

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

INTERNAL REGULATION No. 06/2021

Establishes the rules for enrolment in a single course in 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 need to regulate the enrolment of special students in the Postgraduate Program in Information Science at the Federal University of Pernambuco;
- the Regulations of the Postgraduate Program in Science at the Federal University of Pernambuco.

RESOLVES:

Article 1 - Single courses are those offered by the Postgraduate Program in Information Science (PPGCI) at the Federal University of Pernambuco (UFPE) for selection of special students.

Only paragraph - Special students are students who have not yet undergone the selection process for admission to Master's or Doctorate Program, but who wish to participate in an elective course offered by the PPGCI/UFPE.

Article 2 - The PPGCI/UFPE will open a notice for Selection of Students for Enrolment in Single course, in each semester, before the date of enrolment.

§ 1 - Enrolment in a single course may only be requested in elective courses provided for in the PPGCI/UFPE curriculum structure.

§ 2 - The special student can attend only one elective course per semester without, therefore, obtaining a link with the PPGCI.

§ 3 - Enrolment in isolated course in the Master's Program is allowed to:

I – the candidate who has completed, at least, an undergraduate degree (bachelor's or full licensure);

II - the candidate who will complete the undergraduate course and graduate before the start of classes in graduate school.

Only paragraph - With regard to the previous heading, the candidate must present an original document from the educational institution of origin, on letterhead, attesting that he will complete his degree, a copy of the Academic Transcript of the undergraduate course in progress, his enrolment being course to the delivery of the certificate of graduation.

Article 3 - The number of vacancies offered in an isolated discipline for special students will be defined by the responsible professor, up to a limit of 20% of the total vacancies offered in the discipline.

§ 1st It will be up to the PPGCI Secretariat:

I - Request from the professors who will teach the discipline in the semester, the number of vacancies that will be made available for special students;

II - Include in the Program calendar the dates for enrolment of special students to be defined by the PPGCI/UFPE Coordination.

§ 2 - It will be up to the teacher of each course:

I - Decide on the acceptance or not of special students in each course they teach;

II - In case special students are accepted in the course, define the number of places offered in the semester, up to the limit established in this Internal Regulations.

Article 4 - The granting of enrolment as a special student is prohibited:

I - To the candidate who, in a previous period, has abandoned the course or cancelled the enrolment without formal justification at the PPGCI/UFPE secretariat;

II - In more than one course per semester, for the same candidate.

Article 5 - The documentation required to apply for the single course will be specified in a notice for Student Selection for Enrolment in the Single course at PPGCI/UFPE website.

Article 6 - The professors of the courses for which enrolment requests are addressed will examine the documentation of candidates for the single course.

Article 7 - The candidate's registration will be approved by the Program Coordination after verification of the documentation delivered at the time of registration.

Article 8 - The final result will be published on the PPGCI/UFPE website, before enrolment begins.

§ 1 - Enrolment will be carried out automatically by the course secretariat.

§ 2 - The result will be classified and cannot be appealed.

§ 3 - The credits obtained in single courses can be used when the regular enrolment at the PPGCI/UFPE becomes effective.

§ 4 - For the purpose of success, the credits obtained in single courses will expire within a period of 5 (five) years, counted from the period in which the course was offered.

Article 9 - The omitted cases will be resolved by the Council of PPGCI/UFPE.

Article 10 - Resolution No. 03/2013, of the PPGCI, and other provisions to the contrary, is revoked.

Article 11 - 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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