



FEDERAL UNIVERSITY OF SÃO CARLOS

POSTGRADUATE PROGRAM IN PHYSICAL THERAPY - PPGft/CCBS/R

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ADMINISTRATIVE ACT PPGFT Nº 9/2024

This document defines the Accreditation, Reaccreditation, and Deaccreditation Criteria for Faculty members and the Request for Positions in the Postgraduate Program in Physical Therapy at UFSCar.

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 12/13/2024 for its 289th 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.
- Current ordinance of the Coordination for the Improvement of Higher Education Personnel (CAPES) defining the faculty categories that make up the *stricto sensu* Postgraduate Programs (PPGs).
- CAPES Guidelines Area 21.

RESOLVES:

CHAPTER I

ACCREDITATION OF NEW FACULTY MEMBERS

Art. 1 The request for Accreditation in the Postgraduate Program in Physical Therapy (PPGFT) at UFSCar must be submitted through a specific Call for Applications for this purpose. Faculty accreditation will be finalized upon the enrollment of their first student in the Program.

Art. 2 Faculty members accredited in the PPGFT are classified into the categories of Permanent, Collaborating, or Visiting, in accordance with the current CAPES ordinance.

Sole Paragraph Permanent and collaborating faculty members accredited in the PPGFT must offer at least one course in the Training Area (Basic or Applied) every two years. Exceptional cases must be submitted to the Postgraduate Program Committee of the Postgraduate Program in Physical Therapy (CPG-PPGFT) with a proper justification.

Art. 3 The evaluation of faculty accreditation requests will be guided by intellectual production, ability to secure financial resources from funding agencies, international engagement, experience in training human resources, and the originality/relevance of the proposal for the PPGFT.

§ 1 To Request Accreditation in the Master's Program, the following criteria will be considered:

I - The faculty member must have produced at least four (4) intellectual works in the last four (4) years as the first or last author. At least half of them must be published in journals with a CiteScore equal to or greater than the 75th percentile.

II - The faculty member must have at least one research project, either as the principal investigator or as a collaborating researcher, with funding received in the last two (2) years. Only funded research projects that have undergone peer review will be considered.

III - The faculty member must have successfully supervised at least one undergraduate student in a Scientific Initiation program, with institutional proof of completion.

IV - The faculty member must submit a work plan describing partnerships with national researchers affiliated with postgraduate programs at other institutions or research centers. The work plan must also acknowledge the faculty member's understanding that accreditation necessarily requires participation in a PPGFT Committee and the offering of courses. Additionally, the plan must indicate the PPGFT research line in which the faculty member intends to be included and their specific research focus, which must align with the selected PPGFT research line.

§ 2 To Request Accreditation in the Doctoral Program, the following criteria will be considered:

I - The faculty member must have produced at least four (4) intellectual works in the last four (4) years as the first or last author, with at least half of them published in journals with a CiteScore equal to or greater than the 75th percentile.

II - The faculty member must have at least one research project, either as the principal investigator or lead researcher, with funding received in the last four (4) years. Only funded research projects that have undergone peer review will be considered.

III - The faculty member must have successfully supervised at least one (1) Master's student. Cases in which the student's Master's thesis defense is scheduled will be evaluated by the CPG-PPGFT.

IV - The faculty member must submit a work plan describing partnerships with national researchers affiliated with postgraduate programs at other institutions or research centers. The work plan must also acknowledge the faculty member's understanding that accreditation necessarily requires participation in a PPGFT Committee and course offerings. Additionally, the plan must indicate the PPGFT research line in which the faculty member intends to be included and their specific research focus, which must align with the selected PPGFT research line.

V - The faculty member must describe their international engagement, including a work plan or an account of results obtained from established international partnerships.

Art. 4 Accreditation requests will be reviewed by the PPGFT Self-Assessment Committee, which will issue a report on the request.

Art. 5 Once the criteria outlined in the previous sections have been met, the CPG-PPGFT will decide whether or not to analyze the report issued by the Self-Assessment Committee, assess the relevance of the faculty member's accreditation request to the Program, and issue a final decision regarding their accreditation.

CHAPTER II

REACCREDITATION OF FACULTY MEMBERS

Art. 6 The criteria for faculty members' Reaccreditation will be defined and approved by the CPG-PPGFT, guided by the latest Quadrennial Evaluation, the Area Document, and the current CAPES regulations. The

following aspects will be considered in defining the criteria:

I – That the faculty member has met, in the last four (4) years, the metrics established by the current CAPES Area Document for the PPGFT's rating.

II – That the faculty member has fulfilled the Sole Paragraph of Article 2 of this Administrative Act.

III – That the faculty member maintains a number of advisees and an average time to graduation that align with the PPGFT and UFSCar regulations, as well as the CAPES Area Document.

IV – That the faculty member maintains their Lattes Curriculum and registration up to date in the Research Groups Directory of the National Council for Scientific and Technological Development (CNPq).

V – That the faculty member submits the necessary documents for accountability within the deadlines established by the PPGFT Fiscal Committee.

VI – That the faculty member submits the required production and student progress reports within the deadlines set by the relevant Committees.

§ 1 At the end of each CAPES evaluation cycle (quadrennium), faculty members seeking Reaccreditation must submit a research, course, and committee participation plan for the next four-year period. The research plan must align with the Program's research lines and include the faculty member's national engagement and internationalization goals and indicators.

§ 2 Faculty performance in relation to the Reaccreditation criteria will be assessed biennially to support the final decision at the end of the four-year period, which may result in Deaccreditation.

Art. 7 To be granted advisory positions, faculty members must comply with the requirements set forth in Article 6 of this Administrative Act. The number of students advised by a permanent faculty member must comply with the General Regulations of UFSCar, the Internal Regulations of PPGFT, and the CAPES Area Document.

Art. 8 The accreditation of collaborating and visiting faculty members will be carried out based on the interests of the PPGFT, as decided by the CPG-PPGFT.

CHAPTER III

FACULTY MEMBER DEACCREDITATION

Art. 9 Faculty members who fail to meet the reappointment criteria outlined in the UFSCar General Regulations, the PPGFT Internal Regulations, and the CAPES Area Document will undergo a deaccreditation process. During this process, the faculty member may request reconsideration. Exceptional cases must be justified to the Program Coordination and will be evaluated by the Self-Assessment Committee. The final decision rests with the CPG-PPGFT.

Art. 10 Faculty members who wish to withdraw from the PPGFT must submit a deaccreditation request through UFSCa's Electronic Information System (SEI), preferably at the end of the four-year evaluation cycle. If the faculty member has ongoing advisees, they must propose a new advisor for the student, ensuring prior acknowledgment and agreement from all parties involved.

Art. 11 Students who have a deaccredited faculty member as an advisor will be reassigned to another accredited faculty member within the PPGFT, preferably within the same research area as the original advisor.

CHAPTER IV

GENERAL AND TRANSITORY PROVISIONS

Article 12 The Complementary Regulation on Faculty Accreditation, Reaccreditation, Deaccreditation, and Request for Supervisory Positions Nº 01/2019, dated 04/10/2019, approved at the 215th Meeting of the Postgraduate Committee of the Postgraduate Program in Physical Therapy, is hereby revoked.

Article 13 Any omissions in this document will be evaluated by the CPG-PPGFT.

Article 14 This Administrative Act comes into effect on the date of its publication in the UFSCar SEI Electronic Service Bulletin.

São Carlos, 20 December 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 12/20/2024, at 08:53, according to the official Brasília time, based on Article 6, § 1, of Decree No. 8,539, dated October 8, 2015.



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