

REGULATION

POSTGRADUATE PROGRAM IN ENVIRONMENTAL SCIENCE AND TECHNOLOGY

**Area of Concentration:
Environmental Technologies and Processes**

Degrees Awarded:

**Master in Environmental Science and Technology
Doctor in Environmental Science and Technology**

The Regulations of the Postgraduate Program in Environmental Science and Technology (PPG-CTA) establish the basic operating rules for the courses offered within the Program, namely: Master's and Doctorate in Environmental Sciences.

The Master's course must be completed in at least 12 months and a maximum of 24 months. To obtain the Master's Degree, the student must complete 50 credits, 35 obtained from courses and publications, and 15 related to the approval of the Master's dissertation defense.

The Doctorate course must be completed in at least 24 months and a maximum of 48 months. To obtain the Doctoral Degree, the student must complete 100 credits, with 35 credits obtained from courses and publications, 15 credits related to the approval of the Doctoral Thesis, and 50 credits related to the Master's degree obtained from a program recommended by CAPES.

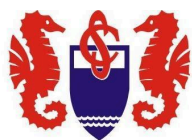
Additionally, the student must pass the Qualification Examination and the Foreign Language Proficiency Exam: one foreign language for the Master's and two for the Doctorate. The Language Proficiency Exams must be taken in the first year of the course.

Introductory training courses are mandatory. The remaining credits must be earned by the student selecting elective courses directly related to their dissertation or thesis topic from among the offered elective courses.

At all levels, Master's or Doctorate, it is allowed to obtain credits for scientific papers accepted for publication in relevant journals in the field of environmental sciences.

Title I - Purposes

Art. 1—The PPG-CTA is housed within the Faculty of Science and Technology—Biology Course at Santa Cecilia University and is governed by the relevant university legislation, in accordance with the Institutional Development Plan (PDI), these Internal Regulations, and other standards and guidelines established by the Postgraduate Committee (CPG) and these Regulations.



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§ 1 The main objective of the PPG-CTA of Santa Cecilia University in Santos/SP is to enable graduates, at the higher education level, to develop scientific studies demonstrating mastery of essential conceptual and methodological tools, qualifying them to teach undergraduate courses, conduct research, and work as specialized professionals in the field of Environmental Sciences.

§ 2 This Postgraduate Program has a single area of concentration: Environmental Technologies and Processes.

Title II - Administrative Organization

Art. 2—This Postgraduate Program is under the authority of the Santa Cecilia University postgraduate directorate and will be coordinated by the Postgraduate Committee (CPG).

§ 1 The Program will be based at the Faculty of Science and Technology – Biology Course.

§ 2 The CPG shall hold regular quarterly meetings and may hold extraordinary meetings when convened by the Program Coordinator or by half of its full members.

Art. 3 - The CPG will be composed of 4 (four) full members and 1 (one) alternate member from the permanent faculty of the PPG-CTA, and 1 (one) full and 1 (one) alternate member from the student body, regularly enrolled in the Program.

§ 1 The election of faculty members to the CPG will be carried out by PPG-CTA faculty members in a secret vote. All Program faculty members may run for CPG membership. The three most-voted candidates will be elected as full members. The fourth most voted will serve as the alternate member.

§ 2 The Coordinator of the PPG-CTA is appointed by Ordinance of the UNISANTA Rectorate.

§ 3 The PPG-CTA Coordinator is an ex officio member and the President of the CPG.

§ 4 The Vice President of the CPG will be the faculty member with the highest number of votes, as mentioned in paragraph 1.

§ 5 It is the Coordinator's duty to supervise and ensure compliance with these regulations, implement the CPG's decisions, ensure faithful compliance with these Regulations, and maintain the proper order of Program activities. The necessary quorum for CPG meetings is 50% plus one of its members.

§ 6 The student body shall independently elect its representatives, as current legislation provides.

§ 7 The term of office for all CPG faculty members is two years, renewable up to two times; the term of office for the student representative is one year.

Title III - The Faculty

Art. 4—The execution of the program's teaching, research, extension, and academic management activities is the responsibility of its Faculty, which is composed of permanent and collaborating professors, all holding doctoral degrees. The faculty is responsible for the courses listed in the curriculum and for student supervision.

§ 1 To be accredited as faculty in the Program, candidates must engage in creative activities, demonstrated by producing scientifically validated works within their research field. Accreditation is valid for **two (2) years**.

Procedures for accrediting faculty for Master's and Doctoral levels:

- Letter from the professor requesting to join the program's faculty;
- Curriculum evaluation;
- Evaluation of the professor's Qualis publications.

Criteria for accrediting faculty for the Master's level:

- The candidate's curriculum must demonstrate a vocation for academic research and postgraduate supervision, through previous supervision of Master's students or undergraduates and publications in scientific journals.
- The candidate must have published at least **four (four)** articles in Qualis CAPES journals classified at least **B2** in the Program's field over the last **three (three)** years.

Criteria for accrediting faculty for the Doctoral level:

- The candidate's curriculum must demonstrate a vocation for academic research and postgraduate supervision, through previous supervision of Master's students or undergraduates and publications in scientific journals.
- The candidate must have published at least **four (four)** articles in Qualis CAPES journals classified at least **A2** in the Program's field over the last **three (three)** years.
- The candidate must have successfully supervised at least **one (1)** Master's dissertation within the PPG-CTA or another CAPES-recommended Program.

Criteria for faculty de-accreditation:

A professor may be de-accredited from the PPG-CTA in the following cases:

- At the professor's request, and/or
- Failure to meet the criteria required for faculty accreditation.

§ 2 The CPG may authorize the preparation of a dissertation or thesis under the supervision of a professor, researcher, or highly qualified professional not belonging to the Program, provided there is co-supervision by a professor from the Program.

§ 3 Professors visiting or invited from other institutions, either national or international, holding doctoral degrees, may be invited to teach courses and supervise students in the Program, temporarily or for a limited period.

Art. 5 - Faculty members of the Program have the following primary duties:

- Teach undergraduate and postgraduate classes;
- Develop research projects aligned with the Program's research lines;
- Supervise students;
- Participate in dissertation and thesis examination committees and qualification defenses;
- Serve on the Program's administrative committees;
- Participate in selection committees for Master's and Doctorate admission.

Title IV - Admission to the Master's and Doctorate Programs

Art. 6 - Holders of higher education degrees may apply to the PPG-CTA.

Art. 7 - Admission to the PPG-CTA is through a merit-based selection exam, conducted according to the procedures outlined in these Regulations, detailed in the Selection Notice, and made available to interested candidates upon application.

Application for the selection exam must be submitted to the Program Coordinator, along with supporting documents.

§ 1 The documents required for application to the selection exam are:

- Application form, provided by the Program, duly completed and signed;
- Undergraduate diploma, certificate of course completion, or a statement indicating the expected date of graduation;
- Personal documents (CPF, ID);
- Undergraduate academic transcript;
- Lattes Curriculum Vitae;
- Two letters of recommendation were sent confidentially to the CPG.

§ 2 **Candidate selection procedures:**

- Curriculum analysis – classificatory;
- Analysis of recommendation letters – classificatory;
- Interview with the candidate conducted by the Selection Committee – classificatory.

§ 3 **Selection criteria for candidates:**

- Curriculum analysis must indicate good potential for successfully engaging in the Program's activities;
- Recommendation letters must suggest that the candidate has minimal experience in research activities.
- The interview must assess the candidate's ability to express themselves and articulate their ideas.

Art. 8 - Candidates will be selected and subsequently enrolled according to the number of vacancies determined annually by the CPG. Only chosen candidates admitted under the rules outlined in these Regulations have the right to enroll.

§ 1. Enrollment in the PPG-CTA is renewed every **6 (six) months**. The student must be evaluated by their supervisor at the end of each six-month period and may only enroll for the next period if deemed fit to continue in the program.

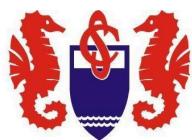
§ 2 The student may request a leave of absence for a maximum duration of 6 (six) months with due justification and with the supervisor's approval.

§ 3 A leave of absence may be granted up to the end of each six months. To return to the Program, the student will undergo evaluation by the CPG and their supervisor, who will assess their re-enrollment for the next academic period.

§ 4 Enrollment cancellation may be requested by the student at any time.

§ 5 In cases of leave of absence or cancellation, the student will be subject to the regulations in force upon re-enrollment.

§ 6 Upon re-enrollment, courses previously completed within the PPG-CTA may be credited, provided the CPG revalidates them.



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§ 7 A student whose enrollment was canceled may apply for readmission, which will necessarily be through the regular selection process.

Art. 9 - All Master's and Doctoral students in the Program will have individualized academic supervision.

§ 1 Supervision will be the responsibility of an advisor chosen from among the Program's faculty members. The student may also have a second advisor, who may or may not belong to the Program's faculty.

§ 2 After enrollment, there may be a change of advisor(s), which must be requested through a formal application from the current advisor(s) to the Program Coordinator, accompanied by an acceptance letter from the prospective advisor(s). The CPG is responsible for approving the supervision transfer.

Title V - Student Workload

Art. 10 - Completion of the academic work required for the Master's or Doctorate is expressed in credits for programmed academic activities involving direct interaction between faculty and student, which may include, at the professor's discretion, lectures, seminars, laboratory classes, and fieldwork.

§ 1 **One (1) credit corresponds to 15 hours of class.**

§ 2 The definition in the previous paragraph establishes the maximum number of credits a course may have.

§ 3 The CPG defines the number of credits for each course or activity within the limits established above.

Art. 11 - A minimum of **50 (fifty)** credits is required for the Master's degree, and **100 (one hundred)** credits for the Doctorate.

Sole Paragraph – The presentation and approval of the final Master's dissertation or Doctoral thesis corresponds to **15 (fifteen)** credits.

Art. 12—Postgraduate courses taken by Program students outside the PPG-CTA may be accepted and counted as credits after the CPG evaluates them.

§ 1 Mandatory courses must be completed within the PPG-CTA.

§ 2 Credits for courses taken outside the PPG-CTA may be accepted upon the supervisor's recommendation, provided they are aligned with the PPG-CTA as stipulated in this article.

Art. 13 - Performance in each course will be assessed and expressed through grades ranging from **0.0 to 10**.

§ 1 Students must obtain a grade equal to or greater than **7.0** in each course to be considered approved.

§ 2 The Teaching Internship, governed by CAPES/MEC regulations, will be assessed with the following grades: **S – satisfactory** and **NS – not satisfactory**.

Art. 14 - Attendance is mandatory, and students who fail to attend at least **75%** of the

Title VI - Qualification Exam

Art. 15 - The Qualification Exam aims to evaluate the graduate student's knowledge, critical capacity, and mastery of their research topic.

§ 1 The Qualification Exam will be conducted by a committee composed of **3 (three)** members: the supervisor, **1 (one)** member appointed by the supervisor, and **1 (one)** member appointed by the CPG.

§ 2 The student's qualification topic will be the same as their Master's dissertation or Doctoral thesis.

§ 3 After submitting the Qualification Exam request to the CPG, the student will have up to **30 days** to prepare the public presentation. The CPG will contact the committee to schedule the presentation date. The Qualification Exam for Master's students will consist of a public oral presentation with a maximum duration of **30 minutes**. After this stage, the committee members will ask questions.

§ 4 The Qualification Exam will be evaluated based on the opinion of each committee member, with the final result being **APPROVED**, **APPROVED WITH CONDITIONS**, or **FAILED**. The **APPROVED** grade indicates a recommendation for the dissertation or thesis defense.

§ 5 In case of failure, the supervisor must request a new Qualification Exam, and the committee will schedule a new date. The Committee may either maintain or change its members.

§ 6 If approved with conditions, the candidate will have up to **6 (six) months** to make the modifications proposed by the committee, without needing to undergo another Qualification Exam.

Art. 16 - The requirements for a student to take the Qualification Exam are:

- Completion of the required credits in the mandatory introductory training courses;
- Approval in the Foreign Language Proficiency Exam;
- For Doctoral students, approval in a second Foreign Language Proficiency Exam;
- For Master's students, submission of a scientific paper to a journal classified by Qualis as defined by the PPG-CTA CPG. The student must be the first

author of this article.

- For Doctoral students, at least **one (1)** scientific paper is accepted by a journal and classified by Qualis as defined by the PPG-CTA CPG. The student must be the first author of this article.

Title VII - Dissertations and Theses

Art. 17—To obtain the title of Master or Doctor in the PPG-CTA, the candidate must prepare a dissertation or thesis based on research developed under the supervision of at least one professor accredited in the Program.

§ 1 For the Master's dissertation, it is required that the student has at least **one (1)** scientific paper accepted by a scientific journal classified by Qualis as defined by the PPG-CTA CPG. The student must be the first author of this article.

§ 2 For the Doctoral thesis, it is required that the student has at least **two (2)** scientific papers accepted by scientific journals classified by Qualis as defined by the PPG-CTA CPG. The student must be the first author of these articles.

§ 3 The presentation of the Master's dissertation must take place within a maximum period of **24 (twenty-four) months**, extendable by an additional **6 (six) months** at the discretion of the CPG. For this extension, the supervisor and the student must complete a specific form to be submitted to the Program Coordinator and the CPG.

§ 4 The Doctoral thesis defense must take place within a maximum period of **48 (forty-eight) months**, extendable by an additional **6 (six) months** at the discretion of the CPG. The supervisor and the student must complete a specific form to be submitted to the Program Coordinator and the CPG.

Art. 18 - The dissertation or Doctoral thesis will be evaluated by an examining committee approved by the CPG, composed of Program faculty members and invited external members.

§ 1 The candidate's supervisor is an ex officio examining committee member.

§ 2 The Master's dissertation examining committee will consist of at least **3 (three)** faculty members, with at least **1 (one)** being external to UNISANTA. The committee chair must be a Program faculty member with a thorough understanding of the Program's regulations. The supervisor cannot chair the examination of their student.

§ 3 The Doctoral thesis examining committee will consist of at least **5 (five)** faculty members, with at least **2 (two)** being external to UNISANTA. The committee chair must be a Program faculty member with a thorough understanding of the Program's regulations. The supervisor cannot chair the examination of their student.

§ 4 The evaluation of the Master's dissertation or Doctoral thesis will be based on the opinion of each committee member, with the final result being: **APPROVED**, **APPROVED WITH REQUIREMENTS**, or **FAILED**.

§ 5 to present the Master's dissertation or Doctoral thesis, the candidate must submit **4 (four)** complete electronic copies (CDs) in PDF format, with figures, photographs, and tables, to the PPG-CTA office at least **30 days** before the presentation.

§ 6 The final presentation of the dissertation or thesis will be conducted following the document "Rules and Procedures for Qualification and Dissertation Committees."

§ 7 The act of the final presentation and its result must be recorded in minutes, following the instructions defined by the CPG.

§ 8 The examining committee may condition approval on meeting specific requirements within a maximum period of **ninety (90) days**.

§ 9 In the case of approval with requirements, these must be recorded in the minutes, along with the name of the committee member responsible for monitoring and verifying the student's compliance.

§ 10 The presentation or defense result will be submitted to the CPG for ratification.

§ 11 After the dissertation or thesis is approved, the student will have a maximum of **sixty (60) days** to submit the final copies to the Program Office, prepared following the specific resolution on the subject.

Title VIII - Requirements for Obtaining Master's or Doctorate Degrees

Art. 19 - The following are requirements for obtaining the Master's degree in Environmental Science and Technology in the PPG-CTA:

- a) having completed the minimum number of credits required by the Program;
- b) having passed the Proficiency Exam in a Foreign Language and the Qualification Exam;
- c) Having approved the Master's dissertation.

Art. 20 - The following are requirements for obtaining the Doctorate in Environmental Science and Technology in the PPG-CTA:

- a) having completed the minimum number of credits required by the Program;
- b) having passed the Proficiency Exam in 2 (two) Foreign Languages and the Qualification Exam;
- c) Having approved the Doctorate thesis.

Title IX - General and Transitory Provisions

Art. 21—Graduate students' Enrollment, courses, and other academic activities will be registered and processed through the Graduate Studies Office in accordance with academic records standards.

Art. 22—The Program's CPG will resolve any omissions at the request of the Program Coordinator or any member of the Program.

Art. 23—Tenured professors and students may propose changes to these bylaws. The CPG will approve these proposals if 50% plus 1 (one) of the members of this collegiate body agree with them.