

CATHOLIC UNIVERSITY OF PELOTAS

RECTORY

RESOLUTION #368

BRINGS INTO FORCE THE BYLAWS OF THE PROGRAM OF POST-GRADUATION IN ELECTRONIC AND COMPUTER ENGINEERING – PGEEC.

The Dean of the Catholic University of Pelotas, exercising the powers vested in him, considering the terms of process # 143624/2017, as well as the decision of the University Council, in the meeting realized on November 22<sup>nd</sup> of 2017,

RESOLVES TO:

Bring into force, from this date on, the new BYLAWS OF THE POST-GRADUATION IN ELECTRONIC AND COMPUTER ENGINEERING, which is part of the present resolution.

Secretariat of the Catholic University of Pelotas' Rectory, November 23<sup>rd</sup> of 2017.

Dr. José Carlos Pereira Bachettini Júnior

Dean

Maintained by APAC – Pelotas Association of Culture and Assistance

Félix da Cunha st, 412 – PO Box 402 – Zip Code 96010-000 – Pelotas – RS – Brazil

Phone: (53) 2128.8220 – Fax: (53) 2128.8298 – [reitoria@ucpel.edu.br](mailto:reitoria@ucpel.edu.br) – [www.ucpel.edu.br](http://www.ucpel.edu.br)

CATHOLIC UNIVERSITY OF PELOTAS

RECTORY

## BYLAWS OF THE POST-GRADUATION IN ELECTRONIC AND COMPUTER ENGINEERING - PGEEC

### CHAPTER I

#### GOALS

Article 1 – These Bylaws, along with the General Regimen of Post-Graduation Stricto Sensu of the Catholic University of Pelotas (UCPel) in effect and remaining legal devices, governs the organization and functioning of the Program of Post-Graduation in Computing and Electronic Engineering (PGEEC) of UCPel, from now on named the Program.

Article 2 – The Program is constituted by a Temporary Association between the Catholic University of Pelotas (UCPel), the Federal University of Rio Grande do Sul (UFRGS) and the Federal University of Santa Catarina (UFSC).

Single paragraph – The programs that constitute the Temporary Association are:

- I. Program of Post-Graduation in Computing and Electronic Engineering (PGEEC) of UCPel;
- II. Program of Post-Graduation in Microelectronics (PGMICRO) and Program of Post-Graduation in Computing (PPGC) of the Federal University of Rio Grande do Sul (UFRGS);
- III. Program of Post-Graduation in Electric Engineering (PPGEEL) of the Federal University of Santa Catarina (UFSC).

Article 3 – The Program's administrative headquarters will be in UCPel, where the General Coordination will be located.

Article 4 – Each Associated Institution may develop activities in one or more lines of research in the Program's focus area, according to the field of focus of the researchers bound to it.

§ 1 – The Associated Institutions shall provide researchers to compose the Program's Teaching Staff.

§ 1 – The Associated Institutions shall provide enough academic infrastructure (laboratories) to develop the Program's activities, according to its needs.

Maintained by APAC – Pelotas Association of Culture and Assistance

Félix da Cunha st, 412 – PO Box 402 – Zip Code 96010-000 – Pelotas – RS – Brazil

Phone: (53) 2128.8220 – Fax: (53) 2128.8298 – [reitoria@ucpel.edu.br](mailto:reitoria@ucpel.edu.br) – [www.ucpel.edu.br](http://www.ucpel.edu.br)

CATHOLIC UNIVERSITY OF PELOTAS

RECTORY

Article 5 – The Program includes the Course of Master’s in Computing and Electronic Engineering, from now on called the Master’s Course.

Single paragraph – The Program confers a title of Master in Computing and Electronic Engineering in the Academic modality.

Article 6 – The Program’s general goals are:

- I. The formation of qualified personnel to the exercise of research and teaching in superior education;
- II. To contribute to the regional capacitation, aiming to expand the formation of professional who will meet the Brazilian demand for designers with a solid formation in Computer and Electronic Systems.

## CHAPTER II

### REGARDING GENERAL ORGANIZATION

Article 7 – The PGEEC is bound directly to UCPel’s Social and Technological Sciences Center and is administrated by:

- I. A Post-Graduation Collegiate, from now on named the Collegiate, with deliberative and advisory attributions;
- II. A General Coordinator, with deliberative and executive roles;
- III. An Institutional Coordinator, with deliberative and executive roles, for the Associated Institution which is not the Administrative Headquarters of the Program (UCPel);
- IV. A Secretariat.

#### Section I Regarding the Collegiate

Article 8 – The Collegiate is the Program’s body for didactic-scientific and administrative coordination, constituted by all of the Course’s permanent teachers and a representative of the student body, and presided by the General Coordinator, who will have the casting vote in case of a tie, aside from a regular vote. The composition and choosing of the student body representation follow the definitions of the current General Bylaws of UCPel Post-Graduation *Stricto Sensu*.

Maintained by APAC – Pelotas Association of Culture and Assistance

Félix da Cunha st, 412 – PO Box 402 – Zip Code 96010-000 – Pelotas – RS – Brazil

Phone: (53) 2128.8220 – Fax: (53) 2128.8298 – [reitoria@ucpel.edu.br](mailto:reitoria@ucpel.edu.br) – [www.ucpel.edu.br](http://www.ucpel.edu.br)

## CATHOLIC UNIVERSITY OF PELOTAS

### RECTORY

Article 9 – The Collegiate shall gather ordinarily, by teleconference or in similar fashion, at least once a semester and, extraordinarily, when summoned by the General Coordinator or by written request of at least 1/3 (a third) of its members, and shall deliberate by means of simple majority, with the presence of the absolute majority of the members, except for what is stated on item III of Article 10.

Article 10 – The Collegiate attributions are:

- I. To assist the Coordinator in the performance of his/her role, whenever necessary;
- II. To establish the lines of research;
- III. To deliberate on changes to the Program's Bylaws, by their own initiative or by the coordination's. These changes must be approved by an absolute majority of its members;
- IV. To propose criteria for the accreditation of teachers and advisors, based on CAPES productivity standards and specific rules;
- V. To recommend and approve teachers or researchers to participate of the teaching, advising and research activities in the Program;
- VI. To determine the number of openings and establish the criteria and documents to be used for the candidates' selection to the Program in each selection process, based on the availability of advisory in the current research lines and the current law,
- VII. To Approve the student selection edict, proposed by the General Coordinator;
- VIII. To homologate the study plans and research projects of post-graduation students and to approve the forwarding of dissertations to the boards of examiners;
- IX. To judge resources relative to decisions and actions of the Program's teachings members and General Coordinator;
- X. To examine the research projects of teachers associated to the Program;
- XI. To send the directorate of UCPel's Social and Technological Sciences Center an evaluation of research projects of teachers not associated to the Program;
- XII. To provide UCPel's Academic Pro-Rectorate with a three-name list for the Dean to appoint the Program's General Coordinator.
- XIII. To indicate and approve the Institutional Coordinator of the Associated Institution;

Maintained by APAC – Pelotas Association of Culture and Assistance

Félix da Cunha st, 412 – PO Box 402 – Zip Code 96010-000 – Pelotas – RS – Brazil

Phone: (53) 2128.8220 – Fax: (53) 2128.8298 – [reitoria@ucpel.edu.br](mailto:reitoria@ucpel.edu.br) – [www.ucpel.edu.br](http://www.ucpel.edu.br)

## CATHOLIC UNIVERSITY OF PELOTAS

### RECTORY

- XIV. To determine the course offering charts in the teaching period;
- XV. To approve the list of teachers responsible for the Program's disciplines.
- XVI. To deliberate on the processes of student's transference and selection, as well as on the leveraging and revalidation of credits obtained in other courses of post-graduation *stricto sensu*, waiving of disciplines, unenrollment, students' dismissal and readmission, deadline extension for Master's Dissertation conclusion and similar topics;
- XVII. To propose and deliberate on the creation, altering and extinction of disciplines which are part of the Program;
- XVIII. To decide on the admission of special students;
- XIX. To analyze and decide on students' requests for defending the dissertation project, performing foreign language proficiency tests and defending the dissertation;
- XX. To approve, after consulting the advisor, the names which will compose the boards of examiners for defenses of dissertations and dissertation projects;
- XXI. To analyze and decide, in due time, on the Program's reports to be forwarded to the superior bodies of the Associated Institutions, as well as to the research funding and financing bodies;
- XXII. To analyze and decide, beforehand, on the plans for the use of financial resources associated to the Program;
- XXIII. To monitor the performance and productivity indicators of the Program's teachers;
- XXIV. To decide on and homologate the granting of scholarships;
- XXV. To decide on and homologate the renewals and cancelling of scholarships;
- XXVI. To approve the course's annual calendar, observing UCPel's academic calendar;
- XXVII. To homologate Master's Dissertations;
- XXVIII. To approve partnerships between the Program and other entities;
- XXIX. To evaluate the Program periodically and systematically, in consonance with the General and Institutional Coordination;
- XXX. To approve the dissertation advisors and also, if necessary, the appointment of a co-advisor;
- XXXI. To forward an opinion, whenever required, about any subject of interest to the Program.

Maintained by APAC – Pelotas Association of Culture and Assistance

Félix da Cunha st, 412 – PO Box 402 – Zip Code 96010-000 – Pelotas – RS – Brazil

Phone: (53) 2128.8220 – Fax: (53) 2128.8298 – [reitoria@ucpel.edu.br](mailto:reitoria@ucpel.edu.br) – [www.ucpel.edu.br](http://www.ucpel.edu.br)

CATHOLIC UNIVERSITY OF PELOTAS

RECTORY

## Section II

### Regarding the Coordination

Article 11 – The General Coordinator belongs to UCPel's and the Program's permanent teaching staff, being chosen according to the rules for election of the Coordinator of a Course of Post-Graduation *Stricto Sensu* established in the current General Bylaws of UCPel Post-Graduation *Stricto Sensu*.

§ 1 – The General Coordinator is indicated by a three-name list formulated by the Course Collegiate and named by UCPel's Dean, exercising his functions for the period of 2 (two) years, with the possibility of another term.

§ 2 – In case the General Coordinator takes a leave of absence for a period of less than 30 (thirty) days, he shall appoint a teacher, member of the Post-Graduation Collegiate and bound to UCPel, to replace him in the exercise of his attributions, and he shall notify the Academic Pro-Rectorate about it.

§ 3 – If the absence is for more than 30 (thirty) days, not considering vacations, the Dean of UCPel shall name an interim Coordinator.

Article 12 – It falls to the General Coordinator:

- I. To supervise and manage, academically and administratively, the Program under his/her responsibility;
- II. To represent the Program in and outside of UCPel;
- III. To preside the Post-Graduation Collegiate of the Program;
- IV. To be part of UCPel's Research and Post-Graduation Council;
- V. To execute the Program Collegiate's decisions, as well as those of UCPel's superior bodies;
- VI. To decide, annually, jointly with UCPel's Academic Pro-Rectorate and the Collegiate, the accreditation and de-accreditation of teachers in the program, based on the criteria established by CAPES and the opinion of UCPel's Research and Post-Graduation Council;
- VII. To inform every semester, to the Directors of UCPel's Centers of origin of those teachers involved in the Program, the academic activities those teachers shall perform in the Program;

Maintained by APAC – Pelotas Association of Culture and Assistance

Félix da Cunha st, 412 – PO Box 402 – Zip Code 96010-000 – Pelotas – RS – Brazil

Phone: (53) 2128.8220 – Fax: (53) 2128.8298 – [reitoria@ucpel.edu.br](mailto:reitoria@ucpel.edu.br) – [www.ucpel.edu.br](http://www.ucpel.edu.br)

CATHOLIC UNIVERSITY OF PELOTAS

RECTORY

- VIII. To present annually to the Advisory Board of UCPel's Social and Technological Sciences Center a report on the Program's teaching, research, development, extension, and administrative activities;
- IX. To hear every year, from the Director and the Advisory Board of UCPel's Social and Technological Sciences Center, suggestions for the good functioning of the Program, and to take those suggestions for deliberation by the Collegiate;
- X. To delegate competencies for execution of specific tasks;
- XI. To cooperate with the Coordinator of Research and Post-Graduation *Stricto Sensu* of UCPel for monitoring, execution and evaluation of the Program's activities;
- XII. To make decisions ad referendum of the Collegiate on urgent subjects which are part of those bodies' responsibilities. In this case, the Collegiate, according to its responsibilities, shall examine the decision;
- XIII. To summon meetings of the Collegiate;
- XIV. To elaborate the student selection edict and submit it to the Collegiate;
- XV. To direct and supervise the Program's Secretariat;
- XVI. To elaborate and submit for examination by the Collegiate, in due time, the necessary documentation, the reports and the plans foreseen in these Bylaws;
- XVII. To delegate the Program's representation to members of the teaching staff;
- XVIII. To ensure the execution of the disciplinary and ethical rules in the Program's scope, with advice from the Collegiate.

Article 13 – Aside from the General Coordinator, the Program counts with an Institutional Coordinator, for any Associated Institution which is not part of the Program's Administrative Headquarters (UCPel).

Article 14 – It falls to the Institutional Coordinator:

- I. to be the Program's legal representative in his/her Institution, and
- II. to assist the Program's General Coordinator in the Program's academic/administrative tasks.

### Section III

Regarding the Secretariat

Article 15 – The General Coordinator shall have subordinated Secretariat, as an executive body for administrative and technical services.

Maintained by APAC – Pelotas Association of Culture and Assistance

Félix da Cunha st, 412 – PO Box 402 – Zip Code 96010-000 – Pelotas – RS – Brazil

Phone: (53) 2128.8220 – Fax: (53) 2128.8298 – [reitoria@ucpel.edu.br](mailto:reitoria@ucpel.edu.br) – [www.ucpel.edu.br](http://www.ucpel.edu.br)

CATHOLIC UNIVERSITY OF PELOTAS

RECTORY

Article 16 – It falls to the Secretariat:

- I. To order and promote the Program's informational system;
- II. To prepare the Collegiate meetings schedule;
- III. To register the meetings' minutes, as well as the minutes for the Master's Conclusion Works defenses;
- IV. To forward systematically to the General Coordinator the documents destined to him and to the Collegiate, for the appropriate measures to be taken;
- V. To provide services for the external public, not associated to the Program;
- VI. To prepare reports and other documents, under the General Coordinator's supervision;
- VII. To observe the academic calendar and ensure its execution;
- VIII. To disclose notices, edicts and other documents pertinent to the Program;
- IX. To realize other services, by delegation of the General Coordinator.

CHAPTER III

REGARDING ACADEMIC ORGANIZATION

Article 17 – The Program offers one area of focus: Computer and Electronic Systems.

Article 18 – The Master's Course offers one or more lines of research, each one acting on one or more subjects, according to what is established by the Collegiate.

Article 19 – The title of Master in Computing and Electronic Engineer, in Academic modality, is conferred.

Section I

Regarding Teachers and Advisors

Article 20 – The Program's teaching staff is composed by professionals with a doctorate title, obtained or revalidated in institutions accredited and authorized by CAPES/MEC, which meet the requisites indicated by the Program's Collegiate regarding qualification and technical-scientific production, being these requisites based on CAPES' productivity standards and specific rules.

Maintained by APAC – Pelotas Association of Culture and Assistance

Félix da Cunha st, 412 – PO Box 402 – Zip Code 96010-000 – Pelotas – RS – Brazil

Phone: (53) 2128.8220 – Fax: (53) 2128.8298 – [reitoria@ucpel.edu.br](mailto:reitoria@ucpel.edu.br) – [www.ucpel.edu.br](http://www.ucpel.edu.br)

CATHOLIC UNIVERSITY OF PELOTAS

RECTORY



§ 1 – The teacher categories in the course are:

- I. Permanent – Teachers or researchers from Associated Institutions, associated to the course and with full-time dedication to graduation and post-graduation teaching, research and extensions activities;
- II. Guests – Teachers or researchers with a functional relationship with other institutions, liberated from the activities correspondent to that bond, and invited by appointment from the Program's Collegiate to participate of the teaching, advisory and research activities in the course, for a continuous time period and in a full-time dedication regimen.
- III. Collaborators – Teachers or researchers invited by appointment from the Program's Collegiate who are not permanent teachers nor visitors, but who participate systematically of any of the Program's activities, independently of them having or not any relationship with the Institution.

§ 2 – To the Collegiate discretion, teachers and researchers who are foreign doctors of recognized knowledge may ingress the teaching staff of Program's collaborators.

Article 21 – The accreditation of a teacher as permanent, visitor or collaborator shall have validity of up to 4 (four) years and may be renewed.

Article 22 – To ingress the Program's teaching staff, the teacher and/or researcher must be accredited by the Program's Collegiate, based on the judgement of one of its members, appointed by the General Coordinator for that end, obeying the specific rules for teachers' accreditation established by the Program's Collegiate.

§ 1 – The request for admission as a teacher is made by a program-letter addressed to the Program's General Coordinator, who will in turn summon the Collegiate to watch the candidate's presentation on his/her work proposal.

§ 2 – The accrediting of teaching staff members has validity of 4 (four) years, after which time there will be a performance evaluation following the indicators provided by CAPES.

§ 3 – For the renewal of the accreditation, each teacher must present the course Collegiate an activity report, with the teacher's academic-scientific production in the last four years.

Maintained by APAC – Pelotas Association of Culture and Assistance

Félix da Cunha st, 412 – PO Box 402 – Zip Code 96010-000 – Pelotas – RS – Brazil

Phone: (53) 2128.8220 – Fax: (53) 2128.8298 – [reitoria@ucpel.edu.br](mailto:reitoria@ucpel.edu.br) – [www.ucpel.edu.br](http://www.ucpel.edu.br)

CATHOLIC UNIVERSITY OF PELOTAS

RECTORY

§ 4 – The teacher's relationship with the Program may be terminated before the 4-year term in the following cases:

- I. At the teacher's own request;

- II. For not meeting the minimum requisites of scientific production established in the Program's rules, which are based on CAPES specific rules and productivity standards.

Article 23 – The candidate to the Master's title shall have an advisor, who will be part of a list of advisors, organized annually by the Collegiate. The appointed advisor shall express his/her agreement previously and formally.

Single paragraph – In any case, to the Collegiate discretion, an external co-advisor (from other participating institutions) may be appointed for the post-graduation student.

Article 24 – The orientation of master's students of PGEEC during the Temporary Association period shall be in one of the following forms:

- I. Teacher joint-advisory – The joint-advisory of master's dissertations will be important to qualify UCPel's teachers on the research topics consolidated in UFRGS and UFSC. In that modality, masters advisories by UCPel teachers shall have co-advisory of UFRGS or UFSC teachers;
- II. Autonomous advisory by UCPel's teachers. This advisory modality may be used when one or more of UCPel's teachers already have enough research and advisory expertise in the proposed topic, which may be verified through relevant publications and advisories/co-advisories on the proposed topic.

Article 25 – It falls to the Advisor:

- I. To assist the student in the elaboration of the study and research plan;
- II. To suggest to the Program's Collegiate the composition of the board of examiners for dissertation or thesis;
- III. To preside the defense board of the advisees.

Maintained by APAC – Pelotas Association of Culture and Assistance

Félix da Cunha st, 412 – PO Box 402 – Zip Code 96010-000 – Pelotas – RS – Brazil

Phone: (53) 2128.8220 – Fax: (53) 2128.8298 – [reitoria@ucpel.edu.br](mailto:reitoria@ucpel.edu.br) – [www.ucpel.edu.br](http://www.ucpel.edu.br)

CATHOLIC UNIVERSITY OF PELOTAS

RECTORY

Article 26 – It falls to the external co-advisor (from other participating institutions) to assist the advisor in the execution of his/her tasks.

Section II

Regarding Research Groups

Article 27 – The Program’s teachers shall organize in research groups, according to the affinities in lines and topics of research.

§ 1 – The research groups shall be coordinated by a permanent teacher, chosen by the group, and shall be responsible for the coordination of research and extension activities, in their respective lines and topics of research.

§ 2 – The research groups shall be registered in the CNPq Directory of Research Groups and countersigned by UCPel Academic Pro-Rectory.

### Section III

#### Regarding the Student Body

Article 28 – The Student Body shall be composed by bearers of national or international university diplomas, recognized by the competent bodies, and enrolled in the Master’s course; the choosing of the number of representatives and their selection will be both the Collegiate’s responsibility, to their own discretion.

Article 29 – The admission of candidates to the Program will be conditioned to their advisory capacity, verified through the existence of available advisors.

Article 30 – Special Students may be admitted, to the Collegiate’s discretion, to study isolated disciplines, respecting the pre-requisites for those disciplines.

Article 31 – Students from other UCPel post-graduation courses may enroll in isolated disciplines of the Program, to the Collegiate’s discretion, respecting the pre-requisites for those disciplines.

Maintained by APAC – Pelotas Association of Culture and Assistance

Félix da Cunha st, 412 – PO Box 402 – Zip Code 96010-000 – Pelotas – RS – Brazil

Phone: (53) 2128.8220 – Fax: (53) 2128.8298 – [reitoria@ucpel.edu.br](mailto:reitoria@ucpel.edu.br) – [www.ucpel.edu.br](http://www.ucpel.edu.br)

## CATHOLIC UNIVERSITY OF PELOTAS

### RECTORY

#### Section IV

##### Regarding the Didactic Regimen

Article 32 – The didactic regimen shall be organized in six-month academic terms, with student re-enrollments being performed at the beginning of every semester of activities.

Article 33 – The completion of the necessary studies for the Masters will be expressed in credit units.

§ 1 – Each credit shall be equivalent to 15 hours of class.

§ 2 – To the Collegiate’s discretion, it may be possible to accept credits earned in other UCPel post-graduation programs or other Superior Education Institutions. In this case, the criteria established in the current General Bylaws of UCPel’s Post-Graduation *Stricto Sensu* will be observed.

Article 34 – The student must obtain at least 28 (twenty-eight) credits, being 12 (twelve) credits in mandatory disciplines, 2 (two) credits in Individual Work I, 2 (two) credits in Individual Work II, 2 (two) credits in Dissertation (Project), 2 (two) credits in Dissertation, and 8 (eight) credits in non-mandatory disciplines.

Article 35 – The teachers responsible for disciplines shall present their conclusions on the post-graduation students' performance, using the following concepts:

- I. Concept A: Excellent, equals a performance between 90 and 100%;
- II. Concept B: Good, equals a performance between 80 and 89%;
- III. Concept C: Regular, equals a performance between 70 and 79%;
- IV. Concept D: Unsatisfactory, equals a performance below 70%;
- V. Concept E: Insufficient frequency, corresponds to a frequency below 75%.

Single paragraph – The post-graduation student who obtains in any discipline a concept C or higher will earn the corresponding number of credits.

Article 36 – The disciplines may have a mandatory or non-mandatory nature, according to the Collegiate's deliberation.

Single paragraph – Disciplines may be:

- I. Theoretical classes;

Maintained by APAC – Pelotas Association of Culture and Assistance

Félix da Cunha st, 412 – PO Box 402 – Zip Code 96010-000 – Pelotas – RS – Brazil

Phone: (53) 2128.8220 – Fax: (53) 2128.8298 – [reitoria@ucpel.edu.br](mailto:reitoria@ucpel.edu.br) – [www.ucpel.edu.br](http://www.ucpel.edu.br)

CATHOLIC UNIVERSITY OF PELOTAS

RECTORY

- II. Practical classes;
- III. Theoretical/practical classes;
- IV. Individual works;
- V. Didactic activity;
- VI. Dissertation project;
- VII. Master's dissertation.

Article 37 – The Individual Work disciplines will be realized along with a Research Group of the Program, according to an activity plan proposed by the Advisor, establishing:

- I. The schedule for the work to be developed, specifying the tasks to be performed and their distribution in time, during the discipline's period of time;

- II. A plan of expected results for the work's execution, including at least the production of an activity report;
- III. The way in which the realization of the Individual Work discipline will contribute to the Master's Dissertation realization.

§ 1 – The post-graduation student must realize 2 (two) Individual Work disciplines during the Master's course, in different semesters.

§ 2 – The grade of the Individual Work discipline shall be assigned by the advisor.

Article 38 – The teaching internship discipline shall be realized along with UCPel's Social and Technological Sciences Center, according to the activities plan proposed by the Advisor and a teacher with doctor title from the Social and Technological Sciences Center, who will be responsible for the advisory in the teaching internship to be realized by the student.

§ 1 – The teaching internship is mandatory only for post-graduation students with scholarships in the Program.

§ 2 – The teaching internship shall be realized until the 3<sup>rd</sup> (third) semester of the Master's course.

§ 3 – The teaching internship does not yield any credits.

§ 4 – The concept of the teaching internship is assigned by the advisor.

Article 39 – The attendance is mandatory and may not be lower than 75% (seventy-five per cent) of the programmed hourly load per discipline or activity.

Maintained by APAC – Pelotas Association of Culture and Assistance

Félix da Cunha st, 412 – PO Box 402 – Zip Code 96010-000 – Pelotas – RS – Brazil

Phone: (53) 2128.8220 – Fax: (53) 2128.8298 – [reitoria@ucpel.edu.br](mailto:reitoria@ucpel.edu.br) – [www.ucpel.edu.br](http://www.ucpel.edu.br)

CATHOLIC UNIVERSITY OF PELOTAS

RECTORY

§ 1 – Students who fail due to insufficient frequency shall take the discipline again at first opportunity, as soon as it is offered again, and the concept for average calculation shall be the one obtained after the discipline is taken for the second time.

§ 2 – If the student doesn't want to repeat the discipline, the concept "E" will be assigned for average calculation.

Article 40 – If students obtain enough frequency, they shall be entitled to the corresponding credits, as long as they achieve the necessary concept for approval.

§ 1 – It falls to students to ask the Collegiate for a concept revision, if they feel their concept was evaluated unfairly.

§ 2 – The deadline for a concept revision request is 48 (forty-eight) hours, counting from the concept's disclosure.

Article 41 – The Dissertation discipline (Project) consists in elaborating the master's dissertation proposal.

Single Paragraph – The concept for the Dissertation discipline (Project) will be given by a board, according to the Article 54 of these bylaws.

Article 42 – The student may only ingress in the Master's Dissertation discipline after concluding at least 26 (twenty-six) credits, being 12 (twelve) in mandatory disciplines, 8 (eight) in non-mandatory disciplines, 2 (two) in Individual Work I, 2 (two) in Individual Work II, 2 (two) in the Dissertation discipline (Project).

## CHAPTER IV

### REGARDING THE MASTER'S COURSE

#### Section I

##### Regarding the Selection

Article 43 – The student selection process shall be conducted by the Collegiate, in the terms set forth in the Selection Edict.

Single paragraph – The Selection Edict will be issued by the Collegiate with a minimum 30-day advance from the starting date for subscriptions to the Master's Course.

Maintained by APAC – Pelotas Association of Culture and Assistance

Félix da Cunha st, 412 – PO Box 402 – Zip Code 96010-000 – Pelotas – RS – Brazil

Phone: (53) 2128.8220 – Fax: (53) 2128.8298 – [reitoria@ucpel.edu.br](mailto:reitoria@ucpel.edu.br) – [www.ucpel.edu.br](http://www.ucpel.edu.br)

## CATHOLIC UNIVERSITY OF PELOTAS

### RECTORY

Article 44 – The subscription shall be made in a special form and requested in the date determined in the Selection Edict, accompanying the following documents:

- I. A copy of the graduation diploma and corresponding educational history;
- II. Proven *curriculum vitae*;
- III. Identity document;
- IV. Social Security Number (CPF);
- V. A 3x4 cm picture;
- VI. Activities Plan to be carried out in the Master's course, endorsed by an advisor.

#### Section II

##### Regarding Admission and Enrollments

Article 45 – For admission in the Master’s course, students must qualify in the selection process or be transferred from other accredited master’s degree course.

Single paragraph – The admission through transference will only be realized after approval from the Collegiate and acceptance by an Advisor.

Article 46 – An enrollment in the condition of special student in isolated disciplines may be granted to those interested who have completed a Graduation Course.

§ 1 – The admission and the leveraging of credits referring to isolated disciplines, in case the interested student is later selected for a Master’s Course, will depend on the Collegiate’s approval.

§ 2 – The demands, in the board of chosen disciplines, will be the same to be satisfied by regular students from the Master’s Course.

§ 3 – The special enrollment doesn’t mean admission nor guarantee of future ingress in the Master’s Course, which may only happen through selection process, according to the current rules.

§ 4 – The special student may attend, in that condition, classes equivalent to 1/3 (one third) of the master’s course credits, as foreseen in the current General Bylaws of UCPel’s Post-Graduation *Stricto Sensu*.

§ 5 – The special student may enroll in a maximum of 2 (two) disciplines per semester.

Maintained by APAC – Pelotas Association of Culture and Assistance

Félix da Cunha st, 412 – PO Box 402 – Zip Code 96010-000 – Pelotas – RS – Brazil

Phone: (53) 2128.8220 – Fax: (53) 2128.8298 – [reitoria@ucpel.edu.br](mailto:reitoria@ucpel.edu.br) – [www.ucpel.edu.br](http://www.ucpel.edu.br)

CATHOLIC UNIVERSITY OF PELOTAS

RECTORY

§ 6 – The restriction indicated in the top of this article will not affect students regularly enrolled in other master’s courses from UCPel or other institution, performing complementary studies with authorization from the institution of origin.

Article 47 – If the student is a foreigner, the nationality must be declared when enrolling for the first time, along with the presentation of visa documentation or appropriate statement.

§ 1 – The foreign student’s enrollment will be conditioned to the presentation of permanent visa or current temporary visa, or declaration from the Federal Police stating a regular situation in the country for that purpose.

§ 2 – The same rules apply in case of enrollment renewal.

Article 48 – In each academic term, within the deadlines established in the Program’s academic calendar, the student must enroll in at least 1 (one) discipline, according to the pre-requisites established for the same.

§ 1 – The students who don't enroll in the adequate period of time will be removed from the list of enrolled students, and their reintegration will be allowed without counting the interruption time as part of the course's duration.

§ 2 – Candidates to reintegration, if realizing their Master's Dissertation, must obtain the acceptance of their former advisor or request a change of advisor.

Article 49 – The student may request cancelling of an enrollment or of a discipline.

§ 1 – The cancelling of an enrollment or of a discipline must be requested in a written requirement to the coordinator, with the student's justification and a declaration from the advisor.

§ 2 – The cancelling of an enrollment may be requested only once, and may not exceed 12 (twelve) months, with penalty of permanent dismissal.

§ 3 – Withdrawal from a discipline may be requested only once for the same discipline. If the withdrawal is for a discipline that constitutes a pre-requisite for other(s), the student's enrollment will be suspended until the fulfilling of that requisite, which may not exceed 6 (six) months.

Article 50 – The student will be dismissed from the Master's Course:

- I. When the maximum deadline for the conclusion of the Master's Course, provisioned in Article 57 of this regiment, is reached;

Maintained by APAC – Pelotas Association of Culture and Assistance

Félix da Cunha st, 412 – PO Box 402 – Zip Code 96010-000 – Pelotas – RS – Brazil

Phone: (53) 2128.8220 – Fax: (53) 2128.8298 – [reitoria@ucpel.edu.br](mailto:reitoria@ucpel.edu.br) – [www.ucpel.edu.br](http://www.ucpel.edu.br)

CATHOLIC UNIVERSITY OF PELOTAS

RECTORY

- II. When the enrollment is not realized during the due period in the academic calendar;
- III. Upon failing twice in the same discipline or failing in 3 (three) different disciplines
- IV. Upon failing in 2 (two) different disciplines in the same semester;
- V. Upon abandoning the Master's Course without presenting a request for enrollment cancelling;
- VI. By not enrolling upon reintegration, after a period of cancelling;
- VII. Upon failure in the Master's Dissertation.

Section III

Regarding the Master's Dissertation



Article 51 – The Master’s Dissertation shall be constituted of a work of theoretical or theoretical-practical nature, in which the candidate shall demonstrate informed dominion on the chosen subject, capacity of research and aptitude when dealing methodologically with the chosen subject.

§ 1 – The Master’s Dissertation shall be delivered to the Coordinator in 3 (three) bound copies, with an advance of at least 30 (thirty) days from the presentation to the board of examiners, following the format established by the Collegiate.

§ 2 – Along with the Master’s Dissertation, the student shall also deliver the documentation of the technical-scientific production on the subject of the Master’s Dissertation.

Article 52 – The Master’s Dissertation may be written in Portuguese or in English.

§ 1 – If it is written in Portuguese, the Dissertation must contain an abstract in English, presenting the main results obtained;

§ 2 – If it is written in English, the Dissertation must contain an abstract in Portuguese, presenting the main results obtained.

Article 53 – The Master’s Dissertation will be considered approved or failed according to the evaluation of the majority of the members of the board of examiners.

Maintained by APAC – Pelotas Association of Culture and Assistance

Félix da Cunha st, 412 – PO Box 402 – Zip Code 96010-000 – Pelotas – RS – Brazil

Phone: (53) 2128.8220 – Fax: (53) 2128.8298 – [reitoria@ucpel.edu.br](mailto:reitoria@ucpel.edu.br) – [www.ucpel.edu.br](http://www.ucpel.edu.br)

CATHOLIC UNIVERSITY OF PELOTAS

RECTORY

§ 1 – The presentation of the Master’s Dissertation to the board of examiners is realized in a public session, open to all interested.

§ 2 – The presentation session of the Master’s Dissertation will be presided by the advisor.

§ 3 – The approval or failure shall be based on an individual statement given by the members of the board of examiners.

§ 4 – The board of examiners shall classify the dissertation as:

- a) Approved: the work is approved in full or requires non-substantial changes in structure and/or content, which shall be made by the own author and approved by the advisor;
- b) Approved with reformulations: the work needs substantial reformulation regarding structure and/or content. The final version must be reviewed by a member of the board of examiners and approved by the post-graduation collegiate;
- c) Failed.

§ 5 – In the case described on the item (a), the student shall have up to 30 days to deliver the dissertation's final version. In the case described on the item (b), the student shall have up to 90 days to deliver the dissertation's final version.

#### Section IV

##### Regarding Boards of Examiners

Article 54 – The Board of Examiners of the Dissertation (Project) will be composed by the advisor and by 2 (two) more teachers with doctorate degree, assigned by the Collegiate after consulting the Advisor.

Single paragraph – All members of the Board of Examiners, except the advisor of the Dissertation (Project) must assign a concept.

Article 55 – The Board of Examiners of the Master's Dissertation will be composed by the advisor and by 2 (two) more teachers with doctorate degree, assigned by the Collegiate after consulting the Advisor.

§ 1 – The Advisor has no right to give an opinion about the Master's Dissertation.

Maintained by APAC – Pelotas Association of Culture and Assistance

Félix da Cunha st, 412 – PO Box 402 – Zip Code 96010-000 – Pelotas – RS – Brazil

Phone: (53) 2128.8220 – Fax: (53) 2128.8298 – [reitoria@ucpel.edu.br](mailto:reitoria@ucpel.edu.br) – [www.ucpel.edu.br](http://www.ucpel.edu.br)

#### CATHOLIC UNIVERSITY OF PELOTAS

##### RECTORY

§ 2 – At least one of the members must be a researcher external to the Program and from an institution that is not part of the association.

#### Section V

##### Regarding the Master's Title

Article 56 – The title of Master in Computing and Electronic Engineer, in Academic modality, shall be granted to the student who:

- I. Obtains at least 28 (twenty-eight) credits, being 12 (twelve) credits in mandatory disciplines, 2 (two) credits in Individual Work I, 2 (two) credits in Individual Work II, 2 (two) credits in Dissertation (Project), 2 (two) credits in Dissertation, and 8 (eight) credits in non-mandatory disciplines;
- II. Has elaborated and presented the Master's Dissertation Project to be realized – in the discipline of Dissertation (Project), and has that project approved by the board of examiners;
- III. Has elaborated and presented the Master's Dissertation to a board of examiners and obtained their approval;
- IV. Has enough technical-scientific production in the subject of the Master's Dissertation, according to the rules established by the Collegiate;

- V. Has given proof of approval in the proficiency exam for English language and, in case of a foreign candidate, has been likewise approved in the exam of proficiency in Portuguese language;
- VI. Has realized a didactic activity, if he is a scholarship holder of the Program;
- VII. Has delivered a printed copy of the final version of the Master's Dissertation, duly bounded, according to the monograph publishing rules of the Program established by the Collegiate, aside from a copy in electronic media;
- VIII. Has fulfilled the remaining legal requisites.

Article 57 – The deadline for obtaining the title of Master in Computing and Electronic Engineer in Academic modality is of 24 (twenty-four) months, counting from the candidate's first enrollment.

Maintained by APAC – Pelotas Association of Culture and Assistance

Félix da Cunha st, 412 – PO Box 402 – Zip Code 96010-000 – Pelotas – RS – Brazil

Phone: (53) 2128.8220 – Fax: (53) 2128.8298 – [reitoria@ucpel.edu.br](mailto:reitoria@ucpel.edu.br) – [www.ucpel.edu.br](http://www.ucpel.edu.br)

## CATHOLIC UNIVERSITY OF PELOTAS

### RECTORY

§ 1 – The deadline of 24 (twenty-four) months includes the defense of the Master's Dissertation.

§ 2 – When required by student and advisor within the deadline established in the top of this article, the collegiate may grant a prolongation of the enrollment in the Master's Course for the conclusion of the Master's Dissertation.

### Section VI

Regarding the Diploma's Expedition

Article 58 – The expedition and registration of the diploma shall be made by UCPel.

Article 59 – The degree conferred by UCPel shall be of Master in Computing and Electronic Engineering.

Article 60 – When all formalities established by UCPel are met, the General Coordinator shall forward the necessary information for the issuing of the corresponding Diploma to UCPel's Academic Archives Section.

## CHAPTER V

### REGARDING TRANSITORY PROVISIONS

Article 61 – The provisions of the current bylaws may be altered by the Collegiate.

Article 62 – The cases not addressed in these bylaws will be examined by the Collegiate.

Article 63 – These bylaws will be in effect from the date they are approved by UCPel's University Council, revoking any provisions to the contrary.

\*\*\*\*\*

Maintained by APAC – Pelotas Association of Culture and Assistance

Félix da Cunha st, 412 – PO Box 402 – Zip Code 96010-000 – Pelotas – RS – Brazil

Phone: (53) 2128.8220 – Fax: (53) 2128.8298 – [reitoria@ucpel.edu.br](mailto:reitoria@ucpel.edu.br) – [www.ucpel.edu.br](http://www.ucpel.edu.br)