



CEPE RESOLUTION Nº 134/2017

Approves the Regulations of the Postgraduate Program em Ciência Animal, at Masters and Doctorate level.

CONSIDERING the request of the Program Coordinating Committee, as per process no. 17934/2017.

The COUNCIL OF EDUCATION, RESEARCH AND EXTENSION approved and I, the Rector, sanction the following Resolution:

Art. 1º The Regulations of the Postgraduate Program em Ciência Animal, at Masters and Doctorate level, are hereby approved, as per the annex, an integral part of this Resolution.

Art. 2º This resolution shall come into force on the date of its publication.

STATE UNIVERSITY OF LONDRINA, October 27, 2017.

Prof. Dr. Berenice Quinzani Jordan

Rector



REGULATIONS OF THE POSTGRADUATE PROGRAM EM CIÊNCIA ANIMAL, MASTERS AND DOCTORATE LEVEL

TITLE I PURPOSES

Art. 1º The Postgraduate Program em Ciência Animal aims to train professionals to work in teaching and research, in public and private institutions, as well as in the generation and application of technologies in the area of Animal Science.

TITLE II ADMINISTRATION

Art. 2º The Postgraduate Program em Ciência Animal will be administered by:

- I. Coordination ;
- II. Vice-Coordination ;
- III. Coordinating Committee .

Art. 3º Program's activities will be coordinated by a Coordinating Committee made up of up to 05 (five) professors with a Doctorate degree, up to 03 (three) from the proposing Department, 01 (one) representative per participating Department and who is linked to the Program's faculty, and by a student representative, elected among their peers.

Art. 4º The teaching members of the Coordinating Committee will be elected by direct vote and simple majority, by UEL teachers accredited in the Program and by student representation.

§ 1º The term of office of the teaching members of the Program Coordinating Committee will be 2 (two) years, with reappointments permitted, and any extension of the term will not constitute reappointment.

§ 2º The term of office of the student representative will be 1 (one) year, with 1 (one) reappointment permitted.

Art. 5º The Program Coordination and Vice-Coordination will be elected by a simple majority of votes, among the members of the Coordinating Committee and by the student representative.

§ 1º The term of office of the Program Coordinator and Vice-Coordinator will be 2 (two) years, with 1 (one) immediate reappointment permitted for the same position, and any extension of the term will not constitute reappointment.



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- § 2 In the event of a vacancy, the newly elected members will have their term limited to the term of office of the respective Coordinating Committee.
- Art. 6º The quorum for the ordinary meetings of the Coordinating Committee shall be three members.
- Art. 7º Program Coordinating Committee will have a deliberative function, with the right to appeal its acts to the Board of em Ciência Animal *Stricto sensu* Graduate Programs and to the Teaching, Research and Extension Council (CEPE).

TITLE III

Chapter I Curricular Structure

- Art. 8º Curricular structure of the Program will be composed of a set of disciplines characterized by code, name, workload, number of credits, syllabus, program content, bibliography and responsible teaching staff.
- Art.9º Each subject will have a workload expressed in credits, with each credit corresponding to 15 (fifteen) class hours.
- § 1º The subjects will be grouped into mandatory and optional according to their respective program contents.
- § 2º In addition to the subjects, the curricular structure contains Dissertation or Thesis credits.
- Art. 10. Credits in subjects taken at the postgraduate level in other institutions that have programs with national validity or recommended by CAPES may be accepted with the corresponding credits up to the maximum limit of 50% of the minimum number of credits required in the Master's or Doctorate.

Chapter II Faculty

- Art. 11. The Program's teaching staff will be made up of permanent, collaborating and visiting professors, in accordance with the Regulations for *stricto sensu* Graduate Programs .
- § 1º **Permanent professors** will be considered those who work directly on research projects and scientific publications, in teaching and supervising students of the Program and have scientific or technical production in research lines of the Program.
- § 2º **Collaborating professors** are the other members of the Program's faculty, including postdoctoral fellows, who do not meet all the requirements to be classified as permanent or visiting professors, but who systematically participate in the development of research projects or teaching and/or extension activities



and/or in the supervision of students, regardless of whether or not they have a link with the Institution.

§ 3º **Visiting professors** will be considered those professors or researchers linked to other institutions who are released from the activities corresponding to such link to collaborate, for a continuous period of time and on a full-time basis, in a research project and/or teaching activities in the Program, allowing them to act as advisors and in extension activities.

Art. 12. The accreditation of new teachers in the Program will be requested from the Program Coordinating Committee .

§ 1º The proponent must present to the Program Coordinating Committee:

- I. Proof of Doctorate degree or equivalent;
- II. Letter expressing your interest in accreditation in the Program and ability to raise funds for research.
- III. Proposal of a discipline to be taught annually or bi-annually;
- VI. Scientific production equivalent to A1 em revistas A1-B1 in the last four years with a value equal to or greater than 1.60

§ 2º The Program Coordinating Committee will be responsible for:

- I. Issue an opinion on the candidate's accreditation;
- II. Verify whether the teacher is accredited em outro Programa and what his/her real contribution to the Program is;
- III. Verify whether the professor's research lines fit in with those proposed by the Program and/or whether the intended line includes the accreditation of more advisors.

§ 3º Doctoral thesis supervisors must necessarily have supervised at least 02 (two) Masters degrees already defended.

Art. 13. The de-accreditation of Program teachers will be carried out by the Coordinating Committee and may occur when requested by the teacher himself or when he does not meet the following requirements:

- I. Scientific production equivalent to A1 em revistas A1-B1 in the last four years with a value equal to or greater than 1.60
- II. Guidance of at least 01 (one) student in the four-year period;
- III. Guidance of at least 01 (one) scientific initiation student in the four-year period;
- IV. Submission of activity report and update of Lattes CV, whenever requested by the Program.
- V. Senior professors who are part of the Program's teaching staff will follow the same criteria established in this article.



Chapter III Advisor

- Art. 14. The advisor, chosen by the student and with the knowledge of the Program Coordination, will supervise the studies, research and other activities related to the preparation and defense of the dissertation or thesis of the candidate for the title of Master or Doctor.
- § 1º The supervisor must hold at least a Doctorate degree or equivalent.
- § 2º Each year, prior to the registration process for candidates for Master's or Doctorate courses em Ciência Animal, teachers interested in opening vacancies in the aforementioned selection process must present to the Coordinating Committee:
- a) Scientific production equivalent to A1 em revistas A1-B1 in the last four years with a value equal to or greater than 1.60;
 - b) Participation as a collaborator or coordinator of a project with a public/private funding source or in the submission of a project to funding agencies ;
 - c) Have received guidance in scientific initiation in the last four years.
- § 3º The advisor must forward to the Program Coordination the dissertation or thesis plan of the advisee(s) within 6 (six) months for the Master's level and up to 12 (twelve) months for the Doctorate level.
- § 4º The supervisor who is absent from the country for a period equal to or greater than 6 (six) months may be replaced or appoint a co-supervisor.
- § 5 In exceptional cases, duly justified by the Program Coordination, a co-advisor may be appointed, intended for a single student, approved by PROPPG, provided that he/she meets the requirements of § 1^{of} article 14 of this Regulation and has scientific production in the four-year period equivalent to A1 in journals A1-B3 equal to or greater than 1.3.
- § 6º The indication of the co-advisor must be made within 6 (six) months after the student's entry into the Program for the Master's level and 12 (twelve) months for the Doctorate level.
- Art. 15. In addition to the activities provided for in the previous article, the supervisor will be responsible for:
- a) Supervise, guide enrollments, studies, research and other activities related to the student's academic life;
 - b) Propose for approval by the Program Coordinating Committee the judging panel for the student's qualification exam;



- c) Propose for approval by the Program Coordinating Committee the members of the Dissertation or Thesis examining board, in accordance with the criteria established by the Coordinating Committee.

TITLE IV STUDENT BODY

Chapter I Enrollment

Art. 16. The following candidates may apply to the Program:

- I. For Masters and Doctorate: holders of a higher education diploma in the area of Veterinary Medicine, Animal Science, and other related areas at the discretion of the Program Coordinating Committee;

Sole paragraph. At the time of registration, candidates for master's and doctoral programs must present the following documents:

- I. copy of the completed registration form;
- II. copy of proof of payment of the public registration fee;
- III. simple copy of the undergraduate academic transcript;
- IV. copy of the undergraduate diploma or certificate of completion or proof of enrollment in the final year of the undergraduate course;
- V. Lattes CV documented;
- VI. Lattes CV Self-Scoring Table;
- VII. letter of prior acceptance from the Program supervisor;
- VIII. for foreign candidates: identity documents and undergraduate degree translated and authenticated by an official body in Brazil.

Chapter II Selection

Art. 17. Candidates for the Postgraduate Program in Animal Science will be selected by the teaching members of the Program Coordinating Committee.

§ 1º The criteria for selecting master's students will be the following:

- I. dissertation work plan;
- II. Analysis of the Lattes CV documented;
- III. proof of knowledge in Animal Science;
- IV. candidate's argument;
- V. letter of acceptance from Program supervisors;
- VI. proof of English language proficiency.



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- § 2º The criteria for selecting doctoral students will be the following:
- I. Analysis of the Lattes CV documented ;
 - II. thesis project;
 - III. presentation by the candidate of the thesis project;
 - IV. candidate's argument;
 - V. letter of acceptance from Program supervisors;
 - VI. proof of English language proficiency.
- § 3º Vacancies will be offered to regular, full-time students, according to the availability of the advisors.

Chapter III Registration

- Art. 18. Candidates who are approved and classified in the selection process will be entitled to enroll, provided that the number of vacancies offered for each level in the selection process is not exceeded.
- § 1º The student will enroll and have his/her studies supervised by a supervisor.
- § 2º Students who do not enroll in accordance with the postgraduate calendar will be removed from the Program.
- Art. 19. Enrolled students will be classified as regular and special students in accordance with the Regulations for *Stricto sensu* Graduate Programs :
- a) **Regular student** : approved in the selection exam, enrolled in the Master's or Doctorate Program, in compliance with all the requirements necessary to obtain the corresponding diplomas;
 - b) **Special student** : enrolled in isolated subjects of the Program, defined by the Coordination and after hearing the teacher responsible for the subject before the registration period and announced in advance by PROPPG.
- § 1º Regular students may complete the Program full-time or part-time, subject to the maximum deadlines allowed for obtaining a Master's or Doctorate degree.



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- § 2º The special student may take up to 50% (fifty percent) of the credits in subjects required by the Program by submitting a semesterly request to the Program Coordination, accompanied by an undergraduate diploma, academic transcript and Lattes CV.
- § 3º Students enrolled in other *Stricto sensu Programs*, recommended by CAPES, may enroll as a special student in the Master's or Doctorate, provided they meet the following procedures:
- a) filling out the application provided by PRPPG;
 - b) presentation of proof of enrollment from the institution of origin;
 - c) presentation of a letter from the supervisor recommending the course to be taken.
- § 4º The Postgraduate student may, upon justified request approved by the Coordinating Committee, request to suspend enrollment as long as he/she is not enrolled in the first period of the Program and does not request it after 2/3 of the current academic period has occurred.

TITLE V ACADEMIC STANDARDS

Chapter I Deadlines

Art. 20. A Master's degree program, including the defense of the dissertation, cannot be completed in less than 2 (two) and more than 4 (four) academic periods; at the doctoral level, the defense of the thesis cannot be completed in less than 4 (four) and more than 8 (eight) academic periods.

Sole paragraph. The maximum period referred to in the *caput* of this article may be extended by up to 12 (twelve) months, through separate and duly justified requests by the student, provided that the number of months is indicated and approved by the advisor and the Program Coordinating Committee.

Art. 21. The maximum and minimum times referred to above will be counted from the period of first enrollment as a regular student in the Program.



Art. 22. A student who has been removed from a Postgraduate Program due to missing a deadline and who wishes to return must submit to registration and a new selection process.

§ 1º If approved, the student will be considered a new student and, consequently, must comply with all the requirements to which other incoming students are subject.

§ 2º Returning to the same Program will be permitted only once.

Chapter II Frequency

Art. 23. Attendance at theoretical and practical classes, seminars or other official and scheduled teaching activities will be a mandatory aspect in verifying academic performance.

Sole paragraph. Credit will only be granted to students who, having met all other requirements, have attended at least 75% (seventy-five percent) of classes in each subject.

Chapter III Credits

Art. 24. The Program may accept the use of credits from postgraduate courses under the following conditions:

- a) Subject studied in a *Stricto sensu Program* with national validity from other institutions or UEL, or internationally, after approval by the Program Coordinator, through equivalence or validation up to a limit of 50% (fifty percent).
- b) Subject studied as a special student in the Program itself or in a *Stricto sensu Program* with national or international validity, up to a limit of 50% (fifty percent).

Chapter IV Assessment

Art. 25. Performance in subjects will be assessed through tests and/or schoolwork in accordance with the schedule of the responsible teacher.



Art. 26. The verification of the student's academic performance in each activity will be done through grades ranging from 0 (zero) to 10.0 (ten), and the condition for the student to be considered approved in a subject is to obtain a final average equal to or greater than 7.0 (seven).

Art. 27. Students who obtain a final grade lower than 7.0 (seven) in 3 (three) or more subjects will be removed from the Program.

Chapter V Titles

Art. 28. To obtain the title of Master in Animal Science, the student must comply with the requirements of the Regulations for *Stricto sensu* Graduate Programs and:

- a) Pass the Foreign Language Proficiency Exam (English);
- b) Pass the Qualification Exam carried out by a Committee composed of 3 (three) teachers appointed by the Coordinating Committee;
- c) Be approved in the Dissertation Defense before a Board composed of 3 (three) members, including the supervisor;
- d) Submit to the Program Coordination proof of submission of at least 01 (one) scientific article related to the Dissertation, in an indexed journal, classified as greater than or equal to B1 in the CAPES Veterinary Medicine Qualis, and it is the Program Coordination's responsibility to inform PROPPG of compliance with the requirements.

Art. 29. To obtain the title of Doctor in Animal Science, the student must comply with the requirements of the Regulations for *Stricto sensu* Graduate Programs and:

- I. Pass the Proficiency Exam in 2 (two) Foreign Languages defined by the Coordinating Committee;
- II. Pass the Qualification Exam carried out by a Committee composed of 4 (four) teachers appointed by the Coordinating Committee;
- III. Be approved in the Thesis Defense before a Board composed of 5 (five) members, including the advisor;
- IV. Submit to the Program Coordination proof of submission of at least 2 (two) scientific articles related to the Thesis, in indexed journals, classified as greater than or equal to B1 in the CAPES Veterinary Medicine Qualis, and



the Program Coordination is responsible for informing PROPPG of compliance with the requirements.

Section I

Foreign Language Proficiency

Art. 30. Master's students will be required to demonstrate sufficient knowledge to read English and Doctoral students will be required to demonstrate sufficient knowledge to read two foreign languages from among those indicated by the Program Coordinating Committee.

Art. 31. The student must pass the Foreign Language Proficiency Exam within 12 (twelve) months of entering the Program.

Art. 32. To pass the Foreign Language Proficiency Exam, an average of 7.0 (seven) or higher will be required.

Sole paragraph. In the event of failure to pass the test twice, the candidate will be removed from the Program.

Section II

Qualifying Exam

Art. 33. The qualifying exam must be requested by the student after passing the proficiency exam and completing the credits required by the Program, observing the following:

- a) The qualifying exam must take place no later than 22 months after the start of the Master's course and 45 months after the start of the doctorate;
- b) It will be defended before an Examining Board consisting of 3 (three) full members for the master's degree and four full members for the doctorate and 2 (two) alternates holding a doctorate degree chosen by the Coordinating Committee, in agreement with the supervisor;
- c) The co-advisor will only participate in the Qualification Board in the absence of the advisor;
- d) Qualifying exams will be oral in order to promote continuous discussion between the examining board and the candidate;
- e) The result of the exam will be pass or fail.



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- § 1º Only 1 (one) repetition of the qualifying exam will be permitted within a period of no more than 6 (six) months for the Master's degree and 12 (twelve) months for the Doctorate degree.
- § 2º If the candidate fails again, he/she will be removed from the Program.
- § 3º Failure to comply with the maximum qualification deadline will result in a request for an extension duly justified by the student, provided that the number of months is indicated and approved by the advisor and the Program Coordinating Committee.
- Art. 34. The purpose of the Master's qualification exam will be to assess the student's ability to carry out all phases of research. The following will be assessed:
- a) The defense of the bibliographic review, the methodology used to generate the experimental data and the analysis of the results obtained;
 - b) The student's teaching methods and their ability to discuss their work.
- Art. 35. For the Master's Qualification Exam, it will be required to defend at least 1 (one) scientific work published, submitted or to be submitted in journals classified as Qualis A1, A2 or B1 in the area of Veterinary Medicine by CAPES.
- Art. 36. For the Doctorate Qualification Exam, it will be required the defense of at least 2 (two) scientific works published, submitted or to be submitted in journals classified as Qualis A1, A2 or B1 in the area of Veterinary Medicine by CAPES.
- Sole paragraph. Only scientific articles that include student-advisor or advisor-student co-authorship will be considered, regardless of the order of authorship.
- Art. 37. The student, in agreement with the supervisor, must provide 3 (three) copies, in the case of a Master's degree, or 4 (four) copies, in the case of a Doctorate, of the articles to be published, to the members of the Examining Board.



Art. 38. After completing the Master's or Doctorate qualification exams, the supervisor will be responsible for verifying whether the student has complied with the Examining Board's suggestions.

TITLE VI RULES FOR DEFENSE OF DISSERTATION OR THESIS

Chapter I Submission of Pre-Dissertation or Pre-Thesis

Art. 39. Once the formalities of the Postgraduate Program in Animal Science have been completed, the student must submit 5 (five) copies of the pre-dissertation or 7 (seven) copies of the pre-thesis to the members of the Examining Board.

Art. 40. The Pre-Dissertation or Pre-Thesis will be written in the form of scientific articles and must contain the following items:

- a) General title: clear and as concise as possible;
- b) General summary: maximum 600 words;
- c) Abstract: English translation of the general summary;
- d) General Introduction: maximum of two pages;
- e) Bibliographical, Systematic or Theoretical Reference Review;
- f) Review references;
- g) General and Specific Objectives;
- h) The scientific article(s) that will comprise the body of the dissertation or thesis must be written in Portuguese or English and presented in the final form required by the journal to which they will be submitted. The article(s) must be submitted to journals classified in Qualis A1, A2 or B1 of Veterinary Medicine by Capes;
- i) Conclusion: maximum two pages.

§ 1º Only those articles that include student-advisor or advisor-student co-authorship will be considered scientific articles, and it is mandatory that in at least one of the articles the student be the first author.



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- § 2º Scientific works or any other intellectual production to fulfill the Program's requirements may only be used once and by one student.
- § 3º The bibliographic review intended for publication will be presented in the final form required by the journal to which it will be submitted. In the case of a bibliographic review not intended for publication, it will follow ABNT standards.

Chapter II

Examining Board

- Art. 41. The supervisor will be responsible for indicating the members of the Examining Board and their substitutes, to be approved by the Program Coordinating Committee.
- § 1º The members of the Examining Board and their substitutes will be approved by the Pro-Rector of Research and Postgraduate Studies.
- § 2º The participation of the dissertation or thesis co-supervisor in the defense Examining Board will be prohibited.
- § 3º The Dissertation or Thesis Examining Board will be composed of at least 3 (three) members for the Master's Degree and at least 5 (five) members for the Doctorate, holders of the Doctorate title.
- § 4º The Board will be composed of the Dissertation or Thesis advisor and at least 1 (one) member external to the Program for the Master's Degree and at least 2 (two) external members for the Doctorate, holders of a Doctorate degree for at least 03 (three) years.
- § 5º Two (2) substitute members will also be designated to cover any absences of the full members, and the first substitute cannot be a member of the Program's teaching staff, with the exception of the advisor, who may only be replaced by the co-advisor, in exceptional cases and duly justified.
- § 6º The presidency of the Examining Board will be exercised by the Dissertation/Thesis supervisor.



Chapter III

Dissertation and thesis defense

Art. 42. After the approval of the names that will constitute the Examining Board by the Pro-Rector of Graduate Studies, the defense must take place within a maximum period of 60 (sixty) days.

Sole paragraph. The defense may only be canceled in the event of the student or his/her advisor being prevented from attending, provided that this is justified to the Program Coordinating Committee.

Art. 43. The presentation will consist of an oral presentation of the dissertation or thesis lasting a minimum of 30 (thirty) minutes and a maximum of 50 (fifty) minutes.

Art. 44. The defense of the dissertation or thesis will be public and the Board will question the candidate after the presentation, with each questioner having 30 minutes, with the supervisor being the last to question.

§ 1º The candidate will have 30 minutes to respond to each of the examiners.

§ 2º If there is an agreement between the examiner and the candidate, a form of dialogue may be established, in which case the time will be one hour.

Chapter IV

Judgment

Art. 45. The result of the judgment of the defense of the dissertation or thesis carried out immediately after the argument and in a secret session will be expressed by the examiners with the equivalence in degree:

- I. Approved by the majority of the members of the Board;
- II. Rejected by the majority of the members of the Board.

Sole paragraph. In case of approval, the student will follow the procedures set out in chapter V to obtain the title.



Art. 46. In case of failure in the dissertation or thesis examination, the Board must explain what occurred in the examination.

§ 1º The student will have a period of 6 (six) months to be re-evaluated, preferably by the same Board.

§ 2º If the candidate fails again, he/she will be removed from the Program.

Chapter V

Presentation of Dissertation or Thesis

Art. 47. From the date of the defense of the dissertation or thesis, the student will have 30 days to submit to the Program the final form of the dissertation or thesis with the corrections proposed by the examining board, endorsed by the advisor.

Sole paragraph. The final dissertation or thesis shall be written in the format recommended for the Pre-dissertation or Pre-thesis (article 40).

Art. 48. The student must submit the final version of the dissertation or thesis to the Secretary of the Postgraduate Program in Animal Science in the following manner:

Sole paragraph. 02 (two) CDs recorded with the final version of the dissertation or thesis in a single file consisting of cover, pre-textual pages and text, in PDF and Word format;

§ 1º Master's and Doctorate students will have, from the date of the defense, 90 days to present proof of submission of at least one article (Master's) and at least two articles (Doctorate) for publication (after translating into English, when applicable), in a journal classified in Qualis greater than or equal to B1 in Veterinary Medicine by CAPES, which includes student-advisor co-authorship.

§ 2º Only after written authorization from the Program Coordinator proving that the requirements of this article have been met will successful candidates have the rights inherent to the title obtained recognized and the respective diploma conferred by the Pro-Rector of Research and Postgraduate Studies.



Art. 49. Scientific works or any other intellectual production to fulfill the requirements of the Program may only be used once and by one student. Scientific works or any other intellectual production to fulfill the requirements of the Master's degree may not be used to fulfill the requirements of the Doctorate.

TITLE VII GENERAL AND TRANSITORY PROVISIONS

Art. 50. The student must enroll in accordance with the advisor's suggestions.

Sole paragraph. To submit the Dissertation or Thesis, the student must be regularly enrolled in the Program.

Art. 51. Documents relating to the academic life of students may only be issued by the Pro-Rector of Research and Postgraduate Studies, upon request by the interested party.

Art. 52. The Teaching, Research and Postgraduate Council shall be responsible for deciding on omitted cases and appeals filed as a result of the application of this Resolution, after hearing the Board of *Stricto sensu* Postgraduate Programs .