



MINISTRY OF EDUCATION  
FEDERAL RURAL UNIVERSITY OF PERNAMBUCO

# POSTGRADUATE PROGRAM IN ETHNOBIOLOGY AND NATURE CONSERVATION -Master's and Doctorate-



URCA



*PPGETno MANUAL*

Recife, 2016



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What is PPGEtno?

The Postgraduate Program in **Ethnobiology and Nature Conservation** offers an interdisciplinary Master's and Doctorate program that aims to train human resources able to work in research and development in the interface nature and culture.

The Postgraduate Program in Ethnobiology and Nature Conservation is constituted by a **Partial Association** of Teaching and Research Institutions of Brazil.

§1º The Institutions that constitute the initial Partial Association of the Program are:

1. Federal Rural University of Pernambuco - UFRPE – **HEAD Institution**
2. State University of Paraíba - Campina Grande - UEPB - **Associated Institution**
3. Regional University of Cariri - URCA - **Associated Institution**

What is the didactic system of the program?

Each subject has its value expressed in credits. One (1) credit will be calculated for 15 (fifteen) hours of tuition of theoretical and practical nature.

We recommend that you try to fulfill the vast majority of your credits in the first year of the program, to devote yourself to the execution of the project.

The Doctorate program will have a minimum of 48 (forty eight) credits in subjects, comprising activities of theoretical and theoretical-practical nature.

**You can avail the subjects taken in** other postgraduate programs recommended by CAPES, including those of master's, at the discretion of the Program Collegiate, in the maximum limit of up to 24 credits (for PhD



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only). To do this, make an application for the CCD, whose form is on our Internet page, instructed with the documents below, and open **process in the protocol sector of UFRPE** directed to the coordination of the program:

- e) name of the subject;
- f) programmatic content developed;
- g) decision of the advisor on the student's performance in the subject;
- h) number of credits, course load;
- i) grade obtained in the course.

**BE AWARE:** PhD students should validate the subjects in the first semester of the year of entry into the course, preferably until the first half of May. During the validity of your master's or doctoral course, the credits of subjects taken outside the program must be taken until **May**, in the first semester, and until **November** in the second semester, so that there is time for its approval by the CCD of the Program.

You will be considered approved in the subject if you present a frequency equal to or greater than 75% (seventy-five percent) of the developed activities and obtain a grade of 7 (seven) or higher.

The validation of each subject will be evaluated through apprenticeship, work and/or project verifications, as well as participation and interest shown by you and expressed in the grade. Please refer to the regiment relative to the year of your entry and the supplementary decisions available on the Program page.

Each semester you must enroll in subject(s) or research activities, seminars or internships, as well as participate in the meetings and/or events of the Program. The enrollment is of personal responsibility of each student and must be made via SIGA of UFRPE. Check the UFRPE schedule released by the pro-rectory to know the enrollment period. Failure to enroll will result in termination of the program.



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**BE AWARE:** in every enrollment, you must submit to the coordination a semi-annual report of activities, with the decision of your advisor and signed by them. The report template can be found on our INTERNET page. This report will be used to evaluate your performance in the subject, and in the case of student holding scholarship, will be used as one of the criteria for awarding or maintaining scholarships made available by the program head institution. Send the report by email to the secretariat of PPGETno (secretaria.ppgetno@gmail.com) with a copy to the coordinator ([ppgetno@gmail.com](mailto:ppgetno@gmail.com)).

With the exception of the subjects Seminars I and II, **you may interrupt temporarily** one or more disciplines, provided that requested on time, with the proper authorization of the advisor, and observed the academic calendar.

You may also apply for temporary interruption in the Program in the following situations:

- I - illness duly proven by medical certificate;
- II - other cases provided for in the legislation.

The temporary interruption period is allowed for a maximum of six months! The temporary interruption does not give the right to remain with the scholarship.

In which situations can I be discontinued from the program?

**Only if you** fall into one of the following situations:

- a) Fail to enroll in any of the current semesters in the program;
- b) have two failures in the same subject or in different subjects during the program;
- c) not having passed a qualifying examination twice consecutively;
- d) exceed 42 months of the doctoral program, or 24 months for the master's degree, except in the cases provided for in the regiment;



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e) have failed to defend the Doctoral Thesis or Master's Dissertation. Discontinuity may also occur if the student does not meet the rules for defense qualification in our regiment.

**When should I take the competence test for foreign language (s)?**

The PPGETno will schedule the test preferably for the month of September. You can take the test at UFRPE, URCA or UEPB.

**What is it about and when to qualify?**

The PhD Qualification Exam consists of the presentation and defense of the first chapter of the Thesis, written as a scientific article, following the formatting rules of the journal to which the work will be submitted.

The examination board shall consist of three full members and one substitute. On our website you will find a specific form for requesting qualification. To take the exam you must: have met the minimum number of credits in subjects of the Program. In addition, you must be between the 13th month and the 30th month to take the qualification exam. If you do not succeed in the qualifying examination, you may repeat it within six months of the last examination.

**When should I submit my thesis or dissertation project?**

You must enroll in Seminar I in the first semester of the year in which you were admitted to the program. The public defense of your thesis or dissertation project, which must follow the rules available on our INTERNET page, will take place as set out in the semester program calendar of the program. However, the written part must be delivered, as defined each semester by the professor of the course.



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How should I proceed if I need some documentation (e.g. declaration) of the program coordination?

You must make a request, by email, at least 10 days in advance to the secretary of the PPGETno ([secretaria.ppgetno@gmail.com](mailto:secretaria.ppgetno@gmail.com)) with a copy to the coordination ([ppgetno@gmail.com](mailto:ppgetno@gmail.com)). After confirming receipt of your request, consider 10 business days for your request to be answered. It may happen that your request is answered before the date. However, if it is the case, the secretariat or the coordinator will get in contact to inform you.

**BE AWARE:** For most requests, the signature or knowledge of the advisor, and process opening in the UFRPE protocols sector, are required. Observe the instructions in each of the forms about the need for each of these procedures.

**Attention:** a single student who marries during the program and modify her name, must open a process in the program coordination with the copy of the marriage certificate, so that the DRCA will update the data, in order to avoid problems in issuing the documents.

If you have any further questions, please contact the secretariat and/or program coordination. Remember, read the regiment and follow its orientations.



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# POSTGRADUATE PROGRAM IN ETHNOBIOLOGY AND NATURE CONSERVATION -Master's/Doctorate-



URCA



***REGIMENT***

Recife, 2016



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**CHAPTER I – The purposes**

**Article 1.** The Postgraduate Program in **Ethnobiology and Nature Conservation** offers an interdisciplinary Master's and Doctorate program that aims to train human resources able to work with research and development in the interface nature and culture.

**Article 2.** The Postgraduate Program in Ethnobiology and Nature Conservation is constituted by a **Partial Association** of Teaching and Research Institutions of Brazil.

**§1** The Institutions that constitute the initial Partial Association of the Program are:

1. Federal Rural University of Pernambuco - UFRPE – HEAD Institution
2. State University of Paraíba - Campina Grande - UEPB - Associated Institution
3. Regional University of Cariri - URCA - Associated Institution

**§2** New Institutions may be integrated into the Program, and their admission must be approved by the Program's collegiate.

**§3** The minimum criteria for the integration of new Institutions into the Program are:

- I - Institution's formal support for professors participation in Program activities
- II - Participation of at least three professors in the permanent body of the Program
- III - Have the minimum infrastructure necessary to develop and support the research lines of the Program

**Article 3.** Institutions that meet the following criteria are eligible to apply:

- I - Have at least three permanent professors who can join in the teaching body of the Program;
- II - Provide infrastructure, library and laboratories support for the students enrolled in the course and connected to the permanent professors and collaborators of the institution, as well as the availability of classrooms for possible subjects taught by the professors of the institution;







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III - Strive to obtain scholarships from the funding agencies or equivalent bodies for the students enrolled in the course and connected to the institution's professors.

**Article 4.** The concentration area and respective lines of research offered are:

CONCENTRATION AREA

**Ethnobiology and Nature Conservation**

LINES OF RESEARCH

- Cognitive systems and use of natural resources*
- Ecological and evolutionary bases of the relations between people and nature*
- Conservation and management of fauna and flora in tropical regions*

**Sole Paragraph:** The Program Collegiate may propose the creation, transformation and extinction of new areas of concentration and lines of research, without ever losing the main profile of the program that is the research in the interface nature and culture mediated by Ethnobiology.

**CHAPTER II – Didactic Coordination**

**Article 5.** The Didactic-Pedagogical Coordination (CCD) of the Program shall be exercised by a collegiate with deliberative and normative functions, chaired by a coordinator with executive functions.

**§1** The collegiate of the Program shall meet ordinarily once every six months, and extraordinarily when convened by its president.

**§2** The collegiate of the Program will be constituted:

- I - by the general coordinator of the Program and by the eventual substitute;
- II - by assistant coordinators of the permanent body of the associated institutions or by the eventual substitute;
- III - by a teaching representative from the main institution enrolled in the Program, holder or substitute;
- IV - a student representative, holder or substitute, chosen among the students of the HEAD Institution.



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**Article 6.** In the absence and impediments of the general coordinator of the Program the presidency will be exercised, for all purposes, by the eventual substitute, and in his/her absence, by the professor who is the oldest in the composition of the collegiate of the course.

**Article 7.** The following are attributions of the Program Collegiate:

- a) Promote the didactic supervision of the Program, exercising the attributions resulting therefrom;
- b) Propose measures for the improvement of the education provided in the Program to the competent authorities;
- c) Approve the list of offers of the Program's subjects and their respective professors for each term;
- d) Approve the number of seats for each selection process;
- e) Comment on the subjects in the curriculum of the Program, to suggest the alteration, exclusion or creation of other subjects that may be considered valuable to the Program, including number of credits and evaluation criteria;
- f) Approve the designations of the Professors through analysis of curricula and norms established by the program for the accreditation;
- g) Amend the regiment of the Program and refer it to the Teaching, Research and Extension Board or similar in accordance with the local norms;
- h) Analyze the performance of subjects taken in other Programs by students from other postgraduate courses whose area of concentration is compatible with the curricular structure of the area or research line of the Program;
- i) Approve a selection committee for the admission of regular students of the Program, composed of representatives of the teaching body;
- j) Constitute the Distribution and Evaluation Committee of Scholarships formed by the general coordinator and the local representatives, and an elected representative of the student body. The mandate of the representatives of this Committee is three (3) years, with the possibility of a single consecutive renewal;
- k) Appreciate and approve the names of examiners who constitute the qualification and thesis defense examining boards indicated by the advisors.



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**Article 8.** The general coordinator and the eventual substitute must be professors of the HEAD Institution, elected by the professors, students and technicians bound to the Program. The assistant coordinators must be elected by the professors of each associated institution and bound to the program.

**§1** - The coordinator and the eventual substitute will be chosen by election involving the following segments connected to the PPGEtno: professors, students, technicians and assistant coordinators of the associated institutions.

**§2** - The coordinator and the eventual substitute will have a term of office of two (2) years, being allowed an immediate reelection.

**Article 9.** It is the responsibility of the coordinator of the Program:

- a) represent the Program on the internal bodies of UFRPE and associated institutions;
- b) represent the Program on CAPES and other institutions;
- c) convene and preside over the meetings of the collegiate of the Program;
- d) execute the deliberations of the collegiate;
- e) cancel enrollment in subjects, in view of the favorable opinion of the student's advisor;
- f) adopt, in cases of urgency, measures to be imposed regarding the competence of the collegiate body, submitting its act to its ratification at the first subsequent meeting;
- g) lead the preparation of documents for the evaluation of the program by CAPES.

**Article 10.** It is up to the eventual substitute, besides the task of replacing the Coordinator in his absences and impediments, to develop activities in agreement with the coordinator or collegiate of the Program.

**Article 11.** It is incumbent upon each assistant coordinator of the associated institutions:

- a) represent the Program on the instances of its institution
- b) represent its institution on the collegiate of the program;
- c) implement the deliberations of the collegiate of the program within the institution that they represent;



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d) send the requests and demands of students and professors of the Program to the college of the program, through the institution they represent, for analysis and due measures.

**§1** - The assistant coordinator will be chosen by election involving the following segments connected to PPGETno in his institution of origin: professors, students and technicians.

**§2** - The assistant coordinator shall have a term of office of two (2) years, being allowed re-election.

**CHAPTER III – The Academic Regime**

**Article 12.** Each subjects will have its value expressed in credits.

**Sole paragraph:** One (1) credit will be deducted for 15 (fifteen) hours of class of theoretical and practical nature.

**Article 13.** The master's program will have a minimum of twenty-four (24) credits obtained in subjects, in addition to the dissertation equivalent to 16 (sixteen) credits, totaling 40 (forty) credits. The doctorate course will have a minimum of 48 (forty eight) credits in subjects, comprising activities of theoretical and theoretical-practical nature, in addition to the thesis equivalent to 22 credits, totaling 70 credits.

**Article 14.** In the doctorate, it will be allowed to validate subjects coursed in the last 5 (five) years in other *strictu sensu* postgraduate programs recommended by CAPES, including those coursed during the master's degree, at the discretion of the collegiate of the Program, within a maximum limit of up to 24 credits.

**Sole Paragraph:** In cases of requests of subjects validation, the applicants must send their request to the Collegiate, instructed with:

- a) name of the subjects;
- b) developed programmatic content;



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- c) decision of the advisor regarding the validation of the subjects;
- d) number of credits, course load;
- e) grade obtained in the course.

**Article 15.** In order to qualify for dissertation or thesis defense, the student must meet the following requirements:

- a) have obtained the minimum amount of credits required, according to Article 13;
- b) present the legal authorizations to execute the research (Sisbio, IPHAN, CEGEN, FUNAI, CNPq, ethics committees), when applicable;
- c) in the master's degree, be approved in the examination of sufficiency in 1 (one) foreign language;
- d) in the doctorate, be approved in the examination of sufficiency in 2 (two) foreign languages;
- e) in the doctorate, be approved in the qualification examination;
- f) in the doctorate, have published at least 1 (one) full article derived from the Thesis or have a journal acceptance letter with *Qualis* ranking in the biodiversity area, according to the current decision established by the CCD of the program.
- g) in the doctorate, have submitted for publication a second full article derived from the Thesis with proof of submission to a journal ranked by *Qualis* in the area of biodiversity, according to the current decision established by the CCD of the program.
- h) in the master's degree, have submitted for publication a full article derived from the dissertation, with proof of submission to a journal ranked by *Qualis* in the area of biodiversity, according to the current decision established by the CCD of the program.

**Article 16.** It will be considered approved in a subject the student who, necessarily, present a frequency equal to or greater than 75% (seventy-five percent) of the activities developed and a grade equal or superior to seven (7).

**§1** The achievement of each subject will be evaluated through apprenticeship, work and/or project verifications, as well as participation and interest demonstrated by the student and expressed in grades, according to the following scale:



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"A" – Excellent .....	9,0 to 10,0	(eligible to credit);
"B" – Good.....	7,5 to 8,9	(eligible to credit);
"C" – Regular.....	6,0 to 7,4	(eligible to credit);
"D" – Reproved.....	0,0 to 5,9	(eligible to credit);

**§2** - The grades "A", "B" and "C" approve and "D" disapproves, and the concept "D" allows the student to repeat the subject once.

**Article 17.** Students who fall into one of the following situations will be disconnected from the Course:

- a) fail to enroll in any of the current semesters in the course;
- b) obtain, in any period of study, a weighted average in any subject equal to or less than 2.0 (two);
- c) obtain, in consecutive academic periods, a weighted general average in the subjects, less than 3.0 (three);
- d) obtain two failures in the same subject or in different subjects during the course;
- e) Obtain, in any repeated subject, concept "D";
- f) abandon, without justification, one or more subjects;
- g) in the doctorate, not pass a qualification examination twice consecutively;
- h) exceed 24 months of the duration of the master's degree or 42 months of duration of the doctoral program, including the defense of the dissertation/thesis, except in the cases provided for in Article 34;
- i) be rejected in the defense of the Master dissertation or Doctoral Thesis.

**Sole paragraph:** The omitted cases will be decided by the collegiate of the Program.

## **CHAPTER IV – Curriculum Structure**

**Article 18.** The curricular program of the master's and doctoral programs consists of subjects in the area of concentration and related domain, and elective research activities and seminars.



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**§ 1** - It is understood by subjects of related domain, any course not belonging to the specific field, but common to the lines of research of the program and necessary for the formation of the student.

**§ 2** - Elective activity shall be understood as the activities that complement the theoretical and practical training of the student, developed under the guidance of a professor in the form of research, seminar and internship.

**Article 19.** The creation, alteration and deactivation of subjects included in the curriculum of the master's and doctoral programs should be proposed to the collegiate of the Program.

**§ 1** The proposal to create or change the subjects must contain:

- a) justification;
- b) syllabus and bibliography;
- c) number of hours of activities;
- d) number of credits;
- e) indication of the areas that will benefit;
- f) responsible professor(s).

**§ 2** - The proposal for the creation or modification of subjects shall demonstrate that:

- I - there shall be no duplication of means for the same purpose;
- II - there are human resources to administer the new subject.

## **CHAPTER V - Admission and Enrollment**

**Article 20.** Admission to the Program will occur annually upon approval of the selection test, with criteria defined by the Collegiate of the Program, according to the established in the selection notice, published at each new process. The holders of a graduation diploma in related areas will be admitted to the master's degree in Ethnobiology and Nature Conservation determined in decision by the CCD of the program. Holders of graduation diploma and master's degree who have been approved and classified in the selection process will be admitted to the doctorate in Ethnobiology and Nature Conservation, according to the vacancies made available in each selection process.





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**§ 1** - The candidate who has published at least two full scientific articles, as the first author, ranked by *qualis* in the biodiversity area, according to the current decision established by the CCD of the program, may be exempted from holding the master's degree.

**§ 2** - The students of the master's course, may request the direct transition to the Doctoral course, without dissertation defense, obeying the requirements below.

I – The amount of time the student is connected to the Doctorate Course must comply with Art. 34, including the time enrolled in the Masters Course, with the possibility of extension in accordance with Article 34 § 1 of this regiment.

II- An Evaluation Committee will be formed for the transition from the master's degree to the doctorate, consisting of 2 (two) members, with at least 1 (one) external to the program, indicated and approved by the CCD.

III- The student who opts for the transition will only be entitled to the PhD, through direct defense of Thesis, as required by Resolution CNE/CES N° 1/2001. The requirements to apply for the direct transition are:

a) accomplishment of the minimum number of credits required for the master's degree, according to Art. 13, until the end of the second semester of enrollment in the Program;

b) have passed the translation examination and/or interpretation of scientific technical text in a foreign language, until the end of the second semester of enrollment in the Program;

c) sending the request no later than 30 (thirty) days after enrollment in the third semester of the Program;

d) obtaining the grade "A" in all subjects studied during the Master's degree;

e) presentation of two favorable decisions from professors accredited to the program, other than from the Evaluation Committee and from the Advising Committee;

f) defense of the doctorate research project before the Evaluation Committee;

g) approval of the candidate by the Evaluation Committee;

h) approval of the result by the CCD.

i) students who transfer directly from the master's course to the doctorate, will not take with them the current scholarship of the master's degree. The scholarship grant for the candidate who transited directly to the doctoral degree will follow the current CCD decision of the program.

**§ 3** - At the time of registration, the candidate must present the following documents:

a) UFRPE's standard application;

b) term of knowledge of the selection criteria duly signed;



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- c) two 3 x 4 photographs;
- d) copy of the identity card and CPF, or equivalent documents authenticated in a notary's office;
- e) copy of the graduation diploma and/or master's degree or equivalent documents authenticated in a notary's office;
- f) for the master's degree: Curriculum Lattes (documented, including the undergraduate school history, notarized in notary's office). In exceptional cases, due to force majeure, the selection of students whose final semester ends after the selection period will be allowed. In these cases, the selection will be allowed upon presentation of a possible conclusive document. The enrollment, however, will only take place upon presentation of a course completion document;
- g) for the doctorate: Curriculum Lattes (documented, including a school history of the undergraduate and master's degree notarized in notary's office), including at least 1 (one) full scientific article (a scientific article is considered those containing original research results, published in its complete form or as short communication, or review articles) published in a journal ranked by *qualis* in the biodiversity area, according to the current decision established by the CCD of the program;
- h) research project within the lines of the program;
- i) copy of the voter's title with proof of the last election notarized in a notary's office;
- j) proof of military enrolment (reservist) or dispensation, authenticated in a notary's office;
- k) original proof of payment of the registration fee.

**§ 4** - The opening of vacancies will be determined according to the flow of students in the Program and the availability for advising by the professors of the Program.

**Article 21.** Within the time limit set in the academic calendar, the selected student should enroll via the Information System and Academic Management - SIG@UFRPE. Not enrolling in any of the semesters will result in termination of the Program.

**Article 22.** Each semester the student enrolled in the Program must enroll in subject(s) or research activities, seminars or teaching internship. The subject Seminar I must be taken compulsorily in the first semester of the Course, except in exceptional cases evaluated and approved by the CCD.



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**Article 23.** Compulsory subjects can not be interrupted except in special cases evaluated and approved by the CCD. The student will be allowed to interrupt one or more subjects, as long as requested before the deadline, with the proper authorization of the supervisor, and obeyed the academic calendar.

**Sole Paragraph** - The interruption of the same subject shall not be allowed more than 1 (one) time.

**Article 24.** The student may apply for interruption in the Program in the following situations:

- I - illness duly proven by medical certificate;
- II - other cases provided for in the legislation.

**§ 1** - The period in which the student will remain with the course interrupted can not exceed one (1) semester. The interruption time will count for the whole course period, which is provided for by Article 34 of this regiment, except for those cases provided for by law.

**§ 2** In all situations described in the *caput* of this article, the advisor's knowledge is required.

**§ 3** - The student holding scholarship who interrupts the course will have his/her scholarship canceled, except in cases provided by law.

**Article 25.** The student can only enroll by providing the semester report in the course coordination, informing the activities performed in the last semester and the activities planned for the following semester.

**§ 1** The report can only be delivered with the signature and decision of the advisor or co-advisor.

**§ 2** The report shall also function as a guideline for student scholarship continuity decisions, which shall be evaluated by the scholarship committee established by the program collegiate.



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**CHAPTER VI – Student Advising**

**Article 26.** The student advising will consist of the systematic monitoring of the academic evolution of the students, according to their area of interest, assisting in their scientific training.

§ 1 The advising of the student will be carried out by an advising professor connected to the Program and that meets the advising requirements.

§ 2 The students will have, after their enrollment, the supervision of the advising professor, who can be replaced until the end of the first year or second year of the course, respectively for the masters and doctorate, if it is in the interest of one of the parties.

§ 3 The advising professor may indicate to the program's collegiate the professor(s) that will exercise the co-advising of the student. The number of co-advisors will be a maximum of 2. The names of the co-advising committee may be indicated until the first year or second year of the course, respectively for the Master's and Doctoral Degree, and must be submitted to the Collegiate of the Course for approval. Changes in names of co-advising professors should also be submitted to the board of the course for approval.

**Article 27.** In order to be able to advise at the doctorate program, the professor of the program must have experience as a master's or doctoral advisor (one dissertation and/or thesis completed and defended) and production of scientific articles, according to the norms of advising of this regiment and the criteria adopted by CAPES, BIODIVERSITY area, compatible with the level of the Program. It may be exempt from evidence of advising experience, the professor who has co-advised at least two master's dissertations to advise in the master's degree and co-advised a doctoral thesis to advise in the doctorate, since these co-advising have occurred in postgraduate programs in the area of Biodiversity and that it has resulted in the publication of at least one article ranked by *qualis* in the biodiversity area, according to the current decision established by the CCD of the program.

**CHAPTER VII – Qualification Examination**

**Article 28.** The doctoral qualification examination will consist of the presentation and defense of a chapter of the thesis, written in the form of a scientific article, published





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or not, following the format standards of the journal to which the work will be submitted.

**§ 1** The Examining Committee of the qualification examination shall be indicated by the Program's collegiate and shall consist of at least three (3) full members and one (1) substitute, with at least one member external to the program. The advisor and co-advisors will not be able to participate in the mentioned board. In order to be eligible to participate as an examining member one must hold a doctoral degree and have at least two articles published ranked by *qualis* in the area of biodiversity, according to the current decision established by the CCD of the program.

**§ 2** In order to be submitted to the qualification examination, the candidate must have fulfilled the minimum number of credits in subjects of the Program, with the exception of the subject Research Seminar II, and demonstrate the submission of the project for approval in the appropriate legal instances (Sisbio, IPHAN, CEGEN, Ethics committees) when applicable. In addition, the student must be between the 13<sup>th</sup> and the 30<sup>th</sup> month to take the qualification exam.

**§ 3** For the evaluation of the qualification examination it will be adopted the criteria of approval or disapproval. Oral presentation (30 minutes) and argumentation by the examining board in the form of questions and answers, in which each examiner will have a maximum of fifty (50) minutes. The examining board will consider in its evaluation, the domain and the knowledge of the student, as well as the technical-scientific quality of the presented material. The board is free to question the doctoral student about the knowledge related to the topic of the article. The judgment should not be based on the perceived importance of the article, but whether it is well written from the technical-scientific point of view.

**§ 4** In case of failure, only one repetition shall be allowed, within a maximum period of 6 (six) months, observing the maximum period referred to in Article 34 of this regiment.

## **CHAPTER VIII – Dissertation or Thesis**

**Article 29.** The dissertation or thesis project must be presented and approved by the Collegiate of the Course until the student's first year bound to the course. Changes in the subject, duly justified, must also be presented to the collegiate of the Course for approval at the latest until the end of the 12<sup>th</sup> month for the master's degree and the 36<sup>th</sup> month for the doctorate. The theme must be related to one of the lines of the Program. In addition to demonstrating understanding of the chosen theme, research capacity and systematization of knowledge,



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the candidate for the PhD degree must present an original, innovative and meaningful contribution to the area of study in which the thesis is developed.

**§ 1** In the body of theses and dissertations not directly related to ethnobiology, it is necessary to include a text of the socio-cultural dimensions related to the main theme, with an item of theoretical review or as a new chapter. The text should be consistent, critical and have a minimum of 1000 words.

**§ 2** Dissertations or theses should directly contribute to one or more of the following: 1- Conservation and sustainable use of biodiversity; 2- Inclusion of traditional and non-traditional peoples in the formulation of public policies, regarding the conservation of natural resources; 3- Bioprospecting of new products of medical, pharmaceutical, industrial or food interest, whether or not from the traditional/popular use of biodiversity; 4- Development of educational strategies to work with themes related to ecology and biology on formal and informal education; 5- Tool for teaching biology; 6- Understanding the history and philosophy of science in the field of Ethnobiology and studies on the Conservation of Nature.

**Article 30.** Only the candidate who complies with the requirements of **article 15** of this regiment can submit the thesis or dissertation for defense. For thesis or dissertation defenses, the candidate, duly authorized by the advisor, must submit an electronic copy of the Thesis or Dissertation to the program secretariat and 7 (seven) printed copies in the case of Thesis and 5 (five) printed copies in the case of dissertation, accompanied by an application to the Coordinator, requesting the necessary measures to perform the defense.

**Article 31.** The dissertation or thesis must be presented publicly and discussed by means of an argumentation to the candidate by an examining board.

**§ 1** For the defense of the dissertation, three nominal examiners will be appointed, one of them being the advisor (president) and two (2) substitutes. For the defense of the thesis, will be designated five nominal examiners, one of them being the advisor (president) and two (2) substitutes, all holders of PhD, for both master's and doctoral degrees. The president/counselor shall have the right to vote.

**§ 2** In the composition of the masters' examining boards, the presence of at least one (1) examiner external to the program is compulsory. At the doctoral level, at least 2 (two) external examiners are required to attend the Program, of which, one external to



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the UFRPE. All examiners must hold a PhD degree or equivalent, with technical-scientific production in the relevant area, according to the same criteria established by Article 36 of this regiment. The time of presentation of the dissertation or thesis will be of 40 minutes maximum and the time of argumentation will be of 40 minutes maximum by each examining member.

**§ 3** In cases where there are patent requests associated to a master's dissertation or doctoral thesis, and/or research related to traditional knowledge access, with a commitment of confidentiality signed between researchers and the community, the advisor may request that the defense be closed to the public, and the examining board must sign and agree to a confidentiality agreement.

**Article 32.** After presentation of the dissertation or thesis, the examining board designated for its evaluation, shall issue one of the following grades: "A" = approved; or "R" = reproved, considering the Dissertation or Thesis approved when the grade "A" is attributed by the majority of examiners.

Sole paragraph. Dissertations or theses may be approved with distinction. To assign the concept "Approved with Distinction", the following criteria should be used together:

- I - demonstration by the student, during the defense, of the domain of the subject and clarity in the answers given to the examining board;
- II - text of the dissertation/thesis free of corrections or with only a few corrections as to form and grammar;
- III - testimony of the advisor certifying the independence, initiative and motivation of the student in the development of the final work;
- IV- in the masters: publication of 1 (one) article derived from the Dissertation, with *quails*, according to article 15 of this regiment;
- V- in the doctorate: publication of 2 (two) or more articles derived from the thesis, with *quails*, according to article 15 of this regiment.

**Article 33.** The student who has his/her dissertation or thesis approved, will have a maximum term of 60 (sixty) days, starting from the date of defense, to deliver definitive printed copies and signed by the president and other members of the examining board. The final number of printed copies must comply with the specific resolution of the CEPE/UFRPE. The final structure of the thesis or dissertation should follow the current guidelines of the PPGETNO and UFRPE. In addition to the printed copies, a copy of the dissertation or thesis in CD or DVD must be submitted to the PPGETNO, besides meeting the requirements of the central library.





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**CHAPTER IX – Deadlines**

**Article 34.** The master's degree course must be completed within a maximum period of 24 months, including a six-month extension. The doctorate course must be completed within a maximum period of 42 months, including a six-month extension.

§ 1 The request for an extension of the deadline for completion of the course, for a maximum of 6 (six) months, must be approved by the Program's collegiate, and the decision must be informed to the CPPG.

§ 2 The request for extension must be addressed to the collegiate through an application that must be signed by the student and the advisor, and must contain:

- a) justification for not meeting the deadline;
- b) detailed work schedule;
- c) probable date for thesis presentation.

§ 3 Extension requests will only be accepted in exceptional cases, according to the approval of the collegiate.

§ 4 Failure to comply with the criteria established by the Article 35 of this regiment, will lead to the student's disconnection from PPGETNO and UFRPE.

§ 5 The disconnected student may request reintegration into the system, aiming to conform with the pending issues and the defense of the Dissertation or Thesis. For the application for reintegration, the student must submit a process requesting reintegration to the Coordination of the PPGETNO within a maximum period of one year after his/her official disconnection. This process should include:

- a) Letter requesting the reintegration to the coordination of the Program to conform pending requirements and defense of the Dissertation or Thesis;
- b) Complete version of the Dissertation or Thesis;
- c) In the doctorate: proof of acceptance of an article and submission of a second article from the doctoral thesis, as established in article 15 of this regiment;
- d) In the master's degree: demonstration of submission of an article from the dissertation, as established in article 15 of this regiment.



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**CHAPTER X – Academic Degree**

**Article 35.** To obtain the master's degree, the candidate must meet the requirements mentioned in this regiment, have his/her dissertation approved before the examining board and present the copy of submission or the acceptance of the publication of the article from the dissertation. To obtain a doctoral degree, the candidate must meet the requirements mentioned in this regiment, have his/her thesis approved before the examining board and present the copy of the submission of the second article from the thesis and the acceptance of the first article from the thesis.

**CHAPTER XI - Accreditation and Re-accreditation of Professors**

**Article 36.** The application for accreditation and re-accreditation in the Program must come from the candidate himself, from the presentation of a protocolled file containing a statement explaining his/her possible collaborations for the course, as well as a Curriculum Vitae in the Lattes model.

**Article 37.** The accreditation and/or re-accreditation of professors will have validity corresponding to the CAPES evaluation period, after which it must be renewed with a new proposal to the collegiate of the Program, always in the first fortnight of October;

**§ 1** In order to obtain accreditation in the Program, the applicant must meet the following requirements:

**§ 2** Hold a PhD;

**§ 3** Have scientific publications in indexed journals in the four years prior to the application for accreditation. Scientific and/or technological production is an **indispensable** criterion for accreditation and re-accreditation at any level. The quantity and quality of such production shall be governed by a specific decision of the CCD of the Program, which may be amended whenever necessary.

**§ 4** Be available for the regular advising of students in their thesis or dissertation projects and for regular participation in the didactic activities of the Program, among them the obligatory offer of courses at least every two years. Comply with the internal norms of the Course, established in this regiment, and or complementary decisions approved by the collegiate of the Course.



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**Article 38.** Accredited teachers who do not have activities in the Program during the evaluation period of CAPES will be automatically disconnected and may be re-accredited as long as they meet the current requirements.

Sole Paragraph: The Program Collegiate can deliberate on re-accreditation by making the requirements of article 37 (paragraph 3) more flexible depending on the proportion of professors that meet the criteria of the mentioned article.

**CHAPTER XII – Qualification for Advising**

**Article 39.** Only the professors enrolled in the PPGETNO will be allowed to be advisors, according to the professors Accreditation and Re-accreditation norms.

**Article 40.** Qualification for advising will be granted each year. Each advisor of the permanent teaching body may have a maximum of six (6) advising students in the Program, two more (2) advising students can be authorized by the CCD, according to their performance in the Program and scientific production, as specified in article 41. Collaborating professors may have at most two (2) advising students in the program. Collaborating professors must have at least 01 (one) professor of the permanent teaching body of the program in the advising board of their program.

**Article 41.** The professor who complies with the provisions of article 37 of this regiment and current and specific decisions established by the Program, will be eligible to advise.

§ 1 Professors who do not meet the criterion above will be unable to offer vacancies for the advising of students in the selection process of the evaluated year, although the advising in progress will continue to be active until they are finalized (defended).

§ 2 It should be emphasized that being within the period of accreditation and re-accreditation of the professor, the same starts to offer vacancies in the selective processes, as soon as they meet the previously mentioned publication premises.



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FEDERAL RURAL UNIVERSITY OF PERNAMBUCO**

**CHAPTER XIII - General and Transitional Provisions**

**Article 42.** The admission of a special student who wishes to study isolated subjects of the Program will be conditioned to the approval by the collegiate of the Program, observing the criteria adopted by the HEAD Institution.

**Article 43.** The cases not provided for in this regiment will be analyzed by the Collegiate of the Program, referring in the first instance to the General Norms of *Stricto Sensu* Postgraduate Programs at UFRPE.

Recife, February 16, 2016.



## COORDINATION OF TEACHING BOARD OF THE PPGETno

### Supplementary Decisions to the Regiment Approved at the Ordinary Meeting of August 30, 2016.

#### Criteria for Thesis Defense Qualification

The Collegiate of Didactic Coordination of the Postgraduate Program in Ethnobiology and Nature Conservation - CCD/PPGETno, in the use of its attributions defined in the regiment of the course approved on February 16, 2016, at its ordinary meeting held on August 30, 2016, **decides, in complement to article 15, items f and g**, of the same regiment that to qualify for the thesis defense, the doctorate student must:

- a) have published at least 1 (one) full article resulting from the Thesis or have a acceptance letter from a journal ranked by *qualis* at B2 level or higher in the area of biodiversity, as first author.

**AND**

- b) have submitted for publication a second full article resulting from the thesis with proof of submission from an indexed journal ranked by *qualis* at B2 level or higher in the area of biodiversity, as first author.

#### Criteria for Participation in the Qualification Examination

The Collegiate of Didactic Coordination of the Postgraduate Program in Ethnobiology and Nature Conservation, in the use of its attributions defined in the regiment of the course approved on February 16, 2016, by the majority of its members, decides that in **addition to article 28, first paragraph of the same regiment**, the examining committee for the qualification examination shall be appointed by the Program's collegiate and consist of at least three (3) full members and one (1) substitute, with at least one member external to the program. The advisor and co-advisers will not be enabled to compose the mentioned board. In order to be

enabled to participate as an examining member, the individual must hold a doctoral degree and have at least four (4) articles published, ranked by *qualis* at B2 level or higher, or three (3) at B1 level or higher, or two (2) at A2 level or higher in the area of biodiversity in the last four (4) years, including the current year.



### Criteria for Accreditation and Re-accreditation of Professors

The Collegiate of Didactic Coordination of the Postgraduate Program in Ethnobiology and Nature Conservation, in the use of its attributions defined in the regiment of the course approved on February 16, 2016, by the majority of its members, decides, in **addition to article 37, third paragraph of the same regiment**, that the postulating professor must have scientific publications in indexed journals in the last four (4) years, including the current year, in the case of accreditation and in the last four years of CAPES evaluation for re-accreditation. The scientific and/or technological production is an indispensable criterion for accreditation and re-accreditation at any level. It is required for accreditation or re-accreditation the demonstration of at least six (6) articles ranked by *qualis* at B2 level or higher, or two (2) articles ranked by *qualis* at A2 level or higher in the Biodiversity area of CAPES.

### Advising Qualification Criteria

The Collegiate of Didactic Coordination of the Postgraduate Program in Ethnobiology and Nature Conservation, in the use of its attributions defined in the regiment of the course approved on February 16, 2016, by the majority of its members, decides in **addition to article 41 of the same regiment** that will be conferred to the professor of the course the annual qualification to advise through the demonstration of publication or the acceptance of publication, provided by a journal, of at least six (6) articles ranked by *qualis* at B2 level or higher, or two (2) articles ranked by *qualis* at A2 level or higher in the CAPES Biodiversity area in the last four (4) years, including the year corresponding to the opening of vacancies for new advising.



## Criteria for Composition of Examination Boards of Theses and Dissertations

### Defense

The Collegiate of Didactic Coordination of the Postgraduate Program in Ethnobiology and Nature Conservation, in the use of its attributions defined in the regiment of the course approved on February 16, 2016, by the majority of its members, decides **in addition to article 31, second paragraph of the same regiment** that the researcher invited to compose the examining boards must have scientific publications in indexed journals in the last four (4) years, including the current year, requiring the demonstration of at least six (6) articles ranked by *qualis* at B2 level or higher, or two (2) articles ranked by *qualis* at A2 level or higher in the Biodiversity area of CAPES.

Recife, August 30, 2016.





Federal Rural University of Pernambuco  
State University of Paraíba  
Regional University of Cariri

## ACCREDITATION REQUEST

To CCD of PPGETno

I \_\_\_\_\_,  
CPF \_\_\_\_\_, associated to

\_\_\_\_\_, am applying for accreditation in the  
PPGETno, for the four-year period XXX-XXXX, as a ( ) **permanent** ( )  
**collaborator** professor, considering that I meet the criteria determined in  
the course regulations and/or decisions of the CCD. Appended, CV lattes  
for the last four years, including the current year.

### Production in the last four years of the application for accreditation (quantitative)

Qualis (in the areas of Biodiversity)	Year 1	Year 2	Year 3	Year 4
A1				
A2				
B1				
B2				

### Subjects in which you can contribute or minister:

(\*) in the case of proposing a new subject, please include in the syllabus, course load, program and bibliography.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature

Note: Please enter a process in the UFRPE protocol sector directed to the Coordination of the Postgraduate Program in Ethnobiology and Nature Conservation, Department of Biology.



Federal Rural University of Pernambuco  
Postgraduate Program in Ethnobiology and Nature Conservation

## REQUEST FOR ADVISOR ALTERATION

Student	CPF	Institution
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Current advisor
-----------------

Suggested advisor
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Number of students under advising by the proposed advisor per year of admission			
Year 1	Year 2	Year 3	Year 4

Production of the proposed advisor in the last 3 years (Quantitative)			
Qualis Biodiversity	Year 1	Year 2	Year 3
A1			
A2			
B1			
B2			
B3			
B4			
Others			

Justification for the alteration:
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Date: ____/____/____	
Student	Advisor

DECISION		
Date: ____/____/____		

Justification for the decision



Federal Rural University of Pernambuco  
State University of Paraíba  
Regional University of Cariri

### CO-ADVISING REQUEST

To CCD of PPGETno

I \_\_\_\_\_, professor accredited to the  
PPGETno, request the co-advising inclusion:

Name of student and degree (Master, Doctorate)	
Suggested Co-advisor	
CPF	

### Production of the advisor in the last four years

Qualis (in the area of Biodiversity)	Year 1	Year 2	Year 3	Year 4
A1				
A2				
B1				
B2				
B3				
B4				

**Justification:**

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature of the advisor**

Note: Please enter a process in the UFRPE protocol sector directed to the Coordination of the Postgraduate Program in Ethnobiology and Nature Conservation, Department of Biology.



MINISTRY OF EDUCATION AND SPORTS  
FEDERAL RURAL UNIVERSITY OF PERNAMBUCO  
POST-GRADUATION PROGRAM IN ETHNOBIOLOGY AND  
CONSERVATION OF NATURE

DEAR SIR OR MADAM COORDINATOR OF THE POSTGRADUATE  
PROGRAM IN ETNOBIOLOGY AND NATURE CONSERVATION OF THE  
FEDERAL RURAL UNIVERSITY OF PERNAMBUCO.

\_\_\_\_\_ (NAME),  
\_\_\_\_\_ (CPF) student \_\_\_\_\_ (REGULAR/SPECIAL),  
enrolled in this \_\_\_\_\_ (1st/2nd) academic semester of \_\_\_\_\_ (YEAR), and  
entering this doctorate, on \_\_\_\_\_ (DATE), requests from you the  
alteration (s) on enrollment, in accordance with the Calendar of Activity and  
with Chapter V (Articles 25, 26 and 27) of the General Regiment of the STRICTO  
SENSU Postgraduate Courses of this University:

PROLONGATION \_\_\_\_\_ (CODE) \_\_\_\_\_ (SUBJECT)

SUBSTITUTION \_\_\_\_\_ (CODE) \_\_\_\_\_ (SUBJECT)

INTERRUPTION \_\_\_\_\_ (CODE) \_\_\_\_\_ (SUBJECT)

Accordingly,

Respectfully submitted.

\_\_\_\_\_ (LOCATION), \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DATE)

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STUDENT SIGNATURE

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ADVISOR SIGNATURE



Federal Rural University of Pernambuco  
State University of Paraíba  
Regional University of Cariri  
Postgraduate Program in Ethnobiology and Nature Conservation

**INDICATION FORM FOR THESES AND DISSERTATION EXAMINING BOARD**

Student:	CPF
THESIS Title:	
Advisor:	

**HOLDER MEMBERS**

**Holder Member 1 (internal member)**

Prof(a). Dr(a).
Justification for the suggestion:

Holder Member 2 (internal or external member to IES or PPGETno)

Prof(a). Dr(a).		
Institution of higher degree (DR) and year:		
Bound institution:	Unit:	Depto:
Phone: (     )	CPF:	
e-mail:		
Justification for the suggestion:		

## Holder Member 3 (external member to IES)

Prof(a). Dr(a).		
Institution of higher degree (DR) and year:		
Bound institution:	Unit:	Depto:
Phone: (    )	CPF:	
e-mail:		
Justification for the suggestion:		

## Holder Member 4 (external member to PPGEtno)

Prof(a). Dr(a).		
Institution of higher degree (DR) and year:		
Bound institution:	Unit:	Depto:
Phone: (    )	CPF:	
e-mail:		
Justification for the suggestion:		

## SUBSTITUTES

**Substitute member 1 (internal or external member)**

Prof(a). Dr(a).		
Institution of higher degree (DR) and year:		
Bound institution:	Unit:	Depto:
Phone: (    )	CPF:	
e-mail:		
Justification for the suggestion:		




**Substitute member 2 (internal or external member)**

Prof(a). Dr(a).		
Institution of higher degree (DR) and year:		
Bound institution:	Unit:	Depto:
Phone: (    )	CPF:	
e-mail:		
Justification for the suggestion:		

**INDICATE:**

Defense date:  
 Defense time:  
 Defense location (City, Institution, Class):

**Signature of the advisor or scanned document sent by email by the advisor**

**NOTE:**

- 1. All fields in this form must be completed.**
- 2. Make sure that the indications comply with PPGEtno's internal regulations.**



MINISTRY OF EDUCATION AND SPORTS  
FEDERAL RURAL UNIVERSITY OF PERNAMBUCO  
POST-GRADUATION PROGRAM IN ETHNOBIOLOGY AND NATURE  
CONSERVATION

DEAR SIR OR MADAM COORDINATOR OF THE POSTGRADUATE  
PROGRAM IN ETNOBIOLOGY AND NATURE CONSERVATION OF THE  
FEDERAL RURAL UNIVERSITY OF PERNAMBUCO.

\_\_\_\_\_ (NAME),  
\_\_\_\_\_ (CPF) student \_\_\_\_\_ (REGULAR/SPECIAL),  
enrolled in this \_\_\_\_\_ (1st/2nd) academic semester of \_\_\_\_\_ (YEAR), and  
entering this doctorate, on \_\_\_\_\_ (DATE), requests from you the  
\_\_\_\_\_ (INTERRUPTION/DISCONTINUANCE) from the Program, because of  
\_\_\_\_\_.

Accordingly,

Respectfully submitted.

\_\_\_\_\_ (LOCATION), \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DATE)

\_\_\_\_\_  
SIGNATURE



Federal Rural University of Pernambuco  
Postgraduate Program in Ethnobiology and Nature Conservation

## REQUEST FOR PROJECT ALTERATION

Student

CPF

Institution

Advisor

Current Project Title

Previous Project Title (in case it has been altered)

Justification:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student

Advisor

DECISION

Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Append the new project with the requested changes



Federal Rural University of Pernambuco  
State University of Paraíba  
Regional University of Cariri  
Postgraduate Program in Ethnobiology and Nature Conservation

**INDICATION FORM FOR QUALIFICATION EXAMINATION BOARD**

Student:	CPF
QUALIFICATION Title:	
Advisor:	

**HOLDER MEMBERS**

**Holder Member 1 (internal member)**

Prof(a). Dr(a).
Justification for the suggestion:

Holder Member 2 (internal or external member to IES or PPGEtno)

Prof(a). Dr(a).		
Institution of higher degree (DR) and year:		
Bound institution:	Unit:	Depto:
Phone: (    )	CPF:	
e-mail:		
Justification for the suggestion:		

Holder Member 3 (external member to PPGEtno)

Prof(a). Dr(a).		
Institution of higher degree (DR) and year:		
Bound institution:	Unit:	Depto:
Phone: (    )	CPF:	
e-mail:		
Justification for the suggestion:		

## SUBSTITUTES

**Substitute member (internal or external member)**

Prof(a). Dr(a).		
Institution of higher degree (DR) and year:		
Bound institution:	Unit:	Depto:
Phone: (    )	CPF:	
e-mail:		
Justification for the suggestion:		

**INDICATE:**

Qualification examination date:

Qualification examination time:

Qualification examination location (City, Institution, Class):

**Signature of the advisor or scanned document sent by email by the advisor**

**NOTE:**

- 1. All fields in this form must be completed.**
- 2. Make sure that the indications comply with PPGEtno's internal regulations.**



Federal Rural University of Pernambuco  
Postgraduate Program in Ethnobiology and Nature Conservation

## RESEARCH PROJECT MODEL – SEMINAR I

### INSTITUTIONAL RESEARCH PROJECT MODEL

<b>Title</b>
<b>Research group</b> (CNPq)
<b>Research line</b>
<b>Advisor</b> (Name, Highest degree, Title year, Departament, Area, CPF, E-mail, Date of Birth, indicate if holds CNPq scholarship and the level)
<b>Co-advisors</b> (Name, Highest degree, Title year, Departament, Area, CPF, E-mail, Date of Birth, indicate if holds CNPq scholarship and the level)
<b>Beginning and expected End</b> (Month/year) <b>Beginning and expected End</b> (Month/year)
<b>Abstract</b> (Maximum 1 page)
<b>Introduction</b> (Relevance based on literature review - Maximum 2 pages) - include hypotheses)
<b>Aims</b> (General and Specific)
<b>Bibliographic Review</b> (minimum 4 pages). Regardless of the research line, the inclusion of an ethnobiological approach in the bibliographic review is MANDATORY (observe Course Regiment)
<b>Material and Methods or Methodology</b> (Include the location where the research was executed)
<b>Timetable</b>
<b>Budget</b> (Include available/required Infrastructure)
<b>Relevance and impact on scientific, technological and socio-economic development</b> (Maximum 1 page)
<b>Financial and/or Institutional Support</b> (that ensures the viability of the project)
<b>Bibliographical References</b> (According to the ABNT Standards)
<b>Date and Signature of the Advisor and Co-Advisors</b>



Federal Rural University of Pernambuco  
Postgraduate Program in Ethnobiology and Nature Conservation

## SEMESTER REPORT OF ACTIVITIES

Student	CPF	Institution
Professor		
Period		

2. Has the student fulfilled the requirement of full dedication to the Program in the case of a scholarship holder?

YES ☐ NO ☐

3. Academic performance has been satisfactory

YES ☐ NO ☐

1. What are the most relevant activities developed by the student in the semester?

2. Papers submitted and/or published in the period.

3. Subjects Completed in semester

Justification for possible problems in the development of the project:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student

Advisor



## **THESIS OR DISSERTATION MODEL**

## **STRUCTURE**

1. Cover
  2. Back cover
  3. Dedication
  4. Epigraph (optional)
  5. Acknowledgments
  6. Summary
  7. Abstract in Portuguese
  8. Abstract
  9. General introduction
  10. Literature Review
  11. General Introduction References and Literature Review
  12. Article 1 (accepted, submitted or to be submitted to the journal  
xx)\*
  13. Article 2 (accepted, submitted or to be submitted to the journal  
xx)\*
  14. Article n (accepted, submitted or to be submitted to the journal  
xx)\*
- \*the article(s) should follow the scope of the journal chosen.
15. Final considerations
  16. Annex (s) (when applicable)

# **NORMS FOR THESIS OR DISSERTATION WRITING**

## **1.0 General norms**

- 1.1. The structure, organization and standardization of the initial part of the thesis or dissertation (up to references of the introduction and theoretical orientation) must respect the current norms of the ABNT. Chapters that represent manuscripts to be submitted for publication must be drafted according to the structural and bibliographic standards of the chosen journals.

## **2.0 Structure**

- 2.1. The thesis or dissertation should be composed of: (i) cover, (ii) pre-textual pages, (iii) body of dissertation or thesis, and (iv) annex (post-textual pages) if applicable.

- 2.2. The cover should contain the authorship, title of the thesis or dissertation, location and year of the approval of the thesis or dissertation. The cover of the thesis or dissertation bound in more than one volume shall contain the same information, plus the identification of the respective volume.

- 2.3. Pre-textual pages will consist of:

- 2.3.1. The first inner sheet (cover page) containing: (i) authorship, (ii) title of the thesis or dissertation, (iii) explanatory note that it is a thesis or dissertation, mentioning the Postgraduate Program, the University and the desired master's or doctoral degree, and (iv) location and year of approval of the thesis or dissertation. On the back of this sheet, the catalog form shall appear.

- 2.3.2. Second internal sheet, containing the first three parts of the previous item, the date of approval of the thesis or dissertation, and the names and signatures of the examining board members.

2.3.3. Optionally, additional pages can be included, containing; (i) dedication, (ii) acknowledgment(s), (iii) list of symbols, figures, charts and tables.

2.3.4. Sheet(s) containing the abstract in Portuguese and the abstract in English. Both texts will be preceded by a header containing: Surnames of the author, followed by their other names, in full; Abbreviation of the academic title obtained; Name of the institution that awarded the degree (Federal Rural University of Pernambuco); Month and year of the approval of the thesis or dissertation; Title of the thesis or dissertation (exactly as it appears on the title page); The full names of the Advisor and Counselors.

## 2.4. Content sheet(s)

2.4.1. The body of the Thesis or Dissertation should be organized in two parts: (i) text with General Introduction, Bibliographical Review and Bibliographical References following the ABNT norms. (ii) the second part will be called chapters and will follow the standards of the journal to which the manuscript will be sent or has been already accepted.

2.4.2. The annex (post-textual pages) will contain permanent and supplementary material to the Thesis or Dissertation.

## 3.0 Editing

3.1. **Typography.** Theses or Dissertations should be printed permanently and legibly, with high-definition characters, using black color, Times New Roman font, size 12, and 1.5 spacing. Changes in spacing may be made in accordance with the standards of the journal for which the manuscript(s) will be submitted.

3.2. **Scientific notation and measures.** The scientific nomenclature should be differentiated contextually according to international standards. Metric units should follow the International System of Units standard.

3.3. **Paper.** Use A-4 paper (210x297 mm), and opaque enough for normal reading.

3.4. **Margins.** The left margin should be 30 mm and the other margins should be 20 mm.

3.5. **Pagination.** All textual and post-textual pages should be numbered in continuous sequence, i.e. from the Introduction page (running text) to the last page of the last volume, in Arabic numerals. The sequence should include everything on the volume(s), such as maps, diagrams, blank pages, and more. Pre-textual pages should be sequentially numbered with tiny Roman numerals.

3.6. **Illustrations.** Photographs and other illustrations should be definitively assembled and included in the body of the Thesis or Dissertation. Under no circumstances should tape or similar material be used to affix illustrations to the body of the Thesis or Dissertation. Sheets larger than A4 will be acceptable as long as they are folded so that they are smaller than the size of the paper used.