



UNILOGOS®

STUDENT HANDBOOK

2019
EDITION

Build
BUILDSCHOOL

System of student support UniLogos®

Dear student,

This Handbook serves as a guide for the smooth running of your academic life. It contains information to make it more effective to meet your demands and the expected results.

With the information contained herein, you will be able to act consciously and accurately, making your interaction with UNILOGOS productive and agile.

Welcome!

Message from the Rector

Manifesto for International Education



Today I decided to write to you about international education.

From corner to corner we visualize several passive educational systems, where the first step of the education process is based on listening and the second to follow.

Our education needs to change, we need instead of criticizing the new educational models to investigate why in some communities they work much better than our educational model, the convenient model that puts us in a comfortable position.

Educating is a mission, teaching is a divine gift given by few people dedicated to building, building a more conscious and just society.

The world is in constant conflict over what is the best method to advance scientifically, there is a constant duel between faith and science. But what is actually done without faith? Without believing in the conquest or without seeking the motivation to have a good and new idea.

Education involves major internal changes, it involves the stoning of a brute personality into a polished human being. All this is beyond a certificate, this is a noble mission to change, of voluntary improvement in the intimate of each one, in the union of concepts of faith and science.

The Union of educational institutions creates a wide space for debate, the impact of which is often overwhelming and can change even the vision and mission of a teaching academy, so one can not think of a single way of teaching, there is only one way to learn. This is part of the self-feedback of every human being.

**Unilogos chose its phrase, a stamp marked in the heart of the institution:
"suae quisque fortuna faber".**

Yes ... **"Man is the architect of his own destiny"**, Frank Miller's phrase brings us to our true reward, our harvest, fruit of our choices. Being an architect of one's own destiny is to be intimately connected with his mission of life, with his true will, so each step has a special flavor.

Our greatest dream is to build new dreams and create the possibility of extending pride in the heart of the one who conquers his ideal, his way of living, his dream and his success.

As Rector of this noble Institution I have the mission of being firm without losing my tenderness, I have the mission to lead the process of raising the consciousness of those who come in search of a light, the light of education.

Welcome!

Dr. Gabriel C. D. Lopes, Ph.D

ABOUT US?

Logos University International is an International University that aims at the development of the human being and his professional capacities on the optics of active education.

Being a university also deals with other key themes in the pursuit of quality of life and comfort in its entirety.

Logos University's educational technology activities consist of the systematic application of appropriate procedures, methods, techniques and tools to professional training programs and the natural development of each individual.

Within the main purpose of the creation of the same and its development has its mobile bases and its teachers are independent of a unique physical space for the accomplishment of the purposes of this University. Summarizing the same acts in any field anywhere independent of physical space, as it has modern learning platform and live classrooms.

At the Logos University, no dogmas or religious proposals are preached, but in their studies the use of techniques to lead the individual to awaken in himself the divine reconnection independent of religious creeds or directives is based. Our goal is to lead the process of qualitative and quantitative human growth in the multireferential sphere of education.





MISSION

Bring knowledge to all social layers always striving for the good and fair, focused and balancing the mental energies, emotional and physical human.

VISION

Search through innovative technical solutions for the implementation of a new education system, more holistic and integrated human being.

VALUES

Equality, fairness, knowledge, wisdom, humility and fraternity.



APPLIED METHODOLOGY

The Educational Technology activities of the Logos University consist of the systematic application of procedures, methods,

techniques and tools suited to vocational training programs and development of Natural each individual.

WHAT IS THE PROFILE OF STUDENTS LOGOS UNIVERSITY?

- Self-taught;
- Persistence;
- Motivation / discipline;
- Planning and organizing staff;
- Ability to manage your time;
- Carrying out tasks in a timely manner;
- Proactive;

FEATURES STUDENT PROFILE

- Critical thinking;
- Open to criticism;
- Open mind for the new - new ideas, new perspectives;
- Spirit of collaboration -Give views and suggestions.

SKILLS DEAUTO-GUIDANCE

- Self-awareness;
- Self-sufficiency;
- Confidence.

SKILLS METACOGNITIVE

- Learning Process ("I know how I learn!");
- Self-assessment ("I know if I'm learning!").



SKILLS COLLABORATION

- Only speak when the other ends;
- Virtual Communication ("I know what you mean and you know what I mean.");
- asynchronous reactions ("I'm here.");
- Virtual Feedback ("How am I doing?").

THE IMPORTANT POINT

In this search the student to learn the techniques applied at Logos University with a holistic emphasis we must first of all let their concepts and knowledge aside when it comes in tune with the class. People who take this attitude of humility are winners in knowledge and become wise, those who in their arrogance believe they know everything or everything always fail to learn wonderful things that could make their daily lives different.

To summarize, it is worth reciting the Chinese proverb that says: "To drink wine in a cup of tea, one must first throw the tea and then put the wine."
- In order to learn the new, one must detach oneself from the old.

"The smarter man judges, the more he needs divine protection to defend himself."

Proverb Seneca

RESEARCH AND INNOVATION



UNILOGOS® considers the scientific, technological and innovation initiation as fundamental educational processes for the creation of an investigative attitude that stirs up students' curiosity and the desire to seek solutions to the problems presented by society and the scientific community.

Scientific and technological research at UNILOGOS takes place within the scope of undergraduate and postgraduate courses, based on the development of the course completion work - TCC; of Master's and Doctoral programs, of study centers and diverse practices that deal with topics of social, religious, scientific and technological relevance.

The scholarships for undergraduate and graduate students of UNILOGOS are guaranteed by means of the Scientific Initiation and Research Plan (PICPQ), the Innovation and Technology Plan (PIT) and the PIDPA (Incentive Plan for the Dissemination of Academic Production) through notices published periodically on the search page.

Students can benefit from scholarships provided that the focus of their research is relevant enough to impact the scientific community.



METHODOLOGY FOR TRAINING

- Duration: each course provides an hourly charge
- Rating: class participation, work in a timely manner and stage.

- Approval System:

100: Excellent;

90-99: Outstanding

75-89: Remarkable

60-74: Approved

Minor de 59: Fail

Highest on Scale: 100.

Pass/Fail Level: 60.

Lowest on Scale

Other Main grading systems MB (maximum); B; S (minimum pass Mark);
NA (Fail)

METHODOLOGY INDIVIDUAL ASSESSMENT – UNILOGOS®

The individual evaluations occur in the Virtual Platform, they can be:

Multiple choice;

Dissertations;

Mark True or False;

Complete empty fields;

Writing;

Simple questionnaires;

Complex questionnaires

Each assessment has 100 points spread harmoniously between the questions, the student needs to correct up to 60% of the questions to reach the goal and to be approved.

If he fails in the first evaluation he can improve his performance on a second chance.

Ratings are divided into:

AV1 - Assessment formulated at the discretion of the teacher of the discipline, it can be all objective, discursive or have objective and discursive questions in the same evaluation;

AV2 - Assessment formulated by Logos University, this evaluation will be completely objective;

AV3 - Recovery Evaluation. If the student does not reach the required score for his / her approval, he / she can recover his / her grade at this time.

How does the division of points work?

AV1 + AV2 = "x" points that are divided by 2 getting the final grade.
AV3 the total note completely replaces the note of the AV1 + AV2.



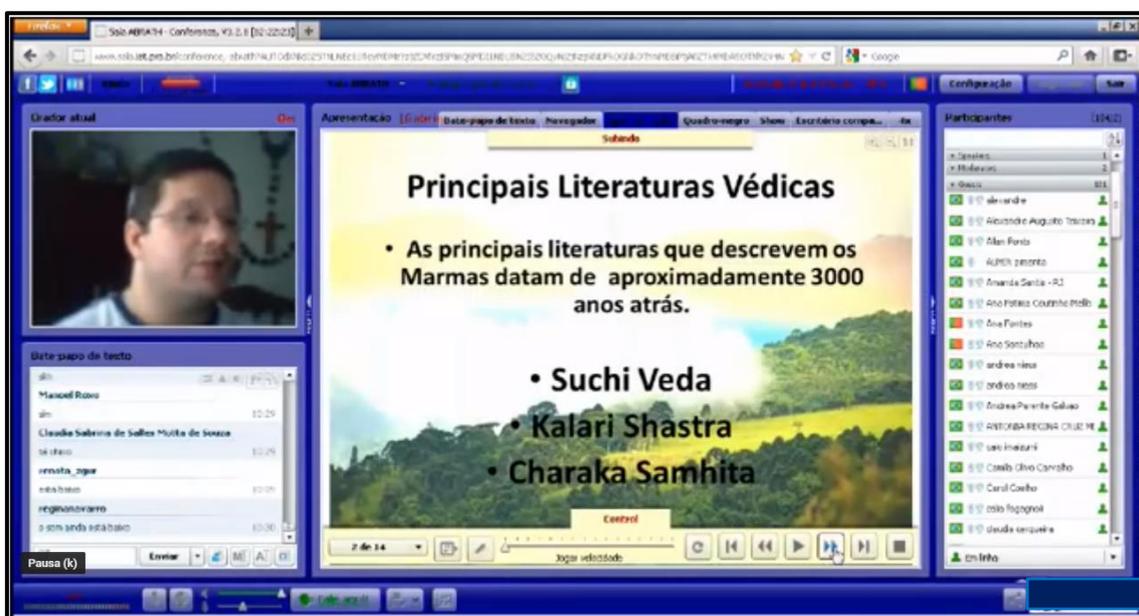
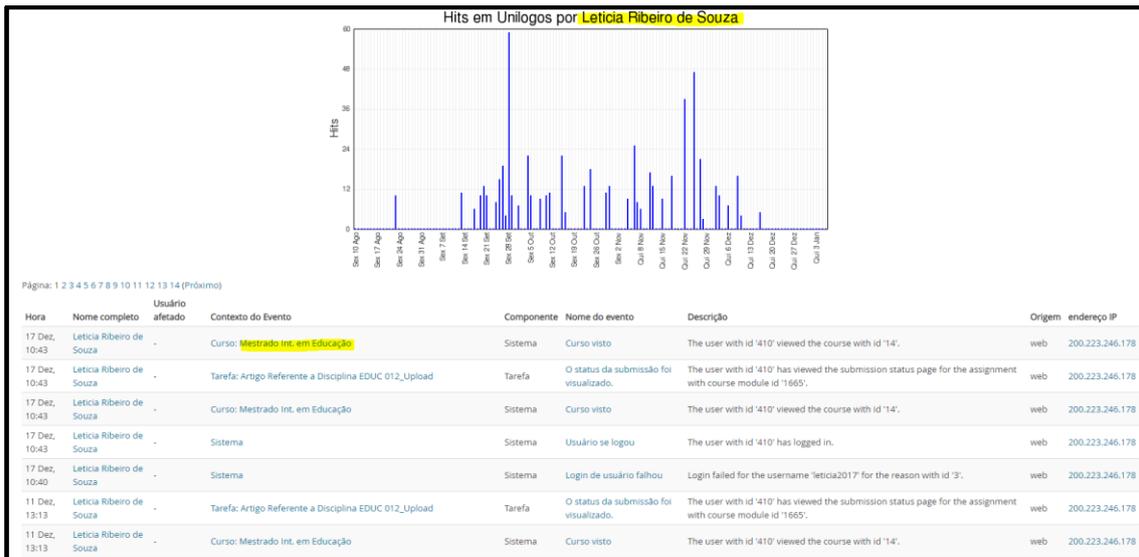
ABOUT FAULTS

In the case of a free course and complex issues can be no lack, that is, to receive the certificate and completion history students should have 75% attendance and get the above concepts.

HOW IS FREQUENCY VERIFIED?

Our platform has a modern access monitoring system. Each folder accessed generates a communication to the system, these access communiqués are automatically released in a spreadsheet that mentions time, place of access and time the student stayed in the Platform.

In addition to this access we have the WebSala Access Registry. Each student, when he / she accesses, uses his / her identification name, which is automatically posted to a spreadsheet, adding up the number of times and the time he / she stayed at WebSala.



WHAT IS EXPECTED OF THE STUDENT AFTER ITS FORMATION?

The Logos University expect you to be prepared in a timely manner to innovate the professional market, as a (th) Professional unique and leading to their customers with the newest efficiently and effectively for the best execution of their professional goal and his ideal of life.

A good professional is done because it works never ever has fun with responsibility.

ORIENTATIONS ON QUALITY OF LIFE AND HEALTH FOR THE STUDENT OF DISTANCE LEARNING (ERGONOMICS)

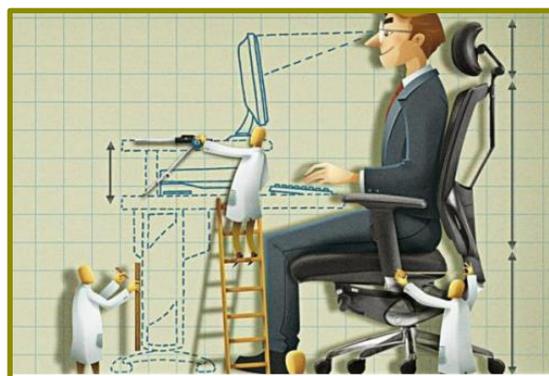


Ergonomics is the science applied to facilitate the work performed by man, and the word "work" is interpreted here as something very broad in all branches and areas of activity.

The name 'Ergonomics' derives from two Greek words:

ERGOS (work) and NOMOS (laws, norms and rules). It is, therefore, a science that researches, studies, develops and applies rules and norms in order to organize the work, making the latter compatible with the physical and psychic characteristics of the human being.

This "work" involves not only the physical environment but also the organizational aspects of how this work is programmed and controlled to produce the desired results. Even in the performance of the studies.



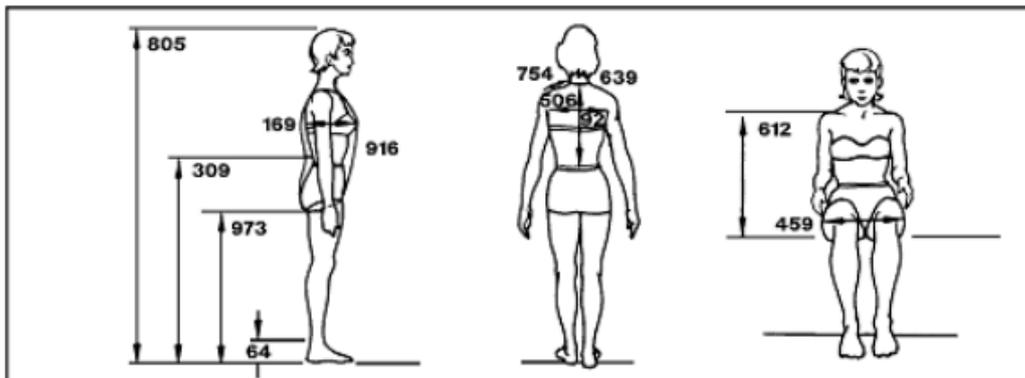
The purpose of ergonomics here in this manual is to provide an understanding of the relationships between the human being and his work, aiming at the perfect adjustment of the machines and the work / study environment.

by the 1980s, ergonomics began to act in another scientific field, more related to the cognitive process of the human being.

Thus, he began to study and elaborate systems of information transmission more adequate to the mental capacities of the man, very common with the computer science, this information caused concern and made the Logos University Team put information on how to study through the internet with quality of life.

Study areas:

- a) Anatomy: studies the structure of the human body, the size and the way each organ is structured and performs its functions.
- b) Anthropometry: studies the dimensions of the body and its parts.
- c) Biomechanics: studies the application of force.
- d) Physiology: it studies the function of each organ, its interactions and the biological process of its maintenance.
- e) Physiology of the organism: it studies the physical and organic behavior of the body.



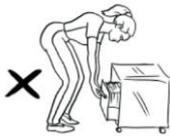
- f) Work physiology: studies the energy consumption and the muscular work of the activities.
- g) Psychology: it studies human behavior, relating the adaptation of the organism to the environment and also effects the recruitment, selection, training and psychological evaluation.
- h) Psychological Science: studies information processing and decision making.
- i) Sociology: studies social relations, including interactions at work.
- j) Engineering: studies methods and work processes, besides creating equipment and tools for use in the work.
- k) Architecture: studies aspects of environmental comfort and safety in work facilities.

1) The posture when walking



Poor posture when walking is the cause of many pains. Search walk as straight as possible, always looking above the line of the horizon. A good workout is to walk home with a book over the head.

2) Posture tips at the office or at your study location



At work, avoid placing heavy objects or documents in drawers that are too close to the floor.

3) On your study table - Posture tips on the phone



Avoid trunk twisting when answering phone calls.

4) How to properly sit down



- Adjust the distance between your eyes and the computer monitor, helping to improve sitting posture.
- In any situation, always try to sit in line with the axis of the chair. Avoid sitting crooked.

Be very careful with the overuse of electronic equipment such as the computer, it is important that you take precautions for a good quality of life and health. Spend your time, sit in the office chair and just stop working after eight or nine hours is the most productive way to accomplish the day's tasks? The answer is no, according to Travis Bradberry, co-author of the book "Emotional Intelligence 2.0"

The estimated ideal ratio, according to Travis Bradberry, is 52 minutes of work, followed by 17 minutes of rest. Those who achieve this rate reach a very high level of concentration in the study. Over the period of one hour, they were 100% focused on the task, without being distracted. maybe this can be a tip that improves your performance and maintains your health.

ABOUT THE POSTURE IN FRONT OF THE COMPUTER



The **first step** in gaining good body awareness is practicing any physical activity. The one that makes you feel good and gives you pleasure. When we exercise we get closer to our body and listening to it and respecting it becomes easier.

The **second step** is to take care that the body does not "collapse in the chair" or that we do not over-strain the muscles and joints in daily activities.

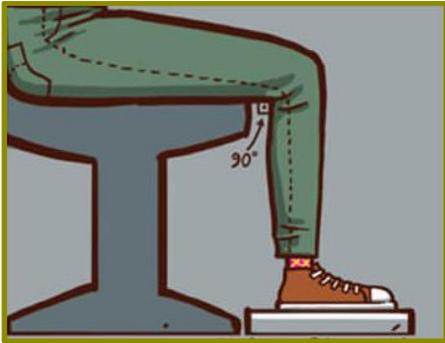
Here are some basic tips to take care of your posture:



When sitting, make sure that you are sitting on the ischium (the two pointed bones of the basin, which are in the transition between the buttocks and the pubis). To know where your ischios are, sit on the ground and try to touch these bones on the ground. If you need to touch them with your hands.



When we sit on the ischium we automatically straighten the entire spine, which does not happen if we sit on the sacral bone at the base of the spine and bow forward or back.



When sitting on the chair, the feet should have firm support on the floor. If you can not reach your feet on a small stool, or a stack of books, the important thing is that your knees are at a 90-degree angle. This helps not to overload the lumbar spine.

If the work environment allows, it is also valid to adopt the cross-legged "Indian" posture, even under the chair, it is also a very healthy way to sit.



The height of the desk and chair are good for you if your forearms are resting on the desk or computer keyboard without being too shrunken or too far apart.



The important thing is that the shoulders are comfortable, without tension and especially away from the ears!



The height of the eyes in relation to the computer screen is another very important factor. The eyes should reach the screen without you having to lower or lift the neck.



Throughout the day this would cause unnecessary contractions and pains in the cervical and maxillary.



The computer screen should have adequate brightness and older machines usually ask for the use of a filter on the screen to avoid straining the eyes.



Take short breaks, as already directed above, or for at least five minutes every working hour.



Get up, move and stretch your neck, arms and hands to undo tension.

MORE TIPS

1. Make sure the ambient temperature is good, with good lighting, no lamps flashing. Also see if ventilation is adequate and if the ambient noise level is within acceptable range. All this interferes in the physical comfort necessary to carry out their study.

2. Never neglect to meet your physiological needs, do not hold too much before going to the bathroom, nor let hunger constantly tighten. Few

things do so badly to our health as that. It seems absurd to mention this, but it is increasingly common in the corporate world that people "do not have time to go to the bathroom" or spend long periods without food!

3. Avoid reading or studying as much as possible, talking to your teacher, classmates or counselor during meals. At this time your mind and body should rest, focus only on the senses and save your energy for proper digestion of food. A fundamental fact for good health and disposition. As you can see these are very simple attitudes added to common sense but that make all the difference in our lives.

EXTENSION COURSES

The extension in UNILOGOS represents an interdisciplinary, educational, cultural, scientific and political process that promotes the transformative interaction between the institution and other sectors of society. The activities of University Extension articulate scientific production and its interaction with the community through the identification of demands, production of situated knowledge, application and transfer of results. These activities constitute decisive contributions for the development of professional capacities and of citizen attitudes for the whole internal community of UNILOGOS as well as of the external community.

Extension actions comprise different activities classified in programs, projects, courses, services, publications and other academic products, such as: academic leagues, sports activities, assistance in hospitals and clinics, centers, services, cultural activities, politics -social and community.

ACADEMIC PROCEDURES

Registration is the formal act of joining and binding to a private course or program of each candidate selected by their own selection process. It is held at the Registration and Relationship Center, through our email (contact@unilogos.org or secretaria@unilogos.org), within the deadlines and terms established in the edict of the selection process.

FROM RENEWAL OF REGISTRATION

The renewal of enrollment is the act of contracting the service, at the end of each period / year, for the semester / year in a row, being the sole responsibility of the student. It will take place on the dates previously

published in ordinance da Rectory. The procedure will be carried out by the student himself via the internet, at the UNILOGOS website, when he should take note of the curriculum. If in doubt, the student should contact the Academic Secretary (secretaria@unilogos.org).

It will be forbidden the renewal of student enrollment that is in debt of tuition.

FROM THE LOCKING PLATE

Temporary interruption of the studies made by the student is defined as a lock of enrollment, maintaining the link to the course and its right to return, provided that it is up to date with its financial obligations, in accordance with the provisions of the Service Agreement With the deadlines contained in the General Calendar.

The lockout can only be requested from the second period (semester courses) or year (annual courses).

This procedure maintains the link with the student, and the student must return to studies within 12 (twelve) months after the beginning of the procedure, otherwise he will not be accepted for his return in the course.

CANCELLATION OF REGISTRATION

The cancellation of enrollment is the definitive interruption of studies.

By canceling, the interested party loses the condition of "regular student", generating the loss of the academic bond.

The student with canceled registration who intends to resume his studies in the course that generated the cancellation must take a university entrance examination, and may request to take advantage of studies of subjects already studied, or request re-enrollment, if the separation does not exceed four periods or two years and there is a vacancy.

FROM EXTERNAL TRANSFER

The student regularly enrolled in UNILOGOS may request a transfer to another educational institution, and must formalize the application by the academic secretary (secretaria@unilogos.org). We remind you that the

request for transfer presupposes the withdrawal of the vacancy that the student occupies in UNILOGOS.

FROM INTERNAL TRANSFER

The student who wishes to migrate of course within UNILOGOS may request its internal transfer. For this, the student must accompany the internal transfer edict in order to verify the existence of vacancy for the intended course.

In this case it is necessary that you present the report of the subjects you have already completed and the documents referring to the Institution of Education, which should be an Institution of good reputation and recognized.

SPECIAL TREATMENT

In special situations provided for in the UNILOGOS General Regulations, students may apply for Special Treatment benefits when they are unable to attend academic activities.

To this end, he / she must, after formalizing the request by the academic secretary (secretaria@unilogos.org), attach a medical certificate stating the start date and the end of the leave.

The student will be obliged to fulfill, during the period of his / her departure, the domiciliary activities determined by the teachers responsible for the disciplines / curricular components in which he / she is enrolled, who will replace, according to the current legislation, the absence to the classes. Activities must be withdrawn and delivered by the designated student or bearer on the days and locations previously agreed upon with the teacher, and either sent by him or her to a family member who will commit to frequent contact with the teacher for special activities.

FROM THE CURRICULAR

The curriculum of each course has a maximum and minimum term for its completion. In the counting of the periods of payment of the courses, the enrollment periods are not computed.

The curricula of UNILOGOS undergraduate and postgraduate courses correspond to the set of disciplines or curricular components that are part of the knowledge centers / program contents that are part of the Curricular Guidelines approved by the University Academic Council.

In an extraordinary character, credits may be paid in less time, provided that all the administrative and pedagogical requirements of the course are met.

EQUIVALENCE

The equivalence of curricular components allows the use of the curricular activities carried out with approval in another educational institution and / or in another UNILOGOS curriculum, in the light of the current pedagogical project and that are compatible with curricular components of the desired UNILOGOS course.

The application for equivalence of curricular components must be requested within 90 days from the date of the student's initial enrollment in the cases of transfer, re-enrollment, re-entry or return of tuition lock.

ELECTIVE COURSES

They are disciplines offered by UNILOGOS that are inserted in the curricular matrix of each undergraduate or postgraduate course, and the student must fulfill a certain number of credits / credits of these disciplines throughout the course. The elective courses are of free choice of the student and in case of disapproval can take it again or elect another discipline offered as elective to fulfill the required workload.

OF THE ELECTIVE SUBJECTS

They are those that are intended to provide general culture or to complement specific knowledge in areas of student interest, being of free choice of students. When they are used successfully by the student, they will be added in the curricular history or they will be able to generate certificates of extra courses in the character of continuing education.

FROM THE SOCIO-EDUCATIONAL REGIME

The UNILOGOS student, while bound to the institution, will be subject to the rules of discipline that are in force, which must be observed and inquired by all students so that their permanence prevails for urbanity, cordiality and respect to all institutional stakeholders .

PROTOCOL

The Protocol of the General Secretariat of Education is the service responsible for the concentration of the reception and issuance of academic documents, as well as for the forwarding of the applications destined to diverse institutional sectors.

Students will be able to carry out their requests virtually, by completing an application by email, through the institutional website, accessing the area designated for the student, which is named AVA - Virtual Learning Environment. In this environment you can access the documents available for online application.

The deadline for making and delivering academic documents is two to fifteen business days, which will depend on the type of document. In the case of Diplomas, due to the system of authentication in the Public Organs of the United States of America the term can be from 60 (sixty) to 90 (ninety) days.

PLAGIARISM

Academic plagiarism constitutes a criminal activity and will be verified in any evaluative instruments and not only in the TCC (Completion of course work). Information that originates in other works (books, articles, internet sites, newspaper news, case law decisions, legal pieces, legislation, among others) should be duly cited according to the standards described in our manuals.

Configured the PLAGIARISM is verified violation of the copyright of the author of the work, generating civil and criminal implications.

NAPPA

The Nucleus of Psychopedagogical Support and Accessibility of UNILOGOS is subordinated to the Academic Pro-Rectory and has as purpose to meet the demands of students and employees with psychopedagogical difficulties, as well as special needs and to assist them in facing situations that require the attention of psychologists and pedagogues of the sector.

The support of the NAPPA professionals allows the student to know their characteristics and potentialities, seeking their personal and academic development, focusing on issues that arise during the course and related to the peculiarities of each professional formation.

UNILOGOS offers Psychoanalysts and Psychopedagogues for on-line, real-time attendance in our conference rooms. To know more about this contact us at: contact@unilogos.org.

Ombudsman

Communication channel where the student can go to any sector to contribute to the improvement of the institution, presenting their suggestions or criticism.

The UNILOGOS Ombudsman's Office is open to hear and refer to all types of UNILOGOS related matters that have not been served by its conventional channels. Its function is to act together with the Rectory and other academic bodies, transmitting and seeking solutions to the issues presented.

You can send any difficulty that is not solved by the sectors mentioned in this manual to: ouvidor@unilogos.education

TEACHER EVALUATION

Evaluation of the Performance of the Teacher is carried out annually and has a qualitative and formative character. Through an online questionnaire, whose identity confidentiality is guaranteed, the student registers his / her opinion about the teaching practice. In addition, there is the opportunity for the teacher to perform self-assessment on the same issues. This is extremely important in a process of understanding professional practice as it allows the teacher to reflect on their didactic

performance during the development of the teaching-learning process. It facilitates the identification of its potentialities and weaknesses in teaching practice, allowing one to see oneself more objectively.

In the comparative analysis between the students' evaluation of teachers and the teacher's self-assessment, there may be coincidences or divergences of opinions about one or more items, which induce reflection and a dialogical process between the teacher and the teacher in the search for solutions. In addition to the profile of the teacher, the dimensions analyzed are: academic relations in general, didactic-pedagogical relationship, basic disciplinary norms, pedagogical planning, and evaluation. It should be noted that, like the Progress Test, there is no purpose of punishment or award.

PROGRESS TEST

Progress Test is a formative assessment. The aim of the instrument is to evaluate the student's cognitive growth. It is applied longitudinally in all periods / years of undergraduate and postgraduate courses, without reward, punishment or promotion, translating in practice the training evaluation policy recommended in the Institutional Self-Assessment Program.

The student's cognitive development, evaluated annually by the Progress Test, is one of the tools that allows each student to follow his training process, identify areas of fragility that require greater commitment and potentialities that indicate that his appropriation is taking shape proper. It is also a reference for teachers, coordinators and principals, as it makes it possible to identify gaps or strengths in the curriculum and / or its implementation. As for the result, it is up to the student to compare their evolution, over the years, towards the mastery of the contents covered by each test. It should be noted that the individual results of the Progress Test are not public, and are provided individually to each of the students involved.

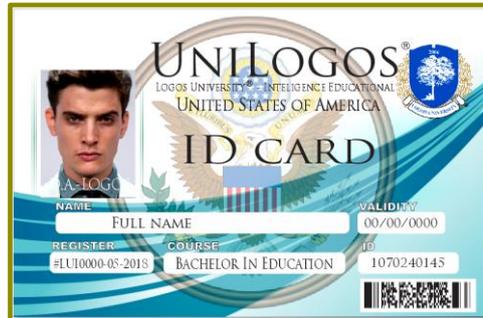
PRIVATE EVALUATION COMMITTEE

The Private Evaluation Committee - CPA of UNILOGOS is made up of representatives of the academic community and civil society and has the purpose of carrying out, monitoring and making public the self-assessment of this University, based on the axes defined by the Quality System of Teaching of the Accredited that we are linked.

If you, student, are interested in joining the CPA, look for your Course Coordination for more information or go to: www.unilogos.education.

STUDENT ID

The UNILOGOS student card is the official UNILOGOS document for student identification.



It is necessary for the student to enjoy benefits granted by commerce and by the governments of the countries for people who are in the condition of students.

BESIDES THIS MANUAL WHAT ELSE IS AVAILABLE TO YOU FOR INFORMATION?

- Code Of Ethics
- Code Of Anti-Corruption
- Manual Of Curricular Structures
- Course Guide
- General Regulation
- Educational Services Provision Agreement
- Manual of Procedures for Advertising and Marketing
- Faq - Frequently Asked Questions
- Scientific Article Manual
- Handbook For Dissertation
- Thesis Manual
- Monograph Handbook
- Manual Of Submission Of Articles Of The Scientific Magazine
- Order Form Guide
- University Portfolio

HOW TO OBTAIN THESE MANUALS?

You can request by email secretaria@unilogos.org or download the manual in your student area in the Virtual Environment.

FORMS OF CONTACT WITH THE UNIVERSITY:



+1 (786) 259.0471 (USA)
+55 (21) 3097.5854 (BRAZIL)



www.logos-university.org
www.unilogos.education
www.institutologos.org/cursos (Virtual learning environment)
www.unilogos.org/revista (Scientific magazine)
www.unilogos.org/bs (Commercial Department for Brazil)



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