

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

### **I – COMPOSITION OF THE COORDINATING COMMITTEE OF THE PROGRAM (CCP)**

The Coordinating Committee of the Program (CCP) will be composed of 04 full members and their respective alternate members that are supervisors accredited in the Program and belonging to the board of professors of the FMRP-USP or to one of the research institutes associated with the FMRP-USP; 01 (one) student representative and his/her alternate representative. The Program Coordinator, the Alternate Coordinator, as well as the full and alternate members of the CCP, will be elected by their peers.

### **II – SELECTION CRITERIA**

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 will be defined in the specific Notice to be disclosed every six months/year by the Program, according to the official calendar of the Unit.

Proficiency in English language will be required for all students, in Portuguese for foreign students, in conformance with the described in Item V of this Rule, at the time of application for the selection process.

For the selection of the students of the Postgraduate Program, level Professional Master in Hemotherapy and Biotechnology, the following criteria will be considered:

1. All applicants will be subjected to a written test based on the interpretation of experiments and/or scientific publications and it will be considered as eliminating for those students who do not reach a final grade equivalent or higher than 5, the grade will vary from 0 to 10.
2. CV analysis. Grade will vary from 0 to 10, and 5 will be the minimum grade for approval.

3. Project analysis in relation to format and content as well. The scientific or equivalent proposal, methodology, viability and integration into the Program research lines will be considered.

The applicant must be approved in all criteria to be selected; the final grade will be calculated as the arithmetic mean of the criteria analyzed and it will be classificatory, thus students approved will be those who get a final grade higher than 5 and first to fulfil the positions determined by the Postgraduate Program - level Professional Master in Hemotherapy and Biotechnology.

The Examining Committee for Selection will be indicated by the Coordinating Committee of the Program, it will be composed of 3 (three) professors belonging to the board of supervisors of the Program, with at least one member of each concentration area, who will have the task of conducting the selection process and indicating to the Coordinating Committee of the Program the applicants selected for homologation.

The result of the selection process, after the homologation of the CPG, will be disclosed in the Department of the Program.

The students who were approved, but were not classified for the existing positions will stay in a waitlist until the final date of enrolment confirmation. In case of dropouts, students will be called following the classification list.

### **III – TERMS**

The term of submission of the completion assignment is 30 (thirty) days.

### **IV – MINIMAL CREDITS**

The professional master student must have at least 96 units of credits distributed as follows:

- at least, 30 units of credits in subjects.
- 66 units of credit must be obtained in the development of the dissertation.

The CCP may grant to the Master course up to 10 special credits as described in the subsection 66 of the RPG and in the item XIV of these rules.

## **V – FOREIGN LANGUAGE**

The proficiency exams in English Language recognized by the CPG of the FMRP-USP are TEAP (grade equivalent to or higher than 70% of the total exam for Master degree); ITP-TOEFL (score 550; oral = 70; Composition = 70), ALLUMINI, IELTS and CAMBRIDGE= 5.5), the validity of the proficiency test corresponds to 5 years from the date when the exam was taken.

All the students, either Brazilian or foreigner, that are to prove at least a completed study cycle (elementary, high school or superior) or a 1-one internship or course in educational and/or research institutions in English-speaking countries shall be accepted as proficient in English.

The foreign applicant from a country, where Portuguese is not the official language, must at the time of registration prove his/her proficiency in English and also prove his/her proficiency in Portuguese. For this purpose, the CCP will accept the certificate of proficiency in Portuguese (Celpe-Bras), at intermediate level, issued by the Ministry of Education.

The students that are to prove at least a completed study cycle (elementary, high school or superior) or a 1-one internship or course in educational and/or research institutions in Portuguese-speaking countries shall be accepted as proficient in Portuguese.

For foreign students coming from PEC/PC, the proficiency in English must be shown not later than 6 (six) months after enrolment in the Program. If the student do not abide by this Rule, it will result in the student's withdrawing from the Program.

## **VI – SUBJECTS**

The CCP will define the list of subjects of the Program based on the articles 68-71 of the statute of the USP-PG.

The request for accreditation of a subject will be done by at least 01 (one) supervisor accredited by the program. The evaluation of the CCP in relation to the subject accreditation will be conducted based on the set of criteria established by the Posgraduate Program level Professional Master in Hemotherapy and Biotechnology of the FMRP- USP.

In addition to accredited supervisors, professors with a PhD out of Program shall be accepted to teach a subject as a speaker, once it is properly justified by a professor accredited in the Program responsible for the subject, after the approval by the CCP.

When it comes to a mandatory subject of the Program and/or of the area of concentration, the responsible professor must be an active participant, with ongoing supervisions, in the Program of Professional Master in Hemotherapy and Biotechnology of the FMRP-USP.

With regard to subject accreditation, the proponent must present: justification that points out the importance and coherence with the research lines of the Program; clear and well-defined objectives for students' training; amendment that demonstrates up-to-date knowledge; objectives; relevant updated bibliography and objective evaluation criteria.

For a subject re-accreditation, in addition to the criteria mentioned before, the proponent must highlight the importance of the subject in the student's education, its update within the context of the Program, its regularity and demand of students enrolled.

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

The request for the cancellation of a class of the Program subjects could be made to the CCP, when the minimum number of students per class was not reached or upon the request of the professor responsible for the subject, once it is properly justified.

The request for the cancellation could be made up to 7 (seven) days before the start of the subject and the CCP shall deliberate about the request within up to 7 (seven) days after receiving the request.

## **VIII – QUALIFICATION EXAM**

The qualification exam is mandatory for professional master students and has the aim of analyzing the development of the project after 50% of the Program, it means, 15 months for application for the qualification exam, after the conclusion of

the minimal credits required in subjects. After application, the students will have 60 days to take the exam.

The qualification exam will be taken in public session where the student will present the objective of his/her project, material and methods and the results obtained so far.

The examination board for the qualification exam, assigned by the supervisor and approved by the CCP of the Program, will be composed of the supervisor and two members with a PhD, at least.

To apply, the student must submit to the CCP department 06 (six) copies of the project and the specific form provided by the Program.

The Coordinating Committee of the Program will be in charge of forwarding to the member of the examination board the invitations with project and these rules enclosed.

The project presentation cannot take longer than 40 minutes and every examiner will have 30 minutes for discussion, ensuring to the applicant the same time for an answer.

In case of disapproval in the first qualification exam, the student can repeat it only once and the term for taking the second exam shall be 90 days from the date of the first exam taken.

## **IX – Moving from Master to Direct Doctorate**

Not applicable.

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

After the withdrawing foreseen in Article 54, the student can be withdrawn also for unsatisfactory academic and scientific performance, evaluated by the criteria and requirements established herein.

The student will be withdrawn from the postgraduate course for unsatisfactory academic and scientific performance, upon the approval by the CCP, based on the supervisor's written report on the activities planned and performed by the student, as well as the student's explanations and justification.

The activities planned are established in the beginning of the course by the supervisor together with the student, and endorsed by the CCP.

These activities planned involve, besides the subjects to be attended, the preparation of biannual reports on the research development and activities conducted in the period when they must be submitted to the CCP.

The academic and scientific performance shall be considered unsatisfactory if the student does not deliver the reports by the date defined by the CCP or if the report is not approved for two semesters in a row.

Student's withdrawing deliberation shall be decided by the CCP and homologated by the CPG.

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

Supervisors' accreditation will be valid for 05 (five) years and it can be renewed for the same period.

- The maximum number of students under supervision per supervisor is 10 (ten).
- The maximum number of students under supervision per co-supervisor is 3 (three).

The criteria for accreditation and re-accreditation of supervisors in the Master course are:

- Research lines defined and characterized by works published in indexed journals and presented in scientific events in the last 5 (five) years.
- Participation in work group or laboratory that, in the last 5 (five) years, have developed a research project funded or in collaboration with national or international institutions which have resulted in fund-raising.
- Experience in students' supervisions for scientific initiation projects, supervised professional internship, long-term training (Residence) or other.

For re-accreditation, it is also necessary:

- Having completed the supervision of student(s) in the last 5 (five) years. The average time of the title shall not be longer than 36 months.
- Being responsible or collaborator of a post-graduate subject, which has been offered or taught for at least once in the last two years.
- Maximum number of 5 (five) egressing students without titles (dropout) in the last 5 (five) years, once it is properly justified.
- Confirmation of the scientific production derived from dissertations/thesis supervised in the last 5 (five) years.
- High education technicians, postdoctoral students, young researchers, visiting professors, professors and/or researchers from other USP Units, or from outside the institution, could be accredited as specific supervisors, once the following criteria are met:
  - Research project to be developed is approved by the CCP;
  - Detailed justification of the CCP with regard to the effective innovative contribution to the Postgraduate Program;
  - Detailed demonstration of the laboratory infrastructure (regarding physical area, material and equipment) and funding resources available for the development of the project proposed;
  - Manifestation from the professor responsible for the laboratory, endorsed by the head of the department in relation to:
    - The use of the laboratory for developing the supervision requested.
    - Funding maintenance for carrying out the project proposed.
  - In case of high education technicians, the supervision is limited to 1 (one) student. A new accreditation shall be conditioned to the performance of the supervision completed.
  - For other categories, except for high education technician of USP, research line, the candidate's employment and the respective period of validity.

## **XII – PROCEDURES FOR SUBMISSION**

Upon the supervisor's approval, the copies of the Course Completion Assignment must be delivered by the student at the Postgraduate Department, respecting the officially established deadlines, as well as with the documents required by the CPG for submission.

The Course Completion Assignment has an applied nature and can be delivered in different formats:

- Original articles or technological publications;
- Patents and intellectual property and software registers;
- Development of products, processes and techniques;
- Business plan;
- Technological innovation projects;
- Prototypes for the development or production of diagnostic kits;
- Experimental or application protocol in biotechnology;
- Conclusive reports on the research applied;
- Monographs.

The documents required for submission are:

- Submission form (with student and professor's endorsement and approval by the CCP);
- Copy of the supervisor's report about the course completion assignment;
- A list made by the student with the supervisor suggesting nine names for the formation of the Judging Commission; the supervisor, four people belonging to the FMRP-USP or to the Program, and four people outside the FMRP-USP and the Program;
- 9 copies of the course completion assignment with abstract and title both in Portuguese and English;
- Copy of the course completion assignment on electronic media;
- Authorization for submission (by the student or CCP department) to the Digital Library.

It is mandatory that all the students of the Postgraduate Course - level Professional Master in Hemotherapy and Biotechnology of the Medical Clinic of the FMRP-USP - at the time of submission of the course completion assignment, deliver to the CPG department two electronic versions of their work, which will be



automatically available on the USP Digital Library of Thesis and Dissertation, upon the student's authorization.

The students interested in safeguarding patents, author rights and other rights, related to their work, can request to the CPG, upon justification, an authorization to not include their full work on the USP Digital Library of Thesis and Dissertation.

## **XII – NOMENCLATURE OF THE TITLE**

The student approved in the Postgraduate Program in Hemotherapy and Transfusion Medicine, in the Professional Master Course will be granted with the title of Master in Sciences, Program of Hemotherapy and Biotechnology. Areas of concentration: Hemotherapy and Biotechnology.

## **XIII – OTHER RULES**

After the Qualification Exam, the CCP will be in charge of sending to the Postgraduate Service the Exam Minute where shall have the information of "Approved" or "Disapproved", date and time, and on its back these Qualification Rules must be printed.

The CCP could grant up to 6 (six) units of credits in subjects as special credits for Master degree, considering the following activities conducted by the student:

- I. Full article published in national or international journal, indexed in a properly referred system (2 credits);
- II. Publication of full work in annals or similar (2 credits);
- III. Book or chapter with acknowledged merit on the area of knowledge of the Program (2 credits);
- IV. Chapter in a technological manual acknowledged by national or international official bodies (1 credit);
- V. Participation in scientific congress with poster presentation, which abstract is published in annals or similar (2 credits);
- VI. Application for patents (1 credit);
- VII. Participation in the *Programa de Aperfeiçoamento de Ensino* (Program for Teaching Improvement) – PAE (2 credits).

**CNR, 27/07/2011**

**CA, 02/09/2011**