



Universidade Federal de Sergipe



RESEARCH PROCEDURES

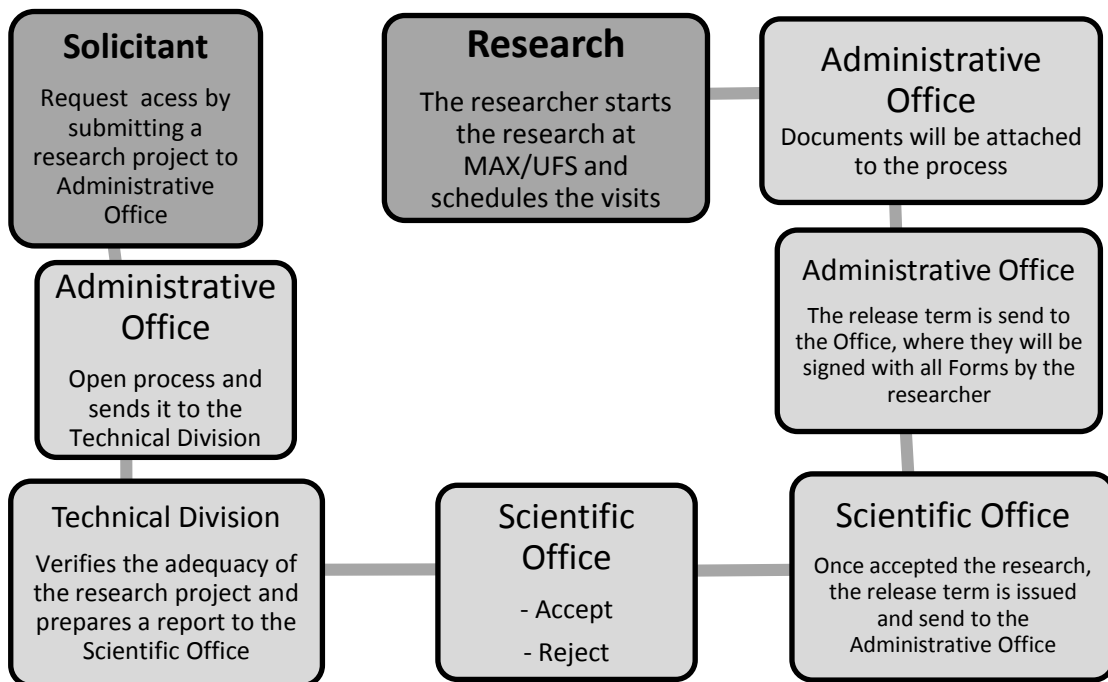
MUSEU DE ARQUEOLOGIA DE XINGÓ

MAX/UFS

JANUARY

2017

ACCESS TO MAX/UFS'S COLLECTIONS (THE PROCESS MAY TAKE UP TO 25 DAYS)



1. The solicitant requests access to the Museum's collection by submitting a research project to MAX's Administrative Office, at São Cristóvão, by e-mail: max@ufs.br;
2. MAX's Administrative Office opens the process and sends it to the Technical Division (max. 5 days);
3. The Technical Division verifies the adequacy of the research project (check list attached), the researcher's credentials and prepares a report to the Scientific Office (max. 10 days).
4. The Scientific Office accepts or rejects the requests. If accepted, the release term is issued and signed, and sent to the Administrative Office (max. 5 days).
5. All the documents will be attached to the process, in the Administrative Office, where they will be signed along with Liability/Responsibility Forms by the researcher. The Research Permit is then issued (max. 5 days).
6. The researcher schedules the visit dates, by e-mail, with the Scientific Office and the Technical Division.

WHAT WILL BE VERIFIED IN THE PROJECTS:

- 1. IF THE MATERIAL IS AVAILABLE TO RESEARCH;**
- 2. THE ADEQUACY OF THE PROJECT AND THE WORK PLAN VIS-À-VIS THE ARCHAEOLOGICAL RESEARCH INTERESTS (THE PROJECT MUST INCLUDE: ABSTRACT, INTRODUCTION, JUSTIFICATION, MATERIAL AND METHODS; THE WORK PLAN SHOULD INCLUDE ALL THE ANALYTIC STAGES);**
- 3. THE THEORETICAL-METHODOLOGICAL ADEQUACY OF THE PROJECT;**
- 4. THE TECHNIQUES/ANALYSIS EMPLOYED. IN CASE OF DESTRUCTIVE ANALYSIS, THE PROPOSAL SHOULD HAVE A SPECIFIC JUSTIFICATION;**
- 5. THE RELEVANCE AND EXECUTABILITY OF THE CHRONOGRAM;**
- 6. IN CASE THE MATERIAL IS TRANSPORTED IT WILL BE NECESSARY TO PRESENT THE DETAILS WITH RESPECT TO THE LABORATORY WHERE THE ANALYSIS WILL HAPPEN (NAME OF THE INSTITUTION, SUPERVISOR, ADDRESS, ADEQUACY OF THE DEPENDENCIES);**
- 7. RESEARCHERS CV.**