

CATHOLIC UNIVERSITY OF PELOTAS

RECTORY

RESOLUTION #370

BRINGS INTO FORCE THE POST-GRADUATION PROGRAM IN HEALTH AND BEHAVIOR STATUTE

The Dean of the Catholic University of Pelotas, exercising the powers vested in him, considering the terms of process #143772/2017, as well as the decision of the University Council, in meeting on 22/03/2018,

RESOLVES TO:

Bring into force, from this date on, the POST-GRADUATION PROGRAM IN HEALTH AND BEHAVIOR STATUTE, which is part of the present

Resolution.

Catholic University of Pelotas Secretariat, March 22nd, 2018.

Dr. José Carlos Pereira Bachettini Júnior

Dean

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POST-GRADUATION PROGRAM IN HEALTH AND BEHAVIOR STATUTE

CHAPTER I

REGARDING GOALS

Art. 1 The Post-Graduation Program in Health and Behavior (PPGSC) goals are:

I - To train students to use research methods when performing investigations in the health and behavior field;

II - To give students the tools to identify relevant subjects and research outlinings, collect and analyze data, write scientific texts and execute other necessary procedures for production and dissemination of knowledge;

III - To implement and strengthen the research conditions in health and behavior areas in Pelotas and adjoining region by means of training researchers;

IV - To provide data which supports prevention projects in Pelotas and adjoining region, creating conditions for adequate intervention;

V - To provide teachers-researchers from UCPel and other local superior education institutions the possibility of consolidating and expanding their researches, through the creation of new projects;

VI - To provide students from UCPel graduation courses and from other higher education institutions the opportunity to integrate in projects for investigating the Program's lines.

CHAPTER II

REGARDING ORGANIZATION AND ADMINISTRATION

Art. 2. The PPGSC is directly bound to UCPel's Health Sciences Center and is managed by a Coordinator.

Single paragraph. The coordinator of the Post-Graduation Program in Health and Behavior shall be named freely by the Dean, according to UCPel's Statute and Regiment rules.

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Art. 3. It falls to the PPGSC coordinator:

I - To coordinate and guide all activities under his/her responsibility; II - To convene and preside the collegiate;

III - To represent the Program in and out of the University; IV - To inform the Center's directors about activities and projects;

V - To request UCPel's administration competent body the payment for services provided by Dissertation or Thesis board members;

VI - To forward UCPel's administration competent body the pertinent documentation for issuing diplomas within a maximum of 120 days after the issuing of the conclusion term;

VII - To integrate UCPel Council of Research and Post-Graduation.

CHAPTER III

REGARDING THE COLLEGIATE

Art. 4. The PPGSC has a collegiate constituted by the Program's coordinator, its president, all the course's permanent teachers and a student representative.

Single paragraph. The student representative in the collegiate is appointed by his/her peers for the period of one year.

Art. 5. All the collegiate's members participate of voting, including its coordinator, who has the casting vote in case of a tie.

Art. 3. It falls to the PPGSC collegiate:

I - To assist the coordinator in the performance of his/her tasks, whenever necessary;

II - To propose rules for the good functioning of the Program in its didactic, administrative and academic aspects;

III - To supervise the disciplines' scientific standard;

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- IV - To determine the disciplines to be offered, according to the institution's availability;
- V - To propose to the coordinator the creation, transformation, exclusion or extinction of disciplines from the course;
- VI - To appoint, upon analysis of intellectual production and the current research lines, the names of the Program's teachers and of the advisors, forwarding them to the Academic Pro-Rectory for evaluation;
- VII - To approve, after hearing the advisor, the examining board for Master's dissertations and Doctorate thesis;
- VIII - To establish the Program's operating rules, as well as any supervening changes;
- IX - To propose the number of openings for the admission of new students;
- X - To propose the criteria for admission to the Program, considering CAPES evaluation parameters for the area;
- XI - To establish the research lines;
- XII - To encourage, keep track of and evaluate the Program's researches and production; XIII - To propose the Program's activities suspension or termination;
- XIV - To approve the conclusion terms for students eligible to receive the degree of Master or PhD.

CHAPTER IV

REGARDING THE TEACHING STAFF

Art. 7. Will be entitled to be part of PPGSC teaching staff all those PhD teachers bound to the career staff of the Catholic University of Pelotas with an intellectual production compatible with the program's level, according to CAPES evaluation.

§ 1^o The teachers may be:

I- permanent - those who are bound to UCPel and admitted by the PPGSC, with an intellectual production along lines pertinent to the Program in a level compatible with CAPES evaluation criteria; they constitute the stable body of advisors who develop the

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main teaching and orientation activities and perform the necessary administrative roles;

II- collaborators - those who are not bound to UCPel and are admitted by the PPGSC, with an intellectual production along lines pertinent to the Program in a level compatible with CAPES evaluation criteria, or those who, even having this institutional affiliation and being admitted by the PPGSC, do not reach the level demanded to be part of the permanent teaching staff;

III- guests - those who are accredited by PPGSC for advisory or co-advisory of a particular student, such accreditation having a specific and transitory nature, with a duration equal to the length of stay of the post-graduate in the Program, always respecting the Program's quality criteria.

Art. 8. The permanent teaching staff shall have the following duties, aside from those listed in articles 145, 146 e 147 of the University Regiment:

I - To teach classes according to the discipline's current program; II - To participate of boards of examiners;

III - To participate of collegiate meetings;

IV - To have an annual scientific production compatible with the criteria demanded by CAPES to achieve the "Very good" grade.

CHAPTER V REGARDING ADVISORS

Art. 9. Those eligible to act as PPGSC advisors are PhD teachers with intellectual production compatible with the Program's area, as well as a score in scientific production satisfying the criteria demanded by CAPES, according to the Program's evaluation, as long as approved by the collegiate.

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§ 1. May only be accredited as advisors those teachers who, in the last four years, have a number of publications compatible with CAPES criteria to achieve the "Very good" grade.

§2. May only be re-accredited those advisors who obtain an average time for certification of their advisees shorter or equal to the one used by CAPES to achieve the grade "Good" when evaluating the "time for students certification" aspect.

§3° The accreditation of advisors will be evaluated annually, considering CAPES' area document criteria for the Program's quality.

Art. 10. Are the advisors' duties:

I - To elaborate, alongside the student, the study plan to be developed and to forward it to the coordination, within the regulatory deadline;

II - To evaluate the student's performance through the activities partial report, to be delivered by the student at the end of every year;

III - To advise the student in the research work, from the project to the final draft;

IV - To advise the student in the elaboration of the dissertation or thesis originated from the research work;

V - To authorize the student to present his/her dissertation or thesis;

VI - To suggest to the collegiate the names of the board of examiners' members, as well as the work presentation date;

VII - To preside the defense board of their advisees.

CHAPTER VI

REGARDING THE SELECTION PROCESS

Art.11. Are considered admissible by PPGSC those candidates who finished graduation in superior education for the master's level

Single paragraph. The appropriateness of the Master's degree to the Program area shall be evaluated by the collegiate.

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Art.12. Affiliation to the PPGSC may happen every six months, always respecting the admittance edits in both levels.

Art.13. The candidate must present, in the moment of application, the documents determined by the selection edit, which are disclosed in the selection process.

Art.14. The candidates selection is made, in both levels, by a board composed by PPGSC teachers, based on specific knowledge exam, curriculum evaluation, interview and English language knowledge exam.

CHAPTER VII

REGARDING THE DIDACTIC REGIMEN

Art. 15. Candidates for Master's or Doctorate degree must submit evidence of their work's progress through their teacher advisor, annually.

Single paragraph. Not complying with this demand will result in dismissal from the Program.

Art. 16. The course's collegiate shall define, every six months, the set of disciplines to be offered.

Art. 17. The Master's course shall have a minimum duration of one year and a maximum of two years, while the Doctorate shall have a minimum of two years and a maximum of four years.

Single paragraph. In exceptional situations, the Collegiate may extend those periods for an additional year.

Art. 18. The completion of the studies necessary to the Master's and Doctorate will be expressed in credit units.

§ 1. Each credit shall correspond to 15 lesson hours per academic semester.

§2. The assignment of 10 credits for other activities to the Doctorate students shall be made by criteria established by the course collegiate.

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RECTORY

§3. No credits will be earned for time spent in bibliographic research, reports or laboratory or field research work, when part of the preparation of the Dissertation or Thesis.

§4. Annually, the student must present a partial report on research work and activities developed, reviewed by the advisor, according to the model issued by PPGSC.

§5. The course collegiate will consider, in exceptional situations, the conservation of credits obtained, totally or partially, when requested by students or in former students' re-entry.

Art. 19. The disciplines that compose the course may be:

I - Mandatory, related to the instruments necessary to research and intellectual production;

II - Optional, related to the student's and advisor's research lines;

§ 1. Disciplines from other post-graduation courses in the same area or similar areas may be considered amongst the necessary credits, as long as they haven't been taken more than 5 years ago (Master's) or 7 years ago (Doctorate). The course Collegiate shall evaluate the pertinence of the requested process.

Art. 20. Evaluation criteria.

§ 1. It falls to the teachers responsible for disciplines, within the deadline established by the academic calendar and in consonance with Art. 106 from UCPel' Regiment, to present their conclusions on the student's performance in the semester, using the following grades, ascertained in partial and general exams:

A - (9.0 to 10.0) - Excellent B - (8.0 to 8.9) - Good

C - (7.0 to 7.9) - Regular

D - (0.0 to 6.9) - Insufficient

FF - Lack of attendance (minimum attendance of 75%)

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§2. Students who have achieved, in any discipline, at least the final grade “C” shall be entitled to the number of credits assigned to it.

§3º The student who obtains an insufficient grade will be entitled to repeat the discipline only once. In case of a second failure, the student shall be dismissed from the Course.

Students who don't achieve the minimum grade for approval in the discipline (C) shall be entitled to a substitutive evaluation, considering the minimum grade for approval as C.

§5. Students who obtain three (3) grades “D” or two (2) grades “FF” will be automatically dismissed from the Course.

§6. Students who are regularly enrolled may, within the period established by the academic calendar, perform enrollment adjustments.

Art. 21. Students from Master's and Doctorate should perform a General Qualification Exam.

§1. The general qualification exam shall be performed during the course's first 12 months for Master's students, and during the first 24 months for Doctorate students.

§2. There will be no grade assigned to students for the General Qualification Exam, they may only Pass or Fail. The board of examiners is composed by 3 of the Course's teachers advisors or guest teachers, from a suggestion of 5 names presented by the candidate and approved by the advisor.

§3. For Master's and Doctorate level, the General Qualification Exam will be constituted by an oral and written presentation of the dissertation of thesis project, as well as an oral discussion.

Art. 22. To achieve the Master's title, it is necessary:

I - to be enrolled in this post-graduation level, for at least two semesters;

II - to have completed 22 credits in mandatory disciplines and 4 credits in optional disciplines, for a total of 26 credits;

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III - to have performed research work and fulfilled all activities indicated by the teacher advisor and approved by the course's Collegiate;

IV - to have annual research reports approved during the entire period the student is enrolled in the Program;

V - to have been approved in the General Qualification Exam;

VI - to submit the original research work Dissertation, accompanied by a report from the teacher advisor containing the advisor's opinion on the candidate's performance, for approval by the Collegiate;

VII - to have the student's Master's dissertation approved by the board of examiners, and, afterwards, homologated by the Program's Collegiate;

VIII - to have delivered the dissertation's final version in the Program's standard format, including the relevant modifications recommended by the board of examiners;

IX - the issuing of the master's diploma shall depend on proof of submission of the master's dissertation scientific article to an indexed magazine, within a maximum deadline of 120 days after the Master's dissertation defense.

Art. 23. To achieve the Doctorate title, it is necessary:

I - to be enrolled in this post-graduation level, for at least four semesters;

II - to have completed 26 credits in mandatory disciplines, 10 credits in optional disciplines and 10 credits in other activities, for a total of 46 credits;

III - to have performed research work and fulfilled all activities indicated by the teacher advisor and approved by the Program's Collegiate;

IV - to have annual research reports approved during the entire period the student is enrolled in the Program;

V - to have been approved in the General Qualification Exam;

VI - to submit the Thesis, accompanied by a report from the teacher advisor containing the advisor's opinion on the candidate's performance, for approval by the course Collegiate;

VII - the Thesis volume must contain the research project and at least two scientific articles, one of which must have already been published on an indexed magazine.

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VII - to have the student's Doctorate thesis approved by the board of examiners, and, afterwards, homologated by the Program's Collegiate;

IX - to have delivered the Thesis final version in the Program's standard format.

IX - the issuing of the doctorate diploma shall depend on proof of acceptance a scientific article and of the submission of a second article for publication on an indexed journal, within a maximum deadline of 120 days after the Master's dissertation defense.

CHAPTER VII

REGARDING THE BOARDS OF EXAMINERS

Art. 24. The boards of examiners for Master's dissertations shall be constituted of, at least, 3 (three) PhDs, at least one of them external to the Program.

§1. To the Program's discretion, the advisor may preside the board of examiners without right to judge the dissertation.

§2. The Master's conclusion shall be formalized in a public act, with no need for all of the board of examiners' members to be present. In the exceptional case of non-attendance from one of the board's members, that member will need to provide a written statement regarding the

Dissertation.

Single paragraph. In exceptional cases, the board may be convened through video conference.

Art. 25. Boards of examiners for Doctorate Thesis are constituted by at least 3 (three) PhDs, being at least 2 (two) examiners external to the Program, and 1 (one) external to UCPEL.

§ 1. Besides the referred members, the advisor should participate of the board of examiners, presiding it without right to vote on the Thesis.

§2. The Doctorate conclusion shall be formalized in a public defense of the Thesis volume, with mandatory presence of all of the board of examiners' members.

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Single paragraph. In exceptional cases, the board may be convened through video conference.

Art. 26. The Dissertation or Thesis is considered approved or failed according to the majority's evaluation.

§ 1. If the board decides to approve the Dissertation or Thesis, the board of examiners shall classify it as:

I - approved: the article(s) need small corrections that may be made by the own author, with approval from the advisor;

II - approved with amendments: the article(s) need extensive amendments, which may involve both data analysis and redaction. The student has 90 days to re-submit the corrected dissertation or thesis, to be reviewed by a member of the examining board (except the advisor), who, considering the opinions of the examining board's members, makes the final decision for approving or not the dissertation or thesis, registered in its own minute;

III - after approval, the student has 30 days to deliver the corrected Dissertation or Thesis, as a means to request the diploma' issuing.

CHAPTER IX FINAL PROVISIONS

Art. 27. Situations not encompasses by this Statute are evaluated in first instance by the Collegiate, and in a second instance by the Academic Pro-Rector,

Art. 28. The current regulation comes into force after approval by the Program's Collegiate and the competent university instances, with no retroactive effect.

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