



NOTICE – SELECTION OF SPECIAL STUDENTS – 2nd HALF OF 2021

GENERAL RULES AND PROCEDURES FOR PRE-ENROLLMENT, ENROLLMENT AND REGISTRATION

Special Student is the student that is not registered in Post-Graduation course at Unicamp, **is a graduate student**, and yet is authorized by the respective Post-Graduation Coordination to attend to one or more post-graduation single courses.

This document addresses the General Rules and Procedures common to all Post-Graduation Programs from the Institute of Philosophy and Human Sciences (IFCH). It is worth mentioning, however, that the Programs have specific criteria for admission of special students that should be observed by applicants.

1. GENERAL REQUIREMENTS FOR ADMISSION AS SPECIAL STUDENT

a) Brazilian nationality, or, in case of foreign student, he/she must bear a Brazilian visa (appropriate and valid for the entire period of the course).

The foreign exchange student, that is, the one enrolled in a foreign Higher Education Institution that participates in exchange agreement with Unicamp and is appointed by the Institution, can't participate in this selection. Check further information on Unicamp Academic Board – DAC – website:

<https://www.dac.unicamp.br/portal/estude-na-unicamp/intercambio-internacional>

b) Undergraduate degree or certificate of completion of graduation.

In case of documents produced abroad, the applicant shall observe the information on Unicamp Academic Board – DAC – website:

<https://www.dac.unicamp.br/portal/vida-academica/graduacao/matricula/documentos-produzidos-no-exterior>

2. ADDITIONAL REQUIREMENTS, SPECIFIC TO EACH PROGRAM, FOR ADMISSION AS SPECIAL STUDENT

The applicant must meet the **REQUIREMENTS FOR ADMISSION** of special students **FROM THE POST-GRADUATION PROGRAM** of interest:

Environment and Society:

In case there are places, special students can be admitted, as long as there is approval by the professor responsible for the subject. To obtain formal acceptance from the professor responsible for the subject, the applicant shall participate in the selection of special students (held each semester) and, in case he/she is approved, enroll on Unicamp Academic Board – DAC – website, according to instructions in the special student notice. The applicant approval in the selection will depend on the number of places, authorizations by the professor responsible for the subject and the Subcommittee of the Post-Graduation Program in Environment and Society.

Social Anthropology:

<https://www.ifch.unicamp.br/ifch/pos/antropologia/alunos-especiais>

Political Science:



<https://www.ifch.unicamp.br/ifch/pos/cienciapolitica/alunos-especiais>

Social Sciences:

<https://www.ifch.unicamp.br/ifch/pos/ciencias-sociais/alunos-especiais>

Demography:

<https://www.ifch.unicamp.br/ifch/pos/demografia/alunos-especiais>

Philosophy:

<https://www.ifch.unicamp.br/ifch/pos/filosofia/alunos-especiais>

History:

<https://www.ifch.unicamp.br/ifch/pos/historia/alunos-especiais>

Sociology:

<https://www.ifch.unicamp.br/ifch/pos/sociologia/alunos-especiais>

Professional Master's Degree in History Teaching (Profhistória):

In case there are places, special students can be admitted, as long as there is approval by the professor responsible for the subject. To obtain formal acceptance from the professor responsible for the subject, the applicant shall participate in the selection of special students (held each semester) and, in case he/she is approved, enroll on Unicamp Academic Board – DAC – website, according to instructions in the special student notice. The applicant approval in the selection will depend on the number of places, authorizations by the professor responsible for the subject and the Subcommittee of the Post-Graduation Program in History Teaching (Profhistória).

3. PROCEDURES

The selection of special students occurs in two phases:

- a) **Pre-enrollment**: application presentation in June, 01 to 09 and result on 07/02/2021.
- b) **Enrollment**: application presentation from 07/12/2021 to 08/10/2021.

4. PRE-ENROLLMENT

DEADLINE FOR FORWARDING: 06, 01 TO 09, 2021, OBSERVING BRASÍLIA/DF TIME ZONE.

a) In the period of enrollments, check the **TABLES OF SUBJECTS OF THE 2ND HALF OF 2021** on the following addresses:

Environment and Society:

<https://www.ifch.unicamp.br/ifch/timegrid/pos-ambiente-sociedade/disciplinas>

Social Anthropology:

<https://www.ifch.unicamp.br/ifch/timegrid/pos-antropologia/disciplinas>

Political Science:

<https://www.ifch.unicamp.br/ifch/timegrid/pos-ciencia-politica/disciplinas>



Social Sciences:

<https://www.ifch.unicamp.br/ifch/timegrid/pos-ciencias-sociais/disciplinas>

Demography:

<https://www.ifch.unicamp.br/ifch/timegrid/pos-demografia/disciplinas>

Philosophy:

<https://www.ifch.unicamp.br/ifch/timegrid/pos-filosofia/disciplinas>

History:

<https://www.ifch.unicamp.br/ifch/timegrid/pos-historia/disciplinas>

Sociology:

<https://www.ifch.unicamp.br/ifch/timegrid/pos-sociologia/disciplinas>

Profhistória:

<https://www.ifch.unicamp.br/ifch/timegrid/pos-profhistoria/disciplinas>

- b) Choose subjects that accept special students (check in the table of subjects, “special students’ column, the subjects marked “Yes”).
- c) Complete **the pre-enrollment form of each subject** of interest – **single PDF file**.
- d) Present **updated curriculum** - **single PDF file** - *Curriculum Vitae* or *Curriculum Lattes* are accepted.
- e) Present **undergraduate degree or certificate of completion of graduation** - **single PDF file**.
- f) Forward email with the subject “*Special Student*” to Sonia (soniabria@unicamp.br), attaching the documents required in items “c”, “d” and “e” **appropriately named**, following the instructions below:

Instructions to name files – Files must be named with the first and last name of the applicant followed by identification (subject acronym or class, curriculum, degree), as in the examples below:

Example 1: **Maria Aparecida Rodrigues da Silva** is interested in HF001A and HF943B subjects. She must forward, in one single electronic message, four files:

A) 2 pre-enrollment form files, named as follows:

Maria Silva HF001A

Maria Silva HF943B

B) 1 curriculum file:

Maria Silva curriculum

C) 1 degree or certificate of completion file:

Maria Silva degree

Example 2: **João Henrique Torres Figueiredo** is interested in CP059A subject. He shall forward, in one single electronic message, three files:

A) 1 pre-enrollment form file:

João Figueiredo CP059A



B) 1 curriculum file:
João Figueiredo curriculum

C) 1 degree or certificate of completion file:
João Figueiredo diploma

Only PDF format files will be accepted.

Files that are not named according to instructions in this Notice will not be accepted.

IFCH Post-Graduation Office and Coordination are not to be held accountable for non received pre-enrollment requests or those whose files can't be open or are illegible for any reason, which may include: technical problem of computers, communication failures, communication lines congestion, as well as other factors that make impossible the transfer of data.

The pre-enrollment will only be considered effective after reception of the files by IFCH Post-Graduation Office. The Office will forward a message of confirmation of receipt of the files by the IFCH Post-Graduation Office **within three (3) business days after the pre-enrollment deadline.**

CRITERIA FOR APPROVAL OF PRE-ENROLLMENT

The pre-enrollment will be approved or rejected according to the analysis of fulfillment of items 1 and 2 of this Notice and assessment by the professor ministering the subject.

PRE-ENROLLMENT RESULT

The pre-enrollment result will be disclosed on 07/02/2021, available on:
<https://www.ifch.unicamp.br/ifch/pos>

Results are not informed by phone.

5. ENROLLMENT

The applicants **approved in the pre-enrollment** shall enroll online, in the University academic system (SIGA – Academic Management System), **from 07/12/2021 to 08/10/2021**, on the following address: Completion of Application Form – Enrollment System for Special Students
<https://www.dac.unicamp.br/portal/estude-na-unicamp/estudante-especial>

Upon enrollment in the system, it will be necessary to upload a 3x4 photo and undergraduate degree (front and back). These documents must be digitized and attached for the enrollment completion.

For applicants that were special students and have already attached their documents in the SIGA system, it won't be necessary to attach the documents again (photo and undergraduate degree). They must only update data and enroll in the subject.



The applicant that does not register in SIGA or does not correctly indicate the subject will be automatically eliminated.

Example of subject indication:

Acronym: HF001

Class: A

Name: Introduction to Logic.

6. OBSERVATIONS

a) The applicant that does not bear degree/certificate of completion of graduation **or** is not Brazilian, **or** does not bear appropriate consular visa, **can't participate in the selection of special students**. The applicant that **does not meet the other requirements** for admission of special students can forward pre-enrollment form, which will be submitted for assessment by the Post-Graduation Program Coordinator.

b) It is possible to **enroll in more than one subject**, as long as the applicant forwards a pre-enrollment form for each subject.

c) **It is not necessary to contact the professor responsible for the subject**. The Post-Graduation Office, upon receiving the applicant's pre-enrollment, will forward the documents to the professor for assessment.

d) The **analysis of the documents attached by the applicant to the SIGA system** will be made by the Academic Board (DAC), and the applicant must be attentive to the electronic messages received. The IFCH Post-Graduation Office and Coordination will not be held accountable for registrations not completed due to pending issues related to documents attached to SIGA.

e) **Applicants that have already participated as special students** must check whether they have already attended a subject with the same acronym, because, in this case, enrollment will not be allowed. The Academic Board (DAC) allows new enrollment in the same acronym only in case of subject denominated "Topics", in a class other than the one already attended. The IFCH Post-Graduation Office and Coordination will not be held accountable for registrations not completed due to subjects already attended by the applicant.

f) **The student need not come to IFCH to obtain authorization from the Post-Graduation Coordination, or show up to enroll. The enrollment in the subjects will be authorized by the Post-Graduation General Coordinator** as long as the applicant was approved in the pre-enrollment and correctly makes his/her registration in SIGA.

g) According to official DAC schedule, classes will begin, for regular students, on 08/09/2021. Special students, however, **can only attend classes as of 08/13/2021**, when DAC will make available the special students enrollment report.

7. WITHDRAWAL OF ENROLLMENT IN SUBJECT

In case the student can't complete the activates of a subject, the special student can request his/her withdrawal, observing the procedures and deadlines on Unicamp Academic Board – DAC website: (<https://www.dac.unicamp.br/porta/estude-na-unicamp/estudante-especial>).

8. SPECIAL STUDENTS SCHEDULE – 2ND HALF OF 2021



06/01/2021 to 06/09/2021*	Pre-enrollment (sending of documents via email)
07/02/2021*	Disclosure of pre-enrollment results
07/12/2021 to 08/10/2021*	Applicants approved in Pre-enrollment register in SIGA
08/09/2021*	Start of classes for regular students of the 2nd half of 2021
08/ 11 and 12/2021*	IFCH General Coordinators works on registration requests of special students in SIGA
08/13/2021*	DAC makes available special student enrollment report: start of classes for special students of the 2nd half of 2021.

* observing Brasília/DF time zone.

9. START OF CLASSES

Classes will start, for special students, on **08/13/2021**, when the DAC will make available the enrollment report.

The applicant shall contact, via email, the professor responsible for the subject on the following addresses (to send email, click on the correspondence):

Environment and Society:

<https://www.ifch.unicamp.br/ifch/pos/ambiente-sociedade/corpo-docente>

Social Anthropology:

<https://www.ifch.unicamp.br/ifch/pos/antropologia/corpo-docente>

Political Science:

<https://www.ifch.unicamp.br/ifch/pos/cienciapolitica/corpo-docente>

Social Sciences:

<https://www.ifch.unicamp.br/ifch/pos/ciencias-sociais/corpo-docente>

Demography:

<https://www.ifch.unicamp.br/ifch/pos/demografia/corpo-docente>

Philosophy:

<https://www.ifch.unicamp.br/ifch/pos/filosofia/corpo-docente>



STATE UNIVERSITY OF CAMPINAS
INSTITUTE OF PHILOSOPHY AND HUMAN SCIENCES
GRADUATE COMMITTEE



History:

<https://www.ifch.unicamp.br/ifch/pos/historia/corpo-docente>

Sociology:

<https://www.ifch.unicamp.br/ifch/pos/sociologia/corpo-docente>

Profhistória:

<https://www.ifch.unicamp.br/ifch/pos/profhistoria/corpo-docente>

In case you can't contact the professor, forward email to Sonia (soniabria@unicamp.br), informing the case.

Campinas, May 2021.

PROF. BÁRBARA GERALDO DE CASTRO
POST-GRADUATION GENERAL COORDINATOR
UNICAMP/IFCH – REGISTRATION 307053

UNICAMP/IFCH – Post-Graduation Office
Secretary: SONIA BEATRIZ MIRANDA CARDOSO
Rua Cora Coralina, 100, Campinas/SP, Brazil, Zip code 13083-896
E-mail: soniabria@unicamp.br – Telephone: (19)3521-1684
<https://www.ifch.unicamp.br/ifch/pos>