

FEDERAL UNIVERSITY OF ALFENAS – UNIFAL- MG
POSTGRADUATE CHAMBER
RESOLUTION No. 03 FROM FEBRUARY 20, 2019

The Rules and Regulations for Granting and Renewing Scholarships to the Postgraduate Program in Biotechnology are hereby established within the scope of the Federal University of Alfenas.

The Faculty's Postgraduate Chamber (FPC) of the Federal University of Alfenas - UNIFAL-MG, according to its assigned powers (CEPE Resolution No. 024/2013 of August 16, 2013) stated in Process No. 23087.016985/2018-15 and decided upon its 214th meeting on February 20, 2019, resolves the following:

Art. 1 Approval of the Rules and Regulations for Granting and Renewing Scholarships to the Postgraduate Program in Biotechnology (PPGBiotec) of UNIFAL-MG.

Art. 2 The Scholarship Committee meets the requirements set down by CAPES, CNPq, FAPEMIG and UNIFAL-MG (institutional scholarships) concerning the awarding of scholarships to PPGBiotec students.

Art 3 The Scholarship Committee is composed of 3 (three) faculty members, and at least 1 (one) representative of the student body and their respective alternate. All committee members must be selected by their peers in accordance with the following requirements:

- I - the Program coordinator must be a member of the Scholarship Committee;
- II - teaching representatives must be a permanent teaching staff member of the Program;
- III - the student representative must be a regular attendee of the Program;
- IV - the Program Board must appoint the members of the scholarship committee and its President, after a conference with their peers.

§ 1 Teaching representatives of the PPGBiotec Scholarship Committee serve a term of office of up to 2 (two) years and reelection is permitted.

§ 2 As for student representatives, the term of office is of 1 (one) year and reelection being permitted. (Wording given by Resolution No. 07, of 04.28.2021) **(As enacted by Resolution No. 07 on 04.28.2021)**

Art 4 The duties of the PPGBiotec Scholarship Committee are defined below in accordance with current rules and regulations set out by CAPES:

- I - abiding by the PPGBiotec rules and regulations and ensuring their compliance;
- II - examining the applications of candidates for scholarships in light of established criteria;
- III - selecting candidates for being awarded with PPGBiotec scholarships based on criteria that prioritize academic merit and communicating the criteria adopted to the PRPPG of UNIFAL-MG, in addition to individual data on selected students;
- IV - keeping a system for monitoring the academic performance of scholarship holders and complying with different stages laid out in the Study Plan at any time, which is capable of providing an overview of the stage of development of scholarship holders' work in progress with respect to the duration of the scholarships for the purposes of verification by UNIFAL- MG or by CAPES; and
- V - keeping an updated file containing individual administrative information about grantees which is permanently made available to funding agencies.

Art. 5 the student must be regularly enrolled in the PPGBiotec for being effectively awarded with a scholarship.

Art. 6 The following requirements are mandatory to gain scholarships:

I - the graduate student cannot have any type of remuneration earned from a formal and/or informal employment relationship of any nature, including scholarships of any nature, and proof of which must be issued by the candidate through a statement. Except for the cases provided for in the current rules and regulations established by funding agencies under legislation and approved by the Program Board;

II - the graduate student cannot be enrolled in another graduate and/or specialization course in public or private institutions;

III - the graduate student cannot fail in mandatory and optional subjects and in teaching training;

IV - the graduate student may have achieved maximum number of 2 (two) C grades in compulsory and/or optional subjects as a regular student; and

V - proof of residency in the city where research is to be carried out is mandatory for graduate students who are going to be awarded with a scholarship by CAPES.

Art. 7 Scholarships are awarded according to the ranking order of candidates obtained in the last selection process in accordance with the criteria established in Art. 6. Entrants from previous processes are allowed to participate in the selection process in order to be a candidate for the scholarship award, but they must participate in all stages of the selection process.

Art. 8 The graduate student who has been awarded with a scholarship and opted to no longer receive it must notify the Program's Scholarship Committee by means of a formal written statement signed by the interested party and his advisor.

Art. 9 The graduate student who is regularly enrolled at PPGBiotec may hold the scholarship up to a period of 12 (twelve) months for those granted from 2021. **(As enacted by Resolution No.07 on 04.28.2021)**

Sole paragraph. Scholarship students must submit their attendance form on a monthly basis and their report of activities performed at PPGBiotec every six months.

Art. 10. The scholarship termination is to be effected immediately in the event of any of the following cases:

I- completion of the Master's degree Course in Biotechnology;

II- cancellation of the scholarship holder's enrollment;

III - suspension of the scholarship holder's enrollment suspension;

IV- evidence that the scholarship holder performs some form of paid employment of any nature, either formally and/or informally, or grant of another scholarship of any nature; Except for the cases provided for in the current rules and regulations established by funding agencies under legislation and approved by the Program Board.

V- evidence that the scholarship holder is enrolled in some other postgraduate and/or specialization course in public or private institutions;

VI- the scholarship holder fails in mandatory and/or optional subjects, and/or a teaching training;

VII- the scholarship holder must have more than 02 (two) C grades in mandatory and/or optional subjects as a regular student;

VIII- the scholarship holder fails the foreign language proficiency exam;

IX- the scholarship holder fails to comply with the deadlines established for any activities determined by the PPGBiotec;

X- the scholarship student is terminated from PPGBiotec;

XI- the scholarship holder fails the PPGBiotec Qualifying Exam;

XII- evidence of misconduct which is inconsistent with the university environment, under the terms of the UNIFAL's rules and regulations, though ensuring full defense and the adversarial principle.

§ 1 In item III, scholarship suspension of the holder who fulfills the exception requirement, defined in article 11 of CAPES Ordinance No. 76 on April 14, 2010, (or by acts amending such ordinance), suspension is to be effected, but not terminated, in accordance with the terms of the aforementioned ordinance.

§ 2 Graduate students who have their scholarship terminated for the reasons described in items II to XII is unable to be awarded with a scholarship for a period of five years, effected from the moment such knowledge is acquired, without jeopardizing other administrative, civil and criminal sanctions.

Art. 11. Failure to conclude the course results in the obligation to refund the amounts spent on the scholarship in accordance with current legislation.

Art. 12. Literature produced or published in any media resulting from activities, either entirely or partly, financed by CAPES must necessarily refer to the funding received in accordance with CAPES Ordinance No. 206 on September 4, 2018 (or by acts amending such ordinance).

§ 1 For the purpose of identifying the source of funding, the use of Code 001 is authorized for all funding received.

§ 2 The following must be acknowledged in the manuscripts' native language or English: "This study was financed in part by the Coordination for the Improvement of Higher Education Personnel - Brazil (CAPES) - Finance Code 001".

Sole paragraph. Failure to comply with the acknowledgement in the paragraph above in the final version of the dissertation and articles submitted for publication implies refund of the full amount to CAPES scholarship holders with interests by the beneficiary.

Art. 13. Omitted cases must be analyzed by the PPGBiotec Scholarship Committee and decisions are to be approved by the Program Board.

Art. 14. This Resolution is enforced on the date of its publication.

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President of the Postgraduate Chamber