

## INTERNAL REGULATION

### CHAPTER I OBJECTIVES AND ORGANIZATION

Section 1. The Stricto Sensu Graduate Program in Language and Culture (PPGLinC) aims to develop and deepen the training of higher education professionals and researchers in the field of linguistic and cultural studies, awarding them with MASTER and DOCTORATE degrees.

Section 2. PPGLinC comprises two areas of concentration: History and functioning of natural languages and Language and interaction, assuring to the candidates for the Master's and Doctorate programs the deepening of studies in specific fields, constituted by the following lines of research to which theses and dissertations will be associated: Historical Linguistics, Philology and History of Written Culture; Dialectology and Sociolinguistics; Grammar Theory; Applied Linguistics; Language, Cognition and Discourse; and Language Acquisition, Translation and Accessibility.

Section 3. PPGLinC is organized and administered in accordance with the Statute of the Federal University of Bahia (UFBA), the Regulations of UFBA, the Teaching Regulations of Undergraduate and Graduate levels at UFBA, the Internal Regulations of the Institute of Linguistics and Literature of UFBA. and these Internal Regulations.

### CHAPTER II

#### COMPOSITION AND OPERATION

Art. 4. The PPGLinC Faculty is composed of Permanent, Collaborating and Visiting Professors, as defined in Section 124 of the REGPG-UFBA.

Sole paragraph. Faculty members must be holders of PhD, Teaching Habilitation (Livro-Docência) or Renowned Expertise (Notório Saber) certificates, granted by a Higher Education Institution, and meet the criteria of accreditation and re-accreditation, according to specific resolution.

Section 5. The academic management of the Doctorate and Master's courses will be executed by the PPGLinC Collegiate, which is a normative, advisory, deliberative and academic planning body, based on the Institute of Linguistics and Literature of the Federal University of Bahia, in Salvador.

Paragraph 1 The Collegiate of the Program is composed of:

I - one (1) faculty representative from each line of research among the permanent faculty members;

II - one (1) faculty representative of the Collegiate of the Academic Coordination in which the curricular components are allocated;

III - 1 (one) representative of the technical and administrative staff of the University Unit where the course is located

IV – a representative of the student body, according to the law.

Paragraph 2 - The election for the representatives of the lines of research and their alternates will be held, by secret vote, exclusively by the faculty members of the line(s) to which they are associated, convened by the Coordination of PPGLinC, in no more than sixty days before the end of the term of each representative.

Paragraph 3. The election for the representatives of the Academic Coordination and its alternate will be held by its collegiate.

Paragraph 4. The terms will be of 2 (two) years for the faculty representatives and technical and administrative staff, and 1 (one) year for the student representatives, all entitled to a renewal.

Paragraph 5. The Collegiate will operate under the chairmanship of a Coordinator, assisted by a Vice-Coordinator, elected from, and by the members of the Collegiate, provided that the provisions set forth in paragraph 4 of this section are respected.

Paragraph 6. The Coordinator, in case of absence or impediment, will be replaced by the Vice-Coordinator.

Paragraph 7. In case of impediment of the Vice-Coordinator, the longest-serving member will be responsible for the Coordination of the Collegiate, as provided for in Section 10 of UFBA Regulations.

Section 6. Collegiate duties:

- a) To organize the election procedures of the faculty representatives, approving the minutes of the election of representatives and forwarding them to Teaching and Graduate Courses Office;
- b) To elect, among their peers, the Coordinator and the Vice-Coordinator, in accordance with paragraphs 2, 3, 4 and 5 of Section 5, in a specific meeting for this purpose, with the presence of an absolute majority of its members, provided that the simple majority criterion is observed;
- c) To decide, upon analysis of curricula vitae, about accreditation renewal of accreditation and loss of accreditation of faculty members to PPGLinC
- d) To create the pedagogical proposal, the curriculum of the courses, indicating the prerequisites and credits of the corresponding disciplines and then submit to evaluation by the PPGLinC Collegiate, ILUFBA Congregation and the UFBA Academic Council of -Education (CAE);
- e) To propose to CAE the creation, transformation, exclusion and extinction of disciplines and areas of concentration of the courses, after consulting with the Academic Coordination and the ILUFBA Congregation;
- f) To decide on the offer of disciplines and activities of the courses and designate the responsible faculty members, after consulting with the Academic Coordination;
- g) To exam/ the program of the course disciplines, promoting interdisciplinary articulation and

horizontal integration (between the curricular components offered in the same semester) and vertical (between the curricular components of the various semesters);

h) To supervise research, teaching and technical cooperation activities of graduate students;

i) To set forth the norms of the courses or their amendments, submitting them to the deliberation of the PPGLinC Collegiate, the Congregation of ILUFBA and the UFBA Academic Council of Education (CAE), where applicable;

j) To submit the number of openings for admission to the courses to the evaluation of the Graduate Teaching Coordination of UFBA and CAE;

k) To define norms, procedures, calendar and committees responsible for the selection of the applicants for the courses, making them public at least 30 days before the beginning of the course;

l) To approve the final results of the applicants' admission exams of for the courses contained in the report of the respective admission committees;

m) To define criteria, procedures and clarify doubts related to enrollment, course/discipline waiver, transfer and use of credits, partial or total leave of absence, as well as the complaints and appeals directed to it, in compliance with the UFBA Regulations/ and Teaching Regulations;

n) To appoint, for each student and among the faculty members, a supervisor professor for dissertation or thesis, respecting the recommendation of the lines of research;

o) To deliberate on the validation requests of disciplines taken in other institutions, in compliance with the applicable legislation;

p) To define the deadlines for the completion of the qualifying exam and defense of dissertations and theses, in specific resolution, including the deadlines for the prior submission of the projects and the final course assignments (dissertations and theses);

q) To approve the examining committee for the final course assignments (dissertation and theses);

r) To approve the opinion of the Examining Committees, forwarding the procedure to the offices responsible for registering the result;

s) To deliberate on requests for extension of time for completion of the course, formally requested by the students, with the consent of the supervisors;

t) To evaluate, every six months, the activities and disciplines in addition to the progress of teaching supervision, and promote, each year, a self-evaluation of PPGLinC, involving faculty members, technical and administrative staff and students;

u) To deliberate on matters approved ad referendum by the PPGLinC coordinator;

- v) To exam appeal against the decision of the coordinator and submit formal complaints to the competent bodies when applicable;
- w) To mediate possible conflicts concerning academic interests between students, faculty members and technical and administrative staff;
- y) To perform other duties set forth in this Regulations, always ensuring compliance with the rules applicable to PPGLinC / ILUFBA.

Section 7. The Collegiate coordinator is responsible for:

- a) Convoking and chairing the meetings of the Collegiate;
- b) Executing the deliberations of the Collegiate, forwarding to the competent body the proposals that depend on its approval;
- c) The technical-scientific level of PPGLinC;
- d) Coordinating and directing the activities of the PPGLinC Office;
- e) Planning the actions and strategies that can contribute to the growing academic qualification of PPGLinC;
- f) Scheduling the activities of the courses;
- g) Appointing the admission committee of grant candidates and monitor their activities, providing the replacement of members, when necessary;
- h) Appointing rapporteur or committee to study matters to be decided by the Collegiate;
- i) Deciding, ad referendum, in case of urgency, on matters of competence of the Collegiate;
- j) Preparing and sending reports of PPGLinC activities to the competent bodies;
- k) Submitting to the Graduate Teaching Coordination and CAE the number of openings for the admission process of PPGLinC applicants;
- l) Exercising the casting vote in the deliberations of the Collegiate, without prejudice to her/his own vote in the matter;
- m) Representing the Collegiate before the other bodies of UFBA and other institutions;
- n) Preparing the annual activities reports and submitting them to the Collegiate;
- o) Delegating competence to the execution of specific tasks;

p) Ensuring compliance with these Regulations;

q) Performing other duties provided for in UFBA laws and rules/provisions.

Sole Paragraph. The decisions of the Coordinator may be appealed to the PPGLinC Collegiate; decisions of the Collegiate to the Congregation of ILUFBA and decisions of the latter to the Higher Council for Education, Research and Extension (CONSEPE)

Section 8. The Vice-Coordinator, in addition to replacing the Coordinator in her/his absences or impediments, is responsible for assisting with the execution of the deliberations of the Collegiate and performing the tasks specifically assigned to her/him.

Sole paragraph. In the event of the definitive removal of the Coordinator, the Collegiate Vice-Coordinator will take the necessary steps to recompose the Collegiate and Coordination, convening a meeting for this purpose.

### CHAPTER III ADMISSION AND ENROLLMENT

Section 9. Admission to PPGLinC will happen through an admission process for the MASTER'S or DOCTORATE courses, by specific call for applications for this purpose.

Section 10. The situations of students transferred from other Master's or Doctorate programs from other Higher Education Institutions will be analyzed by the PPGLinC Collegiate, which will decide on deadlines for completion and use of credits.

Section 11. Special students may be admitted, following the applicable rules for Graduate studies at the University.

Section 12. Enrollment will be in accordance with the provisions of Chapter I of the REGPG (regulation).

### CHAPTER IV TEACHING PROVISION

#### Section I - Curricular Completion

##### Subsection I - Course Duration / Maximum Period Extension

Section 13. The deadlines for the Graduate Courses completion, computed in academic semesters, are 4 (four) semesters for the Master's and 8 (eight) semesters for the Doctorate.

Sole paragraph. The duration of the course, that is, the time spent by the student to complete it, will be counted from the semester of admission in the Graduate Course, and the student can complete the course after 50% of the established in this section 13.

Section 14. The extension of the maximum term established for the completion of the Graduate Course, up to the limit of 2 (two) semesters for the master's degree and 4 (four) semesters for the doctorate, will be granted to:

I - students with limitations that imply a decrease in academic performance, proven by medical

opinion;

II - students who may request to the Collegiate, within the established deadline, in cases of relevant reason duly proven, being the Collegiate responsible for assessing the merits of the reasons presented.

Section 15. In the case of students who are admitted in the Doctorate course by level change, the maximum term of completion for Doctorate will be 5 (five) semesters, that may be extended to 6 (six) semesters, in cases of Internship Abroad.

#### Subsection II - Master's Degree

Section 16. The curricular components of the MASTER'S COURSE are subjects, activities and Defense of the Master's Dissertation.

Section 17. The curriculum framework of the MASTER'S COURSE consists of two compulsory disciplines with a total of 8 (eight) credits, 136 (one hundred and thirty-six) class hours; of 8 (eight) credits in optional disciplines, totaling the minimum course load of 120 (one hundred and twenty) class hours, in addition to the compulsory activities SUPERVISED TEACHER TRAINING, SUPERVISED RESEARCH, PRODUCTION CREDIT and QUALIFYING EXAM.

Section 18. The SUPERVISED TEACHER TRAINING activity must be completed by the third semester of the course and will have the duration equivalent to the course load of the subject in which this activity is performed, being the Master's student responsible for conducting one third of the expected course load and must always be accompanied by the tutor or supervisor.

Section 19. The SUPERVISED RESEARCH activity is intended for the elaboration of the Master's Thesis, under the direction of the Supervisor, and the student must enroll in it from the first semester until the Thesis submission.

Section 20. The master's student must submit to the PPGLinC office the material for registration of the PRODUCTION CREDIT, pursuant to the specific resolution for the matter.

Section 21. The MASTER'S QUALIFYING EXAM must be held until the third semester of the course.

Paragraph 1 Up to thirty days before the end of the third semester, the student must submit the material for the Qualifying Exam. The documents must consist of:

- a) A document containing a descriptive report of the curricular activities developed during the course and a plan of the activities related to the research with a view to preparing the final work;
- b) a commented table of contents of the thesis;
- c) At least 2 (two) chapters of the future thesis.

Paragraph 2. The Examining Committee will be composed of three professors, and one of them must be external to the Program.

Paragraph 3 The composition of the Examining Committee must be approved by the Program Collegiate.

Paragraph 4. Each examiner will have thirty minutes for oral examination and at the end of each question the master's student will also have thirty minutes for her/his oral response.

Paragraph 5. The final Opinion of the Qualifying Exam will be issued by the Examining Committee after evaluation of the material submitted and the oral examination.

Paragraph 6. In exceptional cases, the supervisor may request the Program Collegiate to transfer a student from the Master's to the Doctorate, without the thesis presentation requirement and/or a new admission selection process. In such case, a Committee will be constituted to analyze the case and if the opinion is in favor of the transference, the applicant must complement her/his credits with the specific Doctorate disciplines and submit to the Doctorate Qualifying Exam.

Section 22. The Defense of Master's Thesis must take place until the 4th (fourth) semester of the course, provided that the other curricular components are fulfilled.

Sole paragraph. the Master's Thesis Defense procedures are defined in a specific resolution.

### Subsection III - Doctorate Course

Section 23. The curricular components of the DOCTORATE COURSE are subjects, activities and Doctorate Dissertation Defense.

Section 24. The curriculum framework of the DOCTORATE COURSE consists of two compulsory disciplines with a total of 8 (eight) credits, 136 (one hundred and thirty-six) class hours; of sixteen (16) credits in optional disciplines, totaling a minimum course load of 240 (two hundred and forty) class hours, in addition to the compulsory activities of SUPERVISED TEACHER TRAINING or SUPERVISED TEACHING INTERNSHIP SUPERVISED RESEARCH, PRODUCTION CREDIT and QUALIFYING EXAM.

Section 25. The SUPERVISED TEACHER TRAINING activity must be completed by the fifth semester of the course and will have the duration equivalent to the course load of the subject in which this activity is performed, and the Doctorate student will be responsible for teaching one third of the expected course load and must always be accompanied by the tutor or supervisor.

Section 26. The SUPERVISED TEACHING INTERNSHIP activity is compulsory— in two semesters— for all grant holders and is equivalent to the SUPERVISED TEACHER TRAINING; it must be completed by the fifth semester, having the duration equivalent to the course load of the disciplines in which it is fulfilled, and being the doctorate student responsible for teaching the disciplines entirely, under the supervision of a tutor or supervisor.

Section 27. The SUPERVISED RESEARCH activity is intended for the preparation of the Doctorate Dissertation, under the direction of the Supervisor, and the student must enroll in it from the first semester until the submission of the Dissertation.

Section 28. The doctorate student must submit to the PPGLinC office the material for registration of the PRODUCTION CREDIT, pursuant to the specific resolution for the matter.

Section 29. The QUALIFYING EXAM activity will be held until the fifth semester of the course, after the student has completed all the credit/course load of the compulsory disciplines.

Paragraph 1. By forty-five days before the end of the fifth semester, the student must submit the material for the Qualifying Exam. The documents must consist of:

a) A document containing a descriptive report of the curricular activities developed during the course and a plan of the activities related to the research with the purpose of preparing the final work;

Visibility

The Federal University of Bahia has published UFBA AGENDA since 2014. All Graduate Program events, as well as defenses and qualifying exams, are part of this platform in the UFBA website and is available through: [www.agenda.ufba.br](http://www.agenda.ufba.br), with nearly six to seven thousand visits per day.

In addition, information about PPGLinC-UFBA, - such as proposal and structure of the program, research projects and lines, faculty members, admission, handbook, admission process information, grant holders procedures are available at the new address <[www.ppglinc.letras.ufba.br](http://www.ppglinc.letras.ufba.br)>. On the PPGLinC website, the student has access to information from the control and financing bodies such as resolutions, ordinances, records of meetings, deliberations, etc. With the implementation of SIGAA-UFBA, starting in 2019, students will be able to obtain as much information as possible regarding their academic life, as well as access public documents of the Program.

PPGLinC faculty members and students have participated in a considerable number of scientific events in Brazil and abroad, which allows the publication of the research developed by the program's faculty members and students, as well as the interaction with other researchers and institutions. There were 204 presentations of works of various kinds: conferences and lectures, presentation of oral communications, posters, among others.

In addition, there were academic visits by professors of the Higher Education Institutions Program in Brazil to develop work on their research projects. For instance, Professor Danniell da Silva Carvalho visited some institutions in the Northeast, such as UFAL, UFPE and UFRPE to discuss his research projects. Professor Silvana Ribeiro in turn visited UFMS.

The permanent professors' research groups who disseminate their research through websites are connected to the program website. Academic and administrative information flows through a



mailing list sent to the PPGLinC community - faculty members and students - as well as information about events, meetings, administrative procedures, etc.

As usual, the final versions of the PPGLinC theses and dissertations are available in physical and electronic media at the Reitor Macedo Costa University Library, <[www.bibliotecadigital.ufba.br](http://www.bibliotecadigital.ufba.br)>. PPGLinC also intends to be part of the Repository UFBA <[www.repositorio.ufba.br](http://www.repositorio.ufba.br)>. Believing in unrestricted democratization of knowledge, very soon, all dissertations and theses, in their complete versions, will also be available on the Program's website.

Another strategy, in order to deepen the visibility for PPGLinC in Brazil and abroad, is the launch of the English and Spanish versions of the website, which will certainly place the Program on the same level as other major programs in Brazil. This strategy is in accordance with the objective of internationalizing the Program, aiming to attract to the Program both foreign professors and students, especially from countries that lack qualified graduate courses in Linguistics and Literature as many in Africa, Latin America and other underserved regions of the planet.

It is also intended to encourage faculty members to publish in foreign language, so that it is requested that articles and/or book chapters (also in Portuguese) are authorized to be made available for free download on the website. For this purpose, the Dean for Graduate Education (PROPG) provides public calls to reimburse expenses with translation and proofreading of works in foreign language submitted in foreign journals. In addition, the Permanent Center for Extension in Languages - NUPEL - provides translation and proofreading services into English and Spanish, for academic texts produced by ILUFBA faculty members and students.

Two PPGLinC faculty members contribute, as editor-in-chief and as assistant editor, with the Journal "Estudos Linguísticos e Literários", a Qualis B2 journal. It publishes annually two regular issues: in the first semester, one devoted to literary studies and in the second semester, one for linguistics studies. In addition, a special thematic issue is published at the end of the year. All issues are available online at <https://portalseer.ufba.br/index.php/estudos>, on the Electronic Journal Publishing System (SEER). Its Editorial Board is diverse and meets the requirements of the Qualis system.

PPGLinC intends to continue the policy of supporting and/or sponsoring, as much as possible, events promoted by faculty members and/or students of the Program. Specific call for application have been issued for travel daily expenses, especially for PPGLinC students, as previously reported.

It is expected that, by increasing the dialogue between graduate programs in Linguistics and Literature, PPGLinC gains more visibility, joining other programs in Brazil and abroad (starting with the programs in the Northeastern region of Brazil) in the organization of many different events involving faculty members and students, including those regarding research projects.

Therefore, in addition to making PPGLinC increasingly present, it might be possible to pull graduate programs in Linguistics and Literature out of a historical pathway of isolation, thus fostering a permanent practice of conversation and cooperation between programs in Linguistics and Literature across the country.

Application and information about PPGLinC admission process have been made available through the SIPOS system <[www.sipos.ufba.br](http://www.sipos.ufba.br)> since 2014, which allows visibility and remote accessibility to applicants from Brazil and abroad. The entire application process, submission of documentation and payment of fees are in the system, including the evaluation process by the examining committees, which can use the time rationally and issue their opinions safely and quickly, in the phases in which no inquiry or interviews are involved.