

RULES OF PROCEDURE
GRADUATE PROGRAM IN NEUROSCIENCE AND COGNITION
UNIVERSIDADE FEDERAL DO ABC

I - Objectives

Article 1º – The Graduate Program in Neuroscience and Cognition (PPGNC) follows the objectives described in the General Regulations of the Graduate Courses of the UFABC.

Paragraph – The PPGNC aims the production of highly qualified professionals fitted to act as university level teachers and researchers, and stimulate research in the neuroscience and cognition field. The Program embrace two courses of different levels, Master and PhD that upon completion will grant the student a degree of Master or Doctor of Neuroscience and Cognition, respectively.

II – Coordination Committee

Article 2º – The PPGNC will be administrated by the Coordination Committee

§ 1º - The coordination will be formed by

I – A coordinator and vice-coordinator that are active professors of the UFABC and permanent supervisors of the program;

II – Four members, representatives of the professors, that are active professors of the UFABC and permanent supervisors of the program;

III – One representative of the students, that is registered as a regular student in the program;

§ 2º - All the representatives referred to in items II and III of Art. 2 will have alternates that will substitutes them when absent.

§ 3º – The term of the Coordinator, vice-coordinator and representatives of the supervisors is of two years.

§ 4º – The term of the representatives of the students is of one year.

III – Application Process

Article 3° – Admission of students will take place through an application process.

Paragraph - The application process will be regulated by the Coordination in a case-based manner.

IV - Obtaining the Title

Article 4° – Of the students pursuing Master Degree, at least 108 credit units are required, divided as thus:

I – 48 credits for the dissertation;

II – 60 credits in subjects, including credits for complementary activities;

Article 5° – Of the students pursuing Doctor Degree, at least 156 credit units are required, divided as thus:

I – 72 credits for the dissertation;

II – 84 credits in subjects, including credits for complementary activities and credit obtained in subjects offered as part of the Program of Master degree in Neuroscience and Cognition;

Paragraph – At least 42 credits must be obtained from subjects offered by the PPGNC or subjects co-validated and used to assign credits as a subject of the PPGNC.

Article 6° – The mandatory subjects are:

I – NCG-001: Neuroscience

II – NCG-003: Cognitive science

III – NCG-301: Quantitative methods in neuroscience and cognition.

IV – NCG-004: Teaching assistance I

V – NCG-005: Teaching assistance II

Paragraph – Students pursuing Master degree are exempt from taking NCG-005: Teaching Assistance II subject.

Article 7° – It is allowed to obtain credit units for complementary activities, upon request by the students and consent of the supervisor, according to regulation of the Coordination.

§ 1° - The sum of the credit units for complementary activities is limited to 12.

§ 2° - The Coordination will regulate the number of credit units correspondent to each complementary activity type.

Article 8° - Students are obliged to be present in at least 75% of the total number of classes.

Paragraph - Monitoring the students presence in classes is an exclusive attribution of the professor responsible for the classes.

Article 9° – Students must be approved in the Qualification Exam as stated by the General Regulations of the Graduate Courses of the UFABC.

§ 1° - The Qualification Exam must take place not later than 18 or 30 months after the admission to the Master or Doctoral course, respectively.

§ 2° - The student must have accumulated credit units, obtained from subjects, totaling at least 75% of the total number required for the respective title.

§ 3° - The examination board will be constituted of three members, holding the title of Doctors or higher, indicated by the Coordination.

§ 4° - Specific norms of the application, conditions and procedures of the Qualification Exam will be regulated by the Coordination.

Article 10° – Minimal conditions of the student for Dissertation and Thesis defense are:

- Completion of the totality of the required credit units;
- Approval in the Qualification Exam;

Paragraph – In order to defend the Doctoral Thesis, the student is required to submit a paper, being himself the first author, to a Journal classified as B1 or higher by the interdisciplinary committee of the CAPES or alternatively to a Journal of equivalent impact.

Article 11° – The time limits for course completions are:

I – Thirty months to obtain the credit units and Dissertation defense.

II – Sixty months to obtain the credit units and Thesis defense.

V - Supervisors

Article 12° –The supervisors must have the following attributes:

I – Engagement in research activities and projects leadership;

II – Regular participation, including as speakers, in national and international meetings;

III – Regular scientific and/or technological production;

IV – Experience in supervision of students;

Article 13° – Admittance of professors as supervisors will be at periodicity and specific regulations approved by the Coordination.

Paragraph – The criteria for admittance of supervisors must take into account the ideal profile as described in Art. 12.

Article 14° – The process of re-admittance of professors will take place at periodicity that coincide with the evaluation of the course program by CAPES.

Paragraph - The Coordinates will regulate the process of re-admittance of professors in a case-based manner.

VI – General provisions

Article 15° – The Rules of Procedure are effective when published, after approval by the Graduate Commission of the UFABC, revoking previous acts in contrary.