



MINISTÉRIO DA EDUCAÇÃO
UNIVERSIDADE FEDERAL DE SANTA CATARINA
SECRETARIA DE RELAÇÕES INTERNACIONAIS
SERVIÇO DE TRADUÇÃO

TRANSLATION

I, the undersigned translator and interpreter, a civil servant at the Universidade Federal de Santa Catarina, registered under SIAPE no. 2268490, do hereby certify that a **NORMATIVE RESOLUTION** written in Portuguese, attached hereto, was submitted to me, which I faithfully translated into English as follows:

[Coat of arms of Brazil]
UNIVERSIDADE FEDERAL DE SANTA CATARINA
CENTRAL DELIBERATIVE BODIES
GRADUATE STUDIES COUNCIL

NORMATIVE RESOLUTION no. 7/2020/CPG, OF 19 OCTOBER 2020.

Provides for international co-supervision and double degree for graduate (master's and doctoral) programs.

THE CHAIRPERSON OF THE GRADUATE STUDIES COUNCIL OF UNIVERSIDADE FEDERAL DE SANTA CATARINA, under the authority conferred on her, considering the plenary deliberation, in session held on 10 September 2020, according to the Report no. 103/2020/CPG, contained in the process no. 23080.002648/2020-25,

RESOLVES:

To approve the general rules for graduate (master's and doctoral) programs to carry out international co-supervision and double degree activities.

TITLE I
INITIAL PROVISIONS

Article 1 The co-supervision scheme for graduate (master's and doctoral) programs aims to promote academic exchange, establish and strengthen relationships with foreign universities, as well as allow joint supervision of dissertations and thesis, resulting in double degree for Brazilian and foreign students.

Article 2 The co-supervision and double degree activities are conditioned to the prior existence of an international co-supervision agreement and may be applied to UFSC students and students from a counterpart foreign higher education institution.

Article 3 For the purposes of this normative resolution, the following are defined:

I – international co-supervision general convention: document which establishes the general conditions for obtaining master's or doctoral degrees and the commitment of the parties involved, established between UFSC and a counterpart foreign institution, and to which students will be bound to by an Addendum to the co-supervision general convention;

II – international co-supervision agreement: document which establishes the specific conditions for obtaining master's and doctoral degrees and the commitment of the parties involved;

III – accession agreement to the international co-supervision general convention: document



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which establishes the specific conditions for obtaining master's and doctoral degrees and the commitment of the parties involved under a co-supervision general convention;

IV – addendum: document which establishes amendments to the co-supervision general convention, to the co-supervision international agreement or to the accession agreement to the international co-supervision general convention.

TITLE II
CO-SUPERVISION AGREEMENT

Article 4 The procedures for establishing international co-supervision agreements will be initiated by the graduate program coordination office and will be processed in the program's council and the Prorectorate for Graduate Studies (PROPG), which has the power to sign the document.

Sole paragraph. Once the signature process of the co-supervision agreements is completed, one copy will be sent to the Office of International Relations (SINTER) for registration purposes.

Article 5 The international co-supervision agreement, to be signed between UFSC and the counterpart foreign higher education institution, must:

I – define the conditions for the co-supervision and the issuing of the degree certificate (diploma) conferring the double degree in both countries;

II – establish the period of activities, respecting the minimum stay of 6 (six) months for master's and doctoral students in each signatory institution;

III – present:

- a) the research project, including the schedule of the activities to be developed by the master's or doctoral student under this international co-supervision agreement in each signatory institution, and the need for taking a qualifying exam in advance or not;
- b) maximum time limit for obtaining the degree;
- c) formal consent from the supervisors;
- d) the financial obligations of the parties involved, detailing the source of funds, including for the defense session;
- e) the degree to be conferred at each of the signatory institutions;
- f) the presentation format of the thesis or dissertation, the language, the defense venue and the number of members of the examining committee with their respective origins.

Sole paragraph. Any changes in the conditions established by the international co-supervision agreement must be formalized by means of an addendum, approved in the same instances as the original agreement.

Article 6 An international co-supervision general convention may be signed and students will be bound to it by the signature of the accession agreement, which must establish the specific conditions for each master's or doctoral degree obtainment process, and must be approved in the same instances as the convention.

Article 7 The beginning of the co-supervision activities will take place from the date of the execution of the international co-supervision agreement or the accession agreement to the international co-supervision convention.

1. Academic and research activities carried out up to the maximum limit of 30 (thirty) days prior to the execution of the agreement may be recognized as co-supervision activities, as long as they are related to the research project developed by the master's or doctoral student, carried out under the supervision of the signatory foreign or Brazilian supervisor, and are included in the international co-supervision agreement.

2. For the effective recognition of the activities carried out prior to the execution of the



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agreement, the student must provide proof of the co-supervision activities accomplished and a letter from the supervisor at the host institution attesting the supervision, including the time period, which must be in accordance with what has been established in the international co-supervision agreement.

3. It is not permitted to celebrate a co-supervision agreement or accession agreement to the international co-supervision convention after the defense session in one or in both institutions involved.

TITLE III
REQUIREMENTS

Article 8 The admission of students, under co-supervision and double degree, from a counterpart foreign higher education institution to a graduate program at UFSC must be formalized by an international co-supervision agreement or convention, being unnecessary for the students to go through an admission selection process.

Article 9 For UFSC students, the condition for establishing the international co-supervision agreement is the completion of at least 75% of the credits in courses and/or complementary activities, excluding the credits for dissertation or thesis preparation.

Sole paragraph. The remaining credits must be completed in courses and/or complementary activities in the host institution and must be provided for in the international co-supervision agreement.

Article 10 The international co-supervision agreement or accession agreement must specify the need for credit completion by students from a foreign institution.

Sole paragraph. Foreign students who do not have valid proof of Portuguese proficiency must participate in the Portuguese for foreigners course offered at UFSC, to which the international co-supervision agreement may assign credits.

Article 11 Students must be duly enrolled in both signatory institutions for the duration of the international co-supervision agreement.

Sole paragraph. Students will be enrolled in the course “co-supervision activities” in the UFSC Graduate Academic Records System (CAPG) during their stay at the counterpart international higher education institution.

TITLE IV
FINAL PROVISIONS

Article 12 The international co-supervision agreement ensures the validity of the dissertation or thesis defended, and the signatory institutions must award the degree and issue the certificate (diploma) respecting the general rules for graduate programs at each university and country.

Sole paragraph. There will be only one defense session, except in cases provided for in the international co-supervision agreement, justified by academic impediments.

Article 13 The foreign degree certificates (diplomas) issued by UFSC under an international co-supervision agreement must contain the administrative process number of the agreement or convention and the identification of the institution and the supervisor.

Sole paragraph. The degree certificates (diplomas) referred to in the main section of this article may be presented for the purpose of degree recognition, respecting the rules established in specific resolution.



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Article 14 The transcripts of records issued by UFSC to the students who completed their graduate program under an international co-supervision agreement will indicate the activities, credits and grades obtained at UFSC and in the foreign country, provided that they are accepted by the graduate program at UFSC.

Article 15 The intellectual property rights that may arise as a result of research cooperation or other activity under the international co-supervision agreements will be discussed individually and will be consistent with the policies officially established by both parties.

Sole paragraph. The parties must enter into a written agreement on the ownership of intellectual property rights that may arise from activities carried out under the respective international co-supervision agreements, in accordance with relevant international agreements and national legislations.

Article 16 This Normative Resolution will come into effect on the date of its publication in the University's Official Bulletin, repealing Normative Resolution no. 04/CPG/2020, of 10 September 2020, except for the co-supervision agreements in progress.

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Nothing further was contained in the document submitted.

Florianópolis, 4 November 2022.

PAULA EDUARDA MICHELS
English/Portuguese Translator and Interpreter