

Qualifying examination process and Thesis defense process

The qualification process is based on the STANDARD Number 03/PPGCR/2017 of June 23, 2017. The defense is regulated by STANDARD Number 04/PPGCR/2018 of September 21, 2018

STANDARD Number 03/PPGCR/2017 provides about the qualification process of the Master's degree of PPG-CR of UFSC. The Qualification Exam is mandatory for master's students, according to rules and criteria established in the PPG-CR regiment.

To perform the Qualification Exam, the student must have fulfilled the credits compatible with the date of the thesis defense. The request for the Master's Qualification Exam must be forwarded to the PPG-CR Secretariat until the 8th month, counted from the student's enrollment date.

The applicant's supervisor must request the Qualification Exam and deliver the dissertation project via email in pdf format. The project submitted to the Qualification Exam must follow the Standardization of Academic Papers required by UFSC (<http://portal.bu.ufsc.br/normalizacao/>). Students should pay attention to the intellectual property of the material used in the qualification project, subject to administrative, civil and criminal sanctions. The identification, investigation and sanction of plagiarism cases are instructed by circular memorandum 32/PROPG/2015.

In the Qualification Exam, the student will have a maximum time of 30 minutes for oral exposure of the research project. After the presentation, each member of the Board of Examiners will have a maximum time of 20 minutes to inquiry and the student will have the same period to answer.

The STANDARD No. 04/PPGCR/2018 provides about the process of thesis defense in PPG-CR. Requirements to request the Thesis Defense:

- having passed the Qualification Exam;
- having completed the minimum number of course credits;
- having marks higher than 7.0 (seven);
- being within the maximum period established for the public defense of the Master's Thesis, according the Internal Rules of PPG-CR;
- delivering a language proficiency proof;
- delivering manuscript/article or thesis, in a theme related to the concentration area of PPG-CR.

The request to carry out the Defense of the Master's Thesis must be forwarded to the PPG-CR until the 21st month, counted from the date the student started the course.

The following documents must be forwarded via email (ppgcr@contato.ufsc.br) to request the Defense of the Master's Thesis:

- a) Request for Thesis Defense (APPENDIX I) with proper signatures and suggesting the jury composition;

b) Proof of the Approval of the Research Project in the Appropriate Ethics Committee, if applicable;

c) *Curriculum Lattes* of the student.

The applicant's supervisor should make the request for Thesis Defense within the period stipulated in this item, and directed to the Coordination of PPG-CR. It will be up to the supervisor to forward the final version of the thesis to the Board of Examiners within 30 days before the date of the defense.

The Board of Examiners will be composed of three permanent members, which must include an internal member of PPG-CR and at least one member external to PPG-CR.

The Master's Thesis must follow the Standardization of Academic Papers required by UFSC (<http://portal.bu.ufsc.br/normalizacao/>), including scientific articles.

The thesis defense session will begin with an oral exposure of the master's student for up to 40 (forty) minutes, on the content of their work. After this time, each member of the board of examiners will have up to 20 (twenty) minutes for inquiry, and the student will have the same time to answer the questions.