



FEDERAL UNIVERSITY OF SÃO CARLOS

POSTGRADUATE PROGRAM IN PHYSICAL THERAPY - PPGFt/CCBS/R

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ADMINISTRATIVE ACT CPG/PPGFt Nº 2/2025

This document establishes the Internal Guidelines for the Qualification Exam 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 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
QUALIFICATION EXAM**

Art. 1 The Qualification Exam for the Master's and Doctoral courses aims to assess the student's ability regarding their level of knowledge about the research theme in which they are involved. The research project will be evaluated based on the gap in the literature, the relevance of the objectives and methods, and the potential impacts expected from the study results.

Art. 2 The student must request the qualification exam for the Master's degree via ProPGWeb. Approval for the exam must occur within 240 (two hundred and forty) days from the date of enrollment in the PPGFt. The exam may be conducted in-person, remotely, or in a hybrid format, and an Examination Committee must be formed with internal and/or external faculty from UFSCar, who will evaluate the research project in its written version, the oral presentation, and the student's questioning.

§ 1 The research project must be described in a maximum of 20 (twenty) pages, clearly and concisely, containing: Abstract; Introduction and Justification (originality and relevance); Objectives and Hypotheses; Materials and Methods; Work Plan with Execution Timeline, and Bibliographical References.

§ 2 In cases of failure to meet the deadline, the advisor must request an extension of the qualification

deadline to the CPG/PPGFt, who will make a decision in a meeting.

Art. 3 The student must request the Doctoral Qualification Exam via ProPGWeb. Approval for the exam must occur within 365 (three hundred and sixty-five) days from the date of enrollment in the PPGFt. The exam may be conducted in-person, remotely, or in a hybrid format, and an Examination Committee must be formed by internal and/or external faculty from UFSCar, who will evaluate the research project in its written version, the oral presentation, and the student's questioning.

§ 1 The research project must be described in a maximum of 20 (twenty) pages, clearly and concisely, containing: Abstract; Introduction and Justification (originality and relevance); Objectives and Hypotheses; Materials and Methods; Work Plan with Execution Timeline, and Bibliographical References.

§ 2 Students who have changed their academic level without a defense, after evaluation by the Qualification Examination Committee, will have their Qualification Exam automatically recognized in the ProPGWeb system.

§ 3 In cases of failure to meet the deadline, the advisor must request an extension of the qualification deadline to the CPG/PPGFt, who will make a decision in a meeting.

Art. 4 The request for the Qualification Exam must be made by the student through the ProPGWeb system, with a minimum of 30 (thirty) days' notice before the planned exam date. The required data in ProPGWeb must be filled out by the student with the advisor's consent. It is recommended to follow the filling tutorials available on the PPGFt website (<https://www.ppgft.ufscar.br/pt-br/alunos/qualificacoes>).

Art. 5 The Qualification Exam Committee will be appointed by the CPG/PPGFt, considering the recommendations presented in the ProPGWeb system. The Committee will consist of 3 (three) permanent members and 2 (two) substitute members, all of whom must hold a Doctorate degree. One of the permanent members must necessarily be the student's advisor. If the advisor is a collaborative faculty member of the PPGFt, at least one of the members of the committee must be a permanent faculty member of the Program.

Art. 6 As a requirement for the Master's Qualification Exam, external members of the Examination Committee must have completed at least one Master's Dissertation supervision or co-supervision and must have scientific productivity in the last five years with production related to the theme of the presented project or the adopted methodological procedures.

Art. 7 As a requirement for the Doctoral Qualification Exam, external members of the Examination Committee must have completed at least one Doctoral Thesis supervision or co-supervision and must have scientific productivity in the last five years with production related to the theme of the presented project or the adopted methodological procedures.

Art. 8 The advisor is a natural member and is responsible for presiding over the Examination Committee. In case of the advisor's absence, the president will be the co-advisor, tutor, or a faculty member accredited in the PPGFt appointed by the advisor. The co-advisor may be invited to the exam, having the right to participate in the discussions and the private meeting to determine the final grade, but may not issue an opinion or grade unless they are substituting the absent advisor.

Art. 9 The formal constitution of the Examination Committee is the responsibility of the CPG/PPGFt, who will analyze the Lattes Curriculum of the members nominated. For members with employment ties outside Brazil who do not have a Lattes Curriculum, the Curriculum Vitae will be consulted. The Qualification Exam can only take place after the approval of the CPG/PPGFt in the ProPGWeb system and must be held within 40 (forty) days from the date of the CPG/PPGFt meeting in which the composition of the Examination Committee was ratified.

Art. 10 It is the exclusive responsibility of the student and the advisor to forward the Qualification Exam materials to the members of the Examination Committee.

§ 1 It is the responsibility of the student and the advisor to contact the members of the Examination Committee to schedule the date and time of the Qualification Exam and to request the scheduling of the room via email to the PPGFt Secretariat.

Art. 11 In the Qualification Exam, the student will have a maximum of 30 (thirty) minutes for the oral presentation of the research project. After the presentation, each member of the Examination Committee

will have a maximum of 15 (fifteen) minutes for questioning, and the student will have the same amount of time to respond.

Art. 12 After questioning, each permanent member of the Examination Committee will express their opinion in a closed meeting regarding the student's performance, evaluating the student as "pass" or "fail."

Art. 13 The Examination Committee may suggest changes to the research project. These may, at the discretion of the advisor and the student, be incorporated into the final version of the dissertation/thesis.

Art. 14 The student will be considered a pass if they obtain approval from the majority of the permanent members of the Examination Committee.

Art. 15 A student who fails the Qualification Exam may request a second exam, which must be held within a maximum of 3 (three) months after the date of the first exam. If the student fails the second exam, their enrollment in the PPGFt will be canceled.

Art. 16 It is the exclusive responsibility of the Secretariat and the PPGFt Coordination to authorize the Qualification Exam and to ratify the result in the ProPGWeb system.

CHAPTER II GENERAL AND TRANSITIONAL PROVISIONS

Art. 17 Omissions will be evaluated and decided by the CPG/PPGFt.

Art. 18 The Administrative Act PPGFt nº 3, which establishes the Internal Guidelines for the Qualification Exam of the Postgraduate Program in Physical Therapy (PPGFt), published in the Electronic Service Bulletin on 05/29/2024, is hereby revoked, and the present Act shall serve as the current and applicable internal guideline.

Art. 19 This Administrative Act comes into effect on the date of its publication in the Electronic Service Bulletin of SEI-UFSCar.

Approved at the 296th Regular Meeting of the Postgraduate Committee of the Postgraduate 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 09/18/2024, at 15:47, according to the official Brasília time, based on Article 6, § 1, of Decree No. 8,539, dated October 8, 2015.



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