



**FEDERAL UNIVERSITY OF SÃO CARLOS**

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

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**ADMINISTRATIVE ACT PPGFT Nº 4**

This document establishes the Supplementary Regulations for the Teacher Training Courses in Physical Therapy I, II, and III 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 05/10/2024 for its 283rd Ordinary Meeting, in the exercise of the legal and statutory powers granted by the UFSCar Statute and General Regulations,

**CONSIDERING:**

- CAPES Ordinance Nº 34 of May 30, 2006;
- General Regulations of the Postgraduate Programs at UFSCar, dated April 1, 2021;
- Internal Regulations of the Postgraduate Program in Physical Therapy at UFSCar currently in force.

**IS HEREBY RESOLVED:**

**CHAPTER I**

**CONDITIONS FOR THE TEACHER TRAINING COURSES IN PHYSICAL THERAPY I, II, AND III**

**Art. 1** The Teacher Training courses in Physical Therapy I, II, and III are designed to enhance the Postgraduate students' education by providing them with pedagogical skills through participation in undergraduate teaching activities.

**Art. 2** Students regularly enrolled in the Postgraduate Program in Physical Therapy (PPGFT) are eligible to participate in the Teacher Training course in Physical Therapy.

**Art. 3** Students enrolled in the Doctoral program are required to complete at least one semester of the Teacher Training course in Physical Therapy.

**Art. 4** Students enrolling in Teacher Training courses in Physical Therapy I, II, or III must prepare an activity plan for the undergraduate course they will be following, in collaboration with the faculty member(s) responsible for the course, as well as their advisor.

**§1** The activity plan must be signed by (i) the student, (ii) the faculty member responsible for the undergraduate course, and (iii) the advisor, following the template available on the PPGFT website

(<https://www.ppgft.ufscar.br/pt-br/alunos/capacidade-docente-em-fisioterapia-pescd>).

**§2** Students must submit the activity plan via email to the faculty member responsible for Teacher Training at PPGFT, with copies sent to the faculty member in charge of the undergraduate course, the student's advisor, and the PPGFT Secretariat, in accordance with the deadlines set by the Postgraduate Committee (CPG).

**§3** Failure to comply with Article 4 within the required timeframe will prevent students from participating in the Teacher Training course.

**§4** It is the student's responsibility to contact the faculty member(s) of the relevant undergraduate course to coordinate the academic activities to be undertaken.

**§5** The faculty member(s) responsible for the undergraduate course must provide guidance on the ethical conduct expected during the course.

**Art. 5** Any student who has teaching experience at a higher education institution may be exempted from the Teacher Training courses in Physical Therapy, upon request to the Postgraduate Committee (CPG), providing proof of such activities through a copy of their work card or a letter signed by the responsible party at the higher education institution, with a minimum total of 90 (ninety) hours. The student must provide documentation proving their teaching activities and complete the exemption request form, which can be found on the PPGFT website (<https://www.ppgft.ufscar.br/pt-br/alunos/capacidade-docente-em-fisioterapia-pescd>).

**Sole Paragraph** The documentation will be reviewed by the faculty member responsible for the Teacher Training courses, and their opinion will guide the CPG's decision. Students exempted from the Teacher Training courses will not be entitled to the corresponding credits.

**Art. 6** The total number of hours taught by the student must be a minimum of 2 (two) and a maximum of 12 (twelve) hours per semester. The classes under the responsibility of students enrolled in the Teacher Training courses in Physical Therapy should not exceed 30% (thirty percent) of the total hours of the undergraduate course and must always be conducted under the supervision of the faculty member responsible for the undergraduate course.

**Sole Paragraph** The workload for the Teacher Training courses in Physical Therapy I, II, and III includes following undergraduate classes, supporting the faculty member's activities, including planning and grading assignments, and monitoring undergraduate students, among other tasks.

**Art. 7** It is the exclusive responsibility of the student to send a report of the activities developed in the Teacher Training course by email to the faculty member responsible for Teacher Training in the PPGFT, with a copy to the Program Secretariat, using the model available on the PPGFT website (<https://www.ppgft.ufscar.br/pt-br/alunos/capacidade-docente-em-fisioterapia-pescd>), within a maximum of 30 (thirty) days after completing the undergraduate course.

**§ 1** The report must include the activities developed during the undergraduate course, as well as an evaluation from the faculty member responsible.

**§ 2** The penalty for submitting the report outside the deadline set by the Postgraduate Committee (CPG) will be a reduction in the grade awarded to the student at the end of the Teacher Training course or the student will fail if the report is not submitted.

**Art. 8** The activities developed by the student in the Teacher Training courses in Physical Therapy I, II, and III are solely for training purposes and do not create any employment relationship of any kind with the Federal University of São Carlos (UFSCar).

**Art. 9** Approval in the Teacher Training courses in Physical Therapy I, II, and III results in a total of six credits (90 hours) for each completed course.

## CHAPTER II COORDINATION

**Art. 10** The Postgraduate Committee (CPG) of the PPGFT must appoint a permanent faculty member from the Program to be in charge of each Teacher Training course in Physical Therapy, including the following duties:

I – Select the enrolled student(s) based on analyzing the activity plan.

- II – Inform the PPGFT Secretariat about which students, enrolled in the Teacher Training courses in Physical Therapy, will undertake activities related to the professional internship.
- III – Evaluate the activity reports submitted by the students at the end of the period.
- IV – Enter the grades and attendance into the UFSCar ProPGWeb system.

### CHAPTER III PROCEDURE

**Art. 11** The Administrative Act of the Postgraduate Program in Physical Therapy that involves the Teacher Training courses in Physical Therapy can be found on the Program's website (<https://www.ppgft.ufscar.br/en/about-the-program/regulations-and-administrative-acts>).

**Art. 12** The undergraduate courses that may be followed by students enrolled in Teacher Training I, II, or III will be those linked to the Department of Physical Therapy (DFisio) or those under the responsibility of the student's advisor at UFSCar.

**Art. 13** Teacher Training carried out in professional internship courses in Physical Therapy involves supervising one semester of the internship.

### CHAPTER IV FINAL PROVISIONS

**Art.14** Omissive cases will be evaluated by the CPG of the PPGFT.

**Art. 15** The current Complementary Regulation for the Teacher Training courses in Physical Therapy is hereby revoked.

**Article 16** This Administrative Act comes into effect on the date of its publication in the Electronic Service Bulletin of SEI-UFSCar.

**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 12/20/2024, at 09:17, according to the official Brasília time, based on Article 6, § 1, of Decree No. 8,539, dated October 8, 2015.



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