

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

**INTERNAL REGULATION No. 08/2021**

It establishes norms for the Dissertation or Thesis Defense Examination within the scope 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 Resolution No. 19/2020 of the Teaching, Research and Extension Council (CEPE) of the Federal University of Pernambuco;
- the Communication and Information Area Document of the Coordination for the Improvement of Higher Education Personnel (CAPES); and
- the Rules of the Postgraduate Program in Information Science at the Federal University of Pernambuco.

RESOLVES:

**CHAPTER I**

**DEFINITION AND STRUCTURE**

**Article 1** - The dissertation or thesis defense exam is an academic activity to evaluate the merits of research proposals from PPGCI students to an Examining Commission (defense board), constituting a Course Conclusion Paper, the final step for obtaining the title.

§ 1st The dissertation or thesis defense exam is a public academic activity, and the participation of the student and the Examining Commission (defense board), is mandatory.

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

**Article 2** The examination of dissertation or thesis defense is a formal stage, in which the student presents final project for an Examining Commission (defense board).

**Article 3** The dissertation or thesis 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) analysis and discussion of results; and
- e) final considerations or conclusions.

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 must be presented in printed and/or digital formats and meet the standards and standard model of the UFPE Central Library.

**Article 5** The dissertation or thesis, which is based on research involving human beings, must present proof of approval by the Ethics Committee, recognized by the National Research Ethics Commission (CONEP), of UFPE.

## CHAPTER II

### TERMS AND REQUIREMENTS

**Article 6** Dissertation or thesis defense must obey the following deadlines:

I - Academic Masters: a minimum period of twelve (12) and a maximum of twenty-three (23) months, counting from the first registration;

II - Academic Doctorate: minimum term of twenty-four (24) and maximum of forty-seven (47) months, from the first registration.

**Article 7** If the supervisor considers that the dissertation or thesis is not in a position to be submitted for evaluation by the Examining Commission, he/she must issue a detailed opinion giving formal knowledge to the student and forward the opinion 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 - O supervisor may request the Council to extend the term of defense of dissertation or thesis, in agreement with the student;

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

**Article 8** The dissertation and thesis defense examination must be sent to the PPGCI Coordination through the Examining Commission Composition Form available on the PPGCI website.

**Article 9** The dissertation or thesis defense 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 workload of the curricular components set out in the PPGCI Internal Regulations; and

II - Approval in all partial assessments of student monitoring carried out by the teacher.

**Article 10** The dissertation and thesis defense must be requested by the supervisor and sent to the PPGCI Coordination through the Dissertation and Thesis Defense Form available on the PPGCI website at the Institutional Documents/Forms link.

**Article 11** The dissertation or thesis defense can only be performed with the assistance of the following requirements:

I - Passing a qualifying exam;

II - Approval in all partial assessments of student monitoring carried out by the teacher; and

III - Proof of publication or article submission, in co-authorship with the supervisor, in a qualified journal, as listed in the CAPES Web Qualis and in the Communication and Information Area to which the PPGCI is linked.

§ 1 Master's course students must present proof of submission of at least one article, as provided for in item III of this caput.

§ 2 The doctoral course students must present, at least, proof of publication of an article and the submission of another article, as provided for in item III of this caput.

### CHAPTER III

#### THE EXAMINING COMMISSION

**Article 12** The appointment of the Examining Commission to carry out the dissertation or thesis examination is the responsibility of the supervisor professor and must meet the deadlines and criteria set forth in this Internal Regulations.

**Article 13** The composition of the dissertation Examining Commission must meet the following requirements:

I - Full members: minimum of three members, one of which is external to the PPGCI and, obligatorily, external to UFPE;

II – Alternate members: minimum of two members, one of whom is external to the PPGCI and, obligatorily, external to UFPE.

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

§ 2 The dissertation supervisor will be a natural member and president of the Examining Commission.

**Article 14** The composition of the thesis Examining Commission must meet the following requirements:

I - Full members: minimum of five members, two of which are external to the PPGCI and, obligatorily, external to UFPE;

II – Alternate members: minimum of four members, two of them external to the PPGCI and, obligatorily, external to UFPE.

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

§ 2 The supervisor will be a natural member and president of the Examining Commission.

**Article 15** 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 dissertation or thesis defense examination, whose course 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 16** The participation of a professor as a member of the dissertation or thesis defense 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 is prohibited. civil (straight or collateral up to the third degree) or constitute a close friend or enemy.

**Article 17** The composition of the Examining Commission for the examination of dissertation or thesis must be approved by the PPGCI Council.

## CHAPTER IV

### DEFENSE AND EVALUATION

**Article 18** The dissertation or thesis defense examination must be scheduled 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 19** The document containing the dissertation or thesis must be made available by the student to the members of the Examining Commission, before twenty (20) days of the defense, in printed and/or digital formats, according to the standard model of the UFPE Central Library.

**Article 20** The dissertation or thesis defense examination may take place in the face-to-face, 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 signature of the defense minutes is replaced by an explicit mention of the participation through video conference.

**Article 21** The presentation of the dissertation or thesis will be performed by the student, with a maximum duration of thirty (30) minutes, followed by the examination by the Examining Commission, which will evaluate it based on the following criteria:

I - Thematic alignment of the research project to the supervisor's area of concentration and 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 - Significant scientific contribution to the field of Information Science.

**Article 22** At the end of the dissertation or thesis defense examination, the Examining Commission, in secret ballot, will deliberate on the result, with attribution of only one of the following mentions:

I - Approved;

II – Disapproved.

Only paragraph. The mentions referred to in items I and II to the dissertation or thesis must be registered in the minutes of the dissertation or thesis defense examination, based on a simple majority of the votes of the participating members of the Examining Commission.

**Article 23** Changes requested to the dissertation or thesis by the Examining Commission must

be carried out by the student and approved by the supervisor and, subsequently, delivered to the PPGCI Secretariat with the supervisor's consent, within a maximum period of 60 (sixty) days.

Only paragraph - In situations where the defense examination takes place on dates close to the end of the evaluation cycle established by Capes, the coordination may determine shorter deadlines for delivering the dissertation or thesis to the PPGCI Secretariat, as these are documents that must be included in the reports of the National Graduate System.

**Article 24** Compliance with the requirements outlined in art. 23 of this Internal Regulations makes the student able to deposit the final project in the Central Library, complying with the relevant rules of UFPE.

**Article 25** The dissertation or thesis that is approved without changes by the Examining Commission, authorizes the student to deliver the dissertation or thesis to the PPGCI Secretariat, with the consent of the supervisor, and then deposit the final project in the Central Library, in compliance with the pertinent UFPE standards for this purpose.

**Article 26** The dissertation or thesis exam that receives the approved mention characterizes the conclusion of the course, and the student must meet the other requirements for obtaining the degree.

**Article 27** The dissertation or thesis that receives the disapproved mention conditions the student's loss of bond with the PPGCI without obtaining the desired degree, according to art. 69 of CEPE Resolution No. 19/2020.

**Article 28** The identification of partial or total plagiarism of the dissertation or thesis by the members of the Examining Commission must be forwarded to the supervisor prior to the duly documented dissertation or thesis defense examination.

**Article 29** Proof of partial or total plagiarism of a dissertation or thesis 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 opinion 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, the Program Coordination shall forward it to the UFPE Research and Graduate Studies Chamber (CPPG) for deliberation.

**Article 30** Disciplinary sanctions arising from the confirmation of partial or total plagiarism of a dissertation or thesis will be applied by the CPPG-PROPG of UFPE, in accordance with current regulations.

**Article 31** The record of the Examining Commission will be recorded in the minutes of the dissertation or thesis defense examination to be made available by the PPGCI Secretariat, with the signature of the members of the Examining Commission and the student.

**Article 32** The final result of the dissertation or thesis evaluation will be disclosed to the student by the supervisor and other members of the Examining Commission, by reading the minutes.

## CHAPTER V

### TRANSITIONAL AND FINAL PROVISIONS

**Article 33** The omitted cases will be analyzed and deliberated by the PPGCI Council.

**Article 34** Resolution No. 04/2013 of the PPGCI, and other provisions to the contrary, is hereby revoked.

**Article 35** 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