

**MINISTRY OF EDUCATION
COORDINATION FOR THE IMPROVEMENT OF HIGHER EDUCATION PERSONNEL**

Ordinance 068, August 3, 2004

For the purpose of evaluation of the graduate program conducted by Capes, it defines the categories of professors in the scope of programs corresponding to this educational level.

THE PRESIDENT OF THE FOUNDATION OF COORDINATION FOR THE IMPROVEMENT OF HIGHER EDUCATION PERSONNEL – Capes, by using its attributions foreseen in the article 20, clause II, of the Statute approved by Decree 4.631, from March 21, 2003, and according to the rules included in the Ordinance 2.264, from December 19, 1997, by the Ministry of Education, recommended by the Technical-Scientific Council of Capes at the meeting of May 20, 2004, determines:

Art. 1 For the purpose of evaluation of national graduate programs by Capes, the teaching staff of the programs corresponding to this educational level must be composed of three categories:

I - *permanent professors* – the main core of professors in the program

II - *visiting professors*

III - *collaborator professors*

Art. 2 The category of ***permanent professors*** comprises those who belong to the program and meet the following preconditions:

I – to develop teaching activities in the scope of the graduate and/or undergraduate program;

II – to participate in the research project of the program;

III – **to supervise** master or doctorate students in the program according to accreditation as supervisor by the instance to this end considered appropriate by the institution;

IV – to have functional bond with the institution or, exceptionally, considering the particularities of areas or institutions that fit one of the following special conditions:

a) to receive scholarship from professors or researchers through federal or state funding agencies;

b) To establish with the institution a term of commitment regarding his/her participation as professor in the program according to the condition of retired professor or researcher;

c) To have been assigned, through formal agreement, to work as professor in the program.

V – To maintain a regime of full commitment to the institution – characterized by the output of forty weekly work hours – assuming that a non-majoritarian part of these professors work in a partial commitment regime, according to the content of the § 2 in this article.

§ 1 It is left to the discretion of the program to accept as *permanent professors* those who did not meet the criteria established in clause I of the caption in this article due to the absence of a schedule for the discipline under their responsibility or upon distancing to fulfil *post-doctoral traineeship*, *senior traineeship* or relevant activity in the scope of Education, Science and Technology, provided that all the remaining requirements established in this article were met.

§ 2 It is left to the discretion of each evaluation area or major area, within the parameters defined as acceptable by the Technical-Scientific Council and considering their particularities as well as those of the program in analysis, to establish:

I – the maximum percentage of permanent professors corresponding to the professionals who met the specific conditions foreseen in paragraphs a, b and c in clause IV of the caption of this article, or any other reference that meet such purpose;

II – the minimum percentage of permanent professors to conform to a full commitment regime to the institution;

III – the conditions or limits to accept the participation of permanent professors in more than one program linked to the institution itself or any other.

§ 3 The stability of permanent professors in the program will be monitored and evaluated systematically by Capes, which requires the institutions to justify the occurrence of accreditation and disaccreditation of members of this category between years.

Art. 3 Integram a category de *professors visiting* os professores ou researchers com bond funcional com outras institutions que sejam liberados das activities corresponding a tal bond para colaborarem, por um **continuous period** e em regime de **full commitment**, em project de research e/ou teaching activities no program, permitindo-se que atuem como supervisors e em activities de extension.

Single Paragraph. Enquadram-se como *visiting* os professores que atendam ao estabelecido no *caput* deste article e tenham sua atuação no program viabilizada por contrato de trabalho por tempo determinado com a institution ou por scholarship concedida, para esse fim, por essa institution ou por funding agency.

Art. 4 The category of *collaborator professors* include the remaining members of the teaching staff in the program who did not meet all the requirements to be accepted as *permanent* or *visiting professors*, but participate in a **systematic way** in the development of research projects or teaching and extension activities and/or supervision of students, regardless of having bond or not with institution.

§ 1 The performance of sporadic activities as a lecturer, member of examining board or co-author in papers does not characterize any teachers as integrating the teaching staff of the program, which implies that they cannot be conformed as *collaborator professors*: information on such forms of occasional participation must constitute complementary reference for the analysis of their work in the program.

§ 2 The scientific production of *collaborator professors* can be included as production of the program only when related to the activity effectively developed.

Art. 5 The Directory of Evaluation, supported by the Directory of Management regarding the computer recourses to be provided, will proceed with the required measures for the adjustment to the content of this Ordinance for the system of collection and treatment of data on the graduate program considering the composition, provision, and publication of reports containing information to support the evaluation of the programs and proposal of courses at the corresponding educational level.

Art. 6 The application of the content established in this Ordinance in programs whose work is grounded on categories of association or cooperation between institutions will be subjected to specific regulamentation to be issued by Capes.

Art. 7 This Ordinance comes into force on the date of its publication on the Union Official Journal and does not apply to the Three-yearly Evaluation of 2004, which refers to activities corresponding to the three-year term of 2001-2003.

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