



**MINISTRY OF EDUCATION
UNIVERSIDADE FEDERAL DO SUL E SUDESTE DO PARÁ
HIGHER COUNCIL FOR TEACHING, RESEARCH AND EXTENSION**

RESOLUTION NO. 612, OF MARCH 30, 2022

Approves the Regulations of the Postgraduate
Program in Chemistry (PPC).

The Rector of the Universidade Federal do Sul e Sudeste do Pará, appointed by the Presidential Decree of September 15, 2020, in compliance with the decision of the Egrégio Conselho Superior de Ensino, Pesquisa e Extensão (CONSEPE), in a session held on 03/30/2022 and in accordance with the records of Process No. 23479.013182/2021-09 - Unifesspa, of interest to the Institute of Exact Sciences (ICE), promulgates the following

R E S O L U T I O N:

Art. 1 The Regulations of the Postgraduate Program in Chemistry (PPC) are approved, in accordance with the Annex (pages 2-21), which is an integral and inseparable part of this resolution.

Art. 2 This Resolution comes into force on the date of its publication, revoking the contrary provisions.

Rectorate of the Universidade Federal do Sul e Sudeste do Pará, on March 30, 2022.

Francisco Ribeiro da Costa
President of the Higher Council for Education, Research and Extension

INTERNAL REGULATION OF THE POSTGRADUATE PROGRAM IN CHEMISTRY

TITLE I OF THE NATURE AND OBJECTIVES

Art. 1 The Postgraduate Program in Chemistry (PPC) is a subunit of the Institute of Exact Sciences (ICE) at the Universidade Federal do Sul e Sudeste do Pará (Unifesspa) and aims to train human resources for teaching, scientific and technological research, entrepreneurship, and other related activities, through an academic Master's course, with a concentration area in Chemistry (with research lines that characterize the training and/or performance of the faculty in line with the concentration area).

Art. 2 The Master's in Chemistry has the general objective of deepening the knowledge of professionals in the field, as well as developing skills to conduct research in Chemistry, providing the graduate student with the conditions to develop studies that demonstrate mastery of the essential conceptual and methodological tools in their area, qualifying them as a researcher and higher education teacher through research and teaching work.

Single Paragraph. The specific objectives of the Program:

- a)** Qualify human resources working in the field of Chemistry, through projects developed in strategic research lines for the Northern Region of Brazil, with an emphasis on the valorization and preservation of resources from the Amazon Biome;
- b)** To train teachers/researchers with a critical and transversal vision, allowing them to integrate principles of Science, Environment, Technology, and Society, through actions that enable improvements in the quality of life of the population in general;
- c)** Stimulate research, teaching, and extension activities in order to enhance the academic and scientific training of graduates to meet social demands, especially those of the Legal Amazon;
- d)** Develop and/or innovate technologies, processes, and methods in the field of Chemistry, emphasizing environmental sustainability;
- e)** Promote wide dissemination of the results obtained with the works in indexed literary sources and with a specialized editorial board, in addition to making them accessible to society in general.

TITLE II LEGAL BASIS

Art. 3 The PPC is structured based on current legislation, in accordance with the Statute and the General Regulations of Stricto Sensu Graduate Programs of Unifesspa.

TITLE III OF THE ORGANIZATION ADMINISTRATIVE

Art. 4 For all administrative and financial purposes, the PPC is linked to the Institute of Exact Sciences.

Art. 5 The didactic and administrative coordination of the Program includes the **Collegiate** and the **Program Coordination**, with the control and registration of academic activities centered in a Secretariat.

Art. 6 The Collegiate is chaired by the Program Coordinator or by their legal substitute.

Single Paragraph. It is the responsibility of the Vice-Coordinator, as the legal substitute for the Coordinator, to replace them in their absences and impediments.

Art. 7 The Coordinator and their legal substitute are appointed by the Dean, upon recommendation by the Collegiate, after direct election by the Teaching Staff, Student Body, and Technical-Administrative Staff of the Program, for a term of two years, and may be reappointed only once consecutively.

Art. 8 The Collegiate will be composed of **all the faculty** of the Program, with 30% (thirty percent) composed of **student representatives** and **technical-administrative representatives**. The Collegiate is the highest instance to decide on any matters related to the administrative and academic activities of the Program.

§1. The student representative will be chosen by their peers, students regularly enrolled in the Master's course in Chemistry, with this representative being appointed by the Coordinator for a term of 1 year, and may be re-elected for another year.

§2. The representative of the technical-administrative staff will be chosen by their peers, linked to the Master's course in Chemistry, with this representative being appointed by the Coordinator for a 2-year term, and may be re-elected, subject to approval by the PPC board.

Art. 9 The Program Board will meet ordinarily at least once every two months and, extraordinarily, as many times as necessary, upon convocation by the **Coordinator, by their legal substitute, or by a majority of 2/3 (two-thirds) of its members**, with a minimum notice of 48 (forty-eight) hours.

Art. 10 The meetings of the Program Board may be initiated with the presence of at least **half (1/2) plus one of its members** and, with this number, the work related to the agenda will proceed.

Single Paragraph. If, upon reaching the order of the day, there is no quorum of half plus one for deliberation, the meeting will be suspended until a new count is made, at which point the work will be deliberated.

Art. 11 It is up to the Collegiate of the Program:

I- Guide the work of didactic coordination and administrative supervision of the Program;

II- Decide on the creation, modification, or termination of subjects or activities that make up the course curriculum;

III- Forward to CONSEPE the adjustments made to the curriculum of the Master's course in Chemistry;

IV- Decide on the recognition of studies and the equivalence of credits for courses and curricular activities;

V- Promote the integration of the teaching plans of the subjects, for the organization of the course program;

VI- Propose the necessary measures for the integration of postgraduate studies with undergraduate education;

VII- Approve the list of advisor and co-advisor professors and their modifications;

VIII- Approve the composition of examining committees for dissertation defense and qualification exams;

IX- To appreciate and propose agreements and terms of cooperation with public or private entities, of interest to the Program;

X- To develop internal regulations for the functioning of the course and to inform all students and teachers of the Program about them;

- XI- Approve the dissertation projects of the Master's students.
- XII- Define criteria and purposes for the application of resources granted to the Program;
- XIII- Designate the selection committees and the various examining boards provided for in this Internal Regulation;
- XIV- Establish criteria for the admission of new candidates to the course and appoint the selection process committee (CPS);
- XV- Establish and apply criteria for accreditation, reaccreditation, and de-accreditation of faculty members, constituting for this purpose the Strategic Planning and Self-Assessment Commission (CPEA);
- XVI- Monitor the academic performance of students and, if necessary, determine their dismissal from the course;
- XVII- Decide on cases of requests for change of guidance and replacement of the advisor;
- XVIII- Set academic performance goals for teachers and students;
- XIX- Approve the commissions proposed by the Coordination of the Program;
- XX- Approve the completed dissertations and grant the corresponding academic degrees ;
- XXI- Take the necessary steps to conduct the Qualification Exams and Dissertation Defenses of the PPC;
- XXII- Establish the semester calendar of activities for the PPC;
- XXIII- Deliberate on omitted cases in this Internal Regiment;
- XXIV- Promote with the university authorities the issuance of diplomas and certificates.

§1 The responsibilities of the CPEA to be submitted to the Coordination of the PPC:

- a) Conduct and monitor the internal evaluation processes of the PPC;

- b) Elaborate and improve the procedures, guidelines, and self-assessment instruments of the PPC, according to the evaluation dimensions of CAPES and based on indicators proposed by Unifesspa;
- c) Plan and organize your activities, with wide dissemination aiming at the effective involvement in the evaluation process of all segments of the Program;
- d) Build instruments for data collection, apply and develop analysis methodologies suitable for interpreting them;
- e) Prepare and present to the PPC coordination annual self-assessment reports.
- f) Make the results of the self-assessment available to the academic community of PPC, Unifesspa, and civil society in formats appropriate to the public;
- g) Systematize and make available information about the self-assessment processes requested by the relevant bodies;
- h) Propose guidelines to classify the scientific, bibliographic, and technical production of the PPC.
- i) Elaborate the strategic plan of the PPC;
- j) Monitor and track the implementation actions and results related to the PPC strategic plan.
- k) Knowing the documents and monitoring actions in the Chemistry area that directly impact the PPC;
- l) Assist the coordination of the PPC in the preparation of the annual data report for CAPES.

§2 The responsibilities of the CPS to be submitted to the Coordination of the PPC:

- a) Prepare a notice and criteria for the admission of new candidates to the course;
- b) Evaluate and organize, every semester, the list of subjects to be taught.

Art. 12 The responsibilities of the coordinator:

- a) Coordinate all activities of the PPC under your responsibility;
- b) Prepare the PPC budget project according to the guidelines and standards of the University's higher authorities;

- c) Practice acts of your competence or superior competence through delegation;
- d) Represent the PPC internally and externally, in situations that concern its competencies;
- e) Participate in the election of representatives of the PPC; committees

Art. 13 These are the duties of the Vice-Coordinator:

- a) replace the coordinator in their absence;
- b) contribute to the coordination of the PPC when requested.

Art. 14 The Coordination of the Program will have an Administrative Secretariat, to which it will be responsible for:

- a) organize and keep updated the student registration of the PPC;
- b) compute the credits obtained by the student body;
- c) organize the schedule of the subjects;
- d) publish the enrollment and registration notices with the PPC, as well as receive the corresponding requests;
- e) forward the processes for examination by the Coordination;
- f) to secretary the board meetings and write the respective minutes;
- g) provide the issuance of certificates, attestations, and other documents;
- h) disclose the agendas and minutes of the CPG meetings among the interested parties;
- i) to advise and assist the coordination in administrative activities related to the PPC.

TITLE IV OF THE CURRICULAR ORGANIZATION

CHAPTER I OF THE SUBJECTS, CREDITS AND EVALUATION

Art. 15 The curriculum matrix of the PPC is organized into mandatory and elective courses, which support the work developed in the different research lines.

§1 The creation or alteration of subjects will be proposed by the teachers to the CPEA, with the proposals accompanied by the following elements:

- a) name of the subject;
- b) menu;
- c) hours of activities;
- d) bibliography;
- e) professor's name proponent;
- f) number of vacancies.

§2 The subjects may be taught in the form of conventional classes, seminars, or others; in the latter case, the teacher must submit a detailed program and a final report to the CPEA.

Art. 16 The classification of subjects will follow the following principles:

I– The mandatory subjects cover content from the sub-areas common to the concentration area of the PPC, providing theoretical-experimental foundation to the master's students.

II– The elective courses focus on specific content related to the PPC research lines, with their selection being agreed upon between the advisor and the advisee.

Art. 17 The subjects will be taught by faculty members of the Program, classified as Permanent or Collaborating. External professors may also teach elective courses on topics of interest to the PPC, after approval by the board, and may be taught in a condensed format and/or remotely.

Art. 19 The completion of the necessary courses for the Master's degree in Chemistry will be expressed in credit units.

Art. 20 To obtain the degree of **Master in Chemistry** the **minimum** of is required 34 (thirty-four) credits, distributed as follows: 12 (twelve) credits related to Mandatory Courses; 12 (twelve) credits related to Elective Courses and 10 (ten) credits related to the Defense of Dissertation.

§1 The student must enroll in the Dissertation Defense in the semester in which they will present their dissertation to the Examination Board.

§ 2 The defense can only be requested after the master's student has completed at least 80% of the credits required for elective and mandatory courses, with the completion of credits being mandatory by the 24th (twenty-fourth) month;

Single Paragraph. Special students or those from other Programs may have up to 8 (eight) credits of courses taken in this and other Graduate Programs recognized by CAPES, provided there is equivalence in content and workload in relation to a specific component of the PPC/Unifesspa curriculum matrix.

Art. 21 The maximum period for completing the master's course in the PPC is 4 (four) semesters, with an extension allowed for one more semester, upon justified request by the student and with a favorable opinion from the advisor.

Art. 22 The offering of courses in the Master's Program in Chemistry will follow the schedules and academic calendars established by the Collegiate.

Art. 23 CPS will organize and publish, every semester, the list of courses to be offered, specifying the syllabi, the responsible professors, the total number of hours of activities and respective number of credits, the number of vacancies and the nature (mandatory or elective) of each course.

§1 May be included in this list, at any time and at the discretion of the coordination, subjects under the responsibility of visiting professors.

§2 Students may request to withdraw from a course during their studies, with the consent of their advisors, by the deadline set by the coordination.

Art. 24 The performance in each subject, evaluated through exams, assignments, seminars, among others, suggested by the responsible teacher and approved by the coordination, will be expressed in grades according to the following scale:

NOTE	CONCEPT	USE
10,0 – 9,0	EXCELLENT	APPROVED WITH USE OF CREDITS
8,9 – 7,0	GOOD	APPROVED WITH USE OF CREDITS

6,9 – 5,0	REGULAR	APPROVED WITH USE OF CREDITS
4,9 – 0,0	INSUFFICIENT	FAILED AND WITHOUT USE OF CREDITS
—	NO USE*	NO USE OF CREDITS

Applied in cases of withdrawal.

§1 The completion of credits in courses for the Academic Master's degree must be done within a maximum period of 2 (two) years, counted from the date of enrollment.

§2 Attendance at in-person activities (conventional classes, seminars, or others) is mandatory, and a student who does not attend at least 75% of the total in-person activities for each subject will be considered failed.

§3 The subjects taken outside the PPC must be indicated in the student's academic record as a transfer, maintaining the evaluation and attendance obtained in the external course and explicitly stating the equivalence of the number of credits assigned to it.

§4 It is strongly recommended that the advanced discipline of the Chemistry sub-area that is closest to the research project be taken in the PPC. Exceptional cases must be fully justified by the student and their advisor, with the final decision on the request being up to the collegiate body.

§5 The utilization of courses, both as special students and graduates from other Programs, can only be accomplished when taken up to 2 (two) years before enrollment as a regular student of the PPC/Unifesspa.

Art. 25 Will be disconnected from the PPC, the student who:

- a) obtained an average yield of less than 5.0 (five) in the semester;
- b) do not enroll in the semester without legal justification
- c) does not obtain a passing grade in the English Language Proficiency Exam in accordance with the specific regulations of the PPC;
- d) was failed twice in the same subject;
- e) for failing the Qualification Exam or the Dissertation Defense, according to the terms of the Normative Instruction of norms for procedures of Qualification Exams and Dissertation Defense of the PPC;

f) in two years, has not completed all credits in elective and mandatory subjects and activities of the Master's in Chemistry without a plausible justification;

g) not defending the Dissertation within the maximum Regimental.

h)

CHAPTER II OF THE QUALIFICATION EXAM

Art. 26 The Qualification Exam is mandatory for the completion of the Academic Master's.

Art. 27 The deadlines and procedures for the Qualification Exam will be handled according to the internal Normative Instruction of the PPC.

TITLE V OF THE SCHOOL REGIME AND DIDACTIC CHAPTER I

OF THE SELECTION FOR ADMISSION AND ENROLLMENT IN THE PPC

Art. 28 The selection of candidates for the Academic Master's in Chemistry is carried out according to its own notice, prepared by the CPS, elected by the PPC Collegiate, composed of at least 03 (three) of its permanent members.

Art. 29 The candidates for the Selection Process must submit, along with the application form, the following documents:

- a) Copy of the Graduation Diploma or Declaration of Course Completion of Graduation;
- b) Copy of the academic transcript of the Undergraduate Course
- c) Updated *Lattes Curriculum*, accompanied by the supporting documents;
- d) Duly completed registration form.

Single Paragraph. The candidate who presents a Course Completion Declaration issued by their home institution must present a certified copy of the Graduation Diploma within a period of up to 12 (twelve) months, being dismissed from the Program in case of non-compliance.

Art. 30 The criteria and procedures for selecting candidates are established by the CPS, in accordance with the UNIFESSPA Graduate Regulations, and the said Commission must establish a schedule and program for the proper selection.

Art. 31 The stages of candidate selection are the following tests:

- a) Discursive Chemistry exam, whose supporting bibliography should be indicated in the specific notice of the Selection Process;
- b) Evaluation of the Lattes Curriculum duly proven;

Single Paragraph. The test mentioned in item (a) will be of an eliminatory and classificatory nature, with candidates who score 5 (five) or higher being approved; the test in item (b) is only classificatory.

Art. 32 In case of a tie between two or more candidates, the tie-breaker will be based on the best performance in the Chemistry exam and the evaluation of the Lattes Curriculum, respectively. In the event of a tie, the older candidate will have priority.

Art. 33 The necessary documents for enrollment:

- a) Enrollment form
- b) Graduation diploma or equivalent document;
- c) Letter of acceptance of guidance;
- d) Term of commitment to the research activities of the PPC.

Single Paragraph. For the enrollment of students holding undergraduate course diplomas issued abroad, the coordination will request the competent unit of Unifesspa to analyze the equivalence of the undergraduate course with those of the diplomas defined in this article. Admitted to equivalence, enrollment must be conditionally approved upon presentation of a document proving the revalidation of the respective diploma for practice in Brazil within a maximum period of 1 (one) year, counted from the date of enrollment. Otherwise, the student will be disconnected from the Program.

Art. 34 The students of the Graduate Program will be classified into one of the following categories:

- a) Regular – Student who, after the selection referred to in articles 28 to 32, demonstrated to have the necessary prerequisites for the Program;

b) Special - Student enrolled in Graduate courses, upon approval in a specific PPC notice, but without the requirements for approval in the selection mentioned in the aforementioned articles.

§1 The Special Student can take a maximum of 8 (eight) credits in mandatory and elective courses of the program;

§2 The Special Student must obtain the minimum grade of “Good” in order to credit the course, if approved in the selection process for the Master's Program.

§3 The Special Student may take advantage of a maximum of 8 (eight) credits in courses taken in this modality;

Art. 35 It will be up to the CPS to establish the subjects to be taken under the special regime;

Art. 36 At the discretion of the Coordination, observing the requirements and resolutions for admission to the Program, with the approval of the Pro-Rector of Post-Graduation, Research, and Technological Innovation of Unifesspa, requests for transfer of students from other Post-Graduation Programs may be accepted.

Art. 37 Regular students of the PPC must renew their enrollment every semester, otherwise, they will be considered dropouts. This enrollment must be done with the advisor's consent and with an opinion from them on the forecast of activities during the period covered by the enrollment.

CHAPTER II OF LOCKING AND DISCONNECTION

Art. 38 The total cancellation of enrollment may be approved by the CPG from the sixth month, for reasons that prevent the student from attending the Course, upon justification from the applicant and a document from the advisor.

§1 The duration of the lock is counted from the date of its request and cannot exceed the date of the next enrollment renewal.

§2 Exceptionally, if the student is taking a course(s) whose credits are necessary for the completion of the subjects required for their course, the start date of the withdrawal will be considered as the start date of the corresponding academic activities. In this case, if any other required activity has been carried out during the period, its result will not be affected by the lockout.

§3 At any time, before the next enrollment renewal, if the reason preventing the student from attending the course ceases to exist, their enrollment can be reactivated by the coordination, upon request made by the advisor.

§4 The coordination may approve a maximum of 2 (two) total enrollment suspensions per student, which together must not exceed 6 (six) months.

§5 In the case of enrollment lock(s), all deadlines must be extended for an equal period, respecting the maximum period stipulated for the completion of the Course.

Single Paragraph – the student will be automatically dismissed from the Program if, after the period of full suspension, they do not formally request re-enrollment or re-entry.

CHAPTER III OF THE GUIDANCE SYSTEM

Art. 39 Each candidate for the title of Master will be academically accompanied by an advisor accredited to the Program.

Single Paragraph. when necessary and with the approval of the Program's Collegiate, an external co-advisor professor to the Program, whether belonging to UNIFESSPA or not, may be invited, provided they hold a doctoral degree.

Art. 40 For the selection of the advisor and co-advisor, the relationship between the candidate's study object and the faculty's research line should be considered.

Art. 41 The commitment bond between advisor and/or co-advisor must be formalized through a Commitment Term signed by the parties and endorsed by the PPC Collegiate.

Art. 42 The guidelines should be distributed evenly among the Program's teachers, so that each teacher accredited in the Program can supervise a maximum of 8 (eight) graduate students simultaneously, respecting what is established by the CAPES Area Document that regulates the Programs in Chemistry.

CHAPTER IV OF THE CREDIT SYSTEM AND EVALUATION

Art. 43 The performance evaluation will be represented by grades, converted into concepts, assigned by the teachers responsible for subjects and/or academic activities, described in this regulation.

Single Paragraph. The conversion of grades to concepts, in each subject taken,

will be made based on the concepts and values provided for in the General Regulations of Unifesspa, in accordance with the table described in Article 24 of this document.

Art. 44 The credits in the completed course must be assigned within 60 (sixty) days after the end of the course.

CHAPTER V OF RESEARCH

Art. 45 It is the responsibility of the Program Board to define the research lines to which all activities carried out by teachers and students are linked.

CHAPTER VI OF THE DISSERTATION AND CURRICULAR INTEGRATION

Art. 46 To obtain the title of Master in Chemistry, it is required to present and defend a dissertation, based on work developed within the research lines of the Program, which demonstrates mastery of the concepts and methods inherent to the candidate's area of concentration.

§1 The dissertation defense can only be carried out if the student meets the following minimum requirements:

- a) has been enrolled in the course as a regular student for at least 1 (one) year;
- b) obtained a minimum of 24 (twenty-four) credits in subjects in the Master's program, including the mandatory ones;
- c) having passed the Qualification Exam;
- d) having passed the English Language Proficiency Exam, in accordance with the rules established by the PPC internal regulations;

§2 Upon the expiration of the 2 (two) year deadline for the defense of the Master's Dissertation, in fully justified cases, the student may request from the PPC coordination an extension of the defense deadline of up to 6 (six) months.

§3 The extension request must be made up to 60 (sixty) days before the maximum deadline for the regular defense.

Art. 47 The dissertation defense must be formally requested by the advisor, following deadlines and procedures according to the PPC regulations.

Art. 48 The Master's dissertation will be evaluated, in a public session, by a committee consisting of at least three PhD professors, including the advisor. The name of two possible alternates should also be indicated.

§1 To the advisor, a permanent member, the presidency of the Committee.

§2 The participation of a co-advisor as a member of the Board does not exempt the need for 2 (two) other evaluators.

§3 At least 1 (one) of the regular members and 1 (one) of the alternate members of the Committee must not be affiliated with PPC/Unifesspa.

§4 The advisor must prepare a Minute on the progress and result of the evaluation, with the opinions of the members of the Board, which must be forwarded to the Administrative Secretariat of the PPC at the end of the evaluation.

§5 Exceptionally, if the content of the work involves knowledge that can be protected by industrial property rights, as certified by the Unifesspa body responsible for intellectual property management, the PPC Coordination may approve the holding of a closed-to-the-public dissertation defense. To this end, the advisor and the candidate must submit a request to the coordination, accompanied by terms (with a confidentiality and secrecy clause) duly signed by all members of the committee.

Art. 49 The request for approval of the Master's Dissertation Defense must be made no later than 3 (three) months after the date of the Defense and be accompanied by:

- a) Minutes of the defense;
- b) letter from the advisor requesting the approval of the dissertation and informing whether the suggested corrections were made;
- c) final text of the dissertation in digital copy, written in Portuguese, according to the model established by the PPC Coordination;
- d) catalog card obtained from the Unifesspa. library

Art. 50 The student who meets all the requirements of this Internal Regulation of the PPC and the General Regulation of the Graduate Program of Unifesspa, will be entitled to the respective Master's degree in Chemistry.

TITLE VI OF THE TEACHING AND STUDENT BODIES

CHAPTER I TEACHING STAFF

SECTION I OF ITS CONSTITUTION, THE CRITERIA FOR ACCREDITATION, REACCREDITATION, AND DEACCREDITATION

Art. 51 The faculty of the PPC consists of permanent professors, collaborating professors, visiting professors, and external members who assist in the co-supervision of students. Collaborating professors are faculty members who are affiliated with another Graduate Program(s) and therefore have limited responsibilities within the program in question. Visiting professors are those who are linked to the course for a determined period.

Single Paragraph. Through agreements, teachers and researchers from this and other institutions can be invited to develop activities in the Program, with the aim of exchanging experiences and research, provided that it is approved by the Collegiate.

Art. 52 It is the responsibility of the CPEA to annually evaluate and approve the accreditation of new permanent faculty members in the PPC; to evaluate and approve re-accreditation requests every 4 (four) years, in addition to drafting and amending internal resolutions that address the previous article.

Art. 53 To be accredited as a permanent faculty member in the PPC/Unifesspa, the interested party must formally express their interest and meet the criteria established in the accreditation, re-accreditation, and de-accreditation regulations of the PPC in accordance with the Area documents established by CAPES.

Art. 54 The accreditation of permanent teachers will take place annually, on a date stipulated by the CPEA through a public notice;

Art. 55 Permanent, collaborating, visiting, and external members of national or foreign origin may be authorized to teach courses in PPC subjects, provided they are approved by the collegiate body.

Art. 56 In certain cases, 1 (one) teacher (external member) with a doctorate degree may, at the advisor's request, be recognized as a co-advisor of a dissertation.

§1 The recognition of an external member as a co-supervisor must be communicated to the coordination and approved in a board meeting;

§2 These are cases referred to in this article:

- a) when the dissertation project has an interdisciplinary character, partially requiring the guidance of a specialist in an area different from that of the advisor;
- b) when, in the prolonged absence of the advisor, it is necessary for a qualified teacher to assume the guidance of the dissertation project execution;
- c) when the execution of the dissertation project is carried out through an exchange with another institution, with more than one person responsible for the guidance.

Art. 57 All advisory professors will undergo a re-accreditation process every four years, analyzing their didactic, scientific, student guidance, administrative, and fundraising contributions, according to the PPC accreditation, re-accreditation, and de-accreditation regulations.

Art. 58 The accredited teachers will have the following assignments:

- a) teach subjects;
- b) obtain funding for the development of projects;
- c) elaborate and/or supervise research projects intended for students of the PPC;
- d) guide students from the PPC,
- e) be part of judging panels for dissertations,
- f) participate in activity commissions such as: selection exam, seminars, and qualification exam;
- g) perform other activities, within the regulatory provisions, that benefit the PPC.

SECTION II OF RIGHTS AND DUTIES

Art. 59 These are the rights of the teachers:

- a) Participate in the planning, deliberation, and execution activities related to the research line in which you participate;

- b) Participate in the nomination of the Commissions created by the Collegiate;
- c) Participate in the Program Collegiate, with the right to speak and vote, as provided for in these Regulations;
- d) Represent your peers and be represented at the Superior Council;
- e) To move away for internships, participation in scientific events, professional training, and field research.

Single Paragraph. Absences longer than 15 (fifteen) days must be approved by the Unit to which the PPC belongs.

Art. 60 The duties of teachers:

- a) Participate in the academic and administrative activities of the Program;
- b) Guide the studies of students in regular classes, under their guidance, and of their specific mentees, in the capacity of Advisor or Co-advisor;
- c) Participate in institutional; research activities
- d) Present to the academic community the result of their research activities;
- e) Develop work together with the other professors of the Postgraduate Program in Chemistry;
- f) Comply and enforce this Regulation.

CHAPTER II

STUDENT BODY

SECTION I

OF YOUR CONSTITUTION

Art. 61 The student body of the Master's in Chemistry is made up of regularly enrolled students and special students, holders of a registered diploma from a Graduation course recognized by the Ministry of Education.

Art. 62 The selection of regular and special students will be made in specific notices.

§1 In exceptional cases, the coordination may accept the enrollment of undergraduates who are in the last semester of the Chemistry course or related areas, as special students, provided they succeed in the selection notice. Credits in courses taken in this manner will be valid for a maximum of 24 (twenty-four) months for inclusion in the academic record of the course in which the student is regularly enrolled, and this inclusion must be requested by the student.

§2 The coordination may also accept the enrollment of visiting students from the country or abroad, holding a bachelor's degree, coming from an exchange resulting from an agreement approved by the University's competent bodies or from an agreement/program of a funding agency that does not depend on approval by the University's competent bodies. This registration may be for a period of 1 (one) to 12 (twelve) months, and may be extended for up to 6 (six) months. At the time of registration, the foreign visiting student must present the entry and stay visa in the country.

Art. 63 Each student regularly enrolled in the Master's course in Chemistry must have a defined advisor within a maximum period of 1 (one) month after their enrollment. The advisor must send a letter or term of consent to the coordination.

Single Paragraph. The coordination may approve a change of advisor, whenever there is convenience or force majeure, upon request of the student or the advisor.

Art. 64 The PPC will accept students for its student body based on the availability of guidance and/or the conditions for supporting research and postgraduate teaching.

SECTION II OF RIGHTS AND DUTIES

Art. 65 These are the rights of the students:

- a) count on the offer of courses and other planned activities, in the number and quality that make the stages of your course feasible;
- b) receive guidance consistent with your study plan and the nature of your needs;
- c) participate in teaching, research, and extension;
- d) have 1 (one) representative on the Board of the Program.

Art. 66 The duties of the students:

- a) Participate in all the activities of the Course provided for in this Regulation;
- b) Have a minimum attendance of 75% of the total academic activities in each subject in which you are enrolled;
- c) Comply with the provisions of the PPC's regimental norms and its superior instances.

TITLE VII OF THE DEGREE OF MASTER

Art. 67 The student of the PPC/Unifesspa who has fulfilled all the requirements of the Master's Course contained in this Regulation is entitled to the title of Master in Chemistry, recorded in an official diploma, issued after meeting all the legal requirements.

TITLE VIII OF THE FINANCIAL RESOURCES

Art. 68 The financial resources required for the implementation and development of PPC activities come from Unifesspa's budget allocation and support from postgraduate and research funding agencies.

Single Paragraph. The PPC/Unifesspa may incorporate resources from other institutions, public or private, provided they are duly approved by the Higher Councils of Unifesspa and in accordance with current legislation.

TITLE IX OF THE GENERAL PROVISIONS

Art. 69 This Internal Regulation will be subject to the other general rules established for the Graduate Programs of Unifesspa.

Art. 70 Omitted cases will be resolved by the PPC Coordination, after consulting the Pro-Rector of Post-Graduation, Research, and Technological Innovation of Unifesspa.