



# *STATUTE OF THE POSTGRADUATE PROGRAM IN ENVIRONMENTAL QUALITY*



## SUMÁRIO

CHAPTER I - PRELIMINARY PROVISIONS.....	4
CHAPTER II - CONCEPT AND OBJECTIVES OF THE PROGRAM .....	4
CHAPTER III - ADMINISTRATIVE ORGANIZATION OF THE PROGRAM .....	5
Section I - Institutional Association and Administration .....	5
Section II - The Collegium .....	6
Section III - The Program Coordination Committee.....	8
Section IV - The Coordinator .....	10
Section V - The Stricto Sensu Postgraduate Nucleus .....	11
Section VI - The Students Representatives.....	12
CHAPTER IV - THE FACULTY MEMBERS, THE STUDENT BODY, AND THE ADVISORS AND CO-ADVISORS OF THE PROGRAM.....	13
Section I - The Faculty Members .....	13
Section II - The Program Advisors and Co-advisors .....	15
Section III - Student Body .....	16
Section IV - Non-regular Students.....	16
Section V - Scholarship Student.....	17
CHAPTER V - DIDACTIC REGIMEN OF THE PROGRAM.....	18
CHAPTER VI - STRUCTURE OF THE PROGRAM .....	19
CHAPTER VII - THE ADMISSION AND REGISTRATION IN THE PROGRAM ....	22
Sole Section - The Registration.....	22
CHAPTER VIII - THE STUDENTS AND CREDITS TRANSFERS, LEAVE OF ABSENCE (STOP OUT), AND DISMISSAL FROM THE PROGRAM.....	23
Section I - Students Transfers .....	23
Section II - Credit Transfers .....	24
Section III - Leave of Absence (Stop Out).....	25
Section IV - Dismissal from the Program.....	25



CHAPTER IX - THE THESIS OR DISSERTATION WRITING, SUBMISSION, DEFENSE, AND EVALUATION AND THE AWARD OF THE TITLE .....	26
Section I - The Thesis or Dissertation Writing .....	26
Section II - The Thesis or Dissertation submission .....	26
Section III - The Thesis or Dissertation Defense .....	27
Section IV - The Thesis or Dissertation Evaluation .....	27
Section V - The Award of the Title.....	28
CHAPTER X - THE FINAL, GENERAL, AND TRANSITIONAL PROVISIONS.....	29



## CHAPTER I PRELIMINARY PROVISIONS

1. This Statute provides regulations for the organization and functioning of the master's and Doctoral of the Postgraduate Program in Environmental Quality.

## CHAPTER II CONCEPT AND OBJECTIVES OF THE PROGRAM

2. The aim of the Postgraduate Program in Environmental Quality is to investigate and analyze processes that interfere with environmental quality. Based on the understanding of the interaction among biotic, abiotic, and anthropic factors, the program has the objective of training professionals who are capable of contributing to scientific knowledge focusing on the preservation of the environment, living beings, and human health and on sustainable development;

**Sole Paragraph** - Feevale will grant the title of Master or Doctor in Environmental Quality if all the requirements from this Statute are met by the student.

3. The Postgraduate Program in Environmental Quality has the following objectives:

- I. to develop advanced research on environment, focusing on environmental diagnosis and on proposing technologies for environmental intervention;
- II. to qualify researchers who have a markedly interdisciplinary and innovative profile and can contribute to studies on **Environmental Integrated Diagnostics** and **Technologies and Environmental Intervention**, aiming at sustainable regional development;
- III. to train the graduates of the Program for teaching activities, focusing on multidisciplinary;



- IV. to generate scientific-technological knowledge that values environmental preservation and integrates socioeconomic dimensions; thus, proposing technological solutions to problems generated by the use of natural resources resulting from industrialization and urbanization;
- V. to develop environmental diagnostic methods that integrate interdisciplinarily physicochemical, biological, and socioeconomic dimensions;
- VI. to apply environmental intervention methods that prevent, control, and correct environmental impacts and to develop appropriate technologies to solve environmental problems;
- VII. to promote environmental quality and, consequently, quality of life in the Sinos River basin region through the dissemination of knowledge by means of diagnosis, intervention, and education;
- VIII. to interact with the public and private sectors in order to increase the capacity for intervention in the environment;
- IX. to establish a systematic integration and cooperation with other programs, organizations, and researchers with the purpose of promoting comparative studies between the biogeophysical space of the Sinos River basin and of other regions;
- X. to disseminate knowledge generated in the biogeophysical space of the Sinos River basin to other regions so that they can be applied to improve environmental conditions.

### **CHAPTER III**

#### **ADMINISTRATIVE ORGANIZATION OF THE PROGRAM**

##### **Section I**

##### **Institutional Association and Administration**



4. The Environmental Quality Program is associated with the Office of the Deputy Vice-Chancellor under the regulations of Feevale's Statute.

5. The Environmental Quality Program is supported by Feevale's Academic Institutes and administered by the Program Coordination, the Collegium, and the Program Coordination Committee. The academic records are filed by the University's Academic Registry and other records by the Stricto Sensu Postgraduate Nucleus.

## **Section II**

### **The Collegium**

6. The Collegium of the Postgraduate Program in Environmental Quality is constituted by faculty and student representatives.

§ 1. The Collegium is chaired by the Program Coordinator.

§ 2. The Collegium shall be chaired, in the absence of the Coordinator, by the Substitute Coordinator or by the oldest member of the Program Coordination Committee present at the meeting, in this order.

§ 3. The Collegium shall meet ordinarily by summoning of the Coordinator at least once per semester or, extraordinarily, by summoning of at least one-third of its members.

§ 4. The call for meetings of the Collegium shall be nominal and made at least five business days in advance. It must contain a clear indication of the agenda to be discussed, copies of documents to be examined, and a copy of the minutes of the previous meeting.

§ 5. The Collegium will decide by a simple majority vote when the majority of the members are present in the meeting.



§ 6. The deliberations may take place by either symbolic vote, nominal ballot or secret ballot and the results will be found by a simple majority of the votes.

§ 7. The chair of the Collegium, in addition to voting as a member, shall cast the tie-breaking vote.

§ 8. When there is no quorum 30 minutes after the scheduled time for the beginning of the meeting it will be suspended and another immediately summoned, in compliance with the provisions of § 4 of this section.

7. The attendance of the members of the Collegium to convened meetings is mandatory, unless there is a justification of unequivocal importance.

8. The following are attributions of the Program Collegium:

- I. to comply with and enforce this Statute;
- II. to analyze and approve the Statute of the Program;
- III. to propose amendments to this Statute by deliberation of the absolute majority of its members;
- IV. to comply with the obligation to indicate names that must be included in the triple list for Coordinator and Substitute Coordinator and to elect the full and alternate faculties of the Program Coordinating Staff;
- V. to establish the general guidelines of the Program;
- VI. to deliberate on pertinent matters to the Program;
- VII. to contribute to the Self-evaluation Committee (CPA) during the institutional evaluation process;
- VIII. to assess the evaluation of the program carried out by the Program Coordination Committee and the CPA;
- IX. to deliberate on appeals brought against the decisions of the Coordinator and the Program Coordination Committee.



### **Section III**

#### **The Program Coordination Committee**

**9.** The Postgraduate Program in Environmental Quality Coordination Committee is constituted by Full and Alternate members:

I. The Program Coordinator and the Substitute Coordinator are considered full member;

II. Permanent professors are considered the alternate members. They are indicated to represent each of the lines of research of the program.

§ 1. The Program Coordinator, who is responsible for the institutional representation, and the Substitute Coordinator are appointed by the Chancellor. The Chancellor chooses from a list with three names, which has been drawn up by the Program Collegium by voting, for a three-year term and they may be reappointed.

§ 2. The professors who are part of the Program Coordination Committee are recommended by other professors of their line of research and appointed by the Deputy Vice-Chancellor of Research, Graduate and Extension for a three-year term. They may be reappointed.

**10.** The following are attributions of the Program Coordination Committee:

- I. to comply with and enforce this Statute;
- II. to advise the Coordinator on what is necessary for the operation of the Program;
- III. to prepare the program timeline and annual planning;
- IV. to establish the annual availability of advisors;
- V. to propose the number of university places available for the Program;
- VI. to deliberate on the processes of students' selections, admissions, and transfers, as well as on the transfers of credits obtained in other graduate





- programs, exemption from courses, leaves of absence (stop outs), readmissions, re-enrollments, and others;
- VII. to select program candidates and to appoint the Selection Committee;
  - VIII. to propose the list of courses and their respective syllabus and schedules;
  - IX. to approve the evaluation of theses and dissertations projects;
  - X. to evaluate and approve the nomination of professors responsible for courses;
  - XI. to assign credits for activities, which are performed by the student, compatible with the program;
  - XII. to ratify the nomination of the members of theses and dissertations qualifying and examining boards, taking under consideration the proposal of the student's advisor;
  - XIII. to evaluate the possibility of sending theses and dissertations to the members of the examining boards;
  - XIV. to deliberate on the creation and termination of areas of concentration and lines of research;
  - XV. to deliberate on the use of the financial resources destined to the program;
  - XVII. to elaborate complementary regulations to the Program's Statute;
  - XVIII. to appoint ad hoc committees and rapporteurs;
  - XIX. to propose amendments to the Statute to the Collegium;
  - XX. to evaluate the appeals filed against the decisions of professors, advisors, advising committees, examining boards, and program coordinator;
  - XXI. to ratify the results of the theses and dissertations examining boards;
  - XXII. to present budget requests regarding physical infrastructure and human resources to the Academic Institute;
  - XXIII. to deliberate on the composition of the Program Grants Committee.



## **Section IV**

### **The Coordinator**

**11.** The Coordinator is appointed by the Chancellor from a triple list. The term of office is three years and the coordinator may be reappointed.

**12.** The duties of the Coordinator are:

- I. to comply with and enforce this Statute;
- II. to direct and coordinate the Program;
- III. to direct and coordinate the Program Committee;
- IV. to convene and chair the meetings of the Program Coordination Committee;
- V. to summon the students regularly enrolled in the program for participating in the student representative election;
- VI. to submit the three-name list of nominees for being Coordinator and the names of the members elected to the Program Coordination Committee to the Deputy Vice-Chancellor so that the necessary procedures can be carried out;
- VII. to liaise with Feevale's higher authorities for the monitoring, executing, and evaluating the activities of the Program;
- VIII. to send the results of the Program evaluations to the Collegium;
- IX. to encourage the allocation of budgetary and financial resources for the Program;
- X. to coordinate the applications of the financial and material resources destined to the Program, following the standards of Feevale's higher authorities;
- XI. to present to the Academic Institute requests regarding the implementation of human resources and physical infrastructure;
- XII. to monitor the Program use of financial and material resources;
- XIII. to represent the Program in internal and external events;



- XIV. to deliberate, together with advisors and coordinators from undergraduate courses, on the development of master's and doctoral teaching internships, when applicable;
- XV. to have knowledge of the procedures for the post-doctoral internships for the Program's and visitor professors.

## **Section V**

### **The Stricto Sensu Postgraduate Nucleus**

13. The Program is supported by a Stricto Sensu Postgraduate Nucleus with an infrastructure that allows the regular and permanent service to assist the student body, the faculty members, and the people external to the university.

14. The Stricto Sensu Postgraduate Nucleus is responsible for:

- I. carrying out the tasks assigned to it by the Program Coordination and the Postgraduate Advisory Service;
- II. providing the necessary documentation for the theses and dissertations qualifications and defenses;
- III. keeping the records of the Program faculty, student body, and administrative staff up to date;
- IV. distributing and filing documents related to teaching and administrative activities;
- V. preparing financial and accountability reports together with Feevale's relevant departments;
- VI. organizing and keeping up-to-date the collection of laws, ordinances, newsletters, and other documents that regulate the Program;
- VII. contributing to updating the Program equipment and materials inventory;



- VIII. interacting with other departments of the Institution to disseminate information and guidelines related to the program;
- IX. drafting minutes of the sessions for the theses and dissertations qualifications and defenses;
- X. preparing and writing reports with information for managerial analyses of the Program Coordination, the Office of the Deputy Vice-Chancellor, and the committees;
- XI. following the registration and creation of new courses in the teaching plan by the professors of the program;
- XII. assisting the Coordinator in the registration of professors who are responsible for courses and advising students in the workload allocation;
- XIII. assisting in the composition and dispatch of the documents to be sent to the CAPES (Brazilian Federal Agency for Support and Evaluation of Graduate Education);
- XIV. registering and implementing grants from external development agencies;
- XV. distributing and filing documents related to academic activities;
- XVI. responding to requests from people (either internal or external to the university);
- XVII. providing the availability of infrastructure resources and audiovisual material for the program's professors and students;
- XVIII. submitting the necessary documentation for the certification of the master's and Doctoral titles.

## **Section VI**

### **The Students Representatives**

**15.** The students' representatives (one from the master's and one from the doctoral programs) are elected annually in the master's and biannually in the Doctoral. The students regularly enrolled in the Program take a vote in a meeting summoned by



the Program Coordinator, who will then appoint the representatives. They have the following attributions:

- I. to comply with and enforce this Statute;
- II. to be part of the Program Collegium;
- II. to represent the students before the Program Collegium;
- V. to be available to attend the meetings of the Collegium and the Committees;
- V. to be part of the Grants Committee.

**Sole Paragraph** - The students representatives will have a one-year mandate in the master's program and a two-year mandate in the Doctoral. They cannot be reappointed.

## CHAPTER IV

### THE FACULTY MEMBERS, THE STUDENT BODY, AND THE ADVISORS AND CO-ADVISORS OF THE PROGRAM

#### Section I

#### The Faculty Members

**16.** The Faculty of the Program is composed of Permanent Professors, Collaborator Professors, and Visitors, all holders of a doctoral degree or equivalent obtained under the law. They are Feevale's employees or of another Higher Education Institution. They are indicated by the Program Collegium, in accordance with the regulatory norms of Postgraduate Programs in the country and in the Institution.

- I. Permanent Professors are the professors or researchers who constitute the main faculty staff of the master's and / or Doctoral Program;
- II. Collaborator Professors are the professors or researchers who systematically participate in the development of research, teaching, or



extension projects and / or in student orientation, whether they have or not an employment bond with the University;

- III. Visiting Professors are the professors or researchers with an employment relationship with other institutions who, by formal agreement, participate in research projects, teaching activities, extension or orientation at Feevale for a continuous period of time and on a full-time basis.

§ 1. In order to be Permanent Professors, the professors must develop teaching activities in the graduate and / or postgraduate courses. They must also participate in research projects related to the lines of research of the Program, advise students, and present relevant scientific production.

§ 2. Collaborator professors are the other members of the faculty of the Program that do not meet all the requirements to be permanent professors.

§ 3. The processes of accreditation, re-accreditation or loss of accreditation will take place preferably every four years. They will be based on the CAPES evaluation and on systematic evaluations carried out by the university, which will consider the regularity, quantity, and quality of the professor's scientific production, as well as the coherence of the professor's research, teaching, and advising activities in relation to the lines of research of the Program. Technical and artistic production, in addition to the development of social activities will also be taken under consideration. Exceptional cases will be evaluated by the Office of the Deputy Vice-Chancellor of Research, Graduate and Extension.

**17. The faculty members have:**

- I. to develop research projects within the lines of research of the Program;
- II. to advise theses or dissertations by appointment of the Program Coordination Committee;
- III. to hand in reports of activities when requested;



- IV. to dedicate to postgraduate education, teaching courses within the lines of research of the Program;
- V. to dedicate to research and publish regularly in qualified scientific publications;
- VI. to attend administrative or academic meetings or other activities of the Program or Collegium when requested;
- VII. to be part of committees and examining boards;
- VIII. to submit research projects to external development agencies;
- IX. to comply with decisions of Feevale's higher authorities and with this Statute.

## **Section II**

### **The Program Advisors and Co-advisors**

**18.** Advisors must hold a doctoral degree or equivalent and dedicate to teaching and research. They must also publish regularly relevant scientific pieces to be accredited by the Program Coordination Committee, which has to be validated by a competent office at Feevale.

§ 1. Advisors may be permanent, collaborator or visitor professors.

§ 2. Professors from Feevale or from other institutions who meet the requirements mentioned in this section may be accredited as co-advisors.

**19.** The duties of the Advisor are:

- I. to comply with and enforce this Statute;
- II. to advise the student in organizing his/her study plan and in the thesis or dissertation project, as well as to assist in his/her training;
- III. to keep track of the student's academic life, including his/her teaching practice, if applicable;



- IV. to submit the student's thesis or dissertation project to the Program Coordination Committee for evaluation;
- V. to propose to the Program Coordination Committee the composition of the thesis or dissertation examining board and the date of the defense;
- VI. to preside over the examining board of his/her advisee's thesis or dissertation defense;
- VII. to verify and monitor the possible modifications to the thesis or dissertation suggested by the examining board;
- VIII. to submit to the Stricto Sensu Postgraduate Nucleus the board evaluation at the thesis or dissertation qualification and defense.

**20.** The duty of the Co-advisor is:

- I. to advise the student on the subject of his/her domain-specific knowledge.

**Sole Paragraph** - The co-advisor is not allowed to participate in the qualifying examination board nor in the examining board of the thesis or dissertation defense.

### **Section III Student Body**

**21.** The student body is composed of students regularly enrolled in the Program.

**22.** The regularly enrolled student will participate in the ongoing evaluation according to the Evaluation Program of the University.

### **Section IV Non-regular Students**





**23.** A non-regular student is a person who enrolls in courses of the Postgraduate Program in Environmental Quality, through an application, without regularly registering for the master's or doctoral program.

§ 1. The admission of a non-regular student will only take place after the approval of his/her request by the Program Coordination Committee.

§ 2. The non-regular student's enrolling in the course(s) is subject to the approval from the professors responsible for teaching the course(s).

§ 3. The non-regular student will receive a certificate of attendance and proficiency in the course(s) studied.

§ 4. The non-regular student may become a regular student only after being approved in the selection process. He/she may request the use of the credits obtained in the course(s) studied under the non-regular student status.

§ 5. The non-regular student will participate in the ongoing evaluation according to the Evaluation Program of the University.

## **Section V**

### **Scholarship Student**

**24.** The scholarship student has to submit, in addition to Feevale's, to the guidelines of the external development agency which is granting him/her the grant or tuition fees.

**Sole Paragraph** – If a scholarship student fails in any course it will result in the loss of the support and the student will have to immediately give back the money received from the development agency responsible for the student's grants or tuition fees.



## **CHAPTER V**

### **DIDACTIC REGIMEN OF THE PROGRAM**

**25.** The completion of the Postgraduate Program in Environmental Quality curriculum is expressed in credits.

§ 1. Each credit corresponds to 15 class hours.

§ 2. The credits obtained will be valid for 96 months.

**26.** The professors who are responsible for the courses should evaluate the students using scores from 0,0 to 10,0, in accordance with Feevale's Statute.

§ 1. The students who get a grade of at least 7,0 and that meet 75% of attendance in classes will be entitled to the number of credits assigned to the course.

§ 2. The students who gets a final grade lower than 7,0 or an attendance of less than 75% in any subject shall repeat it, having the score from the second time in the academic record.

§ 3. The student who acts in disagreement with the legal, moral, and ethical precepts of the University, expressed in the University Council Resolution n. 01/2016, which prohibits plagiarism in academic productions, will fail the course.

**27.** The student must enroll in all semesters, including in the one when the final thesis or dissertation has to be submitted.

**28.** The student may be able to develop his/her research project in another institution if under the supervision of the advisor and regularly monitored by a co-advisor from the institution where the student is carrying out the research. The deadline for completing the course remains the same, as established in this Statute.



**29.** The regular and non-regular student's enrollment will be made according to the schedule established annually by the Program Coordination Committee.

**30.** Enrollment cancellation will be granted with the approval of the student's advisor and the Program Coordination Committee.

**31.** The professor responsible for the course should submit the students' final grades and attendance electronically in the in accordance with the schedule of the Program

## **CHAPTER VI**

### **STRUCTURE OF THE PROGRAM**

**32.** The curriculum of the Postgraduate Program in Environmental Quality is composed of 24 credit requirements in the master's course and of 36 credit requirements in the doctoral course.

§ 1. In order to obtain the master's degree, the student must complete the minimum number of credits required by the Program, as follows:

- I. nine credits of required courses;
- II. fifteen credits of elective courses.

§ 2. In order to obtain the doctoral degree, the student must complete the minimum number of credits required by the Program, as follows:

- I. twelve credits of required courses;
- II. twenty-four credits of elective courses, which may include the courses taken during the student's master's course.

**33.** The minimum time limit for completion of the master's is 12 months and for the doctoral is 24 months. The maximum time limit for the completion of the master's



degree, including the thesis defense, is 24 months, and for the doctoral, including the dissertation defense, is 48 months.

§ 1. Exceptionally, the Program Coordination Committee may authorize the extension of the course for a maximum of six (6) months. This extension must be formally requested by the student and duly authorized by the advisor if

- I - the justification is considered plausible and convincing;
- II - the student has passed the proficiency examination;
- III - the student has passed the qualification examination.

§ 2. The student who obtains authorization to extend the time before the thesis or dissertation defense must enroll in "Complementação de Orientação", taking responsibility for the financial charges which arise from the request for time extension.

§ 3. The time extension for scholarship students is prohibited. Exceptional cases of time extension will be evaluated by the Program Coordination Committee as a special case. In case of a time extension, the scholarship student must submit the draft of the thesis or dissertation together with the other documents already mentioned in this Statute.

**34.** The student is required, within 12 months after enrolling in the Program, to prove proficiency in a foreign language. For the master's degree one language is required and for the doctoral two foreign languages are required. The student may choose among English, Spanish, French, German, and Italian.

§ 1. A professional who has a degree in a foreign language shall be exempted from taking the proficiency test.

§ 2. A certificate of proficiency issued by a Brazilian higher education institution or by recognized foreign institutions, listed in Resolution 02/2016 from the Office of the Deputy Vice-Chancellor of Research, Graduate and Extension, shall be accepted if the certificate is no older than 8 years.



§ 3. The foreign student must prove proficiency in reading, comprehending, and writing texts in Portuguese.

**35.** The student should submit for evaluation, together with the advisor, the thesis or dissertation proposal and the commitment agreement signed by both of them, meeting the schedule established annually by the Program Coordination Committee.

§ 1. In cases of unequivocal importance, which have to be justified by the student's advisor, the Program Coordination Committee may extend the deadline for the presentation of the thesis or dissertation project.

§ 2. Projects involving human beings as subjects should preferably be evaluated by Feevale's Research Ethics Committee.

§ 3. Projects involving vertebrate animals as subjects must compulsorily be evaluated by Feevale's Animal Research Ethics Committee.

**36.** Until the maximum limit of six months before the defense of the master's thesis and up to the maximum limit of 12 months before the defense of the doctoral dissertation the student must go through a qualifying examination before an examining board, which is proposed by the student's advisor and approved by the Program Coordination Committee.

§ 1. The examining board of the master's thesis qualifying examination will be composed, in addition to the student's advisor, of two professors (one of them may not be from the University).

§ 2. The examining board of the doctoral dissertation qualifying examination will be composed, in addition to the student's advisor, of two professors (one of them must not be from the University).

§ 3. The student must submit the written work, along with the written consent from the advisor, at the Stricto Sensu Postgraduate Nucleus at the latest 20 days before the date of the qualification examination.



§ 4. Once approved by the Program Coordination Committee the work will be sent to the members of the examining board and will be presented orally by the student.

§ 5. The members of the examining board, which is chaired by the student's advisor, and the student must sign the minutes of the qualification examination.

§ 6. Failure to meet the deadline for the qualification examination implies that the student failed the examination.

§ 7. The student will have 45 days to undergo a new examination if he/she fails the qualification examination.

§ 8. Two failures in the qualification examination result in the dismissal of the student from the Program.

**37.** The master's or doctoral course will be complete when the student's thesis or dissertation is approved by the examining board, observing the other specific regulations of this Statute.

## **CHAPTER VII**

### **THE ADMISSION AND REGISTRATION IN THE PROGRAM**

#### **Sole Section**

#### **The Registration**

**38.** The application for the selection process for admission in the Postgraduate Program in Environmental Quality is annual and must comply with the procedures issued by the Program Coordination Committee by means of a public notice.

**Sole Paragraph** - The admission to the doctoral course can occur, exceptionally, in continuous flow.



**39.** The selection process of the candidates is coordinated by the Program Coordination Committee and is carried out by the Selection Committee, following the stages published in the public notice.

**40.** To be admitted to the Program, the candidate must have been approved in the selection process, have an advisor appointed, commit to comply with this Statute and present the following documents:

- I. for the master's and the doctoral programs, the candidate must present a diploma of higher education duly registered, for Brazilian students, or duly recognized, for foreigners;
- II. for the doctoral program, the candidate must present a document confirming the completion of a master's degree course recommended by CAPES or, if it was completed in a foreign institution, revalidated in Brazil.

§ 1. Exceptionally, at the discretion of the Coordination Committee, the requirement for a master's degree may be waived for doctoral candidates who are regularly enrolled in the master's program and present excellent academic performance, as well as considerable and high-quality scientific production.

§ 2. The Program Coordination Committee examines and decides on the admission of foreign students, in compliance with the current legislation.

## **CHAPTER VIII**

### **THE STUDENTS AND CREDITS TRANSFERS, LEAVE OF ABSENCE (STOP OUT), AND DISMISSAL FROM THE PROGRAM**

#### **Section I**

#### **Students Transfers**

**41.** Applications for student transfer will be subject to the criteria established in this Statute. The student must come from a *Stricto Sensu* Postgraduate Program



recognized by CAPES and will be accepted depending on the vacancy availability of the Program.

**Sole Paragraph** - The Coordination Committee of the Postgraduate Program in Environmental Quality will be responsible for analyzing and deciding on the requests from the students.

## **Section II**

### **Credit Transfers**

**42.** In the master's course, the student may transfer the credits of courses from Stricto Sensu Postgraduate Programs recognized by CAPES. The maximum limit of transferred credits is 25% of the total number of credits required by the course.

**43.** In the doctoral program, the student may transfer the credits of courses from Stricto Sensu Postgraduate Programs recognized by CAPES. The maximum limit of transferred credits is 50% of the total number of credits required by the course.

**Sole Paragraph** - The Committee of the Postgraduate Program in Environmental Quality will consider the applications for the credits transfers based on the following criteria:

- I. The course must have been taught by a professor holding a doctoral degree;
- II. The course must have program content related to the proposal of the Postgraduate Program in Environmental Quality;
- III. The course must have been completed within a period of up to eight years prior to the application for credit transfer.





### **Section III**

#### **Leave of Absence (Stop Out)**

**44.** The student must request the leave of absence (stop out), along with the consent of the advisor, to the Program Coordination Committee.

§ 1. The maximum stop out period is one semester.

§ 2. The student is allowed to stop out the enrollment twice, provided that the Program Coordination Committee approves the leave of absence.

§ 3. The student will not be allowed a leave of absence before the completion of one of the required courses or during the extension period (requested by the student) for the completion of the master's or doctoral course.

§ 4. An extension of the deadline for finishing the classes required and completion of the master's or doctoral courses must be required by the student's advisor and will be granted by the Program Coordination Committee.

§ 5. After the procedural deadlines, re-entry in the master's or doctoral courses will only be possible upon approval in a new selection process.

### **Section IV**

#### **Dismissal from the Program**

**45.** A master's or doctoral student will be dismissed from the program if he/she:

- I. gets a grade lower than seven twice in the same course;
- II. does not register every semester or after a stop out period;
- III. fails twice in the qualifying examination;
- IV. does not meet the requirements and deadlines for completion of the master's or doctoral program;
- V. acts in disagreement with the disciplinary norms, which include plagiarism in the qualifying examination or in the thesis or dissertation, established for the



academic community and expressed in the University Council Resolution n. 01/2016.

**Sole Paragraph** - If the student has completed the credits and qualified the thesis without having defended it, according to the deadlines established in this Statute, the student may request a Certificate of Specialization in Environmental Quality. The process is evaluated by the Program Coordination Committee as long as the student renounces the possibility of re-entry in any of the levels of the Postgraduate Program in Environmental Quality.

## **CHAPTER IX**

### **THE THESIS OR DISSERTATION WRITING, SUBMISSION, DEFENSE, AND EVALUATION AND THE AWARD OF THE TITLE**

#### **Section I**

##### **The Thesis or Dissertation Writing**

**46.** The writing of the theses or dissertations must follow the guidelines established by the Postgraduate Program in Environmental Quality.

#### **Section II**

##### **The Thesis or Dissertation submission**

**47.** The students will send a copy of their theses or dissertations to the Program Coordination Committee.

§ 1. The copy will be accompanied by a letter from the advisor proposing the members of the examination board and suggesting a date for the thesis or dissertation defense.



§ 2. After analysis of the theses or dissertations, the Program Coordination Committee approves or not the submission of the work to the examining board.

§ 3. The dates for the theses or dissertations defenses are defined by the advisor and approved by the Coordination Committee.

§ 4. After the composition of the examination board is approved and the date of the defense is set, the student must prepare a copy of the theses or dissertations to each member of the examination board. The copies must be handed in at the Stricto Sensu Postgraduate Nucleus 20 days before the date established for the defense.

§ 5. The Stricto Sensu Postgraduate Nucleus shall send the copies of the theses or dissertations to the members of the examination board.

§ 6. Failure to comply with any section of this Statute will prevent the referral of the thesis or dissertation.

### **Section III**

#### **The Thesis or Dissertation Defense**

**48.** The completion of the Postgraduate Program in Environmental Quality will be effected by the examination of the thesis or dissertation in a public defense. There must be an examination board and the defense session shall be presided over by the student's advisor.

**Sole Paragraph** - In the case of confidential theses or dissertations the defense may be closed to public by resolution of the Program Coordination Committee upon previous request of the student up to 20 days before the defense date.

### **Section IV**

#### **The Thesis or Dissertation Evaluation**



**49.** The evaluations of the master's theses will be carried out by an examining board constituted by the student's advisor and two other professors who hold a doctoral degree, being at least one of the professors from other institution.

**50.** The evaluations of the doctoral dissertations will be carried out by an examining board constituted by the student's advisor and three other professors who hold a doctoral degree, two of them must be from other institutions.

§ 1. The examining board shall comment on the thesis or dissertation. The student may pass or fail the examination.

§ 2. No further examination of the thesis or dissertation will be allowed if the student fails the defense.

§ 3. The components of the examining board, which is chaired by the student's advisor, must sign the minute of the thesis or dissertation defense.

## **Section V**

### **The Award of the Title**

**51.** For having the master's or doctoral degree awarded the student has to hand in at the Stricto Sensu Postgraduate Nucleus a bound copy and a digital of the final version of the thesis or dissertation with the appropriate modifications suggested by the examining board in not later than 60 days after the defense. The copies must be accompanied by a letter from the student's advisor.

§ 1. In exceptional cases of unequivocal seriousness, upon justification of the student's advisor, the Program Coordination Committee may extend the date of submission of the final version of the thesis or dissertation. Thus, a new date is set, which may not be extended once more. The request for extension of the submission of the final version of the thesis or dissertation must be put in at Feevale's Customer Service.



§ 2. The non-validation of the thesis or dissertation prevents the formal act of completion of the Program by the Coordination Committee, which means that the student cannot be granted a diploma.

§ 3. The issuance of any document that certifies the completion of the master's or doctoral course without the proper validation of the thesis or dissertation by the Program Coordination Committee is prohibited.

## **CHAPTER X**

### **THE FINAL, GENERAL, AND TRANSITIONAL PROVISIONS**

**52.** Cases overlooked in this Statute will be solved by the Program Collegium after hearing the competent higher authorities of the Institution.

**53.** This Statute shall come into force when approved by Feevale's University Council.

**54.** All contrary provisions are hereby repealed.

Novo Hamburgo, February 2017.