



# **FOOD SCIENCE AND TECHNOLOGY**

## **INTERNAL REGIMENT**

*Approved by the Collegiate on November 11, 2024*

*Approved Ad referendum by the Graduate Chamber/CEPE – March 06, 2025*

Fortaleza-Ceará  
- 2024 -

## CHAPTER 1 - PURPOSE AND ORGANIZATION

**Article 1** - The Graduate Program in Food Science and Technology (PPGCTA) aims to train professionals with technical-scientific qualifications in the area of food for the exercise of research, teaching, and technical activities in the area. The PPGCTA has a Master's and a Doctorate Course.

**Article 2** - The PPGCTA follows the following prescriptions:

I – The PPGCTA will only receive candidates who have graduated from full-duration undergraduate courses.

II – The PPGCTA courses have only one area of concentration, Food Science and Technology, which is the main object of their studies, and two lines of research: Food processing and product development, and Safety and quality of food, ingredients, and inputs.

**Article 3** - The permanence of the student in a **MASTER's** course must comply with the following requirements:

I – Academic bond with a maximum duration of 24 (twenty-four) months.

II - Completion of studies in curricular components, expressed in credit units, totaling at least thirty (30) credits, of which six (06) correspond to the academic activity of the dissertation.

III – Fulfillment of at least 12 credits in curricular components of the Program, and the other credits, at the discretion of the advisor, may be taken in other Programs. In the case of a scholarship student, enroll in at least 24 credits in activity/disciplines within 12 months (1 year of enrollment).

IV - Proof of instrumental proficiency in the English language through the proficiency exam or the instrumental English course accepted by the funding institutions. The student must present this requirement within 12 months of entry (date of enrollment) in the PPGCTA.

V - To complete the Dissertation Project discipline within 12 months of the course.

VI - The Master's Qualification, which corresponds to the partial defense of the dissertation results, must occur by the 21st month of the course.

VII – Have a maximum of 2 failures in curricular components.

VIII - Follow the General Norms of *the Stricto Sensu* Graduate Programs of the Federal University of Ceará.

**Article 4** - The permanence of the student in a **DOCTORATE** course must comply with the following requirements:

I – Academic bond with a maximum duration of 48 (forty-eight) months.

II - Completion of studies in curricular components, expressed in credit units, totaling at least 60 (sixty) credits, of which twelve (12) correspond to the academic activity of thesis.

III – Fulfillment of at least 24 credits in curricular components of the Program and the other credits at the discretion of the advisor, may be taken in other Programs. The scholarship student must enroll in at least 24 credits in activities/disciplines within 12 months (1 year of coursework) and in at least 48 credits within up to 24 months (2 years of coursework).

IV - Proof of instrumental proficiency in the English language through the proficiency exam or the instrumental English course accepted by the funding institutions. The student must present this requirement within 12 months of entry (date of enrollment) in the PPGCTA.

V - Fulfill the discipline Thesis Project within 12 months of the course (1 year of enrollment).



VI – The Qualifying Exam I, which corresponds to the defense of the preliminary results of the thesis project, must be taken before completing 24 months of the course.

VII – The Qualification Exam II must take place after the completion of the 48 credits in disciplines and within 36 months of the course.

VIII – Have a maximum of 2 failures in curricular components.

IX - Follow the General Norms of the *Stricto Sensu* Graduate Programs of the Federal University of Ceará.

**Article 5** - The current academic control system cancels the link to the stricto sensu graduate course of the student who fits into one of the following situations: I - fails twice in any curricular component, including the academic activities proficiency in a foreign language and qualifying exam; II - has not enrolled in a curricular component in the current semester; III - to exceed the maximum term of the course defined by the collegiate of the stricto sensu graduate program; IV - fails in the academic activity defense of dissertation or thesis;"

**Article 6** - There will be, per year, 02 (two) regular periods of activity, each of which will have 100 (one hundred) days of effective work.

**Sole Paragraph:** Optionally, there may be 01 (one) special period in the interval between the regular periods.

## CHAPTER 2 – PROGRAMME MANAGEMENT

**Article 7.** The PPGCTA collegiate will be composed of professors holding a doctoral degree, duly accredited by the PPGCTA, and PPGCTA students, in the proportions provided for in the rules of the *Strictu-Sensu Graduate courses*.

**Article 8.** The PPGCTA collegiate body referred to in the previous article will have the following attributions:

I – Elect, among the faculty members, the coordinator, the vice-coordinator, and the other professors who will be part of the coordination of the PPGCTA.

II – To approve the composition of the PPGCTA faculty as well as the accreditation and disaccreditation of professors.

Paragraph 1 - All accredited professors must hold a doctoral degree, requiring that the accreditation be approved by the program's collegiate, according to criteria that meet the CAPES ordinances that define the faculty categories.

Paragraph 2 - Professors with no history of participation in a graduate program will preferably be accredited as collaborators.

Paragraph 3 - To obtain accreditation, the professor must meet the criteria established in a specific ordinance approved by the program's collegiate.

Paragraph 4 - The accreditation will be valid for a maximum of 2 years, with annual monitoring of the teacher's performance.

Paragraph 5 - Professors belonging to the permanent staff of the Department of Food Engineering, holders of a doctoral degree, will have preference in accreditation.

III – To approve the designation of advisor and co-advisor and their eventual change.

IV – To approve the internal regulations of operation of the PPGCTA.

V – To decide, when applicable, on the use of financial resources destined to the program.

VI – To approve the list of curricular components in compliance with the university calendar.

VII – To approve the text of the notice, criteria and the final result of the regular selection process for admission to the program.

VIII – To approve a proposal for a specific agreement with a foreign institution.

IX – To define the guidelines for the presentation of dissertation or thesis, or equivalent work.

X – The PPGCTA Collegiate must meet ordinarily at least once a semester in response to the call of the Coordinator.

XI – To exercise other duties that are included, implicitly or explicitly, within the scope of its competence.

**Article 9º** - The coordination of *the Stricto sensu* graduate program will be composed of the coordinator, vice-coordinator, two faculty representatives, and one student representative, regularly enrolled, belonging to the respective collegiate, and must meet, ordinarily, at least once per academic semester in response to the call of the Coordinator.

Paragraph 1 - The term of office of the coordinator, vice-coordinator, and faculty representatives of the *Stricto sensu graduate program* is two (02) years, and may be renewed for an equal period.

Paragraph 2 - The student representative referred to in the caput of this article has a term of office of one (01) year, and one reappointment is allowed.

Paragraph 3 - The terms of office of the coordinator and vice-coordinator of the *Stricto sensu* graduate program begin on a single date determined by the Dean of Research and Graduate Studies.

**Article Article 10** - In the absence or impediment, temporary or permanent, of the coordinator of *the Stricto sensu* graduate program, his/her functions are exercised, for all purposes, by the vice-coordinator.

Paragraph 1 - In the absence or impediment of the coordinator and the vice-coordinator, simultaneously, the function of coordinator is exercised by the faculty representative of the coordination with the longest tenure in exercise of higher education at UFC;

Paragraph 2 - In case of permanent impediment or resignation of the vice-coordinator and/or any faculty representative of the coordination, his/her replacement(s) shall be made by election of the program's collegiate, in a meeting called for this purpose, and the term of office of the elected shall correspond to the remaining period of the management of the substituted.

Paragraph 3 - In the event of permanent impediment of all faculty members of the coordination, there shall be a new election for the composition of the coordination for a *pro tempore mandate*, by means of a meeting of the program's collegiate.

**Article 11** - It is incumbent upon the coordinator of *the Stricto sensu* graduate program:

- I - To call an election for the coordination of the program;
- II - To preside over the meetings of the coordination and the collegiate of the program;
- III - Submit to the collegiate the list of curricular components, respecting the university calendar;
- IV - Cancel the offer of a curricular component after approval by the program coordination;
- V - To submit to the coordination the processes of use of studies, being forbidden the use of credits related to dissertation, thesis and qualification;

VI - Submit to the PRPPG, so that proposals for changes in the area of concentration, lines of research, and/or curricular components may be forwarded to the CPPG/CEPE, after approval by the collegiate of the program and the respective collegiate instance(s) of the academic unit;

VII - To prepare and forward to CAPES the report of the annual activities of the graduate program;

VIII - Submit to the PRPPG, after approval by the Program Coordination, the notice of selection process and, on an exceptional basis, the Notice of Level Progression for the Doctorate, of students of the Program who complete up to the eighteenth (18th) month after enrollment.

IX - Formalize to the PRPPG, for insertion in the current academic control system, the decision of the collegiate regarding the maximum period of the student's attachment to the master's course and the doctoral course;

X – To approve *ad referendum*, in cases of urgency, measures that are required in matters of competence of the coordination, submitting its act to the ratification of the coordination or the collegiate at the first subsequent meeting;

XI – To exercise other attributions that are included, implicitly or explicitly, within the scope of its competence.

**Sole Paragraph:** The coordinator and vice-coordinator of the PPGCTA must be professors accredited in the PPGCTA as permanent professors and belonging to the Department of Food Engineering.

**Article 11** - It is incumbent upon the coordination of *the Stricto sensu* graduate program:

I - To promote the didactic supervision of the program, exercising the attributions arising therefrom;

II – To establish standards for the qualification examination;

III - To approve, upon proposal of the coordinator, the names of the members of the examining board responsible for selecting the candidates for the program;

IV - To approve, in agreement with the advisor, the names of the members of the judging committees of qualifications, dissertations and theses;

V - To define criteria for the admission of special students;

VI – To exercise other duties that are included, implicitly or explicitly, within the scope of its competence;

VII – Define the criteria for the use of credits and/or disciplines requested by students of the program;

VIII – To monitor the activities and performance of the program's faculty.

**Article 12** - The Program's Scholarship Committee shall be composed of the members of the Coordination, with their mandate equivalent to that of the Coordination, and shall meet ordinarily at least once each academic semester.

**Article 13** - The Program's Scholarship Committee is responsible for:

I – To define the criteria for granting scholarships;

II – Proceed with the relocation or cancellation of the social demand scholarships available in the Program;

Paragraph 1 - The relocation will occur at the discretion of the Scholarship Committee in order to maintain the Program's quotas.

Paragraph 2 - The cancellation of the scholarship will occur when the criteria established by the Scholarship Committee are not met



III – To monitor compliance with the current legislation of each scholarship funding agency, to analyze and issue an opinion on the semiannual reports of scholarship holders' activities.

**Article 14** - The advisor's duties are:

I – Fill out at the beginning of each orientation and semester Form of the activities planned for the student until his/her master's or doctoral defense and attest to the coordination the fulfillment of the activities specified in the Form.

II - To observe the ethical precepts related to research in Brazil and those related to copyright;

III - To approve requests for enrollment and locking of curricular components of the students under its supervision;

IV - To forward to the coordination the request for the qualification exam, dissertation or thesis defense, in accordance with the regulations;

V - To suggest to the program coordination names to be part of the qualification, dissertation or thesis committees

VI - Forward to the coordination of the exemplary program of the dissertation or thesis, in accordance with the norm of orientation of the PPGCTA.

VII- The request to schedule a dissertation or thesis must be sent to the Coordination at least 30 days in advance of the suggested date, accompanied by a PDF copy of the dissertation or thesis.

**Sole Paragraph:** Each dissertation or thesis work will have only one advisor, and may have only one co-advisor, who will be duly registered by the program.

**Article 15** - The curriculum of the course covers a set of disciplines and other academic activities, the completion of which is part of the requirements necessary to obtain the diploma.

Paragraph 1 - The disciplines may be offered in a regular, modular, and hybrid form, according to the rules established by UFC

**Article 16** - At the discretion of the PPGCTA coordination and after hearing the advisor professor, the regularly enrolled student may attend curricular components of other *Stricto sensu* graduate programs recommended by CAPES.

### **CHAPTER 3 - ADMISSION, ENROLLMENT, CHANGE, AND TRANSFER**

**Article 17** - Admission, enrollment, change, and transfer follow the General Norms of the *Stricto sensu* Graduate Programs of UFC.

Paragraph 1 - The student of the master's course who is regularly enrolled may request a change to the doctoral course in Food Science and Technology, according to the approval of the level progression exam and in compliance with the Specific Notice.

### **CHAPTER 4 – QUALIFICATION, DEFENSE AND LEVEL PROGRESSION EXAMS FOR THE DOCTORATE**

Article 18 - Admission, enrollment, change, and transfer follow the General Rules of the *Stricto sensu* Graduate Programs of UFC.



Paragraph 1 - The student of the master's course who is regularly enrolled may request a change to the doctoral course in Food Science and Technology, according to the approval of the level progression exam and in compliance with the Specific Call.

**Article 19** - For the master's course, the qualification exam must be taken within 21 months of the date of enrollment. For the doctoral course, the qualifying exam must be taken within 24 months, and the qualifying exam II within 36 months from the date of enrollment.

Paragraph 1 - The student who does not pass the qualifying exam will be entitled to a single opportunity to take a new exam within 30 days for the master's course and 60 days for the doctoral course.

Paragraph 2 - The master's and doctoral qualification exam, as well as the doctoral qualification II exam, must contain an introduction, objectives (general and specific), bibliographic review, materials and methods, results, discussion, and bibliographic references.

Paragraph 3 - The results of the qualification exams shall be expressed by one of the following concepts: Approved or Failed.

**Article 20** - To schedule the qualifying exam II of the doctorate, the student must have submitted at least one scientific article in a journal classified in quartiles 1 and 2 (Base Scopus or JCR). The article must come from the thesis, with the student being the first author. De-indexed journals, even if they are included in Qualis CAPES, will not be considered.

**Article 21** - The defense of a master's degree is conditioned on the submission of a scientific article in a journal classified in quartiles 1 and 2 (Base Scopus or JCR). The article must come from the dissertation, with the student being the first author. De-indexed journals, even if they are included in Qualis CAPES, will not be considered.

**Article 22** - The doctoral defense is conditioned on the acceptance or publication of a scientific article and a second article submitted to a journal, both classified in quartiles 1 and 2 (Scopus Base or JCR). The articles must come from the thesis, with the student being the first author. De-indexed journals, even if they are included in Qualis CAPES, will not be considered.

**Article 23** - The judging committees of the qualifying exams shall consist of three (3) members, one of them external to the PPGCTA and the other external to the UFC, all of whom hold the title of doctor, appointed by the coordination of the PPGCTA, after hearing the advisor.

Paragraph 1 - Relatives in the first and second degree of the student or with members of the commission may not be part of the judging committees of qualifying exams; and PPGCTA graduates with less than 2 years of degree.

Paragraph 2 - Co-advisors may not be part of judging committees for qualification exams.

**Article 24** - The dissertation defense judging committee will be formed by three (03) members. The thesis defense judging committee will be formed by five (05) members, appointed by the coordination, after hearing the advisor.

Paragraph 1 - The judging committees shall be chaired by the advisor. In the absence of the supervisor, the coordination will appoint the chairmanship of the commission.

Paragraph 2 - The members of the judging committees referred to in the *caput* of this article must have a doctoral degree.

Paragraph 3 - The following may not be part of defense judging committees: first and second degree relatives of the student or of members of the commission; PPGCTA graduates with less than 2 years of degree; co-advisors and co-authors of scientific articles from the object under trial, except for the advisor.

Paragraph 4 - The dissertation defense judging committee must present at least one member external to the PPGCTA and one member external to UFC. The thesis defense judging committee must present at least two members external to the PPGCTA, one of whom is external to UFC

Paragraph 5 - The members of the dissertation and thesis defense judging committees must have scientific production on the theme of the thesis or dissertation and, in the case of members not linked to teaching or research institutes, act professionally on the theme of the thesis or dissertation.

Paragraph 6 - Respecting the deadline defined in this regulation, the final version of the dissertation or thesis in pdf file must be delivered to the PPGCTA coordination.

**Article 25** - The defense of the dissertation or thesis will be carried out at a place, on a day, and at a time established by the PPGCTA coordination announced in advance.

**Article 26** - The members of the dissertation or thesis defense judging committees referred to in the *caput* of article 24 shall assign the candidate one of the following mentions: Approved or Failed.

Paragraph 1 - The student who receives this mention from the majority of the members of the committee will be considered approved.

Paragraph 2 - In cases in which modifications to the dissertation or thesis are suggested by the members of the committee, the student must make the changes within 60 days in the case of a master's dissertation and 90 days in the case of a doctoral thesis.

**Sole Paragraph:** Failure to comply with the deadline established in the *caput* of this article will result in notification to CAPES due to the impossibility of making the final text available in a public repository in accordance with current legislation, except in cases of embargo formally approved by UFC.

## CHAPTER 5 – COMPOSITION AND PERFORMANCE OF THE FACULTY

**Article 27** - Collaborating professors may supervise a maximum of two students simultaneously and open a maximum of one vacancy per selection process. Their supervision must be accompanied by the co-supervision of a professor belonging to the permanent staff of the PPGCTA.

**Article 28** - All permanent teachers shall:

Paragraph 1 - Teach courses of a theoretical and/or practical nature of the PPGCTA.

Paragraph 2 - Attend the meetings of the collegiate whenever called.

Paragraph 3 - To know and comply with the internal rules and ordinances of UFC related to graduate courses.

**Sole Paragraph:** Professors who are members of the Program's Collegiate who, without justification, formalized coordination by e-mail, do not attend three consecutive ordinary meetings and/or do not teach courses annually at the PPGCTA, may not open vacancies for new students.

**Article 29** - The co-advisor must be registered and approved by the Program's Collegiate.

Paragraph 1 - The registration of the co-supervision must occur within 21 months after the enrollment of the master's student and within 42 months of the enrollment of the doctoral student.

Paragraph 2 - For the purposes of co-supervision registration, the following documentation must be delivered to the program coordination:



1. Letter from the advisor requesting registration of the co-advisor containing the title of the work, name of the student, and name and institution of origin of the co-advisor.
2. Co-advisor registration form.

**Article 30** - Every professor belonging to the PPGCTA collegiate must deliver an activity report whenever requested and within the deadline specified by the program coordination.

**Sole Paragraph:** Failure to comply with the *caput* of this article will result in the subsequent suspension of new guidelines and access to resources intended for the PPGCTA, including PROAP, for a period of one year.

**Article 31** - PPGCTA professors may supervise doctoral students if they have at least two completed master's supervisions and present scientific production according to the current evaluation criteria of the area of Food Science of CAPES.

**Article 32** - Professors who do not meet the minimum requirements for performance in the PPGCTA and productivity according to the criteria established by the Program's Collegiate and/or the other rules and ordinances in force of CAPES may not be part of the permanent staff of the PPGCTA. The evaluation will be conducted annually, based on the last 4 years of the professor's work. Articles published and accepted for publication for the purpose of evaluating teaching performance will be considered.

**Sole Paragraph:** The minimum requirements for scientific production for the opening of vacancies in the selection process and for performance in the PPGCTA will be annually determined by the coordination and approved by the collegiate, in accordance with the strategic planning of the PPGCTA.

## CHAPTER 6 - GENERAL PROVISIONS

**Article 33** - The specific requirements arising from resolutions or ordinances of the National Council of Education, for graduate studies in professional areas, ordinances, and requirements of CAPES, and the Dean of Research and Graduate Studies will be included as additional regulations to these norms.

**Article 34** - Omissions will be resolved by the Research and Graduate Chamber of CEPE.

**Article 35** - The provisions of this regulation shall come into force as of the date of their approval in the CEPE and shall apply to students regularly enrolled in the PPGCTA as of the 1<sup>st</sup> semester of 2025.