

REGULATION OF THE PH.D. PROGRAM IN MEDICAL SCIENCES – UNIVERSITY OF SÃO PAULO MEDICAL SCHOOL

I - COMPOSITION OF THE PROGRAM COORDINATING COMMITTEE (CCP)

The Program Coordinating Committee (CCP) will have as full advisor members 04 accredited mentors in the Program, one of them the Coordinator and one the alternate coordinator, and 01 student representative, with each member holding its alternate.

II - SELECTION CRITERIA FOR ENTRY INTO THE PROGRAM

The entry into the program will take place through a selection process standardized by specific notice to be prepared by the CCP and published annually in the Diário Oficial do Estado de São Paulo and on the program's website. The selection process notices will specify the number of vacancies, the procedures and list of documents required for registration, the list of documents required for registration, the stages of the selection process, the schedule of the selection process, the evaluation items, the tests and the weight of each of the evaluation items.

III - Deadlines

III.1 In the Master's course (Mestrado), the deadline for filing the dissertation is 36 (thirty-six) months.

III.2 In the Doctoral course (Doutorado), for the holder of the master's degree, the term for filing the thesis is 48 (forty-eight) months.

III.3 In the Doctoral course, without obtaining a master's degree (Direct Doctorate – Doutorado Direto), the term for filing the thesis is 48 (forty-eight) months.

III.4 In any of the courses, in duly justified exceptional cases, students may request an extension of time for a maximum period of 12 (twelve) months.

IV - MINIMUM CREDITS

IV.1 For the Master's degree, at least 96 credit units are required, with 16 credit units in courses (Disciplinas) and 80 in the preparation of the dissertation.

IV.2 For the Doctoral course with prior obtaining the master's degree granted by USP or recognized by usp, at least 184 credit units, comprising 8 credits in courses (Disciplinas) and 176 for preparation of the thesis.

IV.3 For the direct Doctorate course, at least 200 credit units are required, comprising 24 credits in in courses (Disciplinas) and 176 for the preparation of the thesis.

IV.4 Compulsory courses

IV.4.1 Master's students must complete, among the credits in disciplines, 2 (two) mandatory credits related to the following course:

MCM5917 – Scientific Publication in Medical Journals: A Survival Guide for Future Authors

IV.4.2 Students of the PhD and Direct Doctorate courses must complete, among the credits in in courses (Disciplinas), 2 (two) mandatory credits among the following course:

MCM5917– Scientific Publication in Medical Journals: A Survival Guide for Future Authors IV.4.3 Doctoral students will be excused from studying the course MCM5917 – Scientific Publication in Medical Journals: A Survival Manual for Future Authors , if you have already obtained approval of this discipline in the Master's degree.

IV.4.4 Students of the Direct Doctorate course will be excused from attending the course MCM5917 – Scientific Publication in Medicine Journals: A Survival Manual for Future Authors "Scientific Publication in Medical Journals: A

Survival Guide for Future Authors, if have already obtained approval of this course in the last five years in the Master's or Direct Doctorate course.

IV.5 Special Credits

May be granted, as special credits, a maximum of 03 credits for master's, doctorate or direct doctorate courses. Such credits are specified in the items below:

IV.5.1 In the case of complete work published in a journal of national or international circulation that has a recognized editorial board, or book chapter of recognized merit in the area of knowledge, being the student (a) first author and who has a relationship with the project of his dissertation or thesis, the number of special credits is equal to 3 (three).

IV.5.2 In the case of patent filing, the number of special claims is equal to 3 (three).

IV.5.3 In the case of publication of a chapter in a technological manual recognised by national and international official bodies, the number of special credits is equal to 2 (two).

IV.5.4 In the case of participation in congresses, workshops, symposia or other type of scientific meeting with presentation of complete work and that is published (in printed or digital form) in the annal (or similar) and that the student is the first author, the number of credits granted is equal to 1 (one) per event.

IV.5.5 In the case of participation in the Education Improvement Program (PAE) the number of special credits is equal to 1 (one).

V - FOREIGN LANGUAGE

V.1 Proficiency in Foreign Language

Candidates must demonstrate proficiency in English at the time of registration in the selection process, valid for a maximum of five years.

V.2 Proficiency Exams, such as Reading Test in English for Candidates for Postgraduate Courses, conducted by Cultura Inglesa, exclusively for the Faculty of Medicine of USP or Duolingo english test (<https://englishtest.duolingo.com/>), may be accepted. Minimum score for Master's course: 50 points; for PhD course: 60 points. At Duolingo, 120 points.

V.3 Toefl internet-based Test, with minimum score of 40 points for the Master's course and 61 points for the Doctoral course.

V.4 Toefl Computer-based Test, with a minimum score of 120 points for the Master's course and 173 points for the Doctoral course.

V.5 Toefl Paper-based Test, with a minimum score of 433 points for the Master's course and 500 points for the Doctoral course.

V.6 The Toefl Institucional V.7 IELTS is not accepted, Cambridge and Michigan, and the coefficient of income in these exams should be at least 60% for the Master's degree and 70% for the Doctorate and Direct Doctorate; V.8 Foreign candidates, in addition to english proficiency, proof of proficiency in Portuguese is also required until the date of registration in the qualification exam, by sending any of the vouchers listed below:

a) Presentation of the Certificate of Proficiency in Portuguese language for Foreigners, CELPE-BRAS, intermediate level or higher.

b) Presentation of the Certificate of approval in the proficiency exam of CIL-FFLCH-USP. V.9 The evaluation of proficiency in English and Portuguese may be applied by the CCP, provided that it is foreseen.

c) A committee chaired by a full advisor to the Program and two (two) persons appointed by the CCP.

d) The rules of the examination shall be appointed.

VI – COURSES (DISCIPLINAS) - ACCREDITATION AND CANCELLATION

VI.1 Accreditation of courses (Disciplinas)

The accreditation or reaccreditation of courses (Disciplinas) is based on the analysis of the programmatic content, compatibility with the research lines of the Program, the bibliographic update, the specific competence of the teachers responsible for the course (Disciplina) and the detailed opinion of a rapporteur, after hearing the CCP;

The accreditation of non-face-to-face (online) or semi-face-to-face course (Disciplina) will also be based on the specific criteria established by the University. In the proposals for accreditation and reaccreditation, the summary content of the courses (Disciplinas) must be presented in Portuguese and English. In exceptional cases, upon detailed justification, it may be proposed the accreditation of professors external to USP, not carrying the title of doctor, with recognized academic training, proven through titles, papers and publications, as responsible for disciplines. The proposal must be approved by the CCP, by a majority of the University boards, and by an absolute majority of the superior boards.

VI.2 Cancellation of Classes of courses (Disciplinas)

VI.2.1 The cancellation of classes of courses (Disciplinas) may occur upon request of the presenter, due to force major, approved by the CCP, 10 days before the beginning of discipline

VI.2.2 The CCP shall issue an opinion on the request within a maximum of 05 days.

VI.2.3 The cancellation of a class of discipline due to lack of students will only occur if there is less than indicated at the opening of the class of regularly enrolled students enrolled, as requested by the person responsible for the course.

VII - QUALIFICATION EXAM (EQ)

The Qualification Exam is required both in the Master's course and in the Course of Doctorate and Direct Doctorate. The registration in the qualification exam is the responsibility of the student and must be made within the maximum period established by the program in this Regulation, according to items VII.2, VII.3, VII.4.

The exam must be held no later than 90 (ninety) days after registration. The graduate student who does not take the qualification exam in the period foreseen for his course will be disconnected from the program, according to USP's Pos-Graduate Regime. The student who has failed the qualifying exam can register to repeat it only once and must re-enroll within 30 days of the first exam. The second examination must be carried out within 90 (ninety) days after the second registration. If the disapproval persists, the student will be disconnected from the Program and will receive a certificate of the subjects attended.

VII.1 Examining Committee

The examination committee of qualification examination, both for Master's and For Doctorate and Direct Doctorate, should be composed of three examiners, with minimum degree of doctor. The Mentor may not be part of the Examining Committee, but should serve only as moderator in that examination. The Master's, Doctorate and Direct Doctorate examining committee must have at least one examiner outside the program.

VII.2 Master

VII.2.1 The Master's student must register for the qualification exam within eighteen (18) months after the date of his/her initial registration, and must have paid until the qualification exam, at least eight (8) credits.

VII.2.2 The objective of the qualification exam in the Master's degree is to evaluate the knowledge acquired in courses and on the subject of their project, in addition to the student's ability to execute his research project.

VII.2.3 In the Master's degree, the exam will consist of a monograph and an oral exhibition on the research project.

VII.2.4 The monograph must be delivered to the secretariat of the graduate program in digital media (pdf file) at the time of the student's registration in the said exam.

VII.2.5 Oral exposure, in public session, shall have a minimum duration of twenty-five minutes, followed by an argument by the examining committee.

VII.3 Doctorate

VII.3.1 The doctoral student must register for the qualification exam within 24 (twenty-four) months after the date of his/her initial registration and must have paid at least four (4) credits up to the date of the qualification exam.

VII.3.2 The objective of the doctoral qualification exam is to evaluate the candidate's ability to independently develop his thesis project within his research area.

VII.3.3 In the Doctorate, the exam will consist of an oral exhibition on the research project.

VII.3.4 The monograph must be delivered to the secretariat of the graduate program in digital media (pdf file) at the time of the student's registration in the said exam.

VII.3.5 Oral exposure, in public session, shall have a minimum duration of twenty-five minutes, followed by an argument by the examining committee.

VII.4 Direct Doctorate

VII.4.1 The Direct Doctorate student must apply for the qualification exam within 24 (twenty-four) months after the date of his initial registration and must have paid at least 12 (twelve) credits until the date of the qualification exam.

VII.4.2 The objective of the qualification exam in the Direct Doctorate is the same as that of the Doctorate. The Exam will be carried out according to the rules of the Doctorate.

VIII - TRANSFER OF CONCENTRATION AREA OR PROGRAM

VIII.1 Course Transfer

VIII.1.1 From the approval of the qualification exam, and at the suggestion of the examining committee, the student may request the change from Master's to Direct Doctorate or Direct Doctorate/Doctorate to Master's degree with the consent of the mentor, within a maximum period of 30 (thirty) days. CPG will review the request based on a detailed opinion issued by a rapporteur on the student's new research and academic performance project.

VIII.1.2 For the change of course after passing the qualification exam, no new examination will be required, the approval obtained in the transfer process will be used in the new course.

VIII.1.3 The requirements for admission to the new course, such as foreign language proficiency and publications, should be checked if the student does not meet these requirements, the change will not be possible.

VIII.2 Area Transfer

The student may request, with the mentor's permission, transfer of Concentration Area. The CCP will review the request in a detailed opinion issued by a rapporteur on the new research project, justifications for the transfer of area and academic performance of the student. The mentor or new mentor must be accredited in the concentration area desired by the student.

IX - EVALUATION OF THE ACADEMIC AND SCIENTIFIC PERFORMANCE OF THE STUDENT

IX.1 Students will be evaluated every six months through their activity reports. The reports must be delivered annually by the student according to the schedule established by the CCP, published by the secretariat and published on the Program's website.

IX.2 The report will be accompanied by the evaluation, by the mentor, of the student's academic and scientific performance.

IX.3 The student who has his or her report must provide for the delivery of a new report within a maximum of 30 days, counted from the date of disclosure of the evaluation result by the Secretariat of the Program.

IX.4 In addition to the rules established in the Usp Graduate Rules, the student may be disconnected from the graduate program in any of the courses (Master's degree , Doctorate and Direct Doctorate), if one of the following situations occurs:

- a) failure of the six-monthly report of activities for two consecutive times;
- b) there is no delivery of the semiannual report on the deadline provided for in the annual calendar, published by the graduate secretariat and on the program's website.

X – MENTORS AND CO-MENTORS (ORIENTADORES E CO-ORIENTADORES)

X.1 The accreditation or reaccreditation of a mentor will be based on:

- a. In its ability to coordinate and participate in research projects, obtain funding for them and establish harmonious and productive working relationships with the other members of the research projects.
- b. In his previous experience in guiding undergraduate students, and/or post-graduate studies, and/or post-graduate studies stricto sensu and/or post-doctorate.
- c. In its capacity to generate publications in journals of international circulation with arbitration from the results of their research.
- d. In his participation in scientific events and conducting postdoctoral internships.

X.2 The maximum number of mentor scans is ten. Additionally, the counselor can co-direct up to ten students, provided that the sum of mentoring and co-mentoring does not exceed fifteen. The number of students of a mentor may exceed the maximum limit established by USP (ten), by a detailed proposal of the CCP, approved by the CPG and CaA of the CoPGr.

X.3 The accreditations will be for full or specific guidance, as defined as:

- a. Full Orientation is considered that the advisor is engaged in all activities of the Program.
- b. Specific Guidance is considered that dedicated to a given student.

X.4 Full accreditation of advisors will be valid for four years.

X.5 For accreditation or reaccreditation, the applicant must submit a detailed formal request to the CCP indicating objectively their qualifications to act with the program. You must inform the updated Lattes curriculum link or Curriculum Vitae (in the case of foreign candidates without Lattes Curriculum) updated and register in Research ID and ORCID.

X.6 Full Accreditation of Mentors

X.6.1 The decision on the accreditation or reaccreditation of a mentor shall be deliberated by the CPG after referral by the CCP, circumstantial in the excellence of its scientific production, and in the coordination and/or participation in funded research projects, previous experience in guidance of: scientific initiation students or graduate students lato sensu with published scientific article, stricto sensu or post-doctoral graduate, according to minimum criteria specified in this regulation.

X.6.2 The mentor must have at least eight (8) manuscripts accepted for publication or published in the last four (4) years, in journals indexed in international databases (ISI, Scopus, or equivalent) and located in upper strata (above the median) according to the criteria for qualifying journals in the areas of insertion of the Program.

X.7 Reaccreditation of Mentors

X.7.1 For full reaccreditation, the mentor must comply with the accreditation requirements specified in item X.6 and:

- a. Have conducted two or more master's or doctorate guidelines in the last four years.
- b. Have published in the last 4 years at least 1 manuscript derived from the orientation(s) of student(s) in journals indexed in international databases.

X.8 Specific Accreditation of Mentors

X.8.1 The first accreditation of a advisor will preferably be specific, following the criteria required in item X.6.

X.9 Accreditation of Co-mentors

X.9.1 The deadline for the accreditation of a co-mentor in the master's course will be a maximum of 80% of the regimetal term from the initial enrollment of the student.

X.9.2 The deadline for the accreditation of a co-mentor in the doctoral course will be a maximum of 80% of the regimetal period from the initial enrollment of the student.

X.9.3 The deadline for the accreditation of a co-mentor in the direct doctoral course will be a maximum of 80% of the regimetal period from the initial enrollment of the student.

X.9.4 For the accreditation of co-mentors, the same criteria of accreditation of specific advisors in item X.8 will be used, plus detailed justification evidencing the complementarity of the co-advisor's performance in relation to the advisor.

X.10 Advisors linked to the FMUSP-HC

X.10.1 Complex Physicians and other professionals linked to the FMUSP-HC complex may apply for accreditation following the same accreditation standards specified in item X.6.

X.11 External Advisors to USP

X.11.1 In requests regarding the accreditation of advisors external to USP, including, Young Researchers, Post-Doctors, Doctors Visiting Professors, Trainee Researchers and others, the criteria observed in item X.6 and the following additional aspects should be observed:

- a) Detailed justification of the applicant regarding the innovative contribution of the project to the graduate program.
- b) Identification of the bond of the interested party (e.g. young researcher), mentioning the validity of the program and line of research.
- c) Demonstrating the existence of infrastructure (physical, material and/or equipment).
- d) Demonstrating the existence of resources for financing of the proposed project for the orientation of the graduate student.
- e) Manifestation of the person responsible for the research group, space or structure of the FMUSP-HC complex to be used in the project, demonstrating agreement regarding the use of space for the development of the requested orientation and the maintenance of the conditions for the execution of the graduate project.

XI - PROCEDURES FOR ELABORATION OF DISSERTATION/THESIS

XI.1 Format of Master's DissertationsThe final work in the Master's course will be in the form of dissertation. The structure of the Master's thesis is defined by the publication "Guidelines for the presentation of dissertations and theses of USP: electronic and printed document. Part I (ABNT)" published by the Integrated Library System (SIBi) USP, available on the program's website, and must contain the following items:– Cover with author's name, job title, place and date;– Back cover with unit name, author's name, job title, advisor's name, place and date; – Catalographic Sheet;– List of Figures, Illustrations, Equations and Tables;– Abstract in Portuguese;– Abstract in English;– Introduction;– Material and Methods;– Results;– Discussion;– Conclusions;– Suggestions for future works;– Bibliography;– Appendixes;– Appendices.

XI.2 Format of Doctoral ThesesThe final work in the Doctoral course will be in the form of a thesis in the traditional form or in the form of a collection of articles. The structure of the Doctoral thesis is defined by the publication "Guidelines for the presentation of dissertations and theses of USP: electronic and printed document. Part I (ABNT)" published by the Integrated Library System (SIBi) USP, available on the program's web page. The thesis in the traditional format shall contain the following items:– Cover with author's name, title of the work, place and date;– Back cover with unit name, author's name, job title, advisor's name, place and date; – Catalographic Sheet;– List of Figures, Illustrations, Equations and Tables;– Abstract in Portuguese;– Abstract in English;– Introduction;– Material and Methods;– Results;– Discussion;– Conclusions;– Suggestions for future works;– Bibliography;– Appendixes;– Appendices.

XI.3 Dissertations and Theses based on compilation of article(s)

- 1) Dissertations and Theses based on compilation of articles may be accepted, since the following conditions are followed.
- 2) The dissertations must contain at least one article submitted to the journal indexed with an impact factor. The articles should be on the same theme of the dissertation.
- 3) Theses should contain at least two articles submitted to the journal indexed with impact factor. The articles should be on the same theme of the thesis.
- 4) The date of submission of the article(s) must be post-registration of the interested party in the program.
- 5) The accepted article(s) / published(s) must contain data related to the objective of the research project approved by the CAPPesq and referred to the CPG.
- 6) The student must be the first author of the article(s).
- 7) The advisor must be co-author of the article(s).
- 8) The indexation of the journal that accepted/published the article(s) must follow the specific standards in force of the program, with regard to the procedures for depositing the dissertation/thesis.
- 9) Candidates for obtaining the title of doctor, able to be framed in the provisions of Article 7 of the Graduate Regiment (Resolution 7493 of March 27, 2018) will have their thesis project evaluated by the Graduate Commission and, once approved, will be forwarded to the Congregation. In this particular situation, items 4, 5, 6 and 7 will not be required.
- 10) The presentation and delivery of the thesis or dissertation should be in bound volume, containing the research project approved by CAPPesq or by the Ethics Committee of the area in which the work was developed, except for the candidates contemplated by item 9, critical analysis written in: Portuguese, or English, or Spanish, or French.
- 11) Complete citation of the articles/manuscripts compiled and discussed in the thesis.
- 12) Critical analysis in which the contributions of the article(s) are analyzed, discussed and synthesized.

XI.4 Delivery of Dissertations or Theses

Should be delivered to the Program Secretariat 08 (eight) printed copies of the Master's thesis or 08 (eight) printed copies of the doctoral thesis in addition to 02 (two) copies in digital media of the dissertation or thesis in PDF

format. In addition, it will also be carried out, by the student, the deposit, in the Graduate Service of FMUSP and until the end of the last day of the filing period, of a printed copy and one in digital media of the Master's thesis or the doctoral thesis, with a copy of the receipt issued by the program and letter, signed by the advisor and coordinator of the Program, attesting that the work is fit for defense, and prove that it was submitted to publication in an international journal, in which the student is first author".

XII - JUDGMENT OF DISSERTATIONS OR THESES

XII.1 Participation of the Mentor in the Judging Committees of Dissertations and Theses

In relation to the Composition of the Judging Committee of Dissertations and Theses, the procedures are those established in the Post-Graduate Rules of USP and in Item IV of the CPG Rules of Procedure.

XII.2 Written Evaluation of Dissertations or Theses There will be no written evaluation of dissertations or theses.

XIII - LANGUAGES ALLOWED FOR WRITING AND DEFENSE OF DISSERTATION/THESIS

XIII.1 In compliance with Article 89 of the Graduate Regulations of the University of São Paulo, all Dissertations and Theses must contain title, abstract and keywords in Portuguese and English.

XIII.2 Dissertations and Theses may be written and defended in Portuguese or English. Dissertations and Theses written in the form of a collection of articles may be written partially in Portuguese and English.

XIV - TITLE NOMENCLATURE

XIV.1 The Master's student who meets all the requirements of the course will receive the Title of "Master (a) in Sciences". Program: Medical Sciences, with the indication of the respective area of concentration.

XIV.2 The Student of Doctorate or Direct Doctorate who meets all the requirements of the course will receive the Title of "Doctor (a) in Sciences". Program: Medical Sciences, with the indication of the respective area of concentration.

XV - OTHER STANDARDS

Internships will be allowed for graduate students of the Program at USP facilities or in external institutions, provided they are related to the student's research project, with the consent of the mentor and the CCP and subsequent approval of the CPG.