



**SERVICE PUBLIC OF UNIVERSIDADE FEDERAL DO SUL E
SUDESTE DO PARÁ
PRO-RECTORATE OF POSTGRADUATE STUDIES, RESEARCH
AND TECHNOLOGICAL INNOVATION**

NORMATIVE INSTRUCTION NO. 03, OF AUGUST 2020

Provides procedures for the instruction of the process of issuing Postgraduate Diplomas *Stricto Sensu* and other provisions.

The Pro-Rector of Post-Graduation, Research, and Technological Innovation at the Universidade Federal do Sul e Sudeste do Pará (Unifesspa), appointed by Ordinance No. 114 of 31/Jan/18 - Unifesspa, in the exercise of her duties, in accordance with the transfer of competence to the **Center for Academic Registration and Control (CARC)**, regarding the procedures for the instruction and flow of the process of issuing a Post-Graduation diploma *Stricto Sensu*, within the scope of Unifesspa;

CONSIDERING the need for formalization and standardization of the procedures adopted for the process of issuing Postgraduate Diplomas *Stricto Sensu*;

CONSIDERING the procedures recommended and adopted by the CARC.

RESOLVES:

Art. 1 Establish through this Normative Instruction, the procedures for the instruction and flow of the process of issuing a Postgraduate diploma *Stricto Sensu*, within the scope of Unifesspa.



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Art. 2 For the registration or request process opening procedure, it is necessary to update the student's registration, in case any data is outdated or non-compliant.

Art. 3 The request for postgraduate diplomas is made by the Master's Program, through the forwarding of an electronic process, directly by SIPAC. The process should have as its subject the SIPAC item: 134.421 - Issuance of Diploma for Postgraduate Courses *Stricto Sensu*.

Single Paragraph. When opening or registering the process, the interested party's data must be entered, and they should receive an automatic notification to monitor the process's progress.

Art. 4 The following documents must be part of the electronic process:

- I. Official letter forwarding the documentation, from the interested student, to the CARC;
- II. Diploma page extracted from SIGAA, after data update, signed by the student manually or digitally, certifying that all data is correct;
- III. Civil identity document for Brazilians or National Migration Registration Card (CRNM) for foreigners;
- IV. Individual Registration - Cadastro de Pessoa Física (CPF);
- V. Academic record integrated;
- VI. Minutes of the dissertation or thesis defense session, when applicable, manually or digitally signed by all committee members;
- VII. Minutes of the Program Collegiate approving the defense of the dissertation or thesis;



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- VIII.** Graduation Diploma, for both degrees, front and back;
- IX.** Master's Degree Diploma, for Doctorate degrees, front and back.

§1 The data contained in the diploma page is the responsibility of the students, hence the need for their signature certifying that they are correct. The data on the page will be included in the diploma and academic transcript, and if the documents are issued with this incorrect data, it is not the responsibility of the institution.

§ 2 In cases where reprinting of diplomas and transcripts is necessary due to non-compliance with §1º, a second copy fee will be charged as stated in the Resolution that sets fees and charges of Unifesspa.

§ 3 Each process must include the request for issuing a diploma for a single student.

Art. 5th After the instruction of the electronic process, it should be sent to the CARC, and thus it will be analyzed by the Certification and Registration Coordination.

Art. 6th Processes outside the aforementioned standard, or whose documentation is incomplete or illegible, will be returned to the requesting unit.

Art. 7 After receiving the process with the documentation, in accordance with this regulation, the diplomas will be issued within 45 (forty-five) days.

Art. 8 The availability of course diplomas at the *campuses* of the headquarters will be carried out at the CARC service desk.



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Single Paragraph. The diplomas of the courses, in the *campuses* outside the headquarters, will be sent to the course office and the availability will depend on the shipping method available at the time of dispatch. However, the shipping deadline will meet article 7.

Art. 9 For the receipt of the diploma by the holder, it is necessary to present an identification document and sign the receipt protocol.

Art. 10 The receipt can be carried out by an attorney, presenting the original power of attorney, a copy of the identification document, and the receipt protocol signature.

Art. 11 In case of damage, loss, theft, or robbery of the diploma and/or transcript, a second copy of the documents may be requested in accordance with the CARC instructions and the Resolution that sets the fees and charges of the Universidade Federal do Sul e Sudeste do Pará.

Art. 12 Omitted cases will be resolved by the CARC, with consultation to PROPIT, when necessary.