

**RESOLUÇÃO CONSUNI N.º 5/2012**

APROVA O REGULAMENTO DO CURSO DE  
MESTRADO PROFISSIONAL EM CIÊNCIAS  
APLICADAS À SAÚDE

O Presidente do Conselho Universitário da Universidade do Vale do Sapucaí, no uso das atribuições que lhe são conferidas pelo Estatuto da Univás, e em cumprimento à deliberação do Colegiado em reunião realizada em 11 de abril de 2012,

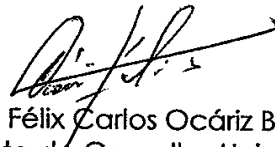
RESOLVE:

Art. 1.º Aprovar o REGULAMENTO DO CURSO DE MESTRADO PROFISSIONAL EM CIÊNCIAS APLICADAS À SAÚDE da Universidade do Vale do Sapucaí - Univás.

Art. 2.º Esta Resolução entra em vigor a partir da presente data.

Art. 3.º Ficam revogadas todas as disposições em contrário.

Pouso Alegre, 11 de abril de 2012.



Prof. Dr. Félix Carlos Ocáriz Bazzano  
Presidente do Conselho Universitário

**Reitoria**

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**REGULATION OF THE PROFESSIONAL MASTER'S DEGREE  
IN SCIENCES APPLIED TO HEALTH**

**Pouso Alegre – Minas Gerais  
2012**

## **TÍTULO I**

### **TITLE I**

#### **REGISTRATION, SELECTION AND ENROLLMENT**

##### **CHAPTER I**

##### **THE REGISTRATION**

Art. 1st- It is basic condition for program registration the completion of an undergraduate program recognized by the Education Ministry (*Ministério da Educação* , MEC).

Art. 2nd- The registration fee will be the corresponding to 10% of the monthly payment.

Art. 3rd- Registrations will occur within the limits of annual vacancies, according to calendar previously fixed by the Graduate Council.

Art. 4- The number of vacancies for the Professional Master's Degree is of 20 (twenty) students per year, however, the course can work with smaller number, according to the decision of the Graduate Council.

Art. 5th- At the time of registration, the applicant should submit the following documents:

I-completed application form;

II-certified copy of diploma or certificate of completion of higher education accredited by MEC;

III-copy of academic records;

III-copy of curriculum vitae (CNPq Lattes model), with supporting documents;

IV-copy of identification documents (RG and CPF);

V-copy of proof of quittance before the electoral obligations;

VI -copy of proof of quittance before the military service;

VII- A 3 x 4 recent photo;

VIII- Original registration fee payment receipt;

IX- Pre- survey project to be developed during the course, in short format.

**CHAPTER II**  
**OF THE SELECTION**

Art. 6- The selection process will be held on a previously fixed date by the Course Collegiate;

Art. 7- The selection process shall include the following steps:

I – Candidate’s curriculum vitae Lattes model analysis;

II – Analysis of the printed version and the oral presentation of the Pre- survey project;

III – interview.

Sole Paragraph. It will be considered approved the candidate who obtains grade 7 (seven) or higher in the three stages of the selection process, and the rating for the enrollment in the program will be in descending order of approved ones’ grades until the the number of vacancies offered is completed.

Art. 8- Students must demonstrate English language proficiency until the Qualifying Examination on a date to be fixed by the course Collegiate, otherwise it will not be allowed to carry out this Exam above mentioned.

**CHAPTER III**  
**ENROLLMENTT AND ITS RENEWAL**

Art. the 9- The approved student in the selection process and also the current student must apply for enrollment or renew it for the school semester, respecting the deadline established by the Graduate Council.

Art. 10- For enrollment, the new student or current one should deliver in University Secretariat:

I-application form duly completed;

II-contract prepared by the Finance Department, signed by the person concerned;

Art. 11-the student should enroll himself in each academic semester of the master’s degree course.

## **TITLE II**

### **DURATION OF THE MASTER'S DEGREE PROGRAM, WITHDRAWAL PROCEDURES AND COURSE DISMISSAL**

#### **CHAPTER IV**

##### **THE DURATION OF THE MASTER'S DEGREE PROGRAM**

Art. 12- The professional master's degree program is 12 (twelve) months in length at least and 24 (twenty-four) months maximum, computed the period between the date of enrollment and the course conclusion paper's defense.

#### **CHAPTER V**

##### **THE EXTENSION OF THE COURSE**

Art. 13- The conclusion of the graduation activities can be extended only, exceptionally, by the Graduate Council, by the request of the advisor and subject to the approval of the Course Collegiate.

Sole Paragraph. The requirements for extension, signed by the student and his advisor, shall be addressed to the Course Collegiate, containing the rationale of the request and its evidence, accompanied by a preliminary version of the dissertation and an indicative schedule of the activities to be developed by the student in the period of the extension.

Art. 14- The extension, if requirements are accomplished, may be granted for a maximum period of 180 (one hundred and eighty) days.

#### **CHAPTER VI**

##### **WITHDRAWAL PROCEDURES**

Art. 15- Withdrawal will be granted as an exception situation by the Graduate Council, with total cessation of school activities, at any stage of the master's degree program, after the frequency and the fulfillment of one school semester activities, when there is relevant reason, that prevents the usual academic activities continuity.

Art. 16- The withdrawal period will be of maximum 6 (six) months, without possibility of extension.

Art. 17- The request for withdrawal will be documented by the student and attached to his database, directed the collegiate course, requesting and justifying the withdrawal.

Art. 18- Students Who had already had the withdrawal once approved won't be able to have it again.

## **CHAPTER VII**

### **COURSE DISMISSAL**

Art. 19- The student will be disconnected from the master's course, if one of the following assumptions take place:

I- If the enrollment is not performed on a regular basis, in each academic semester, within the deadline set in the school calendar fixed by the Graduate Council;

II- If the student failed twice in the Qualifying Examination;

III- If activities or requirements are not accomplished within the deadlines previously established;

IV- at the request of the person in question.

Art. 20- The student in question in article 19 shall not be entitled to compensation of any kind.

## **TITLE III**

### **FACULTY BOARD**

#### **CHAPTER VIII**

#### **THE FACULTY BOARD**

Art. 21- The faculty board from the Professional Master's Degree In Sciences Applied To Health are required, as a minimum academic degree, a Doctor title as well as technical and/or scientific production in accordance to the production criteria defined by Capes to Professional Master's Degree Program.

**TITLE IV**  
**COURSES AND CREDITS**  
**CHAPTER IX**  
**THE DISCIPLINES AND CREDITS**

Art. 22- The course calendar, containing the program with the subjects offered each semester, will be published at the beginning of each academic semester.

Art. 23- In order to obtaining the master's degree, the student must meet a minimum of 64 (sixty-four) credits: 24 (twenty four) credits in subjects, 2 (two) of the subjects, corresponding to 6 (six) credits, can be taken at another institution of higher education, in master's degree course recommended by Capes, subject to the approval of the Course Collegiate and Graduate Council, and another 40 (forty) credits regarding the dissertation.

Art. 24- Each subject corresponds to 3 (three) credits.

§ 1- The student must attend, therefore, 8 (eight) disciplines, at least.

§2 – From all the disciplines, 5 (five) are compulsory and the remaining are elective ones.

**TITLE V**  
**CRITERIA FOR USE AND EVALUATION OF THE RESEARCH PROJECT**  
**CHAPTER X**  
**CRITERIA FOR USE**

Art. 25- The performance in each discipline will be defined by written tests, group works, monographs, seminars, as well as by the student's interest and participation in the diverse activities of each discipline and expressed by the following levels of concept:

A – Excellent, entitled to credit (90 to 100)

B – Good, entitled to credit (70 to 89)

C – Regular, entitled to credit (60 to 79)

D – Insufficient, non-credit (up to 59)

T- Transfer, assigned to credits for courses taken outside UNIVÁS.

Art. 26- The discipline in which the performance was D can be done once more, and it will be considered the second grade obtained by the student, however, the first grade achieved will also be recorded in the student's records.

Art. 27- The disciplines studied outside this professional master's program in question must be approved by the Course Collegiate and by the Graduate Council, taking into account its theoretical relevance with the offered program.

Art. 28- When there is academic or scientific cooperation agreement, signed between UNIVÁS and other institution in the country or abroad, the limit of 6 (six) credits to be transferred may be amended, subject to the approval of the Course Collegiate .

Art. 29- The disciplines studied before the regular student enrollment will only be valid, should it have been completed up to 3 (three) years prior to the admission of the person concerned in this professional master's degree program in question.

## **TITLE VI**

### **QUALIFYING EXAMINATION, COURSE CONCLUSION PAPER, BOARD OF EXAMINERS AND JUDGMENT OF THE COURSE CONCLUSION PAPER**

## **CHAPTER XI**

### **THE QUALIFYING EXAMINATION**

Art. 30- Before the defense of the Course Conclusion Paper, the applicant should be approved in the Qualifying Examination, performed before a Commission of 3 (three) doctor profesors, being one, necessarily, the Advisor or Joint Advisor of the student, who will chair the session.



Art. 31- The Qualifying Examination shall be performed no more than 30 (thirty) days before the date fixed for the defense of the final project.

Art. 32- The Qualifying Examination may be carried out only after the accomplishment of all the mandatory minimum credits in all the subjects, required by the program.

Art. 33- The Qualifying Examination shall consist of an oral inquiry regarding the Course Conclusion Paper; Sole paragraph. It will be considered approved the student who obtains approval from the majority of the examiners.

Art. 34- There will be no attribution of concepts in the Qualifying Examination , therefore, the student should be approved or disapproved.

Art. 35- The candidate that has not been approved in the Qualifying Examination will not be able to defend his Course Conclusion Paper.

## **CHAPTER XII**

### **COURSE CONCLUSION PAPER**

Art. 36- After obtaining the credits and the approval in the Qualifying Examination, within the time limits under these rules, the applicant shall submit to the Graduate Administration Office 4 (four) copies of his final project paper.

Art. 37- The Course Conclusion Paper may be presented in the form of an article in order to be published in a journal, or in the form of a technical report patent registration, or intellectual property registration, or software.

## **CHAPTER XIII**

### **THE BOARD OF EXAMINERS**

Art. 38- The Board of Examiners of the Course Conclusion Paper shall consist of 4 (four) holder examiners and 1 (one) alternate, being the president the candidate's Advisor.

Sole paragraph. In the absence or impediment of the Advisor, it may be replaced by one student's Joint Advisor.

Art. 39- In the composition of the Board of Examiners, 2 (two) members, at least, should be external to the institution.

Art. 40- The Collegiate Course Will decide whether the holder and alternative board examiners suggested by the student's advisor are favorable or unfavorable, Who Will later be approved or not by the Graduate Council.

Art. 41- The Board of Examiners shall carry at least the title of doctor.

Art. 42- It is avoided tthe participation of examiners linked to candidate for marital relations, family or kinship up to third degree.

## **CHAPTER XIV**

### **COURSE CONCLUSION PAPER BOARD JUDGMENT**

Art. 43- The Course Conclusion Paper should be defended, till a maximum of 60 days after the Board of Examiners' approval by the Graduate Council.

Art. 44- The lack of respect to the defense deadlines, when attributable to the candidate, will result in the loss of the right of defence.

Art. 45- The lack of respect to the defense deadlines, when not attributable to the candidate, will entail the need for nomination of a new Board of Examiners, to be approved by the Graduate Council.

Art. 46- The defense will be held in public session.

Sole paragraph. In cases where intellectual protection applies to the content of the final project, the defense should be closed private, and the members of the Board of Examiners shall sign terms of confidentiality.

Art. 47- Right after the closure of inquiries, each examiner will express its judgement in written form, in a proper evaluation sheet, considering the candidate approved or disapproved.

Art. 48- There will be no attribution of grade to the defense of the Course Conclusion Paper, being the student approved or disapproved.

Art. 49- It will be considered approved the student who obtains approval from the majority of the examiners.

Art. 50- After the defense session, the student should, within 45 (forty-five) days, deliver, in the School Administration, a hardcopy and bound with hard cover and a electronic via withof the paper with its required corrections.

## **TITLE VII**

### **ADVISORS**

#### **CHAPTER XV**

#### **THE ADVISORS**

Art. 51- The candidate for master's degree will choose an advisor among the permanent board of professors from the program.

Sole paragraph. The form of orientation is defined between student and Advisor.

Art. 52- Each student may choose up to 2 (two) Joint Advisors upon approval of their advisor and the Collegiate course.

Sole paragraph. The Joint Advisor can be internal or external to the program, with title of doctor or with recognized expertise in the area of interest of the project to be developed.

Art. 53- It is the advisor's competence to share with students its experience, strategic vision and guidelines for the development of the project within the line of research, aiming the establishment of a relationship of positive interaction, in which the discussion would strengthen the oriented student's autonomy.

Art. 54- If there is a need for changing the Advisor, such change must be approved by the Course Collegiate.

Sole paragraph. In case of definitive impediment of the Advisor, the program coordinator will be responsible for the student until a new coach is appointed.

Art. 55-Each Advisor may take a maximum of 8 (eight) coachees.

## **TITLE VIII**

## **SPECIAL STUDENT AND AUDIT STUDENT**

### **CHAPTER XVI**

#### **THE SPECIAL STUDENT**

Art. 56- To interested ones, holders of higher education diploma, it is allowed in each semester, the enrollment in no more than two graduate subjects as a special student, respecting all the requirements and regulations that are directed to regular students.

Art. 57- For each subject, it will be offered, each semester, 5 (five) vacancies for special students.

Art. 58- The professor responsible for the subject should organize the way that it seems convenient the selection of those students and send after that to the Graduate Secretariat the approved list, who will perform the enrollment.

Sole paragraph. Professors may not accept the presence of students not enrolled in those classes they teach.

Art. 59 – Students enrolled as special must accomplish all activities and work programmed for regular students in the program of the discipline in which they are enrolled and, at the end of the discipline, they will have the right to a certificate.

Art. 60- The special student aiming to become a regular student has to undertake the selection process adopted to regular candidates of the professional master's degree and fulfill all the requirements to which regular students are subject to.

Art. 61 – Once approved in the selection process and regularly enrolled in the course, the student will be able to take advantage of the credits studied as a special student, provided that there is relevance to the research line to which He is involved and there is not a 3 (three) year gap between the frequency in these subjects.

Art. 62- In the case of use of the processed credits when special student, regimented deadlines will be counted from the date of enrollment as a regular student.

Art. 63- The special student will pay for each subject.

### **CHAPTER XVII**

#### **THE AUDIT STUDENT**

Art. 64- The professor responsible for the subject may freely decide about the presence of audit students in their classes, should not this number exceeds of 5 (Five).

Art. 65- The Audit student should enroll himself in the Graduate studies administration, presenting the following documents:

I- Application form as an Audit Student duly completed;

II – a copy of their identity card and CPF;

III – certified copy of an undergraduate program diploma.

Art. 66- The Audit student must pay a monthly fee for the discipline it attends, being the value determined by Univás Financial Department.

Art. 67- Subjects attended by the audit student won't have any validity when it comes to credit units required in the Professional Masters' Degree Program.

Sole paragraph- The Audit student will not receive grades nor frequency regarding the attended classes.

Art. 68- A regular student Who wishes to attend a subject as audit student may do so, being free from any increase in their monthly payments.

Art. 69- An audit student Who decides to attend the professional master's degree program must take part into the selection process, and the fact of having studied any subject as an audit student does not offer any kind of advantage in this process.

Art. 70- It is forbidden for anyone not enrolled as a regular student, special student or audit to attend classes taught in each discipline.

## **TITLE IX**

### **MASTER PROGRAM ADMINISTRATION**

#### **CHAPTER XIII**

#### **THE COORDINATION OF THE MASTER COURSE**

Art. 71- The Professional Master's Degree in Sciences Applied to Health's coordination will be done by a doctor professor, of recognized scientific production, suggested by the Course Collegiate and approved by the Dean of Graduate studies and Research, with a three-year management, allowed its renewal.

Art. 72- Herewith the functions of the Master's degree program coordinator:

I – participate, as a member, and chair the Course Collegiate meetings;

II- Invite the necessary teachers to the Selection Commission of candidates for the Professional Master's Program;

III - Coordinate and supervise the master's degree program activities, including subjects, orientation activities and research production;

IV- Suggest general activities for the program, for subsequent approval of the Course Collegiate;

V- Suggest the classes and activities' calendar of the semester to be approved later by the Course Collegiate;

VI- Manage, together with the Graduate Administration, the school attendeces and grades recorded by teachers and disseminated to students, when applicable;

VII- Designate substitute teachers for those absentees or licensees;

VIII- To promote ordinary or extraordinary meetings with faculty members, when there is a need;

IX- Perform other related activities.

## **CHAPTER XIX**

### **THE COLLEGIATE COURSE**

Art. 73- The Course Collegiate will have the following composition:

I- The master's course Coordinator;

III- Two representatives from the Faculty Board, elected by their peers, with two-year term, allowed the renewal;

IV- A representative from the students, elected by their peers, with a one- year term, allowed the renewal.

Art. 74- The duties and responsibilities from the Course Collegiate are:

I- Meet the standard described in this regulation;

II- Ensure the proper functioning of Professional Master's Degree Program of Sciences Applied to Health from UNIVÁS;

III- Suggest to the Graduate Council, to the Graduate and Research Dean and the University Council the structure and regulation of Professional Master's Degree Program and, when applicable, its reformulation;

IV – Approve the subjects to be offered in each academic semester;

V- Suggest to the Graduate Council, through the evaluation of curriculum vitae Lattes model, the professors to be hired by the institution to teach the subjects offered in the program;

VI- Suggest a list of the counselors available in each semester;

VII- To designate a substitute to the Advisor when the latter is unable to continue his activity;

VIII- Propose to the Graduate Council , the Qualifying Examination Commissions, suggested by the advisor responsible for the research;

IX- Propose to the Graduate Council, the Course Conclusion Paper Examination Commissions;

X- Forward the withdrawal requests and the ones regarding the extension of the time limit for the Defense of the course conclusion paper to the Graduate Council;

XI- Elect the Coordinator of the Masters's degree program.

Art. 75- Course Collegiate meetings of can only be carried out with the presence of the simple majority of its members, except in cases of the third convocation.

Art. 76- The course Coordinator shall preside and chair the meetings of the Course Collegiate and, in its absence, it will be replaced by one of the representatives of the faculty members.

Art. 77- The Course Collegiate course should meet once every two months and extraordinarily, if applicable.

## **TITLE X**

### **FINAL PROVISIONS**

#### **CHAPTER XX FINAL PROVISIONS**

Art. 78-New regimental standards and regulations adopted by the Graduate Council, by the Dean of graduate studies and research and by the University Council, when appropriate, that amend or modify this document

and graduate activities, excluding those relating to time limits, will be of immediate application, followed the procedures of publication.

Art. 79- The omissive cases will be solved by the Graduate Council, enabling resource to the Dean of graduate studies and research and the University Council of Univás.