

UNICAMP – Attorney General

Deliberation CONSU-a-010/2015, OF 11/08/2015

Rector: José Tadeu Jorge

General Secretary: Leda Santos Ramos Fernandes

Concerning the General Regime for the Stricto Sensu Postgraduate and Lato Sensu Course Programs

The Rector of the State University of Campinas, Brazil, in his condition as President of the University Council, considering that decided by the Council in the 143rd Regular Session on 04/08/15 and 11/08/15 defined the following resolutions:

TITLE I – POSTGRADUATE STUDIES

Chapter I – Concerning the Objectives and Titles

Article 1 – UNICAMP postgraduate courses aim to qualify professors, researchers and other professionals in the various areas of knowledge.

Article 2 – The modalities of the Stricto Sensu postgraduate studies englobe the master's courses, including the professional master's course and the doctoral courses.

§ 1st – The master's course aims to enrich the scientific and professional competence and can be considered as the last level of academic education or eventually as a stage of the doctorate.

§ 2nd – The professional master's course aims to educate and update advanced and transforming professional practices, their procedures, methods and applied processes.

§ 3rd – The doctorate aims to provide extensive and profound scientific, technological and cultural education, developing the capacity for independent and original research.

Article 3 – The Lato Sensu postgraduate studies offer upgrading, improvement and specialization courses, medical residency, multi-professional residency and residency in professional health areas.

Single paragraph – The Lato Sensu courses aim to prepare specialists in specific sectors of professional and academic activities, and update and deepen professional knowledge and practices.

Article 4 – Postgraduate programs contemplate one or more courses related to the same area of knowledge.

Article 5 – When the postgraduate programs of UNICAMP involve more than one entity, they will be known as:

I – Multiunit: when, in addition to the original unit, they involve another or various other units or organs of UNICAMP;

II – Interinstitutional: when, in addition to UNICAMP, they involve another or other external institutions.

Article 6 – The postgraduate courses and programs covered by this general regime are free of charge.

Chapter II – Concerning the Administrative Structure

Section I – Concerning the Central Postgraduate Commission (CCPG)

Article 7 – The Central Postgraduate Commission (CCPG) is the accessory organ of the University Council for postgraduate matters, and has the assignment to propose policies for the university postgraduate studies and also accompany and supervise postgraduate activities at UNICAMP.

§ 1st – The Central Postgraduate Commission (CCPG) will be constituted of the following members according to current legislation:

I – Pro-Rector of Postgraduate studies, its president;

II – Postgraduate coordinators of the teaching and research units;

III – Student representatives, making up 1/5 of the total members.

§ 2nd - The Vice-President of the Central Postgraduate Commission (CCPG) will be elected by its members, and will be one of the postgraduate coordinators making up the commission.

Article 8 – Assignments of the Central Postgraduate Commission (CCPG):

I – advise the University Council on the definition of postgraduate policies for UNICAMP;

II – supervise the postgraduate courses and programs of UNICAMP;

III – make reports on the creation, extinction and modifications of stricto sensu postgraduate programs and lato sensu courses;

IV – deliberate on the creation of new postgraduate program commissions;

V – ratify the designation of postgraduate commission members and, when they exist, of program commission members;

VI – make reports on the regulations of postgraduate courses and programs;

VII – ratify the minutes of thesis and dissertation defenses;

VIII – deliberate on the process of conceding upgrading or specialization certificates in the terms of Article 93;

IX – deliberate on the norms established by the postgraduate commissions concerning the accreditation and de-accreditation of postgraduate professors;

X – deliberate, as a recourse, on the accreditation and de-accreditation of professors;

XI – make reports concerning the qualifications of professionals who do not have a doctor's title, with respect to their integrating postgraduate programs;

XII – recognize the titles of Master's and Doctor and diplomas bestowed by foreign institutions;

XIII – approve the annual catalogue of postgraduate courses;

XIV – make a report on the annual postgraduate school calendar;

XV – judge the actions brought before it;

XVI – carry out any other acts within its competence.

Section II – Concerning the Postgraduate Commission (CPG)

Article 9 – The activities of the postgraduate programs, under the responsibility of each teaching and research unit, will be supervised by the Postgraduate Commission (CPG), auxiliary organ of the Congregation.

§ **1st** – The Coordinator of the Postgraduate Commission – CPG, professor of one of the courses with at least a doctorate, will coordinate the postgraduate programs of his/her teaching and research unit.

§ **2nd** – The Congregation of each teaching and research unit will constitute a Postgraduate Commission (CPG) according to the terms of the general rules of UNICAMP and those of the postgraduate rules of that unit, including, obligatorily, the participation of representative professors from all the programs involving the unit and a student representative elected amongst the students matriculated in all the postgraduate programs of the unit.

§ **3rd** – The mandates of the member professors and their substitutes, and of the postgraduate coordinator, will be two years, and the mandates of the student representatives will be one year, with the possibility of being reelected once in each case.

§ **4th** – The Congregations of the teaching and research units responsible for the postgraduate program(s) must communicate the constitutions of the postgraduate commissions (CPG) and any alterations, to the Central Postgraduate Commission (CCPG).

§ 5th – In the case of multiunit courses and programs and of interinstitutional programs, the units, organs and institutions involved will define the participation of the professors in the Postgraduate Commission (CPG).

Article 10 – The assignments of the Postgraduate Commission (CPG) of each teaching and research unit are as follows:

I – outline the guidelines and watch over the execution of the postgraduate programs;

II – coordinate the pertinent didactic-scientific activities within the respective unit;

III – divulge the selection criteria for access to the postgraduate programs by way of a public announcement;

IV – organize the school calendar for each teaching period and announce it in advance, based on the postgraduate school calendar;

V – deliberate on the number of vacancies for the *Stricto Sensu* programs and *Lato Sensu* courses;

VI – manifest concerning processes for requesting the equivalence and recognition of titles and diplomas;

VII – deliberate on requests to suspend registration;

VIII – propose the constitution of program commissions to the Congregation according to the postgraduate program regulations;

IX – approve the areas of concentration;

X – in the case of multiunit postgraduate programs, the units and organs involved, by way of their Congregations and higher councils, respectively, can propose the constitution of the program commission;

XI – carry out other attributions, not foreseen in these general rules, resulting from norms emanating from the Central Postgraduate Commission (CCPG);

§ 1st – The mandates of the member professors and their substitutes and of the program coordinator will be for two years, and one year for the student representatives, a single successive reelection being permitted in each case.

§ 2nd – Each program commission can, at the criterion of the unit Congregation, be coordinated by a permanent program professor, contracted by UNICAMP, who will represent it on the unit postgraduate commission, and can, or otherwise, also represent the program together with the organs external to UNICAMP.

TITLE II – CONCERNING THE STRICTO SENSU POSTGRADUATE STUDIES

Chapter I – Concerning the Masters and Doctorate Degrees

Article 11 – The postgraduate programs lead to obtaining the titles of Master and Doctor, without the first necessarily being a prerequisite for the second.

Article 12 – With respect to the stricto sensu postgraduate programs, the Postgraduate Commission (CPG) of each unit has the following assignments:

I – organize the annual list of accredited advisors;

II – authorize co-advising in the case of professors accredited to the program;

III – authorize a co-tutoring agreement when requested by a professor accredited to the program;

IV – deliberate on changes of advisor;

V – fix the number of obligatory foreign languages required, discriminate them and establish the criteria for the proficiency exam;

VI – authorize the approval of studies and disciplines already taken, external to the program;

VII – deliberate on requests for the transfer of students from a master's course to a doctorate course, according to previously established criteria;

VIII – establish the criteria for carrying out the qualifying exam;

IX – deliberate on the examining commissions for the qualifying exams;

X – designate members who will make up the examining boards for dissertations and theses;

XI – propose the composition of an examining commission for requests to obtain the title of doctor based solely on a thesis defense, according to Article 64 of the general rules of the university;

XII – deliberate on the transfer between areas of concentration;

XIII – deliberate on the criteria to establish the maximum number of advisees per advisor.

Chapter II – Concerning the Deadlines

Article 13 – The Masters and Doctoral courses will have a minimum duration of twelve and twenty four months, respectively.

Single paragraph – Time related to studying can be computed to make up the demands for the minimal duration.

Article 14 – Within the regulations for each of its programs, each teaching and research unit will establish the maximum duration for each program, thus defining the maximum time for completion of the program, and hence, if exceeded, lead to the automatic cancelling of the registration of that student.

Single paragraph – In the case of multiunit courses, the deadlines will be established in common agreement between the units and organs involved.

Article 15 – When requested by the advisor, and after analysis by the Postgraduate Commission (CPG), a student whose registration has been cancelled for exceeding the completion deadline, can, exceptionally, register one more time, exclusively to defend

his/her dissertation or thesis, which must be done within a deadline of 6 months after re-registration, and only if all the following requisites have been complied to:

I – having completed all the required credits;

II – having been approved in the foreign language exam(s);

III – having been approved in the qualifying exam;

IV – having concluded the writing of the dissertation or thesis, with an attestation from the advisor that the candidate has completed all the requisites and is in conditions to defend his dissertation/thesis.

Single paragraph – During this re-registration period, the candidate is prohibited from enrolling in any discipline during the regular teaching period.

Chapter III – Concerning Enrollment and Registration

Article 16 – At UNICAMP, enrollment in postgraduate programs is exclusively via a selection procedure according to a specific edict and under the responsibility of the Postgraduate Commission (CPG).

§ **1st** – The Postgraduate Commission (CPG) should establish and make the edict public, specifying the registration periods and the student selection criteria.

§ **2nd** – The publication of the edicts will occur in each of the periods defined by the CCPG, according to the school calendar, published annually.

Article 17 – There are two categories of postgraduate students at UNICAMP: regular students and special students.

§ **1st** – Regular students are those who have a university diploma and have been accepted via a selection procedure and enrolled in a postgraduate program.

§ **2nd** – Special students are graduated students who are not regular students of a postgraduate program at UNICAMP, but have been authorized by the Postgraduate

Commission (CPG) to enroll in one or more postgraduate disciplines, according to the criteria defined in the regulations of each program.

§ 3rd - National or international exchange students are special students who maintain a temporary bond for the period of the duration of their research program, which can start and finish at times apart from the regular teaching periods, and who are not therefore obliged to enroll in isolated disciplines, and need only present the documentation demanded to register in the Academic Directory.

§ 4th – Exceptionally, a regular student can register without presenting, at the moment of registration, his/her university diploma emitted by a recognized institution, but must present proof of his/her conclusion of a university course, with the graduation date and the data showing recognition of the course. In this case, the university diploma, duly registered, should be presented within a maximum of 60 (sixty) days before the date forecast for the dissertation or thesis defense.

§ 5th – Exceptionally, at the criteria of the Postgraduate Commission (CPG), the demand for a university diploma may be waived in the case of a special student, the justification being included in the school transcript of the student.

Article 18 – On registering for the first time, a regular student must present acceptance by an advisor, accredited by the program.

Single paragraph – The General Postgraduate Coordinator of the unit or the Program Coordinator can assume the position of advisor during the first semester, in the absence of a thesis or dissertation advisor.

Article 19 – As from ingression, registration in the postgraduate course will be renewed automatically by the Academic Directorate every teaching period, according to the deadlines established in the school calendar, published annually.

§ 1st - Enrollment in disciplines in the periods defined by the school calendar is the exclusive responsibility of the student.

§ 2nd - If the student abandons the course, the advisor must inform the CPG, who must request cancelling of the student's registration by the Academic Directorate.

Section I – Concerning Transference

Article 20 – According to the criteria established by the Postgraduate Commission (CPG), the transference of students between courses may be permitted at any level, with the inclusion of credits already obtained.

§ 1st - The regulations and norms of the new program, in force on the date of transference, must be complied with.

§ 2nd - The time count for completion of the course will consider the date of ingress to the first course.

§ 3rd - Transference of the course or program will only be allowed once.

Section II – Concerning Registration Locking

Article 21 – A postgraduate program student can request, with the agreement of his/her advisor and at the criteria of the Postgraduate Commission (CPG), 02 (two) registration locking procedures, consecutive or otherwise, which will not be computed in the counting of the time for completion of the course.

§ 1st – At the moment of each request, the time remaining to complete the course should be equal or greater than the duration of the registration locking.

§ 2nd – During the registration locking period, the student cannot enroll in any postgraduate discipline of UNICAMP, carry out the qualifying exam or defend his/her dissertation or thesis.

Article 22 – Registration locking for medical reasons will be regulated by the Central Postgraduate Commission (CCPG).

Single paragraph – the locking period forecast in the caput will not be computed in the counting of the time for completion of the course.

Chapter IV – Concerning the Structure of the Curriculum

Article 23 – In order to obtain a Master's or Doctoral degree, the student should carry out at least two types of activity: be approved in the qualifying exam(s) and elaborate a dissertation or thesis, respectively, as well as obtaining the number of credits required by the program.

Article 24 – the credits referred to in the previous article can be obtained by taking part in theoretical or practical classes or by directed studies.

Single paragraph – The disciplines can be offered demanding presence or partial presence, according to the norms in force.

Article 25 – The disciplines taken can be ministered by UNICAMP or by other institutions, as foreseen in the program regulations, disciplines taken out of UNICAMP being subject to a studies validation process, which will be sent to the Academic Directorate after analysis by the Postgraduate Commission (CPG), which will evaluate their pertinence.

Section I – Concerning the Disciplines

Article 26 – Credits will be attributed to the disciplines of the postgraduate programs.

Single paragraph – Each unit of credit corresponds to 15 (fifteen) class hours, for the disciplines ministered per semester, with a duration of 15 (fifteen) weeks, as foreseen in the catalogues published annually.

Article 27 – Special disciplines, with specific contents of an eventual character and with duration of less than 15 weeks, will have a specific registration in the Academic Directorate according to the following information:

I – name and time load of the discipline, with the number of credits calculated using the following formula:

$$\text{Number of credits} = \frac{\text{number of class hours}}{15 \text{ teaching weeks}}$$

II – name of the professor responsible for the course, who should be external to UNICAMP, with qualifications which add value to the program;

III – accreditation of the professor for this purpose, according to Article 53;

IV – approval by the CPG and by the Congregation of the unit, with a hearing by the higher councils of any other organs involved in the program, if any;

V – dispatching of the documentation to the Academic Directorate (DAC) for analysis and then to the CCPG for approval.

Section II – Concerning the Duration of the Disciplines

Article 28 – The regular teaching periods of the disciplines in the postgraduate programs will be biannual, and hence in these periods the disciplines should be offered for the duration of 15 or 7.5 weeks, excluding the exam week. This duration of the teaching periods does not apply to eventual disciplines or to the disciplines of interinstitutional postgraduate programs or to the professional master's degree, for which the durations will be established in their respective offer proposals.

Section III – The postgraduate program catalogue and offer of the disciplines

Article 29 – The vector of the time load of each discipline in the postgraduate catalogue should contain the total number (multiple of 15) of hours, corresponding to the activities of the discipline, independent of whether it is offered in a regular or special teaching period, and discriminated in the following way:

I – Components of the vector of the time load of disciplines with presence in person:

- a) T: Total number of hours of theoretical classes
- b) P: Total number of hours of practical classes

c) E: Total number of hours of directed studies

d) C: Number of corresponding credits

II - Components of the vector of the time load of disciplines with partial presence in person:

a) D: Total number of hours of classes at a distance

b) R: Total number of hours of classes with presence in person

c) C: Number of corresponding credits

§ 1st – The number of credits (C) for disciplines in person will correspond to

$$C = (T+P+E)/15$$

§ 2nd – To the total number of theoretical class hours ministered (T) a time load in the classroom should automatically be associated.

§ 3rd – The number of credits (C) for partial presence disciplines will correspond to

$$C = (D+R)/15.$$

Article 30 – The decision to offer each discipline in the regular and special teaching periods is an attribute of the Postgraduate Commission (CPG) of each teaching and research unit, who should inform the Academic Directorate at the time the postgraduate discipline calendar is being elaborated.

Article 31 – The curriculum to be developed by the student with respect to disciplines and research activities will be defined by the program regulations as from the postgraduate program catalogue.

§ 1st – The total number of credits required for the Master's and Doctorate will be established independently in the program regulations.

§ 2nd – The activities of the student can include disciplines offered in other areas of the same course, in other courses in UNICAMP, and in other Brazilian or foreign institutions.

§ 3rd – As from a detailed proposal from the advisor, the Postgraduate Commission (CPG) can, exceptionally, substitute the disciplines considered obligatory in the curricular structure of the course in which the student is registered, maintaining the total number of credits established in the regulations and fixed in the postgraduate program catalogue.

§ 4th – In the case of a student who concludes the Master's course at UNICAMP and enrolls in the Doctorate course, the disciplines common to the Master's and Doctorate can be used in both courses according to the program regulations, the student being exempted from the corresponding credits.

Article 32 – Presence in the disciplines is obligatory and cannot be inferior to 75% of the total number of hours programmed.

Article 33 – Evaluation in each postgraduate discipline will be expressed by the following grades:

I – A – Excellent (value of 4) / Passed;

II – B – Good (value of 3) / Passed;

III – C – Regular (value of 2) / Passed;

IV – D – Insufficient (value of 1) / Failed;

V – E – Abandoned (value of 0) / Failed by lack of presence;

VI – S – Sufficient / Passed

§ 1st – The grade of “S” in subsection VI will be attributed when the postgraduate activity is computed using specific evaluation criteria, as defined by the postgraduate commission (CPG), and which do not result in the grades established in subsections I to V.

§ 2nd – The credits for an activity with grade “S” will be considered, but will not be included in the calculation of the Yield Coefficient, as defined in Article 35.

Article 34 – Apart from the grades defined in Article 33, in the cases discriminated below the following specifications could be used:

I – M: Withdrawal from a discipline registration: will be attributed when, as requested by the student in the periods established by the postgraduate course school calendar, and with the full agreement of the advisor, it was approved by the Postgraduate Commission (CPG);

II – T: Transference: attributed when the disciplines carried out in another institution were used by the Postgraduate Commission (CPG);

III – G: attributed to adaptation disciplines in the case of passing, without the right to credits;

IV – R: Incomplete adaptation: attributed to adaptation disciplines in the case of failure.

Article 35 – The academic achievement index of each postgraduate student will be expressed by the Yield Coefficient (YC), which corresponds to the weighted mean of the values attributed to the grades received in the disciplines taken, considering as weights the numbers of credits corresponding to each discipline, respectively.

$$YC = \frac{\sum_{i=1}^n C_i v_i}{\sum_{i=1}^n C_i} = \frac{C_1 v_1 + C_2 v_2 + \dots + C_n v_n}{C_1 + C_2 + \dots + C_n}$$

where C = credit
and v = grade value

§ 1st – The yield coefficient will be calculated as from ingress of the student to the course and will also include the credits and grades of the disciplines used taken at UNICAMP prior to ingress.

§ 2nd – When the course does not include a requirement for disciplines, the yield coefficient will be considered undefined.

Article 36 – Eventual rectifications of the final grades and frequencies, duly justified, should be handed into the Academic Directorate accompanied by a letter from the

professor responsible for the discipline and the agreement of the Coordinator of the Postgraduate Commission (CPG), before the end of the following teaching period.

Chapter V – Concerning the Titles

Article 37 – In order to obtain the title of Master or Doctor, one must carry out the activities defined in the postgraduate program regulations and make a public defense of a dissertation or thesis, respectively.

§ 1st – The titles of Master or Doctor will be qualified with the designation indicated in the program regulations.

§ 2nd – It is understood that a Master's dissertation is supervised work which demonstrates the capacity for scientific, technological or artistic investigation in a determined area of knowledge.

§ 3rd - It is understood that a Doctor's thesis is supervised work which results in an original and innovating contribution to a determined area of concentration.

§ 4th – The dissertations and theses will be published in the format defined by the Central Postgraduate Commission (CCPG).

§ 5th – The dissertations and theses will be written in Portuguese. If authorized by the Postgraduate Commission (CPG), they could be written in English or Spanish, with the required presentation of the abstract in Portuguese as well.

Article 38 – Before defending his/her dissertation or thesis, the candidate should comply with the following demands:

I – demonstrate aptitude in foreign languages chosen according to criteria regarding their relevance for the area of knowledge, following criteria defined in the program regulations;

II – obtain the total number of credits demanded by the program regulations, fixed in the postgraduate course catalogue;

III – be approved in the qualifying exam(s) according to the norms and contents established in the program regulations.

§ 1st – Additional demands can be established in the program regulations.

§ 2nd - A student who has not presented a duly registered graduation diploma by up to 60 (sixty) days before the foreseen date for the dissertation or thesis defense, will not be allowed to defend the said dissertation or thesis.

Article 39 – There are no grades for the qualifying exams – the students pass or fail.

§ 1st – A student passes a qualifying exam if passed by the majority of the members of the examining commission.

§ 2nd – A student who is failed in a qualifying exam has the right to repeat it once more.

§ 3rd – The examining commission will be constituted of professors and researchers with at least a doctorate, as indicated by the Postgraduate Commission (CPG), chosen according to the criteria established in the program regulations.

Article 40 – Having written his/her dissertation or thesis and conformed to all the other demands established in the program regulations, the student should defend it in a public session before an examining board composed of, in the case of a master's degree, a minimum of three members, and in the case of a doctorate, a minimum of five members, all of whom should have at least a doctorate. The examining board will be presided by the advisor of the dissertation or thesis, and the form of choice of the members should be defined in the program regulations.

§ 1st – For the master's, excluding the advisor, the number of external members should be at least equal to the number of internal members. The external members of the examining board should be external to the program and to the unit(s).

§ 2nd – For the doctorate, excluding the advisor, the number of external members should be at least equal to the number of internal members. The external members of the examining board should be external to the program and to UNICAMP.

§ 3rd – In addition to the advisor and members, the examining boards can include two alternate or substitute members in the case of the master's, one of which should be external to the program and to the unit, and in the case of the doctorate, a further three substitute members, at least one of which should be external to the program and to UNICAMP.

§ 4th – When necessary, the members of the examining boards, internal or external, will be substituted by the internal or external substitute members, guaranteeing the requisites foreseen in §1st and §2nd, respectively.

§ 5th – The names of co-advisors should appear on the dissertations or theses, and, at the discretion of the CPG, can take part in the defense process without the right to vote, and this should be registered in the defense minutes. If the advisor cannot take part in the defense, he/she can be substituted by one of the co-advisors, or, in the absence of such a possibility, by another professor of the program designated by the Postgraduate Commission (CPG).

§ 6th – Only members who conform to the principles of impersonality and ethics with respect to the student, the advisor and the other members of the board, can make up the examining board for a master's dissertation or doctoral thesis.

§ 7th - For the public defense session, in addition to the student, the majority of the members of the examining board should be present, including the president. At the discretion of the Postgraduate Commission (CPG) the other members could take part via videoconference.

Article 41 – As a pre-condition for the defense of a thesis or dissertation, the following information and documents should be handed into the academic directorate by the Postgraduate Commission (CPG) at least 30 days before the proposed date for the defense:

I – a document from the Postgraduate Commission (CPG) of the unit indicating the examining board;

II – a declaration that the external members of the examining board are at least doctors;

III - authorization for the divulging and for the provision of a copy of the dissertation or thesis; and authorization for the publication of the complete version in the UNICAMP thesis and dissertation base.

Single paragraph – The Academic Directorate will emit a report to the effect that the documents and academic demands required for the defense of the dissertation or thesis are in order. To the contrary, the dissertation or thesis cannot be defended.

Article 42 – The examining board will emit a report with justifications concerning the defense, which will be forwarded to the CPG and submitted to approval by the Central Postgraduate Commission (CCPG) at the moment of homologation.

§ 1st – The decision of the examining board will be taken by the majority of its members, and the result can be:

I – passed;

II – passed, so long as the dissertation or thesis is corrected and handed in within 60 days, according to the terms suggested by the examining board and registered in the minutes;

III – failed

§ 2nd – If the conditions foreseen in subsection II are not complied to within the deadline, with the handing in of the corrected version to the Postgraduate Commission

(CPG) of the unit, attested by the advisor or examining board, the student will be considered to have failed.

§ 3rd – The following documents are required in order to homologate a dissertation or thesis:

I – minutes of the defense of the dissertation or thesis;

II – digital version of the definitive version of the dissertation or thesis;

III – an authorization that allows UNICAMP to provide copies of the dissertation or thesis.

Article 43 – In order to emit the diploma of a master's or doctoral degree, the Central Postgraduate Commission (CCPG) must homologate the defense minutes.

Chapter VI – Concerning the Inclusion of Previous Studies

Article 44 – Up to the end of the second teaching period after ingression, students approved in postgraduate activities before ingression can request the inclusion of these studies in the present program, which, after a detailed analysis case by case by the Postgraduate Commission (CPG) of the unit, will be sent to the academic directorate for appropriate action.

Single paragraph – In the case of activities developed out of UNICAMP, the Central Postgraduate Commission (CCPG) will define the documents required to accompany the request for inclusion, as foreseen in the caput.

Article 45 – The inclusion of studies by equivalence may be conceded according to a report from the advisor and approved by the Postgraduate Commission (CPG) of the teaching or research unit, so long as the following apply:

I – similarity between the programs;

II – compatibility of the time load

§ 1st - for the effect of compatibility of time load, classroom activities will be considered, or others at the discretion of the advisor.

§ 2nd - as from the number of class hours, the number of credits to be attributed will be defined.

§ 3rd In any case, and at the discretion of the Postgraduate Commission (CPG), an evaluation exam can be requested.

§ 4th - In the case of equivalence between disciplines of UNICAMP without carrying out an evaluation exam, this will be conceded to all students under the same conditions.

Article 46 - The inclusion of studies which have no equivalence with activities in UNICAMP may be conceded as from a report by the advisor and approved by the Postgraduate Commission (CPG), so long as the following conditions are complied with:

I - the maximum number of credits to be included will be the total time load in hours of the discipline in the institution of origin, divided by 15 (fifteen);

II - on conceding inclusion of the studies, the Postgraduate Commission (CPG) should declare the number of credits to be registered in the student's academic record, which may be a number smaller than that foreseen in the above subsection. The CPG should also declare in which section of the curricular structure it should be included;

III - in order to calculate the number of credits, the classroom activities will be considered or others at the discretion of the advisor.

Chapter VII – Concerning the Academic Record

Article 47 - Each student will have an academic record, which will include, obligatorily, the results of the selection process, the advisor's acceptance declaration, credits completed, and all other data related to other regulatory demands. Prizes, participation in academic commissions at UNICAMP, grants and other mentions

required by the Constitution and general regime of UNICAMP can be included in the academic record.

Chapter VIII – Concerning the School Calendar

Article 48 – The school calendar is established after deliberation by the Chamber of Teaching, Research and Extension (CEPE), as from a proposal by the Academic Directorate and approved by the Central Postgraduate Commission (CCPG).

§ 1st – The school calendar annually fixes all academic deadlines, including the regular semesters and their durations, periods for altering and cancelling enrollment in disciplines, registration locking and other important dates for the streamlined progress of the activities.

§ 2nd – The start and finish of disciplines offered with a duration of 7.5 weeks will coincide, obligatorily, with the start and finish, respectively, of the regular teaching period in which they are offered.

§ 3rd – The duration of the teaching periods foreseen in §1st of this article will not necessarily apply to eventual disciplines or to interinstitutional postgraduate courses.

Chapter IX – Concerning Registration Cancellation

Article 49 – A student's registration will be automatically cancelled in the following cases:

I – if he/she has a yield coefficient below 2.5 (or a higher value as fixed by the program regulations), as from the second period as a regular student;

II – if he/she does not present a university diploma, as established by article 17 of this regime;

III – if he/she does not conform with that established in article 18 and in §5th of article 56;

IV – if he/she obtains a grade of D or E in any repeated discipline or in more than one discipline;

V – if he/she fails again on repeating the same qualifying exam;

VI – if he/she exceeds the completion time established by the program regulations, respecting the provisions cited in article 15 of this regime;

VII – if he/she shows unsatisfactory performance in the research activities, duly attested by the advisor and endorsed by the Postgraduate Commission (CPG)

§ **1st** – Exceptionally, and duly justified and approved by the higher authorities of the University, the program can include in its regulations other situations which could lead to the cancellation of a student registration.

§ **2nd** – The student incurred in any of these cases can only be readmitted to the program by way of a new selection process.

§ **3rd** – It is up to the Academic Directorate to carry out the cancellation of a student registration.

Chapter X – Concerning the Body of Professors

Article 50 – Professionals with the minimum of a doctorate, part of the UNICAMP framework or otherwise, will be considered professors of the UNICAMP postgraduate program so long as they are accredited by the program.

Section I – Concerning accreditation and de-accreditation

Article 51 – The accreditation of a postgraduate professor can be denominated as permanent, visiting or collaborator as defined below:

I – Permanent professor: one who acts in all the activities of the postgraduate program, including advising, giving of disciplines, taking part in research projects, and the mentioning of the bond in the scientific production developed in the ambience of the

program, and who also conforms with the academic-scientific production criteria established by the Postgraduate Commission (CPG) in the program regulations;

II – Visiting professor: a professor or researcher with a functional-administrative bond with other institutions, Brazilian or otherwise, liberated from his/her activities corresponding to this bond by way of a formal agreement to collaborate for a continuous period in a fulltime dedication regime in a research project and/or teaching activity in the program, allowing that he/she can act as an advisor and in extension activities, and the mentioning of the bond in the scientific production developed in the ambience of the program;

III – Collaborating postgraduate professor: Other members of the body of program professors who do not conform to all the requirements to be accredited as permanent or visiting professors, but who systematically take part in the development of research projects or teaching or extension activities or in the advising of students, independent of having a bond with UNICAMP or otherwise, integrate this category.

Single paragraph – The accreditation or de-accreditation of professors will be carried out according to the program regulations, as proposed by the Postgraduate Commission (CPG) and approved by the Congregations and higher councils of the university units and organs involved.

Article 52 – The accreditation of professors will observe the following rules:

I – The following individuals can be accredited as permanent professors: UNICAMP employees, postdoctoral researchers (PPPD) (deliberation CONSU-A-12/2012), and collaborating professors or researchers (deliberation CONSU-A-06/2006). Accreditation will be valid for up to 02 (two) years, after analysis of the Curriculum Vitae and the research and activities plan to be developed during the period, and approved according

to the norms established by the Postgraduate Commission (CPG) of each teaching and research unit, and permitting renewals;

II – Individuals can be accredited as visiting professors for specific purposes and for a determined time, according to the norms established by the Postgraduate Commission (CPG) of each teaching and research unit involved:

- a) Professor or researcher with a formal administrative bond with other institutions;
- b) Professors who graduated from UNICAMP and join the program of professor or collaborating researcher;

III – The following individuals can be accredited as collaborating postgraduate professors: UNICAMP employees, postdoctoral researchers (PPPD) (deliberation CONSU-A-12/2012), and collaborating professors or researchers (deliberation CONSU-A-06/2006). Accreditation will be valid for up to 02 (two) years, after analysis of the Curriculum Vitae and of the research and activities plan to be developed during the period, and approved by the postgraduate commission (CPG) of each teaching and research unit, according to the norms established by the CPGs, and permitting renewals;

IV – All postgraduate activities attributed to professors accredited as collaborators or visiting professors must have a co-responsible professor internal to UNICAMP, except in the case of UNICAMP employees. The same will apply to the cases of accrediting as permanent professors, professionals who have no employment bond with UNICAMP.

§ 1st – On retirement from UNICAMP, the maintenance of the accreditation of a professional as a permanent postgraduate professional will be assured up to the finalization of his/her postgraduate activities, so long as it is formally requested before retirement.

§ 2nd – A retired UNICAMP professional can maintain his bond as a permanent professor in regular postgraduate activities so long as he/she enrolls in the collaborating professor or researcher program.

Article 53 – Only professionals holders of a doctorate can be accredited as professors, or those who do not hold a doctorate but have been qualified by the University Council based on their ample experience as professors and their high level research activities, as proposed by the Central Postgraduate Commission (CCPG).

Article 54 – All the permanent, visiting and collaborating postgraduate professors accredited by the UNICAMP postgraduate programs, will be included in the postgraduate program catalogue according to their category specification.

Section III – Concerning the Advisor

Article 55 – Each regular student will be oriented in his/her activities by an advisor, an accredited professor, according to the criteria established by the postgraduate program regulations.

Article 56 – The advisor has the following attributions:

I – elaborate in complete agreement with the student, a plan for his/her activities and comment on supervening changes;

II – accompany and manifest on the student's performance to the Postgraduate Commission (CPG);

III – make requests to the Postgraduate Commission (CPG) or Program Commission, according to the program regulations, for provisions to carry out the qualifying exams and public defense of the dissertation or thesis;

IV – request, with due justification, disconnection of the student due to insufficient performance;

V – preside over the public session for the defense of the thesis or dissertation.

§ 1st – The advisor should manifest his acceptance of the student in an appropriate document.

§ 2nd – With the approval of the Postgraduate Commission (CPG), the advisor can count on the collaboration of accredited co-advisors according to section I of this chapter.

§ 3rd – The advisor or co-advisor may be substituted by another professional, so long as the substitution is approved by the Postgraduate Commission (CPG).

§ 4th – Desistance of the advisory activity should be presented to the Postgraduate Commission (CPG) by the advisor, and approved by the CPG. If necessary, the student can be interviewed as well.

§ 5th – If the student does not manage to find a new advisor, accredited by the program, within 180 (one hundred and eighty) days, the Postgraduate Commission (CPG) of the unit, by way of a detailed report, can propose to the Congregation that the registration of the student be cancelled.

Chapter XI - Concerning Co-tutorage Agreements

Article 57 – UNICAMP can establish specific agreements involving professors from foreign universities or institutes, in a doctoral student co-advisory regime, so long as the activity is covered by a Co-Tutorage Agreement.

Single paragraph – The president of the Central Postgraduate Commission (CCPG) is responsible for signing any co-tutorage agreements made by UNICAMP.

Article 58 – Students involved in these agreements will carry out their activities under the control and responsibility of two advisors, one from each of the universities involved.

Article 59 – Each thesis involving co-advising will be developed in the ambience of a specific agreement which associates the two institutes involved and which implies the principle of reciprocity.

Single paragraph – The agreement will recognize the validity of the thesis defended in the ambience of co-advising, establishing the terms of reciprocity.

Article 60 – The thesis will be defended only once, recognized by the two institutions involved, this fact being the object of a clause in the agreement signed by both institutions.

§ 1st – The period of work carried out at UNICAMP will be a minimum of 06 months.

§ 2nd – Students registered at UNICAMP should defend their theses preferentially in a teaching or research unit with which the program is bonded.

Chapter XII – Concerning Interinstitutional Programs

Article 61 – UNICAMP can develop interinstitutional *Stricto Sensu* postgraduate programs so long as the academic interests of the participating institutions are complementary, respecting the specific parameters of excellence and consolidation in the various areas or courses of UNICAMP.

Single paragraph – The other chapters of Title II of this General Regime all apply to all interinstitutional postgraduate programs.

Article 62 – The types of interinstitutional postgraduate programs are as follows: interinstitutional programs away from headquarters, full interinstitutional programs and interinstitutional programs with a temporary association.

Single paragraph – The fundamental aspects of these programs, such as the definition of responsibilities and competences, should be included in the program regulations.

Article 63 - Interinstitutional programs away from headquarters are those involving UNICAMP as the promoting institution and the partner institution as the receiver, respecting the following characteristics:

I - The promoting unit – Teaching and research unit of UNICAMP responsible for the academic coordination and for the promotion and quality guarantee of the program offered;

II – The receiving institution – Institution in whose campus the course is promoted. It is responsible for offering the physical infrastructure and material resources required for the teaching and research activities programmed and for the operationalizing of the support conceded to the program.

§ **1st** – In the case of interinstitutional programs away from headquarters, the defense of the dissertation or thesis will be at UNICAMP.

§ **2nd** – An explanation of the institutional and financial support is a requisite of the receiving institution.

Article 64 – The full interinstitutional programs aim to develop postgraduate courses in which the institutions involved develop complementary activities aimed at carrying out an innovative and original academic project.

Single paragraph – By way of a specific agreement, the titles of Master or Doctor could be bestowed simultaneously by the institutions involved.

Article 65 – The interinstitutional postgraduate programs with a temporary association aim at the collaboration of programs consolidated at UNICAMP with new programs offered by other higher education institutions, with the objective of a progressive emancipation of the dependence of this cooperation.

Chapter XIII – Concerning the Implantation of Postgraduate Programs

Article 66 – The implantation of postgraduate programs at UNICAMP is the responsibility of the teaching and research units by way of their Congregations, according to Title II.

Single paragraph – Interdisciplinary research centers and nucleuses of UNICAMP, by way of their higher councils, can, together with a teaching unit, propose postgraduate courses and programs, so long as the academic activities are complementary.

Article 67 – According to the norms established by the Central Postgraduate Commission (CCPG), the program proposal should be dispatched by the president of the Congregation of a unit to the Central Postgraduate Commission (CCPG) for their appreciation. For interinstitutional programs, the proposal should also be evaluated by the competent organs of the responsible institutions.

§ 1st – The CCPG will take the necessary provisions to prepare the process in an adequate way for the appreciation of the University Council – CONSU.

§ 2nd – Only programs approved by the University Council – CONSU, can initiate their activities.

Article 68 – It is the responsibility of the Pro-Rector for postgraduate studies (PRPG) to coordinate the evaluation process of postgraduate activities, and collaborate with the institutional evaluation of UNICAMP in the ambience of its specific attributions, with a view to implementing measures aimed at improving the postgraduate programs.

TITLE III – CONCERNING THE RECOGNITION OF MASTER’S AND DOCTORATE DIPLOMAS

Article 69 – Diplomas and certificates of postgraduate courses dispatched by foreign higher education establishments can be recognized, with national validity, by UNICAMP respecting the CEPE-A-06/2002 deliberation, for the effect of declaring them equivalent to the UNICAMP titles of Master and Doctor.

Single paragraph – Only diplomas and certificates obtained abroad including the presentation of a thesis or dissertation are capable of being recognized for the effect of being declared equivalent to the UNICAMP titles of Master and Doctor.

Article 70 – UNICAMP can only process and judge recognitions corresponding to their master's and doctoral courses which have been recognized by MEC.

Single paragraph – The equivalence between the postgraduate diplomas and certificates obtained from foreign higher education establishments with the titles of Master and Doctor as conferred by UNICAMP, is understood in the wider sense, covering not only studies in identical areas but also those which are congeners, similar or otherwise related.

Article 71 – The recognition process will start in the Academic Directorate based on the requirement by the interested party accompanied by a copy of the thesis or dissertation and the documents defined at the discretion of the Central Postgraduate Commission (CCPG).

Single paragraph – The diploma or certificate obtained by the candidate abroad should be authenticated at the Brazilian Consulate in the country where the establishment which dispatched it is located.

Article 72 – Having processed the recognition request, the Academic Directorate should dispatch it to the Pro-Rectorate for postgraduate studies (PRPG) to verify where it fits in according to the deliberation CEPE-A-06/2002.

Single paragraph – After the analysis foreseen in the caput, the process should be dispatched to the teaching and research unit responsible for the course with which the interested party wishes to recognize the document.

Article 73 – The recognition process of a title should start with the examination of the documentation accompanying the process, followed by a judgement of the overall merit of the studies carried out and of the thesis or dissertation presented, for an analysis of its possible equivalence with the title conferred by UNICAMP.

§ 1st – In order to carry out the measures foreseen in the caput a commission should be formed constituted of three (3) professors with the qualifications demanded for teaching at the postgraduate level, designated by the respective Postgraduate Commission (CPG).

§ 2nd – The commission should emit a conclusive report with justifications demonstrating the possibility of equivalence of the title or otherwise.

Article 74 – The teaching and research unit can invite professors from other higher education establishments with the qualifications demanded for teaching at the postgraduate level, to make up part of the commission mentioned in §1st of article 73.

Article 75 – The commission can request other documents in addition to those cited in article 71, in order to provide more bases for their judgement.

Single paragraph – In the case of requesting complementary documents, the process should be returned to the Academic Directorate who will request that the candidate conform to the requirements.

Article 76 – The report referred to in §2nd of article 73 should be approved by the Congregation of the teaching and research unit and dispatched for approval by the Central Postgraduate Commission (CCPG) for homologation.

Article 77 – The holder of a diploma or certificate will finance the costs of the recognition process according to the fees established by the university, with the exception of UNICAMP professors or employees.

Article 78 – The recognized diploma or certificate will be apostilled and the term of the apostille signed by the UNICAMP Rector, after which it will be duly registered.

Article 79 – Diplomas or certificates obtained by UNICAMP professors dispatched by foreign higher education establishments and already recognized for ‘interna corporis’ purposes, will be recognized on a national basis if requested by the interested party,

according to a procedure to be defined by the Central Postgraduate Commission (CCPG).

TITLE IV – CONCERNING LATO SENSU POSTGRADUATE COURSES

Chapter I – Concerning the Objectives and Structure of the Courses and the Titles

Article 80 – The Lato Sensu courses lead to obtaining conclusion certificates of upgrading, improvement and specialization courses, medical residency, multi-professional residency and residency in professional health areas.

Article 81 – The Lato Sensu postgraduate courses:

I – are offered for free;

II – are restricted to those who are holders of a university diploma

§ **1st** – The upgrading courses are controlled by state legislation.

§ **2nd** – The specialization courses are controlled by federal legislation and specific state legislation.

§ **3rd** – The improvement courses are controlled by state legislation and defined by specific UNICAMP regulations.

§ **4th** – The medical residency courses are controlled by federal legislation and defined by specific UNICAMP regulations.

§ **5th** – The multi-professional residency and residency in professional health areas courses are controlled by federal legislation and defined by specific UNICAMP regulations.

Article 82 – The Lato Sensu postgraduate courses can proceed with total or partial presence.

Article 83 – Only students who have presented an end of course paper (monograph) and proof of their presence in at least 75% (seventy five per cent) of the programmed time load, and received a score of at least 70% (seventy per cent) in the global evaluation of

their learning throughout all the course activities, will receive the corresponding conclusion certificate.

§ 1st – In the case of medical residency, multi-professional residency and residency in professional health areas, the students should have proof of 100% (one hundred per cent) frequency of the programmed time load.

§ 2nd – An end of course paper is understood to be that which demonstrates the acquisition of technical-professional capacitation in a restricted or specific activity or actuation area.

§ 3rd – The end of course paper should be presented in the format approved by the Central Postgraduate Commission (CCPG).

§ 4th – The need to constitute a commission for the defense of end of course papers can be established in the course regulations at the discretion of the Congregations and higher councils of the teaching and research units and organs involved.

§ 5th - The course conclusion certificates should mention the area of knowledge of the course and be accompanied by the respective school transcript, which should include, obligatorily:

I – the list of disciplines taken by the student with their time loads, grade obtained by the student and the name and qualifications of the professors responsible for each course;

II – the period and locality in which the course was given, together with its total duration in terms of hours of effective academic work;

III – the title of the monograph or end of course paper and the grade obtained;

IV – declaration by the university that the course conforms to the legal dispositions currently applying;

V - indication of the legal act of accreditation by the university.

Article 84 – The proposals to create these courses will originate in the teaching and research units and organs responsible, and the unit will dispatch a specific instrument to the Pro-Rector of Postgraduate Studies (PRPG) consisting of, at least:

I – a justification of the offer and definition of the course objectives;

II – the body of professors to be accredited;

III – the curricular grid containing:

a) the total time load;

b) a suggestion for the offer of disciplines per period;

c) programs of the disciplines containing the time load, bibliography and indication of a professor responsible for each discipline with his respective academic level and titles;

d) evaluation criteria;

e) maximum course completion time

IV – predicted course calendar;

V – criteria for student admission and number of places offered;

VI – demonstration of the availability of the required physical space, and, when pertinent, of the required materials and equipment

§ 1st – These proposals will be submitted to the following processing:

I – approval by the Postgraduate Commission (CPG) and by the Congregation of the unit and by the higher council of an organ, if more than one organ is involved in the proposal;

II – a report by the Academic Directorate, analysis by the Pro-Rector of Postgraduate Studies (PRPG), approval by the Central Postgraduate Commission (CCPG), approval by the Chamber of Teaching, Research and Extension (CEPE) and approval by the University Council (CONSU).

§ 2nd – Student inscription will be the responsibility of the Postgraduate Commission (CPG) of the teaching and research unit, who will carry out the selection. Registration will be in the Academic Directorate, the same documentation being required as for registration in Stricto Sensu postgraduate programs.

Article 85 – The Lato Sensu postgraduate courses can, within the limits established by their respective regulations and after approval by the Postgraduate Commission (CPG) of the unit, use corresponding disciplines from Stricto Sensu UNICAMP postgraduate programs, which the student has already taken and passed, to complete the curricular grid.

Article 86 – The Pro-Rector of Postgraduate Studies, the Director of the unit, and the Academic Director as delegated by the Rector, will sign the Lato Sensu postgraduate course certificates.

Single paragraph – In the case of medical residency programs, the certificates will be signed, as delegated by the Rector, by the Pro-Rector of Postgraduate Studies, the Director of the Faculty of Medical Science (FCM), the Academic Director and by the Coordinator of Medical Residency.

Chapter II – Concerning the Professors and Student Admission

Article 87 – The professors who act in the course should have at least a doctorate and will be accredited to act in the course according to the specific norms established in the regulations for each course, also in accordance with articles 51 to 54 of the present deliberation.

Article 88 – The units and organs responsible will annually define the calendar, the norms and the public selection criteria for the course candidates, all of which will be divulged by way of an edict.

Single paragraph – The unit will publish the edict announcing the opening of inscription for the public selection of candidates for the course and also the results of the selection process, fixing the calendar for registration and the calendar of activities.

Chapter III – Concerning the Curricular Activities and Evaluation

Article 89 – The students are obliged to conform to the code of ethics to which they are submitted.

Article 90 – The frequency in disciplines, the evaluation in each activity and the grades and indicators used, will follow the dispositions of article 83 of this deliberation.

Single paragraph – The form of evaluation and criteria used should be defined in the academic project of the course.

Article 91 – After being approved in all the activities of the courses, the students will have the right to receive a certificate, which will be emitted in the terms of article 86 of this deliberation and registered in the Academic Directorate, and will state that the certificate refers to a Lato Sensu postgraduate course.

Chapter IV – Concerning the Courses of Upgrading and Specialization

Article 92 – The Lato Sensu postgraduate specialization courses will have a minimum duration of 360 (three hundred and sixty) hours, and the Lato Sensu postgraduate upgrading courses will have a minimum duration of 180 (one hundred and eighty) hours. Neither the time used for individual and group study in the absence of a professor nor extra class activities nor the time obligatorily reserved to elaborate the monograph or end of course paper, will be computed in these hours.

Article 93 – Exceptionally, a Lato Sensu postgraduate course certificate of the specialization or upgrading modalities can be conceded to a master's or doctoral student, if the following requisites are conformed to:

I – the student failed to conclude the master's or doctoral course;

II – the student’s registration was cancelled;

III – the student took part in the course for at least one year;

IV – the student passed in disciplines equivalent to at least 360 (three hundred and sixty) hours of time load in the case of specialization courses or at least 180 (one hundred and eighty) hours of time load in the case of upgrading courses, not computing the time of individual and group study without the assistance of a professor, or extra-class activities;

V – the student produced a monograph which was approved by the teaching and research unit.

Chapter V – Concerning the Improvement Program

Article 94 – Considering Decree nº 13919 of the State of São Paulo of September 11th 1979, the Lato Sensu postgraduate upgrading program is destined for university graduate professionals, who are not medical doctors but who act in the health area.

Article 95 – The program has the following objectives:

I – complementation of the university course with respect to practical professional aspects;

II – adequate the university course for the provision of health services directed at the needs of the population;

III – graduate professionals with a critical and all-embracing view of the health system, who can act as agents in the implantation of a universalized, integrated, hierarchical and regionalized health system, directed at improving the health conditions of the population;

IV – the graduation of professionals specialized in a determined operational area.

Article 96 – The units and organs involved, by way of their Congregations and higher councils, respectively, will define the academic project of each course, its organization

and the way of monitoring it, in agreement with the specific legislation, by way of specific regulations.

Single paragraph – In the ambience of the university the courses referred to in the caput will be accompanied by the Central Postgraduate Commission of UNICAMP (CCPG).

Article 97 – The course will last at least 12 months, with a time load defined in the course regulations according to resolution n° 06/84 of the special commission of the State Secretariat for Public Management of the São Paulo State Government.

Single paragraph – The coordinator of each upgrading course will be a professor accredited to the course, with the minimum of a doctorate, approved by the Postgraduate Commission (CPG) and by the Congregation of the unit and higher council(s) of the organ(s) if more than one organ is involved.

Chapter VI – Concerning the Medical Residency Program

Article 98 – The Lato Sensu postgraduate medical residency program was created based on Federal Law n° 6,932 of 07th July 1981 and is destined for medical doctors in the form of specialization courses, characterized by training in service under the orientation of medical doctors of elevated ethical and professional qualifications.

Article 99 – The objectives of the program are:

I – complement the university education in the practical professional aspects;

II – adequate the university education in the provision of health services directed at the needs of the population;

III - graduate professionals with a critical and all-embracing view of the health system, who can act as agents in the implantation of a universalized, integrated, hierarchical and regionalized health system, directed at improving the health conditions of the population;

IV – graduate specialists according to the criteria defined by the mixed commission of specialties.

Article 100 – The Faculty of Medical Sciences (FCM), in conformation with the specific legislation and by way of its programs, will define the academic project of the course and its organization and form of monitoring, which should be approved by the Postgraduate Commission (CPG), the Congregation of the unit and the Central Postgraduate Commission (CCPG).

§ **1st** - The opening of inscriptions for the public selection of candidates for the medical residency course will follow the calendar, norms and criteria defined annually by the Faculty of Medical Sciences and published in an edict.

§ **2nd** – The activities of the medical residency course programs will be supervised by the Medical Residency Commission of the university – COREME/UNICAMP, an auxiliary organ of the Congregation of the Faculty of Medical Sciences.

Article 101 – The duration of the medical residency program courses will be defined by the National Medical Residency Commission.

Single paragraph – The coordinators of the various medical residency program courses will be professors of the Faculty of Medical Sciences with at least a doctorate, elected by their residents and endorsed by the respective department council.

Chapter VII – Concerning the Multi-professional Residency and Residency in a Professional Health Area Programs

Article 102 – The Lato Sensu postgraduate programs of the modalities of multi-professional residency and residency in a professional health area were created based on Federal Law n° 11,129 of June 30th 2005, and are oriented as from local and regional needs and realities with a view to the qualified insertion of health professionals on the job market, preferably of recent graduates.

Single paragraph – Multi-professional residency and residency in a professional health area, in the form of specialization courses, are characterized by education in service with a weekly time load of 60 hours for a minimum of 02 years in an exclusive dedication regime, and cover the health professions defined by current legislation, with the exception of medical doctors.

Article 103 – The coordination of the multi-professional residency and residency in a professional health area programs will be carried out by the Multi-professional in Health Commission of the university (COREMU/UNICAMP), an organ generated in partnership with the units/organs responsible for the programs according to the current norms and with the following attributions:

I – plan, define the norms and watch over the execution of the programs and correlated activities in the ambience of the university and associated institutions, denominated as the executing entities;

II – define the directives, approve edicts and monitor the selective process of candidates for the programs, and also evaluate the performance of those selected throughout the development of the programs;

III – register and monitor the passage of the programs in the National Multi-professional in Health Residency Commission (CNRMS) and in the Ministry of Education, in accordance with the deadlines and other terms of the current legislation.

Article 104 – The coordinator of COREMU and the program coordinators should belong to the body of professors who take part in the programs and have at least a doctorate and a minimum of 03 years of experience in the health training, care or management areas.

Article 105 – The activities of the programs will be developed from Monday to Saturday independent of holidays and suspended workdays, according to the training

area routines, not being bonded to any of the other academic or administrative UNICAMP calendars.

Article 106 – Proposals for the creation of new courses, when in agreement with current legislation, should be submitted to COREMU/UNICAMP, the Congregations of other units involved, to the Congregation of the Faculty of Medical Sciences (FCM) and to the CCPG.

Article 107 – The defining of other norms related to multi-professional residency and residency in a professional health area should be foreseen in the regulations themselves.

TITLE V – CONCERNING GENERAL DISPOSITIONS

Article 108 – Undealt with cases will be decided by the Central Postgraduate Commission (CCPG).

Article 109 – This regime will come into force on the date of its publication, repealing all dispositions to the contrary, especially the deliberations: [Deliberation CEPE-A-023/2001](#), [Deliberation CONSU-A-008/2008](#), [Deliberation CONSU-A-043/2008](#), [Deliberation CONSU-A-003/2009](#), [Deliberation CONSU-A-004/2010](#), [Deliberation CONSU-A-033/2011](#) and [Deliberation CONSU-A-003/2012](#) (Proc. N°01-P-00436/70).

TITLE VI – CONCERNING TRANSITORY DISPOSITIONS

1st Article – The regulations of the postgraduate programs should adapt themselves to the current dispositions within one year as from the date this regime is published.

Single paragraph – Alterations to program regulations should be approved by the Central Postgraduate Commission (CCPG) and by the Chamber of Teaching, Research and Extension (CEPE), after an academic analysis of the proposal carried out by the Academic Directorate (DAC), in accordance with the present regime.

2nd Article – The Academic Directorate (DAC) should adequate the academic procedures and documentation to the dispositions foreseen in the present deliberation within one year as from the date this regime is published.

3rd Article – Professors currently accredited in the academic system as full, participant or visiting professors who do not fit into the definitions of permanent, visiting and collaborating postgraduate professors, will have their accreditation maintained in the academic system for the period of one year in order to adequate themselves to the new rules or finalize their activities. After this deadline, those whose accreditations are inadequate will be de-accredited.

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