

INFORMATION CCPG/001/2015

Substitutes Information CCPG/002/2013

and

Alters the writing mode of the version approved by CCPG on 17/06/2015

(New writing mode for items 2, 3 and 4, Subsection I of Article 1)

Considering the need to review the regulation of the norms concerning the format of master's dissertations and doctoral theses based on the understanding exalted in the PG Report nº 1985/96 dealing with the possibility of presenting the contents of dissertations and theses in alternative forms to those traditionally established, the CCPG decided the following:

Article 1 The standard format of UNICAMP master's and doctoral dissertations and theses should obligatorily provide the following information:

I Pre-textual pages:

1. The first sheet showing the University, defense Unit, author, title of the dissertation/thesis in the language in which it was written – Portuguese, English or Spanish – place and date. In the case of dissertations/theses written in English or Spanish, the title in Portuguese should also be present;
2. Cover page showing the author's name; the title of the work; the number of volumes (when more than one); the level (master's or doctorate); the actuation area; the names of the advisor and co-advisor; the place (city) and year deposited. At the bottom of the page include the information that the digital file corresponds to the final version of the thesis/dissertation defended by the student (name) and advised by (name of Advisor).

In the case of theses defended in co-tutorage, below the level and actuation area, the information that the thesis was produced in the ambience of a co-tutorage agreement between UNICAMP and the partner university, should be inserted in Portuguese and in English or Spanish.

3. Cataloguing data (on the back of the cover page)

Obs. 1) If the doctoral thesis was carried out in co-tutorage, this fact should be informed in the cataloguing data plus the name of the partner university and the names of the advisors.

Obs. 2) If the thesis or dissertation was financed by a financing agency, those who received aid should refer to the support received and insert the agency's name and the process n° into the cataloguing data confection system;

4. Approval sheet, showing the Examining Board with the information that the Minutes of the Defense, signed by the members of the Examining Board, is part of the student's academic record;

5. Dedication (optional);

6. Acknowledgements (optional);

7. Abstract (obligatorily written in Portuguese, maximum of 500 words);

8. Abstract (abstract translated into English);

9. Abstract in a third language (optional);

10. List of illustrations (optional);

11. List of tables (optional);

12. List of abbreviations and acronyms (optional);

13. List of symbols (optional);

14. List of contents

II Textual elements: Body of the dissertation or thesis divided into structured topics according to the requirements of the actuation area.

III Post-textual elements:

1. References;

2. Appendixes;

3. Annexes.

§ 1st All the pages should be counted, but the pre-textual sheets (from the first sheet up to the list of contents) should not be numbered. The numeration (sequential) should start with the Introduction and continue to the last page of the work using Arabic numbers in the upper right-hand corner of the page.

§ 2nd The following can be included at the discretion of the author and the advisor: dedication; acknowledgement; title; lists of illustrations, tables, abbreviations and acronyms, symbols, appendixes; annexes.

§ 3rd The dissertation or thesis should be written in Portuguese, with the possibility of writing in English or Spanish with the simultaneous agreement of the advisor and student, as determined in the General Postgraduate Regime of the University.

§ 4th A dissertation or thesis, totally or partially written in English or Spanish, can be defended so long as explicit concordance (in written documents) has been received from the student, the advisor and all members of the examining board.

§ 5th When the contents of a dissertation or thesis deal with research involving human beings, animals, biosafety or genetic patrimony, the respective approval documents obtained from the competent authorities should be annexed.

Article 2 Depending on the actuation area, at the discretion of the advisor and with the approval of the CPG of the Unit, the contents of a dissertation or thesis can be presented in an alternative format to that of the traditional model, also observing the standard pattern indicated in Article 1.

§ 1st An alternative format is considered to be that in which the dissertation or thesis obligatorily presents the following chapters in the body of the work: 1) Introduction; 2) Published documents and/or those to be published, such as: summary (summaries) of

(an) article(s), the article(s) itself (themselves), summary (summaries) of (a) book(s), chapter(s) of (a) book(s), with the data referring to their publication and/or submission; Discussion, applicable in cases involving two or more documents and not obligatory in cases involving only one document); 4) Conclusion; 5) References.

§ 2nd (A) Published document(s) or one (those) to be published should be published in scientific journals or congress proceedings subject to arbitration, written in the language required by the divulging vehicle.

§ 3rd In the case of an already published document, the student should annex authorization by the Editor for its inclusion in the dissertation/thesis.

Article 3 Media containing the complete work in a single file must be handed in, including the Approval Sheet, Cataloguing data and the Appendixes and Annexes. When there is a printed copy, the contents must be faithful to the contents of the digital media handed in, including the approval sheet, cataloguing data and the appendixes and annexes. The digital copy should not contain passwords that restrict access. The media should be identified with the following information: a) author's name in full; b) title and subtitle of the work; c) Defense degree; d) Defense Unit; e) date of the Defense; f) e-mail address and contact telephone; g) identification of the type of file.

Single paragraph: A term of Authorization making the thesis or dissertation available in the digital format must be handed in together with the media.

Article 4 If the author would like a printed copy of the thesis/dissertation, he/she will be responsible for its impression. The dissertations or theses should be reproduced single sided with the exception of the page containing the cataloguing data. The file with the model for the cover page, with a single format, valid for both the traditional and alternative formats of a thesis or dissertation, with a graphic design defined by the

PRPG provided by the University, containing information relative to the State University of Campinas, the level (master's or doctorate), the Unit and year of the defense, is available from the CPG of each Unit.

Article 5 With respect to presentation, the thesis/dissertation must follow the following format, valid for both the digital and printed versions:

I - A4 paper size with the dimensions 21 x 29.7 cm; It is advisable to use white paper and black ink, and the source used for writing should be chosen amongst Times New Roman, Arial or similar, letter-size 12.

II - spacing:

a) 1.5 spacing between lines of the text and between references;

b) single-spacing for footnotes and long textual citations and optionally for the Portuguese summary and English Abstract;

c) margins:

1) upper: 3.0 cm

2) left-hand: 3.0 cm

3) right-hand: 2.0 cm

4) lower: 2.0 cm

5) for paragraphs: 2.0 cm as from the left margin

6) for long citations: 4.0 cm as from the left margin.

Article 6 This information will come into force as from its approval in the CCPG, revoking all dispositions to the contrary, principally Information CCPG 002/2013.

Signed by the President of the Central Postgraduate Commission CCPG-PRPG

The following are the adequate Models with the proposed alterations.

Observe that in the Model of the **Term Authorizing Theses/Dissertations**, **a justification became obligatory** was inserted for the question of authorizing the availability of the material as from one year after homologation of the thesis/dissertation.

APPENDIXES

OBS: If the thesis or dissertation was produced in the alternative format, that presented in § 3rd of Article 2 of CCPG Information n° 001/2015 should be complied with.

OBS: This document, filled in and signed, should be handed in together with the media

TERM OF AUTHORIZATION – DISSERTATION/THESIS

I, _____,
Nationality: _____, Marital Status: _____,
Profession: _____, resident & living at (address) _____,
City: _____, State: _____, Bearer of the identity document _____,
number: _____, in the quality of bearer of the moral and patrimonial rights of
the WORK (title) _____

thesis/dissertation of the (level) _____, presented at the State
University of Campinas on (date) _____.

1 – [] AUTHORIZE the State University of Campinas – UNICAMP, to reproduce this
WORK, make it available on the World computer network – Internet – and allow it to
be reproduced in the electronic media as from the date of homologation.

1 – [] AUTHORIZE, as from one year after the date of homologation(*), the State
University of Campinas – UNICAMP, to reproduce this WORK, make it available on
the World computer network – Internet – and allow it to be reproduced in the electronic
media, justified by the item(s) indicated below:

A [] The results generated by the project could contain unpublished results which fit
into the Policy of Intellectual Property of UNICAMP (CONSU Deliberation A-
016/2010) potentially passive to protection (product, process, new formulae, method,
equipment, parts, dispositive, industrial design, diagnostic kit, cultivar, genetically
modified microorganisms, software, publications already approved by Editors and
Scientific Reviewers, amongst others). If in doubt, contact the Innovation Agency of
UNICAMP, Inova, directly (patentes@inova.unicamp.br)

B [] The project was developed by a postgraduate student with a specific theme for a
master's dissertation / doctoral thesis as from the demand and/or interest of a company
and/or industry. In this case inform the name of the company/industry and if it fits into
that provided for by Resolution GR n° 040/2014 which instituted the Integrated
Unicamp Project of Research, Development and Innovation.

Name of Company: _____

Fits into that provided for by Resolution GR n° 04/2014 []Yes []No

Campinas, ____ of _____ of _____

Signature of the Student: _____

Viewed by the Advisor: _____

(*) **Concerning the Public defense of the Dissertation and of the Thesis:** In cases where a delay in divulging a
thesis/dissertation is requested, for the motive(s) discriminated in item 2, it is recommended that the public defense
occur under the protection of a term of confidentiality. At the moment when the postgraduate work is submitted to the
Coordination of the respective Course for scheduling the defense of the dissertation or thesis, a model of the Term of
Confidentiality should be requested from the Innovation Agency of UNICAMP, Inova, by e-mail:
patente@inova.unicamp.br. This Term should be annexed to the electronic media that accompanies the final version
of the thesis/dissertation. The renewal of the request for authorization to maintain the impediment against divulging
in the electronic media should be requested by the advisor directly to the BC. Up to two renewals are permitted.

UNICAMP

*Model for the first sheet
Counts as
page 1, but
do not
insert the
number*

STATE UNIVERSITY OF CAMPINAS
Faculty/Institute

NAME OF AUTHOR

TITLE OF DISSERTATION/THESIS
(in Portuguese) (*)

TITLE OF DISSERTATION/THESIS
(in English) (*)

(*) According to the instruction of Article 1, I, 1 of CCPG Information nº 1/2015

CITY
20xx

Model for Cover page

*Counts as
page 2 but
do not
insert the
number*

NAME OF AUTHOR

TITLE OF DISSERTATION/THESIS

(in the language in which the document was written: Portuguese, English or Spanish)

TITLE OF DISSERTATION/THESIS

(in Portuguese – only if the theses/dissertation was written in English or Spanish)

Thesis/Dissertation presented to the
Faculty/Institute of the State University
of Campinas in partial fulfillment of the
requirements for the degree of Master/Doctor
in the area of <Name of Area>

Obs. 1) in the case of an International Co-tutorage Agreement, include the following information after the name of the Course and Area, if it exists: “in the ambience of the Co-tutorage Agreement signed between UNICAMP and the <NAME OF THE UNIVERSITY (COUNTRY)>”

Advisor: <NAME OF ADVISOR>

Co-Advisor: <NAME OF CO-ADVISOR>

THIS EXAMPLE CORRESPONDS TO THE FINAL VERSION
OF THE DISSERTATION/THESIS DEFENDED BY THE
STUDENT <NAME OF STUDENT>, AND ADVISED BY
PROFESSOR DR. <NAME OF ADVISOR>

TOWN
20XX

*Counts as
page 3 but
do not insert
the number*

The cataloguing data should be inserted on this page (back of cover page)

Obs. 1) when dealing with theses and Dissertations financed by financing agencies, those benefited should make reference to the support received and insert this information in the Cataloguing Data, in addition to the name of the Agency and the process number by which he/she received the aid.

Agenc(y)(ies):

Process n°:

Obs. 2) If the doctoral thesis was done under Co-tutorage, the Partner University, Country and name of the Advisor / Co-advisor must be informed in the Cataloguing Data

Cataloguing Data

*Counts as
page 4 but
do not
insert the
number*

The approval sheet should be inserted on this page, showing the Examining Commission without the members' signatures. After the names of the members, the information that the Minutes of the Defense with the respective signatures of the members can be found in the student's academic record, should be included.

*In sequence,
but do not
insert the
number*

DEDICATION
(optional)

*In sequence,
but do not
insert the
number*

ACKNOWLEDGEMENTS
(optional)

*In sequence,
but do not
insert the
number*

ABSTRACT
(in Portuguese – maximum of 500 words)

*In sequence,
but do not
insert the
number*

ABSTRACT
(translated into English)

*In sequence,
but do not
insert the
number*

LIST OF ILLUSTRATIONS
(optional)

*In sequence,
but do not
insert the
number*

LIST OF TABLES
(optional)

*In sequence,
but do not
insert the
number*

LIST OF ABBREVIATIONS AND ACRONYMS
(optional)

*In sequence,
but do not
insert the
number*

LIST OF SYMBOLS
(optional)

*In sequence,
but do not
insert the
number*

LIST OF CONTENTS

BODY OF THE WORK

The body of the work is divided into structured topics according to the requirements of the actuation area

OBS: Note that the page number starts to appear as from here, the Introduction, using Arabic numbers, and should be continuous up to the last page of the Annexes, the pages being counted as from the first internal sheet. The page number “14” (top right hand corner) appears here as an example.