



Policy on Postdoctoral research trainee in the “Programa de Pós-Graduação em Engenharia Elétrica”

1. Definition

A Postdoctoral Scholar is an individual who has received a doctoral degree (or equivalent) and is engaged in a temporary and defined period of mentored advanced training to enhance the professional skills and research independence needed to pursue his or her chosen career path.

A Postdoctoral Scholar occupying a position of Postdoctoral research trainee in the Programa de Pós-Graduação em Engenharia Elétrica, UTFPR, Campus Cornélio Procópio (PPGEE-CP), is a non-matriculated trainee, pursuing advanced studies beyond the doctoral level in preparation for an independent career.

Postdoctoral Scholars train under the direction and supervision of a faculty mentor of PPGEE-CP in preparation for academic or research careers, with the main purpose of advanced studies, research, and training.

The appointment of a Postdoctoral Scholar must be justified on the basis of benefit to PPGEE-CP.

2. Mentor

Mentor is the faculty member of PPGEE-CP designated by the Chief of PPGEE-CP to be the supervisor of the Postdoctoral Scholar. The Mentor is a qualified researcher holding a Ph.D. or doctorate diploma. In addition, the Mentor has academic responsibility for the postdoctoral scholar during the appointment period regardless of whether the postdoctoral scholar has additional co-mentors.

3. Appointment Criteria

Postdoctoral Scholar appointments are intended to provide a full-time program of advanced academic preparation and research training. Appointment as a Postdoctoral Scholar requires a doctoral degree (e.g., Ph.D.) or the foreign equivalent; in all cases, the diploma or certificate of Ph.D. must be accredited and recognized according to the Brazilian laws.

4. Full-Time Appointment

PPGEE-CP maintains that effective and meaningful training for postdoctoral scholars requires full-time commitment by the scholar. As such, postdoctoral scholars at PPGEE-CP are appointed in full-time status. Reduction in effort is not allowed in order to offset a funding shortfall, reduce the training expectations, or accommodate inadequate performance. However, PPGEE-CP policy allows appointment of postdoctoral scholars on a part-time basis in limited circumstances relating to medical and family leave, or other situations covered by the Brazilian law.

5. Duration of appointment

Postdoctoral Scholar appointments are temporary. Usually, the duration of an appointment is for one year. Decisions and agreements between the Mentor and the Postdoctoral leading to the renewal or extension of a postdoc appointment beyond the term defined in the initial Letter of Agreement should be made in a timely manner well in advance of the date of re-appointment. In the absence of that agreement, postdocs should assume that their appointment will terminate on the termination date described in the Letter of Agreement. The appointment can be renewed up to a limit of five years.

It is within the PPGEE-CP's sole discretion to appoint, reappoint or not reappoint a Postdoctoral Scholar. At any time, the appointment can be cancelled by the decision of PPGEE-CP.

The Postdoctoral Scholar can cancel the appointment prior to the date of termination agreed in the Letter of Agreement. In this case, the Postdoctoral Scholar should communicate his/her decision in a written letter in advance with a minimum of 30 days. This letter does not exempt the Postdoctoral



Scholar from the duties and responsibilities that he/she may eventually have assumed during the training period (e.g., scholarship obligations, etc.).

6. Affiliation

Postdoctoral Scholars at PPGEE-CP are not officially enrolled as students, nor are they employee of UTFPR. The official status of a scholar is “Temporary Researcher”. Postdoctoral Scholars at PPGEE-CP must sign an agreement that regulates the activities of volunteer researcher at PPGEE-CP (see Appendix I).

7. Financial support

Postdoctoral Scholar may be appointed to receive scholarship from public Brazilian funding agencies (such as CAPES, CNPq, FINEP, among others) or from private institutions. The Postdoctoral Scholar must comply with all the norms of the agency/institution that granted him/her with a scholarship.

8. Annual leave: vacation

Postdoctoral Scholars may be entitled to annual leave (vacation) if the agency that funds his/her research allows it.

Every year the University closes down between Christmas and New Year and the Postdoctoral Scholar must take vacation during that closedown. All vacation must be approved in advance by the mentor; additional vacation may be approved at the mentor’s discretion.

9. No costs for mentoring and training

UTFPR is a public Brazilian university, and as such, postdoctoral scholars at PPGEE-CP receives free mentoring and training.

10. Obligations of the Postdoctoral Scholar

The Postdoctoral Scholar carries with him/her an obligation to the mentor, the laboratory in which he/she is working with, the PPGEE-CP, the University, and the agency that supports him/her. These obligations include: (1) conformance to ethical standards in research; (2) compliance with good laboratory practice; (3) maintenance of laboratory notebook(s) and/or other records of research activity; (4) adherence to University standards regarding use of equipments and materials; (5) open and timely discussion with the mentor regarding all facets of the postdoc's research activities; (6) prompt disclosure to the mentor regarding the possession and desire to distribute materials, software, copyrightable and potentially-patentable discoveries derived from the postdoc's research; (7) collegial conduct towards members of the research laboratory and others; and (8) compliance with all applicable University policies and Brazilian laws.

The Postdoctoral Scholar should have an updated account in the website Lattes (<http://lattes.cnpq.br/>), which is a Government platform that keeps record of the Curriculum Vitae of all researchers hosted in Brazil.

In the end of the appointment, original notebooks, data, electronic files, research materials, identification cards, keys, passes, among others, must be organized and left with the Mentor. Postdoctoral Scholar may retain copies and have continued access to research materials generated through his/her research.

11. Teaching

In agreement with the Mentor, the Postdoctoral Scholar can be required to teach some particular topic of his/her speciality for undergraduate or graduate students. The Mentor is the official responsible for the course or discipline, and the Postdoctoral Scholar will act as a temporary professor just to cover important points for that course or discipline. The Mentor or the Chief of PPGEE-CP will issue a certificate detailing the corresponding activities.



12. Supervision of students

In agreement with the Mentor, the Postdoctoral Scholar can be required to supervise the research activities of undergraduate and graduate students, as a temporary tutor, aiming to enhance the professional skills of the student. The Mentor or the Chief of PPGE-CP will issue a certificate detailing the corresponding activities.

13. Publication policy

The Mentor and the faculty members of PPGE-CP will make their best efforts to help Postdoctoral Scholars to enhance their professional skills and research independence. The PPGE-CP, in return, expects that the Postdoctoral Scholar recognizes the efforts of the Mentor in the corresponding work and invites the Mentor to be a co-author in the publications.

In addition to the Mentor, a colleague that has provided a contribution to the result described in the paper must be invited to be a co-author. The decision of who is worthy to be invited as a co-author should be taken in mutual agreement between the Postdoctoral Scholar and the Mentor.

Both Postdoctoral Scholar and Mentor are responsible for the timely submission of research results for publication.

Because CAPES (Brazilian agency) evaluates the academic productivity of PPGE-CP each year, the Postdoctoral Scholar under the supervision of the Mentor should prioritize submission of papers to journals ranked by CAPES in the levels "A1", "A2", "B1", and "B2", topic "Engenharias IV" (see <http://qualis.capes.gov.br/webqualis>).

14. Inventions, Patents, and Licensing

Postdoctoral Scholar and Mentor must comply with all the UTFPR's policy and Brazilian laws regarding the procedures for disclosure and assignment of ownership of potentially patentable inventions created in the course of Postdoctoral appointment at UTFPR; this includes, but are not limited to, all the inventions, patents, licensing, and elements subject to the intellectual property such as computer software, works of art, industrial and artistic designs, as well as other creations that can be protected under patent, copyright, or trademark laws.

15. Performance and Adjustment of Training Objectives

Mentor and Postdoctoral Scholar must have regular discussions to adjust training objectives over time. In such discussions, both the Mentor and the Postdoctoral Scholar set the expectations of performance, evaluate the training progress, and set new objectives whenever necessary.

Annual reports are mandatory. The reports should detail the results of the research obtained so far. A final report is required at expiration of the agreement. The Mentor is responsible for ensuring these reports are duly submitted to PPGE-CP and eventually to the agencies that granted the scholarship.

16. Resolution of conflicts

Any issues or conflicts that may arise between the Postdoctoral Scholar and Mentor should be handled and solved by them. If the issue cannot be resolved by discussion between the parties, it should be brought to the Chief of PPGE-CP that will make a final decision.



**LETTER OF AGREEMENT
POSTDOCTORAL EDUCATION**

PPGEE-CP recommends _____ [Postdoc] as a Postdoctoral Scholar working under the supervision of _____ [Supervisor].
Postdoctoral Scholars are trainees, NOT employees or academic appointees.

By signing this agreement, the Postdoctoral Scholar attests to obey:

- 1) the University norms and Brazilian laws;
- 2) the rules stated in the document "Policy on Postdoctoral research trainee in the Programa de Pós-Graduação em Engenharia Elétrica";
- 3) policies and regulations on ethical conduct of research.

Postdoctoral studies at PPGEE-CP are intended to give the Postdoctoral Scholar a unique opportunity to develop skills and independency combined with advanced training and mentorship by a supervisor.

PPGEE-CP is responsible for providing office space, computer with internet, printer, and other basic stuffs for the development of the Postdoc's research project.

At any time, the PPGEE-CP or the *Postdoctoral Scholar can cancel this appointment. The decision to appoint, reappoint, not reappoint, or cancel a Postdoctoral Scholar is at sole discretion of the PPGEE-CP.*

PERIOD OF THIS AGREEMENT: From _____ To _____

Training Commitment:

(Postdoc and Supervisor should complete jointly sections A and B below)

A) RESEARCH

Brief Description of Research Project:

State how conducting this research project will contribute to (1) the professional development of the Postdoc and (2) the benefit to PPGEE-CP.

B) ADDITIONAL PROFESSIONAL SKILLS

List additional practical training (e.g. teaching, conference presentations, manuscript/grant application writing)

Individual Training Goals of the Postdoc:

Activities to Achieve Training Goals:

Other Expectations

Any other expectations or duties to be performed by the Postdoc or Supervisor should be specified here. These duties must be in line with the document "Policy on Postdoctoral research trainee in the Programa de Pós-Graduação em Engenharia Elétrica"

Signatures

Postdoc: _____ Date: _____

Supervisor(s): _____ Date: _____

Unit Head: _____ Date: _____



Programa de Serviço Voluntário de Pesquisador ou Extensionista da UTFPR

Termo de Adesão no/2015

Pelo presente, a Universidade Tecnológica Federal do Paraná, Campus Cornélio Procópio, doravante denominada UTFPR-Campus-CP, representada pelo seu **Diretor-Geral, Devanil Antonio Francisco e (Postdoc candidate NAME) (Documents) e do Passaporte numero aaaaa emitido pela República de aaaa, residente e domiciliado na (Address) Rua Espírito Santo numero aaaaaa Cornélio Procópio Parana**, doravante denominado VOLUNTÁRIO, resolvem, de comum acordo e nos termos do Regulamento aprovado pela Deliberação no 01/2011, do Conselho Universitário, com fundamento na Lei no 9.608/1998, celebrar o presente TERMO DE ADESÃO, mediante as seguintes condições:

CLÁUSULA PRIMEIRA: O VOLUNTÁRIO realizará na UTFPR, junto ao Programa de Pós-Graduação em Engenharia Elétrica (PPGEE-CP), no período de 19/02/2014 a 18/02/2016, as atividades descritas no respectivo Plano de Trabalho, o qual, sob a forma de Anexo, integra-se a este Termo.

CLÁUSULA SEGUNDA: O VOLUNTÁRIO compromete-se a desenvolver as atividades descritas no respectivo plano de trabalho, com zelo, eficiência e lealdade, subordinando-se à execução do presente Termo, à legislação federal de ensino e às normas estatutárias e regimentais pertinentes da UTFPR, em especial ao contido no Regulamento aprovado pela Deliberação no 01/2011.

CLÁUSULA TERCEIRA: O Serviço Voluntário de Pesquisador ou Extensionista da UTFPR será realizado de forma espontânea, sem percepimento de contraprestação financeira ou qualquer outro tipo de remuneração, não gerando vínculo de emprego nem obrigação de natureza trabalhista, previdenciária, tributária ou outra afim, na forma da legislação vigente.

CLÁUSULA QUARTA: O VOLUNTÁRIO será identificado por meio de crachá específico e, para o desenvolvimento das atividades descritas no Plano de Trabalho, terá assegurado o direito de uso das Bibliotecas, e-mail institucional e de ambiente com equipamentos e material de consumo necessários.

CLÁUSULA QUINTA: O VOLUNTÁRIO poderá ser ressarcido pelas despesas que, comprovadamente, realizar no desempenho das atividades voluntárias, desde que expressamente autorizadas pela UTFPR.

CLÁUSULA SEXTA: Qualquer produção técnica ou científica decorrente das atividades de Voluntário, durante a vigência do Termo de Adesão, deverá mencionar o serviço prestado à UTFPR, bem como ceder à UTFPR os direitos relativos à propriedade intelectual, conforme previsto em Regulamento específico.

CLÁUSULA SÉTIMA: O VOLUNTÁRIO sujeitar-se-á à responsabilização administrativa, civil e penal quanto aos atos praticados, de acordo com a legislação vigente.

CLÁUSULA OITAVA: Para dirimir as questões oriundas deste Termo de Adesão, será competente o foro da Justiça Federal do Paraná/Curitiba, renunciando as partes contratantes a qualquer outro, por mais privilegiado que seja.

E, por estarem de pleno acordo, assinam o presente Termo de Adesão na presença das testemunhas abaixo, em três vias de igual teor e forma, para que surta seus efeitos legais.

Cornélio Procópio, Parana, 19/02/2014

VOLUNTÁRIO

PPGEE-CP

Diretor-Geral do Campus

DIRPPG