



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

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ADMINISTRATIVE ACT PPGFT Nº 11/2024

This document defines the Complementary Regulations for Co-supervision 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.
- Internal Regulations of the Postgraduate Program in Physical Therapy at UFSCar currently in force.

RESOLVES:

CHAPTER I

CO-SUPERVISION AND ITS REQUIREMENTS

Art. 1 In accordance with the provisions of the General Regulations of the Postgraduate Programs at UFSCar, dated April 1, 2021, the Postgraduate Committee (CPG) of the PPGFT may authorize, upon the request of the supervisor, the effective participation of a co-supervisor to develop a Master's Dissertation or Doctoral Thesis of a student regularly enrolled in the Program under their supervision.

Art. 2 Faculty members from the PPGFT at UFSCar, from other *stricto sensu* Postgraduate

courses, or qualified researchers holding a Doctorate degree may participate in the co-supervision of the Thesis or Dissertation of students enrolled in the PPGFT, alongside with already accredited faculty members.

Art. 3 The co-supervisor's role is to actively participate in the student's supervision, in the process of constructing and developing the Dissertation or Thesis, considering the object of study and the proposed theoretical-methodological approach. The co-supervisor is responsible for participating in the different stages of developing the Dissertation/Thesis and the associated products, complying with the institution's current regulations and the agreements established between the involved parties.

Sole paragraph The co-supervisor does not have the authority to make decisions about any stage of the student's course without the consent of the primary supervisor.

Art. 4 Upon being appointed, the co-supervisor must acknowledge that the approved co-supervision is specific to the designated student and does not imply accreditation with the PPGFT.

Art. 5 Upon being appointed, the co-supervisor must acknowledge that their co-supervisions are occasional collaborations and do not establish an employment relationship or any obligation for remuneration by UFSCar.

Art. 6 The appointment of one co-supervisor per Dissertation or Thesis will be permitted, with a maximum of two co-supervisors allowed in cases of Cotutelle or International Cooperation agreements. If two co-supervisors are designated, the request form must indicate which one will be recorded in the student's academic transcript, as two co-supervisors cannot be listed in this document.

Art. 7 Co-supervision of Dissertations or Theses of PPGFT students will occur under the following circumstances/justifications:

I – When the interdisciplinary nature of the Dissertation or Thesis requires partial supervision by a specialist in themes, methods, and/or instruments different from those within the advisor's expertise.

II – In cases of the advisor's prolonged absence, necessitating their replacement by a faculty member and/or researcher with equivalent qualifications to ensure the supervision of the Dissertation or Thesis project.

III – When the Dissertation or Thesis project is carried out at another institution, requiring more than one supervisor.

IV – In cases of Cotutelle or International Cooperation agreements.

Art. 8 The requirements for being appointed as a co-supervisor for a Dissertation or Thesis in the PPGFT are as follows:

I – Holding a Doctoral degree obtained from a Postgraduate Program recognized by the Coordination for the Improvement of Higher Education Personnel (CAPES) or, in the case of an international researcher, from an equivalent institution.

II – Having scientific output in the last five (5) years related to the area or methodological procedures of the student's project.

III – For the co-supervision of Doctoral students, external faculty members or researchers must have at least one completed or ongoing Master's supervision or co-supervision.

CHAPTER II

REQUESTING CO-SUPERVISION

Art. 9 Requests for the co-supervision of a Master's or Doctoral student must be submitted to the PPGFT by the main supervisor, with the consent of both the student and the proposed co-supervisor. The request must be made within a maximum period of up to 50% of the

student's regular course duration, counted from the enrollment date in the program.

§1 The request for co-supervision must be submitted by the supervisor through the UFSCar Electronic Information System (SEI) under the 'Internal Demand: UFSCar Units' process, accompanied by the following documents:

- a) An official request for the appointment of a co-supervisor;
- b) The Co-Supervision Request Form and Commitment Agreement, duly completed and signed by the supervisor, the proposed co-supervisor, and the student, following the model available on the PPGFT website (<https://www.ppgft.ufscar.br/en/about-the-program/regulations-and-administrative-acts>).

§2 The PPGFT Postgraduate Studies Committee (CPG) is responsible for deliberating on the request.

Art. 10 If co-supervision must be terminated due to failure to fulfill established obligations or for any other reason, the student's supervisor must notify the CPG through an official statement providing a detailed justification. This statement must be included in the SEI process for the co-supervision request. The appointment of a new co-supervisor may be made as long as it complies with the deadline established in Art. 9.

Art. 11 If the student's supervisor is dismissed or otherwise disengaged, the co-supervisor will not automatically be considered the primary supervisor.

CHAPTER III GENERAL AND TRANSITIONAL PROVISIONS

Art. 12 Omissive cases will be evaluated by the CPG of the PPGFT.

Art. 13 This Administrative Act comes into effect on the date of its publication in the SEI-UFSCar 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 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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