



SPECIAL GRADUATE ADMISSIONS – 1st SEMESTER/2023
EXTENDED REGISTRATIONS

Approved: CPG/FEQ 81/2022. November 03th/2022

The Board of Graduate Studies of the School of Chemical Engineering of the State University of Campinas calls the public notice concerning the application for the graduate program in Chemical Engineering. The current document comprises the terms and conditions for the selection process of admissions as special student in the master and doctorate program of graduate studies in Chemical Engineering (PPG-EQ) for the 1st semester/2023

1. GENERAL NOTES

1.1 The special student category applies for those applicants who are enrolled in the graduate course from the State University of Campinas – Unicamp and are authorized by the Board of Graduate Studies to attend one or more isolated course modules in a given semester. The special student is not a member of the State University of Campinas – Unicamp

1.2 Students from the School of Chemical Engineering FEQ/UNICAMP who have not completed the undergraduate course and are part of the program “Programa Integrado de Formação – PIF” might be accepted as special students.

1.3 The applicant under the special student category is entitled to sign in the course modules of the program of graduate studies of the School of Chemical Engineering (PPG-FEQ) for no more than 5 semesters (consecutive or staggered semesters), independently of the number of course modules already completed.

1.4- The special student is allowed to attend no more than 15 course module credits at the School of Chemical Engineering. It is allowed to sign in up to 3 (three) course modules. Students who are assigned in the program “Programa Integrado de Formação – PIF” are, however, allowed to sign in up to 15 (fifteen) course modules credits.

1.5 - Special students who have failed more than one course, by grade or frequency, in disciplines of the PPG/FEQ, or who have formally withdrawn or cancelled 3 (three) or more courses of the PPG/FEQ will not be accepted. Justified cases will be analyzed by the committee.

1.6- It is mandatory that the candidate enrolls himself in the selection process every subsequent semester.

1.7- All course modules may take place during the day or evening in accordance with the availability.

1.8- There is no available scholarship whatsoever for special students.

1.9- Should the special student decide to enroll himself as regular student; the applicant must follow all terms and conditions listed in the Regular Graduate Admission public call notice.

2. APPLICANTS

2.1 The applicant who is applying as special student must hold the undergraduate certificate (at the time of course enrollment) and it must be attested by a notary in the consulate. International certificates are also required to be attested by the State University of Campinas – UNICAMP.

2.2 Undergraduate students from the Chemical Engineering course of the State University of Campinas – UNICAMP who are part of the “Programa Integrado de Formação – PIF” in accordance with CEPE-A-022/2001 – 04/12/2001 (Please refer to <https://ppg.feq.unicamp.br/en/english/pif/>) are encouraged to apply as special student.

3. AVAILABLE POSITIONS

3.1 The availability of course modules in the graduate studies program is not mandatory. The selected candidates are entitled to enroll in course modules (subjected to available positions) during the enrollment period as long as the professor in charge of the module authorizes the registration.

The priority of enrollment in mandatory module courses is always of the regular students.

4. CALENDAR

03/11/2022 to 20/01/2023

Documentation submission to the Admission Graduate Office. School of Chemical Engineering.

27/01/2023

Notification of the selection of applicants.

28 to 30/01/2023 until noon

Deadline to file a claim concerning the selection of applicants.

01/02/2023

Decision concerning the filled claim.

01/02/2023 a 27/02/2023

Enrollment in isolated disciplines in the SIGA in the site of the DAC, in the electronic page https://sistemas.dac.unicamp.br/siga/ingresso/candidato/efetuar_login_candidato.xhtml

02/03/2023

DAC publishes on the WEB the Special Student Enrollment Report for isolated undergraduate courses.

02/03/2023

Beginning of 1st term of 2023.

5. SUPPORTING DOCUMENTATION

Pre-enrolment for the selection process as special students will take place from **03/11/2022 to 20/01/2023** through the e-mail: gazotti@unicamp.br. The following documentation is required:

- I. Application form for special student ([click here](#)).
- II. Copy of the undergraduate certificate (Exceptions apply for applicants under the requirements described in section 2.2)
- III. Copy of the academic transcript

- IV. Copy of identification document with photo (ID, driver license, passport)
- V. Copy of the identification page of your passport
- VI. Academic curriculum – Currículo Lattes <http://lattes.cnpq.br>
- VII. Cover letter clearly stating why the applicant is applying as a special student in the graduate studies program PPG-FEQ and how the program can contribute for his/her career.

5.1 Candidates who have already been approved in another selection process at PPG-EQ as Special Students, **and who have taken courses**, should submit only the Application Form (item I) and the transcripts of the courses already taken at the graduate school (when available).

5.2 Incomplete documentation (please refer to section 5) will not be considered and you are not entitled to file a claim.

5.3 All supporting documents might be sent to the Secretary of the Graduate Program in Chemical Engineering at FEQ (e-mail: gazotti@unicamp.br), in the sequence defined in item 5 and compiled into a single file in PDF format, with subject in the forwarding message containing the term "Process_Selective_Special_2023S1 - Full Name of Candidate".

The PPG-FEQ will not receive requests for registration or documentation after the deadline set in the calendar (item 4).

6. SELECTION PROCESS

The selection process will comprise the screening of the documentation requested in section 5. **Applicants who fail to submit the complete documentation will be withdrawn.**

The following criteria will be addressed:

- Academic-technical performance as stated in the resumé;
- Records from the scholar transcript;
- Candidates who have failed in more than one module from the PPG-FEQ or have drop three or more modules will not be considered.

7. LIST OF SELECTED CANDIDATES AND QUERIES

7.1 The list of selected candidates will be available: <https://ppg.feq.unicamp.br/en/english/result-enrollment/graduacao-lateral>.

7.2 The results will not be informed by telephone or any other means of communication.

7.3.- The claim/query must enclose full name, identification document number, full address, phone number and e-mail, the claim/query, and must be e-mailed to gazotti@unicamp.br.

7.3.1 – The applicant should hear from the Board of Graduate Studies by e-mail.

8. ENROLLMENT

8.1 The candidate must fulfil the documentation requirements at the time of enrolment in order to be accepted by the graduate studies program.

8.2 The selected candidate must assign himself in the course modules via the webpage - *Diretoria Acadêmica*:

https://sistemas.dac.unicamp.br/siga/ingresso/candidato/efetuar_login_candidato.xhtml

9. CLOSING REMARKS

9.1 The applicant who enrolls himself in the current selection process accepts the terms and conditions as stated in this document as well as any previous and future communications which are public called

9.2 Any particular situation not covered in this public call notice will be addressed by the Board of Graduate Studies PPG-EQ. Os casos omissos serão resolvidos pela Comissão de Pós-Graduação do PPG-EQ.

Campinas, November 03th of 2022

Head of Graduate Studies in Chemical Engineering