

## **Deliberation CEPE-A-013/2012, of 04/12/2012**

Rector: Fernando Ferreira Costa

General Secretary: Leda Santos Ramos Fernandes

Provides information about the regulations for the Postgraduate Program in Food Engineering of the Faculty of Food Engineering

The Rector of The State University of Campinas, using his legal attributions and considering that approved by the Chamber of Teaching, Research and Extension (CEPE) in their 275<sup>th</sup> Regular Session on December 4<sup>th</sup> 2012, defined the following Deliberation:

**Article 1** – The Postgraduate program in Food Engineering, at the Master’s and Doctoral levels, offered by the Faculty of Food Engineering, will be regulated by the Norms of the General Regime for the Postgraduate programs at UNICAMP, Deliberation CONSU-A-8 of 25/03/2008, by the present regulations and by the specific legislation in force.

### **CHAPTER I – Concerning the Objectives and Titles**

**Article 2** – The *stricto sensu* Postgraduate programs at the Faculty of Food Engineering aim to qualify researchers, lecturers and other professionals in the area of Food Engineering.

**Article 3** – The Postgraduate Program in Food Engineering is composed of the Master’s and Doctoral programs.

**Article 4** – The Master’s and Doctoral Programs lead to the titles of Master and Doctor in Food Engineering, respectively, the first not being a prerequisite for the second.

**Article 5** - The *stricto sensu* Postgraduate programs are free.

### **CHAPTER II – Concerning the Administrative Structure**

**Section I – Concerning the Postgraduate Program in Food Engineering  
Commission – CPPGEA**

**Article 6** – The activities of the Postgraduate Program in Food Engineering Commission – CPPGEA will be supervised by the Postgraduate Commission – CPG/FEA, auxiliary organ of the Congregation.

**§ 1** – The Congregation of FEA, which maintains the Postgraduate Program in Food Engineering, will designate a Program Commission with the following composition: five full professors of the Program, three being titular members and two substitute members, and two student members, one titular and the other the substitute.

**§ 2** – The Commission members will be chosen as follows:

I – for the professors: by direct election, where all the full professors of the program have the vote. The professor receiving the most votes will be the Coordinator and the fourth and fifth most voted professors will be the substitute members of the Commission;

II – for the student members: by direct election, where all the students regularly registered in the Program have the vote. The student receiving the most votes will be the titular member and the second most voted the substitute member.

**§ 3** – The mandates of the faculty members, both titular and substitute and of the Program Coordinator will be for two years, and that of the student representatives for one year, a single successive renewal being allowed in each case.

**§ 4** – The Congregation of FEA, by way of the CPG/FEA, should advise the Central Postgraduate Commission – CCPG, of the constitution of the Postgraduate Program in Food Engineering Commission and any subsequent alterations.

**Article 7** – The CPPGEA must provide all necessary information to the CPG/FEA and to the Congregation concerning the activities specified in Deliberation CONSU A-8/2008.

### **CHAPTER III – Concerning the deadlines**

**Article 8** – The Master’s and Doctoral Programs will have a minimal duration of twelve and twenty-four months, respectively.

**Single paragraph** - The student registered for two or four complete regular teaching periods will be considered to have fulfilled the minimum duration demanded.

**Article 9** – The maximum duration of the Master’s program will be 36 months and for the Doctoral Program it will be 60 months, these times defining the limits for completing these programs, and if exceeded, will lead to the automatic cancelling of the student’s register.

### **CHAPTER IV – Concerning Student Selection**

**Article 10** - Admission into the Postgraduate program in Food Engineering depends on a selection process carried out by the Postgraduate Commission in Food Engineering.

**Single paragraph** – The CPG/FEA should establish and make public the enrollment periods and the selection criteria for regular and special students.

### **CHAPTER V – Concerning enrollment and registration**

**Article 11** – The selection of the students for the master’s and doctoral programs will be carried out in October of each year for admission in the first semester, and, in exceptional cases, according to a decision taken by the CPPGEA, in May, for admission in the second semester.

**Article 12** – If the student does not register in the semester following selection, the candidate will lose his place and be obliged to submit to a new selection process.

**Article 13** – Foreign students should request scholarships in their country of origin and follow the regular periods for selection and registration in the program.

**Article 14** – The selection process for students for the Master's and Doctoral Programs will be carried out by the CPPGEA based on an analysis of the Curriculum Vitae and university transcript. The pre-selected candidates may be called for further evaluations (interview, written test, etc.). The classification will be according to criteria established by the program faculty members.

**Article 15** – Registration locking will not be authorized in the first semester after admission into the program, the student losing the right to the place.

**Article 16** – The institutional scholarships will be distributed according to the criteria stipulated by the Scholarship Management Commission of the CPPGEA. The Scholarship Management Commission is constituted of the program coordinator, one other full professor of the program and one student representative elected by his/her peers.

**Article 17** – Special students can be accepted by the CPPGEA to take isolated Postgraduate courses, so long as their registrations have been approved by the professor responsible for the course and by the CPG of FEA.

**Article 18** – Students accepted by the CPPGEA selection process, who have employment but have been partially released by their employers, should take the courses as special students, being admitted under regular conditions at the discretion of the CPPGEA. In these cases, the deadlines, courses and other regulatory questions, will apply as from the year of admission as a regular student.

**Article 19** – Students who are regularly registered in the undergraduate program in Food Engineering at UNICAMP can take Postgraduate courses so long as they have developed or are developing an Undergraduate Research Project, as proven by reports,

have a CRP  $\geq 1.0$  (academic yield coefficient) calculated according to Article 41, § 2 of the General Regime of Postgraduate Courses at UNICAMP, and completed a minimum of 65% of the credits of the obligatory courses for the undergraduate program.

**Article 20** – Each student will be supervised in his/her activities by a professor accredited in the Postgraduate Program in Food Engineering.

#### **CHAPTER VI – Concerning the transference of UNICAMP students**

**Article 21** – Students registered in other Postgraduate Programs of FEA or in other UNICAMP units should submit to the normal selection process if they wish to transfer to the Postgraduate Program in Food Engineering.

#### **CHAPTER VII – Concerning the Courses**

**Article 22** - The curriculum to be developed by the student, in both course and research activities will be defined by the Postgraduate Course Catalogue of the year when the student was admitted or by a later one that he or she may eventually opt for.

§ 1 – Doctoral students with the title of Master in Food Engineering from FEA will be dispensed from taking the obligatory courses, with the exception of TP199 – Seminars.

§ 2 – Doctoral students with the title of Master from other UNICAMP Units or other Higher Education Institutes may request that the CPPGEA dispense them from the obligatory courses, so long as they have taken courses with analogous syllabuses in postgraduate programs with a CAPES grade equivalent to that of the Postgraduate Program in Food Engineering at UNICAMP.

§ 3 – Master's and Doctoral students can take courses that are not part of the Postgraduate Program in Food Engineering, according to that specified in Articles 24 and 25 of the CONSU-A-8 Deliberation of 25/03/2008.

§ 4 – Master's and Doctoral students should take the obligatory courses during the 1<sup>st</sup> and 2<sup>nd</sup> semesters.

§ 5 – The total number of credits required for the Master’s and Doctoral Programs will be established in the Postgraduate Program Catalogues.

## **CHAPTER VIII – Concerning the Qualifying Exams**

**Article 23** – The Master’s Program Qualifying Exam should be carried out during the 2<sup>nd</sup> semester in the course TP 199 – Master’s Seminars.

**Single paragraph** – The exam is based on a debate concerning the dissertation research plan. The candidate should demonstrate that he has the necessary knowledge to develop it and also that the development of the plan is feasible. A Commission of three members with a minimum title of doctor, chosen from amongst the professors accredited on the Program, of which the advisor is a natural member, will evaluate the plan and the candidate’s knowledge of the area.

**Article 24** – There are two qualifying exams for the Doctorate: Qualifying Exam in the Actuation Area and the General Qualifying Exam.

§ 1 – The Qualifying Exam in the Actuation Area will be taken up to the 3<sup>rd</sup> teaching semester and is based on the thesis plan. A three member Commission, chosen amongst the professors accredited on the Program, of which the advisor is a natural member, will evaluate the plan and the knowledge of the student in the area. This exam will be presented in the course TP 199, Doctoral Seminars.

§ 2 – The General Qualifying Exam will be taken up to the end of the 5<sup>th</sup> teaching semester and is based on the presentation and discussion of the partial results obtained for the thesis project and scientific production in the period. Proof of the submission of at least one article to an indexed journal must also be presented. The Commission will consist of two members suggested by the CPPGEA, plus the advisor.

§ 3 – The format of the general qualifying exam should be similar to one of those permitted for the theses, according to the CPG/FEA norms.

## **CHAPTER X – Concerning the Titles**

**Article 26** – In order to obtain the title of Master, the student should carry out the following activities:

I: take and be approved in the courses according to that specified in the Postgraduate Catalogues followed by the student;

II: be approved in the qualifying exam according to that specified in Article 23 of these regulations;

III: be approved in the Foreign Language Aptitude Exam, chosen according to criteria of relevance to the actuation area;

IV: elaborate a Dissertation, present it and be approved in the defense. A Master's Dissertation represents supervised work and demonstrates the capacity to adequately handle the most advanced scientific, technological or artistic investigation techniques available in the determined knowledge domain;

V: present proof of the submission of 01 article to an indexed journal for publication.

**Article 27** - In order to obtain the title of Doctor, the student should carry out the following activities:

I: take and be approved in the courses according to that specified in the Postgraduate Catalogues followed by the student;

II: be approved in the qualifying exam according to that specified in Article 24 of these regulations;

III: be approved in the Foreign Language Aptitude Exam, chosen according to criteria of relevance to the actuation area;

IV: elaborate a Thesis, present it and be approved in the defense. A Doctoral Thesis represents supervised work that results in an original contribution to the determined knowledge domain;

V: present proof of the acceptance of 01 article by an indexed journal for publication, or the request for a patent submitted by INOVA to the INPI (Brazilian Patent Inventory), or the submission of another article in addition to that specified in Article 24.

**Article 28** - Having elaborated the Dissertation or Thesis and conformed to the other requirements established by these Regulations, the student should defend it in a public session before an Examining Board composed of, in the case of the Master's Program, three titular members, and in the case of the Doctorate, five titular members, all having at least a Doctorate, and presided over by the Advisor of the Dissertation or Thesis.

§ 1 – Excluding the Advisor, in the case of the Master's Degree, at least half of the members of the Examining Board should be external to the Program and to FEA.

§ 2 – Excluding the Advisor, in the case of the Doctoral Degree, at least half of the members of the Examining Board should be external to the Program and to UNICAMP.

§ 3 – The Examining Boards, in addition to the Advisor and the other effective members, will be constituted of another two substitute members in the case of the Master's Degree, of which one must be external to the Program and to FEA, and of a further 3 substitute members in the case of a Doctorate, at least one of whom should be external to the Program and to UNICAMP.

## **CHAPTER XI – Concerning the Faculty and the Professors**

### **Section I – Concerning Accreditation and De-accreditation**

**Article 29** – The faculty of the Postgraduate Program in Food Engineering can be formed of Full, Participating and Visiting Professors, according to the procedure outlined in Chapter XI – Articles 43 to 48 of the CONSU A-8/2008 Deliberation.

**Article 30** – Only professors contracted by DEA/UNICAMP who act in the Postgraduate Programs as advisors and lecturers and with scientific production can be accredited as full professors, the minimum conditions being:

I: be the advisor of one regularly registered student;

II: have given one Postgraduate course every other year;

III: have published at least that demanded by CAPES to maintain a regular level in a three year period of accreditation in the program;

IV: have developed research activities within the lines stipulated for the Postgraduate Program in Food Engineering.

§ 1 – Recently contracted professors will be accredited as full professors for an initial period of three years, renewable for a further three years if approved by the CPPGEA. Individuals who recently acquired the title of Doctor, but not contracted by UNICAMP, can be accredited according to that specified in Article 46, § 1 of the CONSU A-8-2008 Deliberation.

§ 2 – Full professors can request temporary de-accreditation from postgraduate activities when they take leave of absence from the department or institution for periods greater than two years (leave of absence to work/study abroad, commissioned work, etc.).

§ 3 – The professor who fails to comply with at least one of the minimal criteria to be considered a Full Professor will become a Participating Professor. In this case, his/her participation will be restricted according to that specified in the § 6<sup>th</sup> item of this article, so long as this is approved by the CPPGEA.

§ 4 – The accreditation of a professor who fails to comply with all of the minimal criteria will not be renewed so long as this is approved by the CPPGEA. A new accreditation could occur if requested by the interested party, so long as the individual supplies a justification for the previous failure to comply, and presents a complete plan of activities (research lines to be developed and courses to implement) and an updated

version of his/her CV-LATTES. This appeal will be appreciated and judged by the CPPGEA.

§ 5 – Students whose research advisors fail to be accredited on the program will have 6 months to adjust their work plan to accredited advisors, under the supervision of the program coordinator.

§ 6 – The CPPGEA will not attribute new students to a Full Professor who was moved to the category of Participating Professor for a period of two years or until he/she complies with all the minimum requisites to return to the category of Full Professor.

**Article 31** – DEA professors with restricted participation, professors who retired from DEA and researchers with exceptional curricula can be accredited as Participating Professors or Voluntary Collaborators, so long as they are presented to the CPPGEA by the research area. The specific norms of FEA will be considered for admission.

**Article 32** – Co-advisors of dissertations and/or theses and/or those who take part in a Postgraduate course, and full professors who have retired, can be accredited as Visiting Professors in order to finalize the concluding works in progress.

## **Section II – Concerning the Advisor**

**Article 33** – Full Professors, Voluntary Collaborators and Visiting Professors are accredited as advisors on the program when accredited for this effect.

**Article 34** – In order to act as co-advisor for a Dissertation or Thesis of one or more Postgraduate students, a Visiting Professor must be accredited on the Program as requested by the advisor and approved by the CPPGEA, according to the criteria of the CPG/FEA.

**Article 35** - The following will not be licensed to receive new students as advisor:

I: A professor advisor who does not provide complete data to elaborate the annual report for CAPES;

II: A professor advisor who has a student with a scholarship who is accumulating sources of income in an illegal way according to the rules of the financing institution. In this case the advisor will also not have the right to receive the bench allowance distributed by the Program while the infraction lasts.

## **Chapter XII – Concerning the General and Transitory Dispositions**

**Article 36** – Alterations of these Regulations should be approved by the Central Postgraduate Commission.

**Article 37** – Missing cases will be decided by the Central Postgraduate Commission.

**Article 38** – These Regulations will come into force on the date of their publication, thus revoking dispositions to the contrary.

Cidade Universitária “Zeferino Vaz”

December 5<sup>th</sup> 2012

Signed by the Rector and General Secretary