

CATHOLIC UNIVERSITY OF PELOTAS

RECTORY

RESOLUTION #365

REVOKES RESOLUTION #299 AND BRINGS INTO FORCE THE NEW BYLAWS OF THE SOCIAL POLICY POST-GRADUATION COURSE.

The Dean of the Catholic University of Pelotas, exercising the powers vested in him, considering the terms of process # 000154/2017, as well as the decision of the University Council, in the meeting realized on Oct 26th of 2017,

RESOLVES TO:

1 – Revoke Resolution #299.

2 – Bring into force, from this date on, the new BYLAWS OF THE SOCIAL POLICY POST-GRADUATION COURSE, which is part of the present resolution.

Secretariat of the Catholic University of Pelotas' Rectory, October 26th of 2017.

Dr. José Carlos Pereira Bachettini Júnior

Dean

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

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BYLAWS OF THE SOCIAL POLICY POST-GRADUATION COURSE

MASTER AND DOCTORATE DEGREE COURSES

CHAPTER I

GOALS

Article 1 – The goals of the PPGPS (Social Policy Post-Graduation Program), in the level of Master and Doctorate degree, are to:

I – Qualify professionals and researchers, aiming to formulate, implement, execute and evaluate social policies, having as guidelines the rights and ethical matters of citizenship;

II – Investigate the relations between social policies and the processes of social and economic development, with emphasis on participation and social innovation;

III – Promote and strengthen research in the region, by consolidating research groups and projects and extending interinstitutional cooperation at national and international levels;

IV – Form qualified human resources for higher education, research, planning, management, analysis and evaluation of social policies and programs;

V – Prepare researchers and teachers for higher education teaching, encouraging the interdisciplinary perspective and the consolidation of research networks in the South of Brazil and in other MERCOSUL countries;

VI – Develop theoretical, investigative and technical competencies, favoring the interventional dimension of professionals in Social Services and related areas, aiming to confront the present expressions of the social issue, not only in the theoretical, programmatic and legal plains, but also stimulating resistance through social and popular movements.

VII – Favor the grasp of the social issue and the access to justice as an expression of citizenship, with emphasis on the actions of social movements and national courts as spaces of reinsurance of social rights and through strategies of jurisdictionalizing social relations and public policies;

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VIII – Form professionals with the necessary knowledge to perform roles in institutions involved in social programs and policies, increasing the capacity of implementing intersectoral and interdisciplinary actions;

IX – Widen and contribute to the awareness, elaboration and evaluation of proposals related to social policies and programs in the southern region of Brazil, especially in the southern half of Rio Grande do Sul and its international borders.

CHAPTER II

REGARDING GENERAL ORGANIZATION

Article 2 – The Program is administratively linked to UCPel’s Center of Legal, Economic and Social Sciences and is composed of:

I – a Coordinator;

II – a Collegiate;

III – a Secretariat.

Regarding the Coordinator:

Article 3 – The Coordinator shall be a teacher from the permanent staff and shall be named freely by the Dean, after advice from the Collegiate

Article 4 – It falls to the Coordinator:

- a) To coordinate, supervise and manage administratively and academically the Program, alongside the Collegiate;
- b) To convene and preside Collegiate meetings;
- c) To assign masters’ dissertation and doctorate’s thesis advisors for students regularly enrolled;
- d) To name committees and examining boards for Qualification and Master’s Dissertation and Doctorate’s Thesis Defense
- e) To propose a Selection Edict, to be approved by the Collegiate;

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- f) To request payback for transport and accommodations expenses for any teacher invited to join a board, when coming from a different location;
- g) To forward the pertinent documentation for issuance of program students’ certificates;
- h) To integrate UCPel’s Research and Post-Graduation Council;
- i) To execute decisions from the Program’s Collegiate, as well as those from superior UCPel’s bodies;
- j) To represent the Program in and outside the University;
- k) To promote the participation of a student representative, regularly enrolled in the Program, in the committees that deal with topics of interest of the student body;
- l) To decide every two years, along with the Academic Pro-Rector, the accreditation and loss of accreditation of teachers in the Program based on the criteria established by CAPES and on the report of the Research and Post-Graduation Council.

Regarding the Collegiate:

Article 5 – The Collegiate is the body of didactic-scientific and administrative coordination of the Program, and it is composed by the following members:

I – The Program’s permanent teachers;

II – Student representatives, chosen by their pairs, in a proportion of 1/5 (a fifth) in relation to the Program’s permanent teachers, ensuring, at minimum, one representative of each level.

§ 1 – The student representatives’ term will be of 12 (twelve) months, allowing renewal, with elections in every April.

§ 2 – If the representation becomes vacant, there shall be an election to finish the term.

Article 6 – The Collegiate shall meet with a minimum frequency of 2 (two) times per academic term, when summoned by the Coordinator, or upon request of 1/3 (one third) of its members, observing the minimum notice of 48 (forty-eight) hours.

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Article 7 – The collegiate shall meet only with the presence of the majority of its members and shall deliberate based on the majority of votes.

Article 8 – It falls to the Program’s Collegiate:

- a) To assist the Coordinator in the performance of his/her role, whenever necessary;
- b) To elaborate the Program’s Bylaws and approve any changes, submitting it through the Coordinator to the appropriate instances, bodies and superior collegiate of the University;
- c) To propose the remaining rules of the Program, as well as any changes, aiming to ensure its good functioning in the pedagogic, academic and administrative aspects;
- d) To propose to the Coordinator the creation, transformation, exclusion and extinction of disciplines of the Program, as well as to discuss the topic;
- e) To define or redefine the Program’s lines of research;
- f) To request accreditation – through analysis of the *curriculum vitae* – and the admission of new members of the teaching staff, submitting their names to the Rectory instead of the Coordinator;
- g) To voice opinions over the renewal or not of teaching staff members’ accreditation;
- h) To analyze revision requests for disciplines’ final concept, forwarded by students, according to article 39;
- i) To analyze research projects from teachers involved with the Program;
- j) To encourage, track and evaluate researches and the Program’s production;
- k) To propose the accreditation of visiting teachers, who shall integrate the Program’s teaching staff temporarily;
- l) To elaborate the periodic schedule and to propose dates and events for the Program’s calendar;
- m) To approve the investment plans for resources made available to the Program by UCPel or external financing agencies;

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- n) To propose partnerships of interest to the Program’s activities, which shall follow the Institution’s own protocols;
- o) To approve the Selection Edict proposal elaborated by the Coordinator, proposing the number of open spots and the criteria for admission in the Program;

- p) To approve, after council from the advisor, the committees and examining boards for Qualification and Master's Dissertation and Doctorate's Thesis Defense;
- q) To indicate the scholarships committee;
- r) To judge the decisions and actions of the Coordinator, teachers and the Scholarships Committee, at the appellate level, to be filed within 5 business days (non-extendable) from the date of the information of the contested decision to the appellant;
- s) To forward the Center direction an opinion about the research projects of teachers not involved in the program;
- t) To approve the use of credits, according to the terms of the bylaws.

Regarding the Teaching Staff:

Article 9 – The permanent teaching staff shall be comprised of teachers, with a PhD title or its equivalent, accredited by the Collegiate according to the rules of CAPES, and hired by UCPel.

§ 1 – Every 2 (two) years, the Program's Collegiate shall renew or not the accrediting of the teaching staff members, according to the criteria established in the specific normative.

§ 2 – The Program may count with teachers and/or advisors/co-advisors from other institutions, aware and agreeing to the institutions involved, bound in transitory nature as visitors or collaborators, as long as they meet the accrediting demands of the Research and Post-Graduation Council, satisfy UCPel regimental rules and meet the requisites of CAPES/MEC/CNE.

§ 3 – The admission of new members to the teaching staff shall be proposed by the Program's Coordinator and approved by the Collegiate, taking into consideration the Program's interests and needs, and mandatorily respecting the requisites established in these bylaws and in UCPel regimental rules.

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§ 4 – The Post-Graduation course teaching activities must be integrated to those of the Graduation course;

§ 5 – Following scientific and academic convenience criteria, the Collegiate may consider teachers, within their sphere of competence, as Permanent in the level of Masters and as Collaborators in the level of Doctorate, submitting their approval to the Academic Pro-Rectory.

Article 10 – The competencies of the Teaching Staff are:

§ 1 – Of the permanent staff:

- a) To perform activities of Teaching, Research and Extension;
- b) To be part of committees and perform roles related to the activities carried;
- c) To perform roles as academic jobs supervisors, according to accrediting criteria established in §1, Art. 9 of these bylaws;
- d) To present to the Program's Coordinator, at the end of each year, the report of performed activities;
- e) To attend the meetings scheduled and participate of the events promoted by the Program.

§ 2 – Regarding collaborators:

- a) To give seminars, teach disciplines or special topics;
- b) To act as Dissertation advisors or Thesis co-advisors;
- c) To act in the organization of the Program's events.

§ 2 – Regarding Advisors:

- a) To continually assist post-graduation attendees in the organization of their study and research plan;
- b) To propose to the Collegiate the composition of committee and of qualification/defense boards for dissertation or thesis of their orientees;
- c) To preside their orientees' Boards.

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Regarding the Secretariat:

Article 11 – The PPGPS will have a secretariat, an executive body for technical and administrative services.

Article 12 – It falls to the Secretariat:

- a) To order and provide the maintenance of the archive;
- b) To prepare the meetings' schedule;
- c) To register, in their own documents, the minute of the meetings and public defenses;
- d) To forward to the Coordinator any documents directed to him;
- e) To provide external support;
- f) To prepare reports and other documents, under the Coordinator's supervision;
- g) To observe and see that others observe the academic calendar;

- h) To announce, in their own mural, notifications, external material, public notices and other documents pertinent to the Program;
- i) To provide other services upon delegation by the Coordinator.

Regarding the Scholarships Committee:

Article 13 – The Collegiate will indicate a Scholarships Committee to be named by the Coordinator, composed by at least 3 (three) members, including the Program’s Coordinator, 1 (one) representative of the teaching staff and 1 (one) representative of the student body, the latter being chosen by the students themselves, meeting the following requisites:

- a) The representative of the teaching staff shall be part of the Program’s permanent teachers staff;
- b) The students’ representative shall be the one elected by the students themselves for UCPel Research and Post-Graduation Council.

Article 14 – The following are responsibilities of the Scholarships Committee:

- a) To assign the available scholarships, at any time, using the criteria approved by UCPel Research and Post-Graduation Council;

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- b) To disclose, along with the teaching staff and the student body, the methods of application of the utilized criteria.

Article 15 – The Scholarships Committee shall meet annually after the selection process and whenever else necessary, producing a report to be assessed by the Collegiate.

Single paragraph – The Collegiate may appeal from the decisions of the Scholarships Committee and may do that within 5 (five) business days (non-extendable) from the date of the information of the contested decision to the appellant.

CHAPTER III

REGARDING THE ACADEMIC ORGANIZATION

Article 16 – The Program shall confer the title of Master or Doctor in Social Policy to the students that comply to all the academic requisites provided in these bylaws and remaining applicable normatives.

Article 17 – The permanence time in the Program varies according to the level of post-graduation and to the student’s study plan, and it may take, counting from student’s regular entry in the Program, a maximum of:

I – 24 (twenty-four) months for Masters;

II – 48 (forty-eight) months for Doctorate.

§ 1 – Special cases of term extension will be judged by the Collegiate and may not exceed 2 (two) six-month extensions;

§ 2 – Extensions will only be admissible for students with an already qualified project of Dissertation or Thesis, and the request must accompany a schedule indicating the likely date for Defense.

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Regarding the curriculum:

Article 18 – The Program’s curriculum encompasses mandatory disciplines, non-mandatory disciplines and programmed activities.

§ 1 – The mandatory disciplines are the ones that make up the Program’s theoretical foundation and offer a broad overview of its research lines.

§ 2 – The non-mandatory disciplines are related to the particularities of the research lines.

§ 3 – The programmed activities refer to internship in research, to scientific productions or to technical activities proposed by students and approved by the Course’s collegiate.

Article 19 – The payments of capital for credits will occur in one of the following ways:

§ 1 – The Masters is paid for with at least 30 (thirty) credits and the student will use 9 (nine) credits in mandatory disciplines, at least 12 (twelve) credits in non-mandatory disciplines and up to 3 (three) credits in programmed activities, as well as 6 (six) credits in the Dissertation Defense.

§ 2 – The Doctorate is paid for with at least 48 (forty-eight) credits and the student will use 12 (twelve) credits in mandatory disciplines, at least 24 (twenty-four) credits in non-mandatory disciplines, from which up to 4 (four) credits will be in programmed activities, as well as 12 (twelve) credits for the Thesis Defense.

§ 3 – The programmed activities will be regulated by their own normatization.

§ 4 – It is allowed to use a maximum of 12 (twelve) credits for Masters and 18 (eighteen) credits for Doctorate through disciplines taken in post-graduation courses *stricto sensu* recognized by CAPES, as long as the equivalence of study level, hour load, approval and attendance is respected and the credits were obtained in a period no longer than 5 (five) years prior to the request for masters and 7 (seven) for doctorate.

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§ 4 – The leveraging of credits will depend on the advisor's previous assessment and on approval by the Collegiate, through analysis of the course description and of the requested disciplines' program, as well as of the teachers' degree level.

Regarding the didactic scheme:

Article 20 – The didactic scheme is made up of credits, obtained through disciplines, programmed activities and elaboration of a Dissertation (Masters) or Thesis (Doctorate).

Article 21 – Each credit unit corresponds to 15 (fifteen) hours of theory or 15 (fifteen) hours of supervised work when it refers to a programmed activity, duly registered and approved by the Collegiate.

Regarding the selection:

Article 22 – The selection process shall be conducted by a special committee, indicated by the Collegiate and named by the Coordinator, obeying the rules set out in the selection edict.

Single paragraph – There shall be specific committees formed for the selection process of each level of the Program (Masters and Doctorate), and a same member of the teaching staff may be part of both.

Article 23 – During selection, the committee shall consider not only the candidates' academic and professional performance, but also their potential for research and advanced studies.

Article 24 – The form of the selection exam, as well as the number of openings, will be proposed by the Collegiate.

Single paragraph – There will be no appeal against the Selection Committee's decisions.

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Article 25 – The foreign language knowledge pre-requisite will be fulfilled by candidates through a proficiency exam, to be performed in UCPel or another authorized institution recognized by MEC.

Article 26 – Subscriptions shall be made in a special form and requested at the date determined in the Edict, being filed with the documents indicated there.

Regarding Enrollment:

Article 27 – To enroll, students must have classified through the selection exam or have obtained a transference from other accredited *stricto sensu* Program.

§ 1 – In every term, students must enroll in at least 1 (one) discipline or in supervision for Dissertation of Thesis;

§ 2 – Joining through transference will only be made effective if approved by the Collegiate, with the pre-requisite of acceptance by an advisor.

Article 28 – In case of special students, enrollment may be granted for up to 9 (nine) credits in isolated disciplines, to applicants who finished the graduation course.

§ 1 – The admission and use of credits related to the isolated disciplines, in case the person interested is selected for the Program, will depend on the Collegiate’s approval.

§ 2 – The demands, in the framework of the chosen disciplines, will be the same as those for the Program’s regular students.

§ 3 – Special enrollment does not configure admission, nor does it guarantee future entry in the Program, which may only happen through a selection process, according to current regulations.

§ 4 – The regular students from other Post-graduation Programs, from UCPel or other institution, who are performing complementary studies in the Social Policy Post-Graduation Program with authorization from the institution of origin, shall not be affected by the restriction indicated in the head of this Article.

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Article 29 – When subscribing or enrolling, the students must declare their nationality and, if foreigners, they must present visa documentation or another appropriate statement.

§ 1 – The enrollment of foreign students is conditioned to the presentation of effective temporary visa, permanent visa or Federal Police statement, declaring their regular status in the country for that end.

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

Article 30 – Within the deadlines established in the Program's academic calendar, students must enroll and request their subscription in disciplines and other activities.

§ 1 – Those students who don't subscribe at the appropriate time shall be removed from the list of enrolled students; they may be reinstated afterwards, without subtracting the discontinuation period from the Program's duration.

§ 2 – Candidates for reinstatement, in case of a Dissertation or Thesis, should obtain reacceptance from their previous advisor, or acceptance from a new advisor.

Article 31 – Students shall be dismissed from the program when:

- a) The maximum deadline to finish the program is due, according to the terms of Article 17 in these bylaws;
- b) They present unsatisfactory performance, according to the terms of Articles 36 and 37 in these bylaws;
- c) They don't renew their enrollment in the periods foreseen in the academic calendar;
- d) They fail the same discipline twice;
- e) They fail 3 (three) different disciplines;
- f) They abandon the program without renewing their enrollment;
- g) They fail the re-presentation of their Dissertation or Thesis;
- h) They don't deliver the final version of their Dissertation or Thesis within the deadlines foreseen in the sub-items of the single paragraph of Article 45 in these bylaws;

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- i) They don't qualify the Dissertation or Thesis project within the deadlines established by the Collegiate for the respective ingress classes.

Single Paragraph – The students shall be notified about their own dismissal.

Regarding Advisory:

Article 33 – Each student shall have an advisor for Dissertation or Thesis assigned by the Coordinator, who will accompany his/her academic performance, guiding the study plan and the Dissertation or Thesis Project.

§ 1 – Students may, by means of a reasoned request to the Collegiate, ask for the advisor to be changed, as long as the possibility of acceptance by another teacher accredited for the position is confirmed.

§ 2 – The choice of the advisor will be made amongst accredited teachers, considering the research line in which the students shall develop their studies;

§ 3 – The teachers qualified to advise on Doctorate Thesis will be the ones who already advised on at least three already defended and approved Dissertations;

§ 4 – The maximum number of orientees by teacher will be decided by the Collegiate, according to the parameters established by CAPES.

Article 34 – The advisor is responsible for, aside from what is provided in § 3 of Article 10:

- a) Guiding the enrollment in disciplines consistent with the students' academic formation and preparation, as well as with the purposes of specialization expressed by them;
- b) To monitor the students' work permanently;
- c) To assist the students when defining the subject and the defense preparation of their Dissertation or Thesis project;
- d) To deliver an opinion on the project and forward it to the Coordination;
- e) To advise and monitor the development of the Dissertation or Thesis;
- f) To advise students regarding the defense of the Dissertation or Thesis.

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Regarding attendance and evaluation:

Article 35 – Attendance is mandatory and shall not be lower than 75% (seventy-five per cent) of the scheduled workload for the discipline or activity.

§ 1 – Any student who fails due to low attendance shall repeat the discipline as soon as it is offered again, and the concept obtained when repeating shall prevail for purposes of average computing.

§ 2 – If the student decides not to repeat the discipline, that will result in a “D” concept, computed into the average.

Article 36 – Students with enough attendance will earn the corresponding credits, as long as they obtain the concept necessary for approval.

§ 1 – The minimum concept for approval in any discipline or activity is “C”.

§ 2 – A student needs to earn 24 credits from disciplines and programmed activities in order to defend a Dissertation, and 36 of those credits in order to defend a Thesis.

§ 3 – In the eventual conversion of numeric grades into concepts, the following equivalence table shall be used:

Equivalence table:

Numeric grade	Equivalent concept	Meaning
9.0 to 10.0	A	Excellent
8.0 to 8.9	B	Good
7.0 to 7.9	C	Regular
0.0 to 6.9	D	Insufficient

Article 37 – The performance in each discipline or academic production activity shall have its final degree expressed in concepts.

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Article 38 – Students shall be evaluated by means of tests and/or seminars and/or monographs and/or activities report, as explained in the teaching plans of each discipline.

Article 39 – If students consider their concept unfair, it’s their responsibility to require the Collegiate an audit.

Regarding Qualification:

Article 40 – Students qualification is constituted by the presentation and defense of the Dissertation or Thesis project, when the following dispositions shall be observed:

§ 1 – The Dissertation project is evaluated by a board of examiners composed by at least 2 (two) teachers and/or researchers with a Doctorate degree, being at least 1 (one) external to the program and 1 (one) member of the program’s permanent teaching staff – with the presence of the advisor. The Thesis project is evaluated by a board of examiners composed by at least 3 (three) teachers and/or researchers with a Doctorate degree, being at least 2 (two) external to the program and 1 (one) member of the program’s permanent teaching staff – with the presence of the advisor;

§ 2 – The board of examiners' composition shall be suggested by the advisor, in agreement with the orientee, with approval from the Collegiate and assigned by the Coordinator.

§ 3 – In case students are not approved, they have a single possibility of presenting the project again to the same board of examiners within 60 (sixty) days.

§ 4 – A second failure results in immediate dismissal from the Program.

§ 5 – If advisors refuse, with good reason, to send the project to the board of examiners, students may do so themselves, by requesting an analysis to the Coordination, which will be submitted to the Collegiate.

Regarding Dissertations and Thesis:

Article 41 – The Masters Dissertation and Doctorate Thesis, in their distinct levels of cognitive-scientific deepening, are constituted by a theoretical work in which the

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candidate shows up-to-date dominion over the chosen subject, research capacity and aptitude in presenting the chosen subject in a methodological fashion.

Article 42 - Dissertations and Thesis shall respect the Program's research lines and must be preceded by a research project, which shall be presented to the Program's Coordination until the date determined annually by the Collegiate, being defended according to the terms of Article 44.

Article 43 – The Dissertation or Thesis must be delivered to the Program's Coordination at least 15 (fifteen) days before the defense, with a copy for each of the board's members.

Article 44 – The Dissertation or Thesis defense is public and performed before a board of examiners, composed as follows:

§ 1 – In case of Dissertation, by at least 2 (two) teachers and/or researchers with a Doctorate degree, being at least 1 (one) external to the program and 1 (one) member of the program's permanent teaching staff – with the presence of the advisor.

§ 2 – In case of Thesis, by at least 3 (three) teachers and/or researchers with a Doctorate degree, being at least 2 (two) external to the program and 1 (one) member of the program's permanent teaching staff – with the presence of the advisor;

§ 3 – The board of examiners' composition shall be suggested by the advisor, in agreement with the orientee, with approval from the Collegiate and assigned by the Coordinator.

§ 4 – If advisors refuse, with good reason, to send the project to the board of examiners, students may do so themselves, by requesting an analysis to the Coordination, which will be submitted to the Collegiate.

Article 45 - The Dissertation or Thesis is considered as passed or failed according to the assessment of the majority of the board of examiners.

Single paragraph – The board of examiners shall classify it as:

- a) Approved: the work is approved in full or needs minor changes regarding structure and/or content, which shall be made by the own author within 30 (thirty) days for the final version delivery, with the advisor's approval;

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- b) Approved with reformulation: the work needs substantial reformulation regarding structure and/or content. The final version, to be delivered within 90 (ninety) days, must be reviewed by a member of the board of examiners, to the Program's discretion, and approved by the Collegiate;
- c) Failed.

Article 46 – The title of Master or PhD in Social Policy shall be conferred to students who:

- a) Completed, with approval, the number of credits required according to the Program's curricular regulation, established in these bylaws;
- b) Presented and publicly defended the Masters Dissertation or Doctorate Thesis, with approval and, if necessary, the due reformulation;
- c) Attained approval in the proficiency exam in one foreign language for Masters and Two for Doctorate;
- d) Delivered 1 (one) printed copy of the Dissertation or Thesis final version, duly bound, according to the cover model instituted by UCPel, and 2 (two) copies in electronic media.

Article 47 – When all formalities established by UCPel are fulfilled, the Coordination shall provide the issuance of the corresponding diploma.

Article 48 – Cases not covered here shall be solved by the Program's Collegiate and other superior instances of the University.

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 – www.ucpel.edu.br