




Universidade Federal de Santa Maria
Pró-Reitoria de Gestão de Pessoas
Coordenadoria de Concursos
Núcleo de Concurso Docente

GUIDE TO FILING AN ADMINISTRATIVE APPEAL

To submit an objection to the examining committee or to file an administrative appeal regarding the final result of the selection process, the following steps must be followed:

1. To access the National Electronic Process system (PEN-SIE/UFSM), it is necessary to register as a foreign external user by clicking on “Solicitar Serviço” at the following web address:
<https://www.ufsm.br/orgaos-suplementares/dag/pen/servicos/foreign-external-user-registration>

Foreign External User Registration

 Descrição

Decree No. 8.539, dated October 8, 2015, determines the mandatory use of electronic means to carry out the administrative process in the scope of the organs and entities of the federal public administration.

The Foreign External User Registration is for **foreign people who do not have any formal relationship with the university but need to request** submit and sign documents for electronic administrative processes in the PEN-SIE Information System at the Federal University of Santa Maria (UFSM).

Documents required for registration:


- copy of passport.


1. To register, you must fill out the request form and attach a copy of your passport.
2. After submitting the form, you will receive an e-mail with instructions for the following steps.
3. It will be necessary to validate a password to log into the system and sign the Agreement Term for the use of the PEN-SIE Electronic Signature.


UFSM abides by the provisions of Law No. 13.709, of August 14, 2018 (General Data Protection Law – LGPD) for the treatment of personal data, which will be used for:


- identification and registration of individuals in order to enable their electronic interaction in electronic administrative processes with UFSM, in accordance with Article 3, of Decree No. 10.543/2020;
- biographical validation for the advanced mode of the electronic signature, according to Art. 4, item II, of Law No. 14.063/2020, which certifies authorship and integrity of electronic documents.


You can access our tutorial at <https://www.ufsm.br/pen>.


 Contato

 **Setor:** Divisão de Protocolo


 **Atendimento:** Monday to Friday, from 8am to 12am and from 1:30pm to 5pm.

 **E-mail:** pen@ufsm.br

 **Telephone:** (55) 3220-8233, (55) 3220-8130 ou (55) 991589857 (Whatsapp)



To ensure that the registration is completed on the same day, the form must be submitted by 4:00 p.m. (Brasília official time). After this time, the registration will be completed on the next business day.

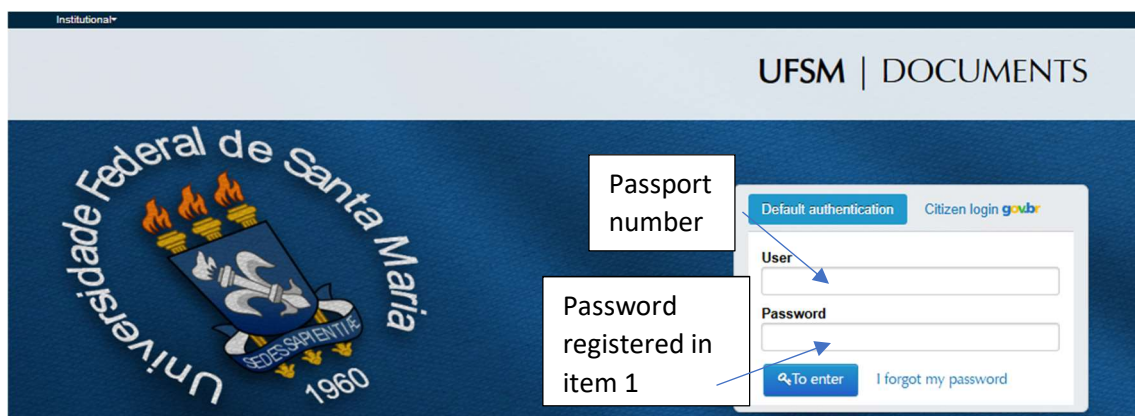
For guidance on signing the Terms of Agreement for Registered Electronic Signature in the SIE system, please refer to the step-by-step instructions available at the following web address: <https://www.ufsm.br/orgaos-suplementares/dag/pen/apoio-ao-usuario/tutorial-assinatura-do-termo-de-concordancia-assinatura-eletronica-cadastrada-no-sie>. In the upper right corner of the page, you can select the language that best suits your reading preferences by clicking the link .

2. After completing the registration and signing the Terms of Agreement for Electronic Signature, access to the National Electronic Process system (PEN-SIE/UFMS) for submitting an objection to the Examining Committee or an appeal regarding the final result will be available through login at the Document Portal (<https://portal.ufsm.br/documentos/login.html>).

a) Image of the original version of the page:

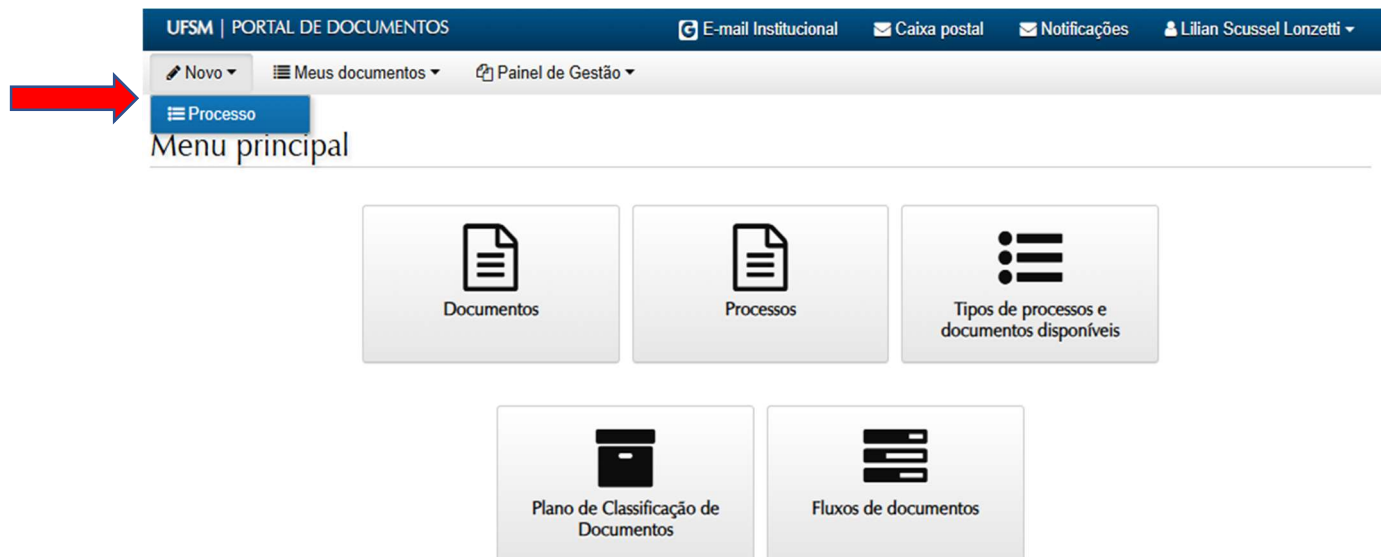


b) Image of the translated version of the page:

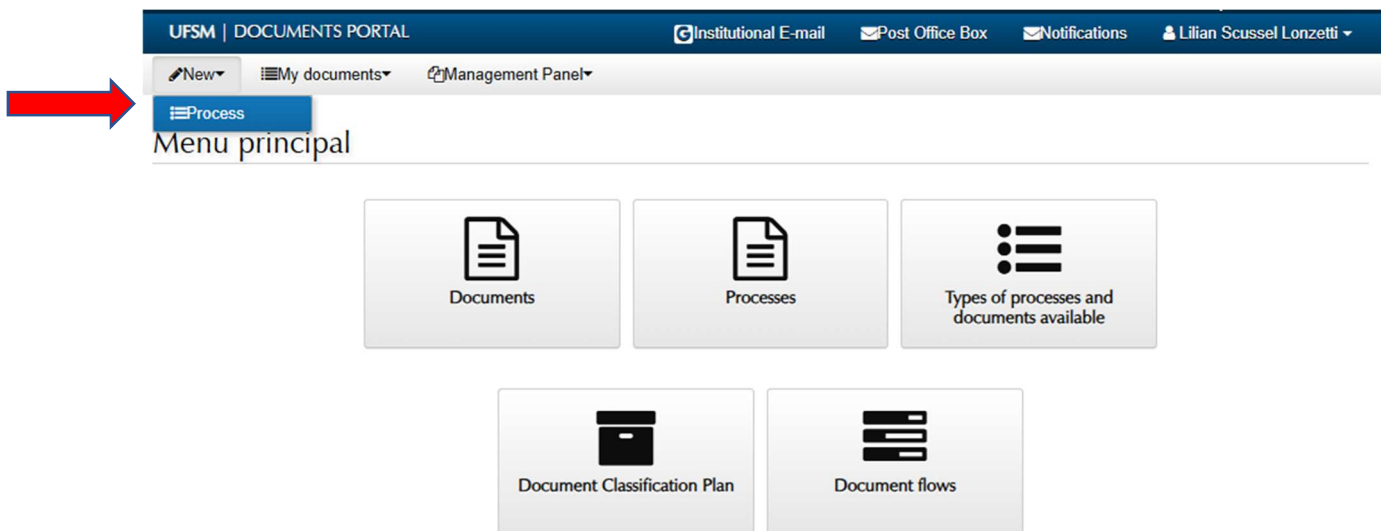


3. In the top bar, click the "New" button and select "Process."

a) Image of the original version of the page:



b) Image of the translated version of the page:



4. On the next page, the following form will appear, which should be filled out according to the instructions below:

a) Image of the original version of the page:

Novo processo eletrônico

Vínculo*
--- Selecione um vínculo ---

Tipo documental*
Digite o nome ou o código do tipo documental para selecionar.

Procedência*

Interessado(s)*

Tipo	Nome e identificador
-- Seleção --	

+ Novo interessado

Autor(es)*

Tipo	Nome e identificador
-- Seleção --	

+ Novo autor

Descrição*

Restam 200 caracteres | Caracteres: 0 | Palavras: 0

← Cancelar Salvar

b) Image of the translated version of the page:

New electronic process

Bond*
--- Select a link ---

Document type*
Enter the name or code of the document type to select.

Origin*

Interested party(ies)*

Type	Name and identifier
-- Select --	

+New interested party

Author(s)*

Type	Name and identifier
-- Select --	

+New author

Description*

200 characters remaining | Characters: 0 | Words: 0

←Cancel Save

4.1 – *Affiliation*: click on the field to fill it in and select the foreign external user link.

a) Image of the original version of the page:

The screenshot shows a web form with a field labeled 'Vínculo*'. The field is a dropdown menu with the text '--- Selecione um vínculo ---'. Below the dropdown, the name 'LILIAN' is visible in a blue bar, followed by a closing parenthesis ')'. Below the field, the text 'Procedência*' is partially visible.

b) Image of the translated version of the page:

New electronic process

The screenshot shows a web form with a field labeled 'Bond*'. The field is a dropdown menu with the text '--- Select a link ---'. Below the dropdown, the name 'LILIAN' is visible in a blue bar. Below the field, the text 'Orinim*' is partially visible.

4.2 – Document Type: select the option “Processo de recurso de seleção pública (021.2).”

To make the search easier, it is recommended to type “recurso de seleção pública” (image below), and the system will suggest the correct document type, which should be selected.

The screenshot shows a web form titled 'Novo processo eletrônico'. The 'Vínculo*' field contains 'LILIAN'. The 'Tipo documental*' field is active, showing a search bar with the text 'recurso de seleção pública'. A red arrow points to a suggestion box below the search bar, which contains the option 'Processo de recurso de seleção pública (021.2)'. Below the 'Tipo documental*' field, there are sections for 'Interessado(s)*' and 'Autor(es)*', each with a 'Tipo' dropdown and a 'Nome e identificador' text field. At the bottom, there is a 'Descrição*' text area.

4.3 - *Origin*: This field will be automatically filled with the name of the applicant after the correct document type is selected.

a) Image of the original version of the page:

The screenshot shows the 'Novo processo eletrônico' (New electronic process) form in the UFSM portal. The header bar includes 'UFSM | PORTAL DE DOCUMENTOS', 'E-mail Institucional', 'Caixa postal', 'Notificações', and the user 'Lilian Scussel Lonzetti'. The navigation bar has 'Novo', 'Meus documentos', and 'Painel de Gestão'. The form fields are: 'Vínculo*' (dropdown with 'LILIAN'), 'Tipo documental*' (dropdown with 'Processo de recurso de seleção pública (021.2)'), 'Procedência*' (dropdown with 'LILIAN'), and 'Descrição*' (text area). At the bottom right of the description field, it says 'Restam 200 caracteres', 'Caracteres: 0', and 'Palavras: 0'. The form has 'Cancelar' and 'Salvar' buttons.

b) Image of the translated version of the page:

The screenshot shows the 'New electronic process' form in the UFSM portal. The header bar includes 'UFSM | PORTAL DE DOCUMENTOS', 'E-mail Institucional', 'Caixa postal', 'Notificações', and the user 'Lilian Scussel Lonzetti'. The navigation bar has 'Novo', 'Meus documentos', and 'Painel de Gestão'. The form fields are: 'Bond*' (dropdown with 'LILIAN'), 'Document type*' (dropdown with 'Processo de recurso de seleção pública (021.2)'), 'Origin*' (dropdown with 'LILIAN'), and 'Description*' (text area). At the bottom right of the description field, it says '200 characters remaining', 'Characters: 0', and 'Words: 0'. The form has 'Cancel' and 'Salvar' buttons.

4.4 – *Description*: It is recommended to fill in “Encaminha recurso referente ao Edital PVE”.

a) Image of the original version of the page:

Novo processo eletrônico

Vínculo*
LILIAN

Tipo documental* ⓘ
Processo de recurso de seleção pública (021.2)

Procedência* ⓘ
LILIAN

Descrição*
Encaminha recurso referente ao Edital PVE

Restam 159 caracteres | Caracteres: 41 | Palavras: 6

← Cancelar Salvar

b) Image of the translated version of the page:

New electronic process

Bond*
LILIAN

Document type* ⓘ
Processo de recurso de seleção pública (021.2)

Origin* ⓘ
LILIAN

Description*
Encaminha recurso referente ao Edital PVE

159 characters remaining | Characters: 41 | Words: 6

← Cancel Save

4.5 – After filling it out, click on “Save.”

5. After saving, a page will open for the applicant to enter their request, in the form and with the reasoning they consider appropriate. To attach the document, click on “Insert” and select the “Document upload” option.

a) Image of the original version of the page:

UFSM | PORTAL DE DOCUMENTOS

E-mail Institucional Caixa postal 1 Notificações Lilian Scussel Lonzetti

Novo Meus documentos Painel de Gestão

Inserir documentos

Documento criado com sucesso!

Documento principal
Processo de recurso de seleção pública n. 23081. [redacted] Data de produção
15/04/2025 14:20

Documentos requeridos para abertura

Tipo de documento	Grupo
+ Inserir 021.2 - Pedido de recurso de seleção/concurso público	

Upload de documento
Do Portal Documentos

+ Inserir outros documentos Salvar

a) Image of the translated version of the page:

UFSM | DOCUMENTS PORTAL

Institutional Email Post Office Box Notifications Lilian Scussel Lonzetti

New My documents Management Panel

Insert documents

Document created successfully!

Main document
Public selection appeal process no. 23081. [redacted] Production date
04/15/2025 15:32

Documents required for opening

Document type	Group
+ Insert 021.2 - Request for appeal against public selection/competition	

Document upload
From the Documents Portal

+ Insert other documents Save

6. Select the file you wish to upload by clicking on “Escolher arquivo” and fill out the rest of the form as shown in the image below. Finally, click on “To add.” Documents must be in PDF format and must not exceed 25MB in size in order to be attached.

a) Image of the original version of the page:

The screenshot shows a web form titled "Inserir Documento" (Insert Document). It contains the following fields and options:

- Tipo documental*** (Document type): A dropdown menu with the selected value "Pedido de recurso de seleção/concurso público (021.2)".
- Arquivo** (File): A button labeled "Escolher arquivo" (Choose file) followed by the text "Recurso PVE.pdf".
- Informação Pessoal (Art. 31 da Lei nº 12.527)** (Personal Information): A section header.
- O documento inserido foi*** (The inserted document was): Two radio button options: "Gerado eletronicamente" (selected) and "Digitalizado" (Digitized).
- Tipo de conferência*** (Conference Type): Two radio button options: "Autenticado" (Authenticated) and "Sem autenticação" (selected) (No authentication).
- Assinar documento?*** (Sign document?): Two radio button options: "Sim" (selected) and "Não" (No).
- Buttons:** "Cancelar" (Cancel) and "Adicionar" (Add).

b) Image of the translated version of the page:

The screenshot shows the translated version of the "Inserir Documento" form, titled "Insert Document". It contains the following fields and options:

- Document type***: A dropdown menu with the selected value "Pedido de recurso de seleção/concurso público (021.2)".
- File**: A button labeled "Escolher arquivo" (Choose file) followed by the text "Recurso PVE.pdf".
- Personal Information (Art. 31 of Law No. 12,527)**: A section header.
- The inserted document was***: Two radio button options: "Electronically generated" (selected) and "Digitized".
- Conference Type***: Two radio button options: "Authenticated" and "No authentication" (selected).
- Sign document?***: Two radio button options: "Yes" (selected) and "No".
- Buttons:** "Cancel" and "To add".

7. To upload additional documents, repeat the steps outlined in items 5 and 6. If you do not wish to upload more documents, click on “Save.” If you want to delete the selected document, click on the trash bin icon and repeat the steps in items 5 and 6 to choose other files.

a) Image of the original version of the page:

Inserir documentos

Dados modificados. Não esqueça de salvar antes de prosseguir!

Documento principal

Processo de recurso de seleção pública n. 23081

Data de produção

15/04/2025 14:20

Documentos requeridos para abertura

Tipo de documento

Grupo

+ Inserir

021.2 - Pedido de recurso de seleção/concurso público ✓

Documentos inseridos

Arquivo

Recurso PVE.pdf

Descrição

Pedido de recurso de seleção/concurso público (021.2)

Assinar?

Não

← Voltar

+ Inserir outros documentos

Salvar

b) Image of the translated version of the page:

Insert documents

Data modified. Don't forget to save before continuing!

Main document

Public selection appeal process no. 23081

Production date

04/15/2025 15:32

Documents required for opening

Document type

Group

+Insert

021.2 - Request for appeal against public selection/competition ✓

Documents inserted

PVE Resource File.pdf

Description

Request for appeal against selection/public tender (021.2)

Subscribe?

Yes

←To go back

+Insert other documents

Save

8. After clicking “Save,” to sign the attached documents, confirm your electronic signature details and click “OK”

a) Image of the original version of the page:

The screenshot shows the original Portuguese version of the UFSM Documents Portal. A modal dialog box titled "Confirmação..." is displayed in the center. The dialog contains the following elements:

- A warning message: "Após salvar não será mais possível excluir documentos adicionados."
- A section titled "Assinar documentos" with a sub-header "Vínculos".
- A dropdown menu for "Vínculos" with "LILIAN" selected.
- A dropdown menu for "Assinar como" with "Pessoa Física" selected.
- A text input field for "Confirme sua senha" with masked characters "*****".
- Two buttons at the bottom: "Cancelar" and "OK" (highlighted with an orange border).

The background shows the portal interface with a document titled "021.2 - Pedido de recurso de seleção/concurso público" and a table with columns "Arquivo", "Descrição", and "Assinar?".

b) Image of the translated version of the page:

The screenshot shows the translated English version of the UFSM Documents Portal. A modal dialog box titled "Confirmation..." is displayed in the center. The dialog contains the following elements:

- A warning message: "After saving, it will no longer be possible to delete added documents."
- A section titled "Sign documents" with a sub-header "Links".
- A dropdown menu for "Links" with "LILIAN" selected.
- A dropdown menu for "Sign as" with "Pessoa Física" selected.
- A text input field for "Confirm your password" with masked characters "*****".
- Two buttons at the bottom: "Cancel" and "OK" (highlighted with an orange border).

The background shows the portal interface with a document titled "021.2 - Request for appeal against public selection/competition" and a table with columns "Arquivo", "Descrição", and "Assinar?".

9. A green message will appear confirming that the “document(s) inserted successfully!” To view them, click on the “Documents inserted” tab. To proceed with submitting the appeal, click on “Process” (bottom right corner, blue button).

a) Image of the original version of the page:

Processo de recurso de seleção pública n. 23081 [REDACTED]

Documento(s) inserido(s) com sucesso!

Descrição Recurso de seleção pública para pve	Data de produção 15/04/2025 14:20
	Situação Sem trâmite

Procedência
LILIAN [REDACTED]

Interessado
LILIAN [REDACTED]

Autor
LILIAN [REDACTED]

Classificação
021.2 - Exames de Seleção

Tipo documental
Processo de recurso de seleção pública

Fluxo documental
PEN

📄 Documentos inseridos

⬅ Voltar 📄 Download completo ⓘ Detalhes ▲ ⚙️ Ações ▲ ✎ Editar ✖ Cancelar 📤 Tramitar

b) Image of the translated version of the page:

Public selection appeal process no. 230 [REDACTED] 3

Document(s) inserted successfully!

Description Forwards appeal regarding the PVE Notice	Production date 04/15/2025 15:32
	Situation No procedure

Origin
LILIAN [REDACTED]

Interested
LILIAN [REDACTED]

Author
LILIAN [REDACTED]

Classification
021.2 - Selection Exams

Document type
Public selection appeal process

PEN document flow

📄 Documents inserted

⬅ To go back 📄 Full download ⓘ Details ▲ ⚙️ Actions ▲ ✎ Edit ✖ Cancel 📤 Process

10. On the next screen, the destination to which the process will be sent will appear pre-filled.

In the “dispatch” field, which is mandatory, you may enter any information you consider necessary, or select the “For your information” option, which is pre-offered by the PEN-SIE system.

To complete the submission of the appeal, click on “Process.”

Applicants are advised not to include personal information in this field, such as email address, ID number, home address, etc.

a) Image of the original version of the page:

Tramitação -
Processo de recurso de seleção pública n. 23081. [REDACTED]

Descrição Recurso de seleção pública para pve	Data de produção 15/04/2025 14:20 Situação Sem trâmite
---	---

Próximo passo*
Encaminha para o Destino Inicial

Destino*
NÚCLEO DE CONCURSOS DE DOCENTES

Despacho*
Para conhecimento.

☐ De acordo ☐ Aprovo ☐ Autorizo ☐ Ciente ☒ Para conhecimento ☐ Indefiro ☐ Para assinatura

b) Image of the translated version of the page:

Processing -
Public selection appeal process no. 23081. [REDACTED]

Description Forwards appeal regarding the PVE Notice	Production date 04/15/2025 15:32 Situation No procedure
--	--

Next step*
Forward to Initial Destination

Destination*
TEACHER COMPETITION BOARD

Dispatch*
Para conhecimento.

☐ Accordingly ☐ I approve ☐ I authorize ☐ I am aware ☒ For your information ☐ I deny ☐ For signature

11. The appeal process will be complete and forwarded for review when the message “Document processed successfully!” appears.

a) Image of the original version of the page:

Processo de recurso de seleção pública n. 23081 [REDACTED]

Documento tramitado com sucesso!

Descrição

Recurso de seleção pública para pve

Movimentação atual

15/04/2025 14:24 - Encaminha para o Destino Inicial - NÚCLEO DE CONCURSOS DE DOCENTES - NCD

Procedência

LILIAN [REDACTED]

Interessado

LILIAN [REDACTED]

Autor

LILIAN [REDACTED]

Classificação

021.2 - Exames de Seleção

Tipo documental

Processo de recurso de seleção pública

Fluxo documental

PEN

Data de produção

15/04/2025 14:20

Situação

Em trâmite

📄 Documentos inseridos

📄 Tramitações

⬅ Voltar

📄 Download completo

📄 Detalhes ▲

📄 Ações ▲

a) Image of the translated version of the page:

Public selection appeal process no. 23081. [REDACTED]

Document processed successfully!

Description

Forwards appeal regarding the PVE Notice

Current movement

04/15/2025 15:37 - Forwards to the Initial Destination - TEACHER COMPETITION CENTER - NCD

Origin

LILIAN [REDACTED]

Interested

LILIAN [REDACTED]

Author

LILIAN [REDACTED]

Classification

021.2 - Selection Exams

Document type

Public selection appeal process

PEN document flow

Production date

04/15/2025 15:32

Situation

In progress

📄 Documents inserted

📄 Procedures

⬅ To go back

📄 Full download

📄 Details▲

📄 Actions▲

12. The applicant may track the progress of their process through the “Consulta Processos” webpage (<https://portal.ufsm.br/documentos/publico/processo/consulta.html>), using the Protocol Number (found at the top of the screen, beginning with 23081...).

Questions and suggestions can be sent to the email address: concursodocente@ufsm.br.

Other general information about opening electronic processes in the PEN-SIE system can be found at the following link:

<https://www.ufsm.br/orgaos-suplementares/dag/pen/apoio-ao-usuario/passo-a-passo-para-abertura-assinatura-e-tramite>