



**Rio de Janeiro State University
Biomedical Center
School of Medical Sciences
Graduate Program *stricto sensu* in Physiopathology
and Surgical Sciences**



Student Manual

**Procedure Manual of the
Graduate Program *Stricto
Sensu* in Physiopathology
and Surgical Sciences of
UERJ
2019**



General Coordinator of the Graduate Program in Physiopathology and Surgical Sciences

Prof. Dr. Luciano Alves Favorito

Deputy Coordinator of the Graduate Program in Physiopathology and Surgical Sciences

Prof. Ana Claudia W. Roxo

Coordinator of the Urogenital System Area of the Graduate Program in Physiopathology and Surgical Sciences

Prof. Dr. Francisco J.B. Sampaio

Coordinator of the Area of Operative Technique and Surgical Sciences of the Graduate Program in Physiopathology and Surgical Sciences

Prof. Dr. Ruy Garcia Marques

Coordinator of Research and Graduate Program in Physiopathology and Surgical Sciences

Prof. Dr. Diogo Benchimol

Coordinator of Dissertation and Publications and Graduate Program in Physiopathology and Surgical Sciences

Prof. Dr. Carla Gallo

Teaching Coordinator of the Graduate Program in Physiopathology and Surgical Sciences

Prof. Dr. Jose Horacio Abudib

Office

Ana Carolina Andrade Portugal
Cintia Aparecida Pereira Guimarães

Address: Boulevard 28 de Setembro, 77,
4º andar. Vila Isabel, Rio de Janeiro, RJ.

CEP 20550-170

Email:

fisiocirurgia.uerj@gmail.com

Website:

fisiocirurgiauerj.org



**RIO DE JANEIRO STATE UNIVERSITY
GRADUATION PROGRAM IN PHYSIOPATHOLOGY AND
SURGICAL SCIENCES**

STUDENT MANUAL

This manual was prepared in order to inform you about the rules that must be fulfilled from the enrollment in the Graduate Program (PG) to the completion of the thesis or dissertation.

In case of doubt, request clarification from the Graduate Department by email: fisiocirurgia.uerj@gmail.com and consult the PGFCC's electronic address: www.fisiocirurgiauerj.org

SELECTION PROCESS AND QUALIFICATION

Based on the result of the written tests and the analysis of the thesis or dissertation project, the successful applicants will enter the master's or doctorate program. All enrolled applicants must present follow-up seminars for the Master's thesis or Doctorate dissertation project (**QUALIFICATION EXAM**) and will be evaluated by a committee approved by the Coordination of the Graduate Program in Physiopathology and Surgical Sciences – CPGFCC) consisting of three professors or researchers in the area, one of whom is external to the active staff of UERJ professors and is not one of the Fisiocirurgia professors. The material to be evaluated by the examining committee must be prepared and presented according to the UERJ's own model (model on the Fisiocirurgia website).

The research project must be approved by the Research Ethics Committee and this approval must be included in the material presented to the examining committee. The substantiated opinion provided by the CEP should be entered on the website at the time of scheduling.

The qualification must be presented by the master's student after 12 months of his/her entry and by the doctorate student after 24 months of his/her entry.

The presentation of the project should take 30 to 40 minutes. The monitoring seminar should be scheduled at least 60 days in advance of the presentation date, and the material to be delivered to the examining committee must be delivered 30 days in advance. For the master's and doctorate, 6 copies must be delivered. Along with the qualification material, a **LETTER of consent from the supervisor** must be delivered. If the student is considered unfit during the qualification exam, a new presentation in 90 days must be scheduled.

*** DOCUMENTS REQUIRED FOR THE QUALIFICATION EXAM:**

- PDF VERSION OF THE PROJECT SUBMITTED TO THE EMAIL OF FISIOCIRURGIA
- 6 PRINTED AND BOUND COPIES OF THE MATERIAL
- COPY OF THE APPROVAL OF THE ETHICS COMMITTEE IN RESEARCH OF HIS/HER PROJECT.
- LETTER OF CONSENT FROM THE SUPERVISOR

STUDENT CARD AND ENROLLMENT NUMBER

All enrolled students will be entitled to the student card, which contains the enrollment number, upon request at the time of enrollment

COURSES

In the **Master's** program, the minimum number of credits required for completion will be equal to twenty-four (24) credits, corresponding to three hundred and ninety (390) hours.

In the **Doctorate** program, the minimum number of credits required for completion will be equal to thirty-six (36) credits, corresponding to five hundred and sixty (560) hours.

Core and optional credits can be seen on the program website.

Up to eight (8) credits may be granted for the Master's degree, and up to twelve (12) credits for the Doctorate, related to the academic and scientific production of the Graduate student in the theme of the Thesis or Dissertation, at the discretion of CC-FISIOCIRURGIA, according to the following rules:

- a) one credit for every two presentations at national congresses, with publication in Conference Proceeding;
- b) one credit for every presentation at international congresses, with publication in Conference Proceeding;
- c) two credits for each publication of a scientific article at a Qualis B or C international journal, in the program sub-area at CAPES;
- d) three credits for each publication of a scientific article at a Qualis A international journal, in the program sub-area at CAPES;

Rules a and b, and rules c and d, addressed in the previous paragraph, will not be cumulative when dealing with the same work, and the rules corresponding to the largest number of credits shall apply.

ENROLLMENT IN COURSES

At the beginning of each academic term, the PG-Fisiocirurgia courses will be disclosed with places available for enrollment in that semester. In case the student does not receive notice regarding the course enrollment period by email, he/she should go to the Fisiocirurgia office to obtain the information.

The enrollment will be done by email or in person at the office. Criteria for preference in courses with few vacancies:

- Students with older enrollment;
- Students with newer enrollment;
- External students.

The date to change the enrollment in the courses will be announced, with the possibility of change, cancellation or inclusion (if there are still places available) of enrollments in the Program's courses.

It should be noted that such rules are valid only for the courses of PG-Fisiocirurgia, and do not apply to those offered by other Programs.

COURSES IN OTHER PROGRAMS

Courses taken in the *stricto sensu* Graduate Program, that is, Master's or Doctorate level, can only be accepted upon authorization from the supervisor.

Students must follow the procedure adopted by the Program that offers the course, which will be previously provided by email.

It should be noted that PG-Fisiocirurgia is not responsible for any noncompliance with the rules established by the external Program.

Notes:

- 1- A statement that proves the completion of the course must be sent, including: name of course, number of hours, credits, professor, grade and attendance, in addition to the program description.
- 2- In the event it is carried out at UERJ Programs, the student must request the Program Office responsible to insert the course and final grade in the UERJ Intranet system.

CREDITS REAPPLIED

Credits previously obtained in completed master's programs provided by national institutions, as long as recommended by CAPES can be reapplied, or abroad, at the discretion of the CPGFCC.

Only credits from courses that have been successfully completed, at most, four (4) years before the student's enrollment in PG-FISIOCIRURGIA can be accepted.

The maximum number of credits that can be reapplied cannot exceed one third (1/3) of the total of credits required to complete the program: eight (8) credits in the master's program and twelve (12) credits in the doctorate program.

Only if the credits have been obtained in PG-FISIOCIRURGIA, there will be no limit for their reapplication, in compliance with the provisions of paragraph 1.

Teaching Participation in Undergraduate Studies

All students must certify the participation of 15 hours (for master's degree) or 30 hours (for doctorate) in teaching activity. It is up to the supervisor to sign the participation form.

COURSE EVALUATION

The evaluation of academic performance will be expressed by letter grades that must obey the following scale:

A – from 9.0 to 10

B - from 8.0 to 8.9

C - from 7.0 to 7.9

D – below 7.0.

The minimum grade to pass each course is C, and the minimum attendance is eighty-five percent (85%) of the hours for each course.

The student can only retake a course in which he/she has failed only once. A second failure in the same course will cause his/her dismissal from PG- FISIOCIRURGIA. Sole Paragraph - The dismissal from PG-FISIOCIRURGIA will also apply to students who:
a) exceed the maximum period allowed for completing the program, as provided for in Art. 18. of the Fisiocirurgia rules (consult the website www.fisiocirurgiauerj.org);

b) remain one academic semester without taking any course, unless he/she is solely pending the oral examination on the Thesis or Dissertation, or enjoying the benefit of withdrawal of the enrollment;

c) fails twice the qualification exam for the doctorate.

The professor responsible for each course will determine the instruments to evaluate learning.

SCHOLARSHIP CRITERIA

To be entitled: having more than 1 year left of the maximum term to complete the program; no employment relationship; no concomitant scholarship.

The application ordering criteria will be as follows: 1- JCR (of the student) in the last four years.

2- Shortest time between entry into the Probationary Internship and Enrollment.

3- Permanent Supervisor > Supervisor. 4- Application Date.

5- Student with employment relationship unentitled to apply

TERMS FOR COMPLETION

For completion of the Fisiocirurgia programs, the term will be computed from the date of the student's enrollment in the program to the date of the oral examination on the Thesis or Dissertation.

- The Fisiocirurgia Master's program must be completed between twelve (12) and twenty-four (24) months, with an extension accepted for up to six (6) months, if requested by the supervisor and approved by the Fisiocirurgia coordination.

- The Fisiocirurgia Doctorate program must be completed between eighteen (18) and forty-eight (48) months, with an extension accepted

for up to six (6) months, if requested by the supervisor and approved by the Fisiocirurgia coordination.

WITHDRAWAL

At the discretion of the CPGFCC, and with the written consent of the supervisor, the student may be authorized to withdraw his/her enrollment in the Master's and Doctorate programs, provided that the maximum period of six (6) months is not exceeded, and that it is requested before the end of the term for completion of his/her master's or doctorate. The time to complete the program will remain the same with withdrawal.

CO-SUPERVISION

The request for inclusion of the co-supervisor must be made by presenting a letter requesting the co-supervisor inclusion, signed by him/her (agreement), the supervisor and the student **until the moment of the student's qualification seminar** in Fisiocirurgia, and must be approved by the CPGFCC . In addition, it will be necessary to complete a specific form and present the doctoral degree diploma.

Notes:

- 1- The student may have only one (1) supervisor
- 2- The supervisor or co-supervisor must be a permanent professor of the Program.

PREPARATION, PRESENTATION AND ORAL EXAMINATION OF THE MASTER'S THESIS AND DOCTORATE DISSERTATION

The final version of the Master's thesis and Doctorate dissertation papers should preferably be the result of scientific papers published, in press or submitted for publication, in patent or intellectual property registration process.

The oral examinations on Master's thesis and Doctorate dissertation must be made in public session and before an examining committee.

The presentation of the thesis/dissertation must take 30 to 40 minutes.

The presentation format for Master's thesis and Doctorate dissertation can be traditional, that is, text entirely in Portuguese, with cover page, abstract in Portuguese and English, summary, introduction, material and methods, results, discussion, conclusions, bibliography and attachments (if necessary). Further guidance can be found at www.bdttd.uerj.br/roteiro_uerj_web.pdf.

Alternatively, the doctoral dissertation can be presented in the form of two commented scientific articles, containing a general introduction to the topic and a general discussion of the submitted manuscripts. These articles must have been published, accepted or submitted for publication.

It is up to the supervisor to propose to the CPGFCC the names of members and deputies to form the examining committee, which will be officially defined at a meeting of the CPGFCC.

The version for the oral examination of the Master's Thesis will be evaluated by an examining committee made up of, at least, three (3) researchers in the area, holding the title of Doctor, and must have at least one member who does not belong to the active staff of UERJ professors. The supervisor or co-supervisor cannot join the examining committee.

The defense schedule must take place at least 30 days before the oral examination date.

The version for the oral examination of the doctorate dissertation will be evaluated by an examining committee made up of, at least, five (5) researchers in the area, with a Doctorate degree. At least two (2) members cannot be part of the active staff of UERJ professors (external members), two members must be from the UERJ's active staff. The supervisor or co-supervisor can be one of the members of the examining committee.

In addition to the effective members of each master's or doctorate oral examining committee, one (1) internal deputy member and one (1) external deputy member must be defined to participate in the examining committees, in case there is a known impediment of participation of effective members on the date of oral examination.

For the approval of the members of the Examining Committee, the updated *curriculum lattes* and copy of the Doctorate diploma for each component will be required.

ORAL EXAMINATION SCHEDULE PROCEDURE:

*** DOCUMENTS REQUIRED:**

- Master's: proof of acceptance of the article (Classification \geq B3)
- Doctorate: proof of 2 articles: one submitted and the other accepted/published, being, according to the new CAPES rules in Qualis Referência, greater than or equal to B2;

- * full version of the thesis in pdf sent to the Fisiocirurgia's office
- * 7 copies of the full version of the master's thesis delivered to the office and, in the case of the doctorate, 10 copies
- * reviewer's opinion (form model at the office)
- Students will receive a "pass" or "fail" grade from each member of the committee. The student who obtains unanimous approval by the examining committee will pass.

After the evaluation, the examining committee must draw up minutes and forward them to the CPGFCC for approval, after being signed by all members of the examining committee.

- Approved students must deliver to the CPGFCC office, within the term determined by the examining committee, 01 hardcover copy of the thesis or dissertation, with the modifications suggested by the examining committee and relevant documentation to the UERJ diploma requesting and Digital Library, in compliance with the administrative rules of UERJ, namely:

- * documentation from the Digital Library of UERJ;
- * diploma documentation;
- * Full thesis/ dissertation in PDF, in digital format (CD).

The student who passes the oral examination on the thesis or dissertation will be granted the degree of Master of and Surgical Sciences or Doctor of Physiopathology and Surgical Sciences, respectively.

The graduate student who fails the oral examination will be dismissed from Fisiocirurgia.

CATALOG FORM AND FINAL VERSION OF THE THESIS / DISSERTATION

Before the delivery of printed copies for the application for the diploma, the final version must be revised, and the catalog form prepared by the Library of the Biomedical Center (phone: 2868-8046 / cbabdtd@gmail.com).

DIPLOMA APPLICATION

After the delivery of the final version of the thesis / dissertation in the library, the student must apply for his/her diploma at the office.

Documents required: diploma application form (available on the PGCM website), copies of identity (RG or functional card) and CPF, copies of the diploma and academic record transcript of the undergraduate or Master's degree, copy of the Oral Examination Minutes and CRN (issued by the library).

The student must withdraw his/her diploma at the DAA/UERJ.

It should be noted that, after the delivery of the Diploma Application by PG-Fisiocirurgia to UERJ, the monitoring must be done directly with the sectors of the University responsible for making the diploma, namely: DEPG and, later, DAA.

SCIENTIFIC MEETING

Fisiocirurgia holds weekly meetings to monitor the students' projects. These meetings must be attended by the students and grant credit.