



MINISTRY OF EDUCATION
UNIVERSIDADE FEDERAL DO SUL E SUDESTE DO PARÁ
HIGHER COUNCIL FOR TEACHING, RESEARCH, AND
EXTENSION POSTGRADUATE PROGRAM IN
CHEMISTRY



Normative Instruction No. 04 of October 2019 - PPC-Unifesspa

The Collegiate of the Postgraduate Program in Chemistry (PPC) of the Institute of Exact Sciences, in the use of the attributions conferred upon it by the current Internal Regulations of the PPC of Unifesspa:

RESOLVES: Establish norms for the procedures of the Qualification Exam and Dissertation Defense of the Master's Program in Chemistry.

Single paragraph – The Master's Qualification Exam and Master's Thesis Defense are mandatory. The student must enroll in the QUALIFICATION and DISSERTATION DEFENSE activities within the deadlines established by the PPC or higher authority.

Art. 1. Of the objectives:

§ 1 - Evaluate the level of knowledge and familiarity that the master's student has with basic concepts and theories related to their Master's Project.

§ 2 - Evaluate the student's ability to present such concepts and theories clearly and organized in a 30 to 40-minute seminar and to contextualize, in this presentation, the questions and hypotheses of their work.

§ 3 - Evaluate the student's ability to develop, present, and defend a project, in order to ensure the proper testing of hypotheses and the feasibility of the project.

Art. 2. The selection of Examiners to compose the Examining Boards for Qualification Exams and Master's Dissertation Defenses should be carried out as follows:

§ 1 - The Master's Qualification Exam and Dissertation Defense Committee is composed of the advisor, president, and 02 (two) other members with a doctoral degree, preferably related to the research line of the dissertation project to be examined, and also 02 (two) alternate members with a doctoral degree to cover any absences of the main members.

§ 2 - For the Master's Dissertation Defense, excluding the Chairman of the Examination Committee, at least one member must be external to the PPC.

§ 3 - The names to compose the Dissertation Defense Examination Board, the date and time for the realization must be suggested by the advisor and student in their own form, which must be approved by the PPC Collegiate.

Single paragraph - Exceptionally, if there is a co-advisor appointed in accordance with the Graduate Regulations in Chemistry, they may replace the advisor on the Examination Board, provided they meet the necessary requirements (doctorate degree).

Art 3. Of deadlines and procedures:

§ 1 The procedures for the Qualification Exam and Master's Dissertation Defense of the PPC must comply with the following rules:

§ 2 - For the defense of the qualification exam, the advisor/student must request the Program Coordinator (through a specific form), at least twenty (20) days before the defense, the necessary measures for the defense of the qualification exam, sending the printed copies for the dissertation defense and the form with suggestions of names and contacts to compose the evaluation committee to the coordination.

§ 3º - The advisor of the candidate for the title of Master must request the Program Coordinator (through a specific form), at least forty (40) days before the defense, the necessary measures for the defense of the final work of their advisee, sending to the coordination office the printed copies for the defense of the dissertation, the digital file of the dissertation, the confirmation email of the article submission, as well as the form with the suggestions of names and contacts to compose the evaluation committee.

§ 4 - The approval of the board is conditional upon the submission of the documents described in the second and third paragraphs of the third article of this regulation.

§ 5 - The student/teacher must deliver a copy of the qualification work or master's dissertation to the members of the committee 10 (ten) days before the scheduled date for the Qualification Exam or Dissertation Defense. The student must bring a copy of their work to follow the observations of the committee members on the day of the exam.

§ 6 - The Qualification Exam and Dissertation Defense must occur within a maximum period of 18 and 24 months, respectively, from the date of the student's first enrollment in the Program.

§ 7 - Requests for extension of the Dissertation Defense deadline must be submitted to the PPC board within 60 days for the Dissertation defense.

Single paragraph - the student who has completed all the credits and scheduled activities and is in a position to qualify or defend the dissertation before the deadlines stipulated in accordance with Art 49, § 1 of the PPC Regulations, may request at any time.

§ 8 - The requirements to be eligible to submit a Dissertation Defense are: I

- Be enrolled in the course as a regular student for at least 1 (one) year;

II Obtained a minimum of 24 (twenty-four) credits in Master's courses, including the mandatory;

III Succeeded in the Qualification Exam;

IV Succeeded in the English Language Proficiency Exam, in accordance with the norms established by the PPC coordination;

V - Have an attendance equal to or greater than 50% in dissertation defenses that occurred within 24 months from the date of enrollment;

V - Technical-Scientific Production: a submitted article, a qualified book chapter, or a patent application deposit.

a) Article: at least one article derived from the dissertation submitted to journals classified in qualified strata in the Program area at CAPES in effect at the time of submission, or corresponding Impact Factor (JCR).

b) For the patent, a NIT document is required for the processing of the patent application or the process at INPI. In the case of the patent being divided between two or more students, it will be necessary to submit it to the evaluation of the Program's Collegiate, which will define the degree of participation of each dissertation work in the proposed patent. The division of a patent will only be accepted among students who have had similar participation in their results in the final patent.

c) A literature review article may be accepted, provided that it focuses on the dissertation topic and is submitted to journals classified in qualified strata in the Program's area in the current CAPES at the time of submission, or the corresponding Impact Factor (JCR).

d) Books or book chapters classified in qualified extracts in the Program area at CAPES.

Art. 4. About the presentation of the Qualification Exam or Dissertation Defense.

§ 1 – The presentation of the Qualification Exam or Dissertation Defense will take place in a public session, orally, in Portuguese, in the presence of the Examination Committee.

§ 2 - The candidate must make a presentation, in a period between 30 (thirty) and 40 (forty) minutes, about their Qualification or Dissertation.

§ 3 - An examiner may participate remotely, with at least 1 examiner being present. The participation of a remote member must occur via videoconference or similar.

§ 4 - The closing of the public session is formalized with the reading and signing of the minutes.

§ 5 - After the presentation of the Qualification Exam or Master's Thesis, each member of the examining board will have 60 minutes for questioning.

§ 6 - In the Qualification Exam and in the Master's Thesis Defense, the members of the Examination Board may question the candidate about the topic of the work and present any corrections and suggestions for its completion or modification.

§ 7 - The Qualification Exam or the Master's Thesis Defense may be held in a restricted access session, upon proof of necessity due to intellectual property, as provided for in the specific Program Resolution.

Art. 5. The result of the Qualification Exam is "Approved" or "Disapproved".

§ 1 - When the Qualification Exam Record states the opinion FAILED, the student must, within a maximum period of 90 (ninety) days, resubmit their Qualification, preferably to the same committee or, when this option is not possible, to a committee with the presence of at least one member of the committee that failed them.

§ 2 - The student shall be dismissed from the Program if they fail the Qualification Exam twice.

Art. 6. The result of the Master's Dissertation Defense is "Approved", "Approved with restrictions" or "Disapproved", according to the evaluation of the majority of the members of the Examining Committee.

§ 1 – If the student is “Approved”:

I. The President of the Examination Committee must record in the Defense Minutes the deadline for the submission of the final version;

II. The deadline for submitting the final version is a maximum of 60 (sixty) days after the Dissertation Defense;

III. The advisor must certify the final version, after addressing the recommendations of the evaluating members regarding minor modifications in form and content.

§ 2 – If the student is “Approved with Restrictions”:

I. The President of the Examination Committee must record in the defense minutes which member of the Examination Committee is designated to verify compliance with the requirements and the deadline for the delivery of the final version;

II. The member designated in item I should preferably be different from the advisor or co-advisor;

III. The deadline for submitting the final version is a maximum of 60 (sixty) days after the Dissertation Defense;

IV. After the delivery of the final version, the designated member must record in the defense minutes whether the requirements have been met or not, or forward a document for the record to be made by the Program's office;

V. The research work is considered approved only if the requirements are met.

VI. The research work will be approved as “Failed” by the Coordinator, if the student does not meet the deadline for the submission of the final version referred to in paragraph 1° of Art. 49th of the PPC Regiment.

§ 3 – If the student is "Failed":

I. At the discretion of the Examining Committee, the failed candidate may have a minimum of 3 (three) months and a maximum of 6 (six) months to submit a new Dissertation defense, respecting the maximum regulatory period of 30 (thirty) months for the completion of the master's degree.

II. The President of the Examination Committee must record in the defense minutes the maximum deadline for the new Dissertation Defense.

§ 4 – The final document of the Qualification Exam or Dissertation Defense, submitted by the student, must comply with the current regulations of the PPC and the Unifesspa Library.

Art. 7. The approval of the Master's Dissertation Defense will be carried out based on the following documents:

I. Defense Minutes;

II. Printed and digital copy of the final version with the catalog sheet and defense minutes.

III. Library statement that the requirements for publication have been met.

Single paragraph - The diploma will be issued based on the information contained in the approval and provided that all the requirements set forth in the Internal Regulations of the Postgraduate Program in Chemistry at Unifesspa are met.

Art. 8. The titles obtained in the PPC can only be awarded after the approval of the final version of the Dissertation.

Art. 9. Omitted cases to this Normative Instruction will be resolved by the PPC Collegiate.