

**UNIVERSIDADE FEDERAL DE PERNAMBUCO
PRÓ-REITORIA DE PESQUISA E PÓS-GRADUAÇÃO
CENTRO DE CIÊNCIAS DA SAÚDE
PROGRAMA DE PÓS-GRADUAÇÃO EM FISIOTERAPIA NÍVEL MESTRADO**

**REGIMENT OF THE GRADUATE PROGRAM IN
PHYSIOTHERAPY**

**RECIFE
2020**

CHAPTER I

PURPOSE–TRAINING

Art. 1 The Graduate Program in Physiotherapy (GPPT) was created in August 2008 and recognized by Administrative Rule No. 590 of 6/18/2009, issued by the Coordination for the Improvement of Higher Education Personnel (CAPES).

Art. 2 The GPPT focuses on the training and improvement of personnel to act in the production of scientific knowledge, in the exercise of research activities, and in the development, creation, innovation, production and transfer of technologies in the field of physiotherapy in regional, national, and international scenarios, adding value to public, private, and tertiary institutions.

Art. 3 The graduate program will confer a Master's Degree in Physiotherapy by the Federal University of Pernambuco, in the current form.

CHAPTER II PROGRAM MANAGEMENT

SECTION I ACADEMIC ADMINISTRATION

Art. 4 The Graduate Program shall be administered by:

- A) The Program Coordinator, and
- B) The Program's Collegiate body.

SECTION II PROGRAM COLLEGIATE

Art. 5 The Program Collegiate will be composed of a Coordinator, Vice-Coordinator, Administrative staff Representative, permanent professors, and a student representative, who will be elected from among regular students in the one-year term program while respecting the provisions of the UFPE Statutes.

Art. 6 The accreditation of the faculty will obey the indications present in CAPES' norms or in the respective Area document in force, being linked to this graduate program (GP) through internal norms.

Paragraph 1. The accreditation of GP professors should preferably occur at the beginning of the CAPES evaluation cycle to have maximum validity until the end of the evaluation cycle, while respecting the criteria established in the internal rules of the GP for re-accreditation or revocation of credentials purposes.

Art. 7 In-person or distance (virtual in electronic form) meetings of the Collegiate body shall take place on a monthly basis, in accordance with the provisions of the UFPE's General Rules, with a minimum quorum composed of a simple majority, that is, the presence of fifty percent plus one of the total number of members that are part of it.

§ 1 Minutes for each meeting shall be written and submitted for approval at the subsequent meeting.

§ 2 Members of the Collegiate (professors and administrative staff) that are on leave are prevented from taking part in a vote on Collegiate matters, and neither their absence nor their eventual presence can be considered for quorum purposes.

§ 3 Active exercise in office considers leave as foreseen by Article 102 of Law No. 8112/1990.

§ 4 The GP Collegiate body shall meet when convened by the Coordinator or at least half of its members plus one.

§ 5 The GP Collegiate body shall act by a simple majority of the votes of the members present.

Article 8 The tasks of the Collegiate body include:

- I.** To assist the GP Coordinator to perform their tasks;
- II.** To guide and monitor the academic, pedagogical, didactic, administrative, and budgetary functioning of the GP;

- III. To monitor the development and implementation of a GP Strategic Planning, in line with the UFPE Strategic Actions and CAPES recommendations;
- IV. To establish the Self-Evaluation Committee, following CAPES recommendations, and the institutional rules related to the subject;
- V. To decide on Internal Regulations and GP Internal Rules and their subsequent amendments;
- VI. To approve the academic calendar proposed by the coordination;
- VII. To deliberate on changes in the GP Curriculum Framework and its due referral to ProGP;
- VIII. To designate a commission to select candidates for entering the Program, hereinafter referred to as the Selection Committee;
- IX. To appoint, from among its members, a commission to distribute grants to students regularly enrolled in the Program, of which the Coordinator and the Vice-Coordinator are permanent members;
- X. To indicate the names of those who will be part of the Judging Commission for Thesis Defense for approval by the Pro-Rector of Research and Graduate Studies;
- XI. To decide on releases and equivalence of subjects;
- XII. To opine on disciplinary offenses and refer them, when appropriate, to competent bodies;
- XIII. To approve the choice of thesis advisors and co-advisors, who should have a minimum academic title of doctor;
- XIV. To approve credits obtained by students from other national or foreign universities, which may be accepted to complement credits in the Program within the limits set in this regulation;
- XV. To implement the determinations emanating from higher UFPE bodies;
- XVI. To indicate a commission to evaluate the thesis plans and the results obtained in the research, hereinafter referred to as the Scientific Committee;
- XVII. To opine on any other matters of interest to the Program;
- XVIII. To decide on requirements and resources related to it, establishing *rapporteurs* when deemed necessary; to support the Course Coordinator in the performance of their duties;
- XIX. To decide on student transferring requests from other GPs;
- XX. To approve the opinion of GP *rapporteurs* on applications for recognition of graduate qualifications obtained in foreign institutions forwarded by the ProGP in accordance with the relevant rules;
- XXI. To elect the GP Coordinator and Vice-Coordinator;
- XXII. To deliberate on the professor's accreditation, maintenance, and revocation of credentials under the terms of the current rules;
- XXIII. To develop other duties determined by the Statute and General Rules of the University, by Resolutions of the UFPE Superior Deliberative Bodies, by the Internal Regulations, and by the Internal Rules; and
- XIV. To define the regular duration of the courses.

Paragraph 1. The Collegiate body may appoint a professor or institute as a permanent or transitional special commission to give an opinion and/or decide on matters relating to its tasks, with the following subjects being necessarily decided by the full Collegiate body:

- I—Changes in the Curriculum Framework and Internal Rules, as well as the approval of other internal GP regulations;
- II—Election of the GP Coordinator and Vice-Coordinator; and
- III—Professors' accreditation and revocation of credentials.

SECTION III THE FACULTY

Art. 9 The GP faculty is composed of UFPE professors, external researchers, and retired professors, all with PhDs, as well as post-doctoral students whose accreditations have been approved by the Collegiate body.

Paragraph 1 Professors may be accredited as permanent professors or collaborators, according to the internal GP regulations and the CAPES' current resolution.

Article 10. The faculty attributions include:

- I.** To teach curricular components, participate in examining committees, organize seminars, scientific events, selection processes, and other activities promoted by the GP;
- II.** To guide regular students in the course in which they are accredited;
- III.** To subsidize the Course Collegiate regarding the participation of students in teaching internships;
- IV.** To coordinate and/or participate in research projects linked to the GP;
- V.** To keep their *lattes curriculum* up to date and provide to complementary information, whenever requested by the GP Coordinator, in addition to the proof of academic production; and
- VI.** To issue an opinion on requests for the recognition of graduate degrees obtained in foreign institutions sent by the ProGP, in accordance with the relevant rules.

Art. 11 The maintenance of a professor in the Program will depend on the results of the annual evaluation of their performance, in view of the reports sent to CAPES through the Department of Graduate Studies, considering, at least, the following criteria:

- I.** Dedication to teaching activities, guidance, participation in research groups, attendance at Collegiate Meetings and participation in Examining Commissions;
- II.** Scientific production (bibliographic), technical, artistic, or cultural production, proven and updated annually, considering the criteria established by the Area of Evaluation to which the Program is linked in CAPES; and
- III.** Execution and coordination of projects approved, preferably, by promotion agencies or public and private bodies that characterize the collection of resources that benefit, directly or indirectly, the GP.

Paragraph 1—Failure to comply with these criteria, or other determinations published in the internal rules, will result in the revocation of a professor at any time.

SECTION IV PROGRAM COORDINATION

Art. 12 The GP shall have a Coordinator and a Vice-Coordinator who have an active and permanent administrative, functional link with UFPE, and who are elected by the permanent professors of this GP's Collegiate.

§ 1 The result of the election as Coordinator(a) and Vice-Coordinator(a), under the terms of this contract, shall be approved by the Council of the Health Sciences Center and sent to ProGP within thirty (30) days prior to the end of the current mandates to be appointed by the Rector.

§ 2 The Coordinator and the Vice-Coordinator shall have a term of two (2) years and a renewal for the same period shall be allowed.

§ 3 The Vice-Coordinator shall replace the Coordinator in case of absence or impediment, and may assume specific assignments appointed by the Coordinator, upon approval by the Collegiate body.

§ 4 The Coordinator and Vice-coordinator may not cumulatively coordinate or vice-coordinate another GP at UFPE or at other public or private institutions.

§ 5 In the event of waiver or failure to continue the Coordinator term of office, for any period, the Vice-Coordinator shall take over the coordination and shall convene an election for Coordinator and Vice-Coordinator within a period of up to three months.

§ 6 In the event of a waiver or failure to continue the Vice-Coordinator term of office, for any period, the Coordinator shall convene an election for Vice-Coordinator, who shall have a term of office until the end of the term of office of the Coordinator.

§ 7 In the event of waiver, temporary impediment, or simultaneous impossibility of fulfilling the terms of office of Coordinator and Vice-Coordinator, the Dean of the GP, under the terms of this contract, may assume the position of Coordinator Pro-Tempore, as indicated by the Collegiate body, and appointed by the Rector for a maximum period of three months, to take over the responsibility for convening a new election within this period.

Art. 13- The Program Coordinator shall:

- I.** Convene and chair the Collegiate meetings;
- II.** Ask those entitled to take the necessary measures for the best operation of the course regarding facilities, equipment and personnel;
- III.** Liaise with the ProGP and coordinate with the Health Sciences Center in order to make the operation of the GP compatible with the guidelines issued by them;
- IV.** Organize the academic calendar of the GP by submitting it to the Collegiate body, while observing the enrollment schedule established by the Comissão Ensino Pesquisa e Extensão (CEPE);
- V.** Disclose and define the subjects to be offered in each school period, after discussions with the professors and have the subjects accredited by the Collegiate body, as well as, if there are any vacancy limitations, establish the registration priorities among the students who apply for them;
- VI.** Be responsible for guiding the registration and the execution of the educational services of the GP Secretariat, in accordance with the system established by the competent central bodies;
- VII.** Monitor compliance with academic activities, presenting cases of irregularities or disciplinary offenses to the competent bodies;
- VIII.** Propose the opening of new vacancies for the selection and admission examination to the Collegiate body, while considering the relationship between students and professors recommended by the Evaluation Committee of CAPES related to the Program;
- IX.** Present an annual report of GP activities to ProGP through the Sucupira Platform, according to the deadline stipulated by UFPE;
- X.** Forward applications for the recognition of graduate qualifications obtained in foreign institutions sent by ProGP to the Collegiate body;
- XI.** Comply with and enforce the decisions of higher bodies on matters relating to *stricto sensu* graduate studies, as well as perform other tasks assigned to them in the General Rules of the University, in CEPE/UFPE Resolutions, in these Rules of procedure;
- XII.** Administer the allocation of existing quotas together with the granting commission; and
- XIII.** Perform other related attributions.

SECTION V INTERNAL COMMITTEES OF THE PROGRAM

Art. 14. The GPPT has a Self-Evaluation Committee (SAC), which aims to develop and implement the self-evaluation process. It is also responsible for the strategic planning and monitoring the growth rates of this GP.

§ 1 The GPPT Collegiate will establish, in internal regulations, how the SAC operates, observing the guidelines set by CAPES and UFPE regarding the theme of self-evaluation of *stricto sensu* graduate studies.

§ 2 The members of the SAC shall act for a period of two years, at the end of which the composition of the committee shall be renewed, in accordance with procedures to be provided for in internal rules of the GPPT.

§ 3 The Coordinator and Vice-Coordinator of this GP are permanent members of the SAC.

Art. 15. The GPPT has a Faculty Monitoring Committee (FMC), which aims to monitor the multidimensional aspects of production by GPPT professors.

§ 1 The GPPT Collegiate will establish, in internal regulations, how the FMC operates, while observing the guidelines by CAPES and UFPE.

§ 2 The members of the FMC shall act for a period of two years, at the end of which the composition of the committee shall be renewed, in accordance with procedures to be provided for in the internal rules of the GPPT, with the possibility of renewal for other two years.

Art.16 The GPPT has a Students Monitoring Committee (SMC), which aims to monitor the multidimensional aspects of production by GPPT students.

§ 1 The GPPT Collegiate will establish, in internal regulations, how the SMC operates, while observing the guidelines set by CAPES and UFPE.

§ 2 The members of the SMC shall act for a period of two years, at the end of which the composition of the committee shall be renewed, in accordance with procedures to be provided for in internal rules of the GPPT, with the possibility of renewal for other two years.

CHAPTER III THE ACADEMIC SYSTEM

SECTION I ENTERING STUDENTS

Art. 17–The selection for the UFPE GPPT will be public and duly regulated by the Selection and Admission Notice, which will be disclosed, as well as its results, in the electronic pages of the Program and in the Official UFPE Bulletin.

§ 1 Only students with a diploma or certificate in full undergraduate courses in physical therapy recognized by the Ministry of Education or authorized by UFPE may apply.

§ 2 Candidates may in exceptional cases participate in the selection process while in their final undergraduate period, but must be registered after the due completion of the undergraduate course.

§ 3 The selection process may occur in continuous flow, provided it is explained in an internal notice, in which case the result of the selection will have a maximum validity of 12 (twelve) months.

Art. 18. Students may also enter through:

I–Internal (coming from another UFPE GP) or external transfer (coming from a GP at other national institutions, duly recognized by CAPES);

II–International scholarship programs;

III–A co-tutorship agreement, according to specific norms established by CEPE/UFPE; or

IV–An international and/or national cooperation agreement between UFPE and educational/research institutions.

Paragraph 1. The GP shall establish criteria for granting scholarships in specific internal legislation and according with current rules.

Art. 19– To be included in the selection, the candidate must present the documents listed below together with the duly completed registration form:

a) Undergraduate Diploma in Physiotherapy recognized by the Ministry of Education;

b) School record of the undergraduate course;

c) Supporting document referring to § 2 of Article 12 of these rules of procedure;

d) Photocopy of the identity card;

e) Photocopy of the voter's card;

f) Photocopy of discharge from the military service;

g) Two 3 x 4 cm identity photographs;

h) *Lattes curriculum* with supporting evidence attached; and

i) Proof of payment of the current registration fee as established by UFPE.

Art. 20. The number of vacancies offered by each professor for each master's degree selection process will be included in the selection notice.

Art. 21 –The selection: A commission consisting of at least 3 (three) members appointed by the Collegiate body from among the permanent professors of the Program shall be constituted for candidate selection (Selection Committee).

Paragraph 1–The stages of the selection process will be regulated by the Selection Committee and posted in a notice that will be disclosed on the Program's electronic page.

SECTION II REGISTRATION

Art. 22 Candidates approved during the selection process will have their registration assured by order of classification, according to the criteria defined in the notice.

Art. 23 The registration in *stricto sensu* graduate courses will be conducted through the academic management system for graduate studies, observing the deadlines established by ProGP and approved by CPPG/CEPE in the registration calendar.

§ 1 Registrations resulting from transfers, international scholarship programs, and institutional cooperation agreements (national or international) will follow the same procedures under the terms of this contract.

§ 2 In exceptional cases, the registration of entering students outside the semester calendar shall be allowed.

Art. 24 For registration, the candidate should present the diploma or certificate of completion of their undergraduate course in physiotherapy.

Paragraph 1—The Collegiate body may require the presentation of other documents, in addition to those indicated under the terms of this Article according to the previously disclosed Selection Notice.

Art. 25 The registration of regular students will be characterized as registration in curricular components (mandatory or optional), which are characterized as one of the following types:

I. Subject

II. Complementary activities

III. Individual advised activity

IV. Qualification examination

V. End-of-course activity

§ 1 Candidates registered according to the terms of the main section of this contract will be considered regular students.

§ 2 As for the admission of foreigners as regular students, the current legislation on immigration/temporary and/or permanent residence in Brazil and the GP Resolution for Admission of Foreign Students will be observed.

Art. 26 In each school period, the calendar and procedures of the offered curricular components and the registration of new and current students will be defined by the GPPT.

Art. 27 The student is responsible, in each school period, for registering/renewing their registration in the form and within the deadlines established by the GP.

§ 1 Failure to register/renew the registration provided for in this document will be viewed as an abandonment of the course, which implies, in the case of regular students, a loss of the student's link with the GP.

§ 2 Any personal or technical difficulties that the student may encounter in registering or renewing their registration in curricular components should be immediately communicated in writing (written application or electronic communication), before the end of the registration/renewal period, to the GP coordination/secretariat for the appropriate arrangements.

Art. 28 A special student is understood to be one who has no link to any UFPE GP and who intends to take isolated subjects, and will be accepted under the following conditions:

- I. Application accepted by the Collegiate body
- II. Application accepted by the professor responsible for the subject
- III. Compliance with the criteria provided for in a specific internal notice

Paragraph 1. The registration provided for in this contract does not establish a link between the special student and the UFPE GP.

Art. 29 The special student may attend a maximum of 8 (eight) credits in subjects of the curricular structure of the GPPT, but limited to 5 (five) credits per academic semester.

Art. 30 Students regularly registered in the UFPE undergraduate course in physiotherapy who have completed the theoretical workload foreseen for the aforementioned undergraduate course, will be allowed to take advance training subjects described in the CEPE Resolution (06/2019) on the subject and according to criteria to be defined in internal GP rules, based on the number of vacancies and percentage of students.

Paragraph 1. At the discretion of the Collegiate body, the credits obtained may be used when the students become regularly registered in the GP.

Art. 31 At the discretion of the Collegiate body, respecting the CAPES requirements, students may be allowed to transfer from GPs in related areas to the UFPE GPPT, but with the required confirmation of the following minimum conditions:

- § 1 A diploma or certificate for full undergraduate studies in physiotherapy recognized by the Ministry of Education or authorized by UFPE;
- II. A regular student of a GP recognized by CAPES/MEC, in a course of the same level;
- III. Formal acceptance by a Program Advisor, and
- IV. A transfer application approved by the Program Collegiate.

CHAPTER IV COURSE STRUCTURE

SECTION I COURSE OPERATION

Art. 32 The Master's Degree in Physiotherapy will have a minimum duration of 12 (twelve) months and a maximum duration of 24 (twenty-four) months, counted from the month/year of the initial registration until the month/year of the effective thesis defense.

§ 1 In duly justified cases, with the opinion of the advisor and approval of the GP collegiate, students may request:

- I.** Extension of the course for up to six months
- II.** The temporary suspension of the registration for a maximum period of six months (this period is not included in the maximum period required for the completion of the course)

SECTION II CURRICULAR ORGANIZATION

Art. 33 According to ProGP Resolution 19/2020, Articles 31 and 51, the curricular structure of the GPPT comprises the following curricular components.

I. Mandatory and optional subjects in a systematized set of knowledge to be taught by one or more professors, in the form of classes, with a pre-determined and always multiple workload of 15 (fifteen) hours.

II. Mandatory complementary activities—publication of an article in the research field of the advisor and submitting an article derived from the thesis—should be directed to high-impact journals according to the current CAPES policies for the area of this GP; participation in a scientific event with the publication of the work; project qualification examination (with a thesis evaluation board); and student monitoring seminars. These activities will be determined by internal regulations and will not be included in the workload.

III. Optional complementary activities will include the publication of articles and abstracts in annals (except for the requirements provided for in Section II of this Article), and the publication of books or book chapters. These activities may be computed as credits and determined in internal regulations.

IV. Individually advised activities, including research development activities and preparation for the end-of-course paper with an advisor, will not compute credits.

V. Thesis proposal (with a Thesis Evaluation Board) activities conducted prior to the end-of-course thesis defense, for which there should be a presentation to the Evaluation Board according to internal GP rules.

VI. End-of-course activities aimed at students who have completed all the necessary defense requirements and are in the process of finalizing the thesis/dissertation in order to defend them.

Paragraph 1. The course will have a minimum of 25 (twenty-five) credits, of which 15 (fifteen) are mandatory and 10 (ten) are optional.

Art. 34 Curricular activities conducted in other *stricto sensu* GPs recommended by CAPES/MEC can be used as course credits if approved by the advisor.

Paragraph 1. At the discretion of the Collegiate body, the use of credits related to curricular components that have been studied in other foreign institutions may be considered.

Art. 35 The credit unit, or simply credit, will correspond to 15 (fifteen) hours of theoretical or practical activities, and no fractions of credits are allowed.

§ 1 In cases of revalidation, credits obtained in *stricto sensu* graduate courses will be valid for 5 (five) years from the end of the period in which the subject was offered, if approved by the Collegiate body.

§ 2 The student will be able to attend up to 40% (forty percent) of the total workload in isolated subjects attended in other *stricto sensu* GPs recommended by CAPES/MEC.

Art. 36 The credits obtained in *stricto sensu* graduate courses will not enable a *lato sensu* graduate certificate at UFPE, and the credits obtained in *lato sensu* graduate courses cannot be used in *stricto sensu* graduate courses at UFPE.

SECTION III STUDENT ADVISING

Art. 37 An advisor will be appointed for each student from among the professors accredited to the GPPT to advise on the research to be developed and help the student to prepare for their end-of-course paper.

§ 1 At the discretion of the Collegiate body, in addition to the faculty, professors or doctors from other *stricto sensu* graduate courses may participate in thesis advising under a co-advising arrangement.

§ 2 In exceptional cases, the student may have a second doctoral research advisor with scientific production complementary to the interdisciplinary theme of the research and approved by the Collegiate body.

§ 3 The role of a professor as an advisor or co-advisor who is the student's spouse or who has a natural family relationship (in a direct line or collateral up to the third degree, by ancestry or descent) or civil kinship (in a straight line) is prohibited or collateral up to the third degree) or constitute a close friend or enemy.

Art. 38 Exceptionally, and for duly justified and proven reasons, advisor, co-advisor or advisee may request a change of orientation to the Collegiate.

Art. 39 Research referring to the Dissertation, or part of it, may be carried out in other Institutions at the discretion of the Collegiate.

§ 1 Any modification to the initially approved project must be informed to the Board.

§ 2 The maximum number of mentees per advisor will be defined by the collegiate, in its own standard, following the recommendations of CAPES for the area of the Program.

SECTION IV STUDY ACADEMIC PERFORMANCE

Art. 40 For the purpose of obtaining credits and approval in curricular components, a minimum frequency of 75% of the corresponding workload will be required.

Art. 41 The performance in the disciplines and other activities of the Course will be evaluated through tests, individual research works or by another process, at the discretion of the teacher

responsible for the curricular component, and evaluated according to the following classification:

- A - Excellent (approved with the right to credit);
- B - Good (approved with the right to credit);
- C - Regular (approved with the right to credit);
- D - Insufficient (failing without credit);
- F - Failed for absences (frequency below 75%).

Art. 42 For the purpose of assessing the student's academic performance, numerical values will be assigned to the concepts, as follows:

- A = 4 (100 to 90)
- B = 3 (89 to 80)
- C = 2 (79 to 70)
- D = 1 (<70)

Sole Paragraph - The academic performance will be calculated by the average of the numerical values of the concepts, weighted by the number of credits of the subjects taken, that is:

$$AP = \frac{\sum Ni.Ci}{\sum Ci}$$

Where:

- AP - academic performance
- Ni - numerical value of the concept of the discipline;
- Ci - numeric of credits of the discipline.

§1º The general performance of each student, in the set of curricular components taken, will be expressed by means of the Coefficient of Performance (CR), to be calculated by the average of the concepts, weighted by the number of credits of the subjects taken, according to the formula below: CR = Where: CR - Ni performance coefficient - numerical value of the “i” discipline concept; Ci - number of credits of the discipline “i”.

SECTION V ACADEMIC DISCONNECTION

Art. 43 The student will be disconnected from the course, according to the decision of the collegiate body, in the event of one of the following situations:

- I.** Failure to comply with the academic activities provided for in these Rules and PPG Internal Regulations.
- II.** Fail twice in the same or in two different disciplines;
- III.** Failing the project qualification exam, dissertation qualification exam or student follow-up seminars.
- IV.** Do not defend a dissertation within the maximum period of stay in the Course;
- V.** In the case of registration cancellation, do not renew your registration within 15 days after the registration period has expired;

Sole paragraph: Students disconnected from PPG may only re-enroll after approval in a new selection and admission process. If the candidate has been disconnected from the course more than once, it is forbidden to enter the same course again.

Art. 44 Except for the cases explained in this Regulation, any form of interruption of the academic activities of the course (including activities of laboratories and research groups to which they are linked for the development of the dissertation work) will not be allowed, by part of the student, under penalty of termination or cancellation of enrollment due to abandonment.

SECTION VI OF THE COURSE COMPLETION WORK AND EXAMINING COMMITTEE

Art. 45 Each student must develop a *Stricto sensu* Postgraduate Course Conclusion Paper, of an unprecedented nature, considering that the Course Conclusion Paper will have a bibliographic format and will be prepared in the textual type “dissertation”, defined in Normative Internal.

§ 1 The *Stricto sensu* Post-Graduation Course Conclusion Work that is based on research involving human beings and other vertebrate animals must have its development previously approved by the Ethics Committee, recognized by the National Research Ethics Commission (CONEP) and the National Commission for the Control of Animal Experimentation (CONCEA).

Art. 46 After payment of all credits related to curricular components and fulfillment of activities, provided for in art. 33 of these regulations, the student will be able to book the dissertation defense exam.

Art. 47 Once all the requirements for the defense of the Conclusion Work of the PPG-Physiotherapy Course are fulfilled, the advisor must forward to the Collegiate a request for the composition of the Examining Committee with an indication of the names of the members that will constitute it.

Art. 48 If the advisor considers that the conclusion work is not in conditions to be submitted for evaluation by an examining committee, he must issue a detailed opinion giving formal knowledge to the student and forwarding the opinion to the Collegiate's appreciation.

§ 1 The Collegiate will designate a rapporteur or commission to give an opinion on methodological or ethical problems of the Dissertation.

§ 2º In the case foreseen in the caput, the student may request the Collegiate to defend himself without the endorsement of his advisor, observing his deadline for completing the course.

Art. 49 The session for the defense of the conclusion work may take place in person or not in person, with the participation of the student and the examiners.

Single paragraph. In the event of non-face-to-face participation, under the terms of this article, it is possible that the signature of the defense minutes will be replaced by the explicit mention of participation through videoconference, in accordance with the provisions of this regulation.

Art. 50 The Master's Final Examination Committee will be composed of at least 03 (three) full examiners, at least 01 (one) of whom must be external to the Program.

§ 1 For the Examining Committee, 2 (two) alternate members must also be appointed following the internal and external designation of PPG- Fisioterapia.

§2. The members and alternates of the Examining Committee, must have a doctorate degree, have scientific production and professional experience related to the topic of the conclusion work.

§ 3. It is forbidden to participate, in an examining committee, in the selection, qualification and defense of the conclusion work of a teacher who is in a situation provided for in Paragraph 3 of art. 37 of this regiment.

§ 4 The presence of the supervisor is allowed in the examining board of the Dissertation, which in this case will preside over that board.

§ 5 The appointment of the dissertation defense examining board must be scheduled at least 20 (twenty) days before the intended defense date and the delivery of copies to the examining board members must occur up to 10 (ten) days in advance of this.

§ 6 The Examining Board referred to in this article must be approved by PROPG.

Art. 51 Once signs of plagiarism have been identified in dissertations, theses, academic works of any kind and intellectual production related to the PPG, the Collegiate Committee shall set up a committee formed by three members for verification, giving interested parties the right to be heard, as well as issuing an opinion to be approved by the Board and forwarded to CPPG for deliberation.

Single paragraph. CPPG is responsible for applying the relevant disciplinary sanctions in accordance with the rules in force.

Art. 52 In the dissertation defense exam, the master student will have 30 (thirty) minutes to expose his work. The examination by each examiner will follow, interspersed with the defense of the master's student.

§ 1 - Each examiner will have up to 20 (twenty) minutes for his question and the master's student has equal time to answer.

§ 2 - The question, at the discretion of each examiner, may be in the form of dialogue and, in this case, the period will be 40 minutes.

§ 3 - In an exceptional case and at the discretion of the Examining Committee, there may be an additional time of a maximum of 10 minutes for re-arguing by the examiners, with the same time for the respondent to reply.

Art. 53. Once the defense of the conclusion work is finished, the Examining Committee, in a secret session, will deliberate on the result, attributing only one of the following mentions to the candidate's conclusion work:

I - APPROVED;

II - FAILED.

Art. 54 Observing what was described in the previous article, the candidate who concludes the simple majority of the votes of the participating members of the examining committee will be attributed to the conclusion work of the candidate.

§ 1 In case of the attribution of the term "APPROVED", the Examining Committee is entitled to request non-substantial changes to be made in the final version of the dissertation.

§ 2 In the case provided for in the previous paragraph, the student must deliver to the PPG-Physiotherapy secretariat, within 90 (ninety) days, the corrected version of the dissertation accompanied by a letter from the advisor attesting that the corrections have been made.

§ 3 After the period specified in the previous paragraph has elapsed, if the new version with the changes required by the Examining Committee is not deposited, the candidate will be considered FAILED.

§ 4 After fulfilling the foreseen in the previous paragraph, the student will be able to make the deposit of the conclusion work in the Central Library, obeying the relevant rules.

§ 5 In case of the attribution of the word "APPROVED" and if no changes are requested by the Examining Committee, the student will be immediately able to deposit the conclusion work in the Central Library, in accordance with the rules established for this purpose.

§ 6 After proving the deposit of the corrected version in the Central Library, the student may have a statement of completion of the course issued by the coordination of this PPG.

Art. 55 The approval in defense of the *Stricto sensu* Postgraduate Course Conclusion Work characterizes the conclusion of the course, and the candidate must comply with the other requirements for obtaining the degree.

Art. 56 In case of the attribution of the word "FAILED" in the defense of the *Stricto sensu* Postgraduate Course Conclusion Work characterizes the loss of link with the PPG-Physiotherapy without obtaining the desired degree.

SECTION VI OF OBTAINING THE DEGREE

Art. 57 To obtain the master's degree (a), the candidate must comply with the following requirements:

- I - To have been approved in the defense or presentation of the Conclusion Work, and to have carried out any recommendations made by the examiners in relation to the final delivery of the respective work, under the terms of the current rules;
- II - Have delivered a final version to the Central Library within 90 (ninety) days, counting from the date of defense and according to procedures defined in the relevant rules;
- III - Have met the other requirements established in the Rules and Internal Regulations of this PPG;
- IV - To have complied with the other requirements established in the Resolutions and Ordinances of the Superior Deliberative Bodies, as well as in the Statute and the General Regulations of the University.

Art. 58 The degrees referred to in the caput of the previous article will be awarded by means of a diploma. Single paragraph. Master's degrees (a) will be requested by the Program to ProPG after the student fulfills all the requirements described in items I to IV of the previous article.

Art. 59 In the event that the student has fulfilled all the requirements for obtaining the master's degree (a), specified in Art. 57 of this regulation, and dies before the diploma is issued, it may be issued by ProPG, which, in this case, will contain the diploma information in memoriam.

§ 1 In the case provided for in the caput, the request for a diploma in memoriam must be directed by a family member to the Coordination of GPPT, with due proof of death and kinship (natural or civil).

CHAPTER V INTERNATIONAL PARTNERSHIPS

Art. 60 In order to promote scientific cooperation between UFPE and foreign institutions, GPPT may adopt the double or multiple titration procedure through specific agreements approved by CPPG.

Single paragraph. The purpose of these partnerships is the development of didactic activities, collaborative research and co-supervision in order to reinforce multilateral activities of international cooperation.

Art. 61 International partnerships must be developed on a reciprocal basis, including financial, in which students, at the end of the course, will have the title granted by each of the institutions involved.

Single paragraph. The reciprocity will occur due to the existence of accredited students, professors or advisors in each institution involved and for the necessary accomplishment of didactic and research activities defined by the parties involved.

Art. 62 International partnerships involving GPPT are governed by a specific regulation provided for in an agreement between UFPE and the foreign institution, with details of the training and research activities, and the title must be recognized in the institutions involved.

§ 1 The agreement must ensure the issuance of the Master's title by each of the partner Institutions, and the title must be recognized in the countries involved.

§ 2 The time for preparing the Dissertation will be divided among the interested Institutions, as established in the agreement.

§ 3 The Dissertation will preferably have a single defense, recognized by the interested parties, as established in the agreement.

§ 4 The dissertation defense judging committee must consist of members appointed by partner institutions, as established in the agreement.

Art. 63 The admission of foreign students to GPPT will be governed by their own normative instruction.

CHAPTER VI GENERAL PROVISIONS

Art. 64 GPPT must keep its electronic page updated, with free access to, at least, the following information: areas of concentration and lines of research; teaching staff; student body; curricular structure; internal regulations and internal regulations; selection and admission notice; contacts (e-mail, telephone, etc.), bibliographic production, information on graduates and the result of the self-assessment.

Art. 65 The omitted cases of this Regulation will be deliberated by the Coordination and / or Collegiate of the Course.

Art. 66 The decisions of the Program Collegiate will be subject to appeal to the Research and Post-Graduation Chamber of CEPE.

Art. 67 These Regulations will come into force as soon as approved by the CEPE Graduate Chamber and published in the Official Bulletin of UFPE.