

REGIMENT OF THE POSTGRADUATE PROGRAM IN ENGINEERING OF AUTOMATION AND SYSTEMS

THE FULL BOARD OF THE POST-GRADUATE PROGRAM IN AUTOMATION AND SYSTEMS ENGINEERING OF THE FEDERAL UNIVERSITY OF SANTA CATARINA, at a meeting held on March 25, 2022, considering the provisions of NORMATIVE RESOLUTION No.154/2021/CUn, resolves to approve the following Internal Regulations.

TITLE I INITIAL PROVISIONS

Art. 1 The Postgraduate Program in Automation and Systems Engineering (PosAutomação) at UFSC aims to train qualified human resources and encourage research and technical and scientific studies related to the field of Automation and Systems Engineering.

§ Paragraph 1o In pursuit of its objective, PosAutomação will be structured into areas of concentration, which will guide their activities along the lines of research they choose.

§ Paragraph 2o PosAutomação offers master's and doctoral programs in the academic modality, and may offer both programs in the professional modality.

§ Paragraph 3o Completion of the master's course is not a necessary condition for admission to the doctoral course.

Art. 2 These Rules of Procedure have been drawn up in accordance with Normative Resolution 154/2021/CUn, of October 2021, as set out in the SINGLE ANNEX, and which will be referred to in these Rules of Procedure simply as the "Normative Resolution".

TITLE II DIDACTIC COORDINATION AND PosAutomation Administration

CHAPTER I DIDACTIC COORDINATION

Section I

General Provisions

Art. 3 The following collegiate bodies will be responsible for the teaching coordination of PosAutomação:

I- full board;

II- delegated collegiate.

Section II

Composition of the Boards

Art. 4 The full collegiate body of PosAutomação will have the composition established in accordance with art. 9o of the Normative Resolution.

Sole paragraph. There will be one vacancy on the full collegiate body for representation of the technical-administrative services in education (STAEs) linked to PosAutomação, under the terms of § 2o of art. 9(o) of the Normative Resolution.

Art. 5 The full board shall meet ordinarily once a year and extraordinarily when called upon to deliberate on matters within its competence as defined in art. 14 of the Normative Resolution.

Art. 6 The delegate collegiate body of PosAutomação will be made up of:

I- by the coordinator, as chairman, and the sub-coordinator, as vice-chairman; II- by four representatives of the permanent teaching staff, elected by their peers, guaranteeing representation from the different areas of concentration or, when there is only one area of concentration, from the different lines of research, in accordance with the provisions of in § 1o of art. 10 of the Normative Resolution; III- by two student representatives, elected by their peers, one for a master's degree and the other for a doctorate;

§ Paragraph 1o The teaching representatives referred to in item II shall be elected by their peers for a two-year term.

§ Paragraph 2o The student representatives referred to in item III shall be elected from among regularly enrolled students by their peers for a term of one year, with re-election permitted. § 3o In the selection processes referred to in §§ 1o and 2o, alternates shall be elected to replace the full members when necessary.

§ Paragraph 4o The appointment of the elected members of the delegated collegiate body, with their respective terms of office, shall be made by the director of the Technology Center.

Art. 7 The delegate collegiate shall meet ordinarily once a month or extraordinarily at the call of the coordinator or at the express request of at least two thirds of its members.

Sole paragraph. Members may participate in collegiate meetings by means of a real-time audio and video interaction system, which will be taken into account when calculating the meeting's quorum.

Section III

Powers of the Boards

Art. 8 The full board of PosAutomação shall be responsible for the duties set out in art. 14 of the Normative Resolution.

Art. 9 The delegate collegiate body of PosAutomação shall be responsible for the duties set out in art. 15 of the Normative Resolution.

CHAPTER II

ADMINISTRATIVE COORDINATION

Section I

General Provisions

Art. 10 The administrative coordination of PosAutomação will be carried out by a coordinator and a sub-coordinator, who are members of the permanent teaching staff of UFSC and elected from among the permanent professors of the program.

Art. 11 The coordinator and sub-coordinator of PosAutomação will have a two-year term of office, with one re-election for a two-year term being permitted.

Sole paragraph. Once the coordinator's term of office is over, if there are no candidates for the position, the oldest member of the UFSC teaching staff belonging to the program's full collegiate body will be appointed pro tempore.

Art. 12 The sub-coordinator shall replace the coordinator in his or her absence or impeachment and shall complete the mandate in the event of a vacancy.

§ In cases where the vacancy occurs before the first half of the term of office, the full collegiate body shall elect a sub-coordinator, who shall have the same term of office as the incumbent.

§ In cases where the vacancy occurs after the first half of the mandate, the full collegiate body shall appoint a sub-coordinator to complete the mandate.

§ 3o In the event of a vacancy in the sub-coordination, the rules set out in § 1o and 2o of this article shall apply.

Section II

Responsibilities of the Coordinator

Art. 13 The PosAutomação coordinator shall be responsible for the duties set out in art. 18 of the Normative Resolution.

CHAPTER III

THE TEACHING STAFF

Section I

General Provisions

Art. 14 The teaching staff of PosAutomação will be made up as defined in art. 19 of the Normative Resolution.

Art. 15 Accreditation and re-accreditation of Post-Automation professors shall comply with the requirements set out in these Regulations and in the specific resolutions established by the full collegiate body.

§ Paragraph 1o The definition of the specific resolutions referred to in the caput of this article shall include requirements relating to intellectual production, in accordance with the indicators of the National Postgraduate System (SNPG) and the Engineering Area Committee IV of CAPES.

§ Paragraph 2o In the specific case of re-accreditation, the specific resolutions referred to in the caput of this article shall also include requirements relating to the evaluation of teachers by students.

Art. 16 PosAutomação must open an accreditation process for new professors at least once every four years, according to the needs of the areas of concentration and lines of research.

Sole paragraph. The accreditation process will be opened by means of a specific public notice which must detail the legal conditions, conceptual characteristics and intellectual production requirements, observing the requirements set out in this chapter.

Art. 17 The validity of accreditation and re-accreditation will follow the provisions of art. 22 of the Normative Resolution.

§ Paragraph 1o The re-accreditation process for all PosAutomação professors will take place every four years, regardless of how long they have been part of the program's teaching staff.

§ Paragraph 2o The inclusion of professors in the re-accreditation process will be made at the request of the interested party, sent to the program coordinator in response to the notice opening the re-accreditation process.

Art. 18 For the purposes of accreditation and re-accreditation, PosAu- tomation professors will be classified in accordance with arts.

Sole paragraph. The sporadic activities referred to in art. 24 of the Normative Resolution are lectures or conferences, participation in examination boards, collaboration in disciplines, co-authorship of published works, co-supervision or co-supervision of course completion works, and participation in research projects.

Section II

Permanent Professors

Art. 19 Accreditation and assignments in the category of permanent professor shall comply with the provisions of arts.

Section III

Collaborating Professors

Art. 20 Accreditation and assignments in the category of collaborating professor will comply with the provisions of art. 27 of the Normative Resolution.

Section IV

Visiting Professors

Art. 21 Accreditation and attributions in the category of visiting professor will comply with the provisions of art. 28 of the Normative Resolution.

TITLE III

ACADEMIC ORGANIZATION

CHAPTER I

GENERAL PROVISIONS

Art. 22 The academic structure of the master's and doctoral courses will be defined by area of concentration and lines of research, respecting the provisions of arts.

Art. 23 PosAutomação's master's and doctoral courses will have their durations defined in accordance with art. 30 of the Normative Resolution.

Art. 24

In the event of leave of absence due to the student's or their family member's health treatment, as well as maternity or paternity, the deadlines referred to in art. 23 23 may be suspended, in accordance with the provisions of arts. and 24. Art. 25 At the request of the supervising professor, duly justified, a student enrolled in the master's course may change level to the doctoral course, provided that all the criteria established in art. 33 of the Normative Resolution and in a specific

resolution to be issued by the delegate collegiate are cumulatively respected.

CHAPTER II THE CURRICULUM

Art. 26 Each of the areas of concentration that PosAutomação chooses will offer a curriculum made up of a harmonious set of subjects, so as to enable students to improve the training they have already acquired and allow them to develop coherent studies and research within the scope of the area they choose.

Art. 27 Master's and doctoral courses will consist of courses, dissertation or thesis work and complementary activities linked to the Program's areas of concentration.

§ Each subject or complementary activity will be assigned a specific number of credits, which may be zero in the case of complementary activities.

§ Paragraph 2o Credits in subjects shall include theoretical classes, practical classes and teaching internships, duly registered.

§ 3o In addition to the subjects offered by PosAutomação, students may take subjects from other postgraduate courses.

Art. 28 Master's and doctoral courses will be classified as compulsory and elective courses in accordance with art. 35 .of the Normative Resolution

Sole paragraph. The delegate collegiate will periodically define the set of compulsory courses in each area of concentration that PosAutomação chooses.

Art. 29 Directed study will be considered a complementary activity, in accordance with art. 36 of the Normative Resolution.

§ Paragraph 1o The delegate collegiate shall issue a specific resolution defining the procedure for offering directed studies, the equivalence of credits and the assessment criteria.

§ Paragraph 2o Among the complementary activities, only directed study can be credited.

Art. 30 The teaching internship will be considered a subject, in accordance with the provisions of art. 37 of the Normative Resolution.

Sole paragraph. The delegate collegiate will issue a specific resolution defining the procedure for offering, the criteria for compulsory attendance, the equivalence of credits and the assessment criteria for teaching internship courses.

Art. 31 In addition to the directed study provided for in art. 29, the following complementary activities are permitted, in accordance with arts.

Sole paragraph. The complementary activities provided for in this article may be recorded on the academic transcript, but will not be credited.

CHAPTER III

WORKLOAD AND CREDIT SYSTEM

Art. 32 The master's course will have a workload of 24 (twenty-four) credits.

§ Paragraph 1o The master's thesis will be awarded 6 (six) credits.

§ Paragraph 2o The remaining 18 (eighteen) credits must relate to subjects or a combination of subjects and complementary activities.

§ Paragraph 3o A maximum of 2 (two) credits of teaching internships may be computed.

§ Paragraph 4o A maximum of 2 (two) credits of creditable complementary activities may be computed.

Art. 33 The doctoral course will have a workload of 42 (forty-two) credits.

§ Paragraph 1o The doctoral thesis shall be awarded 12 (twelve) credits.

§ Paragraph 2o The remaining 30 (thirty) credits must refer to subjects or a combination of subjects and complementary activities.

§ Paragraph 3o A maximum of 4 (four) credits of teaching internships may be computed.

§ Paragraph 4o A maximum of 6 (six) credits of complementary creditable activities may be computed.

Art. 34 To calculate the total credits of the course, the provisions of art. 41 of the Normative Resolution will be observed.

Art. 35 For credits to be waived in subjects, art. 42 of the Normative Resolution must be observed.

Art. 36

At the student's request and with the consent of the supervising professor, credits may be validated in accordance with the criteria established in art. 43 .of the Normative Resolution.

§ Paragraph 1o Credit validation can only be requested for a subject in which the grade obtained is equal to or greater than 7.0 (seven point zero), in accordance with the criteria of the Normative Resolution.

§ Paragraph 2o The delegate collegiate shall issue a specific resolution defining the rules for recording the grades of validated subjects, the maximum number of credits to be validated for the master's and doctoral degrees, the maximum period of validity of the credits obtained and other requirements for the validation of credits referred to in the caput of this article.

CHAPTER IV

LANGUAGE PROFICIENCY

Art. 37 Proof of proficiency will be required:

I- in English for the master's and doctorate degrees; II- in a second foreign language, for the doctorate.

§ Paragraph 1o Proof of proficiency in a foreign language must be provided upon first enrollment in the course or during the first year, according to the academic calendar.

§ Paragraph 2o The second foreign language referred to in item II must be defined in the doctoral work plan, with the consent of the advisor.

§ Paragraph 3o For Brazilian indigenous students who speak Portuguese and an indigenous language, the latter may be considered as equivalent to a second foreign language for the doctorate, subject to approval by the delegated collegiate body.

§ Paragraph 4o The form of proof of proficiency in a foreign language will be the subject of a specific resolution, to be regulated by the full collegiate body.

§ 5o The study of foreign languages for proficiency approval does not entitle the student to credits in the program.

CHAPTER V

PERIODIC PROGRAMMING OF COURSES

Art. 38 PosAutomação's academic year will consist of two terms lasting one semester each, in accordance with the UFSC academic calendar.

Art. 39 The periodic programming of PosAutomação for master's and doctoral courses will comply with the provisions of art. 45 of the Normative Resolution.

TITLE IV

THE SCHOOL SYSTEM

CHAPTER I

ADMISSION

Art. 40 Subject to Art.

§ Paragraph 1o The diploma referred to in the caput of this article must comply with at least one of the following conditions:

I- issued by a course recognized by the Ministry of Education;

II- have been issued by an institution abroad and revalidated by an accredited institution in Brazil;

III- issued by an institution abroad and recognized by the delegate collegiate.

§ Paragraph 2o The recognition referred to in item III of Paragraph 1o of this article is intended exclusively for the student's entry into the program, and does not confer national validity on the degree.

§ 3o Diplomas from undergraduate courses abroad must be apostilled in the country that is a signatory to the Hague Convention or authenticated by a competent consular authority in the case of a non-signatory country, except when supported by specific diplomatic agreements.

§ 4o If the undergraduate diploma has not been issued by the institution of origin by the date of admission, a declaration of graduation may be accepted, and the diploma must be presented within 12 (twelve) months of entering the Program.

Art. 41 The selection process will take place in accordance with the provisions of art. 49 .of the Normative Resolution

CHAPTER II

ENROLLMENT

Art. 42 Enrollment in PosAutomação shall be governed by the provisions of arts.

Art. 43 Each student will be guided in his or her activities by an accredited professor in the Program.

Sole paragraph. For master's degree students, the academic advisor appointed by the coordinator will be in charge of subject supervision for as long as there is no permanent advisor.

Art. 44 Re-enrollment will follow the provisions of art. 53 .of the Normative Resolution

Art. 45 The extension of the completion deadline will follow the provisions of art. 54 of the Resolution Normative.

Art. 46

Students will have their enrollment automatically cancelled and will be dismissed from the program in the cases provided for in items I to IV of art. 55 of the Normative Resolution and in cases of failure in the master's or doctorate qualification.

Sole paragraph. A right of defense of up to 15 (fifteen) working days will be given for the situations defined in the caput, counting from the date of the official notification.

Art. 47 At the discretion of the delegated collegiate body and the teacher responsible for the subject, enrollments in isolated subjects may be accepted from students who have or have not completed an undergraduate course, respecting art. 56 of the Normative Resolution.

CHAPTER III

ATTENDANCE AND ASSESSMENT SCHOOL PERFORMANCE

Art. 48 Attendance and assessment of academic performance will comply with the provisions of articles 57 and 58 of the Normative Resolution.

CHAPTER IV

COURSE COMPLETION WORK

Section I

General Provisions

Art. 49

The condition for obtaining a master's degree is the public defense of a final paper in which the student demonstrates up-to-date mastery of the chosen topic, in the form of a dissertation with technically and scientifically relevant content compatible with one of the PosAutomação concentration areas.

Sole paragraph. Once credits in subjects have been completed, as established in article 32 of these regulations, the candidate for the master's degree must undergo the master's qualification process, the regulations for which will be set out in a specific rule.

Art. 50

The condition for obtaining a doctorate is the public defense of a thesis that is original and the result of research activity, compatible with one of PosAutomação's areas of concentration.

Sole paragraph. Once the credits in subjects have been completed, as established in art. 33 of these regulations, the candidate for the title of doctor must take a qualifying exam at , which will be regulated by a specific rule.

Art. 51 Students with a grade of less than 7.0 (seven) will not be allowed to defend their final course work.

Art. 52 Course completion papers shall be written in accordance with the provisions of art. 62 of the Normative Resolution.

Section II

The supervisor and co-supervisor

Art. 53 Every student will have a supervising professor accredited by the program for the preparation of the final paper, in accordance with arts. 63 and 64 of the Normative Resolution.

§ Paragraph 1o The maximum number of students per professor will be defined by the delegated collegiate body, taking into account the requirements of the respective CA-PES area committee, the academic performance of the professors and respecting the SNPG guidelines, with a limit of up to 12 (twelve) orientations.

§ Paragraph 2o Students may not be supervised or co-supervised by:

I- spouse or partner;

II- ascendant, descendant or collateral up to the third degree, whether in kinship by consanguinity, affinity or adoption; or

III- partner in professional activity.

§ Paragraph 3o The student may also have co-supervision from inside or outside UFSC, provided that this is authorized by the program coordinator, with a maximum of 2 (two) co- supervisions.

Art. 54 The chosen supervisor must formally express their agreement to supervise the final project and follow the attributions set out in art. 66 of the Normative Resolution.

§ Paragraph 1o The student may, in a reasoned request addressed to the delegated collegiate body, request a change of supervisor.

§ Paragraph 2o The supervisor may, in a reasoned request addressed to the delegated collegiate body, ask for the supervision to be interrupted.

§ Paragraph 3o In the event of a change of supervisor and interruption of supervision, the coordinator must arrange for the appointment of a supervisor responsible for the student until the definitive replacement is decided by the delegated collegiate body. § Paragraph 4o

Students may not remain enrolled without the assistance of a supervising professor for more than 30 (thirty) days, and the provisions of the sole paragraph of Article 43 of these Regulations shall apply.

Section III

The defense of the Course Conclusion Paper

Art. 55 Once the term paper has been prepared and the other requirements for the defense have been met, the paper must be defended in a public session before an examining board.

§ The decision of the examining board shall be taken in a private meeting of its members, without the presence of the candidate, and shall be communicated to those present at the end of the public defense session.

§ Paragraph 2o The chairman may invite the co- supervisor(s) to participate as

listener(s) at the private deliberation meeting.

Art. 56 The requirements referred to in Article 55 are as follows:

I - for master's degree final papers:

- a) demonstrate proficiency in a foreign language in accordance with Article 50;
- b) have passed the compulsory subjects defined in art. 28;
- c) have obtained the minimum number of credits in subjects defined in art. 32;
- d) have passed a master's qualifying exam, as provided for art. 49;
- e) have a pass rate as defined in art. 51;
- f) have a scientific output resulting from their research work, in accordance with the provisions of a specific internal resolution;
- g) send a request to the PosAutomação coordination office, signed by the advisor, requesting approval of the nominated panel;

II - for doctoral dissertations:

- a) demonstrate proficiency in a foreign language in accordance with Article 50;
- b) have passed the compulsory subjects defined in art. 28;
- c) have obtained the minimum number of credits in subjects defined in art. 33;
- d) have passed a doctoral qualifying exam, as provided for in art. 50;
- e) have a pass rate as defined in art. 51;
- f) have a scientific output resulting from their research work, in accordance with the provisions of a specific internal resolution;
- g) have obtained a favorable opinion from a rapporteur external to UFSC, appointed by the coordination of PosAutomação;
- h) send a request to the PosAutomação coordination office, signed by the advisor, requesting approval of the nominated panel.

Art. 57 The procedures for conducting the defense in closed session shall follow the provisions of art. 69 of the Normative Resolution.

Art. 58 The composition of the examination board, as well as its appointment by the coordinator, shall comply with the provisions of articles 70 and 71 of the Normative Resolution.

Sole paragraph. At the applicants' discretion, internal and external substitute members may be appointed to ensure the minimum composition of the board.

Art. 59 The results of qualifying exams and conclusion papers will follow the provisions of articles 72 and 73 of the Normative Resolution.

CHAPTER V

AWARDING MASTER'S AND DOCTORAL DEGREES

Art. 60 Once all the requirements for completing the course have been met, the Coordination Office will proceed with the request to issue the diploma, respecting art. 74 .of the Normative Resolution

TITLE V

TRANSITIONAL PROVISIONS

Art. 61 These regulations apply to all Post-Automation students who join from the date of publication of these regulations in the University's Official Bulletin.

Sole paragraph. Students who are already enrolled may apply to the delegated collegiate body to be fully subject to the new Regulations, respecting the provisions of art. 76 .of the Normative Resolution

Art. 62 Omitted cases will be resolved by the Delegate Collegiate of the Program, in accordance with the Normative Resolution.

Art. 63 These Regulations shall come into force on the date of their publication in the UFSC Official Bulletin after approval by the Full Board of PosAutomação and ratification by the UFSC Graduate Studies Chamber.

SINGLE ANNEX

Full text of Normative Resolution 154/2021/CUn

<http://cun.orgaosdeliberativos.ufsc.br/resolucoes-normativas-2021/>

NORMATIVE RESOLUTION No.154/2021/CUN, OF SEPTEMBER 23, 2021

Provides for stricto sensu postgraduate studies at the Federal University of Santa Catarina.

THE PRESIDENT OF THE UNIVERSITY COUNCIL, in the use of his attributory and regimental conditions, in view of the provisions of articles 44, item III, 46 and 48, paragraphs 1o and 3o of Law n(o)9.394/96 and Resolution No.7/2017/CES/CNE, of December 11, 2017; whereas the plenary session held August 3, 2021 decided to approve by majority vote Opinion No. 14/2021/CUn on pages 140-144, its addendum, on page 187, and its annexes, contained in Process No. 23080.030524/2019-04; and taking into account the deliberations at the sessions held on August 10, 17 and 24, 2021, as well as on September 14 and 17, 2021,

RESOLVE:

TO APPROVE the General Regulations for Stricto Sensu Postgraduate Studies at the Federal University of Santa Catarina (UFSC).

TITLE I INITIAL PROVISIONS

Art. 1 The aim of stricto sensu postgraduate programs is to train high-level personnel, committed to the advancement of knowledge and innovation, for the exercise of academic teaching, research and extension, and other professional activities.

Art. 2 Stricto sensu postgraduate studies are organized into postgraduate programs that offer independent and conclusive master's and/or doctoral degrees.

§ Paragraph 1o Completion of master's courses is not a necessary condition for admission to doctoral courses.

§ Paragraph 2o Master's and doctoral degrees may be organized in the academic or professional modality, according to the specific characteristics and vocations explained in the respective project.

§ 3o The academic master's and doctorate emphasize broad and in-depth scientific, technological and cultural training, developing capacity and autonomy for teaching, research and innovation in the different branches of knowledge.

§ 4o The master's and professional doctorate emphasize technical and technological competence, contributing to the training of qualified professionals to exercise advanced and transformative professional practice, in order to meet social, organizational or professional demands and those of the job market.

Art. 3 Postgraduate programs will be named in accordance with the areas of knowledge to which they refer, defined by the National Postgraduate System (SNPG).

Sole paragraph. Postgraduate programs of a multi- or interdisciplinary nature must be named according to their training and research objectives.

Art. 4 Postgraduate programs will be structured in areas of concentration and lines of research that represent the focuses of the teaching staff and students.

§ Paragraph 1o Programs may have one or more areas of concentration, understood as a sub-area of the specific field of knowledge that constitutes the object of training and research.

§ 2o The lines of research must characterize the work of the course's professors and students and must fall within the areas of concentration.

Art. 5 Each Postgraduate program will have its own regulations, approved by the full collegiate body of the program and ratified by the Postgraduate Chamber.

Art. 6 The creation of a program or a new postgraduate course within an existing program, as well as the offering of master's or doctoral classes outside the headquarters of academic or professional programs, must comply with the procedures defined in a specific resolution of the Postgraduate Chamber.

§ Paragraph 1o Postgraduate programs may be created in association with other higher education or research institutions, in Brazil or abroad, through the formalization of agreements, provided that there is complementarity between the academic interests of the participating institutions, respecting the specific parameters of excellence and consolidation of the various areas or courses of the University. § Paragraph 2o The start of a new program or a postgraduate course within an existing program, approved by the Postgraduate Board, is conditional on prior recommendation by the SNPG.

§ Paragraph 3o When creating a new master's or doctoral program, the regulations and other documents of the proposal must be approved by the Unit Council.

Art. 7 The following definitions apply in this normative resolution:

I- teacher: a civil servant occupying a position in the Higher Education teaching career, in accordance with Law No.12.772, of December 28, 2012;

II- researcher: a civil servant with a teaching or technical-administrative relationship with a teaching and/or research institution who regularly carries out research activities with intellectual production within the scope of postgraduate studies;

III- professor: anyone who regularly carries out teaching and/or research and extension activities within the scope of postgraduate studies, regardless of the type of institutional link;

IV- teaching staff: a group of professionals who carry out teaching and/or research and extension activities within the scope of postgraduate studies, regardless of the type of institutional link; and

V- complementary activities: a set of academic activities developed by students within the scope of their training, approved by the program's collegiate body, which may include scientific, technological and cultural production activities; guided reading and directed studies; participation in the defense of final papers; participation in and organization of scientific events; research and extension activities; academic exchanges; tutoring and non-mandatory internships.

TITLE II

DIDACTIC AND ADMINISTRATIVE COORDINATION OF POSTGRADUATE PROGRAMS

CHAPTER I

DIDACTIC COORDINATION

Section I

General Provisions

Art. 8 The following collegiate bodies shall be responsible for the didactic coordination of postgraduate programs:

I- full board;

II- delegated collegiate.

Sole paragraph. At the discretion of the program, its regulations may define the existence of only the full collegiate body, which will assume all the attributions of the delegated collegiate body.

Section II

Composition of the Boards

Art. 9 The full collegiate body of the Postgraduate programs shall have the following composition:

I- all the professors accredited as permanent members of the UFSC teaching staff;

II- representatives of the student body, elected by regular students, in the proportion of at least 1/5 (one fifth) of the teaching members of the full collegiate body, any fraction greater than 0.5 (zero point five) being counted as 1 (one) representative;

III- representatives of professors accredited as permanent who are not part of the permanent teaching staff of UFSC, elected by their peers, in the proportion of at least 1/5 (one fifth) of the permanent teaching members of the full board, with a fraction greater than 0.5 (zero point five) being counted as 1 (one) representative; and

IV- head of the department or equivalent administrative unit with the largest number of permanent professors.

§ Paragraph 1o Student representation shall be elected by their peers for a term of one year, per-

re-election is allowed, with the appointment of members and alternates, and there must preferably be at least one (1) master's degree representative and one (1) doctorate representative, if there are both.

§ Paragraph 2o Technical-administrative servants in Education linked to the program may be included as members of the full collegiate body, in the form established in the program's regulations.

Art. 10 The delegate collegiate body will be made up of representatives from the permanent teaching staff and the student body, as established in the program regulations.

§ Paragraph 1o Faculty representation shall be elected by their peers from among the members of the permanent teaching staff of the program who are part of the permanent teaching staff of UFSC, guaranteeing representation from the different areas of concentration or, when there is only one area of concentration, from the different lines of research.

§ Paragraph 2o Representation of technical-administrative servants Education linked to the program may be included as members of the delegated collegiate body, as established in the program's regulations.

§ Paragraph 3o The delegate collegiate shall maintain the proportion of categories of the full collegiate.

Art. 11 The appointment of the members of the delegated collegiate body, with their respective terms of office, will be made by the management of the respective university unit.

§ Paragraph 1o The term of office for full and alternate members shall be a minimum of two years and a maximum of four years for teaching and technical-administrative staff, and one year for students, with re-election permitted in both cases.

§ Paragraph 2o Full members representing the teaching staff on the delegated collegiate body shall be assigned a workload of two (2) hours per week.

Art. 12 The coordinator and sub-coordinator of the graduate program shall be responsible for chairing and vice-chairing the full and delegate collegiate bodies, respectively.

Art. 13

The functioning of the collegiate body will observe the provisions of the University's General Regulations, according to the periodicity established in the regulations of the Postgraduate programs.

Sole paragraph. Exceptionally, members may participate in collegiate meetings by means of a real-time audio and video interaction system, which will be taken into account when calculating the meeting's quorum.

Section III

Powers of the Boards

Art. 14 It is the responsibility of the Graduate Program's full collegiate body:

I- approving the program's bylaws and any amendments thereto, and submitting them to the Graduate Council for approval;

II- establish the program's general guidelines;

III- approving restructurings of course curricula and submitting them for approval

The Postgraduate Chamber;

IV- elect the coordinator and sub-coordinator, in compliance with the provisions of this normative resolution and the program's regulations;

V- establish the specific criteria for the accreditation and re-accreditation of professors, in compliance with the provisions of this normative resolution, submitting them to the Graduate Council for approval;

VI- decide on appeals against the coordinator's decisions, to be lodged within 10 (ten) days of receiving the decision under appeal;

VII- to speak out, whenever called upon, on issues of interest to the stricto sensu Graduate Program;

VIII- approve the annual plans and reports on academic activities and the use of resources;

IX- approve the creation, extinction or alteration of areas of concentration, submitting them for approval by the Postgraduate Board;

X- proposing the necessary measures to integrate postgraduate education with undergraduate education and, where possible, with basic education;

XI- decide on the change of level from master's to doctorate;

XII- deciding on the procedures for approving the examining boards for the qualification and defense of course final papers;

XIII- decide on the procedures for approving the nominations of co-supervisors for final projects submitted by the supervisors; and

XIV- ensure compliance with this normative resolution and the regulations of the programme.

Art. 15 The delegate collegiate body of the Postgraduate program is responsible for:

I- Proposing to the full collegiate body changes to the program's regulations, the course curriculum and the rules for accrediting and re-accrediting professors;

II- approving the initial accreditation and re-accreditation of professors;

III- approve the periodic program of courses proposed by the coordinator, observing the UFSC academic calendar;

IV- to approve the plan for the application of the program's resources presented by the coordinator;

V- establish the criteria for allocating scholarships to the program, in compliance with the rules of the funding agencies;

VI- approve the scholarship and selection committees for the admission of students to the program;

VII- approve the proposal for the student selection notice presented by the coordinator and approve the results of the selection process;

VIII- approve the work plan of each student who requests enrollment in the subject "Teaching Internship", in compliance with the provisions of the resolution of the Board of

Postgraduate course that regulates the matter;

IX- deciding on requests to decline supervision and replace a supervisor;

X- decide on the acceptance of credits obtained in other postgraduate courses, subject to the provisions of this normative resolution;

XI- decide on requests to bring forward and extend the deadline for completing the course, in compliance with the provisions of this normative resolution;

XII- deciding on requests for late defense and late deposit of the term paper in the University Library;

XIII- deliberate on proposals to create or change subjects;

XIV- deciding on student transfer and dismissal processes;

XV- advising the coordinator on the smooth running of the program;

XVI- Proposing agreements of interest to the program, in compliance with UFSC procedural procedures;

XVII- deliberate on other academic issues provided for in this normative resolution and in the regulations of the respective programs;

XVIII- to review, on appeal, the decisions of the scholarship committee;

XIX- assess, on appeal, the decisions of the selection committee for admission of students to the program; and

XX- ensure compliance with this normative resolution and the program's regulations.

CHAPTER II

ADMINISTRATIVE COORDINATION

Section I

General Provisions

Art. 16 The administrative coordination of graduate programs shall be carried out by a coordinator and a sub-coordinator, who shall be members of the permanent teaching staff of UFSC and elected from among the permanent professors of the program, as provided for in the respective regulations, with a minimum term of office of two years and a maximum term of office of four years, with re-election permitted.

Sole paragraph. Once the coordinator's term of office is over, if there are no candidates for the position, the oldest member of the UFSC teaching staff belonging to the program's full collegiate body will be appointed pro tempore.

Art. 17 The sub-coordinator will replace the coordinator in the event of absences or impediments,

as well as completing the latter's term of office in the event of a vacancy.

§ 1o In cases where the vacancy occurs before the first half of the term of office, a new sub-coordinator shall be elected in the manner provided for in the program's regulations, shall accompany the incumbent's term of office.

§ 2o In cases where the vacancy occurs after the first half of the term of office, the full collegiate body of the program shall appoint a sub-coordinator to complete the term of office.

§ 3o In the event of the sub-coordination becoming vacant, the rules set out in §§ 1o and 2o of this article shall apply.

Section II

Responsibilities of the Coordinator

Art. 18 The coordinator of the Postgraduate program is responsible for:

I- calling and chairing meetings of the collegiate bodies;

II- drawing up course schedules, respecting the academic calendar, and submitting them for approval by the delegated collegiate body;

III- prepare the plan for the application of the program's resources, submitting it to the delegate collegiate for approval;

IV- draw up annual reports on activities and the use of resources, submitting them to the full board for consideration;

V- submit the names of the teachers to included to the delegate collegiate for approval:

a)the selection committee for admitting students to the program;

b)the scholarship or program management committee;

c)the faculty accreditation and re-accreditation committee;

VI- deciding on the examination boards for the qualification and defense of course completion papers;

VII- deciding on the nominations of co-supervisors for final projects submitted by the supervisors;

VIII- define, in conjunction with the heads of departments or equivalent administrative units and the coordinators of undergraduate courses, the subjects that can count on the participation of postgraduate students enrolled in the "Teaching Internship" subject;

IX- decide ad referendum of the full or delegate collegiate body, in cases of urgency or lack of quorum, and the decision must be considered by the equivalent collegiate body within 30 (thirty) days;

X- liaise with the Postgraduate Dean's Office (PROPG) to monitor the progress of the project.

The program's activities will be monitored, implemented and evaluated;

XI- coordinating all program activities under his responsibility; XII- represent the program, internally and externally to UFSC, in situations related to its competence;

XIII- delegate competence to carry out specific tasks;

XIV- ensure compliance with this normative resolution and the program's internal regulations and rules;

XV- sign the terms of commitment signed between the student and the provider of non-compulsory internships, provided that they are provided for in the curricular structure of the course, under the terms of Law No.11.788, of September 25, 2008; and

XVI- assess the half-yearly or annual activity reports of master's and doctoral students.

Sole paragraph. In the cases provided for in item IX, if there is no reason for a new meeting to be called for the same purpose, the act shall be deemed to have been ratified.

CHAPTER III THE TEACHING STAFF

Section I General Provisions

Art. 19 The teaching staff of postgraduate programs will be made up of doctoral professors accredited by the delegated collegiate body, in compliance with the provisions of this session and the criteria of the SNPG.

Sole paragraph. The doctoral degree may be waived for professional master's degree courses, as provided for in the SNPG.

Art. 20 The accreditation and re-accreditation of professors of postgraduate courses will observe the requirements set out in this chapter and the specific criteria established by the full collegiate body.

Sole paragraph. The definition of the specific criteria referred to in the caput of this article must include requirements relating to intellectual production, in accordance with the SNPG indicators that serve as the basis for evaluating programs in the respective area of knowledge.

Art. 21 Graduate programs must open an accreditation process for new professors at least once every four years, according to the needs of the areas of concentration and lines of research.

Sole paragraph. The programs must define the periodicity, the need for public notice and/or continuous flow.

Art. 22 Accreditation, like re-accreditation, will be valid for up to four years.

years and must be approved by the delegate collegiate.

§ Paragraph 1o In cases of non-accreditation, the professor must remain accredited in the collaborator category until the end of the ongoing orientations.

§ Paragraph 2o The teacher's evaluation criteria, for the purposes of the provisions of the caput of this article, on the occasion of re-accreditation, must include evaluation by the student body, in the form to be defined by the full collegiate body or delegated collegiate body of the program.

§ Paragraph 3o The accreditation and re-accreditation of professors of new programs without a grade and those with grades 3 and 4 in the SNPG must be analyzed and approved by the Graduate Studies Chamber.

Art. 23 For the purposes of accreditation and re-accreditation with the Postgraduate program, professors will be classified as:

I- permanent professors;

II- collaborating teachers; or

III- visiting professors.

Art. 24 The occasional performance of sporadic activities does not characterize a professor or researcher as a member of the program's faculty in any of the classifications provided for in art. 23.

Sole paragraph. The sporadic activities referred to in the caput of this article include lectures or conferences, participation in examination boards, collaboration in disciplines, co-authorship of published works, co-supervision or co-supervision of course completion works, participation in research projects and other academic activities characterized as sporadic in the program's regulations.

Section II

Permanent Professors

Art. 25 The permanent category may include professors who are registered and declared annually by the program on the Sucupira platform and who meet all of the following prerequisites:

I- the regular development of teaching activities in Postgraduate Studies;

II- participation in research projects in the postgraduate program;

III- o regular supervision of master's and/or doctoral students in the program;

IV- regularity and quality of intellectual production; and functional-administrative ties with the institution. 1o Administrative functions in the programs will be assigned to permanent professors on the University's teaching staff.

§ Paragraph 2o The number of students per advisor must meet the recommendations set out in by the Technical and Scientific Council for Higher Education (CTC-ES) and area documents.

§ Paragraph 3o Programs must ensure the stability, over the four-year period, of the group of professors declared as permanent.

§ 4o In the case of UFSC's technical-administrative staff in Education, work in the program must be carried out without prejudice to their activities in the unit where they are assigned, and up to 20 (twenty) hours per week may be allocated to research and/or extension activities.
§ Paragraph 5o The program's permanent professors must belong mostly to UFSC's permanent teaching staff.

Art. 26 In special and duly justified cases, professors and researchers who are not part of the permanent staff of UFSC and who come to develop research, teaching and guidance activities in a postgraduate program may be accredited as permanent staff in the following situations:

I- when they receive a teaching or research grant from federal or state funding agencies;

II- when, as retired professors or researchers, they have formalized an agreement to perform voluntary service at the University in accordance with current legislation;

III- when they have been assigned, by formal agreement, to work at UFSC;

IV- at the discretion of the program, when the professors are on a long leave of absence to carry out a post-doctoral internship, senior internship or relevant activity in Education, Science, Technology and Innovation and do not regularly carry out teaching activities in Postgraduate Studies and research projects;

V- teachers or researchers who are part of the staff of other higher education or research institutions, by formalizing a specific agreement with the institution of origin, for a specified period;

VI- teachers or researchers who, through the formalization of an adhesion agreement, come to provide voluntary service at the University under the terms of the relevant legislation; or

VII- visiting professors with a formal agreement with UFSC.

Section III

Collaborating Professors

Art. 27 Other members of the program's teaching staff who do not meet all the requirements to be classified as permanent or visiting professors, including post-doctoral fellows, but who systematically participate in the development of research projects or teaching or extension activities, regardless of whether or not they have ties with the institution, may be included in the category of collaborators.

§ Paragraph 1o The activities carried out by the collaborating professor must meet the requirements set out in the documents of the respective SNPG assessment area.

§ Paragraph 2o Research or Extension activities may be carried out under the supervision of master's or doctoral students.

§ Paragraph 3o Teachers and researchers who are not permanent staff at UFSC may be accredited as collaborators, subject to the conditions defined in items I to VII of Article 26 of this normative resolution.

Section IV

Visiting Professors

Art. 28 The category of visitors may include professors or researchers with functional-administrative ties to other institutions, whether Brazilian or not, who are released, by formal agreement, from the activities corresponding to such ties in order to collaborate, for a continuous period of time and on a full-time basis, in a research project and/or teaching activities in the program, allowing them to act as co-supervisors.

§ Paragraph 1o The work of visiting professors or researchers in the program must be made possible by a fixed-term employment contract with the institution or by a grant awarded for this purpose by the institution itself or by a development agency.

§ Paragraph 2o The Graduate Studies Board shall establish the rules and procedures for hiring visiting professors at UFSC.

TITLE III

ACADEMIC ORGANIZATION

CHAPTER I GENERAL PROVISIONS

Art. 29 The academic structure of master's and doctoral courses will be defined by area of concentration.

Art. 30 Master's and doctoral courses will have the following duration:

I- in the academic modality, a minimum of 12 (twelve) and a maximum of 24 (twenty-four) months for master's courses, and a minimum of 18 (eighteen) and a maximum of 48 (forty-eight) months for doctoral courses; and

II- in the professional mode, a minimum of 12 (twelve) and a maximum of 30 (thirty) months for master's courses, and a minimum of 18 (eighteen) and a maximum of 54 (fifty-four) months for doctoral courses.

Sole paragraph. Exceptionally to the provisions of the SNPG, at the justified request of the student and with the consent of the advisor, the deadlines referred to in the caput of this article may be brought forward, by decision of the delegated collegiate body.

Art. 31

In the event of absence due to health treatment of the student or their family member, which prevents them from participating in course activities, the deadlines referred to in art. 30 may be suspended at the request of the student duly supported by a medical certificate.

§ Paragraph 1o Family members who justify a student's absence are understood to be the student's spouse or partner, parents, children, stepfather or stepmother, as well as stepson or .

dependents who are demonstrably living at the student's expense.

§ Paragraph 2o The medical certificate must be delivered to the graduate program office within 15 (fifteen) working days of the first day of the medical certificate, and it is the responsibility of the student or his/her representative to file his/her request in with this deadline.

§ Paragraph 3o If the application is untimely, the student will lose the right to take time off for health treatment for the days already elapsed.

§ Paragraph 4o The maximum period of leave for treatment of a family member's health will be 90 (ninety) days.

§ Paragraph 5o The maximum period of leave for student health treatment will be 180 (one hundred and eighty) days, extendable for a further 180 (one hundred and eighty) days.

§ Paragraph 6o Medical certificates for periods of less than 30 (thirty) days will not be considered as leave for health treatment, the periods of which will not be added to the deadline for completing the course.

Art. 32 Maternity or paternity leave will be granted for a period equivalent to that allowed for federal civil servants, upon presentation of the birth or adoption certificate to the program secretariat.

Art. 33 At the request of the supervising professor, duly justified, a student enrolled in a master's course may change level to a doctoral course, respecting the following criteria:

I- pass a specific qualifying exam for a change of level no later than the eighteenth month after entering the course, through the defense of the thesis project and an examination by a panel of examiners to be appointed by the delegate collegiate body; and

II- have exceptional academic performance in intellectual production and/or in the subjects taken, in accordance with specific rules defined by the delegated collegiate body.

§ Paragraph 1o For the student under the conditions of the caput of this article, the maximum period for the doctorate will be 60 (sixty) months, taking into account the time spent on the master's degree, subject to the sole paragraph of article 30.

§ Paragraph 2o Exceptionally, in cases of scholarship conversion, the student must comply with the requirements of the funding agency.

CHAPTER II THE CURRICULUM

Art. 34 The curricula of master's and doctoral courses will be organized in the manner established by their regiments, observing the procedure established in the resolution of the Postgraduate Chamber that deals with the creation of stricto sensu postgraduate courses.

Sole paragraph. The curricula of master's and doctoral courses must include a varied list of subjects and complementary activities in order to guarantee the possibility of choosing and making the student's work plan more flexible.

Art. 35 The subjects of the master's and doctoral courses, regardless of their

Their theoretical or practical nature will be classified into the following categories:

I- compulsory subjects, considered indispensable to the student's training, which may be general or specific to a concentration area or line of research; or

II- elective courses:

a) subjects that make up the areas of concentration, whose content covers more specific aspects; and

b) other disciplines that make up the program's fields of knowledge.

§ Paragraph 1o The regulations of the postgraduate program shall define the requirements for the integration of credits in subjects and complementary activities necessary to obtain the degree, and may require the completion of compulsory subjects, provided that curricular flexibility is preserved.

§ Paragraph 2o Proposals for the creation or alteration of courses must be accompanied justification and characterized by name, detailed syllabus, bibliography, workload, number of credits and the faculty responsible for offering them, submitted for approval by the delegated collegiate body and forwarded to PROPG for insertion into the Postgraduate Academic Control System (CAPG).

§ Paragraph 3o Teachers from outside the program will be able to participate in shared teaching of subjects via a real-time audio and video system.

§ Paragraph 4o The Postgraduate Board will establish the rules and procedures for the development of synchronous and asynchronous activities at UFSC.

Art. 36 Each program will define, according to its specific characteristics, what it considers to be complementary courses and activities, as well as the correspondence of each unit of credit.

Art. 37 The teaching internship is a discipline aimed at preparing teaching and qualifying undergraduate teaching.

§ Paragraph 1o The maximum workload of the teaching internship will be 4 (four) hours per week, and its credits will integrate disciplines, according to the program's internal regulations.

§ Paragraph 2o The teaching internship must comply with the rules and procedures established by the Postgraduate Board.

Art. 38 The non-compulsory internship comprises participation in supervised, guided and evaluated teaching, research, extension, institutional development or innovation activities that provide the student with social, professional or cultural learning, linked to their area of academic-professional training.

Sole paragraph. Non-compulsory internships must comply with the rules and procedures established by the Postgraduate Board.

Art. 39 The tutoring internship comprises a curricular activity with the Institutional Program for Pedagogical Support for Students (PIAPE), which must be carried out in accordance with the rules and procedures established by the Postgraduate Board.

CHAPTER III

WORKLOAD AND CREDIT SYSTEM

Art. 40 Master's and doctoral courses will have the workload provided for in their regulations, expressed in credit units for subjects and/or complementary activities, respecting the minimum of 18 (eighteen) credits for the master's degree and 24 (twenty-four) credits for the doctoral degree.

§ Paragraph 1o Postgraduate programs shall define in their regulations the distribution of the number of credits allocated to subjects and complementary activities.

§ Paragraph 2o In addition to the credits provided for in the caput of this article, up to six credits will be awarded for the master's final paper and up to twelve credits for the doctoral final paper.

Art. 41 For the purposes of art. 35, each credit unit will correspond :

I- fifteen hours in theoretical, theoretical-practical or practical subjects; or II- thirty hours of complementary activities.

§ Paragraph 1o Each program shall define, according to its specific characteristics, what it considers to be complementary activities in addition to subjects, as well as the correspondence of each credit unit within the possibilities of the caput of this article.

§ Paragraph 2o A number of credits will be assigned to the course completion work, defined in the program's regulations, which may not exceed six for the master's dissertation and twelve for the doctoral thesis.

Art. 42 On the recommendation of the delegated collegiate body and approval by the Postgraduate Board, candidates for the doctoral course with high scientific and professional qualifications may be exempted from complementary subjects and/or activities.

Sole paragraph. The waiver of credits referred to in the caput of this article will be examined by a committee of specialists in the relevant area, appointed by the collegiate delegate of the program.

Art. 43 Credits obtained in subjects or activities from other *stricto sensu* postgraduate courses recommended by the Coordination for the Improvement of Higher Education Personnel and recognized by the National Education Council from *lato sensu* postgraduate courses offered by UFSC may be validated, subject to the approval of the delegated co-legate and in accordance with the credit validation rules set out in the program's regulations.

§ 1o The rules for validating credits provided for in the program's regulations must respect the terms of article 58 of this normative resolution.

§ Paragraph 2o Up to 3 (three) credits from *lato sensu* postgraduate courses may be validated, according to the regulations of each program.

§ Paragraph 3o Credits obtained in the master's degree may be validated in the doctorate, according to

regulations of each program, with the exception of dissertation credits.

§ Paragraph 4o Credits obtained from teaching internships may not be validated.

§ Paragraph 5o Credits obtained in foreign postgraduate courses may be validated provided that this is approved by the delegated collegiate body.

CHAPTER IV LANGUAGE PROFICIENCY

Art. 44 Proof of proficiency in a foreign language will be required, observing the peculiarities of the courses and as provided for in the program's regulations, and may occur upon first enrollment in the course or during the first academic year.

§ 1o For the master's degree, the student must demonstrate proficiency in one of the languages defined by the program regulations.

§ Paragraph 2o For the doctorate, the student must demonstrate proficiency in English and in one of the other languages defined by the program regulations.

§ 3o The study of foreign languages for proficiency approval does not entitle the student to credits in the program.

§ Paragraph 4o Foreign students in postgraduate programs must also prove their proficiency in Portuguese, when provided for in the program's regulations.

§ Paragraph 5o For Brazilian indigenous students who speak Portuguese and an indigenous language, the latter may be considered as equivalent to a foreign language for proficiency purposes, subject to approval by the delegated collegiate body.

CHAPTER V PERIODIC PROGRAMMING OF COURSES

Art. 45 The periodic schedule for master's and doctoral courses, in compliance with the UFSC school calendar, will specify the subjects and other complementary activities with the number of credits, workloads and corresponding syllabuses, and will set the enrollment and enrollment adjustment periods.

§ Paragraph 1o The practical activities of each program may operate in a continuous flow, so as not to hinder the progress of the research projects.

§ Paragraph 2o Subjects may only be offered when there are at least four students enrolled, except in the case of compulsory subjects.

Art. 46 The completion of a *stricto sensu* postgraduate course under an international co-tutorship regime and simultaneous degree must comply with the rules and procedures established by the Postgraduate Board.

TITLE IV

THE SCHOOL SYSTEM

CHAPTER I

ADMISSION

Art. 47 Admission to a postgraduate program is conditional on the completion of an undergraduate course in the country or abroad, recognized or revalidated by the MEC.

Sole paragraph. If the undergraduate diploma has not yet been issued by the institution of origin, a declaration of graduation may be accepted, and the diploma must be presented within 12 (twelve) months of entering the program.

Art. 48 Graduates from undergraduate courses abroad may be admitted upon recognition of the diploma presented to the delegate collegiate.

§ Paragraph 1o The recognition referred to in the caput of this article is intended exclusively for the student's entry into the program, and does not confer national validity on the degree.

§ 2o Diplomas from undergraduate courses abroad must be apostilled in the country that is a signatory to the Hague Convention or authenticated by the competent consular authority in the case of a non-signatory country, except when supported by specific diplomatic agreements.

§ Paragraph 3o The Postgraduate Board shall establish rules and procedures for the recognition of *stricto sensu* postgraduate diplomas issued by foreign higher education institutions.

Art. 49

The selection process will take place according to the criteria established by the program in the selection notice, which must comply with the regulations established by the Graduate Studies Board and the University Council.

§ Paragraph 1o The program shall publish a notice for the selection students setting out the number of places, the deadlines, the form of assessment, the selection criteria and the documentation required.

§ Paragraph 2o Selection notices must include affirmative action policies for black and brown people, indigenous people, people with disabilities and other socially vulnerable categories.

CHAPTER II

ENROLLMENT

Art. 50 The first enrollment in the course will define the beginning of the student's link to the program and will be made upon presentation of the documents required in the notice of

selection.

§ Paragraph 1o The effective date of enrolment will correspond to the start of the student's activities in the respective course.

§ Paragraph 2o In order to be enrolled, the candidate must have been selected by the course or have obtained a transfer from another *stricto sensu* course recognized by the SNPG, under the terms established in the program's regulations.

§ Paragraph 3o Admission by transfer can only take place with the approval of the delegated collegiate body and will begin on the date of the first enrollment in the course of origin.

§ Paragraph 4o Students may not be enrolled simultaneously in more than one *stricto sensu* postgraduate program at UFSC and at different national public institutions.

Art. 51 Within the time limits established in the program's regular schedule, students must register for courses.

Sole paragraph. The enrollment of foreign students and their renewal will be subject to compliance with specific rules approved by the Postgraduate Board.

Art. 52

The student flow in the courses will be defined in the terms of art. 30, and the deadlines can be increased by up to 50% (fifty percent), through mechanisms such as transcripts and extensions, with the exception of maternity leave and health leave.

Art. 53 Postgraduate students may suspend enrollment for up to 12 (twelve) months, in full academic terms, the minimum being one academic term.

§ Paragraph 1o The enrollment lock may be canceled at any time, given the minimum period defined in the caput of this article, or at any time, for the defense of the course completion work.

§ Paragraph 2o Withdrawal of enrollment will not be permitted under the following conditions:

I- in the first term;

II- in the period of extension of the deadline for completion of the course.

Art. 54 An extension is understood to be an exceptional extension of the maximum period provided for in art. 30, subject to approval by the delegate collegiate.

§ 1o The student may request an extension:

I- for up to 24 (twenty-four) months, for doctoral students; or

II- for up to 12 (twelve) months, for master's degree students.

§ Paragraph 2o The request for an extension must be accompanied by the advisor's agreement.

§ Paragraph 3o A duly substantiated request for an extension must be filed with the program secretariat at least 60 (sixty) days before the maximum deadline for completion of the course .

Art. 55 Students will have their registration automatically cancelled and will be dismissed from the postgraduate program in the following situations:

I- when he/she fails to enroll for two consecutive terms without being in

locking system;

II- if you fail two subjects;

III- if you fail the dissertation or thesis exam; or

IV- when the maximum deadline for completing the course has passed.

Sole paragraph. A right of defense of up to 15 (fifteen) working days will be given for the situations defined in the caput, counting from the date of the official notification.

Art. 56 In accordance with the program's regulations, enrollment in isolated courses may be granted to interested parties who have or have not completed an undergraduate course.

Sole paragraph. The credits obtained under the heading of this article may be used if the interested party is selected for the course.

CHAPTER III

ATTENDANCE AND ASSESSMENT SCHOOL PERFORMANCE

Art. 57 Attendance is compulsory and may not be less than 75% (seventy-five percent) of the programmed workload per subject or activity.

Sole paragraph. The student who obtains attendance, as per the caput of this article, will be entitled to the credits corresponding to the subjects or activities, as long as they obtain a passing grade.

Art. 58 Grading in subjects will be given by grades from 0 (zero) to 10.0 (ten), considering 7.0 (seven) as the minimum grade for approval.

§ Paragraph 1o Grades shall be given to the nearest half point, rounded to two decimal places.

§ Paragraph 2o The utilization index will be calculated by the weighted average between the number of credits and the final grade obtained in each subject or complementary activity.

§ Paragraph 3o A grade of "I" (incomplete) may be awarded in situations where, for various reasons, the student did not complete his or her activities in the allotted time or was unable to complete the planned assessment.

§ Paragraph 4o The "I" concept may only remain in force until the end of the school term following its award.

§ 5o After the period referred to in § 4o has elapsed, the teacher must post the student's grade.

CHAPTER IV

COURSE COMPLETION WORK

Section I

General Provisions

Art. 59 Obtaining a master's degree requires the public defense of a final paper in which the student demonstrates up-to-date mastery of the chosen subject, in the form of:

I- dissertation, for an academic master's degree; or

II- dissertation or other type of final work, as defined by the SNPG, in the professional master's program.

§ Paragraph 1o Programs may require the submission of a biannual or annual follow-up report on the activities carried out during the master's course, signed by the student and the advisor.

§ Paragraph 2o It is up to the graduate program to define whether candidates for the master's degree must undergo a qualification process, the specifics of which will be defined in the program's bylaws or internal rules.

Art. 60

The condition for obtaining a doctorate is the public defense of a final paper that is original, the result of a research activity, and that contributes to the field of knowledge, subject to the other requirements prescribed in the regulations or internal rules of the postgraduate program, in the form of:

I- thesis, for an academic doctorate; or

II- thesis or other type of completion work, as defined by the SNPG, in the form of a professional doctorate.

§ Paragraph 1o Programs may require the submission of an annual report on the activities carried out during the doctoral course, signed by the student and the advisor.

§ 2o Candidates for the title of doctor must undergo a qualification process, at least 180 (one hundred and eighty) days before the public defense of their final work, the specifics of which will be defined in the program's internal regulations or rules.

Art. 61 A student with a mark of less than 7.0 (seven) will not be able to submit to the defense of their final course work.

Art. 62 Course completion papers shall be written in Portuguese, and the procedures for preparing and depositing them shall comply with the regulations established by the Graduate Studies Board and the program's regulations.

§ Paragraph 1o Final papers relating to the study of foreign languages may be written in the corresponding language.

§ Paragraph 2o With the supervisor's approval, the final paper may be written in English, provided it contains an extended abstract and keywords in Portuguese.

§ Paragraph 3o With the approval of the supervisor and the delegated collegiate body, the final paper may be written in another language, provided that it contains an expanded abstract and keywords in Portuguese and English.

§ Paragraph 4o At the discretion of the program regulations, expanded abstracts in English may be required for final papers written in Portuguese.

Section II

The supervisor and co-supervisor

Art. 63 Every student will have a professor as advisor, according to the rules defined in the regulations of the postgraduate program.

§ Paragraph 1o The maximum number of advisees per professor, at any level, must comply with the SNPG guidelines, subject to a limit of up to 12 (twelve) advisees.

§ Paragraph 2o Students may not have as a supervisor: I - a spouse or partner; II - an ascendant, descendant or collateral up to the third degree, whether related by consanguinity, affinity or adoption; or III - a partner in a professional activity.

§ Paragraph 3o In the co-tutoring regime, the delegated collegiate must approve the external orientation, in compliance with the specific legislation.

Art. 64 All professors accredited in the program can be accredited as advisors, according to the following criteria:

I- in professional master's degrees, those professors provided for in the SNPG regulations;

II- in academic master's degrees, those professors who hold a doctorate;

III- in doctoral programs, those professors who obtained their doctorate at least three (3) years ago and who have already successfully completed at least one master's or doctoral program.

Art. 65 The program's regulations must establish the conditions and mechanisms to be adopted for defining a supervisor, in compliance with arts. 63 and 64.

§ Paragraph 1o Both the student and the advisor may, in a reasoned request addressed to the delegated collegiate body of the program, request a change of advisor, and it is up to the applicant and the coordination to find the new advisor.

§ 2o In exceptional cases involving ethical conflicts, to be dealt with confidentially, it will be up to the program coordinator to promote the new link.

§ Paragraph 3o Students may not remain enrolled without the assistance of a professor for more than 30 (thirty) days.

Art. 66 The supervisor's duties are:

I- Supervising the student's activity plan and monitoring its implementation;

II- monitor and report to the delegated collegiate body on the student's performance; and

III- request the program coordinator to make arrangements for the qualifying exam and the public defense of the course completion paper.

Art. 67 The regulations of the postgraduate program must provide for co-supervision, either internal or external to UFSC, to be authorized by the Program Coordination, with a maximum of 2 (two) co-supervisions per final paper.

Section III

Defense of the Course Conclusion Paper

Art. 68 Once the term paper has been prepared and the other requirements for the defense have been met, the paper must be defended in a public session before an examining board.

Sole paragraph. The program's regulations should spell out all the requirements that need to be met for the defense to be scheduled.

Art. 69 Exceptionally, when the content of the qualifying exam and/or the term paper involves knowledge that may be protected by intellectual property rights, certified by the body responsible for intellectual property management at the University, or is governed by issues of secrecy or confidentiality, the defense will take place in a closed session, at the request of the advisor and the candidate, approved by the coordination of the respective program.

§ Paragraph 1o For the purposes of the caput of this article, the defense must be preceded by the formalization of a document containing confidentiality and secrecy clauses to be signed by all members of the examining board.

§ Paragraph 2o The Graduate Studies Board shall establish rules and procedures for closed session defenses.

§ 3o A closed session means that the public must sign a confidentiality com- pledge.

Art. 70 The following specialists may act as examiners for qualifying exams and final exams:

- I- professors accredited in the program;
- II- professors from other related postgraduate programs;
- III- professionals with a doctorate or notorious knowledge; and
- IV- for professional master's degrees, examiners who meet the requirements of the SNPG.

Sole paragraph. They will not be allowed to be examiners for the qualifying exam or the final paper:

- a) supervisor and co-supervisor of the final paper;
- b) spouse or partner of the advisor or mentee;
- c) ascendant, descendant or collateral up to the third degree, whether in kinship by consanguinity, affinity or adoption, of the student or advisor; and
- d) partner in the professional activity of the student or advisor.

Art. 71 The examining boards for the qualifying exam and the final paper must be approved by the program coordinator, respecting the following compositions:

- I- the master's board will be made up of the president and at least two full examiners, at least one of whom must be from outside the program;
- II- the doctoral committee will be made up of the president and at least three

full examining members, at least one of whom is external to UFSC. § Paragraph 1o In order to guarantee the minimum composition of the board, the programs may provide in their regulations for the exercise of internal and external alternation.

§ Paragraph 2o The chair of the defense or qualification board must be the supervisor or co-supervisor, who is responsible for conducting the work and, in the event of a tie, casting the deciding vote.

§ Paragraph 3o The student, the chairperson and the members of the examination board may participate by means of real-time audio and video interaction systems.

§ Paragraph 4o Professors on leave for training, educational leave or other relevant academic activities may take part in examining boards, but may not take on the chairmanship of qualification or final paper defense boards.

Art. 72 The decision of the qualifying exam board shall be taken by a majority of its members, and the result may be:

I- approved; or

II- failed. Sole paragraph. In the event of failure in the qualifying exam, the student will have up to 60 (sixty) days to present new work to an examining board.

Art. 73 The decision of the examining board for the final paper will be taken by a majority of its members, and the result of the defense session may be:

I- approved; or

II- failed.

§ Paragraph 1o The final version of the course completion paper, taking into account the recommendations of the examining board, must be deposited at the UFSC University Library within 90 (ninety) days of the date of the defense.

§ Paragraph 2o Any exceptions that hinder the delivery of the final version of the final paper within the deadline established in Paragraph 1o must be decided by the delegated collegiate body.

CHAPTER V

AWARDING MASTER'S AND DOCTORAL DEGREES

Art. 74

Students who meet the requirements of this normative resolution and the regulations of the postgraduate program to which they are linked will be awarded the title of master or doctor.

§ Paragraph 1o The delivery of the final version of the approved final paper, within 90 (ninety) days after the date of the defense, determines the termination of the graduate student's relationship with UFSC.

§ Paragraph 2o Once all the formalities necessary for the completion of the course have been completed, the coordinating body will forward the request for the issuance of the diploma, in accordance with the guidelines established by PROPG.

TITLE V

TRANSITIONAL PROVISIONS

Art. 75 Graduate programs must adapt their internal regulations to the provisions of this normative resolution, submitting them to the Graduate Council within 180 (one hundred and eighty) days of the date of publication in the University's Official Bulletin.

Sole paragraph. The program may, with justification, request an extension from PROPG for a period not exceeding 30 (thirty) days.

Art. 76 This normative resolution applies to all *stricto sensu* postgraduate students who join the program from the date of publication of this norm in the University's Official Bulletin.

Sole paragraph. Students already enrolled up to the date of publication of this normative resolution may ask the Delegate Collegiate of the respective program to be fully subject to the new rule.

Art. 77 Any cases not covered by this normative resolution will be resolved by the Postgraduate Board on the proposal of any of its members, at the request of the coordinators of the Postgraduate programs. Sole paragraph. The programs' regulations may provide for the adoption of analogous rules in force at the University in cases of omission.

Art. 78

This normative resolution will come into force on the date of its publication in the UFSC Official Bulletin, and Normative Resolution no 95/2017/CUn, of April 4, 2017, will be revoked.

UBALDO CESAR BALTHAZAR