



**FEDERAL UNIVERSITY OF VIÇOSA**  
**DEPARTMENT OF NUTRITION AND HEALTH**  
**GRADUATE PROGRAM IN NUTRITION SCIENCE**  
**INTERNAL REGULATIONS**

The organization and functioning of the Program comply with the rules of the Stricto Sensu Graduate Regulation contained in Resolution No. 13/2020 of October 30, 2020, in addition to those approved by UFV competent bodies and those provided in this Regulation.

## **CHAPTER I**

### **GENERAL ORGANIZATION**

**Art. 1** The Department of Nutrition and Health of the Federal University of Viçosa offers the Graduate Program in Nutrition Science (PPGCN), at the Master's and Doctoral degrees, with the collaboration of other departments of the institution.

**Art. 2** The program's objective is to provide specialized education in diet and nutrition, seeking excellence in their areas of knowledge and training professionals to carry out teaching and research activities.

**Art. 3** The didactic-scientific coordination of the Program will be conducted by the Coordinator, three professors belonging to the body of advisors, and a representative of the graduate students, who will compose the Coordinating Committee of the referred Program.

**§1** The Coordinator of the PPGCN will convene the meetings of the Coordinating Committee and the Advisory Board, except in the case of meetings to recompose the Coordinating Committee, when it will be up to the Head of Department to convene it.

**§2** The Advisory Board will be composed of academic advisors whose objective is to advise the Coordinating Committee when requested.

**§3** The professors who are members of the Coordinating Committee will have a 4-year mandate, and the students' representatives will be elected annually by their peers.

## **CHAPTER II**

### **ADMISSION TO THE PROGRAM**

**Art. 4** Candidates for the Graduate Program in Nutrition Science must have a degree in Nutrition or a related field.

**Sole paragraph** - A master's degree or a change of level without the defense of a dissertation will be required for admission to the Doctoral program.

**Art. 5** The selection of candidates will be based on the criteria established by the Coordinating Committee and documents required for registration, according to a specific Notice to be published in each selection process.

**§1** The selection will only be valid for enrollment in the academic period for which the candidate was approved or for the subsequent period, if authorized by the Coordinating Committee, except in the case of applications via specific international cooperation programs.

**§2** For the Master's level, the selection of candidates will be based on a written test of technical-scientific knowledge in the field of nutrition and health and English language, analysis of the descriptive memorial and curriculum vitae with supporting documents, and an interview. The components of the examining board will be previously disclosed in the respective Notice.

a - Approval will be conditioned to obtaining at least 60% of the arithmetic mean of the grades awarded in the written test of knowledge, in the descriptive memorial, in the curriculum vitae analysis, and the interview.

b - Candidates who do not obtain a minimum of 60% of the grade in the written test of technical-scientific knowledge in the field of nutrition and health and/or who do not attend the interview will be disqualified.

**§3** For the Doctorate level, the selection of candidates will be made through an analysis of the written project, the presentation and oral argument, the descriptive memorial, and the curriculum vitae with supporting documents. The components of the examining board will be previously disclosed in the respective Notice.

a – The documentation will not be homologated if the candidate does not prove the publication of a scientific article in the last 5 (five) years or a letter of acceptance for its publication in a national or foreign journal Qualis A4 or higher.

b - Approval will be conditioned to obtaining at least 60% of the arithmetic mean of the grades attributed to the analysis of the written project and its presentation, followed by oral argument, descriptive memorial, and curriculum vitae.

**§4** The stages "interview" for the Master's level and "presentation and argumentation of the written project" for the doctorate level will be recorded.

**§5** The international student's admission will be made in accordance with the rules of the international agreements valid at UFV. The other international students not included in international agreements with UFV or not participating in the Students-Graduate Program Agreement will be submitted to the same standards required for Brazilian students.

**§6** It is up to the Coordinating Committee, during the selection period, to analyze and/or indicate the need to include placement disciplines in the candidate's study plan, making him/her aware of the fact since the first enrollment.

**§7** The candidate's admission will be conditioned to the availability and interest of a professor accredited as an advisor at PPG.

**Art. 6** Considering UFV Affirmative Action Policy (Resolution No. 08/2019), at the time of registration, the candidate must choose one of the types of reserved vacancies to which he/she wishes to apply: wide competition or vacancies reserved for affirmative actions including self-declared black candidates - black and *pardos*, indigenous candidates and/or people with disabilities.

**§1** PPGCN will reserve 20% of the vacancies offered in each selection process, per Masters and Doctoral course, academic modality.

**§2** Other selection criteria may be adopted by the Coordinating Committee, which will be previously disclosed in the Notice.

**Art. 7** The change of level, which is, moving from the Master to the Doctoral degree, with or without thesis defense, will follow the criteria established in Resolution 014/2012/PPG of 05/02/2012, in addition to the additional merit criteria established by the PPGCN, which are:

1 - Publication of at least 2 (two) scientific articles in Qualis A3 or higher, as 1st author, from research works developed at PPGCN, as part of their Master's studies;

2 - Letter from the candidate justifying the request;

3 - Letter from the advisor with reasoned justification for changing the level;

4 - Letter of acceptance from the doctoral advisor. In exceptional cases, a change of supervisor will be allowed. To this end, the student will forward to the Coordinating Committee a reasoned request signed by him/her, containing awareness of the current and future advisor.

5 - Work plan for the Doctorate;

6 - *Link* to the candidate's Lattes *curriculum vitae*;

7 - Candidate's updated transcript;

**§1** The students who meet these criteria will receive the scholarships awarded to the first places in the classification for the Doctorate.

**§2** The request must be sent to the Coordinating Committee until the 18th month of validity of the Master's degree.

### **CHAPTER III**

#### **DIDACTIC REGIME**

**Art. 8** The minimum number of credits in the PPGCN will be 24 (twenty-four) for the Master's and 48 (forty-eight) for the Doctorate.

**Art. 9** The student and his/her advisor must select the disciplines that will compose the study plan to be approved by the Program Coordinating Committee and the Graduate Technical Council.

**§1** For enrollment in the disciplines of the first period of the program, the student's presence at the PPGCN secretariat is mandatory. Master's and Doctoral students should pay attention to the minimum performance coefficient to be achieved in the first period of the course greater than or equal to 65.0 (sixty-five integers) and greater than or equal to 75.0 (seventy-five integers) from the second period of the course.

**§2** The study plan must be submitted to the Coordinating Committee until the end of the student's first term in the program and may be revised according to the advisor.

**Art. 10** English will be considered a mandatory language to satisfy the foreign language requirement for students whose native language is not English.

**§1** The student must be approved in standardized proficiency exams to be indicated by the Office of Research and Graduate Studies to satisfy the English language requirement since they are carried out within a maximum period of 2 years.

**§2** For students whose native language is not Portuguese, the Portuguese language proficiency exam may be required at the discretion of the Coordinating Committee.

**§3** The deadline for complying with this requirement cannot exceed the end of classes for the second period of the course, after admission, under penalty of dismissal. This deadline also applies to the student who requests cancellation of enrollment.

**Art. 11** It is mandatory for Master's and Doctoral students to enroll in 1 (one) Internship in the teaching discipline, even if the student is a professor at a Higher Education Institution.

**Art. 12** Master's and Doctoral students must attend disciplines NUT 797 – Seminar I and NUT 798 – Seminar II, respectively.

**§1** Attendance of at least 75% in disciplines NUT 797 – Seminar I and NUT 798 – Seminar

II will be required.

**§2** If it is not possible to attend the Seminars, the graduate student must justify the absence, in a specific form, to the Coordinator of the discipline.

**§3** If there is a written request to the discipline coordinator, with the supervisor's consent and approval by the Coordinating Committee, the student will be excused from 1 (one) semester in the NUT 797 – Seminar discipline in the case of a Master's degree. In the case of the Doctorate, the student will be excused from the discipline NUT 798 – Seminar II after being approved for the qualifying exam. Under any circumstances, there will be no analysis of requests for exceptionality in the dismissal of Seminars.

**Art. 13** The disciplines NUT 797 – Seminar I and NUT 798 – Seminar II will grant Master's and Doctoral students 1 (one) and 2 (two) credits, respectively, which will not be computed in the performance coefficient but will be able to integrate the minimum credits required by the Program.

**Art. 14** Each student will be required to present a seminar in the discipline NUT 797 - Seminar I and NUT 798 - Seminar II, to take place preferably in the 2<sup>nd</sup> academic period for the Master's student and the 4<sup>th</sup> period for the Doctoral student.

**Art. 15** The disciplines NUT 781 – Special Activities in Nutrition I and NUT 782 – Special Activities in Nutrition II may grant, at the discretion of the advisor and with approval by the Coordinating Committee, 1 (one) or 2 (two) credits to the Master's or Doctoral Student, respectively, when performing the following activities: Communications in national or international scientific events (publications in conference proceedings with a poster or oral presentation, publications of expanded works in congresses). Publication of scientific article(s) in qualified journal(s), participation in book chapters, co-supervision of undergraduate students (TCC, IC, PIBEX, BIC Júnior, among others), monitoring activity without a scholarship, training at UFV and other institutions, laboratory management activities.

## CHAPTER IV

### DISCIPLINES OFFERED

**Art. 16** It is up to the PPGCN Coordinating Committee to periodically assess the disciplines offered by the Program, requesting their creation, alterations, and extinction, when relevant.

**Art. 17** To request the cancellation of the PPGCN discipline offered with code NUT scheduled to be offered in the semester, the Coordinator must send a letter to the Head of the Department of Nutrition and Health, with a copy to the PPGCN Coordinating Committee, justifying its cancellation.

**Art. 18** PPGCN Coordinating Committee will appoint one of the professors accredited in the Program to the role of Coordinator of the discipline NUT 797 – Seminar I and NUT 798 – Seminar II. It will be up to this professor to organize the seminar schedule during

the semester, being able to change it when convenient.

**Sole paragraph** - The coordination of disciplines NUT 797 and NUT 798 will be biannual, and the choice of Coordinator will be made by rotation among the accredited professors of the Program, except for those who occupy administrative positions at UFV.

**Art. 19** – Requests for creating Special Problems and Special Topics disciplines must be forwarded to the Coordinating Committee 60 days before their offer. They will only be approved when their extreme need is sufficiently demonstrated to obtain specific knowledge for the student, knowledge that is not addressed in any mandatory or optional discipline of the PPGCN.

## CHAPTER V

### THE SCHOLARSHIP

**Art. 20** According to the availability, the Coordinating Committee, will allocate a scholarship to the student.

**Sole paragraph** - The scholarship belongs to the program, not the student.

**Art. 21** For granting the scholarship, full-time and exclusive dedication to the Program will be required. The student awarded a scholarship cannot be an employee/servant of the UFV staff.

**§1** The scholarship will be automatically suspended if the student starts to receive remuneration from another source during its term, except in the cases of monitoring II, tutoring of the Open University of Brazil (UAB), and substitute professor, in a 20-hour regime, working in the city of Viçosa.

**§2** The student who leaves to act as a substitute professor in a higher education institution outside Viçosa will have the scholarship suspended. Although the scholarship will be reactivated when he/she returns to Viçosa, it will not necessarily be from the same funding agency as in the period before the student's departure.

**§3** The student who chooses to start the program without a scholarship will not be entitled to grant a scholarship during the duration of his/her course, except if the funding agencies award the Program new scholarships.

**§4** If there is a complaint and proof of remuneration or employment relationship by a PPGCN scholarship holder, the scholarship will be suspended immediately, and the student will be responsible for disciplinary proceedings for non-compliance with this regiment, with a view to his/her dismissal.

**Art. 22** PPGCN Coordination will not guarantee a scholarship to any classified candidates. Upon availability of scholarships, they will be distributed according to the classification order in the selection process.

**Art. 23** The scholarship will have a maximum duration of 24 (twenty-four) months for the Master's and 48 (forty-eight) months for the Doctorate. However, the scholarship time may be reduced at the discretion of the Coordinating Committee.

**Sole paragraph** – In the case of the Doctorate, up to the 36th month, an assessment of the stage of development of the student's work will be made to maintain or not the scholarship. The student must present the following documents with proof to the PPGCN Coordinating Committee:

1. Integralization of credits through academic transcript;
2. Project Presentation in the discipline NUT 798 – Seminar II;
3. Registration of the Research project in SISPPG;
4. Manuscripts in preparation or submitted for publication regarding your thesis topic;
5. Letter from the advisor attesting to the student's endeavor and commitment to publishing the article for the defense of his/her doctorate at 48 months.

**Art. 24** The student will not be able to take a vacation during the scholarship period, being allowed a recess of 20 days per year, a period fixed in a joint agreement with the advisor.

**Art. 25** The student, scholarship holder or not, who leaves Viçosa for a period longer than 30 days must obtain the express consent of his/her advisor in correspondence addressed to the Program Coordination.

**Art. 26** In the case of scholarship holders who leave the country to carry out training in the "sandwich" modality, the reactivation of scholarships when they return to Brazil will not necessarily be from the same funding agency of the period before the student's departure. In this specific case, 48 months of scholarship will be automatically granted.

**Sole paragraph** – If the student returns to Brazil before the expected end of the training, there will be no guarantee of immediate reactivation of the scholarship.

**Art. 27** The scholarship may be suspended or canceled by the Coordinating Committee or by the Funding Agency for academic or disciplinary reasons, and the scholarship holder has no right of appeal or compensation.

**Sole paragraph** - The suspension or extension of enrollment is a reason for immediate suspension of the right to the scholarship, without any right acquired upon the student's return.

**Art. 28** The student, who receives a bench fee linked to the scholarship, must use it in a joint agreement with the advisor.

## CHAPTER VI

### ACCREDITATION AND RE-ACCREDITATION OF PROFESSORS

**Art. 29** Accreditation or re-accreditation for the exercise of postgraduate activities will be carried out with the following considerations, in compliance with Resolution No. 3/2009 of the Teaching, Research, and Extension Council, the highest decision-making body in the didactic-scientific plan of the Federal University of Viçosa.

**§1** PPGCN Coordinating Committee will be responsible for deciding on requests for accreditation of PPGCN professors and/or advisors as advisors in other Graduate Programs internal or external to UFV.

**§2** The accreditation or re-accreditation of the advisor will be valid for four years. The professor will forward to the PPGCN Coordinating Committee his/her request for accreditation or re-accreditation as a program advisor. This request will be assessed by the Coordinating Committee based on the criteria established in this Regiment and will forward the opinion to the Office of Research and Graduate Studies.

**Art. 30** For accreditation and re-accreditation, the professor must meet the minimum criteria for teaching, training of human resources, and intellectual production activities:

**§1** For accreditation for the Master's degree:

I - Teaching

Work in a postgraduate discipline for at least 120 class hours during the quadrennium or 30 class hours per year.

II – Training of human resources

≥ 4.0 titleholders (dissertation equivalent) per quadrennium as co-advisor at the PPGCN, preferably, or in Graduate Programs at UFV.

III – Intellectual production

The professor must publish articles in A1, A2, A3, or A4 journals during the quadrennium, with the participation of PPGCN students, totaling at least 180 points, according to the document on Nutrition Area at CAPES.

IV- Research

The professor must prove participation in a research project funded in the last four years.

**§2** For re-accreditation for the Master's degree:

I - Teaching

Work in a postgraduate discipline for at least 120 class hours during the quadrennium or 30 class hours per year.

II - Training of human resources

≥ 3,0 titleholders (dissertation equivalent) per quadrennium as co-advisor at the PPGCN

III - Intellectual production

The professor must publish articles in A1, A2, or A3 journals during the quadrennium with the participation of PPGCN students, totaling at least 240 points, according to the document on the Nutrition Area at CAPES.

IV- Research

The professor must prove participation in a research project funded in the last four years.

**§3** For accreditation for the Doctoral degree:

I - Teaching

Work in a postgraduate discipline for at least 120 class hours during the quadrennium or 30 class hours per year.

II - Training of human resources

≥ 4,0 titleholders (dissertation equivalent) per quadrennium as an advisor at the PPGCN.

III - Intellectual production

The professor must publish articles in A1, A2, or A3 journals during the quadrennium with the mandatory participation of PPGCN students, totaling at least 300 points, according to the document on the Nutrition Area at CAPES.

IV – Research

The professor must prove the coordination of a funded research project or submission for funding in the last four years.

**§4º** For re-accreditation for the Doctoral degree:

I - Teaching

Work in a postgraduate discipline for at least 120 class hours during the quadrennium or 30 class hours per year.

II - Training of human resources

≥ 4,0 titleholders (three equivalent dissertations and one thesis) per quadrennium as an advisor at PPGCN.

III - Intellectual production

The professor must publish articles in A1, A2, or A3 journals during the quadrennium with the mandatory participation of PPGCN students, totaling at least 380 points, according to the document on the Nutrition Area at CAPES. In addition, the professor candidate for re-accreditation must be listed as the last author showing his/her leadership in the articles or appear as the corresponding author.

IV- Research

The professor must prove the coordination of a research project funded in the last four years.

## CHAPTER VII

### STUDENT ORIENTATION

**Art. 31** The student's orientation will be carried out by a professor accredited in the program, meeting the accreditation and re-accreditation rules in the *Stricto Sensu* Graduate Regulation and in this Regulation.

**Art. 32** The designation of the advisor will be made based on availability and interest for orientation, scientific production, qualified demand, and involvement with discipline in the program, in addition to the affinity of his/her area of work/activity with that of the candidate.

**Sole paragraph** - The advisor, whose average time of the titleholding of his/her advisers, accumulated in the last four years, is greater than 24 months for the Masters and 48 months for the Doctorate, may not receive new advisers and not be contemplated with CAPES resources, when available.

**Art. 33** The advisor may supervise the research for the elaboration of the dissertation or thesis individually or, with the student's participation, may choose co-advisors to compose the Orientation Committee.

**Art. 34** It is up to the advisor to organize the study plan, guide the research object of the dissertation or thesis, and assess the student's progress and academic difficulties.

**Art. 35** The change of advisor may occur upon formal request, duly justified by one of the interested parties, and approved by the Coordinating Committee.

**Art. 36** If the research is carried out in another institution, a co-advisor, duly accredited by the UFV Graduate Technical Council, may be appointed.

**Art. 37** - The maximum number of advisers per advisor in the Program or summed with other graduate programs will follow the determinations established by CAPES.

## **CHAPTER VIII**

### **THE RESEARCH**

**Art. 38** The student must submit a research project to the DNS Research Commission, according to PPG rules. It must be registered before the enrollment of the 3<sup>rd</sup> academic period for the Master's student. In the case of the Doctorate, the research project will be defended until the end of the 4<sup>th</sup> academic period for registration purposes.

**§1** Before being forwarded to the Ethics Committee and the DNS Research Committee, the PPGCN Coordinating Committee must appreciate the project.

**§2** The doctoral student's research project will be assessed by a board composed of 4 (four) members: an advisor, two internal members of the Program, who may or may not be co-advisors, and one member appointed by the Research Committee.

**Art. 39** The rules for operationalizing dissertation or thesis projects by PPGCN/DNS/UFV students must follow the UFV project registration rules.

## **CHAPTER IX**

### **QUALIFYING EXAM**

**Art. 40** - Every student candidate for Doctor Scientiae will take the qualifying exam.

**Sole paragraph** –The objective of the qualifying exam is to assess the student's proficiency in knowledge in his/her area of investigation, as well as in related areas of relevance to the activities; the student's ability to understand and critically analyze scientific works in his/her line of research and; the potential in the sense of giving an adequate experimental approach to solving a problem proposed.

**Art. 41** The doctoral student's orientation committee will assess and approve the request for a qualifying exam that will be forwarded to the Program Coordinator for appreciation and request by the examining board.

**Sole paragraph** –The examining board must have five titular members and two substitutes. One of the members must be a Nutritionist.

**Art. 42** Only students who have integralized the credits provided in their Study Plan can take the qualifying exam.

**§1** To the student enrolled in the Internship in Teaching, it will be facultative to take the qualifying exam if it is the only discipline missing to fulfill the study plan, regardless of the integralization of the minimum number of required credits.

**§2** The qualifying exam must be concluded by the end of the 6<sup>th</sup> period of the student's admission to the Program.

**Art. 43** The qualification will consist of two stages, one written and one oral, dealing with areas of knowledge relevant to the student's formation.

**§1** The written stage must consist of at least one scientific article (review or original) related to the theme of the thesis, as well as the presentation of preliminary data covering theoretical reference, objectives, methodology, results, discussion, and perspectives for continuing the study.

**§2** The oral stage must be carried out upon argumentation by the board, covering themes of your research and subjects related to nutrition science.

## **CHAPTER X**

### **DISSERTATION OR THESIS**

#### **Preparation**

**Art. 44** The dissertation or thesis must be presented in the format of a technical-scientific article and follow the general rules of the PPG from UFV.

**§1** The dissertations or theses and the resulting publications must include the mention of the funding agency of the scholarship and the research project.

**§2** It will be allowed to adopt a systematic review article with meta-analysis as a dissertation. The dissertation structure should include pre-textual, textual, and post-textual elements.

### **The Defense**

**Art. 45** The board composition, deadlines, and requirements will comply with the rules presented in the *Stricto Sensu Graduate Regiment*.

**§1** The student must deliver to the PPGCN Secretariat a statement from the advisor stating that he/she has received a copy of the research database to request the composition of the examining board.

**§2** For doctoral students, CNPq scholarship holders, deliver the accountability of the bench fee, according to the form available on the Program website and the request letter for thesis examining board appointment.

**§3** The doctoral student will only be able to defend the thesis after proof of acceptance of at least 1 (one) article as 1<sup>st</sup> author, with the advisor as co-author, during the period of validity of the Doctorate, in journals Qualis A3 or higher.

**Art. 46** The advisor whose student cannot defend the dissertation within 24 (twenty-four) months or thesis within 48 (forty-eight) months must present to the Coordinating Committee a justification and an expected date for the defense of the dissertation or thesis.

**Sole paragraph** –. If it is expected that there will be no defense of the dissertation until the 24<sup>th</sup> month or of the thesis until the 48<sup>th</sup> month, the student may receive a grade N (non-satisfactory) in Research at the end of the 3<sup>rd</sup> period in the case of the Master's student, and 7<sup>th</sup> period, in the case of the doctoral student.

**Art. 47** For the defense, the candidate must present his/her specific dissertation or thesis seminar in the presence of the examining board, which will be chaired by the advisor or by a member of the Coordinating Committee in the absence of the advisor, and open to the public.

### **Disclosure**

**Art. 48** Master and Doctoral students will be guaranteed the first author position in a technical-scientific article arising from the dissertation or thesis work since they present it in a proper format for publication in an indexed scientific journal within six months from the defense date of the dissertation or thesis. If this deadline is not met, the first author's right is transferred to the advisor or to whomever he/she designates.

**§1** Research results may only be published, by any means, with the express authorization

of the advisor, and the Federal University of Viçosa must be mentioned, in the appropriate way, as the work's origin.

**§2** The student's link to be indicated in work carried out during the course (whether related to the dissertation, thesis, or not) must be that of the Department of Nutrition and Health of the Federal University of Viçosa. Even when affiliated with another institution, the alumnus must mention the name of the UFV.

**§3** Publications must include the mention of the funding agency of the scholarship, the research project, and CAPES (code 001) for promoting the Graduate Program.

**§4** The corresponding author of the technical-scientific articles will be the advisor.

**Art. 49** In addition to the copies of the dissertation or thesis required by the Stricto Sensu Graduate Regiment, the student must deliver a copy of it and the advisor's statement stating that the copy of the research database has been received to the PPGCN secretariat.

## **CHAPTER XI**

### **ACADEMIC TITLE**

**Art. 50** The title of Magister Scientiae (MS) and Doctor Scientiae (DS) in Nutrition Science will be awarded to the candidate who meets the requirements in this Regulation and in the Stricto Sensu Graduate Regulation of the Federal University of Viçosa.

## **CHAPTER XII**

### **FINAL PROVISIONS**

**Art. 51** PPGCN will be governed by the present Regulation, the UFV Stricto Sensu Graduate Regulation, and other rules approved by the competent Higher Collegiate Bodies.

**Art. 52** The provisions in this regiment may be modified by competent bodies, even during the academic year.

**Art. 53** This regiment will be valid on the date of its approval by the competent bodies.

**Art. 54** Omission cases will be analyzed by the PPGCN Coordinating Committee.

Approved by the Coordinating Committee of the Graduate Program in Nutrition Science at its 208<sup>th</sup> meeting, held on August 30, 2021.

**Coordinating Committee members:**

Josefina Bressan (President)  
Juliana Farias de Novaes  
Helen Hermana Miranda Hermsdorff  
Sylvia do Carmo Castro Franceschini  
Jéssica Benevenuto Mattar (student's representative)