can update your situation through this link.

 Your data has been sent to the CGD institution.

 **Cartão Estudante Caixa IU**
O cartão de identificação é obrigatório e gratuito. Essencial dentro e fora da Instituição de Ensino. Aproveita os descontos, sem pagar a comissão da conta ou cartão.
Conta sempre com a Caixa **Adere Já!**

- Check the begin of your classes [here](#) and the schedules on [AGCP link](#)
- Tomorrow you will have access to all information and materials of your Curricular Units in [Moodle](#)

Consult the stages of the Registration and Enrollment process in the [“Step Guide”](#)

If you need help from the Academic Services of the Polytechnic of Leiria, contact us at academicos@ipleiria.pt