



## Resolution No. 07/2023 of August 9, 2023

Amends the Academic Regulations of the Graduate Program in Chemistry at the Federal University of Alfenas.

The Graduate Chamber (CPG) of the Federal University of Alfenas – UNIFAL-MG, according to delegated competence (CEPE Resolution No. 24/213, of August 16, 2022), what is in Process No. 23087.009917/2023-67 and what was decided in its 272nd meeting, of August 9, 2023, resolves:

Art. 1 To approve the Academic Regulations of the Graduate Program in Chemistry (PPGQ) of the Federal University of Alfenas – UNIFAL-MG.

### CHAPTER I Of the Nature, Mission and Course Objectives

Art. 2 The Graduate Program in Chemistry (PPGQ) of UNIFAL-MG, *Stricto sensu*, offers master's (academic modality) and doctoral courses in Chemistry in five areas of concentration: Physical Chemistry, Analytical Chemistry, Inorganic Chemistry, Organic Chemistry, and Chemistry Education.

Art. 3 The program targets candidates who have completed Undergraduate and/or Master's Degree, *stricto sensu*, interested in qualifying in the Chemistry area.

Art. 4 The PPGQ has as general objectives to respond to the scientific-technological demands of Society in the Chemistry knowledge area; active, full, and effective participation in problem-solving and overcoming challenges imposed by the need for regional and national development, enabling the generation of new knowledge through scientific research in Chemistry and disciplines involving its inter-multi-pluridisciplinarity; and the training of qualified personnel in Chemistry for research activities, higher education teaching, development, technological innovation, as well as highly qualified professionals to work in industrial processes.

Art. 5 Its research lines include structural Chemistry, new materials, catalysis, corrosion, biological and pharmacological structure-activity relationship, Bioinorganic Chemistry, Medicinal Organic Synthesis, Analytical Chemistry of Drugs, Toxicants and Metals, Crystal engineering, Environmental Chemistry, Chemistry Education, Theoretical and computational Chemistry, Natural Product Chemistry, Coordination Chemistry, Fermentation Chemistry, and Biocatalysis aiming to contribute significantly to meeting the demand for qualified human resources to work in strategic development areas of the country, such as biotechnology, electronics, photonics, renewable energies, environmental chemistry, textile, petrochemical, pharmaceutical chemistry, pharmaceutical industry, and chemistry education/teaching.

Art. 6 The Program's mission is consistent with UNIFAL-MG's mission, which is to promote the full development of human beings by generating, systematizing, and disseminating knowledge in Chemistry, committing to excellence in teaching, research, technological innovation, and extension, based on the principles of critical reflection, ethics, freedom of expression, solidarity, justice, social inclusion, democracy, innovation, and sustainability. It has the specific mission of making Chemistry a reference in the South of Minas Gerais region regarding the training of professionals for teaching and transformation industry, thus being an instrument of socioeconomic development



and quality of life.

Art. 7 The Program will grant the title of Master and Doctor in Chemistry in the following areas of concentration: Inorganic Chemistry, Organic Chemistry, Analytical Chemistry, Physical Chemistry, and Chemistry Education.

Art. 8 The Master's Degree aims to deepen technical and academic knowledge, enabling the training of professors for higher education and graduate studies, the development of skills to conduct research in Chemistry.

Art. 9 The Doctorate aims to provide qualified academic and scientific training for the development of researchers and professors for higher education and graduate studies, with a high degree of competence for conducting research in Chemistry.

## CHAPTER II Of the Collegiate and Course Coordination

Art. 10 The coordination of the PPGQ will be exercised by the Collegiate of the Graduate Program in Chemistry (CPPGQ), consisting of the following members:

I - the Coordinator, as its President; II - the Vice-Coordinator, substitute of the President; III - 1 (one) faculty representative, and their respective substitute, for each area of concentration of the program; IV - 1 (one) representative of PPGQ students, and their respective substitute.

§ 1 The Coordinator and Vice-Coordinator of the PPGQ shall be permanent faculty members of the Program.

§ 2 The electoral process of the Coordinator and Vice-Coordinator of the PPGQ will be defined in a specific regulation proposed by the Collegiate and approved by the CPG.

Art. 11 The faculty representatives and their substitutes, provided for in Art. 10, will be appointed by the concentration area and constituted by ordinance by the Pro-Rector of Research.

§ 1 Those eligible as area representatives, both regular and alternates, are faculty members accredited in the respective area.

§ 2 If a representative and/or their substitute from a concentration area is not appointed, their vacancy or absence will not be counted in the quorum of CPPGQ meetings.

Art. 12 The representation for students will be provided through consultation with the respective representative bodies of the class or in an assembly of PPGQ students, and constituted by ordinance by the Pro-Rector of Research.

Art. 13 The term of office of the Coordinator, Vice-Coordinator, and faculty representatives of each concentration area shall be for a period of up to 4 (four) years with the end of the term preferably in the interstice of evaluation of Graduate Programs by CAPES, having as the base date the last day of the month of the deadline for sending data for the last year of evaluation.

§ 1 One (1) reappointment of the Coordinator, Vice-Coordinator, and faculty representatives of





each concentration area is permitted.

§ 2 A minimum interval of 1 (one) year is required to return as Coordinator and Vice-Coordinator of the PPGQ and 6 (six) months to return as a faculty representative (regular and alternate).

§ 3 There is no identity between the mandates of regular and alternate members of the collegiate or Coordinator and Vice-Coordinator of the program, for the purpose of the interstice required in the previous paragraph.

Art. 14 The maximum term of office for student representatives shall be 2 (two) years, with 1 (one) re-election permitted.

Art. 15 In the case of permanent impediment, vacancy, or resignation of the Coordinator, the coordination will be exercised by the Vice-Coordinator, who will arrange new elections within a maximum period of 30 (thirty) days to choose the new Vice-Coordinator.

Art. 16 In the case of permanent impediment, vacancy, or resignation of the Vice-Coordinator, the Coordinator will arrange new elections within a maximum period of 30 (thirty) days to choose the Vice-Coordinator.

Art. 17 In the case of permanent impediment, vacancy, or resignation of the Coordinator and Vice-Coordinator, the CPPGQ shall indicate to the PRPPG a pro-tempore Coordinator, chosen from among the PPGQ faculty with the longest time of accreditation, who should arrange new elections within a maximum period of 30 (thirty) days.

Art. 18 Faculty members are prohibited from representing two or more concentration areas.

Art. 19 The Collegiate is responsible for:

I - defining the courses in the area of concentration, as well as those in the related domain, establishing their nature, mandatory or optional, for approval by the competent bodies;

II - establishing specific requirements of the PPGQ and submitting them to the CPG;

III - designating ad hoc reviewers internal or external to the PPGQ;

IV - organizing instructions, regulations, plans, or projects related to the PPGQ and submitting them to the consideration of the competent bodies, when necessary;

V - proposing to the PRPPG the creation of courses necessary for the PPGQ, with the consent of the faculty member or group of faculty members who will teach them;

VI - deliberating on the teaching program of the courses, suggesting modifications when pertinent;

VII - designating or constituting committees within the PPGQ;

VIII - proposing or manifesting on the dismissal of students from the PPGQ in case of non-compliance with the academic regulations of the program and UNIFAL-MG;



IX - evaluating or proposing agreements or cooperative arrangements of an academic or financial nature, for support or development of the PPGQ;

X - deliberating on the constitution of boards for dissertation or thesis defense and for qualification examination;

XI - receiving, evaluating, deliberating, or forwarding, if necessary, requests, suggestions, complaints, representations, or appeals, from students or faculty, on any matter of a didactic-scientific nature pertinent to the PPGQ;

XII - acting as an informative and consultative body of the CPG;

XIII - evaluating and deliberating on requests for accreditation, re-accreditation, and de-accreditation of faculty;

XIV - selecting, through a specific notice, monitoring and forwarding to the department or commission of the PRPPG, reports and other data referring to the activities developed by scholarship holders in post-doctoral internships linked to the Program.

XV - approving minutes of dissertation and thesis defense;

XVI - evaluating the report of the PPGQ Self-Assessment Commission (CAA-PPGQ) and proposing adjustments and development strategies for the Program.

**Art. 20 Specific attributions of the Coordinator:**

I - enforce and ensure compliance with the provisions of the Regulations and Norms within the PPGQ and the PRPPG;

II - represent the PPGQ before people or public or private institutions;

III - convene and preside over CPPGQ meetings;

IV - sign, when necessary, processes or documents submitted to the judgment of the CPPGQ;

V - forward the processes and deliberations of the CPPGQ to the competent authorities;

VI - exercise the pedagogical orientation of PPGQ students, subsidiary to the advisor;

VII - promote understandings, with the purpose of obtaining human and material resources for support of the development of the PPGQ;

VIII - represent the PPGQ in the CPG, as a natural member, with the Vice-Coordinator as an alternate;

IX - insert data into the CAPES electronic system, keeping it always updated regarding faculty, students, courses offered, scientific production, and other requested data, aiming at the quadrennial evaluation of CAPES. Send the data for approval within the deadline established by the PRPPG, in accordance with the CAPES schedule;



IX - manage the provisioned credits and resources transferred that are intended for the execution of PPGQ activities, as well as publicize them to the Program's faculty.

### **CHAPTER III**

#### **Of the Selection Criteria and Admission to the PPGQ**

Art. 21 The enrollment of candidates for PPGQ courses will be carried out in accordance with the General Regulation of the Stricto sensu Graduate Programs of UNIFAL-MG.

Art. 22 The selection criteria for admission to the PPGQ will follow the norms established by the Program's selection notice.

Art. 23 The Selection Committee will be designated by the CPPGQ and will be responsible for establishing the norms, publishing the nature of the assessment instruments to be used, and the judgment criteria through a public notice.

Sole paragraph. The selection notice must be evaluated by the CPPGQ before its approval by the legal department at UNIFAL-MG.

Art. 24 Candidates interested in entering the doctoral course, who are graduates of stricto sensu master's courses recommended by CAPES, completed up to 10 (ten) years ago, will not need to participate in the selection process, provided that a letter of acceptance from an advisor accredited in the Program is presented, has at least one article published or accepted in a journal with JCR greater than or equal to 1.5 (or journals edited by SBQ) derived from the results of their master's dissertation, and a declaration attesting to no interest in the scholarship during the current semester of the course. These documents must be submitted during the enrollment period established in the PPGQ Annual Activities Calendar.

§ 1 For graduates of the Master's degree in Education or Teaching, who are interested in entering the Chemistry Education area of the PPGQ Doctoral Course, journals with JCR less than 1.5, or without JCR, may be accepted if they have CAPES Qualis in the Chemistry area equal to or greater than A3.

§ 2 For the admission of students provided for in this article, the faculty member must have mandatorily offered vacancies in the selection process of the current semester, and may only accept the student if there are no approved candidates in the selection process without a responsible advisor.

### **CHAPTER IV**

#### **Of the Foreign Language**

Art. 25 According to the General Regulation of the Stricto sensu Graduate Programs of UNIFAL-MG, all students must be proficient in a foreign language.

§ 1 Proficiency in English is required for doctoral students at the time of enrollment.

§ 2 Proficiency in English is required for master's scholarship students by the 1st (first) business day of their 3rd (third) semester in the program.





§ 3 Non-scholarship master's students must have, mandatorily, proficiency in English by the qualification examination.

§ 4 The student must present a certificate of proficiency in English, recognized by the CPPGQ. The list of valid certificates must be published on the PPGQ website and may be updated semiannually;

§ 5 The accepted certificates, the minimum score, and their validity period will be defined by the CPPG and published on the program's home page and/or in the selection notice.

## **CHAPTER V**

### **Of the Scholarships**

Art. 26 The granting and distribution of scholarships made available to the PPGQ, as well as their cancellation, will be carried out in accordance with the norms established by a specific Commission and approved by the competent body.

Sole paragraph. Approval in the selection exam to enter the PPGQ does not imply granting of a scholarship.

Art. 27 In case of non-completion of the course, the scholarship student will be subject to the legal prerogatives of the funding agencies or granting agency/body/institution.

## **CHAPTER VI**

### **Of the Didactic Regime**

Art. 28 The PPGQ consists of stricto sensu courses of Academic Master's and Doctorate.

§ 1 The courses are composed of disciplines, teaching internship, and experimental/theoretical scientific work, presented in the form of a Dissertation or Thesis.

§ 2 The didactic regime of the PPGQ will follow the norms established in the General Regulation of the Stricto sensu Graduate Programs of UNIFAL-MG.

Art. 29 The student's study plan, as provided in the General Regulation of the Stricto sensu Graduate Programs of UNIFAL-MG, must be proposed by the student with the consent of their advisor and must be approved by the CPPGQ.

Sole paragraph. The execution and compliance with deadlines are the responsibility of the student, and a commission, temporary or permanent, for evaluation of the study plans may be constituted, which will prepare a report to the CPPGQ.

Art. 30 The student must dedicate themselves in person to the graduate course on a full-time basis.

§ 1 Part-time arrangements may be accepted, with the consent of the advisor and communication to the CPPGQ.

§ 2 In cases involving scholarship students, part-time arrangements may be accepted, with the consent of the advisor, upon approval of the CPPGQ and the program's scholarship commission, and must follow the current legislation of each body responsible for the program's scholarships,



following the current legislation of each body responsible for the scholarship.

Art. 31 The minimum and maximum periods for obtaining the title of Master in Chemistry and Doctor in Chemistry must follow the norms established in the General Regulation of the Stricto sensu Graduate Programs of UNIFAL-MG.

Art. 32 The student must register in the PPGQ at the beginning of each semester during their stay in the course, according to the current calendar.

§ 1 At the beginning of each semester, the student must renew their enrollment through the academic system, selecting the courses to be taken. Students who will only take the Seminars discipline must maintain the link with the Institution through the academic system and send the enrollment form for the Seminars discipline to the Program Secretariat. For students who have completed all the programmatic content, it is only necessary to renew the enrollment through the academic system.

§ 2 The student of the Master's or Doctoral Course must enroll in the PPGQ General Seminars discipline (continuous flow), each semester, until they complete the respective credits required for their integration in each course, and have presented their seminar.

Art. 33 The student of the Master's course must complete a minimum of 24 (twenty-four) credits in disciplines, contemplating a minimum of 12 (twelve) credits in disciplines, which will be added, after approval in the dissertation defense, to the 12 (twelve) credits referring to the Master's Dissertation.

§ 1 Among the 12 (twelve) minimum credits required in disciplines, the master's course student must complete a minimum of 2 (two) credits in the PPGQ General Seminars discipline (continuous flow) and a minimum of 10 (ten) credits in the other disciplines, which must include the mandatory discipline(s) of their concentration area.

§ 2 The completion of the 12 (twelve) credits required in disciplines, including that of PPGQ General Seminars (continuous flow), must occur by the end of the 3rd (third) semester of the master's student in the PPGQ as a regular student.

§ 3 Shorter periods than those provided for in this Article may be required for scholarship students, who should pay attention to the specific norms for granting and renewing program scholarships.

§ 4 The collegiate may grant an extension of the deadline for the completion of the minimum credits required in disciplines, to master's students who come to do short missions or sandwich internships abroad within the scope of the PPGQ.

Art. 34 The doctoral student must complete a minimum of 48 (forty-eight) credits in disciplines, contemplating a minimum of 24 (twenty-four) credits in disciplines, which will be added, after approval in the Thesis defense, to the 24 (twenty-four) credits referring to the Doctoral Thesis.

§ 1 Among the 24 (twenty-four) minimum credits required in disciplines, the doctoral student must complete a minimum of 4 (credits) credits in the PPGQ General Seminars discipline (continuous flow) and a minimum of 20 (twenty) credits in the other disciplines, which must include the mandatory discipline(s) of their concentration area.



§ 2 The completion of the 24 (twenty-four) credits required in disciplines, including that of PPGQ General Seminars (continuous flow), must occur by the end of the 6th (sixth) semester of the doctoral student in the PPGQ as a regular student.

§ 3 Shorter periods than those provided for in this Article may be required for scholarship students, who should pay attention to the specific norms for granting and renewing program scholarships.

§ 4 The collegiate may grant an extension of the deadline for the completion of the minimum credits required in disciplines, to doctoral students who come to do short missions or sandwich internships abroad within the scope of the PPGQ.

Art. 34 The teaching internship of the PPGQ is governed by the Regulation of the Teaching Internship for Students of Stricto Sensu Graduate Courses of UNIFAL-MG that appears in CEPE Resolution No. 020/2013 of July 5, 2013, or resolution that comes to replace or modify it.

Sole paragraph. The teaching internship of the PPGQ will be registered and evaluated as activity credit.

## CHAPTER VII Of the Credit Recognition

Art. 35 Credits obtained in other stricto sensu graduate programs, from UNIFAL-MG or other institutions, accredited by CAPES, may be accepted for the integration of the credits required for the master's and doctorate, provided they are compatible with the student's project and/or with the areas and research lines of the PPGQ.

Art. 36 For the purpose of integrating the number of minimum credits required, at least 1/3 (one third), 4 (four) credits in the case of the master's and 8 (eight) credits in the case of the doctorate, must mandatorily be coursed in disciplines at the PPGQ during the respective course as a regular student.

Art. 37 Students regularly enrolled in the PPGQ may take courses from other stricto sensu Graduate Programs at UNIFAL-MG or other institutions and, after completing the discipline, may have the credits recognized, upon request by the student, with the consent of the advisor, to the Program Collegiate.

Art. 38 Credits obtained in stricto sensu graduate studies, accredited by CAPES, prior to the student's enrollment in the PPGQ, may be accepted for the integration of the credits required for the master's and doctoral degrees, upon request by the student to the Program Collegiate.

§ 1 Credits obtained as a non-regular student of the PPGQ or other stricto sensu graduate programs, from UNIFAL-MG or other institutions, may be accepted.

§ 2 Credits obtained and used for the integration of the master's degree may be accepted for the integration of the doctoral course.

§ 3 Credits from courses taken within a maximum period of 5 (five) years, counting from the date of their completion, may be recognized.





§ 4 Credits from Teaching Internship and Master's Dissertation and/or Doctoral Thesis may not be recognized.

§ 5 In the case of the PPGQ General Seminars discipline, credits taken as a non-regular student may be recognized or counted; or those taken during the master's at the PPGQ that have exceeded the minimum required in the course.

Art. 39 In case of recognition of disciplines that are in the list of mandatory disciplines of the PPGQ, equivalences may be accepted, provided that compatibility is observed of at least 75% (seventy-five percent) of the content covered and of at least 75% (seventy-five percent) of the workload.

Art. 40 Special students, undergraduates, and graduates may take PPGQ courses on a non-regular basis.

§ 1 Credits obtained as a non-regular student are considered those obtained when the student was not regularly enrolled in the program.

§ 2 The enrollment of the non-regular student will occur with the consent of the faculty member responsible for the discipline, in addition to the requirements provided for in the General Regulation of the Stricto sensu Graduate Programs of UNIFAL-MG.

## CHAPTER VIII Of the PPGQ Disciplines

Art. 41 Mandatory disciplines are taught, covering advanced concepts of Organic Chemistry, Analytical, Inorganic, Physical Chemistry, and Chemistry Education and elective and/or complementary disciplines, related to the concentration areas of the PPGQ.

Art. 42 The set of disciplines of the PPGQ, including the mandatory discipline(s) of each concentration area, will be defined by the core of professors accredited in the respective area and, after manifestation of the CPPGQ, be approved by the CPG.

§ 1 Inclusions and exclusions of disciplines that modify the set approved at the time of the creation of the Program/Course (APCN approved by CPG, CEPE, CONSUNI, and CAPES), as well as changes in syllabus and/or number of credits and category must be approved by the PGQ.

§ 2 The Special Topics in Chemistry disciplines, with variable subject, syllabus, number of credits, and bibliography, provided for in the approved APCN of the master's and doctoral courses of the PPGQ, when proposed each semester, will have the program content approved by the CPPGQ.

§ 3 Each concentration area must define at least one discipline of at least 4 (four) credits as mandatory for master's and doctoral students in the program.

§ 4 Each concentration area must define at least a second discipline of at least 4 (four) credits as mandatory for doctoral students in the program.

§ 5 The list of disciplines in the program's curriculum, as well as its number of credits, category, and link or not with the concentration areas, will be kept updated on the program's internet site.



Art. 43 Before the opening of the enrollment period each semester, the PPGQ faculty responsible for elective disciplines will establish, if they deem necessary, the minimum and maximum number of vacancies offered for regular and special students.

Art. 44 The PPGQ disciplines must obey the criteria:

§ 1 Have at least one responsible professor, accredited in the PPGQ, and holder of a Doctoral degree.

§ 2 Guest professors and post-doctoral fellows may be admitted, provided previously authorized by the CPPGQ, each time the discipline is offered.

§ 3 Mandatory disciplines must be offered annually.

§ 4 Elective disciplines must be offered at least every 5 (five) semesters.

§ 5 It is the responsibility of the faculty of the concentration areas to update and present to the CPPGQ the list of their disciplines at the beginning of each academic year.

§ 6 The withdrawal of an elective discipline may be done upon request and justification of its responsible faculty, with the decision being up to the CPPGQ.

Art. 45 The responsible faculty must insert into the academic system, by the date stipulated in the annual calendar of PPGQ activities, the teaching program of the discipline, which must be approved by the CPPGQ.

Sole paragraph. The teaching program must contain the name of the responsible faculty and the collaborating faculty, if any, theoretical and practical program content, if relevant, indicated bibliography, and the evaluation criteria.

Art. 46 The proposal for creation, inclusion, transformation, and extinction of disciplines must be accompanied by justification, teaching program, and classification (mandatory or elective and concentration area).

## CHAPTER IX Of the PPGQ General Seminars

Art. 47 At the beginning of each semester, the student must enroll in the PPGQ General Seminars discipline, until they fulfill all the requirements for the integration of the credits referring to this discipline.

§ 1 The Seminars discipline has the ratio of 1 (one) credit for every 15 (fifteen) seminars attended by the student.

§ 2 The integration of the credits referring to the PPGQ General Seminars discipline will only be effective after the student presents and is approved in their seminar and has completed the minimum number of credits required in each course.

§ 3 The seminar authored by the student will be computed as 1 (one) seminar for the integration of



the credits of the PPGQ Seminars discipline.

§ 4 The regular student will have the right to request in the credit count, any seminars, in the Chemistry area or related areas, attended at UNIFAL-MG or at another national or international Institution, linked or not to Graduate Programs, through a certificate from the institution of origin where the title, speaker, date, and duration are recorded.

§ 5 Only seminars attended by non-regular students, in a maximum period of 12 (twelve) months prior to enrollment in the PPGQ, will be valid.

§ 6 It is up to the faculty member responsible for the PPGQ General Seminars discipline, the decision to accept or reject requests for inclusion of seminars taken outside the discipline in the credit count.

§ 7 It is up to the faculty member responsible for the PPGQ General Seminars discipline to establish in the Teaching Program of the Discipline the maximum number of seminars attended outside the discipline.

Art. 48 The student must present a seminar of 40-60 (forty to sixty) minutes within the scope of the PPGQ Seminars discipline, within 18 (eighteen) and 36 (thirty-six) months for the Master's and Doctorate, respectively, after the date of their first enrollment in the referred Course of the PPGQ.

Sole paragraph. Upon approval of the CPPGQ, the deadline for the seminar presentation may be extended, in cases of master's or doctorate, in the sandwich modality, or for students on short-term missions abroad within the scope of their dissertation or thesis work.

Art. 49 The seminar topic must be mandatorily in the area of Chemistry and must not contemplate results of research projects developed by the student.

Art. 50 The scheduling of the seminar to be presented by the student must be done at the beginning of each semester with the faculty member responsible for the PPGQ General Seminars discipline.

Sole paragraph. The title of the seminar must be made available within a deadline in accordance with the teaching program of the discipline.

Art. 51 The evaluation of the student's seminar will be done by at least 2 (two) PhDs, internal or external to UNIFAL-MG, at the discretion of the responsible professor or the CPPGQ.

Sole paragraph. At the discretion of the professor responsible for the discipline, an evaluator chosen from among the PPGQ students may be included, as long as the constitution of the board of at least 2 (two) PhD members is maintained.

Art. 52 The final grade in the PPGQ General Seminars Discipline will be equal to the grade assigned by the board when the respective seminar is presented, regardless of attendance.

Art. 53 The student who fails in the presentation of their seminar may present a second seminar.

§ 1 In case there is enough time for a new presentation in the same semester, their grade will be that of the second presentation.



§ 2 In case there is not enough time for a new presentation in the same semester, the grade R will be assigned to their history and will enter the computation of their performance coefficient and the student must present the second seminar, mandatorily, in the next academic semester.

§ 3 Failure in the second presentation, in the same or next semester, will result in dismissal from the course.

## CHAPTER X Of the Student Orientation

Art. 54 The didactic-pedagogical orientation of the student will be exercised, mandatorily, by the advisor and, subsidiarily, by the co-advisor.

Art. 55 The research for the elaboration of the dissertation or thesis will be supervised individually by the advisor and, at most, by 1 (one) co-advisor.

Sole paragraph. The student's research project must be accompanied, if applicable, by the name of the co-advisor with the due justifications.

Art. 56 It is specifically up to the advisor:

I - to organize the student's study plan;

II - to propose the names of the co-advisor, if applicable;

III - to guide the research, object of the student's dissertation or thesis; IV - to promote periodic meetings with the student;

IV - to give consent to the request for enrollment renewal, as well as requests for substitution, cancellation and enrollment in disciplines and for leave of absence;

V - to provide assistance to the student, in relation to academic processes and norms in force;

VII - to preside over the Qualification Examination Board, Dissertation or Thesis Defense;

VI - to meet the specific attributions of the Graduate program;

VII - to attend to requests for data and information by the Coordination or higher instances;

VIII - to communicate to the Collegiate any occurrence that may compromise the execution of the study plan.

Art. 57 The number of students, per advisor, will be determined by the analysis of the faculty's scientific production and following criteria established by the CPPGQ contained in the accreditation and re-accreditation norms.

§ 1 The ratio of advisees/advisor must meet the guidelines provided by the Technical and Scientific Council of Higher Education (CTC-ES) and in the Area Documents as provided in ORDINANCE No. 81, OF JUNE 3, 216 of CAPES, which defines the categories of faculty that make up the Stricto



sensu Graduate Programs, or that which comes to replace it.

§ 2 Faculty with more than 5 (five) completed orientations more than 1 (one) year ago in the PPGQ, who come to present a ratio of qualified articles per graduates less than 1.0 (one), may only have two simultaneous orientations, until they present a ratio equal to or greater than 1.0 (one).

Art. 58 Orientation of a student who has any degree of kinship with the advisor will not be allowed.

Art. 59 For inclusion of a co-advisor in the PPGQ, whose solicitation must be proposed by the advisor, at the time of the presentation of the research project, the CPPGQ will analyze:

I - the experience of the faculty referring to the theme and/or methodology of the project, analyzing the set of their activities (Lattes curriculum);

II - the justification that substantiates the need for co-orientation, sent by the advisor.

Sole paragraph. In exceptional cases, duly justified, co-orientation may be accepted after presentation of the project, provided that the request is submitted before the student's qualification examination or recommended by the examining commission of the qualification.

Art. 60 Only a faculty member who has at least one completed master's orientation in a graduate program recognized by CAPES may advise doctoral students.

## **CHAPTER XI**

### **Of the Study Plan**

Art. 61 The Study Plan, to be delivered by the student at the time of their first enrollment, will necessarily relate the disciplines of the concentration area and the related domain, as well as seminars, teaching internship, foreign language (in the case of the master's), and the concentration area and/or research line for the dissertation or thesis.

Sole paragraph. Modifications to the initial Study Plan must be informed by the student in their periodic reports on dates established by the program.

## **CHAPTER XII**

### **Of the Research Project**

Art. 62 The research project of the master's dissertation or doctoral thesis, approved and signed by the advisor, must be submitted to the CPPGQ for opinion, along with the research project registration form, within 90 (ninety) days, counted from the date of the first enrollment.

Art. 63 The project, signed by the student and the advisor, must contain title, abstract, introduction, literature review, justification, objectives, methodology, execution schedule, description of the infrastructure and financing that guarantee its execution, and bibliographical references.

§ 1 Topics in addition to those listed in the caput of the article may be included in the project, if the proponent deems necessary.

§ 2 The project must have a maximum of 25 (twenty-five) pages including annexes, formatted in





A4, Times New Roman, size 12, 2.5 cm margins, and 1.5 spacing.

Art. 64 The project must be accompanied by a commitment, confidentiality, and confidentiality term signed by the leader of the research group, the advisor, and the student regarding the availability of infrastructure, financial resources for its execution, and confidentiality of information.

Art. 65 The project will be forwarded, for review and suggestions, to an ad hoc evaluator to be appointed by the CPPGQ, who will issue an opinion on a proper form.

Art. 66 Research projects involving biosafety, animals, human beings must be submitted to the relevant institutional ethics committee.

§ 1 Proof of protocol submission to the relevant institutional ethics committee must be presented to the PPGQ secretariat by the time of the student's 2nd (second) enrollment in the program.

§ 2 The final opinion of the relevant institutional ethics committee must be presented to the PPGQ secretariat by the time of the student's 3rd (third) enrollment in the program.

### **CHAPTER XIII**

#### **Of the Evaluation Boards**

Art. 67 The appointment of an examining committee or board will be based on the list of names provided by the student and advisor at the time of the request for qualification examination or dissertation/thesis defense, respectively, and must be in accordance with NORMATIVE INSTRUCTION No. 04, OF MARCH 16, 2023 OF PRPPG-UNIFAL-MG.

§ 1 Those appointed must not have a conflict of interest with the student and their advisor.

§ 2 The list must be presented in order of preference.

§ 3 In the case of the master's or doctoral qualification examination, at least 6 (six) members must be suggested, with at least 3 (three) external to the institution.

§ 4 In the case of the master's board, at least 6 (six) members must be suggested, with at least 3 (three) external to the institution.

§ 5 In the case of the doctoral board, at least 8 (eight) members must be suggested, with at least 4 (four) external to the institution.

§ 6 It will not be permitted to suggest names that have any degree of kinship up to the third degree; stepchild; spouse or partner; relations of filiation, corporate and/or commercial between themselves or with the student.

§ 7 The suggestion of names who are co-authors of manuscripts/articles/products submitted/accepted/published, obtained directly from the research project of the student candidate for the title, is not recommended.

§ 8 Members must hold a doctoral degree.



§ 9 Commissions and boards exclusively formed by former advisees of the president of the board are prohibited.

§ 10 The list of suggested names may not contain the names of the advisor or co-advisor.

§ 11 The board request must be accompanied by a declaration from the advisor confirming the availability of members for the suggested date of dissertation or thesis defense.

§ 12 The CPPGQ may deliberate on the choice of other members not suggested by the advisor, if deemed necessary.

§ 13 If in the interval between the board indication by the CPPGQ and the defense date, any member indicated as regular or alternate expresses some type of impediment, it is the advisor's responsibility to immediately inform the program coordination, and if necessary, request the indication of a substitute, which may, if there is not enough time, be approved ad referendum by the president of the CPPGQ.

§ 14 In case of impediment of the advisor and with their consent, the CPPGQ will appoint the co-advisor or, from among the members of the Examining Board, a substitute, who will preside over it.

Art. 68 The master's or doctoral qualification will be evaluated before an examining board, appointed by the CPPGQ, which must be composed of:

I - the advisor, as president;

II - 2 (two) regular members, one of whom must be external to the institution;

III- 2 (two) alternate members, with at least 1 (one) of them external to the Institution to substitute the external regular member.

Art. 69 The dissertation will be defended before an examining board, appointed by the CPPGQ, which must be composed of:

I - the advisor, as president;

II - 2 (two) regular members, one of whom must be external to the institution;

III - 2 (two) alternate members, with at least 1 (one) of them external to the Institution to substitute the external regular member.

Art. 70 The thesis will be defended before an examining board, appointed by the CPPGQ, which must be composed of:

I - the advisor, as president;

II - 4 (four) regular members, with at least 2 (two) of them external to the institution;

III- 2 (two) alternate members, with at least 1 (one) of them external to the Institution to substitute the external regular member.



## **CHAPTER XIV**

### **Of the Qualification Examination**

Art. 71 The qualification examination will be mandatory for the Master's and Doctoral courses within the PPGQ.

Sole paragraph. This examination covers the preliminary results of the research developed by the student and aims to evaluate the student's ability to complete the work, their potential, and their ability to formulate and solve problems at a level compatible with the title they seek.

Art. 72 The Qualification Examination must be conducted by the end of the 3rd (third) semester of the course, in the case of the master's, and by the end of the 6th (sixth) semester of the course, in the case of the doctorate.

§ 1 The deadline for students who come to suspend the course in case of serious illness, which prevents them from participating in the course activities or for childbirth and breastfeeding, may be extended, upon approval of the collegiate.

§ 2 The deadline provided for the doctoral student contemplated with a sandwich scholarship may be extended, upon approval of the collegiate.

Art. 73 To request the qualification examination, the student must:

I - complete the minimum number of credits in disciplines relative to each PPGQ course, including the PPGQ General Seminars discipline;

II - for students at the master's level, have completed or be completing the teaching internship and have obtained proficiency in English.

III - for students at the doctoral level, have completed two teaching internships.

IV - Sole paragraph. Shorter periods may be required for scholarship students, who should pay attention to the specific norms for granting and renewing program scholarships.

Art. 74 The scheduling of the Qualification Examination must be submitted to the CPPGQ at least 3 (three) days before one of its ordinary meetings that precedes a minimum period of 4 (four) weeks before the defense date, according to the annual calendar available on the PPGQ page, with the following documents in PDF format:

I - proper form, available on the Program's website;

II - digital file in .pdf format referring to the written material;

III - updated academic record showing completion of credits in disciplines (including general seminars of the PPGQ), proficiency in English, and completion of the teaching internship or proper declaration provided by the Program Secretariat;

IV - letter from the advisor confirming the availability of members for the suggested date of the qualification examination;



V - checklist available on the program page, duly signed by the student and their advisor.

Art. 75 The assessment instruments of the Qualification Examination will consist of written material, oral presentation, and questioning.

§ 1 The written material referring to the Qualification Examination must be formatted in A4, Times New Roman, size 12, 2.5 cm margins, and 1.5 spacing.

§ 2 The oral presentation will have a minimum duration of 30 (thirty) minutes and a maximum of 50 (fifty) minutes.

§ 3 The questioning will be conducted impartially by the examining board with a maximum duration of 45 (forty-five) minutes for each examiner, including the student's responses.

§ 4 The advisor participates as president of the examining board, without the right to question or any manifestation during the questioning of the student, except when authorized by the other members of the examining board.

Art. 76 At the discretion of the advisor and the student, and after analysis by the CPPGQ, the qualification examination copy may be presented in the form of 1 (one) volume containing:

I - 1 (one) broad review and discussion of the literature;

II - at least 1 (one) scientific article submitted to a journal with JCR greater than or equal to 1.5 (for the master's level) and 2.0 (in the case of the doctoral level) or a journal edited by SBQ.

§ 1 For students in the area of Chemistry Education, articles in journals with JCR lower than those established in clauses II, or without JCR, may be accepted, provided they have CAPES Qualis in the Chemistry area equal to or greater than A4 and A3, in the cases of master's and doctorate, respectively.

§ 2 The student must be the first author of the article and the advisor, mandatorily, must be among the authors.

§ 3 The article must be representative of the results obtained in the development of the research project.

Art. 77 For the defense of the qualification examination, the student, through their advisor, must provide written material for each member of the Examining Board within a minimum period of two weeks before the Qualification Examination. This period may be shorter if there is consent from all members selected to compose the board.

Art. 78 The members of the Examining Board, in a closed meeting, in the presence of the advisor, will express their judgment in the assessment of the Qualification Examination.

Art. 79 The Examining Board will attribute to the Qualification one of the following mentions: approved, conditionally approved, or failed.

§ 1 The drawing up of the Qualification Examination Report is the responsibility of the president of



the board, who must sign it, along with the other members of the board, through the Electronic Information System (SEI) or another form that may replace it.

§ 2 In case of conditional approval, the guidelines and/or suggestions of the Examining Board must be complied with to complete the dissertation/thesis defense.

§ 3 In case of failure, one more opportunity will be granted to take the examination, which must occur within a maximum period of 4 (four) months for the master's course and 6 (six) months for the doctoral course.

§ 4 The student who fails for the second time in this qualification examination will be dismissed from the program.

Art. 80 At the discretion of the student and the advisor, and with the consent of the CPPGQ, the Qualification Examination may be conducted in closed session, when the project requires confidentiality and confidentiality.

## CHAPTER XV Of the Dissertation or Thesis

Art. 81 Every PPGQ student, candidate for the title of Master or Doctor, must prepare and defend a dissertation or thesis, respectively.

Sole paragraph. The dissertation or thesis must be prepared in accordance with the General Regulation of the Stricto sensu Graduate Programs of UNIFAL-MG and the guidelines of the UNIFAL-MG Library.

Art. 82 The scheduling of Dissertation or thesis defense must be submitted to the CPPGQ at least 3 (three) days before one of its ordinary meetings that precedes a minimum period of 4 (four) weeks before the defense date, according to the calendar available on the PPGQ page, with the following documents in PDF format:

I - proper form, available on the program's website;

II - digital file in pdf format referring to the written material of the conclusion work (Dissertation or Thesis);

III - updated academic record showing completion of credits in disciplines, proficiency in English language, completion of the teaching internship(s);

IV - qualification examination report and, when there are suggestions made by the board, a declaration from the advisor that the student has complied with the suggestions or justification for not fully or partially complying with the suggestions;

V - in the case of the dissertation defense request, a copy of at least one scientific article, submitted, accepted, or published in a journal with JCR greater than or equal to 1.5 (or CAPES Qualis in the Chemistry area greater than or equal to A4, in the case of students in the area of Chemistry Education), along with proof of its status;





VI - in the case of the thesis defense request, copies of submitted, accepted, or published articles derived from the thesis, along with their proofs, with at least 1 (one) being accepted or published in a journal with JCR greater than or equal to 2.0 (or CAPES Qualis in the Chemistry area greater than or equal to A3, in the case of students in the area of Chemistry Education);

VII - letter from the advisor confirming the availability of members for the suggested date of dissertation or thesis defense;

VIII- checklist available on the program page, duly signed by the student and their advisor.

Art. 83 The dissertation or thesis may be written in Portuguese or English and must contain at least the following elements: title, abstract and abstract, acknowledgments, introduction, literature review, experimental or methodological part, results and discussion, conclusions, bibliographical references.

§ 1 Times New Roman font, size 12, 2.5 cm margins and 1.5 spacing must be used, allowing the following of the dissertation and thesis elaboration norms of the UNIFAL Library or formatting of the main Publishers of high-impact journals in the Chemistry area.

§ 2 According to CAPES Ordinance No. 26/218, all Dissertations/Theses must mandatorily contain the words: "This work was carried out with the support of the Coordination for the Improvement of Higher Education Personnel - Brazil (CAPES) - Financing Code 001".

§ 3 Likewise, all Dissertations/Theses must mandatorily contain the words: This work was carried out with financial support from the "Minas Gerais State Research Support Foundation (FAPEMIG)" and the "Pro-rectory of Research and Graduate Studies of UNIFAL-MG.

§ 4 Students who have received a CAPES, FAPEMIG, PIB-POS scholarship or another granting agency or company in full or in part throughout the course, in addition to the above acknowledgments, should also express gratitude for the scholarships received, citing the grantor(s).

Art. 84 At the discretion of the advisor and the student, and after analysis by the CPPGQ, the dissertation or thesis may be presented in the form of 1 (one) volume containing:

I - 1 (one) broad review and discussion of the literature;

II - at least 1 (one) scientific article accepted or published in a journal with JCR greater than or equal to 1.5 (for candidates for the title of master) and 2.0 (for candidates for the title of doctor) or a journal edited by SBQ.

III - declaration signed by the advisor and student stating that the article(s) is(are) representative of the results obtained in the development of the research project.

§ 1 For students in the area of Chemistry Education, articles in journals with JCR lower than those established in clauses II, or without JCR, may be accepted, provided they have CAPES Qualis in the Chemistry area equal to or greater than A4 and A3, in the cases of master's and doctorate, respectively.

§ 2 The article(s) must have the student as the first author and the advisor, mandatorily, must be



among the authors.

Art. 85 The assessment instruments of the Dissertation and Thesis will consist of written material, oral presentation, and questioning.

§ 1 The oral presentation will have a minimum duration of 30 (thirty) minutes and a maximum of 50 (fifty) minutes.

§ 2 The questioning will be conducted impartially by the examining board with a maximum duration of 45 (forty-five) minutes for each examiner, including the student's responses.

Art. 86 Only the student who has:

I - fulfilled all the requirements established in these regulations;

II - fulfilled the other requirements that may be established by the CPG and by the CPPGQ;

III - completed the minimum number of credits in disciplines of each course, including the mandatory disciplines and the PPGQ General Seminars;

IV - obtained Proficiency in English Language; V - completed the Teaching Internship(s);

V - taken and been approved in the Qualification Examination.

Art. 87 If at the end of the 24 (twenty-four) and 48 (forty-eight) month period, respectively, for the master's and doctoral level, it is not possible to present the defense, the student and their advisor must request an extension of time from the CPPGQ.

§ 1 The request must be accompanied by a substantiated justification and a schedule of activities up to 30 (thirty) days before the final period of each course. Shorter periods may be required for scholarship students, who should pay attention to the specific norms for granting and renewing program scholarships and reports from the Program Coordination.

§ 2 The granting of time extension is the responsibility of the CPPGQ.

§ 3 The sum of time extensions, under any justifications, may not exceed 30 (thirty) and 60 (sixty) months for the master's and doctorate, respectively.

§ 4 After the internal regulatory limit of time extension, the student may request an extension to the CPG through a process containing a substantiated justification and will have their enrollment canceled, without the right to obtain a title if their request is denied.

§ 5 In case of enrollment cancellation, the scholarship student will be subject to the legal prerogatives of the funding agencies.

Art. 88 Once the Board for the defense of the dissertation or thesis is designated, it will be the advisor's responsibility to set the date, time, and place of the defense and inform the members of the Board and the student, through the Graduate Program secretariat, respecting the maximum deadlines for completion of the Course.



Art. 89 The defense of the dissertation or thesis must also include the assessment of the knowledge acquired by the candidate during the development of the work at the PPGQ.

§ 1 The members of the Examining Board, in a closed meeting, will express their judgment in the assessment of the dissertation or thesis by attributing one of the following mentions: approved, conditionally approved, or failed.

§ 2 The candidate who does not obtain approval may submit to one more defense, at the discretion of the CPPGQ, and provided that it does not exceed the maximum time of 36 (thirty-six) and 72 (seventy-two) months for the master's and doctorate, respectively.

§ 3 The drawing up of the defense minutes is the responsibility of the president of the board, who must sign it, along with the other members of the board, through the Electronic Information System (SEI) or another form that may replace it.

§ 4 In the case of approval of the candidate, after signing the minutes, the cover page of the Dissertation or Thesis must also be signed through SEI or another form that may replace it.

§ 5 The result of the defense must be communicated to the Graduate Program secretariat, along with the submission of post-defense documents, according to guidelines contained on the Program's website.

Art. 90 At the discretion of the student and advisor and with the consent of the CPPGQ, the defense of the dissertation or thesis may be conducted in closed session, when the project requires confidentiality and confidentiality.

Art. 91 The candidate for the title of Master or Doctor must submit, along with the version of the dissertation or Thesis, a copy of at least 1 (one) original article, containing the results of their research, or 1 (one) review article, inherent to their project.

§ 1 The article must have the student as the first author and the advisor among the authors.

§ 2 In the case of the candidate for the title of Master, the article must be at least submitted, and in this case, the letter or e-mail from the journal's editor acknowledging receipt of the manuscript must be included.

§ 3 In the case of the candidate for the title of Doctor, the article must be at least accepted, and in this case, the letter or e-mail from the journal's editor acknowledging acceptance of the manuscript, or proof of the actual publication (DOI), must be included.

§ 4 The journal must have a JCR greater than or equal to 1.5 (candidates for the title of master), in the case of the master's and 2.0 (candidates for the title of doctor), or a journal edited by SBQ; in the case of students in the Chemistry Education area, articles in journals with lower JCR, or without JCR, may be accepted, if they have CAPES Qualis in the Chemistry area equal to or greater than A4 and A3, in the cases of master's and doctorate, respectively.

§ 5 At the discretion of the student and advisor and with the consent of the CPPGQ, a request to the INPI for intangible assets (patents, industrial design, and software) may replace the article as a requirement for the defense.



§ 6 In cases of results under confidentiality and confidentiality, the CPPGQ may allow the defense, without proof of patent application or submission of an original article, through documentation attesting to participation in a research network, work in partnership with companies, or any other modalities that explicitly require the confidentiality character of the results.

Art. 92 Other products valued by CAPES may be considered in substitution of the article and the patent provided for in the previous Article, in case of effective participation of the student, considering:

I - products involving the organization of knowledge for the production of texts and databases that may be considered bibliographic product (books, book chapters, articles in magazines or newspapers aimed at the market), publishing product, didactic material, conclusive technical report, manual/protocol, translation, technical-scientific database;

II - products involving knowledge transfer to society when effectively used by the market/government/NGOs, such as didactic text being applied at some level of education, bibliographic text published in a magazine of some market sector (non-academic), technology transfer (intellectual property assets, norm or regulatory framework, products/processes in secrecy, non-patentable process/technology) through licensing to public or private institutions, via effectively signed contracts;

III - products involving the creation of new companies/social organizations with direct generation of employment and income by students within the scope of the PPGQ.

Art. 93 The scheduling of the Dissertation or Thesis defense must be submitted to the CPPGQ within a minimum period of 4 (four) weeks before the defense date.

Sole paragraph. The scheduling of the Dissertation or Thesis defense may occur within a shorter period, if there is time available for processing in the PPGQ.

Art. 94 At the discretion of the student and advisor, and with the consent of the CPPGQ, the availability of the final version of the dissertation or thesis in printed or electronic form may be postponed when there is a requirement for confidentiality and confidentiality.

Sole paragraph. In these cases, the advisor will be the faithful depositary of the material, being responsible for making the material available when possible.

Art. 95 The final version of the dissertation or thesis, prepared and approved according to the current instructions, and duly signed by the members of the Examining Board, must be delivered to the Pro-rectory of Research and Graduate Studies, within a maximum period of 3 (three) months, after the date of the defense, implying non-compliance with this requirement in the extinction of the right to the title.

§ 1 Upon justification, an extension of the deadline of up to another 3 (three) months may be granted by the PPGQ.

§ 2 The candidate must also present to the Pro-Rectorate of Research and Graduate Studies the final version of their dissertation or thesis in electronic form, identical to the printed version.



## CHAPTER XVI Of the Direct Doctorate

Art. 96 The candidate without a Master's title may submit to direct entry into the Doctorate, through a regular selection process, meeting the provisions in the selection notice and provided they meet the requirements specified below:

I - have completed at least 2 (two) years of scientific initiation internship during the undergraduate course, in the last 5 (five) years, in Chemistry or related areas;

II - be an author or co-author of scientific article(s) accepted or published in journal(s) with JCR greater than or equal to 2.5 or CAPES Qualis in the Chemistry area greater than or equal to A3, specifically in the cases of students interested in entering the area of Chemistry Education;

III - have a score in the proficiency exams required by the PPGQ at least 20% (twenty percent) above the minimum values required for doctoral entrants who have completed a master's degree;

IV - have a score in the written test of the PPGQ selection process above 7 (seven);

V - defend their memorial and the research project to be executed before a board constituted for this purpose.

Art. 97 Candidates holding an undergraduate diploma from interinstitutional cooperation programs, public or private, or from funding agency notices, such as the Program of Students-Agreement of Graduate Studies (PEC-PG) of CAPES, may also enter the direct doctorate in case there is no requirement for the master's degree title to enter the doctoral course in their specific notices or signed agreements.

## CHAPTER XVII Of the Level Change

Art. 98 It is established that, in the change of level of the student enrolled in the master's to the doctorate, the following criteria must be observed:

I - the change of level from master's to doctorate must result from the recognition of the exceptional academic performance achieved by the student, obtained up to the 18th (eighteenth) month of the beginning of the course;

II - the excellence of academic performance in obtaining credits, in the development of the respective dissertation, must be unequivocally demonstrated and be compatible with the highest standard required by the course for the early conclusion of the master's, as recommended by CAPES (Ordinance 76, of April 14, 210 or that which comes to replace it);

III - the CPPGQ must authorize the student's entry into the doctorate;

IV - the benefited student must have been enrolled in the course for a maximum of 18 (eighteen) months and be a CAPES scholarship holder, uninterruptedly, for at least 12 (twelve) months.

§ 1 The student benefited with the level change will have a maximum period of 3 (three) months to





defend their master's dissertation, counted from the date of selection for the referred promotion, in the manner established by the course for the conclusion of the non-anticipated master's.

§ 2 The Pro-Rector will send to CAPES, within a maximum period of 15 (fifteen) days, counting from the date of the promotion minutes to the doctorate, the list of promoted scholarship holders, for the purpose of transforming the master's scholarship to the doctorate.

§ 3 The annual limit of the CAPES/DS scholarship concession that implies the transformation of the master's level to the doctorate will be 20% (twenty percent) of the total of the PPGQ, limited to a maximum number of 3 (three) annual promotions.

§ 4 The CAPES scholarship students, promoted by the PPGQ, will have their scholarships complemented to the doctorate level, for up to 4 (four) years, from the referred promotion.

Art. 99 The request for level change must be submitted to the CPPGQ within a maximum period of 17 months after the beginning of the course to allow sufficient time for the processing of the process.

Art. 100 The CPPGQ understands by excellence of academic performance, that the student candidate for level change reaches the following items:

I - possess an accepted or published article, related to the master's project, with a minimum Chemistry area Qualis of A3, with the referred student being the first author of the publication;

II - have been approved in all PPGQ disciplines and have a performance coefficient above 2.5;

II - have been approved in the Master's qualification examination.

Art. 101 The request for level change must be presented by the advisor to the CPPGQ and contain:

I - academic record of the student in the PPGQ course;

II - copy of the article and proof of acceptance or publication;

III - declaration of acceptance from the advisor for the level change;

IV - declaration of acceptance to advise for the doctoral course in the PPGQ;

Art. 102 The requests for level change will be evaluated/granted, with a maximum of 3 (three) annual concessions, as recommended by Capes (Ordinance 76, of April 14, 210 or that which comes to replace it), upon approval of the CPPGQ.

Sole paragraph. If there is a greater number of requests than the maximum allowed, the students will be classified considering the score obtained by calculating the impact factor of the accepted or published article that appears in the request process divided by the number of authors and multiplied by the student's performance coefficient in the PPGQ disciplines.

Art. 103 The student contemplated with the level change must forward a copy of the accepted article along with the doctoral project.



## CHAPTER XVIII Of the Academic Title

Art. 104 The title of Master or Doctor in Chemistry will be conferred to the student who:

I - meets all the requirements provided in this regulation and in the general regulation of the UNIFAL-MG graduate courses;

II - forward the request for diploma issuance in accordance with the requirements set forth in this Regulation and according to the guidelines found on the PPGQ website.

## CHAPTER XIX Of the Dismissal from the Program

Art. 105 The student who falls under one or more of the situations specified below, or any others provided for in the General Regulation of the Stricto sensu Graduate Programs of UNIFAL-MG, will be dismissed from the PPGQ:

I - not enrolling each semester;

II - not delivering the research project within the deadline established in the regulation;

III - not proving proficiency in English within the deadlines established by the program;

IV - not taking the qualification examination within the established deadline;

V - obtaining grade R (failure) in any discipline or seminars twice;

VI - obtaining grade R (failure) in more than one discipline;

VII - obtaining an annual performance coefficient below 1.7;

VIII - failing twice in the qualification examination;

IX - failing twice in the Dissertation or Thesis defense;

X - not complying with all the Program requirements within the established deadlines;

## CHAPTER XX Final Provisions

Art. 106 Omitted cases will be analyzed by the CPPGQ and the decisions approved by the CPG of UNIFAL-MG.

Art. 107 Revoke Resolution No. 04, of April 27, 2022 of the Graduate Chamber.

Art. 108 This Resolution enters into force on the date of its publication.



**Prof. Vanessa Bergamin Boralli Marques**  
**President of the Graduate Chamber**  
**UNIFAL-MG**  
**PUBLICATION DATE**  
**11/08/2023**

