

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

INTERNAL REGULATION No. 07/2021

It establishes norms for the Dissertation or Thesis Qualification Examination under 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:**

- Resolution No. 19/2020 of the Teaching, Research and Extension Council (CEPE) of the Federal University of Pernambuco (UFPE);
- the Rules of Postgraduate Program in Information Science (PPGCI) at UFPE.

RESOLVES:

CHAPTER I

DEFINITION AND STRUCTURE

Article 1 The qualification exam is an academic activity to assess the merits of research proposals by students linked to the PPGCI to an Examining Commission (defense board), which is a partial step towards obtaining the title.

§ 1st The qualifying exam is an academic activity restricted to the student and the Examining Commission.

§ 2 The qualification exam must be requested by the supervisor and can only be performed upon approval by the PPGCI Council.

Article 2 The qualification exam is a formal stage of their training in which the student presents a dissertation or thesis project to a Examining Commission.

Article 3 The dissertation or thesis project must meet the following structure:

I - Pre-textual elements:

- a) front cover;
- b) cover sheet;

- c) abstract and keywords in vernacular language;
- d) abstract and keywords in a foreign language; and
- e) summary.

II - Textual elements:

- a) introduction, with presentation of the problematization, the research problem, objectives, justifications and academic and/or social contributions;
- b) theoretical foundation;
- c) methodological procedures, detailing the nature of the research, explaining the methods and techniques for collecting and analysing data; and
- d) execution cronogram.

III - Post-textual elements:

- a) references;
- b) attachments, if any;
- c) appendices, when available.

Only paragraph. Other items can be incorporated into pre-textual, textual and post-textual elements, depending on the characteristics of the research.

Article 4 The dissertation or thesis project must be written in accordance with the technical standards of the Brazilian Association of Technical Standards (ABNT), and the student and supervisor are responsible for its correct use.

Article 5 The dissertation or thesis project, which is based on research involving human beings, must obtain approval from the Ethics Commission, recognized by the National Research Ethics Commission (CONEP), at UFPE, before carrying out the research.

CHAPTER II

TERMS AND REQUIREMENTS

Article 6 The dissertation or thesis qualification exam must obey the following deadlines:

I - Academic Masters: a minimum period of six (06) and a maximum of eighteen (18) months, counting from the first registration;

II - Academic Doctorate: minimum term of twelve (12) and maximum of thirty (30) months, from the first registration.

Article 7 If the supervisor considers that the dissertation or thesis project is not in a position to be submitted for evaluation by the Examining Commission, he/she must issue a detailed record giving formal knowledge to the student and forward the record for consideration by the Council, observing the deadlines provided for in this Internal Regulations.

Only paragraph - In the case provided for in the main section, two situations may occur:

I – The supervisor may request the Council to extend the dissertation or thesis qualification exam, in agreement with the student;

II - The student may ask the Council for the qualification exam without the approval of his supervisor, observing the deadline for completing the course.

Article 8 The dissertation and/or thesis qualification exam must be sent to the PPGCI Coordination through the Examining Commission Composition Form, available on the PPGCI website.

Article 9 The dissertation or thesis qualification exam will be approved by the Council, which will take into account the compliance with the following requirements:

I - Payment of credits referring to the academic load of the curricular components set out in the PPGCI Internal Regulations;

II - Approval in all partial assessments.

CHAPTER III

THE EXAMINING COMMISSION

Article 10 The appointment of the Examining Commission to carry out the dissertation or thesis qualification exam is the responsibility of the supervisor professor and must meet the deadlines and criteria set forth in this Internal Regulations.

Article 11 The composition of the dissertation or thesis qualification Examining Commission must meet the following requirements:

I - Dissertation Qualification Examination: minimum of three full members, one of them external to the PPGCI and, obligatorily, external to the UFPE;

II - Thesis Qualification Examination: minimum of four full members, two of them external to the PPGCI and, obligatorily, external to the UFPE;

§ 1 In the event of the existence of a co-supervisor, he cannot be part of the qualifying Examining Commission, as a member, except in the impossibility of the supervisor.

§ 2 The dissertation or thesis supervisor will be the president of the Examining Commission.

Article 12 The members of the Examining Commission must hold a PhD, have scientific and/or technological production related to the topic of the final paper and published in the last two years.

Only paragraph. In cases of an examining Commission for the qualification of a dissertation or thesis, the course of which has been carried out under a joint agreement, the composition of the Commission will be accepted in accordance with the respective joint agreement and in common agreement with the partner institution.

Article 13 Is prohibited the participation of a professor as a member of the dissertation or thesis qualification Examining Commission who is the student's spouse or who has a natural family

relationship (in direct line or collateral up to the third degree, by ancestry or descent) or family relationship civil (straight or collateral up to the third degree) or constitute a close friend or enemy.

Article 14 The composition of the Examining Commission of dissertation or thesis qualification exam must be approved by the PPGCI Council.

CHAPTER IV

EXAMINATION AND EVALUATION

Article 15 The dissertation or thesis qualification exam must be marked by the supervisor in the academic management system of UFPE, within a maximum period of twenty (20) days of its completion schedule, based on the Examining Commission Composition Form, available on the PPGCI website.

Article 16 The dissertation or thesis project must be made available by the student to the members of the Examining Commission, within a maximum period of twenty (20) days before the examination, in printed and/or digital formats.

Article 17 The dissertation or thesis qualification exam may work in the classroom, blended or distance modalities, in accordance with the current rules of UFPE and CAPES.

§ 1 The participation of all or part of the exam members (Examining Commission and students) can be done through videoconference resources, in a justified manner, if they are not located in the PPGCI's host city.

§ 2 In the event of non-presential participation, it is possible that the signing of the Qualification Exam Minutes is replaced by an explicit mention of participation through video conference.

Article 18 The presentation of the dissertation or thesis project will be performed by the student, with a maximum duration of thirty (30) minutes, followed by the inquiry by the Examining Commission.

Article 19 The dissertation or thesis project must be evaluated based on the following criteria:

I - Thematic alignment of the research project to the area of concentration and the supervisor's research line;

II - Coherence between objectives and research problem;

III - Pertinence and adequacy of references to the research theme;

IV - Mastery of the research topic;

V - Adequacy of methodological procedures;

VI - Feasibility of the schedule for the development of the research project.

Article 20 At the end of the dissertation or thesis qualification exam, the Examining

Commission, in secret scrutiny, will deliberate on the result, assigning only one of the following mentions to the project:

I - Approved;

II - Disapproved.

§ 1 The mentions referred to in items I and II to the student's dissertation or thesis project must be registered in the dissertation or thesis qualification minutes, based on a simple majority of the votes of the participating members of the Examining Commission.

§ 2 In case of attribution of the approved mention, the Examining Commission is allowed to request non-substantial changes to be carried out in the final version of the project.

§ 3 In the event of attribution of a disapproved mention, the student may repeat it a second time, observing the following deadlines:

a) Academic Master's Degree: maximum period of three months, counting from the date of the first exam;

b) Academic Doctorate: maximum period of five months, counting from the date of the first exam.

Article 21 The identification of partial or total plagiarism of the dissertation or thesis project by the members of the Examining Commission must be forwarded to the supervisor before taking the duly documented dissertation or thesis qualification exam.

Article 22 Proof of partial or total plagiarism of the dissertation or thesis project must be sent to the PPGCI Council by the supervisor for analysis.

§ 1 The PPGCI Council must set up an internal commission, formed by three professors of the Program, to issue a detailed record based on the documentation presented.

§ 2 The student may defend himself with the PPGCI Council, when deliberating on the case, through the detailed record of the internal Commission and the documentation presented.

§ 3 In case of confirmation of partial or total plagiarism of the dissertation or thesis project, the Program Coordination shall forward it to the UFPE Research and Postgraduate Studies Chamber (CPPG) of the Pro-Rector of Postgraduate Studies (PROPG) for deliberation.

Article 23 Disciplinary sanctions arising from the confirmation of partial or total plagiarism of the dissertation or thesis project will be applied by the University's CPPG-PROPG, in accordance with current regulations.

Article 24 The record of the Examining Commission must be presented based on the Report of Qualification or Defense Dissertation or Thesis, available on the PPGCI website.

Only paragraph – The report of the Examining Commission must be registered in the minutes of qualification of the dissertation or thesis to be made available by the PPGCI Secretariat, with the

signature of the members of the Examining Commission.

Article 25 The final result of the evaluation of the dissertation or thesis project will be disclosed to the student by the supervisor and other members of the Examining Commission, by reading the qualification minutes.

CHAPTER V

TRANSITIONAL AND FINAL PROVISIONS

Article 26 The omitted cases will be analyzed and deliberated by the PPGCI Council.

Article 27 Resolution No. 06/2013 of the PPGCI, and other provisions to the contrary, is hereby revoked.

Article 28 This Internal Regulation will come into force on the date of its publication in the UFPE Official Bulletin.

APPROVED AT THE 82nd ORDINARY MEETING OF THE COUNCIL OF THE POSTGRADUATE 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