

Internal Regiment

Graduate Program in Chemistry

CHAPTER I - OBJECTIVES AND GENERAL ORGANIZATION

Article 1 - The purpose of the Graduate Program in Chemistry at the Federal University of Rio Grande do Sul ("stricto sensu") is to train qualified personnel to carry out teaching and research activities that generate scientific and technological knowledge focused on candidates who have completed the Undergraduate Course in Chemistry or a related field.

Article 2 - The Graduate Program in Chemistry consists of independent and conclusive levels, namely, Master and Doctorate, whose activities include disciplines, seminars, and scientific research.

CHAPTER II - ADMINISTRATION

Article 3 - The Graduate Program in Chemistry is coordinated by the Graduate Council, the Graduate Committee, the Coordinator and the Substitute Coordinator, following their competencies established in this Regulation.

Sole paragraph. The administration of the Program will coordinate with the corresponding Departments for the organization of teaching activities.

Article 4 - The Graduate Council is constituted by permanent professors belonging to the UFRGS staff and by the student representation by the law.

§1° - The Graduate Council, chaired by the Coordinator, will meet at least once a semester.

§2° - The meetings of the Board will be convened by the Program Coordinator or at the request of 1/3 (one third) of its members, and will deliberate by a simple majority, with the presence of an absolute majority of its members.

Article 5 - It is incumbent upon the Graduate Council:

- i) Elect the Coordinator, the Deputy Coordinator, and the Graduate Committee under the terms of the legislation in force and of these Regulations;
- ii) Make changes to the Rules, at the initiative of the Council itself or of the Graduate Committee, for subsequent approval by the Board of the Institute of Chemistry and by the Graduate Chamber;
- iii) Establish the general guidelines of the Graduate Program;
- iv) Propose measures to the Graduate Committee aimed at improving the Program;
- v) Pronouncing itself, whenever called, on matters of interest to the Graduate Program;
- vi) Judging the appeals filed against decisions made by the Coordinator and the Graduate Committee;
- vii) Decide on the de-accreditation of the Graduate Program's professors.

Article 6 - The Graduate Committee is constituted by the Program Coordinator, by the Substitute Coordinator, by 03 (three) permanent professors of the Program belonging to the UFRGS staff, and by the student representation by the legislation in force.

§1° - The Graduate Committee is chaired by the Coordinator, who is responsible for calling the meetings.

§2° - The members of the Graduate Committee have a term of office of 02 (two) years, coinciding with that of the Coordinator, except for the representatives of the student body, which is of 01 (one) year, allowed in both cases, a renewal procedure.

Article 7 - The Graduate Committee has a Coordinator, with executive functions and who will also preside over the Graduate Committee, with a casting vote, in addition to a common vote.

Sole paragraph. The Coordinator is substituted in all his impediments by the Deputy Coordinator.

Article 8 - The Coordinator and the Substitute Coordinator will be elected by the members of the Graduate Council, by secret ballot, from among the permanent professors of the Program belonging to the functional staff of UFRGS, to fulfill a term of office of 02 (two) years, one reappointment.

Article 9 - It is incumbent upon the Graduate Committee:

- i) Advise the Coordinator in all that is necessary for the proper functioning of the Graduate Program, from a didactic, scientific and administrative point of view;
- ii) Propose amendments to the Regulations to the Graduate Council;
- iii) Approve the study and research plans of graduate students, under the terms of this Regulation;
- iv) Approve, in each case, the study plan and the theme of the Dissertation or Thesis, proposed by the Advising Professor;
- v) Designate the components of the Examining Boards for the Qualification Exams, Dissertations, and Theses, proposed by the Advising Professor;
- vi) Propose advisors and professors for accreditation by the Graduate Chamber;
- vii) Select candidates for the Program, by the rules established by it;
- viii) Approve the list of subjects and their respective syllabi and credit hours;
- ix) To attribute credits for activities carried out, at the Graduate level, compatible with the Chemistry area and the Program's objectives, under the terms of this Regulation;
- x) Approve the Program budget;
- xi) Approve Theses and Dissertations;
- xii) Establish, in agreement with the Departments involved, the distribution of the Program's educational activities;

- xiii) Evaluate the Program, periodically and systematically, in agreement with the Graduate Council;
- xiv) Propose to the Graduate Council the de-accreditation of the Graduate Program's professors;
- xv) Decide on transfer and selection processes of students, use and revalidation of credits obtained in courses “stricto sensu” post-graduation course, waiver of disciplines, enrollment cancellation, readmission, and related matters;
- xvi) Propose actions related to postgraduate education to the Board of the Institute of Chemistry.
- xvii) Approve the appointment of co-advisor(s);

Article 10 - It will be incumbent upon the Program Coordinator:

- i) Direct and coordinate all activities of the Graduate Program;
- ii) Preparing the Program's budget project, for approval by the Graduate Committee, according to the guidelines and norms of the University;
- iii) Carry out acts within its competence or superior competence using delegation;
- iv) Representing the Program internally and externally to the University in situations that concern its competencies;
- v) Participate in the election of representatives for the Graduate Chamber;
- vi) Liaise with the respective Dean to monitor, execute and evaluate the Program's activities;
- vii) Delegate attributions to other members of the Graduate Committee;
- viii) Send Annual Activity Report to the Board of the Institute of Chemistry.

CHAPTER III - SECRETARY

Article 11 - The Secretariat, the executing body of administrative services, is headed by a secretary, who is responsible for:

- i) Keep up-to-date the settlements relating to teaching, student, and administrative staff;
- ii) Organize and update the collection of laws, ordinances, circulars, etc., which regulate the Graduate Programs;
- iii) To act as secretary for the meetings of the Graduate Committee and the Graduate Council;
- iv) Advise the Coordinator, whenever requested, in carrying out tasks aimed at the smooth running of the Graduate Program.

CHAPTER IV - ADVISORS AND TEACHERS

Article 12 - The Graduate Program is constituted of Professors, with attributions of supervision and teaching disciplines.

Article 13 - Faculty members must have the title of Doctor or equivalent, dedicate themselves to research, have continuous and relevant scientific production, and be approved by the Graduate Committee, for subsequent approval by the Graduate Chamber.

§1° - The Faculty are differentiated in:

a) Permanent professors – who meet all the requirements: i) regularly develop teaching activities at graduation; ii) participate in teaching and research activities with the Program, with regular and qualified production; iii) regularly advise Master's and/or Doctoral students of the Program; iv) have an employment relationship with UFRGS or, exceptionally, meet one of the following special conditions:

1 - as a retired professor or researcher, with a term of commitment signed with UFRGS as Guest Professor;

2 - as a Post-Doctoral participant, with a term of commitment signed with UFRGS;

3 - have been authorized, by a formal agreement between the institution of origin and UFRGS, to act as professors of the Program; v) maintain a full dedication to UFRGS, characterized by the provision of forty hours of work per week.

b) Visiting professors - professors or researchers with an employment relationship with other institutions who are released from the activities corresponding to such relationship to collaborate, for a continuous period and under full dedication, in a research project and/ or teaching activities in the Program, allowing them to act as advisors;

c) Collaborating Faculty - this category may include other members of the Program's faculty who do not meet all the requirements to be classified as Permanent Faculty or Visiting Faculty, but systematically participate in research, teaching, or supervision activities of students, regardless of the nature of their relationship with UFRGS.

§2° - Professors accredited for this purpose by the Graduate Committee may supervise Master's Dissertations and Doctoral Theses, in compliance with the criteria established in a Resolution by the Graduate Council.

§3° - UFRGS professors may be accredited as permanent professors in a Graduate Program and accreditation as a permanent professor in a second program is possible, in cases authorized by the Graduate Chamber, based on justification of the interested Program.

§4° - In special cases, duly justified, the Graduate Chamber may accredit, as Permanent Professor, professors who do not meet the conditions established in paragraph I of this article, up to a maximum of 15% (fifteen percent) of the number total of Permanent Professors of the Program.

Article 14 - Each Master's student must choose, within 03 (three) months from the date of entry into the Program, an Advisory Professor from among the professors accredited for such, whose names will appear on a list annually organized by the Postgraduate

Committee -University graduate. The choice of the Ph.D. advisor professor should be made by the candidate before selection.

§1° - The chosen professor may withdraw from being the candidate's advisor, justifying, in writing, to the Graduate Committee, which will be responsible for judging the request.

§2° - The graduate student may request a change of Advisor, by a justified request addressed to the Coordinator, and the Graduate Committee is responsible for judging the request.

Article 15 - It is incumbent upon the Advising Professor to propose the program of studies and research for the graduate student, which must be approved by the Graduate Committee.

§1° - The Advising professor will be responsible for interviewing the graduate student in succession, guiding him in all research activities and theoretical preparation, aiming at obtaining the degree in the best conditions.

§2° - Propose to the Graduate Committee the composition of the Examining Boards.

§3° - In case of temporary leave of more than 30 (thirty) days, the Advising Professor shall propose to the Graduate Committee a responsible professor to supervise the graduate student's work.

§4° - The Advising Professor may propose to the Graduate Committee the name(s) of professor(s) to act as Co-advisor(s).

Article 16 - The Master or Doctorate student will have an advisor, who will be included in a list organized annually by the Graduate Committee.

§1° - The appointed supervisor must formally express his/her agreement in advance.

§2° - At the discretion of the Graduate Committee, a co-advisor may be appointed and, in special cases, two advisors for the same student.

CHAPTER V - ADMISSION

Article 17 - Admission to the Graduate Program in Chemistry, at the Master's level, will be made through a selection process, established by the Postgraduate Committee, for which candidates must enroll by the rules described in the selection notices published previously.

Article 18 - Admission to the Graduate Program in Chemistry, at the Doctoral level, will be made through a selection process, established by the Graduate Committee for which candidates must enroll by the rules described in the selection notices previously published.

§1° - In case of transposition, candidates studying for a Master's Degree at the PPGQ of UFRGS will be accepted after being approved by the Graduate Committee, by the procedure of transfer defined in a Resolution, by the Graduate Council.

§2° - The candidate may express his interest in directly joining the Doctorate at the time of registration for the Master's selection exam, through a request from his supervisor accompanied by the thesis project. To do so, they must pass the Master's selection exam with an average above 7.0 (seven) and not have obtained any grade lower than 6.0 (six). Obtain at least 40 (forty) points in the analysis of the Curriculum Vitae, according to assessment rules for admission to the doctorate.

Article 19 - The number of places will be fixed annually by the Graduate Committee according to the number of available faculty advisors and existing resources.

CHAPTER VI - THE DIDACTIC REGIME

Article 20 - The activities of students at the PPGQ will be carried out on a full-time basis. At the discretion of the Graduate Committee and upon request endorsed by the

advisor, a candidate may be admitted on a part-time basis to meet a specific and exceptional situation.

Article 21 - The Master's Course will have a minimum duration of 12 (twelve) months and a maximum of 24 (twenty-four) months. The Doctoral Course will have a minimum duration of 24 (twenty-four) months and a maximum of 48 (forty-eight) months, period, after which, the graduate student may be removed from the Program, except in the cases provided for in the sole paragraph of this article.

Sole paragraph. In exceptional cases, after hearing the parties involved, the Coordinating Committee may grant an extension of the period provided for in the caput of this article.

Article 22 - The regularly enrolled graduate student may request cancellation of enrollment upon justified request and acceptance by the Adviser, which must be submitted for consideration by the Graduate Committee.

Sole paragraph. The suspension will be valid for an academic period and will not be considered in the calculation of the period referred to in article 21. The suspension may be extended up to a maximum of 12 (twelve) months, except in exceptional cases at the discretion of the Graduate Committee.

Article 23 - For the Graduate Program, a varied set of courses of study will be offered, consisting of mandatory and optional courses, approved by the Graduate Committee before the beginning of each academic period.

Article 24 - The completion of Master's or Doctoral studies will be expressed in credit units, each credit corresponding to 15 (fifteen) hours of class.

§1° - The Master's Course requires a minimum of 12 (twelve) credits and at the Doctoral level, 18 (eighteen) credits, obtained in courses of study approved by the Graduate Committee.

§2° - The credits obtained at the Master's level may be computed in the Doctorate, after their revalidation by the Graduate Committee.

Article 25 - It will be up to the Professor Responsible for the Discipline to present the conclusions about the student's performance in it, using the following final concepts: A – Excellent, B – Good, C – Regular, D – Unsatisfactory, and FF – Lack of attendance.

§1° - The graduate student who has obtained at least concept C in any discipline will be entitled to the number of credits attributed to it.

§2° - Abandonment for two regular and consecutive academic periods, or three interspersed periods, will result in the student being permanently dismissed, without the right to readmission.

§3° - The readmission of the student in cases of loss of enrollment, characterizing abandonment, is subject to the deliberation of the Graduate Committee.

Article 26 - To obtain the title of Master it is necessary to:

- i) Be enrolled in the Postgraduate Course for at least 12 (twelve) months;
- ii) Have completed 12 (twelve) credits;
- iii) Demonstrate proficiency in the English language through an exam carried out by the University;
- iv) Obtain approval of the Dissertation by the Examining Board specially designated by the Graduate Committee for this purpose.

Article 27 - To obtain the title of Doctor, it is necessary to:

- i) Be enrolled in the Postgraduate Course for at least two years;

- ii) Have completed 18 (eighteen) credits;
- iii) Pass a proficiency exam in two foreign languages, one of which must be English, and the other can be chosen from French, Spanish, German, or Italian;
- iv) Pass the Qualification Exam, according to the rules established by the Graduate Council;
- v) Have at least one publication referring to the Ph.D. work, with final acceptance, in a journal with the editorial board and indexed in the Scientific Citation Index-SCI;
- vi) Obtain approval of the Thesis by the Examining Board specially designated by the Graduate Committee for this purpose.

VII - JUDGMENT OF THE MASTER'S THESIS

Article 28 - The judgment of the dissertation must be requested by the Master's Advising Professor.

Article 29 - The advisor professor will forward to the Graduate Committee a list of at least 05 (five) PhDs, at least 02 (two) of which are external to the Program. From the list sent, the Graduate Committee will choose 03 (three) names for members of the Examining Board and 02 (two) names for alternates.

§1° - The Examining Board will be chaired by the Advising Professor and composed of, at least, 03 (three) doctors, one of them, necessarily, external to the Graduate Program.

§2° - The Advising Professor will be responsible for presiding over the Examining Board without the right to judge the dissertation.

§3° - The Co-advisor Professor will not have the right to judge the dissertation.

§4° - In the absence of the Advising Professor, and if there is a Co-advisor, the Examining Board will be chaired by the latter and, in his/her impediment, by a representative appointed by the Course Coordinator.

§5° - The Master's student may request the replacement of any component of the Examining Board, submitting a written justification to the Graduate Committee, within 24 (twenty-four) hours after receiving communication as to its composition.

Article 30 - The conclusion of the Master's Degree will be formalized in a public act.

§1° - The Dissertation will be considered approved or disapproved according to the evaluation of the majority of the Examining Board.

§2° - Each member of the Examining Board will assign the concept "Approved" or "Not Approved".

§3° - The Graduate Committee will assess the result of the judgment of the Master's Dissertation and in case of approval and compliance with all the conditions established by the Examining Board, the defense will be ratified. After the delivery of the final version in the Chemistry Library, the Program secretariat will authorize, on the "Portal do Aluno", the request for issuing a diploma.

Article 31 - In case of failure, the master's student may request a new opportunity to defend the dissertation, which must be presented within a period not exceeding 06 (six) months from the date of failure. Sole paragraph - It will be up to the Graduate Committee to decide whether or not to accept the applicant, after hearing the master's student and his advisor.

Article 32 - The Master's student will not receive the Master's degree if his dissertation is failed twice.

VIII - JUDGMENT OF THE DOCTORATE THESIS

Article 33 - The doctoral thesis must contain original research work and may only be judged after the candidate has completed the other conditions necessary to obtain the degree.

Article 34 - The proposal for the defense of the Thesis will be forwarded to the Graduate Committee by the Advisor.

Article 35 - For the evaluation of the Thesis, the Graduate Committee will appoint a Judging Committee, which will be constituted by the supervisor, who will preside over it without the right to assign a grade, and 04 (four) doctors chosen from a list of at least 06 (six) names suggested by the advisor. Among those chosen, at least 02 (two) must be external to the Program, at least 01 (one) of these, external to UFRGS.

Sole paragraph. 02 (two) alternates will be appointed, being, obligatorily, 01 (one) alternate external to the Institute of Chemistry.

Article 36 - The conclusion of the Doctorate will be formalized in a public act.

§1° - The Thesis will be considered approved or disapproved according to the evaluation of the majority of the Examining Board.

§2° - Each member of the Examining Board will assign the concept "Approved" or "Not Approved".

§3° - A vote of praise may be granted to the Thesis which, in the judgment of the Examining Board, constitutes an exceptional work.

§4° - The supervisor will be responsible for verifying the execution of any changes requested by the Examining Board

Article 37 - The Graduate Committee will assess the result of the judgment of the Doctoral Thesis and, in case of approval and compliance with all the conditions

established by the Examining Board, the defense will be ratified. After the delivery of the final version in the Chemistry Library, the Program secretariat will authorize, on the "Portal do Aluno", the request for issuing a diploma.

IX - DIPLOMAS

Article 38 - The “stricto sensu” Graduate Diplomas will be signed by the Rector, by the Director of the Unit to which the Program is linked, and by the Graduate student.

Article 39 - The diplomas will contain, respectively, the titles awarded of Master in Chemistry or Doctor of Chemistry.

X - GENERAL AND TRANSITIONAL PROVISIONS

Article 40 - Any doubts and omitted cases will be considered by the Coordinating Committee.

Article 41 - This Regulation will enter into force on the date of its approval by the Postgraduate Chamber of CEPE, according to Resolution No. 10/2014-CEPE, the contrary provisions being revoked.

Article 42 - This Regulation will be subject to the other rules in force and to those that may be established for Graduate Studies within the scope of UFRGS.