

**Rules of the Postgraduate Program in  
Professional Master in Hemotherapy and  
Biotechnology**

**I - COMPOSITION OF THE COORDINATING COMMITTEE OF THE PROGRAM (CCP)**

The CCP will have as full members 4 (four) supervisors accredited in the Program, one of them shall be the Coordinator and his/her alternate member, and 1 (one) student representative, every full member shall have his/her alternate member.

**II - SELECTION CRITERIA**

**II.1 Proficiency in foreign language**

Proficiency in foreign language (English) will be required for the application in the selection process, according to item V of these Rules.

For foreign students, proficiency in Portuguese must be proved until 14 (fourteen) months from the start of the term count in the course.

**II.2 Requirements for selection**

II.2.1 The documents for application, number of available positions, list of supervisors, items of CV evaluation, grade for each item, subjects and bibliography indicated for the selection process, criteria weight, time for research project presentation and curriculum, time for discussion and answer, will be defined in specific Notice to be disclosed in the *Diário Oficial do Estado de São Paulo* and every semester on the Program webpage.

II.2.2 For the selection of students the following criteria will be considered:

II.2.2.1 Written test of eliminating nature (weight 4) where the capacity to scientific thinking and result interpretation will be evaluated.

II.2.2.2 Research plan (weight 2)

II.2.2.3 CV analysis (weight 4)

The students who get a grade equivalent or higher than 5 (five) will be classified and selected to join the Program conform to the number of open positions previously defined and informed in the Selection Process Notice, disclosed on the Program webpage and in the *Diário Oficial do Estado de São Paulo*.

**III – Terms**

III.1 In the Master course, the term for submitting the dissertation is 36 (thirty-six) months.

**III.2** In exceptional cases properly justified, students can request an extension of the deadline for a period no later than 120 (one hundred and twenty) days.

#### **IV – MINIMAL CREDITS**

**IV.1** The master student must have a minimal number of units of credit, as it follows:

- 96 (ninety-six) units of credit, distributed as 20 (twenty) in subjects and 76 (seventy-six) in dissertation.

Up to 10 (ten) credits may be granted, as special credits, to the Master Course. Such credits are specified in item XVII – Other Rules.

#### **V – FOREIGN LANGUAGE**

The students must demonstrate proficiency in English.

**V.1** The following exams shall be accepted for the proficiency exam in English: TEAP, ITP-TOEFL, ALLUMINI, IELTS and CAMBRIDGE. The validity of the proficiency test corresponds to 5 years from the date when the exam was taken.

The minimal grade or concept for acceptance of the exams above will be disclosed in specific notice and in the *Diário Oficial do Estado de São Paulo*.

Other exams and respective minimal grades could be analyzed by the CCP upon the applicant's request.

**V.2** The foreign applicant from a country, where Portuguese is not the official language, must prove proficiency in English and also prove proficiency in Portuguese. For this purpose, a Commission will be composed of two full supervisors of the Program, indicated by the CCP.

The exam will consist in the translation a text in English into Portuguese; it is allowed the use of dictionaries.

**V.3** Applicants must demonstrate proficiency in foreign language (English) at the time of registration.

**V.4** Applicants must prove proficiency in Portuguese until 14 (fourteen) months from the start of the term count in the course.

#### **VI – SUBJECTS ACCREDITATION**

**VI.1.**The CCP will define the list of subjects of the Program based on the articles 68-71 of the USP postgraduate statute.

The accreditation of subjects by the CCP is based upon the analysis of program content, compatibility with the Program research lines, bibliographical update, professors' CV and detailed report by a rapporteur.

**VI.2.** The CCP may indicate to the CPG collaborating professors to teach specific parts of the subject, since their participation is described in the request every time the subject is taught, but its approval shall be conditioned to the CPG evaluation.

**VI.3** Accreditation requests must be forwarded by the CCP to the CPG, in specific form, followed by:

- a) updated Lattes Curriculum of the responsible professor(s);
- b) report by a rapporteur, assigned by the CCP, where the merit and importance of subject is highlighted along with the Area of Concentration, as well as the specific competence of the professors responsible for it.

**VI.4** The accreditation of professors not from USP, as responsible for a subject, must be forwarded with a justified proposal by the CCP about the inclusion of this external professor, the “visiting professor accreditation” form and a two-sided copy of the external professor’s PhD certificate. Mandatory subjects will be under the responsibility of full supervisor of the Program.

**VI.5.** At the discretion of the responsible professor, with the approval of CCP, subjects can be taught in English. In case of mandatory subjects, they should also be offered in Portuguese.

### **RE-ACCREDITATION**

**VI.7** Subjects must be subjected to re-accreditation every 5 years, occasion when the objectives must be reviewed and bibliography updated. Upon a CCP proposal, the subjects that have not been regularly offered within the period might not be re-accredited.

**VI.8.** For re-accreditation, the same criteria required for accreditation must be considered.

### **VII – CANCELLATION OF THE CLASSES OF A SUBJECT**

**VII.1.** The request for the cancellation of subject classes could be made to the CCP by the responsible:

- when the minimum number of students per class was not reached until the start date of the subject;
- for reasons of force majeure properly justified until the start date of the subject.

**VII.2.** The CCP shall deliberate about the request together with the Program Department within up to 10 days after receiving the request before the start date of the subject.

### **VIII –QUALIFICATION EXAM (QE)**

The application for the qualification exam is responsibility of the student and shall be done within the maximum term established by the Program in these Rules (items VIII.1.1). For the application for the qualification exam, the student must have completed at least 6 (six) credits in mandatory subjects.

After application, the students will have 60 (sixty) days to take the exam.

The postgraduate student that do not take the exam within the period established for its course will be withdrawn from the Program, in conformity with item V of article 52 of the USP Postgraduate Statute.

The examination board, chosen by the CCP, will be composed of three members with a PhD at least.

## **VIII.1 Master**

**VIII.1.1** The Master student must apply for this exam within the maximum period of 12 (twelve) months after the beginning of the deadline count in the course.

**VIII.1.2.** The objective of the qualification exam is to evaluate the candidate's capacity of developing, in an independent way, his/her project, within the research area.

**VIII.1.3** The exam will consist of an oral presentation no longer than 20 minutes about the development of his/her research project with 10 minutes for discussion. An analysis of the student's records will also be carried out.

**VIII.1.4** The Examination Board will be composed of three PhDs, with at least two full supervisors of the Program.

**VIII.1.5** The CCP will assign the president of the Examination Board.

**VIII.1.6** The Supervisor and Co-supervisor cannot take part in the Examination Board, he/she will perform only as a moderator in the exam.

**VIII.1.7** If the student fails in the qualification exam, he/she can apply for repeating it just once, and must apply within the period of 60 (sixty) days after the date of the first exam. The second exam must be taken within 60 (sixty) days after application. If failure persists, the student will be withdrawn from the Program and will receive a certificate of the subjects he/she attended.

## **IX – TRANSFERENCE FROM COURSE OR AREA OF CONCENTRATION**

**IX.1** The student can request a transference from the area of concentration with the consent of the former and the new supervisor. The CCP will analyze the request based on the detailed report issued by a rapporteur about the new research project and the student's academic performance.

**IX.2** For a transference from the concentration area, terms must be verified for taking the qualification exam and the minimal credits required for qualification, the concept or minimal grade for taking the proficiency in English (of all students), as well Portuguese (for foreigners) in the new course. In case these criteria are not met, the transference will not be possible.

## **X – UNSATISFACTORY ACADEMIC AND SCIENTIFIC PERFORMANCE**

**X.1** In addition to the rules established in article 52 of the USP Postgraduate Statute, the student could be withdrawn from the Postgraduate Program if one of the situations below take place:

- a) not performing the planned activities established by the supervisor with the student and with the CCP consent, in the start of the course. These planned activities involve, in addition to attending the subjects, the preparation of reports every semester about the status of the research and activities developed in the period (Annual Symposium for project presentation, attending to master or

doctorate defenses, participating in the Program Annual Workshop, etc.) that must be submitted to the CCP.

- b) disapproval of the semester scientific report twice in a row or not.
- b) when the annual report has not been delivered in the limit date established in the annual calendar, informed by the Program department and on the Program webpage, or when the student do not deliver the report with a detailed justification until 15 (fifty) days after the date defined.
- d) ethical lapse or academic or scientific misconduct attested in writing by his/her supervisor and approved by the CCP.

**X.2.** The student who has a disapproved report must deliver a new report no later than 30 (thirty) days from the date of homologation of the disapproval by the CCP.

**X.3** The CCP will assign two peers, one external to the Program, to hear the parts involved and prepare a detailed written report that shall support the decision made after analyzing the documents mentioned.

**X.4** The deliberation of the student's withdrawn by the CCP will be forwarded to the CPG for homologation.

## **XI – SUPERVISORS AND CO-SUPERVISORS**

**XI.1** The decision about accrediting a supervisor and/or co-supervisor shall be based upon their technical and scientific performance. The professor will be evaluated by his/her capacity of conducting a research project and generating at least two publications in indexed over the last four years. His/her participation in conferences and postdoctoral internship will also be considered, as well as his/her technical production. The professor's coordination and participation in research projects will be valued, as described in item XI.3.

**XI.2** For the accreditation of a Master full supervisor, it is expected that

the supervisor shows potential to supervise students and a recent scientific production with quality in indexed journals of his/her research field, with worldwide circulation, counting at least 2 (two) publications in conferences or indexed journals, in the last 3 (three) years, related to his/her research area, with worldwide circulation and a selective publishing policy.

**XI.** Specific accreditations might be accepted upon request following the same criteria for full supervisors.

**XI.4** The supervisor must assume teaching activities in the Program of Professional Master in Hemotherapy and Biotechnology.

**XI.5** The term for co-supervisor's accreditation in the Master course will be 24 (twenty-four) months. For accreditation, the interested professional must present:

- A detailed justification with regard to the innovative contribution of the project to the Postgraduate Program;
- A proof of an existing infrastructure (physical area, material and/or equipment);
- A manifestation from a professor at the institution or supervisor with the consent of the head of the department or equivalent, showing an agreement about the use of the space for developing the supervision requested and about the maintenance of the conditions for allowing the postgraduate student to carry out the project;
- The curriculum vitae of the proponent must have, if applicable, the concluded and ongoing supervisions at USP and outside it;
- A statement of the employment situation or institutional link of the proponent (if the proponent does not prove a stable employment situation the period for his/her stay at USP shall be at least 75% of the maximum deadline for the dissertation or thesis submission).
- Evidence of experience, showing five years of professional activity in a recognized service of his/her working area;
- Technical capacity in the project theme or having participated in Official Committees;
- The maximum number of supervised students per co-supervisor is 5 (five).

**XI.4** The maximum number of supervised students per supervisor is 10 (ten). In addition, the supervisor can co-supervise up to 5 (five) students.

**XI.5** The supervisor with full accreditation must request a renewal of his/her accreditation every 5 (five) years. For re-accreditation the same criteria for full accreditation will applied.

**XI.6** In the requests referring to external supervisors (Young Researcher, Postdoctoral student, Visiting Professor, Intern Researcher and others), the following aspects should be observed:

- Detailed justification by the proponent with regard to the effective innovative contribution to the Postgraduate Program;
- Identification of the proponent's employment status (ex.: young researcher), mentioning the term of the program and research line;
- Demonstration of the existing infrastructure (regarding physical area, material and equipment);
- Demonstration of the existing resources for funding the project proposed for the postgraduate student's supervision;
- Manifestation from a professor or supervisor at the institution endorsed by the head of the department or equivalent, expressing agreement in relation to the use of the area for developing the supervision requested and maintenance of the conditions for developing the project .
- The curriculum vitae of the proponent must have, if applicable, the concluded and ongoing supervisions at USP and outside it;



- A statement of the employment situation or institutional link of the proponent (if the proponent does not prove a stable employment situation the period for his/her stay at USP shall be at least 75% of the maximum deadline for the dissertation or thesis submission).

**XI.7** In the requests referring to the accreditation of external co-supervisors, the following aspects should be observed:

- Evidence of experience, showing five years of professional activity in a recognized service of his/her working area;
- Technical capacity in the project theme or having participated in Official Committees.

## **XII – PROCEDURES FOR DISSERTATION/THESIS SUBMISSION**

**XII.1** The final assignment of the professional master course has an applied nature and can be delivered in different formats:

1) Original articles or technological productions;

**Composed of Summary, Introduction, Objective, Development, Conclusion and Reference.**

The article shall be presented in a single dissertation, where the student is the main author or co-author in all. In case of articles published, it is necessary to certify that there was no violation to author rights/reproduction, as in the copyright. In case of co-authors, a formal declaration from the co-authors must be shown authorizing the use of the article and assuring that it will not be used in another work.

2) Patents and intellectual property and software registers:

**Composed of Summary, Introduction, Objective, Development, Conclusion and Reference following the standards established by the *Instituto Nacional de Propriedade Industrial*.**

3) Development of products, processes and techniques;

**Composed of Summary, Introduction, Introduction, Objective, Development, Conclusion and Reference.**

4) Business plan;

**Composed of Summary, Introduction, Introduction, Objective, Development, Conclusion and Reference, in addition to the entrepreneurs' data, professional experience and attributions; enterprise data; mission; activity sector; legal format; tax framework; social capital and funding source.**

5) Technological innovation projects;

**Composed of Summary, Introduction, Objective, Development, Conclusion and Reference.**

6) Prototypes for the development or production of diagnostic kits;

**Composed of Summary, Introduction, Objective, Development, Conclusion and Reference, and the submission of the final product.**

7) Experimental or application protocol in biotechnology;

**Composed of Summary, Introduction, Objective, Development, Conclusion and Reference. Writing should be in form of dissertation, once it is a conclusive work.**

8) Conclusive reports on the research applied;

**Composed of Summary, Introduction, Objective, Development, Conclusion and Reference. Writing should be in form of dissertation, once it is a conclusive work.**

9) Monographs (bound copies).

**Composed of Summary, Introduction, Objective, Development, Conclusion and Reference. Writing should be in form of dissertation, once it is a conclusive work.**

**XII.2** The delivery of the copies will be made by the student in the Postgraduate Service until the end of the working hours of the last day of his/her official deadline. For the Master course, the student must submit 4 (four) copies, in addition to a PDF copy and an abstract as a DOC file on digital media.

The delivery must be followed by a letter from the supervisor certifying that the student is ready for the defense.

### **XIII – ADDITIONAL FORMS OF EVALUATING STUDENTS**

- Students will be evaluated every six months through their activity report, as detailed in item XVII – Other Rules). The academic and scientific performance is considered to be unsatisfactory if the student does not submit the reports in the dates defined by the CCP or if the student has not had his/her report approved in two semesters in a row or not. Student's withdrawing deliberation shall be decided by the CCP and homologated by the CPG.

- Students will also be evaluated for their participation in the projects developed by the House of Science of the Regional Blood Center of Ribeirão Preto and for their teaching activities in educational programs, through reports or educational material produced and published on the webpage of the House of Science. This specific type of evaluation is detailed in item XVII.1.3.

### **XIV – WRITTEN EVALUATION IN DISSERTATIONS OR THESES JUDGMENT**

The judgement of the Professional Master Final Assignment will comprise the written evaluation of the copy presented and the defense session.

- The written evaluation must be done by all the members of the examination board, fulfilling the criteria and terms established in article 96 of the USP Postgraduate Statute.

### **XV – LANGUAGES ALLOWED FOR DISSERTATION AND THESIS WRITING AND DEFENSE**



**XV.1** Complying with article 89 of the Postgraduate Statute of the University of São Paulo, all Dissertations and Theses shall have a title, abstract and keywords in Portuguese and English.

**XV.2** Dissertations and Theses can be written and defended in Portuguese, English or Spanish. Writing must be in a single language.

## **XVI – NOMENCLATURA DO TÍTULO**

**XVI.1** The master student that meet all the requirements of the course will be granted with the Title of Master in Sciences, Program of Professional Master in Hemotherapy and Biotechnology, Areas of Concentration:

- 1) Hemotherapy and Medicina Transfusional
- 2) Biotechnology.

## **XVII – OTHER RULE**

### **XVII.1 Reports**

**XVII.1.1** Reports must be submitted respecting the deadlines defined by the CCP and disclosed on the Program webpage.

**XVII.1.2** Reports with no more than 20 pages must have:

- Title and Abstract of the Research Project
- Objectives
- Summary of the activities described in previous reports (if that is the case)
- Description of the activities conducted in the period
- Reference
- Full schedule, identifying the activities already accomplished and future activities.

**XVII.1.3** The evaluation of the participation in projects developed by the House of Science and in teaching activities in educational programs will be performed as it follows:

- Presentation of a brief report on the activities developed.

### **XVII.2 Special credits**

The student might be graded with at most 10 (ten) credits, as special credits, the minimum required in subjects for Master Courses.

**XVII.2.1** In case of a full work published in a journal of national and international circulation that has an acknowledged publishing board, or chapter book recognized in the knowledge area, where the student is the first author and the publication is

related to his/her dissertation or thesis project, the maximum number of special credits is equal to 4 (four).

**XVII.2.2** In case of patent deposit, the maximum number of special credits is equal to 4 (four).

**XVII.2.3** In case of the publication of a chapter in a technological manual acknowledged by national or international official bodies, the maximum number of special credits is equal to 1 (one).

**XVII.2.4** In case of participation in Conferences, Workshops, Symposia or other type of scientific meeting with full work presentation and printed or digital publication in annals (or similar) where the student is the first author, the number of credits granted is equal to 1 (one) per event.

### **XVII.3 Mandatory subjects**

The Program will keep on its webpage the annual calendar of the subjects offered. At least 10 units of credits in mandatory subjects offered by the Program will be required.

### **XVII.4 Analysis of Projects by Ethics Committee**

Students must submit their projects for the appreciation of the Ethics Comites in Animal Experimentation (CETEA) ou Research Ethics of the HCFMRP - CEP/HCFMRP, or Committee of other USP Unit or other institution, since it is accredited by the CONCEA and CONEP, respectively.

Students must protocol their research Project in the Postgraduate Program and show the ethical certificate to the CPG no later than 180 days after enrolment.

Dispensation of the certificate of the ethics committees or **extension of the deadline for presenting the certificate approved** shall be analyzed by the CPG, with a justification by the CCP and presentation of the research project.