



UNIVERSIDADE DO ESTADO DO RIO DE JANEIRO (STATE UNIVERSITY OF RIO DE JANEIRO).

Decision No. 23/2014

Authorizes the reformulation of the Regulations of the Academic Master's and Doctoral Programs of the Postgraduate Program in Social Work.

The Higher Council for Teaching, Research and Extension, using the powers conferred on it by the sole paragraph of article 11 of the UERJ Statute and on the basis of Process No. 5.676/2004, has approved and I hereby promulgate the following Decision:

Art. 1 - The reformulation of the Regulations for the Academic Master's and Doctoral Programs of the Postgraduate Program in Social Work, offered by the School of Social Work, linked to the Center for Social Sciences, is hereby authorized.

Art. 2 - The Postgraduate Program in Social Work will obey the provisions of its Specific Regulations, Annexes I and II of this Decision, and the General Regulations for UERJ Postgraduate Programs (Decision No. 117/85), as well as complying with the federal legislation governing *stricto sensu* postgraduate programs in the country (CNE/CES Resolution No. 01/01).

Art. 3 - The curricular structure of the Postgraduate Program in Social Work will be as detailed in Annexes III and IV of this Decision.

Art. 4 - This Decision shall enter into force on this date, revoking Decision No. 66/2004 and any other provisions to the contrary.

UERJ, April 16, 2014.

Ricardo Vieira Alves de Castro
President.

ANNEX I

Specific Regulations for Master's and Doctoral Programs

Title I - Aims and Objectives

Art. 1 - Universidade do Estado do Rio de Janeiro (UERJ) will develop a Postgraduate Program in Social Work, with the aim of training professionals, teachers and researchers in Social Work and related areas.

Art. 2 - The Postgraduate Program at the School of Social Work, at Master's and Doctorate level, with a concentration area in Work and Social Policy (PPGSS), is designed to train professionals, researchers and university professors, enabling them to obtain Master's and Doctorate degrees in Social Work.

Art. 3 - The objectives of the Postgraduate Program in Social Work are:

I- General Objective: Train high-level professionals in Social Work and related areas who are qualified for higher education, research, planning, management, execution, evaluation and analysis of social policies, as well as to delve into issues involving the sphere of work.

II - Specific Objectives:

- a) Promote the production and dissemination of knowledge on issues related to work and social policies in Latin America, with an emphasis on Brazil.
- b) Promote, encourage and disseminate research and studies that problematize the critical analysis of the social totality, grasping the mediations posed by work, social policies and Social Work;
- c) Qualify professionals in Social Work and related areas in the planning, management, execution, evaluation and analysis of social policies.
- d) Contribute to knowledge and the development of proposals in the field of social policies at local, regional, national and international level.
- e) Establish technical-scientific exchanges with teaching and research institutions in the fields of Social Work and related areas, at local, regional, national and international level.
- f) Consolidate strategies for articulation between postgraduate and undergraduate programs, with a view to expanding and improving the quality of student and university scientific production.

Title II - General Organization

Art. 4 - The PPGSS will be taught with the intervention of the Social Sciences Center, with the School of Social Work as the executing unit, through the Department of Theoretical and Practical Foundations of Social Work and the Department of Social Policy.

Sole Paragraph - Other university units at UERJ, as well as other institutions, may act as collaborators with the PPGSS.

Art. 5 - The PPGSS will be taught by permanent professors, collaborators, external participants and visitors from UERJ, the latter being invited national and foreign specialists, and the academic regime and titles of the professors must comply with the rules prescribed by the National Education Council, UERJ Decision No. 117/85 and the PPGSS internal resolution.

Sole Paragraph - The criteria for accreditation, re-accreditation and de-accreditation of the PPGSS teaching staff are governed by the rules in Annex II.

Art. 6 - The Board is the decision-making body within the PPGSS, for didactic and scientific, technical and administrative purposes, and is made up of professors accredited by the Program, representation of active students and the Head of the Secretariat.

Paragraph 1 - Student representation, made up of 3 (three) master's students and 3 (three) doctoral students with their respective alternates, will be elected annually by their peers, from among the students regularly enrolled in the Program, and will have a term of office of 1 (one) year, with the authorization of a single renewal.

Paragraph 2 - The Management of the FSS, the Heads of the Departments, the Program Coordination and other coordinators will sit on the Board, without the right to vote.

Art. 7 - The implementation of the basic academic guidelines of the PPGSS, generated by the Program Board, will be monitored and continuously evaluated by the Department of Theoretical and Practical Foundations of Social Work, the Department of Social Policy and the Unit's Collegiate bodies.

Art. 8 - The executive coordination of the Program's activities will be carried out by a Coordinator and an Assistant Coordinator, elected by direct and secret ballot among the members of the teaching staff of the School of Social Work, accredited in the PPGSS, and students of the PPGSS, through the constitution of a slate and respective program, approved by the Departmental Council of the Unit.

Paragraph 1 - The Coordinator and Deputy Coordinator must be permanent professors of the PPGSS, holders of a Doctorate or a Teaching Habilitation (Livres-Doctores) title, belonging to the teaching career of UERJ, with a degree in Social Work.

Paragraph 2 The Coordinator's term of office shall be two (2) years, with the possibility of a single consecutive reappointment.

Paragraph 3 The names of the elected Coordinator and Deputy Coordinator shall be submitted for approval by the Departmental Council of the Unit.

Art. 9 - The Coordinator will be elected together with the Deputy Coordinator.

Sole Paragraph - The Deputy Coordinator will replace the Coordinator in his or her absence or impediment, in addition to carrying out specific responsibilities assigned to him or her by the Coordinator or the PPGSS Board.

Art. 10 - The Coordination of the PPGSS will have its own technical-administrative and pedagogical structure within the Unit.

Art. 11 - The PPGSS Board will meet when convened by the Coordinator or by a simple majority of its members.

Paragraph 1 - The quorum for meetings shall be the presence of a simple majority of the members of the Board.

Paragraph 2 - Decisions of the Board shall be taken by a simple majority of votes.

Paragraph 3 - The Coordinator shall have a voice and vote at meetings of the Board.

Art. 12 - The PPGSS Board should create mechanisms for coordinating with researchers from the School of Social Work who are not part of the PPGSS, in order to maintain exchanges with undergraduate and postgraduate programs at the School of Social Work.

Sole paragraph - The link between the FSS/UERJ postgraduate and undergraduate programs in the field of research will be through the participation of research assistants, Scientific Initiation and Technical Support scholarship holders, research interns and PPGSS students, in all cases accompanied by the research coordinator.

Art. 13 - The PPGSS Board is responsible for:

I - establish and reformulate, in the first instance, the basic academic guidelines of the PPGSS and draw up its global plans, defining lines of research, curricular structure, accreditation/re-accreditation/dis-accreditation and approval of orientation, considering the internal resolution of the Program;

II - approve, in the first instance, research projects, syllabuses for Master's and Doctorate programs, plans for teaching activities and the Teaching Internship policy;

- III - coordinate and assess the execution of the programs of the courses and research internships;
- IV - stipulate the number of vacancies in each selection;
- V - set up a selection panel, approve the submission of the selection notice for approval by the Postgraduate and Research Sub-President's Office and approve the results of the student selection to the PPGSS;
- VI - decide on requests to suspend enrollment and to waive the requirement to complete courses or internships and on pedagogical situations in the academic life of students;
- VII - approve the names of the members and alternates of the examining boards for the qualification and defense of master's thesis and doctoral dissertations, appointed by the advisor;
- VIII - ratify the results of dissertation and thesis defenses and forwarding them to higher authorities;
- IX - set up a Scholarship Committee, in accordance with the regulations of the funding agencies, to promote the allocation, reallocation and monitoring of the Master's and Doctoral Scholarships made available to the PPGSS. The committee should be made up of the Program Coordinator, 3 (three) permanent professors of the Program, elected by the PPGSS professors, and 3 (three) students elected by the student body who are regularly enrolled, both with their respective alternates.
- X - set up Transitional Committees to carry out work, analyses, assessments and draft proposals pertinent to the operation of the PPGSS.
- XI - decide on the financial resources allocated for the maintenance of the PPGSS, in compliance with university regulations on the matter;
- XII - ensure compliance with and enforcement of legislation relating to postgraduate studies;
- XIII - decide on transfers, use of credits and similar cases;
- XIV - draw up academic performance indicators and an information system, with a view to periodically evaluating the Program.
- XV - encourage, approve and monitor the PPGSS national and international exchange policy;
- XVI - approve, in the first instance, requests for post-doctoral internships and academic co-tutorship situations.

Art. 14 - The PPGSS Coordination is responsible for:

- I - enforce these Regulations;
- II - chairing the Board, convening and coordinating meetings;
- III - represent the PPGSS internally and externally;
- IV - present the proposals of the Board to other bodies of the Unit regarding academic and administrative issues;
- V - systematize the Program's documentation and draw up an annual report, sending it to the competent bodies;
- VI - establish exchanges with Academic Units of UERJ and/or other national and international Universities, with a view to carrying out academic activities;
- VII - liaise with funding bodies to ensure the progress of the Program and the expansion of scholarships and other resources for the PPGSS.

VIII - manage and report to the PPGSS Board on the financial resources allocated for its maintenance.

Title III - The Program Department

Art. 15 - The Program Department, directly linked to the Coordination, through the Department Section Head, is the unit that executes the administrative services of the PPGSS and has the following competencies, in addition to those defined by AEDA037/REITORIA/2007:

I - organize, coordinate and control the work of the Postgraduate Program Department;

II - guarantee the organization and registration of the Program's academic control;

III - process, distribute and archive documents relating to the teaching, scientific and administrative activities of the Program;

IV - organize and keep updated the legislation and other legal instruments pertinent to the Program;

V - systematize information, organize accountability and provide information and data necessary for planning and assessing the Program's activities, in their areas of competence;

VI - Organize the meetings of the Program Board, recording them in the minutes;

VII - direct the execution of text reproduction activities;

VIII - ensure the rational use of the Program's equipment and permanent and consumable material, arranging for repair, maintenance and replacement, where appropriate;

IX - be responsible for programming the use of the Program's physical space, as well as supervising its conservation and cleaning;

X - keep an up-to-date inventory of the Program's equipment and permanent material;

XI - organize the selection processes for the admission of students to the PPGSS.

Title IV - Selection of Candidates

Art. 16 - The PPGSS is aimed at holders of undergraduate degrees in Social Work, as well as holders of other higher education degrees, of full duration and in person, awarded by a Higher Education institution and recognized by the National Education Council, in the case of the Master's degree, and holders of Master's degrees, in the case of the Doctorate, all of whom are subject to a single selection process.

Art. 17 - Based on the availability of human and material resources, the PPGSS Board will stipulate the number of vacancies to be offered for the Master's and Doctorate Programs and will announce them by means of its own Call for Applications, proposed by the Board and approved by the Vice-President's Office for Postgraduate Studies and Research.

Sole Paragraph - The minimum number of vacancies for the Master's Degree is 10 (ten) and for the Doctorate 5 (five).

Art. 18 - Applications for registration must be sent to the Program Coordination Office in accordance with the calendar published in the Public Notice.

Paragraph 1 - Registration will be formalized by submitting:

I - a duly completed application form;

II - a copy of the undergraduate degree diploma from a full-length and in-person program, duly recognized. Alternatively, a completion declaration may also be presented, which must be replaced by the completion certificate at the time of enrollment;

III - diploma or minutes of defense of the academic master's thesis, in the case of selection for the Doctorate;

IV - a copy of the transcript of the undergraduate program;

V - a copy of the master's degree transcript (if applicable);

VI - curriculum vitae, according to the LATTES platform standard;

VII - two recent 3x4 photos and a copy of ID and CPF;

VIII - a research project for the Master's degree, linked to the program's lines of research;

XIX - dissertation project for the Doctorate, linked to the research lines of the Program.

Paragraph 2 - The list of required documents, according to the previous paragraph, may be altered at each selection, according to other criteria established by the Program Board and the Vice-President's Office for Postgraduate Studies and Research or by the Higher Education, Research and Extension Council.

Paragraph 3 - Candidates enrolled upon presentation of a certificate of completion of an undergraduate program, in accordance with item II of Paragraph 1, must present the respective diploma within a maximum of 12 (twelve) months from the date of enrolment on the program.

Art. 19 - Selection will be based on the criteria established by the Board in the Notice approved by the Postgraduate and Research Vice-President's Office:

Paragraph 1 - for the Master's Degree:

I - in the analysis of the documentation submitted;

II - the result of the written test, related to the area of concentration of the Program, with a higher weight than the other tests, with a minimum score of 7 (seven);

III - the result of an interview, with a panel made up of at least three PPGSS professors, to analyze the project, with a minimum score of 7 (seven);

IV - the result of a foreign language test, with a minimum score of 5.0 (five), or a proficiency certificate recognized by the Selection Committee, in English, French or Spanish;

Paragraph 2 - for the Doctorate:

I - in the analysis of the documentation submitted;

II - assessment of the Master's degree transcript, curriculum vitae and dissertation project;

III - the result of an individual hearing, with a panel made up of four (4) PPGSS professors.

IV - proficiency in two foreign languages, English being compulsory and the second being French or Spanish, with a minimum score of 5.0 (five);

Paragraph 3 - The minimum grades and weights assigned to each item referred to in Paragraphs 1 and 2 above will be established by the Program Board and published in the Public Notice referred to in Article 17.

Paragraph 4 - The written exam for the Master's Degree will cover topics specified in a Program, including a bibliography, to be published in a public notice.

Paragraph 5 - The foreign language test, for the Master's and Doctorate, may be taken up to 6 (six) months after admission, for students who do not meet the required level in the selection process.

Paragraph 6 - Doctoral candidates may request to take advantage of a foreign language exam taken to enter the Master's program, upon presentation of proof from the institution where the exam was taken, as long as the exam was taken no more than 5 (five) years prior to the application, taking only 1 (one) exam in another language.

Art 20 - The admission of approved candidates will be made by filling the vacancies in the respective program (Master's or Doctorate), according to the classification order.

Sole Paragraph - In case the number of approved candidates exceeds the number of established vacancies, and provided that withdrawals occur until the last day set for enrollment, there will be a reclassification as provided for in the Notice, following the classification order for admission to the relevant program (Master's or Doctorate).

Art. 21 - Students may enter the Postgraduate Program in Social Work directly from the Master's to the Doctorate, provided that they meet the following requirements:

I - Have completed all the credits of the Master's degree, referring to the courses and other curricular activities provided for in their study plan;

II - Submit a minimum grade of 9.0 (nine) in at least 80% (eighty percent) of the courses and other curricular activities taken;

III - Have their Master's qualification exam approved by a public qualification board, with an indication for entry to the doctorate, and submitted for further assessment by a committee of three (3) permanent professors appointed by the board;

IV - Present bibliographic production, according to the classification used by CAPES, of at least one publication during the Master's program.

Art. 22 - At the discretion of the PPGSS Board, students who do not have a Master's degree may be admitted directly to the Doctorate program, provided they meet the following requirements:

I - Have relevant bibliographical production in the PPGSS Area of Concentration;

II - Submit a memorial to be analyzed by the Board.

Art. 23 - Students affiliated with other postgraduate programs may take courses as special students, provided that:

I - comply with the study and assessment requirements of the courses taken;

II - fit within the number of vacancies set forth in specific regulations, established by the Board.

Sole paragraph: Special students will not be allowed to register for more than two courses in the same academic term.

Title V - Enrollment and Registration in Courses

Art. 24 - Enrollment is the act that integrates the approved candidate into the student body of the Program and shall be carried out within the deadline set forth in the Notice.

Art. 25 - Enrollment in courses and other curricular activities of the Master's and Doctorate will be made each academic term at the Program Department, according to the calendar previously published by the Program Coordination.

Paragraph 1 - Failure to register for a course or to suspend enrollment constitutes abandonment of the Program.

Paragraph 2 - Regular students in the Program have priority in filling available places in the various courses and other curricular activities offered, followed by special students.

Paragraph 3 - In case the number of students exceeds the available vacancies, priority shall be given to the oldest student, considering the date of their first enrollment.

Art. 26 - Due to force majeure, and subject to approval by the PPGSS Board, the student may suspend their enrollment for a period not exceeding 6 (six) months for the Master's degree and 12 (twelve) months for the Doctorate.

Art. 27 - All procedures regarding enrollment suspension in programs, cancellation of courses, or other curricular activities, as well as credit validation, shall be carried out by the Program Coordination, following approval by the Board.

Paragraph 1 - The request for enrollment suspension must be formalized through a request to the Board, accompanied by the student's justification and the Advisor's opinion.

Paragraph 2 - The period during which enrollment is suspended will not be considered for the purposes of completing the PPGSS.

Paragraph 3 - When re-enrolling, the student must comply with any curricular changes that may have been introduced and make the necessary adaptations.

Paragraph 4 - In order to request an enrollment suspension, the student must have attended at least one (1) academic semester and it will not be granted more than once.

Paragraph 5 - Students who drop out of the program without duly suspending their enrollment will only be able to re-enter through a new selection process.

Paragraph 6 - At the end of the enrollment suspension period, the student who does not reopen their enrollment in the Program will have it canceled, resulting in the loss of the vacancy to which they are entitled

Title VI - Program Duration

Art. 28 - PPGSS courses will be taught during the day and, exceptionally, at night.

Art. 29 - The Master's Degree in Social Work will last a minimum of 18 (eighteen) months and a maximum of 24 (twenty-four) months, including the defense of the thesis, counted from the beginning of the student's activities in the Program.

Art. 30 - The Doctorate in Social Work will last a minimum of 24 (twenty-four) months and a maximum of 48 (forty-eight) months, including the defense of the dissertation, starting from the beginning of the student's activities in the Program.

Art. 31 - In exceptional cases, assessed by the Board and upon presentation of the justification, the student's work plan and the advisor's opinion, the student may request an extension of the deadline for completing the program to a maximum of 30 (thirty) months for the Master's degree and 50 (fifty) months for the Doctorate.

Title VII - Academic Regime and Curricular Structure

Art. 32 - PPGSS will encompass:

Paragraph 1 - for the Master's Degree:

I - Basic Foundation phase, consisting of obtaining 9 (nine) credits in mandatory courses; 6 (six) credits in courses belonging to the concentration area; 7 (seven) credits in complementary activities (Master's Thesis Seminars and Research Seminars) and 6 (six) credits in elective courses, totaling 28 (twenty-eight) credits and 420 (four hundred and twenty) class hours, according to the curriculum structure presented in Annex III.

II - Preparation and defense of the Master's thesis, worth 5 (five) credits.

Paragraph 2 - For the Doctorate:

I - Basic Foundation phase, consisting of obtaining 4 (four) credits; 6 (six) credits in the course belonging to the concentration area; 15 (fifteen) credits in complementary activities (Doctoral Dissertation Seminars I, II, III, IV, and V); 9 (nine) credits in elective courses, totaling 34 (thirty-four) credits and 510 (five hundred and ten) classroom hours, according to the curriculum structure presented in Annex III.

II - Preparation and defense of the Doctoral dissertation, worth 20 (twenty) credits.

Art. 33 - To obtain the degree of Master of Social Work, the student must:

I - be enrolled in the Program for at least 18 (eighteen) months;

II - complete a minimum of 28 (twenty-eight) credits in the quantities provided for mandatory courses, basic foundation, concentration area, complementary and elective activities;

III - obtain a grade average equal to or higher than 7 (seven) in each course;

IV - achieve at least 85% (eighty-five percent) attendance in all activities of each course;

V - pass the Master's qualification exam;

VI - pass the thesis defense, according to the criteria established in this Regulation and in the current guidelines at UERJ.

Art. 34 - To obtain the degree of Doctor of Social Work, the student must:

I - be enrolled in the Program for at least 24 (twenty-four) months;

II - complete a minimum of 34 (thirty-four) credits in the quantities provided for mandatory courses, basic foundation, concentration area, complementary and elective activities;

III - obtain a grade average equal to or higher than 7 (seven) in each course;

IV - achieve at least 85% (eighty-five percent) attendance in all activities of each course;

V - pass the Doctorate qualification exam;

VI - pass the dissertation defense, according to the criteria established in this Regulation and in the current guidelines at UERJ.

The student will be dismissed from the Program if they fit into the following situations:

I - fails twice in the same course;

II - fails to enroll in courses and/or activities, unless they are on leave of absence.

III - does not meet the foreign language proficiency requirement, as provided in Paragraph 5 of Article 19.

Title VIII - Credit Acquisition Phase

Art. 36 - Students will receive a numerical grade expressed in values from 0 (zero) to 10 (ten) for each course, according to their performance in tests, seminars, participation in the various scientific programs in progress, etc.

Paragraph 1 - There must be at least one assessment in each course.

Paragraph 2 - The student who fails a course may request that their case be brought before the Board, which will deliberate on the matter, and may establish a deadline for redoing the work or form a committee to review the grade, depending on the situation, in accordance with the regulations of Paragraph 2 of Article 37.

Art. 37 - The basic unit for measuring curriculum components will be the credit.

Sole Paragraph - Each credit unit will correspond to 15 (fifteen) hours of lecture or any other teaching-learning activity, including complementary activities.

Art. 38 - Student who obtain a grade lower than 7 (seven) or attendance less than 85% (eighty-five percent) in a course or activity will not receive the corresponding credits.

Paragraph 1 - Students may request cancellation of enrollment in a given course or activity, provided that no more than 25% (twenty-five percent) of the respective workload has been taught, and students who abandon it after this limit has been exceeded will be considered to have failed.

Paragraph 2 - Students may repeat a course only once. The student who fails the same course for a second time will be dismissed from the Program.

Art. 39 - The student who, due to force majeure, is unable to submit assignments for courses within the established deadline may, upon approval of the Board, submit them within a maximum period of 3 (three) months

Sole Paragraph - In this case, the professor must follow the recommendations of the DEPG of UERJ to enter the assessment grade after the deadline set by this Department.

Art. 40 - At the discretion of the PPGSS Board, students from a postgraduate program (stricto sensu) from a Brazilian institution accredited by the National Education Council (CNE) or from a foreign institution may be exempted from up to a maximum of 3 (three) courses, each with a minimum of 3 (three) credits.

Paragraph 1 - Only courses that were taken no more than 4 (four) years ago will be accepted.

Paragraph 2 - For students who have taken this PPGSS without having completed it, exemption may be granted for the total credits relating to the courses taken, observing the deadline stipulated in the previous paragraph.

Art. 41 - Doctoral students may obtain the equivalence of up to 2 (two) courses taken in a Postgraduate Program in Social Work or related areas, duly recognized, of at least 3 (three) credits each, provided that this is authorized by the advisor.

Art. 42 - Master's students may obtain the equivalence of up to 1 (one) course taken in a Postgraduate Program in Social Work or related areas, duly recognized, of at least 3 (three) credits each, provided that this is authorized by the advisor.

Title IX - Preparation, Presentation

and Defense of Thesis and Dissertation

Art. 43 - All thesis and dissertation advisors must have a Doctor's Degree or equivalent and their definition must comply with the PPGSS internal resolution.

Art. 44 - The Advisor's duties include:

I - assume the academic guidance of the student, overseeing their study plan;

II - supervise the teaching internship, mandatory for students of the Social Demand Program, sponsored by CAPES;

III - advise on the preparation of the thesis or dissertation project;

IV - monitor and guide the development of the research work and the preparation of the thesis or dissertation;

V - verify the need and convenience of a co-advisor, whose performance must be officially approved by the PPGSS Board;

VI - participate, as a member and chairman, in the qualifying exam boards and public defense of the thesis or dissertation;

VII - make sure that the rules and deadlines are met;

VIII - assess the academic quality of the thesis or dissertation through the Thesis or Dissertation Seminar courses;

IX - encourage the publication of student output throughout the Program;

X- Prepare reports and/or opinions on the activities carried out by their advisees, when requested by the Board, and in situations of request for enrollment suspension and/or extension of the deadline for thesis or dissertation defense.

Art. 45 - Each student will be assisted in the preparation of their Thesis or Dissertation by an advisor, who should be appointed based on the student's suggestion, the advisor's line of research and the availability of the Program's staff of advisors.

Sole Paragraph - In exceptional cases, students may request a change of advisor by submitting a written justification to the Board.

Art. 46 - Candidates for the Master's degree must take a qualifying exam on their Master's thesis project.

Paragraph 1 - The qualifying exam for the Master's Degree must be taken after the completion of the Basic Foundation courses, the Area of Concentration and the Master's Thesis Seminar I or, in special cases, on the recommendation of the advisor.

Paragraph 2 - The Board for the qualifying exam, previously approved by the PPGSS Board, will be made up of the student's advisor and 2 (two) other professors.

Paragraph 3 - The Board for the qualifying exam must be made up of at least 2 (two) professors from the area of the PPGSS.

Paragraph 4 - In the minutes of the defense, the candidate will be given a mark that will appear as: Passed or Failed and a corresponding grade will be posted in Thesis Seminar II.

Paragraph 5 - Applicants for the Master's Degree who fail the qualifying exam may take a new exam within a maximum of 3 (three) months after the first one, respecting the maximum time for completing the Program.

Paragraph 6 - Applicants for the Master's Degree who fail the second qualifying exam will automatically lose the right to present and defend their thesis, and may obtain a certificate of achievement in the courses they have regularly passed.

Art. 47 - Candidates for the Doctor's Degree must undergo a qualifying examination for the Doctorate, on the project for the Doctorate dissertation.

Paragraph 1 - The qualifying exam must be taken after the completion of the Basic Foundation courses, the Area of Concentration and the Doctorate Dissertation Seminar II.

Paragraph 2 - The Board for the qualifying exam, previously approved by the PPGSS Board, will be made up of the student's advisor and 3 (three) other professors, with at least 1 (one) being external to the UERJ staff.

Paragraph 3 - The Board for the qualifying exam must be made up of at least 2 (two) professors from the area of the PPGSS.

Paragraph 4 - If deemed appropriate by the advisor, in agreement with the student, a pre-board may be set up to assess the dissertation prior to the Defense Board, provided a written request is made and approved at a Board meeting.

Paragraph 5 - When the dissertation project is defended and graded, a grade of pass or fail will be awarded, and a corresponding grade will be entered in the Dissertation Seminar II course. In the second case, the student is allowed a maximum of 60 (sixty) days to reformulate the dissertation project, when it will be assessed or defended again.

Paragraph 6 - When the dissertation is graded, students will be considered to have passed or failed, and suggestions for improving the work will be made, if applicable, when the dissertation is approved. In the event of failure, the student will have a period of up to 80 (eighty) days to resubmit the reformulated version, preferably to the previous exam board, and may again be considered passed or failed.

Paragraph 7 - In the event of a second failure in the assessment of the preliminary version of the dissertation, the student will be automatically dismissed from the Program.

Art. 48 - It is recommended that Master's and Doctoral students who are preparing their thesis or dissertation join one of the research programs/groups linked to the Postgraduate Program in Social Work, in whose area they will develop their thesis or dissertation.

Art. 49 - The master's thesis will be prepared under supervision and must be an individual, unpublished work that reveals mastery of the chosen topic and the ability to systematize the knowledge acquired.

Art. 50 - The doctoral dissertation will be prepared under supervision and must be an individual work, unpublished and revealing an original contribution to the study of the subject.

Art. 51 - Both the thesis and the dissertation will be developed on the basis of a research project, and the subject of the study must be linked to the area of concentration and to one of the Program's lines of research.

Paragraph 1 - Students may participate in a line of research other than that of their advisor, provided it is duly justified. Students are also allowed to change their line of research, among the options provided by the Program, in line with their object of study, as long as they submit a written request to the PPGSS Department, justifying the change and registering it when registering for courses.

Art. 52 - The thesis or dissertation defense examining board will award the following marks: "pass", "revision of form", "reformulation", or "failure".

Paragraph 1 - The public defense of the thesis or dissertation shall be approved by the student who obtains the approval of the Board of Examiners in a secret deliberation.

Paragraph 2 - In the case of "revision of form" or "reformulation", it is up to the Defense Examining Board to explain to the student the aspects of the revision or reformulation that must be observed.

Paragraph 3 - In the case of a "revision of form", the student will have a maximum of 30 (thirty) days to submit the thesis or dissertation to their advisor, who will approve the revisions made and forward it to the Program Coordination.

Paragraph 4 - In the case of "reformulation", the student must submit the duly reformulated thesis or dissertation within a maximum, non-extendable period of up to 90 (ninety) days for the Master's thesis and up to 180 (one hundred and eighty) days for the Doctoral dissertation.

Paragraph 5 - In the case of a reformulated thesis or dissertation, the student will be subject to a new public defense, observing all the requirements laid down in these Regulations. A second failure will result in the automatic dismissal of the student from the Program, the same occurring if the revised thesis or dissertation is not resubmitted within the deadline specified in the above paragraph.

Art. 53 - In order to register the thesis and dissertation for public presentation and defense, the student must have completed all the credits and passed the qualifying exam.

Art. 54 - The final version of the thesis or dissertation must be sent to the Program Coordination Office by the Advisor, with the indication of the professors who will make up the Examining Board, taking into account the compatibility between the thesis or dissertation topic and the area of activity of the professors responsible for the assessment.

Paragraph 1 - Examiners must hold a doctorate or equivalent, which will only be waived when they are specialists with proven experience in the field, at the discretion of the UERJ Higher Council for Teaching, Research and Extension.

Paragraph 2 - Among the members of the Examining Board, 1 (one), in the case of a Master's degree, and 2 (two), in the case of a Doctorate, must be from outside UERJ.

Paragraph 3 - In all cases, an internal and an external alternate must be chosen.

Art. 55 - The presentation and defense of the thesis or dissertation will be held in a public session, widely advertised by the PPGSS.

Paragraph 1 - The chairing of the presentation and defense session of the thesis or dissertation will be the responsibility of the work's advisor.

Paragraph 2 - A thesis or dissertation that receives a favorable opinion from 3 (three) examiners in the case of a Master's Degree and 5 (five) examiners in the case of a Doctorate will be considered approved.

Paragraph 3 - The final formatting of the thesis and dissertation must follow the rules published by the Sirius network of the Universidade do Estado do Rio de Janeiro, where the final work must be delivered in 2 (two) copies, one digital (CD/DVD) and the other printed.

Paragraph 4 - The final version of the approved work must also be delivered to the PPGSS Coordination in 2 (two) copies: one digital (CD/DVD), PDF format, and the other printed. Both copies will be filed at the Documentation and Memory Center (Centro de Documentação e Memória - CEDOM) of the School of Social Work.

Art. 56 - The presentation and defense session of the thesis will consist of the following essential steps:

I - installation of the Examining Board, endorsed by the Board;

II - presentation by the candidate of the objective, method, and main results obtained in their thesis, within a time limit not exceeding 30 (thirty) minutes.

III - questioning by each examiner, for a maximum of 15 (fifteen) minutes, guaranteeing equal time to respond, with dialogue being allowed, in which case the debate between the candidate and each examiner may last up to 30 (thirty) minutes;

IV - final judgment by the Examining Board, immediately recording, in a proper book, minutes regarding the outcome, which will include the final opinion, to be publicly announced.

Art. 57 - The presentation and defense session of the Doctoral dissertation will consist of the following essential steps:

I - installation of the Examining Board, endorsed by the Board;

II - presentation by the candidate of the objective, method, and main results obtained in their dissertation, within a time limit not exceeding 30 (thirty) minutes.

III - questioning by each examiner, for a maximum of 30 (thirty) minutes, guaranteeing equal time to respond, with dialogue being allowed, in which case the debate between the candidate and each examiner may last up to 30 (thirty) minutes;

IV - final judgment by the Examining Board, immediately recording, in a proper book, minutes regarding the outcome, which will include the final opinion, to be publicly announced.

Art. 58 - The result of the Examining Board's judgment will be expressed in the award of a grade, according to the following scale: Passed with Distinction, Passed, Passed with requirements or Failed.

Art. 59 - The PPGSS Coordination will forward to the Director of the School of Social Work and to the Vice-President's Office for Postgraduate Studies and Research a copy of the minutes of the thesis or dissertation examination, one copy thereof, and other documents related to the approved student's academic life, aiming at the issuance of the diploma.

Title X – General Provisions

Art. 60 - Any omissions shall be resolved, in the first instance, by the PPGSS Board and, ultimately, by the CSEPE, preceded by an opinion from the Departmental Council of the School of Social Work.

ANNEX II

Specific Regulations for Master's and Doctoral Programs

Title I - Teaching Staff

Art. 1 The PPGSS teaching staff consists of professors from the School of Social Work of UERJ (FSS/UERJ), visiting professors, and guest professors from other Higher Education Institutions, both national and international, all holding a Doctoral Degree or equivalent.

Art. 2 The PPGSS teaching staff comprises the following categories: Permanent Professor, Visiting Professor, Collaborating Professor and External Participating Professor.

Paragraph 1 - The PPGSS Permanent Professor is a member of the FSS/UERJ teaching staff and is systematically involved in undergraduate and postgraduate teaching, research and academic guidance

(Final Research Paper, Scientific Initiation, Thesis, Dissertation), dedicating at least 20 (twenty) hours a week of their workload to the Program, proving 20 (twenty) hours of research in the Scientific Production Bank (BPC) - in the case of UERJ professors.

Paragraph 2 - Professors who, upon their retirement from UERJ, have signed a Term of Commitment with the Program to participate as a professor, systematically taking on the activities of a Permanent Professor, in accordance with the rules of the University, may continue to be part of the PPGSS permanent professor staff.

I - The inclusion of retired professors will be subject to analysis by PPGSS, during the annual assessment of the Program, aiming to define and justify the occurrences of accreditations and disaccreditations of members of this and other categories.

Paragraph 3 - The Level I and II Visiting Professor (AEDA005/President's Office-UERJ, 2010) is a professor with recognized academic performance, originating from another Higher Education Institution or Research Institution, who joins the Program for a period, preferably exceeding 6 (six) months, engaging in research, teaching, academic guidance in undergraduate and postgraduate studies, consultancy, and advisory activities. According to a formal agreement between the HEIs, the grant for this purpose is awarded by the HEI or funding agencies.

Paragraph 4 - The Collaborating Professor comes from the School of Social Work at UERJ, retired or not, or from other Higher Education Institutions in the country or abroad, showing participation in academic activities, such as thesis or dissertation advising, co-advising, teaching of courses, seminars, or other curricular activities, participation in examination boards for qualification, selection, or public defense of thesis or dissertations, consultancy, advisory, maintaining a workload in the Program of less than 20 (twenty) hours per week and proving, at least, 15 (fifteen) hours of research in the BPC - in the case of UERJ professors.

Paragraph 5 - The External Participating Professor comes from the School of Social Work at UERJ, retired or not, or from other Higher Education Institutions in the country or abroad, with sporadic participation, approved by the Board, in teaching, research, advising, co-advising, in the student selection committee or examination board for dissertation or thesis, within the Program, having proven intellectual production of three publications, in the Program concentration area, in the three years prior to their participation, and updated Lattes curriculum.

Paragraph 6 - The permanent professors should preferably comprise 70% (seventy percent) of the Program's teaching staff, a percentage considered VERY GOOD by CAPES, and may, in exceptional cases, range between 50% (fifty percent) and 69% (sixty-nine percent), a percentage interval considered as GOOD [1].

Title II - Accreditation, De-accreditation and Re-accreditation of the PPGSS Teaching Staff

Art. 3 - At the end of each year, the accreditation/re-accreditation/de-accreditation process must take place for the permanent teaching staff and the collaborating teaching staff, observing the criteria established by this Decision, the requirements of CAPES and the mobility of a maximum of 20% (twenty percent) fluctuation in the staff.

Paragraph 1 - The process of accrediting a professor begins when the documentation is submitted to the PPGSS Department and forwarded to the Coordination Office, which will request an opinion from the Assessment Committee defined by the Board. The assessment must be presented and deliberated at a meeting of the Board with at least 2/3 (two thirds) of the teaching staff present.

I - The applicant must submit the following documents to the Program upon registration: Letter of Justification; Copy of the Doctoral Diploma; Updated Lattes CV with proof of academic production from the previous triennium; Research workload allocated by the BPC/UERJ [2].

Paragraph 2 - De-accreditation may occur, following Capes guidelines for a 20% (twenty percent) reallocation each year: upon request de-accreditation by the professor; as a result of the annual/triennial evaluation.

Paragraph 3 - Professors will be re-accredited annually on the basis of their BPC, the criteria defined in this rule and the percentage of mobility defined by CAPES.

Paragraph 4 - Each year, the production of PPGSS professors will be analyzed by the DATACAPES Preparation Commission, considering the teaching production of the last 3 (three) years, for disqualification and re-accreditation, the results of which will be presented to the Board for consideration.

Art. 4 - In order to become a permanent professor at the PPGSS/UERJ, the doctoral professor must fulfill all the following prerequisites in the three-year period prior to the request:

I - Carry out teaching activities at undergraduate level;

II - Carry out a research project in line with the program's area of concentration and lines of research;

III- Receive funding or scholarships for professors or researchers, or Scientific Initiation Scholarships or Technical Support or aid from federal or state funding agencies (CAPES, Ordinance No. 191 of 2011) or other types of funding and scholarships;

IV- Be duly accredited as a supervisor, in accordance with article 7 of this Standard, by the PPGSS and SR2,

V - Provide the following intellectual and academic output over the last 3 (three) years: publication of at least 3 (three) articles in journals with an editorial board, indexed in an international or national database, classified in stratum equal to or higher than B2 in the Qualis System of CAPES/MEC; or 1 (one) book; or 3 (three) book/collection chapters; organization of 1 (one) book/compilation, plus 4 (four) full papers in Proceedings, allowing for a combination of criteria and book reissue. All of these productions must comply with the classification criteria set out in the area's assessment document drawn up by CAPES.

Sole Paragraph - In order to be accredited to the permanent body, professors must have completed the advisory of 3 (three) Master's thesis and taught 3 (three) courses in stricto sensu postgraduate programs during their academic career.

Art. 5 - To become a Collaborating Professor, the professor must meet all the following prerequisites during the three-year period:

I - Carry out a research project in line with the program's area of concentration and lines of research;

II - Provide the following intellectual and academic output over the last 3 (three) years: publication of at least 2 (two) articles in journals with an editorial board, indexed in an international or national database, classified in stratum equal to or higher than B2 in the Qualis System of CAPES/MEC; or 1 (one) book; or 2 (two) book/collection chapters; or 3 (three) Full Papers in Annals, or the organization of 1 (one) book/collection, with the possibility of combining criteria and re-editing books, or co-advising. All of these productions must comply with the classification criteria set out in the area's assessment document drawn up by CAPES.

Sole paragraph - In order to be accredited as a collaborator, professors must have completed at least 2 years of doctoral studies, at least 2 (two) Scientific Initiation (CI) supervisions and 4 (four) final research papers (tcc) in their academic career.

Art. 6 - The permanent professor, collaborator or external participant must be duly accredited as an advisor by the PPGSS and SR2.

Paragraph 1 - In order to be accredited as a Master's advisor by the PPGSS, the professor must prove that he/she has advised 4 (four) TCCs or 2 (two) TCCs and 2 (two) specialization researches or 2 (two) Master's co-advisorships, plus 2 (two) CI or equivalent, throughout his/her professional career. Must prove a minimum research load of 15 (fifteen) hours at BPC/UERJ; have at least 2 (two) years of doctoral studies and academic production, according to Art. 5, item III.

Paragraph 2 - In order to be accredited as a Doctoral advisor by the PPGSS, professors must prove the completed advisorship of 3 (three) Master's thesis, a research workload of 20 (twenty) hours at the BPC/UERJ, and academic production, according to Art. 4, item V.

Paragraph 3 - A professor will only be accredited as a Master's or Doctoral advisor by SR2 if he or she meets all the criteria required by CAPES Ordinance 191/2011.

Art. 7 - The permanent and visiting staff should preferably concentrate 60% (sixty percent) of Master's (M) and Doctoral (D) orientations, a percentage considered VERY GOOD by CAPES, and may, in exceptional cases, concentrate between 50% (fifty percent) and 59% (fifty-nine percent), a percentage range considered GOOD [3].

Paragraph 1 - In view of pedagogical requirements, each advisor may accumulate a maximum of 3 (three) M or D orientations per class, considering the limit of 8 (eight) orientations per permanent professor and 4 (four) for collaborating professors;

Paragraph 2 - The process of allocating orientations will follow the following procedure:

I - Professors will present their projects/research in a seminar to beginning M/D students at the start of the first semester of the Program;

II - During the 1st (first) semester of the Program, students will maintain contact with the Research Centers/Programs/professors, aiming to indicate, to the Board, 3 (three) options for advisory considering the list of permanent and collaborating professors available for advising, disclosed by the Coordination of PPGSS.

III - Sixty days after the beginning of the first semester of the class, these choices will be submitted to the Program Board, for the definition of guidelines, in view of the criteria contained in this Decision and other legal requirements (CAPES/UERJ).

Art. 9 - Newly-doctoral professors may attend meetings of the Board, provided they are linked to a PPGSS research line.

Art. 10 - A professor from the Permanent Body who misses two (2) meetings or from the Collaborating Body who misses three (3) consecutive meetings of the PPGSS/UERJ Board, without justification, will be dismissed from the Program.

NOTE: Accreditation and de-accreditation will be governed by CAPES Ordinance 191/2011.

ANNEX III

Curriculum Structure Concentration Area: Labor and Social Policy

Master's Degree

Mandatory Courses	Number of Credits	Class Hours	Department
Basic Fundamentals			
Theory and Methods in the Social Sciences	3	45	Theoretical and Practical Foundations of Social Work
Capitalism and Labor	3	45	Theoretical and Practical Foundations of Social Work
Contemporary Political Theory	3	45	Social Politics

Subtotal	9	135	
Concentration Area			
Social Policy in Brazil and Social Work	3	45	Social Politics
Labor, Social Relations and Social Work	3	45	Theoretical and Practical Foundations of Social Work
Subtotal	6	90	
Complementary Activities (mandatory)			
Master's Degree Thesis Seminar I	2	30	Theoretical and Practical Foundations of Social Work and Social Policy
Master's Degree Thesis Seminar II	2	30	Theoretical and Practical Foundations of Social Work
Master's Degree Thesis Seminar III	2	30	Theoretical and Practical Foundations of Social Work and Social Policy
Research Seminar	1	15	Theoretical and Practical Foundations of Social Work and Social Policy
Subtotal	7	105	
Elective Courses*			
Subtotal	6	90	Variable
Teaching Internship Program	-	15	
Thesis Preparation and Presentation	5	75	
TOTAL	33	510	

* Minimum of two courses required. The PPGS elective courses are listed in Annex IV.

Doctor's Degree

Mandatory Courses	Number of Credits	Class Hours	Department
Basic Fundamentals			
Social Policy and Social Work	4	60	Social Politics
Subtotal	4	60	
Concentration Area			
Work and Social Work in Latin America	6	90	Theoretical and Practical Foundations of Social Work
Subtotal	6	90	
Complementary Activities (mandatory)			
Doctoral Dissertation Seminar I	3	45	Theoretical and Practical Foundations of Social Work and Social Policy
Doctoral Dissertation Seminar II	3	45	Theoretical and Practical Foundations of Social Work and Social Policy
Doctoral Dissertation Seminar III	3	45	Theoretical and Practical Foundations of Social Work and Social Policy
Doctoral Dissertation Seminar IV	3	45	Theoretical and Practical Foundations of Social Work and Social Policy
Doctoral Dissertation Seminar V	3	45	Theoretical and Practical Foundations of Social Work and Social Policy
Subtotal	15	225	
Elective Courses*			
Subtotal	09	135	Variable
Teaching Internship Program	-	30	
Dissertation Preparation and	20	300	
TOTAL	54	840	

* Minimum of two courses required. The PPGSS elective courses are listed in Annex IV.

ANNEX IV

Curriculum Structure - Master's and Doctoral Elective Courses

Concentration Area: Labor and Social Policy

Elective Courses	Number of Credits	Class Hours	Department
Special Topics on Social Theory I	3	45	Theoretical and Practical Foundations of Social Work
Special Topics on Social Theory II	3	45	Theoretical and Practical Foundations of Social Work
Special Topics on Social Policy I	3	45	Social Politics
Special Topics on Social Policy II	3	45	Social Politics
Special Topics on Social Policy Analysis and Social Work I	3	45	Social Politics
Special Topics on Social Policy Analysis and Social Work II	3	45	Social Politics
Special Topics on Social Policy Analysis and Social Work III	3	45	Social Politics
Special Topics on Social Policy Analysis and Social Work IV	3	45	Social Politics
Special Topics on Social Policy Analysis and Social Work V	3	45	Social Politics
Special Topics on Social Policy Analysis and Social Work VI	3	45	Social Politics
Special Topics on Social Policy Analysis and Social Work VII	3	45	Social Politics
Special Topics on Social Work I	3	45	Theoretical and Practical Foundations of Social Work
Special Topics on Social Work II	3	45	Theoretical and Practical Foundations of Social Work
Special Topics on Political Organization and Manifestations	3	45	Theoretical and Practical Foundations of Social Work
Special Topics in Gender, Ethnicity and Generation	3	45	Theoretical and Practical Foundations of Social Work
Special Topics in Gender, Ethnicity and Generation	3	45	Theoretical and Practical Foundations of Social Work
Special Topics on the Social Formation and Economy of Brazil	3	45	Social Politics
Special Topics on Labor and Social Reproduction I	3	45	Theoretical and Practical Foundations of Social Work
Special Topics on Labor and Social Reproduction II	3	45	Theoretical and Practical Foundations of Social Work
Special Topics in Culture and Social Identities	3	45	Theoretical and Practical Foundations of Social Work
Special Topics on Contemporary Issues	3	45	Theoretical and Practical Foundations of Social Work
Special Topics on Labor in Latin America	3	45	Theoretical and Practical Foundations of Social Work
Special Topics on Social Policy in Latin America	3	45	Social Politics
Special Topics on Social Work in Latin America	3	45	Theoretical and Practical Foundations of Social Work
Special Topics on Foundations of Social Work	3	45	Theoretical and Practical Foundations of Social Work
Special Topics on Labor and Social Relations in Brazil	3	45	Theoretical and Practical Foundations of Social Work
Paradigms of Analysis on Latin America	3	45	Social Politics