



MINISTRY OF EDUCATION FEDERAL
UNIVERSITY OF SANTA CATARINA
CENTRAL DECISION-MAKING BODIES
UNIVERSITY COUNCIL

NORMATIVE RESOLUTION NO. 154/2021/CUN, OF OCTOBER 4, 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 statutory and regimental attributions, in view of the provisions of articles 44, item III, 46 and 48, paragraphs 1 and 3 of Law no. 9.394/96 and Resolution No. 7/2017/CES/CNE, of December 11, 2017; considering what the plenary deliberated in session held on August 3, 2021 for the approval by majority vote of Opinion No. 14/2021/CUn on sheets 140-144, its addendum, on sheet 187, and its annexes, contained in Process No. 23080.030524/2019-04; and taking into account the deliberations in 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 *Stricto sensu* postgraduate programs aim to train high-level personnel, committed to the advancement of knowledge and innovation, for the exercise 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 1 Completion of master's degree courses is not a necessary condition for admission to doctoral degree courses.

§ Paragraph 2 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.

§ Paragraph 3 Academic master's and doctoral degrees 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.

§ Paragraph 4 Professional master's and doctoral degrees emphasize technical and technological competence, contributing to the training of qualified professionals for advanced and transformative professional practice, with a view to meeting 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, as 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 1 Programs may have one or more areas of concentration, whereby this is understood as a sub-area of the specific field of knowledge that constitutes the object of training and research.

§ Paragraph 2 The lines of research must characterize the work of the course's teachers and students and must be framed within the areas of concentration.

Art. 5 Each postgraduate program will have its own regulations, approved by the program's full board and ratified by the Postgraduate Board.

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 Board.

§ Paragraph 1 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 2. The start of a new program or a postgraduate course within an existing program, approved by the Postgraduate Board, is subject to prior recommendation by the SNPG.

§ Paragraph 3 When creating a new master's or doctoral course, 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: 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 defenses 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 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 structure composition:

I- all professors accredited as permanent 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 collegiate body, 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 1 Student representation shall be elected by their peers for a one-year term, re-election being permitted, with the appointment of members and alternates, preferably with at least one (1) representative from the master's degree program and one (1) from the doctoral program, if there are both.

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

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

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

§ Paragraph 3 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 1: 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 2. 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 shall comply with the provisions of the General Regulations of the University, according to the periodicity established in the regulations of the Postgraduate programs.

Sole paragraph. Exceptionally, the participation of members at 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 full collegiate body of the Postgraduate program:

- I- approving the program's regulations and any amendments thereto, and submitting them to the Postgraduate Board for approval;
- II- establish the program's general guidelines;
- III- approving restructurings to course curricula, submitting them for approval by the Postgraduate Board;
- 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 for approval by the Graduate Studies Board;
- VI- judge the coordinator's decisions on appeal, 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 of academic and implementation activities resources;
- IX - approve the creation, extinction or alteration of areas of concentration, submitting them to the Postgraduate Chamber for approval;
- X- proposing the necessary measures to integrate postgraduate studies 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 examination boards for the qualification and defense of course completion 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 program.

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

- I- propose to the full collegiate body changes to the program regulations, the curriculum
- of the courses and in the rules for accrediting and re-accrediting teachers;
- 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- 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, observing the rules of the development agencies;

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

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

VIII- approving the work plan of each student who requests enrollment in the subject "Teaching Internship", in compliance with the provisions of the resolution of the Graduate Council that regulates the matter;

IX- decide on requests for declination of direction and substitution of advisor;

X- decide on the acceptance of credits obtained in other postgraduate courses. Graduation, observing 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 regulations of the program.

CHAPTER II ADMINISTRATIVE COORDINATION

Section I General Provisions

Art. 16: The administrative coordination of graduate programs 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, as provided for in the respective regulations, with a minimum term of two years and a maximum term of four years, with re-election permitted.

Sole paragraph. Once the coordinator's term of office has ended, and 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, and will complete the coordinator's mandate in the event of a vacancy.

§ Paragraph

1. In cases where the vacancy occurs before the first half of the term of office, a new sub-coordinator will be elected in accordance with the program's regulations, who will accompany the incumbent's term of office.

§ Paragraph

2. 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.

§ Paragraph

3 In the event of vacancy of the sub-coordination, the rules defined in §§ 1 and 2 of this article.

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 for approval by the delegate collegiate the names of the teachers who will be part of it:

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 - liaising with the Postgraduate Dean's Office (PROPG) to monitor, execute and evaluate the program's activities;

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-mandatory internships, as long as 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 quorum for a new meeting 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 title of doctor may be waived for master's degree courses

professional, as provided for in the SNPG.

Art. 20: The accreditation and re-accreditation of professors of postgraduate courses shall comply with 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 a public notice and/or continuous flow.

Art. 22 Accreditation, like re-accreditation, will be valid for up to four years and must be approved by the delegate collegiate body.

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

§ Paragraph 2 The criteria for evaluating the professor, 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 delegate collegiate body of the program.

§ Paragraph 3. 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 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, 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- regular development of teaching activities in the Postgraduate Program Graduation;

II - participation in research projects in the graduate program;

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

IV- regularity and quality in intellectual production; and V- functional-administrative link with the institution.

§ Paragraph 1 Administrative functions in the programs will be assigned to professors permanent members of the University's teaching staff.

§ Paragraph 2: The number of students per advisor must comply with the recommendations of the Technical and Scientific Council for Higher Education (CTC-ES) and the area documents.

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

§ Paragraph 4 - In the case of UFSC technical-administrative servants in Education, the work in the program must be carried out without prejudice to their activities in the unit where they work, and up to 20 (twenty) hours per week may be ensured for allocation to Research and/or Extension activities.

§ Paragraph 5 - 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 graduate 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 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 1 The activities carried out by the collaborating professor must meet the requirements set out in the documents of the respective SNPG assessment area.

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

§ Paragraph 3 - 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: Visiting 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 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, may be part of the visiting category, allowing them to act as co-supervisors.

§ Paragraph 1 Visiting professors or researchers' work 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 2 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 programs 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 his/her family member, which prevents participation in the 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 1 Family members who justify the student's absence are understood to be the student's spouse or partner, parents, children, stepfather or stepmother, as well as stepchildren or dependents who demonstrably live at the student's expense.

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

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

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

§ Paragraph 5 - 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 6. Medical certificates for periods of less than 30 (thirty) days will not be considered leave for health treatment, and these periods will not be added to the deadline for completing the course.

Art. 32: Maternity or paternity leave shall be granted for a period equivalent to that allowed for federal civil servants, by means of

presentation of birth or adoption certificate to the program office.

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 a 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 1 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 art. 30.

§ Paragraph 2 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 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 contents cover more specific aspects; and

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

§ Paragraph 1 The regulations of the postgraduate program shall define the requirements for completing 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 2 Proposals for the creation or alteration of subjects must be accompanied by a justification and characterized by name, detailed syllabus, bibliography, workload, number of credits and the teaching staff responsible for offering them, submitted to the

approval by the delegate collegiate and forwarded to PROPG for insertion in the Postgraduate Academic Control System (CAPG).

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

§ Paragraph 4 The Graduate Studies Board shall 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 subjects and activities, as well as the correspondence of each credit unit.

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

§ Paragraph 1: The maximum workload of the teaching internship will be 4 (four) hours per week, and its credits will be part of disciplines, in accordance with the program's internal regulations.

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

Art. 38: The non-compulsory internship includes 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 Graduate Council.

CHAPTER III

WORKLOAD AND CREDIT SYSTEM

Art. 40: The master's and doctorate 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 doctorate.

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

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

Art. 41 For the purposes of art. 35, each credit unit shall correspond to
a:

I - fifteen hours in theoretical, theoretical-practical or practical subjects; or

II - thirty hours of complementary activities. § Paragraph 1 - Each program will 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 2. 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 delegate 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 delegated collegiate body 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 and from *lato sensu* postgraduate courses offered by UFSC may be validated, subject to approval by the delegated collegiate body and in accordance with the credit validation rules set out in the program's regulations.

§ Paragraph 1. The rules for validating credits laid down in the program's regulations must comply with the terms of article 58 of this normative resolution.

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

§ Paragraph 3 Credits obtained in the master's degree program may be validated in the doctoral program, according to the regulations of each program, with the exception of credits for writing a dissertation.

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

§ Paragraph 5 Credits obtained in foreign postgraduate courses may be validated if approved by the delegated collegiate body.

CHAPTER IV LANGUAGE PROFICIENCY

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

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

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

§ Paragraph 3 The study of foreign languages for proficiency approval does not generate

the right to credits in the program.

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

§ Paragraph 5 - 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 corresponding number of credits, workloads and syllabuses, and will set the enrollment and enrollment adjustment periods.

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

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

§ Paragraph 2. 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 3 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 1 The program shall publish a notice for the selection of students, establishing the number of vacancies, the deadlines, the form of assessment, the selection criteria and the required documentation.

§ Paragraph 2 Selection notices must include affirmative action policies for black, brown and 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 selection notice.

§ Paragraph 1: The date of enrollment will correspond to the start of the student's activities on the respective course.

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

§ Paragraph 3. 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 4. 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 of withdrawal and extension, 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, with a minimum of one academic term.

§ Paragraph 1 Enrollment suspension may be cancelled at any time, subject to the minimum period defined in the *caput* of this article, or at any time, for the defense of the course completion work.

§ Paragraph 2. Enrollment may not be suspended under the following conditions:

I - in the first academic term;

II - in a 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 the approval of the delegate collegiate.

§ Paragraph 1 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 2 The request for an extension must be accompanied by the agreement of the

advisor.

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

Art. 55: The student's registration will be automatically cancelled and he/she will be dismissed from the Postgraduate program in the following situations:

I - when you fail to enroll for two consecutive terms, without being on a lockdown;

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 elapsed.

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 OF SCHOOL PERFORMANCE

Art. 57 Attendance is compulsory and cannot be less than 75% (seventy-five percent).

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 - Passing grades for subjects will be from 0 (zero) to 10.0 (ten), with 7.0 (seven) as the minimum passing grade.

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

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

§ Paragraph 3: 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 4 Concept "I" can only be valid until the end of the school term following its award.

§ Paragraph 5. After the period referred to in Paragraph 4 has elapsed, the teacher must enter the grade of the student.

CHAPTER IV COURSE COMPLETION WORK

Section I General Provisions

Art. 59. 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 subject, in the form of:

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

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

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

§ Paragraph 2 - It is up to the graduate program to define whether candidates for a 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 that are prescribed

in the regulations or internal rules the graduate program, in the form of:

I - thesis, for an academic doctorate; or II - a thesis or other type of completion work, as defined by the SNPG, in the form of

a professional doctorate.

§ Paragraph 1 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.

§ Paragraph 2 - 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 - Students with a mark of less than 7.0 (seven) will not be allowed to defend 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 1 Conclusion papers relating to the study of foreign languages may be written in the corresponding language.

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

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

§ Paragraph 4 At the discretion of the program regulations, conclusion papers written in Portuguese may be required to have an expanded abstract in English.

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 1: The maximum number of students per professor, at any level, must comply with the SNPG guidelines, subject to a limit of up to 12 (twelve) orientations.

§ Paragraph 2: Students may not have a supervisor:

I - spouse or partner;

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

III - partner in professional activity.

§ Paragraph 3 In the co-tutoring regime, the delegated collegiate body must approve the orientation

external, subject to specific legislation.

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

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

II- in academic master's degrees, those professors who hold the title of

Doctor;

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

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 1 - 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 body to find the new advisor.

§ Paragraph 2: 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 3 Students may not remain enrolled without the assistance of a supervising teacher 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 course completion 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 must spell out all the requirements that must be met for the defense to be scheduled.

Art. 69. Exceptionally, when the content of the qualifying exam and/or the course completion work involves knowledge that can be protected by copyright, the following may apply

intellectual property, attested 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 1 For the purposes of this article's *caput*, 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 2 The Graduate Studies Board shall establish rules and procedures for closed session defenses.

§ Paragraph 3 Closed session means that the public must sign a confidentiality agreement.

Art. 70. The following specialists may be examiners in 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 - for professional

IV master's degrees, examiners who meet the requirements of the

SNPG.

Sole paragraph. The following will not be allowed to sit on the examination board qualifying exams and final exams:

a) supervisor and co-supervisor of the final paper;

b) spouse or partner of the supervisor 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 examination 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 board will be made up of the president and at least three full examiners, at least one of whom must be from outside UFSC.

§ Paragraph 1 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 2 The chair of the defense or qualification board must be the advisor or co-supervisor, who is responsible for conducting the work and, in the event of a tie, casting the deciding vote.

§ Paragraph 3 The student, the president and the members of the examining board may participate by means of audio and video interaction systems in real time.

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

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

I- approved; or

II- failed.

§ Paragraph 1 The final version of the course conclusion, 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 2. Any exceptions that hinder the delivery of the final version of the final paper, within the time limit established in Paragraph 1, 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 shall be entitled to the title of master or doctor.

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

§ Paragraph 2. Once all the formalities necessary for completion of the course have been completed, the coordinator will forward the request to issue 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 its publication in the Official Bulletin of the Graduate School.

University.

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

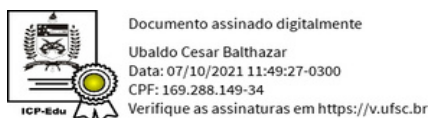
Art. 76: This normative resolution applies to all *stricto sensu* postgraduate students who join from the date of publication of this norm in the University's Official Bulletin.

Sole paragraph. Students already enrolled up to the date of publication of this normative resolution may apply to 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 shall be resolved by the Graduate Studies Board on the proposal of any of its members, at the request of the coordinators of the graduate programs.

Sole paragraph. Program 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