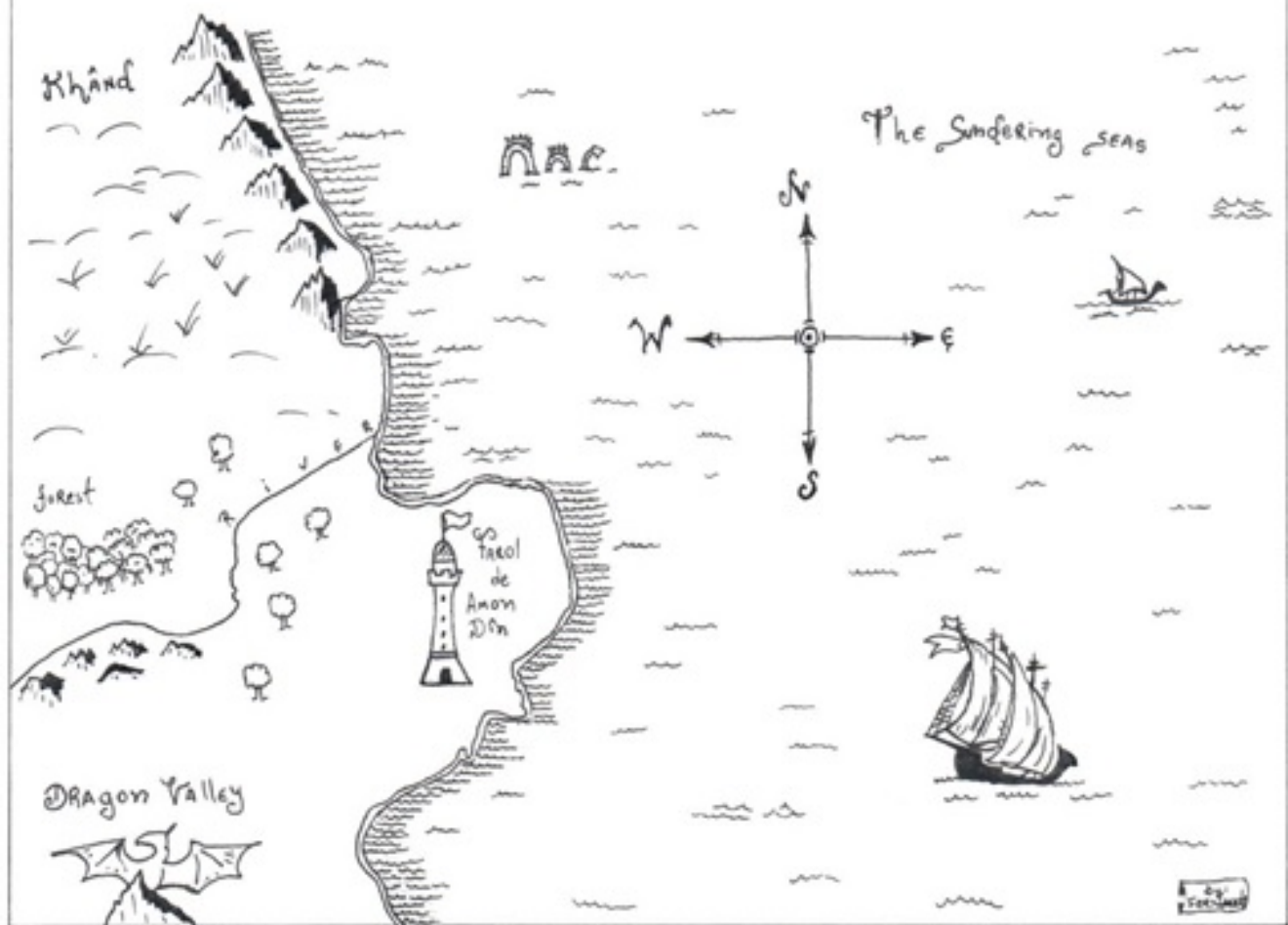


Survival Guide of Grad Students

- * 2019 S2 * -



Survival Guide

July 31, 2019

EDITORIAL

HELLO,

Welcome to IME-USP's postgraduate program! Now you are part of a new academic world, full of different cultures, languages and people from different parts of the world. Soon you will realize just how inspiring and challenging it all is. However, this new environment is full of rules and duties, and to familiarize yourself with it, we, from the Postgraduate Reception Committee (RPG), have produced a brief guide ¹, so that you can benefit the most from the activities the institute and the university has to offer.

In the next years, you will spend a considerable amount of time of your life at IME and around USP, where there is access to research, seminars, lectures, summer courses, several research groups, vast collection of libraries, different extracurricular activities, etc. To get the most out of this experience, we suggest that you try to discover the activities that exist on our campus and especially at IME. Try to participate in what interests you, this is an important part of taking care of your physical and mental health. There are many opportunities around the campus such as sports, theater, language courses, music groups, games, museums, artistic presentations, seminars from various areas and a variety of politic groups. In particular, at IME, there are activities and groups to suit all tastes. Everything that happens at the Institute

makes it what it is today and many students are dedicated to improving it even more. Certainly the Institute will be a part of your life and when you get involved with the activities, you will be part of the IME's life.

Do not look at the university just as a workspace, as you may spend more time there than in your own home. For many of us, it will be at IME that we meet our future colleagues and possibly make our biggest and longest lasting friendships. Do not forget this important part of postgraduate school. Dare to share experiences and let yourself have fun!

Keep in mind that sharing is also an essential part of research; it favors creativity, the quality of research and even the productivity of your work. Remember to collaborate not only to enrich your own curriculum, but also to build bonds and make your research have an even greater and more positive impact on society. By joining efforts to build knowledge and seek solutions to problems, we reciprocate a little of what we received while studying at a public university such as USP. Thank you for choosing to study and work with us.

We wish you a successful journey in your master's / doctorate and in what lies ahead!

Have a good reading.
A hug,
Bartira, Fernando and Suzana

¹This guide does not explain all rules of postgraduation programs nor all information about USP. If you have any question, you can talk to a veteran or a student representative. It is fundamental to check all updated rules of your program at IME's website.

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UNIVERSITY OF SÃO PAULO

WHERE TO EAT

The University has four university cafeterias in the Butantã campus, called Bandeirão:

UNIVERSITY CAFETERIA

which?	Where?
Central	close to the "praça do relógio" and CRUSP (student housing)
da Física	Physics Institute (IF)
da Química	Chemistry Institute (IQ)
da Prefeitura	Town Hall restaurant "Prefeitura do Campus" (PUSP-C)

ONE TIP

The nearest cafeteria to IME is the Physics cafeteria!

Breakfast is served in the Central cafeteria from Monday to Friday from 7 a.m. to 8:30 a.m. and on Saturdays from 7:30 a.m. to 9 a.m., at a cost of R\$ 0.50.

Lunch is served from Monday to Friday from 11:15 a.m. until 2:15 p.m. in all cafeterias except Chemistry, which serves from 11 a.m. to 2 p.m. On Saturdays, lunch is served only at the Central cafeteria from 11:15 a.m. until 2:15 p.m., and on Sundays at Chemistry, from 11:15 a.m. until 2.15 p.m.

Dinner is served from Monday to Friday in all UK, except the Town Hall restaurant, from 5:30 p.m. to 7:45 p.m.

LOADING THE UNIVERSITY ID

To use the cafeterias, you need your university ID, which may be not ready

yet. While your ID does not arrive, you can download the application *e-Card USP* on *Google Play Store / App Store*. With this application you can generate a code that is accepted at the university cafeterias (after having validated the university ID).

If you can not use the app, you can ask for a temporary card at SAS (near the central cafeteria). For further information ask your veterans, or access the website:

sites.usp.br/sas/guiche-rucard

To place credit on your ID card simply pay cash (R\$ 2.00 per lunch or dinner, R\$0.50 per breakfast) at the booths near the central cafeteria or generate a ticket through the website

uspdigital.usp.br/rucard

or through *Cardapio USP* application available at *Google Play Store / App Store*.

SPECIAL STUDENTS

Special students (who have not enrolled for master's or doctorate) can buy tickets for lunch and dinner for R\$10.00.

AT IME

Postgraduate students receive free tea or coffee in the tea room (Block A) from 9:30 a.m. to 10:30 a.m. and from 1 p.m. to 3 p.m. The tickets are available during the months of April or September at CPG, the post-graduate register office.

SPORTS AND LEISURE

USP has several options for sports and cultural activities!

CEPE

The sport center - "centro de práticas esportivas" (CEPE) is located inside the campus and offers courses such as yoga, stretching, badminton, rowing and others. For more information, please visit

cepe.usp.br

COMMUNITY COURSES OF EEFE

Payed lessons on physical activities.

eefe.usp.br/?curso_comunitario/listar/tpc/7

CINUSP

There is a free movie theater at USP. For more information access:

usp.br/cinusp

UNIVERSITY CHOIR - CORALUSP

Do you like to sing? Take a look at the university choir CoralUSP:

coralusp.prceu.usp.br

There are also other musical groups at USP and IME that you can look for.

OSUSP

Symphonic Orchestra of USP

osusp.prceu.usp.br

OCAM

Chamber Orchestra of ECA.

osusp.prceu.usp.br

THEATRE OF USP

usp.br/tusp

STUDENT RESIDENCE

USP provides student residence (CRUSP) for postgraduate students. More information on the website

sites.usp.br/sas/moradia

Access the menu *Apoio Estudantil* → *Pós-Graduação*.

ALUMNI USP

Alumni USP is a platform created to reunite graduate and postgraduate alumni from USP. It enables reunions with colleagues and a series of benefits, like *networking*, job opportunities, partnershops, notices, etc.

alumni.usp.br

HEALTH

On campus there is a University Hospital (HU). It is necessary to register to be attended (bring the university id or proof of enrollment and RG / RNE):

www.hu.usp.br/agendamentos

The Institute of Biosciences offers some health services, for instance, electrocardiography, genetic guidance and emergency care.

www.ib.usp.br/servicos/a-comunidade.html

MEDICINES AT IME

The IME student center (CAMat) contains a stock of medicine for students who are sick (flu, nausea, headache, etc.).

There is a dental care center within USP. The appointment scheduling is done a few days of the month, stay tuned and look for a veteran in case of doubt. For more information access:

www5.usp.br/servicos/atendimento-odontologico-sao-paulo

For information on psychological counseling at USP check the website of the Institute of Psychology USP (go to *Serviços* → *Atendimento* → *Serviço de Aconselhamento Psicológico*):

ip.usp.br

There is a service for emotional support and suicide prevention called Centro de Valorização da Vida (CVV). The CVV is not associated with USP, and it is free for everyone:

cvv.org.br

(telephone: 188)

ALCOHOL AND DRUG ADDICTS SUPPORT

The Institute of Psychiatry helps to prevent and treat problems related to the use of alcohol and drugs. In order to schedule a screening, the patient must call (11) 2661-6960 from 8 a.m. to 4 p.m.

grea.org.br/programas-consulta.php

VETERINARY HOSPITAL

The University of Veterinary Medicine and Animal Husbandry of the USP runs a veterinary hospital (Hovet) that includes several specialties. Attendances are done by student trainees, residents and veterinarian assistants. In order to request care it

is necessary to first take the animal to a screening that takes place on Monday, Tuesday, Thursday and Friday from 8 a.m. to 10 a.m. and on Wednesday from 9 a.m. to 10 a.m. During the screening, which is free, the professionals analyze the possibility of scheduling an appointment or pass the service. Consultations, exams and procedures are paid, but values are often below most private clinics. More information can be found at the website:

hovet.fmvz.usp.br

MOBILITY

Leaving the Butantã subway station, two bus lines run through the university campus of USP. Students have free access through the BUSP ticket (lines 8012-10, 8022-10, and 8032-10). You can request the BUSP ticket at the Janus system:

uspdigital.usp.br/janus

Access the SPTrans website for information about other lines that serve the campus:

sptrans.com.br

An application for school passes (50% ou 100% off) is required. Ask the CPG secretariat for a form for requesting the school passes.

PRIVATE TRANSPORT

As an alternative to the public transport, you can rent bikes from several parts of São Paulo. In particular, at Butantã metro station, there are several bikes available at Yellow app.

If you need a car, you can use apps such as Uber and 99 inside the campus.

TAXI STANDS

The Butantã campus has three taxi stands:

- Praça da Reitoria (Rectory square) – (11) 3091-3556
- Praça das Agências Bancárias (Bank branches square) – (11) 3091-4488
- Hospital Universitário (University Hospital) – (11) 3091-3536

The service is offered from Monday to Friday, from 7 a.m. to 23 p.m., and on Saturday, from 7 a.m. to 5 p.m.

MORE INFORMATION?

For further information about University of São Paulo, access the website:

uspvirtual.usp.br

CAMPUS SECURITY

If you find a suspicious situation inside the campus, you can ask help to the university security guard. There is an app called *Campus USP*, which is available at *Google Play Store* or *App Store*, and allows you to call the university security guard by just pressing a button.

FREE COURSES

These are a few courses available to the USP community.

MINICOURSES ON FOREIGN LANGUAGES (FE)

You can take basic level language courses at the Faculty of Education (FE). These courses are offered on every second semester and it lasts from 1 to 3 months.

www4.fe.usp.br/cepel/minicursos

LANGUAGE COURSES (FFLCH)

FFLCH offers language courses on different levels offered by FFLCH. Some of these courses are paid.

scc.fflch.usp.br

CENTRO DE LÍNGUAS (FFLCH)

Centro de Línguas is the language center of FFLCH. It offers courses on Japanese, Portuguese for foreigners, and some courses on English. However, each English course focus on a specific skill, such as academic writing, reading, or listening. There are preparatory courses for TOEFL and IELTS.

They also give proficiency tests on English, German, Spanish, French, Italian, Japanese and Portuguese.

<http://clinguas.fflch.usp.br/>

SUMMER COURSES (FSP)

Summer courses on the Faculty of Public Health. The faculty offers courses on scientific writing, statistical softwares, etc. These courses are paid.

fsp.usp.br/cverao/index.php

COURSES AT IB

The Institute of Biosciences offers many courses, for example, botanic material identification and beekeeping.

ib.usp.br/servicos/a-comunidade.html

SUMMER COURSES (IME)

IME offers courses aimed to the general audience:

<https://www.ime.usp.br/verao/index.php/turmas/>

Besides those courses, there are other courses aimed to graduate students:

LINHAS DE ÔNIBUS



Via **Quatro**
Estação Butantã



Figure 1: Itinerary for line 8032-10, USP's newest circular bus line

CREDITS!

Students who are already enrolled can use the credits obtained during the summer.

GUIDANCE AND CONSULTING

Options to help you with the bureaucracies of life.

FINANCIAL GUIDING SERVICE (FEA)

Guidance on Personal Finance and debt.

fea.usp.br/cultura-e-extensao/programas-e-projetos-fea/projetos

FREE LEGAL ADVICE

Only people with family income up to 3 minimum wages have access to this service.

www5.usp.br/servicos/assessoria-juridica-gratuita-sao-paulo

PATENT REGISTRATION

AUSPIN offers guidance for people who wants to register their inventions or projects.

www5.usp.br/servicos/suporte-ao-registro-de-patentes

APPLIED STATISTICS CENTER (IME)

The Applied Statistics Center (CEA) offers statistical orientation services. They provide data analysis for research projects.

ime.usp.br/cea

TALKS AND SCIENCE

Opportunities for deepening scientific knowledge at USP.

ASTRONOMY FOR ALL

Talks on astronomy followed by a sky observation session, when meteorological conditions are favorable. Registrations are made online a week before the session.

iag.usp.br/astrologia/paratodos

PHYSICS FOR ALL

On the first Saturday of every month a talk on science is given at Mario de Andrade Library.

portal.if.usp.br/extensao/?q=node/341

REPLICA WORKSHOP

Store that sells replicas of fossils and archaeological items.

oficinadereplicas.igc.usp.br/collections/browse

MATEMATECA

A library of interactive objects used to spread mathematical concepts to the general audience. Some of these items are exposed at IME (café and salão de chá).

matemateca.ime.usp.br

MUSEUMS

USP has a number of museums open to visit.

HISTORICAL MUSEUM

Museum of the history of the Faculty of Medicine.

fm.usp.br/museu/portal

MUSEUM OF HUMAN ANATOMY

museu.icb.usp.br

MUSEUM OF GEOSCIENCES

igc.usp.br/?id=museu

MUSEUM OF OCEANOGRAPHY

io.usp.br/index.php/infraestrutura/museu-oceanografico/apresentacao

MAC (MUSEUM OF CONTEMPORARY ART)

mac.usp.br/mac

MUSEUM OF ZOOLOGY

mz.usp.br

ONLINE LECTURES

MIDIATECA (IEA)

Online video library of the Institute of Advanced Studies

iea.usp.br/midiateca

VIDEOTECA (IF)

Videos of lectures and seminars of the Institute of Physics.

video.if.usp.br

IPTV

Videos of several talks given at the university. Maybe there is a talk you could not attend.

iptv.usp.br/portal/home

COLLECTION

ONLINE COLLECTION

Books, magazines and papers of USP.

www5.usp.br/pesquisa/acervos-online

SHEET MUSIC CATALOG

colecoes.sibi.usp.br/partituras

MEDIA

RÁDIO USP (93,7 FM)

USP radio (93.7 FM).

jornal.usp.br/radio

JORNAL DA USP

USP newspaper:

jornal.usp.br

JORNAL DO CAMPUS

Campus newspaper:

jornaldocampus.usp.br

CANAL USP (YOUTUBE)

USP YouTube channel:

youtube.com/user/usponline/featured

CAMPUS SERVICES

- Waste collection and green area management:

puspc.usp.br

- Tree removal services:

puspc.usp.br/2017/04/03/queda-de-arvores-2

IME

WHERE TO STUDY

There are individual study rooms in the library, however it is necessary to request the key with attendant. On the upper floor of the library, there are quiet study spaces. In block B, the study rooms 154, 155, 141 and rooms that are in the hallway of the glass door, are destined to those who are postgraduate student. For a good conviviality in these places, in 2018, a set of parameters were set to use these spaces.

1. USE OF STUDY ROOMS AT BLOCK B

1.1. All study rooms are of restricted use by IME-USP postgraduate student, without differentiation between Masters and PhD. There is no private place.

1.2. 1.2 Considering the physical layout of the study rooms and the needs of the students:

- Study rooms 154 B and 155 B can be used for individual study with or group study.
- Study rooms (122 to 135) can be used for group study, if it is agreed upon by those present, with priority for individual study.
- Study room 141 B and the Glass Door hall should be used for individual study and silence should be preserved.

1.3. Activities that cause noise that exceeds the limits of group work and that interfere with space sharing are prohibited.

2. PLACES IN THE STUDY ROOMS

As there are few study rooms in the Institute during the semester, it is recommended that when the occupant is away from one of the study rooms for more than 40 minutes, he or she must remove their belongings in order to make room for other students. It is understandable that this time be extended during lunch time, from noon to 2:00 p.m.

3. RESPONSIBILITY FOR THE PLACE OF STUDY

3.1. Keeping the study rooms clean by ensuring that all wastes are properly disposed of.

3.2. To take care of all materials, such as tables, chairs, computers, air-conditioning etc.

3.3. The IME and none of its representatives shall be responsible for the objects left in the study rooms.

3.4. The air-conditioning should only remain on in the presence of someone in the room, keeping doors and windows closed.

4. CONFLICT RESOLUTION

If there is any conflict or disagreement within the study room or among users of different rooms, the following steps should be followed:

1. Review the parameters of use.
2. Talk with students involved.
3. Talk with RD of Programs.
4. Talk with the CPG RD.
5. Talk with the Congregation's RD (s).

LOCKERS

IME provides lockers for postgraduate students (padlock not included). The steps for requesting a locker are:

1. Fill the form::

goo.gl/forms/yiFKFbFM1emdADv42

2. Fill out and deliver the Liability Form * (do not fill in the cabinet number!) at CPG.

*You will receive an email with the disclaimer.

INFORMATICS EQUIPMENTS (COPIER PAPERS, PRINTING AND SCANNING)

The postgraduate secretariat creates user accounts at IME network, and then, students can go to the Informatics Section (SI) to activate their account (room 120 of Block A - IME). For WiFi, we have the *Eduroam* network, and IME Network administrators can help with any problem. To request access to the wired network, inform your mac address to the SI (in person or by email admin@ime.usp.br).

Postgraduate students have 250 free prints per month at IME network. They also have 80 free prints/copies/scanning at the IME print shop (right next to the postgraduate office). Students who will present posters at conferences can request free poster printing at IME. The secretary of your postgraduate program may provide detailed information about that.

LOST AND FOUND

Objects found at IME are stored in room 103B (phone: 3091-6168). If you lose some object in other parts of the campus, try to get information in nearby institutes and access the Facebook page: ACHADOS E PERDIDOS - USP.

LIBRARY AND SIBI-USP

The Carlos Benjamin de Lyra Library is one of the 48 participating libraries of the Integrated Library System of USP (SIBi). Considered one of the largest libraries in the field of Mathematics in Latin America, its collection consists of books, reports, academic journals, theses, dissertations, publications of teachers, CDs and DVDs, totaling about 227.000 items.

LOANS

The postgraduate student may borrow 15 books for up to 21 days. For the loan it is necessary to register a password in person and to show any of the following documents: USP card, e-card or RG / CNH. The student can make up to 3 internet renovations (DAEDALUS) and 3 reservations for books that are borrowed with other students. The delay in the return of the books generates suspension: number of books delayed multiplied by the number of days in arrears.

INSTALLATIONS

The physical space of the library is 1,642 m². It has a large study room with benches for individual study, 6 rooms for study in groups, 6 rooms for study in pairs, as well as armchairs

and study tables in the area of the collection, totaling 220 seats.

RESEARCH RESOURCES

DEDALUS. The online catalog for searching and locating the materials in the collections of USP libraries and for renewing loans and requests for reservations.

Portal de Busca Integrada. Single interface for searching printed materials from libraries and documents available online, allowing access to full texts.

Databases and Portal Capes. Online access to e-books and journals signed by USP and Capes.

OFFERED SERVICES

In addition to the loans, the Library has a self-service scanner and offers the following services for students:

COMUT (copies, pdf). Obtain copies of articles and book chapters in the main Brazilian libraries.

EEB (inter-library loan). Loan between libraries of institutions external to USP or internal USP libraries.

Orientation for academic works. Orientation for monograph formatting, theses, dissertations, citations and bibliographical references.

Training and workshops. Use of library resources and research on portals and databases.

Researcher support. Help in locating articles, books and bibliographical references.

“Bibliotecas USP” app. Search the collection of USP libraries directly from the iPhone, iPod Touch or iPad.

VPN connection. Remote access (from home) to databases, electronic magazines and e-books.

OPENING HOURS

During classes

- Weekdays: 8:00 a.m. until 9:30 p.m.
- Saturdays: 9:00 a.m. until 1:00 p.m.

School holidays

- Weekdays: 8:00 a.m. until 8:00 p.m.
- Saturdays: closed

MORE INFORMATION

Site www.ime.usp.br/bib

Facebook [fb.com/bibliotecaimensp](https://www.facebook.com/bibliotecaimensp)

Email bib@ime.usp.br

Phone 3091-6109 e 3091-6174

GROUPS AND COMMITTEES

There are many other groups, commissions, and sectors at IME besides the ones we already talked about. In this section, we list all we find important for you to know together with their corresponding contact information.

CAMAT

CAMat is our academic center. It's a recognized organization inside IME, elected annually by students and that organizes a number of events. Everything promoted by CAMat is decided in open meetings, where every IME student has a right to speak and vote. The CAMat room is inside the *Vivência*, in room 18 of block B. CAMat also sells some foodstuffs, disponibilizes a coffee machine, and loans entertainment items.

Site ime.usp.br/~camat

Email camat.usp@gmail.com

Facebook [fb.com/CAMatUSP](https://www.facebook.com/CAMatUSP)

Phone (11) 3091-6293

Open emails list

camat-aberto@googlegroups.com.br

MULHERES DO IME COLLECTIVE

The *Mulheres do IME* Collective is composed by women – students, faculty staff or professors at IME-USP, cis or trans. We meet periodically, women only, to discuss gender issues and to plan and promote events related to that theme. We invite all women to participate! To participate, email us with your own address.

Email mulheresdoime@ime.usp.br

Facebook fb.com/mulheresdoime

EXISTIMOS IME-USP

Existimos is a feminist collective of female students at IME. We discuss gender in women-only (cis or trans) closed meetings, and promote events open to the general public. We use *google groups* and *whatsapp* to appoint dates for meetings and share news about and for women. See our facebook page:

Email 3xistimos@gmail.com

Facebook fb.com/3xistimos

ENEDINA ALVES MARQUES BLACK COLLECTIVE IME-USP

The *Enedina Alves Marques* Black Collective is a space for black students to meet, to be welcomed, and to promote discussion about our blackness and resistance. The name is a tribute to the first black Brazilian engineer, graduated in Paraná, 1945. Black students (exclusively) are always welcome to our meetings, which generally happen on Fridays at 6 p.m.

Email coletivonegroimeusp@gmail.com

Facebook bit.ly/coletivonegroime-fb

USPGAMEDEV

Game research and development group from USP, housed at IME. USPGameDev develops a number of projects every semester, often in partnership with undergraduate and postgraduate courses. All work is published as free software. The group also organizes and participates in many events such as game jams (or hackathons), expositions, workshops, courses, meetups, among others.

Blog blog.uspgamedev.org

Forum forum.uspgamedev.org

Email contato@uspgamedev.org

Facebook facebook.com/UspGameDev

TECS

Tecs is an extension group that began acting in the second term of 2017, focused on the social impact of computer science and technology. We seek to form a network of students interested in improving the local community and society in general, creating opportunities to engage in projects for this end; to unify efforts towards ethical and conscious technology use in society and among professionals; to promote igualitarian technological education to the people through courses, workshops, and actions carried out by the group; and to stimulate students to use technology to solve problems in the community.

In general terms, we hope to make students understand how technology can be used for the collective good, and to use this knowledge in practice by means of collaborations with the local community, public services, non-governmental organizations, and non-profit organizations.

If you are interested in promoting education in computer science; discussing ethical and social issues in the context of technology; or developing applications, sites, or systems in partnership with social projects, get in contact and participate!

Telegram t.me/tecsusp

Site ime.usp.br/~tecs

Facebook fb.com/tecsusp

Instagram [@tecs.usp](https://www.instagram.com/tecs.usp)

FLUSP

FLUSP (FLOSS @ USP) is a undergraduate and postgraduate student group interested in contributing to and researching FLOSS (*Free Libre Open-Source Software*) projects. The group has members contributing actively to large scale projects such as the Linux Kernel, Git, GCC, and Debian. The group follows a free and horizontal philosophy, where every member has a say in the decisions of the group as a whole, and is encouraged to bring other FLOSS projects to FLUSP. Join us!

Email flusp@googlegroups.com

Site flusp.ime.usp.br

OTHER GROUPS AND COMMITTEES

Here we list the contacts of other groups that might interest you, but that unfortunately we haven't had the time to describe in further detail yet =(

CAFÉ, GIZ E DEMONSTRAÇÃO

Group of seminars (accessible for everyone) and integration among students.

facebook.com/groups/378206259328777
kaique.roberto@usp.br

CINIME

Movie screening at IME.
facebook.com/CinIMEUSP

DIVERSIME USP

Group that supports diversity in IME
facebook.com/diversimeusp
diversime.usp@gmail.com

INFORMATICS SECTION (SI)

si.ime.usp.br
admin@ime.usp.br

CENTER FOR IMPROVEMENT OF MATHEMATICS TEACHING (CAEM)

ime.usp.br/caem
caem@ime.usp.br

ATHLETIC ASSOCIATION

ime.usp.br/~atletica
facebook.com/aaamat.ime

WOMEN'S SUPPORT COMMITTEE (CAM)

cam@ime.usp.br
facebook.com/camimeusp
ime.usp.br/~cam

HARDWARE LIVRE USP

Open source hardware group.
hardwarelivreusp.org

Mapa Bloco B - Universidade

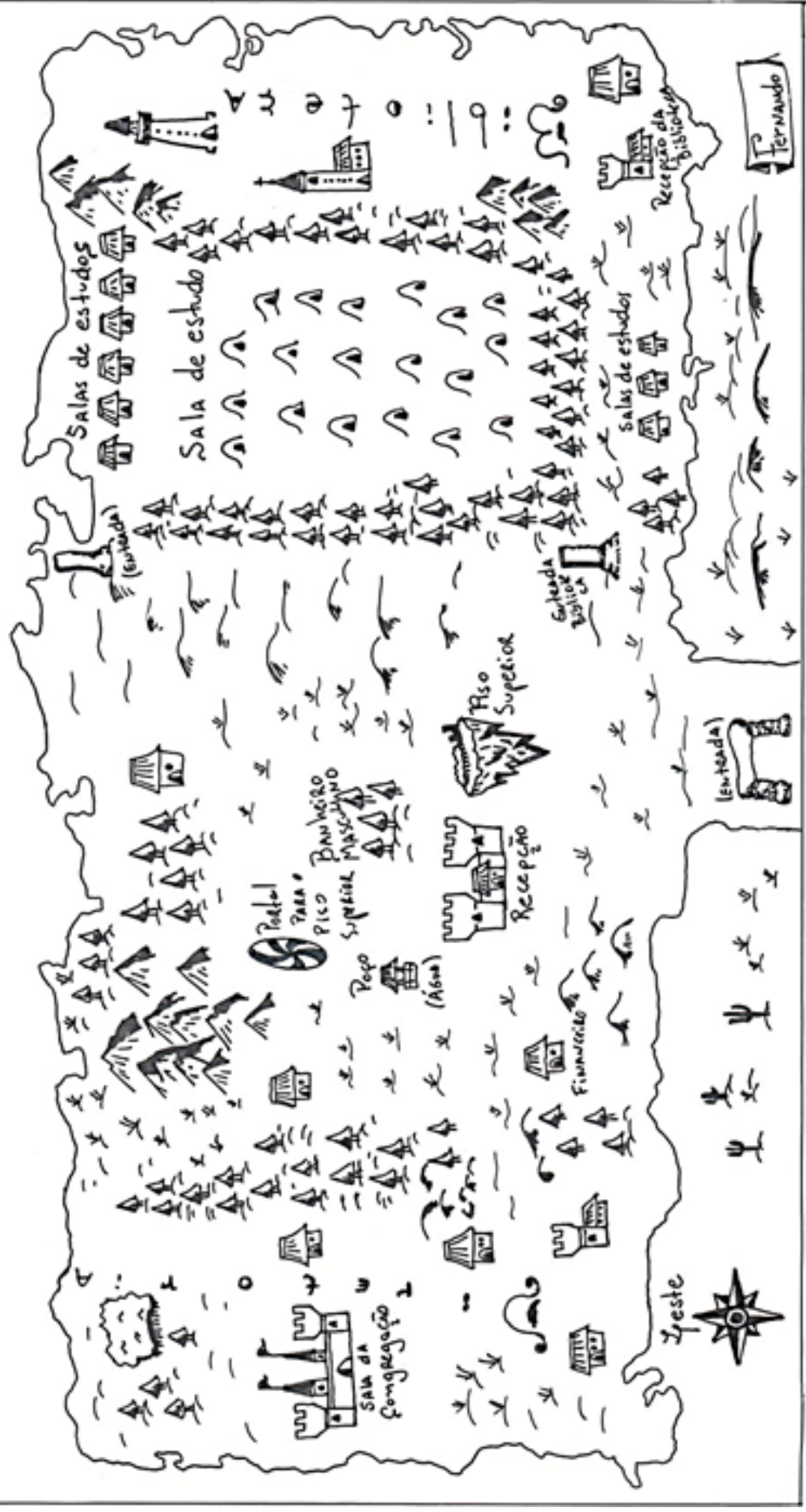
-*Fiso Superior*-



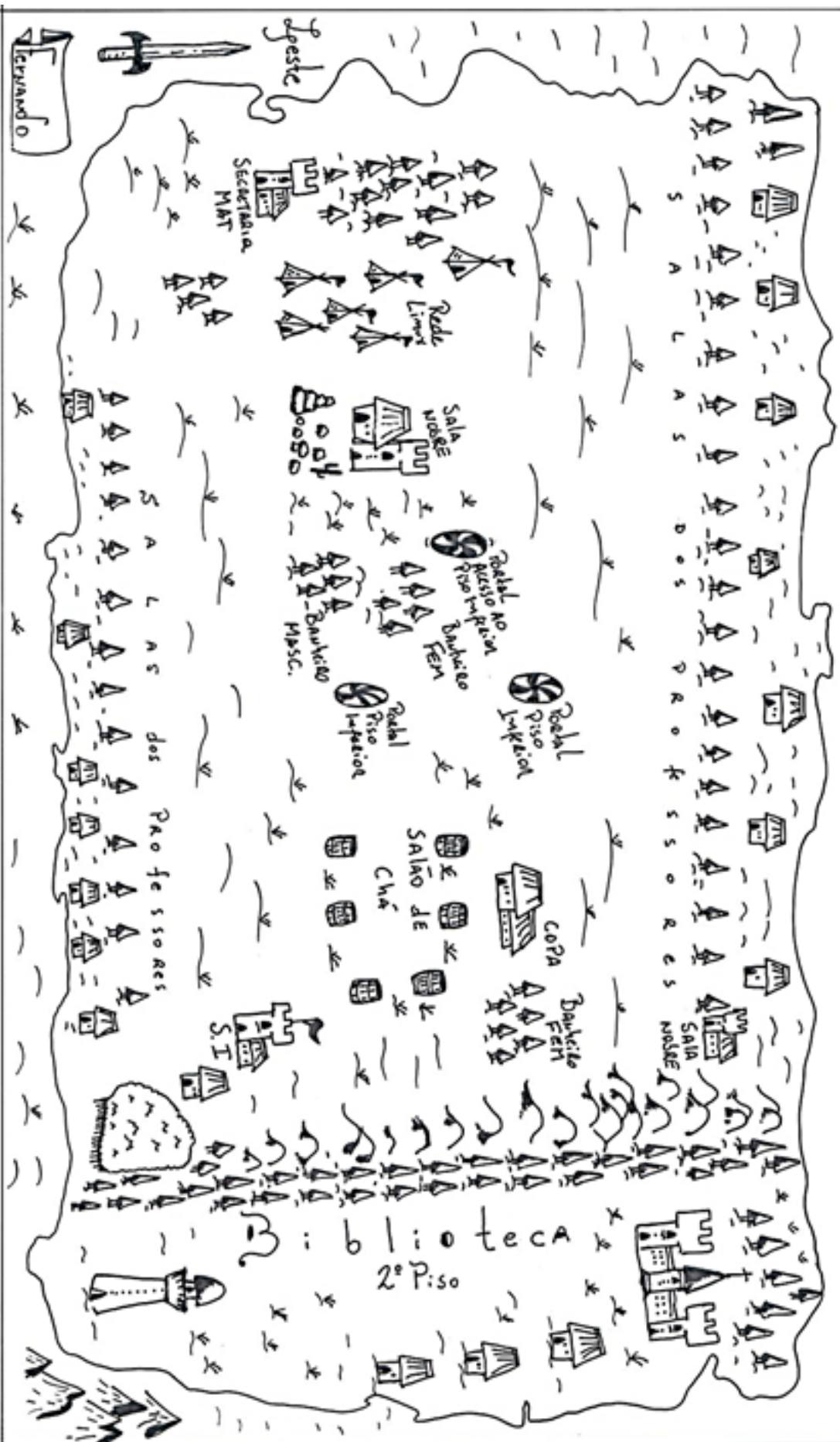
Mapa Bloco B - * - Piso Superior * -



Mapa Esoco - * 1º Pavimento * -



Mapa Bloco II - 2º Pavimento -



POSTGRADUATE PROGRAMS

In this chapter, we will show some topics regarding each postgraduate program.

RULES

It is VERY important to read all rules of your postgraduate. Avoid surprises!

COMPUTER SCIENCE

ime.usp.br/dcc/pos/normas

STATISTICS

ime.usp.br/mae/pos/normas

APPLIED MATHEMATICS

ime.usp.br/map/pos/normas

MATHEMATICS

ime.usp.br/mat/pos/normas

BIOINFORMATICS

ime.usp.br/images/arquivos/pos/bioinfo/Regulamento_Bioinfo_Ingressantes_2015_em_diante.pdf

MPEM (PROFESSIONAL MASTER'S DEGREE IN MATHEMATICS TEACHING):

ime.usp.br/posmpemat/normas

PROFICIENCY TEST

All grad students need to make proficiency test in English. Foreign students also need to make a proficiency test for Portuguese. The proficiency test depends on your program. CHECK THE DEADLINES AT JANUS!

Students from the computer science program, must read the rules at:

ime.usp.br/dcc/pos/exame-proficiencia

Students from the applied mathematics program, must read the fifth item at:

leginf.usp.br/?resolucao=resolucao-copgr-7023-de-27-de-novembro-de-2014

Students from the bioinformatics program, must read the rules at:

ime.usp.br/images/arquivos/pos/bioinfo/profLinguasExamesNotasMinimas.pdf

Students from Mathematics, Statistics and MPEM programs can make free English and Portuguese language proficiency tests offered by the IME. This semester the test is on 04/23/19.

If you have a certificate of language (english/portuguese), check the course rules. The language course of the Faculty of Philosophy, Languages and Human Sciences (FFLCH) offers the English course for reading texts I:

clinguas.fflch.usp.br/node/3320

which has a fee of R\$ 180. If you are approved in that course you do not need to make other English proficiency test.

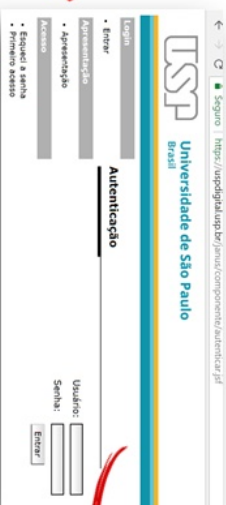
QUALIFICATION EXAM

All grad students need to do a qualification exam. The rules for the exam depend on the program.

Como adquirir a carteirinha da USP e o BUSP (Bilhete USP)?

2º Passo

Acesse: <https://uspdigital.usp.br/janus/>



Pegar senha do e-mail IME e acesso ao Janus, na Seção Técnica de Informática Sala: 120 bloco A - admin@ime.usp.br das 9h às 18h Bloco A

1º Passo

Último Passo



Depois que tiver a carteirinha em mãos, acesse novamente o sistema Janus e vá na opção "Ativar cartão"

Horário de funcionamento do Serviço de alunos de Pós-Graduação:

Manhã: das 10h às 12h
Tarde: das 15h às 17h

Telefone: +55 11 3091-6191
E-mail: cpg@ime.usp.br
Local: Sala 27, Bloco B do IME-USP

Apoio: Comissão RPG
www.ime.usp.br/~rpg

6º Passo

Após a solicitação, é possível acompanhar o andamento do pedido usando a opção "Listar solicitação". Assim que a carteirinha estiver pronta, retire-a na secretaria da pós



3º Passo



Clique na opção "Cartões USP"

4º Passo *



Clique na opção "Incluir foto"

Após enviar sua foto, vá na opção "Solicitação"

* Appaso: Enquanto você não enviar uma foto, sua carteirinha não será feita. Ninguém conseguirá autorizar pois a carteirinha é um documento de identificação com foto.

CHECK THE DEADLINES!

Check your deadlines at the Janus system and your scholarship rules.

TEACHING ASSISTANCE

If you have a CAPES scholarship and you are a PhD student you have to do a teaching internship (PAE) in some undergrad course. For other grad students, the PAE is optional. To be a PAE teaching assistant you need to attend a cycle of lectures in the first semester or a preparatory course in the second semester (called GEN5711 - Preparação à docência de graduação). As the number of scholarships is limited, sometimes only part of the PAE teaching assistants are selected to receive a monthly payment. Depending on your program, the PAE internship gives you credits (shown in your scholar record).

TUTORING

The institute offers other positions for teaching assistants (tutors) for both grad and undergrad courses. Usually information about these positions are given by e-mail (ALWAYS READ YOUR INSTITUTIONAL E-MAIL).

SCHOLARSHIPS

There are three main funding agencies at IME-USP: CAPES, CNPq and FAPESP.

1. For requesting a FAPESP scholarship, you and your advisor need to submit a research project. If you know a veteran with FAPESP scholarship, do not hesitate to contact him or her for

getting help. For further information, access the website:

fapesp.br

2. The CCP's (Program Coordinating Committees) manage the CNPq and CAPES institutional scholarships. Check the rules of your program.
3. CNPq and CAPES also opens other scholarship opportunities (sometimes for internship abroad). CHECK YOUR INSTITUTIONAL E-MAIL to be updated about these opportunities.

INTERNSHIPS

Recently, USP started to regulate internships for grad students. Regular students at Computer science and Applied Mathematics can do internships. To find out more, look for the CCP of your program.

FURTHER INFORMATION

For further information about your program, contact the CPG from 10 a.m. to noon and from 3 p.m. to 5 p.m. Do not hesitate to make questions to your veterans, they will be glad to help you :)

SERVICES FOR MPEM

If you are from MPEM, office hours are from 1 p.m. to 5 p.m. (only on Tuesdays and Thursdays).

COLLEGIATE

There are many collegiates that affect directly or indirectly our lives at the Institute. Because of that, it's important to have a general idea of the role played by each and, more importantly, who are our **student representatives (RDs)** in each of them.

STUDENT REPRESENTATION

The student representatives participate in meetings where important decisions about the institute, the departments, and the postgraduate programs are made. Do not hesitate to contact the representatives if you have any question or suggestion. Our representatives at CCP and at the Department Council are listed in Table "Student's representatives in each collegiate". You can also check the student's representatives at the IME website.

PROGRAM COORDINATING COMMITTEES

The Program Coordinating Committees (CCP) or in portuguese, Comissão Coordenadora de Programa, manage all underlying bureaucracy of each program, such as assessment of enrollment applications, homologation of the qualification exams and master/PhD defenses, release of funding for attending conferences, and courses accreditation. There is a CCP for each program. It is composed of the program coordinator, two professors accredited as advisors, one student representative of the program and their respective alternates.

It's worth noting that the Bioinformatics program has no CCP because it has its own Postgraduate Committee (see ahead).

CALENDAR OF CCP MEETINGS

Comp ²	Pura ³	Aplic	Estat	MPEM
—	08/13	08/09	08/08	08/13
09/12	—	09/12	09/12	09/17
10/03	—	10/18	10/17	10/22
11/14	—	11/08	11/14	11/19
12/05	—	12/06	12/05	12/10

COUNCIL

Each department at IME has its Council, which releases requests that affect the department (such as professors' licenses and teaching assignment), and indicates the members in other committees. The Council also approve the evaluation committees for hiring or promoting professors. It is composed of full professors and student's representatives. The number of representatives depends on the number of professors that belong to the department.

PAE COMMITTEE

The Committee of the Teaching Improvement Program (PAE) or in portuguese, "Programa de Aperfeiçoamento de Ensino", analyzes projects for teaching internship, regulates applications for internship equivalency, etc.

²There is no computer science CCP in August

³Pura's CCP meetings starting from September are yet to be announced

STUDENT'S REPRESENTATIVES IN EACH COLLEGIATE

Collegiate	Students' representative	Contact
CPG/CCP (Bioinformatics)	Paulo Eduardo Pinto Burke (principal)	pauloepburke@gmail.com
	Raquel Paulini Miranda (alternate)	miranda.rp2008@gmail.com
CCP (Computer Science)	Caio de Moraes Braz (principal)	caio braz@ime.usp.br
	Wilson Kazuo Mizutani (alternate)	kazuo@ime.usp.br
CCP (Statistics)	Magno de Freitas Severino (principal)	magnotfs@ime.usp.br
	Joan Jesus Amaya Triana (alternate)	jjamayt@yahoo.es
CCP (Mathematics)	Henrique de Oliveira Rocha (principal)	hrocha@ime.usp.br
CCP (Applied Mathematics)	Luisa Bürgel Borsato (principal)	luisabborsato@gmail.com
CCP (MPEM)	Jean Carlo Paes Rocatelli (principal)	jeancpr@ime.usp.br
	Fernando Lima (alternate)	fsvlima@ime.usp.br
Council (Computer Science)	Caio de Moraes Braz (principal)	caio braz@ime.usp.br
	Wilson Kazuo Mizutani (alternate)	kazuo@ime.usp.br
Council (Statistics)	There is no representative	
Council (Mathematics)	There is no representative	
Council (Applied Mathematics)	There is no representative	
PAE	Fernando Lima (principal)	fsvlima@ime.usp.br
	Ana Luiza Tenório (alternate)	ana.tenorio@usp.br
CPG	Ana Luiza Tenório (principal)	ana.tenorio@usp.br
	Fernando Lima (alternate)	fsvlima@ime.usp.br
Congregation	Jean Carlo Paes Rocatelli (principal)	jeancpr@ime.usp.br
	Simone Bega Harnik (alternate)	siharnik@gmail.com
	Fernando Lima (principal)	fsvlima@ime.usp.br
CTA	Bartira Maués (alternate)	bartiram@ime.usp.br
	Aurea Maria Emiko Hariki (principal)	aureahariki@gmail.com
CPq	Ivan Kuvashney Lima (alternate)	ivan.kuvashney.lima@usp.br
	Tuany de Paula Castro (principal)	tuanypcastro@gmail.com
	Simone Bega Harnik (alternate)	siharnik@gmail.com

POSTGRADUATE COMMITTEE

The Postgraduate Committee (CPG), or in portuguese "Comissão de Pós-Graduação", is composed of professors (coordinators) from each CCP, a president, a students' representative

and the corresponding alternates. The CPG functions include homologation of qualification exams from all graduate programs, late applications, changes in

postgraduate rules, etc.

CALENDAR OF CPG MEETINGS

IME	Bioinfo
08/16	08/21
09/20	09/18
10/25	10/16
11/22	11/13
12/13	12/11

CPq is also related to the Research Ethics Committee, which you must contact whenever your study deals with humans/animals.

CONGREGATION

Congregation (Congregação in portuguese) is the highest committee at IME. It is composed of several professors (most of them are full professors), three undergraduate student's representatives, two graduate student's representatives, and their corresponding alternates. The Congregation reviews all approvals/disapprovals made by other committees. The Congregation members can vote for university rector and vice-rector.

TECHNICAL AND ADMINISTRATIVE COUNCIL

The Technical and Administrative Council (CTA), or in portuguese "Conselho Técnico Administrativo" deals with budget, reforms, employee evaluation, etc. The CTA is composed of 4 department heads, director, vice-director, an employees' representative, and a students' representative.

RESEARCH COMMITTEE

The Research Committee (CPq) is responsible for promoting scientific research. It collaborates with postgraduate and coordinates scientific initiation programs for undergrad students.

POSTGRADUATE RECEPTION COMMITTEE

We are the Postgraduate reception committee (CRPG)! If you have any questions or suggestions, do not hesitate do contact us by e-mail

rpg@ime.usp.br

Be a volunteer for organizing the next reception for postgraduate students! :)

FAREWELL

SEMENTES

Suzana de Siqueira Santos

Quando me perco em pensamentos
Numa realidade que só há em mim
Ganho asas por um momento
E faço descobertas sem fim

Mas lá fora, todo o meu jardim
É semente jogada ao vento
E eu deixei de voar enfim
Para caminhar a passo lento

Seria eu pequena, sem voz, nem vez?
Várias sementes não fazem um jardim?
Pouco a pouco muito já não se fez?

Sua semente
com a minha,
com a dele,
com a dela

Sós e espalhados
Não mais estaremos

Mas juntos
Lá fora
Mudando o mundo

eu,
você,
ele,
ela.

Notes

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