

FEDERAL UNIVERSITY OF VIÇOSA
AGRICULTURAL SCIENCES CENTER
SOIL DEPARTMENT
GRADUATE PROGRAM IN SOILS AND PLANT NUTRITION

INTERNAL RULES AND REGULATIONS OF THE PPGSNP

PPGSNP Committee
Coordinator: Prof. Márcio Rocha Francelino
Members: Profa. Isabela Cristina Filardi Vasques
Prof. Igor Rodrigues de Assis
Prof. Júlio César Lima Neves
Amanda de Abreu Anunciação (student representative)

Approved by the PPGSNP collegiate on 09/10/2024

Viçosa (MG)
October 2023

INTERNAL RULES AND REGULATIONS OF THE PPGSNP

CHAPTER 1 - OBJECTIVES AND ACADEMIC DEGREES

Art. 1 - The Graduate Program in Soils and Plant Nutrition (PPGSNP) aims to train human resources for teaching, research, and extension activities, deepening knowledge in Soil Science and its interfaces at the Master's (M.Sc.) and Doctoral (D.Sc.) levels, with analytical and critical capacity to respond to social, economic, and environmental challenges.

Art. 2 – The organization and functioning of the PPGSNP comply with the rules of the UFV *Stricto Sensu* Graduate Studies Regulations and the additional rules of these Internal Rules and Regulations.

Art. 3 - The title of Magister Scientiae or Doctor Scientiae will be conferred upon the student who fulfills all the requirements set forth in these Rules and presents the dissertation or thesis, respectively, in the final version approved by the examining board, to the Dean of Research and Graduate Studies.

CHAPTER 2 - THE COORDINATING COMMITTEE

Art. 4 – The Coordinating Committee shall be composed of four professors from the Soil Department and one student representative, who shall have an alternate.

Sole paragraph: Meetings of the Coordinating Committee as well as the Supervisory Committee shall be convened by the PPGSNP Coordinator; except when the purpose is to reconstitute the Coordinating Committee, in which case it shall be the responsibility of the Department Head to convene them.

Art. 5 – The Program Coordinator shall be one of the professors of the Supervisory Committee, chosen in accordance with the UFV *Stricto Sensu* Graduate Studies Regulations.

Art. 6 – The student representative shall be chosen by their peers, in accordance with the UFV *Stricto Sensu* Graduate Studies Regulations.

Art. 7 – The term of office for members of the Coordinating Committee shall be 2 (two) years, allowing for reappointment. The term of office for the student representative shall be 1 (one) year, allowing for reappointment.

Art. 8 – The coordinator must appoint, by administrative act, when away from the campus, preferably a faculty member of the Coordinating Committee or a member of the Supervisory Committee, to act as coordinator during their absence.

Sole paragraph: The competencies of the Coordinating Committee and the Coordinator shall follow the UFV *Stricto Sensu* Graduate Studies Regulations.

CHAPTER 3 - SUPERVISORS

Art. 9 – The supervisory body shall be composed of UFV professors from the Soil Department, from other departments, and from other institutions, invited by the Coordinating Committee, based on the affinity of their area of expertise and scientific productivity.

§1 – The accreditation of professors as supervisors shall be valid for two years.

§2 - The minimum criteria for the accreditation of supervisors shall be prepared by the Coordinating Committee.

§3 - To remain as a supervisor in the PPGSNP, the professor must present minimum scientific production, which will be defined annually based on the productivity of the previous two-year period. The value up to the 25th percentile of the distribution of scientific production (Eq. A1/year)

of the permanent faculty body will be considered. This criterion may be updated upon initiative of the Coordinating Committee and must be approved by the Supervisory Committee.

Sole paragraph: For newly accredited professors, this criterion will only be applied after the fourth year.

Art. 10 – The supervising professor may receive a student for supervision if they have produced at least 03 (three) articles published in journals with a Qualis A level, originating from theses or dissertations under their supervision in the previous two-year period.

Art. 11 - At the end of each two-year period, the limits set forth in Articles 9 and 10 may be reassessed by the Supervisory Committee.

Art. 12 - The supervising professor must teach PPGSNP courses and undergraduate courses.

Art. 13 – A change of supervision shall be possible upon official request from the interested parties or at the discretion of the Coordinating Committee.

Art. 14 - Professors who have been/are disassociated from the Program may be invited to return to the supervisory body if they meet all the requirements established in these rules.

CHAPTER 4 - GROUPS BY AREA OF KNOWLEDGE

Art. 15. The Groups by area of knowledge of the PPGSNP are constituted by the supervising professors of the PPGSNP, according to their primary area of expertise.

§ 1 Group 1: Pedology (Soil genesis, classification, pedometrics, geochemistry, and mineralogy)

§ 2 Group 2: Soil Management (Soil physics, agroecology, organic matter, and soil biology)

§ 3 Group 3 – Edaphology (Soil chemistry, fertility, and plant nutrition)

Sole paragraph: the Coordinating Committee will always seek to maintain a balance in the supervisor/supervised ratio within and between Groups.

CHAPTER 5 - ADMISSION TO THE PROGRAM

Art. 16 – Admission to the PPGSNP shall obey the criteria described in the UFV Stricto Sensu Graduate Studies Regulations.

Art. 17 – The selection of candidates for the Master's and Doctoral programs shall be carried out according to the criteria established by the Coordinating Committee and published in the Selection Notice.

Art. 18 – Direct entry from the Master's program to the Doctoral program (Direct Doctorate), without going through the selection process, may occur, with or without a dissertation defense.

§ 1 – The request must be submitted by the Student and their Supervisor to the Coordinating Committee by the 15th month of the Master's program, accompanied by the following documents:

1. Work plan for the Doctorate;
2. Letter from the Supervisor discussing the candidate's aptitude and initiative for research, their intellectual capacity, and their performance expectations for the doctoral candidate;
3. Updated academic transcript, having completed at least 24 (twenty-four) credits with a grade of "S" (Satisfactory) or above 90 (ninety) in all Master's courses;
4. Proof of acceptance or publication of at least 1 (one) article, as first author, in a journal listed in stratum A1 of the current CAPES Qualis, linked to the master's research project.

§ 2 The possibility of direct entry depends on the availability of scholarships.

Art. 19 - Approved candidates who indicate "Own Resources" in the "Funding Source" tab of the registration system cannot apply for scholarships later; and must present an acceptance letter from a supervising professor of the PPGSNP, as a requirement for registration, according to the model available on the program's website. Each professor may provide at most one letter for a candidate indicating "Own Resources", up to a limit of two letters per area.

Art. 20 – The assignment of a supervisor for each student shall be made by the Coordinating Committee after consulting the Groups by area of knowledge.

CHAPTER 6 - SCHOLARSHIPS

Art. 21 – The Program Coordination, according to the availability of scholarships granted by funding agencies, in compliance with specific rules and criteria, shall nominate the student beneficiary for the scholarship.

Art. 22 – The duration of the scholarship shall be a maximum of 24 months for the Master's degree and 46 months for the Doctorate.

Sole paragraph – The duration of the scholarship may be reduced, at the discretion of the Coordinating Committee and in accordance with the rules of the funding agency.

Art. 23 – Granting a scholarship implies dedication to the Program and to the development of the dissertation or thesis project.

Art. 24 - The accumulation of scholarships and/or income will be evaluated by the Coordinating Committee using internal criteria and considering the rules of the funding agencies. An exception may occur in the following cases, without prejudice to dedication to the Program:

1. If the activity to be carried out to receive the scholarship is linked to the research project registered in the SISPPG.
2. The student who works in teaching activities with a maximum of 12 hours per week.

Sole paragraph: Omitted cases will be resolved by the Coordinating Committee.

Art. 25 – The scholarship may be suspended or canceled by the Coordinating Committee or the Funding Agency, for academic, disciplinary, or financial reasons, with no right or compensation to the scholarship holder.

Art. 26 – Course registration cancellation is grounds for immediate suspension of the scholarship, except in cases of maternity leave and leave for health reasons.

Sole paragraph: The student who acquires employment and/or accumulates a scholarship with other income must inform the Program Coordination of this situation.

CHAPTER 7 - STUDY PLAN AND REGULAR DEADLINES

Art. 27 – Students must complete a minimum of 24 credits in the Master's program and 48 credits in the Doctoral program, observing the provisions of Art. 33 of the UFV *Stricto Sensu* Graduate Studies Regulations.

Art. 28 – The student's study plan must contain at least 5 (five) courses, in addition to SOL 797 (Seminar), for both the Master's and Doctorate, with at least 3 (three) of them belonging to 3 (three) different Groups, according to Art. 15. The remaining two courses are freely chosen by the student, and may be taken among the other courses of the Program, or from UFV, or from another institution.

Art. 29 - Teaching internship courses will be included in the study plan with a maximum of 1 (one) credit.

Art. 30 – Special Problems courses will be included in the study plan with a maximum of 3 (three) credits.

Sole paragraph: The student cannot take more than one Special Problem course per semester with the same code.

Art. 31 - The Seminar course will be included in the study plan with 2 (two) credits for the Master's and Doctorate, not counted for calculating the Academic Performance Coefficient.

§ 1. Type A Seminar must address the student's project proposal and must be presented by the end of the 2nd academic semester for the Master's program and by the 3rd academic semester for the Doctoral program;

§ 2. In Type B Seminar, the results of the thesis or dissertation will be presented, up to the semester of the defense.

§ 3. The Seminar may be presented on a special occasion, outside the regular academic period of the SOL 797 course, and, in these cases, it must be coordinated by the student's supervisor.

Sole paragraph: credits for the Seminar course will not be counted towards degree requirements.

Art. 32 – The regular deadlines governing the PPGSNP are:

I - The Study Plan, for both Master's and Doctorate, must be approved during the student's first course period;

II - To satisfy the English language requirement, the student must take a proficiency exam accepted by the UFV Dean of Research and Graduate Studies (PPG) or request credit approval by the end of the second academic semester for both the Master's and Doctorate;

III – The student must attend two academic periods of the SOL-797 – Seminars course and present the Type A Seminar by the end of the 2nd period for the Master's and by the end of the 3rd period for the Doctorate;

IV- Registration of the project in SisPPG-UFV must occur by the end of the second period for both master's and doctorate.

V- At the time of project registration, the name of at least one co-supervisor must be included.

VI- The Qualifying Examination, required for Doctoral students, must be taken by the 30th month, through a test, the content of which must be defined by the supervisor and examining board, or by defending two articles, of which at least one must originate from thesis data; or by other means defined by the supervisor and examining board;

VII - The dissertation defense must occur by the 24th month. When submitting the final version of the dissertation, an article with data originating from the dissertation must be presented, accompanied by a letter of consent from the supervisor attesting that the article is suitable for submission to a scientific journal;

VIII - The thesis defense must occur by the 48th month, with the requirement of one article published or accepted originating from the thesis in a journal with a Qualis level A classification;

Sole paragraph: failure to comply with items III to VIII will result in a failing grade (concept N).

IX. It is mandatory to mention CAPES as well as the funding agencies of the scholarship and/or project in publications.

X. The examining board nomination form must be submitted up to 15 days before the qualifying exam or Thesis or Dissertation defense, and the similarity report must be delivered to the program secretariat.

CHAPTER 8 - EXAMINING BOARDS

Art. 33 – Defense examining boards shall be composed as follows:

§ 1 The thesis defense board shall be composed of the supervisor, at least one member external to the program, another external to UFV, another external to the area, and another free member.

§ 2 The dissertation defense board shall be composed of 4 (four) members, with at least one external to the program.

Art. 34 – For the nomination of the thesis or dissertation defense board, the final digital version of the thesis/dissertation must be delivered to the Program secretariat at least 15 days prior to the

scheduled defense date, along with the similarity report prepared by the supervisor. Authorization for the defense board is conditional upon compliance with this requirement.

CHAPTER 9 - FINANCIAL RESOURCES

Art. 35 - Financial resources made available to the Program by funding agencies shall be applied to scholarships, administrative expenses, examining boards, article publication, travel expenses for courses, consumable materials, and permanent assets related to research activities, as well as other purposes approved by the Graduate Program Coordinating Committee.

Sole paragraph – The use of resources shall be based on legal norms and criteria established by CAPES and the Coordinating Committee.

CHAPTER 10 - FINAL PROVISIONS

Art. 36 – Omitted cases will be resolved by the Program Coordinating Committee.

Art. 37 – These rules and regulations shall come into force on the date of their approval.