

Resolution No. 04/2020 ESTABLISHED AT THE POSTGRADUATE CHAMBER ON  
AUGUST 19, 2020

*Rules and Regulations regarding the accreditation and re-accreditation of professors into the Postgraduate Biotechnology Program at the Federal University of Alfenas are hereby established.*

The Postgraduate Faculty Board (PFB) of the Federal University of Alfenas - UNIFAL-MG, according to its assigned powers (CEPE Resolution No. 024/2013 on August 16, 2013) stated in Process No. 23087.008672/2020-16 and decided upon during its 233rd meeting on August 19, 2020, hereby resolves to establish the rules and regulations for the accreditation and re-accreditation of professors into the Postgraduate Biotechnology Program - PPGBiotec *Federal University of Alfenas* - UNIFAL-MG, which are as follows:

Art. 1 Accreditation and re-accreditation of professors into the Graduate Program in Biotechnology - PPGBiotec must meet the requirements set out by the CAPES Quadrennial Assessment Report in the field of Biotechnology by the General Regulation of *Stricto sensu* Graduate Programs at UNIFAL-MG and the present Resolution.

Art. 2 The PPGBiotec Professor ranks are defined in accordance with CAPES Regulation No. 174 of December 30, 2014:

I - Full professors

II - Visiting professors; and

III - Collaborating professors

Art. 3° For accreditation or re-accreditation of professors and their classification into these three possible ranks, the PPGBiotec Board is going to reckon:

I - whether the professor's profile is compatible with the area of study and the lines of research that are already pursued in the Program.

II- the professor's total intellectual production in the Area of Biotechnology;

III- the qualified intellectual production (PPGBiotec students from UNIFAL-MG) in the Area of Biotechnology;

IV- the percentage of permanent professors and collaborators of the Program, given that at least 70% (seventy percent) of full professors must have a full-time commitment to UNIFAL-MG. The largest percentage of collaborating and visiting professors is limited to 30% (thirty percent) as regards the total number of professors.

V- the professor's contribution in activities of the Program;

VI- the professor's contribution in the training of human resources; and VII - Research projects, fundraising and infrastructure.

Sole paragraph. The maximum percentage of full professors under special conditions is limited to 20% (twenty percent), which may consist of (a) retired professors and faculty members, or (b) postdoctoral fellows and newly hired young professors (JDP) whose Doctoral thesis defense occurred in the last 7 (seven) years. Full professors in special conditions (NPE) are not to be included in indicators accounting for the sizing of the NP (full professors).

Art. 4 For the analysis of intellectual production regarding accreditation and re-accreditation requests made to the PPGBiotec Faculty Board, the following will be considered:

I - Full articles published in journals according to criteria established by the Qualis System of CAPES in the area of Biotechnology;

II- Books or book chapters;

III - Patents deposited and granted; and

IV – Deposit and registry of computer programs.

Art. 5 To request accreditation at PPGBiotec, the interested party must meet the following requirements:

I - being a Doctor's degree holder;

II - having a line of research aligned with one of the those of the Program;

III - having a score of at least 10 (ten) as for their intellectual production within the last 4 (four) years, as described in art. . Its equivalence is presented in Appendix I;

IV - in the case of full professors under special conditions (NPE), a minimum score of 5 (five) points is required, considering the last 4 (four) years;

VI- proposing to be responsible for teaching one or more subjects within the Program Area. Additionally, the professor may collaborate with other subjects of the Program;

VII - having demonstrated the capacity to provide material and financial conditions for the development of resesarch projects;

VIII - attesting previous experience in advisory at Scientific Initiation level at least (preferably with a scholarship), or having participated in the co-advisory of postgraduate students;

IX - complete and send out the request form (available on the PPGBiotec website) via SEI to the PPGBiotec Faculty Board; and

X - attach the Lattes CV and proof of their intellectual production and the course syllabus(es)proposed.

Sole paragraph. Meeting minimum requirements does not necessarily imply accreditation of the interested party, and the PPGBiotec Faculty Board may or may not approve the request based on availability of positions for new advisors and/or maintenance of the highest percentage of 30% of staff of collaborating advisors, as recommended by CAPES.

Art. 6 Accreditation at PPGBiotec will be valid until the end of the final year of the quadrennium, in which all professors must apply for re-accreditation in the Program, regardless of the accreditation approval date.

Art. 7 The accredited collaborating professor may advise only 1 (one) student at a time.

## CHAPTER II

### Re-accreditation

Art. 8 The professor applying for re-accreditation for the very first time must fulfill the following requirements:

I - having published at least 1 (one) article in a journal, at least, ranked B2 according to the Qualis System of CAPES in the area of Biotechnology within the last 4 (four) years;

II - having a score of at least 10 (ten) as for their intellectual production within the last 4 (four) years as described in art. 4. Its equivalence is presented in Appendix I;

III - having concluded the advisory or co-advisory of at least 1 (one) PPGBiotec Master's degree student;

IV - for full professors, having taught at least 2 (two) subjects at PPGBiotec in the last 4 (four) years; and

V - CNPq productivity scholarship professors are automatically re-accredited at PPGBiotec.

Art. 9 From the second re-accreditation and those that follow, candidates for re-accreditation must fulfill the following requirements:

I - having published at least two articles in a journal as a student of the Program, 1 (one) article as stratum A and another one as stratum B at least according to CAPES Qualis System in the area of Biotechnology within the last 4 (four) years;

II - having a score of at least 10 (ten) for their intellectual production within the last 4 (four) years, as described in art. 4. Its equivalence is presented in Appendix I;

III - having concluded the advisory of at least 3 (three) students of the PPGBiotec program for full professors, and collaborating professors must co-advise at least 2 (two) students of the Program;

IV - full professors must have taught at least 3 (three) PPGBiotec subjects within the last 4 (four) years, and collaborating professors must have taught 2 (two) subjects within the last 4 (four years); and

V - CNPq productivity scholarship professors are automatically re-accredited in the PPGBiotec program.

If the Faculty Board does not grant re-accreditation to the currently advising professor, he/she must conclude this advisory, being, however, prevented from advising newly enrolled students.

Art. 11. A biannual update of the Lattes CV is mandatory, especially regarding scientific production, in addition to a correct detailing of publications of literature, books and book chapters, so that importation to the Sucupira Platform is performed and

as long as it does not jeopardize the annual report delivery and, consequently, the Program evaluation by CAPES.

Sole paragraph. Patent data must be provided, in addition to a copy of the document containing its registration number and deposit, granting or licensing date.

Art. 12. Professors who have previously been discredited from PPGBiotec are only able to request new accreditation after 2 (two) years starting from the date of discreditation, provided that they have resolved any pending issues with the Program and that they meet all items required for accreditation.

Art. 13. Exceptional cases not described in this Resolution will be analyzed by the PPGBiotec Faculty Board.

Art. 14. Provisions to the contrary are hereby revoked.

Art. 15. This Resolution enters into force on the date of its publication.

**Technological/literature Production Standings**

Scientific articles are ranked according to the Table below:

Article published in journal (Qualis regarding Biotechnology)	Qualis							
	A1	A2	B1	B2	B3	B4	B5	C
<b>Score</b>	5.0	4.0	3.0	2.0	1.0	0.75	0.50	0.0

**Books**

- International publishers with editorial staff = 10.0 points
- National publishers with editorial staff = 8.5 points
- University and related publishers = 7.0 points
- Other publishers = 5.5 points

**Book Chapters**

- International publishers with editorial staff = 5.5 points
- National publishers with editorial staff = 4.0 points
- University and related publishers = 2.0 points
- Other publishers = does not score

Patent licensed and being deposited = 50.0 points

- Patent awarded/granted = 10.0 points
- Patent deposited in partnership with a company, or international deposit = 8.5 points
- Patent deposited OR registered product/computer program registration at the corresponding agency = 7.0 points

Research Projects and fundraising

- 
- 

**PROFESSOR REGISTRATION FORM FOR ACCREDITATION AND REACCREDITATION - PPGBiotec UNIFAL-MG**

Full Name:

Institution/Affiliation:

ITIN individual taxpayer identification number:

E-mail:

Phone / Cell phone:

Lattes CV Link: <http://lattes.cnpq.br/.....>

Registration for: ( ) Full Professor ( ) Collaborating Professor

Teaching as a full professor in another program: ( ) No ( ) Yes. If so, which one:

How many hours a week do you intend to spend on the Program:

**Desirable Line of Research:**

Line of Research	Put a cross
Biomolecules	
Agro-industrial waste reuse	

Area of activity:

**Optional subject intended to be taught** (Attach course syllabus and references to the process):

Name	Hour Load
Biomolecules	
Agro-industrial waste reuse	

**Subject(s) that could aid:**

Subject

**Number of advised students of:**

Scientific initiation	
Master's degree (advisory)	
Master's degree (co-advisory)	
Doctoral degree (advisory)	
Doctoral degree (co-advisory)	

**Number of publications in the last four years:**

Articles published in Journals (Qualis)	Number	Qualified Production (yes/no)	Title of article / Journal
A1			
A2			
B1			
B2			
B3			
B4			
B5			
Book			
Book Chapter			
Patents			
Computer programs			

Alfenas, \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_.

\* Send via SEI to the PPGBiotec Faculty Board, along with:

- Optional course syllabus and references (word)
- Lattes CV (pdf) only containing data on the last 4 years
- Statement of articles/chapters/books published within the last 4 years.