

**DEPARTMENT OF AGRICULTURE AND FOOD SUPPLY  
SÃO PAULO STATE AGENCY FOR AGRIBUSINESS TECHNOLOGY  
FISHERIES INSTITUTE  
GRADUATE PROGRAM**

**NORMATIVE ORDINANCE NO. 05, OF AUGUST 26, 2024**

**Ordinance of the Technical Director of the Department No. 5 of August 26, 2024**

**REGULATIONS OF THE GRADUATE PROGRAM IN AQUACULTURE AND FISHERIES  
OF THE INSTITUTE OF FISHERIES - APTA - SAA - SP**

**Approved by the CPG in July 2024**

**The TECHNICAL DIRECTOR OF THE DEPARTMENT OF THE INSTITUTE OF  
FISHERIES OF THE PAULISTA AGENCY FOR AGRICULTURAL TECHNOLOGY**, in the  
exercise of the  
legal attributions granted by Decree No. 46.488/2002, of January 8, 2002, issues  
the following ordinance, aiming to implement the Regulations of the "stricto  
sensu" Graduate Program of the Institute of Fisheries:

**TITLE I**

**OBJECTIVES AND ORGANIZATION**

**CHAPTER I - Objectives**

**Article 1** - The Graduate Program in Aquaculture and Fisheries of the Institute of Fisheries of the Paulista Agency for Agricultural Technology aims to train, update, and improve higher-level professionals in scientific and technological aspects in the areas of Aquaculture and Fisheries.

Sole paragraph - The Graduate Program in Aquaculture and Fisheries will be governed by the norms established herein and other applicable legal and regulatory provisions.

**Article 2** - The Graduate Program in Aquaculture and Fisheries will be developed in the "stricto sensu" modality, comprising the Master's degree level, leading to the title of Master.

**Sole paragraph** - The Master's program aims to provide graduates with the conditions to develop studies demonstrating mastery of conceptual and methodological tools essential in the Area of Concentration in Aquaculture and Fisheries, qualifying them to conduct scientific and technological research and teach at the higher education level.

## **CHAPTER II – Administrative Structure**

**Article 3** - The Graduate Program in Aquaculture and Fisheries (PPG-AP) of the Institute of Fisheries (IP) has the following general organization:

1. Graduate Committee (CPG);
2. Area Council (CA);
3. Faculty of the Area;
4. Student Body.

§ 1 - The Graduate Committee (CPG) is the senior academic management body responsible for deliberations concerning the Graduate Program of the IP.

§ 2 - The Area Council (CA) is the academic management body with faculty and student representation from the Program.

§ 3 - The Faculty of the Area comprises professionals qualified and recognized for their expertise in teaching within the course's concentration area.

§ 4 - The Student Body of the Area consists of the students enrolled in the program.

## **CHAPTER III – Graduate Committee**

**Article 4** - The CPG consists of the Pro-Rector of Graduate Studies, the Coordinator of the Graduate Program, who will serve as its president, the Vice-Coordinator of the Program, who will serve as vice-president, and the Coordinator of the Area Council and their alternate.

§ 1 - The president and vice-president of the CPG, as well as the Coordinator of the Area Council, will be chosen from among the Program's faculty members through an election by the Faculty Body, with the endorsement of the Department Director.

§ 2 - The Program Coordinator will act primarily in the external sphere, being responsible for relations with funding agencies, higher authorities, and CAPES, including the consolidation of annual reports.

§ 3 - The Vice-Coordinator of the Program, in addition to acting as a substitute for the Coordinator, will carry out the CPG's responsibilities within the internal scope of the Program.

§ 4 - The mandate of CPG members will be two years, with the possibility of reappointment for one more term.

§ 5 - Elections for CPG renewal will be held by June of the final year of the biennium, with the new mandates beginning in January of the following year. This period will be considered a transition period.

**Article 5** - The duties of the Graduate Committee (CPG) include:

1. Guide and organize the research and graduate education policy at the Institute of Fisheries;
2. Enforce the General Graduate Regulations and other permanent provisions;
3. Create, reformulate, and deactivate concentration areas;
4. Monitor and evaluate the area's performance;
5. Deliberate on the curriculum structure of the area, as well as any changes proposed by the Faculty Body;
6. Decide on the maximum number of vacancies, proposed by the Area Council;
7. Establish or reformulate norms for the accreditation, re-accreditation, and disqualification of faculty members;
8. Establish or reformulate general rules for candidate selection, qualification exams, proficiency exams, dissertation defense, and student dismissals;
9. Deliberate on the number of vacancies in the PPG;
10. Decide on the dismissal of faculty and students;

11. Set the times and deadlines for enrollment, selection, and registration;
12. Establish and publish the enrollment calendar for courses and other activities, reports, and selection exams related to the Program;
13. Approve requests for qualification exams and dissertation defenses;
14. Approve the reports from dissertation defense examining committees;
15. Approve the appointment of Area Council Coordinators;
16. Decide on the collection of fees and the rules for resource distribution;
17. Define and consolidate the budgetary needs for the execution of the Graduate Program, as well as manage external budgetary resources;
18. Conduct negotiations with the MEC, CAPES, and funding agencies regarding administration, regulation, and registration of the Areas;
19. Review cases rejected by the CA;
20. Decide on deadline extensions for course completion;
21. Consolidate or prepare reports on PPG-AP activities for CAPES, MEC, funding agencies, and higher authorities;
22. Propose changes and modifications to the Graduate Program regulations, when approved by a simple majority of the Committee members;
23. Deliberate on cases not covered by these Regulations;
24. Enforce and ensure compliance with these Regulations and other relevant provisions.

**Article 6** - The responsibilities of the Program Coordinator are:

1. Represent the Graduate Program of the Institute of Fisheries in various instances;
2. Call the CPG, announcing the meeting agenda in advance;
3. Invite, when necessary, individuals outside the Committee to clarify matters under discussion;
4. Assign CPG members to report on processes to be submitted;
5. Respond to CAPES, MEC, and higher authorities regarding the Program's activities;

6. Enforce and ensure compliance with these Regulations and other relevant provisions.

**Article 7** – The responsibilities of the Program Vice-Coordinator are:

1. Substitute the Coordinator in case of absence;
2. Execute CPG responsibilities within the internal scope of the Program;
3. Issue documentation implementing CPG resolutions;
4. Provide information about the Program when requested by the CPG and the units of the Institute of Fisheries;
5. Enforce and ensure compliance with these Regulations and other relevant provisions.

#### **CHAPTER IV – Area Council**

**Article 8** - The Area Council (CA) consists of a Coordinator and their substitute, both members of the faculty, and a representative of the student body, regularly enrolled in the Area.

§ 1 - The Area Coordinator will be elected by the Faculty Body for a two-year term, with the possibility of reappointment.

§ 2 - The student body representative, along with their alternate, must be regularly enrolled students. They will be elected by their peers for a two-year term.

§ 3 - The Area Coordinator will appoint a substitute to act in case of absence.

**Article 9** - The responsibilities of the Area Council (CA) are:

1. Coordinate academic and scientific activities within its concentration area;
2. Propose to the CPG the creation and elimination of courses, reformulation, and deactivation of the Area;
3. Create the Area's curriculum structure;

4. Propose the accreditation, re-accreditation, and disqualification of faculty members of the Area;
5. Approve the applications of candidates in the area;
6. Deliberate on course instructors for each academic term;
7. Deliberate on the appointment of the advisor and co-advisor;
8. Approve the acceptance of course credits earned or to be earned in other Graduate Programs, following CPG-established criteria;
9. Deliberate on Qualifying and Dissertation Exam Boards;
10. Authorize and supervise the Qualifying Exams in their area;
11. Assist the Faculty Body in the preparation of course syllabi and the curriculum structure for the Area, for CPG deliberation;
12. Propose or opine on the dismissal of faculty and students, for CPG deliberation;
13. Deliberate on extensions of qualifying and defense deadlines;
14. Forward cases not covered by or outside the CA's competence to the CPG;
15. Enforce and ensure compliance with these Regulations and other relevant provisions.

**Article 10** - The responsibilities of the Area Coordinator are:

1. Coordinate the academic activities of the Area;
2. Call and preside over Area Council meetings;
3. Call and preside over Faculty and Student Body meetings of the Area;
4. Appoint the Examining Boards mentioned in Article 9, IX;
5. Issue documentation implementing CA resolutions;
6. Provide information about the Area when requested by the CPG;
7. Enforce and ensure compliance with these Regulations and other relevant provisions.

## CHAPTER V – Faculty Members

**Article 11** – The Faculty of the PPG-AP will consist of professionals with a minimum qualification of a Doctorate and recognized expertise for teaching in their respective specialties.

§ 1 – Researchers from the Fisheries Institute and professors or researchers from other higher education or research institutions may be accredited with the PPG-AP, by special invitation from the CAs, with the approval and ratification of the CPG.

§ 2 – Faculty accreditation for the PPG-AP will be valid for 2 years, after which they must be re-accredited or not.

§ 3 – The nomination of new faculty members for the PPG-AP will be based on proposals that will be reviewed and ratified by the CPG, according to the Supplementary Regulations.

§ 4 – Upon each re-accreditation of the PPG-AP, the CPG must evaluate its faculty, as established in the Supplementary Regulations.

§ 5 – The categories of faculty members in the PPG-AP and their responsibilities in the Program are defined by Ordinance 068 of August 3, 2004, from CAPES, or its successors, classified as: permanent faculty, collaborators, and visiting faculty.

§ 6 – The ratio between the total number of permanent, collaborating, and visiting faculty members accredited in the PPG-AP must always follow the criteria of the CAPES Zootecnics and Fisheries Resources Area in force for the quadrennium.

§ 7 – Retired faculty from the Institution may be accredited with the PPG-IP, provided they are duly authorized in writing by the Department Directorate for the use of physical space, reagents, and equipment allocated there. They will not be considered external to the IP.

§ 8 – Visiting professors or researchers from other national or foreign institutions may be authorized to teach courses in the PPG-AP, specifically invited by the CPG for this purpose. Authorization to teach as a Visiting Professor will be valid for one year, after which the Visiting Professor will undergo a re-accreditation process.

**Article 12** – The responsibilities of the Faculty Members are:

1. – Annually teaching the courses listed in the Aquaculture and Fisheries curriculum.
2. – Being responsible for the infrastructure for conducting their courses.
3. – Submitting the class journal, following the Program's model, to the Graduate Secretariat within a maximum of 30 days after the course ends.
4. – Providing academic guidance to students and supervising dissertation work.
5. – Being responsible for conducting the Qualification Exam for their advisees.
6. – Participating in meetings convened by the CPG Chairperson, the CA Coordinator, or by two-thirds of the Faculty Members in the Area.
7. – Giving opinions to the Area Council regarding the number of available spots to be offered each academic year.
8. – Participating in the election of the Area Council.
9. – Giving opinions on the designation of course coordinators for each academic period.
10. – Preparing the syllabi of their courses for deliberation by the CPG.
11. – Complying with and enforcing this Bylaw and other pertinent provisions.

## **CHAPTER VI – Student Body**

**Article 13** – The Student Body comprises students duly admitted and regularly enrolled.



**Article 14** – The responsibilities of the Student Body are:

1. – Registering for courses or Research Activity each semester during the designated period.
2. – Taking at least one (01) course during the semester of admission to the Program.
3. – Preparing, in agreement with their advisor, a Dissertation plan following the established Supplementary Regulations for CA approval.
4. – Submitting an annual activity report when requested, duly endorsed by the advisor, especially highlighting scientific productivity (published works and participation in scientific events with presentations) during the period.
5. – Electing a representative and an alternate for the CA annually.
6. – Complying with and enforcing this Bylaw and other pertinent provisions.

**CHAPTER VII – CPG and CA Operations**

**Article 15** – The CPG and CA will meet at least once each academic semester and extraordinarily when convened by the Chairperson or Coordinator.

**Article 16** – The meetings of the CPG and CA will be presided over by the Program Coordinator, who will be replaced in their absence or inability to serve by their alternates.

**Article 17** – The meetings of the CPG and CA can only take place with the presence of more than half of their members.

§ 1 – In all votes, the number of votes in favor and against will be recorded in the minutes.

§ 2 – In the event of a tie, the CPG Chairperson will have a casting vote, in addition to their regular vote.

**TITLE II – CURRICULAR ACTIVITIES AND EVALUATION**

## CHAPTER I – Admission to the Program

**Article 18** – The admission of regular students is conditioned upon the PPG-AP's capacity for supervision, based on the number of available advisors/spots, as well as the availability of courses in the period and the Program's own capacity to absorb students, as established in the Supplementary Regulations.

**Article 19** – To be admitted to the PPG-IP, the candidate must meet the following requirements:

1. – Hold a higher education diploma from a national or foreign institution, subject to verification and approval by the CA.
2. – Be approved in a selection process as defined in the Supplementary Regulations.
3. – Submit the required documents within the established deadlines when requested.

**Article 20** – There are no specific spots for students from other countries, partner institutions, or APTA-SAA Institutes, and these students are subject to the Program's admission rules specified in the Supplementary Regulations.

**Article 21** – The candidate's admission to the Course is contingent upon prior acceptance by the advisor and approval by the Area Council.

## CHAPTER II – Graduate Activities

**Article 22** – Enrollment in courses will be carried out each semester, according to the schedule prepared annually by the CPG (Graduate Committee).

§ 1 - There is no limit to the number of courses a student may take in a semester, with the advisor being responsible for approving the student's enrollment form.

§ 2 - Enrollment in Research Activity is mandatory during periods when the student is not enrolled in courses.

§ 3 - The deadline for course withdrawal is 15 days before the course starts, and the withdrawal form must be submitted to the Program Secretariat. If the withdrawal occurs after the deadline, a fee will be charged for each canceled course, equivalent to 50% of the enrollment fee. Exceptional cases must be justified with a medical certificate. Failure to comply with the deadline will make it mandatory to complete the course.

**Article 23** – Enrollment of associated (special) students in specific courses may be accepted at the discretion of the course instructors, provided the student is a graduate professional and meets the requirements established in the Supplementary Norms.

**Article 24** – Each student will have an Advisor approved by the Area Council, chosen from the accredited faculty members of the Program.

§ 1 - The advisor must establish the student's study plan, monitor, and evaluate their research activity, taking full responsibility for their performance.

§ 2 - A change of advisor may occur when necessary or due to exceptional circumstances, subject to approval by the CPG.

§ 3 - If the advisory relationship ends before the Dissertation defense, the advisor must submit a detailed report explaining the situation for subsequent approval by the CPG.

§ 4 - The maximum number of students an advisor may supervise simultaneously is five, excluding those with a scheduled Dissertation defense date.

§ 5 - It is mandatory for Permanent Faculty members of the Program to supervise at least four students during each quadrennial evaluated by CAPES.

§ 6 - Collaborating Professors (CP) may supervise only one student at a time.

**Article 25** – In specific cases mentioned in the Supplementary Norms, a professor from the IP or external to the institution with at least a Doctorate degree may be recognized as a co-supervisor.

§ 1 - The co-supervisor may not serve on the Examination Committees for the Qualification Exam and the Dissertation Defense of their co-supervisee.

§ 2 - A co-supervisor may supervise up to four dissertations simultaneously.

§ 3 - Co-supervisors who have previously participated in the Program may only supervise again after demonstrating the publication of articles derived from previously co-supervised dissertations. For recent defenses, an 18-month period will be considered for this purpose.

**Article 26** – Performance in each course, evaluated through tests, exams, and assignments, will be expressed by assigning one of the following grades:

1. Passing: A - Excellent B - Good C - Fair
2. Failing:
3. Simple fail
4. Course abandonment Single paragraph. In addition, the following grades may be assigned: I - Incomplete: assigned to a student who, for reasons accepted by the course instructor, has not completed all the requirements of the activity, and it must be replaced by one of the other grades stipulated in this article within a maximum of three months from the end of the academic term. T - Transferred: assigned to courses taken at another institution, at the discretion of the Area Council.

**Article 27** – Activities of the PPG-AP will be expressed in credit units. Single paragraph – Each credit unit corresponds to fifteen hours of programmed activities, whether in the classroom or not.

**Article 28** – Attendance at classes and other course activities is mandatory, and a student will fail if they exceed 25% of absences.

**Article 29** – Graduate courses taken as a regular student in other CAPES-recommended Graduate Programs may be recognized at the discretion of the CPG, up to a maximum of one-third of the total credits required for courses, provided they were taken within the timeframe established for the Master's, as outlined in the Supplementary Norms. Single paragraph – The recognition of courses taken in other Graduate programs will be made through the validation of credits by the CPG, after consultation with the Area Council, based on the course load and content.

**Article 31** – The Qualification Exam aims to assess the student's teaching performance, as well as their level of knowledge and scientific contribution in the area of concentration and/or research line of the developed project, as defined in the Supplementary Norms. § 1 - International students must take the Qualification Exam in Portuguese, Spanish, or English. § 2 - To take the Qualification Exam, the student must have completed the minimum number of credits required in courses. § 3 - The Qualification Exam must be taken within 20 months, with no extensions allowed except for justifiable reasons evaluated and accepted by the CPG.

§ 4 - In case of failure in the Qualification Exam, it must be retaken within a maximum period of one month after the first Exam, with the defense deadline automatically extended by one month.

**Article 32** – A student will be dismissed from the PPG-AP if: I - They receive a grade of D or E in two courses or twice in the same course; II - They exceed the maximum allowed time for credit completion;

- Fail to enroll in a course or Research Activity;
- Fail to complete any activity within the stipulated deadlines;
- Fail the Qualification Exam twice;
- Fail the Dissertation Defense;
- Upon the advisor's request, based on the student's academic and/or research performance, through a detailed report to the CPG of the PPG-AP; VIII - At the student's request.

**Article 33** – The PPG-AP Master's program has a minimum duration of 12 (twelve) months and a maximum of 24 (twenty-four) months. § 1 - The extension of this period, in fully justified cases, is at the sole discretion of the CPG and may not exceed 06 (six) months. § 2 - An extension of more than six months may only be granted in exceptional cases where the student is demonstrably unable to complete the program within the standard timeframe, requiring unanimous approval by CPG members. § 3 - The request for an extension must be submitted and justified by the student, with the advisor's approval, and forwarded to the Area Council.

**Article 34** – The student must complete a minimum of 96 (ninety-six) credits, with 24 (twenty-four) in courses and 72 (seventy-two) for the Dissertation.

**Article 35** – The student must take the Qualification Exam to assess their teaching performance, as well as their knowledge level and scientific contribution to the concentration area and/or specific research line of the project, as outlined in the Supplementary Norms.

## CHAPTER III – Re-enrollment, Enrollment Suspension, and Maternity and Paternity Leave

**Article 36** – A student who is dismissed without having defended their Master's dissertation and is approved in a new selection process will have their re-enrollment considered as a new enrollment.

§ 1 – Dismissal, for the purposes of this article, refers to the occurrence of one of the cases mentioned in article 32 of this regulation.

§ 2 – The request for re-enrollment must be accompanied by the following documents: I – Justification from the applicant;

1. – Approval from the advisor;
2. – A work plan approved by the advisor; IV – Academic transcript from the previous course. § 3 – The documentation must be approved by the Graduate Program

Committee (CPG). § 4 – The new enrollment must be completed according to the schedule set by the Selection Committee for the current year. § 5 – The applicant whose request is approved will be considered a new student. Consequently, they must fulfill all the requirements applicable to new students, but may be allowed to count credits earned in the last 24 months, at the advisor's discretion.

**Article 37** – A student enrolled in a Master's course may request, with justification, an enrollment suspension for a period not exceeding 365 days when they are temporarily unable to continue their academic activities.

§ 1 – To grant an enrollment suspension, the following requirements must be met: I – A request signed by the student, with a detailed opinion from the advisor, directed to the CPG, containing documented reasons for the request, the desired period, and the start date;

2. – Enrollment suspension will not be granted during an extension period for thesis or dissertation completion, except in cases of illness;
3. – The enrollment suspension may be backdated to the date of the reason for its granting, as long as the request is made while the reason persists, and provided it does not overlap with any academic activity, except enrollment.

**Article 38** – A student enrolled in a Master's course is entitled to maternity or paternity leave, with a suspension of the academic deadlines.

§ 1 – A female graduate student is entitled to maternity leave for up to six months.

§ 2 – A male graduate student is entitled to paternity leave for up to twenty days.

§ 3 – To grant the leave, the following requirements must be met:

1. – A request signed and directed to the CPG, accompanied by the birth certificate;
2. – The leave will be granted from the date of birth or adoption, and requests made after the entitlement period will not be accepted.

#### **CHAPTER IV – Conferral of Academic Titles**

**Article 39** – To receive the title of Master, the student must defend before an Examination Committee a Dissertation representing an original piece of scientific research, demonstrating mastery of concepts and methods in the field.

§ 1 – The Master's Dissertation defense can only take place after the candidate's approval in the Qualification Examination, and it must occur at least 120 calendar days after this approval.

§ 2 – The procedures for conducting the defense, as well as for preparing the dissertation, are outlined in the Supplementary Regulations.

**Article 40** – The approval of the candidate in the Dissertation Defense must be endorsed by the CPG.

§ 1 – Upon endorsement by the CPG, the student will be awarded 72 (seventy-two) credits for the Master's Dissertation defense.

§ 2 – The procedures for endorsement of the Dissertation Defense are outlined in the Supplementary Regulations.

**Article 41** – The Master's degree in Aquaculture and Fisheries, with a concentration in Aquaculture and Fisheries of the PPG-AP at the Fisheries Institute, will be issued by the Institute itself and validated by the Degree Registration Department of the University of São Paulo.

§ 1 – The necessary documentation for diploma issuance and validation is listed in the Supplementary Regulations.

§ 2 – The diploma will be signed by the Technical Director of the Department of the Fisheries Institute, the Coordinator of the CPG, and the student.

§ 3 – The student's academic transcript will be issued each academic term and must be signed only by the Coordinator of the CPG.

## **CHAPTER V – Appeals**

**Article 42** – Appeals against decisions of the Area Council (CA) must be submitted in writing by the interested party, with proper justification, within 15 days of the date of notification of the decision being appealed. Sole paragraph – The CA must, within fifteen days, either reform its decision or forward the appeal to the Graduate Program Committee (CPG).

**Article 43** – No appeals may be filed against unanimous decisions of the CPG.

## **GENERAL AND TRANSITIONAL PROVISIONS**

**Article 44** – This Regulation may be amended by law or as established in item XXIII of Article 5 of the Regulation.

**Article 45** – Omissions in this Regulation will be evaluated and resolved by the Graduate Program Committee or the Area Council, at the request of any faculty member of the Program.

**Article 46** – This Regulation takes effect on the date of its publication in the Official Gazette of the State of São Paulo, with all contrary provisions revoked.