**Guidelines to follow when suggesting members to compose the Ph.D. thesis defense examination board**.

**Please send the following documents to the Program Coordinating Committee**:

* Letter containing 16 names (\* see information below) as well as ALL the information provided in the letter (Do not remove any information from the letter);
* Abstract;
* Signed form authorizing deposit of the thesis or requesting partial publication of the thesis in the digital library;
* Copy of the Certificate of Study Cycle conclusion;
* Copy of the publication derived from the Doctorate work (accepted or pending acceptance).

The aforementioned documents must be delivered four (04) working days prior to the Department of Chemistry Postgraduate Studies Committee meeting.

**An online version of the letter and the CAPES form must also be sent to the Program Coordinating Committee email address (dq-pg-quimica@ffclrp.usp.br).**

Letters that do not comply with the guidelines mentioned above or altered letters will not be accepted.

\*Resolution 6964 (students enrolled from 13/October/2014)

Student’s advisor + 1 member from outside USP + 1 member not belonging to the program + 2 members belonging to the program or to the College (FFCLRP) or from outside USP.

This composition is required for main and substitute members

\*Resolution 7670 (students enrolled from 28/May/2019)

Student’s advisor + 1 member from outside USP + 1 member not belonging to the program

This composition is required for main and substitute members

**Please send the following documents to the Program Coordinating Committee:**

Copies of the dissertation must be deposited with the Postgraduate Studies Office of this Faculty 04 days prior to the Postgraduate Studies Committee meeting.

**The referral letter will be issued by the Department of Chemistry Office after the Program Coordinating Committee approves of the suggested members.**

**Please find below the number of copies that should be deposited with the Postgraduate Studies Office**

Resolution 6542/2013

- 6 printed copies in spiral bookbinding addressed to the main members of the Examination Board;

- 1 printed paperback or hardcover copy addressed to the Library;

- 6 CDs addressed to the substitute members + 1 CD addressed to the Coordinating Program Committee Office;

- 1 copy of the student’s Identification Document;

- 1 copy of the front and the reverse of the University Degree Diploma(s) and of the Master Degree Diploma (if applicable).

Resolution 7493/2018

- 4 printed copies in spiral bookbinding addressed to the main members of the Examination Board;

- 1 printed paperback or hardcover copy addressed to the Library;

- 1 PDF file that is exactly the same as the printed copy addressed to the substitute members and the Coordinating Program Committee Office;

- 1 copy of the student’s Identification Document;

- 1 copy of the front and the reverse of the University Degree Diploma(s) and of the Master Degree Diploma (if applicable).