

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

**INTERNAL REGULATION No. 09/2021**

Establishes the general criteria and procedures to guide the Selection Process for candidates for Master's and Doctorate courses 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:**

- the Resolution no. 1/2011 of CCEPE/UFPE Coordinating Council for Teaching, Research and Extension (CCEPE) of the Federal University of Pernambuco (UFPE).
- the Resolution No. 3/2016 of the Board of Directors (CADM) of UFPE.
- Normative Instruction No. 02/2020 of the Chamber of Research and Postgraduate Studies (CPPG) of UFPE.
- the Normative Instruction in the 01/2020 the Chamber of Research and Postgraduate Studies (CPPG) at UFPE.
- the Resolution No. 19/2020 of the Teaching, Research and Extension Council CEPE/UFPE.
- the Resolution No. 17/2021 of CEPE/UFPE.
- the Bylaws of the PPGCI/UFPE.

RESOLVES:

**CHAPTER I**  
**GENERAL PROVISIONS**

**Article 1** - The Coordination of the Postgraduate Program in Information Science (PPGCI) shall

make public the Notice of the Selection Process for Admission of Students to Master's and Doctoral Degree Courses, in the Official Bulletin of UFPE and through the Program's website, in each school year.

**Article 2** - They will be able to register and compete for the vacancies offered in the Selective Process Brazilian or foreign candidates.

**Article 3** - The admission of candidates approved in the Master's and Doctorate Courses may occur in a continuous flow.

**Article 4** - Each Selection Process will be carried out by a Selection Commission composed in accordance with what is established in the Internal Regulation.

**Article 5** - The Selection Process can be carried out in the on-site, semi-attendance or distance modalities, in accordance with current UFPE regulations.

Only paragraph - When applying for the mode blended or remote the candidate assumes full responsibility for accessing the Internet to carry out the online phases of the Selection Process.

## CHAPTER II REGISTRATIONS

**Article 6** - The Coordination of the PPGCI shall establish and make public the periods and criteria for registration, in a Notice, to candidates, each Selective process.

**Article 7** - Enrolment will be carried out through the Application Form available on the PPGCI website, and by providing the supporting documents by the applicants.

**Article 8** - Enrolment will be accepted subject to the selection of master's and doctoral degrees, and, in case of classification, the right to the place will be subject to the delivery of a document proving the completion of the undergraduate or master's degree, up to the date of enrolment.

### Section I

#### Vacancies

**Article 9** - The number of vacancies to be offered for the Masters and Doctoral Courses, as well as the vacancies destined for affirmative action, must be established in the Notice.

**Article 10** - 30% of seats will be reserved for affirmative action's respecting differences and diversity, recognizing social and racial inequalities, and expanding opportunities for the inclusion, in its student body, of black people (black and brown), quilombolas, gypsy, indigenous, trans

(transsexuals, transgender and transvestites) and with disabilities.

§1 - The option to compete as an opter for affirmative action vacancies must have a specific field on the Bidding Application Form so that the candidate can inform his/her choice.

§2 - Affirmative action quotas do not exclude the steps of the Selection Process.

§ 3 - Upon registration, candidates may opt to compete for affirmative action vacancies, being classified in the final result of the selection process both in broad competition and in the classification of affirmative action vacancies.

§ 4 - Candidates who enrolled in the affirmative action vacancies, and who were also approved in the wide competition, may be enrolled in the wide competition vacancy, thus allowing other candidates enrolled in the affirmative action vacancies, if approved in the selection process, fill the affirmative action slots.

§ 5 - In case a successful candidate withdraws from an affirmative action vacancy, it will be filled by the candidate who was later classified and approved, among those who competed for the affirmative action vacancies.

§ 6 - In the event that there are no successful candidates and in sufficient number to fill the affirmative action vacancies, including the waiting list, the remaining vacancies may be reverted to full competition.

§7 - The self-declared black people, after the selection process, will obligatorily go through the UFPE Hetero-Identification Commission using exclusively the phenotypic criterion to measure the condition declared by the candidate.

**Article 11** – Specific vacancies may be opened for foreign students whose countries of origin maintain an agreement for cultural, scientific and technological cooperation with the PPGCI or with the Postgraduate Programs at UFPE.

§ 1 The number of additional places to be offered at each level of the course must be approved by the Program Board and provided for in the Student Admission Selection Notices.

§ 2 In order to apply for the vacancies mentioned in the **caput**, the foreign candidate must not have a permanent visa in Brazil.

§ 3 It will be incumbent upon the PPGCI to inform PROPG and the Directorate of International Relations (DRI) every six months of foreign students regularly enrolled in master's and doctoral courses.

**Article 12** - In compliance with the provisions of CCEPE/UFPE Resolution No. 1/2011, two additional vacancies should be offered for active and permanent employees at UFPE (professors and technicians), one for the Doctorate and one for the Masters.

Single paragraph - The option to compete as an opter for the vacancies of active and permanent civil servants at UFPE must have a specific field in the Bidding Application Form so that the candidate can inform his/her choice.

**Article 13** - Candidates enrolled in the Single Registry for Social Programs of the Federal

Government and members of a low-income family may request exemption from payment of the Registration Fee, pursuant to Decree No. 6135/2007.

Only paragraph - The Bidding Application Form must provide the option for the candidate to inform his/her choice.

**Article 14** - Regularly enrolled students completing an undergraduate or master's course, active and inactive employees (technical-administrative and professor) and substitute professors at UFPE may also request exemption from payment of the Enrolment Fee, pursuant to Resolution No. 3/2016 of the Council of Administration of UFPE.

Only paragraph - The Invitation to Bid Registration Form must provide the option to registration fee waiver so the candidate can inform his choice.

**Article 15** - The decision of granting or not the exemption fee must be communicated to the candidate before the closing of the registrations.

**Article 16** - PPGCI may reserve the right not to fill all vacancies due to the possibility or not of orientation.

## Section I

### Application documents

**Article 17** - The following documentation will be required for application:

I - Copy of CPF and identity document for Brazilian candidates, copy of passport for foreign candidates.

II - A 3x4 photo in PDF format.

III - Proof of payment of the registration fee or proof of your exemption.

IV - Copy of the diploma of the undergraduate course for enrolment in the Master's Degree and copy of the Master's degree diploma for enrolment in the Doctorate.

§1 - The foreign candidate must present an undergraduate or postgraduate degree in higher education, containing the Hague Apostille or consular seal in the country of origin.

§2 - In case of approval and classification of Brazilian candidates with diplomas from undergraduate and postgraduate courses obtained abroad, at the time of enrolment, they must be presented with authentication by the Brazilian Consulate in the country where it was issued or the Hague Apostille, in the case of countries that are signatories to the Hague Apostille Convention.

VI - Conditional application will require specific documentation.

§1 - Candidates for the Master's, the original document on the educational institution's letterhead attesting that they can complete the undergraduate course until the beginning of the academic year and a copy of the Academic Transcript of the ongoing undergraduate course.

§2 - For doctoral candidates, the Certificate of Completion of the Master's Course, or copy of the Defense Act, or copy of the original document and on letterhead of the educational institution, attesting that the date of defense exam of the dissertation will be until the beginning of the school year and copy of the Academic Transcript of the Master's Course in progress.

VII - Candidates for affirmative action in the category People with Disabilities must present a report issued by a specialist doctor in the area of the disability alleged by the candidate, proving the disability.

VIII - People with hearing or visual impairment must present an audiometry test for candidates with hearing impairment, carried out in the last 6 (six) months and a specific record with restrictions and/or recommendations; ophthalmological examination with visual acuity, performed in the last 6 (six) months and appearing specific with restrictions and/or recommendations.

IX - Candidates for affirmative action in the Indigenous category must submit a copy of a personal declaration of belonging, issued by the indigenous people signed by local leadership, or by group leaders and/or indigenous associations when dealing with candidates in an urban context.

X - Candidates for affirmative action in the Gypsy and Quilombola category must present a declaration of belonging signed by a local leader.

XI - All applicants for affirmative action must submit self-declaration in accordance with the model established in the Notice.

XII - After the selection process, the self-declared black people will necessarily go through the UFPE Hetero-Identification Commission using exclusively the phenotypic criterion to measure the condition declared by the candidate.

## Section II

### Candidates' submission of the Research Project

**Article 18** - The candidate for the PPGCI Selection Process must submit a Research Project that is linked to one of the Research Lines and that is configured as a subproject of one of the Research Projects developed in the Program.

§1 - The list of Research Projects developed at the PPGCI, by Research Line, must be provided to candidates, in an appendix to the Notice.

§2 - The structure of the Research Project to be submitted by candidates must be specified in the Notice.

§3 - The foreign candidate may submit a Research Project written in Portuguese, English or Spanish.

### Section III

#### Candidates' curriculum

**Article 19** - The PPGCI must establish a curriculum model for Master's and Doctoral candidates, which must be completed in accordance with the standard defined in the Public Notice for the selection process.

**Article 20** - Candidates' curriculum must be accompanied by supporting documentation of the activities or productions declared, in PDF format, and numbered according to the order provided for in the model.

### Section IV

#### Proof of language proficiency (optional)

**Article 21** - The PPGCI can indicate which proficiency exams can be validated by the candidate and exempt him/her from the proficiency test.

Only paragraph - If the candidate has valid proof of proficiency, he may request waiver of the proof of proficiency in a foreign language and attach a copy to the application.

**Article 22** - Applications that do not fully comply with all the conditions set out in the Notice will be rejected.

## CHAPTER III

### THE STEPS OF THE SELECTION PROCESS

**Article 23** - Candidates enrolled in the Selection Process, whose enrolment was accepted, will be evaluated by an Evaluation Commission formed by members of the PPGCI faculty.

**Article 24** - The stages, as well as their conditions - eliminatory or qualifying - that may make up the selection process will be defined in the Notice.

**Article 25** - The steps that can make up the selection process are:

- a) knowledge test
- b) Evaluation of Research Projects
- c) Individual argument about the Research Project
- d) Curriculum Evaluation
- e) language test.

**Article 26** - The entire schedule of the Selection Process, with events, days and times must be established in the Notice.

#### CHAPTER IV

#### EVALUATION PROCEDURES AND CRITERIA

**Article 27** - Grade 7.0 (seven point zero) is established as the minimum grade for approval in the eliminatory phases.

**Article 28** - For each stage of the selection process, whether for Masters or Doctoral candidates, a weight will be assigned to make up the final arithmetic average.

§1 - The weight for each selection process will be defined by the course council and must be included in the respective selection notices.

§2 - A weight greater than 5 (five) shall not be assigned in any of the stages of the selection process.

**Article 29** - The candidate for the Masters or Doctorate who obtains a grade below 7.0 (seven) in one of the foreign language tests, and is classified in the course within the number of vacancies, will have the following alternatives:

I – You can enrol in the specific online foreign language course offered by the Directorate of International Relations (DRI) of UFPE within 12 months after enrolling in the course.

Only paragraph - The course offered by DRI may not require a proficiency test, as the student who takes it may have access to the proficiency certificate in case of approval of the assessments during the course.

II – You can only take a proficiency test according to the dates and times published in the DRI/UFPE notices.

§1 - The course and the proficiency test offered by DRI/UFPE are paid and the student will be responsible for this investment.

**Article 30** - Candidates approved in the Language Test in the Selection Process, as well as students who will take the course or the proficiency test during the master's and/or doctoral course will receive a certificate issued by DRI/UFPE.

#### CHAPTER V

#### RESULT

**Article 31** - The result of the Selection Process will be expressed by the weighted average of the marks attributed to each stage, listing the approved and classified candidates, in descending order, and obeying the number of vacancies fixed in the Notice.

§1 - If a successful and classified candidate withdraws by the enrolment closing date, the next approved candidate will be called, according to the order of classification.

§2 - Any ties will be resolved:

I - First, for the highest grade, in the Evaluation of the Research Project;

II - Second, in the Argument on the Research Project;

III - Third, in the Curriculum Vitae Evaluation;

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

§ 3 - The final result should be published in the UFPE Official Bulletin, on the PPGCI website and on the PROPG website.

## CHAPTER VI

### APPEALS

**Article 32** - It will be possible to appeal the results of each of the stages of the Selection Process, for nullity or recount, duly substantiated.

§1 - The appeal deadlines must be indicated in the schedule.

§2 - The appeals can be accepted up to 72 hours counted from the disclosure of the result of each evaluation stage.

§ 3 - Appeals sent after this deadline should be disregarded.

§ 4 - In the event that the appeal is not decided before the next stage, the appellant will be assured to participate in it.

## CHAPTER VII

### GENERAL AND TRANSITIONAL PROVISIONS

**Article 33** - The omitted cases will be resolved by the Council of PPGCI/UFPE.

**Article 34** - 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.**

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Coordinator of the Postgraduate Program in Information Science