

**INTERNAL REGULATIONS OF THE GRADUATE PROGRAM IN REHABILITATION SCIENCES
AND PHYSICAL-FUNCTIONAL PERFORMANCE OF THE FACULTY OF PHYSICAL THERAPY OF
THE FEDERAL UNIVERSITY OF JUIZ DE FORA**

TITLE I - CONSTITUTION AND OBJECTIVES

1st Art. The Graduate Program in Rehabilitation Sciences and Physical-Functional Performance (PPGCRDF) of the Faculty of Physical Therapy of the Federal University of Juiz de Fora (UFJF), constituted following the rules in force at this Institution, will be governed by this, in addition to current legislation (Resolution No. 04/2013 – Graduate and Research Sectorial Council) and institutional norms.

§ 1st The PPGCRDF will be designated by the term "Program" in this document whenever it does not compromise the clarity of the text.

§ 2nd The Program Secretariat operates on the premises of the Faculty of Physical Therapy of the UFJF (Juiz de Fora *campus*).

2nd Art. The Program's objective is to train qualified professionals to develop activities related to research and teaching in performance and rehabilitation in different health conditions.

TITLE II - THE PROGRAM COUNCIL

3rd Art. The Program will be managed by a Council composed of:

- a) by the Coordinator and by the Vice Coordinator;
- b) by all permanent professors of the Program;
- c) by one (01) students representative, elected by the peers, in an election called and chaired by the Program Coordinator, with a one (01) year mandate in which reappointment is allowed;
- d) by one (01) representative of the PPGCRDF secretariat.

4th Art. The Program Council shall ordinarily meet at least every two (02) months and, extraordinarily, whenever necessary, called by the Coordinator.

5th Art. The Program Council is responsible for the following:

- a) designate the Selection Committee for admission of regular students to the Program;
- b) designate Graduate Commissions to monitor and assess the progress of activities inherent to the Program;
- c) appraise and approve the members of the examining board of the Master's thesis;
- d) designate the Scholarship Committee to prepare the criteria for scholarships allocation and monitor the activities of scholarship holders;
- e) appraise and approve the Program Coordinator's proposals and plans for the Program's academic, financial, and administrative policy;
- f) appraise the reports presented by the Program Coordinator;

- g) deliberate on the Program's educational, curricular, and school matters;
- h) carry out the budgetary planning of the Program and establish criteria for the allocation of funding resources;
- i) propose changes to these internal regulations;
- j) carry out other attributions foreseen or specified in this document and the General Rules of the *Stricto Sensu* graduate of the UFJF;
- k) appraise and approve the accreditation of permanent and collaborating professors and visiting professors, as described in the 14th article of this document, and following the criteria and rules in force at the Coordination of Superior Level Staff Improvement (CAPES) and Dean of Graduate Studies and Research at UFJF (PROPP);
- l) resolve omissions in these internal regulations.

TITLE III – PROGRAM COORDINATION

6th Art. The Coordinator and the Vice Coordinator of the Program will be elected by a simple majority of the votes of the (1) permanent professors of the Program, (2) student representatives currently registered in the Program, one from each grade, (3) and the Program secretary in an election called by the current Coordinator.

§ 1st For the program coordination election, Coordinator and Vice Coordinator candidates must compose slates formed only by permanent program professors.

§ 2nd The election for the new Coordinator and Vice Coordinator of the Program will take place sixty (60) days before the end of the mandate of the current Coordinator and Vice Coordinator, and the result will be announced ten (10) days before the end of the mandate.

§ 3rd The Coordinator and Vice Coordinator must work full-time at UFJF.

§ 4th The mandate of the Coordinator and the Vice Coordinator will follow the time foreseen in the General Rules of the *Stricto Sensu* graduate programs of UFJF in force.

§ 5th In case of a vacancy of the Vice Coordinator, the Coordinator will indicate a new name that most of the Program Council members must approve.

§ 6th In case of a Coordinator vacancy before half-time of the mandate, the Vice Coordinator will temporarily assume the position, and new elections must be called.

§ 7th In case of a Coordinator vacancy after half-time of the mandate, the Vice Coordinator will assume the Coordination, and a new Vice Coordinator will be appointed according to the 5th paragraph.

7th Art. It is the responsibility of the Program Coordinator:

- a) coordinate the programmatic execution of the Program, adopting the necessary measures for its development;
- b) exercise the administrative direction of the Program;
- c) manage the resources granted to the Program according to the rules established by the UFJF and funding agencies, when applicable;
- d) comply with the decisions of the Program Council and the higher bodies of the UFJF;

- e) call and preside over the meetings of the Program Council;
- f) send the annual report of the Program's activities to the Dean of Graduate Studies and Research (PROPP), following the instructions of that body and make a copy available at the Program's secretariat;
- g) look after the interests of the Program with superior and sectoral bodies and strive to obtain the necessary financial and human resources;
- h) call and preside over the Coordinator and Vice Coordinator of the Program election at least sixty (60) days before the end of their mandates, according to 2nd paragraph of the 6th article, forwarding the results to the Graduate and Research Sectoral Council, the Faculty of Physical Therapy Council, and to the affiliating departments of the elected professors and PROPP up to thirty (30) days after the elections are held;
- i) organize the calendar and deal with the supply of disciplines necessary for the Program offering;
- j) propose the creation of committees in the Program;
- k) represent the Program in all instances related to graduate and research activities at UFJF and in the Faculty of Physical Therapy Council;
- l) exercise other functions specified by the Program Council;
- m) participate in the meetings of the Forum of Coordinators and Program Coordinators in the CAPES;
- n) coordinate and be responsible for the Program's annual report to CAPES;
- o) send to the PROPP the calendar of the educational activities for the following semester;
- p) supervise the registration and academic control of the Program.

8th Art. It is the responsibility of the Vice Coordinator Program:

- a) replace the Coordinator in their absences;
- b) replace the Coordinator or assume the Program Coordination in case of vacancy, according to the 6th and 7th paragraphs of the 6th article.

TITLE IV - THE SECRETARIAT

9th Art. The secretariat will provide administrative support services, reporting directly to the Program Coordinator.

10th Art. In addition to the secretary, other civil servants and/or interns, when available, will be part of the secretariat to meet the Program's demands.

11th Art. The secretariat, by itself or by delegation to its assistants, is responsible for the following:

- a) register students in the Program and the course disciplines;
- b) register the supervisor and co-supervisor(if any) of each master's student as previously approved by the Program Council;
- c) keep the course documents updated and duly safeguarded, especially those that record the

- students' academic curriculum;
- d) organize the processes to be submitted to the Program Council;
- e) act as secretary at the Program Council meetings;
- f) write minutes of the Program Council meetings;
- g) ensure the safekeeping of minutes, reports, student data, receiving and sending mail, and all office material related to the Academic Secretariat;
- h) prepare reports and meetings convocations;
- i) perform tasks typical of the administrative routine and others assigned by the Coordinator;
- j) organize the schedule of presentations of masters;
- k) receive the digital file in PDF format of the final version of the master's thesis delivered by the student, with the supervisor's knowledge, after the defense and give the due procedures in the UFJF Electronic Information System (SEI);
- l) other attributions inherent to the area of expertise.

TITLE V - FACULTY AND SUPERVISION

12th Art. The faculty of the Program consists of permanent professors, collaborating professors, and visiting professors, defined as follows:

a) Permanent professors are those classified and declared annually by the PPGCRDF on the CAPES platform and who meet the following requirements:

I - Development of teaching activities in graduate and/or undergraduate courses;

II - Participation in PPGCRDF research projects;

III - Supervision of PPGCRDF students;

IV - Acting in the Program in a direct, intense, and continuous way, composing the stable core of professors who develop the central teaching and supervising activities, as well as performing administrative functions when applicable;

V- Dedication at least fifteen (15) hours per week to the Program.

b) Visiting professors are professionals with recognized experience in the research area of the PPGCRDF, hired by the UFJF or through a scholarship granted for this purpose, by the Institution itself or by a development agency, through a simplified selection process to meet the temporary and exceptional need of the Program, for a specified period. The national or international Visiting professor should work to improve the quality of the Program, being able to teach classes, supervise students, cooperate in the preparation of fundraising projects in national and international agencies, and write articles to be submitted to high-impact scientific journals. It should be capable of expanding internationalization activities, enabling scientific and technological exchange and participation in research networks, primarily international ones. The number of visiting professors, added to the number of collaborating professors, cannot exceed thirty percent (30%) of the Program's faculty.

c) Collaborators are members of the Program's faculty who do not meet all the requirements to be classified as permanent or visiting professors but systematically participate in developing research projects or teaching or extension activities, whether or not they have a functional bond with the UFJF. The number of collaborating professors, added to the number of visiting professors, cannot exceed thirty percent (30%) of the Program's faculty.

Single paragraph: the number of permanent professors who do not have a functional bond with the

UFJF cannot exceed twenty percent (20%) of the Program's faculty.

13th Art. The accreditation of professors in the PPGCRDF will be by continuous flow. The Program Council members will evaluate the proposal based on the documentation presented and the current resolutions. In the first selection process for admission of students to the Program, each newly accredited professor will be allowed only one (01) supervision, except in exceptional cases. The Permanent Professor will be able to supervise a maximum of five (05) master's students concurrently, admitting, in extraordinary circumstances, at the discretion of the Program Council, a maximum of eight (08) simultaneous students per supervisor. After the first selection process, the total number of vacancies allocated to each supervisor will be limited to the number that makes the total number of graduate students under their supervision not exceed the maximum value recommended by CAPES.

§ 1st The candidate professor to take part in the Program Faculty must present a work plan explaining:

- I. Requested line of research;
- II. Disciplines in which you will collaborate or teach, in case the application is for permanent professors;
- III. Expected goals for your research projects;
- IV. International insertion initiatives demonstrated through cooperation actions carried out with foreign researchers/institutions and/or social insertion of impact proven by partnerships, publications, or notices that indicate the social nature of the research and/or technological innovation products/processes.

§ 2nd The candidate professor to take part in the Program Faculty must prove the following:

- I. Doctoral title obtained in Brazil in a program recommended by CAPES or received abroad and recognized by an institution accredited by the Brazilian Ministry of Education;
- II. Have, in the last forty-eight (48) months, scientific production that corresponds to the criteria required by area 21 of CAPES and according to the accreditation and re-accreditation public notice published by the PPGCRDF;
- III. Availability of a minimum of fifteen (15) hours per week to dedicate to the Program, in the case of permanent professors, or at least ten (10) hours per week for collaborators.

§ 3rd The Program professor candidate who does not work at UFJF and works full-time in another institution must present a document testifying at least four (4) years cession from his Institution, containing the weekly hours available for activities in the Program, the name, signature, and contact (institutional email) of the person responsible for this agreement. In the other conditions, the candidate must present a personal statement of commitment to dedicate himself to the Program for at least fifteen (15) hours a week when applying for the permanent professor or a minimum of ten (10) hours per week when applying for the collaborator, for a minimum period of four (4) years.

14th Art. The period of effectiveness of the three categories of accreditation will be up to four (4) years, and it must be renewed through re-accreditation approved by the Program Council, according to the General Rules of the *Stricto Sensu* Graduate of the UFJF.

15th Art. The re-accreditation of professors in the Program will occur at the end of each quadrennium.

§ 1st The Professor must submit to the Program Council their request for re-accreditation, accompanied by supporting documentation, according to the calendar published by the PPGCRDF every four years.

§ 2nd To have their request for re-accreditation approved by the Program Council, the professor must meet the following criteria in the last forty-eight (48) months before the submission:

- I. Have scientific production as indicated in Item II, §2nd of the 13th Art. of this document and under a specific notice;
- II. Having taught discipline(s) at the PPGCRDF;
- III. Present the availability of weekly hours required to work as a permanent professor, collaborator, or visiting professor, depending on the case.

16th Art. Exceptionally, professors who do not obtain re-accreditation may be authorized by the Program Council to teach disciplines, provided these are essential for supervising students in progress.

17th Art. In the first Program Council meeting, after the announcement of the result of the selection of students, the Program Board must endorse each student's supervisor upon their acceptance.

§ 1st The Program Council may decide to replace the student's supervisor upon request by the professor or student.

18th Art. It is incumbent upon the supervisors:

- a) to guide the student in the organization of his study plans and assist them during the course;
- b) to assist the student in the elaboration of their master's thesis;
- c) If it is the case, indicate the co-supervisor who has to be approved by the Program Council if they are not a member of the Program;
- d) to update the Program Council about the research and master's thesis development and activity reports of their students;
- e) to preside over the qualification and defense of the master's thesis examining board of their students.

TITLE VI - ADMISSION AND SELECTION OF STUDENTS

19th Art. Holders of an undergraduate certificate or equivalent document provided by a course recognized by the Brazilian Ministry of Education or a duly revalidated foreign diploma may apply for the PPGCRDF, the undergraduate certificate being indispensable at enrollment.

20th Art. Admission as a regular student at the PPGCRDF, in compliance with the provisions of the article, will occur after approval in a specific selection following the 22nd Art.

§ 1st Each regular student must have a supervisor, defined under the terms of these internal regulations.

§ 2nd At the supervisor's discretion, the student may have a co-supervisor previously approved by the Program Council if they are not a Program member.

21st Art. To participate in the Program's selection process, the candidate must meet the requirements published in the notice of selection process for admission of students to the PPGCRDF.

22^{sd} Art. The Program Coordination will make the public notice available for each specific selection, which will meet the requirements outlined in these internal regulations and others of an administrative or procedural nature of the UFJF and the period for registration.

23rd Art. The Program Council will designate a Selection Committee in charge of selecting regular students, composed of at least two (02) professors of the Program.

24th Art. The Selection Committee will present a report that will pronounce each candidate's suitability, indicating their classification according to the criteria published in the public notice of the selection process for admission of students to the PPGCRDF.

TITLE VII - REGISTRATION AND USE OF CREDITS

25th Art. According to the specific selection, qualified candidates may be registered in the Program within the period established by the academic calendar, accompanied by the duly completed registration form.

§ 1st It is incumbent upon the supervisor to approve the disciplines in which the student will be registered.

§ 2nd The documentation presented during the selection process will be used in the initial registration of approved students.

26th Art. Each academic semester, the student must register in the Program's disciplines within the period established by the academic calendar.

27th Art. Within the first third of the academic period, the student may request partial suspension of registration in one or more disciplines registered, subject to a favorable opinion from their supervisor.

§ 1st The partial suspension of discipline registration will be registered by the Program Coordination and communicated to the Coordination of the Department of Academic Affairs and Records (CDARA).

§ 2nd Partial suspension of discipline registration will be granted only two (02) times during the course.

28th Art. Exceptionally, based on relevant reasons and upon the supervisor's opinion, full suspension of the disciplines will be granted.

§ 1st The student may request full suspension of program registration for up to one academic semester, provided there is an agreement by their supervisor and approval by the Program Council.

§ 2nd The Course completion remaining time, at the time of each request, must be greater than or equal to the duration of the requested leave.

29th Art. Approving the full suspension of program registration will imply the loss of the scholarship, if applicable.

30th Art. It will be up to the Program Coordination to deliberate on requests for a partial or full suspension of program registration, consulting, if necessary, the Program Council.

31st Art. The student may register in a discipline of another Program recognized by CAPES, provided there is a favorable opinion, in writing, from their supervisor and consent from the Coordination responsible for the other Program.

Single paragraph: Disciplines taken in another Program will be considered elective disciplines under the terms of these internal regulations upon analysis by the Program Council.

32nd Art. Undergraduate students not registered in the Program may apply for registration as a special student in an isolated discipline using a specific form, under an acceptance from the professor responsible for the discipline and other documents that may be considered necessary by the Program Coordinator or by the UFJF competent authorities.

33rd Art. The indispensable conditions for registering in an isolated discipline are:

- a) existence of spots in the discipline;
- b) fulfillment of any prerequisite(s);
- c) approval by the Program Coordinator.

Single paragraph: In the case of remaining spots, candidates who did not participate in the selection process for admission to the PPGCRDF or who were not approved may apply for a spot upon analysis of your request, delivered in a specific form to be made available by the PPGCRDF secretariat, by the professor(s) responsible for the discipline.

34th Art. The student regularly enrolled in the PPGCRDF will be able to take advantage of the credits of disciplines that he has taken as a special student in other Program and that are under the area of concentration or are similar to the disciplines offered by the PPGCRDF. The minimum grade achieved in each subject whose credits will be used must be 70 (seventy) and must have been taken in less than 05 (five) years.

35th Art. Right after the beginning of each academic period, the Program Secretariat will send to CDARA the registration form of each student who registered for the first time, a copy of the registration of the other students, and the list of students registered in isolated disciplines.

36th Art. In requests for equivalence of disciplines, credits obtained in other master's or doctoral courses that are part of the National Graduate System (SNPG) may be accepted if provided that they are compatible with the student's study plan and do not exceed fifty percent (50%) of the required credits in disciplines and had been completed up to five (05) years before the request for equivalence.

§ 1st The student should require the credit use to the Program Council duly justified.

§ 2nd The credits obtained in isolated disciplines, as a regular student, may be used as long as they do

not exceed the established by the *caput* of this article.

§ 3rd Upon consultation with the Program Council, the disciplines will be considered equivalent when there is a similarity of denomination, syllabus, and hours compatibility.

TITLE VIII - DISTRIBUTION OF SCHOLARSHIPS

37th Art. The Program Council will define the criteria for the selection process for granting scholarships managed by PROPP following the resolutions of the funding agencies and UFJF through a specific notice.

§ 1st The public notice must inform the period, form, and documents required for application; number of scholarships available; number of scholarships provided during the validity of the selection process result; and expected date for disclosure of results.

38th Art. Only students regularly enrolled in the PPGCRDF can participate in the scholarship selection process.

39th Art. The criteria for awarding scholarships will be defined in an internal PPGCRDF rule approved by the Program Council and disclosed on the release date of the public notice.

40th Art. The minimum conditions that each student must meet to maintain their scholarship are:

- a) Dedicate yourself full-time to the course;
- b) Meet other requirements of the body that grants the scholarship;

Single paragraph: If an employment relationship is allowed by the rules of the scholarship granted to the student, they must have the consent of their supervisor.

41st Art. The scholarship of any student will be canceled if one of the following conditions is verified:

- a) Exceeding 24 months of course as a regular student;
- b) Obtain grade C (regular), which is equivalent to a grade between seventy (70) and seventy-nine (79) points, in two (02) disciplines, or obtain grade R (failed), which is equivalent to a grade below seventy (70) points, in one (01) discipline started after the scholarship was granted;
- c) Fail to comply with the work plan established by the supervisor.

TITLE IX - CURRICULUM ORGANIZATION OF THE COURSE

42nd Art. The disciplines of the course must cover the concentration area and the research interests of the Program. The concentration area is the specific field of Program study, and the research interests complement the first one due to its interconnected nature. The disciplines should comprise content considered relevant or intended to complete the training of the master's student.

43rd Art. The Program is articulated in a concentration area: Performance and rehabilitation in different health conditions, with two research interests:

- a) Cardiorespiratory performance and rehabilitation in different health conditions;
- b) Assessment and intervention processes associated with the neuromusculoskeletal system.

44th Art. Completion of the Course requires obtaining at least twenty-six (26) credits divided into twenty (20) credits obtained with mandatory disciplines and six (06) credits obtained in elective ones.

Single paragraph: The student may complete up to twenty-five percent (25%) of the credits in elective disciplines in other Institutions, which will be submitted for approval by the Program Council following 36th Art.

45th Art. The course will have a minimum duration of twelve (12) months and a maximum of twenty-four (24) months, including the approval of the master's thesis.

Single paragraph: An extension of six (06) months will be allowed for exceptional cases.

46th Art. The evaluation of academic performance, which will be included in the student's school report, will be expressed in scores and grades according to the following scale:

- a) score from 90 to 100: grade A (Excellent);
- b) score from 80 to 89: grade B (Good);
- c) score from 70 to 79: grade C (Regular);
- d) score up to 69: grade R (Failed).

§ 1st Additionally to failure by grade, a student who does not reach a minimum attendance of seventy-five percent (75%) in each discipline they are enrolled in will be considered to have failed for all purposes provided for in these internal regulations.

§ 2nd The grade R will be computed to calculate the Academic Performance Index (IRA) until another grade is attributed to the repeated discipline.

47th Art. The following grades may also be assigned, which will also appear in the student's school record, referring to specific situations as defined below:

- a) grade I: incomplete;
- b) grade J: cancellation of registration in the course;
- c) grade K: registration suspension;
- d) grade L: dropping out of the course.

Single paragraph: Grade I (incomplete) will change to R (failed) if the student has not completed the planned assignments and a new grade has not been assigned by the end of the next academic study period.

48th Art. Students who meet any of the following criteria will be excluded from the Program:

- a) do not register themselves in any discipline in a semester and do not request full suspension of program registration will be dismissed from the Program, for all purposes provided for in these internal regulations;
- b) obtains a grade lower than seventy (70), that is, grade R (Failed), in two (2) disciplines, which may be different disciplines or the same one;
- c) exceed the maximum deadlines established by these internal regulations for the qualification and defense of the master's thesis of twenty-four (24) months from the date of student registration in the Program (in cases where an extension of the deadline was not requested);

d) practice an action or omission that constitutes ethical severe and/or academic infractions, such as plagiarism, fraud during the development of research projects carried out during the Master's Course, or non-compliance with rules of conduct that pose a risk to life or compromise the security conditions for researchers and research participants;

e) show behavior inconsistent with institutional regulations, such as lack of decorum and physical or moral aggression against professors, students, and staff.

TITLE X - TEACHING PRACTICE

49th Art. The teaching practice will be carried out in the discipline "Internship in undergraduate teaching" of the Program curriculum, mandatory discipline for all students, with a minimum duration of one (01) semester and being counted with four (04) credits.

§ 1st As it is a curricular activity, the participation of graduate students in teaching practice does not create an employment relationship, nor will it be paid.

§ 2nd It will be up to the professor responsible for the undergraduate discipline to monitor, guide and evaluate the student, issuing an opinion about the student's performance and recommending (or not) to the Program Council its approval at the end of the activities in the "Internship in undergraduate teaching" discipline.

§ 3rd Students registered in the discipline "Internship in undergraduate teaching" are prohibited from assuming all teaching activities or acting without supervision. In undergraduate disciplines of a theoretical nature, the student will be responsible for twenty percent (20%) of the total hours of the discipline.

§ 4th The student's school report must include, in addition to the information related to the discipline "Internship in undergraduate teaching", the following data referring to the undergraduate course in which the student had practiced teaching: discipline identification/name, undergraduate course name, number of credits, academic year and semester in which the discipline was taught.

TITLE XI – QUALIFYING EXAM

50th Art. The qualifying exam is a mandatory requirement for the defense of the master's thesis and must be carried out by the students by the third semester of the course.

51st Art. The Program Council must approve the composition of the examining board at least thirty (30) days before the qualifying exam date, and the candidate must schedule it at the Program secretariat, respecting this same deadline. The qualifying candidate must deliver a copy of the thesis project to each examining board member at least twenty (20) days before the qualification date.

Single paragraph: The dissertation project submitted to the qualifying exam must be written under the standardization of academic works available on the website of the library of UFJF.

52nd Art. An examining board will carry out the evaluation of the dissertation project in a public session.

§ 1st The qualifying exam board must be composed of at least two (02) evaluator members and the supervisor. In the presence of two (02) evaluator members and the supervisor, the participation of an

alternate member is optional. The members who compose the qualification examination board can be UFJF professors or external members.

§ 2nd The availability for face-to-face participation of external members who do not reside in the same place where the exam will be carried out will depend on the availability of financial resources.

§ 3rd The supervisor will conduct the public qualifying exam session but not judge the thesis project.

§ 4th The candidate will have up to thirty (30) minutes to present the thesis project.

§ 5th The questioning time for each examiner is up to thirty (30) minutes, and the candidate has equal time to respond.

§ 6th If the examiner opts for dialogue, with the candidate's consent, the time for questioning and answering will be, as a whole, sixty (60) minutes.

53rd Art. After evaluating the student's dissertation project, the committee will assign a grade that will obey the following criteria:

- a) approved
- b) failed

54th The qualifying exam minutes, duly completed and signed by all members of the examination board and the student, must be sent to the PPGCRDF secretariat by the supervisor or the student within seven (07) days after the date of the exam.

Single paragraph: It is the supervisor's responsibility to request a new qualifying exam in case of disapproval within a maximum period of six (06) months.

TITLE XII – MASTER'S THESIS DEFENSE

55th Art. To be entitled to defend a master's thesis, the student must have completed the following steps:

- a) be approved in the course, at least established credits;
- b) be approved in the qualifying exam;
- c) present a letter of consent from the supervisor to schedule the defense based on the following criteria: having an article submitted in the supervisor's research interest for publication in a journal that meets the current classification established by CAPES, with the supervisor being one of the co-authors.

56th Art. For the master's thesis defense process to begin, the candidate must submit a letter from the supervisor to the Program secretariat requesting the defense schedule and suggesting the examination board for approval by the Program Council at least forty (40) days before the date provided for the defense.

57th Art. Copies of the master's thesis must be sent to the examination board members within a minimum of twenty (20) days from the defense date.

Single paragraph: The master's thesis submitted to the examination board must be prepared following the standardization of academic works available on the UFJF library website. This may follow the traditional model or be elaborated with the insertion of a scientific article(s) replacing the results and discussion sections, as long as it does not characterize self-plagiarism. In the second case, the

article(s) must be followed by a section entitled Final Considerations (conclusions and/or recommendations arising from work based on the article(s), in addition to describing their social impacts).

58th Art. The defense of the master's thesis will always be carried out in a public session, in front of an examination board under the General Rules of the *Stricto Sensu* graduate of the UFJF.

§ 1st The master's thesis defense examination board must be composed of at least two (02) evaluating members and the supervisor and co-supervisor if any, all with a doctorate. Of the members who judge the master's thesis, at least one member must be external to the Program Institution, even when substitution is necessary. Ideally, external members should be linked to PPGs of excellence in the area and with production compatible with the current concept of the Program.

§ 2nd The request for a defense schedule and composition of the examination board must be approved by the Program Council.

§ 3rd It is the student's responsibility, together with their supervisor, to send copies of the master's thesis to the examination board members and schedule the date and time of the defense with the members.

§ 4th The supervisor will conduct the public defense session but not judge the master's thesis.

§ 5th It is up to the examination board member, a professor at the PPGCRDF, to verify compliance with the Program rules.

§ 6th The candidate will have thirty (30) to fifty (50) minutes to present the master's thesis.

§ 7th The questioning time for each examiner will be thirty (30) minutes, with the candidate having equal time to respond.

§ 8th If the examiner opts for dialogue, with the candidate's consent, the time for questioning and answering will be, as a whole, sixty (60) minutes.

59th Art. After evaluating the student's thesis, the examining board will assign a grade that will obey the following criteria:

- a) approved;
- b) approved in need of revision;
- c) failed, with the possibility of stipulating a new public defense within six (6) months at the discretion of the examination board.

Single paragraph: If the examining board deems it necessary to change the text presented (item b), the master's thesis with the reformulations must be delivered within a maximum of sixty (60) days after the defense.

60th Art. In case of failure in defense of the thesis, with the candidate's interest and consent of the supervisor, a new thesis presentation will be allowed, observing an interval of a maximum of six (6) months between the first and second presentations.

Single paragraph: The validity of credits in disciplines is ensured within this period.

61st Art. After the defense, within sixty (60) days, the candidate must send to the Program Secretariat: an electronic version of the final version of the master's thesis, taking into account the suggestions and comments proposed by the examination board and formatted according to the standardization of

academic works available on the UFJF library website; an infographic containing the presentation of the master's thesis and prepared according to the model available on the PPGCRDF website to be published on the PPGCRDF website and social media.

§ 1st The supervisor will be responsible for the suggestions presented by the examining board to be included in the final version of the master's thesis.

§ 2nd The release of any documentation related to the thesis defense by the Program Secretariat is conditioned to the delivery of the items described here.

TITLE XIII - CONCESSION OF THE ACADEMIC DEGREE

62nd Art. The student who obtained approval under the provisions of 44th Art. of these internal regulations, presented compliance with all the disciplines contained in his academic record and fulfilled all the requirements of the rules will be qualified for the degree of Master in Rehabilitation Sciences and Functional Physical Performance to be granted by the UFJF.

63rd Art. The student dismissed under these internal regulation's terms will not be entitled to the Master in Rehabilitation Sciences and Functional Physical Performance degree.

64th Art. The master's certificate will only be issued when:

- a) the Graduate and Research Sectorial Council approves the minutes of defense of the master's thesis signed by the examination board and approved by PROPP;
- b) the student delivers to the Program Coordination all the items described in 61st Art. of these internal rules.

TITLE XIV - GENERAL PROVISIONS

65th Art. The norms established in the General Rules of the Stricto Sensu graduate of the UFJF and the CAPES norms must be considered for omitted cases.

66th Art. The Program Council will decide on exceptional or omitted cases.

67th Art. These internal regulations will come into force on the date of their publication.

Approved at the Program Council meeting on February 4, 2022.

Approved by the Dean of Graduate Studies and Research at UFJF in _____ in _____ from 2022.