

POSTGRADUATE PROGRAM IN LAW

REGIMENT

I GENERAL CHARACTERIZATION

Article 1 - The Postgraduate Program in Law, of the Law School of the University of Passo Fundo, aims to train and enable professionals at Masters level.

Article 2 - The regular duration of the Course will be 24 months.
Single paragraph. The stay may be extended in the Course for up to 12 months.

II ADMINISTRATIVE STRUCTURE

Article 3 - The Postgraduate Program in Law will be administered by:

- I. Collegiate;
- II. Postgraduate Council;
- III. Coordination;
- IV. Committee of Scholarships;
- V. Secretary

III COLLEGIATE

Article 4 - The Collegiate is composed of the permanent staff of the Program and a student representative.

Article 5 - The Collegiate shall be convened by the coordinator, by the CPG or at the request of at least 1/3 (one third) of its members.

Single Paragraph: The Collegiate shall ordinarily meet once every semester and extraordinarily at anytime.

Article 6 - The Program Collegiate is responsible for:

- I. Elect the coordinator of the Program;
- II. Elect the teaching representatives that will be part of the Postgraduate Council, the Selection Committee, the Scholarship Committee and the Electoral Committee;
- III. Accredite, disqualify and change the category of professors of the Program;
- IV. Define the research guidelines and/or areas of concentration that will structure the course;
- V. Approve the budget proposal of the program and submit it to the higher levels;
- VI. Approve and submit to the appreciation and approval of the higher levels the curricular structure of the course;
- VII. Standardize procedures of interest to the Program;
- VIII. Change the internal rules of the Program;
- IX. Strategic planning of the Program.

IV POSTGRADUATE COUNCIL

Article 7 - The Postgraduate Council will be constituted by the coordinator of the Program - who will preside over it, by a professor representing each research guideline and by a student and their respective alternates.

Paragraph 1 - The choice of the teaching representatives and their alternates will be made by direct election, among the professors of the permanent staff of the Program.

Paragraph 2 - The choice of the student representative and his / her alternate will be made by the students of each course of the Program.

Paragraph 3 - The term of office of the teaching representatives shall be three (3) years, and may be renewed for a further consecutive term.

Paragraph 4 - The term of office of the student representative shall be one year, with a re-appointment allowed.

Article 8 - The attributions of the Postgraduate Council are:

I. Advise the coordinator on what is necessary;

II. Indicate the vice coordinator;

III. Guarantee the general functioning of the Course;

IV. To regulate activities related to the Program;

V. Evaluate the linkage of the teachers research projects to the research guidelines of the program;

VI. To establish the program of the didactic activities of the Course;

VII. Fix the number of vacancies for each new class of incoming students;

VIII. Indicate the teachers who will minister subjects and / or guide the dissertations of the students;

IX. Establish the maximum and minimum number of vacancies for each discipline;

X. Indicate the number of students per advisor, according to CAPES guidelines for the area, approve the guidelines and deliberate on requests for co-orientation and replacement of the advisor;

XI. Deciding how to enroll, the foreign language proficiency exams, the qualification exams and the other acts necessary for the full functioning of the Course;

XII. Assign credits to the programmed activities of the students, at the request of the advisor and justification supported by documents;

XIII. To decide on the acceptance of subjects carried out in other Post-Graduate Programs, giving them, when appropriate, the corresponding credits;

XIV. Decide on applications for locking, cancellation, re-entry, extension and dismissal of students;

XV. Maintain exchanges with national and foreign entities in order to extend the perspectives of the Course;

XVI. Propose to the Collegiate creation, modification or extinction of subjects and/or other activities foreseen by the curricular structure;

XVII. Propose to the Collegiate creation, modification or extinction of research guidelines and / or areas of concentration;

XVIII. Approve the application for registration as a special student and/or listener;

XIX. Decide on requests from academics to conduct research in another teaching and/or research institution;

XX. To deliberate on applications for the revalidation of diplomas obtained abroad, in accordance with the legislation in force, and in accordance with the guidelines established by the Vice-Rector of Research and Post-Graduation;

XXI. Invite visiting professors to participate in activities in the Course;

XXII. To approve the examination groups proposed by the advisor, to approve the results of the evaluations carried out and to forward the final versions of the dissertations to the higher levels;

XXIII. To elaborate the criteria to be considered for the purpose of accreditation of program teachers, in accordance with the guidelines of the VRPPG and CAPES, and submit them to the Collegiate for the purpose of appraisal;

XXIV. To institute the members of the Scholarship, Selection and Electoral Commissions;

XXV. Participate in the preparation of the annual report addressed to CAPES;

XXVI. Ensure compliance with postgraduate standards;

XXVII. Decide, in the first instance, the disciplinary cases involving professors and students of the program;

XXVIII. Resolving, within the legal attributions, *ad referendum* omission cases of the higher instances.

V COORDINATION

Article 9 - The Coordination will be carried out by a professor of the permanent staff of the Program elected by the Collegiate, for a term of three (3) years, with the possibility of a consecutive renewal.

Article 10 - The duties of the coordinator are:

I. Coordinate and supervise the operation of the Program;

II. To convene and chair the meetings of the CPG, of the Program Collegiate, of the Selection Committee and the Scholarships Committee;

III. To sign the documents of their jurisdiction and, when appropriate, to forward them to their respective destinations;

IV. Represent the Program, when necessary;

V. Respond, in the first instance, for the matters of the Program;

VI. Coordinate the preparation of reports for Capes;

VII. Monitor student performance;

VIII. Replace the advisor in the chairmanship of examining groups in cases where he is not able to perform it;

IX. Submit to the college an annual budget proposal, execute it and supervise the application of financial resources for the program;

X. Submit to the CPG the proposal of the annual budget of the program;

XI. Promote and monitor the search for financial resources in institutions promoting education and research;

XII. Enforce the provisions of this regiment, the internal regulations of the program under its coordination and other regulations pertaining to its jurisdiction.

Article 11 - It is the duties of the vice coordinator: to assist and represent the coordinator in the matters of the Program and to replace him in his temporary impediments.

VI SCHOLARSHIPS COMMITTEE

Article 12 - The Scholarship Committee is made up by the coordinator of the Program, teaching representatives from each research guideline and a student representative.

Paragraph 1 - The teaching representation should be part of the permanent staff of the Program.

Paragraph 2 - The student representation will be chosen by its peers, having been at least one year integrated into the Program activities, as a regular student, and not competing for the scholarship.

Paragraph 3 - The term of office of the teaching and student representation shall last for one year.

Article 13 - The attributions of the Commissions Committee are:

- I. define, in accordance with the requirements of the development agencies, the criteria for the granting of scholarships and decide on their destination;
- II. Maintain a system to monitor the academic performance of the students who have a scholarship and the activities related to the granting of scholarships, being able to decide on the continuity or cancellation.

VII SECRETARY

Article 14 - The Secretary of the Postgraduate Program in Law shall have the following attributions:

- I. Superintend the administrative services of the course secretary;
- II. Keep up-to-date the settlements related to teaching, student and administration;
- III. Distribute and file documents related to didactic and administrative activities;
- IV. Process and inform the coordinator about all the students' requirements;
- V. Provide information and registration forms to candidates to submit into the Course;
- VI. Prepare accounts and reports requested by the coordinator;
- VII. Organize and keep updated the collection of laws, ordinances, circulars, notices and other documents that may be of interest to the Course;
- VIII. To advise and to keep the documentation regarding the meetings of the CPG, the Program Collegiate, the Selection Committee, the Electoral Commission and the Scholarship Committee;
- IX. Keep up-to-date the inventory of equipment and materials of the Course or packed in it;
- X. Send to professors, students and, if appropriate, other addressee, in a timely manner, calls for meetings and routine notices;
- XI. Secretariat the dissertation sessions;
- XII. To direct the dissertations defended;
- XIII. Perform other assignments requested by the coordination of the Course;
- XIV. Maintain the Program's website updated;
- XV. Fill in the reports of Capes.

VIII ACADEMIC STRUCTURE

Article 15 - The curricular structure of the Masters Degree in Law will be constituted by subjects, special seminars and orientation.

Article 16 - Each academic activity will be assigned a number of credit units, and in order to complete the Course, it will be necessary to pay thirty-three credits, distributed as follows:

- I. Subjects and seminars: 29 (twenty-nine) credits;
- II. Guidance: 04 (four) credits.

Single Paragraph - Each unit of credit is equivalent to 15 hours of activities.

Article 17 - Each student, in agreement with its respective advisor, will organize a study plan based on the norms and requirements established by the CPG.

Single Paragraph - The student's study plan may include subjects and activities offered by other *stricto sensu* postgraduate programs, provided that the number of credits does not exceed 30% of the total required in subjects in the Program.

Article 18 - The CPG may accept credits made in subjects of other *stricto sensu* postgraduate programs, recognized by Capes in Brazil or by an equivalent agency abroad, in which the student has been approved in accordance with the legislation in force;

Paragraph 1 - The credits referred to in the caput of this article shall not exceed one third of the credits in subjects, of the total indicated in this regulation.

Paragraph 2 - The CPG may validate a number greater than that established in the previous paragraph, since justified.

Article 19 - The student must, prior to the scheduling of his/her defense date, prove proficiency in a language other than Portuguese.

Paragraph 1 - The following languages will be accepted for proof of proficiency:

I. German;

II. French;

III. English;

IV. Italian.

V. Spanish.

Paragraph 2 - The documents proving proficiency must be homologated by the CPG;

I. At the CPG's discretion, other languages may be accepted for proof of proficiency;

Paragraph 3. Any approvals obtained in specific examinations of proficiency in a foreign language carried out by the Course of Letters of the UPF will be automatically admitted.

Article 20 - By the end of the third semester of the Course, the student must submit to the Qualification Examination of the dissertation.

Paragraph 1 - The Qualification Examination will be carried out before a group designated by the coordinator, composed by the advisor, who will preside, and one professor of the Program, who is indicated by him, after hearing the CPG.

Paragraph 2 - The student must submit to the Examining Group:

I. Minimum of 50% (fifty percent) of the total amount of the dissertation;

II. Descriptive memorial of the rest of the work, emphasizing the survey of the sources and the structural and chronological planning of the writing of the dissertation.

Paragraph 3 - At the end of the Qualification Exam, the student will be approved or disapproved.

Paragraph 4 - In case of disapproval, the student may present new material for Qualification Examination, within 3 (three) months.

Article 21 - The development of the activities of Teaching Internship I and II in the Graduate Program is compulsory for all postgraduate students that have a scholarship, and optional to the others.

Paragraph 1 - Teaching Internship is understood as the set of didactic activities and class regency developed by the students of the Postgraduate Program in Law with the Graduate course in Law of the University of Passo Fundo.

Paragraph 2 - The Teaching Stage II should be developed in at least 8 hours/class.

Article 22 - Through or without a selective process, at the discretion of the CPG, the program may accept the transfer of students from other programs of the institution or other institutions.

Paragraph 1 - You may request the transfer, as provided in the caput, the student duly selected in a program recognized by CAPES.

Paragraph 2 - The student whose transfer is accepted must comply with all the requirements established by the CPG and will have the right to take advantage of activities as planned in the internal rules of the destination program.

IX CURRICULAR ACTIVITIES AND EVALUATION

Article 23 - The attendance to the activities of the Course is mandatory, and the number of absences cannot exceed 25% of the total number of hours taught.

Article 24 - The evaluation in each postgraduate activity will be expressed by the following concepts.

I. "A" - Excellent

II. "B" - Good

III. "C" - Regular

IV. "D" - Insufficient for use

V. "E" - Insufficient for frequency

VI. "I" - Incomplete

Single Paragraph - The concept "I" is assigned in case the student does not complete, within the established period, the requirements of a Scheduled activity. In this case, you must complete the requirements within the maximum period established by the CPG, otherwise the concept D will be attributed.

Article 25 - The student will be entitled to enrollment lock in one or more subjects of the Course, provided that he has not completed more than 25% (twenty-five percent) of the schedule foreseen for the course.

Article 26 - The student will be entitled to lock the course for a maximum period of one semester.

Art. 27 - The student will be disconnected from the Course if one of the following situations occurs:

I. If you obtain concept "D" in any repeated activity;

II. If the deadline established in article second and single paragraph is exceeded;

III. If you fail twice in the Qualification Examination of the dissertation;

IV. Failure to register within the established period;

V. If you have obtained a "C" concept in more than 50% of the subjects taken to complete the course;

VI. For disciplinary offenses provided for in the General Rules or considered serious by the CPG;

VII. If it is not approved in the final argument of the dissertation;

VIII. If plagiarism is found in the dissertation;

Paragraph 1 - The student included in item II may be readmitted to the Course for a maximum of one academic term, based on the advisor's detailed opinion, at the discretion of the CPG.

Paragraph 2 - The student included in item IV may be readmitted to the Course, at the discretion of the CPG.

X PROFESSORS

Article 28 - Three (3) categories of professors will be considered in the Postgraduate Program in Law: permanent, visitors and collaborators, observing the criteria defined by Capes.

- I. Permanent professors, who constitute the main core of professors of the Program;
- II. Visiting professors;
- III. Collaborating professors;

Article 29 - The category of permanent professors is composed of the professors so framed, declared and reported annually by the program, and who meet all the following prerequisites:

- I - develop postgraduate and/or graduate teaching activities;
- II - participate in research projects of the program;
- III - to direct students of master's or doctorate of the program, being duly accredited like advisor by the postgraduate program and the instance for that purpose considered competent by the institution;
- IV - have a functional-administrative relationship with the institution or, exceptionally, fall under one of the following special conditions:
 - a) when they receive a scholarship from professors or researchers from federal or federal-states development agencies;
 - b) when, as a teacher or retired researcher, they have signed with the institution a commitment to participate as a professor of the program;
 - c) when they have been assigned, by formal agreement, to act as a professor of the program;
 - d) when, at the program's discretion, the permanent professor does not comply with what is established in item I of the caput of this article due to the non-programming of discipline under his responsibility or to his removal to the postdoctoral internship, senior or activity relevant in Education, Science and Technology, provided that all other requirements set by this article for such a framework are fulfilled.

Article 30 - Professors or researchers with a functional administrative link with other institutions, whether Brazilian or non-Brazilian, are included in the category of visiting professors, who are released, by formal agreement, from the activities corresponding to such a link to collaborate, for a continuous period of time and on a full-time basis, in a research project and/or teaching activities in the program, allowing them to act as advisors and in extension activities.

Single Paragraph: Professors who attend to the established in the caput of this article and have their work in the program made possible by a fixed-term work contract with the institution or by a scholarship granted for that purpose by the institution itself or by agency of development, are included in the category.

Article 31 - The category of collaborating professors includes the other members of the teaching staff of the program who do not meet all the requirements to be classified as permanent teachers or as visitors, but participate systematically in the development of research projects or teaching activities or extension and/or orientation of students, regardless of whether or not they have a link with the institution.

Article 32 - The accreditation, re-accreditation and degrees of the professor in the permanent framework of the Program shall be subject to approval by the Collegiate, which shall establish the criteria in a specific resolution, in accordance with the criteria established by Capes.

Article 33 - The admission of the professor in the categories of visitor and collaborator, in the Program will be conditioned to the approval by the Collegiate.

Article 34 - The Professors will have the following attributions:

I. To carry out postgraduate and/or graduate teaching activities;

II. Participate in research projects of the Program;

III. Advise students;

IV. Compose Dissertation Qualification and Dissertation Defense Examination Groups;

V. To submit, at the request of the Program Coordination, any reports on scientific production and other technical-scientific activities, with the purpose of subsidizing the Capes report.

XI STUDENTS

Article 35 - Three categories of students of the Postgraduate Program in Law at UPF will be considered: regular, special and listeners.

Paragraph 1 - Regular students are those holders of a diploma of course at a higher level approved by the selection process or transfer student and enrolled in a class in progress;

Paragraph 2 - Special students are those holders of a diploma of higher education not enrolled as a regular student, but enrolled in an isolated subject(s) or activities of the Program for the purpose of updating knowledge or for later use of credits, in the case of admission as a regular student;

Paragraph 3 - Students who are holders of a diploma of higher education not enrolled as a regular or special student, but enrolled in an isolated subjects(s) or activities of the Program for the purpose of updating knowledge, are considered as listening students. The student listener will only be entitled to attend classes, not participating in the evaluation process and not taking advantage of the credits taken;

Article 36 - The registration periods, dates, criteria and forms of selection will be published in a public notice, published by the Selection Committee, based on the parameters defined by the CPG.

XII ELECTORAL COMMITTEE

Article 38 - The Electoral Commission shall be elected by the Collegiate and appointed by the CPG.

Article 39 - The attributions of the Electoral Commission will be to lead and supervise the process of election of the coordinator of the Course.

XIII GUIDANCE

Article 40 - Each student will be advised, in their activities, by a professor of the Course, with the approval of the CPG.

Paragraph 1 - The advisor chosen by the student must express his agreement in an appropriate document.

Paragraph 2 - The advisor may invite a professor, with a doctorate degree, to act as a coadvisor, with approval of the CPG.

Paragraph 3 - The number of students advised will be established by the CPG of the Program, following the guidelines of Capes for the Law Area.

Paragraph 4 - It is allowed to substitute the advisor by means of a formal request from the student or from the advisor himself, approved by the CPG.

XIV ACADEMIC TITLES

Article 41 - In order to be entitled to defend the dissertation, the student must:

- I. Complete the number of credits required by the Course;
- II. Pass a proficiency test in a foreign language;
- III. Be approved in the Dissertation Qualification Exam.

Article 42 - The examination of the dissertation will be made by an Examining Group composed of three doctors, one of whom will be the advisor of the dissertation of the candidate, the others, including an alternate, chosen from among the professors of the Program and one from another institution.

Paragraph 1 - The advisor of the dissertation will be the president of the Examining Group.

Paragraph 2 - In the event that the members of the Examining Group do not consider the text of the dissertation in conditions to be approved, they must previously communicate, in their own form, to the coordinator of the Course.

Paragraph 3 - In this case, the CPG shall stipulate a new period for recast and resubmission, never exceeding six months, and no further extension shall apply.

Paragraph 4 - The candidate who fails to resubmit the dissertation within the stipulated deadline is deemed to have failed.

Paragraph 5 - At the discretion of the Examining Group of the dissertation, the approval of the candidate may be accompanied by the qualification "with Distinction".

Paragraph 6 - The Examining Group of the dissertation shall complete and sign the minutes of the dissertation defense.

Paragraph 7 - The dissertation can only be presented with the express agreement of the advisor.

Paragraph 8 - Upon approval of the dissertation by the Examining Group, if applicable, the student will proceed to changes defined by the members of the Group, with the advisor's supervision, within a maximum deadline of 45 (forty-five) days.

Paragraph 9 - The student will send the final version of the dissertation, printed and digital, to the CPG, which will send it to the Vice Rectory of Research and Graduate Studies (VRPPG) for homologation purposes;

Paragraph 10 - Only after final approval by the University Council will the student receive the Masters Degree.

XV GENERAL AND TRANSITIONAL PROVISIONS

Article 43 - The omissions in these Rules will be solved by the *ad referendum* CPG of the Collegiate.

Article 44 - The changes to these Rules shall be decided and approved by the Collegiate.

Article 45 - Supplementary norms to these Rules shall be issued by the CPG.

Article 46 - These Rules of Procedure shall enter into force on the date of their approval, revoked the provisions to the contrary.

Passo Fundo, April 24, 2013.

Collegiate of the Graduate Program in Law.