



UNIVERSIDADE FEDERAL DO PARÁ
INSTITUTO DE TECNOLOGIA

REGIMENTO DO PROGRAMA DE PÓS-GRADUAÇÃO EM ENGENHARIA ELÉTRICA - PPGEE

Chapter I
OBJECTIVES AND COURSES ORGANIZATION

Article one - The Graduation in Electrical Engineering Program, hereinafter PPGEE, by the Technology Institute of the Federal University of Pará (UFPA), and responsible for the Master's and PhD degrees in Electrical Engineering, is disciplined by UFPA's Overall Rules of Procedure, by the Technology Institute's Rules of Procedure, and by this one.

Article two - The PPGEE main goal is to create qualified human resources, to promote research, and to deepen technical and scientific studies related to the Electrical Engineering Field.

Section 1 - To reach this goal, the PPGEE shall be structured in concentration areas, which will guide their activities by programs and lines of research elected by them.

Section 2 - The concentration areas mentioned in the first section of this article are defined in specific resolution of the PPGEE.

Article three - The PPGEE can share with other Programs its disciplines and activities at the discretion of the Collegiate of the PPGEE.

Article four - The PPGEE can extend its courses as inter-institutional Master's and PhD degrees, provided that the Superior Council of Education and Research's (CONSEPE) and the Coordination of Academic Staff Improvement's (CAPES) rules are obeyed, only if the quality levels of the regular Master's and PhD degrees are maintained, and that their projects have been authorized by the foster regulatory agencies.

Article five - The PPGEE can offer internships of post-doctorate, provided that all CAPES's requirements are met.

CHAPTER II
COORDINATION AND ADMINISTRATION OF THE PROGRAM

Article six - The academic and administrative coordination of the PPGEE is responsibility of the Collegiate and of the Coordination of the Program, which leaves the control and record of the academic activities to the PPGEE's secretariat.

COLLEGIATE AND COORDINATION OF THE PROGRAM

Article seven – The Collegiate of the Graduation Programs is composed of:

- I – the Program Coordinator, as the president;
- II – the Program Vice Coordinator;
- III – the Program permanent professors and employees;
- IV – the Program student representatives;

Article eight – Common rules to the Collegiate departments disciplined by this document are:

- I – the student representatives shall be elected by students regularly enrolled in the Program for one-year mandate, and can be re-elected once.
- II – The visitor professors can participate in Collegiate meetings, but they cannot vote.

Article nine – The PPGEE Collegiate is responsible for advising, didactic and administrative supervision of the Program, and its constitution must consider the diversity of the students and professors role of the PPGEE, and it is its duty to decide any subject related to its academic activities.

Article ten – The PPGEE Collegiate will meet usually at least once a month, and extraordinarily all the times needed, by convocation made by its Coordinator, at least 48 hours before, or with formal request of two thirds of its members.

Article eleven – The PPGEE Collegiate will function, at first call, with the simple majority of its members, and will decide by the majority of the votes of those present. In case of the absence of the majority after first call, a second call will be made thirty minutes later, and the Collegiate will function with whatever number of members present. Sole paragraph. The voting will be made by simple majority, as long as it is observed the corresponding quorum.

Article 12 – It is responsibility of the Program Collegiate:

- I. Propose and approve this document and its modifications;
- II. Advise the Program didactic coordination and administrative supervision work.
- III. Decide about the creation, modification or extinction of disciplines or activities that are part of the courses curricula;
- IV. Forward to CONSEPE the changes made on the courses curricula;

- V. Decide about the credits transferring and equivalence in disciplines and curricular activities;
- VI. Promote the integration of the disciplines teaching plans and curricular activities, for the organization of the courses;
- VII. Approve the composition of the examiners table in the dissertation, thesis and qualification exam defenses;
- VIII. Appreciate and propose agreements and cooperation terms with public or private entities, of the Program's interest;
- IX. Elaborate internal rules for the courses operation, and by them give knowledge to all the professors and students of the Program;
- X. Ratify the thesis of the PhD students;
- XI. Define criteria and goals for the application of resources received by the Program;
- XII. Establish criteria for the admission of new candidates for the courses and indicate the commission of professors for the selection processes;
- XIII. Establish and apply criteria of accreditation for the members of the faculty;
- XIV. Follow the academic performance of the students, and determine its removal from the course when applicable;
- XV. Decide about declination of advising requests and substitution of the advisor;
- XVI. Plan academic performance goals of faculty and students;
- XVII. Approve the commission proposals made by the Program coordination;
- XVIII. Ratify the concluded dissertations and thesis and give the corresponding degrees;
- XIX. Issue feedback on convalidation and recognition of diplomas obtained in foreign universities;
- XX. Establish or redefine concentration areas and lines of research of the Program;
- XXI. Define criteria for the scholarship concessions for the Program students;
- XXII. Other attributions checked by the CONSEPE and by the Overall Rules of Procedure of UFPA.

ELECTION, MANDATE AND JURISDICTION OF THE COORDINATOR AND OF THE VICE COORDINATOR

Article thirteen – The coordination and the supervision of the PPGEE are up to the Coordinator, who shall be substituted in their absence and impediments by the Vice Coordinator. Sole Paragraph. In the Vice Coordinator's absence or impediments, they shall be substituted by the collegiate dean or by one of the representatives of the concentration area.

Article fourteen – The coordinator and the vice coordinator must be part of the permanent faculty of the PPGEE and will be designated in accordance to the Overall Rules of Procedure of UFPA.

Section 1 – The Coordinator and Vice Coordinator election shall occur according to the current legislation;

Section 2 – The Coordinator and the Vice Coordinator can be elected for one more mandate, only.

Article fifteen – It is responsibility of the Coordinator:

- I. to exert the administrative direction of the Program;
- II. to coordinate the execution of the Program activities, adopting the necessary measures for its full development;
- III. to prepare and to present periodic reports following the rules of the superior instances, especially CONSEPE and CAPES;
- IV. to convoke and to hold meetings of the Program collegiate;
- V. to elaborate and to remit to the Pro-Rector of Research and Graduation (PROESP) an yearly report of activities of the Program; according to the instructions of the organization;
- VI. to represent the Program to the deliberative and executive agencies of UFPA, by its Overall Rules of Procedures;
- VII. to advise, coordinate and supervise the execution of approved development plans, taking the adequate measures or proposing them to the competent agencies;
- VIII. to apply the criteria of candidate admission to the Graduation course according to the Rules of Procedure;
- IX. to adopt, propose and forward to the competent agencies all the measures related to the exercise of the functions of the Program;
- X. to adopt, in urgent cases, indispensable measures in the Program collegiate scope, being this subject to agreement, and submit these measures in thirty days;
- XI. to comply and make comply the provisions of the Overall Rules of Procedure of UFPA, of the Rules of Procedure of the Technology Institute, and of this document;
- XII. to comply and make comply the deliberations of the Program collegiate, of the intermediate level administrative agencies and of the superior administration, that concern them;
- XIII. to look after the interests of the program along with the superior and department agencies;
- XIV. to call the election of the coordinator and vice coordinator of at least thirty (30) days before the expiration of the mandates;
- XV. to organize the calendar of activities related to the program and deal with the academic units and sub-units to release workload for course offers, activities and functions necessary for the full operation of the Program;
- XVI. to propose the creation of advisory committees to examine issues relating to the Program;
- XVII. to represent the Program in national forums of graduation coordinators;
- XVIII. to represent the program in all instances;
- XIX. to perform other duties specified by the Program Collegiate.

CHAPTER III

ACADEMIC ORGANIZATION OF THE COMPOSITION, THE CHARACTERIZATION AND ACCREDITATION OF FACULTY

Article sixteen - The Faculty of PPGEE will consist of accredited professors by the PPGEE Collegiate.

Article seventeen - The accreditation and retention of professors of PPGEE will be made by the Collegiate from specific rules on complementary resolution.

Article eighteen - For purposes of accreditation by PPGEE, professors will be designated as:

- I. Permanent - those who work with preponderance in the program, more directly, intensely and continuously, forming the stable core of professors who develop the core activities of teaching, supervision of dissertations, theses and research, as well as perform administrative functions necessary;
- II. Employees - those who eventually or complementary contribute to the program, ministering disciplines, advising or co-advising dissertation or thesis, without, however, these activities being characterized as permanent.
- III. Visitors - identified by being bound to another higher education institution in Brazil or abroad and stay for a continuous and determined period at the disposal of UFPA, contributing to the development of academic-scientific activities of the Program.

Sole paragraph – The professor accredited as Permanent Professor of the PPGEE can only participate in one more graduate program, which may be UFPA's own or from another institution.

THE ORGANIZATION OF ACADEMIC CURRICULUM

Article nineteen - Each area of concentration of PPGEE will offer a curriculum consisting of a harmonic set of disciplines, in order to provide the student with the improvement of the already acquired degree, and allow him the coherent development of studies and research, according to its potential within the area in which they choose.

Section 1 - The disciplines that comprise the curriculum of each area of concentration are grouped into three categories:

- I. Compulsory disciplines in an area;
- II. Electives;
- III. Teaching Assistance

Section 2 - Are considered mandatory of area those disciplines that represent the general support and indispensable intellectual to the development of the general program area, and in particular to the study and the research in the field of the specific disciplines.

Section 3 - All new students must attend the compulsory disciplines of the area, being excluded only doctoral students who have already attended their disciplines during the Master's degree.

Section 4 - The electives comprise and define the field of knowledge covered by the research lines of each area of concentration of PPGEE.

Section 5 - The Teaching Assistance is a curricular activity for students of graduate studies that is mandatory for scholars and optional for non-scholar students, defined as the participation of graduate students in teaching activities in courses for undergraduates in the field of Electrical Engineering and Computer Engineering and related fields.

Section 6 - Teaching Assistance is not entitled to credits for payment of the curriculum. The Teaching Assistance will be regulated in the PPGEE specific resolution.

Article twenty - The student must attend a number of courses equivalent to a minimum of 24 (twenty four) credits for masters and 44 (forty-four) credits for the PhD degrees.

Section 1 - To calculate the total credits, will be include the theoretical and/or practical classes, directed studies activities and leveraged credits.

Section 2 - The student of MSc and of PhD is allowed to attend four (4) credits in directed studies.

Section 3 - The Collegiate of PPGEE or the Advisor may require the student, by way of leveling, the fulfillment of disciplines offered at the undergraduate, without any credits.

Section 4 - The PPGEE should offer varied cast of subjects in each semester in order to allow greater flexibility and freedom of choice by the student.

STUDENTS

Article twenty-one - The PPGEE's students will consist of regular and special students.

Section 1 - It is considered as special students:

a) Students enrolled in isolated disciplines;

b) Students of the last two semesters of compatible undergraduate courses, wishing to anticipate credits toward a future enrollment as regular students.

Section 2 - The condition of special student permit only and exclusively to the interested to attend classroom at enrolled activities and perform the corresponding assessments, being the record of the curricular activity conclusion stuck at the Program Secretariat, and it will only be if and when the student enters the respective course, in the desired level, through the selection process, and this condition does not imply any commitment of the institution or program with the acceptance of the formal student.

Section 3 - The use of credits processed through academic activities as a special student, will only be made in relation to those in which the student got the concept Good or Excellent.

Section 4 - The candidates for special students who already have a bachelor's degree must submit to the coordination of PPGEE during the registration documents listed in items of c and f of the Article twenty-four of this document.

Section 5 - Acceptance of special student will be subject to the existence of a vacancy in the desired curricular activity, in addition to the criteria defined in this Rules of Procedure.

Section 6 - The enrollment of students from another graduate program will be made through the official request of the Program Coordinator directed to the Coordinator of PPGEE.

Article twenty-two - Will be admitted to the selection process of the master's degree holders of only full length degrees, provided by undergraduate courses authorized by the CNE, which has, at the discretion of the Collegiate of PPGEE, affinity with the knowledge area that should relate to the graduate school, which fulfill the requirements of the selection. Sole paragraph - may also be accepted as regular students candidates that hold degrees obtained at institutions of other countries that are duly recognized in the form of the Law.

Article twenty-three - Candidates for the selection process for admission to master's or PhD degrees shall submit to the Coordination of PPGEE, at the time fixed by the school calendar, the following documents:

- a) Curriculum Vitae or Lattes, with supporting documentation;
- b) Three letters of recommendation issued by professors and/or professionals of recognized competence in the Studies Area;
- c) copies: undergraduate transcript and diploma, for the Master's degree, and copy of diploma and transcript of the Master's, to a PhD degree;
- d) work plan, with approval of permanent professor of the PPGEE in case of PhD;
- e) three photos 3 x 4, copy of ID card and CPF;
- f) registration form duly completed.

Sole Paragraph - The PPGEE may, in exceptional cases, allow the admission of students in the PhD program without a Master's degree, provided they meet the requirements laid down in specific resolution, and that is approved by the Collegiate of the PPGEE.

Article twenty-four - To analyze the selection process, the Collegiate shall constitute the Committee on Selection Process comprised of at least three (03) members and 01 (a) alternate among the members of the PPGEE faculty. Sole Paragraph - The places offered will be filled by candidates, according to the final grade, up to vacancies limit defined by the Collegiate in the area of concentration, in the research line or advisor.

Article twenty-five - The examination of applications of candidates for Master's and PhD degree will be made by the Selection Committee and will be based on the documents described in Article 24.

Section 1 - Applications, accompanied by the relevant documentation, should be forwarded to the Coordination of PPGEE.

Article twenty-six - The opinion of the Selection Committee will be submitted to the Collegiate for approval.

Article twenty-seven - The examination of applications for prospective students must abide by special criteria summaries, set by the collegiate of PPGEE, and will be made by a committee formed by the Coordinator of PPGEE and the area coordinators.

Article twenty-eight - The application for registration to the selection process for the MSc, by a senior undergraduate student should be accepted, conditionally, with the same, if approved in the selection process, submitting supporting documentation of the completion of the undergraduate course at enrollment. Sole Paragraph - The non-presentation of the document alluded entail automatic cancellation of the registration of the candidate.

THE SCHOLARSHIPS

Article twenty-nine - The existent scholarships will be provided according to standards set by foster agencies and by PROPESP, and its distribution will be made in accordance with the criteria approved by the Collegiate.

OF PROFICIENCY IN ENGLISH LANGUAGE

Article thirty - Students must demonstrate proficiency in English through constant proof of understanding of relevant text.

Section 1 - The proficiency tests will be conducted at least twice each academic year, one each semester, as an activity under academic calendar.

Section 2 - No student in debt to this requirement may submit to the defense of dissertation or thesis.

Article thirty-one - Students who do not pass the first test should undergo the following test to the limit of 03 (three), and not getting the approval will be disconnected from PPGEE.

CHAPTER IV

REGISTRATION AND TIME OF STAY OF STUDENTS OF REGISTRATION

Article thirty-two - The successful candidate in the selection process should formalize their enrollment in the Program Secretariat, according to the academic calendar defined by PPGEE and with the general rules approved by the Board of Higher Education and Research.

Section 1 - The students must renew their registration regularly, at the beginning of each semester, according to the academic calendar defined by PPGEE.

Section 2 - The student who does not carry his registration within the period prescribed in the respective academic calendar will automatically shut down the course.

LOCKING AND SUSPENSION OF REGISTRATION

Article thirty-three - Up to thirty (30) days after the effective beginning of the school year, the respected academic calendar, the student, with the consent of their adviser, can require to the Collegiate of Program the partial locking of registration, and the Secretariat shall register the locking in the academic system and notify the Department of Registration and Academic Control of UFPA. Sole paragraph. In the case of subjects taught intensively in compressed periods, the locking should be done until the second day of the beginning of its development.

Article thirty-four - The integral locking may be granted only from the second semester of the first year, for a period of six (6) months without possibility of renewal for the Master's or by two (2) periods of 6 (six) months, consecutive or not, for the PhD degree, by forwarding a formal application to the collegiate, with appropriate justification and with the consent of the Advisor.

Sole paragraph. Completed the locking period without requiring a formal registration or requesting a reinstatement of its continuance, the student will automatically be shut down of the program, should the act be reported and recorded in the minutes of the Collegiate meeting and in the transcript of the student and communicated to the student, their advisor and DERCA.

LENGTH OF STAY AND RE-ENTRY

Article thirty-five - The maximum duration of the course will be 24 (twenty four) months for masters and 48 (forty eight) months for PhD from the date of first registration. Sole paragraph. At the justified request of the advisor, the student's period of stay may, by decision of the Collegiate of PPGEE be extended for 06 (six) months to master and twelve (12) months for the PhD, provided it has not been used within a locking set forth in Article 34 of these bylaws.

Article thirty-six – It is considered re-entry the student's readmission to the same graduate program of UFPA, on the same level and in the same area of concentration and line of research originating and prior to the shutdown of the program.

Section 1 - The re-entry should be made until the maximum period of eighteen (18) months from the date of termination of the student.

Section 2 - There will be a maximum limit for completing the course in 12 (twelve) months for the Masters and eighteen (18) months for the PhD, counted from the date of registration of new student readmitted.

CREDIT VALIDATION

Article thirty-seven - May be accepted credits in courses or activities, obtained in other graduate programs, prior to admission, on the advice of the Collegiate.

Section 1 - The collegiate will set in its opinion, for each subject or activity validated, a corresponding number of credits in accordance with Article 20.

Section 2 - When the credits accepted in the form of this article have been obtained externally from UFPA, disciplines and corresponding activities will appear in the student's transcript indicating transferred (T), entitling the credit, but not entering in the computation of average global.

Section 3 - It is limited to twelve (12) the number of credits accepted labeled T for masters and 24 (twenty-four) for his PhD.

Section 4 - In the case of credits validation earned in courses not completed, validated credits may only be routed within a period not exceeding 24 months prior to admission.

Article thirty-eight - The credits provided as a special student will only be validated if they were got up to 24 months prior to the passage of the student for the class of regular student.

FREQUENCY RATE AND REVIEW OF SCHOOL ACHIEVEMENT

Article thirty-nine - Attendance is mandatory and can not be less than 75% (seventy five percent) of the scheduled hours per subject or activity.

Article forty - The recovery in each discipline will be assessed through homework in general, according to relevant criteria, and the final grade expressed through concepts.

Article forty-one - The recovery rate is calculated as the weighted average of the concepts, considering as weights the number of credits of courses or activities, and the following table of equivalences:

Article forty-two - For the purposes of assessing students in curricular graduate activities, the following concepts are introduced, with corresponding symbols and numerical scale, which should be recorded in the transcript of Graduate System at the end of each semester:

9.1 to 10.0 EXC (Excellent)
7.0 to 9.0 GOOD (Good)
5.0 to 6.9 REG (Regular)
0.0 to 4.9 INS (Insufficient)
SA - No Leverage
SF - without frequency

Section 1 - Will be without evaluation, with recording SA (No leverage), the student who does not attend the scheduled evaluative activities.

Section 2 - Will be registered SF (without frequency) in school history when the student does not obtain the minimum frequency required.

Article forty-three - Will be approved, being entitled to the corresponding credits, the student who, in any discipline or activity, have frequency in the form of Article 38, and obtains concept EXC, GOOD or REG. Sole paragraph - The student may only enroll in master's thesis or PhD dissertation after completing all the compulsory credits of the program and obtained overall grade equal to or greater than 7.0 (seven).

Article forty-four - the concept INS will be awarded to the student who, in any discipline or activity, provide insufficient frequency or performance, getting this same failed course or activity.

Section 1 - Repeating discipline or activity, only the latest result will be considered in calculating the overall grade, being in school history, zero credits assigned to other results.

Section 2 - will be allowed to repeat up to two courses.

Article forty-five - There may not remain enrolled in the program and is automatically turned off, the student who:

- I. Gets flunked two or more disciplines;
- II. obtains in any semester, overall grade less than 50% (fifty percent) in all of the disciplines and activities of the period considered;
- III. cannot, at the end of 03 (three) semesters, achieve total of disciplines and activities, overall grade equal to 70% (seventy percent), at least.

Section 1 - The shutdown should be recorded in the minutes of meeting of the Collegiate, being communicated to the student and the advisor through correspondence dated and signed by the program coordinator, registered in the student's transcript and informed PROPESP and DERCA.

Section 2 - The student and advisor must register acknowledgement of shutdown decision in a document dated, using for this purpose the acknowledgement in the document sent or Notice of Receipt (AR) of a letter mailed with specification mentioned in the document sent.

Section 3 - The student off the PPGEE under this article may require new registration from the following school year, passing again through the selection process and should, however, fully restart the course, being vetoed revalidation of credits earned before shutdown.

CHAPTER V

GUIDANCE AND DEFENSE OF THESIS AND DISSERTATION GUIDANCE

Article forty-six - A student of Master course and PhD will be monitored and supervision by a supervisor, observing the availability of qualified professors at the respective levels, should the indication be approved by the Collegiate.

Article forty-seven - The Advisor must be in possession of a PhD degree or equivalent and must be accredited by the Collegiate of PPGEE to perform guidance.

Section 1 - The accreditation of professor advisors will be subject to criteria defined by specific resolution of PPGEE.

Section 2 - the Collegiate of PPGEE will set the limit quantity of advisees per faculty advisor-member.

Article forty-eight - The Collegiate may approve the appointment of co-supervisor, in specific cases, and the criteria for co-orientation are set in specific resolution of PPGEE.

Article forty-nine - The advisor should:

- I - monitor the academic performance of students guiding them in the choice and development activities and in the preparation of the project of dissertation or thesis;
- II - supervise the preparation of the dissertation or thesis in all its stages;
- III - promote the integration of student design and research group of the Program;

IV - diagnosing problems and difficulties that, for whatever reason, are interfering in student performance and guide the student in finding solutions;
V - keep the Collegiate informed of the activities of the student, and request measures deemed necessary to meet the student in his academic life;
VI - endorse, semiannually, registration of the student, with the signing of the Certificate of Registration in accordance with the syllabus of the same;
VII - inform immediately the Program Coordination about problems that may exist on the progress of the academic life of the student;
VIII - recommend to the Program Collegiate the shutdown of the student in the event of failure to pass and insufficient production in developing its work plan.

Article fifty - The Collegiate may authorize the substitution of the PPGEE Advisor at the request of the student itself or of the advisor, and the likely acceptance of the new advisor through formal application directed to the coordination of PPGEE, with appropriate justifications.

Article 51 - the student may have a co-advisor with duties similar to those of the advisor.

Section 1 - The co-advisor will be appointed by mutual agreement with the advisor of the student.

Section 2 - In the case of the co-advisor not belonging to the faculty of the PPGEE, should be requested from the Collegiate its accreditation for this activity, which must meet specific criteria set out in resolution dealing with the accreditation and retention of professors of PPGEE.

THE PRESENTATION AND STANDARDIZATION OF THESIS AND DISSERTATION

Article fifty-two - Dissertations and theses must be submitted in accordance with the technical standards defined by ABNT. Sole paragraph. For the Masters, the dissertation must be submitted in the traditional way and should be compulsorily drafted in Portuguese, and contain abstracts in Portuguese and in English.

Article fifty-three - For the final editing of the dissertation will be required at least the following number of copies printed: 01 (one) for the Coordination of the Program; 01 (one) for PROPESP, which will log and forward it to the Central Library of UFPA and the national registry; 01 (one) for the library sector unit which is linked to the program and 01 (one) copy in electronic media. Sole paragraph - The delivery of the copies to the Secretariat of PPGEE shall occur not later than ninety (90) days, duly signed by the members of the Examining Board.

Article fifty-four - For PhD Thesis, may be completed by the traditional way or by aggregation of scientific articles.

Section 1 - The preparation of the thesis in Traditional Mode should follow the rules of ABNT, and must be written in English and must contain summaries in Portuguese and in English.

Section 2 - The preparation of the thesis by aggregating papers should consist of a document that incorporates at least three (3) full articles, in journals specializing in editorial, according to minimum indexes of acceptance of PPGEE, book chapter, book or patent according to the criteria of QUALIS CAPES, whose theme should be related to the thesis plan. The minimum levels of acceptance of the journal will be defined in the specific resolution of PPGEE.

Section 3 - To comply with the provisions of the preceding paragraph shall be considered only scientific articles elaborated upon joining the Ph.D. student in the course and are directly related to the theme developed in the thesis, it should be the first author of at least 2 (two) of the works included.

Section 4 - The text integrator referred to in Section 2 of this article will be written in Portuguese and address the objectives, methodology, the current state of knowledge, the general conclusions reached by the integration of articles and may have an own bibliographic references list, and also contain summaries in Portuguese and in English.

QUALIFICATION EXAMINATION

Article fifty-five - The qualifying examination is required for the Ph.D. and must be submitted within thirty (30) months after enrolling the student in the program.

Section 1 - By the advisor request, with their justifications, the deadline for submission of qualifying examination may be extended for an additional six (6) months.

Section 2 - In the qualifying exam for PhD, students will present their theses proposal to a board of examiners to judge the relevance of the topic.

Section 3 - The student who fails the qualifying exam, can get a second chance in a period of 12 months.

REQUEST FOR DEFENSE OF THESIS OR DISSERTATION

Article fifty-six - Request for defense of PhD thesis or dissertation must be made by application of the advisor to the coordinator of PPGEE for a minimum period of 35 days before the date of the defense.

Section 1 - The request must include the composition of the board of examiners to be submitted to the Collegiate of PPGEE for approval.

Article fifty-seven - The request of defense will only be embraced by the Collegiate of PPGEE if the student already has met the following requirements:

- I. Having paid the course credit, 24 for master and 44 for doctorate;
- II. after passing the qualifying examination for PhD students;
- III. have approval on language proficiency exam;
- IV. have a copy of its thesis or dissertation ready to be delivered to the committee.
- V. in the case of the PhD, if the thesis is elaborated in the traditional way, the student must show acceptance or publishing at least one article in full with specialized journal editorial, according to minimum indexes of acceptance of PPGEE, book chapter, book or patent according to the criteria of QUALIS CAPES, whose theme should be related to the thesis plan. The minimum levels of acceptance of the journal will be defined in the resolution specified by PPGEE. If the thesis is elaborated by aggregating article,s should follow Section 2 of Article 54.
- VI - in the case of Masters, the student must show acceptance or publication of at least one full article at national or international scientific congress of the area.

THE COMPOSITION OF TRIAL AND EXAMINING BOARD

Article fifty-eight - The dissertation or thesis will be judged by an Examining Committee approved by the Collegiate of PPGEE, composed of recognized experts with a PhD or equivalent in that field.

Section 1 - In the case of MSc, the Examining Board shall be composed of three (3) or more members, including the advisor, at least one (1) of the members not belonging to PPGEE faculty, preferably from another institution.

Section 2 - In the case of qualifying examination or PhD thesis, the Examining Board shall be composed of five (5) or more members, including the advisor, and at least two (2) professors or researchers outside the faculty of the Program, preferably from another institution.

Section 3 - The advisor will be the Chairman of the Examining Board.

Section 4 - The members must demonstrate, through their curricula, competence to compose the Examining Board.

FAIL OR APPROVAL OF THESIS OR DISSERTATION

Article fifty-nine - The Master's dissertation or PhD thesis will be considered approved, if there is an unanimous favorable opinion of the Examining Board, in a report to its members.

Section 1 - In case of failure of the dissertation by one or more examiners, may be granted on the recommendation of board, a second and final chance to the candidate who, within a period of six (6) months from the date of defense, should submit to the Collegiate a new version of the dissertation for trial.

Section 2 - In the case of disapproval of the PhD thesis may be granted on the recommendation of the committee, a second chance to students who, for a maximum of twelve (12) months from the date of Defense, shall submit to the Collegiate the new version of the thesis for trial.

Section 3 - In case of non-delivery of the new version of the dissertation or thesis to the Secretariat of the Program on deadline or in case of failure in this second chance, the student will automatically shut down the course.

CHAPTER VI

THE DEGREE AND DIPLOMA

Article sixty - To obtain the Degree of Master or PhD, the student must have completed, within the period specified by the program, the following requirements:

I - have its Dissertation or Thesis approved by a board of examiners;

II - have its thesis or dissertation approved at a meeting of the Collegiate of PPGEE and be approved in language proficiency exam;

III - to be in good standing in the academic unit, such as loan bibliographic material, equipment or other materials and other obligations prescribed by the Collegiate of PPGEE. Sole paragraph. The Collegiate shall approve the Thesis, after delivery, to the secretariat of the PPGEE, final copies signed by the members of the committee.

Article sixty-one - After Approval and Award of Degree, the Coordination of Program will forward the dossier to PROPEP, requesting the issuance of the corresponding Diploma, accompanied by documentation defined in this Pro-rectory instruction rules.

GENERAL AND TRANSITIONAL PROVISIONS

Article sixty-two - Students already enrolled on the date of publication of these Rules, may request in coordination opt for submission to this legal instrument.

Article sixty-three - This Charter shall enter into force after its approval by the competent agencies, otherwise revoked, leaving students enrolled then governed by this legal instrument.

Article sixty-four - the Collegiate of PPGEE will decide omission cases.