



INTERNAL REGULATIONS OF THE *Stricto Sensu* GRADUATE PROGRAM IN AGRICULTURAL MICROBIOLOGY OF THE UNIVERSIDADE FEDERAL DE VIÇOSA

CHAPTER I

GENERAL ORGANIZATION

Art. 1 - The Graduate Program in Agricultural Microbiology offers Master's and Doctoral programs, aiming at providing qualified training opportunities for talented students who aspire to master a specific area of knowledge in Microbiology and related fields and its scientific investigation, teaching, and extension methods.

Sole paragraph - The training areas correspond to the research lines of the Program.

Art. 2 - The organization and functioning of the Program comply with the rules of the *Stricto Sensu* Graduate Regiment and the additional rules approved by competent bodies, as well as the provisions of the Internal Regulations of the Graduate Program in Agricultural Microbiology.

Art. 3 - The didactic-scientific coordination of the Program is conducted by a permanent commission consisting of a coordinator, three professors and a representative of the students of the Program, who is elected by their peers. The coordinator and the professors must be advisors (permanent professors) of the Program.

§ 1 - The professors who are members of the Coordinating Committee will have a 4-year mandate.

§ 2 - The representative of the students will be elected annually.

CHAPTER II

ADMISSION TO THE PROGRAM, TRANSFER OF LEVEL AND CHANGE OF ADVISORS

Art. 4 - Candidates holding a higher education degree in Biological Sciences, Agrarian Sciences, Exact Sciences, or related areas will be admitted.

§ 1 - The admission of the candidate to the Master's or doctoral program must follow the rules of the Graduate Studies General Regiment.

§ 2 - Applicants with an employment contract and / or who do not apply for a program scholarship, including international applicants, may be exempted from the admission test, after the analysis of the Curriculum vitae and / or interview. These candidates must present, at the time of registration, all documents required by the PPG, as well as:

a) Work plan (maximum 2 pages), signed by the candidate and future advisor;

b) Statement of financial resources for his/her permanence at UFV for the duration of the program, which will be signed by the candidate.

Art. 5 - The candidates for the Master's and doctoral programs will be selected according to the criteria established by the Coordinating Committee and published in a specific notice on the web-page of the program (www.posmicrobiologiaagricola.ufv.com.br).

Sole paragraph - Registration and selection are valid only for the requested semester, except for applications via specific international cooperation programs.

Art. 6 - Change of level from Master's to doctoral degree will be allowed, with or without the defense of Dissertation, provided that the minimum criteria established in Resolution 014/2012 / PPG of 05/02/2012 are met.

Sole paragraph - The request for a change of level must be forwarded to the Commission Coordinator in writing together with the following documents:

- a) Letter from the candidate with justification for the request;
- b) Letter from the advisor with strong justification for the change of level;
- c) Work plan for the doctoral program;
- d) Link to the Lattes Curriculum of the candidate;
- e) Updated academic record of the candidate;

Art. 7 - In exceptional cases, the change of advisor will be allowed. To this end, the student will send to the Coordinating Committee a signed substantiated request, in which the current and future advisors state to have knowledge of the change.

§ 1 - The request must be sent to the Coordinating Committee within 12 and 18 months after the beginning of the master's and doctoral programs, respectively.

§ 2 - The Coordinating Committee may or may not accept the change of advisor.

§ 3 - The change of advisor will involve the presentation and registration of a new research project to be defined in agreement with the new advisor.

§ 4 - If the request is approved, the materials of technical and scientific relevance, obtained before the change of advisor (experimental data, herborized samples, pure cultures of microorganisms, slides, photographs, laboratory notebooks and others) will remain with the first advisor.

CHAPTER III

SCHOLARSHIP AWARD

Art. 8 - The number of vacancies for master's and doctoral degrees released every six months depends on the availability of advisors rather than scholarships. With a sufficient number of scholarships, all applicants selected may be admitted. On the contrary, scholarships will be provided according to the following criteria:

a) Brazilian candidates with no employment contract, following the classification order of the selection process;

b) If the candidate has an employment contract, scholarship granting will be subject to the funding agency criteria;

§ 1 - Exceptionally, the granting of a scholarship provided by the program to an international candidate approved in the selection process may occur at the discretion of the Coordinating Committee.

Art. 9 - The scholarships obtained directly by the advisors will only be granted to students approved in the selection process.

Art. 10 - The funding agency that will grant the scholarship for each student will be defined by the Coordinating Committee and may be changed according to the management of the PPGMBA support resources.

Art. 11 - When scholarship holders who leave the country for the "Sandwich" training modality return to Brazil, their scholarships will be renewed not necessarily by the funding agency that granted the scholarship prior to the student's departure.

Art. 12 - The scholarship may be suspended by the Program Coordinating Committee for academic, disciplinary or administrative reasons or non-compliance with the General Regulations of UFV or the Internal Regulations of the Program, without any right to compensation.

Sole paragraph - The students who suspend the enrollment to the Program, for any reason, will have their scholarship suspended. The Coordinating Committee will only authorize enrollment suspension upon consent of the Coordinating Committee.

Art. 13 – If master's and doctoral students carry out any other activity that hinders or makes impossible the exclusive dedication to the Program, this condition must be authorized by the Student advisor and the Program Coordinating Committee.

Sole paragraph - The absence of these authorizations will imply:

a) Immediate suspension of the scholarship, in the case of scholarship holders;

b) Grade "N" will be given in the courses MBI 799 - Research and MBI 797-Seminar I or MBI - 798 - Seminar II.

CHAPTER IV

ACCREDITATION AND RE-ACCREDITATION OF THE ADVISOR

Art. 14 – In order to be accredited as an advisor to the Graduate Program in Agricultural Microbiology, in addition to complying with the provisions of the General Regulations of the *Stricto Sensu* Graduate Program, a professor must meet the following criteria:

a) Relevant scientific production, proven by the publication of at least 04 scientific articles equivalent to Journals A1 by QUALIS / CAPES or Impact Index (JCR) ≥ 2.5 in the quadrennium evaluated.

b) Experience as the coordinator of at least one research project approved (or in force) by research funding agencies, either national or international institutions, or by private enterprises, in the evaluation interstice;

c) Submission of an Analytical Discipline Program to the Program Coordinating Committee, at the level of graduate program, to be coordinated and taught in the Graduate Program in Agricultural Microbiology.

d) Experience as a college professor and Scientific Initiation advisor, during the evaluation interstice

§ 1 - For professors in a probationary period, accreditation will be based on the analysis of the scientific production presented, at the discretion of the Coordinating Committee.

§ 2 - The Program Coordinating Committee will disqualify the advisor who does not meet the provisions of Article 14 of the Internal Regulations.

Art. 15 - The maximum number of persons advised by an Advisor, either those enrolled in the Program or combined with students from other graduate programs, will be determined by the funding agencies that grant scholarships to the PPGMBA.

CHAPTER V

DIDACTIC REGIME

Art. 16 - To obtain the degree of *Magister Scientiae* (M.Sc.) and *Doctor Scientiae* (D.Sc.), in addition to other requirements, the candidate must complete at least 24 and 48 credits, respectively, in courses of graduate programs.

§ 1 - The doctoral student may request the use of up to 24 credits obtained during his/her master's degree program or as a student not enrolled in the program, according to the UFV General Regulations and at the discretion of the Coordinating Committee.

§ 2 - The Master's student must attend the following mandatory subjects: MBI 610 - Physiology of Microorganisms, MBI 622 - Genetics of Prokaryotic Microorganisms and MBI 664 – Microbial Ecology.

§ 3 - Biosafety training is mandatory for all students in the program during the first semester of the master's or doctoral program, which is provided through courses or disciplines on the topic.

§ 4 - The doctoral student who has not attended equivalent courses must take the mandatory courses above.

Art. 17 – Students are required to enroll in MBI-799 Research, during the entire period of the Master's or doctoral programs.

Art. 18 – Students are required to enroll in Seminars, courses MBI 797 - Seminar I or MBI 798 - Seminar II, during the entire period of the Master's or doctoral program.

§ 1 - Master's and doctoral students must present a seminar related to their dissertation or thesis project, respectively, in the course MBI 797 - Seminar I, and another seminar related to the results of the research work prior to the defense.

§ 2 - Seminar presentations will be carried out according to the rules of the course MBI-797 Seminar I.

§ 3 – The course MBI 797 - Seminar I will grant 01 (one) credit that will be counted to obtain the minimum credits required by the program.

Art. 19 - Master's and doctoral students are required to enroll in the courses MBI 776 - Internship in Teaching I and MBI 777 - Internship in Teaching II, or MBI 778 - Internship in Teaching III, in at least one semester.

§ 1 - The credits obtained in one of these courses may be counted to obtain the minimum credits required by the program.

§ 2 - Attendance to classes of the undergraduate course MBI 100 - General Microbiology is mandatory in the first academic term of the master's or doctoral programs. Doctoral students who have already attended this course must attend courses in specific areas.

Art. 20 - The maximum period for obtaining the credits necessary to defend the dissertation or thesis will be three and five semesters, respectively, for master's and doctoral programs, starting from the student admission to the PPGMBA.

CHAPTER IV RESEARCH

Art. 21 - The research project must be registered according to the provisions of the Graduate *Stricto Sensu* General Regiment of the Universidade Federal de Viçosa.

§ 1 - The Master's or doctoral project must be registered up to the last day when the grades related to the third and fifth academic semester are given and recorded, according to the school schedule, respectively;

§ 2 - Non-compliance with these rules will result in grade N in the course MBI 799 - Research.



Art. 22 - The publication, exploitation and protection of the results of research jointly conducted by UFV and other Institutions / companies should comply with the terms of the cooperation / contract signed between the parties and the specific legislation and rules of the institutions involved.

§ 1 - Research results may only be released, by whatever means, upon authorization from the advisor, duly mentioning the Universidade Federal de Viçosa as the origin of the work.

§ 2 - Dissertations or theses, as well as the publications resulting from them, are required to mention the funding agency that supports the scholarship and the research project.

§ 3 - The student will be guaranteed the position of first author of a technical-scientific article used in a dissertation or thesis work, as long as the manuscript is presented in the appropriate format for publication within one year after the defense of the dissertation or thesis. After that period, the advisor may publish it and change the order of authorship at his/her discretion.

§ 4 - The student mailing address to be indicated in the works carried out during the conductance of the program (whether related to the dissertation, the thesis or not) must be that of the Department of Microbiology at the Universidade Federal de Viçosa. Even when affiliated with another institution, the graduate must mention the name of the UFV.

§ 5 - The corresponding author of the technical-scientific articles will be the advisor professor.

CHAPTER VII

BOARDS OF EXAMINERS

Art. 23 - In addition to the provisions of the UFV Stricto Sensu Graduate Regulations, the Board of Examiners must include members external to the Program.

§ 1 - The Board of Examiners of the Master's Program must include one or more members external to the Program.

§ 2 - The Board of Examiners of the doctoral Program must include two or more members external to the Program, and at least one of them must be external to the Universidade Federal de Viçosa.

§ 3 - The members external to the Universidade Federal de Viçosa who do not have a Lattes / CNPq Curriculum must have their summarized Curriculum vitae and a copy of the doctoral degree presented to the Program Coordinating Committee upon their appointment to become members of the Board of Examiners.

CHAPTER VIII

Art. 24 - The dissertation or thesis will be based on research to be carried out under the supervision of the Advisory Committee, and a project must be previously registered at PPG.

Art. 25 – Prior to submission to dissertation or thesis defense examination, students must comply with the following requirements:

a) Copies of the dissertation or thesis must be delivered to the Coordination Secretariat, which will be sent to the members of the Board of Examiners, at least ten days before the date of the defense;

b) The doctoral students holding CNPq scholarships must deliver the rendering of accounts of the fees due to the Board of Examiners, according to the form available on the website of the Program, together with the letter of request for the appointment of the Thesis Board;

c) Students must present a “No pending” statement signed by those responsible for the DMB Bibliographic Collection, Vegetation House and Warehousing sector;

d) Students must present a statement, signed by the advisor, that the material of scientific relevance accumulated during the work (experimental data, herborized samples, pure cultures of micro-organisms, slides, photographs, laboratory notebooks and others) were, as the case may be, added to the UFV official collections (VIC Herbarium, UFV Culture Collection) or handed to the Advisor Professor, and that the keys / access card to the buildings and laboratories were returned to those in charge;

CHAPTER IX

STUDENTS AND RESEARCH ACTIVITIES

Art. 26 - Students will attend the graduate programs on a full-time basis, with exclusive dedication, and reside in Viçosa microregion, MG, except when duly authorized by the Advisory and Coordinating Committees of the program to carry out research activities in another location.

Sole paragraph: Non-compliance will imply the attribution of grade N in the course MBI 799 - Research besides immediate cancellation or suspension of the scholarship for those who are beneficiaries.

Art. 27 – Students who receive scholarships must declare to be aware that they are not entitled to vacation.

Art. 28 - The realization of trips, during working days, regardless of their purpose, should be justified to the Coordinating Committee through its own form, available on the website of the Program, completed and signed by the applicant and the advisor, and delivered to the Graduate Studies Secretariat.

Sole paragraph: Non-compliance with this rule will result in the attribution of the grade “N” to the course MBI 799 - Research.

CHAPTER X

LABORATORIES AND FACILITIES OF THE DEPARTMENT

Art. 29 - Students must ensure the proper functioning of the research activities in the laboratories.

§ 1 - Students will be granted free access to all DMB equipment and laboratories, provided that it is previously authorized by the professor or technician in charge of the facilities.

§ 2 - Access to the research facilities of the PPGMBA is not allowed to unauthorized persons.

§ 3 - Students must communicate to the professor or technician in charge of the laboratory any irregular laboratory activities, including bad equipment operation or use of reagents.

§ 4 - Keys and magnetic cards for access to buildings and research laboratories are for personal use and cannot be transferred.

§ 5 - The transfer of equipment between laboratories must be authorized by the professor in charge.

§ 6 - All students and post-doctors must sign the Term of Secrecy and Confidentiality upon admission to the PPGMBA.

CHAPTER XI

POST-DOCTORAL INTERNSHIP

Art. 30 - The guidelines governing the postdoctoral internship must follow the provisions of this regiment and the UFV General Regiment.

Art. 31 - All post-doctoral students must be registered at PPGUFV, work on a full-time and exclusive dedication basis and reside in Viçosa microregion.

Art. 32 - At the end of the post-doctoral internship, the fellow must present the final activity report, as well as the items described in Art. 25, items "c" and "d" of these regulations.

Art. 33 - The guidelines described in articles 22, 27, 28 and 29 also apply to post-doctors.

CHAPTER XII

FINAL PROVISIONS

Article 34 - The PPGMBA will be governed by these regulations and the UFV General Regulations and other rules approved by the competent Higher Collegiate Bodies.

Art. 35 - The provisions contained in these regulations may be modified by the competent bodies, even during the school year.

Article 36 - These regulations will come into force on the date of their approval by the competent bodies.

Art. 37 - Cases not dealt with herein will be analyzed by the Program Coordinating Committee.

Approval was granted by the Coordinating Committee of the Graduate Program in Agricultural Microbiology at its 139th meeting, held on August 20, 2019.

Coordinating Committee of the Program:

Professor Maria Catarina Megurni Kasuya (Coordenadora)

Professor Denise Mara Soares Bazzoli

Professor Hilário Cuquetto Mantovani

Professor Maurício Dutra Costa

Leandro Lopes da Silva – Student Representative

Giarlã Cunha da Silva – Alternate representative