

Regulation of the Graduate Program in Medicine (Neurology)

I - COMPOSITION OF THE PROGRAM'S COORDINATION COMMITTEE (CCP)

The Program's Coordination Committee – CCP, in the Portuguese acronym, – will be compound by four (04) full mentors accredited in the Program, one of them will be the Coordinator and the other the substitute Coordinator, and one (01) representative of the students' body, each position having a titular and a substitute member.

II - SELECTION CRITERIA

II.1 The subscription documents, number of places available, list of mentors, curriculum evaluation items, each item's grades, the themes and the bibliography, all the selection criteria, the weigh of the criteria, the time for the Research Project's presentation, the time for questions and answers, indicated for the selective process, will be at Specific Official Notice, to be published each semester on the Program's website and on São Paulo's Official Gazette.

II.2 Proficiency in Foreign Language

The proficiency in English will be required during the selective process for all the applicants, and for the foreign applicants, the proficiency in Portuguese will also be required up to **one year** after the enrollment, according to the criteria of Regulation Program's Item V.

II.3 Requirements for the Master's Degree

II.3.1 For the selection of the students for the Master's degree, the following criteria will be considered:

II.3.1.1 Writing test in English, where scientific reasoning and results interpretation skills will be assessed. Refer to item V, sub-item V.1.

II.3.1.2 Curriculum Vitae analysis.

II.3.1.3 Oral Examination of the Master's Project with the purpose of identifying the knowledge of the student on the project presented.

II.3.2 Students who get a grade equal or superior to seven (07) will be approved.

II.3.3 Students with grade equal or superior to seven (07) will be classified and selected and they may be accepted to enter the Master's program, according to mentor's availability and according to the number of places informed in the Selective Process' Official Notice.

II.4 Requirements for PhD Degree

II.4.1 For the selection of PhD students, the following criteria will be considered:

II.4.1.1 Writing test in English, where scientific reasoning and results interpretation skills will be assessed. Refer to item V, sub-item V.1.

II.4.1.2 Curriculum Vitae analysis.

II.4.1.3 Oral Examination of the PhD Project with the purpose of identifying the knowledge of the student on the project presented.

II.4.2 Students who get a grade equal or superior to seven (07) will be approved.

II.4.3 Students with grade equal or superior to seven (07) will be classified and selected and they may be accepted to enter the PhD program according to availability of mentors and according to the number of places informed in the Selective Process' Official Notice.

II.5 Requirements for PhD Direct-Entry

Besides the requirements for the PhD, the requirements for the PhD' selection will be:

II.5.1 For PhD Direct-Entry, there is the need for proof of previous experience in

undergraduate scientific research, preferentially as student with a scholarship;

II.5.2 Publication of at least 2 complete works in international scientific journals, preferentially as first author.

II.5.3 Students with grade equal or superior to seven (07) will be classified and selected, and they may be accepted to enter the PhD Direct-Entry course program, according to availability of mentors and according to the number of places informed in the Selective Process' Official Notice.

III – DEADLINES

III.1 At the Master's course, the deadline for depositing the thesis is thirty-six (**36**) months.

III.2 At the PhD course, for the holder of the master's degree, the deadline for depositing the dissertation is **48 (forty-eight)** months.

III.3 At the PhD course, without previous obtainment of master's degree (PhD Direct-Entry), the deadline for depositing the dissertation is **60 (sixty)** months.

III.4 In any of the courses, in exceptional cases, dully justified, the students can request deadline extension up to one hundred twenty (120) days.

IV - MINIMUM CREDITS

IV.1 The student for the master's degree shall have a minimum of credit units according to the following:

- Ninety-six (96) credit units, being twenty-four (24) in subjects and seventy-two (72) in the thesis:

IV.2 The PhD student, holding master's degree granted by USP or another one recognized by the same, shall have a minimum of credit units, according to the following:

- One hundred seventy-two (172) credit units, being twenty-four (24) in subjects and one hundred forty-eight (148) in the thesis:

IV.3 The PhD student, without previously getting the Master's degree, shall have a minimum of credit units according to the following:

- One hundred ninety-two (192) credit units, being forty-four (44) in subjects and one hundred forty-eight (148) in the thesis:

IV.4 Ten (10) credits for the Master's Course, ten (10) credits for the PhD and sixteen (16) credits for PhD Direct-Entry may be granted, at the most, as special credits. Such credits are specified in item XVII – Other provisions.

V - FOREIGN LANGUAGE

The students must show proficiency in English, both for the Master's and for the PhD's degree.

V.1 The test will comprise the translation and interpretation of a text in English to Portuguese with the aid of a dictionary and questions related to the text. The test will be applied and corrected by the examining board which will also perform the applicants' interview in the selective process.

V.2 Both at the Master's and at the PhD's, other Proficiency Tests may be accepted such as TEAP, TOEFL, IELTS, Cambridge, Michigan, taken up to three (03) years previous to the date of the student' subscription at the proficiency test applied by the Program, and the minimum grades or concepts, different for Master's and PhD's, will be published at the Selective Process' Official Notice.

V.4 The foreign students, besides the proficiency in English, shall prove they are proficient in Portuguese up to one (01) year before starting the counting of their deadline in the course, which can be shown through:

V.4.1 A examination, which will comprise the translation and interpretation of a text in Portuguese with the aid of a dictionary and questions related to the text. The test will be applied and corrected by an examining board constituted by three Program's mentors.

V.4.2 Through the presentation of intermediate or higher level Proficiency Certification in

Portuguese Language for Foreigners, CELPE-BRAS.

V.5 The applicants that concluded the master's in this program and certify the proficiency in English or Portuguese language according to the criteria aforementioned can use it for the PhD selection, since they have obtained minimum grade required for the PhD, informed in specific selective process official notice.

V.6 The minimum grade or concept for acceptance of the referred examinations is 60% for Master's and 70% for PhD and PhD Direct-Entry.

VI – SUBJECTS

ACCREDITATION

The CCP will define the list of subjects for the Program based on articles 67 to 70 of the USP Graduate Regiment.

VI.1 The subjects' accreditation is based on the analysis of the syllabus, compatibility with the Program's lines of research, bibliography update, Professor's Curriculum Vitae and detailed opinion of a reporter, after hearing the CCP;

VI.2 The professor in charge shall be active (Full) participant of the Program when it is about program's mandatory subject or focal area;

VI.3 Besides the accredited mentors, PhD's degree holders external to the program can be accepted as subjects professors, since it is justified by a professor accredited in the program and in charge of the subject, after approval by the CCP.

VI.4. Under criterion of the professor in charge, with the approval of the CCP, the subjects can be taught in English.

VI.5 The mandatory subjects will be taught in Portuguese, and they can also be taught in English, since the subject is offered in both languages.

VI.6 The subjects shall be regularly offered each two (02) years.

RE-ACCREDITATION

VI.6 The subjects shall be submitted to re-accreditation each five (05) years, when the objectives will be reviewed and the bibliography will be updated, and the subjects which have not been regularly offered for the period may be discredited by CCP's proposal.

VI.7 For the re-accreditation, the same criteria required for the accreditation will be considered.

VII – SUBJECTS' CLASSES CANCELLATIONS

VII.1. The professor can request to the CCP the cancellation of subjects' classes:

- due to force majeure, approved by the CCP;
- because it has not reached the minimum amount of students per class, previously defined at the offer of the subject by the professor in charge, until the start of the subject.

VII.2 The CCP shall deliberate on the maximum time period of ten (10) days after entering the request before the Program's Secretariat, since it is made before starting the classes.

VIII – QUALIFICATION EXAMINATION (EQ)

The Qualification Examination – EQ, in the Portuguese acronym – is required for the PhD and PhD Direct-Entry courses

VIII.1 The objective of the PhD qualification examination is assessing the applicants' capacity independently developing their theses project inside their area of research.

VIII.2 The subscription to the qualification examination shall happen in up to twenty-four (24) months to the PhD and thirty (30) months to the PhD Direct-Entry. The examination shall be performed at the most in sixty (60) days after the subscription.

VIII.3 The student can choose between lecture or a printed copy of the published work or the acceptance of the publication and manuscript.

VIII.3.1 In case the same chooses the lecture, it will last 45 minutes at the most. The class and oral assessment content will discuss a theme to be chosen in a list, with six (06) themes

at the most, related to the applicant's field of research, suggested by the mentor and approved by the CCP.

VIII.3.2 Oral presentation of complete work publication accepted in indexed, national or international journal, performed in 45 minutes at the most, and the theme shall be related to the student's area of research. The student shall be the first or the second author of the publication.

VIII.3.3 The themes of the class or publication shall be routed by the student, with the agreement of the Mentor, to the CCP with minimum antecedence of ten (10) days from the subscription at the referred examination.

VIII.4 The Examining Board will be compound by three PhD's, and at least two of them shall be Full Mentor member of the Program. Each member of the board will have 10 minutes at most for making questions to the student, and the student will have the same time for answering them.

VIII.4.1 The CCP will assign the president of the Examining Board, obeying, whenever is possible, the hierarchy between its members.

VIII.4.2 The Mentor cannot be part of the Examining Board, and the same will only act as moderator in the referred examination.

VIII.5 The graduation student who does not perform the examination within the time period foreseen for his/her course will be dismissed from the program, according to item V from Article 52 of USP Graduate Regiment.

VIII.6 The student who is reprovado in the qualification examination can subscribe himself/herself for repeating it one more time, and the same shall make the subscription again within a time period of thirty (30) days from the first examination. The second examination shall be performed within sixty (60) days after the subscription. If he/she is reprovado again, the student will be dismissed from the Program and the same will receive a certificate with the subjects taken.

IX – TRANSFERENCE FROM FOCAL AREA OR COURSE

IX.1 COURSE TRANSFERENCE

For the transference from the master's course to the PhD Direct-Entry course, the student and the mentor shall make a request up to twenty-one (21) months from the master's enrollment, instructed with the following documents:

IX.1.1 Mentor's detailed opinion, with the student's agreement, justifying the request.

IX.1.2 Research project with the results obtained and future activities' schedule.

IX.1.3 Presentation of work published or accepted in indexed international journal (impact factor higher than 1) based on the research project's data.

IX.1.4 In the event of transference, the student will perform the Qualification Examination up to thirty (30) days from the beginning of the counting of his/her period in the course.

The CCP shall judge the request after analysis of the material presented and after receiving an opinion from the program's mentor or from an expert in the matter.

IX.2. For the course transference, the deadlines for the performance of qualification examination, the minimum credits required for the qualification, the proof of proficiency in English (of all the students) in level compatible to the PhD shall be verified, as well as the deadlines for the verification of proficiency in Portuguese language (for foreigners), in the new course. In case such criteria are not met, the transference will not be possible.

IX.2 TRANSFERENCE FROM FOCAL AREAS IN THE PROGRAM

IX.2.1 The student can request the transference from focal area of the program, with mentor's authorization, up to fifteen (15) months for the Master's degree and twenty-four (24) months for the PhD's degree, with the following documents:

- Detailed opinion of the new mentor, with student's and current mentor's authorization when there change of mentor, justifying the request.
- Research project with the results already obtained and schedule or, new research project

with schedule.

- Educational History.

-IX.2.2 For the course transference from focal areas in the program, the deadlines for the performance of qualification examination, the minimum credits required for the qualification, the proof of proficiency in English (of all the students) in level compatible to the intended focal area shall be verified, according to item V of this Regulation, as well as the deadlines for the proof of proficiency in Portuguese language (for foreigners), in the new course. In case such criteria are not met, the transference will not be possible.

IX.2.3 The CCP will analyze the request grounded on detailed opinion issued by a reporter, based on the research project's results or, when there is project change, it will take into account the feasibility of new research project development, the student's academic performance and the possibility of accomplishing the mandatory credits and subjects of the focal area of destination.

IX.3 TRANSFERENCE FROM OTHER PROGRAMS TO THE MEDICINE PPG (NEUROLOGY)

IX.3.1 The transferences request from other Programs to the Graduation Program – PPG, in the Portuguese acronym – in Medicine (Neurology) will be assessed by the CCP, and the student shall be submitted to selective process as the one to which the PPG-Medicine (Neurology) students were submitted.

IX.3.2 For the program transference, the deadlines for the performance of qualification examination, the minimum credits required for the qualification, the proof of proficiency in English (of all the students) in level compatible to the intended one, shall be verified, according to item V of this Regulation, as well as the deadlines for the proof of proficiency in Portuguese language (for foreigners), in the new course. In case such criteria are not met, the transference will not be possible.

X – INSUFFICIENT ACADEMIC AND SCIENTIFIC PERFORMANCE

X.1 Besides the rules established in article 52 of USP Graduate Regiment, the student can be dismissed from the Graduation Program, in any of the courses (Master's PhD's and PhD Direct-Entry) if one of the following situations happen:

X.1.1 reproval of the semester's report of activities two times in a row or not.

X.1.2 there is no delivery of the semester's report at the limit date foreseen by the annual schedule, divulged by the Graduation Secretariat and at the Program's page on the internet.

X.2. The student who has his/her report reproved shall deliver new report within thirty (30) days at the most, counted from the date of reproval homologation by the CCP.

X.3. Lack of academic or scientific ethics or misconduct, testified, in written, by his/her mentor and approved by the CCP and the CPG, and full defense is guaranteed to the student.

XI – MENTORS AND CO-MENTORS

XI.1 The decision on the accreditation of a mentor will be based on his/her scientific performance. The professor will be assessed by his/her capacity of leading a research project and generating publications in journals with arbitration. The participation in congresses and postdoctoral internships will be considered. The coordination and participation of the professor in research projects will be valued.

XI.3 For the accreditation of full mentor the following will be considered:

- the production in Neurosciences area or the application of methods developed by the professor for the study of theme related to Neurosciences.

- having financing for the projects development, currently, or in the last five (05) years.

- having subject approved in the Medicine Program (Neurology).

- total production in the last 3 years of 8 publications in indexed journal, and 3 of them with impact factor (or Cites per doc, SCIMAGO basis), higher or equal to 1 or

- total production in the last 3 years of 6 publications in indexed journal, and 3 of them with impact factor (or Cites per doc, SCIMAGO basis), higher or equal to 1.5

XI.4 For the re-accreditation, the following will be considered:

- at least 1 student getting degree in the period of the previous accreditation;
- having financing for the projects development, currently or in the last 5 years.
- total production in the last 3 years of 6 publications in indexed journal, and 3 of them with impact factor (or Cites per doc, SCIMAGO basis), higher or equal to 1.5;
- having at least 1 work published in journal indexed at *Medline* arising from thesis or dissertation mentored by the same in the previous period;
- having taught subject in the program in the last 2 years.

XI.5 The accreditation for coordination will be admitted only for PhD and PhD Direct-Entry students, followed by mentor's justification indicating the importance of the co-mentoring, approved by the CCP.

XI.5.1 The deadline for the co-mentor accreditation at the PhD's course will be thirty (30) days from the beginning of the student's course.

XI.5.2 The deadline for the co-mentor accreditation at the PhD Direct-Entry course will be thirty-six (36) days from the beginning of the student's course.

XI.6 The accreditation of specific mentors will be assessed by the CCP obeying at least the criteria hereunder:

- the production in Neurosciences area or the application of methods developed by the professor for the study of theme related to Neurosciences;
- having financing for the projects development, currently or in the last 5 years
- at least 3 articles with impact factor higher or equal to 1 in the last triennial.
- Grounded justification of the requester on the innovative contribution of the project to the graduation program;
- Identification of the interested party's bond (e.g.: young researcher), mentioning the validity of the program and line of research;
- Showing the existence of (physical, material and/or equipment) infrastructure;
- Showing the existence of financial resources for mentoring the Graduation student;
- Manifestation of a professor or supervisor from the institution, with the authorization of the head of the department or equivalent, showing agreement on the use of the space for developing the requested mentoring and to the maintenance of the conditions for executing the graduation student's project.
- Interested party's *curriculum vitae*, where, whenever applicable, the concluded and ongoing orientations at USP and out of it shall be contained;
- Showing the functional situation and the institutional bond of the interested party (in case the interested party does not show stable institutional bond, the permanence time period at FMRP-USP shall be of at least 75% of the maximum time for the deposit of thesis or dissertation).

The accreditation of young posdoctoral researchers, with scholarships from funding agencies, can be a favorable aspect to be taken into account, mainly when the funding agency providing the scholarship to the researcher signals the importance of inserting the postdoctoral researcher at the graduation system, and mentors external to USP shall be specific mentor.

XI.6.1 The maximum number of specific mentors shall be preferentially 20% of the universe of permanent mentors of the program at the most.

XI.7. The maximum number of students to specific mentor is two (02), for master's or PhD. In case he/she is PhD student, there must be the certification that the professor has concluded the orientation of at least one master' student, even if in other PPG recognized by CAPES.

XI.8. The maximum number of students per mentor is ten (10), being also allowed five (05) co-orientations.

XI.9. The accreditation and re-accreditation of the mentors will be valid for the time period of five (05) years.

XII – PROCEDURES FOR DEPOSIT OF DISSERTATION/THESIS

XII.1 The final work in the master's, PhD and PhD Direct-Entry courses will be admitted according to the following:

- Thesis in case of master's and Dissertation in case of PhD or PhD Direct-Entry. The format and structure of the Master's Thesis or PhD's Dissertation are defined by the publication: "*Diretrizes para apresentação de dissertações e teses da USP: documento eletrônico e impresso. Parte I (ABNT)*", published by the *Sistema Integrado de Bibliotecas (SIBi) USP*, available at the program's page on the internet.

Non-conventional formats will be allowed, which can be presented as collection of work(s) published by the student, related to his/her project, preceded by an introduction and followed by general discussion and conclusions, according to models made available on the program's website. In the format of a collection articles published, the thesis/dissertation shall obey the following criteria:

- there will be no violation of author's/reproduction rights.
- the articles report the results of the student's research work, and in case of co-authorship articles, each article is used in the Thesis or Dissertation of only one of the students, and formal statement of the co-authors shall be presented, permitting the use of the article.
- All the articles and the thesis will be in one single language.

XII.2 Documents to be presented:

- Routing form signed by the student and by the mentor.
- Mentor's opinion referent to the thesis/dissertation work, indicating that the student is apt to the defense.
- Routing of the list elaborated, along with the mentor, and suggestion of names for constituting the Judging Committee duly signed by the mentor. In order to compound the Judging Committee, twelve names (four belonging to FMRP-USP or to the Program, four from out of the Program and four external to USP and to the Program).
- Total of nine copies of the thesis/dissertation, one printed copy for the Library and eight copies in PDF format, from which six will be sent to the titular and substitute members of the Judging Committee, one to the mentor, and one to submission at the Digital Library, and an abstract in DOC format in digital media.
- Routing of form: "USP Digital Library Authorization –PhD and Master's" filled with the institutional e-mail of the Graduation Program for submission of thesis/work of conclusion at the Digital Library. At the moment of the deposit, the students interested in protecting patent, copyrights and other rights related to their works, can request to the Graduation Committee (CPG, in the Portuguese acronym), with the authorization of the mentor, under dully justified request, the non-availability of the full version of their thesis or dissertation at USP Portal. The thesis or dissertation will be kept in reserved collection for a time period of up to two years, renewable once for the same time period, and the request shall be delivered at the moment of the deposit (according to article 88 – 3rd paragraph).

XII.2.1. The correction of such theses and dissertations will be allowed according to CoPGr Resolution (Article 88 – 4th paragraph), up to sixty (60) days after the defense.

XII.3 Publication Annex

At the PhD and PhD Direct-Entry in Neurology, along with the dissertation deposit, it is required proof of submission of an article or non-submitted manuscript, where the student is the first author, to arbitrated international journal.

XIII – ADDITIONAL FORMS OF STUDENTS EVALUATION

The students will be annually evaluated through their activities report, according to

description at item XVII - Other Provisions.

XIV – WRITTEN EVALUATION AT THE JUDGMENT OF THESES OR DISSERTATIONS.

Not applied.

XV. LANGUAGES ALLOWED FOR WRITING AND DEFENSE OF THESES AND DISSERTATIONS

XV.1 Meeting article 89 of the University of São Paulo's Graduation Regiment, all the Theses and Dissertations shall have a title, abstract and key-works in Portuguese and English.

XV.2 The Dissertations and Theses shall be written and defended in Portuguese, English or Spanish. The text shall be made in one single language.

XVI – TITLE'S NOMENCLATURE

XVI.1 The Master's student that accomplished all the Program's requirements will receive the Title of "Master in Sciences". Medicine Program (Neurology).

XVI.2 The PhD student that accomplished all the Program's requirements will receive the Title of "Doctor of Sciences". Medicine Program (Neurology).

XVII – OTHER PROVISIONS

XVII.1 Reports

The student shall present annual report on the course of his/her research and activities developed for the time period, which shall be submitted to the CCP up to the fifteenth day of January of each year.

The report presentation form will be available on the Program's website. The report shall contain the description of the activities developed for the time period, a preliminary discussion of the results obtained and the schedule of the activities foreseen for the next period. The student shall also include the complementary activities (works presentation and scientific meetings, manuscripts in course of preparation or the works published or accepted to be published)

XVII.2 Special Credits

Ten (10) credits, at the most, can be granted for the Master's Course, ten (10) credits to the PhD and sixteen (16) credits to the PhD Direct-Entry, since the student is the first author and it is related to the his/her thesis or dissertation project according to the following cases:

XVII.2.1 Work completed and published in journal of national or international circulation with impact factor higher or equal to 2.5 maximum of four (04) credits.

XVII.2.2 Work completed and published in journal of national or international circulation with impact factor higher or equal to 1.5 and lower than 2.5 – maximum of three (03) credits.

XVII.2.3 Work completed and published in journal of national or international circulation with impact factor higher than 0.4 and lower than 1.5 – maximum of two (02) credits.

XVII.2.4 Work completed and published in journal of national or international circulation without impact factor – one (1) credit.

XVII.2.5 Book of recognized merit in the knowledge area is equal to two (02) credits.

XVII.2.6 Chapter of book of recognized merit in the knowledge area is equal to one (01) credit.

XVII.2.7 Patents deposit - four (04) credits.

XVII.2.8 Publication of chapter in technological manual recognized by national and international official bodies, the number of special credits is equal to two (02).

XVII.2.9 Participation in national or international scientific congress with work presentation, which abstract is published in records history (or similar) having the student as the first author. 1 credit will be attributed for participation, and the maximum of 2 credits will be granted for this type of participation to a same student, during the same course.

XVII.2.10 Participation in the Educational Improvement Program – *Programa de*

Aperfeiçoamento de Ensino (PAE) – three (03) credits.

XVII.2.11 Scheduled Activities: Provide medical care to SUS patients – 2 credits per semester.

XVII.2.12 Under CCP's criteria, the publications financed by the author's himself/herself or by non-scientific organizations will be considered or not.

XVII.3 Mandatory Subjects

XVII.3.1 The mandatory subjects to the Master's are:

RNP5755 Topics in Scientific Methodology and Statistics (4 credits)

RNP5771 Investigation in Neurosciences I (4 credits)

XVII.3.2 The mandatory subjects to the PhD and PhD Direct-Entry are:

RNP5755 Topics in Scientific Methodology and Statistics (4 credits)

RNP5771 Investigation in Neurosciences I (4 credits)

RNP5772 Investigation in Neurosciences II (4 credits)

XVII.4 Ethical Committee Analysis

The students shall submit their projects for appraisal of the Ethical Committees in Animal Experimentation – CETEA or Ethics in Research from the HCFMRP - CEP/HCFMRP, or Committee from other Unit of USP or other Institution, since they are accredited before the CONCEA and CONEP, respectively.

The students shall register the research project at the graduation program and present the ethics certificate at the CPG, up to 180 days after their enrollment at the most.

Dismissal of ethics committees' certificate presentation or **the extension of the deadline for presentation of the approved certificate shall be** analyzed by the CPG, with CCP's justification and presentation of research project.