



FEDERAL UNIVERSITY OF ESPIRITO SANTO
Exact Sciences Center
Graduate Program in Astrophysics, Cosmology and Gravitation

INTERNAL REGULATION (12 August 2022)

Graduate Program in Astrophysics, Cosmology and Gravitation (PPGCosmo)

TITLE I - GENERAL INTRODUCTION

Art. 1st - This regiment aims to establish the attributions, responsibilities and specific rules inherent to the activities of the *Stricto-Sensu Program* of Postgraduate Studies in Astrophysics, Cosmology and Gravitation (PPGCosmo), in conjunction with the Statute and General Regulations of the Federal University of Espírito Santo (UFES), the General Regulations for Postgraduate Studies at UFES (CEPE Resolution 3/2022) and other legal devices.

TITLE II - CHARACTERIZATION, PURPOSES AND OBJECTIVES

Art. 2 - The PPGCosmo, through a combination of efforts applied to Teaching, Research and Outreach, aims, in addition to the general objectives of UFES, the following specific objectives:

- a) To form, in the academic modality, doctors in Astrophysics, Cosmology and Gravitation;
- b) Promote the improvement of researchers and encourage research in the basic and applied areas of Astrophysics, Cosmology and Gravitation;
- c) Implement Post-Doctoral internships;
- d) Collaborate for the dissemination of scientific knowledge in society.

TITLE III - ORGANIZATION AND ADMINISTRATIVE-ACADEMIC FUNCTIONING

Art. 3 - The PPGCosmo is administratively subordinated to the Center for Exact Sciences (CCE) of UFES and academically to the Postgraduate Chamber of the Dean of Research and Postgraduate Studies (PRPPG) of UFES, in the first instance.

Art. 4th - PPGCosmo has an Academic Board, a Dean and a Deputy Dean and has teaching staff, located in the Department of Physics of the CCE of UFES, and in other departments of UFES and other partner institutions in Brazil and abroad.

§ 1 - The PPGCosmo secretariat must carry out and keep up to date the academic records of Graduate students, as well as other Program data, requested by the Academic Research and Graduate System (SAPPG), which is coordinated by PRPPG from UFES.

Art. 5th - The decision-making body of matters relating to Teaching and Research of the PPGCosmo is its Academic Board, which is chaired by the Dean of the PPGCosmo



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elected by the Board. The Board is composed of its permanent professors and the student representation, in accordance with UFES norms.

§ 1 - It is up to the Academic Board of PPGCosmo, among other duties:

- a) Decide on the selection of candidates for the Program, establishing the number of vacancies, rules, criteria and appointing a Selection Committee, which is responsible for carrying out the selection;
- b) Approve the inclusion and classification of professors who will integrate the PPGCosmo Faculty in one of the three existing categories according to Art. 18 of the postgraduate general regulation, including the approval of eventual category changes or dismissals;
- c) Approve the syllabus, program and number of credits for each subject and other academic activities;
- d) To choose the Dean and the Deputy Dean of the Board;
- e) Decide on the cases not covered by these Rules of Procedure;
- f) Amend these Rules with the vote of at least 2/3 (two thirds) of its active members.

§ 2 - The Academic Board of PPGCosmo will meet by convening its Dean or upon request of at least one 1/3 (one third) of its members, requiring the participation of the majority of its members.

§ 3 - The meetings may be held by means of electronic mail, or other means of interaction that do not necessarily require physical presence and that have been approved by the Academic Board.

§ 4 - The student representative cannot, during the period of exercise of this function, be developing an internship in an institution external to UFES. In case of withdrawing for an internship, a new representative must be elected.

Art. 6º - On the functions of the Dean and Deputy Dean.

§ 1 - It is incumbent upon the Dean of PPGCosmo, among other duties:

- a) Supervise the execution of the Teaching, Research and Guidance programs for students;
- b) Be responsible for the administrative part inherent to the smooth running of the Program's work, proposing human and material resources capable of meeting its needs.

§ 2 - It is incumbent upon the Deputy Dean to assist the Dean in the exercise of his/her tasks and to replace him/her in his/her absences and impediments.



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Art. 7 - The Dean and Deputy Dean of PPGCosmo are elected by the Academic Board for a term of 2 (two) years, and may be reappointed to their respective positions by means of a new election.

§ 1 - Only professors who are members of the Academic Board who are in effective professional practice at Ufes and are on the effective staff of Ufes can be elected to the positions of Dean and Deputy Dean.

§ 2 - The election of the Dean and Deputy Dean of the PPGCosmo will be carried out at least 30 (thirty) days before the end of the current term of office.

§ 3 - The elections of the Dean and Deputy Dean will be approved by the Departmental Council of the Center for Exact Sciences.

TITLE IV - CURRICULUM

Art. 8 - The PPGCosmo Doctoral course lasts from 12 (twelve) to 48 (forty-eight) months.

§ 1 - A six-month extension may be granted, if the Board approves. This extension can be re-granted up to a limit of 2 years. If there is no approved extension, or if the 2-year limit is reached, the student will be terminated from the program.

Art. 9 - The PPGCosmo curriculum comprises:

- a) Subjects;
- b) One-year internship at an associated institution as established by article 31-c;
- c) Doctoral Thesis.

§ 1 ° - Discipline is understood as a set of knowledge structured with its own objectives and that integrates, as an essential part, the PPGCosmo curriculum.

§ 2 ° - The Doctoral thesis consists of a conclusive research work on an original and unpublished theme in a certain area of knowledge belonging to the Program's research lines.

§ 3 ° - The Doctoral thesis must be supervised by a professor from the Program's Faculty, and must be co-supervised by a collaborating member from abroad. The indication of advisor and co-advisor must be approved by the Academic Board of PPGCosmo.

Art. 10° - The Curricular Structure comprises subjects divided into two groups:

- a) Mandatory subjects;
- b) Optional subjects.



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§ 1 ° - The development of the discipline programs is the responsibility of the respective professors, in compliance with the syllabus approved by the Academic Board of PPGCosmo.

§ 2 - Teaching activities at PPGCosmo may count on the collaboration of qualified specialists, national or foreign, even if they do not belong to PPGCosmo, as long as they are accepted by its Academic Board.

Art. 11th - The minimum number of credits in subjects for the completion of the curricula of the PPGCosmo Doctoral course is 36 (thirty-six).

Art. 12th - Doctoral students, with the consent of the supervisor, may obtain and validate credits in subjects taught by other Graduate Programs, both at UFES and other Higher Education Institutions (IES) and research in Brazil and abroad. For this, they will need to submit the relevant documentation, in accordance with the General Regulations for Postgraduate Studies at UFES, and obtain approval from the Academic Board for each of the analyzed disciplines.

Single paragraph - The use of credit obtained elsewhere will be reported by a professor of the Program, before being submitted to the Board for consideration.

TITLE V - SELECTION AND ADMISSION OF CANDIDATES

Art. 13° - The inscriptions in the selection process for the PPGCosmo Doctorate are organized by the Selection Committee formed by members of the PPGCosmo Board. It is also responsible for preparing the specific notice for each call. The public notice must be approved by the Board.

Art. 14 - The selection of candidates whose application was accepted is made by the Selection Committee.

Art. 15th - The two results obtained by the Selection Committee, referring to the approval of inscriptions and the final classification of candidates, must be presented and approved by the PPGCosmo Board before public disclosure.

TITLE VI - ENROLLMENT AND ACADEMIC CALENDAR

Art. 16th - Enrollment in the disciplines and in the Doctoral thesis will be done every six months, according to the academic calendar of PPGCosmo.

Sole Paragraph - The student may request cancellation, addition or substitution of a discipline provided that 25% of the scheduled course load of the discipline has not yet been taught.

Art. 17th - The first enrollment is the act of incorporation of the selected candidate to the PPGCosmo student body, in which he declares to know and comply with the legislation and the Program Rules.



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Sole Paragraph - The candidate selected for the PPGCosmo must complete his/her first enrollment in the first regular academic period after the selection, without which he/she will lose his/her right of entry.

Art. 18° - The academic calendar of PPGCosmo is composed of two annual academic periods.

Sole Paragraph - At the discretion of the Academic Board, courses may be offered in extraordinary periods outside the regular academic calendar of PPGCosmo, taking advantage of the presence of visiting professors in special periods.

Art. 19 - At the time of enrollment in the doctoral course, the student must already have a defined supervisor. A co-advisor must be in place before the student enters their third term of the Program. For this, it is necessary to accept in writing regarding this arrangement of supervisor, co-supervisor and student by the three involved, and by the Dean of PPGCosmo.

§ 1 - It is incumbent upon the student's advisor professor to supervise their enrollment in subjects in subsequent periods and their research activities, aiming at obtaining the Doctor's Degree.

§ 2 - **During** the course, the student can ask the Board to change their supervisor or co-supervisor. The dismissal of the student from the former supervisor or co-supervisor will only occur after the acceptance by the new supervisor or co-supervisor, and after the approval of this change by a simple majority of votes in a meeting of the Board.

Art. 20° - The Doctoral student may request the registration to be suspended for a maximum of two academic periods, when there is a health reason duly proven by a report prepared by the competent medical authority.

Sole Paragraph - The registration period is not counted for the purpose of the maximum period established for the completion of the mandatory activities of the regular student of PPGCosmo.

Art. 21 - Enrollment of special students in specific subjects will be admitted, in accordance with Art. 42 of CEPE Resolution 03/2022 when the teachers of the subjects involved are in agreement and if there is approval by the Board.

Sole Paragraph - Postgraduate students from UFES or from outside UFES may ask the Dean to register as a special student in the program at any time. It is up to the Board to accept or reject this enrollment, considering the graduate program in which the applicant student is regularly enrolled and his/her academic record of his/her graduate degree.

TITLE VII - ATTENDANCE AND ASSESSMENT

Art. 22nd - The performance in the subjects and other activities of the PPGCosmo will be evaluated through tests, individual research works or by another process, with the



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final grade expressed in numerical values distributed on a scale from 0.0 (zero) to 10 (ten).

§ 1 - In certain academic activities, the concepts "Satisfactory" (S) or "Unsatisfactory" (I) may be attributed, without the equivalent numerical value. In accordance with Art. 33 of CEPE Resolution 03/2022.

§ 2 - The student who, in each discipline or activity, obtains a grade equal to or greater than 6.0 (six) or the grade "S" is considered approved .

Art. 23rd - The student who obtains a grade lower than 6.0 (six), or grade "I", in any of the disciplines or activities of the PPGCosmo Curriculum, you can only repeat that discipline or activity once, at the discretion of the PPGCosmo Board.

Art. 24th - The student's Academic Achievement Coefficient (CRA) is determined by the weighted average of the subjects' grades, considering the corresponding numbers of credits as their respective weights.

TITLE VIII - COURSE DISCONTINUATION

Art. 25 - In addition to the cases provided for in the legislation in force mentioned in Art. 1, the student who does not complete the minimum number of credits or who does not have the Doctoral thesis approved within the maximum time limits defined in this Regulation, or who demonstrates performance incompatible with the required level in a doctoral course according to the supervisor's evaluation, will be dismissed from the PPGCosmo to be submitted to the PPGCosmo board for deliberation.

TITLE IX - GUIDANCE OF THE STUDIES

Art. 26th - Advisor and co-advisor must be holders of a Doctor's degree or equivalent, and must be Permanent Members or Collaborators of the Program.

TITLE X - FINAL COURSE WORK

Art. 27th - The doctoral thesis consists of an individual and unpublished work on a research project within the areas of knowledge of the Program.

Art. 28 - Once the thesis has been prepared, it is up to the supervisor, with the consent of the co-supervisor, to present to the Dean a proposal for an examining committee and a date for the defense, at least 1 month in advance. The examining committee must be approved by the Academic Board.

§ 1 - The acceptance of the thesis for public defense is conditioned to the payment of the number of credits and the fulfillment of the internship described in article 31 of these Rules.

§ 2 - The Examining Committee of the doctoral thesis is composed of at least five members. Among these members, there must be at least one permanent member of the Program and at least two members external to the Program and UFES. In addition,



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the bank must comply with the requirements described in articles 51, 52 and 53 of Resolution CEPE 03/2022.

§ 3 - The writing and defense of the thesis will be in English.

§ 4 - The Examining Committee must have at least two alternate members.

Art. 29 - The final work must be presented to the Examining Commission, in public session, and the Examining Commission is responsible for judging the thesis presented by the student, assigning it the concept of "Approved" or "Failed", in accordance with Art. 54 of CEPE Resolution 03/2022.

§ 1 - The final text of the dissertation or thesis, including all corrections suggested by the Examining Committee, must be sent, with a statement from the supervisor that the requirements have been met, when applicable, to the PPGCosmo secretariat as a PDF file , within 1 (one) month after the defense.

§ 2 - Doctoral students must deliver the final version of their theses and dissertations in electronic format, filling out and signing the Authorization Term made available by the Central Library of UFES, which manages the Digital Library of Theses and Dissertations (BDTD) , being integrated into the National BDTD, maintained by the Brazilian Institute of Information in Science and Technology (IBICT).

§ 3 - The publication of the final printed version or in electronic media must protect the intellectual property interests of UFES, as established in Article 11 of the General Regulations for UFES Graduate Studies, as well as the original character that is required in the submission of publications in specialized journals.

TITLE XI - CONDITIONS FOR THE AWARDING OF DEGREES

Art. 30 - In addition to the provisions of the UFES Graduate Regulations, the degree of Doctor in Astrophysics, Cosmology and Gravitation is granted to the student who meets the following conditions:

- a) Complete the minimum required credits, in activities carried out in PPGCosmo, or used by decision of the Academic Board;
- b) Have completed an internship in an associated institution abroad. When there is a legal impediment to the internship abroad, unavailability of the corresponding scholarship or recommendation of the advisor, the internship can be carried out in another institution, upon detailed request of the advisor that must be appreciated and approved by the PPGCosmo Board;
- c) Obtain approval of the Doctoral Thesis in public defense before the Examining Committee.



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TITLE XII - TEACHING STAFF

Art. 31 - The professors responsible for the Teaching, Guidance and Research activities of PPGCosmo are required to exercise creative activity, demonstrated by the production of original works of proven value in their area of expertise and academic training represented by the title of Doctor or Equivalent.

§ 1 ° - In special cases, at the discretion of the UFES Teaching, Research and Outreach Council, the title of Doctor may be waived, provided that the professor is highly qualified due to his experience and knowledge in his field of activity.

§ 2 - Teachers must be registered on the *Lattes* Platform of the National Council for Scientific and Technological Development (CNPq) and must keep their **Lattes Curriculum** updated.

Art. 32 - The PPGCosmo professors must be classified according to three categories, in accordance with CAPES Ordinance No. 174 of 2014: Permanent Professors, Collaborating Professors and Visitors.

§ 1 ° - Permanent Professors are the effective members of the Program forming the stable core of professors and who develop the main activities of Teaching, Thesis and Research Orientation, as well as performing the necessary administrative functions. Permanent Professors are members of the Academic Board and may participate in its meetings with voice and vote.

§ 2 - Collaborating Professors contribute to the PPGCosmo in a complementary way. The category of collaborators includes members of the program's faculty who do not meet all the requirements to be classified as permanent professors, but who systematically participate in the development of research projects or teaching or outreach activities and/or student guidance, regardless of whether or not they have a link with the institution. Collaborating Professors may participate in Academic Board meetings, with the right to speak.

§ 3 - Visiting Professors are professors or researchers from UFES or from another Brazilian or foreign institution, who collaborate, for a continuous period of time, in a research project and/or teaching activities in the program, allowing them to participate in eventual guidance, and in didactic or outreach activities. Visiting professors may participate in Academic Board meetings, with the right to speak.

Art. 33rd - It is incumbent upon the Academic Board of PPGCosmo to approve the inclusion and classification of professors who will integrate the faculty of PPGCosmo in one of the three existing categories, according to the previous article, including the approval of any changes in category or dismissals.

Art. 34th - The Board establishes in its own rules, respecting the legislation, the criteria for admission and permanence of professors in its faculty, taking into account the factors of didactic activity, production and dissemination of scientific works and guidance of students.



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Art. 35° - The accreditation and de-accreditation of permanent members and collaborators of PPGCosmo is carried out at any time, and the Board is responsible for its judgment and approval, depending on the needs of the program and respecting its dimension. The minimum conditions for granting the accreditation request are that the applicant:

§ 1 - Work in the research areas of PPGCosmo;

§ 2 - Have a profile equivalent to that of a CNPq Research Productivity grantee, considering their scientific production, performance in human resources training, project development, scientific collaborations, national and international insertion.

§ 3 - The composition of the faculty will be reassessed, always after a new evaluation of the Program by CAPES.

TITLE XIII - GENERAL AND TEMPORARY PROVISIONS

Art. 36° - The alterations in this Regulation must be approved by the Academic Board of the Program and appreciated by the Departmental Council of the CCE, satisfying the legislation of a superior nature.

Art. 37 - This Regulation enters into force from the date of its approval by the Departmental Council of CCE/UFES.

Art. 38 ° - Omissions will be resolved by the Academic Board of the Program.