



DEPARTMENT OF SCIENCE, TECHNOLOGY AND INNOVATION

MARÍLIA MEDICAL SCHOOL



Marília Medical School (FAMEMA)

Directorate of Graduate Studies

Ordinance - FAMEMA

Process Number: 141.00000655/2024-40

Interested Party: Marília Medical School

Subject: FAMEMA Ordinance no. 0037389446

Update to the Internal Regulation of the Graduate Program in Health Teaching (PPGES) Professional Master's Degree at the Marília Medical School – FAMEMA among other provisions.

The General Director of FAMEMA Prof. Dr. Valdeir Fagundes de Queiroz in the exercise of his legal and regulatory duties:

Considering the SEI process 141.00000655/2024-40;

Considering the Congregation Deliberation no. 2 in the meeting of August 8, 2024, which approved the update to the Internal Regulation of the Graduate Program in Health Teaching - PPGES Professional Master's Degree at FAMEMA.

Determines:

Article 1 - The Internal Regulation of the Graduate Program in Health Teaching (PPGES) Professional Master's Degree at Marília Medical School– FAMEMA is hereby established as per the annex.

Article 2 - This Ordinance shall take effect on the date of its publication, revoking any provisions to the contrary, especially the Regulation of the Graduate Course Stricto Sensu Professional Master's in Health Teaching at FAMEMA, approved by the Congregation of FAMEMA in the meeting of April 1, 2013.

Marília, SP, on the date of the digital signature.

PROF. DR. VALDEIR FAGUNDES DE QUEIROZ
General Director of FAMEMA



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ANNEX

INTERNAL REGULATION OF THE GRADUATE PROGRAM IN HEALTH TEACHING (PPGES) PROFESSIONAL MASTER'S DEGREE AT MARÍLIA MEDICAL SCHOOL (FAMEMA)

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Objectives

Article 1 - The Stricto Sensu Graduate Program in Health Teaching – PPGES - Professional Master's Degree, accredited by the *Coordenação de Aperfeiçoamento de Pessoal de Nível Superior* (Capes) in the large multidisciplinary interdisciplinary area, aims to promote the formation of specialized human resources to work in the area of health care, teaching, and research.

§1 The graduate student who meets the regulatory requirements established for the Master's degree will be conferred the title of Master of Health Teaching.

Article 2 – The PPGES, accredited in the Interdisciplinary Area by Capes, includes the Professional Master's program.

Graduate Council

Article 3 - The Council of the Graduate Program in Health Teaching will consist of:

I - Coordinator of the Graduate Program in Health Teaching, who presides over it, designated as established in §1 of art. 62 of the FAMEMA Internal Statutes;

II - Vice Coordinator of the Graduate Program in Health Teaching;

III - Three representatives of the permanent faculty;

IV - One representative of the student body.

§ 1 - Each member of the PPGES Council will have an alternate who is requested by the Coordinator to attend and replace them in their absences and impediments.

§ 2 - The permanent and collaborating faculty members of the Council will be selected from among their peers and this appointment will be ratified by the FAMEMA Director of Graduate and Research for a term of 4 (four) years, with the possibility of reappointment for another 4 (four) years.

§ 3 - The student representative will be selected from among their peers. The appointment will be ratified by the FAMEMA Director of Graduate and Research with a term of one year, with the possibility of one single reappointment.

Article 4 – Responsibilities of the Council of the Graduate Program in Health Teaching:

I - Promote the dissemination of the Program in conjunction with the FAMEMA Graduate and Research Office;

II - Determine the annual number of vacancies to be offered by the program;

III - Appoint the Selection Committee for the Master's applicants;



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IV - Coordinate the processes of applicant selection, qualifying examination, and thesis defense;

V - Develop the academic calendar for the Program;

VI - Propose necessary modifications to the program structure;

VII - Decide on program enrollment, course registration, advisor replacement, program enrollment suspension, and course withdrawal approval;

VIII - Define the list of advisors for the academic term;

IX - Approve the inclusion and removal of courses in the Master's program;

X - Approve the admission of special students, with the consent of the faculty member responsible for the course;

XI - Approve accreditation and de-accreditation requests for permanent and collaborating faculty in the program;

XII - Modify accreditation and de-accreditation criteria for faculty/researchers in the program;

XIII - Assess the development of research and scientific output;

XIV - Approve the research project of each graduate student and any changes to it;

XV - Ratify the disenrollment of the graduate student as referred to in Article 50;

XVI - Approve the composition of the qualifying and thesis defense examination committee;

XVII - Ratify reports related to the program;

XVIII - Ratify the leave of absence of the graduate student as referred to in Article 47 of this Internal Regulation;

XIX - Decide on appeals and petitions addressed to the council;

XX - Decide on the validation of credits obtained by the graduate student outside the program, considering their relevance and coherence;

XXI - Facilitate the integration of graduate, undergraduate, and extension activities.

Article 5 - The Council shall meet weekly and extraordinarily when convened by the Program Coordinator or by two-thirds of its members.

§ 1- Failure to attend three consecutive or four non-consecutive sessions without justification will result in removal from the Graduate Council.



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§ 2 – If removal occurs before the halfway point of the elective term, new elections will be held to fill the vacant position.

§ 3 – If removal occurs after the halfway point of the elective term, the alternate will assume the position until the end of the term.

Program Coordinator

Article 6 - The Coordinator of the Graduate Program in Health Teaching will be selected by among the permanent professors and students of the Program in a direct election, observed the proportionality provided for in article 19 of the FAMEMA Internal Statutes for a term of four years, with the possibility of one single reappointment, and will have the following responsibilities:

I - Convene and preside over the meetings of the Graduate Council;

II - Coordinate the data collection for the preparation of Institutional reports and those recommended by Capes;

III - Organize the agendas of Council meetings of the Graduate Program in Health Teaching;

IV - Represent the program before authorities and class bodies;

V - Guide, coordinate and supervise the activities of the program, as well as forward the decisions made to the competent bodies;

VI - Monitor the compliance of norms, the fulfillment of teaching plans of the Program, and the issuance of other coordination projects;

VII - Ensure and enforce, within the scope of the Program, all legal decisions and norms issued by higher competent bodies.

Vice Coordinator of the Program

Article 7 - The Vice Coordinator of the Graduate Program in Health Teaching will be selected by among the permanent professors and students of the Program in a direct election, observed the proportionality provided for in article 19 of the FAMEMA Statutes for a term of four years, with the possibility of one reappointment, and will have the following responsibilities:

I - Replace the coordinator of the Program in case of absences and legal impediments;

II - Collaborate with the Coordinator in the data collection for the preparation of Institutional reports and those recommended by Capes;



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III – Continuously assess the development of the Program and the administrative activities within his/her responsibility together with the Coordinator.

Graduate Secretariat – Stricto Sensu

Article 8 - The responsibilities of the Secretariat of the Graduate Program in Health Teaching include:

I - Assist the Coordination of the Graduate Program in Health Teaching and the Graduate Assessment Team;

II - Collect, analyze, and disseminate information regarding legislation related to the Graduate Program in Health Teaching;

III - Maintain records of academic activities;

IV - Maintain records and registrations of graduate students and professors updated;

V - Contribute to the planning, execution, and control of the selection process, enrollment, statements, qualifying examination, defense, preparation of transcripts, and diploma of Graduates;

VI - Prepare and disseminate information related to the development of activities of the Graduate Program in Health Teaching;

VII - Manage the assets under their responsibility;

VIII - Secretary events, prepare minutes and institutional reports, and those by Capes;

IX - Assist the professors, graduates, and guest/visiting professors in academic activities as well as guide the preparation of financial reports to funding agencies;

X - Perform other functions assigned to them.

Faculty

Article 9 - The faculty of the Graduate Program in Health Teaching will consist of researchers with academic qualifications equal to or higher than a Doctorate, linked to FAMEMA or other Higher Education or Research Institutions, whether or not formally linked in Brazil or abroad, classified according to the following categories:

I - Permanent Faculty: professor or researcher, with or without employment ties with FAMEMA, who acts as an advisor to the graduate student as well as develops research and teaches subjects related to the Graduate Program in Health Teaching.



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II - Collaborating Faculty: professor or researcher, not necessarily linked to FAMEMA, who develops up to two of the three activities highlighted in the previous item.

III - Visiting Faculty: professor or researcher with functional ties to other public or private institutions, released from activities by the Institution of origin to collaborate for a continuous period of time and in a full-time regime on a research project and/or teaching activity in the program, allowed to act as advisors in extension activities.

IV - Co-Advisor: professor or researcher, not necessarily linked to FAMEMA, who carries out advisory activities in conjunction with the advisor.

Article 10- The responsibilities of the Permanent Faculty include, among others:

I - Offer at least one course annually or every two years in the Graduate Program in Health Teaching;

II - Participate in a research project of the Program;

III - Advise the graduate student in one of the research lines of the Graduate Program in Health Teaching;

IV - Regularly participate in meetings and activities of the Program and actively contribute to the actions related to it;

V - Participate in activities along with undergraduate and extension activities recommended by the program;

VI - Comply with the deadlines related to requests for documents pertinent to the assessment and progress of the program to be presented to Capes.

Article 11 - The responsibilities of the Collaborating Faculty include, among others, those of the Permanent Faculty mentioned in Article 10; however:

Single Paragraph - They may not simultaneously advise, teach courses, and develop research projects.

Article 12 - The responsibilities of the Visiting Faculty include, among others:

I - Collaborate with the development of research projects;

II - Collaborate with teaching activities of the Program;

III - Advise extension activities.



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Article 13 - The responsibilities of the Co-Advisor include, among others, collaborating with the activities of the advisor referred to in Article 16.

Article 14 - The criteria for crediting and discrediting faculty and advisors in the program are:

§ 1 - For crediting:

I - Permanent Faculty:

- a) Develop teaching and/or research activities in undergraduate programs;
- b) Present an average of at least one journal publication per year over the last four years. Of these publications, at least two must be in journals ranked with a Capes Qualis B1 or higher, according to the Capes Journals rank or similar.
- c) Propose a course related to the research lines of the Program;
- d) Provide an updated Lattes Curriculum when requested by the Coordination.

II - Collaborating Faculty:

The Collaborating Faculty must have systematically participated in the development of research projects or teaching or extension activities and/or advising of graduate students, regardless of whether they have a formal link with the Institution.

III - Visiting Faculty:

- a) Release from activities by the institution of origin to collaborate for a continuous period of time and in a full-time regime on a research project, extension, and/or teaching activity in the Program;
- b) Celebration of an agreement or equivalent instrument signed between the two institutions without cost to FAMEMA.

IV - Co-Advisor:

- a) Be invited by the Advisor;
- b) Be a professor/researcher with a minimum qualification of Doctorate;
- c) Be approved by the Program's Graduate Council;
- d) Have proven experience in areas of knowledge that can expand the scope and promote the interdisciplinarity of the research project.

§ 2 - For discrediting:

The permanent faculty will be discredited from the Program after analysis by the PPGES Council when they incur any of the following situations:



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I - Not offering a course in the Program for more than two consecutive years;

II - Not advising a graduate student for more than one year;

III - Not meeting the publication criteria specified in item b, of §1, of Article 14.

§ 3 - The discrediting of advisors may be postponed until the end of ongoing advisories, but they may not take on new advisories.

§ 4 - For recrediting:

The faculty member requesting recrediting, in addition to the criteria specified in item b, of §1, of Article 14, must offer a course in the Program at the time of the recrediting request.

Article 15 - Requests for crediting, discrediting, and recrediting in any faculty category will be submitted for appreciation by the Graduate Council, observing the needs of the Program.

Single Paragraph - The process of crediting and recrediting of faculty as referred to in §1, of Article 14 will be continuous, and the discrediting referred to in §2, of Article 14 will occur annually.

Advisor

Article 16 - The responsibilities of the advisor include:

I - Monitor the development of the research work and technical product at all its stages;

II - Guide the preparation and submission of the scientific article for publication in an indexed journal with at least a B1 Qualis rank;

III - Develop and promote the graduate student's activity plan during the academic period of the Program;

IV - Review and approve the final writing of the thesis before and after the defense.

Article 17 - A list of advisors for consultation by interested parties will be made available prior to the enrollment period by the Council of the Graduate Program in Health Teaching, considering the permanent and collaborating faculty categories.

§ 1 - The advisor shall formalize the choice of their advisee after enrollment.



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§ 2 - Changes of advisors must be analyzed and approved by the Council of the Graduate Program in Health Teaching.

§ 3 - The advisor cannot have a first or second-degree familial relationship, by marriage or be the spouse of the graduate student.

Article 18 – The maximum number of advisees per advisor may be up to four. Exceptionally, with justification from the advisor, authorization to advise more than four may be submitted to the Council of the Graduate Program in Health Teaching.

Article 19 – The advisor, together with the advisee, will define an activity plan including:

I - List of courses with their respective numbers of credit;

II - Complementary activities such as: participation in scientific, technical-technological events, workshops, among others;

III - Schedule for the development of the project and the technical product, including the preparation and submission of the scientific article for publication and the deposit of the technical product in the Institutional Repository.

§ 1 - The activity plan may be modified by the graduate student with the consent of the advisor, sent to the Coordinator of the Program, and subsequently approved by the Council of the Graduate Program in Health Teaching.

§ 2- The graduate student may be able to request to the Council of the Graduate Program in Health Teaching the withdrawal from a maximum of two courses on an exceptional basis.

Student Body

Article 20 - The student body consists of Graduates regularly enrolled in the Graduate Program in Health Teaching.

Single Paragraph - The student body is subject to the disciplinary statutes provided for in the FAMEMA Internal Statutes.

Article 21 –Special students may be admitted to enroll in courses of the Program under the following conditions:

I - Regular students linked to other programs provided there is an available vacancy in the course with the consent of the responsible teacher and the Council of the Graduate Program in Health Teaching;

II - Applicants not linked to Graduate Programs provided there is a vacancy in the course with the agreement of the Council of the Graduate Program in Health Teaching with the presentation of the academic transcript and curriculum on the



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Lattes platform and the consent of the professor responsible for the course as per the call for applications.

Single Paragraph – Special students must meet the same requirements as regularly enrolled students regarding participation in courses offered by the Program.

Frequency of the Selection Process and Number of Vacancies

Article 22- The selection process for the master's program will occur annually.

Article 23 - The number of vacancies offered in the selection process will be determined annually and will adhere to a minimum ratio of one vacancy per permanent faculty member.

Single Paragraph – The distribution of these vacancies will be defined based on the availability of advisors and the needs of the Program.

Article 24 - The Graduate program in Health Teaching (PPGES) Professional Master's will adopt its own affirmative actions and will allocate 10% of the vacancies offered annually in the selection process to applicants who have completed high school in public schools, who self-identify as Black, Brown, Indigenous (BBI), and/or persons with disabilities (PWD).

§ 1- The vacancies designated for affirmative actions that are not filled due to the lack of qualified applicants will revert to other applicants in the general classification list, following the descending order of the scores obtained in the selection process.

§ 2 - The criteria for validation and selection of applicants for affirmative action vacancies will be defined in a specific call for applications.

§ 3 - Students admitted under affirmative actions are subject to the same regulations as other students in the Program regarding the development of their activities as stipulated in this Internal Regulation.

REGISTRATION IN THE SELECTION PROCESS

Article 25 - For registration in the selection process, the applicant must present:

I - Registration form;

II - Copy of the diploma or certificate of completion of undergraduate studies and the corresponding academic transcript;

III - Curriculum updated on the Lattes Platform, properly documented;

IV - Identity document (ID);



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V - Voter's Registration Card;

VI - Individual Taxpayer Registry (CPF);

VII - A recent 3x4 photograph;

VIII - Proof of payment of the registration fee, following the terms of State Law No. 12,782 of December 20, 2007;

IX - Pre-project related to the field of Health Teaching;

X - Proof of passing an English proficiency exam as per the guidelines established in the selection process call. If the applicant does not possess the English Language Proficiency Exam, FAMEMA will offer a test to assess this proficiency. Only applicants who pass will proceed in the selection process.

§ 1 - Foreign applicants are exempt from presenting the documents referred to in items V and VI. The document referred to in item IV must be replaced by the National Foreigner Registry (RNE) or application protocol.

§ 2 - The diploma and academic transcript obtained at a Foreign Institution must be presented with validation according to current legislation.

Selection

Article 26 - Applicants registered for the PPGES will undergo a selection process coordinated by a commission designated by the Program Council, which includes the following criteria:

- a) Analysis of the curriculum on the Lattes Platform;
- b) Analysis of the pre-project submitted at the time of registration;
- c) Oral questioning with the applicant about the research project;
- d) Critical analysis of texts or scientific materials written in Portuguese related to the research lines of the Program.

Single Paragraph - Members of the selection commission cannot have a familial relationship up to the second degree, by marriage, or be a spouse of the candidate.

Article 27 - The applicant approved in the selection process and classified within the number of vacancies offered has the right to enroll.

Article 28 - FAMEMA will make efforts to fill all the annual vacancies in the PPGES, conducting a simplified selection process in exceptional cases if necessary.



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Enrollment

Article 29 - At the time of enrollment, the applicant must present the following documents:

I - Enrollment request;

II - Agreement between the parties: a declaration of compatibility of schedules as per the activity plan of the Graduate Program in Health Teaching – Professional Master's, with the agreement of the supervisor/manager in case of employment or concurrent course;

III - Diploma or equivalent document referred to in item II of Article 25, if not submitted at the time of registration.

Article 30 - The enrollment regime for the Master's program will be annual.

Courses, Complementary Activities, and Credits

Article 31 - Courses may be offered in two or more periods during the program.

Single Paragraph - The PPGES Council may propose to the Graduate Program Directorate a special schedule for offering courses for each academic period.

Article 32 - The activity plan for the PPGES must total at least 50 credit units, with 18 in compulsory courses, 12 in elective courses and/or complementary activities, and 20 credits for the thesis and technical product.

§ 1 - The regularly enrolled graduate student must complete at least 21 of the credits in courses offered by the Program.

§ 2 - The regularly enrolled graduate student may complete a maximum of nine credits in another or other program(s) recognized by CAPES, upon approval by the Council of the PPGES.

Article 33 - Each credit unit will correspond to fifteen hours of activities in courses or in other teaching-learning scenarios as described in Article 32.

Article 34 - Courses taken as a special student will only be validated if the interval between their completion and the date of enrollment of the graduate student in the program, as a regular student, does not exceed three years.



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GRADUATE STUDENT ASSESSMENT

Article 35 - The assessment of the graduate student's performance in activities will be expressed according to the following grades:

I - Excellent (A)

II - Good (B)

III - Average (C)

IV - Failing (D)

§ 1 - Grades A, B, and C entitle the student to the credits of the respective course or scheduled activity, and the graduate student is approved.

§ 2 - Grade D does not entitle the student to the credits of the respective course or activity, and the graduate student fails.

§ 3 - Approval in the course is conditioned to a minimum attendance of 75%.

Research Project

Article 36 - The research project must be prepared according to the Manual of Standardization of Thesis and Technical Products: Graduate Program in Health Teaching (PPGES) Professional Master's and submitted by the graduate student to the Council of the Graduate Program in Health Teaching for due analysis.

§ 1 - The advisor and graduate student, by mutual agreement, will choose the theme for the research project to be developed within the PPGES.

§ 2 - The research project to be developed during the Master's must be presented no later than the second week of December of the year corresponding to the enrollment in the Graduate Program in Health Teaching.

§ 3 - The research project may be partially or entirely executed outside of FAMEMA with the consent of the advisor.

§ 4 - Should there be any change or replacement of the research project, it must be submitted to the Council of the Graduate Program in Health Teaching for new evaluation.

General Qualifying Examination

Article 37 - Before the defense of the thesis and after completing the number of credits required by the Program in courses/complementary activities, the graduate student must undergo a General Qualifying Examination.



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§ 1 - The General Qualifying Examination must be carried out up to sixty (60) days before the defense of the thesis.

§ 2 - The Council of the Graduate Program in Health Teaching will validate the Examination Committee proposed by the advisor for the General Qualifying Examination. The committee must consist of three effective members and two alternates with a minimum title of Doctor, and the advisor as its member and chairman.

§ 3 - The information for the General Qualifying Examination must be filled in the General Qualifying Examination request form in agreement with the advisor and submitted for approval by the Graduate Council.

§ 4 - The General Qualifying Examination will consist of an assessment of the preliminary version of the thesis with partial or total results.

§ 5 - The graduate student must perform an oral presentation in a public session lasting a maximum of 50 minutes for the Examination Committee followed by questioning by its members.

§ 6 - The maximum questioning time for each examiner will be 30 minutes, followed by an equivalent time for responses.

§ 7 - The chairman may propose changes in the dynamics of questioning to the Examination Committee, which may occur through a dialogue between the examiner and the candidate for a maximum of 60 minutes per examiner.

§ 8 - The graduate student will be considered approved or failed.

§ 9 - The graduate student who fails may repeat the General Qualifying Examination only once, provided that it does not infringe Article 45 of this Regulation.

Master's Thesis

Article 38 - Once the required activities are completed, the necessary credits obtained, and the General Qualifying Examination passed, the graduate student may schedule their Thesis Defense, which must include:

§ 1 - A thesis in Portuguese about the conducted research, along with the application for the general examination of the thesis defense.

§ 2 - On the day of scheduling, the graduate student must present proof of submission of the article to an indexed journal with at least a B1 Qualis rank.

Article 39 - The thesis must be written and formatted according to the Manual of Standardization of Thesis and Technical Products: Graduate Program in Health Teaching (PPGES) Professional Master's.



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§ 1 – The graduate student must submit a copy of the thesis in PDF format to the Program's Secretariat, with the text reviewed and approved by the advisor, before the defense.

§ 2 – The graduate student must consult the Examination Committee in advance to determine if they prefer to receive the dissertation in printed or digital format and to arrange for the copies and delivery.

Examination Committee

Article 40 - The Examination Committee for the thesis defense will not include individuals who have a first or second-degree familial relationship by blood or marriage, or are the spouse of the graduate student or any committee member.

Article 41 - For the constitution of the Examination Committee for the thesis defense, the advisor must send a list of three titular members and two alternates, all with a Doctoral degree or higher.

§ 1 - The advisor will necessarily participate and preside over the Committee.

§ 2 - One titular member and one alternate must be from another institution.

§ 3 - The list of names must be submitted to the Secretariat of the Graduate Program in Health Teaching for the approval of the Examination Committee by the Council of the Graduate Program in Health Teaching.

§ 4 - The Coordinator of the Program may suggest other names not included in the list submitted by the advisor.

Defense of the Thesis

Article 42 - The thesis defense will be conducted in a public session with an oral presentation lasting no more than 50 minutes before the Examination Committee followed by questioning by its members.

§ 1 - The maximum questioning time for each examiner will be 30 minutes followed by an equivalent time for responses.

§ 2 - The president may propose changes in the dynamics of questioning to the Examination Committee, which may occur through a dialogue between the examiner and the candidate for a maximum of 60 minutes per examiner.

Article 43 - The final opinion of the Examination Committee will only be validated after the submission to the Secretariat of the Graduate Program in Health Teaching of a printed copy of the thesis and the technical product in the final and corrected version.



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§ 1 - In the judgment of the thesis, the concept of approved or failed will be assigned.

§ 2 - In the case of approval, this result will be conditioned to the submission of a printed copy of the thesis in the final version in hardcover in a standardized model by the PPGES. Additionally, a digital file in PDF format of the thesis, the report of the Technical Product, the Electronic Publication Authorization Term of the Technical Product, and the Electronic Publication Authorization Term of Thesis at the Secretariat of the Graduate Program of FAMEMA;

§ 3 - In the case of failure, the candidate will have a maximum period of 30 days to restructure the thesis for a new defense.

Deadlines for Thesis Defense

Article 44 - The deadline for the totalization of credits in courses, scheduled activities, and complementary activities, except those referring to the preparation of the thesis, will be twelve months.

Article 45 - The minimum period for completion of the program will be twelve months and the maximum will be twenty-four months from the date of enrollment in the Program until the date of the thesis defense.

Single Paragraph - Cases of non-compliance with the deadlines will be analyzed by the PPGES Council.

Article 46 - The maximum period for carrying out the defense will be one month after the delivery of the copies referred to in §1 of Article 38 to the Secretariat of the Graduate Program in Health Teaching.

Leaves of Absence for Graduate Students

Article 47 - Graduate students may request leaves of absence for exceptional reasons duly justified, such as maternity leave or health issues as referred to in Decree No. 10,044 of October 21, 1969.

Single Paragraph - The extension of the respective deadlines for the defense of the thesis will be equivalent to the period of leave granted.

Article 48 - Graduate students who fail to complete a portion of the work required by a course or scheduled activity due to an absence as referred to in Article 47, will be subject to evaluation within a new deadline set by the instructor responsible for the work, with the approval of the Health Teaching Graduate Program Council.



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Article 49 – Graduate students with temporary and relative physical disabilities, incompatible with attending courses or scheduled activities, are entitled to home-based assignments followed by the responsible instructor as compensation for their absence. The health conditions of the graduate student mentioned in this article must be verified by a medical certificate, and the execution of compensatory activities must consider the intellectual and emotional conditions of the graduate student under these circumstances and the possibilities of the Program.

Disenrollment of Graduate Students

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

- I - Non-compliance with the deadlines established in this Regulation, especially the provisions of Articles 44 to 46 of this Regulation;
- II - Failing the same course twice;
- III - Failing more than one course;
- IV - Failing the General Qualifying Examination or the Thesis Defense twice;
- V - Being penalized in a disciplinary process under the terms of the FAMEMA Internal Statutes;
- VI - Requesting their disenrollment.

Self-Assessment of the Program

Article 51 - The Program will follow a self-assessment policy aimed at supporting its strategic planning and monitoring its quality.

§ 1 - The self-assessment process will be continuous and will involve the participation of managers, faculty, graduate students, technical-administrative staff, and representatives of the external community.

§ 2 - The self-assessment process will be coordinated by the Council of the Graduate Program, assisted by the Program Assessment Team.

General Provisions

Article 52 – In cases not foreseen in these Regulations, the provisions related to the Graduate Program in Health Teaching established in the FAMEMA Statutes shall prevail.

Single Paragraph - Any omissions will be resolved by the PPGES Council.