



RESEARCH AND POST GRADUATION DEAN'S OFFICE

PROPPG SERVICE INSTRUCTION No. 003/2016

Provides for the procedures for granting Financial Aid to Graduate Students to participate in a scientific event.

The Dean of Research and Graduate Studies at the State University of Londrina, in the exercise of the powers conferred upon him and considering the need to regulate the granting of Financial Aid to Students for participation in events within the scope of the Graduate Programs Stricto sensu PROAP participants, according to CAPES Ordinance No. 156, of November 28, 2014 and other current resolutions.

I N S T R U C S

Art. 1st Students regularly enrolled in Graduate Programs (PPG) Stricto sensu at UEL may receive financial assistance to participate in a scientific event in the country or abroad as a presenter of work in an event of recognized national and/or international relevance in the area of knowledge.

Art. 2nd The values of the Financial Aid to the Student will be defined by the Coordination of the PPGs, considering the limits imposed in this instruction and will be granted taking into account the Annual Planning of Distribution of Resources of the PROAP of the PPG.

Art. 3rd The financial aid will be used to cover expenses with land transport, lodging, food and urban transportation.

Art. 4th The financial aid for accommodation and food must be limited to the number of days of the event or for a maximum period of 5 consecutive days, and the amount cannot exceed the equivalent amount in per diem established for public servants, according to Decree nº 6.907/2009.

Art. 5th The student may also be contemplated with assistance in the payment of the registration fee (in the maximum amount of R\$ 500.00 per national event and US\$ 500.00 for an event abroad).

Art. 6th The student may be contemplated with airfare, but this expense will not be granted in the form of Student Financial Aid.



Art. 7th The request for Student Financial Aid must be forwarded by the Student's advisor, 20 days in advance, as per Appendix 1 of this Normative Instruction, to the PPG Coordination, which will issue a favorable or negative opinion on granting the aid.

Art. 8th In the event of a favorable opinion from the PPG Coordination to the granting of Financial Aid to the Student, the PPG Coordinator must forward the document authorizing the payment (APPENDIX 1 of this Instruction), document proving acceptance of work to be presented and receipt signed by the student and coordination of the Program in two copies.

Art. 9th The financial aid will be deposited in the student's current account after delivering to PROPPG, within 5 days after the conclusion of the activities, a copy of the TRAVEL REPORT, according to APPENDIX 2 of this Normative Instruction.

Art. 10th The student must submit to the PPG Coordination the TRAVEL REPORT, according to APPENDIX 2 of this Normative Instruction, which must be kept with the Program files for internal and external audit purposes for at least five years.

Art. 11th Omissions in this instruction will be decided by PROPPG.

This Service Instruction will be effective from this date.

Londrina, January 10th, 2015.