

**REGULATION OF THE GRADUATE PROGRAM IN LITERATURE – MASTER AND  
DOCTORATE LEVELS  
“LANGUAGE AND SOCIETY” AREA OF CONCENTRATION**

**CHAPTER I**

**OBJECTIVES AND ORGANIZATION**

**Article 1st.** The constitution and objectives of the Program follow the provisions established in articles 1 to 4 – as well as respective paragraphs and items – of CEPE Resolution 078/2016, from June 2, 2016, which establishes the general norms to be followed by Graduate Programs of the Western Paraná State University – Unioeste.

**Article 2nd.** The Graduate Program follows norms from the General Regulation, from the Resolution that establishes rules for Unioeste’s Graduate Programs, from the Programs’ internal regulations and specific criteria, from the General Statute and Unioeste’s statute, and from the specific legislation of the Coordination for the Improvement of Higher Education Personnel – CAPES/MEC and the National Council of Education/Chamber of Higher Education – CNE/CES.

**CHAPTER II**

**PROGRAM COORDINATION AND ADMINISTRATION**

**Section I**

**Program Coordination**

**Article 3rd.** The constitution and objectives of the Program follow the provisions established in article 5th – as well as the respective paragraphs and items – of CEPE Resolution 078/2016, from June 2, 2016, which provides the general rules to be followed by Graduate Programs of the Western Paraná State University – Unioeste.

**Section II**

**Program Committee**

**Article 4th.** Regulations referring to the Program’s Committee follow the provisions established in articles 6 to 8 – as well as the respective paragraphs – of CEPE Resolution 078/2016, from June 2, 2016. This resolution establishes the general

rules to be followed by Graduate Programs of the Western Paraná State University - Unioeste.

**Sole paragraph.** Student representation comprises 01 representative of the master's course and 01 representative of the doctorate course, observing indications by the majority of regular students at each Program level. Representatives must be regular students from the 2nd academic term onwards. Each representative is allowed a one-year term in office. This mandate may be renewed.

**Article 5th.** In addition to the responsibilities established in Unioeste's CEPE Resolution 078/2016, the Program coordinator is responsible for:

I - forwarding any and all changes to the Program's internal rules to the Education, Communication and Arts Center, for Committee approval and deliberation;

II - coordinating Program activities, adopting the measures necessary for its development, in order to ensure its quality as ascertained by monitoring and evaluation agencies;

III - calling and presiding over Program Committee meetings;

IV - carrying out the decisions of the Program's Committee as well as graduate studies-related institutional policies, as well as implementing the decisions of the university's superior bodies.

V - exercising administrative, academic and financial direction of the Program;

VI - submitting pedagogic plans and work plans to the Program's Committee;

VII - submitting reports on the activities of the Program to the Dean of Research and Graduate Studies, according to requests;

VIII - submitting the Program's academic calendar to the Committee, and, after receiving CEPE approval, publishing it;

IX - organizing the distribution of course subjects and informing the respective Centers and professors about subject offering;

X - elaborating and proposing class schedules for professors;

- XI - elaborating and proposing the list of academic advisors;
- XII - proposing the creation of Program commissions;
- XIII - assisting the Scholarship Commission regarding candidate students' documentation;
- XIV - preparing the CAPES annual report;
- XV - annually filling out the Sucupira/CAPES Database;
- XVI - providing support to the advisor and, together with the latter, appointing examining board members;
- XVII - monitoring and stimulating professors' intellectual production;
- XVIII - preparing and submitting an annual budget proposal, subject to approval by the Campus Center Council;
- XIX - delegating duties to other Program members;
- XX - representing the Program across all university instances;
- XXI - managing the expenditure of external resources received by the Program;
- XXII - maintaining contacts and agreements with national and international institutions and entities interested in collaborating with the Graduate Program's development;
- XXIII - issuing public notices - subject to Committee approval - regarding student selection and enrollment, accreditation of teachers, among others, in accordance with the Program's specific rules and criteria;
- XXIV - issuing resolutions based on Committee deliberations;
- XXV - in the absence of the work's advisor and co-advisor, presiding over qualification and thesis defense boards;
- XXVI - exercising other functions, as specified by the collegiate body.

**Article 6th.** Program coordinator choice must follow CEPE Resolution 084/2016, from June 2, 2016, which establishes the norms governing the appointment of Unioeste program coordinators.

### Section III

#### On the Secretariat

**Article 7th.** The Coordination has an assistant, as established by paragraph 3 of article 5th of CEPE Resolution 078/2016, from June 2, 2016, which establishes the general rules followed by Unioeste Graduate Programs. The assistant's duties are the following:

I - to organize the data provided by professors and students in order to input it to the CAPES Database and CAPES Reports systems;

II - under the supervision of the Coordination for the Graduate Program in Literature, to annually fill out the Sucupira/CAPES Data Collection system;

III - to keep the CAPES student registry updated;

IV - to file scholarship-student documents, according to each funding agency's guidelines;

V - to distribute and archive all documents related to the Program's didactic and administrative activities;

VI - to keep the faculty and student body informed about Committee and CEPE resolutions;

VII - to publicize notices, school calendars, timetables and other activities developed by the Program;

VIII - to process the enrollment of candidates to the selection exam for regular and special professorship positions;

IX - to forward to the Selection Commission the personal documents submitted by candidates for regular and special professorship positions;

X - to forward to the Academic Control body the Public Notice containing the list of selected candidates;

XI - to call for Program Committee meetings;

XII - to prepare and maintain an up-to-date Book of Minutes;

XIII - to publicize Committee decisions;

XIV - to keep a well-maintained list of Program assets;

XV - to provide the necessary work supplies;

XVI - to provide the necessary documentation for acquisitions made through Program-allocated funds;

XVII - to keep professors and students informed about Graduate Studies-related documentation;

XVIII - to send all the necessary Program-related documentation to the Academic Control body and to the Office of the Dean for Graduate Studies and Research;

XIX - to inform students about each activity's deadlines;

XX - to receive and organize documents related to these activities: Teaching Internship, Dissertation Lecture and Thesis Lecture, Language Proficiency Exam, Qualification Exam, Dissertation Defense and Thesis Defense;

XXI - to ensure that the Program's secretariat functions smoothly;

XXII - to perform other related activities.

### CHAPTER III

#### FACULTY MEMBERS

**Article 8th.** Regulations referring to the constitution and objectives of the Program follow the provisions established in articles 25 to 31 - as well as the respective paragraphs and items - of CEPE Resolution 078/2016, from June 2, 2016. This resolution establishes the general rules to be followed by the Graduate Programs of the Western Paraná State University - Unioeste.

**Article 9th.** The Program's professors and faculty advisors are Doctorate (PhD) researchers.

**Sole paragraph.** Internal and external researchers at Unioeste may become members of the Program's faculty, in accordance with CAPES recommendations and the university's internal legislation.

**Article 10th.** Professors must be duly accredited in Program Committee-approved activities.

**Paragraph 1.** When supervised by a Program professor, external professionals may exceptionally be invited to give seminars and lectures related to their area(s) of concentration or line(s) of research. This is subjected to Program Committee approval.

**Paragraph 2.** Distance-education technologies may be used to carry out the activities predicted in paragraph 1, provided that teacher-student interactivity is preserved and that the respective CAPES evaluation area is not hindered in its ability to assess the activity.

**Article 11th.** Program-accredited professors are classified according to the following categories:

I - Permanent professors, which constitute the Program's main group of professors;

II - Collaborating professors;

III - Visiting professors.

**Article 12th.** Conditions regarding the accreditation, permanence and disaccreditation of the Program's teaching staff follow the provisions set forth by articles 32 to 33 - as well as respective paragraphs and items - of CEPE Resolution 078/2016, from June 2, 2016, which establishes the general rules to be followed by Graduate Programs of the Western Paraná State University - Unioeste, as well as CEPE Resolution 254/2017, from September 28, 2017, which establishes the accreditation, permanence and disaccreditation regulations for professors of the Graduate Program in Literature - Master's and Doctorate courses (Cascavel campus).

**Article 13th.** In order to become permanent master course professors, besides meeting all the prerequisites described below (I to V) as well as doctorate requirements, professors must have obtained their accreditation more than 5 years ago, having completed at least 02 master's defenses and fulfilled all the requirements set forth by the accreditation and disaccreditation Resolution, in addition to Capes requirements.

Thus, master's course permanent professorship requirements are:  
I - to develop teaching and research activities in undergraduate and graduate courses;

II - to participate in a research project linked to the Program's Research Lines;

III - to advise Master's and Doctorate students of the Program, after being duly accredited as an advisor by the competent institution;

IV - to work according to a forty-hour weekly regime. Over fifty percent of the Program's permanent faculty must maintain exclusive, full-time dedication, characterized by providing forty weekly hours of service.

V - to have a functional link with the institution or, exceptionally, considering the specificities of certain areas or institutions, fall under one of the following special conditions:

a) being a recipient of a BFP scholarship ("Bolsa de Fixação de Pesquisador") from a federal or state-level funding agency;

b) as a retired professor or researcher, being a signatory of an institutional commitment to become a professor of the Program;

c) having been assigned as a Program professor by means of a formal agreement.

**Paragraph 1.** At the Program's discretion, professors who do not meet the requirements of item I of this article's head provision - due to the non-inclusion of the discipline under their responsibility in the respective course or due to absence for the completion of a post-doctoral, senior internship or other relevant activities in education, science and technology - may also be accepted as permanent professors, provided that all other permanent-professorship requirements have been met.

**Paragraph 2.** Within the parameters defined as acceptable by the Technical and Scientific Council/CAPES, and considering their specificities and the specificities of the Programs under analysis, each evaluation area or major area is responsible for establishing:

I - the maximum percentage of permanent professors contemplated by the special conditions provided for in subitems 'a', 'b' and 'c' of item IV of this article's head provision, or another parameter able to fulfill this purpose;

II - the minimum percentage of permanent professors who must have full-time dedication to the institution;

III - the conditions or limits for the participation of permanent professors from more than one Program (whether linked

to this institution or an external one).

**Paragraph 3.** The stability of permanent Program professors is subject to systematic monitoring and evaluation by CAPES, and institutions are required to justify occurrences of accreditation and disaccreditation of permanent professors. These occurrences are verified year over year.

**Article 14th.** The Visiting Faculty category includes professors or researchers with a functional link to other institutions that have been released from the activities corresponding to that link in order to collaborate - during a continuous period and on a full-time basis - with a Program research project or educational activity. Members of this category may act as academic advisors and participate in extension activities.

**Sole paragraph.** Visiting Professors are professors who meet this Regulation's requirements and have their activities in the Program made viable either through a fixed-term employment contract with the institution or by a scholarship granted by said institution or by a funding agency.

**Article 15th.** The category of collaborating professors encompasses faculty members of the Program who do not meet all the requirements to be accredited either as permanent or visiting professors, but systematically participate in the development of research projects, research, teaching and extension activities, and/or student advisement, regardless of whether or not they have an institutional link.

**Article 16th.** The total number of collaborating professors and visiting professors is determined by the Program according to area-specific criteria, aiming at obtaining the highest score in CAPES' faculty evaluation parameter.

**Article 17th.** The duties of accredited Graduate Program professors are the following:

I - submit pedagogical plans to the Graduate Program's Secretariat before the beginning of the academic term;

II - request to the Graduate Program's coordination the necessary measures for classes to be properly carried out;

III - within the established deadlines, submit the documentation requested by the Graduate Program's Committee;

IV - maintain an up-to-date Lattes Curriculum and submit documents requested by the Program's Coordination, by the PRPPG, and by CAPES.

**Paragraph 1.** Senior professors may teach classes and act as advisors. Their accreditation must follow current internal legislation and the conditions established by CAPES.

**Article 18th.** Program professors must teach classes at the undergraduate level and develop Scientific Initiation projects, duly considering the provisions established in the Program's evaluation forms.

**Article 19th.** Advisors - whose function is to assist students in their academic activities - are indicated among Program professors with research works linked to the Program's field of studies.

**Sole paragraph.** The maximum number of advisees under each Program professor is 10 (ten) per quadrennium.

**Article 20th.** Advisors and co-advisors must hold PhD titles and have qualifications and experience in the project's area of execution. Their indications are subject to approval by the Program's Committee.

**Article 21th.** Advisor duties are the following:

I - to elaborate, together with the advisee, the work plan for the development of a dissertation or thesis;

II - to advise the student on the work's development and on the production of a dissertation, in the case of the master's course, and of a thesis, in the case of the doctorate course;

III - to monitor the student's performance, providing guidance regarding all matters related to the optimal development of their activities;

IV - to forward the documentation required for the Qualification Examination of the master's or doctoral research to the Program Committee, subject to approval. This must take place 30 days prior to the examiner board meeting;

V - to request the Program Committee to arrange for the Defense of the Dissertation or Thesis. This request must be submitted 30 days before the examiner board meeting;

VI - to request the Program Committee to take the necessary

measures for the formation of an examining board, informing all required data through a form available on the Program's website.

VII - to participate as a member and preside over the Qualification and Defense Examination of the Dissertation and/or Thesis, as well as in the respective examining boards;

VIII - when applicable, to indicate one or more co-advisors, in agreement with the advisee.

**Article 22th.** The co-advisor has the following responsibilities:

I - to collaborate in the elaboration of the student's study plan and research project;

II - to collaborate in the development of specific parts of the research project, at the primary advisor's discretion;

III - to act as an alternate to the primary advisor for a limited amount of time in cases of justified absence of the latter;

IV - to replace the primary advisor by virtue of Program Committee indication;

V - to preside over the examining board in case of advisor absence.

VI - other duties specified by Program regulations.

**Sole paragraph.** Co-advisement roles must be formally indicated by the primary advisor, approved by the Program Committee and exercised by professors with a PhD who are accredited in Graduate Programs within the Program evaluation area.

## **CHAPTER IV**

### **STUDENT BODY**

**Article 23th.** The PPGL student body is formed by regular and special students, currently enrolled, with degrees in undergraduate courses of MEC-recognized Higher Education Institutions.

**Paragraph 1.** Regular students are defined as those selected according to the criteria established in a public selection notice, as recognized by the Committee, and who are duly

registered/enrolled.

**Paragraph 2.** Special students are those who have been selected according to a public selection notice, as recognized by the Committee, and who are duly registered/enrolled in Program disciplines, but have no prerogative of obtaining a Master's and/or Doctorate degree.

**Paragraph 3.** Special students are subject to the same Unioeste and Program regulations applicable to regular students, and are entitled to subject-specific certificates of approval issued by the Academic Secretariat.

**Paragraph 4.** After being approved in a regular selection process, special students can request course-credit co-validation exclusively for credits obtained in elective disciplines.

**Paragraph 5.** Enrollment of special students is carried out on a per-subject basis via the Stricto System. Special-student enrollment takes place after the deadlines established for regular-student enrollment.

**Paragraph 6.** Special-student enrollment is subject to the availability of vacancies, as defined by the Program Committee.

**Article 24th.** Registrations for the Program selection process must be done according to the rules explained in the respective public notice.

**Article 25th.** Students may request enrollment suspension, pending advisor and Program Committee approval.

**Paragraph 1.** Enrollment suspension does not extend the time limit for obtaining the course's diploma.

**Paragraph 2.** The enrollment suspension period cannot exceed 180 days and must not exceed the Program-defined maximum qualification period.

**Paragraph 3.** Scholarship holders who request an enrollment suspension will lose the benefit.

**Article 26th.** In case of maternity leave or serious health problems during the course of an activity or discipline, the student may be provided with home assignments, which are allowed as a form of absence compensation.

**Paragraph 1.** Students must submit absence compensation requests to the Program's coordination, attaching a valid medical certificate.

**Paragraph 2.** It is the Committee's responsibility to analyze the request in accordance with presented documents and to determine the conditions under which the home assignment is to take place.

**Paragraph 3.** When home assignments are not feasible, students may request enrollment suspension for the necessary amount of time. Under these conditions, the enrollment suspension will not be added to the student's course completion time.

**Article 27th.** Together with personal information, the student's academic record must include the following:

- I - name and identity registry ("RG");
- II - undergraduate course, institution and completion date;
- III - course name, area of concentration and line of research;
- IV - course recognition certificate ("ato de reconhecimento");
- V - list of subjects, credits, subject workload, and subject grades;
- VI - total credits and workload in Special Activities I, II and III, for the master's course, and Special Activities IV, V and VI, for the doctorate course. These must be registered as Complementary Activities;
- VII - a teaching internship must be included in the student's academic record;
- VIII - total credits and course load;
- IX - The result of the student's proficiency exam in the evaluated language, identified as 'approved' ("aprovado") for completion and approval during the course enrollment period, and as 'previously approved' ("aproveitamento") for proficiency certificates obtained prior to course enrollment;
- X - Qualification Exam results;
- XI - dissertation and/or thesis title;
- XII - dissertation and/or thesis defense results;

**Article 28th.** Students enrolled in the Graduate Program have the following responsibilities:

I - to annually fill out and submit the PPGL self-assessment questionnaire;

II - to keep an up-to-date Lattes curriculum during the course and at least 5 years after its completion;

III - to participate in at least three defenses;

IV - to participate in academic, scientific and cultural activities promoted by the Program as well as meetings and assemblies organized by the Program.

### **Section I**

#### **Program Creation, Operation and Changes**

**Article 29th.** Program creation, operation and alterations must be done according to articles 11 to 12 - as well as its paragraphs and items - of CEPE Resolution 078/2016, from June 2, 2016, which establishes the general rules for Graduate Programs at the Western Paraná State University - Unioeste.

### **Section II**

#### **Concentration areas and lines of research**

**Article 30th.** Regulations regarding areas of concentration and lines of research are in line with the provisions of articles 13 to 14, including their respective paragraphs and items, of CEPE Resolution 078/2016, from June 2, 2016, which establishes the general rules for Graduate Programs at the Western Paraná State University - Unioeste.

### **Section III**

#### **Disciplines' political-pedagogical project**

**Article 31th.** Regulations regarding programs' and disciplines' political-pedagogical projects follow the provisions of articles 15 to 19, including the respective paragraphs and items, of CEPE Resolution 078/2016, June 2, 2016, which

establishes general rules for Graduate Programs at the Western Paraná State University - Unioeste.

#### **Section IV**

##### **Credit requirements and deadlines**

**Article 32th.** Students must complete the master's course in a minimum of 12 months and a maximum of 24 months, and the doctorate course in a minimum of 24 months and a maximum of 48 months. Completion times start counting from the moment the student has enrolled in the Academic Secretariat.

**Article 33th.** To obtain a master's degree, in addition to regulatory requirements, the student must complete a total of at least 46 credits, distributed as follows: Mandatory Disciplines - 06 credits; Dissertation Lecture - 02 credits; Teaching Internship - 02 credits; Elective Disciplines - 09 credits (regardless of the line of research to which the student is linked); Advanced Lectures - 02 credits; Special Activities - 03 credits; and Dissertation Defense - 22 credits.

**Article 34th.** To obtain the title of Doctor, in addition to regulatory requirements, the student must complete a total of at least 59 credits, distributed as follows: Mandatory Disciplines - 06 credits; Thesis Lecture - 04 credits; Teaching Internship - 04 credits; Elective Disciplines - 09 credits (regardless of the line of research to which the student is linked); Advanced Lectures - 06 credits; Special Activities - 06 credits; and Thesis Defense - 24 credits.

**Article 35th.** Subjects are offered every six months. The academic year comprises two six-month terms.

**Article 36th.** Mandatory subjects shared between the Master's and Doctorate courses are: Theories of Language, Literary Language and Sociological Interpretations, Methodology of Language Research, and Methodology of Research in Literary Studies. Master's and doctorate students must take these subjects during the academic year's first term.

**Sole paragraph.** In case of failure, students must take the disciplines predicted in this article's head provision mandatorily in the third academic term.

**Article 37th.** The Teaching Internship constitutes a mandatory discipline for the Master's and Doctorate levels and must be carried out in higher education institutions belonging to the same CAPES evaluation area. The internship must continue until

the student's qualification exam.

**Paragraph 1.** The teaching internship may be carried out in institutional Teaching and Extension Projects, pending approval by the Program Committee, as long as duly monitored by the student's advisor or the project's coordinator.

**Paragraph 2.** For doctoral students, the Teaching Internship may also take place in *lato sensu* Graduate Courses offered by the Program's associated Center, as long as duly monitored by the doctorate student's advisor.

**Paragraph 3.** Students enrolled in a teaching internship are forbidden to assume the totality of teaching activities in undergraduate or graduate *lato sensu* courses or teaching and extension projects.

**Paragraph 4.** The Teaching Internship has a 30-hour workload in the case of Master's students, and a 60-hour workload in the case of Doctorate students, distributed across the following activities:

I - advisement by the discipline's professor or by the teaching or extension Project's coordinator;

II - content-oriented readings;

III - preparation of classes;

IV - observation of classes;

V - conduction of classes.

**Paragraph 5.** Master's students must undertake observation activities for at least 4 hours and teaching activities for at least 4 hours; doctoral students must undertake observation activities for at least 8 hours and teaching activities for at least 8 hours.

**Paragraph 6.** Advisors must submit the teaching internship's Work Plan - using a form made available on the website of the Graduate Program in Literature - to the Committee of the Undergraduate course or to the Committee of the *lato sensu* Graduate Course where the teaching internship is to take place, for due consideration and approval by the responsible parties.

**Paragraph 7.** The Work Plan for the Teaching Internship to be carried out in a teaching or extension project must be submitted to the Committee of the Graduate Program in

Literature, subject to the latter's consideration and approval.

**Paragraph 8.** Students must submit a final teaching-internship report to the Graduate Program in Literature, subject to Committee consideration and approval. The report must be accompanied by the activity plan as well as supporting documentation regarding the executed activities - these must be attached to the specific form available on the Program's website.

**Paragraph 9.** Teaching internship-related activities must be duly monitored by the student's advisor.

**Article 38th.** Comprobatory documentation for Special Activities I and II (master's degree) and Activities IV and V (doctorate degree) must be submitted before the student's qualification exam.

**Article 39th.** Fulfillment of Special Activity III (master's degree) and Special Activity VI (doctorate degree) must be proven by submitting the publication(s) or letter of acceptance to the Program Secretariat before the defense panel of the dissertation or thesis is requested. This is done by means of a protocol, accompanied by an informal academic record obtained from the Stricto System.

**Article 40th.** Master's students must attend the Dissertation Lecture discipline until the third academic term. In case of failure, a new evaluation must be requested within three months.

**Article 41th.** For master's degree Qualification Exams, students may only request a defense panel after obtaining the necessary credits in mandatory and elective subjects, as well as proof regarding the fulfillment of Special Activities I and II, Teaching Internship, and Proficiency Exam. In case of failure, students must request a new defense panel within three months.

**Article 42th.** Doctorate students must attend the Thesis Lecture discipline by the third semester, and, in case of failure, request a new evaluation within a maximum period of three months.

**Article 43th.** The doctorate course's Qualification Examination may only be requested after the student obtains all necessary credits in mandatory and elective subjects, finishes the Teaching Internship and offers proof of Special Activities IV and V. In case of failure, students must request a new defense within three months.

**Single paragraph.** Committee-approved qualification period extension also results in the extension of all credit-completion deadlines. This is true of disciplines and any other prerequisites that have to be fulfilled before the student's qualification.

**Article 44th.** The writing and effective defense of the Dissertation must be completed by the fourth academic term, and the writing and effective defense of the Thesis must be completed by the eighth academic term.

**Sole paragraph.** The master's student may request the defense deadline to be moved forward by a maximum of 6 months. The doctoral student may request the defense deadline to be moved forward by a maximum of 12 months.

## CHAPTER VI

### VACANCIES, SELECTION, ENROLLMENT, ADVISEMENT AND EXAMINATION

**Article 45th.** The number of vacancies is defined by the Program Committee according to the number of advisors available at the masters and doctorate levels.

**Article 46th.** The Selection Process is accompanied by a Commission, which is indicated and approved by the Program Committee alongside professors of each research line.

**Article 47th.** The selection process for the master's and doctorate consists of eliminatory stages, which are defined by the Program's Committee and published in a Public Notice.

**Article 48th.** The following documentation is required for enrollment in the master's selection process:

I - proof of registration-fee payment;

II - recent 3/4 photo;

III - Up-to-date Lattes Curriculum;

IV - registration application filled out through a specific form available from the Stricto System;

V - copies of the following documents: RG, CPF, Voter Certificate, Reservist Certificate, Birth or Marriage

Certificate;

VI - copy of diploma, document proving completion of the master's degree, or defense declaration, obtained from a CAPES-recognized course;

VII - copy of Undergraduate Course Academic History.

**Article 49th.** The following documentation is required for enrollment in the doctorate-course selection process:

I - proof of registration-fee payment;

II - recent 3/4 photo;

III - Up-to-date Lattes Curriculum;

IV - registration application filled out through a specific form available from the Stricto System;

V - copies of the following documents: RG, CPF, Voter Certificate, Reservist Certificate, Birth or Marriage Certificate;

VI - copy of the Graduate Diploma or Higher Education Course Completion Certificate;

VII - Copy of the Undergraduate Course Academic Record;

VIII - Copy of diploma or similar document proving completion of the master's degree, or defense declaration, obtained from a CAPES-recognized course;

IX - copy of the Master's Course Academic Record.

**Article 50th.** Approved candidates are entitled to enroll until all vacancies are filled, as provided for in Article 45 of these Regulations.

**Sole paragraph.** Applicants may benefit from scholarships, depending on availability (scholarship quota received by the Program), criteria established in normative instructions issued by the Program Committee, and funding agencies.

**Article 51th.** Master's degree students must deliver a copy of their undergraduate diploma no later than one academic term prior to the defense.

**Article 52th.** Doctorate students must deliver a copy of their

master's diploma no later than one year prior to the defense.

**Sole paragraph.** Granting of the title is subject to document regularization.

**Article 53th.** Students are linked to the Program via course enrollment, carried out in person at the Academic Secretariat, with the delivery of documents required by the Program's Public Notice.

**Single paragraph.** During the course, and according to the Program's criteria, students must use the Stricto System to enroll in disciplines and activities.

**Article 54th.** A 75% (seventy-five percent) minimum attendance to Program classes and activities is mandatory.

**Article 55th.** The Teaching Plans of Graduate Course disciplines are approved by the Program Committee.

**Article 56th.** Discipline exams and other activities indicative of the student's performance levels must observe the following grades:

Meaning:

- A - Excellent (90-100), entitled to credits;
- B - Good (80-89), entitled to credits;
- C - Regular (70-79), entitled to credits;
- D - Insufficient (<70), not entitled to credits;
- I - Incomplete, not entitled to credits.

**Paragraph 1.** Grade 'I (incomplete)' refers to a provisory situation (agreed upon with the professor of the respective discipline) in which the student has justifiably been unable to complete the required work. Said student may complete this work within a period determined by the professor (but no later than four months after the end of the course).

**Paragraph 2.** For non-mandatory disciplines - in which the student has obtained a "D" concept - which are not re-offered throughout the course completion period, the student may choose another discipline in order to obtain the necessary credits (subject to Committee approval).

**Paragraph 3.** The professor has autonomy regarding their discipline's examination processes, and may or may not allow works to be redone. Works with evidence of copy or plagiarism are rejected without right to review.

**Paragraph 4.** Requests for review of written works are subject to current Regulations.

**Article 57th.** Students must attend enrolled subjects, with no possibility of enrollment cancellation, per CEPE Resolution 078/2016, Article 41. The only exceptions are provided for in paragraph 4 of the same article.

**Article 58th.** The following situations will lead to student disconnection from the Program:

I - more than one 'D' concept;

II - failure to obtain the necessary credits to request Dissertation Lecture defenses, Qualification Examination and Dissertation Defense, for the master's degree, or Thesis Lecture, Qualification Examination and Thesis Defense, for the doctorate degree, considering the minimum time periods assigned to each stage, per Articles 38 to 44;

III - failure to meet dissertation or thesis delivery deadlines;

IV - voluntary withdrawal;

V - failure to prove proficiency in a foreign language, as provided for in the regulation;

VI - being held in contempt of professors or any member of the Committee, in accordance with Resolution 046/2008-COU, which establishes the disciplinary code of the Western Paraná State University - Unioeste;

VII - by decision of the Program Committee and upon advisor request, the student's right to defense is assured.

**Article 59th.** Students disconnected from the Program may re-enter, subject to the following conditions:

I - submitting to a new selection process, on equal footing in regard to other candidates;

II - when selected, complying with all enrollment requirements;

III - obtaining all credits required by the Program. The validation of up to 50% of credits obtained in previously taken elective courses is allowed.

## CHAPTER VII

### CREDITS

**Article 60th.** The recognition that the candidate has undertaken the studies necessary for completing the Program is expressed in credit units.

**Sole paragraph.** Each discipline and/or lecture credit unit corresponds to 15 (fifteen) hours.

**Article 61th.** The minimum number of credits required by the Program is 46 (forty-six) for the master's degree and 59 (fifty-nine) credits for the doctorate degree.

**Paragraph 1.** For the master's degree, credit requirements are distributed as follows: 06 credits in Mandatory Disciplines; 09 credits in Elective Courses (regardless of the line of research to which the student is linked); 02 credits in Teaching Internship; 02 credits in Dissertation Lecture; 02 credits in Advanced Lectures; 03 credits in Special Activities; and 22 credits attributed in the Dissertation Defense, resulting in 46 (forty-six) credits.

**Paragraph 2.** For the doctorate degree, credit requirements are distributed as follows: 06 credits in Mandatory Disciplines; 09 credits in Elective Courses (regardless of the line of research to which the student is linked); 04 credits in Teaching Internship; 04 credits in Thesis Lecture; 06 credits in Advanced Lectures; 06 credits in Special Activities; and 24 credits obtained from thesis defense, totaling 59 (fifty-nine) credits.

**Article 62th.** For the master's degree, credits in mandatory and elective subjects, Dissertation Lecture, Advanced Lectures, Teaching Internship, proof of language proficiency, and Special Activities I and II must be accounted for before the student is allowed to request a Qualification Exam.

**Article 63th.** For the doctorate degree, credits in mandatory and elective subjects, Thesis Lecture, Advanced Lectures, Teaching Internship, proof of language proficiency, and Special Activities IV and VI must be accounted for before the student is allowed to request a Qualification Exam.

**Article 64th.** Discipline equivalence requests may be accepted at the Program Committee's discretion, provided that:

I - the course in question has a CAPES evaluation score equal to or greater than 3 (three);

II - the student has obtained a 'B' grade in the discipline(s) in question;

III - the request meets Program Regulation requirements regarding discipline equivalence.

**Paragraph 1.** For both regular and special students, credits obtained in elective disciplines offered by the course to which the student is currently enrolled, or by other courses internal and external to Unioeste, may be re-used at the Program Committee's discretion, as long as the student has obtained a 'B' or higher grade in the discipline in question up to 5 years prior to the equivalence request.

**Paragraph 2.** The Committee is responsible for assessing equivalence requests aimed at credits obtained in foreign institutions.

## CHAPTER VIII

### FOREIGN LANGUAGE PROFICIENCY

**Article 65th.** The Master's degree candidate must present a foreign-language proficiency certificate in English, Spanish, French, Italian or German. The certificate must be submitted before the student is allowed to request a Qualification Exam.

**Paragraph 1.** Foreign candidates must present a certificate of proficiency in a language other than their country of origin's. Said language must be among the Program's language offerings.

**Paragraph 2.** The foreign language proficiency test may be taken at language institutes and schools or at the PEL (Language Teaching Program/Unioeste), throughout the duration of the master's course. The certificate is verified by the Program Committee, and the term 'approved' ("aprovado") should be placed in the student's academic record.

**Paragraph 3.** Foreign language proficiency certificates obtained through national and international proficiency exams - e.g. TOEFL, DELE, DELF - are acceptable as long as they have been

obtained up to five years prior. Such certificates are verified by the Program Committee and appear in the student's academic record as 'previously approved' ("aproveitamento").

**Article 66th.** In order to be selected, doctorate-level candidates must attest their proficiency in two foreign languages (English, Spanish, French, Italian and/or German).

**Paragraph 1.** One of the two proficiencies is proven by passing the first stage of the selection process (proof of proficiency in a foreign language: English, Spanish, French, Italian or German);

**Paragraph 2.** Upon registration in the selection process, the candidate may request the co-validation of a foreign language, including languages certified in said student's master's course academic record. The co-validated language must be different than the one indicated for the proficiency exam undertaken in the first stage of the selection process;

**Paragraph 3.** During the proficiency test undertaken in the first stage of the selection process, foreign candidates must attest proficiency in a language other than the one spoken in their country of origin. Said language must be among the Program's language offerings.

## CHAPTER IX

### QUALIFICATION EXAM

#### Section I

##### Master's degree Qualification Exam

**Article 67th.** Master's students must go through a Qualification Examination, which may be held in an open or closed session, as agreed upon between advisor and student.

**Paragraph 1.** The Qualification Examination for the master's degree can only be undertaken after the student has obtained credits in mandatory and elective subjects, Dissertation Lecture, Teaching Internship, proof of proficiency, and Special Activities I and II.

**Paragraph 2.** The Master's Qualification Examination evaluation board comprises the advisor and two other Graduate Program-accredited members, one of whom may be linked to a program

external to the institution.

**Paragraph 3.** The exam is held in person, and consists of an (optional) oral presentation of the work (lasting up to 20 minutes), followed by questions and arguments from the members of the examination board.

**Paragraph 4.** After this discussion, the Qualification Examination Board holds a closed meeting to evaluate and assign a grade (approved or rejected) to the work, informs the result to the candidate, and prepares the meeting's Minutes.

**Article 68th.** For the Qualification Examination, a request (duly filled out and signed by both student and advisor) must be submitted to the Program Secretariat. Submission must take place 30 days prior to the Qualification Examination board, and contain the following attached documents:

I - proof of credit completion (academic record);

II - copies of the work to be delivered to the Qualification Board examiners.

**Sole paragraph.** The delivered text must be bound and contain:

I - cover sheet;

II - abstract;

III - introduction;

IV - research development (for example, completed chapters, methodology, data analysis and interpretation, provisional conclusions);

V - list of the research stages that are yet to be completed.

**Article 69th.** The approval or rejection of the work is a majority decision.

**Sole paragraph.** Rejected candidates may request a single new examination, within three months, considering course-completion deadlines, as provided for in Article 30 of these regulations.

**Article 70th.** The Examining Board's report must be approved by the Program Committee.

## Section II

### **Doctoral Qualification Exam**

**Article 71th.** Doctoral students must undergo a Qualification Exam held by an examining board in an open or closed session, as agreed upon between advisor and student.

**Sole paragraph.** The doctorate degree Qualification Exam may only be taken after the student has obtained the required credits in all mandatory and elective subjects, Thesis Lecture, Advanced Lectures, Teaching Internship and proof of Special Activities IV and V.

**Article 72th.** Thirty days prior the scheduled Qualification Exam date, an application (duly filled out and signed by both student and advisor) must be submitted to the Program's Secretariat, containing the following attached documents:

I - proof of credit completion (academic record);

II - copies of the work to be distributed during the Qualification Exam.

**Article 73th.** The Qualification Exam board comprises the advisor and three other Graduate Program-accredited members, one of whom may be linked to a program external to the institution.

**Paragraph 1.** The participation of the external member may be in person, by opinion or by videoconference.

**Paragraph 2.** If the advisor is unable to participate in the Examining Board, the co-advisor, if any, must preside over the Board. In the absence of the latter, the Program coordinator must preside over the Board.

**Paragraph 3.** The exam is held in person, and consists of an (optional) oral presentation of the work (lasting up to 20 minutes), followed by questions and arguments from the members of the board.

**Paragraph 4.** After this discussion, the Qualification Examination Board holds a closed meeting to evaluate and assign a grade (approved or rejected) to the work, informs the result to the candidate, and prepares the meeting's Minutes.

### **CHAPTER XI**

## DISSERTATION AND THESIS DEFENSE

**Article 74th.** To obtain the title of Master or Doctor, after a favorable opinion by the advisor, the candidate presents a Dissertation or Thesis on a theme studied during the course of the Program.

**Paragraph 1.** The Dissertation or Thesis may only be presented after the candidate has obtained all required credits in the Program's disciplines and other course activities. The candidate must also have received approval in the qualification exam, considering the deadlines established in this Regulation.

**Paragraph 2.** The dissertation or thesis must be written in Portuguese, according to the rules established by the Program Committee.

**Article 75th.** Requests for Dissertation or Thesis defense must be submitted to the Program Committee by the candidate and the advisor 30 days prior to the qualification panel's intended date.

**Article 76th.** The Program Committee must ratify the dissertation/thesis defense panel.

**Article 77th.** The dissertation defense examining board must be constituted by at least three members: the advisor, a member external to the institution and a member internal to the PPGL and/or institution. All members must be linked to Graduate Programs, and alternates must be appointed.

**Article 78th.** The thesis examining board must comprise five members: the advisor, two members external to the institution, and two members internal to the PPGL and/or institution. All members must be linked to Graduate Programs, and alternates must be appointed.

**Paragraph 1.** Examining board composition must be indicated by the advisor using a specific form and approved by the Program Committee. This form must contain the meeting's date and time, as well as information regarding resources necessary for holding said meeting.

**Paragraph 2.** Along with the application, a copy of the student's academic record must be delivered.

**Paragraph 3.** Copies of the work in printed or digital form (at the examining board's discretion) must be sent to members of the examining board.

**Article 79th.** Candidates must present the dissertation or thesis to the examining board in a public session.

**Article 80th.** The defense of the dissertation and thesis consists of an oral presentation of the work by the candidate, followed by questions and arguments by the examining board, in a public session.

**Article 81th.** After the dissertation or thesis is examined, the work is attributed an 'Approved' or 'Rejected' concept. Approval or rejection is a majority decision.

**Sole paragraph.** A student whose work has been rejected is given the opportunity to schedule a new defense within a maximum period of three months. Examining board composition and credit validation deadlines are maintained, as provided for in Article 30 of these regulations.

**Article 82th.** Students have a maximum period of ninety days to deliver the final copy of the work to the course secretariat, counting from the approval of the dissertation or thesis by the Examining Board. The work must follow current ABNT Technical norms and other norms established by the Program Committee.

**Paragraph 1.** When required by the examining board and under the supervision of the advisor, students must make adjustments in the work's final version.

**Paragraph 2.** When applicable, the advisor must verify the adjustments required by the Examining Board in the final version of the dissertation or thesis.

**Paragraph 3.** Delayed delivery of the final version of the dissertation or thesis requires ratification by the Program Committee and higher bodies.

**Article 83th.** The titles of master and doctor are only issued after the fulfillment of all requirements related to the delivery of the final version of the dissertation or thesis. This must be ratified by the Program Committee, in accordance with current legislation.

**Paragraph 1.** Students must send the full digital copy of the Dissertation or Thesis to the Graduate Program, in a single file, in Rich Text Format - RTF and in unprotected PDF format.

**Paragraph 2.** Students must complete and forward an authorization for publication of their dissertation or thesis

in the Digital Library of Theses and Dissertations (BDTD) by filling out a form provided by the Program.

**Paragraph 3.** The Program sends the digital media, a copy of the completed authorization and the student's personal data to the library, which assumes responsibility for the technical procedures related to the inclusion of these data in the BDTD.

**Paragraph 4.** The Program must send a copy of the dissertation or thesis to the Campus Library.

**Paragraph 5.** The Program starts the diploma application process after the delivery receipt is sent by the Campus Library.

**Article 84th.** After having met all requirements set forth by this Regulation and all requests made by the Examining Board, and after delivering the final versions of the Dissertation or Thesis, the candidate is entitled to a Master's degree in Literature - Language and Society Concentration Area or to a Doctorate degree in Literature - Language and Society Concentration Area, as provided for in the related ordinances.

**Article 85th.** Cases not provided for here are resolved by the Committee of the Graduate Program in Literature - Language and Society Concentration Area.

## CHAPTER XIII

### PROGRAM MAINTENANCE

#### Section I

#### Financial Resources

**Article 86th.** Regulations regarding the maintenance of the Program and its financial resources follow the provisions of articles 67 to 70, including respective paragraphs and items, of CEPE Resolution 078/2016, from June 2, 2016, which establishes the general norms for Graduate Programs of the Western Paraná State University - Unioeste.

#### Section II

#### Granting of Scholarships

**Article 87th.** The granting of scholarships to Program students observes CAPES SOCIAL DEMAND PROGRAM REGULATIONS, as well as the regulations and other ordinances of the relevant research promotion agencies.

**Sole paragraph.** The granting of scholarships by the Scholarship Commission must be approved by the Program Committee.

**Article 88th.** In addition to the documents required by the funding agencies, scholarship applications must comply with each Program's Regulations and specific public notices.

**Article 89th.** Failure in any discipline, be it due to subpar grades or insufficient frequency, leads to scholarship cancellation.

**Article 90th.** The minimum grade required of scholarship students in all enrolled subjects is B. This grade cannot re-occur for more than two disciplines.

**Article 91th.** Scholarship renewal is subject to assessment by the Program's Scholarship Commission. The student's scholarship may be cancelled if said student fails to meet the criteria set forth by the commission:

I - presence in three annual defenses and two annual events (conferences, round tables, seminars and other scientific events) promoted by the Program;

II - participation in two academic-scientific events with presentation of a work and publication in annals, and/or publication of at least 1 article in an ISSN-registered journal with an Editorial Board;

III - Participation in academic, scientific and cultural activities promoted by the Program;

IV - Attendance at meetings convened by the Program's scholarship commission. Unjustified absence in more than two meetings results in scholarship cancellation;

V - filing an academic-scientific report every six months. The report must be submitted to the Program secretariat and include an advisor opinion when requested by the Program coordinator;

VI - completion and annual delivery of the PPGL self-assessment questionnaire;

VII - maintaining an up-to-date Lattes Curriculum for the duration of the course and at least 5 years after its conclusion.

**Article 92th.** This regulation comes into effect starting from

the year 2020.

**Article 93th.** Students who entered the Program before the 2020 academic year continue to be subjected to prior regulations.

**Article 94th.** Cases not provided for here are resolved by the Program Committee.