



**FEDERAL UNIVERSITY OF ESPÍRITO SANTO
COUNCIL FOR TEACHING, RESEARCH, AND EXTENSION**

**ANNEX TO THE RESOLUTION Nº 11/2010 – CEPE
GENERAL REGULATION OF POSTGRADUATION OF
FEDERAL UNIVERSITY OF ESPÍRITO SANTO**

**TITLE I
Introduction**

Art. 1. These Regulations along with the Staff Regulations and the General Regulations of Federal University of Espírito Santo (Ufes) and other legal provisions, the document regulating and disciplining postgraduate teaching activities developed in this institution.

**TITLE II
Postgraduation Objectives, Levels, and Purposes**

Art. 2. The Postgraduate Program consists of courses taught in permanent or occasional basis, and aims to develop and deepen academic, scientific, cultural or technical-professional education formation of undergraduates of University courses.

Art. 3. Postgraduate education comprises two distinct formats:

Lato sensu Postgraduate Program, which includes development and specialization courses, and *Stricto Sensu* Postgraduate Program, which includes Master and Doctorate courses.

Art. 4. *Lato sensu* Postgraduate Program aims to technical and professional improvement in specific areas of knowledge, and seeks to train professionals with more in-depth studies in certain professional fields.

Art. 5. *Stricto sensu* Postgraduate Program aims to provide broader and deeper training in a certain field of knowledge, qualifying professionals to work in higher teaching activities and in developing scientific and technological research in the fields of Science, Languages, Arts, and Philosophy.

Art. 6. *Stricto sensu* Postgraduate Program comprises two levels: Master and Doctorate studies.

§ 1. The Master course aims to expand and improve didactic, scientific, cultural, and professional competence of graduates, and may be considered as a preliminary phase to Doctorate, or as final level of Postgraduate formation.

§ 2. The Master course can be designated as Academic Master or Professional Master, this latter emphasizes studies and techniques directly shaped to a high level of professional qualification.

§ 3. The Doctorate course seeks in-depth scientific and cultural formation, training professionals to independently develop research activities, as well as act in formation of professionals of high scientific and technical qualifications at a specific area of knowledge.

Art. 7. Master and Doctorate courses will be named after their areas, being indicated its concentration area, when it applies.



**FEDERAL UNIVERSITY OF ESPÍRITO SANTO
COUNCIL FOR TEACHING, RESEARCH, AND EXTENSION**

§ 1. Research Groups linked to Postgraduate Programs may implement post-doctoral internships, which consist of a research program for holders of doctoral degrees.

§ 2. The Post-doctoral Internship is to be regulated by the Postgraduate Chamber.

**TITLE III
Postgraduation General Management**

Art. 8. It is on the Vice-chancellor Office for Research and Postgraduation Studies (PRPPG), through its Postgraduation Chamber, to supervise all Postgraduation activities developed at Ufes, as well as to deliberate and observe the established on Ufes's Staff Regulations and General Regulations.

Sole paragraph. PRPPG, supported by Ufes's IT Division, is to coordinate the digital Academic System of Research and Postgraduation (SAPPG), which contains and holds all academic data of students as other data from Postgraduate Programs.

Art. 9. The Postgraduate Chamber will hold attributions of a deliberative organ in its competence area, and may be constituted as final instance for specific procedures upon expressed delegation of Ufes's Superior Councils.

Art. 10. The Postgraduate Chamber will be composed by the following members:

- I. The Vice-chancellor for Research and Postgraduation Studies, as its President;
- II. The Director for Postgraduation and Human Resources Department of PRPPG;
- III. The Director for Research Department of PRPPG;
- IV. The Coordinators of *stricto sensu* Postgraduation Programs
- V. 03 (three) representatives of *lato sensu* Postgraduation Programs;
- VI. The Director of Ufes's Institute for Technological Innovation (Init);
- VII. 03 (three) representatives of Ufes's student body.

§ 1. The representatives mentioned on item V of this Article are to be indicated by the Postgraduation Chamber in the beginning of each academic year, among the coordinators of active courses at the moment of indication, to a term of office of one (1) year.

§ 2. The representatives mentioned on item VII of this Article are to be indicated by the Central Directory of Students (DCE) among Ufes's regular students of an Ufes's Postgraduation course, to a term of office of one (1) year.

**TITLE IV
Intellectual Property**

Art. 11. Creations subject to intellectual property protection, under the terms of current legislation, resulting from research and technological innovation activities carried out under the Postgraduate studies must be submitted to Ufes's Institute for Technological Innovation (Init) prior to their disclosure or publication for consideration of the timeliness and desirability of their protection.



**FEDERAL UNIVERSITY OF ESPÍRITO SANTO
COUNCIL FOR TEACHING, RESEARCH, AND EXTENSION**

Sole paragraph. Postgraduate programs working in areas involving technological innovation should encourage participation of their faculty, students and technical-administrative staff in seminars, short courses, electives and other activities that promote greater knowledge and training in technological innovation and technology transfer.

TITLE V

***Stricto sensu* Postgraduation**

CHAPTER I

Administrative organization of *Stricto sensu* Postgraduation

Art. 12. In order to facilitate and standardize administrative procedures and *Stricto sensu* Postgraduate Courses will be implemented within the structures of the Postgraduate Programs, which will be linked to the University's Academic Centers.

§ 1. Each Postgraduate Program shall be managed in its academic functions by its Academic Board.

§ 2 The administrative and academic management of each Postgraduate Program will be done by a Coordinator and a Deputy Coordinator, who must belong to the Program's Academic Board.

CHAPTER II

The Postgraduate Programs

Art. 13. Postgraduate Programs aim to coordinate, manage and perform *stricto sensu* postgraduate education and related research activities.

§ 1. Each Graduate Program will be administratively subordinated to the Center most directly linked to the concentration area(s) and the geographical location of the Course, according to the Course project.

§ 2. The Academic Board shall be composed of permanent professors of the Program and student representation, in accordance with current legislation.

§ 3. The Academic Board shall be chaired by the Program Coordinator.

Art. 14. It is up to the Academic Board:

I. To elect the Program Coordinator and Deputy Program Coordinator;

II. To approve the Program Internal Rules;

III. To deliberate on all matters related to teaching and research developed in the respective Postgraduate Program.

Sole paragraph. The Academic Board of the Postgraduate Programs may create Internal Committees with specific duties related to the administrative and academic management of the Program.

Art. 15. The Program Coordinator will be responsible for organizing the administrative and academic activities of the Program, while ensuring the full implementation of the decisions of the Academic Board and compliance with the regulations which the Program is subject to.



**FEDERAL UNIVERSITY OF ESPÍRITO SANTO
COUNCIL FOR TEACHING, RESEARCH, AND EXTENSION**

§ 1. Each Postgraduate Program shall follow the rules established in its Internal Regulations, which may only be modified by approval of its Academic Board, which shall be approved by the Departmental Council of the Center which the Program is linked to.

§ 2. The Coordinator and the Deputy Coordinator of each Postgraduate Program will be elected by the Academic Board, chosen among the permanent professors of the Program to serve a term of two (2) years, and may be reappointed by new election.

§ 3. The election of the Coordinator and the Deputy Coordinator shall be approved by the Departmental Council of the Center which the Program is linked to.

§ 4. The Assistant Coordinator is responsible for assisting the Coordinator in the performance of his duties and replacing him in his absences and impediments.

CHAPTER III

Creation of Postgraduate Programs

Art. 16. The Postgraduate Programs will be created by the University Council upon proposal submitted by the Vice-chancellor Office for Research and Postgraduate Studies and approved by the Council for Teaching, Research, and Extension, after verified its viability, relevance, and existence of sufficient number of research professors with sufficient titles and scientific production to support the creation of Masters and/or Doctorate courses in a certain area of knowledge.

Sole paragraph. Consideration of the proposed implementation of a Postgraduate Program and new courses within an existing Program will initially be made by the Departmental Council of the Center which the Program is linked to.

Art. 17. The elaboration of the projects for the creation of Postgraduate Programs, or new courses within existing programs, must be done in accordance with the general requirements defined by the Technical-Scientific Council (CTC) of the Coordination of Improvement of Higher Education Personnel (Capes), and with specific criteria and parameters of the area or field of knowledge which it is linked to, and should contain the following elements:

- I. identification of the Higher Education Institution (HEI);
- II. Identification of Officers;
- III. Proposal / Course identification;
- IV. Administrative, Teaching and Research infrastructure;
- V. Characterization of the Proposal;
- VI. Concentration areas / Research Lines;
- VII. Course characterization;
- VIII. Subjects;
- IX. Faculty;
- X. Bibliographic and artistic production of professors;
- XI. Research projects;
- XII. Consolidation: professor / discipline;
- XIII. Consolidation: faculty / bond and titling;
- XIV. Consolidation - Faculty: dedication, orientation and production;



**FEDERAL UNIVERSITY OF ESPÍRITO SANTO
COUNCIL FOR TEACHING, RESEARCH, AND EXTENSION**

XV. Additional information;

XVI. List of attached documents;

XVII. Terms of agreement signed by the course professor, as provided for in Paragraph 3 of Article 46 of this Regulation.

Sole paragraph. It will be up to the Postgraduate Chamber advised by the CEPE Research and Postgraduate Committee to authorize the submission to Capes of proposals approved by a Center.

Art. 18. The meeting for implementation of new Postgraduate Programs shall be convened and chaired by the Director of the Center which the newly created Program is linked to, along with the members of the Academic Board as these take office.

Sole paragraph. Following the installation of the Academic Board, the Coordinator and Deputy Coordinator of the new Program will be elected.

CHAPTER IV

Academic Organization

Art. 19. The curricula of the Master and Doctorate courses will consist of:

I. Compulsory and / or optional subjects;

II. Compulsory and / or optional activities;

III. Preparation for the Master's dissertation and for the Doctoral Thesis.

§ 1. The Master's Dissertation will be an individual research work and must be compatible with this level of title.

§ 2. The Doctoral Thesis will be an individual and original research work that brings relevant contribution to the area of knowledge in which it is inserted.

Art. 20. The deadline for the completion of the Master or Doctorate courses shall be fixed in the respective Internal Regulations of the Postgraduate Programs, observing the following limits:

I. The Masters Course may not be completed in more than three (3) years;

II. The holder of a Master's title who enrolls in a Doctorate Course cannot complete it within a period longer than 5 (five) years;

III. The Doctorate Course, without previous Master's title, may not be completed in more than 6 (six) years.

Sole paragraph. Under special conditions and upon approval of the Academic Board of the Program, the term of completion of Master or Doctorate courses may be extended for up to six (6) months.

Art. 21. In addition to what is specified in Article 19 of this Regulation, Postgraduate Programs may also offer academic activities, such as internships, seminars and independent studies, in order to meet students' individual interests and needs, as well as improving their qualification.

Art. 22. The Internal Regulations of each Postgraduate Program shall establish the minimum number of credits that the student shall obtain in subjects and other academic activities for the completion of its Master or Doctorate Course.

§1. The minimum number of credits may not be less than 24 (twenty-four) in Master courses or 36 (thirty-six) in Doctorate courses.



**FEDERAL UNIVERSITY OF ESPÍRITO SANTO
COUNCIL FOR TEACHING, RESEARCH, AND EXTENSION**

§2. The number of credits granted for the preparation of the Master's Dissertation or Doctoral Thesis shall be determined, as the case may be, by the Internal Regulations of each Program.

Art. 23. The attribution of credits related to academic activities will be made according to the following equivalence:

- I. In theory classes and seminars, a credit will be equivalent to 15 (fifteen) hours / class;
- II. In independent studies and practical classes a credit will be equivalent to 30 (thirty) working hours under effective teaching supervision.

Art. 24. Masters and Doctorate students may obtain and validate credits in subjects taught by other Postgraduate Programs, both from Ufes and from other Higher Education Institutions (HEI), and research from Brazil and abroad.

§ 1. There will be no use of credits in the activities of independent studies, seminars and internships.

§ 2. The use of credits provided in this Article for subjects of other HEIs will depend on a detailed opinion that analyzes the equivalence of content and workload with the subjects taught at Ufes, and will depend on the approval of the Academic Board of the Postgraduate Program.

§ 3. The offer of vacancies for students of a certain Ufes Program attending subjects in another Ufes Program shall be made in the SAPPG according to the agreement between both Programs. It is up to the Program offering the discipline to stipulate the number of vacancies based on the demand received.

§ 4. Obtaining and validating credits provided for in this Article for subjects taught by other Ufes Postgraduate Programs will be automatic from the SAPPG enrollment procedure, and the student's enrollment in the subject must be previously approved by his Program.

§ 5. At least half of the minimum number of credits shall be obtained from Ufes, except for Master or Doctorate courses conducted through consortium or agreements between Ufes and other HEIs.

§ 6. In case of Programs in Brazil, only credits obtained from Postgraduate Programs accredited by Capes shall be valid.

CHAPTER V

Selection and Admissions

Art. 25. Admissions to the *Stricto Sensu* Postgraduate Programs will be made through selection process carried out in each Program, comprising:

- I. Verification of aptitude for postgraduate studies;
- II. Analysis of undergraduate and postgraduate school records, if any;
- III. Analysis of the candidate's résumé.

§ 1. The Academic Board of each Program shall establish additional and specific rules to the selection beyond those provided in this Article.

§ 2. The enrollment of students in the Master and Doctorate courses will depend on the effective orientation capacity of the Program, and will be subject to evaluation by the Academic Board.

Art. 26. The Academic Board is responsible for defining the compatible areas of knowledge for entering the Master and Doctorate courses.



**FEDERAL UNIVERSITY OF ESPÍRITO SANTO
COUNCIL FOR TEACHING, RESEARCH, AND EXTENSION**

Sole paragraph. The direct entry into the Doctorate course, or the direct way from the Master level to the Doctorate level, without completion of the Master's degree, shall be regulated by the Internal Regulations of each Program.

Art. 27. The number of vacancies opened in each selection process for admission to the Master and Doctorate Courses shall be determined by the Academic Board of each Program and shall be compatible with the orientation capacity of the duly qualified permanent professor of the Program and its resources of teaching and research infrastructure available.

Art. 28. Only undergraduate candidates may enroll in the selection process.

§ 1. Exceptionally, candidates who are attending the last semester of their undergraduate course may be enrolled in the selection process, which, if approved, may only enroll as regular students if they prove, in the act, to have obtained their degree by presenting his diploma or certificate of conclusion.

§ 2. The candidate who has not yet obtained his degree at the time of enrollment, as established in § 1 of this Article, may be, at the discretion of the Academic Board, admitted as a special student to attend curricular components of the course, and may only pass as a regular student after the date of his degree, which will be the start date of his course.

**CHAPTER VI
Special students**

Art. 29. The Postgraduate Programs may accept special students, including undergraduate students at the end of their course, at the discretion of the respective Academic Board, to study course curriculum components provided that these students demonstrate the ability to take them to their advantage, upon prior selection process.

§ 1. At the discretion of the Academic Board, disciplines and credits fulfilled in special student regime may be used when the student obtains the status of regular student.

§ 2. The disciplines and credits referred to in the previous paragraph shall be recorded in the regular student's School History as "Achievement of Studies" (transfer of records), launching the classification "AE".

**CHAPTER VII
Enrollment**

Art. 30. The first enrollment is the act of incorporation of the selected candidate to the student body of the Postgraduate Program.

Sole paragraph. The candidate selected for a *stricto sensu* Postgraduate Program must compulsorily make his first enrollment in the first regular school term after selection, otherwise he will lose their right to enroll.

Art. 31. The enrollment of Postgraduate students will be done in a decentralized manner with the respective Postgraduate Programs secretariats and kept in a centralized archive at PRPPG.



**FEDERAL UNIVERSITY OF ESPÍRITO SANTO
COUNCIL FOR TEACHING, RESEARCH, AND EXTENSION**

Art. 32. The cancellation, addition and/or replacement of disciplines and/or activities will be allowed, according to the criteria established in the Internal Regulations of each Postgraduate Board.

Art. 33. The locking of enrollment will be allowed for a maximum period of six months for the Master Course and one year for the Doctorate Course, when there is a reason for illness duly proven by a report of competent medical authority.

Sole paragraph. The lock-up period will not be counted for the purpose of the maximum period set for completion of the Postgraduate course.

CHAPTER VIII

Attendance and Assessment

Art. 34. The regular Postgraduate courses will obey the credit regime.

Art. 35. A minimum requirement of 75% (seventy-five percent) of the expected workload for the classroom activities will be a necessary condition for approval and obtaining credits in each academic discipline or activity.

Art. 36. The achievement in subjects and other activities of the Program will be evaluated by procedures defined by the professor responsible for the discipline or activity, who must assign a final grade expressed in numerical values, distributed on a scale of 0.0 (zero) to 10.0 (ten).

§1. In seminars and internships, at the discretion of the Academic Board, the concepts satisfactory (S) or failed (R) may be expressed without the requirement of corresponding numerical value.

§2. The student who, in each discipline or activity, fulfills the requirement defined in Article 35 of this Regulation and obtains satisfactory achievement, according to the evaluation criteria defined by the Internal Regulations of the Program, will be considered approved.

§3. The student's Academic Performance Coefficient (CRA) shall be determined by the weighted average of the subjects' grades, considering the corresponding credit numbers as the respective weights.

Art. 37. The Master's Dissertation and the Doctoral Thesis will be evaluated by an Examining Committee, which will issue a conclusive opinion certifying:

I. Approval, when no amendment is proposed by the Examining Committee or when the recommended corrections do not imply relevant restrictions on content or methodology;

II. Failure, when the Examining Committee considers the work presented as insufficient for obtaining the proposed degree.

Art. 38. The Internal Regulations of each Program will establish the additional criteria and procedures that will regulate issues related to the presentation of research plans as well as the procedures for the presentation of the Dissertation or Thesis.

Art. 39. Each student of Master or Doctorate Courses will be guided by a professor who, chosen from the members of the Program faculty and designated by the Coordination, must hold the title of Doctor or equivalent.

Sole paragraph. Upon the approval of the Academic Board, professors from other Postgraduate Programs or PhDs from Ufes or from other institutions may participate in the orientation of Dissertations or Theses, in co-orientation with professors of the Program in question.



**FEDERAL UNIVERSITY OF ESPÍRITO SANTO
COUNCIL FOR TEACHING, RESEARCH, AND EXTENSION**

Art. 40. For consideration of the Master's Dissertation or Doctoral Thesis, the student will be examined by an Examining Committee composed of at least three (3) members for the Master presentation and at least five (5) members for the Doctoral presentation, all holding the title of Doctor or equivalent, or of remarkable knowledge.

§1. In the presentation of Master's Dissertations, it shall be part of the Examining Committee, in addition to the advisor, at least one (1) examiner external to the faculty of the Postgraduate Program where the presentation is going on.

§ 2. In the presentation of the Doctoral Theses, it shall be part of the Examining Committee, in addition to the advisor, at least one (1) examiner external to the faculty of the Postgraduate Program where the presentation is going on.

§3. The constitutions of the Examining Committees of the Master's Dissertation or Doctoral Thesis shall comply with the guidelines of their respective Capes evaluation areas.

Art. 41. The nomination of the Examining Committee for the presentation of Master's Dissertation or Doctoral Thesis is up to the Academic Board of the Program. Members with a minimum of doctor academic degree or equivalent, as well as remarkable knowledge, along with appropriate scientific production must be appointed.

CHAPTER IX

Conditions for Achieving Degree

Art. 42. To be entitled to the title of master or doctor, the candidate must obtain the minimum number of credits established in the Internal Regulations of the Postgraduate Program in which is enrolled and have his Master Thesis or Doctoral Thesis approved by the Examining Commission.

Art. 43. Upon completion of the requirements for the degree, each Postgraduate Program may establish additional conditions for obtaining the titles of master or doctor, such as submission to qualification exam, presentation of work in scientific meetings, publication of articles among others provided for in the Internal Regulations or in rules approved in advance by the Academic Board of the Program.

Art. 44. The issuance of a Master's or Doctorate Course's completion document or the application for the respective Diploma will only occur after delivery of the final version of the Dissertation or Thesis, both in printed and in electronic form, in accordance with the general rules in force at the time of its presentation.

§ 1. The specific rules, including the number of copies of the corrected final version of the Dissertation or Thesis, in print, to be deposited to the Postgraduate Program secretariat shall be determined by the Academic Board.

§2. Ufes's Master and Doctorate students shall hand the final version of their theses and dissertations in electronic format, simultaneously to the printed presentation, filling and signing the Authorization Term provided by Ufes's Central Library, which manages the Digital Library of Theses and Dissertations (BDTD), being integrated with the National BDTD, maintained by the Brazilian Institute of Information on Science and Technology (IBICT).



**FEDERAL UNIVERSITY OF ESPÍRITO SANTO
COUNCIL FOR TEACHING, RESEARCH, AND EXTENSION**

§ 3. The disclosure of the final printed or electronic version shall safeguard Ufes intellectual property interests, as established in Article 11 of this Regulation, as well as the unprecedented character that is required in the submission of publications in specialized journals.

CHAPTER X

Dismissal from Course

Art. 45. In addition to the cases provided for in the legislation in force, the student who falls into one of the following situations may be dismissed from the Postgraduate Program:

- I. To request for written termination from the Program Coordination;
- II. To present academic performance in subjects and in the elaboration of the dissertation or thesis work considered insufficient by the Academic Board of the Program;
- III. To exceed the time limits set for the completion of the course in which the student is enrolled.

Sole paragraph. Student dismissal due to poor performance may be proposed to the Academic Board of the Course by the Program Coordination or by the Advisor, ensuring the student full right of defense, though.

CHAPTER XI

Faculty

Art. 46. Professors responsible for teaching, guidance and research activities of the *stricto sensu* Postgraduate Programs shall be required, in addition to the Doctorate degree or equivalent, the production of scientific and technological works of proven value in accordance with the criteria established by the internal and external postgraduate monitoring and evaluation bodies.

§1. Professors must be registered in the Lattes Platform of the National Council for Scientific and Technological Development (CNPq) and must keep their Lattes résumé updated, informed their scientific and technological production at least twice a year (until June 30 and until December 31). The Academic Board may establish additional periods for updating.

§ 2. In cases of remarkable knowledge, upon judgment of Ufes's Council of Teaching, Research, and Extension, the title of Doctor may be waived, provided that the professor has appropriate qualification to work in the Postgraduate Courses, with outstanding scientific and technological production in his area of expertise.

§ 3. The request for a professor to take part in a Postgraduate Program shall be formalized by filling in the Term of Agreement provided for in Annexes I and II of this Regulation.

Art. 47. Postgraduate Programs professors will be classified by two (2) categories:

- I. Permanent Professors;
- II. Collaborating Professors.

§1. Permanent Professor are those who work predominantly in the Program, in a more direct, intense and continuous manner, forming a qualified and sufficient faculty in order to guarantee the regularity and quality of the teaching, research and orientation activities of the course, regarding the number, the dedication regime to the Program and the academic competence of its members.



**FEDERAL UNIVERSITY OF ESPÍRITO SANTO
COUNCIL FOR TEACHING, RESEARCH, AND EXTENSION**

§ 2. Collaborating Teachers are those who contribute in a complementary or occasional way to the Program, whether teaching subjects, guiding dissertations or theses, or collaborating in research projects.

Art. 48. After the creation of the Postgraduate Program, the inclusion, Dismissal and categorization of faculty members shall be approved by its respective Academic Board.

§ 1. The criteria for permanence and categorization of teachers shall be established in the Internal Regulations of each Program, taking into account the guidelines of their area of evaluation of Capes.

§ 2. The categorization of professors will take place annually.

Art. 49. The dismissal or change of category of professors of the Postgraduate Programs may occur:

I. By deliberation of the Academic Board through evaluation of the professor's performance, as established in § 1 of Article 48 of this Regulation;

II. At the professor's initiative forwarded and approved by the Program Coordination in case of category change;

III. At the professor's initiative in case of termination of the Program.

Sole paragraph. The dismissal of professors from the Postgraduate Program should be done safeguarding the rights of students who may still be under their guidance.

Art. 50. Professors who work in the *stricto sensu* Postgraduate Programs shall have dedication to teaching and research capable of forming a favorable environment for creative activities.

§ 1. To meet these requirements, the following shall be considered as didactic timetable of the professor belonging to Ufes's board, in addition to the other teaching loads on subjects and activities, the time dedicated to orientation of Dissertations or Theses, on a basis of two (2) hours / class per week of Master and Doctorate student, until a maximum of twelve (12) weekly class hours of load.

§ 2. The teaching load in subjects and orientation that Ufes's professors allocate to a certain Postgraduate Program will be computed as a teaching charge in the his original Department.

Art. 51. Ufes's professors who work in Postgraduate Programs must also participate in undergraduate education teaching at least 120 (one hundred and twenty) class hours per year in subjects under the responsibility of the Department where they belong to.

Art. 52. Professors linked to Postgraduate Programs may request temporary dismissal to hold public positions or administrative functions at Ufes.

Sole paragraph. Dedication to public office or administrative functions may be used as a justification for applying for re-entry into the Program.

TITLE VI

***Lato sensu* Postgraduate Courses**

CHAPTER I

Creation

Art. 53. *Lato sensu* Postgraduate Courses will be created by the University Council after analysis and approval of proposals by CEPE for projects that were initially approved by the Departmental



**FEDERAL UNIVERSITY OF ESPÍRITO SANTO
COUNCIL FOR TEACHING, RESEARCH, AND EXTENSION**

Chamber or the Academic Board of the *stricto sensu* Postgraduate Program, and at the Departmental Council of the Center.

Sole paragraph. The first of these to approve a *lato sensu* Postgraduate Course of an eventual nature must, necessarily, assume the attributions of Advisor Faculty of the course.

Art. 54. After approval by the Advisor Faculty, proposals for the creation of *lato sensu* Postgraduate Courses shall be analyzed:

- I. By the Departmental Council, in cases where the Advisor Faculty is a Departmental Chamber or an Academic Board of a Postgraduate Program;
- II. By PRPPG Postgraduate Chamber in cases where the Advisor Faculty is the Departmental Council of a Center.

Art. 55. The projects of *lato sensu* Postgraduate Courses must necessarily contain information regarding:

- I. Identification data, including course name, level (Specialization or Development) and area of knowledge;
- II. Justification for its offer and objectives to be achieved;
- III. Administrative organization, including the following items:
 - a. Target Audience;
 - b. Calendar, including registration period, selection, and start date and end date;
 - c. Number of vacancies;
 - d. Registration requirements;
 - e. Selection process.
- IV. Academic organization, including:
 - a. List of subjects, including subject name, workload, menu and responsible professor(s);
 - b. General information about the Monograph or Course Completion Paper;
 - c. Evaluation criteria for subjects and Final Paper.
- V. Faculty information, including undergraduate and postgraduate academic data;
- VI. Terms of Agreement signed by the Course professors, as provided for in Paragraph 4 of Article 76 of this Regulation;
- VII. Professors' résumé of those who do not belong to Ufes's teaching staff, preferably registered in Lattes Platform;
- VIII. Copy of diplomas / certificates of professors who do not belong to Ufes's teaching staff;
- IX. Procedures for evaluating and monitoring the quality of the course considering the specificity of each area;
- X. Detailed budget, with estimated income and expenses, when applicable.

Art. 56. PRPPG may authorize the creation of subsequent classes of a *lato sensu* Postgraduate course, following the request of an Advisor Faculty, without the procedure defined in Article 54 of this Regulation, provided that there is no change in the total workload and faculty qualification.

§ 1. Workload and syllabus flexibility will be allowed in subsequent editions of the course, provided that at least 80% (eighty percent) of the original content previously approved is retained.

§ 2. The creation of subsequent classes shall be subject to the approval of their budget proposals by the University Council.



**FEDERAL UNIVERSITY OF ESPÍRITO SANTO
COUNCIL FOR TEACHING, RESEARCH, AND EXTENSION**

Art. 57. The University Council shall define the general parameters for staff payment and for Ufes's reimbursement in the preparation of budgets of *lato sensu* Postgraduate courses.

Art. 58. *Lato sensu* Postgraduate Courses created by the University Council will be registered in PRPPG Postgraduate Department, which will be responsible for annual monitoring of the project development.

CHAPTER II

Selection and Enrollment

Art. 59. Holders of undergraduate diploma in the areas defined in the project of each course may apply for the selection process of *lato sensu* postgraduate courses.

§ 1. Exceptionally, candidates who have completed all the training activities foreseen in the curricular matrix of their undergraduate course, including presentation of final paper they, may enroll in the selection process, in a conditional way, as special student to attend the course's curricular components if any, only becoming a regular student from the date of his undergraduate degree, which will be the start date of his *lato sensu* postgraduate course.

§ 2. The special student admitted under the terms of Paragraph 1 of this Article shall have his registration automatically canceled if, by the end of 6 (six) months, supporting documentation of his degree is not presented.

Art. 60. The selection of candidates will be carried out according to criteria established in the project of each Course.

Sole paragraph. Scholarship selection criteria should be included in the course project, in accordance with the regulations established by Ufes's University Council.

Art. 61. Selected candidates shall register in the period established by the Course Coordination, without which he will lose his right to enroll.

Art. 62. Enrollment in *lato sensu* Postgraduate Courses will be made by a set of disciplines, modules or in isolated subjects, as specified in each Course project.

Art. 63. In *lato sensu* Postgraduate Courses, the rights provided by law for students in special situations are ensured, in accordance with the financial and academic parameters contained in the course project.

Sole paragraph. It will be up to the Advisor Faculty to analyze and define academic procedures to be adopted in the special situations provided for in the caput of this Article, when applicable.

CHAPTER III

Courses Curricula

Art. 64. *Lato sensu* Postgraduate Courses shall be structured in the specialization or development modalities in accordance with the legislation in force.

Art. 65. The curricular organization of the course may include subjects and activities such as internships, fieldwork, among others as specified in the course project.

Sole paragraph. The program and the workload of each of these disciplines or activities shall be defined in the design of each Course.



**FEDERAL UNIVERSITY OF ESPÍRITO SANTO
COUNCIL FOR TEACHING, RESEARCH, AND EXTENSION**

Art. 66. Specialization and Development Courses shall have, respectively, a minimum duration of 360 (three hundred and sixty) hours and 180 (one hundred and eighty) hours.

§ 1. Didactic activities of Specialization or Development Courses may be taught in one or more stages, provided that they do not exceed the maximum period of 24 (twenty-four) months for completion.

§ 2. The same Specialization or Improvement Course may be taught to several classes as long as this condition is specified in the Project.

Art. 67. At the end of the Specialization Course, it will be required individual final paper related to the area covered by the course.

§ 1. The time devoted to the individual elaboration of the final paper will not be computed in the course load.

§ 2. The disclosure of texts in paper and electronic means shall safeguard the intellectual property interests of the University, as established in Article 11 of this Regulation.

CHAPTER IV

Attendance and Assesment

Art. 68. The attendance to all the classroom activities of *lato sensu* Postgraduate Courses will be compulsory, required a minimum attendance of 75% (seventy-five percent).

Art. 69. The student who meets the following requirements will be considered approved in each discipline, module or activity:

- I. At least seventy-five per cent (75%) attendance at compulsory attendance activities, and
- II. Grade equal to or higher than 6.0 (six).

Art. 70. It will be considered approved in the final paper the student who obtains a grade equal to or higher than 7.0 (seven).

Art. 71. *Lato sensu* Postgraduate courses offered as distance learning must necessarily include classroom tests and individual face-to-face presentation of final paper.

Art. 72. Students who fulfilled the other requirements, and meet the following requirements will be able to receive the Certificate of Specialization:

- I. Pass all academic subjects and activities provided in the curriculum of the course;
- II. Obtain a grade equal to or higher than 7.0 (seven) in the Final Paper.

CHAPTER V

Granting and Issuing Certificates

Art. 73. Certificate of Specialization or Development will be issued upon request by PRPPG and granted to the student approved in the Course.

Art. 74. Certificates of Specialization may be issued to students regularly enrolled in *stricto sensu* Postgraduate Programs, who have not yet completed Master or Doctorate, provided that they meet the following conditions:

- I. To have completed the minimum number of credits required to obtain the title of Master;



**FEDERAL UNIVERSITY OF ESPÍRITO SANTO
COUNCIL FOR TEACHING, RESEARCH, AND EXTENSION**

II. There is a specific provision for this possibility in the Internal Regulations of the respective Postgraduate Program, which shall include the requirement to prepare and approve an individual Final Paper, related to the area covered by the Course.

Art. 75. The award of a Certificate of Development may be granted to students of Specialization Courses that have not yet completed their Course according to specific rules provided for in the Course Project.

CHAPTER VI

Faculty

Art. 76. The faculty of Ufes's Specialization or Development Courses should preferably be formed by masters and / or doctors.

§ 1. Professors who do not hold the title of master may assume teaching duties in Specialization Courses, provided that their qualification is considered sufficient by the Advisor Faculty and duly justified in the Course Project.

§ 2. The number of professors without a minimum Master's degree may not exceed 1/3 (one third) of the Course faculty.

§ 3. The appreciation of the qualification of non-holders of the minimum title of Master will take into account their résumé, its suitability to the general plan and nature of activities performed in the course.

§ 4. Admitting a professor to a Specialization Course shall be formalized by means of the Term of Agreement provided for in Annexes I and II of this Regulation.

CHAPTER VII

Coordination

Art. 77. Each *lato sensu* Postgraduate Course must have a Coordinator and, optionally, a Deputy Coordinator, appointed by the Advisor Faculty.

Art. 78. Within a maximum period of three (3) months after the end of the didactic activities of Specialization or Development Courses, the Course Coordinator shall prepare the Academic Report, containing the following information:

I. Course name and area of concentration;

II. Academic calendar indicating the effective start and end dates of the Course;

III. Description of the selection process, indicating the nominal list of registered, selected and enrolled candidates;

IV. Description of the didactic activities developed in the course, explaining and justifying eventual changes between project and its execution;

V. Each discipline schedule, containing students' names with their attendance percentage, and their final grade/concept obtained;

VI. List of titles and authorship of Final Papers produced by the students, and their individual final grades;

VII. List of approved, failed and dropout students;



**FEDERAL UNIVERSITY OF ESPÍRITO SANTO
COUNCIL FOR TEACHING, RESEARCH, AND EXTENSION**

VIII. General evaluation of course execution and quality.

Sole paragraph. The Academic Report must be approved by the Course's Advisor Board and sent to the Dean of Research and Postgraduation Courses.

Art. 79. The issuance of a Certificate for graduating students can only be requested after approval of the Course's Academic Report by the Graduate Chamber.

Art. 80. In the Specialization or Development Courses where financial resources have been moved, within a maximum period of three (3) months after the end of the didactic activities, the Coordinator shall prepare the Course Financial Management Report, which shall be submitted for approval by the Advisor Faculty, the Departmental Council and the University Council.

Art. 81. The *lato sensu* Postgraduate Course Coordinator in debt of Final, Financial or Academic Report, is considered as still active Coordinator of the respective Course, and may not assume any other coordination or assistant coordination while the debt persists.

TITLE VII

General Provisions

Art. 82. The current Postgraduate Programs shall have a maximum term of 180 (one hundred and eighty) days, from the date of approval of these General Regulations by Ufes's Teaching, Research and Extension Council, in order to make necessary adaptations in its Internal Rules.

Art. 83. Coordinators of *stricto sensu* Postgraduate Programs and *lato sensu* Postgraduate Courses shall check with PRPPG whether there are any cases of students who fall within the scope of Articles 29 and 59 of these Rules, if so, aiming at immediate regularization of the possible situations identified.

Art. 84. The omitted cases will be resolved by Ufes's Graduate Chamber along with Ufes's Teaching, Research, and Extension Council, if necessary.



**FEDERAL UNIVERSITY OF ESPÍRITO SANTO
COUNCIL FOR TEACHING, RESEARCH, AND EXTENSION**

**ANNEX I OF GENERAL REGULATION OF POSTGRADUATION OF
FEDERAL UNIVERSITY OF ESPÍRITO SANTO**

COMMITMENT TERM

Admission of Ufes's Staff Professor to a Postgraduate Course

_____ (full name),
professor _____ level _____,
enrolled in SIAPE under nº _____,
working at the Department of _____,
in the Center of _____,
agree to take part as a professor in the Course of _____.

I declare that there is no incompatibility with the academic activities I perform at UFES.

Signature



**FEDERAL UNIVERSITY OF ESPÍRITO SANTO
COUNCIL FOR TEACHING, RESEARCH, AND EXTENSION**

**ANNEX II OF GENERAL REGULATION OF POSTGRADUATION OF
FEDERAL UNIVERSITY OF ESPÍRITO SANTO**

AGREEMENT TERM

Admission of Professor (not Ufes's Staff) to a Postgraduate Course

_____ (full name),
Holder of (title) _____,
CPF nº _____ RG nº _____,
resident in (city) _____ State _____,
Telephone number: () _____ Email address: _____,
agree to take part as a professor in the Course of _____
_____ from Ufes,
as a volunteer teacher, without employment relationship, as established by Ufes internal
regulation regarding Provisions of Voluntary Service. I declare to be aware of my responsibilities as
a professor of the above course.

Signature