
Regulations for the Graduate Program in Plant Biology

As approved by the IB Congregation on May 21, 2019

The Rector of the State University of Campinas, in the exercise of his legal powers, in view of the provisions approved by the Chamber of Teaching, Research, and Extension, in its 280th Ordinary Session, held on June 4, 2013, hereby issues the following Resolution:

Article 1. The Graduate Program in Plant Biology, at the Master's and Doctorate level, shall be governed by the General Regulations of Graduate Programs of UNICAMP, Deliberation CONSU-A-022/2018, of November 27, 2018, by the Regulation of Graduate Programs of the Institute of Biology, this Regulation, and the specific legislation in force.

Chapter I

OBJECTIVES AND TITLES

Article 2. The *Stricto Sensu* Graduate Program in Plant Biology at the Institute of Biology aims to qualify researchers, professors and other professionals in the field of Plant Biology.

Article 3. The Graduate Program in Plant Biology is composed of Master's and Doctorate Programs, which lead to the titles of Master in Plant Biology and PhD in Plant Biology, respectively, without the first being a prerequisite for the second.

Chapter II

ADMINISTRATIVE STRUCTURE

Article 4. The activities of the PPG-BV shall be coordinated by the Committee of the Graduate Program in Plant Biology (CPPG-BV) and supervised by the Committee of the Graduate Program of the Institute of Biology (CPG-IB), an auxiliary body of the Congregation.

1. The CPPG-BV shall be constituted by a Coordinator, being at a professor at the Institute of Biology, accredited as a Permanent Professor in the Graduate Program in Plant Biology, and by three Permanent professors of the Program, two of whom are full professors and one alternate, as well as by student represents composed of one full member and one alternate.
2. The term of office of the Coordinator and the full and alternate teaching members shall be two years, while that of the student representatives shall be one year, with a single successive reappointment permitted in each case.
3. The acting Coordinator shall summon the consultation to elect the teaching members of the future Committee and its Coordinator, following the rules established in §4 of this Article.

4. The method for choosing CPPG-BV teaching members shall follow the rules and weighting of votes specified in the Normative Instruction approved for this purpose and approved by the CPG-IB and Congregation.
5. In the event of the Coordinator's absence exceeding a period of ninety days, the member with the most votes shall be his or her definitive replacement.
6. When the Coordinator is replaced on a definitive basis, the alternate member shall take office as full member.
7. When a full member is replaced by an alternate in the CPPG-BV, a new alternate member shall take office, this being the next most voted professor not elected.
8. The Coordinator of the Graduate Program in Plant Biology shall appoint his or her replacement or any other member of the CPPG-BV, where necessary, respecting the Normative Instruction for this purpose.
9. The CPPG-BV shall communicate to the CPG-IB the constitution of the future CPPG and any changes.
10. The Congregation of the Institute of Biology shall communicate to the Central Graduate Committee, through the CPG-IB, the constitution of the new CPPG-BV and its changes.

Article 5. The CPPG-BV is responsible for advising the CPG-IB and:

- I. Coordinating the activities of the Graduate Program in Plant Biology;
- II. Creating, extinguishing and modifying the Normative Instructions of the PPG-BV, with the goal of facilitating the fulfillment of institutional and national goals for the training of Masters and PhDs, which must be approved by the CPG-IB and the Congregation of the Institute of Biology;
- III. Forwarding to the CPG-IB requests for accreditation and de-accreditation of professors, with or without ties to UNICAMP;
- IV. Proposing changes to the Program's curricular structure, which must be approved by the CPG and the Congregation of the Institute of Biology;
- V. Proposing changes to the annual program catalog and keeping the information in the catalog up to date;
- VI. Publicizing the subjects to be offered in each academic period, after consulting the teaching staff;
- VII. Indicating, by delegation from CPG-IB, the composition of the Qualification Exam, Dissertation or Thesis Defense Examining Committees;
- VIII. Deliberating on the plan for the application of financial resources allocated to the Program;
- IX. Issuing opinions on agreements and contracts in which the main topic is related to the areas of the Program;
- X. Awarding institutional scholarships to students, in accordance with current Normative Instruction;

- XI. Issuing opinions on credit transfer requests for subjects taken at other institutions;
- XII. Issuing opinions on the process for granting Improvement or Specialization certificates;
- XIII. Conducting selection processes for the admission of students to the Master's and Doctorate levels, publicizing the selection rules and criteria and their results;
- XIV. Issuing opinions on the activity report of the Program's professors when requested;
- XV. Monitoring the performance of advisors and the development of activities of enrolled students following the Normative Instructions in force in the Program;
- XVI. Preparing technical-scientific reports, after consulting the teaching staff;
- XVII. Judging appeals filed; and
- XVIII. Performing other activities within its jurisdiction, as designated by the CPG-IB.

Chapter III

DEADLINES

Article 6. The Master's and Doctorate Programs shall have a minimum duration of twelve and twenty-four months, respectively.

Sole paragraph. The minimum duration requirement shall be considered fulfilled for students who have completed two and four full regular academic periods, respectively.

Article 7. The maximum duration of the Master's Program shall be thirty months and that of the Doctoral Program shall be fifty-four months, thus defining the deadline for completing the Program, which, if exceeded, shall result in the automatic cancellation of the student's enrollment.

Chapter IV

REGISTRATION AND ENROLLMENT

Article 8. Admission to the PPG-BV Master's and Doctorate Programs shall occur through a selection process to be conducted by CPPG-BV, in accordance with the current standards specified in the Normative Instruction approved for this purpose.

1. The CPPG-BV shall establish and publicize, through a specific notice, the registration periods, required documentation, and selection criteria for regular students.
2. Special students may be authorized, by the CPG, to enroll in one or more PPG-BV Graduate Programs as long as they are accepted by the professor in charge of the discipline and by the CPPG-BV.
3. The status of special student within the Program shall end with the completion of the activities relating to the subject(s) in which they are enrolled.

Article 9. At the time of initial enrollment, regular students shall submit the certificate of acceptance by an advisor accredited in the Program.

Section I

Transfers

Article 10. According to criteria established by the CPPG-BV in the Normative Instruction, transfers from a Master's Program to a Doctorate, as well as from a Doctorate to a Master's Program, may be permitted, using credits already obtained.

1. The regulations and rules of the new course, in force at the transfer date, must be fulfilled.
2. For the purposes of counting the completion time, the date of entry into the first course shall be considered.
3. Course transfers shall be permitted only once.

Chapter V

CURRICULAR STRUCTURE

Article 11. To obtain the Master's degree, the student shall conduct the following activities:

- I. Taking and passing subjects in accordance with the curriculum specified in the Graduate Program Catalog followed by the student;
- II. Demonstrating aptitude in English;
- III. Passing the Qualification Exam defined in the current Normative Instruction;
- IV. Passing the Preliminary Dissertation Exam; and
- V. Preparing a Dissertation, submitting it, and passing the defense process.

Article 12. To obtain the PhD title, the student must carry out the following activities:

- I. Taking and passing subjects in accordance with the curriculum specified in the Graduate Program Catalog followed by the student;
- II. Demonstrating aptitude in English;
- III. Passing a qualification exam defined in current Normative Instruction;
- IV. Passing the Preliminary Thesis Exam; and
- V. Preparing a Thesis, submitting it, and passing the defense process.

Article 13. The subjects/courses taken may be taught by UNICAMP or other institutions, and in the latter case, they shall be subject to a credit transfer process, which shall be forwarded to the Academic Board, after analysis by the Graduate Committee (CPG), based on the opinion of the CPPG-BV, which shall evaluate their relevance to the Dissertation or Thesis projects. Credit transfer for subjects taken outside UNICAMP shall be analyzed on a case-by-case basis by the Program Committee.

Article 14. The curriculum of activities to be developed by the student, in discipline and research activities, shall be defined by the Graduate Program Catalog of the year of entry or a later year chosen by the student.

1. The total number of credits required for the Master's and Doctorate programs shall be established in the Graduate Program Catalog.
2. For students who complete the Master's Program at UNICAMP and enters the Doctorate, the subjects common to the Master's and Doctorate may be used, with the student being exempt from the corresponding credits, at the discretion of the CPPG-BV.
3. The student who has taken subjects as a special student may have the credits obtained used at the discretion of the CPPG-BV.

Chapter VI

TITLES

Article 15. To obtain the title of Master's or PhD, students are required to carry out the activities explained in Articles 11 and 12, ensuring the fulfillment of the regulatory requirements and the public defense before an Examining Committee, with approval of the respective Dissertation or Thesis.

Sole paragraph. The titles of Master and PhD shall be those defined in Article 3.

Article 16. In the Qualification Exam, the student shall be considered as having passed or failed by the majority of the members of the Examining Committee, with no grade being assigned.

1. The student who fails the Qualification Exam may repeat it once.
2. By delegation from the CPG-IB, the CPPG-BV shall appoint the Examining Committee for the Qualification Exam, which shall be composed of professors or specialists, with at least a PhD degree, in accordance with criteria established in the Program's Normative Instructions.

Article 17. The Dissertation or Thesis Defense Examining Committee shall be constituted in accordance with Resolution CONSU-A-010-2015.

1. The Advisor shall suggest names to compose the Examining Committee, which shall be approved by the Program Committee.
2. Members who comply with the principles of impersonality and ethics regarding their relationship with the student, the advisor and other members of the Committee may join the Qualification, Master's Dissertation or Doctoral Thesis Examining Committees.

Chapter VII

FACULTY

Article 18. UNICAMP professors accredited to work at the faculty shall be considered professors of the Program in Plant Biology.

Sole paragraph. Other professionals, irrespective of whether they belong to UNICAMP staff, shall be considered professors in the Program, provided that they are accredited or registered in the Program.

Section I

Accreditation and De-accreditation

Article 19. The accreditation of professors or researchers to work in Graduate Program activities shall take place as established in CONSU Deliberation A-022-2018 and shall be subject to annual evaluation.

Sole paragraph. The accreditation and de-accreditation of professors or researchers with or without an employment relationship with the University shall be carried out in accordance with the criteria established in the Program's Normative Instruction.

Article 20. The accreditation of professors or researchers without an employment relationship and without any financial burden for UNICAMP shall comply with the rules defined in Deliberation CONSU-A-022-2018. Section II

Registration

Article 21. The registration of professors or researchers to work in activities of the Graduate Programs as Temporary Participating Professors appointments shall take place as established in CONSU Deliberation A-022-2018 and shall be subject to annual evaluation.

Section III

Advisors/Supervisors

Article 22. Each regular student shall be guided in their activities by a professor accredited as an Advisor/Supervisor in the Program.

1. The Advisor's duties are defined in Deliberation CONSU-A-022-2018.

The Advisor shall guarantee all technical and infrastructure conditions for the development of the student's research project, within the deadline established by these Regulations.

Chapter VIII

GENERAL AND TRANSITIONAL PROVISIONS

Article 23. Changes to this Regulation must be approved by the Central Graduate Committee (CCPG).

Article 24. Cases omitted from these Regulations shall be resolved by the CCPG.

Article 25. This Resolution shall come into force on the date of its publication, and any provisions to the contrary shall be revoked.