

The Academic Rules and Regulations of the Postgraduate Program in Biotechnology are hereby established within the scope of the Federal University of Alfenas.

The Faculty's Postgraduate Chamber (CPG) of the Federal University of Alfenas - UNIFAL-MG, according to its conferred powers (CEPE Resolution No. 024/2013, of August 16, 2013) in accordance with Process No. 23087.009540/2021-84 and decisions reached upon its 2459th meeting of July 21, 2021, resolves to establish the Academic Rules and Regulations of the Postgraduate Program in Biotechnology at the Federal University of Alfenas - UNIFAL-MG based upon the following terms:

CHAPTER I

Objetives

Art. 1 The *Stricto sensu* Graduate Program in Biotechnology (PPGBiotec), Academic Master's degree level, aims to train human resources capable of acting in the areas of research, teaching or the industrial sector towards the development of biotechnological projects having social and scientific impact based on the Program's research lines.

CHAPTER II

Program

Art. 2 The Program is structured and governed in its general aspects by the quality criteria established by UNIFAL-MG rules and regulations, i.e. by this Resolution, through the General Regulation of *Stricto sensu* Graduate Programs offered by UNIFAL-MG and CAPES/MEC.

CHAPTER III

Course Coordination and Faculty Board

Art. 3 The Coordination of PPGBiotec is to be exercised by a faculty body composed of:

I - 1 (one) Program Coordinator, as its President, elected by its members and appointed by the Dean;

II - 1 (one) Vice-Coordinator, alternate to the President, elected by its members and appointed by the Dean;

III - 3 (three) full professors in office and their alternates elected by their peers on a meeting called and chaired by its Coordinator;

IV - 1 (one) student representative or his/her alternate, both regularly enrolled in the Postgraduate Program in Biotechnology.

§ 1 The Coordinator and Vice-Coordinator of the Postgraduate Program in Biotechnology must be elected by full professors of the Program.

§ 2 Student representatives and their respective alternates are selected by direct election among students regularly enrolled in the PPGBiotec.

Art. 4 The term of office of the Coordinator comprises a period of 2 (two) years and 1 (one) reappointment is permitted.

Sole paragraph. The duties of the Program Coordinator and Vice-Coordinator are assigned according to the rules of the General Rules and Regulations of Stricto sensu Graduate Programs of UNIFAL-MG.

Art. 5 The term of office of teaching representatives and their alternates in the Faculty Board is of 2 (two) years and 1 (one) reappointment is permissible.

Art. 6 The term of office of student representatives is of 1 (one) year and 1 (one) single reappointment is permissible.

Art. 7 In the event of full impeachment, vacancy or resignation by the Coordinator, coordination must be carried out by its Vice-Coordinator who is due to arranging new elections within a maximum period of 30 (thirty) days in order to appoint a new Vice-Coordinator.

Sole paragraph. In the event of a simultaneous absence of the Coordinator and Vice-Coordinator, the professor who has been a Program Faculty Board member the longest must be appointed as the one responsible for coordinating the PRPPG.

Art. 8 The duties of the Program Faculty Board members are assigned according to the General Rules and Regulations of Stricto sensu Graduate Programs of UNIFAL-MG.

CHAPTER IV

Faculty Members

Art. 9 The professors of the Program must be ranked as follows:

- (a) full professors;
- (b) collaborating professors;
- (c) visiting professors in accordance with current rules and regulations established by CAPES. All professors must have a Doctor's degree or an equivalent title.

CHAPTER V

Enrolment and Selection Criteria

Art. 10. The procedure for the application of candidates to the PPGBiotec must be carried out in accordance with the General Rules Regulations of Stricto sensu Graduate Programs of UNIFAL-MG.

Art. 11. Admission to the Master's degree course in Biotechnology is only carried out through a selection process involving a notice to be issued by the Dean of Research and Postgraduate Studies (PRPPG).

Art. 12. Only candidates who have completed a higher education course in Biotechnology or related areas, or those related to the Program's research lines, are admitted to the PPGBiotec in accordance with the selection process notice.

Art. 13. The enrollment procedure, selection stages and their criteria, number of openings, schedule and required documentation will be added to the selection process notice. The selection criteria definition, scoring of activities and the minimum general score (if any) set for admission to the PPGBiotec must be prepared by the Selection Committee of the

Program.

Sole paragraph. The selection process notice must be examined and approved by the PPGBiotec Faculty Board members before being approved by the PRPPG.

Art. 14. The Selection Committee is appointed by the PPGBiotec Faculty Board members composed of full professors belonging to the Program staff.

Art. 15. The selection process is only valid for enrollment in the academic period stated in the notice for which the candidate was approved, and its validity is also stated in the notice.

CHAPTER VI

Enrollment

Art. 16. The enrollment of candidates who have been approved and selected through an exam duly conducted by notice takes place at the Department of General Registration and Academic Control (DRGCA) of UNIFAL-MG.

§1 For the enrollment to be effective, a specific form must be filled out, signed and submitted by the student, or his/her legal counselor and the PPGBiotec Coordinator, which is available on the Program's website (www.unifal-mg.edu.br/ppgbiotec)

§2 The documentation required for effectively enrolling in the the DRGCA is duly specified in the selection process notice.

§3 The enrolment approval is granted in accordance with specific rules presented in the General Rules and Regulations of *Stricto sensu* Graduate Programs of UNIFAL-MG and the of PPGBiotec Academic Rules and Regulations.

§4° §4 Candidates who have been dismissed from any Postgraduate Program at UNIFAL-MG due to violation of the Institution's rules and regulatinos can no longer be admitted to the PPGBiotec Program.

Art. 17. The student must, at the time of applying for the PPGBiotec, present a duly signed acceptance letter from an advisor among the accredited professors of the Program who had participated in writing the respective selection process notice.

Art. 18. In each academic term established in the University Calendar, all students must request their enrolment renewal through the Academic System.

§ 1° Enrolment renewal is only permissible to students who have no pending documents at the PPGBiotec and DRGCA.

§ 2 Lack of enrollment renewal, as established in the University Calendar, implies abandonment of the PPGBiotec, and the student is automatically terminated from the Program.

Art. 19. A participating student who is duly enrolled in the *Stricto sensu* Graduate Program is not able to enroll in any other *Stricto sensu* Graduate Program.

Art. 20. Enrollment suspension is imposed in accordance with the General Rules and Regulations of *Stricto sensu* Graduate Programs of UNIFAL-MG.

Art. 21. Request for enrollment cancellation from a single subject that is not within the deadline of the current calendar must be sent via SEI to the PPGBiotec Faculty Board along with a well-founded justification signed by the student and advisor.

Art.22. The student who, for reasons of force majeure, is compelled to interrupt his/her studies may request enrollment suspension as long as it is not the initial enrollment in the Program.

§ 1 The request must be forwarded via SEI to the PPGBiotec Faculty Board and informed to the DRGCA.

§ 2 Suspension is valid for 1 (one) regular academic term.

§ 3º Enrollment suspension is granted only twice, and its periods are determined in accordance with the General Rules and Regulations of *Stricto sensu* Graduate Programs of UNIFAL-MG.

§ 4 The periods in which the student leaves the University are evaluated for calculating the accumulated coefficient.

CHAPTER VII

Educational Regulation

Art. 23. The course consists of subjects, complementary activities, proficiency exam, qualifying exam, teaching training and scientific work presented in the form of a Dissertation.

Art. 24. The basic unit for evaluating the intensity and duration of subjects is the credit, in which 1 (one) credit is equivalent to 15 (fifteen) hours.

Art. 25 The system of subject evaluation is the grade-mark, expressed by letters in accordance with Art. 28 of the General Rules and Regulations of *Stricto sensu* Graduate Programs of UNIFAL-MG.

Art. 26. For all purposes provided for in this Regulation, the student who is unable to attend at least 75% (seventy-five percent) of scheduled didactic activities fails the course.

Art. 27. Teaching training is mandatory and considered as a subject of this Program and has a workload of 30 (thirty) hours, equivalent to 2 (two) credits.

§ 1 Teaching training lasts 1 (one) semester.

§ 2 Teaching training is in accordance with the rules established in the Regulation of Teaching Training for Students of *Stricto sensu* Graduate Courses of UNIFAL-MG.

Art. 28. The student who is in one or more of the situations listed below is terminated from PPGBiotec:

I - obtain an R grade (failure) in any failed subject;

II - obtain two N (unsatisfactory) grades, either consecutive or not, in the development of research;

III - not fulfilling all PPGBiotec requirements within the established deadlines; **IV** - failing for the second time in the qualifying exam and dissertation;

V - non-regular enrolment in each academic term within the period set out in the Postgraduate calendar.

CHAPTER VIII

Student Advisory

Art. 29. Advisory as well as research for preparing dissertations is supervised individually by an advisor and 1 (one) co-advisor at most.

§ 1 Request for appointing a co-advisor must be sent to the PPGBiotec Faculty Board via SEI along with a well-founded justification explaining the co-advisors contribution to the student's research project.

§ 2 The appointed co-advisor must hold a doctorate;

§ 3 The Lattes CV of the aforementioned co-advisor must be attached to the request.

§ 4 The maximum period for appointing a co-advisor is 12 (twelve) months after the student's initial enrollment in the Program.

Art. 30. It is specifically due to the advisor to:

I – organize the student's Study Plan according to the PPGBiotec regulations; II – propose the name of the co-advisor;

II – guide the research, object of the student's dissertation; IV – hold periodic meetings with the student;

III – adapt the enrollment, as well as consenting to requests to enrollment suspension or an individual subject;

IV – provide assistance to the student concerning current academic processes and standards;

V – preside over the Master's degree dissertation defense committee;

VI – presiding the qualifying exam committee panel;

VII – fulfilling all specific duties established by this Regulation;

VIII – informing the PPGBiotec Faculty Board about the work progress and any difficulties that may interfere with the course completion within the period established by this Regulation.

Art. 31. Advisors may request the Faculty Board to no longer offer advisory to a particular student, provided that it proves that there was negligence by the student based on its Study Plan and the schedule of activities to be carried out in its Research Project, or even if there was any form of non-compliance with the Term of Secrecy and Confidentiality. All these documents must have been previously approved by the PPGBiotec Faculty Board at the time the request starts being prompted.

§ 1 The Process must be submitted via SEI to the PPGBiotec Faculty Board and must contain the following:

a) A justification for advisory cancellation request by the advisor, which must be signed by the professor and the student alike;

b) Proof attesting the request justification, as described above in the *caput* of Art. 31.

§ 2 The Coordination requires the involved students to express their views on the process by presenting a written document via SEI within a period of 30 (thirty) calendar days, starting from its notification by the Coordination. Lack of expression by the student within the established period allows the Faculty Board to reach a decision with no previous statement by the student about the referred process.

§ 3 The student may opt for a new advisor as long as he/she sends a letter of orientation acceptance signed by another professor, who must be accredited by the PPGBiotec, to the Coordination office within a period of 30 (thirty) calendar days starting from the moment the Coordination notifies the process of advisory cancellation by his/her advisor. Such advisory acceptance letter must be signed by the professor and the student alike.

§ 4 If the exchange of advisory is accepted by the Faculty Board, the new advisor together with the student must send a new Study Plan, a new Research Project and another Term of Secrecy and Confidentiality duly signed by both (professor and student) to the Faculty Board within a maximum period of 30 (thirty) calendar days, starting from the date on which notification about the Board's decision to replace the advisor was sent.

§ 5 Once negligence has been confirmed and the request for advisory cancellation made by the advisor to the Faculty Board is accepted, and even in the event that no other professor accredited at PPGBiotec is willing to advise the student, the student is terminated from the Program.

§ 6 The deadline for requesting advisory cancellation by a professor must be sent to the duly instructed Faculty Board up to a maximum period of 12 (twelve) months from the date on which the student was initially enrolled in the PPGBiotec.

§ 7 Change of advisory does not imply an extension of the term for course completion, which is still a maximum period of 24 (twenty-four) months starting from the date on which the student was initially enrolled in the Program.

§ 8 Change of advisory does not imply extension of the scholarship period if the student is a scholarship holder. The scholarship award period is still in accordance with its specific regulations and within the original deadline, as well as the fact that all the scholarship holder's obligations are to be maintained. The new advisor assumes responsibility for the scholarship along with the PPGBiotec student.

Art. 32. The student regularly enrolled in the PPGBiotec may request the Faculty Board to change his/her main advisor once, only.

§ 1 The request for changing advisors must be sent via SEI to the PPGBiotec Faculty Board and must contain the following:

- a) A well-founded justification for changing the advisor signed by the student and the current advisor;
- b) A letter of acceptance signed by another professor, mandatorily accredited by PPGBiotec, who undertakes to be the student's new advisor. The acceptance letter must also be signed by the student.

§ 2 The Coordination office will ask the professor involved (current advisor) to express a written opinion on the process to be sent via SEI within a period of 30 (thirty) calendar days, starting from the moment of notification by the Coordination office. Lack of expression by the professor within the established period allows the Faculty Board to make the decision, without consent by the professor in the referred process.

§ 3 If the request for changing advisors is approved by the Faculty Board, the new advisor, together with the student, must send a new Study Plan, a new Research Project and a new Term of Secrecy and Confidentiality duly signed by both (professor and student) to the Faculty Board within a maximum period of 30 (thirty) calendar days from the date of notification about the Board's decision regarding the change of advisor.

§ 4 The deadline for the student to request advisory change must be forwarded to the duly instructed Faculty Board within a maximum of 12 (twelve) months from the date of the student's initial enrollment in the PPGBiotec, except for cases of force majeure, such as death and absences due to health or disability of the professor who was the main advisor.

§ 5 The request for a change of advisor is prohibited if there is no other professor at the PPGBiotec who expresses an interest in taking over the advisory of the student in question.

§ 6 Change of advisory does not imply extension of the term for course completion, which is still a maximum period of 24 (twenty-four) months from the date of the student's initial enrollment in the Program.

§ 7 Change of advisory does not imply extension of the scholarship period if the student is a scholarship holder. The scholarship award period is still in accordance with its specific regulations within the original deadline, as well as the fact that all the scholarship holder's obligations are maintained. The new advisor will assume responsibility for the scholarship together with the PPGBiotec student.

Art. 33. The maximum number of advisees per advisor in a quadrennium is 8 (eight) according to CAPES Ordinance No. 174 of December 30, 2014.

§ 1 For the purposes of calculation during the quadrennium, all Programs in which the advisor is accredited, in addition to Master's and Doctorate courses, are to be considered.

§ 2 The maximum number of advisees that an adviser can have may be modified according to the scientific production by the professor, taking into account the current rules and regulations established by CAPES for the Area of Biotechnology.

Art. 34. Advisory of a student who has any degree of kinship with the advisor is not permitted.

CHAPTER IX

Study Plan

Art. 35. The Study Plan, prepared by the advisor and student, must be submitted to the PPGBiotec Faculty Board for consideration within 60 (sixty) days after the student's initial enrollment in the Program.

§ 1 Lack of a duly approved Study Plan prevents the student from enrolling in the subsequent academic term.

§ 2 The Study Plan may be altered as proposed by the advisor, but it must be resubmitted to the Faculty Board for further consideration.

Art. 36. The Study Plan must comprise mandatory and optional subjects of the concentration area, as well as the Teaching Training, English language proficiency exam, activities related to preparation of practical applications and internships (if any), an estimate of when qualification and defense of master's degrees are to take place, as well as publication of literature.

Sole paragraph. The Study Plan form to be filled out is available on the PPGBiotec website (www.unifal-mg.edu.br/ppgbiotec) and must be signed by the student and the advisor.

Art. 37. The request for the defense of a Master's degree dissertation is only granted after the student has finished formulating his/her Study Plan, in addition to other requirements established by this Regulation.

CHAPTER X

Foreign Language Requirement

Art. 38. Students enrolled in the PPGBiotec must have proficiency in English.

§ 1 In the case of foreign students, in addition to proficiency in English, proficiency in Portuguese is required.

§ 2 If the foreign student is from English-speaking countries, only proficiency in Portuguese is required.

Art. 39. The requirements and criteria for taking the proficiency exam in English or Portuguese (when applicable) are established in the Normative Instruction of the PPGBiotec Faculty Board.

CHAPTER XI

Use of Credits

Art. 40. The regular student may attend, as a special student, *Stricto sensu* Graduate Programs classes offered by UNIFAL-MG, provided that there is consent by their advisor and the course coordinator, and once credits were obtained as a result of approval of subjects registered in the School Transcript.

§ 1 A maximum of 8 (eight) credits awarded in other *Stricto sensu* Graduate Programs at UNIFAL-MG may be considered as long as the subjects taken are compatible with the student's Research Project and that it has already been previously approved by the Faculty Board at the time of requesting the use of credits.

§ 2 The request must be sent to the PPGBiotec Coordination via SEI, together with a justification signed by the advisor and the student, and the Research Project file in pdf format which was previously approved by the Course Faculty Board must also be attached.

Art. 41. Regular students may have credits for subjects taken in *Stricto sensu* Graduate Programs from other educational institutions as long as their Graduate Programs are recommended by CAPES, in addition to consent from their advisor and the PPGBiotec Faculty Board.

§ 1 A maximum of 8 (eight) credits obtained from other *Stricto sensu* Graduate Programs may be used, provided that these courses are compatible with the student's Research Project, and that this has already been previously approved by the Faculty Board at the time of requesting the use of credits.

§ 2 Request for use must be sent to the PPGBiotec Faculty Board via SEI together with a justification signed by the advisor and the student, and the Research Project in pdf format which has been previously approved by the Course Faculty Board must be attached.

§ 3 Credits from subjects taken within a maximum period of 4 (four) years, starting from the date of completion of subject may be used.

§ 4 If the request for use of a subject refers to one that is equivalent to a subject offered by the PPGBiotec in order to take advantage of the subject being taught must have 75% (seventy-five percent) equivalence to the content covered and have the same hour load or higher than that of the equivalent subject of the PPGBiotec.

§ 5 Credits from the Teaching Training subject and scientific work in the form of a Master's degree Thesis cannot be used.

CHAPTER XII

Research Project

Art. 42. All PPGBiotec students must prepare a Research Project to develop their dissertation. The Research Project, duly approved and signed by the advisor, must be filed and sent to the PPGBiotec Faculty Board for consideration, along with a research project registration form, within 90 (ninety) days from the date of initial enrollment.

§ 1 Lack of a Research Project approved by the Faculty Board prevents the student from enrolling in the second academic term.

§ 2 The template of a Research Project must be according to the format available on the PPGBiotec website (www.unifal-mg.edu.br/ppgbiotec).

§ 3 Projects involving the use of animals or human beings in their methodologies must, obligatorily, have the opinion of the Animal Research Ethics Committee and/or the Research Ethics Committee, respectively.

§ 4 Projects that require approval from other bodies or committees must submit the approval of respective bodies along with the Research Project.

§ 5 The Term of Secrecy and Confidentiality Form available on the PPGBiotec website (www.unifal-mg.edu.br/ppgbiotec) must be delivered along with the Research Project.

Sole paragraph: Research projects that are not approved by the Board must be re-elaborated and resubmitted within a maximum period of 15 (fifteen) days for further consideration from the date of notification to the advisor via SEI by the Program Coordinator.

Art. 43. It is up to the PPGBiotec Faculty Board to analyze and decide upon actions to be taken when the deadline for delivering the Research Project is not met.

CHAPTER XIII

Qualifying Exam

Art. 44. The qualifying exam is mandatory for being awarded with a Master's degree in Biotechnology and must be carried out within 18 (eighteen) months after the student's initial enrolment in the PPGBiotec.

§ 1 The student will pass, pass conditionally or fail with no assignment of grade levels.

§ 2 The student who fails the Qualifying Exam will have the opportunity to make a new presentation within 60 (sixty) calendar days from the date of the initial Exam.

§ 3 The student who fails the Qualifying Exam for the second time will be terminated from the PPGBiotec.

Art. 45. The student and advisor are to request the PPGBiotec Faculty Board to schedule the Qualifying Exam within a minimum period of 30 (thirty) days before the date upon which the exam will take place. When requesting the qualifying exam, the student must send

the following documentation to the Program's Office via SEI:

- I** - form requesting the Qualifying Exam according to the model available on the PPGBiotec website (www.unifal-mg.edu.br/ppgbiotec);
- II** - proof of acceptance of minimum credits in subjects (school transcript);
- III** - statement of approval in a proficiency exam in English and/or Portuguese (when applicable);
- IV** - pdf file containing the written material. It must be prepared in accordance with the template available on the PPGBiotec Website (www.unifal-mg.edu.br/ppgbiotec).

Art. 46. At the discretion of the advisor and student, the Qualifying Exam may be presented in the form of a scientific article referring to the research results. The article must have the student as main author and the advisor among its co-authors. Also, in such a case, the manuscript must be prepared in accordance with the specific template available on the PPGBiotec website (www.unifal-mg.edu.br/ppgbiotec).

Art. 47. The Examining Board is composed of 3 (three) members holding a Doctor's degree, one of which being the advisor who is a natural member.

Sole paragraph. The advisor must suggest 4 (four) members, in order of priority, to compose the examining board, and the indication of at least one PPGBiotec professor as a board member is mandatory. The Program Faculty Board must select two full members and, of these two members selected by the Board, one must be a professor who is a staff member of PPGBiotec, in addition to the advisor, and an alternate member.

Art. 48. The student must make an oral presentation with a maximum duration of 30 (thirty) minutes, and each examiner may spend up to 40 (forty) minutes for his/her questioning. The student who obtains commendation from the majority of members of the examining board is approved in the qualifying exam.

Art. 49. At the discretion of the student and advisor, and consented by the PPGBiotec Faculty Board and the body responsible for safeguarding UNIFAL-MG's intellectual property, the qualifying exam may be closed to the public when there is potential for generating patentable products. In this case, the pdf file of the manuscript (item IV of Art. 45.) does not have to be attached to the dissertation defense request, but proof of intellectual protection intention of the work must be attached instead.

CHAPTER XIV

Dissertation Defense

Art. 50. The dissertation defense is mandatory in order to be awarded with the title of Master's degree in Biotechnology, which must be carried out within 24 (twenty-four) months after the student's initial enrolment in the PPGBiotec.

Art. 51. The student, after obtaining the minimum amount of credits required in subjects (including mandatory subjects) and having passed the qualifying and proficiency exam in English and/or Portuguese (when applicable), must submit their master's degree dissertation defense request consented by the advisor to the PPGBiotec Faculty Board within a minimum period of 30 (thirty) days before the date opted for the defense via SEI.

Art. 52. While requesting to schedule the date for a dissertation defense, the student must send the following documents to the Program Office via SEI:

- I** - form requesting the Dissertation Defense according to the template available on the PPGBiotec website (www.unifal-mg.edu.br/ppgbiotec);

II - proof of defense of the Qualifying Exam and school transcript;

III - pdf file of the manuscript which must be compiled in accordance with the template available on the PPGBiotec website (www.unifal-mg.edu.br/ppgbiotec);

IV - the student must deliver, along with the dissertation version, at least 1 (one) article submitted, either a literature review or one containing the dissertation results, along with a letter or e-mail from the journal editor, acknowledging the manuscript receipt, its acceptance, or its effective publication.

§ 1 The article must have the student as main author and the advisor among its co-authors. At the discretion of the PPGBiotec Faculty Board, a patent deposit may replace article submission as a requirement for the dissertation defense, provided that the name of the student and advisor is stated in it.

§ 2 The journal to which the article is to be submitted must be classified at least as Qualis B3 in the area of Biotechnology.

Art. 53. At the discretion of the advisor and student, the Dissertation Defense may be presented in the form of a scientific article. The article must have the student as main author and the advisor among its co-authors. Also, in such a case, the manuscript must be prepared in accordance with the specific template available on the PPGBiotec website (www.unifal-mg.edu.br/ppgbiotec).

Art. 54. The Examining Board is composed of 3 (three) members holding a Doctor's degree, one of which being the advisor who is a natural member.

Sole paragraph. The advisor must suggest 4 (four) members, in order of priority, to compose the examining board, and at least one external member and an internal member of PPGBiotec must be appointed to compose the board. The Program Faculty Board must select two full members, in which an external and an internal member of PPGBiotec is mandatory, in addition to 2 (two) alternate members and the advisor as a natural member.

Art. 55. The student must make an oral presentation with a maximum duration of 50 (fifty) minutes and each examiner may spend up to 60 (sixty) minutes for his/her questioning. The student who obtains commendation from the majority of members of the examining board is approved in the Dissertation Defense.

§ 1 The student will pass, pass conditionally or fail with no assignement of grade levels.

§ 2 The student who fails the Dissertation Defense may have another attempt at the discretion of the PPGBiotec Faculty Board.

Art. 56. At the discretion of the student and advisor and with the consent of the PPGBiotec Faculty Board and the body responsible for safeguarding UNIFAL-MG's intellectual property, the dissertation defense may be closed to the public once there is potential for generating patentable products. In such a case, the pdf file of the manuscript (item III of Art. 52.) does not have to be attached to the dissertation defense request, but a proof of intention of intellectual protection of the work must be attached instead.

Art. 57. The Master's degree in Biotechnology will only be sent for approval to the PPGBiotec Faculty Board after the student makes, within a maximum period of 30 (thirty) consecutive days from the date upon which the defense took place, necessary corrections to the Dissertation proposed by the Examining Board, and non-compliance with this implies in waiving the right to the title.

§ 1 The final file of the dissertation containing corrections and the index card prepared by the UNIFAL-MG Library must be sent in pdf format by e-mail to the Program office within the aforementioned deadline;

§ 2º The forms of CAPES Term of Authorization and Data on the Dissertation Defense, required by CAPES (Ordinance No. 013, of February 15, 2006) and the Term of Authorization for publication in the BDTD of UNIFAL-MG, both available on the PPGBiotec website (www.unifal-mg.edu.br/ppgbiotec);

§3º Lack of the documents stated above prevents the approval of minutes of dissertation defense

by the Program Faculty Board. It is the student's sole responsibility to ensure that emails to be sent contain the requested documents, and that they are forwarded correctly within the set deadline to the Program office (ppgbiotec@unifal-mg.edu.br), and the office or PPGBiotec is not accountable for any problems that might arise due to lack of care and attention by the student in this matter.

Art. 58. Minutes of dissertation defense are the responsibility of the examining board president, and it must be properly checked, filled in and signed by all board members, previously made available on the SEI by the Program office. Minutes must be signed by all board members on the same date upon which the dissertation defense took place.

Sole paragraph. After the approval of the dissertation defense minutes by the Program Faculty Board, it will be sent to the UNIFAL-MG Postgraduate Chamber for approval of the Master's degree in Biotechnology through the PPGBiotec of UNIFAL-MG.

CHAPTER XV

Academic Title

Art. 59. To obtain the title of MSc in Biotechnology, the student must:

- I** - have their research project approved;
- II** - achieve at least 64 (sixty-four) credits, 42 (forty-two) in the preparation of the Master's degree dissertation and 22 (twenty-two) credits in subjects (mandatory and optional). A maximum of 2 (two) credits may be awarded in complementary activities, in addition to 22 (twenty-two) credits in subjects.

§ 1 The request for taking advantage of complementary activities as credits in a subject must be sent to the Program Board for approval via SEI with an official letter containing the request and a description of complementary activities, as well as the supporting documents of activities referred to in the aforementioned request process.

§ 2 The activities that may be considered complementary are established through the Normative Instruction of the PPGBiotec Board available on the PPGBiotec Website (<https://www.unifal-mg.edu.br/ppgbiotec/>).

- III** - approval in a proficiency exam in English and Portuguese (for foreigners) within 16 (sixteen) months after the initial enrolment in the PPGBiotec;

- IV** - approval in the general qualifying exam, after having totaled the credits in subjects within 18 (eighteen) months after the initial enrolment in the PPGBiotec;

- V** - approval in the dissertation defense within a maximum period of 24 (twenty-four) months from the initial enrollment in the Program;

- VI** - forwarding the final version of the dissertation in pdf format to the e-mail of the PPGBiotec office (ppgbiotec@unifal-mg.edu.br), in addition to duly filled out and signed forms of CAPES Term of Authorization and Data on the Defended Dissertation and the Term of Authorization for publication in the BDTD of UNIFAL-MG, both available on the PPGBiotec website (<http://unifal-mg.edu.br/ppgbiotec/>);

- VII** - presentation of documents required by the DRGCA for the issuance of diploma registration;

- VIII** - delivering all original data resulting from the research work to the advisor after the dissertation has been defended;

- IX** - after approval by the PPGBiotec Board, the process must be forwarded to the UNIFAL-MG Postgraduate Chamber for approval of granting the title of MSc in Biotechnology.

CHAPTER XVI

Special Students

Art. 60. Special students are considered as those coming from Graduate Programs outside UNIFAL-MG, those enrolled in UNIFAL-MG Undergraduate Courses or from another Higher Education Institution and/or higher education professionals who have no attachment to a Higher

Education Institution in order to obtain a certificate of studies in separate subjects of Higher Education Courses.

§ 1 The application form to enroll in a single discipline must be sent to the Program Board for approval. The request must contain proof attesting that the applicant meets one of the requirements of the caput of Art. 60 and a signed letter (or email) of agreement from the professor responsible for the subject with the student's enrollment on a special basis;

§ 2 The students enrolled on a special basis may take part in a maximum of 8 (eight) credits in PPGBiotec subjects;

§ 3 Special students are subject to the requirements set out for the subjects in which they are enrolled and the other rules and regulations of UNIFAL-MG;

§ 4 The PPGBiotec will make available all guidelines regarding the enrolment of special students on its website (www.unifal-mg.edu.br/ppgbiotec/).

§ 5 The period for enrollment in a single subject as a special student will be included in the Program Calendar available on its website (www.unifal-mg.edu.br/ppgbiotec/);

§ 6 The special student who fails a studied subject cannot request a new enrollment in the same or in any other subject of the PPGBiotec;

§ 7 The special student may, upon the dates established in the PPGBiotec Calendar, request the cancellation of course enrolment.

CHAPTER XVII

Scholarship

Art. 61. The granting and provision of scholarships made available to the PPGBiotec, as well as their termination, will be made in accordance with the Rules and Regulations for Granting and Renewing Scholarships of the Postgraduate Program in Biotechnology of UNIFAL-MG.

Sole paragraph. Passing the selection exam to join the PPGBiotec does not imply granting a scholarship.

CHAPTER XVIII

Accreditation / Re-accreditation of Professors

Art. 62. The rules and regulations for accreditation and re-accreditation of professors to the PPGBiotec are in accordance with the rules, ordinances and regulations of the PRPPG of UNIFAL-MG and CAPES rules and regulations for the Area of Biotechnology.

CHAPTER XIX

Deadlines for Course Completion

Art. 63. The title of MSc in Biotechnology must be awarded within a minimum period of 12 (twelve) months and 24 (twenty-four) months at the most from the student's initial enrollment in the Program.

Art. 64. Exceptionally, on recommendation by the advisor and the approval of the PPGBiotec Board, a one-time extension of a period of up to 6 (six) months may be conceded, but it is subject to the following requirements;

I - if requested by students who have fulfilled all PPGBiotec requirements, except for the Dissertation Defense;

II - the request made by the student, duly justified, must also contain a document that attests agreement by the advisor, a document in which the stage of research development and the student work plan scheduled for the period referring to the deadline extension request.

Art. 65. The request for deadline extension must be sent to the Program Board at least 60 (sixty) days before the end of the regular course period, i.e. 24 (twenty-four) months.

CHAPTER XX

General and Transitory Regulations

Art. 66. Cases omitted in this document will be analyzed by the PPGBiotec Board in accordance with current legislation, or sent by PPGBiotec to the UNIFAL-MG CPG when applicable.

Art. 67. Revoke Resolution No. 02/2019 of the Postgraduate Chamber. Art.

Art. 68. This Resolution enters into force on the date of its publication.

Prof. Luis Antônio Groppo
President of the Postgraduate Chamber in office

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