

INTERNAL REGULATIONS
Postgraduate Program in Chemistry
Masters and Doctorate Courses



PUC
RIO

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Chapter I: The Object

Art. 1. The present Internal Regulations of the Postgraduate Program in Chemistry (PPG-Qui) aims to regulate academic and institutional procedures of the Program, valid for Master and Doctoral courses, in accordance with the Regulation of Graduate Programs - *stricto sensu* of the Pontifical Catholic University of Rio de Janeiro (PUC-Rio).

Art. 2. These Regulations may be altered and / or amended at any time, through Deliberations and Resolutions to be presented and discussed at the Postgraduate and Research Commission (CPG) of the Department of Chemistry (DQ), and firstly approved, by the General Committee of the DQ and, later, in the other higher instances of the University.

Chapter II. Organization of the Postgraduate and Research Committee (CPG)

Art. 1. The CPG-Qui will be coordinated by a permanent Professor of the Program indicated by the Direction of the Department, indicating that it must be endorsed by the General Committee. The CPG will be composed of faculty and student representatives as follows:

- I - 04 (four) permanent Faculty Members, representing each of the following main areas of Chemistry (Analytical, Physical-Chemistry, Inorganic e Organic)
- II - 01 (one) representative and 01 (one) alternate representative amongst the student body of the PPG-Qui

§1°. The mandates of CPG members will follow the norms of PUC-Rio, which provides a term of two (2) years for Professors and one (1) year for the student representatives.

§2°. The representatives (holder and alternate) of the student body should be chosen from the students regularly enrolled in PPG-Qui, through direct election.

§3°. CPG faculty members will be appointed by their peers from each major area of Chemistry among the permanent professors accredited in the Program. In case there is any disagreement in the choice, the decision will be made by election, whose format will be defined by the General Committee of the DQ.

§4°. In the absence of the coordinator, one of the elected members of the CPG shall be appointed to replace the absent member during the period of absence.

Art. 2. The CPG-Qui shall hold regular monthly meetings. Extraordinary meetings may be scheduled at the request of the coordinator or upon solicitation of any of its members.

§1°. The PPG-Qui Secretary will be present at all meetings and will be responsible for preparing the Minutes of these meetings, which will be later approved by CPG-Qui.

§2°. The quorum will be half plus one, i.e., four (04) members, including the Program Coordinator.

§3°. All members of the CPG shall have the right to vote in the decision on the various matters considered by the Commission, unless there is some kind of conflict of interest. In that case, the member concerned shall abstain from voting. **OBS.: The criterion of SIMPLE MAJORITY of the votes will be adopted**, in absolutely every case.

Chapter III: Faculty: Composition, Accreditation and Periodic Assessment

Art. 1. The teaching staff of PPG-Qui may be composed of professors in the categories: Permanent, Collaborator and / or Visitor, following the definition and criteria established in Administrative Rule no. 174 of CAPES of 12/30/2014. To be part of PPG-Qui, the professor must hold a PhD (or equivalent) in Chemistry or related fields.

§1°. The CPG-Qui will be responsible for defining procedures and conducting the accreditation process for Professors.

§2°. Accreditation will be based on the minimum rules established in the 486th meeting of the CD / CTC of July 11, 2005, and in compliance with that established in Decree 39/2005 of the Rector of PUC-Rio, as well as in Deliberation 07/2007 of the Vice- Rector for Academic Affairs of PUC-Rio, published on December 12, 2007.

§3°. The requirements for accreditation of permanent Professors in PPG-Qui will be the same as those established in the evaluation of the faculty, as described in Art. 2.

§4°. Permanent Professors who are **sponsored upon productivity 1 (A-D) by the CNPq will be automatically accredited** in the Program, and there is no need for re-accreditation as long as this condition is maintained with the development agency.

§5°. Accreditation of Professors in the Collaborator and Visitor categories will be evaluated by CPG-Qui and ratified by the General Committee of the DQ, based on the strengthening of the program in the Chemistry area of CAPES.

§6 °. Newly hired Professors will be accredited by the following criteria:

I - Those with **more than three (3) years** of teaching experience as doctor in other higher education institutions will be evaluated **based on their scientific production in these institutions**, following the criteria described in Art. 2;

II - Those with previous teaching experience **from 01 (one) to 03 (three) years** will be **provisionally accredited**, being able to guide only master's dissertations. If the Professor obtains, within a period of 02 (two) years, the average scientific production established in Art. 2 may also guide doctoral theses.

III - Professors with **less than 01 (one) year** of previous teaching experience OR those included in item II that fail to reach the average of the production established in Art. 2 may guide dissertations. **These Professors will only be able to guide doctoral students after completing the orientation of at least 01 (one) masters work.**

Art. 2. The evaluation of the Professors' body will be done at the beginning of each year by the CPG, based on the following requirements, related to the last 02 (two) years of performance:

I - Publication of 02 (two) papers per year, considering the average in the period, within the strata A (1 or 2) and B (1, 2 or 3) of CAPES, Chemistry area; **alternatively, the Professor may publish a number of papers less than 04 (four) in the biennium, provided that the sum of the impact factors is greater than or equal to 08 (eight)** - NOTE: 1) the publication in journals of recent circulation which have not yet been assigned an impact factor, will be considered up to a maximum of 50% of the goal stipulated for the Professor in this item, i.e. two papers in the biennium; 2) **deposited patent applications** will be counted as **one (1) published paper**, while **patents granted** will be equivalent to the publication of **three (3) papers**;

II - All patents counted as scientific production for the Professor and at least half of the publications in the previous item, must have student co-authorship (undergraduate and / or postgraduate) under that Professor guidance (i.e., qualified production); if the Professor falls under the rule of adding the impact factors, the non-qualified productions will have their impact factor divided by 02 (two);

III – To perform at least one orientation, completed or in progress, of a student of the Graduate Program in Chemistry (master's or doctorate) in the period;

IV – To have taught at least one postgraduate course in the period.

V - At least half of the defenses of the students under the guidance of the Professor during the evaluation period should occur within the maximum time of titling, equal to 24 (twenty-four) months for the **Master** and 48 (forty-eight) months for the **Doctorate**.

NOTE: situations not contemplated above will be evaluated by CPG-Qui.

§1°. Newly hired Professors with less than 01 (one) year of previous academic experience will be evaluated after a period of two (2) years from the hiring date, and the production criteria I and II will not be considered in their first evaluation .

§2°. For purposes of computation, **accepted papers** will be **weighted as published**.

§3°. The permanent Professor who does not meet the requirements established in the annual evaluation will be officially warned (in writing) by CPG-Qui and, automatically, will no longer be able to accept new doctoral students for guidance until their situation is fully regularized (**internal suspension measure**):

a) The Professor prevented from guiding new doctoral students will have 02 (two) years to readjust to the norms established in items I-V of the caput of this article. If the situation is not regularized within this period, you will be officially de-accredited by PPG-Chi. Unidentified Professors will not be able to guide or co-orientate postgraduates or teach classes in the Program.

b) De-accredited Professors may request CPG-Qui to review their assessments, as well as to appeal, in the first instance, to the General DQ Committee. Second instance appeals should be made to the Departmental Council of the Technical-Scientific Center (CTC). Both the Department of Chemistry and the de-accredited professor(s) may appeal the decision of the CTC Departmental Council, **THIRD AND LAST INSTANCE**, to the Teaching and Research Council.

c) From 01 (one) year of the de-accreditation, the permanently de-accredited Professor may request re-entry into PPG-Qui in writing, justifying his / her motivation and demonstrating that he / she meets the minimum criteria established in items IV of the caput of this article.

§4°. **Professors in the Collaborator category** will be **evaluated biannually** for their contribution to the Program, in terms of **scientific production and co-orientation**.

§5°. Professors in the **Visiting category** are temporary and **should be evaluated based on individual work plans**.

Chapter IV: Student Selection Process

Art. 1. The selection process for admission to PPG-Qui will occur, preferably, every semester, or annually, according to the availability of vacancies and scholarships. The dates will be established by CPG and disclosed in a specific announcement.

§1°. The selection process will be defined and executed by CPG-Qui, which will be responsible for its wide dissemination to ensure the entry of candidates with greater potential.

§2°. The definition of the number of places for each selection will be made by CPG, based, among other criteria, on the availability of guiding Professors in the Program, seeking a **balance between the number of guiding Professors and guided students**. The number of places offered by each Professor in the semester should be included in the Selection Notice.

§3°. Registration must be performed by the candidates, according to instructions published in the Notice. For the **Master's Degree**, the candidate must hold a **degree in Chemistry or related areas**. Temporarily, certificates of completion of the respective courses may be presented, in which case a deadline will be granted for the presentation of the corresponding diploma. For admission to the **PhD course**, the candidate must hold a **master's degree in Chemistry or related areas in progress of PG *stricto sensu* duly recognized by CAPES** (for master's degrees done in Brazil) or, in the case of Masters held abroad, present a diploma **validated by the Brazilian Consulate in the respective country of origin**. Temporarily, a declaration of approval or a copy of the Defense Record of the dissertation may be presented instead of the postgraduate diploma. Observe that the candidate for the PhD who has not yet defended the Master's Dissertation must attach to the documentation a statement from the Program Coordination informing the date set for the defense. This defense must occur until the ENROLLMENT date to PPG-Thurs. **Exceptionally**, the candidate may register for the **Doctorate** without having completed the master's degree, as provided in Art. 27 of the Regulation of Graduate Programs - *stricto sensu* of PUC-Rio, provided that the candidate fulfills ALL the following conditions:

- I To hold a **degree in Chemistry, Chemical Engineering or Pharmacy / Biochemistry**, issued by an institution accredited by the MEC;
- II Be a co-author of at least 01 (one) scientific paper in an indexed journal;
- III To have at least 04 (four) papers presented at a congress, of which at least 02 (two) of them as first author (i.e., the presenter of the work);
- IV Have a performance record (CR) accumulated in the graduation equal to or greater than 8.0 (eight zero point);
- V Provide previous experience of at least 2 (two) years as a trainee or fellow of Scientific Initiation in the area of Chemistry or related areas.

NOTE: All supporting documents must be delivered upon registration. Failure to comply with the rules stated in the Selection Notice may result in non-approval of registration or

declassification of the applicant already enrolled. The final homologation of the registrations will be made by CPG-Qui in an extraordinary meeting, just after the registration deadline in the process.

Art.2. The programmatic content of the Basic Knowledge Exam in Chemistry will be published in the Selection Notice. The selection process will consist of the following stages:

- a) (Instrumental) English Language Exam;
- b) Basic Knowledge in Chemistry Exam
- c) Curriculum Analysis / Interview.

§1°. The examining board will be composed exclusively of CPG members, with the exception of the student representative, who will not participate in the activities.

§2°. The Instrumental English Language Exam will have a classificatory character for the candidates to the Master, but it will be eliminatory for the candidates to the Doctorate; the examination will consist of the interpretation of a scientific text in the area of Chemistry and will have its maximum duration defined by the CPG and disclosed in the corresponding Selection Notice.

§3°. The Basic Knowledge in Chemistry Exam will have an eliminatory character and will be constituted by a series of objective or discursive questions equally distributed among the great areas of Analytical, Physical-Chemical, Inorganic and Organic.

§4°. The last stage of the selection process (Curriculum Analysis / Interview), also eliminatory, will only be carried out by those CANDIDATES APPROVED in the Basic Knowledge in Chemistry Exam and English Language Exam (in the case of the Doctorate). For candidates for the PhD course, the following will also be analyzed:

- a) The research proposal summarized [only 03 (three) pages] delivered by the candidate when he / she is enrolled in the selection process; and
- b) The defense of this proposal, to be carried out by the candidate and followed by a brief argument on the part of the members of the board.

Art. 3. The final grade, which will be used for classification and distribution of scholarships, will be the sum of the marks in the Basic Knowledge in Chemistry Exam (x 0.4) and English

Language Exam (x 0,2), and Interview with the examining board (x 0.4). In case of equal marks, the grade in the Basic Knowledge in Chemistry Exam will be a tiebreaker criterion.

§1°. Only candidates who score **3.0 or above (three point zero) in the Basic Knowledge in Chemistry Exam** will be interviewed. NOTE: If the candidate does not get any points in those questions corresponding to 02 (two) or more major areas of Chemistry, he /she will be disqualified regardless of the total grade achieved in the exam.

§2°. In the case of candidates for **PhD**, the passing score in the Instrumental English Language Exam will be **6.0 (six point zero)**.

§3°. To be approved in the selection process, the candidate must have a **final grade equal to or greater than 6.0 (six point zero)**.

§4°. CPG reserves the right not to fill all the vacancies offered in the Selection Notice.

Art. 4. The result of the selection, including the final grade and classification of the approved candidates, will be posted on the notice board of the PUC-Rio Chemistry Department, Campus Gávea (Rua Marquês de São Vicente, 225 - Gávea). This will also be sent by e-mail to the approved candidates using the electronic address registered in the selection process.

Chapter V: Distribution of Scholarships and CAPES Scholarships Committee

Article 1. The distribution of scholarships granted by Development Agencies will be done according to the number of scholarships available and will follow the criterion of the **classification** of the successful candidates in the selection process. Initially, the CNPq scholarships, both Master's and PhD, will be awarded to the best ranked candidates. Subsequently, a possible redistribution of CAPES and CNPq scholarships will be at the discretion of the CPG according to the academic-scientific performance of the students in the course. **The approved candidate who does not obtain a scholarship** from the funding agencies will be entitled to an exemption from PUC-Rio and may apply for a scholarship grant at any time during the course. For this, the student must have a **performance record (CR) in compulsory subjects equal to or greater than 7.0 (seven point zero)**. The final grade of the student in the selection process will then be used a **reclassification, TOGETHER WITH THE NEW CANDIDATES competing for scholarships available**. The student may also choose to submit a second time to the selection process, thus replacing the original note. However, the validity term of the scholarship may not exceed, in any case,

the time of 24 (twenty-four) months for the Master and 48 (forty-eight) months for the Doctorate, **from the admission date of the candidate in the Program.**

Art. 2. Doctorate students with a scholarship from CNPq must make use of their bench fee in common agreement with their supervisor, following the regulation established by CNPq and having as guidelines the needs and priorities of the project to be developed. Misuse of these resources may result in the **replacement of the CNPq scholarship** by a scholarship from another agency. In addition, the Chemistry Department may **activate the legal area of PUC-Rio so that measures are taken to obtain a reimbursement from the student for the resources used improperly.**

Art. 3. In order to apply for a scholarship from the **FAPERJ Grade 10 program**, students should express their interest, previously, to the postgraduate secretariat, with the acknowledgement of their advisor, **and to have a performance record (CR) in compulsory subjects equal to or greater than 8, 0 (eight zero point).**

§1°. The selection of the selected candidates will be made by CPG based on an analysis of the curriculum and academic history of them, according to the following criteria:

- I - Scientific paper in indexed journal, as the first author: **1.0 x FI of the journal;**
- II - Scientific paper in indexed journal, as collaborator: **0.5 x IF of the journal;**
- III - Patent application filing: **1.0 point per application;**
- IV - Oral presentations in an international scientific event: 1.0 point each;
- V - Oral presentations in national scientific event: **0.5 points each;**
- VI - Presentations of poster in scientific event: **0.2 points each.**

The final sum of the points will be multiplied by a factor equal to the performance record (CR) in compulsory subjects divided by 10 (i.e., if the CR is, for example, 8.0, multiplies by 0.80).

NOTE: The CR in compulsory subjects will be used as a tiebreaker criterion.

§2°. **The final classification of the candidates**, with the sum of the points obtained by each of them and the names of the students to be indicated by CPG-Qui, will be posted on the notice board of the Chemistry Department of PUC-Rio.

Art. 4. **The CAPES Grants** Committee of the Postgraduate Program in Chemistry will follow the established in Art. 5 of the order number 181 of CAPES, of 12/18/2012. In order to simplify, its attributions will be assumed by a "**reduced version**" of the CPG, composed by the Coordinator of Postgraduate and Research, the student representative and only one of the Professors belonging to the Committee, who will represent the faculty body of the Department.

Chapter VI: Student Obligations and Academic Performance Monitoring

Art. 1. The **Master's** students of PPG-Qui must fulfill 24 (twenty-four) credits, and those of PhD, 47 (forty-seven) credits as part of the requirements necessary to obtain the degree of master or doctor in Chemistry, respectively.

§1°. All students **MUST BE APPROVED**, obligatorily, in the discipline **ADVANCED CHEMISTRY LABORATORY**.

§2°. Students of the **Master** course **MUST BE APPROVED** in at least 02 (two) of the subjects related to the major areas of Chemistry: **ADVANCED ANALYTICAL CHEMISTRY**; **ADVANCED PHYSICAL-CHEMISTRY**; **ADVANCED INORGANIC AND ORGANIC CHEMISTRY**, with one of them necessarily referring to the area of **concentration of the student** and the other, chosen in agreement with its supervisor.

§3°. All students of the **PhD** course must fulfill obligatorily, the 05 (five) disciplines mentioned in paragraphs 1 and 2, in addition to the discipline **PRODUCTION OF SCIENTIFIC TEXTS** (see Art. 6 of this chapter).

§4°. Students of the **Master** course must take the courses **SEMINAR I** and **SEMINAR III**, obligatorily. The students of the Doctorate course, in turn, must take the courses **SEMINAR I** and **SEMINAR IV**.

Art. 2. The minimum credits to be fulfilled by the students must be completed with elective courses, at the postgraduate level. These credits may be obtained through disciplines of other departments of the PUC or other institutions, up to a total of 06 (six) for the **Doctorate** and 03 (three) for the **Master**, provided that with the consent of the supervisor

NOTE: All compulsory disciplines will be in Portuguese. Some elective courses are offered in English.

Art. 3. The **utilization of credits** already studied by the student will follow the established in Chapter VI of the Regulation of the Postgraduate Programs - *stricto sensu* of PUC-Rio.

Art. 4. All students must obtain **approval in the subjects of foreign language (English) LET3103 (Master) or LET3106 (Doctorate)**. The note of the Instrumental English Language Exam from the admission process to the PPG-Qui **may be used** for this purpose. Students of the **Master** course who did not score 6.0 (six point zero) or above on the English Exam **must retake this stage of the selection process until they obtain the necessary grade for their approval in these subjects**.

Art. 5. All students of the Doctorate degree must obtain approval in the discipline **QUALIFICATION EXAMINATION FOR DOCTORATE until the 3rd semester of the beginning of their course**.

§1°. For this purpose, the student should:

I - Submit to the CPG a **list of suggestions from at least 03 (three) PhD professors from the Chemistry Department of PUC-Rio, so that 01 (one) of them will be chosen** to form the examining board of the work, which will be presided over by the advisor. The list must be delivered at least **60 (sixty) days before the date of the PhD Qualification Examination**. The co-advisor, if any, may also constitute such examining board.

II - Prepare and deliver to the board, in the form of printed material and with 15 (fifteen) days in advance of the Examination, a **Doctorate Project, between 20 (twenty) and 40 (forty) pages**, on A4 sheet, double space, font Times New Roman or Arial size 12, containing: title, introduction with updated literature review on the subject, objectives, work proposal, execution schedule and bibliography.

III – On the set date, make an oral presentation of 25 (twenty-five) to 30 (thirty) minutes, containing the same topics listed in item II for the written material.

IV - After the oral presentation, to be evaluated through questioning by the members of the board, about the work, focusing on the theoretical basis and the proposed methodology.

§2°. The result of the evaluation (approved or disapproved) shall be included in the **minutes signed by the members of the examining board and the candidate.**

If the candidate fails, the board will stipulate a period of up to 02 (two) months, **from the date of the defense of the Qualification Exam**, for the presentation of the recast work according to the examiners' suggestions. If the student fails a second time, the student will be automatically disconnected from the Postgraduate Program in Chemistry.

§3°. The date of defense and the examining board shall be disclosed in the Chemistry Department at least two (2) weeks in advance.

Art. 6. All students of the **PhD** course must also obtain approval in the discipline DOCTORATE SCIENTIFIC PRODUCTION.

§1 °. The student must register in this discipline until the 6th semester of the beginning of the course, being pre or co-requisite the discipline PRODUCTION OF SCIENTIFIC TEXTS.

§2 ° . To obtain approval in SCIENTIFIC PRODUCTION IN THE DOCTORATE, the student must meet, without exception, each of the following conditions:

I – To have completed ALL the compulsory disciplines;

II – To propose, in agreement with the supervisor, an examination board, which should include the advisor (who will preside over it) and two (2) doctoral professors, who may be from the Chemistry Department of PUC-Rio and / or another institution, provided that at least 01 (one) of them belongs to a PPG with a CAPES concept equal to or greater than 5. In special cases, a fourth (supplementary) external member may be called, even if he or she does not belong to any PPG, provided that their resume demonstrates experience and knowledge compatible with the area of work to be advocated. **The examining board must be submitted at least one month in advance, by the student, to the secretariat of the Program, to be endorsed at a regular meeting of CPG-Qui.**

III - Prepare and deliver to the members of the board, in the form of printed material and 15 (fifteen) days in advance, a scientific manuscript, written **in English**,

containing unpublished results from the doctoral thesis project, for future submission to indexed magazine, preferably international. NOTE: Review papers will NOT be accepted for this purpose. In addition, a brief printed material (**up to five (05) pages**, in A4 sheet, double spacing, Times New Roman or Arial size 12 font) containing title and objectives of the thesis, a concise description of results achieved so far and detailed activity schedule for the remainder of the course time.

IV - Make an oral presentation that, at the discretion of the advisor, may be public or not. This presentation should follow the following standards:

- a) To have a duration of 30 (thirty) to 40 (forty) min and to address the main motivations of the research, the results obtained so far, which points have yet to be completed (including the proposed methodology) and a detailed schedule of activities for the remaining doctoral time; and
- b) Be accompanied by an argument to the student by the members of the bank.

§3°. The result of the evaluation (approved or disapproved) must appear in the minutes signed by all members of the examining board and by the candidate. The evaluation will be based on the quality of the scientific manuscript submitted and the progress of the thesis work in relation to the originally proposed objectives. If the candidate fails, the bank will stipulate a period of up to 06 (six) months, from the date of the defense of the document, for the submission of a recast work according to the examiners' suggestions. If the candidate fails a second time, the student will be automatically disconnected from the Graduate Chemistry Program.

§4°. The date of the defense and the assessment bank shall be disclosed to the Chemistry Department at least two weeks in advance.

If the candidate already has a paper accepted or published, as the first author, until the sixth semester of the course, it may be used as written material in the SCIENTIFIC PRODUCTION IN THE DOCTORATE. However, the discipline Production of Scientific Texts must still be carried out, either with new data coming from the research or with a review of the literature in the concentration area of the candidate.

Art. 7. The student of the PhD course can only mark his defense of thesis after the publication or the acceptance of at least one scientific paper related to his thesis work in indexed magazine, preferably international, as the first author. Alternatively, the filing of a patent

application may be considered (at the discretion of CPG-Qui).

Art. 8. A leave of absence or withdrawal of the course may be requested at any time by the student and shall be governed by the provisions contained in Chapter XI (Duration of Course) of the Regulation of Graduate Programs - *stricto sensu* of PUC-Rio. If the leave of absence request is due to a period of **internship abroad**, the applicant must have been approved in the discipline DOCTORATE QUALIFICATION EXAM, and the request must be sent to CPG along with the following documents:

- I. Justification for the accomplishment of the internship, including plan of work;
- II. Acceptance and Curriculum Vitae of the supervisor at the institution of destination;
- III. Letter of commitment, signed by the student and adviser, that the defense of the thesis will occur within the regulatory period of forty-eight (48) months. NOTE: In the latter case, the request for removal must be submitted by the student at least two (02) months before, to the secretariat of the Program.

Art. 9. Criteria for MAINTENANCE OF THE SCHORSHIP and DISCHARGE OF THE PROGRAM.

§1°. If the student of Master or Doctorate courses fails to comply with any of the compulsory subjects, the scholarship will be CANCELED automatically. This student will not be able to compete for another scholarship from the Department for the same course. The absence from the activities of the Program for more than one month without prior justification in writing to CPG-Qui, together with the proper consent of the advisor, will also cause the cancellation of the scholarship.

§2°. Any of the following situations will lead to the OFFSET of the student of your course in the Graduate Program in Chemistry of PUC-Rio:

- I - Obtain a Performance Record (CR) below 6 (six) in any semester;
- II - Obtain a Performance Record (CR) below 7 (seven) in two consecutive semesters;
- III - To be disapproved twice in the DOCTORATE QUALIFICATION EXAM;
- IV - Fail twice in the SCIENTIFIC PRODUCTION IN THE DOCTORATE;
- V - Fail the same discipline twice;

VI - To exceed the maximum defense time (already including extensions), stipulated by this Committee in **30 (thirty) months** for the **Master** course and **60 (sixty) months** for the **Doctorate**, counted from the date of joining the Program;

VII - Absence for more than 03 (three) months of the activities of the Program without prior justification in writing to CPG-Qui, with the consent of the advisor;

VIII - Show **unethical conduct [fraud, tampering with / sabotage of experiments (own or third parties) or equipment, falsification of data, plagiarism, theft, disrespect to Professors or colleagues, among others]** in the **academic environment**. In addition to the **immediate withdrawn** from the PPG-Qui, the Chemistry Department of PUC-Rio reserves the right to take the appropriate LEGAL MEASURES. The events will be treated following the official procedures already defined by the statute of the University.

NOTE: unforeseen situations should be submitted to the CPG for evaluation and deliberation.

Chapter VII. The Orientation

Art 1. The supervision of a particular thesis or dissertation will be the responsibility of 01 (hum) advisor pertaining to PPG-Qui. It may also be accepted 01 (um) co-advisor, with the title of doctor, professor or not, internal or external to the Postgraduate Program in Chemistry of PUC-Rio. Advisor and co-advisor will have exactly the same rights and duties in relation to the supervision of thesis or dissertation works. It is up to them, as well as to the student, the shared responsibility that the work be defended within the deadline stipulated by the development agencies. NOTE: The indication of a co-advisor external to the Program must be homologated by CPG-Qui.

Art. 2. The advisors to the Master's and Doctorate candidates shall formalize the commitment at the CPG the moment they make it, and informing:

I - The date of commencement of dissertation or thesis work;

II - The provisory title of the project to be developed.

Art. 3. The student may request the replacement of his or her advisor (s), by presenting a letter to the CPG containing a justification for the request. In addition, the student must submit a work proposal containing the name and agreement of a new advisor and co-advisor (if any),

the title of the project and a schedule of activities for the remaining time of course. Regardless of the moment of the request for change of advisor, the work must be defended within the original deadline established by CAPES, counted from the student's entry in the Graduate Program in Chemistry of PUC-Rio.

Art. 4. The advisor or co-advisor of the work may voluntarily withdraw from the student's orientation, for which he / she shall forward a letter to the CPG with the appropriate justification.

Art. 5. In the event of **voluntary withdrawal, retirement, dismissal or death** of the **advisor**, the co-advisor, if he / she belongs to the PPG, will automatically assume the supervision of the student. In case the co-advisor does not belong to the Program or the student does not have an advisor, the CPG will evaluate the case, trying to indicate a substitute available among the Professors accredited to the Program.

Art. 6. The **advisor will be evaluated semiannually by his / her, through questionnaires provided by CPG**. After analyzing the results, the CPG may deem it necessary to intervene in an attempt to advise and reconcile the parties. These evaluations may be consulted at the time of the deliberations regarding Article 3.

Chapter VIII. Graduation Teaching Internship Program (PED)

The PPG-Qui Teaching Internship Program will meet the minimum rules established in the Art. 20 of the order number 181 of CAPES, of 12/18/2012, as well as to the norms established by the CCPG and formalized in letter CCPG-587/99.

Art. 1. Students regularly enrolled in the **Master's** or **PhD** courses of PPG who are CAPES fellows, must carry out the Teaching Internship through the disciplines GRADUATION TEACHING INTERNSHIP (QUI 3203, for the **Master** and QUI 3213 and QUI 3223 for the **PhD**). **Students with fellowships from other development agencies or non-Fellows will be able to enroll in these subjects on an optional basis**. The doctorate student may NOT study the two subjects of the PED simultaneously.

Art. 2. The student will participate in the teaching activities of 01 (one) undergraduate subject offered by the Department of Chemistry, which may be experimental or theoretical, **always supervised by the Professor responsible for the discipline**, who will be in charge of the performance of the trainee student by attributing a grade at the end of the course.

Art. 3. The norms of the Graduation Teaching Internship Program (PED) and the attributions of the trainee and the supervisor in the discipline are:

- I. The duration of the Teaching Internship will be of **one semester** and the maximum **workload** of the discipline to be followed will be 4 (four) hours per week;
- II. The teaching internship should not, **under any circumstances**, mean a substitution of the Professor responsible for the discipline, who must be present in ALL classes given by the trainee, guiding him/her in relation to the performance;
- III. The student enrolled in the subjects of the Teaching Internship should provide, at the discretion of the supervisor, **from 10 to 25% of the classes of the discipline**, and also to be involved in other related activities, such as correction of tests, exams or reports, preparing teaching materials, assisting in the preparation of assessments, etc., always under supervision of the Professor responsible for the course - NOTE: the fellow should be present in all classes of the course, even when not teaching;
- IV. At the end of the internship, the student will prepare a **brief report [from 01 (one) or 02 (two) pages] describing the activities carried out**, which should be attached to **appreciation of the assigned Professor** regarding attendance, dedication and performance of the student in the Teaching Internship, accompanied by his **final grade** in the course;
- V. The master's / doctoral candidate who, with the consent of his supervisor, teaches Chemistry disciplines or related fields in Higher Education, and present a proof of such activities, will be exempted from the compulsory Teaching Internship. In this case, the student may request the CPG to use these credits.

Chapter IX. Defense Procedures

Art. 1. The candidate for the title of **Master** must present his Dissertation, in compliance with the requirements established in Chapter VI, in a minimum of three (3) semesters and a maximum of four (4) semesters, from his entry in the Program. The candidate for the title of **PhD** must present his thesis, in compliance with the requirements established in Chapter VI,

in a minimum of six (six) semesters and a maximum of eight (eight) semesters, from the date of entry to the Course. If necessary, **HIGHLY AGAINST ADVISED BY THIS COMMITTEE**, a request for an extension of the term of defense may be requested, provided that the required extension period does not exceed the provisions of **§ 2 of Article 9 of Chapter 6** (Student Obligations and Academic Performance Monitoring) of this Regulation.

Art. 2. The student must defend his Thesis or Dissertation before a board, whose constituents must be proposed by mutual agreement between the student and the advisor, who will preside over it. The board should be evaluated and approved by CPG-Qui. For the **Master's Degree**, at least **two (2) members and one (1) alternate member** must be nominated, which may be internal or external. In the case of the **Doctorate**, at least **04 (four) members** must be appointed, at least 03 (three) of them external to PUC-Rio, and **02 (two) alternate members**, of which 01 (one) external from PUC-Rio. **All constituents of the examining board must hold the doctoral degree and at least half of the board members must belong to a Postgraduate Program (PPG) with a CAPES concept equal to or greater than 5.** Advisor and c-advisor (if any) will complete the examining board.

Art. 3. **45 (forty-five)** days before the defense, the candidate shall forward to CPG:

- Letter from the advisor, stating that the work is fit to be defended;
- Summary and title of the work in Portuguese and English;
- Suggestion of an examining board, for approval by the Commission;
- Proposition of date for the defense;
- Copy of the accepted paper (s) and / or patent application (s) filed (**Doctorate**).

Art. 4. Unfailingly, **twenty-one (21) days before the defense for the Doctorate and fifteen (15) days prior to the defense of the Master**, the student shall deliver a copy of the work to the members of the bank, including the alternates.

Art. 5. On the **day of the defense**, the candidate must bring:

- Two copies of the **Term of Approval** to be signed by the present members of the board. The originals of these documents must be delivered to the secretariat of the Chemistry Department and will later be part of the definitive copies of the Dissertation or the Doctoral Thesis.

NOTE: Definitive copies will not be accepted without the Statement of Approval signed by the members of the examining board;

- Two copies of the **Deed of Defense** of the Dissertation or Thesis, to be filled by the supervisor and signed by all the members of the board. NOTE: Both copies of this document must also be delivered to the Department's office.

Art. 6. Pursuant to Art. 72 of Chapter VIII of the Regulations for the Postgraduate Programs of PUC- Rio, the final version of the **Master's Dissertation or Doctoral Thesis approved without fulfilling the requirements shall be submitted to the Postgraduate secretariat of the Chemistry Department up to 01 (one) month from the date of defense.** When approval is conditional on corrections and / or additional experiments, the board must establish the deadline for the candidate to present a version of his Master's Dissertation or Doctoral Thesis containing all the changes required and detailed in the Deed of Defense, provided that **this term will not exceed the limit of 06 (six) months.** In this case, for the approval of the final version, the corrected document should be re-evaluated by the board, which shall draw up a written opinion for CPG.

§1°. Pursuant to Articles 84 and 85 of Chapter X of the PUC-Rio Postgraduate Program Regulations, in order to enter the application process for the diploma, the approved candidate must submit to the Postgraduate secretariat of the Chemistry Department: a printed copy and an electronic copy of the Dissertation or Thesis in its final form, following the "Norms for the presentation of Theses and Dissertations", in addition to the **Internet Publishing Term** duly completed and signed.

§2°. In case of non-compliance with the requirements of this article, the student will be subject to the rules established in Article 74 of Chapter VIII of the PUC-Rio Postgraduate Programs Regulation.

Chapter X. Dissertation Writing or Thesis

Art 1. To obtain the degree of Master or Doctor, the student must present a written document (A4 sheet, double space, Times New Roman or Arial font, size 12), reporting, scientifically, the results obtained during the study period .

Art 2. **In addition to Portuguese**, the writing of the Thesis or Dissertation **may be done in the English** language, provided there is **prior written consent of the advisor and CPG-Qui**.

Single paragraph. Papers written in English should contain an expanded abstract of at least two (2) pages in the Portuguese language.

Art 3. The document should follow the format suggested by the "Norms for presentation of Theses and Dissertations", which are made available by PUC-Rio.

Art 4. The document may be presented in one of two formats:

I. Standard template - the document should contain the following topics: title, pre-textual, abstract and keywords in Portuguese, abstract and keywords in English, introduction and / or bibliographic review, objectives, experimental part, results and discussion, conclusion and bibliographical references, according to ABNT standards. Appendices or attachments may also appear at the end of the document.

II. Scientific paper template - the document should contain the following topics:

- a) Introduction and / or complete bibliographic review;
- b) Objectives: the papers should address all the objectives originally proposed in the work. Participation in other papers that are not part of the objectives of the study, as co-authors, may be included as an annex, in the format of the journal (print the published paper);
- c) Experimental part: must be described in detail;
- d) Results and discussion: put the papers in the form of chapters. Each paper must be identified with the title, authors, journal in which it was or intends to be published. Methodological details may be omitted, as these will be best described in the Experimental Part. The structure of the paper may follow the one adopted by the journal but should be written in the language of the thesis or dissertation, and the citations of references in the text should follow the ABNT format. It may not be the published printed paper;
- e) Conclusion: an integrated evaluation of the work carried out should be made, separate from the individual conclusions of each submitted paper;

- f) References: all bibliographic references used in the text or papers should be included in this item, at the end of the document; and
- g) Attachments: not required. If so, place them after the references.