PONTIFÍCIA UNIVERSIDADE CATÓLICA
DO RIO DE JANEIRO

INTERNAL REGULATIONS

Graduate Program in Chemistry

Master's and Doctorate Courses

November 2024

INTERNAL REGULATIONS

INTERNAL REGULATIONS (1st version)

Postgraduate Program in Chemistry Master's and Doctorate Courses

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Rio de Janeiro, May 2017

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Chapter I: Objective

Article 1. This Internal Regulation of the Graduate Program in Chemistry (PPG-QUI) aims to establish academic and institutional procedures for the program, applicable to the Master's and Doctoral courses, in accordance with the Regulations of Graduate Programs - stricto sensu of the Pontifical Catholic University of Rio de Janeiro.

Article 2. This Regulation may be amended and/or altered at any time through Deliberations and Resolutions to be presented and discussed by the Graduate and Research Commission (CPG) of the Department of Chemistry (DQ) and subsequently approved by the General Commission of the DQ and higher university authorities.

Chapter II: Organization and Responsibilities of the Graduate Program and Research Commission (CPG)

Article 1. The CPG-QUI will be coordinated by a permanent faculty member of the Program, appointed by the Department's leadership, whose nomination must be ratified by the General Commission. The CPG will consist of representatives from the faculty and student body as follows:

I – Four (4) permanent faculty members, representing each of the program's research lines.

II – One (1) titular representative and one (1) alternate representative from the PPG-QUI student body.

Each faculty member of the CPG is responsible for leading discussions on one of the program's research lines and one of the evaluation axes defined by CAPES (program proposal, faculty, societal impact, and student body and alumni) during planning and self-assessment meetings. Assignments will be determined during CPG meetings whenever necessary.

§1. The mandates of the CPG members will follow PUC-Rio's regulations, which stipulate a two-year term for faculty members and a one-year term for student representatives.

§2. The student representatives (titular and alternate) must be chosen among students actively enrolled in the PPG-QUI through direct elections.

§3. Faculty members of the CPG will be appointed by their peers from each research line among the program's accredited permanent faculty members. In case of disagreement, the decision will be made through elections, the format of which will be defined by the General Commission of the DQ.

§4. In the coordinator's absence, an elected CPG member will be designated to act as a substitute during the absence period.

Article 2. The CPG-QUI will hold monthly regular meetings. Extraordinary meetings may be called at the request of the coordinator or any of its members.

§1. The PPG-QUI secretary will attend all meetings, and the coordinator will be responsible for drafting the minutes, which will later be approved by the CPG-QUI.

§2. The quorum will be the majority, i.e., four (4) members, including the Program Coordinator.

§3. All CPG members will have voting rights on the decisions addressed during the meetings, except in cases of conflicts of interest, in which the involved member must abstain from voting.

Note: A simple majority voting criterion will be adopted in all cases.

The CPG is also responsible for promoting equity within the program. The needs of faculty and students during pregnancy and post-pregnancy periods must be taken into account. Faculty and students may request maternity/paternity leave for up to one (1) year in cases of biological or adoptive parenthood. Remote activities may be requested, and extensions of deadlines for defenses and final document submissions may be granted upon student request.

Chapter III: Faculty: Composition, Accreditation, and Periodic Evaluation

Article 1. The faculty of PPG-QUI may include professors categorized as Permanent, Collaborating, and/or Visiting, following the definitions and criteria established in CAPES Ordinance No. 174, dated December 30, 2014. To be part of the PPG-QUI, faculty members must hold a Doctoral degree (or equivalent) in Chemistry or related fields.

§1. The CPG-QUI is responsible for defining procedures and conducting the accreditation process for faculty members.

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

§3. The requirements for accrediting permanent faculty members in the PPG-QUI are those described in Article 2.

§4. Permanent faculty members who are recipients of Level 1 (A-D) CNPq research productivity scholarships are automatically accredited in the Program without needing reaccreditation while maintaining this status.

§5. Accreditation of faculty members in the Collaborating and Visiting categories will be evaluated by the CPG-QUI and ratified by the General Commission of the Department of Chemistry (DQ), based on the program's strengthening within CAPES's Chemistry area.

§6. Newly hired faculty members will be accredited based on the following criteria:

I. Those with more than three (3) years of teaching experience as a doctorate-holder in other higher education institutions will be evaluated based on their scientific output in those institutions, following the criteria described in Article 2.

II. Those with one (1) to three (3) years of prior teaching experience will receive provisional accreditation and may supervise only Master's theses. If within two (2) years, the faculty member achieves the scientific output average established in Article 2, they may also supervise doctoral dissertations.

III. Faculty members with less than one (1) year of teaching experience or those falling under item II who fail to meet the output average established in Article 2 may supervise only Master's theses. These faculty members may supervise doctoral students only after completing at least one (1) Master's thesis supervision.

Article 2. Faculty evaluation will be conducted annually by the CPG, based on the following requirements for the last two (2) years of activity:

I. Publication of two (2) articles per year, on average, or fewer than four (4) articles within two years if their combined impact factors total at least twelve (12).

Note: Publications in newly established journals without assigned impact factors will count for up to 50% of the stipulated target, i.e., two articles in two years. Patent applications will count as one (1) published article, while granted patents will count as three (3) articles.

II. All patents counted as scientific output must include a graduate student or postdoctoral researcher supervised by the faculty member as the first author of at least two publications over two years. If the faculty member meets the impact factor total criterion, non-qualified outputs will have their impact factor halved.

III. Supervising at least one (1) Master's or Doctoral student in the Chemistry Graduate Program during the evaluation period.

IV. Teaching at least one (1) graduate course during the evaluation period.

V. Ensuring that at least half of their students defend their theses or dissertations within the maximum allowed duration—24 months for the Master's and 48 months for the Doctorate—without extensions.

Unaddressed situations will be evaluated by the CPG-QUI.

§1. Newly hired faculty members with less than one (1) year of prior academic experience will be evaluated after two (2) years from their hiring date, without considering the publication requirements (I and II) for the first evaluation.

§2. Accepted articles will be considered as published for evaluation purposes.

§3. Faculty members failing to meet the annual evaluation requirements will receive an official written warning from the CPG-QUI and will automatically lose the ability to supervise new doctoral students until fully meeting the standards (internal suspension measure):

a) Faculty members unable to supervise doctoral students will have two (2) years to comply with the rules in items I-V. Failing to do so will result in their official decertification from the PPG-QUI. Decertified faculty members cannot supervise or co-supervise students or teach in the Program.

b) Decertified faculty members may request a review of their evaluations from the CPG-QUI or appeal to the General Commission of the DQ. A second appeal must be directed to the Technical-Scientific Center (CTC) Departmental Council. As a final recourse, the Chemistry Department and/or the faculty member(s) may appeal to the Teaching and Research Council.

c) One (1) year after decertification, a faculty member may apply for reinstatement by submitting a written request to the CPG-QUI, demonstrating compliance with the minimum requirements outlined in items I-V.

§4. Collaborating faculty members will be evaluated biennially based on their scientific contributions and co-supervisions.

§5. Visiting faculty members, temporary in nature, will be evaluated based on individual work plans.

§6. Any new criteria adopted by CAPES may be considered by the CPG-QUI for faculty evaluation.

Chapter IV: Student Selection Process

Article 1. The selection process for admission to the PPG-QUI will preferably occur each semester or annually, depending on the availability of slots and scholarships. Dates will be established by the CPG and published in specific calls for applications.

§1. The selection process will be defined and executed by the CPG-QUI, ensuring its broad dissemination to attract candidates with the highest potential.

§2. The number of available slots in each selection process will be determined by the CPG, considering, among other criteria, the availability of faculty supervisors in the Program to maintain a balance between the number of supervisors and supervisees.

§3. Candidates must submit their applications following the instructions provided in the call for applications. For the Master's program, candidates must hold a Bachelor's degree in Chemistry or related areas. Temporary certificates of course completion may be accepted, with a deadline set for submitting the corresponding diploma. For the Doctoral program, candidates must hold a Master's degree in Chemistry or related areas from a recognized graduate program in Brazil (CAPES accreditation) or, for degrees obtained abroad, present a diploma validated by the Brazilian Consulate in the country of origin. A temporary declaration of approval or a copy of the thesis defense minutes may be accepted in place of a diploma.

Note: Doctoral candidates who have not yet defended their Master's thesis must attach a statement from their current program's coordination indicating the expected defense date. This defense must occur before the enrollment date in the PPG-QUI. Exceptionally, candidates may apply directly to the Doctoral program without a Master's degree, as outlined in Article 27 of the PUC-Rio Regulations for Graduate Programs - stricto sensu, provided they meet all of the following conditions:

I. Hold a Bachelor's degree in Chemistry, Chemical Engineering, or Pharmacy/Biochemistry from an institution accredited by MEC.

II. Be a co-author of at least one (1) scientific article in an indexed journal.

III. Have presented at least four (4) works at conferences, with at least two (2) as the first author (i.e., the presenter).

IV. Have a cumulative GPA of 8.0 or higher in their undergraduate program.

V. Demonstrate at least two (2) years of prior experience as a research assistant or scientific initiation fellow in Chemistry or related areas.

Note: All supporting documents must be submitted during the application process. Non-compliance with the call's rules may result in disqualification or non-validation of the application. Final validation of applications will be conducted by the CPG-QUI in an extraordinary meeting following the application period.

Article 2. The selection process will consist of the following stages, with the syllabus for the Basic Chemistry Knowledge Exam disclosed in the call for applications:

a) Proficiency Test in English (instrumental);

b) Basic Chemistry Knowledge Exam;

c) Curriculum Analysis/Interview.

§1. The examination board will consist exclusively of CPG members, excluding the student representative, who will not participate.

§2. The English Proficiency Test will be purely classificatory for Master's candidates but eliminatory for Doctoral candidates. The test will primarily focus on interpreting a scientific text in Chemistry, with a maximum duration defined by the CPG and disclosed in the call.

§3. The Basic Chemistry Knowledge Exam will be eliminatory, consisting of objective or essay questions equally distributed among the main areas of Analytical, Physical, Inorganic, and Organic Chemistry.

§4. The final stage (Curriculum Analysis/Interview) will also be eliminatory and conducted only for candidates approved in the Basic Chemistry Knowledge Exam and, for Doctoral candidates, in the English Proficiency Test. For Doctoral candidates, the following will also be analyzed:

a) A summary research proposal submitted during the application.

b) The defense of this proposal, presented by the candidate and followed by questions from the examination board.

Article 3. The final score, used for ranking and scholarship allocation, will be the sum of the following weighted components: Basic Chemistry Knowledge Exam (x 0.4), English Proficiency Test (x 0.2), and Interview with the examination board (x 0.4). In case of tied scores, the score on the Basic Chemistry Knowledge Exam will be used as a tiebreaker.

§1. Candidates scoring less than 3.0 (three-point-zero) on average in the Basic Chemistry Knowledge Exam, or scoring zero in questions corresponding to two (2) or more major areas of Chemistry, will be disqualified.

§2. For Doctoral candidates, the minimum passing score on the English Proficiency Test is 6.0 (six-point-zero).

§3. Candidates must achieve a final score of 6.0 (six-point-zero) or higher to be approved in the selection process.

§4. The CPG reserves the right not to fill all slots announced in the call for applications.

Article 4. The selection results, including final scores and rankings of approved candidates, will be posted on the Chemistry Department's bulletin board at the PUC-Rio Gávea Campus (Rua Marquês de São Vicente, 225 - Gávea). Results will also be sent to the candidates' email addresses used during the application process.

Chapter V: Scholarship Allocation and CAPES Scholarship Committee

Article 1. The allocation of scholarships from funding agencies will be based on the number of available scholarships and the ranking of students approved in the selection process. Initially, CNPq scholarships, for both Master's and Doctoral students, will be awarded to the highest-ranking students. Subsequently, any redistribution of CAPES and CNPq scholarships will be at the discretion of the CPG, based on students' academic and scientific performance in the program. Approved students who do not initially receive funding may apply for a PUC-Rio tuition exemption scholarship or a funding agency scholarship at any point during their course. For this, students must have a GPA in mandatory courses of 7.0 (seven-point-zero) or higher. Their final selection process score will be used to re-rank them among new applicants competing for available scholarships. Students may also choose to retake the selection process to replace their original score. However, the validity of any awarded scholarship will not exceed 24 (twenty-four) months for Master's or 48 (forty-eight) months for Doctoral programs, counting from the date of entry into the program.

Note: The validity period for the selection process score is 24 months.

Article 2. Doctoral students with a CNPq scholarship must use their research grant ("taxa de bancada") in agreement with their advisor, following CNPq regulations and prioritizing the project's needs. Misuse of these funds may result in the replacement of the CNPq scholarship with one from another agency. Additionally, the Chemistry Department may take legal action through PUC-Rio's legal office to recover improperly used funds.

Article 3. To apply for a FAPERJ Nota 10 scholarship, students must express their interest in advance to the Graduate Program office, with the consent of their advisor, and have a GPA in mandatory courses of 8.0 (eight-point-zero) or higher.

§1. Selected candidates will be chosen by the CPG based on their curriculum and academic transcript, according to the following criteria:

I. Scientific article in an indexed journal as the first author: 1.0 x journal impact factor (IF).

II. Scientific article in an indexed journal as a collaborator: 0.5 x journal IF.

III. Patent application: 1.0 point per application.

IV. Oral presentation at an international scientific event: 1.0 point each.

V. Oral presentation at a national scientific event: 0.5 points each.

VI. Poster presentation at a scientific event: 0.2 points each.

The final score will be multiplied by a factor equal to the GPA in mandatory courses divided by 10 (e.g., a GPA of 8.0 will be multiplied by 0.80).

Note: The GPA in mandatory courses will serve as the tiebreaker criterion.

§2. The final ranking of candidates, including total points earned and the names of students selected by the CPG-QUI, will be posted on the Chemistry Department's bulletin board at PUC-Rio.

Article 4. The CAPES Scholarship Committee of the Chemistry Graduate Program will follow the guidelines established in Article 5 of CAPES Ordinance No. 181, dated December 18, 2012. To simplify, its responsibilities will be handled by a "reduced version" of the CPG, consisting of the Graduate and Research Coordinator, the student representative, and one faculty member representing the Chemistry Department faculty.

Article 5. For Master's, Doctoral, and postdoctoral scholarships, recipients must not have any form of employment or other income, except for temporary teaching positions in public or private institutions at the Basic or Higher Education level. These positions may be held through employment contracts or temporary teaching scholarships, such as Cederj or Seeduc scholarships, or through company work related to the completion of their degree. These activities must not exceed 20 hours per week to ensure the progress of the scholarship-supported project and must be approved by the advisor/supervisor and the Graduate Program Coordinator. It is worth noting that teaching experience enhances the student's or professional's preparation for a future academic career.

In all cases of dual roles, written consent from the advisor/supervisor and Graduate Program Coordinator is required. The advisor's approval implies full responsibility for ensuring timely thesis or dissertation defense. For postdoctoral researchers, compliance with the work plan or agreed-upon publications is also required.

In cases of company-related activities, additional justification must demonstrate compatibility with the degree work, subject to CPG-QUI evaluation. The request may be denied if incompatibility is found. Experience in industry is seen as beneficial for preparing students or professionals for innovation-driven careers.

Chapter VI: Obligations of the Students and Monitoring of Academic Performance

Article 1. Master's students in the PPG-QUI must complete 24 (twenty-four) credits, and Doctoral students must complete 47 (forty-seven) credits as part of the requirements for obtaining a master's or doctoral degree in Chemistry, respectively.

§1. All students MUST PASS the ADVANCED CHEMISTRY LABORATORY course.

§2. Master's students MUST PASS at least 2 (two) of the courses in the main areas of Chemistry: ADVANCED ANALYTICAL CHEMISTRY; ADVANCED PHYSICAL CHEMISTRY; ADVANCED INORGANIC CHEMISTRY; and ADVANCED ORGANIC CHEMISTRY. One of these must necessarily correspond to the student’s area of concentration, and the other must be chosen in agreement with their advisor.

§3. Doctoral students must obligatorily complete the 5 (five) courses mentioned in paragraphs 1 and 2, in addition to the SCIENTIFIC WRITING course (see Article 6 of this chapter).

§4. Master's students must enroll in the SEMINAR I and SEMINAR III courses. Doctoral students must enroll in SEMINAR I and SEMINAR IV. The SEMINAR I course must be taken in the semester of admission.

Article 2. The minimum credits to be completed by students must include elective graduate-level courses. These credits can, up to a total of 6 (six) for Doctoral students and 3 (three) for Master's students, be obtained through courses from other PUC departments or other institutions, provided they have the advisor’s approval.

Note: The THESIS RESEARCH I AND II courses (Doctorate) can only be taken after passing the SCIENTIFIC PRODUCTION IN THE DOCTORATE course.

Article 3. The recognition of credits already completed by the student will follow the provisions of Chapter VI of the Regulations for Graduate Programs - Stricto Sensu at PUC-Rio and must be requested through the academic requisition system available on the PUC-Rio website.

Article 4. All students must enroll in foreign language courses (English): LET3101 (Master's) or LET3106 (Doctorate), preferably in their first semester. The grade from the English Proficiency Test in the admission process to the PPG-QUI may be used for approval in this course. Master's students who have not achieved a grade of 6.0 (six-point-zero) or higher on the English Proficiency Test must retake this step until they achieve the required score for approval in this course.

Article 5. All doctoral students must pass the DOCTORAL QUALIFICATION EXAM course by the third semester of their program.

§1. To fulfill this requirement, the student must:

I - Submit to the Graduate Program and Research Committee (CPG) a list of at least 3 (three) proposed doctoral-level professors from PUC-Rio, of whom at least 1 (one) will be chosen to compose the examination panel, which will be presided over by their advisor. The list must be submitted at least 45 (forty-five) days before the scheduled date of the qualification exam. This document should also include the abstract of the project, both in Portuguese and English, with a maximum of one page. If applicable, the co-advisor may also be part of the panel. Professors/researchers from other institutions may participate, provided they have demonstrated expertise in the project's field.

II - Prepare and submit to the panel, 15 (fifteen) days before the examination, a Doctoral Project document between 20 (twenty) and 40 (forty) pages in length, formatted on A4 paper, double-spaced, in Times New Roman or Arial font size 12. The document should include: title, introduction with an updated literature review, objectives, work proposal, timeline, and bibliography. Preliminary results may also be included but are not mandatory at this stage.

III - Deliver an oral presentation, lasting 25 (twenty-five) to 30 (thirty) minutes, addressing the same topics outlined in item II of the written material.

IV - Be evaluated by the panel after the oral presentation through a discussion of the work, focusing on its theoretical foundation and proposed methodology.

§2. The evaluation result (approved or not approved) must be recorded in a document signed by all panel members and the student. If the student fails the first presentation, the panel will grant a maximum of 2 (two) months from the date of the qualification exam defense for the reformulated work to be presented according to the panel's suggestions. If the student fails the second presentation, they will be automatically dismissed from the Graduate Program in Chemistry.

§3. The date of the defense and the examination panel must be announced by the Department of Chemistry at least 2 (two) weeks in advance.

Article 6. All doctoral students must pass the SCIENTIFIC PRODUCTION IN THE DOCTORATE course by the sixth semester of their program.

§1. The SCIENTIFIC WRITING course must be taken after the DOCTORAL QUALIFICATION EXAM course and is a prerequisite for the SCIENTIFIC PRODUCTION IN THE DOCTORATE course.

§2. To pass the SCIENTIFIC PRODUCTION IN THE DOCTORATE course, students must, without exception, meet all the following conditions:

I - Have completed ALL the mandatory courses (listed in §1, §2, §3, and §4 of Article 1 of this Chapter);

II - Propose, in agreement with their advisor, an examination panel composed of the advisor (who will chair it), the co-advisor (if applicable), and at least 3 (three) other doctoral-level professors, with at least 2 (two) belonging to graduate programs with a CAPES score of 5 or higher, and 1 (one) from PUC-Rio. Additionally, an external member may be invited if their curriculum demonstrates relevant expertise and scientific production aligned with the research area. The examination panel must be submitted to the program office at least 45 (forty-five) days in advance for approval by the Graduate Program and Research Committee (CPG-QUI).

The examination panels must follow ethical guidelines:

Spouses, partners, or relatives of the candidate or advisors up to the third degree are not allowed.

It is recommended that candidates and advisors avoid previous scientific relationships with the panel members, such as past co-authorship or supervision roles. Specific cases will be decided by the CPG.

Gender equity should be pursued in the panels whenever possible.

III - Prepare and deliver to the panel members, at least 15 (fifteen) days in advance, a scientific manuscript written in English containing original results from the doctoral research project. This manuscript should be suitable for submission to an indexed journal, preferably international. Additionally, a concise document of up to 5 (five) pages must be provided, containing the thesis title, objectives, a summary of results obtained so far, and a detailed activity timeline for the remaining program duration. Review articles will only be accepted under exceptional circumstances and must have prior approval from the CPG. Students writing review articles may enroll in a 3-credit elective topic course, conditional on the acceptance of the review article in a Qualis A journal.

IV - Deliver an oral presentation, which may be public at the advisor’s discretion, adhering to the following guidelines:

a) The presentation should last between 30 (thirty) and 40 (forty) minutes and cover the primary motivations for the research, results obtained so far, what remains to be completed (including proposed methodologies), and a detailed timeline for the remaining activities.

b) Following the presentation, the panel members will question the student on the work presented.

§3. The evaluation result (met or not met) must be recorded in a document signed by all panel members and the student. The evaluation will consider the quality of the presented scientific manuscript and the progress of the thesis work relative to the originally proposed objectives. If the student fails ("not met"), they must re-enroll in this course in the following semester to present the reformulated work according to the panel's suggestions. A second failure will result in automatic dismissal from the Graduate Program in Chemistry.

§4. The defense date and examination panel must be announced by the Department of Chemistry at least 2 (two) weeks in advance.

§5. If the student has already had an article accepted or published as the first author by the sixth semester, this article may be used as the written material for the SCIENTIFIC PRODUCTION IN THE DOCTORATE course. However, this does not exempt the student from completing the SCIENTIFIC WRITING course, which may utilize new research data or a literature review aligned with the student’s research line.

Defense Criteria

Article 8. A doctoral student may only schedule their thesis defense after passing the SCIENTIFIC PRODUCTION IN THE DOCTORATE course and having published or received acceptance for at least one scientific article related to their thesis work in an indexed journal, preferably international, as the first author. Alternatively, the filing of a patent application may be considered at the discretion of the CPG-QUI.

Article 9. Upon completing all required credits (as per Article 1), students who remain enrolled in the program in their final semester must enroll in the DOCTORAL THESIS or MASTER'S DISSERTATION course. Students in their final semester who have not requested an extension of time do not need to enroll.

Article 10. A leave of absence from the program may be requested at any time by the student and will be governed by the provisions in Chapter XI (Duration of the Program) of the Regulations for Graduate Programs - Stricto Sensu at PUC-Rio. If the leave is for an internship abroad, the student must have previously

passed the DOCTORAL QUALIFICATION EXAM course and submit the request to the CPG along with the following documents:

I – A justification for the internship, including a work plan;

II – An acceptance letter and Curriculum Vitae of the supervisor at the host institution;

III – A commitment letter signed by the student and their advisor, ensuring the thesis defense will occur within the regulatory timeframe of 48 (forty-eight) months.

Note: In this last case, the leave request must be submitted at least 2 (two) months in advance to the program office.

Article 11. Criteria for SCHOLARSHIP MAINTENANCE and PROGRAM DISMISSAL:

§1. If a Master's or Doctoral student fails any mandatory course, their scholarship will be automatically CANCELED. They may not apply for another departmental scholarship for the same program. Absence from program activities for more than one month without prior written justification to the CPG-Qui, with the advisor’s approval, will also result in scholarship cancellation.

§2. Any of the following situations will lead to the student’s DISMISSAL from the Graduate Program in Chemistry at PUC-Rio:

I - Obtaining a Grade Point Average (GPA) below 6.0 (six) in any semester;

II - Obtaining a GPA below 7.0 (seven) in two consecutive semesters;

III - Failing the DOCTORAL QUALIFICATION EXAM twice;

IV - Failing the SCIENTIFIC PRODUCTION IN THE DOCTORATE course twice;

V - Failing the same course twice;

VI - Exceeding the maximum defense period (including extensions), established as 30 (thirty) months for the Master's program and 60 (sixty) months for the Doctoral program from the date of program admission;

VII – Being absent from program activities for more than 3 (three) months without prior written justification to the CPG-Qui, with the advisor’s approval;

VIII - Engaging in unethical conduct [fraud, falsification/sabotage of experiments (own or others) or equipment, data falsification, plagiarism, theft, disrespect towards professors or colleagues, among others] within the academic environment. In addition to immediate dismissal from the PPG-Qui, the Department of Chemistry at PUC-Rio reserves the right to take LEGAL ACTION. Incidents will be handled according to the university's established procedures.

Note: Situations not addressed above will be submitted to the CPG for evaluation and deliberation.

Chapter VII: Supervision

Article 1. The supervision of a thesis or dissertation shall be the responsibility of one (1) advisor affiliated with the PPG-QUI. Additionally, one (1) co-advisor may be admitted, who must hold a doctoral degree, whether they are faculty or not, and may be internal or external to the Graduate Program in Chemistry at PUC-Rio. Both the advisor and the co-advisor will have identical rights and duties regarding the supervision of the thesis or dissertation. They, along with the student, share the responsibility of ensuring that the work is defended within the timeframe established by the funding agencies.

Note: The appointment of an external co-advisor must be approved by the Graduate Program and Research Committee (CPG-QUI).

Article 2. Advisors of Master's and Doctoral students shall formalize their commitment to supervision with the CPG, informing:

I – The start date of the thesis or dissertation work;II – The provisional title of the project to be developed.

Article 3. Students may request a change of their advisor(s) by submitting a letter to the CPG providing a justification for the request. Additionally, they must submit a work proposal that includes the name and consent of a new advisor and co-advisor (if applicable), the title of the project to be developed, and a timeline for the remaining period of the program. Regardless of when the change of advisor is requested, the work must be defended within the original timeframe established by CAPES, counted from the student’s admission to the Graduate Program in Chemistry at PUC-Rio.

Article 4. The advisor or co-advisor may voluntarily withdraw from supervising the student by submitting a letter to the CPG with the appropriate justification.

Article 5. In the event of voluntary withdrawal, retirement, termination, or death of the advisor, the co-advisor, if affiliated with the PPG, will automatically assume responsibility for supervising the student. If the co-advisor is not affiliated with the Program or if the student does not have a co-advisor, the CPG will evaluate the

case and seek to appoint an available replacement from among the faculty accredited by the Program.

Article 6. The advisor shall be evaluated each semester by their advisees through specific questionnaires provided by the CPG. If deemed necessary based on the analysis of the results, the CPG may intervene to provide counseling and mediate conflicts. These evaluations may also be consulted during deliberations related to Article 3.

Chapter VIII: Teaching Internship Program in Undergraduate Studies (PED)

The Teaching Internship Program (PED) in the PPG-QUI shall comply with the minimum requirements established in Article 20 of CAPES Ordinance No. 181, dated December 18, 2012, as well as the rules established by the CCPG and formalized in the CCPG-587/99 memorandum.

Article 1. Students regularly enrolled in the Master's or Doctoral programs of the PPG-QUI who hold CAPES scholarships, including the CAPES fee-waiver modality, are required to enroll in and pass the Teaching Internship Program through the courses TEACHING INTERNSHIP IN UNDERGRADUATE STUDIES (QUI 3203 for the Master's program and QUI 3213 and QUI 3223 for the Doctoral program). Students with scholarships from other funding agencies or those without scholarships may enroll in these courses voluntarily. Doctoral students MAY NOT enroll in both PED courses simultaneously.

Article 2. The student shall participate in the teaching activities of one (1) undergraduate course offered by the Department of Chemistry, which may be theoretical or experimental. The student will always be supervised by the faculty member responsible for the course, who will evaluate the student's performance and assign a final grade at the end of the course.

Article 3. The rules of the PED and the responsibilities of the intern and their supervisor in the course are as follows:

I - The duration of the Teaching Internship shall be one academic semester, and the maximum workload of the course to be assisted shall be 4 (four) hours per week;

II - Under no circumstances shall the teaching internship replace the faculty member responsible for the course, who must be present during ALL classes taught by the intern and provide guidance on their performance;

III - The student enrolled in the Teaching Internship courses must teach, at the supervisor's discretion, 10% to 25% of the course lectures. Additionally, the student must participate in other related activities, such as grading tests, exams,

or reports; preparing teaching materials; assisting in the creation of evaluations, etc., always under the supervision of the faculty member responsible for the course.

Note: The scholarship holder must attend all course sessions, even when not lecturing;

IV - At the end of the internship, the student must prepare a brief report (1 to 2 pages) describing the activities performed. This report must include the faculty member’s assessment of the student’s attendance, dedication, and performance during the internship, along with the final grade assigned to the student. The report must then be submitted to the CPG;

V - Master's/Doctoral students who, with their advisor’s approval, engage in teaching activities in higher education courses in Chemistry or related areas and provide proof of such activities, will automatically fulfill the Teaching Internship requirement. In this case, the student must request credit recognition from the CPG.

Chapter IX: Graduate Studies Abroad

The objective of the Graduate Studies Abroad is to support the development of high-level human resources through the granting of scholarships for doctoral internships abroad. These internships should primarily involve conducting research in the student's field of study within a group of academic excellence abroad.

Eligibility Requirements for Application:

In addition to meeting all the participation conditions stipulated in the official Call for Proposals, the candidate must also comply with the CAPES Regulations for Foreign Scholarships (CAPES Ordinance No. 289, dated December 28, 2018).

Article 1. The candidate must meet the following requirements at the time of application submission to the CAPES system:

I - Be a Brazilian national, naturalized citizen, or a foreigner with a residence permit or former permanent visa;

II - Not hold a doctoral degree in any field of knowledge at the time of application;

III - Be regularly enrolled in a doctoral program;

IV - Not exceed the total duration of the doctoral program according to its regulatory deadline, ensuring that at least six months remain in Brazil for the completion of credits and thesis defense after the internship period abroad;

V - Have completed the number of credits required in the Brazilian doctoral program to ensure timely course completion after the activities abroad;

VI - Have passed the qualification exam or have completed at least the first year of the doctoral program;

VII - Provide a declaration of language proficiency signed by the co-advisor abroad and the advisor in Brazil;

VIII - Not receive overlapping scholarships of the same level funded by federal resources, with the candidate required to declare any other scholarships. In such cases, upon scholarship approval, the beneficiary must request the suspension or cancellation of the preexisting scholarship;

IX - Not have previously received a Graduate Studies Abroad Scholarship during this or any other doctoral program;

X - Not be in default with CAPES or any public administration bodies.

Article 2. The selection process will involve three stages:

I - Internal selection of candidates, conducted by the Graduate Program and Research Committee (CPG);

II - Application submission to the CAPES system by candidates approved in the internal selection by the CPG;

III - Validation of applications in the CAPES system, conducted by the Office of the Vice Provost for Graduate Studies or the equivalent office at the higher education institution.

The internal selection process will be carried out entirely by the CPG, aligned with its Internationalization Plan.

Article 3. The candidate must submit the following documentation to the Coordination of their Graduate Program, as per the institution's internal rules:

I - Research plan to be conducted abroad, including evidence of available infrastructure at the host institution to support the proposed work and a timeline of activities, formally approved by both the Brazilian advisor and the co-advisor abroad;

II - Updated Curriculum Vitae;

III - Letter from the Brazilian advisor, duly signed and on official letterhead of the home institution, justifying the need for the internship and demonstrating technical-scientific interaction with the co-advisor abroad to develop the proposed activities. The letter must state the regulatory deadline for the student's thesis defense and confirm that the credits earned in the doctoral program are compatible with the anticipated timeline for program completion after the internship;

IV - Declaration from the co-advisor abroad, duly signed and on official letterhead of the host institution, specifying the start and end dates of the internship abroad;

V - Declaration of language proficiency signed by the co-advisor abroad. Alternatively, the candidate may demonstrate language proficiency through a standardized test;

VI - Declaration of language proficiency signed by the Brazilian advisor;

VII - Summary Curriculum Vitae of the co-advisor abroad, demonstrating scientific and/or technological production compatible with the doctoral research project and a minimum qualification of a doctoral degree.

Article 4. The selection instrument must include the criteria, requirements, and timeline for the internal selection process, respecting CAPES guidelines and deadlines.

During the selection process, the CPG must consider the following aspects:

I - Adequacy of the submitted documentation to the program's requirements;

II - The candidate's academic performance and scientific potential to develop the proposed research abroad;

III - Relevance and feasibility of the research plan abroad in alignment with the thesis project and its timeline;

IV - Adequacy of the host institution and the technical-scientific alignment of the co-advisor abroad to the activities proposed.

The CPG is responsible for maintaining the minutes of the internal selection process, signed by the graduate program coordinator.

Article 5. The scholarship recipient must develop activities with the potential to disseminate their research, providing a return on the investment made by CAPES.

Students participating in the Graduate Studies Abroad must present a seminar to share and explain the research conducted during their time abroad.

Chapter X: Defense Procedures

Article 1. Candidates for the Master's degree must present their dissertation, having fulfilled the requirements set forth in Chapter VI, within a minimum period of 3 (three) semesters and a maximum of 4 (four) semesters from their admission to the Program. Candidates for the Doctoral degree must present their thesis within a minimum period of 6 (six) semesters and a maximum of 8 (eight) semesters from the date of their admission. In case of any impediment to the defense, with a written justification, an extension of the defense period may be requested, provided the extension does not exceed the provisions in §2 of Article 9, Chapter VI of this Regulation. Defense extensions will only be granted in extraordinary circumstances.

Article 2. The student must defend their thesis or dissertation before a committee, whose members will be proposed in agreement with the student and their advisor, who will chair the committee. The committee must be evaluated and approved by the Graduate Program and Research Committee (CPG-QUI). For the Master's degree, at least 2 (two) full members and 1 (one) alternate member must be proposed, who may be internal or external. For the Doctoral degree, at least 4 (four) full members, including at least 3 (three) external to PUC-Rio, and 2 (two) alternate members, including 1 (one) external to PUC-Rio, must be proposed. All members of the examination committee must hold a doctoral degree, and at least half of the full members must belong to graduate programs with a CAPES rating of 5 or higher. The advisor and co-advisor (if any) will complete the composition of the examination committee.

The examination committees must adhere to ethical guidelines:

Spouses, partners, or relatives up to the third degree, whether by blood or affinity, of the candidate or their advisors are not allowed to participate.

It is recommended that candidates and advisors avoid prior scientific relationships with committee members, such as past collaborations or supervisory roles. Specific cases will be decided by the CPG.

Gender equity should be pursued in the committees whenever possible.

Article 3. At least 45 (forty-five) days before the defense, the student must submit to the CPG:

A letter from the advisor attesting that the work is ready for defense;

The title and abstract of the work in both Portuguese and English;

The proposed examination committee for CPG approval;

The proposed defense date;

A copy of the accepted article(s) and/or patent application(s) (for Doctoral students).

Article 4. No later than 21 (twenty-one) days before the defense for the Doctoral degree and 15 (fifteen) days before the defense for the Master's degree, the student must provide a copy of their work to each committee member, both full and alternate.

Article 5. On the defense day, the advisor must complete the defense report for the Master's dissertation or Doctoral thesis, which must be signed by all committee members. The report should then be submitted to the Department of Chemistry office at PUC-Rio.

Article 6. In accordance with Articles 72 and 84 of Chapter VIII of the PUC-Rio Regulations for Graduate Programs, the final version of the Master's Dissertation or Doctoral Thesis, approved without revisions, must be submitted to the Graduate Program office of the Department of Chemistry within 1 (one) month from the defense date. If approval is conditional on corrections and/or additional experiments, the committee must set a deadline for the student to present a revised version containing all required changes, detailed in the Defense Report. This deadline cannot exceed 6 (six) months. In this case, the final version must be re-evaluated by the committee, which will issue a written opinion to the CPG.

§1. According to Articles 84 and 85 of Chapter X of the PUC-Rio Regulations for Graduate Programs, to initiate the diploma issuance process, the approved student must submit to the Graduate Program office of the Department of Chemistry a digital copy of the final Dissertation or Thesis, following the "Guidelines for Thesis and Dissertation Presentation," along with a duly completed and signed Internet Publication Authorization Form.

§2. Non-compliance with the requirements of this article will subject the student to the rules outlined in Article 74 of Chapter VIII of the PUC-Rio Regulations for Graduate Programs.

Chapter XI: Writing the Dissertation or Thesis

Article 1. To obtain a Master's or Doctoral degree, the student must present a written document (A4 paper, double-spaced, Times New Roman or Arial font size 12) scientifically reporting the results obtained during their study period.

Article 2. The Dissertation or Thesis may be written in Portuguese or English, provided there is prior written approval from the advisor and the Graduate Program and Research Committee (CPG-QUI).

Single paragraph: Works written in English must include an expanded abstract of at least 2 (two) pages in Portuguese.

Article 3. The document must adhere to the formatting guidelines outlined in the “Guidelines for Thesis and Dissertation Presentation,” which are available from PUC-Rio.

Article 4. The document may be presented in one of the following two formats:

I – Standard Model: The document must include the following sections: title, preliminary material, abstract and keywords in Portuguese, abstract and keywords in English, introduction and/or literature review, objectives, experimental section, results and discussion, conclusion, and references, following ABNT norms. Appendices or annexes may also be included at the end of the document.

II – Integrated Articles Model: The document must include the following sections:

a) Introduction and/or complete literature review;

b) Objectives: The articles must address all the objectives initially proposed in the work. Contributions to other articles that do not pertain to the study objectives, where the student is listed as a co-author, may be included as annexes in the journal format (printed version of the published article);

c) Experimental section: Must be described in detail;

d) Results and discussion: Include the articles as individual chapters. Each article must be identified with its title, authors, and the journal where it was or will be published. Methodological details may be omitted since they are described in the experimental section. The article’s structure can follow the journal's format but must be written in the language of the thesis or dissertation, with citations in ABNT format. The printed version of the published article cannot be included;

e) Conclusion: Provide an integrated evaluation of the work performed, independent of the individual conclusions of each article presented;

f) References: All bibliographic references used in the text or articles must be included in this section at the end of the document;

g) Annexes: These are optional. If included, they must appear after the references.