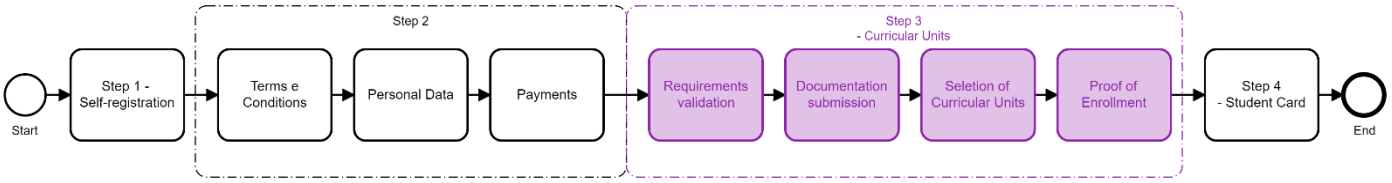
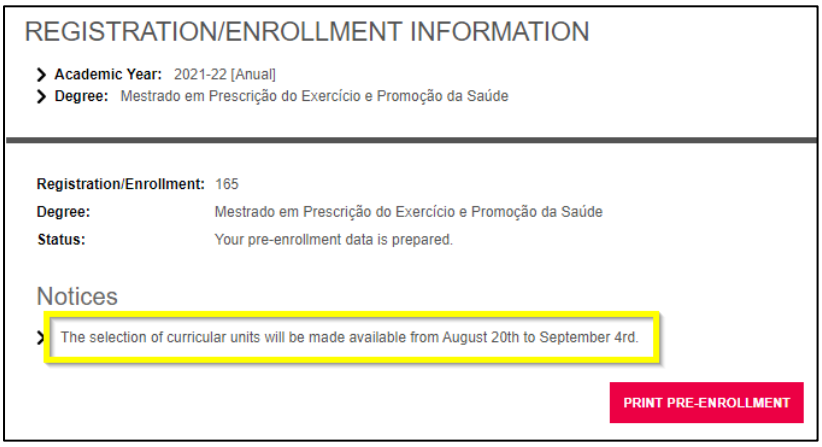
Step Flow

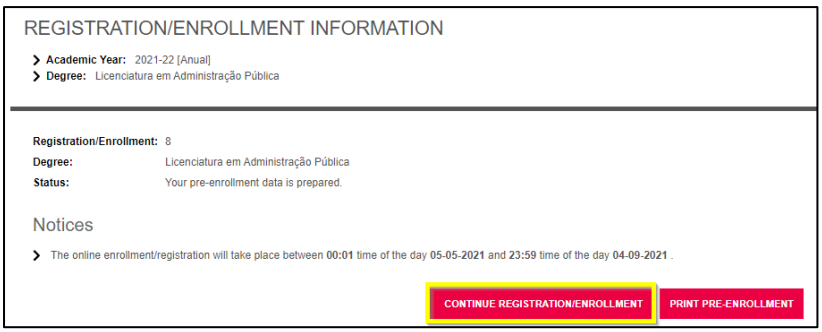


Step 3: Sign up for Curricular Units

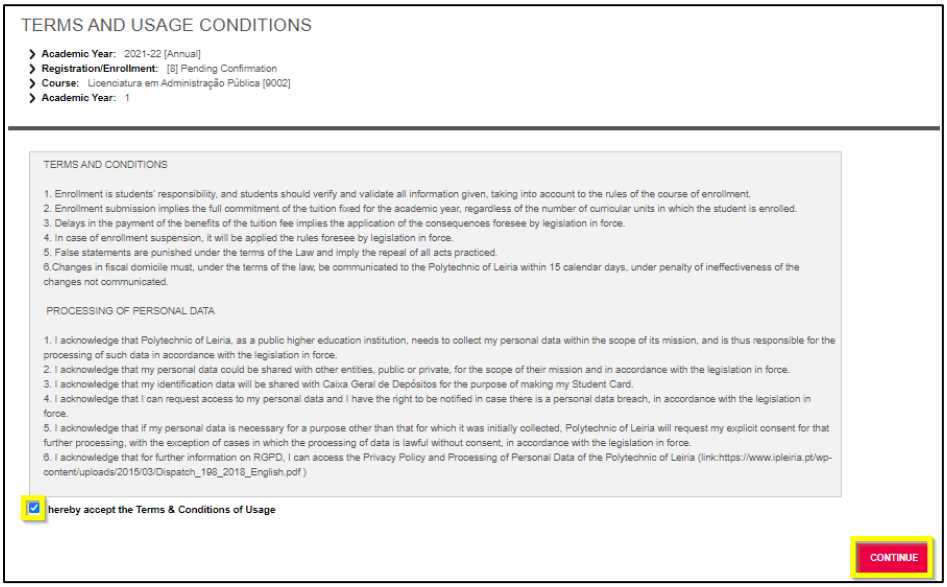
- After successful authentication on the Student Portal click on [Enrollment]
  If only the notice below is presented, you will have to wait for the Registration period (as notice below)



- During Registration period click on [Continue Registration / Enrollment]

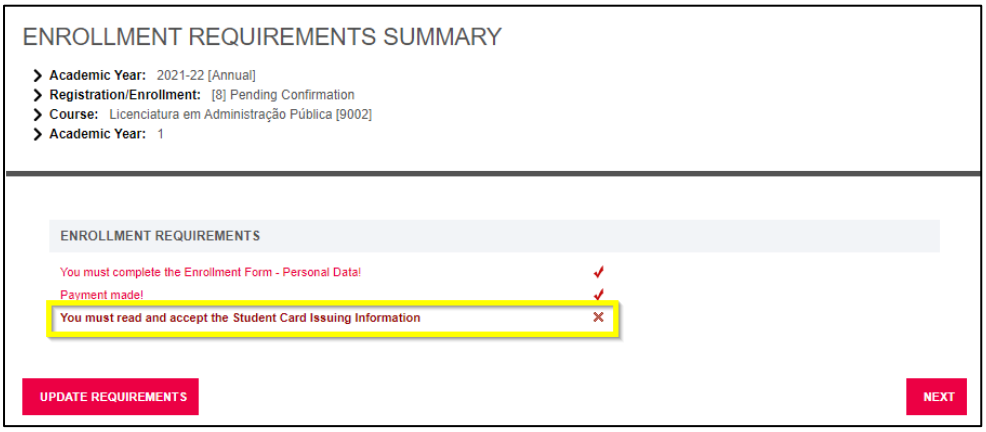


- Accept the Terms and Conditions and click on [Continue]



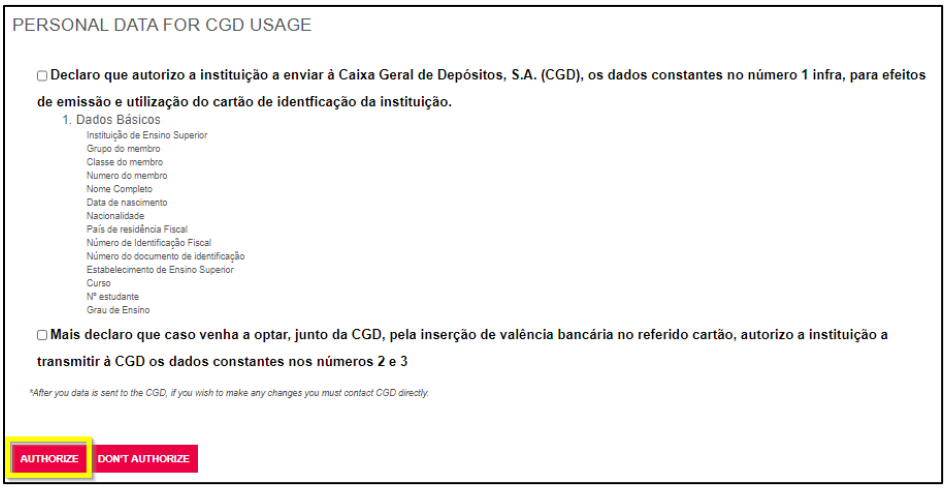
- Validate the Registration / Enrollment requirements[1]. To be able to select the Curricular Units (CU) to attend it is necessary to:
    - Have the financial status regularized (available in the Payments menu)
    - Have updated Personal Data (available in the Personal Data menu)

- Click on [You must read and accept the Student Card Issuing Information]



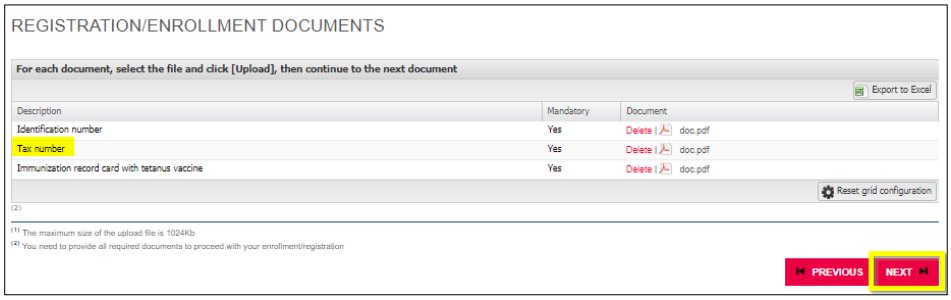
[1] Check Step 2 on Guide for Update Personal Data

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



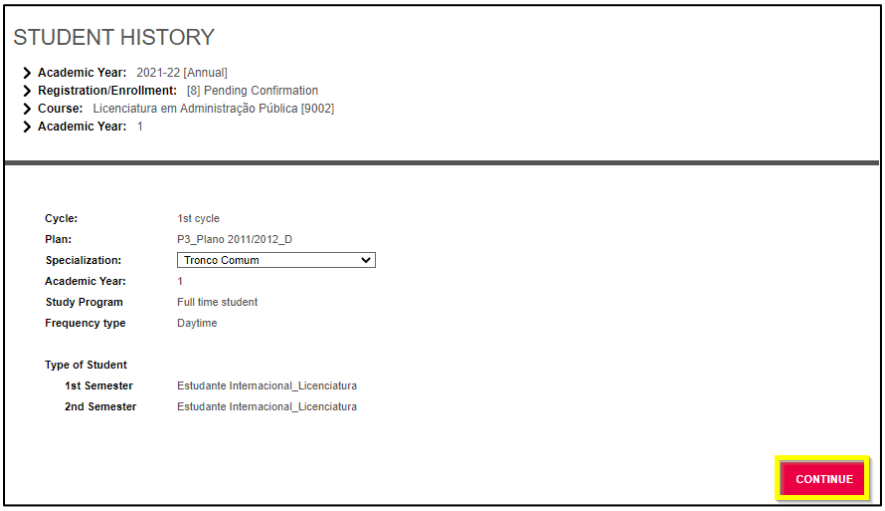
Documentation Submission

- 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.



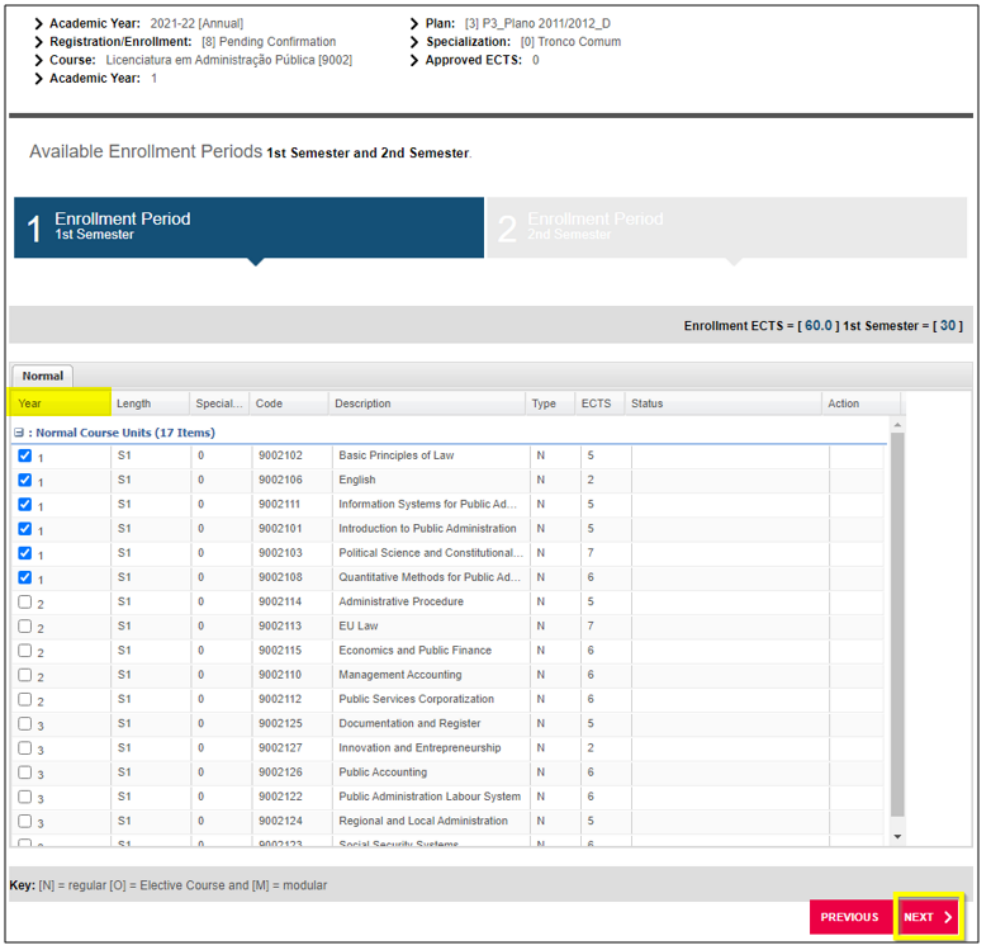
If you want to obtain the status of Worker-Student or Student with Special Educational Needs, submit your request here

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



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.



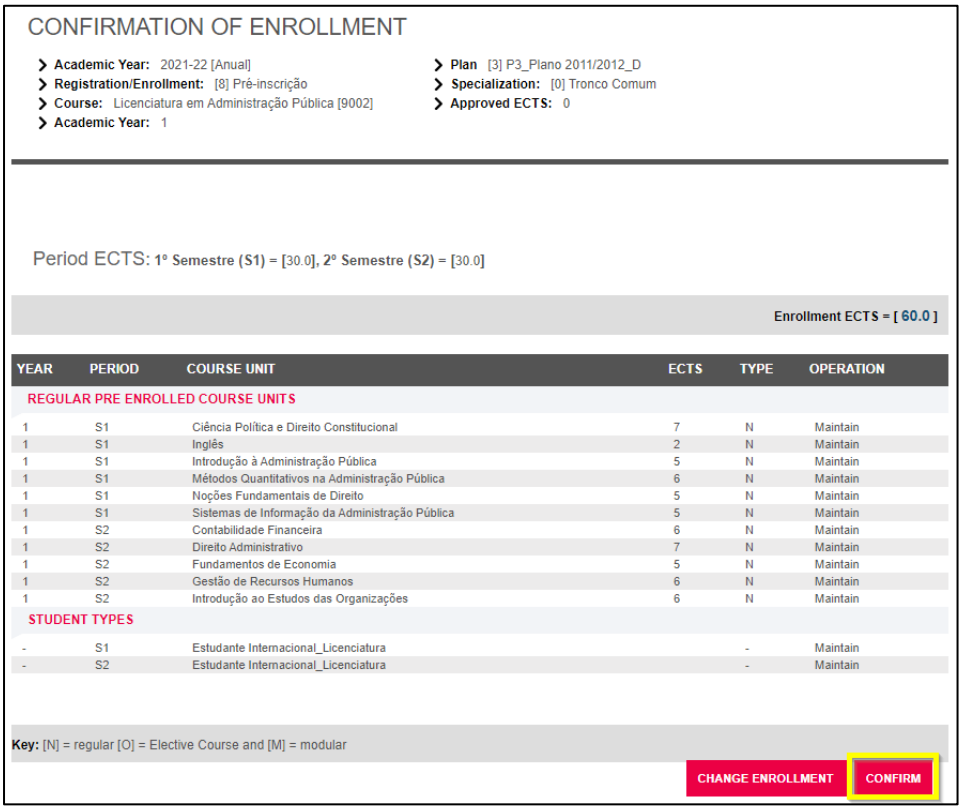
Selection of Curricular Units[2]:

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	120 ECTS
		60 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]
Registration/Enrollment: [8] Pré-inscrição
Course: Licenciatura em Administração Pública [9002]
Academic Year: 1
Plan [3] P3_Plano 2011/2012_D
Specialization: [0] Tronco Comum
Approved ECTS: 0

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

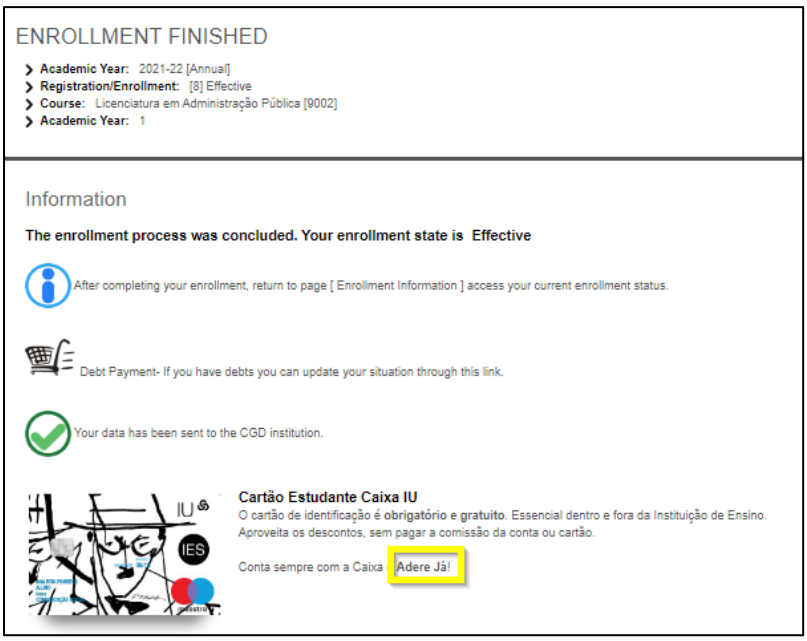
Key: [N] = regular [O] = Elective Course and [M] = modular

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



- 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