O REGIMENTO VAI SER ATUALIZADO EM BREVE. APÓS ISSO, TERÁ UMA VERSÃO TAMBÉM EM INGLÊS



FEDERAL UNIVERSITY OF CEARÁ

Sobral *Campus*

Postgraduate Program in Biotechnology

REGULATIONS OF THE POSTGRADUATE PROGRAM IN BIOTECHNOLOGY

OCTOBER - 2023

Internal approval of the original document on January 14, 2008, at the 1st Ordinary Meeting of the Biotechnology Graduate Program Board of the Federal University of Ceará. Approval of the updated and revised version by the Board on October 10, 2023.

Revision and updating of the original document, in response to Circular Letters 009/2015 and

n. 011/2015 of the Pro-Rectory for Research and Postgraduate Studies of the Federal University of Ceará. Compliance with the UFC Statute, the UFC General Regulations, the General Norms for UFC Postgraduate Programs and the CAPES Ordinance for the Interdisciplinary area.

Institutional approval of the Internal Regulations of the Postgraduate Program in Biotechnology, on December 20, 2023, by the Research and Postgraduate Chamber of the Federal University of Ceará.



FEDERAL UNIVERSITY OF CEARÁ

Sobral *Campus*

Postgraduate Program in Biotechnology

**REGULATIONS**

# TITLE I PRELIMINARY PROVISIONS

**Art. 1.** The mission of the Postgraduate Program in Biotechnology at the Federal University of Ceará/Campus of Sobral (PPGB/UFC-Sobral) is to train qualified human resources and develop scientific, technological and innovation research to work in the field of Biotechnology and is governed by the General Norms for *Stricto Sensu* Postgraduate Programs at the Federal University of Ceará. It is an academic master's degree that aims to prepare researchers and teaching professionals to develop and disseminate scientific, technological and innovation research in the area of Biotechnology.

# TITLE II ADMINISTRATIVE ORGANIZATION

### CHAPTER I - THE BOARD

**Art. 2.** The Biotechnology Graduate Program Board is the didactic-scientific and administrative coordinating body, and is made up of the following members:

I - the coordinator as chairman and the vice-coordinator as vice-chairman; II - permanent, visiting and collaborating professors;

III - students in the program, in the proportion provided for in the legislation in force.

§ The term of office of the representatives mentioned in III and their respective alternates shall be one year**.**

§ The student representatives will be chosen by the respective students of the Graduate Program.

§ For all student representatives, alternates shall be elected, who shall replace the incumbents in their absences and impediments.

§ A student who misses meetings without justification three times in a row, or five times in a row during the year, and fails to send an alternate, will lose their seat on the Board;

**§** 5**°.** In cases of replacement of student members of the Collegiate, the term of office of the replacement shall coincide with the original term of office of the replaced.

**Art. 3.** The Board will meet when convened by the Coordinator or at the express request of at least one third of its members, always at least two working days in advance.

§ The meetings of the Coordination Board will take place once a month on a date set in advance at a meeting, and the meetings of the Program Board will take place at the beginning and end of each semester**;**

§ Meetings outside the scheduled calendar may be held as a matter of urgency;

**§** 3**°.** The Board shall only hold a session when more than 50% of its members are present and shall decide by a simple majority of the votes cast by those present, except in the case provided for in Art. 6(IV)(3).

**Art. 4.** It is the responsibility of the Course Board to:

1. - elect the coordinator, vice-coordinator and other professors who will be part of the program's coordination from among the faculty members;
2. - approving the composition of the program's teaching staff, as well as the accreditation and de-accreditation of teaching staff;
3. - approve the appointment of supervisor and co-supervisor and any changes thereto; IV - approve the program's internal regulations;
4. - decide, where appropriate, on the use of financial resources earmarked for the program;
5. - approve the list of curricular components on offer, respecting the university calendar;
6. - to approve the stages, criteria and final results of the selection process for entry into the program, respecting the specific UFC resolution;
7. - to approve a proposal for a specific agreement with a foreign institution for the training of master's students, in the form of a co-tutorship for a student in the program;
8. - decide, with the approval of at least two-thirds (2/3) of its members, on the maximum period for which the student may be linked to the course, in accordance with the General Norms for *Stricto Sensu* Postgraduate Programs at the Federal University of Ceará;
9. - decide on the acceptance of credits for curricular components obtained in other Postgraduate Programs, in accordance with the provisions of Art. 31;
10. - proposing agreements of interest to the activities of the PPGB/UFC-Sobral, which will follow the institution's own procedures;
11. - define the guidelines regarding the form of presentation of the dissertation or equivalent work, and the situations in which dissertations written and/or defended in a foreign language are admitted;
12. - define the examining committees for final papers;
13. - appoint the members of the master's thesis evaluation boards;
14. - decide on the extension of the deadline provided for in § 4 of Article 13 of these Rules of Procedure;
15. - judge the Coordinator's decisions, in the event of an appeal**,** within five (5) working days of receiving the decision appealed against;
16. - establish or redefine areas of concentration and lines of research for the PPGB/UFC-Sobral, indicating the set of curricular components and professors that will make the existence of each line possible;
17. - establish, on a case-by-case basis, the number of credits for curricular components; XIX - approving the work plan of each student who requests to enroll in the Teaching

Internship course;

1. - define the criteria for granting scholarships to PPGB/UFC-Sobral students;
2. - define additional requirements for the defense beyond those defined in Chapter IV of Title IV of these regulations;
3. - delegate competence to a member of the Board or committee to carry out specific

tasks.

1. - carry out any other duties that fall, implicitly or explicitly, within the scope of its

competence.

### CHAPTER II - COORDINATION

**Art. 5. -** Coordination will be exercised by a coordinator, vice-coordinator, two teaching representatives and one regularly enrolled student representative, belonging to the respective Collegiate, who will be elected by an Electoral College made up of permanent teaching staff and student representation, except in the first term of the PPGB.

**§ Paragraph 1 -** The term of office of the coordinator, vice-coordinator and teaching representatives of the *Stricto Sensu* Postgraduate Program is two (02) years, and may be renewed for an equal period;

**§ Paragraph 2 -** The student representative referred to in the caput of this article has a term of office of one (01) year, with reappointment permitted.

**§ Paragraph 3 -** The terms of office of the coordinator and vice-coordinator of the *Stricto Sensu* Postgraduate Program begin on a single date determined by the Dean of Research and Postgraduate Studies.

**§ Paragraph 4 -** The terms of office of the coordinator and vice-coordinator of the PPGB may be extended or reduced to fit the start date determined in the previous paragraph.

**§ Paragraph** 5 **-** Only accredited permanent professors may vote in coordination elections.

**§ Paragraph** 6 **-** The student body representatives on the Electoral College shall be elected by their peers no later than seven days before the date set for the coordination election.

**Art. 6.** In the absence or impediment, temporary or permanent, of the coordinator of the *Stricto Sensu* Postgraduate Program, his functions are exercised, for all intents and purposes, by the vice-coordinator.

**§ Paragraph 1 -** In the absence or impediment of the coordinator and vice-coordinator at the same time, the coordinator's function is exercised by the coordinator's longest-serving teaching representative in the UFC;

**§ Paragraph 2 -** In the event of the permanent impediment or resignation of the vice-coordinator and/or any teaching representative of the coordination, their replacement(s) must be elected by the program's collegiate body, at a meeting called for this purpose, and the elected person's term of office will correspond to the remaining period of the replaced person's term of office.

§ The vacancy of the positions of coordinator and vice-coordinator will occur in the following cases: I - at the request of the occupants;

II - for reasons of transfer to another body, internal or external to the UFC; III - by legal impediment;

IV - by a decision of two-thirds of the members of the Board; V - by de-accreditation.

**Art. 7.** The PPGB Coordinator shall be responsible for:

1. - call an election for the coordination of the program;
2. - chairing meetings of the program's coordination and collegiate body;
3. - submit the list of curricular components on offer to the Collegiate Board, respecting the university calendar;
4. - cancel the offer of a curricular component, after approval by the program coordinator; V - to submit the processes of study utilization to the coordination;
5. - submit to the PRPPG, so that proposals for changes to the area of concentration, lines of research and/or curricular components can be forwarded to the CPPG/CEPE, after approval by the Program Board and the respective collegiate body(ies) of the academic unit;
6. - preparing and submitting to CAPES the report on the Graduate Program's annual activities;
7. - submit the selection process notice to the PRPPG, after approval by the program coordinators;
8. - formalize the decision of the Collegiate with regard to the maximum period of the student's attachment to the course to the PRPPG for insertion into the academic control system in force;
9. - to approve *ad referendum*, in cases of urgency, measures that are required in matters within the competence of the coordination, submitting their act to the ratification of the coordination or the Collegiate at the first subsequent meeting;
10. - Supervising the administrative activities of the Coordination;
11. - drawing up plans for the use of funds from the UFC or external funding bodies; XIII - delegate competence to carry out specific tasks;

XIV - carry out any other duties that implicitly or explicitly fall within its remit.

**Art. 8.** The PPGB Board is responsible for:

I - promote the didactic supervision of the program, exercising the resulting attributions; II - setting standards for the qualifying exam;

1. - to approve, at the proposal of the coordinator, the names of the members of the examining board responsible for selecting candidates for the program;
2. - approve, in agreement with the supervisor, the names of the members of the judging committees for qualifications, dissertations and theses;
3. - decide on the extension of student deadlines, in accordance with the General Norms of the *Stricto Sensu* Postgraduate Programs of the Federal University of Ceará;
4. - approve, based on criteria defined in the internal regulations, the use of studies requested by students in the program;
5. - define criteria for the distribution, reallocation or cancellation of

bags;

1. - define criteria for the admission of special students;
2. - carry out any other duties that are implicitly or explicitly included in the scope of the

of its competence.

**Art. 9.** The duties of the PPGB advisor are:

* 1. - drawing up, together with the student, their study program and guiding the dissertation through all its stages;
	2. - observe the ethical precepts relating to research in Brazil and those relating to copyright;
	3. - approving requests for enrollment and withdrawal from curricular components of the students under their guidance;
	4. - submit the request for the qualifying exam, dissertation defense or thesis defense to the coordination in accordance with the form determined by the Program's internal regulations;
	5. - suggest to the Program's coordinators names to join the qualification, dissertation or thesis committees;
	6. - chairing the qualifying exam and dissertation defense committees;
	7. - send a copy of the dissertation to the program coordinator, in accordance with the procedure established in the internal regulations.

### CHAPTER III - THE STANDING COMMITTEES

**Art. 10.** The PPGB will have 5 (five) permanent committees to support the course coordination in the processes of evaluating the performance of the teaching staff, improving the training of human resources, the relationship with the productive sector, consolidating lines of research and promoting internationalization. Each committee will be made up of 3 (three) or more professors who may be permanent, collaborators or visitors, who will be elected by the course's Board for a term of 2 (two) years.

### Entrepreneurship and business relations committee.

**§ Paragraph 1 - The** duties of the entrepreneurship and business relations committee are:

1. Develop strategies to bring the PPGB closer to the productive sectors of society, in line with the culture of entrepreneurship and innovation.
2. Discuss alternatives for setting up *spin-offs* and academic *startups* based on innovations resulting from research activities.
3. Developing an entrepreneurial culture in the PPGB, participating and raising awareness of the issue at institutional events;
4. Actively search for possible PPGB partners, such as higher education institutions, technical institutions or companies in the Biotechnology field, with a view to entering into agreements or technical-scientific agreements
5. Articulate with the institutional groups (PRPPG and COMIT) and the competent technical bodies (INPI) the dissemination of information to the PPGB academic community on innovation, with regard to training and general guidance on patent generation processes;
6. Dialogue with the productive sector, seeking policies for the social insertion and employability of PPGB graduates.

### Student selection and teaching accreditation committee.

**§ Paragraph 2 - The** committee's duties include student selection and teacher accreditation:

1. Evaluate the fulfillment or not of the activities of participation in the program's committees; propose, when necessary, modifications to the rules for faculty re-accreditation.
2. Propose to the PPGB Board, on an annual or biannual basis, the student selection notice, reviewing and updating all the academic aspects involved in the selection and inclusiveness of the process, in particular including: subject areas and vacancies, affirmative action, forms for people with disabilities, execution of its phases (written/project and oral) and timetable.
3. Providing and publishing the results of the selection process.
4. Evaluate applications for accreditation to the PPGB from interested professors on a continuous basis, in accordance with the regulatory criteria.
5. Evaluate the productivity of teachers on an annual basis and suggest the reassignment of teachers from the permanent category to the collaborator category or vice versa, in accordance with the regulatory criteria;
6. Evaluate the productivity of teachers on an annual basis and suggest individual strategies for maintaining the category of permanent or collaborating teacher. In the event of non- compliance, suggest disqualification to be analyzed by the coordination and collegiate body.

**§ Paragraph 3** - Accreditation and re-accreditation of PPGB/UFC-Sobral professors will be carried out by the Program Board based on specific rules decided by the board. The definition of specific criteria should include requirements relating to intellectual production, in accordance with the CAPES indicators that serve as the basis for evaluating programs in the area of biotechnology.

§ It is a minimum requirement for faculty growth to have a doctoral degree and to meet CAPES standards.

**§** 5**°.** A professor who works with the PPGB's lines of research and has a publication index equal to or greater than 70 points during the last four-year period in the area of Biotechnology will be accredited as a professor in the program.

**§ 6°.** To calculate the index of scientific or technological production in the area of Biotechnology, the criteria of articles published according to the Quadrennial Evaluation document for the area of Biotechnology will be taken into account. of Biotechnology

[(https://www.gov.br/capes/pt-br/centrais-de-](https://www.gov.br/capes/pt-br/centrais-de-conteudo/documentos/avaliacao/19122022%2048.BIOT_Quadrienal_Relatorio_Final.pdf) [conteudo/documentos/avaliacao/19122022 48.BIOT\_Quadrienal\_Relatorio\_Final.pdf](https://www.gov.br/capes/pt-br/centrais-de-conteudo/documentos/avaliacao/19122022%2048.BIOT_Quadrienal_Relatorio_Final.pdf), p. 37). It is recommended that permanent teaching staff have a score of at least 70 points over the last four years. The scientific score expressed for a published article, according to its stratification, will correspond to: Amax = 200 points; A1: 100 points; A2: 85 points; A3: 70 points; A4: 55 points; B1: 40 points; B2: 25 points; B3: 10 points; or B4: 0 points. In addition, if the score for articles is not met and at the discretion of the PPGB Accreditation Committee, books, chapters and patents may be considered, also in accordance with the values referenced in the area document. For books and chapters, the score will be: L1 (books in international publishing houses with an editorial board): 100 points; L2 (books in national and university publishing houses with an editorial board): 85 points; L3 (book chapters in international publishing houses with an editorial board): 55 points; or L4 (book chapters in national or university publishing houses): 40 points. Technological production expressed in patents will correspond to: T1 (Patent licensed to national/international company and with product on the market): 500 points; T2 (Patent licensed to national/international company): 200 points; T3 (Patent filed in partnership with national/international company): 100 points; T4 (Patent granted): 85 points; or T5 (Patent filed): 70 points.

§ In exceptional cases, provided that all the criteria mentioned in § 3 of this chapter are met, the coordination of the Postgraduate Program in Biotechnology may invite professors/researchers of notorious knowledge to join its teaching staff.

**§** 8**°.** Accreditation will be valid for 4 (four) years and may be renewed on the basis of an evaluation of teaching performance during the period in question. The evaluation of current professors will coincide with the evaluation period of the PPGB by CAPES. New professors will be evaluated four (4) years after joining.

### Grants committee, fundraising and reports.

**§ Paragraph 9 -** The PPGB coordinator shall be the chairman of this committee.

**§ Paragraph 10** - The duties of the Scholarship, Fundraising and Reporting Committee are:

1. Evaluate the distribution, maintenance, reallocation and cancellation of scholarships from funding agencies such as CAPES, CNPq, FUNCAP and others, prepare projects to raise funds and scholarships, collect program information, continuously fill out the Sucupira platform and develop reports to fill out the Sucupira platform.
2. To monitor all scholarship holders by analyzing the activity report written by the student and endorsed by the respective supervisor. The report must be submitted every six months;
3. Decide on the continuation of scholarships according to the following items that must be covered in the activity report prepared every six months by the scholarship holders. Scholarships will be canceled in any of the following situations: failure in a subject; failure to meet deadlines (English proficiency test, qualification, work schedule for the dissertation); failure to comply with any of the requirements demanded by the funding agencies; lack of participation in supervision activities; failure to provide the half-yearly activity report.
4. Reallocate scholarships when a scholarship is canceled and if the funding agencies offer the possibility of reallocation, respecting the students' position on the ranking list and in accordance with the criteria defined in § 11 and § 12 of Art. 10.

**§ Paragraph 11 -** Scholarships will be awarded to new students according to their ranking in the selection process for the course, after which the criteria required by the funding agencies will be taken into account. In the event of a tie, the following criteria will be given preference for the grant, in descending order: having been awarded a scientific initiation grant, having been a teacher for a longer period of time, holding a Master's/Resident's/Specialist's degree. In the event of a tie, the decision will be taken by the course committee in a roll-call vote. In the event that the number of students eligible for scholarships is greater than the number of scholarships available, the eligible students will be included on a ranking list that will be used in the event that there is an opportunity to reallocate a scholarship.

**§ Paragraph 12 -** The accumulation of scholarships granted by funding institutions in the country with paid activity or other income will follow normative instruction *ad referendum* 01/CPPG/CEPE, of September 20, 2023.

**§ 13º.** The scholarship committee will meet every six months to analyze student activity reports and information on student performance provided by their respective advisors, and will produce a final report to be considered by the Collegiate.

**Sole paragraph** - Decisions of the scholarship committee may be appealed to the PPGB/UFC- Sobral Board.

### Self-evaluation and strategic planning committee.

**§ Paragraph 14 -** The duties of the self-evaluation and strategic planning committee are:

1. drawing up and monitoring the PPGB's self-assessment process, with a view to obtaining information on the criteria assessed by CAPES, which are: training; research; scientific production; relationship with the productive sector; impact on society and internationalization.
2. Analyze the external technical report of CAPES' last quadrennial evaluation cycle, identifying the strengths and weaknesses of the Program;
3. Carry out internal work with the PPGB's coordinators, teachers and students to identify the program's strengths and weaknesses;
4. Leading and proposing via the PPGB collegiate body the updating of the program's mission and objectives;
5. Review with the PPGB coordinator the finalization of the annual CAPES collection report before final submission to the Sucupira Platform;
6. Develop or improve policies and instruments for internal evaluation of the quality of the PPGB for the academic community, focusing on the Program, Training and Impact on society;
7. Develop or improve policies and instruments for monitoring program graduates.

### Events and publicity committee.

**§ Paragraph 15 -** The duties of the events and publicity committee are:

1. Keeping the program's website up to date;
2. Creating and maintaining the program's social networks: Facebook, LinkedIn, Instagram, etc;
3. Create and keep up-to-date promotional material in the form of posters, etc;
4. Publicize the notices of selection processes;
5. Promote the program through publicity speeches and other forms of digital or physical dissemination.
6. To hold an annual symposium for the Postgraduate Program in Biotechnology, in order to raise the profile of the research carried out and its impact on the scientific and general community;
7. Interact with the coordination, laboratories or research groups of the PPGB in order to update and streamline the content available for public access on the program's official website.

# TITLE III ACADEMIC ORGANIZATION

### CHAPTER I - THE CURRICULUM

**Art. 11.** The PPGB/UFC-Sobral has a concentration area called Biotechnology with two lines of research:

* 1. - Bioprospecting Natural and Synthetic Products
	2. - Integrative Analysis of Biological Systems

**Sole paragraph** - It is up to the Board to decide on the creation or extinction of the lines of research proposed by the permanent professors accredited to the PPGB/UFC-Sobral.

**Art. 12.** The set of curricular components of the PPGB/UFC-Sobral will be made up of compulsory curricular components and elective curricular components.

**Sole paragraph** - It is up to the collegiate body to define and decide on the set of compulsory and elective curricular components, as well as their workloads.

**Art. 13.** Students enrolled in the PPGB/UFC-Sobral must complete their course load, respecting a minimum of 30 (thirty) credits.

§ For the purposes of calculating the total credits required by the PPGB/UFC-Sobral, theoretical, practical and theoretical-practical classes will be included. Activities defined as academic work, guided or supervised internships and terminal work. Use of internships, courses and publications;

§ Without considering the dissertation (6 credits), the student must obtain at least 24 (twenty- four) credits.

**§** 3**°.** The master's course at the PPGB/UFC-Sobral will last a minimum of 12 (twelve) months and a maximum of 24 (twenty-four) months.

**§ Paragraph** 4 - At the reasoned request of the professor supervising the final paper, this maximum period may be extended by up to 3 (three) months beyond the period provided for in Paragraph 3, subject to approval by the Collegiate Board. Extensions beyond this period must be accompanied by a justification for subsequent approval by the Course Board, and may not exceed a maximum period of 27 (twenty-seven) months.

**Art. 14.** PPGB/UFC-Sobral students must pass a foreign language proficiency test carried out at institutions accredited by the UFC within 12 months of entering the program, and failure to comply with this article will prevent them from obtaining a master's degree.

**Sole paragraph.** The exam referred to in this article refers to the **English language** for the Master's degree.

### CHAPTER II - TEACHING INTERNSHIP

**Art. 15.** The PPGB/UFC-Sobral considers the teaching internship to be a curricular activity for its students, in the form of a compulsory curricular component called Teaching InternshipI, defined as the participation of a postgraduate student in teaching activities in higher education at the UFC under the direct guidance of one of the PPGB/UFC-Sobral professors.

**§ Paragraph** 1 **-** Students on the Master's course must take this type of activity for a compulsory duration of one (01) academic semester, for the purposes of completing the curriculum.

§ The weekly workload of PROPAG activities will be 4 (four) hours in teaching activities, in subjects and/or in other actions with undergraduates.

§ Teaching Internship activities will be defined every semester by the Undergraduate and Research and Graduate Deans in conjunction with the directors of the academic units and the respective academic program coordinators.

**§ Paragraph** 4**.** The following teaching activities will be considered for the purposes of the regulations:

1. participation in theoretical subjects;
2. participation in practical, laboratory and/or clinical activities;
3. completion of a leveling course in basic subjects;
4. tutoring study groups;
5. support in guiding students in the preparation of monographs and end-of-course papers;
6. preparation of teaching materials;
7. pedagogical support for students with special needs and their respective teachers, with mandatory monitoring by the Accessibility Department.

**Art. 16.** The teaching internship activities related to the curricular component to which the student is linked must be supervised and monitored, preferably by the supervising professor, with the participation of the professor responsible for the subject and the PPGB coordinator, and it is up to the supervising professor to define, together with the student, the planning, execution and evaluation of the activities provided for by the Dean of Undergraduate Studies.

**Sole Paragraph -** Under no circumstances may students taking part in a Teaching Internship take on all the teaching activities that make up the subject they are taking part in.

**Art. 17.** At the student's discretion and with the advisor's agreement, the duration of the Teaching Internship may be longer than the minimum required, in order to make it possible to complete the curricular workload.

### CHAPTER III - PERIODIC PROGRAMMING OF THE PROGRAM

**Art. 18.** The PPGB/UFC-Sobral academic year will consist of two terms, each lasting 16 weeks.

**Art. 19.** The regular program of the PPGB/UFC-Sobral will specify the curricular components and their requirements, as well as the other academic activities with the respective numbers of credits, workloads and syllabi.

**Sole Paragraph** - The annual program must guarantee a minimum number of curricular components in each line of research to enable students in the line to complete the course.

**Art. 20.** The UFC School Calendar, approved by the University Council and published by the PRPPG, will establish the dates of the academic term and other academic events.

### CHAPTER IV - THE CREDIT SYSTEM

**Art. 21.** The completion of studies, which will depend on the calculation of attendance and the evaluation of academic achievement, as provided for, will be expressed in units of credits.

**Art. 22.** Each credit unit corresponds to 16 (sixteen) hours of theoretical, theoretical-practical or practical classes.

**Art. 23.** Master's students will be enrolled in the "Master's Thesis" program provided they have no outstanding issues in compulsory components.

### CHAPTER V - THE TEACHING STAFF

**Art. 24.** The teaching staff will be made up of professors accredited by the PPGB/UFC-Sobral Board. In accordance with CAPES Ordinance 174/2014, professors should be designated as:

* 1. - permanent: those who (1) develop teaching activities in the postgraduate and/or undergraduate programs; (2) participate in the program's research projects; (3) supervise master's students in the program, being duly accredited as a supervisor by the postgraduate program and by the body considered competent for this purpose by the institution; (4) have a functional-administrative link with the institution or, exceptionally, considering the specificities of the areas, institutions and regions, fit into one of the following special conditions:
1. when they receive a teaching or research grant from federal or state funding agencies;
2. when, as a retired professor or researcher, they have signed a term of commitment with the institution to participate as a professor in the program;
3. when they have been assigned, by formal agreement, to act as a lecturer in the program.
	1. - visiting professors: visiting professors include professors or researchers with functional-administrative ties to other institutions, whether Brazilian or not, who are released, by formal agreement, from the activities corresponding to such ties in order to collaborate, for a continuous period of time and on a full-time basis, in research projects and/or teaching activities in the program, allowing them to act as advisors and in extension activities. Visiting professors are those whose work in the program is made possible by a fixed-term employment contract with the institution or by a grant awarded for this purpose by the institution itself or by a funding agency.
	2. - collaborators: the category of collaborating professors includes other members of the program's faculty who do not meet all the requirements to be classified as permanent or visiting professors, but who systematically participate in the development of research projects or teaching or extension activities and/or in the supervision of students, regardless of whether or not they have ties with the institution.

**Art. 25.** Every year, the PPGB/UFC-Sobral must update the list of its teaching staff.

§ A permanent professor who has a publication index in the area of Biotechnology of less than 70 points will move to the category of collaborating professor after the four-year evaluation.

**§ Paragraph** 2**:** A permanent professor who misses meetings without justification three times in a row, or five times in a row, will move to the category of collaborating professor after a four-year evaluation.

§ Collaborating professors who present a publication index in the area of Biotechnology of less than 70 points will lose their accreditation in the PPGB.

**§ Paragraph** 4 **-** Permanent, visiting or collaborating professors who do not offer a course or who do not supervise master's students for two consecutive four-year periods will lose their accreditation in the PPGB.

# TITLE IV

**THE SCHOOL SYSTEM**

### CHAPTER I - ADMISSION

**Art. 26.** Candidates will be admitted to the PPGB/UFC-Sobral with a higher education degree recognized by the Ministry of Education, who, at the discretion of t h e Program Board, have an affinity with the chosen area of knowledge, and who meet the requirements set out in the selection notice.

§ Applicants with a higher education degree from an institution in another country may also be accepted, at the discretion of the Board.

**§ Paragraph** 2 may also be accepted, when there are vacancies and at the discretion of the subject teacher:

1. graduate students may enroll as special students, respecting the rules of the PPGB.

**Art. 27.** PPGB students are classified as regular students or special students.

**§ Paragraph 1 -** Regular students are those who have graduated from full undergraduate courses, including higher technology courses, and who have passed the selection process;

**§ Paragraph 2 -** Special students are those students from *Stricto Sensu* postgraduate courses at other institutions who, at the discretion of the program coordinator and after hearing the professor responsible for the curricular component, are accepted to take curricular components offered by the Program, respecting the limit of eight (8) credits;

**§ Paragraph 3 -** In exceptional circumstances, with the approval of the Coordinating Board, active students from UFC undergraduate courses may take curricular components as special students, respecting the limit of eight (8) credits;

**§ Paragraph 4 -** The enrollment of regular and special students must respect the enrollment period set out in the university calendar.

**Art. 28.** The candidate's application will be analyzed by a Selection Committee specially appointed by the Program Coordinator, which will take into account the criteria previously approved by the Board.

**Art. 29.** Only those who have enrolled for a semester in the PPGB or in a curricular component of a *Stricto Sensu* Postgraduate Program will be granted the status of regular or special student of the UFC.

**§ Paragraph 1 -** Regular student enrollment will be requested by the student in the academic control system in force at the UFC and confirmed by the Program advisor and/or coordinator;

**§ Paragraph 2 -** The registration of the special student will be carried out by the Program coordinator directly in the academic control system in force at the UFC;

**§ Paragraph 3 -** Regular students may enroll in curricular components of other UFC *Stricto Sensu* Postgraduate Programs provided they have the express consent of the PPGB coordinator and the professor responsible for the discipline, module or academic activity;

**§ Paragraph 4 -** Enrollment of regular students in national or international mobility must be requested by the program coordinator to the PRPPG during the enrollment period;

**§ Paragraph 5 -** Regular students enrolled in national or international mobility by the PRPPG may not enroll in a curricular component of the program during the current semester;

**§ Paragraph 6 -** Students with active academic ties are responsible for keeping track of the information on their transcripts.

### CHAPTER II - ENROLLMENT AND REGISTRATION

**Art. 30.** In order to be enrolled, the candidate must register at the PPGB/UFC- Sobral secretariat at the time set by the notice and have been selected by the program or have been transferred from another *Stricto Sensu* course after being submitted to a specific notice.

**Sole paragraph** - Admission by transfer can only take place after approval in the selection process through a specific notice.

**Art. 31.** On the advice of the advisor and approval by the Board, credits obtained in curricular components or activities from other *Stricto Sensu* Postgraduate Programs may be accepted.

§ The use of credits obtained in *Stricto Sensu* postgraduate courses will be limited to 06 (six) credits;

**§ Paragraph** 2 **-** Credits will only be accepted for curricular components in which the student has obtained a grade equal to or higher than 7.0, or an equivalent grade.

**Art. 32.** By the deadlines established in the UFC's official calendar, the student must register and apply for enrollment in curricular components and other activities, including enrollment in the preparation of the dissertation work.

**§ Paragraph** 1 - The student may suspend the curricular component for up to 2 (two) semesters, and suspension is not permitted in any way in the first academic term of the student's entry into the Program, except in cases of pregnancy, communicable diseases and prolonged illnesses which must be assessed and approved by the UFC medical service.

**§ 2º.** For the purposes of the preceding paragraph, with the exception of situations in which the student is on medical leave, once 27 months have elapsed, the student is automatically disqualified. However, the student may undergo a new selection process, taking advantage of credits without counting the previous time.

**§** 3**°.** The student's registration will be canceled and he/she will be dismissed from the PPGB/UFC- Sobral:

* 1. - when the maximum deadline for completion of the Program has passed;
	2. - when they perform unsatisfactorily, under the conditions laid down in the UFC Rules.

**§** 4**°.** Students who do not register at the appropriate time and do not withdraw their registration will be terminated.

**Art. 33.** Master's students will not be allowed to enroll simultaneously in the PPGB and another regular long-term academic program, such as an undergraduate course, another master's course or even a doctoral course, due to the conflict of workload and consequent lack of dedication to complete the curriculum in this Program.

**Sole paragraph** - Simultaneous enrollment in an advanced or specialization course and in the PPGB is permitted, provided that it is expressly authorized by the Program Board.

### CHAPTER III - THE STUDENT'S STAY IN THE PROGRAM

**Art. 34.** The student's stay at the PPGB/UFC-Sobral is subject to the following requirements:

1. - academic relationship limited to 24 (twenty-four) months in accordance with the General Regulations of the UFC, with an increase of up to 3 (three) months, if it is in the interest of the Program Board, which is responsible for informing the PRPPG of the decision. By decision of at least two-thirds (2/3) of the Program Board. Extensions beyond this period must be accompanied by justification for subsequent approval by the Program Board, and may not exceed a maximum period of 27 (twenty-seven) months.
2. - Completion of studies in curricular components, expressed in units of credits, totaling at least thirty (30) credits, of which six (06) correspond to the academic activity dissertation.
3. - approval in the curricular component called Teaching Internship I, corresponding to four (04) credits.
4. - proof of foreign language proficiency, corresponding to one (01) credit.
5. - passing the qualifying exam, corresponding to one (01) credit according to the criteria defined in the program's internal regulations.

### CHAPTER IV - THE QUALIFYING EXAM

**Art. 35.** The qualifying exam must be taken before the dissertation defense, in accordance with articles 15 and 38. Candidates for the Master's degree will be required to pass the qualifying exam as a prerequisite for the dissertation defense.

**Art. 36.** The objectives of the qualifying exam are: to give PPGB students the opportunity to demonstrate the knowledge and skills they have acquired; to stimulate thematic deepening, specialized bibliographic consultation and certification, by an examining committee, that the research project is feasible.

§ The qualifying exam consists of the public presentation of the dissertation project within 12 months of the student's entry into the program. The work must clearly express the student's ability to understand, analyze and use scientific methods and concepts.

**§ Paragraph** 2 **-** Failure to pass the qualifying exam will make it impossible to register for the dissertation.

**§** 3**°.** Students who do not pass the qualifying exam will be entitled to another opportunity according to the deadline set by the Board.

**Art. 37.** The qualification work must follow the ABNT standards and the UFC's Technical Standards for Scientific Work, presenting: introduction, objectives, theoretical framework, methodology, timetable and necessary resources.

**Art. 38.** The assessment of the qualifying exam will verify the following criteria:

1. - Presentation of the topic, a broad, up-to-date and critical review of the literature and delimitation of the problem;
2. -Argumentation as to the justification denoting the theoretical and practical relevance of the proposal;
3. - Clear and precise wording of the objectives and their coherence with the research problem;
4. - Methodological coherence in relation to the research objectives, and appropriate use of materials and methods, in the organization and analysis of data;
5. - Use of language in accordance with the cultured norm of the language and the style of scientific writing;
6. - Synthesis skills,coherence cohesion logicof text(link between chapters/sections/sentences/paragraphs);
7. - Feasibility of the project schedule in view of the deadline for completing the master's course (24 months).

**§ Paragraph 1 -** The evaluation of the qualifying exam will be expressed by one of the following concepts: Satisfactory (S) or Unsatisfactory (NS).

**§ Paragraph 2 -** The student who obtains, by consensus of the Examining Committee, a SATISFACTORY concept in all the criteria assessed in Article 38 will be considered to have passed.

**Art. 39.** The qualification proposal must be filed with the PPGB Coordination Office 10 working days before the proposed date of the qualification exam, noting that it must take place within 12 months of the student's initial enrollment.

**Art. 40.** The qualification proposal must be submitted for presentation before an Examining Committee, and the PPGB Secretariat is responsible for publicizing the dates and times of the presentations.

**Art. 41.** The Examining Committee will be made up of at least three evaluators, all with a doctoral degree or equivalent: 1) the supervising professor, 2) two full members, one of whom is a professor within the PPGB and the other a professor or researcher outside the program, and 3) two alternate members, one an internal alternate and one an external alternate, who will be called upon in the event of the vacancy of the full members.

**§ Paragraph 1 -** Tender presentation sessions shall be public;

**§ Paragraph 2 -** During the session, the student will have 30 minutes to present their work;

**§ Paragraph 3 -** After the presentation, the Examining Committee will proceed to examine the student, after which it will meet in private to evaluate the proposal, list recommendations and assign a final grade.

### CHAPTER IV - ATTENDANCE AND ASSESSMENT OF ACADEMIC PERFORMANCE

**Art. 42.** Attendance at curricular components is compulsory and may not be less than 75% (seventy-five percent) of the programmed workload, per subject or activity.

**Art. 43.** The student who obtains attendance, as per Art. 42, will be entitled to the corresponding credits, provided they obtain a grade of 5.0 (five) or higher according to the traditional system of indicating grades from ZERO (0.0) to TEN (10.0) with a maximum of one decimal place.

**§ Paragraph** 1 **-** Students will have their credits considered completed only after they have passed the compulsory course(s) of the Program and have passed the curricular components corresponding to the minimum number of credits established in Article 13 Paragraph **2**, and have obtained in these curricular components a weighted average of concepts equal to or greater than

* 1. (five).

§ The candidate must have passed the qualifying exam, which is a pre-requisite for the dissertation defense.

**§** 3**°.** The Course Board may decide at any time to create additional criteria for the dissertation defense.

**Art. 44.** Achievement in each subject will be assessed by the respective teacher through didactic activities, depending on the student's performance in tests, research, seminars, production of individual or collective work and others and delivered to the PPGB/UFC- Sobral secretariat within the period determined after the end of the subject in order to enable the application of the traditional grading system ZERO (0.0) to TEN (10.0) with one decimal place.

**Art. 45.** The student's performance will be considered unsatisfactory and he/she will be automatically dismissed from the program in the following cases:

* + 1. fails the same subject twice;
		2. has failed two different subjects once;
		3. maintains a cumulative average of less than 7.0 (seven) in two consecutive school terms;
		4. have exceeded the maximum time limit for completing the course; V fails the Qualifying Exam or the Dissertation Defense twice;

VI has not completed institutional enrollment.

**Art. 46.** The student has the right to request a review of the concept from the program's collegiate body, within a maximum of five working days from the publication of the grades by the secretariat.

**Art. 47.** If there is no request to revise a concept within the stipulated period, the teacher will no longer be able to change the published concepts, regardless of their merit.

### CHAPTER V - CONCLUSION PAPERS

**Art. 48.** Candidates for the Master's degree will be required to pass a dissertation in which they demonstrate up-to-date mastery of the chosen subject, research capacity and the ability to present the chosen subject in an organized, clear, methodological and correct manner.

**Art. 49.** Upon entering the Program, the student must have a teacher supervisor appointed by the collegiate body who will advise him/her on the choice of curricular components.

**§ Paragraph** 1 The student may, in a reasoned request addressed to the Coordinator, request a change of supervisor or co-supervisor.

**§ Paragraph** 2**:** The supervisor or co-supervisor may also, in a reasoned request addressed to the Coordinator, ask for the supervision work to be interrupted.

§ It is up to the coordinator of the PPGB/UFC-Sobral to assume or indicate the student's orientation in the case described in paragraph 2 of this article.

**Art. 50.** As it is the responsibility of the Board to approve the Examining Committee for dissertations, the supervisor will send a document and a copy of the dissertation to be judged to the PPGB/UFC-Sobral Secretariat for later consideration by the Board. If the opinion is favorable, the Coordinator will issue an ordinance appointing the Examining Committee.

**§ Paragraph** 1 **-** It is the responsibility of the student, candidate for the title of Master, to deliver the copies of his/her dissertation to the members of the Examining Committee, 30 working days in advance.

**§ Paragraph** 2 **-** The approval of the committee by the Collegiate must be made within a maximum period to be established by the Collegiate as from the submission of the request by the advisor.

**Art. 51.** The Examining Committee that will judge the dissertation will be made up of accredited specialists with a doctoral degree or equivalent, approved by the Program Board and appointed by the Coordinator, consisting of at least 3 (three) members, one of whom is external to the Postgraduate Program in Biotechnology.

**Sole Paragraph -** Active and retired professors from the Program or other related Graduate Programs, as well as professionals with relevant degrees, may participate in the Examining Committee.

**Art. 52.** The dissertation work must follow the ABNT standards and the UFC's Technical Standards for Scientific Work, presenting: introduction, objectives, theoretical framework, methodology, results, discussion, conclusion and bibliographical references.

**§ 1º.** The dissertation must consist of an article in English, preceded by an introduction, objectives and theoretical framework in Portuguese and in accordance with ABNT standards and the UFC's Technical Standards for Scientific Work.

**§ 2º.** The oral presentation of the dissertation defense must be in Portuguese and the student will have 45 minutes to present their work in public.

**§ 3º.** The evaluation of the dissertation defense will verify the same criteria contained in Art. 38, with the exception of item VII.

**Art. 53.** The Examining Committee will decide whether or not to approve the dissertation based on the assessment of the work submitted and its public presentation, and will award the candidate one of the following marks: pass or fail.

**§ 1º.** The student who receives this mention by the majority of the members of the judging committee will be considered to have passed or failed;

**§ 2º.** Students who receive a failing grade are immediately dismissed from the program;

**§ 3º.** In the event of a suggested change to the dissertation or thesis, the occurrence is recorded in the defense minutes and the student must make the change within a maximum period o f 90 (ninety) days for resubmission of said work, by means of a reasoned opinion.

**§ Paragraph** 4**.** After final approval, the student will deliver a copy of the dissertation to the Program Secretariat in digital format, in word and pdf, which must comply with the current rules for presenting dissertations.

# TITLE V GRANTING THE TITLE

**Art. 54.** A PPGB/UFC-Sobral student who satisfies the requirements of these Regulations and any supplementary rules approved by the Board will be awarded a Master's degree in Biotechnology.

**Art. 55.** The awarding of the master's degree cumulatively requires the student to:

1. - be enrolled as a regular student, within the time limits established by the program;
2. - have passed the dissertation defense within the time limit established in the regulations; III - have met the requirements of the PPGB/UFC-Sobral coordination and the UFC Library regarding the deposit of the dissertation, respecting the deadline, format and number of copies required.

**Art. 56.** Once all the formalities necessary for completion of the Program have been completed, the Coordination Secretariat will forward all the documentation required in accordance with current regulations to the PRPPG for registration in order to issue the diploma.

### TITLE VI TRANSITIONAL PROVISIONS

**Art. 57.** Any cases not covered by these Regulations will be resolved by the Program Board and, where appropriate, on appeal by the PRPPG.

Prof. José Roberto Viana Silva

Coordinator of the Postgraduate Program in Biotechnology



FEDERAL UNIVERSITY OF CEARA

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CERTIFICATE

Process no. **23067.054122/2023-41**

Interested party: **POST-GRADUATION PROGRAM IN BIOTECHNOLOGY**

I hereby certify, under the terms of art. 4I hereby certify, pursuant to article 4 of Ordinance no. 22/PRPPG/UFC, of September 1, 2022, that the Research and Postgraduate Chamber of the Teaching, Research and Extension Council, in its ***NINTH VIRTUAL PLENARY***, which began on December 8, 2023 and ended on December 12, 2023, deliberated on the present process in SEI document no. (4668505) and unanimously followed the ***FAVORABLE VOTE*** of its eminent rapporteur, who **APPROVED** the request for **AMENDMENT OF BYLAWS**, which has as interested **POST-GRADUATION PROGRAM IN BIOTECHNOLOGY**.

Rondinelley Chagas Gomes

## Secretary of the Research and Postgraduate Chamber of the UFC Teaching, Research and Extension Council

Document signed electronically by **RONDINELLEY CHAGAS GOMES**, **Assistant in Administration**, on 20/12/2023, at 09:26, according to Brasília official time, based on art. 6, § 1, [of Decree no. 8.539, of](http://www.planalto.gov.br/ccivil_03/_Ato2015-2018/2015/Decreto/D8539.htm) [October 8, 2015](http://www.planalto.gov.br/ccivil_03/_Ato2015-2018/2015/Decreto/D8539.htm).

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**Reference:** Process nº 23067. 054122/2023-

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