

REGULATION OF THE POSTGRADUATE PROGRAM IN MEDICINE
PROFESSIONAL MASTER IN MEDICINE

TITLE I

PURPOSE

Art. 1 - The Postgraduate Program in Medicine - Professional Master's Degree - aims at the qualification of qualified human resources for the exercise of advanced professional practice and transforming applied actions and processes, with emphasis on technical-scientific production, applied research and the proposal of innovations and improvement to solve specific problems that allow advancement in the field of health at national, regional and local level.

TITLE II

LEGAL BASIS

Art. 2 - The Postgraduate Program in Medicine - Professional Master's Degree - is governed by the terms of the legislation in force, the General Rules of UNIRIO, the *Stricto Sensu* Postgraduate Regiment and these Regulations.

TITLE III

OF THE ADMINISTRATIVE ORGANIZATION

Art. 3 - The administration of the Postgraduate Program in Medicine - Professional Master's Degree - of UNIRIO is made up of the following authorities and bodies:

- I) Coordinator and Vice-Coordinator of the Program;
- II) Program Coordination Committee; and
- III) Program Collegiate Board.

Art. 4 - The Coordinator and the Vice-Coordinator of the Program are designated by the Program Collegiate Board.

§ 1 - The Coordinator and the Vice-Coordinator shall have a term of three years, and may be renewed.

§ 2 - The Program Coordinator must belong to the Permanent Teaching Staff of UNIRIO, hold a doctorate degree and have a 40 (forty) hour regime.

Art. 5 - It is incumbent upon the Program Coordinator:

- a) develop and implement the annual plan of the Program;
- b) elaborate proposal of curricular updating of the Program, with the participation of the Coordination Committee and the Collegiate Board;
- c) chair the Coordination and Collegiate Committee;

d) coordinate the work of the Program Collegiate Board;

e) maintain regular contacts with scientific institutions and development agencies for postgraduate activities, national and international;

f) formulate the plans for the application of resources specifically allocated to the Program, submitting them to the approval of the Coordination Committee;

g) promote the development of the Program, encouraging activities and events;

h) prepare the annual report of the Professional Master's Program;

i) supervise the Teaching Department of the Program.

Art. 6 - The Coordination Committee is composed of the Program Coordinator as president and five permanent teachers and their alternates.

§ 1 - The teaching staff of the Committee referred to in the *heading of* this article are chosen by the Program Collegiate Board respecting the division between the lines of scientific and technological action, with a mandate of four years, and may be renewed.

§ 2 - The Coordination Committee shall meet bimonthly, and the Coordinator of the Program may convene special meetings, with a defined agenda.

Art. 7 - It is incumbent upon the Program Coordination Committee:

a) approve the annual plan of the Professional Master;

b) promote, together with the Coordinator, the curricular updating of the Program;

c) support the development of research, evaluation and teaching, especially within the lines of scientific and technological action;

d) to guide the students academically;

e) approve the decisions taken *ad referendum* by the Program Coordinator;

f) to deliberate on cases not covered by this Regulation regarding the Program.

Art. 8 - The Coordinator of the Program must propose the formation of the Selection Committee, submitting his or her probation to the Coordination Committee.

Art. 9 - It is the responsibility of the Selection Committee:

a) to define the selection process for the Postgraduate Program in Medicine - Professional Master's Degrees, as well as to prepare and submit to the Program Coordinator the Public Notice for homologation;

b) organize and execute the selection process for the Master;

c) submit reports on the selection examinations to the Coordination Committee.

Article 10 - The Program Collegiate Board is composed of the Permanent Teaching Staff of the Program, a representative of the technical staff and one of the student body that is effectively enrolled in the Program, with their alternates, elected by their respective peers.

Art. 11 - It is incumbent upon the Program Collegiate Board:

- a) elect the Coordinator, the Vice-Coordinator and the Program Coordination Committee;
- b) support the activities developed by the Program in the field of teaching and research;
- c) propose to the Program Coordinator the organization of cultural and extracurricular events and activities.

TITLE IV

TEACHING STAFF

Art. 12 - The Teaching Staff should be composed of doctors, masters and professionals, with production and/or relevant technical qualification, mostly filled in the Institution.

§ 1 - Optionally, professors, doctors and technically qualified professionals may participate in the Teaching Staff invited for a limited period.

§ 2 - All members of the permanent teaching staff must be engaged in lines of scientific and technological action of the Program.

§ 3 - The degree of Doctor and/or Master may exceptionally be waived by the Program Coordination Committee, due to the high qualification of the teaching professional, for his excellence and knowledge.

§ 4 - Teachers of the Program must carry out activities of teaching, research, orientation and academic administration.

§ 5 - The accreditation and re-accreditation of teachers are temporary and the standards and criteria must observe the technical qualification, the assistance activity, the intellectual production, the offer of subjects, the supervision and research registered at UNIRIO.

Paragraph 6 - The norms and criteria for accreditation and re-accreditation of the teachers of the Program must be approved by the Program Collegiate Board.

TITLE V

STUDENT BODY

CHAPTER I

SELECTION AND ENROLLMENT

Art. 13 - The selection of the students to the professional master's course, of the Graduate Program in Medicine, will be directed exclusively to doctors.

Art. 14 - The number of vacancies in the Postgraduate Program in Medicine - Professional Master's Degree - will be determined by a permanent Public Notice, taking into account the Program's capacity for orientation and practical training.

Art. 15 - The registrations are opened, at least, one (1) month before the tests included in the Public Notice.

Art. 16 - Candidates for the Postgraduate Program in Medicine - Professional Master's Degree - sufficient knowledge of 1 (one) foreign language are required.

Art. 17 - The candidates classified in the selection examinations, obeying the limit of vacancies fixed in public notice, are entitled to the enrollment in the Program for which they have registered.

CHAPTER II

SUPERVISION AND TECHNICAL TRAINING

Art. 18 - The studies of each student are guided academically by the Coordination Committee, from the time of enrollment.

Art. 19 - The research project of the student is guided by a Professor linked to the Program.

§ 1 - The student may, in an application addressed to the Program Coordinator, request a change of Guidance Counselor of the dissertation project, and must be approved by the Coordination Committee.

§ 2 - The Guidance Counselor will be able to interrupt the orientation work by request to the Coordinator of the Program.

CHAPTER III

ENROLLMENT IN SUBJECTS

Art. 20 - The studies referred to in Article 18 must be carried out in accordance with the offer of subjects of each academic period.

Art. 21 - All students must be enrolled in at least two (2) subjects in all the academic periods, in order to retain the status of students with active registration.

Sole paragraph - The lack of semester enrollment implies abandonment of the Program.

Art. 22 - Enrollment in isolated subjects is provided to students enrolled in other Postgraduate Programs of similar institutions, at the discretion of the Program Coordinator.

Art. 23 - The enrollment in an isolated discipline can be provided to special students, up to a maximum of 2 (two) disciplines per student.

CHAPTER IV

WITHDRAWAL, TRANSFER AND DISMISSAL

Art. 24 - After obtaining the credits in subjects/activities and until the qualification and defense of the scientific product, the link with the Program is maintained through the bi-annual renewal of enrollment.

Art. 25 - The enrollment withdrawal of the Program or in the subject is allowed for a maximum period of one (1) semester, provided that the Coordination Committee evaluates the completion of the Program completion periods defined in the UNIRIO Postgraduate Regiment.

§ 1 - The enrollment withdrawal of the Program in the first period is not allowed.

§ 2 - The enrollment withdrawal out period is not accounted for within the curricular enrollment period established in Article 38.

Art. 26 - The possibility of a postgraduate transfer from another Postgraduate Program recognized by Capes will be evaluated by the Coordination Committee and approved by the Program Collegiate Board, provided there is a vacancy and availability of orientation.

Art. 27 - The student will be automatically disconnected from the Program:

a) not to carry out their semester enrollment;

b) does not obtain approval in a subject in which it is formally registered for more than one consecutive or alternating semester;

c) exceed the period for the qualification and defense of the scientific product, as provided in Article 41;

d) violate UNIRIO's Rules of Procedure, the Postgraduate Regiment or the Program Regulations.

CHAPTER V

DURATION OF PROGRAM AND ACADEMIC ACTIVITIES

Art. 28 - The academic period has a minimum duration of 15 (fifteen) weeks of classes, complemented by academic activities, paying the hundredth semester, according to Art. 47 of the Law of Guidelines and Bases of National Education (Law No. 9.394, of 20.12.1996) - LDB.

Art. 29 - Students may request the Coordination Committee to transfer the course taken in another accredited institution, corresponding to a maximum of two (2) subjects of an elective nature.

§ 1 - The transfer provided in the *caput* of this article depends on the compatibility of the content and the workload of the subjects with the Postgraduate Program in Medicine - Professional Master's Degree Program.

§ 2 - Only those subjects in which the student has reached the concept "A", "B", "C" or equivalent, according to Art. 31, § 2, shall be admitted for transfer.

CHAPTER VI

ACADEMIC PERFORMANCE EVALUATION

Article 30 - Credit is the unit of measure of academic work corresponding to 15 (fifteen) hours of class activities, seminars, theoretical or practical scientific production and/or directed studies.

Art. 31 - Achievement in the Program is evaluated by the set of academic activities developed by the graduate student, taking into account the concepts attributed by the teachers responsible for subjects and/or activities.

§ 1 - The performance evaluation of the students will be expressed by grades from 0 to 10, to one decimal place, considering the rules and procedures related to the calculation of the Coefficient of Income (CR) and the Coefficient of Accumulated Income (CRA) in force at UNIRIO.

§ 2 - The grades obtained will be equivalent to the following concepts: A (Excellent, from 9 to 10); B (Good, from 8 to 8.9); C (Regular, from 7 to 7.9) and D (Poor, less than 7).

§ 3 - Students who achieve a grade equal to or higher than 7 (seven), with a minimum frequency of 75% (seventy-five percent) in the set of activities scheduled for each discipline/activity are considered approved.

§ 4 - The use of credits obtained in activities carried out in other institutions shall be allocated according to the equivalence defined by the Coordination Committee.

Art. 32 - Obtaining credit in a subject may be suspended for a maximum period of 30 (thirty) days, upon presentation of an application signed by the student and also by the professor of the subject/activity and evaluated by the Program Collegiate Board.

§ 1 - During the period referred to in the *caput* of this article, the concept I (Incomplete), of provisional character, will be published in the academic register.

§ 2 - At the end of the period of 30 (thirty) days, the definitive concept must be registered, without which the student will be considered to fail to pass in the subject.

Art. 33 - A Qualification Exam is mandatory before the defense of the scientific product.

§ 1 - The postgraduate student must submit his scientific product in progress for a Qualification Exam by the end of the third semester of the Program.

§ 2 - The Qualification Examination will be evaluated by an Examination Board proposed by the tutor and approved by the Program Collegiate Board.

§ 3 - The Examination Board referred to in the previous paragraph shall be composed of the Guidance Counselor (Chairman) and 2 (two) internal members of the Program, as well as an alternate member (internal member of the Program).

§ 4 - The original of the scientific product must be delivered to the Examination Board for evaluation in a minimum of 21 (twenty one) days.

§ 5 - The student who is not approved in the Qualification Exam will be offered a second opportunity, with conditions and deadlines that will be defined by the Examination Board.

CHAPTER VII

SCIENTIFIC PRODUCT SUPERVISION

Art. 34 - The project of scientific product is elaborated and presented by the student, under the responsibility of the Guidance Counselor according to Art. 19.

Sole Paragraph - According to the Guidance Counselor and with the approval of the Coordination Committee, the orientation can be shared by a teacher or professional that integrates or not the Program, according to criteria of adequacy to the work of the student.

TITLE VI

FIELDS OF CONCENTRATIONS

Art. 35 - The activities of practice, research, teaching and extension of the Program of Professional Masters in Medicine of UNIRIO are developed according to Field of Concentration.

Sole Paragraph - The Field of Concentration is divided into lines of scientific and technological action, bringing together the theoretical and practical activities carried out by the teaching and student bodies, besides integrating those activities with the other subjects offered, articulating the teaching work and the development of the projects of scientific articles of the students.

TITLE VII

POSTGRADUATE PROGRAM IN MEDICINE - PROFESSIONAL MASTER

CHAPTER I

CURRICULAR STRUCTURE

Article 36 - The curricular structure of the Professional Master's Program in Medicine is constituted by compulsory, elective, optional and Specialized Practices totaling 450 (four hundred and fifty) hours, distributed as follows:

- a) 225 (two hundred and twenty-five) hours of activities in compulsory subjects;
- b) 45 (forty-five) hours of activities in elective subjects;
- c) 45 (forty-five) hours of activities in optional subjects;
- d) 135 (one hundred and thirty-five) hours of activities in Specialized Practices.

Sole paragraph - The structure referred to in the *heading of* this article is specified in Annex I of this Regulation.

Art. 37 - The choice of subjects should meet the needs of general theoretical foundation and of deepening in the studies corresponding to the field of concentration to which the student is bound and be complemented by subjects related to his theme of scientific work project.

CHAPTER II

DURATION

Art. 38 - The Master's Degree Program in Medicine must be concluded within a maximum period of 24 (twenty four) months, counted from the date of the initial registration.

Sole Paragraph - For reasons justified, the Coordinator of the Program may extend the deadline established in this article within a period of school, by means of explanatory statement by the student, appreciated by the Coordination Committee.

CHAPTER III

SCIENTIFIC PRODUCT PROJECT

Art. 39 - The main objective of the scientific product project is to develop students' capacity for analysis, argument and judgment.

Art. 40 - The work of realization of the scientific product is necessarily preceded by the elaboration of the project, by its approval in the Seminar of Guidance of scientific work and later to be evaluated in examination of qualification, according to art. Of the Rules of Procedure.

Art. 41 - The student, at the time deemed appropriate by his Guidance Counselor, respecting Article 40, must request the approval of the Examination Board and present its scientific product.

Sole Paragraph - The final product of the course may be presented in different formats: scientific articles, patents, intellectual property registration and technological publications.

Art. 42 - The Examination Board shall be composed of the Guidance Counselor (Chairman), 1 (one) member external to UNIRIO and 1 (one) internal member of the Program, in addition to two alternates (an internal member and a member outside the Program).

§ 1 - The Examination Board is proposed by the Guidance Counselor and appointed by the Program Coordinator, after approval by the Program Collegiate Board.

§ 2 - All members of the Examination Board must be doctors.

§ 3 - The original of the scientific product must be delivered to the Examination Board for evaluation in a minimum period of thirty (30) days.

CHAPTER IV

MASTER'S DEGREE IN MEDICINE

Art. 43 - The student will receive the Master's degree in Medicine as soon as he/she meets the following conditions:

a) complete 450 (four hundred and fifty) class hours;

b) obtain a minimum attendance of 75% (seventy-five percent) to classes and other scheduled activities;

c) complete the scientific product developed and obtain the approval of the Examining Bank;

d) have submitted for publication the scientific product, preferably in indexed journal, endorsed by the Course Coordination Committee, depending on the type of scientific product.

§ 1 - The defense of the Scientific Product developed must be public, with prior disclosure of the place and time of its accomplishment.

§ 2 - The presentation of the Scientific Product to the Examination Board shall be carried out by the postgraduate in up to 50 minutes.

§ 3 - The act of defending the Scientific Product and its result must be recorded in the minutes, according to the instructions defined by the Coordination Committee.

§ 4 - The Examination Board may condition the approval of the Scientific Product to the fulfillment of requirements, within a maximum period of 60 (sixty) days.

§ 5 - In the case of approval with requirements, these must be recorded in the minutes, as well as the member(s) of the Examination Board responsible for the control and verification of compliance of these requirements by the student.

§ 6 - The Scientific Product developed by the master's degree and approved by the Examination Board will be allocated three (3) credits or 45 (forty-five) hours of class.

TITLE VIII

FINANCIAL RESOURCES

Art. 44 - The financial resources necessary for the operation of the Postgraduate Program in Medicine - Professional Master's Degree - come from UNIRIO's budget and covenants.

TITLE IX

GENERAL PROVISIONS

Art. 45 - This Regulation may be changed, totally or partially, in one of the following cases:

I - in compliance with decisions of the competent organs of the Federal Administration and / or UNIRIO;

II - at the initiative of the Coordinator, approved by a majority of the members of the Program Collegiate Board;

III - by proposal signed by a simple majority of the Program Collegiate Board.

Art. 46 - Cases not covered by these Regulations shall be resolved by the Program Collegiate Board at an ordinary meeting convened for this purpose.

Art. 47 - This Regulation shall enter into force on the date of its approval at the Teaching and Research Council (CONSEPE).

ANNEX I

CURRICULAR STRUCTURE

1) Subjects

a) Compulsory (5 subjects)	225 hours
b) Elective (1 subjects)	45 hours
c) Elective (1 subject)	45 hours
Subtotal	315 hours

2) Practical Activities

a) Specialized Practices (3 subjects)	135 hours
Subtotal	135 hours

Minimum working hours of the Program 450 hours