

FAQ

THESIS AND DISSERTATIONS REVIEWING

How long it takes to my thesis/dissertation be available online after the final corrections?

It takes approximately 30/60 days. However, this period can be extended accordingly to:

- a. The obtention of the signature of the advisor and COEPE coordinator;
- b. Any further correction/alteration necessary in the final document;
- c. The number of completed thesis/dissertations that are being processed.

Can I change the final file of my Thesis/Dissertation after I submitted the latest version?

Yes, but only during the thesis editing phase. Once the file has been published, any changes can only be made via errata.

How do I make an errata?

An errata identifies any incorrect information after the material has been published and provides the correct information;

It can be written as a table (see example below) or as text containing the necessary information (pages, paragraph, etc.);

Identify the page where the error was found and provide the correct information.

Example:

Page	Paragraph	Line	Error	Correction
22	3	6	genetics	genética
59	2	8	IPEN	INPE

It will be included after the approval sheet of your thesis/dissertation.

In which languages can I publish my thesis/dissertation?

You can publish your thesis/dissertation in Portuguese or in English.

Can I include articles as chapters in my Thesis/Dissertation?

Yes, but only if you have adopted the alternative format (article-based format) to write your thesis.

See the instructions to use the alternative format in the [Manual de publicações do INPE](#), page 31 Section 2.4.2.2;

I couldn't find the keywords in the NASA Thesaurus. What do I do?

If the term you want to include in your thesis/dissertation doesn't appear in the Thesaurus, that's fine. Use the most common term in your field.

Under which conditions can I request restricted access to my thesis/dissertation?

Your Thesis/Dissertation can have restricted access in only two situations:

- a. If your thesis/dissertation contains scientific or technological research and development projects whose confidentiality is essential to the security of society and the State, accordingly to Law of Information Access, or if it is necessary to preserve any intellectual property (industrial or of computer program).
- b. If you chose the Alternative format and you're awaiting the publication of the article by the journal. In this case, you need to fill and sign (you and your advisor) the Access Restriction Form. Attention: This restriction has a maximum period of one year.

Can another person send the final documentation to complete my thesis/dissertation reviewing process?

Yes. It is possible. However, if there is any documentation to sign (e. g. the Legal Deposit Term), this person needs to have in his/her power a letter of authorized signature written and signed by you (it doesn't need to be registered).

Can I publish other types of documents in the INPE Digital Library? How to proceed?

Yes. You can publish manuals, reports, didactic publications, technical notes, software and research data.

For more information, access: [Procedures and documentation for publishing Reports, Manuals, etc.](#)

How do I include any published work (e.g. articles, book chapters, conference proceedings) in the INPE Digital Library?

Every publication that you have INPE as an affiliation you can submit to INPE Digital Library.

If the works aren't yet in the INPE Digital Library, please send a copy in PDF to simone.delducca@inpe.br.