



**FEDERAL UNIVERSITY OF SÃO CARLOS FOUNDATION**

**POSTGRADUATE PROGRAM IN PHYSICAL THERAPY - PPGft/CCBS/R**

Washington Luís, Highway km 235 - SP-310, s/n - Monjolinho, São Carlos/SP, CEP 13565-905

Telephone: (16) 3351-8448 - <http://www.ufscar.br>

**ADMINISTRATIVE ACT PPGFT Nº 22/2025**

This document establishes the Complementary Norms for Scholarship Allocation and Monitoring the Performance of Student Scholarship Holders in the Postgraduate Program in Physical Therapy

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 04/11/2025 for its 292th Ordinary Meeting, in the exercise of the legal and statutory powers granted by the UFSCar Statute and General Regulations,

**CONSIDERING:**

- CAPES Ordinance Nº 76, dated April 14, 2010, regarding the Regulations of the Social Demand Scholarship Program.
- CAPES Ordinance Nº 34, dated May 30, 2006, regarding the Regulations of the Academic Excellence Program – PROEX.
- CAPES Ordinance Nº 248, dated December 19, 2011, regarding the extended validity of scholarships equivalent to maternity leave.
- Law Nº 14.925, dated July 17, 2024, regarding deadline extensions for course or program completion for higher education students and researchers due to childbirth, the birth of a child, adoption, or obtaining legal custody for adoption purposes, and amending Law Nº 13.536, dated December 15, 2017, to regulate the extension of scholarship validity periods.
- Normative Ordinance Nº 13 of the Ministry of Education (MEC), dated May 11, 2016, which provides for the promotion of Affirmative Action in Postgraduate Studies.
- CAPES Ordinance Nº 79, dated April 28, 2023, which repeals the requirement for scholarship holders to reside in the city where they attend their postgraduate program.
- CAPES Ordinance Nº 133, dated July 10, 2023, which regulates the accumulation of Master's and Doctoral scholarships with remunerated activities or other earnings.
- Affirmative Action Policy in Postgraduate Studies of the Federal University of São Carlos, dated July 1, 2020.
- 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 SCHOLARSHIP COMMITTEE

**Art. 1** The Scholarship Committee of the Postgraduate Program in Physical Therapy (PPGFT) aims to propose criteria for the distribution, renewal, accumulation, and cancellation of Master's and Doctoral scholarships granted by funding agencies to the Program. This Committee has a consultative role.

**Art. 2** The PPGFT Scholarship Committee shall be appointed by the Postgraduate Program Committee (CPG) of PPGFT and shall comprise at least:

§1 Two faculty representatives appointed by the Program's CPG, who may or may not be members of the PPGFT CPG, with one of them serving as the Committee Chair.

§2 One student representative appointed by their peers.

**Art 3** The term of office for members of the Scholarship Committee shall be two (2) years, with the possibility of reappointment.

**Art 4** The responsibilities of the Scholarship Committee include:

§1 Evaluating and ranking scholarship applicants based on the criteria established by the applicable regulations (Chapter II of this Act, "Scholarship Distribution").

§2 Deliberating, based on the Selection Process and the criteria established in this Act, on replacing scholarship recipients.

§3 Maintaining a system for monitoring the academic and scientific performance of scholarship recipients who engage in paid activities, by evaluating a semi-annual report to be submitted by the recipients (see Chapter IV – "Scholarship Renewal"), and monitoring other students through an annual report assessment.

§4 Observing the regulations of funding agencies and ensuring their compliance.

§5 The Scholarship Committee shall meet regularly twice a year to review scholarship recipients' performance, confirm the continuation of scholarships for the current period, and, on an extraordinary basis, to address any other relevant matters.

### CHAPTER II SCHOLARSHIP DISTRIBUTION

**Art. 5** Scholarships will be distributed according to the documentation submitted by the applicant in the Admission Selection Process.

**Art. 6** The Committee considers as regular scholarships those granted directly to PPGFT by funding agencies. These scholarships will be distributed among students classified and enrolled in previous Selection Processes who have not yet received a scholarship, and among incoming students classified in the current Selection Process, in this order of priority.

**Art. 7** The Committee considers as additional scholarships those occasional quotas granted to PPGFT from other sources. Students classified in previous Selection Processes who have not yet received a scholarship will have priority in receiving additional scholarships, followed by incoming students classified in the current Selection Process, in this order of priority.

**Art. 8** In the event of new quotas being made available due to defense, resignation, or withdrawal, priority

will be given to students classified in previous Selection Processes who have not yet received a scholarship, followed by incoming students classified in the current Selection Process, in this order of priority.

**Art. 9** In the event that a scholarship from the National Council for Scientific and Technological Development (CNPq) is made available to PPGFT, it will be managed by the PPGFT Coordination, according to the criteria established by the funding agency.

**Art. 10** If a student is awarded a scholarship but opts not to receive it due to employment or another reason, they must formally notify PPGFT in writing, signed by the student and their advisor. The student may reapply for a scholarship, but will be placed at the end of the list when requesting to compete for a scholarship.

**Art. 11** It is the responsibility of the student awarded the Master's/Doctoral scholarship to participate in activities related to completing the Master's/Doctoral program.

**Sole Paragraph** The following activities are considered:

- a) Completion of credits in courses.
- b) Regular attendance at the Research Laboratory.
- c) Completion of activities related to the research project and other related scientific activities.
- d) Participation in activities of the Research Laboratory to which the student is assigned, such as co-supervising students, participating in extension projects and/or research linked to the laboratory, attending scientific events, among others.

**Art. 12** A student will not be eligible to apply for a scholarship if they have received a grade C or lower in any course offered by PPGFT at UFSCar.

### **CHAPTER III SCHOLARSHIP CANCELLATION**

**Art. 13** The scholarship will be immediately canceled in the following cases:

§1 At the request of the scholarship holder, with the approval of the advisor, at any time while using the scholarship.

§2 If the scholarship holder is awarded another scholarship from CAPES or other funding agencies, such as the São Paulo Research Foundation (FAPESP), or other funding institutions, national or international, public or private.

§3 Completion of the course with the public defense of the thesis.

§4 Withdrawal from the course, characterized by failure to enroll in the pre-determined period.

§5 Suspension of enrollment.

§6 Disenrollment of the student from the program as specified in the PPGFT Internal Regulations.

§7 Failure to meet the deadlines established for any activity set by PPGFT (completion of course credits, qualification, and defense), and failure to fulfill the steps outlined in the research project, monitored by the semester report (for students with paid activities) or the annual report (for students without paid activity), without a valid justification.

§8 Failure to complete mandatory activities specified in this Act, identified by the Scholarship Committee based on its responsibility to monitor the scholarship holders.

§9 A grade of C or lower in any course offered by PPGFT.

§10 Any fraud committed by the scholarship holder, without which the scholarship would not have been granted (e.g., if any information or documents presented for scholarship classification or in scholarship holders' activity reports are false, either partially or entirely).

§11 Unethical behavior by the student at any time, identified by the Scholarship Committee or reported

through a complaint. The procedures outlined in the General Regulations of the Postgraduate Programs at UFSCar (Chapter VII, Section I – Scientific Misconduct) will be followed.

**Art. 14** In the case of interrupting a research project due to a change of advisor, continuation of the scholarship will be evaluated by the Scholarship Committee, which will assess the justification provided by the student and the involved faculty members.

**Art 15** Failure to complete the course will result in obligations as outlined in the funding agencies' regulations, which may involve the reimbursement of funds spent on the scholarship.

#### **CHAPTER IV SCHOLARSHIP RENEWAL**

**Art. 16** All students of the PPGFT who receive CAPES/CNPq scholarships or scholarships from other funding agencies will be monitored regarding their academic and scientific performance within the Program through the annual or semester report (for students with paid activities), to be submitted on the date specified by the PPGFT Calendar, in a format available on the PPGFT webpage (<https://www.ppgft.ufscar.br/pt-br/alunos/acompanhamento-de-alunos>).

**Art. 17** Failure to submit the report within the scheduled period will result in the non-renewal of the CAPES/CNPq scholarship and its transfer to the next classified student on the Scholarship Ranking List.

**Art. 18** Upon completing 12 (twelve) months of the course, a Master's student holding a scholarship must have completed the following stages:

§1 Have completed at least 75% (seventy-five percent) of the course credits and have been approved with a grade equal to or higher than a B.

§2 Have the progress report approved by the Scholarship Committee and have passed the Qualification Exam.

§3 Any omissions will be evaluated by the PPGFT Postgraduate Program Committee (CPG).

**Art. 19** Upon completing 12 (twelve) months of the course, a Doctoral student holding a scholarship must have completed the following stages:

§1 Have completed at least 50% (fifty percent) of the course credits and have been approved with a grade equal to or higher than a B.

§2 Have the progress report approved by the Scholarship Committee and have passed the Qualification Exam.

§3 Submit proof of the scholarship application to the funding agency.

§4 Students who have changed levels without a defense (Direct Doctorate) should consider the initial enrollment date in the PPGFT Master's program for deadline compliance.

§5 Any omissions will be evaluated by the PPGFT Postgraduate Program Committee (CPG).

**Art. 20** Upon completing 24 (twenty-four) months of the course, a Doctoral student holding a scholarship must have completed the following stages:

§1 Have completed 75% (seventy-five percent) of the course credits and have been approved with a grade equal to or higher than a B.

§2 Have the progress report approved by the Scholarship Committee.

§3 Students who have changed levels without a defense (Direct Doctorate) should consider the initial enrollment date in the PPGFT Master's program for deadline compliance.

§4 Any omissions will be evaluated by the PPGFT Postgraduate Program Committee (CPG).

**Art. 21** Upon completing 36 (thirty-six) months of the course, a Doctoral student holding a scholarship must have completed the following stages:

§1 Have completed 100% (one hundred percent) of the course credits and have been approved with a grade equal to or higher than a B.

§2 Submit proof of submission, acceptance, or publication of a scientific article, related to the Doctoral thesis topic, in a journal classified by the Highest Percentile (Scopus) or Average JIF Percentile (Web of Science) greater than or equal to 50% (fifty percent), with the student as the first author and the advisor as the last author.

§3 Students who have changed levels without a defense (Direct Doctorate) will have a deadline of 48 (forty-eight) months for compliance with Article 21, considering the initial enrollment date in the PPGFT Master's program for deadline compliance.

§4 Any omissions will be evaluated by the PPGFT Postgraduate Program Committee (CPG).

## **CHAPTER V SCHOLARSHIP EXTENSION**

**Art. 22** A scholarship extension is only provided in one case, as a right conferred by law, if there is proof of the temporary absence of the scholarship holder due to the occurrence of childbirth, adoption, or obtaining judicial custody for the purpose of adoption during the validity period of the respective scholarship, as outlined by Law N<sup>o</sup> 14.925, of July 17, 2024, and CAPES Ordinance N<sup>o</sup> 248, of December 19, 2011, in Article 1. Scholarships with a minimum duration of 12 (twelve) months, granted by funding agencies for human resources development and research, may have their regulatory periods extended for up to 180 (one hundred and eighty) days.

**Art. 23** It is the responsibility of the scholarship holder to inform the PPGFT Coordination, via a signed request/official letter, together with the advisor, about the exercise of this right. The request for the scholarship extension and temporary absence should be submitted by the advisor through the process in the UFSCar Electronic Information System (SEI).

Sole paragraph. The scholarship holder requesting the scholarship extension and temporary absence must submit, along with the request/official letter sent to the PPGFT, the supporting document for pregnancy, birth, adoption, or judicial custody, as required by CAPES (Law N<sup>o</sup> 14.925, of July 17, 2024, and Ordinance N<sup>o</sup> 248, of December 19, 2011).

## **CHAPTER VI TRANSITIONAL PROVISIONS ON THE ACCUMULATION OF SCHOLARSHIPS WITH REMUNERATED ACTIVITIES**

**Art. 24** Students who are regularly enrolled in the Master's and Doctoral (regular and direct) programs of the PPGFT up to the year 2024 will be allowed to engage in up to 20 (twenty) hours per week of remunerated activity or up to 12 (twelve) hours per week of extension project scholarship activities, concurrently with the CAPES/PROEX scholarship, subject to the following criteria:

I - Completion of the accumulation declaration and scholarship commitment form provided by the Postgraduate Studies Office (ProPG).

II - Consent of the advisor.

III - Preparation and submission of a work plan containing the activities planned for a 6 (six) month period, with the advisor's consent, to the Scholarship Committee.

IV - Submission of an updated work plan every 6 (six) months, after the scholarship is implemented, with the advisor's consent.

V - Submission of a final report on the activities carried out if the remunerated activity or the extension project scholarship ends during the validity of the CAPES/PROEX scholarship, via the SEI-UFSCar process.

**Art. 25** To engage in remunerated activity or receive an additional extension project scholarship under these conditions, the request for authorization made by the student must be submitted, via SEI-UFSCar,

by the advisor to the PPGFT Coordination, which will forward the process to the Scholarship Committee. The Committee will review the request and issue an opinion to support the decision of the PPGFT-CPG. The authorization will be valid for 6 (six) months.

**Art. 26** The authorization renewal must be requested every 6 (six) months. To request a renewal, the advisor's report must be presented, indicating consent and compliance with the research activities within the schedule proposed in the previous request, as well as the student's activity schedule for the next 6 (six) months. The renewal request must be made via SEI-UFSCar one month before the expiration of the granted authorization. If the renewal request is not submitted 30 (thirty) days before the end of the authorization, the student and the advisor will be notified by email to regularize the situation. If not regularized within the deadline, the scholarship will be automatically terminated.

**Art. 27** All students will have their performance evaluated through annual reports, and those engaging in remunerated activity or receiving an extension project scholarship concurrently with the CAPES/PROEX scholarship will submit semi-annual reports. Those who present unsatisfactory performance may have their CAPES/PROEX scholarships suspended by the PPGFT-CPG, after a report from the Program's Scholarship Committee. CAPES/PROEX scholarships may also be suspended if it is proven that the student is engaging in remunerated activity or holds an extension project scholarship without adhering to the procedures described in this Act.

## CHAPTER VII

### ACCUMULATION OF SCHOLARSHIPS WITH REMUNERATED ACTIVITIES

**Art. 28** Students admitted as of 2025 will not be allowed to combine CAPES/PROEX scholarships with remunerated activity. The only exceptions permitted are:

I – Students enrolled in the Master's or Doctoral (regular and direct) programs who hold an extension project scholarship of up to 12 hours per week.

II – Students enrolled in the Doctoral (regular and direct) program who engage in remunerated teaching activities (courses or internship supervision at a higher education institution) of up to 20 hours per week.

**Art. 29** For the two exceptions mentioned above, the following criteria must be met:

I - The remunerated activity must necessarily be carried out in the teaching area (teaching subjects or supervising internships in higher education institutions) for students enrolled in the Doctoral (regular and direct) program.

II - Completion of an accumulation declaration and scholarship commitment form provided by the Postgraduate Office (ProPG).

III - Consent of the advisor.

IV - Preparation and submission of a work plan containing the activities scheduled for a 6 (six)-month period, with the consent of the advisor, to the Scholarship Commission.

V - Submission of an updated work plan every 6 (six) months, after the implementation of the scholarship, to be developed during the period, with the consent of the advisor.

VI - Submission of a final report on the activities carried out if the remunerated activity or the extension project scholarship ends during the validity of the CAPES/PROEX scholarship, via the SEI-UFSCar process.

**Art. 30** To engage in remunerated activity or receive an additional extension project scholarship under these conditions, the request for authorization made by the student must be submitted, via SEI-UFSCar, by the advisor to the PPGFT Coordination, which will forward the process to the Scholarship Committee. The Committee will review the request and issue an opinion to support the decision of the PPGFT-CPG. The authorization will be valid for 6 (six) months.

**Art. 31** The authorization renewal must be done every 6 (six) months. To request a renewal, the advisor must present a report indicating consent and compliance with the research activities within the schedule proposed in the previous request, as well as the student's activity schedule for the next 6 (six) months.

The renewal request must be submitted via SEI, one month in advance of the validity of the granted authorization. If the renewal request is not submitted 30 (thirty) days before the end of the authorization, the student and advisor will be notified by email to regularize the situation. If not regularized within the deadline, the scholarship will be automatically terminated.

**Art. 32** All students will have their performance evaluated through annual reports, and those engaging in remunerated activity or receiving an extension project scholarship concurrently with the CAPES/PROEX scholarship will submit semi-annual reports. Those who present unsatisfactory performance may have their CAPES/PROEX scholarships suspended by the PPGFT-CPG, after a report from the Program's Scholarship Committee. CAPES/PROEX scholarships may also be suspended if it is proven that the student is engaging in remunerated activity or holds an extension project scholarship without adhering to the procedures described in this Act.

## CHAPTER VIII GENERAL PROVISIONS

**Art. 33** This Administrative Act may be reviewed in accordance with future guidelines from the funding agencies or decisions made by the CPG-PPGFT.

**Art. 34** Any omissions will be resolved by the CPG-PPGFT, after consulting the Scholarship Committee.

**Art. 35** The Administrative Act PPGFT Nº 13/2024, which establishes the Complementary Rules for the Assignment of Scholarships and Monitoring the Performance of Scholarship Students in the Postgraduate Program in Physical Therapy, published in the Electronic Service Bulletin on 12/20/2024, is hereby revoked. The present Act will serve as the applicable and current complementary rule.

**Art. 36** This Administrative Act shall enter into force on the date of its publication in the Electronic Service Bulletin of SEI-UFSCar.

São Carlos, 25 April, 2025.

**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 04/25/2025, at 08:42, 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 1815516 and the CRC code B0A73E8A.