

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

TITLE I - CONSTITUTION AND OBJECTIVES

Article 1: The Graduate Program in Rehabilitation Sciences and Physical-Functional Performance (PPGCRDF) of the Faculty of Physical Therapy at the Federal University of Juiz de Fora (UFJF), established according to the regulations in effect at this Institution, shall be governed by these regulations, complementing the current legislation (Resolution CSPP/UFJF No. 28/2023 – Sectorial Council of Graduate Studies and Research) and the institutional norms.

§ 1 The PPGCRDF will be referred to as "Program" in this Regulation whenever it does not compromise clarity.

§ 2 The Program's Office operates within the Faculty of Physical Therapy premises at UFJF (Juiz de Fora campus).

Article 2: The Program aims to produce knowledge and train qualified professionals capable of performing professional activities, teaching, and researching physical and functional performance and rehabilitation in different health conditions.

TITLE II - THE PROGRAM COLLEGIATE

Article 3: The Program will be led by a Collegiate composed of:

- a) The Coordinator and Vice Coordinator;
- b) All accredited faculty members of the Program;
- c) One (1) student representative, a regular student elected by the Program's students, in an election called and presided over by the Program's Coordinator, with a one (1) year term, allowing for re-election;
- d) One (1) representative of the Technical-Administrative Education Staff (TAE) who works in the PPGCRDF Office.

Article 4: The Program Collegiate shall meet regularly at least every two (2) months and, extraordinarily, whenever necessary, upon the Coordinator's invitation.

Article 5: Establishing voting rights requires a quorum of 50% (fifty per cent) of the members plus one.

Article 6: The Collegiate's responsibilities are:

- a) Appoint the Selection Committee for the admission of regular students into the Program and researchers applying for postdoctoral internships;
- b) Appoint Graduate Committees to monitor and review the activities related to the Program;

- c) Review and approve the members of the Master's Thesis Examination Committee;
- d) Appoint the Scholarship Committee to establish criteria for scholarship allocation and monitoring of scholarship holders' work;
- e) Review proposals and plans from the Program Coordinator regarding the Program's academic, financial, and administrative policies;
- f) Review reports presented by the Program Coordinator;
- g) Make decisions on academic, curricular, and school matters concerning the Program;
- h) Plan the Program's budget and set criteria for resource allocation;
- i) Propose changes to this Regulation;
- j) Perform other responsibilities established by this Regulation and the General Regulation of Stricto Sensu Graduate Studies at UFJF;
- k) Review the accreditation of permanent faculty, collaborators, and visiting professors, as per Article 14 of this Regulation and the criteria and norms set by CAPES and the UFJF Graduate and Research Pro-Rectorate (PROPP);
- l) Make decisions on any gaps in this Regulation.

TITLE III – THE PROGRAM COORDINATION

Article 7: The Program Coordinator and Vice Coordinator shall be elected by a simple majority of votes from the permanent faculty members of the Program; the student representatives, with one student representing them and having an active registration in the Program; and the Program's Secretary, in an election called by the current Coordinator.

§ 1 For the election of the Program's coordination, candidates for Coordinator and Vice Coordinator must form slates composed only of permanent faculty members.

§ 2 The election for the new Coordinator and Vice Coordinator will occur 60 (sixty) days before the end of the current Coordinator and Vice Coordinator's term, and the result will be published 10 (ten) days before the end.

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

§ 4 The Coordinator and Vice Coordinator's terms will align with the General Regulations of UFJF, with the possibility of re-election for one additional term.

§ 5 In case of the Vice Coordinator position vacancy, the Coordinator will nominate a new person, who a majority of the Collegiate members must approve.

§ 6 In case of the Coordinator's position vacancy before the term's halfway point, the Vice Coordinator will temporarily assume the role, and new elections will be called.

§ 7 In case of the Coordinator's position vacancy after the halfway point of the term, the Vice Coordinator will assume the coordination, and a new Vice Coordinator will be appointed as per § 5.

Article 8: It is the Coordinator's responsibility to:

- a) Coordinate the execution of the Program's activities, adopting necessary measures for its development;
- b) Administer the Program;
- c) Manage the resources allocated to the Program following UFJF and funding agency regulations, when applicable;
- d) Comply with the decisions made by the Program Collegiate and UFJF's higher bodies;
- e) Call and preside over the Program Collegiate meetings;
- f) Submit the annual activity report to the PROPP, according to their instructions, and make a copy available at the Program's Office;
- g) Safeguard the Program's interests with higher and sectorial bodies and seek the financial and human resources required;
- h) Call and preside over the election of the Coordinator and Vice Coordinator at least 60 (sixty) days before the end of their mandates, as per § 2 of Article 7, submitting results to the Sectorial Council of Graduate and Research (CSPP) and the Faculty of Physical Therapy's Unit Council, to the departments linked to the elected faculty, and to PROPP within 30 (thirty) days after the election;
- i) Organize the calendar and manage the offering of necessary courses for the Program's operation;
- j) Propose the creation of committees within the Program;
- k) Represent the Program in all graduate and research-related instances, including the Faculty of Physical Therapy's Unit Council;
- l) Perform other tasks specified by the Program Collegiate;
- m) Participate in the CAPES Coordinators' Forum meetings;
- n) Coordinate the collection of data for CAPES and prepare the CAPES quadrennial report;
- o) Send the PROPP the calendar for the next semester's main academic activities;
- p) Supervise the academic recordkeeping for the Program.

Article 9: It is the Vice Coordinator's responsibility to:

- a) Substitute the Coordinator during their absence;
- b) Replace the Coordinator or assume the Program's coordination in the case of vacancy, as per § 6 and § 7 of Article 7.

TITLE IV - THE OFFICE

Article 10: The Office will provide Administrative support services, directly subordinate to the Program Coordinator.

Article 11: The Office will be composed of the Secretary, along with other staff and/or interns, when available, to meet the Program's demands.

Article 12: The Office, either directly or through delegation to its assistants, is responsible for:

- a) Registering students;
- b) Recording the principal advisors and/or co-advisors (if any) of the students' Master's dissertations, as approved by the Program Collegiate;
- c) Keeping the course's documents up to date and safeguarded, especially those that record the students' academic curriculum;
- d) Organizing processes to be submitted to the Collegiate;
- e) Taking minutes at Program Collegiate meetings;
- f) Writing the minutes from Collegiate meetings;
- g) Safeguarding minutes, reports, student data, correspondence received and sent, and all secretarial documents;
- h) Drafting reports and convocations;
- i) Carrying out administrative routine tasks and other duties assigned by the Coordinator;
- j) Organizing the schedule for Master's dissertation evaluations;
- k) Receiving the final PDF version of the Master's dissertation delivered by the student, with the advisor's knowledge, after the defence and processing it in the UFJF Electronic Information System (SEI);
- l) Inserting necessary information for the annual CAPES data collection and assisting the coordinator in preparing the CAPES quadrennial report;
- m) Performing other duties inherent to its role.

TITLE V - THE FACULTY AND SUPERVISION

Article 13: The Program's faculty is composed of permanent faculty, collaborating faculty, and visiting professors, defined as follows:

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

- I. Engaging in teaching activities in the graduate and/or undergraduate Program;
- II. Participating in PPGCRDF research projects;
- III. Supervising PPGCRDF students;
- IV. Having a direct, intense, and continuous involvement in the Program, forming the core faculty responsible for teaching, supervision, and administrative duties;
- V. Dedicating at least 15 (fifteen) hours per week to the Program.

b) Visiting Professors are professionals with recognized experience in the PPGCRDF area, hired by UFJF or through a scholarship granted for this purpose, by the Institution itself or by a funding agency, through a simplified selection process to meet the temporary and exceptional needs of the Program, for a determined period. The Visiting Professor, whether national or foreign, should focus on improving the quality of graduate education, being able to teach and advise

students, cooperating in the development of resource acquisition projects with national and international agencies, and contributing to the production of articles to be submitted to high-impact scientific journals. They should be capable of expanding internationalization activities, facilitating scientific and technological exchange, and participating in research networks, primarily international ones. The number of visiting professors, combined with the number of collaborating professors, cannot exceed 30% (thirty percent) of the Program's faculty.

c) Collaborating Professors are members of the Program's faculty who do not meet all the requirements to be classified as permanent faculty or visiting professors but who systematically participate in the development of research projects or teaching or extension activities, regardless of whether or not they have a functional link with UFJF. The number of collaborating professors and visiting professors cannot exceed 30% (thirty per cent) of the Program's faculty.

Sole Paragraph – The number of permanent faculty members without a functional link with UFJF cannot exceed 20% (twenty per cent) of the Program's faculty.

Article 14: Faculty accreditation in the PPGCRDF will be continuous. The Program's Collegiate members will review the proposal based on the documentation presented and the current resolution. In the first selection process for the admission of students to the Program, each newly accredited faculty member will be entitled to only one (1) position, except in special cases. After the first selection process, the total number of positions allocated to each advisor will be limited to the number that ensures the total number of students under their supervision does not exceed the maximum number recommended by CAPES.

§ 1 The faculty candidate wishing to join the Program must present a work plan outlining:
I. The requested research line;

II. The courses they will collaborate in or teach in the case of applying for a permanent faculty position;

III. The goals for their research projects;

IV. Initiatives for international insertion, demonstrated through cooperation with foreign researchers/institutions and/or social impact insertion evidenced by partnerships, publications, or grants that indicate the social focus of the research and/or technological innovation products/processes.

§ 2 The faculty candidate for accreditation or re-accreditation in the Program must prove:
I. A PhD degree obtained in Brazil in a CAPES-recommended Program or obtained abroad and recognized by an institution accredited by the Ministry of Education (MEC);
II. Having scientific production in the last 48 (forty-eight) months that meets the criteria required by CAPES Area 21, following the accreditation and re-accreditation notice published by PPGCRDF;

III. Availability of a minimum of 15 (fifteen) hours per week for dedication to the Program, in the

case of a permanent faculty member, or a minimum of 10 (ten) hours per week for a collaborating faculty member.

§ 3 The faculty candidate who has no link with UFJF and is exclusively dedicated to another Higher Education Institution (IES) must present an official document from their IES granting them a minimum of 4 (four) years of dedication to the Program, specifying the weekly hours made available for their dedication to the Program, along with the name, signature, and contact (institutional email) of the person responsible for this arrangement at the originating Institution. In other cases, the candidate must present a personal declaration of commitment to dedicate a minimum of 15 (fifteen) hours per week to the Program, when applying for a permanent faculty position or a minimum of 10 (ten) hours per week when applying for a collaborating faculty position, for a period of at least 4 (four) years.

Article 15: The term of accreditation for the three categories will be up to 4 (four) years. It must be renewed through re-accreditation approved by the Program Collegiate, according to the General Rules of Graduate Studies (Stricto Sensu) at UFJF.

Article 16: Faculty re-accreditation in the Program will occur at the end of each four years.

§ 1 The faculty member must present their re-accreditation request to the Program Collegiate, along with the supporting documentation, according to the schedule published by PPGCRDF for each four years.

§ 2 To have their re-accreditation request approved by the Program Collegiate, the faculty member must meet the following criteria in the 48 (forty-eight) months before the request:

- I. Having scientific production as stated in Item II, § 2º of Art. 14 of this Regulation and following the specific notice;
- II. Having taught courses in the PPGCRDF;
- III. Demonstrating availability of the required weekly workload for their role as a permanent faculty member, collaborator, or visiting professor, depending on the case.

Article 17: At the first meeting, after disclosing the student selection results, the Program Collegiate must endorse the faculty advisors for the students admitted through the selection based on their acceptance.

Sole Paragraph – The Program Collegiate may decide to replace the faculty advisor upon request from the faculty member or the student.

Article 18: It is the responsibility of the Faculty Advisor:

- a) To guide the student in organizing their study plan, as well as assist them in their formation during the course;
- b) To assist the student in executing their master's dissertation project;

- c) In the case of a co-advisor being appointed, the co-advisor must be proposed by the advisor and approved by the Program Collegiate, provided the co-advisor is not a member of the same Collegiate;
- d) To inform the Program Collegiate about the development of the research, the writing of the dissertation, and the activity reports of their advisee(s);
- e) To preside over the examining committee for the student's Qualification Exam and the Defense of their Master's Dissertation.

Sole Paragraph – The guidance format may be in-person, remote, or hybrid and must be defined by the advisor in collaboration with the student.

TITLE VI - ADMISSION AND SELECTION OF STUDENTS

Article 19: Candidates for the PPGCRDF must hold a degree or equivalent from a recognized undergraduate course or a revalidated foreign diploma.

Article 20: Admission as a regular student in the PPGCRDF, following the provisions of Art. 19, will occur after approval in a specific selection process, as per Art. 22.

§ 1 Each student must have a faculty advisor, as defined in this Regulation.

§ 2 At the advisor's discretion, the student may have a co-advisor, previously approved by the Program Collegiate, provided the co-advisor is not a member of the same Collegiate.

Article 21: To participate in the Program's selection process, the candidate must meet the requirements published in the specific selection notice for admission to PPGCRDF.

Article 22: The Program Coordination will make available a notice for each specific selection, which will meet the requirements established in this Regulation and any other administrative or procedural requirements of UFJF and the registration period.

Article 23: The Program Collegiate will appoint a Selection Committee responsible for selecting regular students, composed of at least 2 (two) faculty members from the Program.

Article 24: To pass the selection process, the candidate must be approved in the English proficiency test and/or provide proof of English proficiency, according to the criteria in the selection notice.

Article 25: The Selection Committee will present a report, which will assess each candidate's eligibility, indicating their ranking, based on the criteria published in the selection notice for admission to PPGCRDF.

Article 26: Admission as a student in the PPGCRDF may also occur through public notices for transfers between Higher Education Institutions (IES) approved by the Program Collegiate.

Article 27: Admission as a student in the PPGCRDF may also occur through partnership programs.

Article 28: Candidates who fully meet Resolution No. 48/2015 CSPP/UFJF may apply for a Postdoctoral Fellowship in the PPGCRDF.

TITLE VII - ENROLLMENT AND CREDIT TRANSFER

Article 29: Eligible candidates, as per specific selection, may enrol in the Program within the deadlines set by the Graduate Calendar, along with the duly completed enrollment form.

§ 1 It is the advisor's responsibility to approve the courses in which the student will be enrolled.

§ 2 The documentation submitted during the selection process will be used for the initial enrollment of approved students.

Article 30: For each academic term, the student must enrol in courses the Program offers within the deadlines set by the Graduate Calendar.

Article 31: Within the first third of the academic term, the student may request cancellation of enrollment in one or more courses, subject to the approval of their advisor.

§ 1 Partial enrollment cancellation will be recorded by the Program Coordination and communicated to the Coordination of the Department of Academic Affairs and Records (CDARA).

§ 2 A student may request a partial cancellation of course enrollment no more than twice during their study.

Article 32: In exceptional cases, total course cancellation will be granted based on relevant reasons and with the advisor's approval.

Sole Paragraph: The student may request a planned enrollment cancellation for up to one academic term, provided there is the advisor's agreement and approval from the Program's Collegiate body.

Article 33: The approval of enrollment cancellation will result in the loss of the scholarship, if applicable.

Article 34: The student may enrol in courses from another graduate program (PPG) recognized by CAPES, provided their advisor has written approval and consent from the coordinating body of the other Program.

Sole Paragraph: Courses taken in another PPG will be considered elective courses under this Regulation, subject to analysis by the advisor and Program Coordination.

Article 35: Graduates not enrolled in the Program, whether or not they are students in another PPG, and students enrolled in an undergraduate course at UFJF may request enrollment as a special student in isolated courses, following a specific public notice, written approval from the course instructor, and any other documents deemed necessary by the Program Coordinator or competent UFJF authorities.

Article 36: The following conditions are mandatory for enrollment in isolated courses: a) Availability of space in the course; b) Meeting any prerequisite(s); c) Approval by the Program Coordinator.

Article 37: A student regularly enrolled in the PPGCRDF may transfer credits for courses taken as a special student in this PPG or in other PPGs, as long as they align with the concentration area or are similar to the courses offered by PPGCRDF and have achieved a minimum grade of 70 (seventy) points in each course. The credits must have been completed within a period not exceeding 5 (five) years.

Article 38: Shortly after the beginning of each academic term, the Program Office will send the CDARA the registration form for each student who has enrolled for the first time, the enrollment copy of other students, and a list of students enrolled in isolated courses.

Article 39: In requests for course equivalency, credits obtained in other master's or doctoral courses within the National Graduate System (SNPG) may be accepted, provided they are compatible with the student's study plan, do not exceed 50% of the necessary credits in courses, and were completed no more than 5 (five) years before the equivalency request.

§ 1 Credit transfer requests must be made by the student, adequately justified, and submitted to the advisor and Program Coordination for evaluation.

§ 2 Credits earned in isolated courses while a regular student may be transferred, provided they do not exceed the limit set in the main body of this article.

§ 3 Courses will be considered equivalent after consultation with the advisor and Program Coordination when there is a similarity in the course title, syllabus, and workload compatibility.

TITLE VIII - SCHOLARSHIP DISTRIBUTION

Article 40: The Program's Collegiate will define the criteria for the scholarship selection process managed by PROPP, through a specific public notice prepared under the resolutions of the funding agencies and UFJF, as well as the resolution of PPGCRDF that regulates the granting and maintenance of scholarships in case of accumulation with paid activities.

Sole Paragraph: The public notice must include the period, required form and documents for registration, the number of scholarships available, the number of scholarships expected during the validity of the selection result, and the date for the announcement of the results.

Article 41: Only students who are regularly enrolled in PPGCRDF may participate in the scholarship selection process.

Article 42: The criteria for awarding scholarships will be defined in an internal regulation approved by the Program Collegiate and announced when the public notice is issued.

Article 43: The minimum conditions each student must meet to maintain their scholarship are:

- a) Full-time dedication to the course;
- b) Compliance with other requirements set by the scholarship granting body.

Sole Paragraph: If employment is permitted by the scholarship rules, the student must have the approval of his/her advisor.

Article 44: A student's scholarship will be canceled if at least one of the following conditions is met:

- a) Exceeds 24 (twenty-four) months of enrollment as a regular student;
- b) Receives an "R" code (rejected), which is equivalent to a grade below 70 (seventy) points, in one (1) course after the scholarship was granted;
- c) Fails to comply with the work plan established by the advisor;
- d) The Program Collegiate will judge any other cases.

TITLE IX - DIDACTIC ORGANIZATION

Article 45: The courses of the Program must cover the program's concentration area and research lines. The concentration area refers to the specific field of knowledge studied in the Program, while research lines complement the former by being related in nature. The courses should include content considered relevant or designed to complement the training of the master's student.

Article 46: The Program is structured in one (1) concentration area: Performance and rehabilitation in different health conditions, with two (2) research lines:

- a) Cardiopulmonary performance and rehabilitation in different health conditions;

b) Evaluation and intervention processes associated with the neuro-musculoskeletal system.

Article 47: The curricular structure of the course is organized by semesters, and the grades obtained in courses should be recorded by the end of the academic term in which they were offered.

Article 48: Exceptionally, instructors or researchers not affiliated with the Program may be authorized by the Program Collegiate to collaborate in courses, provided such collaboration is essential to the students' education.

Article 49: To complete the course, a minimum of 30 (thirty) credits must be earned, consisting of 24 (twenty-four) credits from mandatory courses, including the dissertation defence course, and 6 (six) credits from elective courses.

Sole Paragraph: The student may fulfil up to 25% (twenty-five per cent) of elective courses in graduate programs at UFJF or other CAPES-recommended institutions, subject to approval by the Program Collegiate as per Article 37.

Article 50: The course will have a minimum duration of 12 (twelve) months and a maximum duration of 24 (twenty-four) months, including the approval of the Master's Dissertation.

Sole Paragraph: An extension of up to 6 (six) months may be granted in exceptional cases.

Article 51: Academic performance will be assessed and recorded in the academic transcript, with grades ranging from 0 (zero) to 100 (one hundred) points for all courses, with a minimum average of 70 (seventy) points required for approval.

§ 1 In addition to failing for insufficient grades, a student will be considered as having failed for all purposes of this Regulation if they fail to achieve a minimum attendance of 75% (seventy-five percent) in each course they are enrolled in.

§ 2 The "R" code will be included in calculating the Academic Performance Index (IRA) until another grade is assigned to the repeated course.

Article 52: The following codes may also be assigned:

- a) I: Incomplete;
- b) J: Enrollment cancellation in a course;
- c) L: Disenrolled from the course;
- d) SC: No grade (used for courses without a grade);
- e) TE: Exceptional treatment;
- f) RI: Failed due to lack of attendance;
- g) LS: Medical leave;

- h) LP: Parental leave;
- i) TP: Planned leave;
- j) S: Sufficient;
- k) NS: Insufficient.

Sole Paragraph: The assignment of grades and codes will follow the other provisions of Article 47 of the General Regulation for Graduate Studies (Stricto Sensu) at UFJF.

Article 53: A student will be disenrolled from the Program for all purposes of this Regulation if:

- a) They request their disenrollment in writing to the Program Coordination, who will take appropriate action and notify the Collegiate;
- b) They fail to enrol in any PPGCRDF courses for one academic term and do not request a leave of absence;
- c) They receive a grade below 70 (seventy), or an "R" (Failed) code, in two (2) courses, which may or may not be the same course;
- d) They exceed the maximum deadlines for submission and defence of their Qualification Project or Master's Dissertation, or for the defence of the Dissertation itself, within 24 (twenty-four) months from the date of enrollment, unless they have requested an extension;
- e) They engage in actions or omissions that constitute serious ethical or academic violations, such as plagiarism, fraud during the development of research projects, or failure to follow safety regulations that compromise the health and safety of researchers or research participants;
- f) They exhibit conduct that violates institutional regulations, such as indecency, physical or verbal assault on faculty, students, or staff;
- g) They meet any other criteria outlined in Article 32 of the General Regulation for Graduate Studies (Stricto Sensu) at UFJF.

TITLE X - TEACHING PRACTICE

Article 54: The teaching practice will be conducted in the course "Teaching Internship in Higher Education" within the curriculum of the PPGCRDF, mandatory for all students, with a minimum duration of 1 (one) semester and accounting for 4 (four) credits.

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

§ 2 The professor in charge of the course "Teaching Internship in Higher Education" is responsible for monitoring, guiding, assessing, and assigning grades to the student.

§ 3 Students enrolled in the course "Teaching Internship in Higher Education" are prohibited from assuming the totality of the teaching activities. The student may be responsible for up to 20% (twenty percent) of the total class hours in theoretical courses.

TITLE XI – QUALIFICATION

Article 55: The qualification exam is a mandatory requirement for the defence of the Master's Thesis.

Article 56: The Program's Collegiate must approve the composition of the examining committee at least 30 (thirty) days before the qualification date, and the candidate must schedule the qualification exam with the Program's office, respecting the same deadline. The candidate must deliver a copy of the dissertation project to each examining committee member at least 20 (twenty) days before the qualification date.

Sole Paragraph: The dissertation project submitted for the qualification exam must be written according to the academic work formatting standards available on the UFJF library website.

Article 57: The dissertation project will be evaluated by an examining committee in a public session.

§ 1 The qualification examination committee must consist of at least 2 (two) evaluators with a doctoral degree and the advisor. In the presence of 2 (two) evaluators and the advisor, the participation of 1 (one) substitute member is optional. The committee members may be faculty members from UFJF or external members.

§ 2 The availability of external members to participate in person who do not reside in the same location as the exam will depend on available financial resources.

§ 3 The advisor will conduct the proceedings but not evaluate the project.

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

§ 5 The questioning time for each examiner will be up to 30 (thirty) minutes, and the candidate will have the same time to respond.

§ 6 If an examiner opts for a dialogue format, with the candidate's consent, the total time for questioning and response will be 60 (sixty) minutes.

Article 58: After the evaluation of the dissertation project, the committee will assign a grade according to the following criteria:

- a) approved
- b) conditionally approved
- c) failed

Article 59: The minutes of the qualification exam, duly filled out and signed by all committee members and the student, must be sent to the PPGCRDF office by the advisor or the student within 7 (seven) days after the exam date.

§ 1 It is the advisor's responsibility to request a new qualification if the student fails within a maximum period of 6 (six) months.

§ 2 If the committee judges that changes are needed to the submitted dissertation project (item b), the revised version must be delivered to the advisor within 30 (thirty) days after the qualification exam. The advisor will evaluate the new version of the project and issue an approval or disapproval opinion for the qualification exam.

TITLE XII - DISSERTATION DEFENSE

Article 60: To defend the Master's Thesis, the student must have completed the following steps:

- a) Be approved in the course, with the minimum credits required;
- b) Be approved in the qualification exam;
- c) Submit a letter of consent from the advisor to schedule the defence, based on the following criterion: having at least 1 (one) article submitted for publication in a journal that meets the current classification established by CAPES, with the advisor as one of the co-authors.

Article 61: To initiate the thesis defence process, the candidate must submit to the Program's office a letter from the advisor requesting the scheduling of the defence and suggesting the examining committee for approval by the Program's Collegiate, at least 40 (forty) days before the scheduled defense date.

Article 62: The copies of the Master's Thesis must be sent to the committee members at least 20 (twenty) days before the thesis defence.

Sole Paragraph: The thesis submitted for examination must be written according to the academic work formatting standards available on the UFJF library website. It may follow the traditional model or be composed of article(s) replacing the results and discussion sections, as long as it does not constitute self-plagiarism. In the latter case, the article(s) should be followed by a section entitled "Final Considerations" (conclusions and/or recommendations from the work based on the article(s), as well as describing their social impact).

Article 63: The Master's Thesis defence will always be held in a public session before an examining committee, as outlined in the General Regulations for Stricto Sensu Graduate Programs at UFJF.

§ 1 The defence committee will consist of the advisor, as the committee chair, and at least 2 (two) evaluators with a doctoral degree and affiliation with a CAPES-recommended IES or graduate programs. The co-advisor's presence is optional, if applicable.

§ 2 Two (2) substitute evaluators who meet the same criteria as the primary members must be nominated.

§ 3 The Collegiate must review the defence request and committee formation.

§ 4 The student and the advisor are responsible for sending the thesis copies to the committee members and scheduling the defence date and time with them.

§ 5 The advisor will conduct the proceedings but not evaluate the thesis.

§ 6 the PPGCRDF faculty member on the examining committee is responsible for ensuring compliance with the Program's standards.

§ 7 The candidate will have 30 (thirty) to 50 (fifty) minutes to present the work.

§ 8 The questioning time for each committee member will be 30 (thirty) minutes, with the candidate having the same amount of time to respond.

§ 9 If a committee member chooses a dialogue format, with the candidate's consent, the total time for questioning and response will be 60 (sixty) minutes.

Article 64: After evaluating the student's work, the examining committee will assign a grade based on the following criteria: a) approved; b) conditionally approved; c) failed, with the committee having the option to set a new public defense within 6 (six) months.

§ 1 If the committee deems revisions necessary (item b), the revised Master's Thesis must be delivered to the advisor within 90 (ninety) days after the defence.

§ 2 The advisor is responsible for verifying compliance with the conditions within 30 (thirty) days and submitting an approval opinion to the PPG Collegiate at its next regular meeting.

Article 65: In case of failure in the thesis defence, a new defence may be scheduled if the candidate wishes and the advisor agrees, with a maximum interval of 6 (six) months between the first and second presentation.

Sole Paragraph - The validity of credits for courses taken is assured within this period.

Art. 66 After the thesis is approved, within 60 (sixty) days, the candidate must submit to the Program's office: the final electronic version of the thesis, incorporating suggestions and comments made by the examining committee and formatted according to the academic work standards available on the UFJF library website; and an infographic designed according to the model available on the PPGCRDF website, containing the presentation of the thesis to be published on the Program's website and social media.

§ 1 In case of conditional approval of the thesis at the defense, the student must submit all items described here to the Program's office within 10 (ten) days after the advisor's approval of the opinion by the Program's Collegiate.

§ 2 The release of any documentation related to the thesis defence by the Program's office is contingent upon submitting the items described here.

TITLE XIII - GRANTING OF ACADEMIC DEGREE

Article 67: The student who meets the requirements outlined in Art. 50 of these Regulations and has completed all the courses in their academic transcript, in addition to fulfilling all the conditions of the Regulations, will be entitled to the degree of Master in Rehabilitation Sciences and Functional Physical Performance to be granted by UFJF.

Article 68: The student dismissed under these Regulations' terms will not be entitled to the degree of Master in Rehabilitation Sciences and Functional Physical Performance.

Article 69: The Master's diploma will be issued only when:

- a) The Sectorial Council of Graduate Studies and Research approves the minutes of the Master's Thesis defence signed by the examining committee and approved by PROPP;
- b) The student submits all items described in Article 66 to the PPGCRDF Coordination.

TITLE XIV - GENERAL PROVISIONS

Article 70: The General Regulations for Stricto Sensu Graduate Programs at UFJF and CAPES regulations will apply for cases not covered by these Regulations.

Article 71: Exceptional or unaddressed cases will be decided by the Program's Collegiate.

Article 72: These Regulations will come into effect on the date of their publication.

Approved in the PPGCRDF Collegiate meeting on October 4, 2024.

Approved by the Graduate and Research Pro-Rectory of UFJF in 2025.

SEI Process No. 23071.946012/2024-20.