

CATHOLIC UNIVERSITY OF PELOTAS

RECTORY

RESOLUTION #341

BRINGS INTO FORCE THE BYLAWS OF THE PROFESSIONAL MASTERS IN WOMAN, CHILD AND ADOLESCENT HEALTH.

The Dean of the Catholic University of Pelotas, exercising the powers vested in him, considering the terms of process # 080307/2015, as well as the decision of the University Council, in the meeting realized on May 25<sup>th</sup> of 2016,

RESOLVES TO:

1 – Bring into force, from this date on, the new BYLAWS OF THE PROFESSIONAL MASTERS IN WOMAN, CHILD AND ADOLESCENT HEALTH, which is part of the present resolution.

Secretariat of the Catholic University of Pelotas' Rectory, June 20<sup>th</sup> of 2016.

Dr. José Carlos Pereira Bachettini Júnior

Dean

Maintained by SPAC – Pelotas' Society of Culture and Assistance

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## BYLAWS OF THE PROFESSIONAL MASTERS IN WOMAN, CHILD AND ADOLESCENT HEALTH

### CHAPTER I

#### GOALS

Article 1 – The goals of the MPSMCA (Professional Masters in Woman, Child and Adolescent Health), are:

I – To qualify the students to use research methods for conducting investigations in the area of woman, child and adolescent health;

II – To capacitate the student to identify relevant topics and research outlining, to collect and analyze data, to write scientific texts and to execute other procedures necessary for the production and dissemination of knowledge;

III – To implement and strengthen the conditions of intervention in the areas woman, child and adolescent health in Pelotas and surroundings, by capacitating professionals;

IV – To provide data, documents and, consequently, projects which support the prevention and intervention, in Pelotas and surroundings, evaluating the conditions for adequate interventions in this context;

V – To provide local professionals the possibility of consolidating, expanding and qualifying their technical-scientific actions;

VI – To provide students from the graduation courses of UCPel and other local superior education institutions the opportunity to integrate in projects of investigation of the Course's lines.

### CHAPTER II

#### REGARDING ORGANIZATION AND ADMINISTRATION

Article 2 – The MPSMCA is bound directly to UCPel's Health and Life Sciences Center and is administrated by a coordinator.

§ 1 – The coordinator, named by the Dean, is chosen amongst the permanent teachers of the Course from a three-name list elaborated by the Course's Collegiate, with advice from the Academic Pro-Rector.

§ 2 – The coordinator's term is of two years, and it may be renewed.

§ 3 – In case the coordinator is absent from office for a period until thirty days, it falls to him/her to assign a teacher, member of the Course's Collegiate, to replace him in the exercise of his/her roles, with notification to the Academic Pro-Rector.

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§ 4 – In case of absence for a period longer than thirty days (excluding vacations), the Dean shall assign a temporary substitute amongst the members of the Course's Collegiate.

Article 3 – It falls to the MPSMCA Coordinator:

- I – To coordinate and guide all activities under his/her responsibility;
- II – To convene and preside Collegiate;
- III – To represent the Course, in and out of the University;
- IV – To inform the Center's management about activities and projects;
- V – To forward to the UCPel's management competent body the payment of services provided by members of the boards;
- VI – To forward to the UCPel's management competent body the pertinent documentation for the issuance of certificates;
- VII – To be part of UCPel's Post-Graduation Council.

### CHAPTER III

Regarding the Collegiate:

Article 4 – MPSMCA has a Collegiate constituted by the Course coordinator, its president, all of the Course's permanent teachers and a representative of the student body.

Single Paragraph – The student representative is chosen by his/her pairs, for a 1-year term.

Article 5 – All Collegiate members participate on votes, including its coordinator, who has the casting vote in case of a tie.

Article 6 – It falls to the MPSMCA Collegiate:

- I – To assist the Coordinator in the performance of his/her role, whenever necessary;
- II – To propose rules for the Course in order to ensure its good functioning in the pedagogic, academic and administrative aspects;
- III – To supervise the scientific standard of disciplines;
- IV – To determine which disciplines will be offered, according to the Institution's availability;
- V – To propose to the coordinator the creation, transformation, exclusion and extinction of disciplines of the Program;

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VI – To propose, through analysis of the intellectual production and the current lines of research, the names of the Course's teachers and advisors, forwarding them to the Academic Pro-Rectory for examination;

VII – To approve, counselled by the advisor, the board of examiners for dissertations;

VIII – To establish the Course's operating rules, as well as subsequent changes;

IX – To define the number of openings for new students;

X – To establish the criteria for admission to the Course;

XI – To establish the lines of research;

XII – To encourage, monitor and evaluate researches and the Course's production;

XIII – To propose the suspension or termination of the Course's activities;

XIV – To approve the terms of conclusion for students qualified to receive the degree of Master

### CHAPTER IV

Regarding the Teaching Staff:

Article 7 – MPSMCA teaching staff is composed of teachers, with a PhD title from the Catholic University of Pelotas, with intellectual production compatible with the Course's level, according to CAPES evaluation.

Single paragraph – The teachers are differentiated as:

I – Permanent – Those who are bound to UCPel and with intellectual production in lines pertinent to the Course, in a level compatible with CAPES evaluation criteria; they constitute the stable core of advisors who develop the main teaching and advisory activities and perform the necessary administrative roles;

II – Collaborators – Those who have no bond to UCPel and with intellectual production in lines pertinent to the Course, in a level compatible with CAPES evaluation criteria, or those who, even having such relationship, do not achieve the required index to be part of the permanent staff category;

III – Guests – Those who are accredited to advise or co-advise a particular student, with this accreditation having a specific and transitory nature, with duration equal to the permanence time of the post-graduation student in the Course, always respecting the Course's quality standards.

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Article 8 – The permanent teachers are responsible for:

I – Teaching classes according to the current discipline program;

II – Composing examination boards;

III – Participating in Collegiate meetings;

IV – Acting as advisor or co-advisor teacher.

### CHAPTER V

#### REGARDING ADVISORS AND CO-ADVISORS

Article 9 – To be qualified as an advisor of MPSMCA one must be a teacher with doctorate degree and intellectual production compatible with the course, and also have the approval of the Collegiate.

§ 1 – It is only possible to accredit as advisors the teachers with doctorate who, in the last three years, have a number of publications compatible with CAPES criteria in order to reach a "Very Good" concept.

§ 2 – It is only possible to renew the accreditation of advisors who obtain an average graduation time for their advisees equal or less than used by CAPES to achieve "B" concept in the aspect of student graduation time.

§ 1 – The advisors' accreditation will be evaluated annually.

Article 10 – It falls to the advisors:

I – To elaborate, along with the student, the study plan to be developed and to forward it to the coordination, within the statutory period;

II – To advise the student with his work, from the project to the final version;

III – To advise the student in the elaboration of the production originated from the research work;

IV – To authorize students to present their Dissertations;

V – To suggest to the Collegiate the names of the members for the Board of Examiners, as well as the presentation date of the student's work;

VI – To preside the defense board of the advisees.

## CHAPTER VI

### REGARDING THE SELECTION PROCESS

Article 11 – Professionals graduated in superior level courses are admissible candidates for MPSMCA.

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Article 12 – Entry on MPSMCA is preferably annual.

Article 13 – The candidate must present, by the time of subscription, the documents determined by the Collegiate and disclosed in the selection process.

Article 14 – The candidates selection is made by a board composed by MPSMCA teachers, based on a specific knowledge test, a curriculum evaluation, an interview and an English language proficiency test.

## CHAPTER VII

### REGARDING THE TEACHING REGIMEN

Article 15 – The Masters candidates must submit evidence of the progress of their work, through their advisor, within a year after their enrollment in the Course.

Single paragraph. Not fulfilling this requirement will result in dismissal from the Course.

Article 16 – The course's Collegiate will determine, annually, the set of disciplines to be offered.

Article 17 – The Masters Course will have a minimum duration of one year and a maximum of three years.

Single paragraph. In exceptional cases, the Collegiate may extend these deadlines for an additional year.

Article 18 – The completion of the necessary studies for the Masters will be expressed in credit units.

§ 1 – Each credit shall be equivalent to 15 hours of class per academic semester.

§ 2 – No credits will be earned for time spent in bibliographical researches, reports or laboratory/field research work, when they are part of the job's preparation.

§ 3 – The student must present an annual report about the work developed, to be examined by the advisor.

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§ 4 – In the Master's Course, the student must have acquired at least 24 credits for disciplines completed and, exceptionally, in other activities;

§ 5 – The credits acquired completing disciplines will be valid for a period of seven (7) years after their acquisition, after which they will expire; the credits acquired for publications or other activities will be valid for seven years after the date of the publication or activity which justified the concession of such credits.

§ 6 – The course's Collegiate will study, in exceptional cases, the maintainability of the credits obtained, fully or in part, when requested by the student or upon student readmission.

Article 19 – The disciplines that compose the course are divided in two main categories:

I – mandatory disciplines, related to the necessary tools for research and intellectual production;

II – non-mandatory disciplines, related to the student's and advisor's lines of research.

§ 1 – The advisor, in common agreement with the advisee, shall forward the individual course plan to the Course's Collegiate for examination.

§ 2 – By decision of the Course's Collegiate, credits obtained in disciplines from other post-graduation courses may be computed among the credits required, as long as they have not been obtained more than 5 years ago (Master's) or 7 years ago (Doctorate). The student must send Course's Collegiate a letter, verified by the advisor, requesting the leveraging of credits, as well as the course to which the discipline pertains and the approval certificate. The Course Collegiate shall evaluate the quality of the disciplines and its adequation to the Course's objective.

Article 20 – It falls to the teachers responsible for the disciplines, within 30 days at most, after the finish of the academic semester, to present their conclusions on the student’s performance during the semester, using the following concepts, ascertained in general and partial exams:

Concepts:

A – Excellent

B – Good

C – Regular

D – Unsatisfactory

FF – Lack of attendance (less than 85%)

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§ 1 – The student that has obtained, in any discipline, at least the final concept “C”, will be eligible for the number of credits corresponding to that discipline.

§ 2 – The student with a concept “D” or “FF” may repeat the discipline only once. If he is not approved in the second time, he will be automatically dismissed from the Course.

§ 3 – The student who obtains three (3) concepts “D” or two (2) concepts “FF” will be automatically dismissed from the Course.

§ 4 – If students are enrolled in a discipline and for any reason have no condition to attend classes, they must request disenrollment in such discipline before 1/3 of it being ministered. If the unenrollment is not performed within this deadline, the concept “FF” shall be assigned to the student.

Article 21 – The students shall perform a General Qualification Exam after having completed 3/4 of the credits required for the Master’s levels.

§ 1 – The General Qualification Exams are performed periodically, once a year, or by the student’s request with a 2-month advance.

§ 2 – There will be no degree attributed to a student who performs the General Qualification Exam, just a qualification of approved or failed. The board of examiners shall be composed of 3 permanent teachers from the Course, from a suggestion list with 5 names presented by the candidate and approved by the advisor.



§ 3 – For the Master’s level, the General Qualification Exam will feature evaluation and discussion, with a minimum duration of 45 minutes and maximum of 60 minutes, about the student’s research project.

Article 22 – To obtain a Master’s title, it is necessary:

I – To be enrolled in this level of post-graduation for at least two semesters;

II – To have completed the 24 credits required in disciplines;

III – To have participated of the seminars, done research work and finished all activities indicated by the advisor and approved by the course’s Collegiate;

IV – To have annual reports of the investigation approved during all the period in which the student is enrolled in the Master’s course;

V – To have been approved in the General Qualification Exam;

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VI – To submit the production referring to the original research work, in 5 copies, accompanied by a report of the advisor containing his opinion on the candidate’s performance, to the approval of the Collegiate;

VII – To have the master’s Dissertation by the Board of Examiners and, afterwards, homologated by the Course’s Collegiate;

VIII – To have delivered 5 copies of the work’s final version in the standardized format of the Course, including the relevant modifications recommended by the Board of Examiners.

## CHAPTER VIII

### REGARDING THE BOARDS OF EXAMINERS

Article 23 – The Boards of Examiners of Dissertations for Master’s degree are composed by, at least, 3 (three) doctors, being at least one of them external to the Course.

§ 1 – Aside from the referred members, to the Course’s discretion, the advisor may preside the Board of Examiners, without right to judge the work in question.

§ 2 – The conclusion of the Master’s degree will be formalized in a public act, with no need for the Board of Examiners to be present, and when the evaluations of the examiners about the work in question will be divulged.

Article 24 – The Master’s Dissertation will be considered approved or failed according to the evaluation of most of the board.

Single paragraph – If they decide to approve the Dissertation, the Board of Examiners shall classify it as:

I – approved: the document(s) need(s) minor changes which shall be made by the own author, with the advisor’s approval;

II – approved with reformulations: the document(s) need(s) substantial reformulation, which may involve data analysis and writing. The corrected version of the document is to be delivered within 90 days, and it must be reviewed by any member of the Board of Examiners (except the advisor) who, considering the opinions of the other members of the Board of Examiners, shall decide for approval or not, registered in its own minute;

III – after the approval, the student has 30 days to deliver the corrected Document.

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## CHAPTER IX

### FINAL DISPOSITIONS

Article 25 – The cases not addressed in these Bylaws are discussed in first instance by the Collegiate and, in a superior instance, by the Academic Pro-Rectory.

Article 26 – This regulation is in effect after approval from the Course’s Collegiate and competent university instances, with no retroactive effects.

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