

UNIVERSIDADE FEDERAL DE SANTA CATARINA

Coordenadoria do Programa de Pós-Graduação em Engenharia Elétrica

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## Regulations of the Postgraduate Program in Electrical Engineering of the Federal University of Santa Catarina

### *TITLE I*

#### *Objectives and Areas of Activity*

**Art. 1** - The Postgraduate Program in Electrical Engineering (PPGEEL) of the Federal University of Santa Catarina (UFSC) aims to train high-level personnel committed to advancing knowledge for teaching, research, extension, and other professional activities in Electrical Engineering.

**Art. 2** - The PPGEEL offers independent and conclusive master's and doctoral programs in Electrical Engineering.

§ 1° The academic master's degree emphasizes scientific competence, contributing to the training of teachers and researchers.

§ 2° A master's degree does not necessarily constitute a prerequisite for a doctoral degree.

§ 3° The doctorate emphasizes broad and in-depth scientific, technological, and cultural training, developing capacity and autonomy for teaching, research, and innovation in the different branches of knowledge.

§ 4° The periodic schedule of the PPGEEL master's and doctoral courses is every six months, with a periodicity established by the UFSC academic calendar.

§ 5° The selection process for students on the master's course takes place every semester through a public notice, per the UFSC academic calendar.

§ 6° The selection process for students on the doctoral course is a continuous flow using a selection notice.

§ 7° Within the program's regular schedule, students must enroll in courses within the time limits.

**Art. 3** - The PPGEEL operates in Electrical Engineering and is structured in areas of concentration and lines of research that represent the focus of its faculty and students.

§ 1° The areas of concentration of the PPGEEL correspond to the major areas of Electrical Engineering that aggregate the various sub-areas in which the Program carries out its activities.

§ 2° The lines of research characterize the work of the course professors and will be within the areas of concentration.

§ 3° The PPGEEL's areas of concentration and lines of research will be defined in an Internal Resolution and approved by the Delegate Collegiate.

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**TITLE II**

*The Didactic and Administrative Coordination of the PPGEEL*

**Chapter II**

Teaching Coordination

Section I

*General Provisions*

**Art. 4** - An entire collegiate body and a delegated collegiate body will exercise the didactic coordination of the PPGEEL.

Section II

*Composition of the Boards*

**Art. 5** - The Full Board will be made up of:

**I-** by all the professors accredited by the PPGEEL as permanent and members of the permanent teaching staff of UFSC;

**II-** by representatives of the PPGEEL student body, elected by the regular students, in the proportion of 1/5 (one-fifth) of the teaching members of the Full Board, with a fraction more significant than 0.5 being counted as one representative;

**III-** by representatives of professors accredited as permanent who are not part of the permanent teaching staff of UFSC, elected by their peers, in the proportion of at least 1/5 (one-fifth) of the permanent teaching members of the entire collegiate body, with a fraction more significant than 0.5 being counted as one representative.

**IV-** by the head of the Electrical and Electronic Engineering Department at UFSC.

§ 1º The Coordinator and Sub-Coordinator of the PPGEEL shall be responsible for chairing and vice-chairing the Full Board, respectively.

§ 2º Student representation shall be chosen by their peers for a one-year term; reelection is permitted, and there should preferably be at least one master and one doctoral representative.

§ 3º In the same process for choosing student body representatives, alternates will be elected to replace the total members in the event of their absence, impediment, or vacancy.

§ 4º Members may, exceptionally, participate in meetings of the entire collegiate body using a real-time audio and video interaction system, which will be considered when calculating the meeting's quorum. This option will be subject to the availability of a reliable real-time interaction system.

**Art. 6** - The Delegate Board will be made up of:

**I-** by the Coordinator, as chairman, and the Deputy Coordinator, as vice-chairman;

**II-** by four members of the PPGEEL's permanent teaching staff, elected by their peers and who are part of UFSC's permanent teaching staff, guaranteeing representation from the different areas of concentration;

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**III-** The members of the delegated collegiate body, with their respective terms of office, will be appointed by decree of the Technology Center;

**IV-** by a student representative elected by the regular students of the PPGEEL.

§ 1° Four alternate faculty members will also be elected, ensuring representation from the different areas of concentration and one alternate student member.

§ 2° The term of office for full and alternate members shall be two (2) years for teachers and one (1) year for students, with re-election permitted.

§ 3° Full members representing the teaching staff on the delegated collegiate body shall be assigned two (2) hours per week.

§ 4° Exceptionally, members may participate in meetings of the delegated collegiate body using a real-time audio and video interaction system, which will be considered when calculating the meeting's quorum.

#### Section III *Board Meetings*

**Art. 7 -** Boards shall be convened by the coordinator or at the request of at least 1/3 (one-third) of their members, mentioning the subject to be dealt with, unless it is considered secret, at the president's judgment.

§ 1° The call must be made at least 48 (forty-eight) hours before the date of the call in advance.

§ 2° Ordinary collegiate meetings will occur every six months, and the delegate collegiate will occur monthly.

§ 3° Extraordinary meetings of the whole and delegated collegiate bodies shall be convened whenever needed.

§ 4° Members may exceptionally participate in collegiate meetings using a real-time audio and video interaction system, which shall be considered when calculating the meeting's quorum.

**Art. 8 -** The collegiate body meetings will only occur with most of their members.

§ 1° The decisions of the Collegiate Committees shall be taken by a majority vote of the members present, subject to the provisions to the contrary.

§ 2° Voting shall be symbolic, by roll call or secret, the first form being adopted whenever one of the other two is not required or expressly provided for.

§ 3° In addition to the standard vote, in the event of a tie, the Coordinator shall have the vote of quality.

§ 4° In the event of a vacancy, the alternate shall replace the position of a titular representative.

#### Section IV *Powers of the Boards*

**Art. 9 -** The PPGEEL Full Board is responsible for:

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- I-** approving the Program's bylaws and any changes to it and submitting them to the Postgraduate Chamber for approval;
- II-** establish the Program's general guidelines;
- III-** approving changes to course curricula and submitting them to the Postgraduate Board for approval;
- IV-** elect the Coordinator and Deputy Coordinator;
- V-** establish the specific criteria for the accreditation and re-accreditation of professors, submitting them to the Postgraduate Board for approval;
- VI-** decide on appeals against the coordinator's decisions, to be lodged within ten days of receiving the decision under appeal;
- VII-** speak out, whenever called upon, on matters of interest to the PPGEEL;
- VIII-** approve the annual plans and reports on academic activities and the use of resources;
- IX-** approve the creation, extinction, or alteration of areas of concentration, submitting them for approval by the Postgraduate Board;
- X-** propose the necessary measures to integrate the PPGEL with undergraduate teaching and, where possible, with primary education;
- XI-** decide on the change of level from master's to doctorate;
- XII-** define the procedures for approving the examining boards for the qualification and defense of course completion papers;
- XIII-** to define the procedures for approving the nominations of co-supervisors for final projects submitted by the supervisors;
- XIV-** ensure compliance with Normative Resolution No. 154/2021/CUn and these regulations.

**Art. 10** - The PPGEEL Delegate Board is responsible for:

**I-** Propose to the Full Board:

- a)** Changes to the program's regulations;
- b)** Changes to the course curriculum;
- c)** Changes to the rules on teacher accreditation and re-accreditation.

**II-** approving the initial accreditation and re-accreditation of professors;

**III-** approve the periodic program of courses proposed by the Coordinator, observing the UFSC academic calendar;

**IV-** approve the plan for the use of the Program's resources presented by the Coordinator;

**V-** establish the criteria for allocating the scholarships awarded to the Program, observing the rules of the funding agencies;

**VI-** approving the scholarship and selection committees for the admission of students to the Program;

**VII-** approve the proposal for a student selection notice presented by the Coordinator and approve the results of the selection process;

**VIII-** approving the work plan of each student who requests enrollment in the "Teaching Internship" course, observing the provisions of the Graduate Council resolution that regulates the matter;

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- IX-** deciding on requests to decline supervision and replace a supervisor;
- X-** deciding on the acceptance of credits obtained in other postgraduate courses, observing the provisions of Normative Resolution n° 154/2021/CUn;
- XI-** deciding on requests to bring forward and extend course completion deadlines in compliance with the provisions of Normative Resolution n° 154/2021/CUn;
- XII-** deciding on requests for late defense and requests for late deposit of term papers in the University Library;
- XIII-** deliberate on proposals to create or change subjects;
- XIV-** deciding on student transfer and dismissal processes;
- XV-** advise the Coordinator on the proper functioning of the Program;
- XVI-** Proposing agreements of interest to the Program in compliance with UFSC procedural procedures;
- XVII-** deliberate on other academic issues provided for in Normative Resolution n° 154/2021/CUn;
- XVIII-** to review, on an appellate basis, the decisions of the scholarship and selection committee(s) for the admission of students to the Program;
- XIX-** ensure compliance with Normative Resolution n° 154/2021/CUn and these regulations.

## Chapter II

### Administrative Coordination

#### Section I

##### *General Provisions*

**Art. 11** - A coordinator and a sub-coordinator will carry out the administrative coordination of the PPGFEEL, members of the permanent teaching staff of UFSC, and elected from among the permanent professors of the PPGEEL for a two-year term, with re-election permitted.

**Sole Paragraph.** Once the coordinator's term of office is over, if there are no candidates for the position, the oldest member of the UFSC teaching staff belonging to the entire collegiate body of the Program will be appointed pro tempore.

**Art. 12** - The Sub-Coordinator will replace the Coordinator in their absence or impediment and will complete their mandate in the event of a vacancy.

§ 1° If the vacancy occurs before the first half of the term of office, a new sub-coordinator shall be elected, as provided for in Article 9, who shall accompany the incumbent's term of office.

§ 2° If the vacancy occurs after the first half of the term of office, the Full Board shall appoint a sub-coordinator to complete the term of office.

§ 3° In the event of a vacancy in the position of Sub-Coordinator, the rules set out in § 1° and § 2° of this article.

#### Section II

##### *Responsibilities of the Coordinator*

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**Art. 13** - The PPGEEL Coordinator is responsible for:

- I-**to convene and chair the meetings of the Collegiate Committees;
- II-** drawing up course schedules, respecting the school calendar, submitting them to the Delegate Collegiate for approval;
- III-** prepare the plan for the application of the Program's resources, submitting it to the Delegate Collegiate for approval;
- IV-** draw up annual reports on activities and the use of resources, submitting them to the Full Board for consideration;
- V-** submit the names of the teachers to be included to the Delegate Collegiate for approval:
  - a)** the selection committee for the admission of students to the PPGEEL;
  - b)** the PPGEEL scholarship committee;
  - c)** the faculty accreditation and re-accreditation committee.
- VI-** deciding on the examination boards for the qualification and defense of course completion papers;
- VII-** deciding on the nominations of co-supervisors for final projects submitted by the supervisors;
- VIII-** to define, together with the heads of departments and the coordinators of the undergraduate courses, the subjects that can count on the participation of postgraduate students enrolled in the "Teaching Internship" subject;
- IX-** decide ad referendum of the full or delegate collegiate body, in cases of urgency or lack of quorum, and the equivalent collegiate body must consider the decision within 30 (thirty) days;
- X-** liaise with the Dean of Postgraduate Studies to monitor, execute, and evaluate the activities of the PPGEEL;
- XI-** coordinating all PPGEEL activities;
- XII-** Represent the PPGEEL, internally and externally, to the UFSC in situations related to its competence;
- XIII-** delegate competence to carry out specific tasks;
- XIV-** sign the terms of commitment signed between the student and the provider of non-mandatory internships under the terms of Law 11.788/2008;
- XV-** ensure compliance with Normative Resolution No. 154/2021/CUn, these regulations, and the PPGEEL Internal Resolutions.

**Sole Paragraph.** In the cases provided for in item IX, if there is a lack of quorum for a new meeting convened for the same purpose, the act shall be considered ratified.

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**Chapter III**  
The Faculty

Section I  
*General Provisions*

**Art. 14** - The teaching staff of the PPGEEL will be made up of professors who hold a doctoral degree and are accredited by the Program's Delegate Board.

**Art. 15** - The accreditation and re-accreditation of professors, carried out annually, will be valid for up to four years and must be approved by the Delegate Collegiate.

§ 1º The accreditation and re-accreditation criteria are defined in an Internal Resolution of the PPGEEL.

§ 2º The criteria for accrediting a professor, for the provisions of the caput of this article, defined in an Internal Resolution of the PPGEEL, must include an evaluation by the student body in the form to be determined by the Delegate Collegiate.

§ 3º The accreditation of new professors will continuously flow upon request to the Delegate Collegiate.

§ 4º Professors who have been de-accredited as permanent or collaborating professors must respect the one-year interval for requesting a new accreditation to the de-accredited position.

§ 5º In cases of non-accreditation as a collaborator or permanent professor, the professor must remain in the collaborator category until the end of the ongoing orientations.

**Art. 16** - For accreditation to the PPGEEL, professors will be classified as:

- I- permanent professors;
- II- collaborating teachers;
- III- visiting professors.

Section II  
*Permanent Teaching Staff*

**Art. 17** - The permanent category may include professors who are registered and declared annually by the Program on the Sucupira platform and who meet all of the following prerequisites:

- I- Regular development of undergraduate and postgraduate teaching activities;
- II- Participation in research projects at PPGEEL;
- III- Regular mentoring of master's and doctoral students from the PPGEEL;
- IV- Regularity and quality in intellectual production;
- V- Functional-administrative link with the institution.

§ 1º The administrative functions of the PPGEEL will be assigned to permanent professors from the UFSC teaching staff.

§ 2º In exceptional and duly justified cases, professors and researchers who are not

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part of UFSC's permanent staff and who come to develop research, teaching, and guidance activities with the PPGEEL may be accredited as permanent staff by the conditions established in UFSC's General Regulations for Stricto Sensu Postgraduate Programs.

§ 3º The legal conditions, conceptual requirements, and intellectual production requirements for accreditation as a Permanent Professor of the PPGEEL will be defined in an Internal Resolution.

#### Section III *Collaborating Teachers*

**Art. 18** - Collaborators may include professors with ties to UFSC and post-doctoral fellows who systematically participate in developing research projects or teaching or guidance activities at PPGEEL but do not meet the requirements to be classified as permanent or visiting professors.

§ 1º The legal conditions, conceptual requirements, and intellectual production requirements for accreditation as a PPGEEL Collaborating Professor will be defined in an Internal Resolution.

§ 2º The orientation, co-orientation, and teaching activities of the PPGEEL Collaborating Professor will be defined in an Internal Resolution.

#### Section IV *Visiting Professors*

**Art. 19** - Visiting professors or researchers with functional-administrative links to other institutions, whether Brazilian or not, who are released, by formal agreement, from the activities corresponding to that link to collaborate for a continuous period and on a full-time basis in a research project and teaching activities at the PPGEEL, may be part of the visiting category, allowing them to act as co-supervisors.



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**TITLE III**  
*Academic Organization*

**Chapter I**  
General Provisions

**Art. 20** - The duration of the master's and doctoral courses will be:

**I-** a minimum of 12 (twelve) and a maximum of 24 (twenty-four) months for the master's degree.

**II-** a minimum of 18 (eighteen) and a maximum of 48 (forty-eight) months for the PhD.

**Sole Paragraph.** Exceptionally, at the justified request of the student and with the advisor's consent, the deadlines referred to in the caput of this article may be brought forward by the decision of the Collegiate Delegate.

**Art. 21** - In cases of absence due to health treatment of the student or their family member, which prevents them from participating in course activities, the deadlines referred to in Art. 20 may be suspended at the request of the student duly accompanied by a medical certificate.

§ 1º Family members who justify the student's absence are the student's spouse or partner, parents, children, stepfather or stepmother, stepchildren, or dependents who demonstrably live at the student's expense.

§ 2º The medical certificate must be delivered to the PPGEEL secretariat within 15 (fifteen) working days of the first day of the medical certificate, and it is the responsibility of the student or their representative to file their request in compliance with this deadline.

§ 3º If the application is untimely, the student will lose the right to take time off for health treatment for the days already elapsed;

§ 4º The maximum leave period for treatment of a family member's health will be 90 (ninety) days.

§ 5º The maximum leave period for student health treatment will be 180 (one hundred and eighty) days, extendable for 180 (one hundred and eighty) days.

§ 6º. Medical certificates for less than 30 (thirty) days will not be considered as leave for health treatment and will not be used to add such periods to the deadline for completing the course.

**Art. 22** - Maternity or paternity leave will be granted for a period equivalent to that allowed for federal civil servants upon presentation of the birth or adoption certificate to the PPGEEL secretariat.

**Art. 23** - Up to the eighteenth month of admission to the course, at their request duly justified by the supervising professor, a student enrolled in a master's course may go directly on to a doctorate, subject to the following criteria:

**I-** have a thesis project approved for this purpose in a specific qualifying exam, as

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defined in an Internal Resolution of the PPGEEL;

**II-** have an academic record with an average equal to or higher than 8.5 (eight point five).

§ 1º For the student under the conditions of the caput of this article, the maximum term for the doctorate will be sixty months, with the time spent on the master's degree being included in the total term.

§ 2º In the case of a scholarship conversion, the student must comply with the funding agency's requirements.

### Chapter II Curriculum

**Art. 24** - The subjects of the master's and doctoral courses, whether theoretical or practical, will be classified into the following categories:

**I-** compulsory subjects: considered indispensable to the student's training and may be general or specific to an area of concentration or line of research.

**II-** elective courses:

**a)** subjects that make up the areas of concentration offered by the PPGEEL, whose contents cover more specific aspects;

**b)** other disciplines that make up the PPGEEL field of knowledge.

**III-** Teaching Internship: must comply with the rules and procedures established by the Postgraduate Board. The maximum workload of the teaching internship will be 4 (four) hours per week.

§ 1º Proposals to create or change courses must be accompanied by justification and characterized by name, detailed syllabus, workload, number of credits, and the faculty responsible for offering them and submitted for approval by the Delegate Collegiate and forwarded to PROPG for insertion in the Postgraduate Academic Control System (CAPG).

§ 2º The requirements for completing credits in subjects necessary to obtain each degree will be specified using an Internal Resolution approved by the Delegate Collegiate.

### Chapter III Workload and Credit System

**Art. 25** - Master's and doctoral courses will have their workload expressed in credit units. Each credit unit corresponds to the following:

**I-** fifteen hours in theoretical, theoretical-practical or practical subjects;

**II-** Thirty hours of complementary activities.

§ 1º The PPGEEL will define in an internal resolution what it considers complementary activities and the correspondence of each credit unit.

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**Art. 26** - A minimum of twenty-four credits will be required for the master's degree and thirty-six credits for the doctorate.

§ 1º Of the credits for the master's degree, six correspond to the course completion work (dissertation), and eighteen correspond to credits in compulsory subjects, electives, teaching internships, and complementary activities. Of the eighteen credits required in mandatory subjects, electives, teaching internships, and complementary activities, the PPGEEL will define the minimum number of credits to be taken in compulsory and elective subjects in an internal resolution.

§ 2º Of the credits for the doctorate, twelve correspond to the course completion work (thesis), and twenty-four correspond to credits in compulsory subjects, electives, teaching internships, and complementary activities. Of the twenty-four credits required in mandatory subjects, electives, teaching internships, and complementary activities, the PPGEEL will define the minimum number of credits to be taken in compulsory and elective subjects in an internal resolution.

§ 3º On the recommendation of the Delegated Collegiate and approval by the UFSC Postgraduate Chamber, candidates for the doctoral course with high scientific and professional qualifications may be exempted from subjects. Credit waivers will be examined by a committee of specialists appointed by the Delegate Collegiate.

**Art. 27** - Credits obtained in subjects or activities from other stricto sensu postgraduate courses recommended by CAPES and recognized by the National Education Council and from lato sensu postgraduate courses offered by UFSC may be validated, subject to approval by the Delegate Collegiate and in accordance with the equivalence rules laid down in an Internal Resolution of the PPGEEL.

§ 1º Up to 3 (three) credits from postgraduate courses may be validated lato sensu.

§ 2º Credits obtained in the master's program may be validated in the doctoral program, as established in an Internal Resolution of the PPGEEL, except credits for dissertation preparation and teaching internship.

### Chapter IV

#### Language Proficiency

**Art. 28** - Proof of foreign language proficiency will be required throughout the first academic year.

§ 1º For the master's degree, proficiency in English will be required. For the doctorate, proficiency in one of the following languages will also be needed: Spanish, French, German, or Italian. Other languages may be considered, provided the Delegate Collegiate approves them.

§ 2º Proof of proficiency in a foreign language does not entitle the student to credits in the PPGEEL.

§ 3º International students must also prove proficiency in the following language: Portuguese.

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### ***TITLE IV*** ***The School System***

#### **Chapter I** Admission

**Art. 29** - Admission to the PPGEEL is conditional on completion of an undergraduate degree in the country or abroad, recognized or revalidated by the MEC.

§ 1º Applicants with an undergraduate degree in Electrical Engineering or related areas defined in an Internal Resolution will be accepted into the PPGEEL.

§ 2º If the institution of origin has not yet issued the undergraduate diploma, a declaration of graduation will be accepted, requiring the presentation of the certificate within 12 (twelve) months of entering the PPGEEL.

§ 3º The PPGEEL will admit students full-time or part-time under the conditions specified in an Internal Resolution.

**Art. 30** - Candidates who have graduated from undergraduate courses abroad may be admitted upon recognition of the diploma or equivalent documentation presented to the Delegate Collegiate.

***Sole paragraph.*** The recognition referred to in the caption of this article is intended exclusively for the student's entry into the PPGEEL and does not confer national validity on the title.

**Art. 31** - The selection processes for master's and doctoral students will follow criteria established in notices published by the PPGEEL.

#### **Chapter II** Enrollment

**Art. 32** - The first enrollment will define the beginning of the student's attachment to the PPGEEL and will be made upon presentation of the documents required in the selection notice.

§ 1º The effective date of entry registration will correspond to the start of the student's activities.

§ 2º To be enrolled, the candidate must have been approved in a selection process issued by the PPGEEL or transferred from another *stricto sensu* course recognized by the National Postgraduate System, per the terms established in an Internal Resolution.

§ 3º Admission by transfer can only be effected with the approval of the Delegate Collegiate and will begin on the date of the first enrollment in the course of origin.

§ 4º Students may not be enrolled simultaneously in multiple *stricto sensu* postgraduate programs at UFSC and at different national public institutions.

**Art. 33** - Each academic term, the student must enroll in subjects and complementary activities of the PPGEEL.

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§ 1º International students' enrollment and renewal will be subject to the presentation of specific regulations approved by the Graduate Studies Board.

**Art. 34** - The student's course period will be defined in terms of Art. 20 and may be increased by up to 50% (fifty percent) through extension mechanisms, except withdrawal, maternity leave, and health leave.

**Art. 35** - PPGEEL students may suspend enrollment for up to 12 (twelve) months in full academic terms, with the minimum suspension interval equivalent to one academic term.

§ 1º The enrollment lock may be canceled at any time, subject to the minimum period defined in the caput of this article, or for the defense of the course completion work.

§ 2º Enrollment may not be suspended under the following conditions:

**I-** in the first term;

**II-** in the period of extension of the deadline for course completion.

**Art. 36** - An extension is understood to be an exceptional extension of the maximum period provided for in Art. 20, subject to approval by the Delegate Collegiate.

**Sole paragraph.** The student may request an extension, subject to the following conditions:

**I-** for doctoral students: for up to 24 (twenty-four) months or 24 (twenty-four) months minus the time spent on lockdown to comply with the terms of Art. 34;

**II-** for master's degree students: for up to 12 (twelve) months, or 12 (twelve) months minus the time spent on lockdown to comply with the terms of Art. 34;

**III-** the supervisor's agreement must accompany the request;

**IV-** the duly substantiated request for an extension must be filed with the PPGEEL secretariat at least 60 (sixty) days before the maximum deadline for completing the course.

**Art. 37** - Students will have their enrollment canceled and will be dismissed from the PPGEEL in the following situations:

**I-** automatically, if you fail to enroll for two consecutive terms without being on lockdown;

**II-** automatically, if you fail two subjects;

**III-** automatically, if you fail the dissertation or thesis exam;

**IV-** automatically if the maximum time limit for completing the course has expired;

**V-** with the approval of the delegated collegiate body, if they fail to meet the deadlines set for language proficiency exams and the qualifying exam;

**VI-** with the approval of the delegated collegiate body, for poor performance in dissertation or thesis activities;

**VII-** with the approval of the delegate collegiate, for contempt, racism, and other offensive attitudes towards colleagues, teachers, and administrative technicians.

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**Sole Paragraph.** A right of defense of up to 15 (fifteen) working days will be given for the situations defined in the heading of this article, counting from the date of acknowledgment of the official notification.

**Art. 38** - Enrollment in isolated subjects may be granted to interested parties who have or have not completed an undergraduate course at the discretion of the teacher(s) responsible for the subject.

**Sole Paragraph.** The credits obtained under the heading of this article, subject to the other provisions of these regulations, may be used if the interested party is selected for the course.

### Chapter III

#### Attendance and Evaluation of Academic Achievement

**Art. 39** - Attendance is compulsory and may not be less than 75% of the programmed workload per subject or activity.

**Sole Paragraph.** The student who obtains attendance, in the form of the caput of this article, will be entitled to the credits corresponding to the subjects or activities, provided they get a grade equal to or higher than 7.0 (seven).

**Art. 40** - Grades for subjects will range from 0.0 (zero) to 10.0 (ten), with 7.0 (seven) as the minimum grade for approval.

§ 1º Grades shall be given with a precision of half a point, rounded up by two decimal places

§ 2º The utilization index will be calculated as the weighted average between the final grade and the number of credits obtained in each subject or complementary activity.

§ 3º A mark of "I" (incomplete) may be awarded when, for various reasons, the student does not complete their activities in the allotted time or cannot complete the planned assessment.

§ 4º "I" may only be awarded until the end of the school term following its award.

§ 5º After the period referred to in § 4º has elapsed, the teacher must post the grade of the student.

**Art. 41** - The student may request the PPGEEL Coordination to review an evaluation, with detailed justification, within two (2) working days of the publication of the evaluation result.

§ 1º Once the request has been processed, the Coordinator will forward it to the subject teacher(s) for review within two (2) working days, informing the applicant.

§ 2º Within two (2) working days from the date of notification, the interested party may appeal to the PPGEEL, whose Coordinator will appoint a committee made up of three (3) professors, excluding the participation of the professor(s) of the subject.

§ 3º The Commission shall have five (5) working days to issue an opinion.

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**Chapter IV**

Course Conclusion Work

Section I

*General Provisions*

**Art. 42** - The public defense of a dissertation in which the student demonstrates up-to-date mastery of the chosen topic is necessary for obtaining the Master's degree.

**Art. 43** - The public defense of a thesis that represents original work, the result of research activity, and making a real contribution to the field of knowledge is necessary for obtaining the title of Doctor.

§ 1º The candidate for the title of Doctor must undergo a qualifying exam, the guidelines for which are defined in an Internal Resolution of the PPGEEL.

§ 2º The qualifying exam for the doctoral thesis must take place no later than the 24th (twenty-fourth) month after the first enrollment in the Program and at least 180 days before the public defense of the final work.

§ 3º Exceptionally, at the student's justified request and with the advisor's consent, the deadlines referred to in Paragraph 2 may be modified without implying an extension of the final deadline for the defense of the final paper.

§ 4º The public defense of the doctoral thesis must be recommended using an opinion issued by a rapporteur from outside UFSC with a doctoral degree and expertise in the doctoral candidate's sub-area of concentration. The guidelines for appointing the thesis rapporteur are set out in the PPGEEL Internal Resolution.

**Art. 44** - Students with a mark of less than 7.0 (seven) will not be allowed to defend their final coursework.

**Art. 45** - Course completion papers shall be written in Portuguese, and the procedures for preparing and depositing them shall comply with the Regulations established by the Postgraduate Board.

§ 1º With the supervisor's approval, the final paper may be written in English, provided it contains an expanded abstract and keywords in Portuguese.

**Art. 46** - Additional requirements for the defense of master's dissertations and doctoral theses will be established in an Internal Resolution.

Section II

*The supervisor and co-supervisor*

**Art. 47** - During their stay at the PPGEEL, all students will have a supervising professor and may not remain enrolled without the assistance of a supervising professor for more than thirty (30) days.

**Sole Paragraph.** For master's students, guidance before the first dissertation

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registration may be provided by the Academic Advisor of the sub-area of knowledge to which the student is linked or by the dissertation advisor if this has already been defined. After the first dissertation registration, the dissertation advisor will be the advisor.

**Art. 48** - Advisors and Co-advisors may be accredited as:

**I-** academic supervisors and co-supervisors or supervisors and co-supervisors of master's dissertations: permanent professors who hold a doctoral degree;

**II-** supervisors and co-supervisors of doctoral theses: permanent professors who obtained their doctorate at least three years ago and who have already completed the supervision of at least one master's thesis or one doctoral dissertation.

**Sole Paragraph.** Professors accredited to the PPGEEL may simultaneously guide up to 12 (twelve) students. More than 12 (twelve) students may be supervised in exceptional situations and with the authorization of the Collegiate Delegate. Only students enrolled in a dissertation or thesis will be considered when calculating this number.

**Art. 49** - The supervisors of master's dissertations or doctoral theses must formally express their agreement to supervise the student when registering for the dissertation or thesis.

§ 1º Both the student and the advisor may, in a reasoned request addressed to the Delegate Collegiate, request a change of advisor, and it is up to the applicant and the coordination to find the new advisor.

§ 2º The conditions and mechanisms to be adopted for replacing a supervisor will be established in an Internal Resolution of the PPGEEL.

**Art. 50** - The supervisor's duties are:

**I-** Supervise the student's activity plan and monitor its implementation.

**II-** monitor and report to the Delegate Collegiate on the student's performance;

**III-** request the program coordinator to make arrangements for the Qualifying Exam and the public defense of the dissertation or thesis.

**Art. 51** - Internal or external co-supervision at UFSC is provided in an internal PPGEEL resolution.

**Art. 52** - Students may not have a supervisor:

**I-** spouse or partner;

**II-** ascendant, descendant, or collateral up to the third degree, whether in kinship by consanguinity, affinity, or adoption;

**III-** partner in professional activity.

### Section III

#### *Defense of the Course Conclusion Paper*



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**Art. 53** - Once the dissertation or thesis has been prepared and the other course requirements have been met, the student must defend it in a public session before an examining board of specialists, approved by the Delegate Collegiate and appointed by the PPGEEL Coordinator.

§ 1º The following specialists may be examiners in qualifying exams and final exams:

- I- Professors accredited to the PPGEEL;
- II- Professors from other related graduate programs;
- III- Professionals with a doctorate or notorious knowledge;

§ 2º The student, the president, and the examining board members may participate in the public defense through real-time audio and video interaction systems.

**Art. 54** - The examination boards for doctoral qualifying exams and final papers will be approved by the PPGEEL Coordinator, respecting the following compositions:

- I- The master's committee will be made up of the chairperson and at least two full members, at least one of whom must be external to the PPGEEL;
- II- The doctoral committee will comprise the president and at least three full members, at least one of whom must be external to UFSC.

§ 1º Examining boards must provide for an alternate member to replace one of the total members in the event of their absence.

§ 2º The chair of the board for the defense of the doctoral dissertation or qualifying exam shall be the supervisor or co-supervisor, who shall be responsible for conducting the work and, in the event of a tie in the board's decision, casting the deciding vote;

§ 3º A professor or researcher who:

- I- Be a supervisor or co-supervisor;
- II- Is, or has been, the spouse of the student being examined or their supervising teacher;
- III- Be ascendant, descendant, or collateral up to the third degree in kinship by consanguinity, affinity, or adoption of the student or advisor;
- IV- Is a partner in the professional activity of the student or advisor.

**Art. 55** - A majority of its members will decide on the qualifying exam board, and the result of the defense may be:

- I- approved; or
- II- failed.

**Sole Paragraph.** In the event of failure in the qualifying exam, the student will have up to 60 days to submit a new paper to an examining board.

**Art. 56** - The majority of its members will decide on the examining board, and the result of the defense may be:

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- I- approved; or
- II- failed.

§ 1º The final version of the course conclusion, considering the recommendations of the examining board, must be deposited in the UFSC university library within 90 (ninety) days of the defense date.

§ 2º Any exceptions that hinder the delivery of the final version of the final paper within the time limit established in Paragraph 1 must be decided by the Collegiate Delegate.

**Art. 57** - Exceptionally, when the content of the qualifying exam and the final paper involves knowledge that may be protected by intellectual property rights, as certified by the body responsible for intellectual property management at UFSC or is governed by issues of secrecy or confidentiality, the defense will take place in a closed session, at the request of the advisor and the candidate, approved by the PPGEEL coordination.

§ 1º For the purposes of this article's caput, the defense must be preceded by the formalization of a document containing confidentiality and secrecy clauses to be signed by all examining board members.

§ 2º The Graduate Studies Board shall establish rules and procedures for closed-session defenses.

§ 3º Closed session means the public must sign a confidentiality agreement.

#### Chapter V

#### Granting of Master's and Doctor's Degrees

**Art. 58** - Students who meet the requirements of Normative Resolution no. 154/2021/CUn and these Regulations within the time limits laid down shall be entitled to the title of Master or Doctor.

§ 1º The delivery of the final version of the approved final paper within 90 days of the date of the defense will determine the end of the graduate student's relationship with UFSC.

§ 2º Once all the formalities required to complete the course have been completed, the coordinator will forward the request to issue the diploma by the guidelines established by the Dean of Postgraduate Studies.

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*TITLE V*  
*Transitional Provisions*

**Art. 59** - The terms of these Regulations apply to all PPGEEL students who join from the date of its publication in the UFSC Official Bulletin.

**Sole Paragraph.** Students enrolled before the date referred to in the heading of this article may ask the PPGEEL Delegate Collegiate to be fully subject to the new standard.

**Art. 60** - Any cases not covered by these Rules of Procedure will be resolved by the Board of Directors PPGEEL delegate.