



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]
MINISTRY OF EDUCATION
UNIVERSIDADE FEDERAL DE SANTA CATARINA
CENTRAL DELIBERATIVE BODIES
UNIVERSITY COUNCIL

NORMATIVE RESOLUTION no. 173/2022/CUn, of 25 OCTOBER 2022

Establishes the rules for conducting
Postdoctoral Research at Universidade Federal
de Santa Catarina.

THE CHAIRPERSON OF THE UNIVERSITY COUNCIL OF UNIVERSIDADE FEDERAL DE SANTA CATARINA, under the authority conferred on him, in view of what the Council deliberated in session held on 25 October 2022, in accordance with the Report contained in pages 72 to 75 of the Process no. 23080.037079-2022-09,

RESOLVES:

TITLE I
GENERAL PROVISIONS

Article 1 To establish the rules applicable to Postdoctoral Research at Universidade Federal de Santa Catarina (UFSC), according to the provisions established in this Normative Resolution.

Article 2 Postdoctoral Research is understood as the research activities carried out in a Graduate Program at UFSC by a doctoral degree holder, jointly with a supervisor.

1. The Postdoctoral Research can also include teaching and outreach activities, both in graduate and undergraduate programs, as long as they are carried out under the guidance of a supervisor.

2. The activities carried out during the Postdoctoral Research will be voluntary activities, without exception, in accordance with Federal Law no. 9.608, of 8 February 1998, and UFSC will not be responsible, under any circumstances, for establishing any employment relationship or making any payment, nor will it be liable for any compensation claimed as a



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result of possible loss or damage caused by such activities.

Article 3 The length of the Postdoctoral Research will be of at least 3 (three) months and no more than 12 (twelve) months, with the possibility of up to 4 (four) extensions of a maximum of 12 (twelve) months each, at the discretion of the Graduate Program Delegate Council and based on the detailed opinion of the supervisor.

Sole Paragraph. The doctoral degree holder conducting a Postdoctoral Research will be considered a postdoctoral student for registration purposes in the UFSC systems.

Article 4 The University is not obliged to provide material and financial resources for the implementation of the research activities outlined in the Postdoctoral Research candidate's work plan, limited to providing the infrastructure already available in its Graduate Programs.

Article 5 Only permanent professors will be allowed to supervise Postdoctoral Researchers in their lines of research under the respective Graduate Programs, who will be responsible for the supervision and technical support for the implementation of the project.

Sole Paragraph. For the purposes of this Normative Resolution, the permanent professor referred to in the main section of this article will be hereinafter referred to as supervisor.

TITLE II
POSTDOCTORAL RESEARCH

Article 6 Doctoral degree holders may conduct Postdoctoral Research at UFSC provided that they are able to fulfill the work plan approved by the Graduate Program in which they will be enrolled.

1. The Postdoctoral Researchers must dedicate at least 20 (twenty) hours per week to the development of the activities outlined in the work plan at the Graduate Program.

2. The Postdoctoral Researchers who are sponsored by funding agencies must dedicate 40 (forty hours) per week to the development of the activities outlined in the work plan at the Graduate Program, and must not be a staff member at UFSC.

Article 7 The Postdoctoral Research candidate must submit an application to the Graduate Program coordinator in their area of interest, including the line of research in which they intend to carry out the activities and the following documents, which will make up a process:

I – application form filled in through the Graduate Academic Records System (CAPG), whose link is available on the Prorectorate for Graduate Studies website;



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II – copy of the ID card, including photo and CPF (Individual Taxpayer Number), or, in case of foreigners, Passport or National Migrant Registration (RNE);

III – letter of acceptance from the supervisor in the intended Graduate Program, including the start and end date of the Postdoctoral Research;

IV – copy of the doctoral degree certificate (diploma), valid in Brazil;

V – updated curriculum vitae on the LATTES Platform or, in case of foreigners, a similar cv format;

VI – work plan including:

a) summary of the research project (maximum 5,000 words);

b) teaching and outreach activities, when applicable; and

c) schedule for the implementation of the activities, including weekly workload and start and end dates for the research.

VII – institution or company statement informing the availability of weekly hours to perform the Postdoctoral Research activities, in case the candidate has an employment relationship;

VIII – document confirming grant has been received from a funding agency or any other source, in case the candidate has a study and/or research grant;

IX – statement informing that the candidate is financially able to cover personal or any other expenses related to the execution of the work plan, in case the candidate does not receive a grant; and

X –statement acknowledging that the research, teaching and outreach activities do not generate employment rights (Annex).

1. The activities outlined in the work plan referred to in item VI should preferably be carried out on UFSC premises.

2. Up to 50% (fifty percent) of the Postdoctoral Research activities may be developed remotely, provided that they are outlined in the work plan approved by the Graduate Program Delegate Council.

3. Exceptionally, in the case of Postdoctoral Researchers residing abroad, more than 50% (fifty percent) of the Postdoctoral Research activities can be developed remotely, provided that they are outlined in the work plan approved by the Graduate Program Delegate Council.



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Article 8 Candidates holding a foreign degree may be admitted upon recognition of the degree certificate (diploma) submitted to the Graduate Program Delegate Council.

1. The recognition referred to in the main section of this article is intended exclusively for admission as a Postdoctoral Researcher at UFSC and does not grant national validity to the degree.

2. Foreign degree certificates (diplomas) must be apostilled in the country that is party to the Hague Convention or authenticated by the relevant consular authority in case the country is not party to the Convention, except when supported by specific diplomatic agreements.

Article 9 The Graduate Program coordinator must submit the Postdoctoral Research candidate's application process for approval by the Graduate Program Delegate Council.

Article 10 After approval by the Delegate Council, the application process referred to in article 7 must be forwarded, via the Administrative Processes System (SPA), to the Prorectorate for Graduate Studies for registration in the CAPG.

Article 11 The Postdoctoral Researcher will be registered at UFSC through the Graduate Program to which they applied and will be entitled to use the University's library services, facilities, goods and services necessary or convenient for the development of their work plan.

Article 12 Research projects involving activities governed by specific rules must be accompanied by the respective licenses or authorizations.

Sole paragraph. Teaching and outreach activities, when outlined in the work plan approved by the Graduate Program Delegate Council, must meet the specific rules of UFSC.

Article 13 In case the candidate's application is approved, the research project must be registered in the Integrated Management System for Research and Outreach Projects (SIGPEX) by the supervisor or a member of the team that is part of UFSC's permanent faculty body, before the start of the Postdoctoral Research, observing the University's current legislation.

Article 14 The follow-up and evaluation of the Postdoctoral Research carried out will observe, where appropriate, the provisions of UFSC's research regulation.

Article 15 Postdoctoral Researchers, within the scope of the Graduate Program in which they are enrolled, are not allowed to:

I – perform any administrative activities;



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II – be responsible for a graduate (master’s or doctoral degree) course or undergraduate course; and

III – supervise master’s theses or doctoral dissertations.

TITLE III
FINAL REPORT

Article 16 At the end of the Postdoctoral Research period, the detailed report on the activities developed must be presented to the Graduate Program coordinator, containing a maximum of 5,000 (five thousand) words, duly endorsed by the supervisor and including, as an attachment, the relevant intellectual production.

Sole paragraph. The report must be attached to the application process referred to in article 7 and submitted for appraisal by the Graduate Program Delegate Council up to 60 (sixty) days after the end of the activities outlined in the work plan.

Article 17 In case the report is approved, the Graduate Program will forward the process to the Prorectorate for Graduate Studies to request authorization for issuing the certificate of completion, accompanied by the following documentation:

I – final report duly signed by the Postdoctoral Researcher and the respective supervisor;

II – intellectual production resulting from the Postdoctoral Research; and

III – library clearance certificate from the University Library.

Sole paragraph. After authorization by the Prorectorate for Graduate Studies, the Graduate Program will issue the certificate according to a specific template provided in the CAPG.

Article 18 Extension requests must contain the following documents, signed by the Postdoctoral Researcher and the respective supervisor:

I – report of the activities carried out;

II – work plan for the extension period; and

III – statement acknowledging that the activities carried out do not establish an employment relationship (Annex).

TITLE IV
FINAL PROVISIONS



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Article 19 The intellectual property involved or resulting from the Postdoctoral Research activities will be governed by UFSC's current legislation.

Article 20 Failure to comply with the provisions of this Normative Resolution, the UFSC research regulation and other normative rules applicable to the Postdoctoral Researcher will entail administrative, civil and criminal liability to the offender, when applicable.

Article 21 The cases not covered herein will be analyzed by the Graduate Council, after hearing the Delegate Council of the Graduate Program involved.

Article 22 This Normative Resolution will come into effect on the date of its publication in the UFSC Official Bulletin, repealing Normative Resolution no. 36/2013/CUn, of 31 October 2013.

[University's coat of arms and seal] ICP-Edu	Document digitally signed Irineu Manoel de Souza Date: 10 November 2022 17:22:53-0300 CPF: ***.037.909-** Verify the signatures at https://v.ufsc.br
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IRINEU MANOEL DE SOUZA



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ANNEX TO NORMATIVE RESOLUTION no. 173/2022/Cun

ACKNOWLEDGEMENT STATEMENT OF VOLUNTARY POSTDOCTORAL RESEARCH ACTIVITIES

I, _____, CPF (or Passport for foreigners) no. _____, a Postdoctoral Research candidate in the Graduate Program in _____, hereby state that I am aware that the activities developed during the Postdoctoral Research will be, without exception, of a voluntary nature, in accordance with Federal Law no. 9,608, of 18 February 1998, and that UFSC will not be responsible, under any circumstances, for establishing any employment relationship or making any payment, nor will it be liable for any compensation claimed as a result of possible loss or damage caused by such activities.

_____ (PLACE), _____ (DAY) _____ (MONTH) _____ (YEAR).

Postdoctoral Research candidate

Nothing further was contained in the document submitted.

Florianópolis, 13 January 2023.

PAULA EDUARDA MICHELS
English/Portuguese Translator and Interpreter

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