

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

**INTERNAL REGULATION No. 04/2021**

Regulates the granting and maintenance of Scholarships offered through the Social Demand Program of the Coordination for the Improvement of Higher Education Personnel to 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:**

- Regulation of the Social Demand Program of the Coordination for the Improvement of Higher Education Personnel (Capes/DS);
- Resolution No. 26/2020 of the Teaching, Research and Extension Council (CEPE) of the Federal University of Pernambuco (UFPE).
- the Regulation of the Postgraduate Program in Information Science (PPGCI).

RESOLVES,

**Article 1** - The number of scholarships will have the limit of the scholarship quota defined by Capes/DS for the current period.

**Article 2** - New students and students regularly enrolled in postgraduate courses offered by PPGCI may apply for the Scholarship Selection Process.

§ 1 - Students wishing to apply for the scholarship must do so upon request, according to the dates published in the PPGCI Scholarship Notices.

§ 2 - The Scholarship Application template will be available on the PPGCI website, at the Institutional Documents/Forms link.

§ 3 - Students classified and not awarded a scholarship in the previous notice and who are still interested should also apply for the Scholarship Selection Process.

**Article 3** - The selection of scholarship candidates will be made by a Scholarship Committee,

constituted by the Course Council.

## CHAPTER I

### GRANT OF SCHOLARSHIP

**Article 4** - Scholarships will be distributed to regular students in accordance with the requirements determined by Capes and in accordance with the rules in force in this Internal Regulations.

**Article 5** - Scholarships will be distributed based on the classification of candidates in the Student Admission Process, up to the limit of the scholarship quota defined by Capes, with preference being given to students classified and not awarded a scholarship in the notice prior to the one in force.

**Article 6** - The attribution of PPGCI Scholarships will follow the following criteria:

I - Have full availability to take the course;

II - Do not exercise regular paid professional activity by the student;

§ 1 - For the purposes of proof, the student must present a negative statement of engaging in a remunerated professional activity;

§ 2 - Scholarship holders selected to act as substitute professors in public institutions of higher education, with the due consent of their supervisor and authorization from the PPGCI Scholarship Committee, will have their scholarships preserved. However, those who are already acting as substitute teachers will not be eligible for scholarships, unless they formally withdraw from teaching activities.

III – Students already enrolled in a master's or doctorate course at PPGCI/UFPE, including those classified and not awarded a scholarship in the previous notice) must present a postgraduate transcript;

IV - Doctoral students who have already taken the qualification exam must prove publication or submission of an article in a journal qualified by Capes.

V - Students with employment relationship must prove that they are released, without pay, from professional activities;

VI - Not accumulate any other scholarships for study funding from any origins;

VII - Establish residence in the location where the course takes place, except during periods when the university is working remotely;

VIII - Carry out teaching internship in accordance with the provisions of the Capes Social Demand Program Regulation and the PPGCI/UFPE Regulation;

IX - Participate in the Program's daily extracurricular activities.

X - Carry out a teaching internship related to undergraduate academic activities, under the supervision of an advisor, according to the requirements and specific regulations of the funding agencies of the scholarships.

**Article 7** – The distribution of scholarships to qualified candidates in accordance with the provisions of this Internal Regulations will follow the classification criteria:

I – First, students classified and not awarded a scholarship in the notice of the Student Admission Process prior to the current one;

II – Second, ordering the final result of the Student Admission Process for the current year (final selection score).

**Article 8** – Any ties will be resolved, successively:

I - Firstly, longer time as a regular student in the Program, at the same level of the requested scholarship;

II – Second, higher score in publications of articles published in qualified journals in the course in which you are applying for the scholarship;

Only paragraph – The score for qualified articles will be the same used in the selection process for the admission of students.

III - If the tie still persists, the candidate's date of birth will be used as a tiebreaker, with priority given to the older one.

**Article 9** - The scholarship will be awarded for a maximum period of twelve months and may be renewed annually until reaching the limit of 48 (forty-eight) months for the doctorate, and 24 (twenty-four) for the master.

§ 1 - Depending on from the date of attribution, the scholarships will be granted to the student for the remaining period for him to complete 24 or 48 months of the course for the Masters and Doctorate, respectively.

§ 2 - In determining the duration limit of the scholarships, the instalments previously received by the scholarship holder, arising from another scholarship program of Capes and other agencies for the same level of course, as well as the period of the internship abroad will also be considered. subsidized by any national or foreign agency or body.

§ 3 - When there is a waiting list, and under no circumstances may the scholarship be maintained for a student who requests an extension of the term of the course, except for the right of suspension of scholarships.

**Article 10** – All students awarded a scholarship must sign a Term of Commitment, according to the model available on the PPGCI website, at the Institutional Documents/Forms link.

## CHAPTER II

### SUSPENSION OF THE SCHOLARSHIP

**Article 11** - The maximum period of suspension of the scholarship, duly justified, will be up to eighteen months.

**Article 12** - Suspension of the scholarship may occur in the following cases:

I - Up to six months, in the case of a serious illness that prevents the scholarship holder from participating in the course activities or for maternity leave;

II - Up to 18 months, for doctoral scholarship holders who are going to carry out an internship abroad, related to their course plan, supported by Capes or by another Agency;

§ 1 - Suspension for the reasons provided for in item I of this article will not be computed for the duration of the scholarship.

§ 2 - It is forbidden to replace a scholarship holder during the suspension of the scholarship.

**Article 13** - There will be no suspension of the scholarship when:

I - The master's student, for a period not exceeding six months, or the doctoral student, for a period of up to 12 months, to move away from the location where he/she is taking the course, to carry out an internship at a national institution or collect data necessary for the preparation of their dissertation or thesis;

II - The doctoral student leaves to carry out studies related to his thesis, for a period of two to six months, according to an agreement established between CAPES and the academic exchange services or other agreements of a similar nature.

## CHAPTER III

### CONCESSION REVOCATION

**Article 14** - The granting of the CAPES scholarship will be revoked, with the consequent refund of all monthly fees and other benefits, in the following cases:

I - If there is an omission of remuneration perception, when required;

II - If a false statement of inexistence of support of any nature is presented, by another Agency;

III - If any fraud is committed by the scholarship holder, without which the grant would not have occurred.

Only paragraph - Failure to complete the course will entail the obligation to refund the amounts spent on the scholarship, unless motivated by an act of God, force majeure, circumstances

beyond its control or duly proven serious illness. The assessment of these situations is subject to approval by Capes, in a reasoned order.

## CHAPTER IV CANCELLATION OF THE SCHOLARSHIP

**Article 15** – The cancellation of the scholarship implies the disengagement of the student from the scholarship benefit, before the end of their period of studies and before the closing period of the scholarship established by the development agencies.

**Article 16** – The cancellation of the scholarship, with the immediate replacement by another student, must be communicated to the Dean of Postgraduate Studies at UFPE, which will inform Capes of the cancellations that have occurred.

**Article 17** - The scholarship will be automatically cancelled in the cases of:

I - Dissertation or thesis defense;

II - Failure in an course;

III - Obtaining a B grade in two course;

IV - Obtaining a C grade in a course;

V - Termination of program;

VI- Cancellation of enrolment in program;

VII - Locking the course;

VIII - Failure to comply with any of the scholarship maintenance requirements referred to in this Internal Regulation.

§ 1 - The cancellation of the Scholarship, as established in items VI and VII, does not give the student any right acquired when returning to the PPGCI, and the student will enter the waiting list again according to their score.

§ 2 - The scholarship may be cancelled at any time for infringement of the provision of this Internal Regulations, the scholarship holder being obliged to reimburse the investment made unduly in his favour, in accordance with current federal legislation, and unable to receive benefits from Capes for a period of five years, counting from the knowledge of the fact, without prejudice to other administrative sanctions, civil and criminal.

## CHAPTER V

### CHANGE IN SCHOLARSHIP LEVEL

**Article 18** - It is established that, in the change of level of the student enrolled in the Masters to the Doctorate, the following criteria must be observed:

I – The change in level from the Masters to the Doctorate must result from the recognition of the exceptional academic performance achieved by the student, obtained up to the eighteenth month of the beginning of the course;

II – The excellence of academic performance in obtaining credits, in the development of the respective dissertation, must be unequivocally demonstrated and be compatible with the highest standard required by the course for the early completion of the master's degree;

III – The council of the Program must authorize the student's admission to the doctorate;

IV – The beneficiary student must be enrolled in the course for a maximum of 18 months and be a Capes scholarship holder, without interruption, for at least 12 months.

§ 1 - The student benefiting from the change in level will have a maximum period of three months to defend their master's thesis, counted from the date of selection for said promotion, in the manner established by the course for the completion of the master's degree unanticipated.

§ 2 - The Dean of Postgraduate Studies at UFPE will send to Capes, within a maximum period of 15 days, counting from the date of the promotion to the doctorate, the list of promoted scholarship holders, for the purpose of transforming the master's scholarship for the doctorate.

§ 3 - The annual limit for granting Capes/DS scholarships that imply the transformation of the master's level to a doctorate will be 20% of the total PPGCI, limited to a maximum number of three annual promotions;

§ 4 - Cape's scholarship students, promoted by the PPGCI, will have their scholarships complemented for the doctoral level, for up to four years, from the referred promotion.

§ 5 - The change in level referred to in this article implies an automatic change in the number of scholarships, with repercussions on the granting of subsequent fiscal years.

## CHAPTER VI

### OF THE SCHOLARSHIPS COMMITTEE

**Article 19** - The Scholarships Commission is an advisory body dedicated to the planning, execution and monitoring of the scholarships available under the Program.

**Article 20**- The duties of the PPGCI Scholarships Committee are:

I - Observe the rules of this Internal Regulations and ensure its compliance;

II - Examine the applications of candidates for the scholarship in light of the established criteria;

III - Evaluate the scholarships in force at each new Scholarship Selection Process, based on the criteria established in this Internal Regulation;

IV- Conduct the PPGCI Scholarship Selection Process;

V - Examine cases of suspension, cancellation, change of scholarship level;

VI - Create, and subsequently maintain a system for monitoring the scholarship holders for the purposes of postgraduate credit, as well as the supervision and monitoring of the teaching internship, in relation to the following data:

- a) Scholar's name;
- b) Scholarship course;
- c) Scholarship receipt date;
- d) Scholarship suspension date and reason (if any);
- e) Scholarship cancellation date and reason (if any);
- f) Date of change in scholarship level (if any);
- g) Date, course, discipline and professor linked to the teaching internship;
- h) Other relevant information for the management of scholarships under the PPGCI.

**Article 21** - The Scholarship Committee will be composed of the following members:

I - Three professors linked to the Program, one of them being the chairman of the commission;

II - One administrative technician linked to the Program;

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

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

§ 2 - The student representatives referred to in item III, holder and alternate, will be chosen from among and by the students linked to the Program for a period of two years, and may not be reappointed.

§ 3 - The choice of the president will be made among all the members of the scholarship committee and his term of office will be two years, and he cannot be reappointed.

**Article. 22** - Omitted cases will be resolved by the PPGCI Council.

**Article 23** - Resolution No. 01/2013 of the PPGCI and other provisions to the contrary is hereby revoked.

**Article 43** - 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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