**IMPORTANT – This form is intended for students governed by the General Regulation of Graduate Education from 03/27/2018.** Students governed by the previous rules should check with the secretariat of their program. (Resolution of the Graduate Program Committee of the Institute of Biomedical Sciences – CPG/ICB from the meeting on 08/13/2019)

**GUIDELINES FOR THE COMPOSITION OF THE COMMITTEE (Master’s and PhD)**

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| ***COMPOSITION*** – 3 (three) Full Members and 3 (three) Substitutes, holding at least a PhD degree.* **Full Members –** The majority of the examiners must be external to the program, with at least **01 member external to the unit.**
* **Substitute Members – 01 Substitute Member must be designated for each Full Member, in accordance with the criteria adopted for the designation of Full Members. E.g.: If designated Full Members are external to the University of Sao Paulo (USP), the same criterion must be followed for Substitutes.**
* **Note: In the case that the designated members are external to USP, the Program Coordinating Committee (CCP) Secretariat must be consulted to check whether these members are registered in the Janus system (and are in possession of an USP Code). Please refer to the section ‘Who are they’ (“Quem são”) on Janus to check if the member is already registered. If not, please request that they fill out the form available on the Graduate Program website (Forms). Be sure to double check for any cases of individuals with the same name.**

**Be Aware:*** 1. **The Member who is external to the Unit may not be a part of the Graduate Program to which the student is linked.** Please check whether this member is in the process of accreditation to be an advisor/co-advisor or if he/she is responsible for conducting courses. This consultation is necessary as, even if no connection to the Program is identified at the time of the appointment, should such a connection subsequently arise within the student's defense period, the Defense will not be allowed to take place on account of this connection. **Completing this verification is therefore very important!**
	2. ***The following criteria determine whether a member is considered internal to the Program:*** *Professors accredited as advisors and co-advisors within the Program and those responsible for conducting courses.*
	3. Should any Full Member be replaced by a Substitute, we should emphasize that the final composition of the Committee must abide by the current rules.
	4. The fields must be filled in correctly, especially those pertaining to the PhD degree obtained and the position held. **The CPG/ICB advises that any forms with incomplete or incorrect data shall be returned.** Any questions or concerns regarding the fields to be filled in should be clarified directly with the Graduate Secretariat.
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 **INSTRUCTIONS FOR FILLING OUT THE FORMS**

**a) First, include the members who are external to the Unit and to the Program, following the order of their respective degrees:** 1st - Researcher, Medical Doctor; Lecturer, 2nd - Assistant Professor, 3rd - Adjunct Professor, 4th - Associate Professor, 5th - Full Professor.

Note: In the case of **Members who do not have an academic teaching career** (such as researchers, medical doctors, lecturers and professors from private institutions), please indicate where they obtained their PhD. E.g.: Medical Doctor from the Federal University of Sao Paulo (UNIFESP).

**b)** With regard to members CONSIDERED as internal, first include those belonging to other departments of the Institute, followed by those who participate in the candidate’s program and, finally, those from inside the department. For both, follow the degree order, as mentioned in item **a**.

**c)** The Head of the Committee shall serve as the advisor and will not evaluate the candidate.

**d)** To identify the members who are not part of the candidate’s program (in the role of advisor, co-advisor or course professor), please proceed as follows:

i) Candidates should address their Graduate Program Secretariat.

ii) The Graduate Program Secretariat will consult the Janus system.

**e)** External members who participate in ICB Programs which are not the same as the candidate’s should not be considered as having a connection. Postdoctoral students and visiting professors who do not participate in the candidate’s program are considered to be external members. In these cases, though such individuals may be invited, **it is mandatory for there to be 01 Full Member and Substitute external to the Unit, in accordance with item 1 of the aforementioned guidelines.**

**Important Notes**:

1) The members belonging to the **clinical hospital Hospital das Clínicas (HC)** and the **heart institute Instituto do Coração (INCOR)** are not considered to have a functional career at USP. Due to the connection between these institutions and USP’s medical school Faculdade de Medicina (FM), they are sometimes interpreted as belonging to USP. **There are no teaching careers at these institutions**. Please indicate the professional's role at these institutions.

2) For inactive professors who are currently exercising other activities, first list the role they exercised when they retired, followed by the one they are currently exercising.

**SUGGESTION FOR COMMITTEE COMPOSITION OF**

**( ) MASTER’S THESIS - ( ) PHD DISSERTATION**

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| **Program:** |

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| **Candidate:** | **USP Code:** |

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| **Advisor:** |

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| **Opinion of the Ethics Committee** |  |  | **Yes** |  |  | **Exempt** |

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| **Title of Thesis/Dissertation:** |

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| **Head of the Committee (Name and current Position):***Article 88, paragraph 1 of the General Regulation of Graduate Education (Resolution No. 7493, of 03/27/2018)* |

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| ***FULL MEMBERS*** | ***SUBSTITUTE MEMBERS*** |

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| **1st Member (must be external to the Unit)** |

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| **Full Name (no abbreviations)** |  |
| **PhD degree and Institution where it was obtained** |  |
| **Current Position** |  |
| **Department/Section**  |  |
| **Institution** |  |
| **Email** |  |
| **Research Line** |  |

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| **Substitute for 1st Full Member** |

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| **Full Name (no abbreviations)** |  |
| **PhD degree and Institution where it was obtained** |  |
| **Current Position** |  |
| **Department/Section**  |  |
| **Institution** |  |
| **Email** |  |
| **Research Line** |  |

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| **2nd Member** |  |  | **External to the Program** |

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| **Full Name (no abbreviations)** |  |
| **PhD degree and Institution where it was obtained** |  |
| **Current Position** |  |
| **Department/Section**  |  |
| **Institution** |  |
| **Email** |  |
| **Research Line** |  |

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| **Substitute for 2nd Full Member** |  |  | **External to the Program** |

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| **Full Name (no abbreviations)** |  |
| **PhD degree and Institution where it was obtained** |  |
| **Current Position** |  |
| **Department/Section**  |  |
| **Institution** |  |
| **Email** |  |
| **Research Line** |  |

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| **3rd Member** |  |  | **External to the Program** |  |  | **Internal to the Program** |

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| **Full Name (no abbreviations)** |  |
| **PhD degree and Institution where it was obtained** |  |
| **Current Position** |  |
| **Department/Section**  |  |
| **Institution** |  |
| **Email** |  |
| **Research Line** |  |

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| **Substitute for 3rd Full Member** |  |  | **External to the Program** |  |  | **Internal to the Program** |

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| **Full Name (no abbreviations)** |  |
| **PhD degree and Institution where it was obtained** |  |
| **Current Position** |  |
| **Department/Section**  |  |
| **Institution** |  |
| **Email** |  |
| **Research Line** |  |

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**\* A supplementary suggestion no longer exists.**