



FEDERAL UNIVERSITY OF SÃO CARLOS

POSTGRADUATE PROGRAM IN PHYSICAL THERAPY - PPGft/CCBS/R

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ADMINISTRATIVE ACT PPGft Nº 27/2025

This document defines the Internal Guidelines for the Proficiency Exam of 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 08/28/2025 for its 295th 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.
- Internal Regulations of the Postgraduate Program in Physical Therapy at UFSCar currently in force.

RESOLVES:

CHAPTER I
PROFICIENCY EXAM

Art. 1 Within one year after enrolling in the Postgraduate Program in Physical Therapy (PPGft), students must present a copy of the English proficiency certificate obtained within the last 2 (two) years.

Art. 2 The PPGft will accept proof of proficiency in the Portuguese language from Brazilian students whose first language is not Portuguese (e.g., Indigenous languages, Brazilian Sign Language – LIBRAS, among others), waiving the requirement for proof of proficiency in a foreign language in such cases.

Sole Paragraph. For the purpose of proving Portuguese language proficiency, the advisor may issue a statement via the UFSCar Electronic Information System (SEI), attesting that the student, whose mother tongue is not Portuguese, demonstrates sufficient proficiency in the Portuguese language to follow academic activities and carry out their research project within the Postgraduate Program.

Art. 3 Students who have completed the Master's degree in the PPGft and have been approved in the Doctoral

Selection Process of the same program may request the recognition of the English proficiency exam presented during the Master's degree. The proficiency will be recognized as long as it was obtained within the last 2 (two) years from the date of enrollment in the Doctorate.

Art. 4 A list of the English proficiency certificates accepted by the PPGFt, with the minimum required scores for each exam, will be made available in each public announcement of the Selection Process for entry into the Program.

Art. 5 Students who do not provide proof of English proficiency within the established deadline may be dismissed from the PPGFt at UFSCar.

§1 During their first year in the program, if the student provides proof of having taken the English proficiency exam but did not achieve the minimum required score, they may request an extension of 6 (six) months to retake the exam.

§2 The request for an extension of the proficiency exam must be made by the student's advisor through the Electronic Information System (SEI) of UFSCar (process type 'Postgraduate: Proficiency Exam'), accompanied by the following documents:

- I – An official letter requesting the extension of the proficiency exam, with justification;
- II - Proficiency certificate showing the score not achieved.

§3 If the student does not achieve the minimum required score after retaking the proficiency exam within the extension period, their case will be evaluated by the Postgraduate Program Committee of the Postgraduate Program in Physical Therapy (CPG/PPGFt), and as a last resort, the student may be dismissed from the Program for non-compliance with the regulations.

CHAPTER II GENERAL AND TRANSITIONAL PROVISIONS

Art. 6 Any omissions will be evaluated by the CPG/PPGFt.

Art. 7 Administrative Act PPGFt nº 14/2024, which establishes the Supplementary Regulations for the Proficiency Exam of the Postgraduate Program in Physical Therapy at UFSCar, published in the Electronic Service Bulletin on 12/20/2024, is hereby revoked, and the present Act shall serve as the current and applicable supplementary regulation.

Art. 8 This Administrative Act comes into effect on the date of its publication in the Electronic Service Bulletin of SEI-UFSCar, repealing any provisions to the contrary.

Anielle Cristhine de Medeiros Takahashi
Coordinator of the PPGFt and President of the CPG/PPGFt



This document was electronically signed by Anielle Cristhine de Medeiros Takahashi, President of the Council, on 09/02/2025, at 09:08, according to the official Brasília time, based on Article 6, § 1, of Decree Nº 8,539, dated October 8, 2015.



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