

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

INTERNAL REGULATIONS
POSTGRADUATE PROGRAM IN PHYSICAL EDUCATION
(UFV/UFJF BROAD ASSOCIATION)

The organization and operation of the Postgraduate Program in Physical Education (PPGEFI) comply with the rules of the General Regulations of Postgraduate Studies (RGPGs) of the Federal University of Viçosa (UFV) and the Federal University of Juiz de Fora (UFJF), in addition to those approved by the competent bodies of the UFV and UFJF and those set forth in these regulations.

Chapter I - Program Operation:

Art. 1 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 Master's and Doctorate levels.

Art. 2 The objective of PPGEFI is to provide specialized training in Physical Education, seeking excellence in its areas of knowledge, qualifying professionals to carry out teaching and research activities.

Art. 3 In each institution there will be a local coordination (coordinator and vice-coordinator), elected by the permanent faculty of their institution. The two coordinators of each institution are the representatives of the general coordination, who together with the vice-coordinators and two student representatives (one from each institution, elected by their peers and with the respective alternate, for a one-year term) also form part of the coordinating committee. The responsibilities of the Coordinating Committee

is in accordance with what is established by the RGPGs of the associated institutions. Only permanent professors of PPGEFI can be elected for coordination.

Art. 4PPGEFI is linked to the Pro-Rector of Research and Postgraduate Studies of each associated institution.

Art. 5Each local coordination, as described in Article 3, will be elected for a 36-month term in each associated institution. Every four years (or evaluation period defined by CAPES), the General Coordination will rotate between the institutions.

Art. 6The program consists of:

I – Collegiate body, of a consultative and deliberative nature, including the following members:

a) Accredited teachers;

b) Two representatives of the postgraduate students, one from each institution.

II – General coordination, of an executive nature, assisted by the respective secretariats in each institution, including the following members:

a) Coordinator and vice-coordinator linked to UFV and coordinator and vice-coordinator linked to UFJF;

b) Secretary linked to UFV and secretary linked to UFJF

Art. 7It will be up to UFV and UFJF to provide the facilities, infrastructure and human resources for the operation of PPGEFI.

Sole Paragraph.The general coordination of the program, assisted by a secretariat in each associated institution, will be responsible for:

I. Organize and keep the PPGEFI student registry updated;

II. Compute the credits completed by students;

III. Organize the timetable of subjects for each period;

IV. Request the publication of registration and enrollment notices with PPGEFI and the respective academic registration and enrollment sectors of the institutions, as well as receive the corresponding requests;

V. Forward the processes for evaluation by the Board;

VI. Act as secretary at the Board meetings and draft the respective minutes;

- VII. Arrange for the issuance of certificates, attestations and other documents;
- VIII. Publish the agendas and minutes of the Board meetings;
- IX. Advise and assist the General Coordination in the administrative activities of PPGEFI;
- X. Collect and enter data and information for the preparation of CAPES (Coordination for the Improvement of Higher Education Personnel) reports;
- XI. Disseminate this Regulation among PPGEFI teachers and students.
- XII. Clarify doubts of students and teachers, when requested, regarding PPGEFI standards, number of credits completed and remaining, subjects offered, etc.
- XIII. Assist students in scheduling defense dates, organizing the defense location, communicating with the committee and other program faculty.

GUIDANCE, PUBLIC DEFENSE OF DISSERTATION OR THESIS AND GRANTING OF TITLE

Art. 8 The supervisor is responsible for organizing the study plan, guiding the research that is the subject of the dissertation or thesis, and evaluating the student's progress and academic difficulties.

Art. 9 Each PPGEFI student will have a PPGEFI-accredited advisor and may, together with the advisor, choose to have up to two co-advisors.

Art. 10. The change of supervisor may occur upon formal request, duly justified, from one or both interested parties, and deliberated by the Coordinating Committee and PPG board.

Art. 11. To defend a dissertation or thesis, the candidate must have completed all credits and other requirements established by the PPGEFI Coordinating Committee and associated institutions.

Art. 12. For the defense of a dissertation or thesis, the composition of the Examining Board will be approved by the PPG Board, respecting the RGPG of the institution in which the student is enrolled.

Art. 13. To obtain a master's or doctorate degree, the candidate, in addition to the PPGEFI requirements, must meet the requirements of the associated institution to which he/she is linked.

Art. 14. The assessment of learning and the conditions for approval will be carried out by discipline, including aspects of attendance and performance. The learning of each discipline will be assessed through written assessments, seminars and other teaching activities, and must be expressed in accordance with the concepts and equivalence of grades provided for in the RGPGs of each HEI.

§1° The assessment instruments must be defined by the teacher responsible for the subject.

§2° The student cannot fail more than one course activity, and will be dismissed in this situation.

§3. Obtaining the final grade depends on fulfilling the requirements established by the teacher of each discipline, in compliance with the rules set out in these Regulations.

Art. 16. Students who do not achieve 75% (seventy-five percent) attendance in the subject or activity will fail the subject.

Art. 17. There will be no leave of absence, except in cases provided for by law.

TEACHING INTERNSHIP

Art. 18. The teaching internship is a mandatory teaching activity for students regularly enrolled in PPGEFI.

Art. 19. The teaching internship aims to complement the didactic-pedagogical training of postgraduate students in the subjects of undergraduate courses at UFV and UFJF, in accordance with this Regulation.

Art. 20. The internship will be offered during the first three academic semesters, starting from the date the student enters the program. The student may not take two internship courses in the same semester, except in exceptional cases approved by the board.

Chapter II - Criteria for accreditation and de-accreditation of teachers program

Art. 21. The PPGEFI faculty will consist of permanent, collaborating and visiting professors, with a PhD degree, accredited by PPGEFI. Permanent and collaborating professors must be part of the staff of their respective associated institutions, and visitors may come from other institutions. Visiting professors must have significant production and contribute in a differentiated way to the program's activities.

Art. 22. The criteria, frequency and dates for accreditation and re-accreditation of teachers will be established in a specific Resolution of the Coordinating Committee, in accordance with the requirements of the CAPES evaluation.

Art. 23. The number of students per teacher 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 the guidelines of area 21 of CAPES.

Art. 24. The program's professor may only apply for a Doctorate position in the selection process after his/her first Master's defense as the main advisor in a postgraduate program in Physical Education accredited by CAPES, of equal or higher classification.

Art. 25. At the end of the CAPES evaluation period, the permanent professor who does not reach the goals established by the PPG Board will be de-accredited from the PPG.

Art. 26. The de-accredited professor will not be entitled to supervise students for the Doctorate level and must complete, if applicable, their current supervisions. The distribution of vacancies in the selection processes for the Master's level will be linked to the achievement, proportionally or in full, of the goals for the new four-year period, according to the criteria established by area 21 of CAPES.

§1°The collaborating Professor will only be entitled to vacancies, respecting the limit established by area 21 of CAPES, for the Master's and/or Doctorate levels, if he/she has fully met all the goals established by the Board for the current four-year period.

§2°At any time during the four-year period, the Collaborating Professor who has fully met all the goals established by the Board may request vacancies, respecting the limit established by area 21 of CAPES, for the Master's and/or Doctorate levels, in the subsequent Selection Process.

§3°The Collaborating Teacher who achieves the goals established by the Board by the end of the four-year period will move to the category of Permanent Teacher in the subsequent four-year period.

§4°Any Collaborating Teacher who does not achieve the goals established by the Board by the end of the four-year period will be automatically disqualified from the Program.

Chapter III - Shared Responsibility

Art. 27. The duties of the Board are:

- I. define the mandatory and optional subjects of the program;
- II. organize instructions, standards and establish the Internal Regulations, with the specific requirements of the program and submit them to the respective competent councils of the associated institutions;
- III. propose criteria for accreditation and de-accreditation of teachers to work in postgraduate studies;
- IV. prepare projects and reports relating to the program and submit them for consideration by the competent bodies;
- V. propose to the competent departments or institutes the creation of disciplines necessary for the program;
- VI. provide an opinion on the analytical program of the disciplines and suggest modifications, when necessary, to achieve the program's objectives;
- VII. prepare and publish a notice of selection of candidates for admission to the program, with the number of vacancies to be offered in each selection process;
- VIII. propose or give an opinion regarding the exclusion of students from the program, for academic or disciplinary reasons;
- IX. establish, in the respective Internal Regulations, the maximum period for full payment of the credits required for the defense of the dissertation or thesis;

- X. designate and compose a scholarship committee, and deliberate on any problems in this regard, if requested by the scholarship committee;
- XI. assess, manage or propose cooperation agreements or adjustments of an academic or financial nature, to support or develop the program;
- XII. receive, assess, deliberate or forward, if necessary, suggestions, complaints and administrative appeals from students or teachers, on any subject of a didactic-scientific nature, relevant to the program;
- XIII. manage the program's financial resources;
- XIV. act as an informative and advisory body to the Board;
- XV. elect the coordinating committee.

CRITERIA FOR GRANTING AND MAINTAINING SCHOLARSHIPS

Art. 28. The Coordinating Committee, depending on availability, will designate a committee to select scholarships, after approval by the PPG board, consisting of at least two professors and one student representative.

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

Art. 29. To award scholarships, the rules of the funding agencies will be followed and classification criteria established by a specific resolution of the Scholarship Committee of each University in the associated program will be adopted.

Art. 30. Suspension of enrollment or extension of the deadline, as well as failure in a subject or dismissal are grounds for immediate suspension of the right to the scholarship.

Art. 31. To maintain the scholarship, the student's academic performance will be assessed monthly by the Scholarship Committee, via a report signed by the student and advisor.

Chapter IV - Shared infrastructure

Art. 32. PPGEFI has extensive laboratory infrastructure at both Universities to support the development and support of its research lines. As a single course, materials from each institution are made available to the other, allowing

multiplication of equipment capacity for use in research, regardless of the origin of the principal researcher.

Art. 33. All procedures relating to the sharing of equipment with regard to the usage schedule or even the laboratories themselves (when the equipment cannot be transported) are the responsibility of the respective teachers.

Chapter V - Criteria for inclusion and exclusion of associated institutions

Art. 34. The association of institutions may be dissolved if either party so wishes.

Sole paragraph. The approval of this situation must be approved by a collegiate body and ratified by the respective vice-rectors of each Institution.

Chapter VI - Criteria for maintaining program quality

Art. 36. The program's quality criteria follow the respective institutional development plans of the associated institutions.

Art. 37. The goals and criteria adopted by PPGEFI to maintain quality are:

§1º Maintenance and/or improvement of the PPGEFI concept with CAPES, seeking to:

- I. Recruit new advisors for the PPGEFI among the permanent faculty of both institutions;
- II. Monitor the management of the progressive renewal of the teaching staff for the PPG, as retirements occur over time;
- III. Stimulate internationalization through exchanges of teachers and students, receive foreign students and teachers, develop partnerships, projects and joint productions with foreign institutions;
- IV. Increase the search for resources in calls for proposals from international development agencies.

§2º Expansion of scientific production and dissemination:

- I. Expand the dissemination of research activities and academic productions carried out at PPGEFI for students, teachers and the academic community;

- II. Stimulate scientific dissemination to the external community through participation in radio, TV, newspaper, magazine and mainly social media programs with a view to popularizing science and public utility;
- III. Encourage the participation of teachers and students in interdisciplinary, interdepartmental and interinstitutional research projects;
- IV. Promote mechanisms to support international publication, such as calls for review and/or translation of scientific articles; payment of costs for submission to international journals, among others;
- V. Encourage the viability of technological innovation projects in the area of exercise and sport.

§3°Expansion and consolidation of the social inclusion of PPGEFI:

- I. Improve support in terms of infrastructure and financial execution of extension and innovation projects;
- II. Intensify the regional insertion of both Institutions in the Zona da Mata, in the Vale do Rio Doce and in other regions covered by both institutions;
- III. Articulate extension with teaching, research and innovation, preferably housed in academic centers;
- IV. Create a strategic program for the development of institutions with diverse extension and inclusion projects for the community, serving people of different age groups in the areas of sports, leisure and health.

§4°Suitability and qualification of PPGEFI teaching staff:

- I. Encourage and coordinate the completion of post-doctorates in the country and abroad;
- II. Support participation in national and international events, allocating PPGEFI resources for this purpose.

Sole paragraph: Article 37 may be subject to changes in accordance with changes in the criteria required by the respective HEIs and regulatory agencies.

Chapter VII - the curricular structure of the program:

Art. 38. The duration of PPGEFI courses will be up to 24 (twenty-four) months for the Master's course and 48 months for the Doctorate course. During this period, the regular student must complete at least 24 (twenty-four) credits for the Master's course and 48 (twenty-four) credits for the Doctorate course.

(forty-eight) credits for the Doctorate in mandatory and elective subjects, in addition to defending your dissertation (Master's) or thesis (Doctorate).

Art. 39. The student, at Doctorate level, will submit to the Doctorate Project Defense exam, a defense linked to the subject entitled Seminar II.

§1° The examining board will be made up of 2 doctors, one of whom must be a professor from the program, who will evaluate the written document and send recommendations to the doctoral student and his/her supervisor.

§2° The Doctoral project defense exam may be requested at any time after enrollment, but must be completed by the end of the 3rd period of the student's admission to PPGEFI.

Sole paragraph: If the student fails the project defense, he/she will have one more chance to defend it within 60 days. In case of a second failure, the student will be removed from the PPG and will suffer the appropriate punishments with regard to receiving scholarships, among others.

Art. 40. The PhD candidate's qualification process will follow the regulations of the institution in which he/she is enrolled. However, regardless of the institution, to open the qualification process, the PhD candidate must have submitted at least one article related to his/her thesis for publication, with a minimum grade of 'A', according to the current Qualis Capes. The qualification process must have five evaluators, at least two of whom must be external to PPGEFI. The candidate must present himself/herself to a panel with at least three evaluators, and up to two opinions may be issued remotely.

Art. 41. Including the defense of the dissertation, the student may not complete the Master's degree in less than 12 (twelve) months, nor more than 24 (twenty-four) months. Including the defense of the thesis, the student may not complete the Doctorate in less than 24 (twenty-four) months, nor more than 48 (forty-eight) months.

Sole paragraph. The PPGEFI Coordinating Committee may, exceptionally, extend this period for a period of up to 06 (six) months for the defense of the dissertation, or for a period of 12 (twelve) months for the defense of the thesis, upon reasoned justification by the Advisor.

Art. 42. Proposals for the creation, alteration and/or exclusion of disciplines must be approved by the Coordinating Committee and the competent bodies of the associated institutions.

Chapter VIII - Offer of vacancies by institution

Art. 43. The number of vacancies offered by PPGEFI is based on the criteria recommended by CAPES regarding the minimum and maximum number of supervisions as well as the total number of qualifications required per teacher in the four-year period.

Sole paragraph. The number of vacancies offered is independent of the HEI and is directly related to the supervising faculty.

Chapter IX - Criteria for selection, exclusion and transfer of students program

Art. 44. Admission to PPGEFI is done through a unified selection process for the two associated institutions, based on the criteria established by the Board and documents required for registration, published in the Selection Notice.

§1° Candidates for PPGEFI must have a degree in higher education.

§2° For admission to the Doctorate, a master's degree or a change of level without a dissertation defense will be required.

§3° The admission of foreign students will be made in accordance with the rules of the international agreements in force at the associated institutions. The other foreign students, not included in the aforementioned agreements, will be subject to the same rules required for Brazilian students.

§4° Exceptionally, students may enroll without presenting, at the time of enrollment, a Higher Education Diploma issued by a recognized institution, by submitting proof of completion of the undergraduate course, or a statement stating the date of graduation and the course recognition data. In this case, the Higher Education Diploma, duly registered, must be presented no later than 60 (sixty) days before the date scheduled for the Dissertation or Thesis defense. The same applies to students entering the Doctoral Course who do not yet have a Master's degree.

Sole paragraph. The offer of vacancies for each advisor will follow the criteria required by CAPES in relation to the maximum number of simultaneous supervisions, number of supervisions in the four-year period, qualifications required by the professor in the four-year period, as well as the productivity criteria obtained by the respective professors.

Art. 45. The candidate selection process will be carried out by the Coordinating Committee, or by a Selection Committee designated and approved by the PPGEFI board.

Art. 46. The student admitted to PPGEFI will have an academic link with the institution of his/her advisor, whose rules he/she must know and respect.

Art. 47. The change in level, that is, moving from a Master's to a Doctorate 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° The request must be forwarded to the Coordinating Committee by the 18th month of validity of the Master's Degree.

Art. 48. The PPGEFI student body will be made up only of affiliated students.

§1° A linked student is one admitted after approval in a selection process, as provided in these Regulations, and regularly enrolled in PPGEFI.

§2° An unaffiliated student is one enrolled in isolated subjects without any connection to PPGEFI, not resulting in the acquisition of a postgraduate degree.

Art. 49. Non-affiliated students may take a maximum of 2 (two) PPGEFI subjects, by registering using a specific form delivered to the program's secretariat.

Sole paragraph. Whether or not to offer places to non-affiliated students will be defined by the PPGEFI Coordinating Committee in agreement with the professors, with the number of places determined by the professor responsible for the respective discipline, provided that there is agreement by the Coordinating Committee.

Art. 50.Registration of non-affiliated students will be carried out in accordance with the rules determined by the Coordinating Committee.

STUDENT ENROLLMENT AND DISMISSAL

Art. 51.Enrollment must be made in subjects among those offered in each semester, in accordance with the students' study plans.

Art. 52.The registrations of linked students must be renewed every six months, in accordance with the RGPG of each associated institution.

ABOUT ENROLLMENT LOCKING

Art. 53.The suspension of PPGEFI enrollment may be granted to the student for a maximum period of up to six months.

§1°The request for suspension of enrollment in PPGEFI will be made by means of a request from the student to the General Coordinator, who will forward the request to the PPG board, accompanied by justification and agreement from the advisor for evaluation and deliberation by the Board. The request will then be forwarded to the academic registration body of the respective institution to which the student is affiliated.

§2°The Collegiate's statement must be forwarded for deliberation by the Postgraduate Council of the respective institution.

§3°The suspension period will not be counted towards the maximum time of the course.

Art. 54.Enrollment suspension will not be granted during the extension of the deadline for completion of the dissertation or thesis, except in exceptional cases, at the discretion of the PPGEFI Board.

Art. 55.In the case of a scholarship student, the provisions of the contract signed by the student with the respective funding agency must be observed.

Art. 56.Students who fail to renew their enrollment after the end of the suspension period will be considered to have withdrawn.

CANCELLATION OF REGISTRATION IN A DISCIPLINE

Art. 57. The student, with the consent of his/her advisor, may request the Program Coordination to cancel the registration for courses in accordance with the enrollment adjustment calendar. After this period, only with the consent of the Coordination, upon justification.

Sole paragraph. Cancellation of registration in a PPGEFI course will not appear in the student's academic record.

Art. 58. Cancellation of registration will only be granted once in the same subject.

STUDENT DISMISSAL

Art. 59. The student will be removed from the program in the following cases:

Failure to enroll within the deadline set out in the PPGEFI academic calendar, as well as failure to provide justification for enrolling after the deadline;

I. Failed more than 1 (one) time in subjects;

II. Failing the qualifying exam for the second time;

III. Failure to comply with activities or requirements within the statutory deadlines;

IV. Give up the position by means of a written statement;

V. Abandoning program activities for a period exceeding 30 (thirty) days without written authorization from the advisor;

VI. To be subject to the penalty stipulated in disciplinary proceedings, guaranteeing the adversarial system and full defense;

VII. Obtain unsatisfactory academic and scientific performance, upon detailed opinion of the supervisor and approval by the Board.

VIII. if he fails the defense of the dissertation or thesis.

§1° Academic and scientific performance will be considered unsatisfactory if the scholarship student does not submit the semester report within the deadline established by the scholarship committee or if the semester report is considered unsatisfactory 2 (two) times. This will result in loss of the scholarship.

§2° The half-yearly report will include the subjects taken, the development of the research project and other activities relevant to academic training.

Art. 60. Students who are removed from the program for any reason may re-enter the same area of concentration, provided they are approved in a new selection process.

Sole paragraph. The use of activities previously carried out by the student will depend on the judgment of merit by the Board, minus the time spent on them.

Chapter X - Issuing of diplomas

Art. 61. The minimum requirements for obtaining the title of Master/Doctor in Physical Education are:

- I - Completion of 24 (twenty-four) credits for the Master's degree and 48 (forty-eight) credits for the Doctorate, having passed all mandatory subjects;
- II - Passing an English language proficiency exam;
- III - Approval in the defense of the doctoral project
- IV - Passing the qualifying exam (Doctorate);
- V - Approval in the defense of the Master's dissertation;
- VI - Approval in the defense of the Doctoral thesis;
- VII - Submission (in the case of the Master's), acceptance or publication (in the case of the Doctorate) of an article in a journal classified as Qualis A, considering the current Qualis CAPES.

Art. 62. The student will be entitled to a Master's or Doctorate degree in Physical Education, qualified by the program's area of concentration, after approval of the relevant documentation by the Board and higher bodies of the respective institutions.

Art. 63. The documentation for acquiring and issuing a Master's or Doctorate degree will follow the regulations of each associated institution.

FINAL PROVISIONS

Art. 64. The operation of the program will be governed by the rules of UFV and UFJF, according to the cases that occur in the respective institutions.

Art. 65. Any amendment to this Regulation will be made by decision of at least $\frac{2}{3}$ (two thirds) of the Board, subject to approval by the respective sectoral postgraduate and research councils of the institutions.

Art. 66. This Regulation shall come into force upon its publication.