

UNESP RESOLUTION NUMBER 30 ON THE DATE OF JUNE 17, 2010.

Published in the Diário Oficial da União (Official Diary of the Union) on June 18, 2010, Section I, p. 77.

Provides the General Regiment of Postgraduate Program of UNESP.

THE RECTOR OF THE SÃO PAULO STATE UNIVERSITY "JÚLIO DE MESQUITA FILHO", in the use of the legal attributions granted to him by item IX, of article 24 of the General Regiment, considering the deliberations of the Board of Teaching, Research and Extension (Dispatch number 69/09-CEPE/SG), at a meeting held on April 14, 2009, based on item II of article 24, line g of the Statute, states the following:

RESOLUTION

Organization of Postgraduate Programs

Article 1 – UNESP's Postgraduate program purpose is to form human resources, respecting the criteria established by UNESP and CAPES / MEC, in different fields of expertise, to generate, apply and distribute knowledge.

Article 2 - The Postgraduate Program of UNESP will be organized into Masters (Academic and Professional), Doctorate and Doctorate Co-tutelage.

Paragraph 1 - Programs can belong to:

1. a single campus;
2. multicampus, involving two or more campuses of UNESP;
3. inter-institutions, involving campus of UNESP and other institutions.

Paragraph 2 - The Doctorate Co-tutelage, multicampus and inter-institutions postgraduate programs will be ruled by their own regulations.

Article 3 - Masters and Doctorate programs will provide Master's Degree and Doctor's Degree, and the first title is not a mandatory requirement for the second.

Article 4 - Postgraduate Program will be regulated by the Central Postgraduate Chamber (CCPG) and by the Postgraduate Program Board.

Paragraph 1 - The creation of Postgraduate Programs or Courses will depend on the positive manifestation of the Congregations, the CCPG, the recommendation of CAPES / MEC and subsequent approval by the University Council.

Paragraph 2 - Multicampus Programs, there should be a positive manifestation of the Congregations of all campuses involved.

Paragraph 3 - For the organization of Postgraduate Programs and Courses, it will consider the requirements and criteria established by CAPES / MEC and, for the structure, the norms established by the Statute and General Regiment of UNESP, by these Regiment and Regulations of each Program.

Paragraph 4 - The performance and quality of the Postgraduate Programs will be monitored by the CCPG or by a commission established by CCPG.

Paragraph 5 - The Postgraduate Programs may be extinguished by the University Council following the indication of CAPES / MEC or CCPG.

Article 5 - The activities necessary to obtain the academic titles of Masters and Doctors will be expressed in units of credit.

Paragraph 1 - Each unit of credit will correspond to fifteen hours of programmed activities.

Paragraph 2 - The programmed activities may include courses, activities related to the preparation of the master's thesis or equivalent work, doctoral dissertation and other activities that aim to improve the quality of the students' training.

Paragraph 3 - The Masters student must complete at least 96 units of credit.

Paragraph 4 - The Doctorate student must complete at least 192 units of credits.

Paragraph 5 - The Masters and Doctorate student must demonstrate proficiency in at least one foreign language.

Article 6 - The Masters student that is authorized by the Program Board to continue their studies in the Doctorate Program will automatically use all credits already completed.

Article 7 - The Rules and Regulations of each Program, taking into account the criteria of UNESP and CAPES / MEC, will establish:

I - the distribution of credits for different activities;

II - regulations of proficiency in at least one foreign language;

III - the deadlines for the conclusion of the Postgraduate Program, being understood as a conclusion of the master's thesis (final presentation) or equivalent work, or the doctoral dissertation;

IV - the criteria for the transfer of students from another program in related areas;

V- the maximum number of students per advisor, considering:

A) the excellency of the Area;

B) Masters and Doctorate Program, of all Postgraduate Programs in which the professor is accredited.

VI - the amount of openings in courses for auditing students;

VII - the education level of students joining the Postgraduate Program or enrolling in courses;

VIII - the criteria for the use of credits;

IX - the criteria for cancellation of enrollment in courses;

Faculty Requirements

Article 8 - The faculty of the Postgraduate Program will be constituted by professionals with Doctorate degree or superior.

Paragraph 1 - The regulation for the accreditation of professors will be defined by the Program Council, based on the scientific production and the criteria established by UNESP and CAPES / MEC

Paragraph 2 - Knowledgeable professionals that don't hold the Doctorate degree may participate in the Postgraduate Program, after manifestation from the Program Council.

Article 9 - It is the responsibility of the advisor to lead the student in all matters related to the development of activities, respecting the rules and regulations established by these Regiment and by the regulations of the Postgraduate Program, in accordance with the criteria established by UNESP and CAPES / MEC.

Article 10 - The advisor and the student may indicate one or more co-advisors, with appropriate justification, for the proper approval of the Program Board.

Paragraph 1 - The co-supervisor does not need to be an accredited professor in the Postgraduate Program;

Paragraph 2 - The co-supervisor will only participate in the Examining Committee of the Qualification Exam and the Final Presentation of the master's thesis or equivalent work, or doctoral dissertation, in the presence of the advisor.

Article 11 - The orientation of theses that grant simultaneous title in the countries involved will be carried out according to the provisions of these General Regulations, the Program Regulations, and the specific Co-tutelage Convention of dissertation concluded between UNESP and a foreign institution.

Paragraph 1 - The submission of proposals that involve simultaneous title, both for students regularly enrolled in the Postgraduate Programs offered by UNESP and for students regularly enrolled in foreign institutions, will be a responsibility of the Postgraduate Programs, and it needs approval from the CCPG.

Students Requirements

Article 12 - The postgraduate student body will be composed of regular students, approved in a selective process and accepted by an advisor.

Paragraph 1 – In exceptional cases, undergraduate students who do not hold college diplomas may enroll in the selection process and compose the postgraduate student body.

Paragraph 2 - To complete the Postgraduate Program, the student must have completed a college degree

Article 13 – Regular students will be given preference to enroll in courses.

Paragraph 1 - In the event of openings in courses, students enrolled in other Postgraduate Programs may be accepted.

Paragraph 2 - At the discretion of the professor that is responsible for the course, students that are not linked to Postgraduate Programs may be accepted, respecting the number of places defined in the Program Regulations.

Article 14 - At the discretion of the Program Board, it is possible for students regularly enrolled in foreign institutions to join the Postgraduate Program, by continuous flow, who have signed Co-tutelage documentation with the Postgraduate

Program *stricto sensu* of UNESP, without taking one of the allotted places available annually.

Article 15 - Candidates for Postgraduate Programs must submit the following:

I - application, indicating the Program and the Course;

II - other documents, specified by regulations of the selection process.

Article 16 - The candidate approved during the selection process will be entitled to enrollment if classified within the number of spots available.

Article 17 - The attendance in each course should be at least 75% of the total hours programmed.

Article 18 - Suspension of enrollment may be arranged, at the discretion of the Program Board and the advisor's consent, for a term not exceeding 180 days and after the student has completed the first semester.

Paragraph 1 - The suspension of enrollment will interrupt the deadlines for the completion of the Postgraduate Program, for as long as it last.

Coordination

Article 19 - The Postgraduate Programs will have their own rules and regulations, and must be approved by the Congregation and the CCPG, in accordance with this Regiment and the Statute of UNESP.

Article 20 - The Postgraduate Program Board will be composed of four professors accredited in the Program as advisors and responsible for courses, and by a representative of the student body, all elected by their peers.

Paragraph 1 - Each representative must be elected with a respective substitute, who will replace them during absenteeism.

Paragraph 2 - The mandate of the professors' representative will be defined by the CCPG and the mandate of the students' representative will be of one year.

Paragraph 3 - The professors' representation of a new Postgraduate Programs will end the term coinciding with those of the other UNESP Programs.

Paragraph 4 - The rules for election of the Board members will be approved by the Congregation of the campus, based on the proposal of each Board.

Article 21 - The Board of each Program will be chaired by a Coordinator who, in his/her absence, will be replaced by the Vice-coordinator.

Paragraph 1 - The mandate of Coordinator and Vice-coordinator will coincide with the mandate of the Program Board, and the renewal will be permitted.

Paragraph 2 - The Coordinator and the Vice-coordinator of the Program will be elected by the members of the Board.

Paragraph 3 - In the absence of the Coordinator and the Vice-coordinator, the most qualified professor will take over the coordination of the Program Board and, in case of a tie, the professor with seniority is chosen.

Paragraph 4 - In case of vacancy of the function of Coordinator or Vice-coordinator, the new choice will be made, according to paragraph 2 of this article, for the conclusion of the term.

Article 22 - The Postgraduate Program Board is responsible for:

I - planning and ensuring the execution of actions aiming to improve the quality of masters' and doctors' students;

II - making the choice of the Coordinator and Vice-Coordinator;

III - establishing the goals for the term of the mandate;

IV - approving the accreditation of professors;

V - monitoring the performance of faculty and students;

VI - approving curricular changes and reforms, taking into account the criteria of the area, established by CAPES / MEC;

VII - approving the schedule of activities in the Program;

VIII - proposing the annual number of openings;

IX - establishing the criteria and the selection of candidates to join the Program, or appointing a commission for this purpose;

X - approving changes in advisors;

- XI - approving the appointment of co-advisors;
- XII - expressing, after hearing the advisor, the requests for suspension and cancellation of enrollment, as well as, the student's dismissal from the Program;
- XIII - establishing rules for the Qualification Exam;
- XIV - indicating, after recommendation of the advisor, the Examining Committee for the Qualification Exam, Masters thesis, equivalent work or doctoral dissertation;
- XV - establishing the criteria for scholarships, as well as the use of resources for the Program, respecting the quality parameters established by CAPES.
- XVI - proposing Co-tutelage possibilities.

Article 23 - The Coordinator of the Program will:

- I - chair the Program Board, in which it will also have the right to vote;
- II - comply and enforce decisions and goals established by the Program Board;
- III - be responsible for managing the program's financial resources within the priorities established by the Program Board;
- IV - be responsible for the preparation of annual reports for evaluation of the Program and send to the Postgraduate Pro-Rector / CAPES;
- V - periodically disseminate to the Program Board, the faculty and student body of the Program, the criteria established by CAPES;
- VI - to disclose indicators of production, quality and the application of the financial resources received.
- VII - in special situations, adopt necessary measures *ad referendum* of the Program Board.

Teaching Regime

Article 24 - The evaluation of student performance in the courses will be expressed according to the following:

- I - A - excellent;
- II - B - good;
- III - C - regular;
- IV - R - failure.

Paragraph 1 – To receive credit for the course, the student must receive a grade of A, B or C.

Article 25 - Prior to the Final Presentation of the Master's thesis, equivalent work or the doctoral dissertation, the student must be approved in the Qualification Exam.

Thesis, Equivalent Work and Dissertation

Article 26 - To obtain the Masters degree and Doctorate degree, it is necessary to present the final version of a Master's thesis, equivalent work, or a Doctoral dissertation, and fulfill other requirements specified in these Regiment and in the Rules and Regulations of the Postgraduate Program.

Paragraph 1 - The Masters' thesis, or equivalent work, or doctoral dissertation, will be presented by the candidates to an Examining Committee, who will evaluate in a public session, except in cases in which the research demands intellectual property protection.

Article 27 - The Examining Committee referred to in the previous article, will be composed of three members and two alternate members for the Masters, and five members and three alternates for the Doctorate, approved by the Program Board, being the advisor a member and the president.

Paragraph 1 - In the absence of the advisor, the co-advisor will take over and, in the absence of the latter, the most qualified member of the Committee will assume leadership:

1. for the Masters, at least one member and an alternate member should not belong to the faculty and advisers of the Postgraduate Program as well as to the campus;
2. for the Doctorate, at least two members and two alternate members should not belong to the faculty and advisers of the Postgraduate Program, as well as the campus being at least one member and alternate not belonging to UNESP.

Paragraph 2 - All members of the Examining Committee must have at least the title of Doctor, except in the case specified in paragraph 2 of article 8.

Paragraph 3 - One member of the Examining Committee may participate in the final presentation of the master's thesis, equivalent work or doctoral dissertation without being present.

Article 28 - In the judgment of the master's thesis, equivalent work or doctoral dissertation, the grades will be assigned as approved or disapproved, prevailing the evaluation of at least two examiners for the Masters and three for the Doctorate.

Paragraph 1 - In case of disapproval, each examiner should issue a detailed report.

Article 29 - It is up to the Committee to approve the titles of Master and Doctor, as long as the requirements defined by the Program's Regulations are met.

Paragraph 1 - The titles of Masters and Doctors will be qualified according to the name of the Program, and it can include the area of expertise that the student developed his/her activities.

General Provisions

Article 30 - The attributions and competences that, in this Regiment, concern the Congregation of University Units, will, in the case of the Complementary Units, be valid for the respective Deliberative Councils.

Article 31 - This Resolution will come into effect on the date of the publication, revoked the contrary provisions, especially the Resolution UNESP 88/02.

Transitional Provision

Article 1 - The Programs will have 90 days, from the date of publication of the present Regiment, to forward to CCPG the modifications of its Rules and Regulations.

(Process number 338/50/05/1979-RUNESP)

HERMAN JACOBUS CORNELIS VOORWALD

Rector