

**DEPARTMENT OF AGRICULTURE AND FOOD SUPPLY  
SÃO PAULO STATE AGENCY FOR AGRIBUSINESS TECHNOLOGY  
FISHERIES INSTITUTE  
GRADUATE PROGRAM**

**SUPPLEMENTARY RULES TO THE REGULATIONS OF THE GRADUATE  
PROGRAM IN AQUACULTURE AND FISHERIES AT THE FISHERIES  
INSTITUTE - APTA – SAA – SP**

Approved by the Graduate Program Council (CPG) in July 2024

**A - THE GRADUATE ADMINISTRATIVE OFFICE**

1. The CPG will be supported by an Administrative Office, which will have the following responsibilities:
  - Organize and keep the documentation and records of students and professors updated;
  - Prepare and forward correspondence and official letters to students, professors, higher authorities, and external agencies;
  - Forward cases to the CPG for review;
  - Arrange for the issuance of certificates, statements, and other necessary documents;
  - Provide in-person or other forms of assistance to professors, students, and the general public related to the Program;
  - Keep updated information on the Program for public dissemination.

**B – ACCREDITATION OF NEW PROFESSORS**

1. Applications for accreditation of new professors to the Graduate Program in Aquaculture and Fisheries (PPG-AP) should be made via letter or email addressed to the Area Coordinator (CA).
2. The request will initially be reviewed by the Area Coordinator, mainly considering the Program's needs, the candidate's scientific productivity over the past four years, including publications, prior mentorships, and acquired funding, based on the information provided in the candidate's Lattes Curriculum.
3. Once all these requirements are met, the application will be forwarded by the CA to the CPG for evaluation in the next annual accreditation process for new professors.

4. In the first year of accreditation, each advisor is required, except in fully justified cases reviewed by the CPG, to open at least one slot for advising and to teach one course annually.
5. Collaborating Professors in the Program who wish to transition to Permanent Professors status will follow the same procedure for new professor accreditation.

## **C – REACCREDITATION OF PROFESSORS**

1. Every two (2) years, Permanent Professors (DP) in the Program will undergo reaccreditation, which will proceed as follows:
  - Upon request, the DP will submit their re-accreditation application along with the supplementary information form provided by the CPG to the Program Coordinator during the second semester each year.
  - The CPG will convene to assess the DP's performance based on their Lattes Curriculum and supplementary information form, taking into account the last few years as a reference period, including the current year and its projections.
2. The minimum requirements, unless formally justified to the CPG, for a DP's re-accreditation approval are as follows:
  1. Regularly teach (once per year) a course in the Graduate Program.
  2. Have supervised at least four students to completion within the reference period (four-year cycle), with completion defined as the submission of at least one article derived from the defended dissertation to a journal ranked A1 to B1. The journal ranking should be based on percentile data from Web of Science (<https://jcr.clarivate.com>) and Scopus (<https://www.scopus.com>), using the highest value obtained between the two platforms.
  3. Obtain a minimum of 0.7 points per year in published articles within the reference period, according to the journal ranking (A1 = 1.0 point; A2 = 0.85 point; A3 = 0.70 point; A4 = 0.55 point; B1 = 0.40 point; B2 = 0.30 point; B3 = 0.20 point; B4 = 0.10 point). Only articles directly related to the dissertations supervised by the advisor and involving student participation will be considered. For co-authored publications, points will be divided among the Permanent Professors members of the Program. Articles accepted for publication will be considered with

official confirmation from the journal that they will be published within the reference period.

4. Have at least one external research project funding source, a graduate fellowship not provided by the Program, an active undergraduate research scholarship during the reference period, or participation in an international research network.
5. Not have more than one supervised dissertation, defended over 12 months prior, with unresolved issues (e.g., absence of at least one article submission to a journal ranked A1 to B1 by the CAPES Qualis system or absence of the supervisor as a co-author).
6. DP not meeting the above minimum requirements will not be able to open a new advising slot for the following year and may be reclassified as a Collaborating Professor in the Program if a slot is available. However, this decision may be reconsidered by the CPG based on evidence that unmet requirements may be fulfilled by the end of the next four-year evaluation cycle (e.g., past academic contributions, articles under review, promising candidates for advising, etc.) or due to specific Program needs.
7. A DP reclassified as a Collaborating Professor may maintain only one current advisee, with others assigned to another Permanent Professor. However, they may serve as co-supervisors for ongoing dissertations.
8. Collaborating Professor will be accredited or re-accredited biannually, with their involvement in the Program primarily dependent on the Program's needs. In the case of re-accreditation, the assessment of their performance over the reference period will also be considered.

## **D – SELECTION EXAM AND ADMISSION TO THE PROGRAM**

### **1. APPLICATIONS**

#### **1.1. Application Location**

Applications can be submitted:

1. **In person** in São Paulo, at the Graduate Program Office, at the following address:

*Fisheries Institute – Headquarters Building of the Departmental Directorate:  
Graduate Program Office*

*Av. Conselheiro Rodrigues Alves, 1252, Vila Mariana - São Paulo (SP)*

Av. Conselheiro Rodrigues Alves, 1252 – Vila Mariana – São Paulo – SP

[www.pesca.sp.gov.br](http://www.pesca.sp.gov.br)

Tel.: (11) 3871-7503 - [institutodepesca@sp.gov.br](mailto:institutodepesca@sp.gov.br)

2. **Online** by sending the required documents to the following emails:  
pg@pesca.sp.gov.br and pgip.secretaria@gmail.com

## **1.2. Application Schedule and Instructions**

**In person:** Daily from 9:00 AM to 11:30 AM and from 1:30 PM to 4:00 PM, by prior appointment with the Program Office, via email at pg@pesca.sp.gov.br and pgip.secretaria@gmail.com

## **1.3. Application Period**

Applications for admission may be submitted at any time during the year, with assessment based on candidates' scores (English exam and curriculum analysis).

## **1.4. Application Approval**

The Graduate Program Office will approve the application within a maximum of three business days, and the candidate will be notified of the approval via email.

## **1.5. Required Documentation**

Documents should be submitted electronically (in PDF format) to the Graduate Program Office via email at pg@pesca.sp.gov.br and pgip.secretaria@gmail.com. The required documents are:

- a) Application form for the selection process (Appendix 1);
- b) Proof of payment for the application fee;
- c) Simple copies of the candidate's ID and CPF;
- d) Simple copy of the undergraduate degree certificate or diploma;
- e) Official academic transcript issued by the Undergraduate Program Secretary;
- f) Proof of passing an English Proficiency Exam provided by a language institution or school accredited by the Graduate Program, as per item 2.1.1 below;  
*Note:* To take the exam, the candidate must request a Referral Letter from the Program Office for the accredited institution. If unable to take the exam at the accredited school, the TOEIC test will be required, with a passing score between 350 and 450 points.
- g) Dissertation Proposal of up to 15 pages, typed in Times New Roman font, size 12, 1.5 spacing, signed by both the candidate and the advisor, prepared according to the outline in Appendix 2 of this Call. The dissertation topic must align with the advisor's research area.
- h) Lattes Curriculum (CNPq) - if the applicant wishes to apply for Program scholarships, they must provide the access link to their Lattes Curriculum, which will

be scored based on the “List and Evaluation Criteria of Curriculum Items.” Some items may require digital and/or printed proof.

**1.6.** Undergraduate degrees obtained abroad must be legalized according to the Hague Apostille Convention, as detailed at: [Hague Apostille Convention](#)

## **2. SELECTION**

### **2.1. Format and Details of the Selection Instruments**

**2.1.1. English Exam** (eliminary and classificatory), in which the candidate must achieve a score of 60% (60 points) or higher.

1. The exam will be administered by an institution or language school designated by the Graduate Program Office, with a fee payable by the candidate, as informed by the institution or school at the time of registration for the exam.
2. The evaluation consists of a written test, in which the candidate must answer interpretation questions based on texts written in English, with a set time limit. An English-English dictionary is allowed.
3. In case of failure or absence, the candidate may schedule a retake only after a minimum interval of 30 days.
4. The validity period of the English Proficiency Exam is two years, after which the candidate must retake the exam.

**2.1.2. Curriculum Analysis** (classificatory).

1. This instrument aims to gather elements to assess the candidate's academic and professional background. Special consideration will be given to academic and professional activities related to Biological Sciences and Agricultural Sciences.
2. All items will be analyzed and scored based on criteria established by the Selection Committee, up to a maximum of 100 points, with points awarded for activities undertaken by the candidate from the first year of college enrollment onward.

### **2.2. Observations:**

- a) Although simple copies of curriculum documents are accepted, the Selection Committee reserves the right to request original documents at any stage of the process.

- b) Only official documents (bearing the institution's letterhead) will be accepted to verify internships completed.
- c) To verify the thesis, the candidate must present a Statement from the University, a Statement from the Advisor, or a copy of the Certificate of Approval signed by the Committee, along with the Cover and Abstract of the Thesis.

### **2.3. Scholarship Distribution Criteria**

All students enrolled in the Graduate Program in Aquaculture and Fisheries at the Fisheries Institute (PPG-IP) are eligible to participate in the scholarship award process, provided availability exists. Scholarship allocation is based on criteria established by the Program's Scholarship Committee, which relies on the seasonal availability of scholarships provided by CAPES or through specific calls in which the Program participates.

CAPES-DS scholarships will be awarded by the Program's Scholarship Committee, which will assign them according to the ranking list based on the final score obtained by candidates in the selection process, with priority given to students without employment.

Scholarships will be distributed based on the length of enrollment in the program, analyses of English test scores, and/or curriculum assessments, at the discretion of the scholarship committee. The scholarship committee consists of the area coordinator, the graduate program secretary, two permanent professors members, and a student representative.

### **List and Evaluation Criteria for Curriculum Items**

Did the candidate present a document proving affiliation with any inclusion, retention, and accessibility group in accordance with the PPG-IP regulations?

( ) YES   ( ) NO

	Score
<b>1) Thesis and Academic Transcript</b>	
Thesis*	5
Academic Transcript	10
<b>*Must be certified by the institution or advisor. (Half the score will be awarded if the undergraduate program does not require a final thesis or monograph.)</b>	
<b>Maximun: 15 points</b>	

<b>2) Publications*</b>	
Impact Factor (IF) – Based on the criteria for the Animal Science/Fisheries Resources area - Qualis - for years 2013-2016	
$FI \geq 1,7$	5.0 pts/article
$1,2 \leq FI < 1,7$	4.0 pts/article
$0,6 \leq FI < 1,2$	3.0 pts/article
$< 0,6$	2.0 pts/article
Non-indexed journals	1.25 pts/article
Full paper published in conference proceedings (as first author)	1.0/full paper
Outreach articles and abstracts/posters/banners*** (as coauthor)	0.5 pts/article
Books / book chapters / editorial work	1.50 pts
<b>Maximun: 30 points</b>	
<b>*Verification requires the submission of full articles.</b>	
<b>**For conference proceedings, event cover, ISSN or ISBN (if available), and/or the Scientific Committee composition should be presented, along with the manuscript.</b>	

\*\*\*For abstracts/posters/banners, a certificate should be provided. For books, book chapters, and editorial work, the cover and cataloging-in-publication data are required.

3) Specialization/Internship/Supplementary Education*	
Training - Courses and short courses: Up to 20 hours (0.05 points); 21 to 40 hours (0.1 points); over 40 hours (0.2 points)	0.05-0.2
Internship in the field without scholarship (0.2 per month). Internship in the field with scholarship (0.3 per month)	
Only courses of at least 4 hours will be considered. Certificates of participation as an auditing student in PPG-IP-offered courses will not be counted.	
Maximun: 25 points	

4) Verified Professional Experience in the Field*	
0.2 points per month	
Must be certified by the institution, company, or through a professional record.	
Maximun: 10 points	

5) Teaching of Short Courses, Lectures, Awards, and Event Participation	
Teaching of a technical-scientific mini-course or short course: Up to 8 hours	0.5
Teaching of a technical-scientific mini-course: 9 to 20 hours	1.0
Teaching of a technical-scientific mini-course: Over 20 hours	2.0
Lectures given (regardless of duration)	0.2
Awards at events	0.1



Oral presentation at an event as first author	1.5
Oral presentation at an event as coauthor	1.0
Support/monitoring/organization roles in events or courses	0.25
Event attendance	0.25
Lecture attendance as an observer	0.1
<b>*Participation in individual lectures within the same event will not be evaluated separately.</b>	
<b>Maximun: 20 points</b>	
<b>TOTAL Corrected Total (Inclusion Program)<sup>1</sup></b>	

<sup>1</sup> Students who can provide proof of having completed higher education at a public university and/or belong to an inclusion group as specified in the PPG-IP regulations may receive an increase of up to 25% on their total score.

### 3. ANNOUNCEMENT OF RESULTS

The final score obtained in the selection process will be communicated by the Graduate Program Office to the candidate and their respective advisor via email.

### 4. ENROLLMENT

- After the announcement of the final selection process result, the candidate must pay the Enrollment Fee, whose amount and payment method will be communicated by the Graduate Program in Aquaculture and Fisheries. The Enrollment Fee payment will be required at the beginning of each semester within the deadlines published annually in the graduate program calendar.
- Withdrawal from enrollment by the selected candidate can only occur with a justification, which, if accepted by the Selection Committee, will result in the annulment of the selection process registration. If the candidate wishes to reapply, they must submit a new application.

### 5. AFFIRMATIVE POLICIES FOR INCLUSION, RETENTION, AND ACCESSIBILITY

PPG-IP provides equal participation opportunities in its social spaces and offers specific treatment to candidates who prove, through documentation, their

membership in a group of inclusion, retention, and accessibility. The aim is to integrate members of underrepresented social groups into the PPG-IP, granting them equal opportunities compared to members of dominant groups, thereby contributing to the fight against prejudice and discrimination. The PPG-IP does not discriminate based on social class, ethnicity, gender, or sexual orientation during registration.

PPG-IP provides a 10% bonus on the final curriculum evaluation score for candidates who prove, at the time of registration, that they attended the last four years of primary school and/or all of high school in a public school. Candidates who provide documents proving they are Black, Pardo (mixed-race), Indigenous, or have a disability may receive an additional 15% bonus on this final curriculum evaluation score. The bonuses described above are not cumulative. If included in both categories, the candidate must choose one of the two bonuses.

## **6. REQUEST FOR REVIEW**

A request for review (accompanied by a justification) regarding any stage of the selection process must be submitted to the Selection Committee within 48 hours after the announcement of results. The request must be presented to the Graduate Program Office in São Paulo, Capital, by the candidate or their legal representative and previously sent via email to the Program Office.

## **7. CO-SUPERVISION**

1. An internal or external professor member, with a minimum title of Doctor, not necessarily accredited by the Program, may be recognized as a co-supervisor when:
  - The dissertation project is interdisciplinary, requiring partial co-supervision by a specialist in a research area different from that of the main supervisor;
  - There is a prolonged absence of the supervisor;
  - Other situations occur that justify this, as analyzed by the CPG.
2. The co-supervision recognition request, in its specific form and accompanied by its justification, must be submitted to the CPG via CA by the supervisor.
3. Once recognized by the CPG, the co-supervisor's details will be forwarded to the Administrative Office for registration in the Program.

## **8. COURSES TAKEN IN OTHER GRADUATE PROGRAMS**

Credits in graduate-level courses completed as a regular student in other programs or taken independently in other graduate programs recommended by CAPES may be recognized, at the discretion of the CPG, up to a maximum of one-third of the total credits required for program completion, provided they are taken within the Master's program timeframe. Upon completion of the course, the student must present an attendance certificate, the course syllabus, and the course hours to the Program Office.

The CPG will decide in an ordinary meeting on the recognition of credits completed in other graduate programs.

## **9. EXAMINATION AND QUALIFICATION PRESENTATION**

1. To take the Qualification Exam, the supervisor and supervisee must request authorization from the respective Area Council. This request should be made by the supervisor through the system at <http://pesca-pos.chsti.com.br/>, also accessible on the graduate program website at <https://www.pesca.sp.gov.br/sistema-pg>.
2. The registration of committee members is required in the "Professor Registration" tab if they are not already in the system, with at least their full name, CPF, and email. If you encounter any difficulties, please contact the Program Office.
3. Next, the qualification of the respective enrolled student must be registered in the "Movements" tab under "Graduate" in the action "Qualification" and fill out the requested fields, including:
4. Date, time, and location of the Qualification Exam, which can be held in person at the Institute of Fisheries or virtually.
5. Selection of the suggested members for the Qualification Examining Committee [2 (two) regular members and 2 (two) alternates], who must hold a doctorate degree, with a preference for at least one regular member and their respective alternate not being affiliated with the Program's professor.
6. The Area Council will review the request to ensure that all requirements in the Aquaculture and Fisheries Program (PPG-IP) Regulations have been met (completion of credits, any outstanding matters with the office, etc.). Once approved, the supervisor will send a written invitation to the members of the Examining Committee, attaching the necessary documents to each invitation.

7. The PPG-IP Qualification Exam involves presenting at least one scientific article derived from the graduate student's Dissertation Project, prepared according to the standards of a journal with a minimum B1 rating.
8. The article must be written according to the journal's instructions regarding style, length, and title sequence, such as Introduction, Materials and Methods, etc.
9. The article and the guidelines should be sent to the committee members along with the qualification invitation.
10. The Qualification Exam will be conducted as a public lecture, lasting 20 to 40 minutes, involving an oral presentation of the scientific article. After the presentation, the candidate will be questioned by the Examining Committee on the originality and scientific relevance of the topic, methodology used, interpretation and discussion of results, adequacy of bibliography, clarity and correctness of language, and teaching aids used during the oral presentation.
11. Each examiner will have a maximum of 30 minutes for their questioning.
12. If there are suggestions for revisions to the presented article, these should be communicated orally by the examiners during the questioning and also in writing on the evaluation form provided at the exam.
13. Each Committee member must complete an evaluation form, assigning the candidate one of the following grades based on the quality of the work and presentation:
  - **Approved** - Work and presentation quality deemed satisfactory.
  - **Not Approved** - Structural revision of the work and/or presentation required for a new qualification exam, with written specification of identified deficiencies.
14. In the event of failure, the re-examination must occur within a timeframe that allows compliance with the maximum deadline set for the Dissertation Defense. Only two Qualification Exams are permitted. If the candidate is not approved in the second exam, their enrollment in the Program will be canceled, and they will be excluded from the Program.

## 10. DISSERTATION DEFENSE

To obtain the title of Master, the student must defend, before an Examining Committee, a Dissertation that represents an original scientific research work and

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demonstrates mastery of concepts and methods in the field.

The Master's Dissertation Defense can only be conducted after the candidate's approval in the Qualification Exam.

The Dissertation Defense request must be submitted via the INTRANET system by the supervisor to the respective Area Council at <http://pesca-pos.chsti.com.br/>, also accessible on the graduate program website at <https://www.pesca.sp.gov.br/sistema-pg>. This will only be processed after the submission of the current year's Student Report (CAPES) to the Area Council, in the format sent annually by the Program to the student.

The registration of committee members in the "Professor Registration" tab is required if they are not already in the system, with at least their full name, CPF, and email.

Next, the dissertation of the respective enrolled student must be registered in the "Movements" tab under "Graduate" in the action "Dissertation" and fill out the requested fields, including:

- Dissertation Title;
- Suggested date, time, and location of the Defense.
- Selection of suggested members for the Defense Examining Committee [3 (three) regular members and 3 (three) alternates], all of whom must hold a doctorate degree, with at least one regular member and their respective alternate not affiliated with the Program's professor.

The Area Council will review the request and verify if the student has fulfilled all the requirements for the Defense. Once approved, the Council will forward the request to the Graduate Committee (CPG), which will select 2 (two) regular members and 2 (two) alternates from the suggested names and formally establish the Dissertation Defense Examining Committee. After approval, the supervisor will send each Examining Committee member (regular and alternate) the invitation, the Program's guidelines for the Dissertation Defense, and the electronic version of the Dissertation.

### **How it works:**

The public session will be opened by the Chair of the Examining Committee (represented by the Supervisor), informing attendees of the Defense's guidelines and authorizing its commencement.

The candidate will present their work developed within the Master's Program in a 30-50 minute presentation.

After the presentation, the candidate may be questioned by the Examining

Committee members, with each member having a maximum of 1 (one) hour for questioning, including the candidate's responses. In addition to the Dissertation content, the quality of the work, the oral presentation, clarity and correct use of language, teaching aids used in the presentation, and the student's performance during questioning will be evaluated.

The Examining Committee will issue a written decision in the form of minutes, according to a model provided by the Chair, including the assignment of the final grade: **Approved or Not Approved**. The final grade will be determined by a simple majority of the regular members.

Non-final copies of the Dissertation, with notes made by the examiners, will be returned to the candidate to aid in preparing the final version of the Dissertation. Failure to pass the Dissertation Defense will result in the student's removal from the Graduate Program. However, they will be entitled to a certificate of participation in all activities conducted during the course.

### How to Prepare?

The dissertation formatting must adhere to the following criteria and sequence:

- **Text:** Typed on A4 white paper, using Book Antiqua font, size 12. Paragraph spacing should be 1.5. Between paragraphs, leave a line. Use single spacing in the abstract, abstract translation, and bibliography.
- **Tables and Figures:** Must be inserted in the text, numbered sequentially with Arabic numerals, and have a self-explanatory title. The title for Tables should be placed above them, while the title for Figures should be placed below.
- **Margins:** Top 2.5 cm, bottom 2.5 cm, left 3 cm, right 3 cm.
- **Cover** (with Title), **blank page**, **back cover** (identical to the cover), **catalog card** on the back of the back cover (only for final copies), and **approval certificate** (only for final copies). From this point onwards, pages should be numbered.
- **Catalog Card:** Sized 8 x 12 cm, to be submitted by the student to the PG Secretariat 15 days before the delivery of the final copies for its preparation.
- **Dedication** (optional).
- **Acknowledgments.**
- **Table of Contents:** Presentation of chapters and page numbering.
- **List of Abbreviations and Symbols** (optional).
- **Index of Tables and Figures** (optional).
- **Abstract:** A single paragraph containing the objective, methodology, results, and conclusions, with a maximum length of 1 page.

- **Abstract Translation:** Translation of the Abstract into English.
- **General Introduction:** Central question justifying the research, including hypotheses based on available literature on the chosen topic. Includes justification, objectives, and literature review (refers to the dissertation as a whole).
- **Bibliographic References.**
- **Chapter(s):** Title, Abstract, Introduction, Materials and Methods, Results, Discussion, Conclusions, References (to follow the guidelines of the Boletim do Instituto de Pesca).
- **Final Considerations** (optional and refers to the entire dissertation).
- **Appendices** (optional): Number them sequentially, starting from Appendix 1 (optional).

### Important Notes:

- **Approval Certificate:** A document provided by the advisor and generated automatically in the PG intranet, containing the signatures of the committee members.
- **Page Numbering:** Pages must be numbered at the bottom and center of the page. Numbering starts from the Introduction without numbering its first page. Pages prior to the Introduction must be numbered in lowercase Roman numerals (i, ii, iii, iv, v, vi, vii, viii, ix, x, etc.).
- **Chapter Start:** Each chapter must begin on a new page, even if there is space on the final page of the previous chapter.
- **Chapter Titles:** Should be in uppercase and bold, aligned to the left margin of the text. Chapters will only be numbered starting from the INTRODUCTION.
- **Subtitles:** Should be written in lowercase and bold, with 1.5 spacing below the title, numbered according to the chapter (e.g., 2.1, 2.2, etc.).
- **All Titles and Subtitles:** Must be numbered in the Table of Contents.
- **Appendix Pages:** Should be numbered sequentially.
- **Before Starting Formatting:** Consult previous dissertations to ensure compliance with the model. The Institute of Fisheries watermark used on the cover and back cover is available below. The student may prepare definitive copies for personal use or to distribute to committee members. However, submitting the dissertation in PDF format to the PG Secretariat, following the established standards, is mandatory for receiving the diploma.



## **11. Defense Homologation and Issuance of Course Completion Certificate**

The student will have 60 days from the date of defense to request homologation of their approval. Defense approval homologation will only be carried out upon submission, by the candidate, to the Postgraduate Secretariat, of an electronic copy in PDF format and, if applicable, a library clearance certificate regarding bibliographic material loans. The final versions of the Dissertation (electronic) will follow the provisions in the Complementary Norms. The completion certificate and diploma will only be issued after submitting all documents mentioned in item 1 and proof of submission of an article derived from the dissertation work to a scientific journal rated at least B1 in the CAPES QUALIS system. The submitted article must list the main advisor as co-author and include the student's affiliation with the Postgraduate Program of the Institute of Fisheries. If, after the dissertation defense, the student does not fulfill their obligations to the Program concerning article submission for publication, the advisor may submit the work to a journal deemed appropriate without the student's consent. The student has six months to submit the article. After this period, the advisor has full autonomy to submit the work.

## **12. Issuance of the Diploma**

The Diploma and its registration will be carried out by the Postgraduate Secretariat, upon submission of the following documents:

1. An official letter from the applicant requesting the issuance of the diploma.
2. Authenticated copy of the undergraduate diploma.
3. Authenticated copy of the identity card (RG).
4. Marriage certificate (in case of a name change).
5. Payment of the current fee for the diploma registration value at the University of São Paulo, in a bill issued by the Postgraduate Secretariat.

The Diploma will be signed by the Technical Director of the Institute of Fisheries Department and the PG Coordinator. The Academic Transcript will be signed only by the Postgraduate Coordinator.



## Appendix 1

### FICHA DE INSCRIÇÃO

INSTITUTO DE PESCA/APTA/SAA-SP  
PROGRAMA DE PÓS-GRADUAÇÃO EM AQUICULTURA E PESCA

Ilmo(a). Sr(a).

Coordenador(a) do Programa de Pós-Graduação em Aquicultura e Pesca do Instituto de Pesca

Eu, \_\_\_\_\_, RG.nº \_\_\_\_\_,  
CPF nº \_\_\_\_\_, residente no(a) \_\_\_\_\_,  
Município de \_\_\_\_\_, Estado \_\_\_\_\_, Tel. ( ) \_\_\_\_\_,  
e-mail: \_\_\_\_\_, venho respeitosamente requerer a  
Vossa Senhoria inscrição no Processo de Seleção para ingresso no **PROGRAMA DE  
PÓS-GRADUAÇÃO EM AQUICULTURA E PESCA DO INSTITUTO DE PESCA**, no ano  
de \_\_\_\_\_,  
\_\_\_\_\_ sob \_\_\_\_\_ a \_\_\_\_\_ orientação \_\_\_\_\_ do  
Prof.(a) \_\_\_\_\_.  
\_\_\_\_\_ de \_\_\_\_\_ de \_\_\_\_\_

\_\_\_\_\_  
Assinatura do(a) candidato(a)

\_\_\_\_\_  
Assinatura do(a) orientador(a)

Documentos exigidos para homologação (eletrônico e impresso):

- ( ) Ficha de inscrição (Anexo 1)
- ( ) Comprovante de pagamento da taxa de inscrição (R\$ 140,00)
- ( ) Cópia simples do RG
- ( ) Certificado de conclusão de curso ou Diploma
- ( ) Histórico escolar da graduação
- ( ) Laudo proficiência Língua Inglês
- ( ) Pré-projeto de dissertação (Anexo 2)
- ( ) Curriculum Lattes (CNPq)
- ( ) Documentos comprobatórios do Currículo
- ( ) Documento comprobatório de que pertence a grupos de inclusão, permanência e acessibilidade, se houver

## Appendix 2

### Guidelines for Preparing the Dissertation Proposal

The Dissertation Proposal should be no longer than 15 pages, with 1.5 line spacing and Times New Roman font, size 12.

1. **Cover Page:** Includes the proposed research project title, student's name, advisor's name, and a summary of up to 15 lines.
2. **Problem Statement (Introduction).**
3. **General and Specific Objectives.**
4. **Methodology and Statistical Design.**
5. **Bibliographic References:** Cited according to the standards of the *Boletim do Instituto de Pesca*  
(<https://institutodepesca.org/index.php/bip/about/submissions>).
6. **Project Timeline:** Including estimated dates for the Qualification Exam and Dissertation Defense.