

**FEDERAL UNIVERSITY OF SÃO CARLOS****POSTGRADUATE PROGRAM IN PHYSICAL THERAPY - PPGft/CCBS/R**

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ADMINISTRATIVE ACT CPG/PPGft Nº 1/2025

This document defines the Internal Guidelines for the Academic Level Change Without Defense (from Master's to Doctorate) 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 09/18/2025 for its 296th 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****ACADEMIC LEVEL CHANGE WITHOUT DEFENSE**

Art. 1 The Postgraduate Program Committee (CPG) of the Postgraduate Program in Physical Therapy (PPGft) must deliberate on the request for Academic Level Change Without Defense.

Art. 2 The request must be submitted by the faculty advisor, with the student's knowledge and agreement, through the Electronic Information System (SEI), within 18 (eighteen) months of enrollment in the Master's Program.

Art. 3 The faculty advisor must open an SEI process of the type "Internal Request: UFSCar Units" and include the Academic Level Change Without Defense request form in PDF format, which is available on the Program's website [under Students → Academic Level Change Without Defense (left side menu)].

§ 1 For the purpose of calculating the maximum duration (48 months) for completing the Doctoral Program after the Academic Level Change Without Defense, the student's initial enrollment date in the Master's Program will be considered.

§ 2 Once the Academic Level Change Without Defense is approved, the student will be subject to the deadlines and regulations of the Doctoral Program of the PPGFt.

§ 3 Credits earned as a regular student in the Master's Program will be fully recognized for the Doctoral Program.

§ 4 The Academic Level Change Without Defense (from Master's to Doctorate) must be recommended by the Examination Committee of the Qualification Exam.

Art. 4 The Postgraduate Program Committee (CPG) of the PPGFt will deliberate on the Academic Level Change Without Defense, considering the student's academic profile based on the following criteria:

I – Having completed Scientific Initiation (undergraduate project) with a scholarship or officially recognized by the institution (e.g., Scientific Initiation without a scholarship registered with the Research Pro-Rectorate – PUIC/ProPq).

II – Having published article(s) in journals indexed by the Journal Citation Reports (JCR).

III – Presenting a Research Project appropriate to the Doctoral level.

IV – Demonstrating the feasibility of the proposed timeline for the Doctoral Program, including information on partnerships for international internships.

Art. 5 All students who request Academic Level Change Without Defense will be added to the doctoral scholarship list at a single point in time—at the end of the maximum period allowed for the Master's Qualification Exam—following the original Master's admission ranking. In case of an extension of the qualification deadline, students will be added to the end of the doctoral scholarship list, following the order of the level change requests and the Master's admission ranking.

Art. 6 In cases where a student who has transferred (from Master's to Doctorate) requests a change of advisor, or if the advisor requests to be replaced and a new research project is required, the student must submit the new project for evaluation within 45 (forty-five) days to a Review Committee appointed by the CPG of the PPGFt. The CPG will analyze the justification and feasibility of the request.

CHAPTER II

GENERAL AND TRANSITIONAL PROVISIONS

Art. 7 This Administrative Act may be revised in accordance with future guidelines issued by funding agencies and the Federal University of São Carlos (UFSCar).

Art. 8 Any omissions or unaddressed cases will be evaluated by the CPG of the PPGFt.

Art 9 Administrative Act PPGFt nº 25/2025, which establishes the Internal Guidelines for the Transition from the Academic Master's Program to the Doctoral Program (Level Change Without Defense) of the Postgraduate Program in Physical Therapy at UFSCar, published in the Electronic Service Bulletin on 07/07/2025, is hereby revoked, and the present Act shall serve as the current and applicable internal guideline.

Art. 10 This Administrative Act enters into force on the date of its publication in the SEI-UFSCar Electronic Service Bulletin, with all provisions to the contrary hereby revoked.

Approved at the 296th Regular Meeting of the Graduate Committee of the Graduate Program in Physical Therapy (CPG/PPGFt), held on 09/18/2025.

Anielle Cristhine de Medeiros Takahashi

President of the CPG/PPGFt



This document was electronically signed by Anielle Cristhine de Medeiros Takahashi, President of the Council, on 09/18/2025, at 15:47, 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 **1992465** and the CRC code **68D55CE4**.

*Reference: If you respond to this document, please explicitly indicate Process 23112.040135/2024-21 SEI nº 1992465
Document Model: Official Act: Administrative Act, version of November 9, 2023*