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UNIVERSIDADE
FEDERAL
DE PERNAMBUCO

FEDERAL UNIVERSITY OF PERNAMBUCO
CENTER FOR ARTS AND COMMUNICATION
POSTGRADUATE PROGRAM IN INFORMATION SCIENCE

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TITLE I

PROGRAM OBJECTIVES AND FUNCTIONAL ORGANIZATION

Article 1. The Postgraduate Program in Information Science (PPGCI) will be governed by:

- I - By the relevant federal legislation;
- II - By the Statute and General Regulation of the Federal University of Pernambuco (UFPE);
- III - By the resolutions and decisions of the higher decision-making bodies of UFPE;
- IV - By this Regulation;
- V - Por deliberação dos órgãos do Conselho e do Centro Acadêmico ao qual está vinculado.

Article 2. The PPGCI is located at the Centre for Arts and Communication on the Recife Campus, in the city of Recife.

Article 3. The PPGCI is oriented towards the development of scientific, technical, artistic-cultural and technological production, committed to human development, inclusion, social well-being and sustainable development.

Article 4. The PPGCI aims to:

- I - Provide the deepening of academic knowledge and the development of skills and competences for conducting high-level research in the field of Information Science;
- II - Train qualified teachers, researchers and professionals for teaching and research in Information Science, aware of their role as agents of social change.

CHAPTER I

CONCENTRATION AREA AND RESEARCH LINES

Article 5. The PPGCI is structured in one concentration area and two research lines that are articulated and coherent with each other.

§ 1 The concentration area is the domain of knowledge that identifies the role of the PPGCI and towards which its activities are directed.

§ 2 The lines of research are thematic and methodological knowledge domains corresponding to the various investigative fields and related to the PPGCI concentration area.

Article 6. The concentration area called Information, Memory and Technology represents a specialty in the field of Information Science and a set of specialization domains of the Program, towards which training, and research activities converge.

Only paragraph. The Information, Memory and Technology program of study comprises the production of knowledge about contemporary problems of access and use of communicative, collective, cultural and social memory, mediated by information and communication technologies, whose general contours converge to the production of knowledge and to training, through the two Research Lines:

- I - Research Line 1: Memory of Scientific and Technological Information;
- II - Research Line 2: Communication and Visualization of Memory.

Article 7. Research Line 1, Memory of Scientific and Technological Information, focuses on the production of knowledge on the social use of cultural heritage, with an emphasis on the use of knowledge stocks produced in regional and national development institutions and their flow for socio-political and economic purposes.

§ 1 This research line comprises the production of knowledge as a phenomenon of construction, preservation, conservation and protection of communicative, collective and cultural memories, as a social, cultural and economic good.

§ 2 Among the themes of research area 1, the thematic axes have been privileged:

- I - Culture and Written Memory;
- II - Epistemology in Information Science;
- III - Information, Culture and Memory;
- IV - Curatorial Studies in Memory;
- V - Culture and Technology;
- VII - Public Policies on Information;
- VIII - Memory, Science and Technology;
- IX - Bibliographic and Documentary Studies.

Article 8. Research Line 2, Communication and Visualization of Memory is aimed at investigating processes of communication of collective, communicative and cultural memories in different sociocultural segments, in addition to contemplating methodological and technical aspects applied to production, organization, recovery, dissemination and use of information.

§ 1 This research line comprises communication and memory visualization as a phenomenon of socialization of scientific knowledge mediated by information and communication technologies.

§ 2 Its aspects include practical and applied aspects, considered in information management methodologies and techniques.

§ 3 Research Line 2 involves thematic and specific domains:

- I - Uses and Users of Information;
- II - Metric Information Studies;
- III - Information Management;
- IV - Disinformation, misinformation and post-truth;
- V - Indicators in Science, Technology, Innovation and Management;
- VI - Information Recovery;
- VII - Information Technology;
- VIII - Digital Curatorship.

Article 9. As expressions of the specificity of knowledge production, the two Research Lines represent a specific and well-delimited section of the program of study, harmonized in quantity and quality with the Program's vocation and with the academic competence area of the permanent nucleus of teachers.

CHAPTER II

COURSES

Article 10. The academic formation of the PPGCI materializes from two levels:

I - Academic Master's Degree;

II - Academic Doctorate.

§ 1 The general purpose of the master's and academic doctorate is the training and improvement of personnel with the capacity to act in the production of scientific, artistic-cultural knowledge, in the exercise of research activities and in the development of creation, innovation, production and transfer of technologies in the field of knowledge and performance of Information Science, prioritizing the main epistemological and historical sources that characterize the scientific relations between information and memory.

§ 2 The academic master's and doctorate may be carried out in the in-person, blended or distance modalities, in accordance with the current regulations of the UFPE and the Coordination for the Improvement of Higher Education Personnel (CAPES).

Section I

Academic Master's

Article 11. The Academic Masters is the initial training offered by the PPGCI and aims to deepen academic and professional knowledge, as well as expand the capacity to develop research in a specific area of activity.

Article 12. The Academic Masters will require to end of at least 24 (twenty-four) credits in academic activities, being 12 credits in required, eight credits in elective courses and four credits in directed activities.

Article 13. The requirement for obtaining a master's degree also comprises:

I - Preparation of a dissertation resulting from a research work;

II - Public defense of the dissertation to an examining committee.

III - And other requirements established in specific Internal Regulations.

Article 14. The completion of the Academic Master's will have a minimum duration of 12 (twelve) months and a maximum of 24 (twenty-four), counted from the initial registration until the public defense of the dissertation.

§ 1 The regular time of the Academic Master's will consist of the interval between the month/year of the student's initial enrolment, until the month/year established for the defense of the final project.

§ 2 The expected deadline for completion of the Academic Master's may be interrupted or extended, by means of, respectively, locking and extension, whose request by the advisor with the consent of the student must be based on duly proven exceptional reasons, to be appreciated by the Council of the PPGCI.

Section II

Academic Doctorate

Article 15. The Academic Doctorate aims to train professionals with critical and analytical thinking to develop original research and produce knowledge of scientific, technological, economic, social and educational impacts in a specific area of expertise.

Article 16. The academic doctorate will require to end at least 32 (thirty-two) credits in academic activities, being four credits in required courses, 20 credits in elective courses and eight credits in directed activities.

Article 17. The requirement for obtaining a doctoral degree also comprises:

- I - Preparation of a thesis resulting from a research work;
- II - Public defense of the thesis to an examining committee;
- III - Other requirements established in specific Internal Regulations.

Article 18. The completion of the Academic Doctorate will have a minimum duration of 24 (twenty-four) months and a maximum of 48 (forty-eight) months, counted from the initial enrolment until the public defense of the thesis.

§ 1 The regular time of the Academic Doctorate will consist of the interval between the month/year of the student's initial enrolment, as provided in this Regulation, until the month/year established for the defense of the final project.

§ 2 The expected deadline for completion of the Academic Doctorate may be interrupted or extended, by means of, respectively, locking and extension, whose request by the advisor with the consent of the student must be based on duly proven exceptional reasons, to be appreciated by the Council of the PPGCI.

TITLE II

PROGRAM ADMINISTRATIVE ORGANIZATION

Article 19. From the point of view of its management, the PPGCI is organized by the following bodies:

I - Council bodies:

- a) Program Council;
- b) Selection Committee;
- c) Scholarship Committee;
- d) Professors Accreditation, Re-accreditation and De-accreditation Committee;
- e) Self-Assessment Committee.

II - Executive bodies:

- a) Program Coordination;
- b) Secretary.

CHAPTER I

THE PROGRAM'S COUNCIL BODY

Section I

The Program's Council and its Competences

Article 20. The PPGCI Council is the highest consultative, normative and deliberative body in matters of teaching, research, guidance and administration, with attributions contained in this section.

Article 21. The PPGCI Council will be composed of the following members:

- I - Program Coordinator, as president;
- II - Vice-coordinator of the Program, as vice-president;
- III - Permanent professors, linked to the Program;
- IV - Collaborating Faculty, linked to the Program;
- V - Visiting professors, linked to the Program;
- VI - A representative of the technical-administrative employees linked to the Program;
- VII - One student representative from each academic level (Masters and Doctorate).

§ 1 The representatives of the technical-administrative employees referred to in item VI, incumbent and alternate, will be chosen from among and by the technicians linked to the Program for a period of two years, and may be reappointed for an equal period.

§ 2 The student representatives referred to in item VII, incumbent and alternate, will be chosen from among and by the students linked to the Program for a period of one year, and may be reappointed for an equal period.

Article 22. It is incumbent upon the PPGCI Council:

- I - Assist the PPG Coordination in the performance of its duties;
- II - Guide and monitor the academic, pedagogical, didactic, administrative and budgetary functioning of the Program;
- III - Develop and monitor the implementation of a strategic plan for the Program, in line with UFPE's strategic actions and CAPES' recommendations;
- IV- Institute the Self-Assessment Committee observing the CAPES recommendations and institutional norms related to the subject;
- V - Decide on the Internal Regulations and Internal Regulations of the PPGCI, and their subsequent amendments;
- VI - Ratify the academic calendar proposed by the coordination;
- VII - Deliberate on changes in the PPGCI Curriculum Structure and its proper forwarding to ProPG;
- VIII - Implement the determinations issued by the higher bodies of UFPE;
- IX - Give an opinion on student disciplinary infractions and forward them, when applicable, to organs competent bodies;

X - Decide on requests and appeals filed, establishing rapporteurs when deemed necessary;

XI - To ratify the opinion of the PPGCI rapporteurs on requests for recognition of postgraduate degrees obtained in foreign institutions sent by ProPG, under the terms of the relevant rules;

XII - Elect the coordination and vice-coordination of the PPGCI, through its own election;

XIII - Decide on the accreditation, re-accreditation and de-accreditation of professors, under the terms of the current regulations;

XIV - Perform the other attributions determined by the Statute and General Regulations of the University, by Regulations of the Superior Deliberative Bodies of UFPE, by the Internal Regulations and by the Internal Regulations; and

XV - Define the regular duration of courses.

Only paragraph. The Council may appoint a professor or establish a special committee, permanent or transitory, to issue an opinion and/or decide on matters related to its attributions, and the following matters must be necessarily decided by the full body of the Council:

I - Changes in the Curriculum Structure and Internal Regulations, as well as approval of other Internal Regulations of the PPGCI;

II - Election of the PPG coordinator and vice-coordinator;

III – Accreditation re- accreditation and de-accreditation of professors;

IV - Approval of the Public Notice for the Selection Process for the selection of candidates for students to the PPGCI.

Article 23. The meetings of the Council, in the in-person and remote modalities, will take place with a minimum quorum composed of a simple majority, that is, the presence of fifty percent plus one of the total number of members that comprise it.

Only paragraph. Servants (professors and administrative technicians) who are on leave or on leave (except with regard to vacations and effective exercise) are prevented from participating in voting on matters in the Council.

Section II

Selection Committee

Article 24. The Selection Committee is a normative and deliberative body aimed at the selection process of candidates for the Program's students.

Article 25. The Selection Committee will be composed exclusively of permanent professors and PPGCI collaborators, appointed by the Coordination and approved by the Council.

Article 26. The Selection Committee will:

I - Organize and execute the Selection Process and ensure its smooth running;

II - Clear doubts in any of the stages of the Selection Process;

III - Examine requests for clarification and judge requests for appeals filed at any stage of the Selection Process;

IV - Examine and deliberate on omitted cases referring to the progress of the Selection Process.

Article 27. The Selection Committee must follow the general criteria and procedures to guide the Selection Process for candidates for Master's and Doctorate courses established in Internal Regulations.

Section III

Scholarships Committee

Article 28. The Scholarship Commission is an advisory body focused on the planning, execution and monitoring of scholarships available to the Program's students.

Only paragraph. In its activities set out in the previous article, the Scholarships Committee shall consider what is established in the Internal Regulation of the PPGCI regarding Affirmative Actions.

Article 29. The Scholarship Committee will be composed of the following members:

I - Three professors linked to the Program;

II - One administrative technician linked to the Program; and

III - One student representative from each academic level (master's and doctorate).

§ 1 The representatives of the professors and technical-administrative employees referred to in items I and II, holder and alternate, will be chosen by the Program Council for a period of two years, and may be reappointed for an equal period.

§ 2 The representatives of the students referred to in item III, incumbent and alternate, will be chosen from among and by the students linked to the Program for a period of one year, and may be reappointed for an equal period.

Article 30. The rules and procedures to be followed by the Scholarships Committee are established in the PPGCI Internal Regulations.

Section IV

Committee on Accreditation, Re-accreditation and De-accreditation of Professors

Article 31. The Committee on Accreditation, Re-accreditation and De-accreditation of Professors is an advisory body aimed at evaluating the aforementioned modalities of accreditation for professors.

Only paragraph. The criteria and procedures for accreditation, re-accreditation and de-accreditation of professors are established in the PPGCI Internal Regulation.

Article 32. The Committee for accreditation, re-accreditation and de-accreditation of professors will be composed of the following members:

I - Two professors linked to the Program; and

II - One professor outside the Program.

§ 1 The professors referred to in item I, incumbent and alternate, will be members of the PPGCI/UFPE, chosen by the Program Council, for the period corresponding to an evaluation cycle as defined by CAPES, and may not be reappointed to the subsequent evaluation cycle.

§ 2 The professors referred to in item II, incumbent and alternate, will be chosen by the PPGCI Council, who must be professors linked to postgraduate programs in the field of Communication and

Information, but external to UFPE, for the period corresponding to an evaluation cycle as defined by CAPES, and cannot be returned to the subsequent evaluation cycle.

Section V

Self-Assessment Committee

Article 33. The Self-Assessment Committee is an advisory body aimed at planning self-assessment actions and for monitoring, collecting information, preparing and disseminating reports and monitoring the implementation of improvements proposed to the Program as a result of strategic planning.

Article 34. The Self-Assessment Committee will be composed of the following members:

I - A professor from the permanent core of the PPGCI/UFPE;

II - One member of the coordination of the previous management;

III - One member of the current management coordination;

IV - One student representing the master's degree;

V - One student representing the doctorate;

VI - An administrative technical server that works in the Program;

VII - A representative of the postgraduates; and

VIII - An external professor, member of a Program in the area of Information Science.

§ 1 The members referred to in items I, II, III, VI, VII, VIII will be chosen by the Program Council for a period of two years, not being Renewal is allowed.

§ 2 The members referred to in items IV and V will be chosen by the students and approved by the Program Council for a period of two years, not being Renewal is allowed.

§ 3 The professor referred to in item VIII will be chosen by the PPGCI Council and must be linked to a Postgraduate Program in Information Science, whose grade received in the external evaluation of CAPES is equal to or higher than the grade received by PPGCI/UFPE, for a period of two years, no renewal is allowed.

Article 35. The Self-Assessment Committee will follow the guidelines, rules and procedures of the Program's self-assessment process established in the PPGCI's Internal Regulations.

CHAPTER II

THE PROFESSORS

Article 36. The PPGCI is made up of professors from UFPE, researchers external to UFPE, retired professors, all with a doctorate degree, and also post-docs whose accreditation has been approved by the Council.

Article 37. The duties of the professors are:

I - Provide curriculum components, participate in examining committees, organize seminars, scientific events, selection processes and other activities promoted by the PPGCI;

II - Guide regular students on the course;

III - Subsidize the Council regarding the participation of the student in the teaching stage.

IV - Coordinate and/or participate in research projects linked to the PPGCI;

V - Keep your Lattes Curriculum up to date and provide additional information, whenever requested by the PPGCI Coordination, in addition to proof of your academic production;

VI- Issue opinions on requests for recognition of postgraduate degrees obtained in foreign institutions sent by ProPG, in accordance with the relevant rules.

Article 38. By proposal of the supervisor and at the discretion of the Council, there may be co-supervision by a professor with a PhD, belonging or not to the teaching staff of UFPE, in order to assist the student in the preparation of a dissertation, thesis or work equivalent.

Only paragraph. Orientation meetings by the advisor or co-advisor may take place in synchronous (in person and remotely) and asynchronous (non-face to face) modalities due to different communication strategies.

CHAPTER III

THE PROGRAM'S EXECUTIVE BODIES

Section I

Coordination

Article 39. The PPGCI Coordination is the administrative and academic management unit, linked to the Directorate of the Arts and Communication Centre and supported by the Information Science Department.

Article 40. The activities of the PPGCI Coordination will be performed by professors from the permanent core, with a full-time or exclusive dedication work regime, under the conditions of Coordinator and Vice-coordinator, appointed by direct election in the Council and disciplined according to the Resolutions of the Superior Deliberative Bodies of the University.

Only paragraph. The term of office of the PPGCI coordinator and vice-coordinator will be two years, and may be renewed for an equal period, according to the Resolutions of the Superior Deliberative bodies of the University.

Article 41. It is incumbent upon the PPGCI Coordinator:

I - Convene and preside over the Program's Council meetings;

II - Request the necessary measures for the best functioning of the course, in terms of facilities, equipment and personnel with ProPG, the Directorate of the Centre and other instances of the University;

III - Articulate with the Centre's Chamber of Research and Postgraduate Studies, and with ProPG, in order to make the Program's operation compatible with the guidelines issued by them;

IV - Organize the academic calendar of the Program to be approved by the Council;

V - Disclose and define, after consultation with the professors and approved by the Council, the subjects to be offered in each academic period, as well as, if there are vacancies limits, establish the enrolment priorities among the students who apply for them;

VI - Be responsible for guiding the registration and execution of the Secretariat's services, in accordance with the system established by the competent central bodies;

VII - Supervising the fulfilment of academic activities, presenting to the competent body's cases of irregularities or disciplinary infractions;

VIII – Propose to the Program's Council the opening of new vacancies for the selection exam, considering the relationship between students and professors recommended by the CAPES Evaluation Area Committee regarding the Program;

IX - Send, every year, to ProPG, Postgraduate Management Board, the updated list of active and retired professors who are part of the Program's faculty, by category - permanent, collaborators and visitors;

X - Submit an annual report on the Program's activities (Sucupira Platform) to ProPG within the period stipulated by it;

XI - Appoint a special commission for the recognition of postgraduate degrees in Information Science obtained in foreign higher education institutions sent by ProPG to the Program; and

XII - Comply and enforce the decisions of superior bodies on matters relating to the Program's courses, as well as perform other attributions established in the General Regulations of the University in CEPE Resolutions.

§ 1 The Coordinator may not, at the same time, assume the coordination of another Postgraduate Program at UFPE or outside it.

§ 2 In the event of a vacancy in the position of Coordinator, in any period of the mandate, the Vice Coordinator assumes the Coordination and will call for election, within a period of up to three months, for the positions of Coordinator and Vice Coordinator of the Program.

Article 42. The Vice-Coordinator of the PPGCI is responsible for replacing the coordinator in his absences, impediments and vacancies, until a new appointment, as well as exercising other attributions delegated by the coordinator.

§ 1 In the event of a vacancy in the position of Vice Coordinator, in any period of the mandate, the coordinator will call for an election for the position of Vice Coordinator, who will have a mandate until the end of the coordinator's mandate.

§ 2 In the event of simultaneous resignation or impossibility of the mandates of coordinator and vice-coordinator and there is no candidate for the respective functions, the dean of the PPGCI may assume the coordination **pro tempore**, by indication of the Council and appointment of the Rector, for a maximum period of three months, being responsible for calling a new election within that period.

Section II

Secretariat

Article 43. The PPGCI Secretariat is the administrative advisory and administrative support unit for the Program's Coordination and Council.

Article 44. It is incumbent upon the PPGCI Secretariat:

I - Attend and manage the academic life of the student body;

II - Assist the teachers and the Program Coordination in school registration activities;

III - Issue statements requested by the faculty and students in their area of expertise;

IV - Provide guidance on access to the University's academic management system;

V - Elaborate documents and minutes referring to the qualification exams and defense of the Program, as well as the documentation resulting from the evaluations of the Councils;

VI - Guide students regarding the delivery and availability of documents required by the program throughout the course;

VII - Identify students with special needs and communicate to the Coordination, professors, as well as forward their demands to the Accessibility Centre (NACE) of the University; and

VIII - Assist the Program Coordination in completing the annual report on the Program activities (Sucupira Platform);

IX - Register and monitor the processing of processes related to the PPGCI Coordination;

X - Issue official letters and reports, when requested by the Program Coordinator;

XI - Secret the meetings and prepare minutes;

XII - Perform other functions determined by the PPGCI Coordination in its area of competence.

TITLE III

THE ACADEMIC REGIME

Article 45. The Academic Regime is constituted by general and specific rules.

CHAPTER I

ADMISSION, ENROLMENT, CREDITS, EVALUATION, LEVEL CHANGE, DISMISSAL

Section I

Admission

Article 46. The Selection Process for Admission of Students to the PPGCI postgraduate courses will be public and will be subject to the selection notice published in the official UFPE bulletin and on the PPGCI website.

Article 47. The admission of students to the PPGCI Courses may occur in a continuous flow.

Article 48. The continuous flow is characterized by the possibility of admission for up to 12 months, counted from the date of publication of the final result of the event in the Official Bulletin of UFPE, of candidates who have been approved and classified in the student admission selection process.

Article 49. General criteria and procedures to guide the Student Admission Process for candidates for Master's and Doctorate courses within the scope of the PPGCI, they are established in Internal Regulations.

Article 50. The selection of candidates will be conducted by the Selection Committee whose attributions are defined in this Regulation.

Article 51. The dates of each stage of the selection process will be proposed by the Coordination and approved by the PPGCI Council, respecting the legal deadlines that comprise the publication of the notice until the final result is disclosed.

Only paragraph. For each stage of the event, a deadline and rules for the filing and judgment of appeals must be provided.

Article 52. The admission of students will also be allowed through:

I - Internal Transfers (from other UFPE Programs) or External (from programs of other national institutions, duly recognized by the competent federal agency);

II - International Scholarship Programs;

III - Joint Program Agreements; and

IV - International and/or National Cooperation Agreement signed between UFPE and professors and/or research institutions.

§ 1- The form of admission referred to in item I will be decided by the PPGCI Council, in accordance with the legislation of the UFPE superior councils.

§ 2 - The forms of admission referred to in items II, III and IV shall be a shared responsibility between the PPGCI and the ProPG.

§ 3 -The PPGCI established the criteria for granting scholarships in specific Internal Regulations under the terms of current regulations.

Article 53. The number of vacancies offered in the Master's and Doctorate courses will be included in the Public Notice for the Admission of Students.

Section II

Enrolment

Article 54. The registration of students in the PPGCI will be carried out through the Postgraduate Academic Management System (SIGAA) at UFPE, in compliance with the academic calendar established by CEPE/UFPE.

§1 If the time of entry of candidates does not coincide with the period of enrolment in subjects provided by SIGAA, the PPGCI will be responsible for enrolling the student exclusively in the Individual Guidance Activity.

§ 2 Enrolments resulting from transfers, international scholarship programs, thesis co-tuition agreement and institutional cooperation agreement (national or international) will follow the same procedures as in the caput.

Article 55. The enrolment of regular students will be characterized as enrolment in curricular components (mandatory or optional), which are characterized in one of the following types:

I - Subjects: involve a systematized set of knowledge to be taught by one or more professors, in the form of classes, with a predetermined academic load and always multiple of 15 (fifteen) hours;

II - Directed Activities: activities, provided for in the PPGCI Internal Regulations, which may be counted as credit;

III - Individual guidance activity: research development activities and preparation of the final project accompanied by the supervisor;

IV - Qualification exam (with board): activity to be carried out prior to the defense of the final project, for which there must be presentation before the examining board, in accordance with the provisions of the PPGCI Internal Regulations; and

V - Course completion activity: activity aimed at students who have completed all the necessary requirements for the defense and are in the process of finalizing the dissertation/thesis with a view to carrying out the respective defense.

§ 1 Candidates entering under the terms prescribed in the **caput**, the enrolment granting them the status of regular student.

§ 2 For the admission of foreigners as regular students, the current legislation on immigration, temporary and/or permanent residence in Brazil must be observed.

§ 3 The student is not allowed to enrol in a concomitant bond with more than one **stricto sensu** postgraduate course.

Article 56. The successful candidate and classified in the Student Admission Selection Process must enrol within a maximum period of up to 12 months following the selection exam, according to the deadlines of the enrolment calendar, without which he is not entitled to the respective vacancy.

Art. 57. It is the responsibility of the student, at each academic period, to carry out and/or renew their enrolment in the form and within the deadlines established by the instances of UFPE.

§ 1 The non-realization and/or renewal of the enrolment provided for in the **caput**, will be considered as abandonment of the course, which implies, in the case of regular students, loss of the bond with the PPGCI.

§ 2 Any difficulties, personal or technical, that the student may encounter to carry out or renew the enrolment in curricular components must be immediately communicated in writing (electronic communication) to the PPGCI secretariat for the appropriate measures, without fail by the end of the enrolment dates and/or re-enrolments.

Article 58. Considering the provisions of the Law of Guidelines and Bases of National Education (LDB), the PPGCI regulated the availability of places in curricular components of the discipline type, to be attended in isolation for special students.

§ 1 Special students are those who do not have a link with the PPGCI and who intend to attend an isolated subject, and their enrolment may be accepted under the conditions established in the Internal Regulations.

§ 2 The enrolment provided for in the **caput** does not grant a bond to the special student as a regular student in the PPGCI.

Article 59. The credits obtained in isolation course, may be used in case of regular enrolment in the Program, upon approval in the selection and admission process or through other forms of admission, under the terms of this Regulation.

Article 60. Students regularly enrolled in an undergraduate at UFPE will be able to attend groups of advanced education course according to criteria defined in the PPGCI Internal Regulations.

Only paragraph - Advanced Education Course Group is defined as a set consisting of one or more courses that are part of the list of course in the PPGCI curricular structure, which receive enrolments from undergraduate students, allowing them to pay in credits in the optional hour load of their undergraduate curriculum.

Section III

Credits and Evaluation

Article 61. For the purposes of obtaining credits and approval curricular components, a minimum attendance of 75% will be required.

Article 62. The performance criteria in curricular components, as well as the form of assessment, should follow the concepts:

- I - A: Excellent (approved with the right to credit);
- II - B: Good (approved with the right to credit);
- III - C: Regular (approved with the right to credit);
- IV - D: Insufficient (disapproved without right to credit);
- V - F: Disapproved due to absences (frequency less than 75%).

Article 63. In order to measure the academic performance of the student, numerical values will be assigned to the grade, as follows:

- I - A = 4.00;
- II - B = 3.00;
- III - C = 2.00;
- IV - D = 1.00;
- V - F = 1.00.

§1 The general performance of each student, in the set of curricular components taken, will be expressed through the Income Coefficient (CR), to be calculated by the average of the concepts, weighted by the number of credits of the courses taken, according to the formula below:

$$CR = \frac{\sum Ni.Ci}{\sum Ci}$$

Where:

- CR - yield coefficient;
- Ni - numerical value of the concept of course "i"; and
- Ci - number of credits in course "i".

§ 2 The result of the calculation of the Income Coefficient (CR), as established in this article, will be expressed in two decimal places.

Article 64. The frequency of students and the results of the evaluation in each curricular component must be informed by the professors, in the postgraduate Academic Management System, before the beginning of the subsequent academic period, being the Council Body responsible for disciplining in exceptional cases.

Article 65. The credit unit, or simply credit, will correspond to 15 (fifteen) hours of theoretical and/or practical classes, with a fraction of credits not being allowed.

Article 66. The number of credits required for the completion of master's and doctoral courses cannot be less than that established in the Curriculum Structure presented in this Internal Regulation.

Article 67. Credits obtained, on a core or single courses, in curricular components taken at the PPGCI itself or in other **stricto sensu** Postgraduate Programs may be used.

Only paragraph. Other **stricto sensu** Programs are those offered at UFPE and other national educational institutions duly recognized by CAPES, or at foreign institutions.

Article 68. Credits obtained in **stricto sensu** Program will not allow obtaining a **lato sensu** certificate at UFPE, as well as credits obtained in **lato sensu** courses cannot be used in **stricto sensu** Program at UFPE.

Article 69. The criteria and procedures for requesting credit utilization are established in Internal Regulations.

Section IV

Change of Level

Article 70. At the discretion of the Council, respecting the requirements of CAPES, the passage of students from the Master's to the Doctorate program may be allowed, without the need to submit to the public selection and admission process for the doctorate, subject to at least the following criteria:

I - Be enrolled in the course for a maximum of eighteen months;

II - Having completed the number of credits required by the Master's Program and having been approved with academic performance equal to or greater than 3.5 (three and a half), calculated according to Section III - Credits and Assessment, of the Title III - The Academic Regime of this Regulation;

III - Have the thesis project evaluated and approved by a committee appointed by the Council; and

IV - Not having been released from and subsequently admitted to the same Program.

§ 1 The master's course student is entitled, within a maximum period of three months after entering the doctorate, to present the master's conclusion project.

§ 2 Considering the provisions of the previous paragraph, only students who opt for the presentation of the master's conclusion project, who obtain the mention "approved" and who meet the other requirements for obtaining a master's degree will be entitled to the corresponding diploma.

§ 3 In the case of a change in level referred to in the **caput**, the student must complete the doctorate within the period established by the current Curriculum Structure.

Section V

Dismissal of Students

Article 71. The student will be disconnected from the course to which he/she is bound in the event of one of the following situations:

I - Disapproved twice in the same or in two different courses;

II - In case of cancellation of registration, do not renew your registration after the period of cancellation has expired;

III - Have disapproved the qualifying exam twice;

IV - Having disapproved in the project final defense exam.

§ 1 The dismissal is the responsibility of the Council of the PPGCI, ensuring the student the contradictory.

§ 2º Students leaving the PPGCI will only be able to re-enrol after approval in a new selection and admission process.

§ 3 If you have been disconnected from the course more than once, the candidate's re-entry in the same course is prohibited.

CHAPTER II

CURRICULAR STRUCTURE

Article 72. The curriculum of master's and doctoral courses is constituted of a list of curricular components, which configure its Curriculum Structure.

Article 73. The curricular components will be characterized by two types:

I - Courses (mandatory and elective), taught by one or more professors, in the form of classes, in classroom or online modalities;

II - Directed Activities, differentiated components, for which there is no specific place or time to take place, may or may not have advisors or supervisors and do not use classes as the main teaching-learning instrument.

Article 74. Mandatory and elective courses will conform to code and denomination, academic load, number of credits, menu and basic bibliography for each course.

Article 75. Directed Activities they are conformed with details of the academic load and credits, corresponding to the process of curricular integration of the students.

Only paragraph. The Directed Activities accepted, and the corresponding credits are defined in Normative Internal to the PPGCI.

Article 76. The curricular structure of the Program, as well as the composition of the curricular components, the distribution of credits and other information on each of its courses will always be available on the PPGCI website.

Article 77. Any change in the name, credits, academic load or type of a curricular component will imply the creation of a new code to identify it, subsequent to the last existing code, causing a change in the current curricular structure.

§ 1 The curricular structure and its subsequent changes will be analyzed by ProPG and homologated by the CPPG and will only be valid after its publication in the UFPE Official Bulletin.

§ 2 The curricular structure will come into force for incoming students after its publication, and for veteran students the option of migration to new structures will be optional.

§ 3 The inclusion of curriculum components in the Academic Management System will be carried out according to procedures established by ProPG.

CHAPTER III

ORIENTATION, QUALIFICATION EXAMINATION, FINAL PROJECT, EXAMINING COMMITTEE, DEGREE AND TEACHING PRACTICUM

Section I

Orientation, Qualification Examination, Final Project and Examining Committee

Article 78. For each student, an advisor will be appointed from among the PPGCI-accredited professors, to guide the Final Project.

§ 1º Another professor or researcher may act as co-advisor of the conclusion work, as long as approved by the Council.

§ 2 The role of a professor as an advisor or co-advisor who is the student's spouse or who has a natural family relationship (in a direct line or collateral up to the third degree, by ancestry or descent) or civil kinship (in a straight line) is prohibited or collateral up to the third degree) or constitute a close friend or enemy.

§ 3º The orientation capacity of the professors to be appointed must comply with the limits established in the Area Document to which the PPGCI belongs in CAPES.

Article 79. Exceptionally, and for duly justified and proven reasons, advisor, co-advisor or advisee may request a change of orientation to the Board.

§ 1º There can only be a change of co-advisor or advisor when the student has not yet taken the qualification exam, except in situations of illness or other duly justified impossibilities related to the advisor.

§ 2 The change of advisor must be requested through the Request for Change of Advisor template available on the PPGCI website.

Article 80. Each student must develop a Postgraduate Course Completion Paper **stricto sensu**, of unpublished character, in bibliographic format, elaborated in the textual genres, dissertation and thesis, respectively.

Only paragraph. The Final Project should constitute an original contribution to the field of Information Science.

Article 81. The Final Project will not be awarded credits or concepts.

Article 82. A prerequisite for the defense of the Final Project is the qualification exam, with evaluation by an examining board, in a closed session.

Article 83. The Final Project must be presented before the examining committee, in a public defense session, previously disclosed in the relevant scientific, technical or artistic circles.

Only paragraph. The deadlines, requirements, formats, criteria for approval, the composition of the examining board and other aspects related to the Qualification Exam and the Defense Examination of the Course Completion Paper are provided for in the PPGCI Internal Regulations.

Article 84. The approval in the defense of the Final Project characterizes the conclusion of the course, and the student must fulfil the other requirements to obtain the degree.

Section II

Obtaining the degree

Article 85. In order to obtain a master's or doctoral degree, the candidate must meet the following requirements:

I - Have been approved in the defense or presentation of the Final Paper, and have carried out any recommendations from the examiners regarding the final delivery of the respective paper, under the terms of the rules in force;

II - Have delivered the final version to the Central Library, according to the deadlines and procedures defined in the Internal Regulations and Regulations of the PPGCI and other relevant regulations; and

III - To have complied with the other requirements established in the Resolutions and Ordinances of the Superior Deliberative Bodies, as well as in the Statute and in the General Regulations of the University.

Article 86. The degrees referred to in the **caput** of the previous article will be awarded by means of a diploma.

Only paragraph. Master's and Doctor's Degrees will be requested by the Program from ProPG after the student fulfils all the requirements described in items I to III of the previous article.

Article 87. In the event that the student has fulfilled all the requirements to obtain a master's or doctoral degree and dies before the diploma is issued, it may be issued by ProPG, which, in this case, will include the information of diploma in memoriam.

§ 1 In the case provided for in the **caput**, the request for a diploma in memoriam must be directed by - a family member to the PPGCI Coordination to which the student has been linked, with proper proof of death and kinship (natural or civil).

§ 2 In order to request ProPG to issue a diploma in memoriam, the PPGCI must observe whether all the requirements described in this Regulation have been complied with.

Article 88. The title of doctor by direct defense of the thesis will be granted, exceptionally, that of remarkable and proven academic experience and scientific and/or artistic-cultural production in the area of knowledge of the thesis to be defended, in accordance with the stipulated in Specific resolution of CEPE/UFPE.

Section III

Teaching Practicum

Article 89. The teaching practicum is an integral part of the postgraduate student's training, aiming at preparing for teaching, and qualifying undergraduate education.

Article 90. The teaching practicum is mandatory for all scholarship holders of the CAPES Social Demand Program (DS) and optional for the other students of the master's degree, and the obligation is restricted to doctoral students.

Article 91. The activities of the teaching practicum must be compatible with the research area of the Program carried out by the student.

Article 92. The activities of the teaching practicum may be carried out in other Institutions of Higher Education, chosen by the student in agreement with his advisor and under the consent and

approval of the Council.

Article 93. If there is a specific articulation between the education systems agreed upon by the competent authorities, the teaching practicum in the public high school system will be admitted.

Article 94. The student who proves teaching activities at a higher level during the course will be exempt from the teaching practicum.

Only paragraph. For the purposes of the exemption provided for in the **caput**, it will be necessary for the student to prove the teaching activities for a minimum period of one semester for the Masters and two semesters for the Doctorate.

Article 95. The teaching practicum will have obligatorily the supervision of the professor responsible for the graduation course, with a defined work plan, and who, together with the student, will carry out the planning of activities to be developed during the period.

§ 1 The work plan must specify the tasks that will be developed by the postgraduate student during the teaching practicum period.

§ 2 The absence of a Work Plan is an impediment to the teaching practicum.

§ 3 The Work Plan may provide for theoretical and/or practical classes.

§ 4 In addition to the activities restricted to the classroom, the teacher may develop with the student in teaching practicum, the activities of preparation of classes, laboratory activities, organization of thematic seminars and evaluation.

Article 96. It is forbidden for the student of the teaching practicum to teach classes in replacement of the supervising professor, carry out exam reviews, replace the supervising professor in any administrative activity within the scope of UFPE and/or assume responsibilities inherent to teaching in the undergraduate discipline defined in each semester at the Department of Information Science.

Only paragraph. Students in teaching practicum may teach classes as long as they are accompanied by the supervising professor and that this activity is provided for in the work plan.

Article 97. The credit unit for the teaching practicum will correspond to fifteen hours of teaching activities performed by the student.

§ 1 To be entitled to the internship credit, the student must present the final evaluation of the professor responsible for the discipline.

§ 2 The minimum duration of the teaching practicum will be one semester for the Masters and two semesters for the Doctorate.

§3 The maximum duration of the teaching practicum will be two semesters for the Masters and three semesters for the Doctorate.

§4 The maximum weekly academic load of the teaching practicum will be 4 hours, not exceeding 30 hours in the academic semester.

Article 98. The participation of the same student is allowed in more than one class of the same course.

§ 1º It is forbidden to carry out the teaching practicum by more than one student in the same class with a subject with a total academic load of 30 hours.

§ 2 The subjects that have a total academic load of 60, 90 and 120 hours, may include 2, 3 and

4 students in teaching practicum, respectively, in the same class.

Article 99. Before the beginning of the academic semester, the Council bodies of the undergraduate courses must send the list of courses available for the teaching practicum in accordance with the determinations of the PROGRAD and ProPG.

Article 100. The PPGCI coordination must send the list of students who will carry out the teaching practicum, as well as the name/code/course and the name of the supervisor in accordance with the determinations of PROGRAD and ProPG.

Article 101. At the end of the teaching practicum, the student will prepare his/her report, submitting it to the professor responsible for the course and his/her supervisor for approval.

§ 1 In the assessment of the report and the activities performed by the student, the professor responsible for the course and the supervisor, together, will attribute the final evaluation concept:

I - Approved, and

II - Failed.

§ 2 The final result of the evaluation will be sent to the coordination of the PPGCI and the coordinators of the undergraduate courses, together with the student attendance record for the teaching practicum.

Article 102. The final report of the teaching practicum must be sent to PROGRAD and ProPG.

TITLE IV

INTERNATIONAL PARTNERSHIPS

Article 103. In order to promote scientific cooperation between UFPE and foreign institutions, the PPGCI may implement and/or consolidate internationalization actions, encouraging partnerships with international universities to develop educational, scientific, artistic and/or guidance activities with partnership of foreign researchers.

Article 104. In addition to what is established in the caput, the objective of these partnerships will be:

I - Conducting research in collaboration and co-supervision;

II - Joint intellectual production; and

III - Execution of doctoral theses under a joint degree (double and multiple degrees).

§ 1 Joint program is the modality of elaboration of a doctoral thesis, through a plan of activities and joint supervision between the PPGCI and different countries.

§ 2 Double Degree, also called double degree or double doctorate, refers to the title of doctor granted by the PPGCI and by a foreign institution with a mutual agreement.

§ 3º Multiple Degrees refer to the title of PhD conferred by the PPGCI and by two or more foreign institutions agreed by mutual agreement.

Article 105. International partnerships will be developed on a reciprocal basis, including financial ones, in which the students, at the end of the course, will have the title granted by each of the institutions involved.

Only paragraph. Reciprocity will take place through the existence of accredited students, professors or advisors in each institution involved and through the necessary carrying out of didactic and research activities defined by the parties involved.

Article 106. International partnerships involving the PPGCI will be governed by its own regulation provided for in an agreement between UFPE and the foreign institution, detailing training and research activities.

Article 107. In order to promote the realization of a doctorate under a Joint Program Regime (double or multiple degrees) with foreign higher education institutions, legally qualified to grant a doctorate degree, through a Joint program Convention, the following guiding documents must be provided:

I - The General Academic Convention of Thesis Joint Program, a document signed by the Rector of UFPE and legal representatives of the foreign institution, as well as the PPGCI coordinator and advisors, which is the General Convention, open and unrestricted, which may contain more than one guidance case.

II - The Academic Specific Agreement for Thesis Collaboration, a guiding document from which the conditions for preparing the thesis and the commitment of the parties involved are established, signed by the Dean of UFPE and legal representatives of the foreign institution, as well as the coordinator of the PPGCI, advisors and the student in question, which is the Specific Convention, closed and restricted, limited exclusively to a single doctoral student.

III - Term of Commitment, a document consisting of the doctoral candidate's acceptance of the responsibilities and conditions established for Joint program, accompanied by an Activity Plan that must be approved by the professors who will guide the student in each of the participating higher education institutions.

IV - Cooperation Agreement a general and broad term in which conditions for partnership are established between UFPE and a foreign institution aiming at part or all of scientific, artistic-cultural, technological and innovation development, being mediated by the Directorate of Relations International (DRI) for processing purposes.

§ 1º It is recommended that there is a previous Cooperation Agreement establishing the general conditions of an international agreement, aiming, in part or as a whole, for scientific, artistic-cultural, technological and innovation development of UFPE and the foreign institutions involved.

§ 2 In the modalities described above, the PPGCI may use the General and Specific Convention models previously approved by UFPE or the models proposed by the foreign institution, which is the object of analysis by the UFPE Attorney General's Office.

Article 108. The Academic Convention (General or Specific) for Thesis Collateral will discipline:

I - The set of activities to be developed, including the research project to be carried out in each of the institutions;

II - The estimated time for the completion of the course, as well as the period of permanence at each institution (which may even be done online/remotely);

III - The language in which the thesis will be written;

IV - The location, form and composition of the thesis defense panel;

V - The publication of the results of research, exploration and copyright protection of patents;

VI - Possible financial obligations assumed by the parties;

VII - The criteria for adhesion of students in both higher education institutions; and

VIII - The specific requirements to be met by students.

Article 109. Students from the PPGCI and from the foreign higher education institution, who undertake a course under Co-tutelage, fulfilling the criteria established in the Convention, will be entitled to double or multiple degrees, as the case may be, and must be included in the respective diplomas reference to the Co-tutelage regime.

Only paragraph. Each of the higher education institutions that are signatories to the Academic Convention for Thesis Collaboration will issue a diploma, conferring a doctorate degree on the student.

Article 110. In order to adhere to the Academic Joint program Convention in any of the modalities described above, the student from UFPE must be enrolled in the doctoral course for a maximum of 18 months, as well as not having failed any disciplines.

Article 111. For the formalization of the Joint program, it is necessary to open a process, via SIPAC, to be sent to the Directorate of International Relations (DRI) with the following documentation:

I - Request for Co-tutelage by the PPGCI advisor professor;

II - Assent of the PPGCI Council (extract of the minutes);

III - Draft of the Coordination Agreement (General or Specific) duly filled in;

IV - Term of Commitment duly filled in and signed;

V- Document showing the interest of the foreign institution in carrying out the project; and

VI- Student's Academic Transcript, or equivalent document.

Article 112. DRI is responsible for checking the Documents listed in the Process, as well as including a previous Cooperation Agreement, if any.

Only paragraph. Collateral proceedings without prior Cooperation Agreement between UFPE and the foreign institution and/or with different Convention models from those previously approved in this Regulation will be sent to the Attorney General's Office for legal analysis, and will subsequently proceed to the opinion of ProPG, in case of approval, or will be returned to PPGCI for adjustments if not approved.

Article 113. ProPG will be responsible for the academic analysis of the documentation.

§ 1 The analysis referred to in the caput must observe the adequacy to the legislation and regulations relevant to the regulation of Postgraduate Studies **stricto sensu**.

§ 2 After the analysis described in the previous paragraph, the process will be forwarded to the ad hoc reviewer and subsequent Council deliberation of the Postgraduate Chamber.

Article 114. After approval by the Postgraduate Chamber, the Co-tutela Convention will be sent for signature by the Rector, for subsequent publication in the Official Bulletin/DOU.

Article 115. The student from a foreign higher education institution must apply for enrolment in the PPGCI, within the deadlines provided for in the Convention, presenting the documents requested by the Program.

Only paragraph. To enrol in the PPGCI, students of foreign nationality must have a migration status, in the case of on-site courses, duly regularized.

Article 116. The defense of the thesis will take place in person or remotely, carried out by one of the associated higher education institutions, respecting the agreement established in the Academic Convention for Thesis Collaboration.

Only paragraph. The Examining Committee will be constituted as established in the Joint program Convention, with the participation, preferably, of professors from all the institutions involved.

Article 117. The institutional follow-up of the joint agreement will be carried out by the PPGCI in partnership with the partner institution or foreign institutions.

TITLE V

GENERAL AND TRANSITIONAL DISPOSITIONS

Article 118. The PPGCI will have a period of 60 (sixty) days, counted from the date of publication of this Regulation, to adapt its Internal Regulations and Curriculum Structure and send them to ProPG for approval by the competent authorities.

Article 119. The PPGCI must keep its website updated, with free access to at least the following information: program of study; research areas; professors; student body; curricular structure; internal regulations and internal regulations; notice for the selection of student admission; contacts (e-mail, telephone, address), information about postgraduates and self-assessment.

Article 120. Cases not covered by this Regulation, as well as cases relating to matters involving the PPGCI, will be resolved by the Program's Council and, if necessary, by the Chamber of Research and Postgraduate Studies (CEPE).

Article 121. This Regulation, once approved by the PPGCI Council, will enter into force after its publication in the UFPE Official Bulletin, revoking the Regulation published on June 28, 2013, and provisions to the contrary.

APPROVED IN 82nd ORDINARY MEETING OF THE COUNCIL OF THE POSTPOSTGRADUATE PROGRAM IN INFORMATION SCIENCE AT THE FEDERAL UNIVERSITY OF PERNAMBUCO, HELD ON JULY 29, 2021.

Professor Nadi Helena Presser

Coordinator of the Postgraduate Program in Information Science