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FEDERAL UNIVERSITY OF SÃO CARLOS

POSTGRADUATE COUNCIL - CoPG

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COPG RESOLUTION Nº 26, 14 JULY, 2023

This document establishes the Internal Regulations of the Postgraduate Program in Physical Therapy, at the Biological and Health Sciences Center at the Federal University of São Carlos – São Carlos/SP campus.

The **Postgraduate Council of the Federal University of São Carlos**, in the exercise of the legal and statutory powers conferred upon it by the Statute and the General Regulations of UFSCar, meeting on 06/28/2023 for its 147th regular session,

CONSIDERING the drafting of the Internal Regulations of the Postgraduate Program in Physical Therapy at the Federal University of São Carlos, prepared by its Postgraduate Committee during its 273rd regular meeting, held on May 8, 2023;

CONSIDERING the approval of the Internal Regulations of the Postgraduate Program in Physical Therapy at the Federal University of São Carlos by the Council of the Biological and Health Sciences Center, during its 150th regular meeting, held on May 30, 2023;

CONSIDERING the contents of case file Nº 23112.016476/2023-03;

CONSIDERING the contents of case file Nº 23112.018448/2023-12 and the resolution adopted by the Postgraduate Council in its 147th regular meeting on June 28, 2023;

IS HEREBY RESOLVED

To approve the Internal Regulations of the Postgraduate Program in Physical Therapy at UFSCar, with the following wording:

TITLE I OBJECTIVES

Art. 1 This resolution establishes the Internal Regulations of the Postgraduate Program in Physical Therapy (PPGFT) at the Federal University of São Carlos (UFSCar) – Biological and Health Sciences Center (CCBS), São Carlos/SP campus – aiming to offer Academic Master's and Doctoral programs within the field of knowledge in which it is accredited by CAPES – the Coordination for the Improvement of Higher Education Personnel.

§1 The PPGFT consists of areas of concentration, which are defined by a complementary regulation of the Postgraduate Program Committee (CPG).

§2 Regular students who meet the requirements established in this resolution and in the General Regulations of Postgraduate Programs at UFSCar and successfully complete the Master's program offered by PPGFT will be awarded the title of Master's Degree in Physical Therapy.

§3 Regular students who meet the requirements established in this resolution and in the General Regulations of Postgraduate Programs at UFSCar and successfully complete the Doctoral program offered by PPGFT will be awarded the title of Doctor in Physical Therapy.

TITLE II PROGRAM ORGANIZATION

CHAPTER I PROGRAM COORDINATION

Art. 2 The PPGFT coordination, comprising the Postgraduate Committee (CPG-PPGFT) – the PPGFT's decision-making body – and the PPGFT Coordination Office (consisting of a coordinator and a vice-coordinator), is responsible for managing the academic-scientific and administrative activities related to the PPGFT.

§1 The coordination office shall be led by a coordinator, whose responsibilities include overseeing and managing the activities of the Postgraduate Program in accordance with the guidelines set by the Postgraduate Committee.

§2 In addition to the provisions of the UFSCar Statute and General Regulations, the CPG is responsible for:

I - Overseeing the academic and organizational management of the PPGFT and performing the associated duties.

II - Defining policies within the PPGFT regarding core activities, human, physical, and financial resources, as established by the University's higher councils and the CCBS Council.

III - Drafting or amending the PPGFT Internal Regulations and submitting them for approval by the CCBS Council and ratification by the UFSCar Postgraduate Council.

IV - Approving regulations for the selection processes of the PPGFT coordinator and vice-coordinator, which must be ratified by the CCBS Council.

V - Reviewing opinions on request to recognize postgraduate diplomas (*stricto sensu*) issued by

international higher education institutions, based on assessments conducted by committees appointed by the PPGFT coordination.

VI - Propose to the CCBS Council, by a two-thirds majority vote of its members, the removal or dismissal of the PPGFT coordinator, in accordance with the law and the UFSCar General Regulations.

VII - Review appeals against decisions made by the PPGFT coordinator, in the cases and manner defined in Articles 22 and 23 of the University's General Regulations.

VIII - Decide on or issue opinions regarding other administrative and disciplinary matters within its jurisdiction.

IX - Establish and publish the enrollment calendar and other academic activities for each academic period.

X - Establish the regulations and schedule for the selection process for admission to the PPGFT.

XI - Establish the regulations and schedule for the Qualifying Examination and the Foreign Language Proficiency Exam.

XII - Establish specific regulations regarding attendance at PPGFT activities.

XIII - Establish the regulations for the Dissertation and Thesis defenses.

XIV - Periodically establish regulations and criteria for the accreditation, re-accreditation, and disqualification of PPGFT faculty, in accordance with the criteria set forth in CAPES field documents, the program's rating, and the program's strategic planning.

XV - Ratify the reports from the examination committees for Dissertation and Thesis defenses.

XVI - Decide on the accreditation and disqualification of PPGFT faculty members.

XVII - Decide on the creation and modification of PPGFT courses.

XVIII - Ensure the transparency of PPGFT actions, particularly regarding the Internal Regulations, other internal norms, minutes of CPG meetings, selection process notices, and scholarship distribution, making them available to students, faculty members, and other stakeholders.

XIX - Establish the regulations for managing and distributing the scholarship quotas assigned to PPGFT, in compliance with the respective funding agencies' regulations, and oversee this distribution by forming a scholarship committee.

Art. 3 The coordinator and vice-coordinator's term of office shall be two (2) years, with the possibility of one reappointment.

§1 In accordance with the General Regulations for Postgraduate Programs, the General Regulations, and the Statute of UFSCar, the CPG of PPGFT shall approve and the CCBS Council shall ratify the regulations for the selection process of the coordinator and vice-coordinator. These regulations shall define, among other aspects, the composition of the electoral committee, the modalities and procedures for candidacies, the methods for publicizing the process, as well as the procedures for conducting the election, counting votes, and validating the results.

§2 In the event of a temporary impediment of the coordinator, the vice-coordinator shall assume the coordination of the Program. In the case of a vacancy or impediment of both the coordinator and vice-coordinator during the term, the longest-serving CPG member accredited to the Program shall assume the role until new elections are completed, which must occur within a maximum period of 60 (sixty) days.

Art. 4 The CPG will comprise representatives from the Faculty and Student bodies of the PPGFT.

§1 In accordance with the General Regulations for Postgraduate Programs, the General

Regulations, and the UFSCar Statute, the CPG of PPGFT shall approve and the CCBS Council shall ratify the regulations for the selection process of CPG members, defining, among other things, the composition of the electoral committee, the allocation of seats for full and alternate representatives in each representative group, the modalities and procedures for candidacies, the methods for publicizing the process, as well as the procedures for conducting the election, counting votes, and validating the results.

§2 The faculty representatives will be elected by the faculty members accredited to the PPGFT from those who apply for candidacy and will serve a term of two (2) years, with the possibility of reappointment, but not exceeding two consecutive terms.

§3 The student representatives will be elected by students regularly enrolled in PPGFT courses from those who apply for candidacy and will serve a term of twelve (12) months, with the possibility of reappointment, but not exceeding two consecutive terms.

§4 The proportion of representatives from each category in the CPG must comply with the provisions in the General Regulations for Postgraduate Programs, with particular attention to maintaining a minimum of seventy percent (70%) faculty representatives, in accordance with the sole paragraph of Article 56 of Law Nº 9.394, of December 20, 1996 – the National Education Guidelines and Framework Law.

Art 5. Procedural details applicable to the deliberative meetings of the CPG of PPGFT may be regulated by specific rules to be approved by the CPG of PPGFT, in accordance with the General Regulations of UFSCar.

§1 The CPG of PPGFT will meet regularly or extraordinarily, at its own initiative or upon the request of the absolute majority of its members, through a public notice issued by the presidency, which must be made at least 48 (forty-eight) hours in advance in writing by the President, indicating the agenda of the matters to be discussed at the meeting. In cases of exceptional circumstances, the minimum notice period may be waived, and the agenda may be omitted, provided that these exceptional reasons are justified in the convocation document or at the beginning of the meeting and accepted by the majority of the members of the board.

§2 The CPG of PPGFT will meet with the presence of the majority of its members and will deliberate based on the majority vote of those present at the meeting (except in special cases provided for in specific regulations). Each member has the right to only one vote, and the president has only a casting vote in case of a tie.

§3 A member of the CPG of PPGFT who is based at a campus other than the one where the meeting is held will be considered present at the meeting, in accordance with the General Regulations of UFSCar and other applicable rules.

§4 A member of the CPG of PPGFT who, for a justified reason, is unable to attend a convoked meeting must inform the respective secretariat of their absence.

§5 The presidency of the CPG of PPGFT will comprise the president and their vice-president. The role of president will be held by the PPGFT coordinator and the role of vice-president will be held by the PPGFT vice-coordinator.

§6 In the absence or impediment of the president of the CPG of PPGFT and their legal substitute, the presidency will be assumed by the most senior faculty member of the University among the members of the board belonging to the highest faculty category.

CHAPTER II

FACULTY

Art. 6 Faculty members may be accredited in categories defined by CAPES, according to specific criteria established in a supplementary rule of PPGFT, which must observe the General Regulations of the Postgraduate Programs at UFSCar, in addition to CAPES provisions related to the subject and other applicable regulations.

§1 A faculty member must be accredited with PPGFT to supervise a student regularly enrolled in the program.

§2 Each accredited faculty member may supervise and co-supervise up to 8 (eight) students simultaneously at PPGFT.

Art. 7 In accordance with the provisions of the General Regulations of the Postgraduate Programs at UFSCar, the CPG of PPGFT may authorize, upon request from the supervisor, a PhD holder who actively participates in student supervision to act as a co-supervisor of a Dissertation or Thesis.

TITLE III

TEACHING STAFF

Art. 8 The PPGFT student body comprises students regularly enrolled (regular students), who have been approved in a selection process conducted by PPGFT or through an agreement.

§1 A student regularly enrolled in PPGFT must be familiar with this Internal Regulation, the General Regulations of the Postgraduate Programs, and other applicable rules.

§2 Visiting students and special students – who may be accepted by the CPG of PPGFT, in accordance with the General Regulations of the Postgraduate Programs – are not entitled to the privileges granted to the category of regular students of PPGFT, such as obtaining a diploma upon completion of the course.

CHAPTER I

ADMISSION OF REGULAR STUDENTS

Art. 9 Admission to the PPGFT Master's and Doctorate programs requires enrollment by the candidate, who must have either passed the PPGFT selection process or been selected through a partnership. Enrollment must follow the period and procedures outlined in the respective public notice or relevant means in the case of partnership-based admission.

Sole Paragraph. To complete the enrollment, following the periods and methods mentioned in the main article, the interested party must present the required documents, as described in the General Regulations of the Postgraduate Programs at UFSCar.

Art. 10 When assigning a supervisor to a student, the PPGFT coordination will observe the provisions of the General Regulations of Postgraduate Programs and other applicable rules.

Sole Paragraph. In the exceptional case where no supervisor is assigned at the time of enrollment, as provided in §3 of Art. 23 of the General Regulations of Postgraduate Programs, the CPG of

PPGFT will assign a supervisor within 180 days from the student's enrollment date.

Art. 11 The enrollment of regular students in the PPGFT Master's and Doctorate courses must be renewed every semester by registering for activities, which must be approved by the supervisor.

Sole Paragraph. Any student who does not renew their enrollment within the deadline established in the PPGFT's academic calendar will be considered withdrawn and will be dismissed from the PPGFT.

CHAPTER II

SUSPENSION OF ENROLLMENT, HOME STUDY, AND DEADLINE EXTENSIONS

Art. 12 In accordance with the provisions of the General Regulations of UFSCar's Postgraduate Programs, a student regularly enrolled in the PPGFT may request a suspension of enrollment from the program's coordination due to circumstances that prevent them from attending the course they are enrolled in.

Art. 13 In accordance with the provisions of the General Regulations of UFSCar's Postgraduate Programs, a student regularly enrolled in the PPGFT may request to be included in Home Study as a substitute for attending in-person course activities.

Art. 14 In accordance with the provisions of the General Regulations of UFSCar's Postgraduate Programs, a student regularly enrolled in the PPGFT may request a deadline extension to complete any of the curriculum components outlined in this Internal Regulation.

Sole Paragraph. The deadlines established by the General Regulations of UFSCar's Postgraduate Programs must be observed.

CHAPTER III

REGULAR STUDENT WITHDRAWAL

Art. 15 A regular student will be withdrawn from the Postgraduate Program if they:

I - fail to present their Undergraduate Diploma, as per § 3 of Article 36 of the General Regulations for Postgraduate Programs.

II - obtain an average grade lower than 2.25 (two and twenty-five hundredths) in the first semester in which they take courses.

III - obtain an accumulated average grade lower than 2.5 (two and fifty hundredths) in the following semesters in which they take courses.

IV - receive D or E grades in courses twice.

V - exceed the deadlines established by this Internal Regulation for fulfilling the curriculum components listed in Articles 17 or 27, as applicable.

VI - fail to meet the criteria defined by this Internal Regulation or by the General Regulations for Postgraduate Programs of UFSCar for fulfilling the curriculum components listed in Articles 17 or 27, as applicable.

VII - fail to take their Dissertation or Thesis defense.

VIII - in cases of approval with required corrections as stipulated in Article 78, item II, of the General Regulations for Postgraduate Programs, they fail to submit the final version of their Dissertation or Thesis.

IX - withdraw from the course by failing to renew their enrollment, as provided in Article 11.

X - fail the Qualifying Exam twice.

XI - have their activity report rejected twice, in accordance with the provisions of this Internal Regulation.

§1 The dismissal of a regular student must be formally communicated by the course coordination to the advisor and the student, indicating the reasons for the decision, and informing them of the possibility of appeal, in accordance with the General Regulations for Postgraduate Programs.

§2 The average referred to in items II and III of this article is the weighted average (WA) of the values (N_i) assigned to the evaluation levels in courses, using as weights the respective numbers (n_i) of credits for the courses taken. That is, $WA = (\sum N_i \times n_i) / \sum n_i$, with the following values (N_i) assigned to the evaluation levels: A = 4; B = 3; C = 2; D = 1; and E = 0.

TITLE IV CURRICULUM STRUCTURE

Art. 16 The period for offering courses in each academic term of the PPGFT will follow the program's academic calendar. The academic calendar will adhere to the General Regulations for Postgraduate Programs, establishing, among other events:

I - the period for semester re-enrollments (enrollment in courses/activities)

II - the period for offering courses

III - the deadline for canceling enrollment in regular courses, as in the case of condensed courses, the cancellation can only be made before the start of the respective classes;

IV - the deadline for entering grades and attendance records.

Sole Paragraph. A minimum attendance of 75% (seventy-five percent) will be required in the courses in which the student is enrolled.

CHAPTER I MASTER'S COURSE IN PHYSICAL THERAPY

Art. 17 The curriculum structure of the Master's degree in Physical Therapy consists of the following components:

I - Completion of course credits;

II - Foreign language proficiency exam;

III - Qualifying exam;

IV - Submission of the original version of the Dissertation;

V - Dissertation defense;

VI - Submission of the final version of the Dissertation.

Art. 18 Students regularly enrolled in the Master's degree in Physical Therapy must fulfill all the curriculum components listed in Article 17, following the forms, requirements, criteria, and deadlines established by this Internal Regulation, the General Regulations for Postgraduate Programs at UFSCar, and other applicable rules.

Sole Paragraph. Students regularly enrolled in the Master's degree in Physical Therapy must submit a report of the activities developed, following a model defined by the PPGFT's CPG for this purpose and the regulations established by the CPG.

Section I

Course Credits for the Master's Degree

Art. 19 To fulfill the curriculum component referred to in item I of Article 17, regular students in the Master's degree in Physical Therapy must complete a minimum of 30 (thirty) credits.

§1 Completion of the minimum required course credits, as mentioned in the main text, must be done within 699 (six hundred and ninety-nine) days from the student's registration date in the PPGFT.

§2 Within the timeframe set in §1, in addition to completing the minimum required course credits, students must have completed the mandatory courses and concentration area courses (where applicable) within the PPGFT course offerings.

Art. 20 Regarding the recognition of credits as stated in the General Regulations for Postgraduate Programs (Article 51 and Article 52), the following applies to the Master's program in Physical Therapy:

§1 The CPG may recognize the course credits, as stated in Article 51 of the General Regulations for Postgraduate Programs.

§2 The CPG may recognize the course credits, as stated in item I of Article 52 of the General Regulations for Postgraduate Programs.

§3 Credits described in item II of Article 52 of the General Regulations for Postgraduate Programs will not be accepted.

§4 Up to a maximum of 40% (forty percent) of the total credits required in courses, as stated in Article 19, may be recognized as external credits according to Article 52 of the General Regulations for Postgraduate Programs.

Section II

Proficiency Exams in the Master's Program

Art. 21 To complete the curriculum component referred to in item II of art. 17, regular students in the Master's program in Physical Therapy must demonstrate proficiency in English.

§1 Proof of proficiency for the completion referred to in the main section may be required by the PPGFT during the selection process for admission, either by administering a test directly or by requiring the submission of proof of approval in an external certification exam, as established in

the respective selection process notice.

§2 When proof of proficiency for the completion referred to in the main section is not required during the selection process for admission, as provided in §1, it must be completed by the regular student within 365 (three hundred and sixty-five) days from the date of enrollment in the PPGFT, in accordance with the complementary norm of the CPG of the PPGFT regarding this matter.

Section III Qualifying Exams in the Master's Program

Art. 22 In order to fulfill the curricular component referred to in item III of Article 17, regular students in the Master's program in Physical Therapy must be approved in the qualifying exam within 240 (two hundred and forty) days from the date of enrollment in the PPGFT.

§1 In accordance with the provisions of the General Regulations for Postgraduate Programs, supplementary regulations issued by the CPG of the PPGFT will address additional issues related to the qualifying exam, such as the evaluation modalities, procedures, and criteria for establishing examiners, judgment, conducting a second exam in case of failure in the first (as stated in item X of Article 15), the possibility of confidentiality, and other relevant matters.

§2 The result of the qualifying exam must be validated by the CPG of the PPGFT.

Section IV Submission of the Original Version of the Dissertation

Art. 23 To fulfill the curriculum component referred to in item IV of article 17, regular students in the Master's program in Physical Therapy must submit the original version of the Dissertation within 700 (seven hundred) days from the date of enrollment in the PPGFT.

§1 The original version of the Dissertation, as referred to in the caput, corresponds to the version submitted to the PPGFT for scheduling the defense and must, therefore, be forwarded to the Dissertation defense examination committee.

§2 To schedule the defense, in addition to submitting the original version of the Dissertation, the student must:

I - comply with the requirements defined by the General Regulations of the UFSCar Postgraduate Programs for submitting the original version.

II - present proof of submission of a scientific article, following the criteria and requirements defined by the complementary norm of the PPGFT.

Section V Dissertation Defense

Art. 24 To fulfill the curriculum component referred to in item V of article 17, the regular student in the Master's course in Physical Therapy must be approved by an examining committee in a public defense of the Dissertation, within a period of 730 (seven hundred and thirty) days from

the date of enrollment in the PPGFT.

§1 The constitution of examining committees for the Dissertation defense within the scope of PPGFT will observe additional criteria defined in a regulation issued by the CPG of the PPGFT, in addition to the criteria established by the General Regulations of the Postgraduate Programs at UFSCar.

§2 The approval of the result of the Dissertation defense judgment by the CPG of PPGFT, as provided in the General Regulations of the Postgraduate Programs at UFSCar, will correspond to 70 (seventy) credits.

§3 Exceptionally, if the content of the work involves knowledge that can be protected by intellectual and industrial property rights, it may be authorized for the Dissertation defense to be closed to the public, following the procedures defined by the General Regulations of the Postgraduate Programs and the applicable criteria and procedures that may be defined by the UFSCar body responsible for managing intellectual property.

§4 In the closed defense to the public, as referred to in §3, only the members of the examining committee, who have duly fulfilled the requirements of the General Regulations of the Postgraduate Programs, will have access to the Dissertation and the presentation, if applicable.

Section VI

Delivery of the Final Version of the Dissertation

Art. 25 To fulfill the curriculum component referred to in item VI of Article 17, the regular student of the Master's program in Physical Therapy must submit the final version of the Dissertation, following the deadlines and other provisions set forth in the General Regulations of the Postgraduate Programs.

Section VII

Awarding the Master's Degree in Physical Therapy

Art. 26 As established by this Regulation and the General Regulation of Postgraduate Programs at UFSCar, completion of the curriculum components referred to in items I, II, and III of Article 17 constitutes prerequisites for a student to be eligible to begin the completion of the curriculum component referred to in item IV of Article 17, which is required for the scheduling of the Dissertation defense referred to in item V of Article 17. The completion of this and item VI of Art. 17 are requirements for awarding the Master's degree in Physical Therapy.

Sole Paragraph. Once the result of the defense has been approved by the CPG of PPGFT and all the requirements for obtaining the postgraduate degree have been met, the Postgraduate Program Coordination will forward the necessary documentation to ProPG, following the guidelines defined by ProPG to initiate the issuance of the respective diploma.

CHAPTER II

DOCTORAL COURSE IN PHYSICAL THERAPY

Art. 27 The curriculum structure of the Doctoral course in Physical Therapy consists of the following components:

- I - Completion of course credits;
- II - Foreign language proficiency exam;
- III - Qualifying exam;
- IV - Submission of the original version of the Thesis;
- V - Thesis Defense;
- VI - Submission of the final version of the Thesis.

Art. 28 Regularly enrolled students in the Doctoral course in Physical Therapy must complete all the curriculum components listed in Article 27, in accordance with the forms, requirements, criteria, and deadlines established by this Internal Regulation, the General Regulation of Postgraduate Programs at UFSCar, and other applicable norms.

Sole Paragraph. Regularly enrolled students in the Doctoral course in Physical Therapy must submit a report of activities developed, following the model defined by the PPGFT CPG for this purpose and the norm defined by the CPG.

Art. 29 In accordance with the provisions of the General Regulation of Postgraduate Programs at UFSCar, students who do not hold a Master's degree may be admitted to the Doctoral course through a specific selection process designed for this purpose and entry mode.

§1 Students in the Master's course at PPGFT may also be admitted to the Doctoral course without a Master's degree if they receive unanimous recommendation, recorded in the report from the Master's Qualifying Exam assessment committee, suggesting transfer to the Doctoral program, and further observing:

- I - If the condition described in §1 occurs, the student must submit a formal request for admission to the Doctoral course to the PPGFT CPG.
- II - The student's Master's supervisor must provide a favorable position regarding the request mentioned in item I.
- III - The PPGFT CPG will deliberate on the request.

§2 Admission to the Doctoral course, as provided in §1, in addition to the implications defined in the General Regulation of Postgraduate Programs, does not imply the completion of the Master's course at PPGFT, and therefore, no Master's degree diploma will be issued to the student.

Section I

Course Credits in the Doctoral Program

Art. 30 For the completion of the curriculum component referred to in item I of Article 27, the regular student in the Doctoral Program in Physical Therapy must complete at least 48 (forty-eight) course credits.

§1 The completion of the minimum required course credits referred to in the caput must be accomplished within a period of up to 1,409 (one thousand four hundred and nine) days from the student's enrollment in the PPGFT.

§2 Within the period defined in §1, in addition to completing the minimum required course credits, the student must have completed the compulsory courses and concentration area courses (if applicable) within the PPGFT's course offerings.

§3 For Doctoral students who carry out part of their studies at other institutions, either in the country or abroad, the following also applies:

I - The student must observe the requirements of the respective funding agency related to completion of course credits, when applicable.

Art. 31 Regarding the recognition of credits as stated in the General Regulations for Postgraduate Programs (§2 of Article 50; Article 51; and Article 52) for the Doctoral Program in Physical Therapy, the following applies:

§1 When the Doctoral student holds a Master's degree, the CPG may accept the recognition of part of the credits earned in the Master's program, according to criteria established in complementary regulations by the CPG of PPGFT.

§2 The CPG may recognize course credits, as referred to in Article 51 of the General Regulations for Postgraduate Programs.

§3 The CPG may recognize course credits, as referred to in item I of Article 52 of the General Regulations for Postgraduate Programs.

§4 The recognition of credits as referred to in item II of Article 52 of the General Regulations for Postgraduate Programs is not permitted.

§5 Up to a maximum of 40% (forty percent) of the total number of course credits required, as referred to in Article 30, may be recognized as external credits, as stated in Article 52 of the General Regulations for Postgraduate Programs.

Section II

Proficiency Exams in the Doctoral Program

Art. 32 In order to fulfill the curriculum component referred to in item II of article 27, the regular student of the Doctoral Program in Physical Therapy must demonstrate proficiency in English.

§1 Proof of proficiency required for the fulfillment mentioned in the main paragraph may be demanded by the PPGFT during the selection process for admission, either through the direct application of an exam or by requiring the submission of proof of approval in an external certification exam, as established in the relevant selection process notice.

§2 When proof of proficiency for the fulfillment mentioned in the main paragraph is not required in the admission selection process, as provided in §1, it must be submitted by the regular student within 365 (three hundred and sixty-five) days from the date of enrollment in the PPGFT, in accordance with the complementary rules set by the PPGFT's CPG (Postgraduate Program Coordination).

Section III

Qualifying Exams in the Doctoral Program

Art. 33 In order to fulfill the curriculum component referred to in item III of Article 27, the regular student of the Doctoral Program in Physical Therapy must pass a qualifying exam within 365 (three hundred and sixty-five) days from the date of enrollment in the PPGFT.

§1 In accordance with the regulations of the General Postgraduate Program Regulations, additional matters related to the qualifying exam, such as evaluation modalities, procedures and criteria for establishing examiners, judgment, the possibility of a second exam in case of failure in the first (in accordance with item X of Article 15), the possibility of confidentiality, and other related issues, will be regulated by complementary rules issued by the CPG of the PPGFT.

§2 The result of the qualifying exam must be approved by the CPG of the PPGFT.

§3 For Doctoral students who carry out part of their studies in other institutions, either within the country or abroad, the following also applies:

I - the student must comply with the requirements of the respective funding agency regarding the qualifying exam, when applicable.

Section IV

Submission of the Original Version of the Thesis

Art. 34 In order to fulfill the curriculum component referred to in item IV of Article 27, the regular student of the Doctoral program in Physical Therapy must submit the original version of the Thesis within 1430 (one thousand four hundred and thirty) days from the date of enrollment in the PPGFT.

§1 The original version of the Thesis, as mentioned in the caput, refers to the version submitted to the PPGFT for scheduling the defense, and must therefore be forwarded to the Thesis defense examination board.

§2 For scheduling the defense, in addition to submitting the original version of the Thesis, the student must:

I - comply with the requirements defined by the General Regulations of the UFSCar Postgraduate Programs for submitting the original version;

II - present proof of submission of a scientific article, following the criteria and requirements defined by the complementary regulations of the PPGFT.

Section V

Thesis defense

Art. 35 To fulfill the curriculum component referred to in item V of Art. 27, a regular student in the Doctoral Program in Physical Therapy must be approved by an examination committee in a public defense of their Thesis within 1,460 (one thousand four hundred and sixty) days from the date of their enrollment in the PPGFT.

§1 In addition to the criteria established by the General Regulations for Postgraduate Programs at UFSCar, the composition of Thesis defense examination committees within the PPGFT shall comply with additional criteria defined in regulations to be issued by the PPGFT CPG.

§2 The approval of the Thesis defense evaluation result by the PPGFT CPG, as provided in the

General Regulations for Postgraduate Programs at UFSCar, will correspond to 152 (one hundred and fifty-two) credits.

§3 Exceptionally, if the content of the work involves knowledge eligible for protection under intellectual and industrial property rights, the Thesis defense may be authorized to be held in a closed session. In such cases, the procedures outlined in the General Regulations for Postgraduate Programs must be followed, as well as any relevant criteria and additional procedures established by the UFSCar body responsible for intellectual property management.

§4 In a closed Thesis defense, as provided in §3, only the examination committee members who have duly met the requirements of the General Regulations for Postgraduate Programs will have access to the Thesis and its presentation, if applicable.

Section VI

Submission of the Final Version of the Thesis

Art. 36 To fulfill the curriculum component referred to in item VI of Art. 27, a regular student in the Doctoral Program in Physical Therapy must submit the final version of their Thesis, in compliance with the deadlines and other requirements established by the General Regulations for Postgraduate Programs.

Section VII

Awarding the Doctorate in Physical Therapy

Art. 37 As established by this Regulation and the General Regulations for Postgraduate Programs at UFSCar, the completion of the curriculum components referred to in items I, II, and III of Art. 27 is a prerequisite for the student to begin the curriculum component described in item IV of Art. 27. The completion of this component is required for scheduling the Thesis defense mentioned in item V of Art. 27, which, along with the completion of item VI of Art. 27, constitutes a requirement for obtaining the Doctorate in Physical Therapy.

Sole Paragraph. Once the defense result has been approved by the PPGFT CPG and all conditions for obtaining the graduate degree have been met, the Postgraduate Program Coordination will forward the necessary documentation to ProPG to initiate the issuance of the corresponding diploma, following the guidelines established by ProPG.

TITLE V

GENERAL AND TRANSITORY PROVISIONS

Art. 38 The provisions defined in this Internal Regulation shall apply in accordance with the General Regulations for Postgraduate Programs, the General Regulations of the Federal University of São Carlos, other internal and external higher-order regulations, as well as policies applicable to each subject.

§1 In cases not covered by this regulation, the matter will be subject to deliberation by the PPGFT CPG, observing, among other things, the regulations mentioned in the main text.

§2 When, for the deliberation referred to in §1, a decision must be made on a matter under the competence of the CoPG, the PPGFT CPG shall consult the CoPG, prompting its deliberation.

§3 When, for the deliberation referred to in §1, it a decision must be made on a matter under the competence of another UFSCar body, the PPGFT CPG shall consult the corresponding body, prompting its deliberation.

§4 In its deliberations or complementary regulations, the PPGFT CPG may not contradict or create situations that are inconsistent with the normative framework of UFSCar, both regarding the provisions of this Internal Regulation and the other regulations mentioned in the main text.

Art. 39 The Nº 41 CoPG Resolution, dated September 25, 2014, which approved the Internal Regulation of the Postgraduate Program in Physical Therapy at the 62nd ordinary meeting of the Postgraduate Council held on September 24, 2014, is hereby revoked.

§1 A student regularly enrolled in the PPGFT has a maximum period of 180 (one hundred and eighty) days after the commencement of the regulation's validity to opt for inclusion under this Regulation, by signing and submitting a declaration to the PPGFT.

§2 For students in progress who choose to remain subject to the regulation referred to in the main text, this regulation will continue to apply to them until the conclusion of their link with the PPGFT.

Art. 40 As defined by item III, Art. 16, of Resolution ConsUni Nº 45, dated April 1, 2021, it is the responsibility of the Postgraduate Commission to draft or modify the Internal Regulation of the Postgraduate Program, submitting it for approval by the respective CCBS Council and for ratification by the Postgraduate Council of UFSCar.

Art. 41 This Regulation, as outlined in this Resolution, comes into effect on the date the summary is published in the Electronic Service Bulletin of SEI-UFSCar.

Prof. Dr. Rodrigo Constante Martins
President of the Postgraduate Council
Federal University of São Carlos



This document was electronically signed by Rodrigo Constante Martins, President of the Council, on 07/14/2023, at 17:54, according to Brasília official time, based on Article 6, § 1, of Decree Nº 8,539, dated October 8, 2015.



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