

CEPE RESOLUTION No. 063/2023

Amends the Regulations of the Graduate Program in Chemistry, for the Master's and Doctorate levels.

CONSIDERING the request of the Program Coordinating Committee, according to protocol No. 20.680.119-0.

The TEACHING, RESEARCH AND EXTENSION COUNCIL has approved and I, Rector, sanction the following Resolution:

Art. 1 The Regulation of the Graduate Program in Chemistry is hereby amended, for the Master's and Doctoral levels, as attached, an integral part of this Resolution.

Art. 2 This Resolution enters into force on the date of its publication.

STATE UNIVERSITY OF LONDRINA, August 31, 2023.

Teach. Dr. Marta Regina Gimenez Favaro,
Dean.

REGULATIONS OF THE GRADUATE PROGRAM IN CHEMISTRY, MASTER'S AND DOCTORATE

TITLE I OBJECTIVES

Art. 1 The Graduate Program in Chemistry aims to prepare professionals for a teaching career, for the development of research and professional practice in the area of Chemistry, through integrated teaching, research and extension activities.

Sole Paragraph. The Program is governed by the Regulation of the *Stricto sensu Graduate Programs*, Master's and Academic Doctorate, by these Regulations and by other internal resolutions.

TITLE II ADMINISTRATION

Art. 2 The administration of the Graduate Program in Chemistry (Master's and Doctorate) will be in charge of:
I - Coordinator;
II - Vice Coordinator;
III - Coordinating Committee.

Art. 3 The activities of the Program will be coordinated by the Coordinating Committee consisting of 3 (three) PhD professors from the Department of Chemistry who work teaching classes, advising and with intellectual production linked to the Graduate Program in Chemistry and 1 (one) student representative, elected by their peers.

Article 4 The Coordinator and the Vice-Coordinator will be elected by the members of the Program's Coordinating Committee, after election among the professors of the Department of Chemistry and appointed by Ordinance of the Rector.

Paragraph h 1 The term of office of the members of the Coordinating Committee will be 2 (two) years.

Paragraph h 2 The term of office of the student representative will be 1 (one) year, with 01 (one) reappointment allowed.

Paragraph h 3 The decisions of the Coordinating Committee shall be taken by a simple majority of the votes of the members present and shall be recorded in minutes or reports.

Article 5 The Program Coordinator's duties are:
I. Convene and preside over the meetings of the Program Coordinating Committee;
II. Coordinate the programmatic execution of the Program, adopting, in agreement with the Heads of Departments, the measures necessary for its development;
III. To exercise the administrative direction of the Program;
IV. Comply with the decisions of the Coordinating Committee, the Graduate Chamber, the Dean of Research and Graduate Studies and the higher bodies of the University;

- V. Prepare the class schedule with the Departments participating in the Program, with their respective professors;
- VI. Prepare the list of guiding professors, after hearing the Coordinating Committee;
- VII. Request and distribute scholarships, after hearing the Scholarship Committee;
- VIII. Be responsible for CAPES reports;
- IX. To appoint the members for the composition of Examining Boards, Qualification or Thesis and Dissertation;
- X. Represent the Program where and when it is necessary;
- XI. Submit requests for financial aid and authorize expenses in accordance with the Program's budget forecast with the Dean of Research and Graduate Studies;
- XII. Delegate attributions to other members of the Coordinating Committee or professors of the Program;
- XIII. Participate in the meetings of the Collegiate of *the Stricto sensu* Graduate Programs;
- XIV. Analyze and issue an opinion on the use and equivalence of credits, exemption and validation of disciplines;
- XV. Appoint selection committees for the admission of students to the Graduate Programs, establish the criteria and documents necessary for the selection and inform PROPPG;
- XVI. Operationalize the English Language Proficiency Exam.

- Article 6 The Coordinator will be assisted in his duties by a technical-administrative servant of UEL, at the service of the Program, who will have the following attributions:
- I. Keeping up to date the settlements related to teaching, student and administrative staff;
 - II. Distribute and file all documents related to didactic and administrative activities;
 - III. To keep the faculty and students informed about resolutions and/or deliberations of the Graduate Chamber, CEPE, PROPPG, about the Graduate Calendar and about other acts issued by the bodies related to graduate studies;
 - IV. Provide physical space for theoretical and practical classes;
 - V. Provide room for Thesis or Dissertation Defense;
 - VI. Forward processes for analysis by PROPPG and the Graduate Chamber;
 - VII. To act as secretary of the meetings of the Coordinating Committee;
 - VIII. To disseminate public notices, school calendars, schedules and other activities developed by the Program;
 - IX. Forward to PROPPG a copy of the class schedule, list of scholarship holders, list of advisors and other informative documents about the activities and execution of the Program;
 - X. Receive and forward to PROPPG the students' enrollments;
 - XI. Receive and communicate to PROPPG the receipt of the Dissertation;
 - XII. Set a date for Dissertation and Thesis Defense, in agreement with the advisor and advisee;
 - XIII. Receive, forward to teachers, publish and return the Official Call Lists;
 - XIV. Maintain direct contact with PROPPG, in order to expedite information to the Program's faculty and students;

- XV. Assist the Program Coordination in the preparation of reports required by higher bodies;
- XVI. Other tasks to be defined by the Program Coordination.

- Article 7 The Coordinating Committee, with pedagogical and administrative coordination functions of the Program, will have the following attributions:
- I. To approve general rules and guidelines for the Program;
 - II. Advise the Coordinator in all decisions related to the academic activities of the Program's faculty and students;
 - III. To propose to the Departments the creation, modification or extinction of disciplines that make up the Program's curriculum;
 - IV. To appoint new professors and advisors for accreditation with the Program;
 - V. Establish rules for accreditation and de-accreditation of professors and advisors;
 - VI. To accredit and discredit professors advising the Program in accordance with requirements established by the Coordinating Committee;
 - VII. Elect among its members the Coordinator and the Vice-Coordinator of the Commission;
 - VIII. To propose to the higher bodies of UEL the full curriculum of the Program and its modifications;
 - IX. Propose rules for the operation of the Program, modify the existing ones if necessary or justified, forwarding them for approval by the competent bodies.

TITLE III REGIME CURRICULAR

Chapter I Curricular Structure

- Article 8 The curricular structure of the Program in Chemistry (Master's and Doctorate) will be grouped into disciplines characterized by code, denomination, workload, number of credits, syllabus, bibliography and responsible faculty.
- Article 9 Each discipline will have a workload expressed in credits, and each credit corresponds to 15 (fifteen) class hours.
- Paragraph 1 The disciplines will be grouped into mandatory and optional according to their respective syllabus.
- Paragraph 2 In addition to the disciplines, the curricular structure contains credits for the preparation of Dissertation and Thesis.
- Article 10. Credits in courses taken at the graduate level in other institutions that have programs with national validity or recommended by CAPES may be accepted with the corresponding credits up to a maximum limit of 1/3 (one third) of the minimum number of credits required in the Master's or Doctorate.

Chapter II Faculty

- Article 11. The faculty of the Graduate Program in Chemistry, Master's and Doctorate levels, will be made up of permanent professors, collaborators and visitors, in accordance with these Regulations and CAPES standards.
- Paragraph 1 The categories of permanent professors or collaborators include accredited professors who have met all the criteria for accreditation and re-accreditation, provided for in a specific document, approved at a meeting of the Permanent Faculty of the Program in Chemistry.
- Paragraph 2 The professors of the Permanent Body of the Graduate Program in Chemistry, Master's and Doctorate levels, must teach classes in disciplines of the basic and elective nuclei.
- Article 12. The qualification required for the faculty of the Program is the title of Doctor.
- Article 13. The accreditation, de-accreditation and qualification of the professors of the Graduate Program in Chemistry for student orientation will be carried out by the Program Coordinating Committee in accordance with the established criteria.

Chapter III Advisor

- Article 14. The advisor, with the knowledge of the Program Coordination, will supervise the studies, research and other activities related to the preparation and defense of the dissertation or thesis.
- Paragraph 1 The advisor must be accredited in the Graduate Program in Chemistry and be a faculty member.
- Paragraph 2 The advisor who is absent from the country for a period equal to or greater than 6 (six) months must be replaced or appoint a co-advisor who meets the requirements of the Program to perform the function.

TITLE IV STUDENT BODY

Chapter I Inscription

- Article 15. Holders of a higher education degree in the area of Chemistry or related areas that meet the criteria defined and previously disclosed by the Coordinating Committee may apply for the Program.
- Paragraph 1 Registration will be open to undergraduates as long as they prove the completion of the undergraduate course by the date of enrollment.

Paragrap
h 2 At the time of registration, the candidate must present the documents
required in the registration notice, previously disclosed.

Chapter II Selection

Article Candidates for the Graduate Program in Chemistry (Master's and Doctorate) will
16. be selected by a panel composed of 3 (three) professors belonging to the
Program's faculty, appointed by the Coordinating Committee.

Sole Paragraph. The criteria for selecting master's and doctoral students will be defined by the
Program's Coordinating Committee and previously disclosed through public
notices and on the Program's website.

Paragrap
h 1 The criteria for the selection of master's and doctoral students will be defined in
the notice of vacancies, and may consist of:
I - Analysis of the *documented Curriculum vitae*;
II - Approval in the Chemistry knowledge test;
III - Interview with the candidate;
IV - Project Analysis.

Paragrap
h 2 Vacancies will be offered to regular, full-time students, according to the
availability of advisors.

Chapter III License plate

Article Enrolled candidates who are approved and classified according to the number of
17. vacancies offered in the selection process will be entitled to enrollment in the
Graduate Programs.

Paragrap
h 1 The graduate student must re-enroll regularly in each academic period,
corresponding to one semester, at the times and deadlines set, in all phases of
their studies, until obtaining the title of Master or Doctor.

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h 2 The student must be enrolled in a Dissertation or Thesis since entering the
Program and will have their studies supervised by an advisor.

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h 3 The student who does not re-enroll within the deadline established in the
Calendar of Graduate Activities may do so within 15 (fifteen) days from the end
of the re-enrollment, upon payment of a fine set by the Board of Directors.

Paragrap
h 4 Failure to comply with the deadlines stipulated in paragraph 3 of this article will
result in the automatic dismissal of the student from the Program.

Article Enrolled students will be classified as regular and special students according to
18. the General Regulations:
I. Regular student: approved and classified in the selection exam, enrolled in the
Graduate Program in Chemistry, with obedience to all the requirements
necessary to obtain the corresponding titles.
II. Special student: enrolled in isolated disciplines of the Graduate Program in
Chemistry, defined by the Coordination and heard the professor responsible

for the discipline before the registration period and announced in advance by the Dean of Research and Graduate Studies.

Article 19. The Graduate student may, upon justified request and approved by the Coordinating Committee, request enrollment suspension as long as he is not enrolled in the first period of the Program and does not request it after 2/3 of the academic period in progress has elapsed.

Sole Paragraph. The Coordinating Committee of the Graduate Program in Chemistry will evaluate the change of advisor, which may be requested up to 06 (six) months after the beginning of the Master's Degree and up to 12 (twelve) months after the beginning of the Doctorate. The request must be accompanied by justification of the change and a letter of acceptance from the new supervisor.

TITLE V

ACADEMIC STANDARDS

Chapter I Deadlines

Article 20. The Master's Program, including the defense of the dissertation, cannot be completed in less than 2 (two) and more than 4 (four) selection periods. The Program at the Doctoral level, including the defense of the thesis, cannot be completed in less than 4 (four) and more than 8 (eight) selection periods.

Paragraph 1. The maximum time referred to in this article may be extended by up to two (2) academic periods, by semester request of the candidate, duly justified, after hearing the advisor and the Coordinating Committee, upon approval of the Collegiate.

Paragraph 2. The student will be disconnected from the Program if he/she does not obtain a Master's degree in up to 6 (six) academic periods and a Doctorate degree in up to 10 (ten) academic periods, including extension and lockout.

Article 21. The maximum and minimum time referred to above will be counted from the period of the candidate's first enrollment as a regular student in the Program.

Art. 22. The student disconnected from a Graduate program due to missed deadline and who wishes to return to it must submit to the application and a new selection process.

Sole Paragraph. If approved, he will be considered a new student and consequently must comply with all the requirements to which other incoming students are subject.

Article 23. The dismissal of the Graduate Program will occur for:

- I. 1 (one) semester without regular enrollment in graduate studies;
- II. Failure to comply with the regimental deadlines;
- III. Abandonment of the program upon communication from the supervisor or the coordinating committee;

- IV. Failure in 3 (three) or more subjects;
- V. Failure to prove proficiency in Foreign Language(s);
- VI. Failure in the qualifying exam for 2 (two) times;
- VII. Failure in the defense of a dissertation or thesis for 1 (one) time;
- VIII. Proven plagiarism, whose investigative process is approved by the Graduate Chamber;
- IX. Completion of a master's or doctoral degree.

Article 24. The regularly enrolled and/or special student who plagiarizes article(s), chapter(s) of book(s) or book(s), in part or in whole, in discipline(s), dissertation or thesis, will fail.

Paragraph 1 The professor responsible for the discipline and/or supervision who proves the plagiarism(s) must immediately communicate and forward the plagiarized documents to the Program Coordination so that it can take the appropriate measures;

Paragraph 2 The Program Coordination must request the opening of an administrative proceeding with the higher levels to investigate the case(s), in accordance with the UEL General Regulations.

Chapter II Frequency

Article 25. Attendance at theoretical and practical classes, seminars or other official and scheduled didactic activities will be a mandatory aspect in the verification of academic performance.

Paragraph 1 The credit will only be granted to the student who, meeting the other requirements, has a minimum of 75% (seventy-five percent) of attendance to the classes given in each subject, and the allowance of absences is prohibited.

Paragraph 2 Students on leave for health reasons or maternity leave will have their rights preserved according to current legislation.

Paragraph 3 In the case of maternity leave, the regular period will be extended for another 4 (four) months.

Paragraph 4 Upon presentation of a medical certificate, students may request justification of absences due to illness, where the student will be granted the right to receive a special regime of classes or home exercises for the period determined in the certificate.

Paragraph 5 Other modalities of request for leave will be analyzed by the Program Coordinating Committee.

Paragraph 6 In any type of leave, with the exception of maternity leave, the deadline for completing the course will not change.

Chapter III Credits

Article 26. The Graduate class credit corresponds to 15 (fifteen) class hours.

Sole Paragraph. The number of credits to be distributed in disciplines established in the curricular structure must respect the minimum requirement of 24 (twenty-four) credits, and the Master's credits may be computed for the totalization of the Doctorate.

Article 27. Credits obtained in disciplines, as a special student at UEL, may be accepted in accordance with the Program Regulations and after evaluation by the Chemistry Program Coordination.

Article 28. The Graduate Program in Chemistry may validate credits in graduate courses under the following conditions:

- I. Discipline taken in *Stricto sensu Programs* with national validity from other Institutions or UEL, or International, after approval by the Program Coordinator, through:
 - a) discipline equivalence: the Coordinator must indicate the discipline(s) existing in the Program's curriculum, which has equivalent syllabus;
 - b) co-validation of credits: the Coordinator must define the number of credits to be validated and whether they will be used to complete the credits required in non-mandatory courses.
- II. Disciplines taken in other *Stricto sensu* Graduate Programs of the Institution, by regularly enrolled students, according to article 29, will have the disciplines included in the academic record of the course in which they are enrolled and the credits computed for the completion of non-mandatory disciplines, provided that it is expressed by the Program Coordination in the enrollment request or inclusion bulletin.
- III. Discipline taken in the same *Stricto sensu* Graduate Program in which the student is enrolled, but at a different level and/or curriculum, through:
 - a) course equivalence: the Coordinator must indicate the existing course in the Program's curriculum, which has equivalent syllabus;
 - b) validation of credits: the Coordinator must define the number of credits to be validated and whether they will be used to complete the credits required in non-mandatory courses.

Chapter IV Securities

Article 29. Once the other regimental requirements are met, the following are conditions for the student to request the granting of the Master's degree:

- I. Complete the number of credits required by the Program in disciplines and academic activities;
- II. Be approved in the qualifying exam;
- III. Prove proficiency in the English language;
- IV. Prepare, present and have approved the Master's Dissertation.

Article 30. Once the other regimental requirements are met, the following are conditions for the student to request the granting of the title of Doctor:

- I. Complete the number of credits required by the Program in disciplines and academic activities;
- II. Be approved in the qualifying exam;
- III. Prove proficiency in English, which may be validated

- IV. Prove scientific production according to criteria established by the Coordinating Committee;
- V. Prepare, present and have approved the Doctoral Thesis.

Section I Foreign Language Proficiency

- Article 31. The master's and doctoral student will be required to prove sufficient knowledge to read in English.
- Article 32. It will be up to the master's student to take the English Language Proficiency Exam within two academic periods of their entry into the Program and to pass it before taking the Qualifying Exam.
- Article 33. The student will be able to prove proficiency in the English language through a certificate of tests indicated by the Coordinating Committee of the Graduate Program in Chemistry.

Sole Paragraph. The student who fails the proficiency exam may retake it once again, in the following semester.

Section II Qualification Exam

- Article 34. The Qualifying Exam must be requested by the student after passing the proficiency exam and completing the credits required by the Graduate Program in Chemistry, observing the following:
- I. It will be defended before an Examining Board consisting of 3 (three) full members Doctors and 2 (two) alternate Doctors.
 - II. The result of the exam will be pass or fail.
 - III. Only 1 (one) repetition of the qualifying exam will be allowed, within a period never exceeding 1 (one) academic period.

Sole Paragraph. The participation of the co-advisor and advisor as effective members in the same qualification board will be prohibited.

TITLE VI RULES FOR DISSERTATION OR THESIS DEFENSE

Chapter I Presentation of the Dissertation or Thesis

- Article 35. Once the formalities of the Graduate Chemistry Program have been completed, the version of the Dissertation or Thesis must be sent by the student to the members of the Examining Board at least 30 (thirty) days before the defense.
- Article 36. It will be up to the Program's Coordinating Committee to indicate the members of the Examining Board and their alternates, extracted from a list of 6 (six) professors indicated by the advisor for the Master's dissertation board and 8 (eight) professors indicated by the advisor for the defense of the Doctorate.

- Article 37. After the defense, corrections and necessary adjustments, the student must deliver, within 30 (thirty) days, to the Graduate Secretariat of the Center for Exact Sciences a digital file, in the PDF and Word versions of the Dissertation or Thesis, with the consent of the advisor.

Chapter II Examination Bench

- Article 38. It will be up to the Program's Coordinating Committee to indicate the members of the Examining Board and their alternates, extracted from a list sent to the Coordinating Committee containing the nomination of 3 (three) members of the Graduate Program in Chemistry and 3 (three) members external to UEL or not participating in the faculty, for the Master's Degree. And, the nomination of 4 (four) members of the Graduate Program in Chemistry and 4 (four) members external to UEL or not participating in the faculty board, for the Doctorate.
- Paragraph h 1 The members of the Examining Board and their alternates will be approved by the Dean of Research and Graduate Studies.
- Paragraph h 2 For the nomination of the board, the Program Coordinating Committee must choose examiners with knowledge of the subject matter of the dissertation or thesis.
- Paragraph h 3 In the presence of the advisor, the participation of the co-advisor as an effective member of the Examining Board for the defense of the dissertation or thesis will be prohibited.
- Paragraph h 4 In the event that any of the names is not endorsed or approved, the process will return to the Program Coordination for a new nomination.
- Paragraph h 5 The Master's committee will be composed of 3 (three) full members, being the advisor and at least 1 (one) member external to the Institution or not participating in the faculty of the Graduate Program in Chemistry. The Doctoral committee will be composed of 5 (five) full members, being the advisor and at least 2 (two) members external to the Institution or not participating in the faculty of the Graduate Program in Chemistry.
- Paragraph h 6 Two (2) alternate members will also be appointed to cover any absences of the full members, and the first alternate may not belong to the Program's faculty.
- Paragraph h 7 The presidency of the Examining Board will be exercised by the advisor/co-advisor of the Dissertation or Thesis.
- Paragraph h 8 Omissions will be analyzed by the Coordinating Committee of the Graduate Program in Chemistry.

Chapter III Dissertation or Thesis Defense

Article 39. After the approval of the Examining Board by the Dean of Research and Graduate Studies, the Program Coordination will set the date of the defense, which must take place within a maximum period of 60 (sixty) days, communicating the date to the Dean of Research and Graduate Studies.

Article 40. The presentation will consist of a verbal presentation of the dissertation/thesis within a minimum period of 40 (forty) minutes and a maximum of 60 (sixty) minutes.

Article 41. The defense will be public and the Board will argue the candidate after the presentation, with each examiner having a period of up to 30 (thirty) minutes, with the advisor being the last to argue.

Paragraph 1 The candidate will have 30 (thirty) minutes to respond to each of the examiners.

Paragraph 2 If there is agreement between examiner and candidate, the form of dialogue may be established, in which case the time will be 1 (one) hour.

Chapter IV Judgment

Article 42. The result of the judgment of the defense of the dissertation/thesis carried out immediately after the argument and in a secret session, will be expressed by the examiners as:

- I - Disapproved, unanimously or by the majority of the members of the Board;
- II - Approved, unanimously or by the majority of the members of the Board.

Article 43. If the Dissertation or Thesis is approved subject to reformulation and the aforementioned requirement is included in the defense minutes, the approved student will have a deadline defined by the advisor to carry it out.

Sole Paragraph. Only after the written authorization of the Program Coordinator proving that the requirements of the caput of this article have been met to the Dean of Research and Graduate Studies will the approved candidates have the rights inherent to the title obtained recognized and the respective diploma conferred.

Article 44. In case of failure in the dissertation/thesis defense, the Board must explain what happened in the exam.

TITLE VI LEVEL CHANGE / CONTINUOUS FLOW

Article 45. On an exceptional basis, students of the Chemistry Program at the Master's level may change to the Doctoral level, without defense of the Master's Dissertation, as long as they meet the requirements established by the Coordinating Committee and approved by the faculty.

Article 46. The Graduate Program in Chemistry will offer the Doctoral course on a continuous flow basis. Registration for the selection processes in this modality may take place on dates predetermined by the Coordinating Committee, at any time of the year, respecting the institution's annual calendar of activities.

**TITLE VII
GENERAL AND TRANSITIONAL PROVISIONS**

Article 47. It will be up to the Program Coordinating Committee to decide on cases not covered by these Rules.

Article 48. It will be up to the Graduate Chamber to decide on the appeals filed as a result of the application of this Resolution, after hearing the Program's Coordinating Committee.

Article 49. These Rules may be amended upon approval by at least two-thirds of all the members of the Coordinating Committee.
