

REGIMENT OF THE MASTER PROGRAM IN REHABILITATION SCIENCES OF THE FEDERAL UNIVERSITY OF SANTA CATARINA

TITLE I ORIGINAL PROVISIONS

Art. 1- The *Programa de Pós-Graduação em Ciências da Reabilitação* (PPG-CR) will be organized in a *stricto sensu* Master's degree course.

Single paragraph – The student who complies with the regulatory requirements established for PPG-CR will obtain the title of Master in Rehabilitation Sciences (MRSc).

Art. 2- PPG-CR, of the *Universidade Federal de Santa Catarina* (UFSC), has the following objectives:

I - training qualified personnel for the exercise of superior magisterium and critical and reflective researchers in the area of rehabilitation and related fields;

II - developing new knowledge in the area of Rehabilitation, aiming to contribute to the improvement of national and international institutions.

III - training high-level personnel, committed to the advancement of knowledge and innovation, for the exercise of academic teaching, research and extension, and other professional activities.

TITLE II DIDACTIC AND ADMINISTRATIVE COORDINATION OF GRADUATE PROGRAMS

CHAPTER I DIDACTIC COORDINATION

Section I General Provisions

Art. 3- Didactic coordination of PPG-CR will be up to the following boards bodies:

I - Full Board;

II - Delegated Board.

Section II Composition of the Boards

Art. 4- The composition of the Full Board is defined as Normative Resolution 95/CUn/2017 of April 4, 2017.

Art. 5- The Delegated Board of PPG-CR will have the following composition:

I – coordinator, as president, and sub-coordinator, as vice president;

II – professors accredited as permanent in the Program, two representatives per line of research (one permanent and one substitute), elected by the professors of their respective lines;

III – student representation, composed of a master's degree student per line of research, elected by their peers.

§1- In the elections for teaching representation all the professors, members of

the Full Board, must vote.

§2- The Coordinator, after heard the Board, will publish, fifteen days in advance, the elections public notice with its regulations, and will accept appeals within 72 hours.

§3- After the electoral process, the Coordinator will forward the list of names to the Direction Unit for issuing the designation ordinance.

§4- The term of office of the permanent and substitute members will be at least two years and a maximum of four years for professors, and one year for the students, and re-election is allowed in both cases.

Section III Boards Meetings

Art. 6- The Board will be summoned by the coordinator or at the request of at least 1/3 (one third) of its members, mentioning the matter which will be discussed, unless deemed secret, according to the president's judgment.

§ 1- The call must be made at least eight days in advance.

§ 2- Ordinary meetings of the full board will take place annually and those of the delegated board will take place quarterly.

§ 3- Extraordinary meetings will be convened at any time, whenever there is an urgency.

Art. 7- The meetings of the collegiate will always take place with the majority of its members, on an ordinary or extraordinary basis.

§ 1- The decisions of the Board will be taken with the vote of the majority of the members present, subject to the contrary provisions.

§ 2- The vote will be symbolic, nominal or secret, adopting the first form whenever one of the two other is not required or expressly foreseen.

§ 3- In addition to the common vote, the Presidents of the Deliberative Bodies will have, in the event of a tie, the casting vote.

§ 4- In the event of vacancy, a substitute will replace the position of a permanent representative.

§ 5- Any member who has three consecutive or six alternate absences without justification will be automatically disconnected from the Delegated Board and replaced by their substitute.

Art. 8- The powers of the Full and Delegated Boards are defined as Normative Resolution 95/CUn/2017 of April 4, 2017.

CHAPTER II ADMINISTRATIVE COORDINATION

Section I Coordination Powers

Art. 9- The coordinator's powers are defined according to Normative Resolution 95/CUn/2017.

Art. 10- It is up to the sub-coordinator:

I – replacing the coordinator in their absences or impediments;

II – assisting the coordinator in carrying out planning and annual reporting;

III – monitoring and coordinating the development of teaching programs and evaluations of the courses offered.

Single paragraph. In the vacancy of the position of coordinator or sub-coordinator, the current legislation of UFSC will be respected.

CHAPTER III FACULTY MEMBERS

Art. 11- The accreditation and reaccreditation of the professors of graduate courses will observe the requirements in Resolution 95/CUn/2017 of April 4, 2017, and the specific criteria established by the Full Board on the Program resolution.

TITLE III ACADEMIC ORGANIZATION

CHAPTER I GENERAL PROVISIONS

Section I Course Duration

Art. 12- The master's degree course will have a minimum length of twelve and a maximum of twenty-four months.

Single paragraph. Exceptionally to the provisions of the National Postgraduate System, with a justified request of the student and their supervisor consent, the deadlines referred to in the *caput* of this article may be anticipated, upon decision of the Delegate Board and the Postgraduate Chamber.

Section II Leave of absence

Art. 13- In cases of leave due to personal or member of the family health treatment, which prevents the student from participating in the course activities, the deadlines referred to in the *caput* of art. 12 may be suspended, upon request of the student, duly proven by a medical certificate endorsed by the official medical expertise of the University.

§ 1- Member of the family, who justify the student's leave, refers to spouse or partner, parents, children, stepfather or stepmother, stepdaughter or dependent who are supported by the student, duly proven.

§ 2- The leave due to family member health treatment may be for up to 90 days.

Art. 14- Maternity or paternity leave shall be granted for a period equivalent to that allowed to federal public servants, upon presentation of a birth or adoption certificate, to the *Secretaria Integrada de Pós-Graduação do Centro de Ciências, Tecnológicas e da Saúde* of Campus Araranguá

TITLE IV CURRICULUM

Art. 15- The PPG-CR will offer a curriculum of a harmonic set of courses, in

order to improve the already acquired students training and enable them to develop studies and research within the area.

Art. 16- The courses of the master's program, regardless of their theoretical or practical character, are classified in the following modalities:

- I- Mandatory courses: courses considered indispensable to students' training;
- II- Elective courses: courses that complement students' training;
- III- Teaching Internship: course offered as determined by the specific resolution of the Postgraduate Chamber and specific resolution of PPG-CR.

CHAPTER I WORKLOAD AND CREDIT SYSTEM

Art. 17- The master's program will consist of courses and the dissertatoin linked with the PPG-CR Concentration Area.

§ 1 - Each course will have a number of credits;

§ 2- Credits in courses will include theoretical classes, practical classes, guided work and teaching internships, duly recorded;

§ 3 - Each credit unit corresponds to fifteen theoretical class hours or forty-five hours of oriented work, duly recorded;

§ 4 - Students must comply with an activity plan drawn up together with their supervisor. This activity program should be presented to the Delegated Board;

§ 5- When judged appropriate for student's training, elective courses of other Postgraduate Courses may be included in PPG-CR student's activities;

Art. 18- The master's course will have a workload of twenty-four credits, at least eighteen credits related to mandatory and optional courses and six credits related to the completion of the master's thesis.

Art. 19- At the request of the student and with the consent of the supervisor, credits obtained in postgraduate courses of foreign institutions and in courses of *stricto sensu* postgraduate courses accredited by *Coordenação de Aperfeiçoamento de Pessoal de Nível Superior* (CAPES) may be validated, through approval of the Delegate Board.

Single paragraph. The Delegate Board will edit specific resolution defining equivalence rules to adopt concepts of the revalidated courses, maximum number of credits to be revalidated for the master's degree, maximum expiration date of the credits obtained, and other requirements for credits validation dealt in the caput of this article.

CHAPTER II LANGUAGE PROFICIENCY

Art. 20- Proficiency proof in a foreign language will be required and may occur at the time of first enrollment in the course or throughout the first academic year.

§ 1 - The first foreign language will necessarily be English.

§ 2 - The study of foreign languages for proficiency approval does not generate the right to credits in the program.

§ 3 - Foreign students of graduate programs should also prove proficiency in Portuguese.

TITLE V

SCHOOL SCHEME

CHAPTER I ADMISSION

Art. 21- PPG-CR applicants must meet the following minimum requirements for admission:

- I- Complete undergraduate course in areas related to PPG-CR Concentration;
- II- Diplomas obtained abroad must follow the rules of recognition and revalidation in force at UFSC.
- III- Submit, within the prescribed time limits, the required documentation.

Art. 22- A Commission appointed by the Delegate Collegiate will analyze the applicant's requirement for entry into the PPG-CR.

Single paragraph. The PPG-CR will publish student selection notice establishing the number of vacancies, deadlines, evaluation form and selection criteria and required documentation.

CHAPTER II SUPERVISOR AND JOINT SUPERVISOR

Art. 23- Every student admitted to PPG-CR will have, from their admission, the supervision of a PPG-CR professor, who may be replaced, in the interest of one of the parties.

§ 1- The maximum number of supervised students per teacher at any level will comply with the Sistema Nacional de Pós-Graduação guidelines.

§ 2- The student may not be able to have as a supervisor:

- I - Spouse or partner;
- II - Ascending, descending or collateral family member up to the third degree, either with consanguinity, affinity or adoption relationship;
- III - Partner in professional activity;

§ 3- In joint supervision regime, the Delegate Board must approve the external supervision, in compliance with the specific legislation.

§ 4- The student may not remain enrolled without the assistance of a supervisor professor for more than 30 days.

Art. 24- The supervisor will be defined at the selection process registration.

§ 1- The applicant will primarily compete for the vacancy opened by the professor they indicated as a supervisor at the time of registration in the selection process.

§ 2- The Selection Committee may decide the applicant will have a supervisor professor different from the one chosen by the applicant at the time of registration, if there is mutual acceptance of the professor and the applicant.

Art. 25- It is up to the supervisor:

- I- supervising the student in the organization of their study plan, as well as assisting them in their post-graduate education;
- II- monitor the performance of the research work in all its phases.
- III- choose, when desirable, in common according to the student and to meet the conveniences of their training, a joint supervisor with a PhD, belonging or not to the UFSC board, for the thesis;
- IV- guide and authorize the enrollment of the student in academic activities every six months through access to the enrollment system;

V- stimulate the student to elaborate and send scientific articles for publication in journals indexed and classified in superior *Qualis* in the area of PPG- CR.

VI- review and approve the final writing of the thesis, before the defense.

VII- request the coordination of the program measures to carry out a Qualification Examination and the dissertation public defense.

VIII- carry out other activities defined in this PPG-CR Regulation.

Art. 26- To elaborate the thesis every student must have a supervisor accredited by PPG-CR.

Single paragraph. The student may also have a joint supervisor, internal or external to UFSC, authorized by the supervisor and approved by the Delegated Board.

Art. 27- The supervisor chosen must formally express their agreement to carry out the master's degree supervision of the student.

§ 1- The student may request, in a reasoned application and addressed to the Delegated Board, to change the supervisor;

§ 2- The supervisor may request, in a reasoned application and addressed to the Delegated Board, to interrupt the supervision;

§ 3- In cases of supervisor change or supervision interruption, the coordinator shall arrange the appointment of a supervisor responsible for the student until the definitive replacement, decided by the Delegated Board.

§ 4- In exceptional cases involving ethical conflicts, treated confidentially, the coordination of the program will promote the new link.

CHAPTER III REGISTRATION

Art. 28- The implementation of the first registration, by presenting the documents required in the selection public notice, will define the beginning of the student's link to PPG-CR.

§ 1- The effective date of the entry registration will correspond to the beginning of the student's activities the first day of the school period, according to the academic calendar.

§ 2- To register, the applicant must have been selected by PPG-CR.

§ 3 - The student cannot enroll simultaneously in more than one *stricto sensu* graduate program of public institutions.

Art. 29- A professor accredited by the course will supervise each student's activities.

Art. 30- To register the master's thesis, the student must have completed the 18 credits of the courses;

Art. 31- The student must register in courses and other academic activities within the deadlines established in the periodic programming of PPG-CR.

§ 1- Registration of foreign students and their renewals will depend on the presentation of a current student visa, permanent visa or declaration of the Federal Police, attesting to a regular situation in the country for this purpose.

§ 2 - Registration under co-supervision will be effected by a convention signed between the institutions involved, in line with the provisions of the specific resolution regulating the matter.

§ 3 - Registration of students in mobility or exchange programs will be accepted

upon terms of commitment between supervisor or guardians, with the approval of the PPG-CR coordination.

Art. 32- Students with completed or ongoing undergraduate course may require registration in isolated courses.

Single paragraph. The Delegated Board will define in a specific resolution the criteria for courses validation and for registration in isolated courses.

CHAPTER IV WITHDRAWAL AND EXTENSION

Art. 33- The student's flow in the courses will be defined in accordance with Article 11 and may be increased by up to 50%, through withdrawal and extension mechanisms, except for maternity leave and health leave duly proven by a report from the medical board of the UFSC.

Art. 34- The postgraduate student may withdraw for up to twelve months, in complete school periods, with a minimum of one school period.

§ 1 - Withdrawal may be cancelled at any time, safeguarding the minimum period defined in the *caput* of this article, or at any time, for the thesis defense.

§ 2 - Withdrawal will not be allowed under the following conditions:

I - in the first and last school period;

II - in period of extension of the deadline for course completion.

Art. 35- Extension is understood as an exceptional prorogation of the maximum period provided for in Art. 28, upon approval by the Delegated Board.

Single paragraph. The student may request a deadline, in compliance with the following conditions:

I – for up to 12 months, discounted the withdrawal period, for master's students;

II - the request must be accompanied by the supervisor agreement;

III – the extension request must be registered in the secretariat at least ninety days before the maximum completion period of the course.

CHAPTER V CEASE

Art. 36- The student will have their registration automatically cancelled and will be disconnected from the postgraduate program in the following situations:

I – when stop registering for two consecutive periods, without being in a withdrawal basis;

II – when failing two courses;

III – when failing the thesis exam;

IV – when passing the maximum deadline for the course completion;

Single paragraph. The situations defined in the *caput* will have the right of defense of up to 15 working days, from the official notification aware.

CHAPTER VI FREQUENCY AND EVALUATION OF EQUIVALENCE

Art. 37- Frequency is mandatory and may not be less than seventy-five percent of the scheduled workload, by course or activity.

Single paragraph. The student who obtains frequency, in the form of the *caput* of

this article, will do justice to the credits corresponding to the courses or activities, since they obtain approval marks.

Art. 38- Approval marks will be from 0 (zero) to 10.0 (ten), considering 7.0 (seven) the minimum approval marks.

§ 1 - The marks will be given with half-point accuracy, rounding them in two decimal places.

§ 2 - The equivalence index will be calculated by the weighted average between the number of credits and the final mark obtained in each course or academic activity.

§ 3 - Concept "I" (incomplete) can be assigned in situations where, for various reasons, the student did not complete their activities in the period provided for or cannot carry out the expected evaluation.

§ 4 - Concept I may only apply until the end of the school period following its application.

§ 5 - After the period referred to in Paragraph 4, the professor must record the student's mark.

Art. 39- The student who meets the following requirements will be approved in the Master's Degree:

I – obtaining a minimum number of eighteen credits in courses;

II –index, obtained in the courses, not less than 7.0 (seven);

III –proof of English proficiency;

IV - approval in the Qualifying Exam;

I- approval in the thesis defense, when they will get six credits related to the Master's Thesis;

II – the Delegated Board may ask for other requirements and establish them in a specific resolution.

CHAPTER VII COURSE COMPLETION WORK

Section I General Provisions

Art. 40- The master's thesis will be an academic work compatible with the PPG-CR Concentration Area.

Art. 41- The student with index of less than 7.0 (seven) will not undergo the defense of the course completion work.

Art. 42- The thesis will be written in Portuguese.

Single paragraph. In special cases in which the thesis has to be written in another language, the Delegated Board may authorize the foreign language work, since the expanded summary and keywords are kept in Portuguese.

Section II Qualification

Art. 43- The Qualification Exam is mandatory for the master's student.

Art. 44- The request for the Master's Qualification Exam must be forwarded to

the *Secretaria Integrada de Pós-Graduação do Centro de Ciências, Tecnológicas e da Saúde* of Campus Araranguá until the 8th month, counted from the date of the student's registration.

Art. 45- The specifications for the Qualification Exam are set out in the Standard No. 03/PPGCR/2016.

Section III Defense of the Course Conclusion Work

Art. 46- After elaborating the dissertation and fulfilling the other requirements for the completion of the course, the student must defend it in a public and face-to-face session, before an examining board consisting of specialists, approved by the Delegate Collegiate.

Art. 47- The specifications for the Defense Examination are set out in the Standard No 4/PPGCR/2016.

Art. 48- Exceptionally, when the content of the course completion work involves knowledge that can be protected by intellectual property rights, attested by the body responsible for intellectual property management at the University, the defense will take place in a closed session, upon the supervisor and the applicant request, approved by the coordination of the Program.

§ 1- For the purposes of the *caput* provisions in this article, the defense will be preceded by the formalization of a document including confidentiality and secrecy clauses to be signed by all members of the board of examiners.

§ 2 - By closed session, it is understood that the public must sign a confidentiality commitment term.

Art. 49- The following experts may be part of the board of examiner of the conclusion work:

I - accredited professors of the program;

II - professors of other related postgraduate programs;

III - professionals with a PhD or notorious knowledge;

§ 1 – Those who cannot be examiners of the concluding work are:

(a) Supervisor and joint supervisor of the completion work;

b) Spouse or companion of the supervisor or student;

(c) Ascending, descending or collateral family member up to the third degree, either consanguinity, affinity or adoption related to the supervisor or the student;

d) Partner in professional activity of the supervisor or student.

§ 2 - In exceptional cases relating to impediments to paragraph 1 of this article, the Delegated Board may evaluate and authorize the participation of an examiner.

Art. 50- The examination board must comply with the following composition: at least two permanent members, and at least one member of the PPG-CR and one member external to the PPG-CR must be present.

§ 1 - In exceptional cases, in addition to the minimum number provided for in this article, the Delegated Board may accept a person of recognized knowledge in the specific area, without formal titration to integrate the examining board.

§ 2 - Two substitute members will also be appointed, one internal, obligatorily, and at least one external.

§ 3 - The presidency of the defense board, exercised by the supervisor or joint supervisor, will be responsible for conducting the work and, in case of a tie, to exercise the casting vote.

§ 4° Members of the board of examiners may participate through real-time audio and video interaction systems.

§ 5° The completion work board of examiners will be designated by the coordinator of the postgraduate program and approved by the Delegate Collegiate.

Art. 51- The examination board decision will correspond to the decision of the majority of its members, and the result of the defense may be:

I – Approved the inquiry and version of the final work for defense without changes.

II – Approved the inquiry with improvement modifications in the final version of the work presented in defense.

III – Approved the inquiry, conditioning the defense approval to substantial changes in the version of the final work.

IV – Failed, in the inquiry and/or in the written work.

§ 1 - In the situation provided for in item I, the student must deliver a definitive version of the dissertation within thirty days of the defense.

§ 2 - In the case of items II and III the Presidency will include a document, annexed to the minutes of defense, explaining the modifications required in the final work version signed by the members of the board.

§ 3 - In the case of item II, the final version of the final work, with the modifications of improvement approved by the supervisor, respecting the document referred to in Paragraph 2 of this article will be delivered within 60 days of the date of the defense.

§ 4 - In the case of item III, the definitive version with substantial changes in the text approved by the majority of the board, will be delivered to the supervisor within 60 days, counted from the date of the defense. The supervisor will be responsible for attest to compliance with the modifications respecting the document referred to in Paragraph 2 of this article.

§ 5 - The definitive version of the dissertation must be delivered to BU-UFSC.

§ 6° In the event of non-compliance with the conditions laid down in paragraphs 3 and 4, within the stipulated period, the student will fail.

CHAPTER VIII GRANTING MASTER'S DEGREE

Art. 52- The student will receive the title of Master if they meet, within the prescribed deadlines, the requirements of Normative Resolution No. 95/CUn/2017 and of this regiment.

§ 1 - The delivery of the definitive version of the approved completion work determines the end of the graduate student's link with UFSC.

§ 2 – After completing all the formalities necessary for the course completion, the coordination will forward the request of diploma issue, according to guidelines established by the Pro-Rector of Post-Graduate Studies.

TITLE V TRANSITIONAL AND FINAL PROVISIONS

Art. 53- Omitted cases will be resolved by the PPG-CR Delegate Collegiate in line with Normative Resolution No. 95/CUn/2017.

Art. 54- This rules apply to all PPG-CR students, with respect to the exceptions

set out in this article:

I – For students entering before 2017, item II of Art. 58 will be applied in the following way:

a) Courses marks higher than 85%.

II – Article 58 does not apply to students entering before 2017.

Art. 55- This rules will enter into force on the date of its publication in the Official Bulletin of UFSC, after the Postgraduate Chamber approval, in accordance with Normative Resolution No. 95/CUn/2017.