

Guide for Thesis/Dissertation defense

|| 01/09/2016

MICROBIOLOGY

1. Correction of Thesis/Dissertation

i Forward the thesis/dissertation to the supervisor for corrections.

Manual ABNT Compacto: <http://goo.gl/fnOL9G>

Manual Vancouver Compacto: <http://goo.gl/QKQffr>

2. In ICB's Library:

i Phone: **3091-7900**

E-mail: **bibtases@icb.usp.br**

Start this process about 20 days before the end of deposit term established in the Janus system (check the meeting schedule in advance):

1) Send to the library by e-mail: **bibtases@icb.usp.br**

✓ **Thesis/dissertation file**

(Full article, Word or PDF, can be compressed or split into 2 emails – in order to perform technical standardization).

✓ **Definitive Statement from the Ethics Committee**

(Numbered document with the student and supervisor's name and Project title).

✓ **Filled in form for catalog card request:** <http://goo.gl/x4xeXx>

(Available at the ICB's Library website at:

Obs.: in case there are problems to access the page please try using Google Chrome

✓ **Banking approval sheet:** <http://goo.gl/7bRYdy>

(Available at the ICB's Library website at:

> Antigo Regimento: <http://goo.gl/9TLtKt>

> Novo Regimento: <http://goo.gl/kfHjzD>

Obs.: in case there are problems to access the page please try using Google Chrome

✓ **Form for the electronic version:** <http://goo.gl/LMMxXn>

Obs.

While filling out the form it is recommended to add: "Parcial – sigilo por publicação (Partial, confidentiality by publication)" thus avoiding any plagiarism to your work.

Insert in the message your cellphone number for easy contact with the library.

✓ **Abstracts (Portuguese/English) in Word**

(With up to 1,080 characters for inclusion in the Library Catalogue).

2) In three (3) working days (it may exceed this period depending on demand) after receiving the document, the library will send an e-mail to the student containing a PDF file with all the suggested corrections, also the catalog card and approval sheet.

3) Student:

- Corrects the text with the Library's suggestions;
- Sets a time by email or phone for a second technical revision (in-person).

2nd scheduled revision:

Take to Library:

- The corrected file on a pendrive, CD-ROM or even your own laptop.
- Catalog card form, original, printed out, signed by the supervisor and student (the covers can only be retrieved after turning in this document)

Once the work is finished deliver a CD with the full version or the full and partial versions (cover page, summary, abstract, introduction, conclusion and references without paging indication) in pdf, in (01) day it will be checked and a receipt will be issued.

4) Library: Hands in the covers to the student: 10 covers for Masters;
14 covers for PhD.

Obs.

Deposit of Thesis/Dissertation in English

You must request formal authorization before the closing of CPG agenda (ICB III), so that the deposit is accepted in English. When the request is granted, it is mandatory that the first cover be in Portuguese (native language of the country) only the second may be in in English.

Link for Library procedures: <http://goo.gl/92tphX> (the library is developing new file)

Manual ABNT Compacto: <http://goo.gl/fnOL9G>

Manual Vancouver Compacto: <http://goo.gl/QKQffr>

3. In the Student Section – ICB III – until 3 pm:



Phone: **3091-7439**

E-mail: **spgicb@usp.br**

1) The student deposits the following items:

✓ **Copies** (green cover):

Previous regiment: Students that are obliged to the previous statures must deposit:
- 08 copies for Masters and 12 copies for PhD.

New regiment (from 09/05/2014): Students that are obliged to the new regiment

(09/05/2014) must deposit:

- **05** copies either for Masters or PhD

(Those being **03** copies for full members + **01** CCP + **01** Library)

Obs. The supervisors copy is not included in the 05 mentioned above, you must hand it separately)

- ✓ **Receipt for the CD handed in to the Library**
- ✓ **Form:** Request not to make the full version of Thesis and Dissertation available (If chosen) Obs. Recommended: "Partial – confidentiality by publication"
- ✓ **Form: Supervisor's approval (copies' deposit authorization)**

Available Forms in the Main Menu of the Postgraduate website < Item "formulários" or through the link: <http://goo.gl/lfutAC>

- 2)** The Student Section will deliver a statement that the student has deposited the Thesis/Dissertation.
- 3)** The student will have 90 days to carry out the defense, as from the approval of the deposit (CPG meeting).

Obs. After approval, the deadlines will be available in your Student File.

4. In the Postgraduate Office ICB II – Microbiology (from 8h30 am to noon):



Phone: **3091-7355**

E-mail: micropos@icb.usp.br

Obs. Keep the schedule of CCP and CPG meetings at hand.

- 1)** Prior to the closing of CCP's agenda hand in:
 - ✓ **Copy of the Form: Supervisor's approval (copies' deposit authorization)**
 - ✓ **Copy of the form:** Request not to make the full version of Thesis and Dissertation available
 - ✓ **01 (one) copy of the Thesis/Dissertation with green cover**
Obs. The Masters copy will be returned to the student, but the PhD copy won't because it will be used the following year to run for the CAPES Award for best thesis (after publication of the public notice by the Dean's Office).
 - ✓ **01 (one) copy of the Thesis/Dissertation in pdf extension**
(Send by email to micropos@icb.usp.br)
 - ✓ **Form: "Composição da Comissão Julgadora de Dissertação de Mestrado / Tese de Doutorado (Judging Committee for Masters Dissertation / PhD Thesis)"** (Printed copy in Word file sent to: micropos@icb.usp.br)
Board suggestion:
 - Masters: 10 names
 - PhD: 14 names

Universidade de São Paulo
Instituto de Física de São Carlos
Centro Acadêmico 2009/2010

SUGESTÃO PARA COMPOSIÇÃO DE COMISSÃO JULGADORA DE DISSERTAÇÃO DE MESTRADO

Nome do Programa: _____

Nome do candidato(a): _____

Nome do Orientador(a): _____

Pararar da Comissão de Ética: Sim Não

Título da Dissertação: _____

| Para MEMBROS TITULARES | Para MEMBROS SUPLENTEs | | | | | | | | | | | | | | | | | | |
|---|---|--|--------------------------------|--|--|--------------------------------|-------------|--|--------------------|-------------|-------------|--------------------|--------|-------------|-------------------|--------|--|-------------------|--|
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">1. Orientador(a) e Presidente da Comissão Julgadora - Membro Nato</td> </tr> <tr> <td style="width: 50%;">Nome completo (sem abreviação)</td> <td style="width: 50%;">Suplente do 1º Membro Titular - Orientador</td> </tr> <tr> <td>Título de Doutor e a instituição onde obteve</td> <td>Nome completo (sem abreviação)</td> </tr> <tr> <td>Cargo atual</td> <td>Título de Doutor e a instituição onde obteve</td> </tr> <tr> <td>Departamento/Seção</td> <td>Cargo atual</td> </tr> <tr> <td>Instituição</td> <td>Departamento/Seção</td> </tr> <tr> <td>E-mail</td> <td>Instituição</td> </tr> <tr> <td>Linha de Pesquisa</td> <td>E-mail</td> </tr> <tr> <td></td> <td>Linha de Pesquisa</td> </tr> </table> | 1. Orientador(a) e Presidente da Comissão Julgadora - Membro Nato | | Nome completo (sem abreviação) | Suplente do 1º Membro Titular - Orientador | Título de Doutor e a instituição onde obteve | Nome completo (sem abreviação) | Cargo atual | Título de Doutor e a instituição onde obteve | Departamento/Seção | Cargo atual | Instituição | Departamento/Seção | E-mail | Instituição | Linha de Pesquisa | E-mail | | Linha de Pesquisa | |
| 1. Orientador(a) e Presidente da Comissão Julgadora - Membro Nato | | | | | | | | | | | | | | | | | | | |
| Nome completo (sem abreviação) | Suplente do 1º Membro Titular - Orientador | | | | | | | | | | | | | | | | | | |
| Título de Doutor e a instituição onde obteve | Nome completo (sem abreviação) | | | | | | | | | | | | | | | | | | |
| Cargo atual | Título de Doutor e a instituição onde obteve | | | | | | | | | | | | | | | | | | |
| Departamento/Seção | Cargo atual | | | | | | | | | | | | | | | | | | |
| Instituição | Departamento/Seção | | | | | | | | | | | | | | | | | | |
| E-mail | Instituição | | | | | | | | | | | | | | | | | | |
| Linha de Pesquisa | E-mail | | | | | | | | | | | | | | | | | | |
| | Linha de Pesquisa | | | | | | | | | | | | | | | | | | |

- ✓ **Form: Dissertation/Thesis defense authorization ***
- ✓ **Form: Declaration of compliance with all regimental requirements ***
- ✓ **Formulário: “Questionário (Questionnaire)” (for completion in Plataforma Sucupira)**

*** Available Forms:**

In the Microbiology webpage: In Formulários > Defesas (Mestrado / Doutorado)

- 2) The documentation above will go through the next CCP meeting where members of Thesis / Dissertation Defense Board will be pre-selected (provisional members' suggestion).

Previous regiment:

- **Masters: 06** members will be selected
03 full (with at least 01 external member to ICB) + deputies
- **PhD: 10** members will be selected
05 full (with at least 02 external members to ICB) + Deputies

New Regiment (from 09/05/2014):

- **Masters and PhD: 06** members will be selected
03 full (with at least 01 external member to ICB) + deputies
+ President of the board

Afterwards it will be forwarded for approval in the CPG meeting (Student Section), which will forward the final list of selected members.

Pay attention to your email because after the CCP's meeting you will receive the provisional suggestion of members and subsequently the final list (after the CPG's meeting).

- 3) Given the **provisional suggestion of members** (which you will receive by e-mail), the student must:

- ✓ Contact the suggested members, explain that were **pre-selected** for the defense board and check the availability of their agendas (so you can have a few days in mind before reserving the room).

*Check beforehand the meetings schedule and see when the defense scheduling can start, the days you should keep in mind will be after the day mentioned in the schedule, in the example below it would be after day 05/10:

| Data da Reunião CPG (ICB III) | Liberação para agendamento de defesa (21 dias) |
|-------------------------------|--|
| 13/09 | 05/10/16 |
| 11/10 | 03/11/16 |
| 08/11 | 30/11/16 |
| 15/12 | 06/01/17 |

- ✓ Know that these 21 days are necessary, since the members should have these days for reading the Thesis / Dissertation texts before the defense.
 - ✓ If a pre-selected member informs that they cannot be a part of the defense board, the **supervisor** may request that the Committee make the necessary substitutions to enable the board to have the required members' number up to two before the CPG meeting.
- 4) Given the **definitive list** (which will be sent out by email), the student:
- ✓ **Call in the same day**, already with a date in mind, **to book a room in the Student Section PG** of ICB III (Phone 3091-7439)

Example of DEFINITIVE LIST:

UNIVERSIDADE DE SÃO PAULO
Instituto de Ciências Biomédicas
Serviço Acadêmico

Comissão Julgadora da Tese de Doutorado do(a) Candidato(a)
XXXXXXXXXX
Junto ao Programa de **Microbiologia** do Instituto de Ciências Biomédicas da
Universidade de São Paulo

Título da Tese: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Titulares:

1.) Dr. XXXXXXXXXXXXX
Doutor pelo IB/USP, Pesquisador Científico

2.) Prof. Dr. XXXXXXXXXXXXX
Professor Doutor do Departamento de Genética

3.) Profa. Dra. XXXXXXXXXXXXX
Professora do Instituto de Ciências, Químicas e Farmacêuticas da Universidade de São Paulo.

X) Orientador: Profa. Dra. XXXXXXXXXXXXX
Professor Associado do Departamento de Microbiologia do Instituto de Ciências Biomédicas da Universidade de São Paulo.

Suplentes:

1.) Prof. Dr. XXXXXXXXXXXXX
Professor Associado do Departamento de Genética

2.) Prof. Dr. XXXXXXXXXXXXX
Professor Adjunto do Departamento de Microbiologia da Universidade Federal de Santa Catarina.

3.) Profa. Dra. XXXXXXXXXXXXX
Professora do Departamento de Ciências do Mar da Universidade Federal de São Paulo.

Aprovada pela Comissão de Pós-Graduação do ICB/USP,
em reunião realizada a 10 de maio de 2016.

Prof. Dr. XXXXXXXXXXXXX
Presidente

- ✓ Remember that for the defense it is necessary that all members (full and deputy) be available in the chosen date.

Practical Example:

| INSTITUTO DE CIÊNCIAS BIOMÉDICAS COMISSÃO DE PÓS-GRADUAÇÃO CRONOGRAMA DE REUNIÕES ano 2016 | | | | | |
|--|-----------------------------|-----------------|-----------------------------------|-------------------------------|--|
| Mês | Fechamento da Pauta CCP-BMM | Data da Reunião | Fechamento da Pauta CPG (ICB III) | Data da Reunião CPG (ICB III) | Liberação para agendamento de defesa (21 dias) |
| | | | 02/09 | 13/09 | 05/10/16 |
| | | | 03/10 | 11/10 | 03/11/16 |
| | | | 27/10 | 08/11 | 30/11/16 |
| | | | 08/12 | 15/12 | 06/01/17 |

- ✓ The CPG meeting (ICB III) occurred in 13/09 (according to the schedule above), your board was approved in the meeting,
- ✓ The Postgraduate Office will receive a list with the approved names the day after the CPG meeting and will send it to you by email (micropos@icb.usp.br),
- ✓ You received the definitive list (by email on 14/09) listing your board members,
- ✓ **On the same day (14/09) you should call the Student Section (3091-7439) to book the room.**
- ✓ See at the schedule: The scheduled date will be after 05/10, subject to availability of the room.

* As you have already talked with the members (having the provisional list) and already have a few dates in mind, you can schedule for these dates (if available).

Contact again the board members (after all, you have already called them when the list was provisional) and set the ideal date for the defense, do not forget to cancel other appointments.

- ✓ Email the Student Section (spgicb@usp.br) informing: the set date, the full and deputy members. Also, request the cancellation for remaining room reservations.

5. In the Student Section ICB III:

i Phone: **3091-7439**

E-mail: **spgicb@usp.br**

- 1)** The Students Section PG (spgicb@usp.br) sends e-mail informing that the copies are ready to be distributed.
- 2) The student retrieves the copies:**
 - ✓ **Copies will be delivered by the student** to the full and deputy members belonging to USP – Capital Campus and other institutions from the Greater São Paulo
 - ✓ **Copies will be sent out by the Postgraduate Office** to members belonging to institutions outside of the greater São Paulo, Countryside or other states (they may also be delivered by the student).
- 3)** Send the members a pdf version and inform they will also receive a printed copy.

Other relevant information:

- ✓ The Microbiology defenses can be held ONLY in ICB III, the room has 28 seats, water will be served to student and members of the board, ICB III has an espresso machine and the room has a slides changer.

- ✓ ICB has suspended payment for external participants to the ICB and USP in Theses and Dissertations Judging Commissions. The measure was taken due to the current financial state of the University.
- ✓ Maximum time for oral presentation is 30 minutes.
- ✓ The discussion is a maximum of 60 minutes for each member.
- ✓ After the defense, you can request the defense report, which will be approved at the next CPG meeting.
- ✓ After approval, the formalities for issuing documents/diploma begin, which will be retrieved from the Student Section ICB III.
- ✓ For issuance of the diploma, it is necessary that the student submits all documents requested during enrollment and change the validity of documents such as visa, passport and RNE.

6. In ICB's Library:



Phone: **3091-7359**

E-mail: bibtases@icb.usp.br

Correction: <http://qoo.qi/DXtH1I>

- 1) After the academic work defense, the student and the supervisor may choose to correct the dissertation/thesis, as suggested by the examination board. To do so, you must meet the following guidelines.
 - ✓ The deadline for handing in the corrected version is **60 days**, starting from the date of the defense.
 - ✓ Cover page: replace mention of the Original Version for: Corrected Version
- 2) Before proceeding with handing in the printed corrected version to the Student Section PG ICB III, the student must submit it to the Library for conference and issue the receipt:
 - ✓ **Two CDs with the new version of the work**, and in case the text is partially available in the Digital Library of Theses and Dissertations both versions should be saved (partial and full) on both CDs (one will be stored in the library and the other will be delivered along with the printed version in the students section).
- 3) For printing and binding of the corrected copy, a new custom cover should be retrieved from Library.
- 4) At the end of the **60 days starting from the date of defense** if the dissertation or thesis has not yet been corrected, the originally deposited work will be available in the Digital Library of Theses and Dissertations, according to the availability option chosen by the student.

7. In the Student Section ICB III:

i Phone: **3091-7439**

E-mail: **spgicb@usp.br**

- 1)** When turning in the corrected printed version to the Student Section PG ICB III, the student must submit:
 - ✓ **Form: “De entrega de versão corrigida de dissertação ou tese (Handing in the corrected version of dissertation or thesis)”**
(Filled and signed by the student and supervisor)
 - ✓ **Electronic version of the work (CD-ROM)**, with the Library member of staff that checked it;
 - ✓ **Receipt for CDs check issued by the Library**
 - ✓ **01 (one) corrected printed copy**

Obs.: Deposits of incomplete documentation will not be accepted, as well as after the deadline (60 calendar days from the date of defense)

Form available at the Main Menu of the Postgraduate webpage < item formulários:
<http://goo.gl/lfutAC>

8. Postgraduate Office ICB II – Microbiology (from 8h30 am to noon):

i Phone: **3091-7355**

E-mail: **micropos@icb.usp.br**

- 1)** Forward by e-mail:
 - ✓ **Corrected version of the dissertation/thesis.**

NOTES

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