



**Edital CCEx/FDRP 001/2023** – Concessão de Auxílios Financeiros à alunos(as) de graduação.

A Presidente da Comissão de Cultura e Extensão Universitária da Faculdade de Direito de Ribeirão Preto, nos termos da Portaria Interna FDRP N° 005/2023, de 01 de março de 2023, torna público os critérios e procedimentos para solicitação de auxílio financeiro junto à Comissão de Cultura e Extensão Universitária.

### **1. Finalidade.**

**1.1.** O Edital de Concessão de Auxílios Financeiros objetiva financiar os(as) alunos(as) da graduação na participação em atividades e eventos acadêmico-cultural.

### **2. Verba.**

**2.1.** Anualmente será divulgado na página da FDRP o valor disponível na Comissão de Cultura e Extensão Universitária da Faculdade de Direito de Ribeirão Preto.

**2.1.1.** Poderá ser solicitado o valor máximo de R\$ 3.000,00 (três mil reais) por aluno(a);

**2.1.2.** Os recursos poderão ser utilizados para:

- a.** Transporte (passagens aéreas ou ônibus);
- b.** O valor de R\$ 200,00 (duzentos reais) por dia do evento para hospedagem e alimentação;
- c.** Inscrição em evento;
- d.** Materiais de consumo;
- e.** Materiais permanentes;
- f.** Serviços de terceiros.

### **3. Requerimento.**

**3.1.** O requerimento poderá ser realizado à Comissão de Cultura e Extensão Universitária da FDRP, com antecedência mínima de 60 dias da data do evento, e desde que ainda haja verba disponível na Comissão, pelo link <https://forms.gle/fejG26J7yDKgDam7>



**3.2.** Somente será concedido auxílio ao(a) aluno(a) regularmente matriculado(a) no curso de graduação da FDRP vinculado(a) à Projeto de Cultura e Extensão Universitária cadastrados(as) no sistema Apolo e validado pela CCEEx, com a supervisão de docente da FDRP.

**3.3.** O requerimento deverá ser individual.

**3.4.** Junto ao requerimento deverá ser juntado:

**a.** Planilha de descrição de gastos, com apresentação detalhada dos itens solicitados:

**a1.** Anexar pesquisa de preços de cada item a ser solicitado;

**a2.** Para despesas com inscrição em evento, será necessário comprovar o valor da inscrição;

**a3.** Para solicitação de diária, conforme alínea “b” do artigo 2.1.2., informar o número de diárias, que deve ser compatível com o período de realização do evento.

**b.** Justificativa;

**c.** Parecer do Professor(a) Supervisor(a);

#### **4. Avaliação da CCEEx/FDRP.**

**4.1.** O requerimento será analisado pela CCEEx, e poderá ter aprovação parcial dos valores requisitados.

**4.2.** Caso o valor total da verba anual da CCEEx não seja suficiente para atender a todos os requerimentos, será dada prioridade para aquele que:

**a.** Primeiro apresentar o requerimento;

**b.** Possuir a maior média ponderada;

**4.3.** Solicitações de valores acima de R\$ 3.000,00 (três mil) serão indeferidas.

#### **5. Prestação de Contas.**

**5.1.** No prazo máximo de 15 (quinze) dias após utilização do recurso, o(a) aluno(a) deverá apresentar os documentos listados abaixo, utilizando o formulário disponível no link <https://forms.gle/tHmXKTDdUIdYCYWv5>:

**a.** Certificado de participação em evento, se for o caso;

**b.** Relatório acadêmico, com ciência do docente supervisor;

**c.** Comprovantes de embarque, caso haja passagem aérea;



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**FACULDADE DE DIREITO**  
**DE RIBEIRÃO PRETO**  
*Comissão de Cultura e Extensão Universitária*

**5.2.** O(A) aluno(a) se comprometerá a participar de seminário na FDRP a ser realizado pela CCEX, com o objetivo de compartilhar suas experiências referentes à participação no evento.

## **6. Disposições Gerais.**

**6.1.** Casos omissos serão decididos pela Comissão de Cultura e Extensão Universitária da FDRP.

**6.2.** Esse edital entra em vigor na data de sua publicação.

Faculdade de Direito de Ribeirão Preto, 3 de agosto de 2023.

DocuSigned by:  
*Eliana Franco Neme*  
T11620A4511741A  
Eliana Franco Neme

Presidente da Comissão de Cultura e Extensão Universitária  
Faculdade de Direito de Ribeirão Preto da Universidade de São Paulo

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