

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

INTERNAL REGULATION No. 03/2021

Establishes the guidelines, rules and procedures for the self-assessment process of the Postgraduate Program in Information Science at the Federal University of Pernambuco.

THE POSTGRADUATE PROGRAM IN INFORMATION SCIENCE AT THE FEDERAL UNIVERSITY OF PERNAMBUCO, in the use of its legal attributions and, **CONSIDERING:**

- The Guiding Document for the Self-Assessment Process of Postgraduate Programs of the Pro-Rectorate of Graduate Studies of the Federal University of Pernambuco 2020;
- The Internal Regulations of the Postgraduate Program in Information Science at the Federal University of Pernambuco;

RESOLVES:

Article 1 - Self-assessment is a formative assessment process, defined and self-managed by the academic community, recognized by the Postgraduate Program in Information Science (PPGCI) of the Federal University of Pernambuco (UFPE) as a process to assess oneself and make improvements necessary under the Programme.

CHAPTER I

The objectives and scope of the self-assessment

Article 2 - The self-assessment will serve the purposes of:

- I - Expand the link and commitment of professors and students with the Program, through self-knowledge;

II - Monitor the situation of the PPGCI in relation to the assessment scope, as defined in the strategic planning;

III - Correct directions and propose actions to improve the PPGCI strategies in accordance with the objectives defined in the strategic planning.

Article 3 - The scope of the self-assessment concerns the aspects of the PPGCI to be assessed in the strategic planning and that will represent the quality of the Program:

I - Program

II - Internationalization

III - Visibility of the Program

IV - Graduates

V - Impact of the Program on Society

VI - Innovation and Knowledge Transfer

VII - Professors

VIII – Students.

Only paragraph - Each aspect of the Program mentioned in the scope corresponds to an analysis purpose, and, therefore, the definition of indicators and criteria to be adopted will be those contained in the Area Document to which the PPGCI will be integrated.

Article 4 - O audience – target of the self-assessment will be students, graduates, teachers, administrative technical servants who work at the PPGCI and other interested parties affected by the Program's actions.

CHAPTER II

Self-Assessment Committee

Article 5 - The operationalization of the self-assessment will be made possible by a committee, consisting of:

I - One professor from the permanent nucleus;

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

III – One member of the current management coordination;

IV - One student representing the Master;

V - One student representing the doctorate;

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

VII - A representative of the graduates;

VIII - An external professor, member of a Program in the area of Information Science, whose grade received in the external evaluation of Capes is equal to or above the grade received by the PPGCI.

Only Paragraph - The members of the Self-Assessment Committee will have a two-year term, with no renewal allowed, except for the member of the previous coordination.

Article 6 - The duties of the self-assessment committee are:

I - Plan the self-assessment;

II - Monitor the work of those responsible for each scope of assessment;

III - Prepare reports and disseminate the results to specific audiences;

IV - Monitor the implementation of the improvements proposed in the PPGCI as a result of strategic planning and self-assessment;

V - Propose changes in the self-assessment based on the assessment performed.

§ 1 - The Self-Assessment Committee may, whenever necessary, and with the approval of the Program Council, review the self-assessment policy and procedures.

§ 2 - The composition of the Self-Assessment Committee, its attributions and its period of operation will be approved by the council of the PPGCI and, later, instituted in an Ordinance.

CHAPTER II

Self-Assessment Process

Article 7 - The self-assessment proposal, as a process, consists of five steps:

I - Preparation for Self-Assessment;

II - Implementation;

III - Disclosure of Results;

IV - Use of Results;

V - Meta-Assessment;

Article 8 - Preparation is the step that aims to:

- I - awareness of those involved;
- II - the constitution of the self-assessment committee;
- III - definition of self-assessment objectives;
- IV - the establishment of the assessment scope;
- V - the elaboration of the self-assessment project.

Only paragraph – The Self-Assessment Project, prepared by the Self-Assessment Committee, aims to define the schedule for data collection and those responsible for collection.

Article 9 - Implementation is the step that must take place in accordance with the provisions of the Self-Assessment Project.

§ 1 - Implementation puts in place all data collection and analysis procedures and is carried out together with the strategic planning team.

§ 2 - It is during the implementation stage that the Self-Assessment Committee must monitor the strategic planning to ensure the effective achievement of the planned goals.

Article 10 - The Dissemination of Results is the stage that disseminates the planned actions and the results achieved and, therefore, it should strive for a clear, objective and accessible language to all audiences, preferably in more than one dissemination format.

§ 1 - For disclosure to students, the Self-Assessment Committee will promote specific actions.

§ 2 - To professors, the results will be presented at a council meeting, called for this purpose.

Article 11 - Use of Results is the stage that defines how the information should be used systematically and coherently, in order to support decision-making by the executive and deliberative bodies of the PPGCI, aiming at consolidating the Program in teaching, research and extension.

§ 1 - Improvement Action Plans should guide the results to be actually used.

§ 2 - The monitoring of proposed action plans should correct deviations and focus on established goals.

Article 12 – Meta-Assessment is the stage that aims to assess the assessment system adopted by the PPGCI during a given cycle, adjusting it, if necessary.

Only Paragraph - The Meta-Assessment will consist of a descriptive report, containing a synthesis of the entire self-assessment process developed, of reviewing all its stages, from the establishment of its objectives to the self-assessment reports and the use of results.

CHAPTER III

Self-Assessment Project

Article 13 – The Self-Assessment Project will comprise the more specific actions that will be developed by the Self-Assessment Committee, such as the schedule of steps, plans and monitoring of improvement actions and, also, the definition of frequency and those responsible for data collection.

§ 1 - The preparation and implementation of the Self-Assessment Project will be the responsibility of the Self-Assessment Committee.

§ 2 - The Self-Assessment Project will be elaborated in a specific document.

Article 14 – The Self-Assessment Project should provide, at least:

I - How will the recording of the contextual analysis of the most relevant opportunities, threats, strengths and weaknesses, relating to the scope of assessment, as established in art. 3rd.

II – The technique to be used to prepare the action plans.

III – How the action plans will be controlled.

IV – How the results will be monitored.

V - Proposing reports to disseminate the results of the self-assessment to specific audiences;

VI - An execution schedule, with detailing the steps to be performed during an estimated period.

§ 1 - It is in the execution schedule that the dependency relationship between the activities of strategic planning and self-assessment will be more evident.

§ 2 - The self-assessment activities will be organized in stages, and some will have the team responsible for strategic planning, others with the Self-Assessment Committee.

Article 15 - The omitted cases will be analyzed by the PPGCI Council.

Article 16 - This Internal Regulation will come into force on the date of its publication in the UFPE Official Bulletin.

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

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