



**Government of the State of São Paulo  
FAMEMA – Marília Medical School  
Graduate Directorate**

**ORDINANCE – FAMEMA**

**Proceeding No.:** 141.00000767/2023-10

**Interested party:** Marília Medical School

**Subject:** Ordinance FAMEMA n<sup>o</sup> 0037353240

It institutes the new Internal Regulation of the Stricto Sensu Academic Graduate Program in Health and Aging – FAMEMA and takes other measures.

The Managing Director of Famema, Prof. Dr. Valdeir Fagundes de Queiroz, in the use of his legal and regulatory attributions and,

Considering process SEI 141.00000767/2023-10;

Considering that the Postgraduate Program in Health and Aging (PPGSE) forwarded the Doctoral APCN No. 145/2023 to CAPES, in December 2023 and, since then, it has been under evaluation by that agency;

Considering that on July 1st, 2024, the PPGSE received from the CAPES Interdisciplinary Area Evaluation Committee, documentary diligence No. 83/2024 (0032917951) regarding the APCN under analysis;

Considering that the deadline granted for sending the requested clarifications/documents is up to 15 calendar days from the receipt of the communication, it is then possible to conclude the evaluation of the proposal;

Considering the Internal Regulations of the PPGSE of the Marília Medical School - FAMEMA, established by FAMEMA Ordinance No. 0015311058, of December 19th, 2023;

Considering that among the clarifications that must be provided is the need to make the criteria relating to the co-orientation process clearer in the Program's Internal Regulations;

Considering the possibility of submitting ad referendum to the Congregation the inclusions arising from the CAPES Interdisciplinary Area Evaluation Committee requests;

Considering Congregational Deliberation No. 3, of August 8th, 2024, which approved the update of the Internal Regulations of the PPGSE of FAMEMA.

**DETERMINES:**

**Article 1-** The Internal Regulation of the Graduate Program in Health and Aging of the Marília Medical School - FAMEMA is hereby instituted, in the form of the annex.

**Article 2** – This Ordinance shall enter into force on the date of its publication, and any provisions to the contrary shall be repealed, especially Famema Ordinance No. 0033470492, of December 19, 2023, backdating its takes effect on July 12, 2024.

Marília, on the date of the digital signature.

**PROF. DR. VALDEIR FAGUNDES DE QUEIROZ**  
Managing Director of Famema

#### ANNEX

#### INTERNAL REGULATION OF THE STRICTO SENSU ACADEMIC GRADUATE PROGRAM IN HEALTH AND AGING OF THE MARÍLIA MEDICAL SCHOOL (FAMEMA)

#### **SUMMARY**

OBJECTIVES

GRADUATE COUNCIL

PROGRAM COORDINATOR

DEPUTY COORDINATOR OF THE PROGRAM

SECRETARIAT OF GRADUATE STUDIES - STRICTO SENSU AREA

FACULTY

ADVISOR

STUDENT BODY

FREQUENCY OF THE SELECTION PROCESS AND THE NUMBER OF OPENINGS

REGISTRATION IN THE SELECTION PROCESS

SELECTION

ENROLLMENT

SCHOLARSHIPS

DISCIPLINES, COMPLEMENTARY ACTIVITIES AND CREDITS

STUDENT EVALUATION

MASTER'S AND DOCTORAL RESEARCH PROJECT

GENERAL QUALIFYING EXAM

MASTER'S THESIS AND DOCTORAL THESIS

EXAMINING COMMITTEE OF THE DISSERTATION OR THESIS DEFENSE

DISSERTATION OR THESIS DEFENSE

DEADLINES FOR DEFENDING A DISSERTATION OR THESIS

STUDENT'S WITHDRAWAL

STUDENT'S DISMISSAL

PROGRAM SELF-ASSESSMENT

GENERAL PROVISIONS

#### **OBJECTIVES**

Article 1 - The Stricto Sensu Academic Graduate Program in Health and Aging aims to promote the training of people for teaching and research in the area of health.

Article 2 - The Stricto Sensu Academic Graduate Program in Health and Aging, accredited by CAPES in the large multidisciplinary area, interdisciplinary area, comprises two levels of training - master's and doctoral degrees.

§ 1 - The student who meets the regulatory requirements established for the master's or doctoral degree will be awarded the title of Master or Doctor, respectively.

§ 2 - Master's and Doctoral degrees will be conferred according to the name of the Program's area of concentration.

## **GRADUATE COUNCIL**

Article 3 - The Graduate Council shall be composed of:

I - Coordinator and vice-coordinator of the Stricto Sensu Academic Graduate Program in Health and Aging. The coordinator shall preside over it, designated following § 1 of Article 62 of the Famema Regulations;

II - Three representatives of the permanent faculty staff;

III - A representative of the student body.

§ 1 - For each full member of the Graduate Council, an alternate shall be chosen to replace him/her in his/her absences and impediments. The summoning of the alternate member, when necessary, shall be the responsibility of the respective full member.

§ 2 - The faculty members of the Council shall be chosen by their peers, and this choice shall be ratified by the Board of Graduate Studies and Research of Famema, for a term of office of four (4) years.

§ 3 - The student representative will be chosen from among his/her peers, students regularly enrolled in the Program, and this choice will be approved by the Board of Graduate Studies and Research and will have a term of office of one year, with the possibility of renewal.

Article 4 - The Graduate Council must:

I - Promote, together with the Graduate and Research Directorate of Famema, the dissemination of the Program;

II - Define the number of openings to be offered by the Program;

III - Prepare the Program's school calendar;

IV - Designate the committee to select the candidates for master's and doctoral programs;

V - Supervise the processes of candidate selection, qualification examination, and defense;

VI - Propose the necessary modifications to the structure of the Program;

VII - Decide on the enrollment in the Program, registration in courses, withdrawal of courses, validation of credits, and replacement of advisor;

VIII - Define the list of advisors during the academic period;

IX - Approve the inclusion and exclusion of courses in the Program;

X - Approve the admission of special students, after consulting the professor responsible for the course;

XI - Decide on requests for accreditation, re-accreditation, and de-accreditation of faculty members in the Program;

XII - Change criteria for accreditation of faculty members in the Program;

XIII - Decide on requests for co-supervision;

XIV - Evaluate the development of research and scientific production;

XV - Approve the withdrawal of the student referred to in Article 50 of these internal regulations;

XVI - Approve the composition of examination committees for the qualification and defense of theses and dissertations;

XVII - Approve the leave of absence of students referred to in Article 47 of these internal regulations;

XVIII - Decide on representations and appeals addressed to it;

XIX - Decide on the use of credits obtained by the student outside the Program, considering their relevance and coherence;

XX - Decide on the actions of the Graduate Program that refer to the articulation with the undergraduate and extension programs;

XXI - Approve the master's and doctoral degrees obtained in the Program.

Article 5 - The Council shall meet ordinarily twice a month and extraordinarily when summoned by the coordinator of the Program or by two-thirds (2/3) of its members, and its decisions shall be taken by a simple majority.

§ 1 - Failure to attend three consecutive or four alternate sessions, without justification or the presence of the alternate member, implies the withdrawal from the Graduate Council.

§ 2 - If the withdrawal occurs before the middle of the elective term, new elections shall be held to replace the vacant position.

§ 3 - If the dismissal occurs after the middle of the elective term, the alternate shall take the position until the end of the term.

### **PROGRAM COORDINATOR**

Article 6 - The coordinator of the Stricto Sensu Academic Graduate Program in Health and Aging shall be chosen from among the permanent professors by vote. The peer professors and the student representative of the Program shall vote in a direct election, for a term of 4 (four) years, approved by the Director of Graduate Studies and Research, and appointed by the Managing Director, with the possibility of reappointment for another term. The coordinator shall take on the following duties:

I - Convening and presiding over the meetings of the Graduate Council;

II - Preparing the Program's annual report;

III - Coordinating the data collection to prepare reports of the Program;

IV - Organizing the agendas of the Graduate Council meetings;

V - Permanently evaluating the development of the Program and the administrative activities within the scope of his/her responsibilities.

### **DEPUTY COORDINATOR OF THE PROGRAM**

Article 7 - The vice-coordinator of the Stricto Sensu Academic Graduate Program in Health and Aging shall be chosen from among the permanent professors by vote. The peer professors and the student representative of the Program will vote, in direct election, for a term of 4 (four) years, with the possibility of reappointment for another term. The vice-coordinator shall have the following duties:

I - Replacing the Program coordinator in his/her absence and legal impediments;

II - Assisting in the preparation of the Program's annual report;

III - Collaborating with the coordinator to collect data to prepare the reports of the Program;

IV - Permanently evaluating, together with the coordinator, the development of the Program and the administrative activities within the scope of his/her responsibility.

Sole Paragraph - The vice-coordinator's candidacy will be linked to the coordinator's candidacy.

### **SECRETARIAT OF GRADUATE STUDIES - STRICTO SENSU AREA**

Article 8 - The duties of the Graduate Secretariat – Stricto sensu area are the following:

I - Assisting the Coordination of the Stricto Sensu Academic Graduate Program in Health and Aging;

II - Collecting, analyzing, and disseminating information on legislation related to Graduate Studies;

III - Keeping a record of school activities;

IV - Keeping students' medical records and records up to date;

V - Keeping the professors' medical records and records up to date;

VI - Assisting in the selection and enrollment process of students;

VII - Performing the necessary procedures for scheduling and conducting the qualification and defense exams;

VIII - Preparing and disseminating information inherent to the development of Graduate activities;

IX - Controlling the assets under its responsibility;

X - Secretariating events and preparing drafts, when necessary;

XI - Advising professors, students, and guest professors in academic activities, as well as in the preparation of financial reports to funding agencies;

XII - Performing other duties as assigned.

### **FACULTY**

Article 9 - The faculty of the Stricto Sensu Academic Graduate Program in Health and Aging shall consist of researchers with an academic degree equal to or higher than that of a doctoral degree, linked to Famema or other Higher Education and/or Research Institutions, in Brazil or abroad, classified according to the following categories:

I - Permanent Professor: a professor or researcher who acts as a student advisor, as well as develops other activities related to the Graduate Program and who has an employment relationship with Famema or on an exceptional basis, considering the specifications of areas:

- a) receiving a scholarship from professors or researchers from state or federal funding agencies;
- b) as a retired professor or researcher, those who have signed a term of commitment with Famema to participate as a professor in the Program;
- c) those who participate in the Program through a formal agreement between their home institution and Famema.

II - Visiting Professor: a professor or researcher with a functional link with other public or private institutions, released from activities by the home institution to collaborate, for a continuous period and on a full-time basis, in a research project and/or teaching activity in the Program, allowing them to act as an advisor in extension activities.

III - Collaborating Professor: a professor or researcher, not necessarily linked to Famema, who develops one or more activities in the Graduate Program and other members of the faculty who do not meet all the requirements to be classified as a permanent professor of the Program or as visitors, but who systematically participate in the development of the research program or teaching or extension activities and/or in the supervision of students, even though they have a link with Famema.

IV - Co-Advisor Professor: professor or researcher with a minimum doctorate, not necessarily with an employment relationship with FAMEMA, with competence proven by publications and professional experience in a subject complementary to the advisor's specialty, who collaborates in the activity of supervising the dissertation or thesis, to favor interdisciplinarity.

Article 10 - The following are the duties of the Permanent Professor, among others that may be attributed to him/her:

- I - Offering at least one discipline annually or every two years in the Stricto Sensu Academic Graduate Program in Health and Aging;
- II - Supervising master's and/or doctoral students within one of the lines of research of the Stricto Sensu Academic Graduate Program in Health and Aging;
- III - Regularly participating in the meetings and activities of the Program and actively contributing to the actions related to it;
- IV - Participating in undergraduate and extension activities recommended by the Program;
- V - Complying with the deadlines related to requests for documents relevant to the evaluation and progress of the Program to be presented to CAPES.

Article 11 - The following are the duties of the Collaborating Professor, among others that may be attributed to him/her:

- I - Participating in the Program's research projects;
- II - Developing, optionally, any of the Permanent Professor's attributions referred to in Article 10.

Article 12 - The following are the duties of the Visiting Professor, among others that may be attributed to him/her:

- I - Collaborating with the development of the Program's research projects;
- II - Collaborating with the Program's teaching activities;
- III - Participating in or occasionally guiding extension activities.

Article 13 - The following are the duties of the Co-Supervisor Professor, among others that may be attributed to him/her:

- I - Providing support to the advising student, together with the supervisor, in the preparation of the research project and the design of the study, as well as in the execution of methods related to their area of knowledge;
- II - Monitoring and enforcing the guidance activities plan, regardless of whether it refers to your area of expertise;
- III - Given support to the interpretation of data and the preparation and review of the dissertation or thesis, as well as related publications.

Article 14 - The criteria for accreditation, de-accreditation, and re-accreditation of professors in the Stricto Sensu Academic Program in Health and Aging, upon analysis by the Graduate Council, are:

§ 1 - For accreditation:

I - Lecturer in the Permanent Category:

- a) Developing teaching activities in the undergraduate program;
- b) Having proven the supervision of Graduate students and/or co-supervision in the Program;
- c) Presenting an average number of publications of at least 1 (one) article/year in the previous 4 (four) years, and at least 2 (two) of these are in a Qualis B1 journal or higher, in the large Multidisciplinary area, Interdisciplinary area of CAPES.
- d) Having, for supervision at the doctoral level, previous experience with advising students at the master's level;
- e) Proposing a discipline related to their area of knowledge, which is relevant to the Program;
- f) Submitting an updated Lattes Curriculum in the last 2 (two) months.

II - Professor in the Collaborator Category:

- a) Have actively participated in the development of research projects or teaching or extension activities and/or student orientation, regardless of whether they have a link with the Institution.

III - Lecturer in the Visiting Category:

- a) Having authorization from the activities by the home institution to collaborate, for a continuous period and on a full-time basis, in a research project and/or teaching activity in the Program;
- b) Having an agreement or equivalent instrument signed between the two institutions, at no cost to Famema.

IV - Lecturer in the Co-Supervisor Category:

- a) Submit a request for co-supervision accreditation within 12 (twelve) months and up to 24 (twenty-four) months, counted from the student's entry into the master's and doctoral programs, respectively;
- b) Provide an invitation from the main advisor, containing a technical justification for the need for co-supervision and the contribution that their participation can bring to the development of the dissertation or thesis;
- c) Be a faculty member and/or researcher with a minimum qualification of a doctoral degree, not necessarily employed by the Institution;
- d) Submit an updated Curriculum Lattes, refreshed within the last 2 (two) months, demonstrating their experience in the subject area they propose to contribute to in co-supervision, to broaden the scope and promote interdisciplinarity in the research project of the dissertation or thesis.

§ 2 - For De-Accreditation:

I - The permanent professor will be disaccredited from the Program, upon analysis by the Graduate Council, when he/she incurs any of the following situations:

- a) Not offering discipline in the Program for more than 2 (two) consecutive years;
- b) Not advising students for more than 1 (one) year;
- c) Not presenting at least 4 (four) articles in Qualis B1 or higher journals in the large Multidisciplinary area, Interdisciplinary area of Capes in the previous 4 (four) years, inserted in the Program's research line(s);
- d) Not presenting at least 2 (two) bibliographic productions in co-authorship with one or more advisees and/or graduates of the Program in the previous 4 (four) years;
- e) Failure to comply with the duties specified in Article 10.

§ 3 - The disaccreditation of co-advisors may be postponed until the end of the orientations in progress, and the latter may not assume new orientations.

I - The disaccreditation of faculty in the co-supervisor category will occur automatically at the time of the defense of the dissertation or thesis to which they are linked;

II - The disaccreditation of faculty in other categories will be based on failing to meet the criteria outlined in items II and III of § 1 of Article 14.

§ 4 - For Re-accreditation:

I - The professor who requests re-accreditation must meet the criteria outlined in items I to IV, paragraph 1 of article 14, according to the category.

Article 15 - Requests for accreditation, de-accreditation, and re-accreditation, in any teaching category, shall be submitted to the evaluation of the Graduate Council, observing the needs of the Program. The process of accreditation and re-accreditation of professors referred to in paragraph 1 of article 14 shall be continuous and the de-accreditation referred to in paragraph 2 of article 14 shall occur at the end of each quadrennium, and may, in exceptional cases, occur throughout the quadrennium.

### **ADVISOR**

Article 16 - The supervisor must:

- I - Elaborate, together with the advisee, the plan of activities to be developed during the academic period of the master's and/or doctoral degree;
- II - Provide support to the advisee in all activities related to the master's and/or doctoral course, as well as monitor and enforce the advisee's activity plan;
- III - Monitor the completion of the research work in all its phases;
- IV - Review and approve the final wording of the dissertation for the master's degree and the thesis for the doctoral degree, before the defense;
- V - Supervise the advisee in the preparation and submission for publication of a scientific article containing data obtained in the development of their research project.

Article 17 - Each advisor will select its candidates, through a selection process organized by the Graduate Council.

§ 1 - Each advisor must formalize the acceptance of the respective advisee at the time of enrollment.

§ 2 - A proposal for a change of advisor must be analyzed and approved by the Graduate Council.

§ 3 - The advisor may not be related in the first or second degree, related and collateral, or be the spouse of the advisee.

Article 18 - The number of advisees per advisor, considering jointly the master's and doctoral courses, inside or outside the Program, may be a maximum of 10 (ten).

Article 19 - The plan of activities prepared by the advisor, together with the advisee, must contain:

- I - List of subjects with the respective number of credits;
- II - Proposal of complementary academic/scientific activities to be developed during the course;
- III - Project development schedule, including planning for the qualification and defense exam, as well as the preparation and submission of the scientific article for publication.

### **STUDENT BODY**

Article 20 - The student body is composed of students regularly enrolled in the Stricto Sensu Academic Graduate Program in Health and Aging.

Sole Paragraph - The student body is subject to the disciplinary regulations provided for in the Famema Regulations.

Article 21 - Students not regularly enrolled in the Program may take courses, according to criteria established by the responsible professors and by the Graduate Council, as special students, and must comply with the same requirements regarding regular students.

### **FREQUENCY OF THE SELECTION PROCESS AND THE NUMBER OF OPENINGS**

Article 22 - The selection process for master's and doctoral degrees will be annual. If there are openings available in master's and/or doctoral courses, more than one selection process may be carried out within the same year.

Article 23 - The number of openings to be offered in the selection process will be annually defined and shall comply with the ratio of at least 1.5 openings per permanent professor.

Sole Paragraph - The distribution of these openings between the master's and doctoral degrees will be defined according to the availability of the advisors and the needs of the Program.

Article 24 - The Stricto Sensu Academic Graduate Program in Health and Aging will adopt its affirmative actions and will allocate 10% of the openings offered annually in the selection process to candidates who attended

high school in public schools, who self-declare themselves black, brown, and indigenous (PPI) and/or by people with disabilities (PwD).

§ 1 - The openings destined for affirmative actions that are not filled, due to the lack of classified candidates, will be reverted to the other candidates of the general classification list not yet called, obeying the descending order of the grade obtained in the selection process.

§ 2 - The criteria for validation and selection of candidates for affirmative action openings will be defined in a specific notice.

§ 3 - The same rules apply to affirmative action students as other students in the Program concerning the development of their activities, following the provisions of these Internal Regulations.

§ 4 - The Stricto Sensu Academic Graduate Program in Health and Aging, together with the Graduate and Research Board, may define complementary actions aimed at the permanence of students, ensuring accessibility and continuous monitoring of the activities carried out in the courses.

## **REGISTRATION IN THE SELECTION PROCESS**

Article 25 - To register in the selection process, the candidate must submit:

I - Registration form, indicating master's or doctoral level, advisor, and line of research of the Program to which you intend to be linked;

II - For the master's degree: a copy of the diploma or certificate of completion of graduation and respective academic transcript. For the doctoral degree: a copy of the undergraduate diploma, accompanied by the respective academic transcript, and a copy of the diploma of the master's course in a Graduate Program recognized by CAPES or equivalent document, accompanied by the respective academic transcript, as well as an updated curriculum vitae, on the Lattes Platform, duly documented;

III - Proposal of a research project;

§ 1 - The candidate who does not have a diploma or equivalent document of completion of the undergraduate or master's course may enroll as long as he/she submits a document from the Educational Institution of origin, attesting that he/she can complete it before the date set for enrollment.

§ 2 - The undergraduate diploma or certificate of completion of a master's degree, obtained in a foreign institution, must be presented with validation following the legislation in force.

## **SELECTION**

Article 26 - Candidates enrolled for the master's or doctoral degree will be submitted to a selection process, coordinated by a committee appointed by the Graduate Council, containing the following criteria:

I - Analysis of the curriculum vitae, prepared within the Lattes Platform;

II - For the master's degree: analysis of knowledge relevant to the area in which the Program is inserted and discussion of the research project. For the doctoral degree: arguing of the research project.

§ 1 - The criteria referred to in items I and II of Article 26 shall be defined in a specific notice of the selection process.

§ 2 - No member of the examining committee of the selection process may be related in the first or second degree, related and collateral, or be the candidate's spouse.

Article 27 - The candidate approved in the selection process and classified within the number of openings offered by the Program will be entitled to enrollment.

## **ENROLLMENT**

Article 28 - At the time of registration, the candidate must submit the following documents:

I - Completed application form;

II - Term of commitment of the post-graduate student;

III - Research project approved by the advisor, according to the Manual for Standardization of Dissertations and Theses: Graduate Program in Health and Aging - PPGSE of Famema;

IV - For the master's degree: a copy of the post-graduation diploma, accompanied by the respective academic transcript, referred to in item II, of article 25, if not delivered at the time of registration, observing the provisions of § 2 of article 25;

V - For the doctoral degree: a copy of the diploma of the master's course, accompanied by the respective academic transcript, referred to in item II, of article 25, if not delivered at the time of registration, observing the provisions of § 2 of article 25;



VI - A recent 3x4 photo;

VII - Declaration of compatibility of workloads, according to the plan of activities of the Stricto Sensu Academic Graduate Program in Health and Aging, with the agreement of the hierarchical superior, in case of employment relationship or concomitant course;

VIII - Proof of proficiency in the English language, as defined in a specific notice.

§ 1 - Candidates for the doctoral degree course are exempt from submitting the proof if, in the academic transcript of the master's degree, there is proficiency in the English language;

§ 2 - The candidate for a master's or doctoral degree may submit the certificate of proficiency in the English language issued by an official certification body, within the validity period, without fail, until the date of scheduling the qualification;

§ 3 - The delivery of the certificate of proficiency in the English language is waived to students who, during the master's or doctoral course, are approved in a proficiency test carried out by the Stricto sensu Academic Graduate Program in Health and Aging;

§ 4 - For candidates of foreign origin, with nationality of countries where Portuguese is not the official language, a certificate of proficiency in the Portuguese language issued by an official certification body, obtained in the last five years, must be submitted, in addition to proof of proficiency in the English language, if not a native speaker of that language.

Article 29 - Enrollment for the master's or doctoral degree will occur upon approval in the respective selection processes.

Sole Paragraph - Enrollment may be made at any time of the year and without the need for a selection process if the candidate has obtained a master's or doctoral scholarship from a funding agency and has proof of proficiency referred to in item VIII of article 28.

## **SCHOLARSHIPS**

Article 30 - The Stricto sensu Academic Graduate Program in Health and Aging provides students with social demand scholarships - CAPES (DS-CAPES Scholarship).

§ 1 - The number of scholarships made available annually is subject to the CAPES scholarship policy;

§ 2 - The scholarship selection process will be coordinated by the Graduate Council.

Article 31 - Scholarships will be awarded to students regularly enrolled and with active attendance in the Program, according to the following criteria:

I - Twenty percent of the available scholarships will be awarded by socioeconomic criteria to students from a family group with an income equal to or less than 1.0 minimum wage (one minimum wage) per capita;

II - The other scholarships will be granted primarily to students who do not have an employment relationship or other income;

III - In the case of granting the scholarship to students with an employment relationship, it must be in the area of education.

§ 1 - In case there is an equal condition between eligible candidates according to the criteria referred to in items I to III of this Article, the grade obtained in the selection process will be considered to break the tie;

§ 2 - Scholarships will be offered first to students enrolled in the Program for a longer time, provided that they can enjoy the scholarship for at least 6 (six) months.

§ 3 - The student will lose the right to the scholarship upon completing 24 months of the master's degree course and 36 months of the doctoral degree course, except when these have had their deadlines extended due to medical leave.

Article 32 - The following are the obligations of the scholarship holder:

I - Dedicating themselves fully (40h/week) to the academic and research activities required by the Program;

II - In case of accumulation of the receipt of the scholarship with an employment relationship, dedicating at least 20 hours/week to the Program, during business hours, and have a working day in the employment relationship of no more than 20 hours/week;

III - Having a satisfactory academic performance, following the standards defined by the Program;

IV - Not accumulating the perception of the scholarship awarded with others, national or international, of the same level, financed with federal resources;

V - Complying with other obligations related to the granting of scholarships, established by CAPES.

## **DISCIPLINES, COMPLEMENTARY ACTIVITIES AND CREDITS**

Article 33 - The disciplines of the Program will be offered annually.

Sole Paragraph - The Graduate Council may propose changes to the official calendar upon request.

Article 34 - The plan of activities for the master's and doctoral degrees must total the minimum number of credits recommended by the Program, through disciplines, and complementary activities agreed with the advisor, according to what is defined by the Graduate Council and the final paper.

Sole Paragraph - Credits to be obtained through elective courses may be fulfilled in other Programs, subject to the approval of the advisor and validation by the Graduate Council.

Article 35 - Each credit unit will correspond to 15 (fifteen) hours of academic-scientific activities.

Article 36 - The validation of credits related to the disciplines taken in the Program, as a special student, by the Graduate Council, may be carried out within two years after the conclusion thereof.

§ 1 - Concerning mandatory courses, this validation of credits may be up to 35% of the total required by the Program.

§ 2 - There may be validation of credits in complementary disciplines or activities carried out by the student who re-enters the Program.

Article 37 - The holder of the master's degree may take advantage of credits taken in disciplines for the doctoral degree, after analyzing the academic transcript of the master's degree and the relevance and coherence of these disciplines with the objectives of the Program.

§ 1 - For the holder of a master's degree obtained in the Program itself, up to 70% of the credits required for the doctoral degree in disciplines may be used from the master's degree. Under the same circumstances, up to 100% of the credits may be used in mandatory didactic activities from the master's degree.

§ 2 - For the holder of a master's degree obtained in another Program recommended by CAPES/MEC or abroad, subject to the provisions of § 2 of article 25, up to 52% of the credits required for the doctoral degree in disciplines may be used for the master's degree. In the same circumstances, up to 100% of the credits of mandatory didactic activities from the master's degree may be used.

## **STUDENT EVALUATION**

Article 38 - The evaluation of the student's performance in the disciplines shall be expressed according to the following concepts: A - excellent; B - good; C - regular; D - failed.

§ 1 - Grades A, B, and C entitle the student to the credits of the respective discipline, and the student is considered approved.

§ 2 - Grade D does not entitle the student to the credits of the respective discipline, and the student is considered to have failed.

§ 3 - Approval of the Program's activities is subject to a minimum attendance of 75%.

## **MASTER'S AND DOCTORAL RESEARCH PROJECT**

Article 39 - The student's research project must be prepared following the Manual for Standardization of Dissertations and Theses: Graduate Program in Health and Aging - PPGSE of Famema and forwarded by the advisor to the Graduate Council, within a maximum period of 6 (six) months after enrollment for proper review and approval.

§ 1 - Advisor and student, by mutual agreement, will choose the theme for the research project to be developed during the master's or doctoral program, provided that it is linked to one of the Program's lines of research.

§ 2 - The research project of the master's or doctoral degree may be carried out, partially or totally, outside Famema, with the knowledge of the Graduate Council and the consent of the advisor.

§ 3 - If there is a change or substitution of the research project, it must be submitted to the Graduate Council.

## **GENERAL QUALIFYING EXAM**

Article 40 - Before the defense of the dissertation or thesis, the student must submit to the general qualification exam.

§ 1 - The general qualification exam must be taken after the student has completed the credits, within 18 (eighteen) months after admission to the master's degree course and up to 36 (thirty-six) months after admission to the doctoral course.

§ 2 - The advisor shall submit to the Graduate Council a list of names composed of 3 (three) full members and 2 (two) alternates to compose the examining committee for the general qualification exam, with one full member and one alternate member external to the Program, all with a minimum degree of doctoral degree, the advisor being its natural member and president.

§ 3 - The date for the general qualification exam will be set by the Graduate Council, after hearing the advisor.

§ 4 - The general qualification exam shall consist of:

I - Evaluation of the preliminary version of the dissertation for the master's degree;

II - Evaluation of the preliminary version of the thesis for the doctoral degree.

§ 5 - The student will be considered approved or failed.

§ 6 - The unsuccessful student may repeat the general qualification exam only once, provided that it does not infringe on Article 46 of these internal regulations.

§ 7 - The members of the examining committee of the general qualification examination may not be related in the first or second degree, collateral or related, or be the student's spouse.

### **MASTER'S THESIS AND DOCTORAL THESIS**

Article 41 - Once the activities provided for in the curriculum have been completed, the necessary credits have been obtained and the general qualification exam has been approved, the student must submit:

§ 1 - For the master's degree, a dissertation in Portuguese about the research carried out accompanied by at least 01 (one) scientific manuscript from the dissertation, to be submitted to a scientific journal, with the student being the first author.

§ 2 - For the doctoral degree, an original thesis in Portuguese about the unpublished research carried out accompanied by at least 01 (one) scientific manuscript to be submitted for publication, arising from the thesis, and 01 (one) scientific article published in a scientific journal from the master's thesis, scientific initiation or course completion work, the student being the first author.

Article 42 - The dissertation and thesis must be written following the Manual of Standardization of Dissertations and Theses: Graduate Program in Health and Aging - PPGSE of Famema.

§ 1 - The student must submit a digital version of the master's dissertation or doctoral thesis, with a revised wording approved by the advisor, which will be defended before the examining committee referred to in article 40 of these internal regulations.

§ 2 - Within no more than 01 (one) month after the defense, the student must deliver 02 (two) printed copies of the final version of the dissertation or thesis in hardcover in green and doctoral degree font, accompanied by a digital copy of the dissertation or thesis (extension .pdf) and 01 (one) digital file (extension .doc), containing the abstract and keywords, in Portuguese and English, according to the Manual of Standardization of Dissertations and Theses: Graduate Program in Health and Aging - PPGSE of Famema, in addition to documents defined by the Graduate Council.

### **EXAMINING COMMITTEE OF THE DISSERTATION OR THESIS DEFENSE**

Article 43 - None of the members of the examining committee may be related in the first or second degree, related and collateral, or be the student's spouse.

Article 44 - For the constitution of the examining committee for the defense of a dissertation or thesis, the advisor shall forward a list of 03 (three) full members 02 (two) alternates for the master's degree, and 05 (five) full members and 03 (three) alternates for the doctoral degree, all with a doctoral degree or higher, and, for the master's degree, 01 (one) full member and 01 (one) alternate member and, for the doctoral degree, 02 (two) full members and 02 (two) alternate members must be external to the Program and from another institution.

§ 1 - The advisor will necessarily participate in and preside over the examining committee.

§ 2 - The advisor shall submit to the Graduate Council the list of names to compose the examining committee.

## **DISSERTATION OR THESIS DEFENSE**

Article 45 – The defense of a dissertation or thesis shall be carried out in a public session, in an oral presentation before the examining committee referred to in articles 43 and 44 of these internal regulations, followed by an argument by its members.

§ 1 - The system of presentation of the dissertation or thesis must be previously defined by the Graduate Council.

§ 2 - In the judgment of the dissertation or thesis, the approved or disapproved concept will be assigned.

I - In the event of approval, the approval of the final opinion of the examining committee and the award of the title of master or doctor shall be subject to the delivery of the final copy and other documents referred to in paragraph 2 of Article 42;

II - In case of failure, the student will have a maximum period of 30 (thirty) days to restructure the dissertation or thesis and submit to a new defense.

## **DEADLINES FOR DEFENDING A DISSERTATION OR THESIS**

Article 46 - The minimum deadlines for a defense shall be 12 (twelve) months for the master's degree and 24 (twenty-four) months for the doctoral degree, while the maximum deadlines shall be, respectively, 24 (twenty-four) months, for the master's degree, and 48 (forty-eight) months, for the doctoral degree, from the date of the beginning of the course.

Sole Paragraph - Cases of non-compliance with the deadlines will be analyzed by the Graduate Council.

## **STUDENT'S WITHDRAWAL**

Article 47 – Students may request leave of absence on duly justified exceptional occasions, such as maternity leave or health problems. The extension of the respective deadlines for the defense of a dissertation or thesis will be equivalent to the time of leave granted.

Article 48 - The student who leaves during a discipline or activity scheduled for reasons provided for in Article 47 of these internal regulations will have the right to replace activities and final evaluations defined by the responsible professor, with the consent of the Graduate Council.

Article 49 - Regular students with relative physical disabilities, incompatible with the attendance of the scheduled disciplines or activities, after verifying the necessary intellectual and emotional conditions, as well as the possibilities of the Program, will have the right to home exercises with the accompaniment of the responsible professor, as compensation for their absence.

## **STUDENT'S DISMISSAL**

Article 50 - The student will be dismissed from the Program in the event of one of the following situations, upon analysis by the Graduate Council:

I - Failure to comply with the deadlines established by the Program;

II - Failing, twice, in the general qualifying exam or the defense of a dissertation or thesis;

III - Having been sentenced in disciplinary proceedings, under the terms of the Famema Regulations;

IV - Having requested their termination.

## **PROGRAM SELF-ASSESSMENT**

Article 51 - The Program shall follow a self-assessment policy whose purpose is to support its strategic planning and monitor its quality.

§ 1 - The self-assessment process will be permanent and will include the participation of managers, professors, students, technical-administrative staff, and representatives of the external community;

§ 2 - The self-assessment process will be coordinated by the Graduate Council, assisted by an assessment team.

## **GENERAL PROVISIONS**

Article 52 - In cases not provided for in these internal regulations, the provisions related to Graduate Studies established in the FAMEMA Regulations shall prevail.

Sole Paragraph - Any omissions will be resolved by the Graduate Council.

A document electronically signed by **Valdeir Fagundes de Queiroz, Managing Director**, on 08/23/2024, at 2:31 pm, according to Brasília official time, based on [State Decree No. 67,641, of April 10, 2023](#).

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