



**FEDERAL PUBLIC SERVICE
FEDERAL UNIVERSITY OF PARAÍBA
DEAN OF POSTGRADUATE STUDIES**



NORMATIVE ORDINANCE PRPG-UFPB No. 15/2019, AUGUST 27, 2019

On the procedures and decisions of UFPB Rector's Office regarding the processes of diploma recognition for visiting professors, exceptionally and specifically for the cases of candidates approved pursuant to UFPB Notice No. 79, of August 8, 2019, SIMPLIFIED SELECTION PROCESS FOR VISITING PROFESSORS.

The DEAN OF POSTGRADUATE STUDIES, FEDERAL UNIVERSITY OF PARAÍBA, as part of its mandate and relying on the decision made at the meeting held on September 20, 2018 at the UFPB Rector's Office, in compliance with the provisions of the pertinent regulations, namely, Resolution No. 03, of June 22, 2016, of the National Education Council, which provides for revalidation and recognition rules for *stricto sensu* postgraduate diplomas (master's and doctorate), issued by foreign higher education institutions; MEC Normative Ordinance no. 22, of December 13, 2016, which provides for the general rules and procedures for processing requests of revalidation of foreign undergraduate diplomas and the recognition of *stricto sensu* postgraduate diplomas (master's and doctorate) issued by foreign higher education institutions; and Resolution no. 20/2017 of UFPB's Higher Council of Teaching, Research and Extension (Consepe)

DECIDES:

Art. 1 The processes for the recognition of foreign doctoral degrees presented by the candidates approved on the UFPB's Visiting Professor Selection and Hiring Program for the year 2019, through joint action of the Dean of Human Resources (PROGEP), the Dean of Research Activities (PROPESQ) and the Dean of Postgraduate Studies (PRPG), and, given the exceptional nature of this action plan, the relevance of

internationalization actions and the institution's interest in the success of such Program, may be fully conducted through UFPB's SIPAC system; therefore, starting a process on the Carolina Bori Platform is not mandatory.

Sole paragraph. The recognition will be later entered on the Carolina Bori platform as an external process; the interested party shall start the process while PRPG, as the competent sector, shall enter the data.

Art. 2 In accordance with the above rules, the documents needed for issuing the diploma are the following:

- I- [application requesting recognition](#);
- II- copy of identification document;
- III- copy of the diploma to be recognized with notarized signatures, or a translation produced by a sworn translator with the translator's notarized signature, pursuant to the terms of the Hague Apostille Treaty;
- IV- translation of the Diploma issued by the foreign institution, except when originally issued in English, Spanish or French;
- V- an electronic version of the thesis;
- VI- the diplomate's updated and simplified Curriculum Vitae;
- VII- minutes or official document of the institution of origin, containing the date of the defense, the thesis title, its approval and grade/mark awarded, authenticated by the competent consular authority, which may be produced on the date of the apostille and grant of the title at UFPB, at the latest;.
- VIII- [Declaration of acceptance of conditions and duties, including a declaration of authenticity of the documents presented and a confirmation that the candidate has not filed for recognition of the same diploma at another Brazilian university.](#)

Paragraph 1. [The list of the signatory countries and the names of the competent authorities for recognition in each country can be found on the website of the National Council of Justice \(CNJ\).](#)

Paragraph 2 According to the legislation in force, the procedures to apply for the recognition of a foreign diploma may follow an ordinary or simplified procedure.

Paragraph 3 The simplified procedure for recognition shall be exclusively based on the verification of the supporting documentation of the diploma specified in Art. 7, subject to the provisions of Art. 4, of Resolution No. 3/2016 of the Higher Education Chamber of the National Council of Education (CNE); in-depth analysis or specific assessment process shall be waived, in the following cases:

1. Diplomas from foreign courses or programs that have already been analyzed by three different institutions with a positive outcome, which are to be published on a specific list produced by the Ministry of Education and available on the Carolina Bori Portal;
2. Diplomates of foreign courses or programs that have received students with scholarships granted by a Brazilian government agency within the past six (6) years;
3. Applicants who have completed a course abroad and obtained certificates or diplomas through the Science Without Borders Program;
4. Diplomates who have completed a program for which there is a joint degree agreement with the *stricto sensu* postgraduate program (master's and/or doctorate) of the National Postgraduate System (SNPG), evaluated and recommended by Capes.

Art. 3 Under the terms of item 5.4 of UFPB Notice No. 79, of August 8, 2019, on the selection for hiring Visiting Professors, the signing of the contract requires a copy of the Doctorate Diploma, translated into Portuguese or English, with The Hague Apostille, if obtained outside Brazil.

Art. 4 For other ancillary documents provided for in the indicated norms, PRPG-UFPB may enter into a **Statement of Commitment** with the candidate professor interested in admission, pursuant to Art. 22 of the Law of Introduction to the Rules of Brazilian Law, as per legal Opinion No. 00071/2018/DEPJUR/PFUFPB/PGF/AGU, issued by the Attorney General with UFPB.

Art. 5 This Ordinance enters into force on the date of its signature.

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Dean of Postgraduate Studies