

**FEDERAL PUBLIC SERVICES  
FEDERAL UNIVERSITY OF PARÁ  
SUPERIOR BOARD OF EDUCATION, RESEARCH, AND EXTENTION  
COURSES**

**RESOLUTION N. 4.095, OF JANUARY 27, 2011**

Approves the bylaws of the postgraduate Biology of Infectious and Parasitic Agents program.

**THE DEAN OF THE FEDERAL UNIVERSITY OF PARÁ**, in exercise of the powers bestowed upon him by the Statute of General Bylaws, and in accordance with the decision made by the venerable Research and Postgraduate Studies Committee of the Superior Board of Education, Research, and Extention Courses on 01.27.2011, and in accordance with the case files of Process n. 002499/2010 – UFPA, proceeding from the Institute of Biological Sciences, issues the following

**RESOLUTION :**

**Art. 1** The Postgraduate Program in Biology of Infectious and Parasitic Agents of the Institute of Biological Sciences is hereby approved in accordance with the Appendix (pages 2 -28), which is an integral and inseparable part of the present Resolution.

**Art. 2** This resolution shall come into effect on the day of its publication, revoking the contrary dispositions.

of the Federal University of Pará, on January 27, 2011.

**CARLOS EDÍLSON DE ALMEIDA MANESCHY**

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President of the Superior Board of Education, Research and Extension Courses

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**BYLAWS FOR THE POSTGRADUATE PROGRAM IN BIOLOGY OF  
INFECTIOUS AND PARASITIC AGENTS**

**CHAPTER I**

**REGUARDING THE PURPOSES**

**Art. 1** The Postgraduate Program in Biology of Infectious and Parasitic Agents of the Federal University of Pará (UFPA), in a Master's and Doctoral level, is designed to give the qualified candidate the title of a Master or a Doctor in Biology of Infectious and Parasitic Agents, having as its fundamental objectives:

- I – the scientific training of its students, enabling them to take part in research and teaching;
- II – the development and enhancement of basic theoretical and practical knowledge, which is of great importance in the execution of scientific activities;
- III – the development of critical thinking with a rigorous approach to the careful development of scientific publications, including the creation of Monographs and Dissertations.

**CHAPTER II**

**REGUARDING ADMINISTRATIVE ORGANIZATION**

**Art. 2** The Postgraduate Program in Biology of Infectious and Parasitic Agents is to be linked to the Institute of Biological Sciences of the Federal University of Pará.

**Art. 3** The course's collegiate body is the coordinating body for didactic and scientific matters and shall be instructed by the following members:

I - Coordinator;

II - Vice-Coordinator;

III - the other permanent professors linked to the Postgraduate Program in Biology of Infectious and Parasitic Agents;

IV – two student representatives, one of them being from the Master's degree program and the other one being from the Doctoral program;

V – a technical and administrative representative.

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§ 1 The election of the Coordinator and the Vice-Coordinator will be carried out through the collegiate body's members' direct votes in an ordinary meeting. The nomination will be proclaimed by the Dean of the UFPA, for a mandate of 2 (two) years, with the possibility of being reelected only once.

§ 2 Permanent professors duly designated under the Postgraduate Program in Biology of Infectious and Parasitic Agents may run for this specific office.

§ 3 The selection of the student representatives will be indicated by the student body for a single 2 (two) year mandate.

Art. 4 The collegiate body must meet ordinarily once a month, and extraordinarily when called upon by the Coordinator or upon the request of 2/3 (two thirds) of its members.

Art. 5° The collegiate body's meeting is to be carried out in the presence of at least 1/3 (one third) of its members and, with this number, there shall be the continuation of the work, excluding the part that regards the day's agenda.

If, upon reaching the agenda, there is not a *quorum* of half plus one members for deliberation, the meeting will be adjourned for fifteen (15) minutes, after which a recount will be carried out, and deliberation shall be fulfilled with any form of *quorum*.

**Sole paragraph.** That which is listed in this article does not apply when a special *quorum* of two thirds (2/3) of the total count of collegiate body members is required, under the circumstances that are predicted in UFPA's General Bylaws.

Art. 6 The administrative support service will be provided by the General Secretariat, a branch that is subordinate to the Course Coordinator.

Art. 7 The General Secretariat is comprised of the Secretary, the servers and the interns assigned to fulfill administrative tasks.

Art. 8 The secretary (on his own account, or through the distribution of labor to his assistants) shall:

I – Keep the archives regarding the inner workings of the course duly updated and properly safeguarded, especially those containing the academic transcript of the postgraduate students;

II – chair the collegiate body's meetings;

III – chair the presentations of dissertations and theses;

IV – fulfill the tasks which are inherent to the administrative routine along with other ones that may be attributed to him/her by the Coordinator.

Art. 9 The General Secretariat shall maintain, under the specifically appointed server's responsibility, a branch for the support of didactic activities, stocked with audiovisual and didactic material.

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§ 1 The audiovisual material shall be maintained in perfect condition at all times and must be kept readily available for usage, upon a postgraduate professor's request.

§ 2 The bibliographical collection must be comprised of fundamental works and periodicals indicated by the course's body of professors.

### **CHAPTER III**

#### **REGUARDING THE COLLEGIATE BODY**

Art. 10 The following are the Program's Collegiate Body's duties:

I – guide the projects related to the didactic coordination and administrative supervision of the program;

II – make decisions regarding the creation, modification, or deactivation of classes and activities which make up the Course's syllabus.

III – refer the adjustments that were made to the Course's syllabus over to CONSEPE;

IV – make decisions regarding the equivalence of prior studies and credits to classes and curricular activities;

V – promote the integration of lesson plans for classes and curricular activities in order to organize the Course's program;

VI – propose and offer referrals to the measures that are necessary for integrating the Postgraduate and Graduate programs;

VII – analyze and approve the number of openings and scholarships that are to be made available yearly;

VIII – analyze and approve the advising professors' and co-advising professors' relations and their modifications;

IX – analyze and approve the composition of the Examining Boards for the presentations regarding dissertations, theses, and qualification exams;

X – analyze, approve, and propose cooperation agreements with public and private entities that are of interest to the UFPA Program;

XI – develop internal regulations for the operation of the Course(s) and make such regulations known to all of the Program's students and professors;

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XII – approve dissertation or thesis projects for students of both the Master's program and the Doctoral program;

XIII – determine criteria and intentions for the application of funds that are granted to the Program;

XIV – establish criteria for the admission of new candidates into a course and refer such criteria to the professors' commission in order for the selection processes to be carried out;

XV – analyze and approve requests, concerning the accreditation and non-accreditation of members of the faculty, addressed by the Program's Coordinating Body;

XVI – monitor the students' academic performance, and determine, when necessary, that a student be withdrawn from a course;

XVII – make decisions concerning the requests for declining guidance and advisor substitution;

XVIII – establish academic performance goals for both the faculty and the student body;

XIX – analyze and approve commissions suggested by the Program's Coordinating Body;

XX – ratify concluded dissertations and theses and grant the corresponding academic degrees;

XXI – judge requests for transfers, enrollment cancelations, and for halting the course;

XXII – become familiarized with the appeals brought forth by the students and by their representatives pertaining to didactic matters, and referring them to the responsible branches, when necessary.

XXIII – propose to the Dean, the dismissal of the Coordinator or the Vice-Coordinator, through a reasoned opinion, based upon the vote of at least 2/3 (two thirds) of the members;

XXIV – other duties vested by CONSEPE's and by UFPA's General Bylaws.

#### **CHAPTER IV**

#### **REGUARDING THE COORDINATOR AND THE VICE-COORDINATOR**

**Art. 11** The following are duties conferred upon the Coordinator:

I – manage the administrative aspects of the program;

II – coordinate the execution of activities related to the program, employing the measures vital for its complete development.

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III – prepare and submit periodic reports, adhering to the requirements of the higher hierarchical levels, especially those of the agencies that promote the training and development of higher education personnel and research;

IV – call upon and preside over the program's collegiate body's meetings;

V – develop and deliver an annual report of the program's activities to the Dean of Research and Postgraduate Studies (PROPESP), in accordance with this branches' instructions;

- VI – represent the program along with the deliberative and executive bodies of the UFPA, in accordance with its General Bylaws;
- VII – direct, coordinate, and supervise the execution of the approved development plans, taking adequate measures or proposing that such measures be taken by the responsible branches;
- VIII – apply the admission criteria for candidates of the Postgraduate Courses in accordance with what is listed under this Bylaw;
- IX – propose, endorse, and refer all of the measures related to the implementation of the program's role to the relevant authorities;
- X – make *ad referendum* decisions along with the Collegiate Body, in urgent and exceptional cases, being that the discussion subject must be submitted to the Collegiate Body for their analysis in at the most 15 (fifteen) working days;
- XI – fulfill and enforce the fulfillment of the rules of the Statute and General Bylaws of the UFPA and of this specific Bylaw;
- XII – fulfill and enforce the fulfillment of the rules set in place by the Program's Collegiate Body, by the intermediate and superior Administrative Bodies, pertaining to it;
- XIII – look after the interests of the program along with the senior and sectoral branches;
- XIV – call upon and preside over the process for the election of the Coordinator and the Vice-Coordinator at least 30 (thirty) days before the completion of the mandates, referring the results to the sectoral councils of the Academic Institution(s) which present bonds with the institution and to PROPESP, in a period of, at the most, 30 (thirty) days after the election is carried out;
- XV – organize the annual calendar of the activities related to the program, and come up with, along with the parties responsible for the units with operational links, the release of the working hours in which to offer classes, activities and roles necessary for the perfect functioning of the program;
- XVI – propose the establishment of advisory committees in order to analyze matters that are related to the Program;

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- XVII – represent the program in national meetings for coordinators as well as other meetings having to do with his/her area of expertise;
- XVIII – represent the program in all instances;
- XIX – manage the program's finances and carry out the appropriate checks and balances to be presented to the program's Collegiate Body;
- XX – develop the Postgraduate manual, containing an academic calendar, norms for enrollment and selection, curriculum, faculty, and a list of classes and research areas;
- XXI – make decisions concerning student applications when they involve administrative routine matters;
- XXII – perform other functions specified by the Program's Collegiate Body.

**Art. 12** It is up to the Vice-Coordinator to substitute for the Coordinator in the event of his/her absences and impediments, as well as perform functions established by the Coordinator or by the Program's Collegiate Body.

## **CHAPTER V**

### **REGUARDING REGISTRATION**

**Art. 13** The following may sign up for the selection process of the Postgraduate Program in Biology of Infectious and Parasitic Agents:

- I – graduates in a branch of Life Sciences or in similar fields of study, for the Masters Course;
- II – individuals with completed Masters Degrees in a branch of Life Sciences or in similar fields of study, for the Doctorate Course.

**§ 1** The registration of a candidate that does not have a Master's degree into the Doctoral program may be carried out under exceptional situations with the Program's Collegiate

Body's approval so long as the candidate has a history of relevant scientific output and great expertise in the field of study.

§ 2 When registering for the selection process, the candidate must choose one of the areas of focus as defined in the internal regulations currently that are currently in force.

**Art. 14** The candidate shall present the following to the Program's General Secretariat at the time determined by the calendar:

I – duly filled in application form;

II – a copy of his/her identification document;

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III – a copy of his/her CPF (individual registration);

IV – an original copy of his/her graduate degree diploma;

V – a graduate course academic transcript;

VI - *curriculum vitae (Lattes)*, substantiated, in the format established by the Coordinating Body for the Improvement of Higher Education Personnel (CAPES).

§ 1 The request for enrollment into the Master's program carried out by a student who is finishing his/her graduate degree can be complied with conditionally; if approved, when enrolling, the student must present a document evidencing the completion of his/her undergraduate studies.

§ 2° In addition to the documents mentioned in this article's *caput*, a candidate for the Doctoral Degree must also present a Doctoral plan.

**Art. 15** The analysis of the candidate's application shall be carried out by the Program's Collegiate Body; there will not be a fixed deadline for the Doctoral applications, and the application period for the Master's Program will be determined yearly in a Collegiate Body's meeting.

**Sole paragraph.** The results for admission requests shall be disclosed by the course's Secretariat, in accordance with the contest's guidelines.

## **CHAPTER VI**

### **REGUARDING ADMISSION**

**Art. 16** The selection process for Master's Degree candidates will occur annually and will be carried out by an advisory board commissioned by the Program's Collegiate Body and made up of at least 3 (three) effective members and 1 (one) delegate, from among the Program's faculty.

**Art. 17 The Master's selection process will consist of the following exams:**

I – an eliminatory written test based on the syllabus defined in the Selection Guidelines;

II – an interview for the review of the *curriculum vitae*, classificatory in nature, for tiebreaking purposes.

§ 1° The final exam rating will be the simple arithmetic average of the grades given by each evaluator, calculating to the second decimal place without rounding off.

§ 2° A candidate who achieves a grade on the written test that abides within the minimum of 7(seven), on a scale from 0 (zero) to 10 (ten) will be considered approved.

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§ 3° The placements offered will be filled in by candidates approved in accordance with the final classification, until the limit previously determined by the Collegiate Body is reached, which is indicated in the guidelines, being subdivided into different areas of expertise.

**Art. 18** The selection process for the Doctoral program candidates shall be carried out in the presence of an Examining Committee comprised of 2 (two) consultants designated by the Program's Coordinator.

**Art. 19 The Doctoral selection process will be made up of the following exams:**

I – an analysis of the *curriculum vitae*;

II – an evaluation of his/her doctoral plan.

**Art. 20** The dissemination of the results regarding the selection process for the Master's and Doctoral programs shall be carried out by the Program's Secretariat, in an order that abides

by the rating placements, without the possibility for an appeal regarding the decisions made by the Examining Committee concerning the selection exam.

**Art. 21** It will be up to the Program's Collegiate Body to determine the number of vacant placements, the availability of faculty supervisors, and the number of scholarships available and to make these known through the guidelines for the Master's selection exam.

**Art. 22** The Master's and Doctoral students who are either Brazilian or citizens of other Portuguese speaking countries, must take a foreign language proficiency test determined by the Collegiate Body, and the foreign candidates shall take a Portuguese language proficiency test.

## **CHAPTER VII**

### **REGUARDING ENROLLEMENT AND CURRICULAR SUBSCRIPTION**

**Art. 23** The enrollment into the Master's and Doctoral courses shall be processed in accordance with the General Bylaws of the Federal University of Pará, the pertinent resolutions brought about by the Superior Board of Education, Research, and Extension Courses and in accordance with this specific Bylaw.

**Sole paragraph.** The enrollment will be carried out by the Course's General Secretariat, within a period of time that is to be determined by the Collegiate Body; meanwhile, the student enrolling must present a definite letter of acceptance from a professor or academic advisor duly accredited by the course.

**Art. 24** The enrolled student must request his/her registration to the classes concerned, by means of a form that is to be filled out with the formal consent of an academic advisor.

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**Art. 25** The student must ratify his/her enrollment at the beginning of each new academic period, by handing in a report referring to the activities fulfilled throughout the prior academic period; this excludes the students who are enrolling into their first semester of the course.

**Sole paragraph.** The students' activity report must be filled out on the designated form and then passed along to the Program's General Secretariat and must be signed by the student and by the academic advisor.

**Art. 26** A student who withdraws from the course by expressing his/her will to do so or by abandoning the course altogether does not have the right to be readmitted into the course, even if the maximum enrollment subscription period has not yet expired.

**Sole paragraph.** Dropouts are defined as such when they fail to execute the enrollment process throughout the academic period and when this action is not justified.

**Art. 27** The student can request to be put on "stand by" for a period of up to 30 days after the start of academic period. After this due date, being put on "stand by" depends on having a relevant motive for doing so and such a motive must be analyzed by the Collegiate Body. In any case, the student's return will be conditioned in such a way that it be in accordance with the academic system in place.

§ 1° In the case of isolated or intensive forms of classes, requesting to be put on "stand by" should be done up until the second day after the class has begun to run its course.

§ 2° Requesting to be put on "stand by" in a class or activity is a measure that will only be permissible once throughout the entire course's span.

**Art. 28** The enrollment of a student who has interrupted his/her studies for 2 (two) consecutive or intermingled semesters shall be refused.

**Sole paragraph.** The same consequence will be faced by the student who fails to meet the deadline for the enrollment subscription.

**Art. 29** Transfers of students from other similar postgraduate programs can be accepted with the approval of the Collegiate Body, while in compliance with the other requirements of the current norms put in place by the course itself.

**Art. 30** The Master's course shall be carried out in a period of at least 12 (twelve) months and at the most 24 (twenty four) months, and the Doctoral course shall be carried out in a

minimum of 18 months and a maximum of 48 (forty eight) months, including the elaboration of the dissertation and thesis.

§ 1º The transferred students, will have their time in the course counted as soon as their transfer is approved, in accordance with Art. 29 of this Bylaw.

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§ 2º These deadlines may be extended only once by the Program's Collegiate Body, in a period of -at the most- 6 (six) months, in light of a justification which is to be presented by the student and referred to by the academic advisor.

§ 3º The extension mentioned in the prior paragraph shall not be applied in cases of students who have put off their enrollment into "stand by" mode, in accordance with Art. 32 of this Bylaw.

**Art. 31** In view of the class compatibility and of the Program's Collegiate Body's criteria, credits obtained in other postgraduate courses, from this or from other institutions, may be accepted as long as they are compatible with the postgraduate syllabus and do not surpass 25% (twenty five percent) of the class credits.

**Sole paragraph.** The student must refer his/her request for the employment of compatible credits to the Program's Coordinating Body, along with the consent of their academic advisor.

**Art. 32** To put the entire course on "stand by" is an action that may only be taken at the beginning of the second academic semester, for a period of 6 (six) months, without the possibility of renewal for those in the Master's Program and with that possibility for those participating of the Doctoral Program, by means of a referral of a formal petition to the Collegiate Body, with the due justifications and the academic advisor's consent.

§ 1º Once the period of time in which the student is in "stand by" comes to an end and the formal request for enrollment of reinsertion is not made, the student will be withdrawn from the program, and this will be formally made known to him/her, in recognition of the student's right to fully defend themselves, in accordance to the jurisdiction which is currently in force.

§ 2º In the case of the withdrawal mentioned in the prior paragraph, or due to a withdrawal brought about by other circumstances, these will be discussed and documented in a meeting held by the Collegiate Body and will be listed in the student's academic record, this will be formally made known to the student and to his/her academic advisor, as well as to the body responsible for academic records.

## **CHAPTER VIII**

### **REGUARDING THE STUDENT BODY**

**Art. 33** The student body is made up by students who are properly enrolled in the program and who have been approved through the selection processes.

§ 1º In accordance with the criteria set in place by the Collegiate Body, students who are not linked to the program, may take part in classes under a special student status.

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§ 2º The special student status is characterized by two different situations:

I – Master's or Doctoral Degree students who are formally enrolled in other postgraduate programs in UFPA or in other academic institutions that share a link with UFPA;

II – professionals with a diploma in a higher education course recognized by MEC, not linked to postgraduate programs, and limited to attending only two elective classes.

§ 3º The special student status of a student who is not linked to another program will allow the person concerned to attend the class during the activity or activities in which he/she is enrolled and carry out the related assessments, the results of which will be retained in the program's Secretariat under a record of completion of curricular activity, which can be put to use when and if the student chooses to enroll into the course, under the intended degree, through the selection process, not implicating therefore that the program or the institution has any obligation or responsibility regarding the enrollment of the student without due process of selection and approval, under the norms of this Bylaw.

§ 4° The employment of credits pertaining to the academic activities carried out by the special student will be limited to those which are equal or greater than 70% (seventy percent) of the total yield.

§ 5° The enrollment of a special student coming from another postgraduate program shall be carried out through the request directed to the program's coordinator by the coordinator of the program from which the student originated.

§ 6° The acceptance of the special student will be conditional to the availability of a position in the desired curricular activity, after the analysis of the request made by the student concerned to the program's coordinator, and after the professor responsible is consulted.

**Art. 34** Decisions regarding the student's withdrawal will be taken by the program's Collegiate Body in light of the following reasons:

I – failed the same class 2 (two) or more times, with a grade inferior to an average rating (R) or for insufficient attendance in 3 (three) or more classes;

II – failed to implement the enrollment process without presenting formal justifications concerning events listed in Art. 25 of this Bylaw;

III – having failed due to insufficient attendance to academic activities throughout the course, such as experimental activities, related to both fieldtrips or merely didactic initiatives, set in place by the academic advisor;

IV – failed to submit the Qualification Exam within the deadline set in place by the Program's Collegiate Body;

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V – having failed the Qualification Exam, under the conditions determined in Art. 61 of this Bylaw;

VI – having had participated in a fraud in either progress check papers or in the development of a dissertation or thesis;

VII – having failed to abide by the deadline determined for the subscription into the course, disregarding the period of time permissible for being put on "stand by", in accordance with Art. 30 of this Bylaw;

VIII – violating the ethical principles which govern the function of the course in what regards relations of coexistence within the university environment, including omission of information, theft, fraud of any nature and/or due to any other action which goes against proper academic and scientific conduct;

IX – having caused loss or damage to the institution's property

§ 1° In regard to the withdrawal specified in this article's *caput*, that which is listed in Paragraphs 1 and 2, of Art. 32 of this Bylaw will be observed.

§ 2° The student and his/her academic advisor must register a dated document attesting to their awareness of the decision concerning the withdrawal; to this end, the awareness attested and the document or the Notice of Receipt (AR) with the proper specification will both be of weight.

**Art. 35** The student withdrawn from the program may be readmitted to the course by the Program's Collegiate Body. A readmitted student is one that is placed into the same level and same area of study/research that was occupied prior to the withdrawal from the course.

**Art. 36** The readmission of a student that had withdrawn from a postgraduate course in UFPA may only be done once, after a traditional or special selection process carried out by ISS, in accordance with the Collegiate Body's criteria.

§ 1° The reentry must be carried out within a time period of, at the most, 18 (eighteen) months after the student's withdrawal.

§ 2° There shall be a maximum limit of 12 (twelve) months for the conclusion of the Master's Degree and 18 (months) for the completion of the Doctoral Degree, counting from the date of the student's readmission.

## **CHAPTER IX**



## **REGUARDING THE FACULTY**

**Art. 37** The program's faculty will be comprised of professors with either a Doctoral Degrees or "Livres Docentes" (Lecturer) diplomas, obtained in a national or foreign lawfully recognized institution.

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**Art. 38** Any modification (inclusion or exclusion) to the faculty must be first be analyzed by the Program's Collegiate Body, and be in accordance with the criteria established in this Bylaw.

§ 1° The accreditation of a professor is good for 3 (three) years and can be renewed, in accordance with the Program's Collegiate Body's criteria, for periods of time with the same duration as the prior accreditation.

§ 2° A member of the faculty may only be accredited as a permanent professor in no more than 2 (two) postgraduate programs at UFPA.

**Art. 39** The faculty for the Master's and Doctoral Courses shall be comprised of permanent, collaborative, and visiting professors.

I – The permanent professors are members of the faculty who also partake in research and who are linked to the UFPA or to partner institutions, who either hold a Doctoral Degree or a degree of a similar nature, and who have a regular scientific output in indexed journals throughout the past five years;

II – Collaborating professors are members of the faculty who also partake in research, who either hold a Doctoral Degree or a degree of a similar nature and who have a regular scientific output and who make themselves readily available to the UFPA by carrying out academic activities, research, and thesis orientations;

III – Visiting professors are members of the faculty who also partake in research, who either hold a Doctoral Degree or a degree of a similar nature with a permanent link to other institutions and who are periodically released and allowed to cooperate throughout a continuous period of time to work full time on a research project or in the program's activities, being cleared for activities regarding academic advisory and extension studies.

§ 1° The regular scientific output mentioned in this article shall be determined in the Collegiate Body's internal regulations.

§ 2° It is a *sine qua non* requisite that, for the academic advisory of the Doctoral students, the member of the faculty has completed at least one (1) Master's dissertation advisory.

**Art. 40** For purposes regarding the triennial recertification listed in Art. 38, the permanent and collaborating professors shall be evaluated yearly according to the following criteria: classes taught, advisory of students, and scientific output.

### **Sole Paragraph.**

The establishment of balance between the requirements pointed out in this article's *caput* shall be determined in the Collegiate Body's internal regulations.

**Art. 41** The accreditation or disqualification of faculty members shall first be analyzed by the Collegiate Body, after this is requested by the coordinator.

§ 1° The member of the faculty who is withdrawn may appeal to the Collegiate Body by making his/her arguments known to them.

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§ 2° The withdrawn member of the faculty may not, throughout the course of the following triennial period, have new students placed under his/her advisory, or have his/her name included in the course's prospectuses or other documents.

§ 3° The withdrawn member of the faculty may continue aiding his former pupils and offering classes during the time in which he/she is kept from the program.

§ 4° The withdrawn member of the faculty may request reaccreditation after a period of 36 months has passed since the withdrawal; the request will be evaluated in light of the accomplishments prior to the latest triennial period which has passed right before the request is made.

§ 5° Having the program's interests in mind, the Collegiate Body may choose to maintain a faculty member who's performance is below that which is determined in Art. 40, as well as propose the reaccreditation in a period of time inferior to the usual 36 months of withdrawal.

## **CHAPTER X**

### **REGUARDING GUIDANCE**

**Art. 42** The student shall have an academic advisor from the faculty –either a permanent, cooperating, or visiting professor- who first must gain the approval of the Collegiate Body and who fulfills the following requisites:

I – monitor the student's academic performance, advising him/her in the decisions made and in the development of activities and the creation of a dissertation project or thesis;

II – keep up with the preparation of the dissertation or thesis throughout all of its phases;

III – promote the integration of the student into a project and into one of the program's research groups;

IV – diagnose problems and difficulties that, for any given reason, may be interfering with the student's performance and advise the student to seek solutions;

V – keep the Collegiate Body informed about activities developed by the students he/she is responsible for guiding, as well as requesting measures to be taken in regards to the student's academic life, if this is somehow necessary;

VI – endorse, on a semester basis, the enrollment of the student under his/her guidance by signing the Enrollment Application as well as with the Activity Report of the concerned student;

VII – immediately report any problems related to the student's academic life to the Program's Coordinating Body;

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VIII – suggest in the presence of the Program's Collegiate Body that the student under his/her guidance be withdrawn, in the event of that student's insufficient performance in the development of his/her work plan.

§ 1° The student has the right to select his/her academic advisor, so long as the theme chosen for his/her dissertation is in accordance with the advisor's field of expertise and so long as that same professor is available for the proposed endeavor.

§ 2° The academic advisor may resign the responsibilities regarding the guidance of a particular student by means of an authorization granted by the Program's Collegiate Body, through the presentation of a circumstantiated report stating the reasons for such a resignation.

§ 3° The same rule shall be applied in the case of a student requesting his/her academic advisor be substituted.

§ 4° Each academic advisor may guide up to six students simultaneously, disregarding the date of admission and the level intended by the student.

§ 5° In special occasions, in light of an academic advisor's circumstantiated justification and with the Collegiate Body's approval, a student may be assigned a co-advisor.

## **CHAPTER XI**

### **REGUARDING THE LEARNING VERIFICATION AND APPROVAL CONDITIONS**

**Art. 43** The control over the curricular subscription of the postgraduate program in Biology of Infectious and Parasitic Agents will be based on a credit/hour system in accordance with UFPA's postgraduate *stricto sensu* general bylaws.

**Sole paragraph.** In the case of the Doctoral Program, activities such as internships, training sessions of specific techniques, unrestricted classes, development of short monographs, and similar activities may be carried out in accordance with the academic advisor's criteria in addition to the research project and to the classes contained in the syllabus.

**Art. 44** During the evaluations the following will be among the elements taken into account:

I – the student’s refined logic and clearness of thought;

II – accumulated general knowledge and knowledge related specifically to the area being assessed.

III – form and language used throughout the exhibitions.

**Art. 45** The student’s achievements in each subject matter studied shall be expressed according to the expressions in the following list:

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**EXC** (Excellent) = 9,0 to 10,0

**BOM** (Good) = 7,0 to 8,9

**REG** (Regular) = 5,0 to 6,9

**INS** (Insufficient) = 0,0 to 4,9

**SA** (Insufficient Performance)

**SF** (Insufficient Attendance)

§ 1º The student that fails to attend the scheduled assessment activities will be evaluated as SA (Insufficient Performance).

§ 2º The student’s Academic Record will receive a SF (Insufficient Attendance) inscription when he/she fails to meet the minimum required attendance standards.

**Art. 46** The student who obtains the REG, BOM or EXC ratings and at least 75% (seventy-five percent) attendance record shall be considered approved.

**Art. 47** The approval of the student in the subject matter awards the student with the corresponding credits for that class.

**Art. 48** The requests for the revision of tests and other academic work are to be directed to the program’s Coordinator, who will refuse them initially if:

I – they are not duly justified;

II – were not submitted in a timely manner.

**Sole paragraph.** The deadline for the request of the revision of any evaluated activity is up to 48 (forty-eight) hours after the results are made known in the usual manner.

**Art. 49** The requests that are formally received will be processed the following way:

I – they shall be sent by the program’s Coordinator to the Revision Committee, designated by the program’s Collegiate Body, which shall be comprised of 3 (three) members of the faculty, including the professor responsible for the class unless excused due to a personal issue or to *force majeure*;

II – within a period of 15 (fifteen) days, the Revision Committee shall make its ruling known in written form, duly justified, which will then be submitted for the approval of the program’s Collegiate Body.

## **CHAPTER XII**

### **RELATED TO THE FULL CURRICULUM**

**Art. 50** The postgraduate program in Biology of Infectious and Parasitic Agents presents two areas of concentration, each one with a selection of particular classes, which are as follows:

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I - Infectious and Parasitic Agents;

II - Epidemiology and the Control of Infectious and Parasitic Agents.

**Sole paragraph.** Any eventual amendment regarding the areas of concentration and the selection of classes shall be determined in the program’s Internal Regulations.

**Art. 51** The selection of classes in the postgraduate program in the Biology of Infectious and Parasitic Agents is characterized by its great flexibility regarding its didactic programs

which are carried out in accordance with the times and calendar determined by the program's Collegiate Body.

§ 1° The program's full curriculum is made up, in structure, by two fundamental groups of subject matters, which are as follows:

I – Compulsory Courses (Only for the Master's Course):

a) Area: Infectious and Parasitic Agents - AIP:

1. Molecular Biology (60h);
2. Biometry (45h);
3. Didactic training (30h);
4. English proficiency.

b) Area: Epidemiology and the Control of Infectious and Parasitic Agents – ECAIP:

1. The Principles of Epidemiology (60h);
2. Introduction to Statistical Thought I (45h);
3. Didactic training (30h);
4. English proficiency.

II – Optional classes (For both Master's and Doctoral Classes):

a) Area: Infectious and Parasitic Agents – AIP:

1. Practical Approach to Molecular Biology (30h);
  2. Arbovirology (30h);
  3. Aspects of the Host-Parasite Relationship in Helminthology (30h);
  4. Cellular and Molecular Aspects of the Host-Parasite Relationship (30h);
  5. Bacteriology (30h);
  6. The Molecular Foundation in Infectious and Parasitic Diseases (30h);
  7. Physiopathological Foundation of Host-Parasite Interactions (30h);
- Resolution n. 4.095 CONSEPE, of 01.27.2011 – Appendix 19*
8. Biochemistry of Arthropod Vectors (30h);
  9. Biostatistics and Epidemiology (30h);
  10. Developing Research Protocol (30h);
  11. Ecology of Arthropods of Medicinal Significance (30h);
  12. Molecular Epidemiology (30h);
  13. Pharmacology of Anti-Infectious and Parasitic Drug Resistance (30h);
  14. Molecular Phylogenetics I (30h);
  15. Molecular Phylogenetics II (30h);
  16. Cancer Genetics (30h);
  17. Immunogenetics (30h);
  18. Immunology (30h);
  19. Cellular Immunology (30h);
  20. Involvement Mechanism of Oxidative Stress in Diseases: with an Emphasis on Infectious and Parasitic Diseases (30h);
  21. Mycology (30h);
  22. Helminth Morphology and Biology (60h);
  23. Data Processing and Analysis (30h);
  24. Protozoology (30h);
  25. Health and Environment (30h);
  26. Special Topics Regarding Infectious and Parasitic Agents I (30h);
  27. Special Topics Regarding Infectious and Parasitic Agents II (30h);
  28. Virology (30h).

b) Area: Epidemiology and the Control of Infectious and Parasitic Agents - ECAIP:

1. Biology of Infectious Agents (30h);
2. Biostatistics and Epidemiology (30h);
3. Biosafety and Biohazard (30h);
4. Developing Research Protocol (30h);

5. Epidemiology of Emerging and Re-emerging Infectious Agents (30h);

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6. Molecular Epidemiology (30h);

7. Epidemiology, Prevention and Control of Infectious Diseases (30h);

8. Epidemiologic Geography (30h);

9. Immunology Applied to Epidemiology (30h);

10. Introduction to Statistical Thought II (30h);

11. Health Management and Policies (30h);

12. Data Processing and Analysis (30h);

13. Health and Environment (30h);

14. Special Topics Regarding the Epidemiology of Infectious Agents I (30h);

15. Special Topics Regarding the Epidemiology of Infectious Agents II (30h).

§ 2° The Compulsory Classes are those that are regarded as vital for being a fundamental element in academic research and in the program's curriculum.

§ 3° Optional classes are those that compose the program's specific study field.

**Art. 52** Each class will have its workload determined by the Program's Collegiate Body, which shall be expressed in credits, one unit of which will be equivalent to 15 (fifteen) hours of theoretical activities, 30 (thirty) hours of practical activities and 60 (sixty) hours dedicated to a supervised internship or other scheduled activities.

**Art. 53** For the sake of class compatibility, credits obtained through Master's or Doctoral degrees of this Institution or others, may be accepted under the Collegiate Body's approval, as long as they are compatible with the postgraduate student's study plan.

**Art. 54** It will be up to the Collegiate Body to determine any modifications made to the subject matters.

**Sole Paragraph.** For subscription purposes Master's students must obtain a total of 24 (twenty-four) credits and Doctoral students must obtain a total of 30 (thirty) credits, in either curricular classes or through complementary activities such as the following: internships, training in specific techniques, unrestricted classes, development of short monographs, project presentations at events, publication of articles, classes taught, and other similar activities which are in accordance with the academic advisor's criteria and approved by the program's Collegiate Body.

*Resolution n. 4.095 CONSEPE, of 01.27.2011 – Appendix 21*

**Art. 55** The number of classes that a student can take throughout the course of a semester shall be determined by the course's Collegiate Body.

**Art. 56** 2 (two) credits may be granted to a student if the student concerned publishes a complete article, of recognized quality, in a scientific journal related to the subject matter being addressed in his/her dissertation or thesis, as long as:

I – the student is the author of the article;

II – the scientific article has been submitted for publication from the year in which the student was admitted into the program onward.

**Art. 57** The full curriculum for the postgraduate program in Biology of Infectious and Parasitic Agents is detailed in Article 51 of this Bylaw.

## **CHAPTER XIII**

### **REGARDING THE GENERAL QUALIFICATION EXAM**

**Art. 58** The Master's and Doctoral students must submit themselves to a **General Qualification Exam** within a period ranging from 12 (twelve) to 24 (twenty four) months after the course's start.

§ 1° The General Qualification Exam will consist of a public presentation with a duration of at least 40 (forty), at the most 50 (fifty) minutes, followed by a query of up to 20 (twenty) minutes to be delivered by a faculty member, to which the student is given the same amount of time in order to respond by presenting a summary of his/her dissertation project or thesis, making its relevance as knowledge contributing research evident. In this occasion both the oral presentation and the research plan shall be open for evaluation.

§ 2º The dissertation and thesis projects must contain the following basic elements:

I - Introduction: A review of the relevant literature, the identification of the problem, and the determination of goals;

II – Methods and Materials: description and characterization of the sample that is to be investigated; detailing the experimental and statistical procedures which are to be used so that the goals are met;

III – Bibliographic References.

*Resolution n. 4.095 CONSEPE, of 01.27.2011 – Appendix 22*

§ 3º The General Qualification Exam's goals are to evaluate the candidate's mastery of the literature relevant to the theme of his/her dissertation or thesis, and to evaluate the student's skill when it comes to synthesizing and clearly exposing information, as well as to assess the appropriateness of the dissertation or thesis project to be developed by the student, in order to correct any eventual distortions to the project, so that the student may fulfill his/her dissertation or thesis with the highest level of probity.

§ 4º The deadline for the period of time in which the General Qualification Exam may be taken may be extended once and only once by the program's Collegiate Body, after a period of at the most 60 (sixty) days, in light of a justification presented by the student and brought forth by the academic advisor.

**Art. 59** The Examination Commission for the General Qualification Exam shall be composed by 3 (three) members, in the case of the Master's program, and 4 (four) in the case of the Doctoral program, in both cases the academic advisor must be present and shall be the session's chairman.

**Sole Paragraph.** The list of the professors to be summoned to compose the Examination Commission must be referred to the collegiate body in a manner that allows for the analysis of the list by the program's collegiate body in a timely fashion, through an ordinary meeting which is to be held within a period of time of at the most thirty days.

**Art. 60** Each member of the Examination Commission shall provide his/her opinion in writing, through a standardized form, in accordance with the scale present in Art. 45 of this Bylaw.

**Art. 61** The Examination Commission must submit a final report, based on the arithmetical average of the numeric values granted by the members, being in accordance with the prior article.

**Sole paragraph.** A student will be considered to be approved if he/she obtains a rating equal or greater than B (Good).

**Art. 62** Each member's view and the Examination Commission's final decision must be referred to the program's coordinating body up to 7 (seven) days after the result is received, so that the Collegiate body may grant their approval and for the sake of immediate disclosure.

**Art. 63** In the eventuality that a student is rated at a rate lower than B (Good), the Examination Commission shall list the reasons upon which such a decision was based and shall determine a period of time no greater than 1 (one) semester in which a second and last General Qualification Exam is to be taken.

*Resolution n. 4.095 CONSEPE, of 01.27.2011 – Appendix 23*

#### **CHAPTER XIV**

#### **REGUARDING THE PRESENTATION AND STANDARDIZATION OF THE DISSERTATIONS AND THESES**

**Art. 64** The dissertations and theses must be presented in accordance with the technical norms determined by PROPESP, which are to be compiled and adapted in order to make up a Manual on Writing Dissertations and Theses for the Program.

**Sole paragraph.** The dissertation or thesis must be typed up in the Portuguese language and contain two abstracts: one in the Portuguese language and the other in the English language.

**Art. 65** The Master's dissertation and the Doctoral thesis may be presented in the traditional method or in the method that concerns the aggregation of scientific articles.

§ 1° The traditional method follows a classic structure, portrayed in the Manual on Writing Dissertations and Theses for the Program.

§ 2° In the method regarding the aggregation of scientific articles, the document must incorporate complete articles, in numbers ranging from 1 (one) or more for the Master's program and 3 (three) or more for the Doctoral program which have been published or accepted in specialized magazines that contain an editorial and are distributed internationally, as well as an integrative text, which is to be defined in the program's internal regulations.

§ 3° Documentation evidencing the acceptance of the article by the journal's editorial board will be required; a copy of the document must be turned in at the program's secretariat's office, at the same instance in which the dissertation or the thesis is handed in.

## **CHAPTER XV**

### **REGUARDING THE TRIAL OF THE DISSERTATION AND THESIS**

**Art. 66** The student must develop his/her dissertation in accordance with conditions stated in the research project, including what was established as the due date.

**Sole Paragraph.** The development of the Project must be carried out under the guidance of an academic advisor.

**Art. 67** The dissertation defense shall be requested by the candidate through a letter sent by the academic advisor to the program's Collegiate Body.

*Resolution n. 4.095 CONSEPE, of 01.27.2011 – Appendix 24*

§ 1° If after the dissertation or thesis is deemed worthy of moving forward after having been preliminarily analyzed by the Collegiate Body then the date in which the dissertation or thesis is to be defended shall be scheduled to take place anywhere in between a minimum of 30 (thirty) days and a maximum of 90 (ninety) days after the request was made by the candidate.

§ 2° The student must turn in 7 (seven) copies of the first version of the thesis or 6 (six) copies of the dissertation over to the program's Collegiate Body so that they may then be referred to the members of the Examination Commission.

**Art. 68** The dissertation or thesis will be judged by an Examination Commission appointed by the Collegiate Body, and comprised of 4 (four) doctors and specialists, in the case of the Master's program and 5 (five) in the case of the Doctoral program, the academic advisor shall be present as the chairman in both cases, and shall only be granted the power to speak.

§ 1° An alternate member shall be appointed in both cases.

§ 2° The composition of the examination commission shall be suggested by the academic advisor.

§ 3° In the case of the Master's program, the Commission must include at least 1 (one) professor involved in research and who is not a part of the program's faculty, the professor must preferably be from a different institution.

**Art. 69** The Trial for the dissertation or thesis shall be carried out in a public session, in which the candidate shall execute the presentation within a time range spanning from 45 (forty five) to 50 (fifty minutes) and will be questioned by each examiner for a period of up to 20 (twenty) minutes, being that the candidate shall be granted the same amount of time to answer the questions.

**Art. 70** The Master's dissertation will be considered approved with the Examination Commission's favorable and unanimous manifestation, through the show of the member's individual opinions.

§ 1° The approval shall be registered in the Defense Draft and on the Evaluation Forms where the following term must be written: "APROVADO" ("APPROVED"), as for the eventuality of a failure the following term must be written; "REPROVADO" ("FAILED"), in the documents which were listed above.

§ 2° In the eventuality of a failure determined by one or more examiners, a second chance may be granted by the Commission. The candidate is then given up to 6 (six) months, as of

the day in which he/she defended their dissertation or thesis, to submit a new version of the dissertation to the Collegiate Body so that it may be judged.

§ 3° If the new version of the dissertation is not delivered to the program's Secretariat within the established period of time or if the student's dissertation is failed for a second time, the student will automatically be withdrawn from the course.

*Resolution n. 4.095 CONSEPE, of 01.27.2011 – Appendix 25*

**Art. 71** In the case of the Doctoral degree, the student will be approved with the favorable vote of at least 3 (three) members of the Committee, in the Joint Opinion.

**Sole paragraph. 2°** In the eventuality of a failure, a second chance may be granted by the Examining Committee. The candidate is then given up to 6 (six) months, as of the day in which he/she defended their dissertation or thesis, to submit a new version of the thesis to the Collegiate Body so that it may be judged.

**Art 72** The examining committee may grant prominence to dissertations and theses which it deems to be outstanding by granting “*COM LOUVOR*” (“HIGHEST PRAISE”)

**Art. 73** It will be up to the postgraduate student, accompanied by his/her academic advisor to move forward with the corrections suggested by the Examining Committee; 4 (four) printed copies of the corrected version and 1 (one) copy in a CD-ROM must be turned into the program's General Secretariat, within a period of time of at the most 60 (sixty) days after the Master's or Doctoral defense.

## **CHAPTER XVI**

### **REGARDING THE GRANTING OF THE DIPLOMA**

**Art. 74** In order to obtain the Master's degree in the Biology of Infectious and Parasitic Agents the student must have fulfilled the following requirements, within the established time-span:

I – have obtained 24 (twenty four) credits in subject matters and complimentary activities, carried out in the following manner:

- a) 9 (nine) credits in mandatory subjects;
- b) a minimum of 10 (ten) credits in elective subjects.

II – approval in an English language proficiency test;

III – having been approved in the General Qualification Exam;

IV – have his/her dissertation approved;

V – fulfill all of the other requirements of this Bylaw.

§ 1° The English proficiency test shall be drafted by a member of the faculty appointed by the Collegiate Body on a date which is to be disclosed at the beginning of each new semester.

§ 2° The publication of a scientific article that is written by the student in a journal categorized as B5 or higher by the CBII Committee of the CAPES, may substitute of the 2 credits required for elective subjects.

*Resolution n. 4.095 CONSEPE, of 01.27.2011 – Appendix 26*

**Art. 75** In order to obtain the Doctoral degree in the Biology of Infectious and Parasitic Agents the student must have fulfilled the following requirements, within the established time-span:

I - complement 30 (thirty) credits, including within this total number the credits obtained through the Master's program, as is determined in Art. 54;

II – have been approved in a formal proficiency exam of the English Language;

III – have evidence of, as the main author, having had at least one scientific article published or approved for publishing in an international journal concerning the area during the period of time in which the Doctoral program was being carried out;

IV – have been approved in the General Qualification Exam;

V – have his/her doctoral thesis approved;

VI – be in accordance with all of the other requirements presented in this Bylaw.

**Sole paragraph.** The English language proficiency test taken during the Master's course will be considered as valid for the Doctoral degree.



**Art. 76** The student will only be given the diploma for the Master's or the Doctoral degrees after the definitive versions of the dissertation and thesis are turned in at the program's Collegiate Body's Secretariat, in light of a formal request made by the academic advisor testifying to the compliance with the changes suggested by the Examining Committee in what regards the text contained in the dissertation or thesis.

§ 1º The student must provide 1 (one) copy to PROPEP, who will in turn be responsible for creating a registration and will then pass it on to UFPA's Central Library and to the national register, as well as 2 (two) copies for the concerned departmental library linked to the program.

§ 2º **The dissertation or thesis must also be turned in in its electronic version (.pdf file) at the program's General Secretariat.**

**Art. 77 The Master's and Doctoral diplomas will be requested by the student and signed by the Dean, Dean of Research and Postgraduate Studies, Director of the Academic Unit, Program Coordinator, and by the student. Its delivery is to be subjected to the regulatory standards.**

## **CHAPTER XVII**

### **REGARDING THE POSTDOCTORAL STAGE**

**Art. 78 The enrollment into a postdoctoral stage shall be requested by the candidate through a formal request made by his/her supervisor to the program's Collegiate Body and shall meet the following requirements:**

*Resolution n. 4.095 CONSEPE, of 01.27.2011 – Appendix 27*

I – the candidate must have a diploma for a doctoral degree in fields of knowledge compatible o those of the program's areas of concentration;

II – the supervisor may be chosen from among the programs permanent professors, who are accredited for advising doctoral theses;

III – the candidate must present, along with his/her supervisor, a Project portraying what research he/she intends to carry out in a research laboratory linked to the program, throughout a period of time greater than 12 (twelve) and less than 24 (twenty four) months long;

IV – the candidate will be required to present a document attesting to the approval for publication, related to the Project to be developed, in a journal distributed internationally.

§ 1º Every 6 (six months) following the admission of the intern a report of his/her activities shall be presented to the program's Coordinating Body, with his/her supervisor's approval.

§ 2º The request for the certificate of the completion of the postdoctoral internship is to be sent to the program's Collegiate Body by the supervisor, once the procedural requirements have been met.

## **CHAPTER XVIII**

### **REGARDING FINANCIAL RESOURCES**

**Art. 79** The financial resources shall come from budget allocations:

- a) from the Federal University of Pará, allocated to postgraduate programs;
- b) from donations and subventions carried out by other agencies and entities, both public and private;
- c) from financing agencies that fund research and academic projects.

## **CHAPTER XIX**

### **REGARDING GENERAL AND TRANSITIONAL PROVISIONS**

**Art. 80** The program's Coordinating body will take the necessary measures to ensure that the central academic registry is kept informed of the academic life of its students.

**Art.81 The physical space that is to be used by the Collegiate Body, the Coordinating Body and the General Secretariat shall be established within the Academic Unit's grounds.**

*Resolution n. 4.095 CONSEPE, of 01.27.2011 – Appendix 28*

**Art. 82** The cases that are not foreseen in this Bylaw shall be settled by the program's Collegiate Body.

**Art. 83** This Bylaw will be put into force on the date of its approval by the Superior Board of Education, Research, and Extension Courses of the Federal University of Pará.