



Federal University  
of Viçosa Department of Physical



Federal University of Juiz de Fora  
Faculty of Physical Education and Sports

## INTERNAL STATUTE POSTGRADUATE PROGRAM IN PHYSICAL EDUCATION (WIDE ASSOCIATION UFV / UFJF)

The organization and functioning of the Postgraduate Program in Physical Education (PPGEFI) obey the rules of the General Postgraduate Regulations (GPR) of the Federal University of Viçosa (UFV) and the Federal University of Juiz de Fora (UFJF), in addition to those approved by the competent board of UFV and UFJF and those provided for in these regulations.

### TITLE I OF GENERAL ORGANIZATION

**1<sup>st</sup> Art.** The Department of Physical Education (DES) of the Federal University of Viçosa (UFV) and the Faculty of Physical Education and Sports (FAEFID) of the Federal University of Juiz de Fora (UFJF), in broad association, offer the PPGEFI, at the Master and PhD level, with the collaboration of other departments of these institutions.

**2<sup>nd</sup> Art.** The objective of the PPGEFI is to provide specialized training in Physical Education, seeking excellence in their areas of knowledge, training professionals to exercise teaching and research activities.

**3<sup>rd</sup> Art.** The didactic-scientific coordination of the PPGEFI will be exercised by a Coordinator and three professors belonging to the permanent faculty and by a representative of the graduate students, who will compose the Coordinating Committee. Of the members of this commission, two will be from UFV and two from UFJF. The competence of the Coordinating Committee is in accordance with the RGPGs of the associated institutions.

### TITLE II OF ADMISSION TO THE PPGEFI

**4<sup>th</sup> Art.** Admission to the PPGEFI is done through a unified selection process for the two associated institutions, based on the criteria established by the Coordinating Committee and documents required for registration, disclosed in the Selection Notice.

§ 1<sup>st</sup> PPGEFI candidates must have an undergraduate diploma in Physical Education or in related fields.

§ 2<sup>nd</sup> For admission to the PhD, a master's degree or change of level without defense of dissertation will be required.

§ 3<sup>rd</sup>The admission of the foreign student will be made in accordance with the rules of the international agreements in force at UFV and, or, at UFJF. The other foreign students, not included in the said agreements not participating in the Student-Postgraduate Program, will be subject to the same rules required for Brazilian students.

5<sup>th</sup> Art. The selection process for candidates will be carried out by the Coordinating Committee or by the Selection Committee designated by it.

6<sup>th</sup> Art. The student admitted to the PPGEFI will have an academic relationship with the institution of their advisor, whose rules must be respected.

7<sup>th</sup> Art. The change in level, that is, moving from the Master to the PhD level without defending a dissertation, will follow the criteria established by the RGPGs of the associated institutions, in addition to the additional merit criteria established by the PPGEFI in a specific resolution.

§1<sup>st</sup>The request must be forwarded to the Coordinating Committee until the 18<sup>th</sup> month of the Master's term.

### TITLE III OF THE FACULTY

8<sup>th</sup> Art. The PPGEFI Faculty will consist of permanent professors, collaborators and visitors, with academic degrees of Dsc. or PhD., accredited by PPGEFI.

9<sup>th</sup> Art. At the end of the quadrennium, the Permanent Professor who does not reach the goals established by the collegiate will be re-accredited for the next quadrennium in the category of Collaborating Professor, respecting the limit established by area 21 of Coordination for the Improvement of Higher Education Personnel (CAPES) and the excess will be de-accredited.

§1<sup>st</sup>The Faculty members who move to this category will not be entitled to a candidate for the PhD level. The distribution of vacancies in the selection processes for the Master's level will be linked to the achievement, proportional or total, of the goals of the new quadrennium, according to the following distribution, for the first and second selection process of the quadrennium:

Proportional Achievement of Goals	Maximum Vacancy Limit (Master Level)
Until 50%	0
51% - 75%	1
76% - 100%	2

I- In the third and fourth selection process of the quadrennium, there will no longer be a proportionality calculation. The collaborating Professor will only be entitled to vacancies, respecting the limit established by area 21 of CAPES. For the Masters and / or PhD levels, if he has fully met all the goals established by the collegiate for the current quadrennium.

§2<sup>nd</sup> At any time during the four-year period that the Collaborating Professor has fully met all the goals established by the collegiate members, he / she may

request vacancies, respecting the limit established by area 21 of CAPES, for the Masters and / or PhD levels, in the subsequent Selection Process.

**§3<sup>rd</sup>**The Collaborating Faculty Member who reaches the goals established by the collegiate by the end of the quadrennium will be transferred to the category of Permanent Teacher in the subsequent quadrennium.

**§4<sup>th</sup>**The Collaborating faculty member who does not reach the goals established by the collegiate body by the end of the quadrennium will be automatically disqualified from the Program.

**10<sup>th</sup>Art.** The criteria, frequency and dates for the accreditation and re-accreditation of Faculty members will be established in a specific Resolution of the Coordinating Committee

**11<sup>th</sup>Art.** The number of advisors per faculty member will be defined by the Coordinating Committee, based on criteria for teaching activities, training of human resources and intellectual production established in a specific Resolution, in line with area 21 of Capes guidelines.

**12<sup>th</sup>Art.**The Faculty member of the Program can only apply for a PhD position in the selection process after finishing his/her first Master's orientation and defense as principal advisor in a postgraduate program accredited by CAPES.

## **TITLE IV OF ACADEMIC STANDARDS FOR THE OPERATION OF PPGEFI**

### **Chapter I Student Registration and Quitting**

**13<sup>th</sup>Art.**Registrations must be made by subjects among those offered each semester, according to the study plan.

**Single paragraph.** The registration of regular students must be renewed every six months, according to the RGPG of each Associated Institution.

**14<sup>th</sup>Art.** The student will be dismissed from the PPGEFI by:

**I-** one semester without regular registration at PPGEFI;

**II-** failure to meet the regulatory deadlines;

**III-** abandonment of the PPGEFI through prior notice to the Advisor or Course Coordinator;

**IV-** failure in 2 (two) or more subjects

**Single Paragraph.** The RGPG criteria of each of the Associated Institutions will also be observed.

### **ChapterII Didactic-PedagogicalRegiment**

**15<sup>th</sup>Art.** The duration of the course will be up to 24 (twenty four) months for the Master's Level and 48 months for the PhD Level. During this period, the regular

student must fulfill at least 24 (twenty-four) credits for the master's degree and 48 (forty-eight) credits for the PhD in mandatory and elective subjects, in addition to defending his dissertation (master's) or thesis (PhD).

**16<sup>th</sup>Art.** The PhD student will be submitted to the defense exam of PhD research project. The result is linked to the course entitled Seminar II.

**§1<sup>st</sup>**The examination board will be consisted by two PhDs, of the Program Faculty Members. It will be evaluated the written document and, the recommendations send byemail to the student and the advisor.

**§2<sup>nd</sup>**The PhD project defense exam may be requested at any time after enrollment in the program, but must be completed by the end of the thirdsemester.

**17<sup>th</sup>Art.** The qualify process of the PhD candidate will follow the institution regulatory proceduresto which the student is enrolled. However, regardless of the institution, to open the qualification process, the PhD student must have, at least, submitted a manuscript to an indexed journal, related to the Thesis.

**18<sup>th</sup>Art.**Including the defense of the master thesis, the student is not allowed to complete the Master's Course in less than 12 (twelve) months, or more than 24 (twenty-four) months. Including the defense of the PhD thesis, the student is not allowed to complete the PhD in less than 24 (twenty-four) months, or more than 48 (forty-eight) months.

**Single paragraph.** The PPGEFI Coordinating Committee may exceptionally, upon justified by the Advisor, extend this period for a period of up to 06 (six) to finish the Master or, for a period of 12 (twelve) months, to finish the PhD course.

**19<sup>th</sup>Art.**Proposals for creation or alteration, as well as exclusion of disciplines, must be approved by the coordinating Commission and the competent boardof the associated IFES.

### **Chapter III**

#### **Of Orientation, Public Presentation of Master or PhD Thesis and Title Grant**

**20<sup>th</sup>Art.**The advisor is responsible for organizing the study plan, guiding the research of the dissertation, in addition to assessing the student's academic progress and difficulties.

**21<sup>th</sup>Art.** Each student will have an accredited advisor, from faculty members and may, together with the student, choose to have up to two co-advisor.

**22<sup>th</sup>Art.** The change of advisor may occur, upon formal request, duly justified, by one of the parties, student or advisor, and approved by the Coordinating Committee.

**23<sup>th</sup>Art.** To finalize the Master or PhD thesis, the candidate must have fulfilled all credits and other requirements established by the Coordinating Committee of the Program and associated institutions

**24<sup>th</sup>Art.** To present the Master or PhD thesis, the composition of the Examining Board must be approved by the Coordinating Committee, following the general regulatory statement off each of the Associated Institutions.

**25<sup>th</sup>Art.** To obtain the master or PhD Title, the candidate, in addition to the requirements of the program, must comply with the requirements of the associated Institution to which he is linked.

## **TITLE VI OF CRITERIA FOR GRANTING AND MAINTAINING SCHOLARSHIPS**

**26<sup>th</sup>Art.** The Coordinating Committee, according to availability, will grant scholarships to students.

**Single paragraph** - The scholarship belongs to PPGEFI and not to the student.

**27<sup>th</sup>Art.** For granting scholarships, the rules of the funding agencies will be followed and the classification criteria, established by Resolution of the Coordinating Committee, will be adopted.

**Single Paragraph** - The withdrawal of registration or extension of the time to finish the course as well as non-approval in discipline or termination are grounds for immediate suspension of the right to the scholarship.

**28<sup>th</sup>Art.** For the maintenance of the scholarship, the student's academic performance will be evaluated every six months.

## **TITLE VI OF GENERAL AND TRANSITIONAL PROVISIONS**

**29<sup>th</sup>Art.**Omissions in this statement will be decided by the Coordinating Committee and, when necessary, analyzed by the competent boards of the associated institutions.

**30<sup>th</sup>Art.** The present statement may be amended upon approval by at least 2/3 (two thirds) of the members of the PPGEFI Board.

**31<sup>th</sup>Art.** The present statement will come into force on the date of their publication.

Juiz de Fora, October31, 2017.