

Deliberation CEPE-A-08/2013, of 07/05/2013

Rector: José Tadeu Jorge

General Secretary: Leda Santos Ramos Fernandes

Provides information about the regulations for the Postgraduate Programs in 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 279th Regular Session on May 7th 2013, defined the following Deliberation:

Article 1 – The Postgraduate programs in the Faculty of Food Engineering at the Master’s and Doctoral levels, 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 FEA aim to qualify researchers, lecturers and other professionals in the areas of Food Science, Food Technology, Food Engineering and Food & Nutrition.

Article 3 – “*Stricto sensu*” Post-graduation at FEA consists of the following programs:

- I** – Master’s and Doctorate in Food Science
- II** – Master’s and Doctorate in Food Technology
- III** – Master’s and Doctorate in Food Engineering
- IV** – Master’s and Doctorate in Food & Nutrition

Single paragraph – The above mentioned programs lead respectively to the titles of Master and Doctor, the first not being a prerequisite for the second.

Article 4 - The *stricto sensu* Postgraduate programs are free.

CHAPTER II – Concerning the Administrative Structure

Section I – Concerning the Postgraduate Commission – CPG

Article 5 – The activities of the Postgraduate Programs of FEA will be supervised by the Postgraduate Commission – CPG, auxiliary organ to the Congregation.

§ 1 – The General Coordinator of the Postgraduate Commission – CPG – professor holding at least the title of doctor, will be the General Coordinator of the Postgraduate Programs at FEA.

§ 2 – The Congregation will constitute the Postgraduate Commission with the following composition: a General Coordinator, the Coordinators of the Commissions of the Postgraduate Programs of FEA, one student representative and his/her substitute.

§ 3 – The mandate of the faculty members and of the General Coordinator will be two years, and that of the student representative one year, a single successive renewal being allowed in each case.

§ 4 – All the Postgraduate Programs: Food Science, Food Technology, Food Engineering and Food & Nutrition will designate a Program Commission (CPPGCA, CPPGTA, CPPGEA & CPPGAN) which will be constituted of five professors, all holding at least a doctorate, elected by the Faculty of the Program, three members being titular members and the other two substitutes, and one postgraduate student representative with one substitute, elected by the students enrolled in the Program.

§ 5 – The faculty members of the Postgraduate Commission (CPG) will be indicated by the Programs (Program Coordinators). The General Coordinator of the CPG will be elected by the Congregation amongst the faculty members (Program Coordinators) of the CPG. In the absence of the General Coordinator, the General Coordination will be assumed temporarily by the member with the second highest vote in the election for

CPG Coordinator. If the General Coordinator vacates the position, the member with the second highest vote will assume this position until conclusion of the mandate.

§ 6 – The Program whose coordinator was chosen as General Postgraduate Coordinator will indicate a substitute to coordinate the Program Commission.

§ 7 – The student member of the CPG and substitute will be elected by the Student Bodies of the four Postgraduate Programs of FEA.

§ 8 – The members of the Program commissions and their respective Coordinators will be elected according to the regulations of each Program.

§ 9 – The Congregation of FEA should communicate the constitution of the Postgraduate Commission – CPG to the Central Postgraduate Commission – CCPG and any subsequent alterations, and also the constitution of the Program Commissions and subsequent alterations.

§ 10 – The calendar of the regular reunions of the CPG will be fixed every semester. Extraordinary reunions can be called according to convocation by the General Coordinator or by a request from the majority of its members.

§ 11 – The administrative secretariat will carry out the functions of the CPG. The employees of the secretariat are directly subordinated to the General Coordinator of the CPG.

§ 12 – The General Coordinator of the CPG has the following attributions:

I: Carry out the deliberations of the CPG;

II: Supervise the administrative work of the PG secretariat;

III: Call and preside over the CPG reunions;

IV: Represent the unit in the CCPG

Article 6 – The Postgraduate Commission – CPG, should inform and advise the Congregation of FEA concerning the activities specified in the CONSU-A-8-2008 Deliberation, and also the following:

I: Deliberate about new courses proposed by the Programs by way of the CPPGs;

II: Elaborate internal and external reports concerning Post-graduation;

III: Deliberate on the accreditation and de-accreditation of professors or researchers with or without an employment bond.

CHAPTER III – Concerning the Deadlines

Article 7 – 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 8 – The maximum duration of the FEA programs will be 36 (thirty six) months for the Master’s Program and 60 (sixty) months for the Doctoral Program, these times defining the limits for completing these programs, and if exceeded, will lead to the automatic cancelling of the student’s register.

§ 1 – In exceptional cases, the CPG can deliberate on the re-registering of a student as specified in article 12 of the CONSU-A-8 Deliberation of 25-03-2008, in order to complete the formalities to defend the dissertation or thesis.

§ 2 – Exceptionally, restricted to cases of health, and with the agreement of the Advisor and at the discretion of the Postgraduate Commission, a Master’s or Doctoral student can lock his registration in the Postgraduate Program for the periods stipulated by the CONSU-A-8 deliberation of 25-03-2008.

CHAPTER IV – Concerning enrollment and registration

Article 9 – Admission into the Postgraduate programs of FEA depends on a selection process carried out by each Program Commission according to the Regulation and norms of each Program.

§ 1 – The Postgraduate Commission – CPG should establish and make public the enrollment periods and the selection criteria for regular and special students.

§ 2 – Special students can be authorized by the Postgraduate Commission – CPG to register in one or more postgraduate courses according to the regulation and norms of each program.

Article 10 – On registering for the first time, the regular student should present the acceptance by an advisor accredited to the Program.

Single paragraph – At the discretion of the Program Commission, the Program Commission Coordinator can assume the orientation during the first semester in the absence of a thesis or dissertation advisor.

Section I - Concerning transference

Article 11 – In agreement with the criteria established by the Program Commissions, transferences may be permitted from the master's to the doctoral program, and from the doctoral direct to the master's program, with the use of credits already obtained, according to the regulations and norms of each Program.

§ 1 – The regulations and norms of each program in force at the transference date, should be complied with.

§ 2 – In order to calculate the time limit for completing the program, the first registration date will be used.

§ 3 – The transference to another program will only be allowed once.

CHAPTER V – Concerning the Curricular Structure

Article 12 – To obtain the Master’s Degree, the student should carry out the following activities:

I: Be approved in the qualifying exam which should follow the regulations and norms of each Program;

II: Elaborate a dissertation, present it and be approved in the defense. A Master’s dissertation represents supervised work which demonstrates the capacity to adequately handle the most advanced scientific or technological techniques available in the determined knowledge domain;

III: Take and be approved in the courses indicated by each Program;

IV: Be approved in the English language proficiency exam programmed every semester by the CPG;

V: Conform to the demands explicit in Chapter V of the CONSU-A-8 deliberation of 25-03-2008 and additional demands explicit in the regulations and norms of each Program.

Article 13 - To obtain the Doctor’s Degree, the student should carry out the following activities:

I: Be approved in the qualifying exam(s) established for each Program. The qualifying exams should observe the periods and other requirements determined by the regulation and norms of the Programs;

II: Elaborate a thesis, present it and be approved in the defense. A Doctoral Thesis represents supervised work resulting in an original contribution in the determined knowledge domain;

III: Take and be approved in the courses indicated by each Program;

IV: Be approved in the English language proficiency exam programmed every semester by the CPG;

V: Conform to the demands explicit in the CONSU-A-8 deliberation of 25-03-2008 and additional demands explicit in the regulations of each Program.

Article 14 – The courses taken can be given by UNICAMP or by other Institutions according to that determined by the Program Regulations. In the latter case the courses will be subject to a study use process, which will be sent to the Academic Directorate after analysis by the Postgraduate Commission – CPG, based on a report by the Program Commission, to evaluate the pertinence of the course to the dissertation or thesis project.

Article 15 – The curriculum to be developed by the student in course and research activities will be defined together with the advisor in line with the Program regulations and Course Catalogue.

§ 1 – The total number of credits required for the Master's and Doctoral Degrees will be established independently in the Regulations of each Program.

§ 2 – For the student who concluded the Master's degree at UNICAMP and was admitted into the Doctoral Program, the courses common to the two Programs can be made use of, the student being dispensed from the corresponding credits.

CHAPTER VI

Concerning the Titles

Article 16 – In order to obtain the title of Master or Doctor the activities explicit in articles 12 and 13 must be fulfilled, the regimental requirements must be met with and there must be a public defense before an Examining Board, with approval, of a Dissertation or Thesis, respectively.

Single paragraph – The titles of Master or Doctor will be those defined in article 3.

Article 17 – The student will be passed or failed in each Qualifying Exam by the majority of the Examining Commission members, there being no grade.

§ 1 – The student who fails a Qualifying Exam can have just one more attempt.

§ 2 – The Examining Commission will be constituted of professors holding the minimum of a doctorate, indicated by the Postgraduate Commission – CPG, chosen amongst specialists in the research area of the Dissertation or Thesis and with the concordance of the Program Commission Coordinator.

Article 18 – The Examining Board, in the case of a Master’s Degree, will be composed of three titular members, and in the case of a doctorate, by five titular members, and will be 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 Board, 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.

§ 4 – Members who meet with the principles of impartiality and of ethics in relation to the student, the advisor and the other members of the board, can make up the Qualifying Exam Commissions and the Master’s dissertation or Doctoral thesis examining Boards.

§ 5 – The Postgraduate Commission – CPG can define which external members of the Examining Commission can take part by way of a videoconference, this being limited to one member for the Master’s defense and a maximum of two members for the Doctorate.

CHAPTER VII

Concerning the Faculty and Professors

Article 19 – UNICAMP professors, accredited to teach at postgraduate level, will be considered as professors of the Postgraduate Programs of FEA.

Single paragraph – Other professionals, part of UNICAMP or otherwise, will be considered as professors of the Programs so long as they are accredited by the Program.

Section I – Concerning Accreditation and De-accreditation

Article 20 – The accreditation of professors or researchers to act in activities of the Postgraduate Programs in Food Science, Food Technology, Food Engineering and Food & Nutrition will be denominated as Full, Participating or Visiting, defined as follows:

I: A Full Professor is one who acts in all the activities of the Postgraduate Program, that is, advising, giving courses and contributing with his/her academic/scientific production;

II: A Participating Professor is one who only acts in the Postgraduate Program in specific activities;

III: A Visiting Professor is one who only acts in the Postgraduate Program in specific activities and for a limited period.

§ 1 – The accreditation and de-accreditation of professors will be approved by the Congregation according to the suggestion of the Postgraduate Commission and the Program Commission, and subsequently homologated by the Central Postgraduate Commission – CCPG, and will be subject to periodic evaluations according to the criteria established in the Regulations of each Program for the following periods: full professor – every three years; participating professor – every two years; and visiting professor – every year.

§ 2 – Professors with a RDIDP contract (Integral Dedication to Teaching & Research Regime) from UNICAMP cannot be accredited for Postgraduate Programs external to UNICAMP to carry out activities equivalent to those designated for Full Professor in this Regulation.

Article 22 - The accreditation of professors or researchers with no fixed employment and with no cost to UNICAMP will follow the rules defined by the CONSU-A-8-2008 Deliberation.

Section II – Concerning the Advisor

Article 23 – The activities of each regular student will be coordinated by an Advisor, a professor accredited as a full, participating or visiting professor.

§ 1 – The advisor should manifest his acceptance of the student using an appropriate document;

§ 2 – With the approval of the CPG, the Advisor can count on the collaboration of other member professors who will act as co-advisors under the coordination of the advisor. When the co-advisor is a member external to the Program, he/she should be accredited as a visiting professor on the Program;

§ 3 – In the hypothesis that the Advisor wishes to stop being the advisor, he/she should justify this in writing to the CPG. In this case the CPG, with the consent of the Program Commission, should deliberate in relation to nominating a new Advisor or of cancelling the student's registration in the case of non-observance of that stated in Article 42, III of CONSU A-8/2008 Deliberation of 25/03/2008.

§ 4 – The attributions of an Advisor are defined in the CONSU A-8/2008 Deliberation.

CHAPTER VIII – Concerning the General and Transitory Dispositions

Article 24 – Alterations of these Regulations should be approved by the Central Postgraduate Commission – CCPG.