

Resolution 04/2018

RULES FOR WRITING AND PRESENTATION OF DOCTORAL QUALIFICATION EXAM

The Coordinating Committee of the Graduate Program in Chemistry at the Federal University of Rio Grande do Sul, at a meeting of the Council of Professors held on May 16, 2018, in the use of its attributions,

DETERMINES

Art. 1 - Every doctoral student regularly enrolled in the Graduate Program in Chemistry must submit a Qualification Exam (QE) by the 36th month from the date of admission.

Art. 2 - To present the QE, the student must comply with the following requirements: have been approved in at least 18 (eighteen) credits, namely: 6 (six) credits in mandatory courses of study, 2 (two) credits in the seminars in chemistry and 10 (ten) credits in electives and/or special topic course of studies, and must have passed a foreign language proficiency exam.

Sole paragraph. Exceptionally, the student may present the QE without complying with the required requirements, upon request and justification in writing, with the advisor's knowledge, addressed to the Graduate Committee, which will analyze the request and issue an opinion granting or rejecting the request.

Art. 3 - Registration for the presentation of the EQ must be made via respective Form (available on the Graduate Program in Chemistry website), where 2 (two) external professors to the Graduate Program in Chemistry and 3 (three) internal professors to the Graduate Program in Chemistry must be appointed for composition of the appraisal board.

Art. 4 - The QE evaluation board will be composed of 3 (three) full members and 2 (two) alternates, in addition to the advisor who will chair the panel.

Art. 5 - The student must send 3 (three) printed copies of the QE to the PPGQ Secretary within 20 (twenty) days before the presentation of the QE.

§1º - The QE can be prepared on both sides of a document, in a maximum of 40 (forty) pages, not counting the appendix.

§2º - The QE must be presented on A4 paper, with 2.5 cm top/bottom margins and 3.0 cm right/left margins. The main formal characteristics are 1.5 spacing, font Times New Roman or equivalent, size 12, subscripted and superscripted letters of smaller size, primary titles in the same font size 14 or equivalent, capital letters and bold, secondary and subsequent titles in the same font size 12 or equivalent, capitals and bold, references indicated in the text, in superscript, allowing identification in the list of Bibliographic References, numbering of tables and figures in Arabic numerals in the same font size 12 or equivalent and in ascending order in which they appear in the text.

§3º - The QE must contain COVER, INTRODUCTION (briefly containing a review of the topic covered in up to 5 pages), GENERAL AND SPECIFIC OBJECTIVES, RESULTS AND DISCUSSION (containing the main results obtained throughout the development of the work), MATERIALS AND METHODS, FINAL CONSIDERATIONS AND PERSPECTIVES (containing next steps, methodologies, analyses, etc. to complete the work), BIBLIOGRAPHIC REFERENCES, APPENDIX 1 (should not be numbered. Item related to the scientific production developed in the period), APPENDIX 2 (optional, should not be numbered. Item containing figures/schematics referring to the spectroscopic characterization or pertinent to the understanding of the presented results)

§4º - It is recommended that figures, diagrams, spectra and images be added to the body of the text, avoiding their presentation as an attachment without proper discussion or contextualization.

Art. 6 - The QE will take place in a closed session, where the student will present their results, within 40 (forty) minutes, whose development will be evaluated by the examining board.

Art. 7 - After the end of the presentation and deliberation of the examining board, it will issue an final document to be sent to the Secretary with the following evaluation: approved (non-mandatory suggestions), approved with recommendations or disapproved.

§1º - Students who fail the QE may resubmit it within 6 (six) months of the presentation of the first QE according to the rules described in this resolution.

§2º - Students who failed the second QE will be disaccredited from the PPGQ.

Art. 8 - Situations not provided for in this resolution will be analyzed by the Coordinating Committee of the Graduate Program in Chemistry.

Art. 9 - This resolution is valid upon its approval.



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