



SEI Electronic Service Bulletin, 03/28/2024

## **FEDERAL UNIVERSITY OF SÃO CARLOS**

### **POSTGRADUATE PROGRAM IN PHYSICAL THERAPY - PPGft/CCBS/R**

Washington Luís, Highway, km 235 - SP-310, s/n - Monjolinho, São Carlos/SP, 13565-905

Telephone: (16) 3351-8448 - <http://www.ufscar.br>

## **ADMINISTRATIVE ACT PPGFT Nº 2**

**This document establishes the Complementary Norms for the Public Defense of Master's Dissertations and Doctoral Theses of the Postgraduate Program in Physical Therapy (PPGFT)**

The **Postgraduate Committee of the Postgraduate Program in Physical Therapy (CPG-PPGFT)**, affiliated with the Biological and Health Sciences Center (CCBS) at the Federal University of São Carlos (UFSCar), meeting on 03/08/2024 for its 281th Ordinary Meeting, in the exercise of the legal and statutory powers granted by the UFSCar Statute and General Regulations,

### **CONSIDERING:**

- General Regulations of the Postgraduate Programs at UFSCar, dated April 1, 2021.
- Current Internal Regulations of the Postgraduate Program in Physical Therapy at UFSCar.

### **RESOLVES:**

## **CHAPTER I**

### **CONDITIONS FOR OBTAINING THE TITLES OF MASTER'S AND DOCTOR**

**Art. 1** A condition for obtaining the Master's degree is the submission of the Dissertation based on work developed by the candidate, demonstrating mastery of the concepts and methods of their field.

**Sole paragraph.** The Dissertation must be submitted in accordance with the requirements established by the PPGFT.

**Art. 2** A condition for obtaining the Doctoral degree is the submission of the Thesis based on original work performed by the candidate, demonstrating intellectual capacity and methodological and scientific independence.

**Sole paragraph.** The Thesis must be submitted in accordance with the requirements established by the PPGFT.

## CHAPTER II

### REQUIREMENTS FOR REQUESTING THE DISSERTATION OR THESIS DEFENSE

**Art. 3** The following are considered requirements for requesting the defense of the Dissertation:

I – Passed the Qualification Exam.

II - Presentation of the Foreign Language Proficiency Exam.

III - Completion of course credits.

IV - Being within the maximum time frame established for the public defense of the Master's Dissertation, according to the PPGFT Internal Regulations;

V - Presenting proof of submission, acceptance, or publication of a scientific article related to the Dissertation topic in a journal ranked in the High Percentile (Scopus) or Average JIF Percentile (Web of Science), greater than or equal to 50%, with the candidate as the first author and the advisor as the last author.

**Art. 4** The following are considered requirements for requesting the defense of the Thesis:

I - Passed the Qualification Exam.

II - Presentation of the Foreign Language Proficiency Exam.

III - Completion of course credits.

IV - Being within the maximum time frame established for the public defense of the Doctoral Thesis, according to the PPGFT Internal Regulations;

V - Presenting proof of submission, acceptance, or publication of at least two articles related to the Thesis topic, one published in a journal ranked in the High Percentile (Scopus) or Average JIF Percentile (Web of Science), greater than or equal to 50%, and another greater than or equal to 75%, with the candidate as the first author and the advisor as the last author.

## CHAPTER III

### REQUEST FOR DEFENSE AND COMPOSITION OF THE EXAMINING COMMITTEE

**Art. 5** The request for defense and composition of the examining committee for the Master's Dissertation or Doctoral Thesis must be submitted at least 30 days prior to the scheduled defense date.

**§ 1** The course completion deadline, as described in the PPGFT Internal Regulations, must be respected.

**Art. 6** The request must be made by the student's advisor through a process via the Electronic Information System (SEI), sent to the PPGFT Postgraduate Committee. The process must include:

I - A letter from the advisor requesting the composition of the committee for the defense of the Dissertation or Thesis.

II - The original version of the Dissertation or Thesis.

III - Proof(s) of submission, acceptance, or publication of the scientific article(s) (according to Art. 3, Item V for the Master's degree or Art. 4, Item V for the Doctorate).

IV - The completed committee indication form, including: a list of suggested names for the examining committee, the institutions they are affiliated with, the mode of participation (in-person, remote, or hybrid), and a link to access their Lattes Curriculum/ORCID. The form is available on the PPGFT website under "Procedures for Defenses."

**Art. 7** The list of names for the composition of the examining committee must be formed according to the following criteria:

I - **Master's degree:** Five members, three permanent and two alternate, all holding at least a Doctoral degree. Of these, at least one permanent member and one alternate must not be affiliated with the faculty of the Federal University of São Carlos (UFSCar). External members to the PPGFT must prove at least one completed Master's or Doctoral orientation or co-orientation. The advisor is a native member and is responsible for the presidency of the examining committee, except in cases of absence from the Institution. The co-advisor may participate in

the defense session, including having the right to speak, but without the right to provide a judgment, and thus will not compose the examining committee.

II - **Doctorate**: Eight members, five permanent and three alternate, all holding at least a Doctoral degree. Of these, at least two permanent members and two alternate members must not be affiliated with the faculty of the Federal University of São Carlos (UFSCar). External members to the PPGFT must prove at least one completed Master's or Doctoral orientation or co-orientation. The advisor is a native member and is responsible for the presidency of the examining committee, except in cases of absence from the Institution. The co-advisor may participate in the defense session, including having the right to speak, but without the right to provide a judgment, and thus will not compose the examining committee.

§ 1 If the advisor is an external faculty member to UFSCar, at least one member of the Master's examining committee and two from the Doctoral committee must be faculty members from the PPGFT at UFSCar.

§ 2 It is recommended to diversify the suggestions for the composition of the examining committee.

## CHAPTER IV

### DEFINITION OF THE EXAMINING COMMITTEE BY THE PPGFT POSTGRADUATE COMMITTEE

**Art. 8** The PPGFT Postgraduate Committee (CPG-PPGFT) will review the Curriculum Vitae (Lattes) of the members nominated for the examining committee.

§ 1 All nominated members must have scientific productivity in the last five years related to the area or methodological procedures of the presented project.

§ 2 Faculty members/researchers who have participated in the student's research project and/or who are co-authors of the articles that compose the Dissertation or Thesis may not participate in the examining committee.

§ 3 The formal constitution of the examining committee will be the responsibility of the CPG-PPGFT, which may alter the members, both effective and alternate, and request additional names from the advisor.

## CHAPTER V

### FORMATS FOR PRESENTATION OF DISSERTATIONS AND THESES

**Art. 9** Dissertations and Theses may be presented, according to agreements between the advisor and the student, in two formats:

I - Conventional format: It must be presented in the form of a scientific paper, following the standards of the Brazilian Association of Technical Standards (ABNT) and must necessarily contain the following elements: cover page, title page, approval page, abstract in Portuguese, abstract in English, table of contents, context/preface, introduction, materials and methods, results, discussion, conclusions, and bibliographic references. In addition to these mandatory elements, the following may be included: dedication, acknowledgments, epigraph, list of illustrations, list of tables, list of abbreviations and acronyms, glossary, appendices, and annexes. The model for the conventional format is available on the PPGFT website under "Procedures for Defenses."

II - Article format: It must be presented in the form of a scientific paper, following the standards of the Brazilian Association of Technical Standards (ABNT) and must necessarily contain the following elements: cover page, title page, approval page, abstract in Portuguese, abstract in English, table of contents, context/preface, literature review, general research objectives, studies conducted, conclusions, final considerations, and references. In addition to these mandatory elements, the following may be included: dedication, acknowledgments, epigraph, list of illustrations, list of tables, list of abbreviations and acronyms, glossary, appendices, and annexes. The model for the article format is available on the PPGFT website under "Procedures for Defenses."

§ 1 Articles already published or submitted to journals should not be transcribed in full in the Dissertation or Thesis presented in either of the two formats mentioned above.

§ 2 The context/preface should include the following information: a) Description of the insertion in the advisor's research line and in the Program; b) National and international partnerships; c) Stage (national and/or

international), when conducted; d) Originality of the work; e) Contribution of the research results to scientific advancement; f) Social relevance; g) List of references of articles (published, submitted, or in submission phase), patents, events/abstracts, awards, participation in research and extension projects, or other products developed by the student during the Master's or Doctoral program; h) Link to the student's Lattes Curriculum and ORCID; i) Description of the Dissertation or Thesis for a lay audience (maximum of five lines).

**§ 3** In the case of cotutelle and/or examining committees with foreign members, Dissertations or Theses may be written and defended in other languages, provided that a summary is presented in Portuguese, both in writing and during the viva.

## CHAPTER VI

### PROCEDURES FOR THE PUBLIC DEFENSE OF THE DISSERTATION OR THESIS

**Art. 10** The date for the public defense of the Dissertation or Thesis must be scheduled so that the defense occurs at least 10 days after the approval of the request in the meeting of the CPG-PPGFT or by *ad referendum*.

**Art. 11** The student, with the advisor's approval, is responsible for sending the original version of the Dissertation or Thesis to the members of the examining committee. It is recommended that the student agree with the committee members on the deadline for sending the Dissertation or Thesis.

**Art. 12** It is the responsibility of the student or the advisor to contact the PPGFT Secretariat to schedule a room for the presentation of the Dissertation or Thesis, as well as to notify the committee members of the location, date, and time of the public defense.

## CHAPTER VII

### THE PUBLIC DEFENSE OF THE DISSERTATION OR THESIS

**Art. 13** In the public defense of the Dissertation or Thesis, the student is guaranteed an oral presentation of the work, lasting between 30 and 40 minutes, before being questioned by the examining committee.

**Art. 14** After the presentation, each member of the examining committee will have a maximum of 15 minutes for questioning. An equal period will be given to the student to respond.

**§ 1** If agreed between the committee member and the student, this process can be done in the form of a dialogue, with a maximum questioning time of 30 minutes for each committee member.

**Art. 15** At the end of the questioning/evaluation, the examining committee will meet in a closed session. The result of the committee's judgment will be expressed through the following evaluation statuses, considering the student:

I - PASS – meaning that the approval of the defense or evaluation is conditioned to the adaptation of the original version of the Dissertation or Thesis to its final version, based on suggestions made by the examining committee, subject to the advisor's decision.

II - PASS WITH THE CONDITION OF CORRECTIONS – meaning that the approval of the defense or evaluation is conditioned to substantial corrections in the original version of the Dissertation or Thesis, for its final version.

III - REJECTED.

**Art. 16** The evaluation status resulting from the judgment of the examining committee will be:

I - PASS, when the majority of the examining committee members express an evaluation corresponding to approved or approved with the condition of corrections, and the number of members who express the evaluation of approved is greater than or equal to the number of members who express the evaluation of approved with the condition of corrections.

**II - PASS WITH THE CONDITION OF CORRECTIONS**, when the majority of the examining committee members express an evaluation corresponding to approved or approved with the condition of corrections, and the number of members who express the evaluation of approved is less than the number of members who express the evaluation of approved with the condition of corrections.

**III - REJECTED**, when the majority of the examining committee members express an evaluation corresponding to rejected.

**Art. 17** The examining committee must issue a joint report, to be attached to the defense or evaluation report (minutes), as appropriate, specifying the suggested modifications (for approval), required modifications (for approval with the condition of corrections), or the reasons and grounds for rejection (for rejection cases). A copy must be provided to the student.

## **CHAPTER VIII**

### **APPROVAL OF THE RESULT OF THE DISSERTATION OR THESIS DEFENSE**

**Art. 18** If the result of the judgment is PASS, the student must send the final version of the Dissertation or Thesis to the PPGFT within 90 days from the date of the defense or evaluation, for submission to the CPG-PPGFT, aiming for the homologation of the defense result. The submission must be made by email, with proof of the publication of the final version of the Dissertation or Thesis in the UFSCar Integrated Library System (SIBi) repository.

**Art. 19** In the case of homologation of PASS WITH THE CONDITION OF CORRECTIONS, the CPG-PPGFT will verify the compliance with the determinations in the final report of the examining committee, through the statements of its members, who must inform whether they consider the student approved or rejected based on the corrections presented.

**§ 1** After the analysis and approval of the CPG-PPGFT, the student must send the final version of the Dissertation or Thesis, with the modifications required by the initial report of the examining committee, within a maximum of 120 days from the defense or evaluation date, for submission to the CPG-PPGFT, aiming for the homologation of the defense result. The submission must be made by email, with proof of the publication of the final version of the Dissertation or Thesis in the SIBi repository. It should be noted that, before submitting the proof, within the 120-day period, the following are mandatory: a) a new meeting of the examining committee to analyze the corrected final version of the Dissertation or Thesis, and b) submission of the final report from the examining committee to the PPGFT.

**§ 2** If the deadlines are not met, the result of the judgment will be submitted to the CPG-PPGFT for homologation, and the student will be considered REJECTED in the submission of the final version of the Dissertation or Thesis if the determinations are not met.

**Art. 20** If the result of the judgment is REJECTION, the student will be formally notified by the PPGFT, which will inform them of the deadline and methods for submitting an appeal.

**Art. 21** The homologation of the Dissertation defense result by the CPG-PPGFT corresponds to 70 credits.

**Art. 22** The homologation of the Thesis defense result by the CPG-PPGFT corresponds to 152 credits.

## **CHAPTER IX**

### **PROCEDURES AFTER THE DISSERTATION OR THESIS DEFENSE**

**Art. 23** The final version of the Dissertation or Thesis must be published in digital format, following the procedures defined by the managing unit of the UFSCar Institutional Repository.

**§ 1** The title page of the final version must explicitly indicate whether it is the original version (without corrections and/or alterations) or the corrected version. In the latter case, it must be stated that the original version is available with the PPGFT.

**Art. 24** Proof of the digital publication of the final version of the Dissertation or Thesis must be sent to the CPG-PPGFT as outlined in Art. 18 and Art. 19.

## **CHAPTER X**

### **FINAL PROVISIONS**

**Art. 25** The Complementary Norm for Public Defense of Dissertations and Theses nº 002/2006, updated in the 161st Ordinary Meeting of the CPG-PPGFT on 27/01/2014, is hereby revoked.

**Art. 26** This Administrative Act enters into force on the date of its publication in the UFSCar SEI Electronic Service Bulletin.

São Carlos, 28 March, 2024.

**Tatiana de Oliveira Sato**

Coordinator of the PPGFT and President of the CPG-PPGFT



This document was electronically signed by Tatiana de Oliveira Sato, President of the Council, on 03/28/2024, at 15:19, according to the official Brasília time, based on Article 6, § 1, of Decree Nº 8,539, dated October 8, 2015.



The authenticity of this document can be verified on the website <https://sei.ufscar.br/autenticacao>, by entering the verification code **1392752** and the CRC code **1E0D015B**.

Reference: If you respond to this document, please explicitly indicate Process nº 23112.006773/2024-13; SEI nº 1392752  
Document Model: Official Act: Administrative Act, version of November 9, 2023.