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INTERNAL REGULATIONS

Approved by the Chamber of Post-graduate Teaching and Research, at the Federal University of Bahia in March 2008 and then, in the same year, by CAPES

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INTERNAL REGULATIONS FOR THE POSTGRADUATE PROGRAMS (MASTER AND DOCTOURATE) IN HEALTH SCIENCES

FACULTY OF MEDICINE IN BAHIA

The post-graduate program in Health Sciences (MSC and PhD) were proposed in 2008, aiming to offer postgraduate studies *strictu sensu*, for biologists, pharmacists, doctors, veterinary doctors and dental surgeons, to contribute to human resource training in higher education and research.
(see addendum)

CHAPTER I

PRELIMINARY PROVISIONS

- Art. 1° - The post-graduate program (MSC and PhD) in Health Sciences (PPgCS) is institutionally known as the Faculty of Medicine in Bahia, at the Federal University of Bahia (UFBA).
- Art. 2°- The PPgCS headquarters are located at the Bahia Faculty of Medicine, Praca XV de novembro, s/n-Largo do Terreiro de Jesus CEP 40025-010 Salvador, Bahia, Brazil.
- Art. 3°- The PPgCS area of focus are:
a) Health Sciences
- Art. 4°- The courses are governed by the regulations in force, dictated by the Chamber of Post-graduate Teaching and Research at UFBA.

CHAPTER II

THE COURSE OBJECTIVES

SECTION 1 – THE MASTER COURSE

- Art. 5° - The course objective is the training of University Researcher Professors. It is based on the concept that teaching activity develops more appropriately when the Professor is engaged, not only in imparting, but also the production of knowledge.
- Par. 1°- In addition to research activities, the course has a regular program of classes in subjects considered to be of fundamental importance to the area of focus of the course, as well as in related disciplines, divided into the categories or Fundamental theories, Methodological Disciplines and Substantive Disciplines.

SECTION 2 – THE DOCTORATE COURSE

Art. 6° - The doctoral course has the objective of providing teachers and researchers, preferably those dedicated to academic activities, the opportunity to study in depth, centred on the development of a doctoral thesis. Aims include the development of autonomy and ability to lead in the area of scientific research.

Par. 1°- Doctoral activities should develop in the direction of deepening the student's scientific technical knowledge, providing the means for the development of his work to the conclusion of the doctorate.

Par. 2°- The subjects of the course should be aligned to obtain the objectives stated in the last paragraph, avoiding classes, whenever possible, of a technical nature or that do not address the objectives.

Par. 3°- The offer of subjects common to the Master course is provided for students who have not complied with the credits of the Master in Health Sciences, and those who have not submitted equivalent credits to be re-evaluated.

CHAPTER III

ADMINISTRATION OF THE COURSE

Art. 7° - The administration of the post-graduate program (MSC and PhD) in Health Sciences is performed by the Collegiate, comprised of eight members, elected by its permanent faculty, and with student representation from an election convened by the Coordinator.

Par. 1° - The Board of the course elects the Coordinator and Vice Coordinator.

Par. 2° - The mandate of the teachers' board is valid for 2 years and 1 year for the student representative.

Par. 3° - The mandate for the Coordinator and Vice-Coordinator is valid for 2 years and renewal is permitted.

Par. 4° - The Deputy Coordinator will stand in for the Coordinator in his absence.

Par. 5°- The Board will convene ordinarily once per month and extraordinarily by convocation of its Coordinator, or by the majority of its standard members

Par. 6. ° - Members of the Board will be voted for by the permanent teachers for the faculty members and by the enrolled students for the student representative.

Par. 7°-The student representation shall consist of a representative from the Master course and a representative from the Doctoral course.

Par. 8° - Each election shall be convened by the Coordinator up to 60 days before the end of the mandates.

Par. 9° - In order to hold an election, a date and time will be announced, and an Electoral Commission composed of a faculty member, an employee and a student will govern the election.

Par. 10° - The candidate who receives the most votes will be elected.

CHAPTER IV

THE REGISTRATION, ADMISSION, ENROLLMENT AND TRANSFER OF STUDENTS

SECTION I – THE REGISTRATION

Art. 8° - Registration for the selection of candidates on the Master and PhD courses will be opened annually by Edict, in line with the post-graduation courses' academic calendar at UFBA.

Art 9° - registration on the Master's and Doctorate courses will require the following:

- a) An authenticated photocopy of a Diploma from a higher education institution recognized by the Ministry of Education in a course of Biological Sciences and Health Professions as defined in the clauses of these internal regulations;
- b) An authenticated photocopy of your identity card;
- c) An authenticated photocopy of Voting Registration and proof of having voted in the last election;
- d) An authenticated photocopy of CPF;
- e) An authenticated photocopy of Reservist status (males only);
- f) Two 3 x 4 sized photographs;
- g) Three photocopies of the Candidate's up-to-date Curriculum Vitae from the CNPq's Lattes platform, signed and dated by the candidate, accompanied by supporting documents which provide evidence (the front page of each publication in journals and congresses), peer tutoring certificates specializations, internships, and educational activities;
- h) A research project (3 copies) with up to four pages for the candidates of the MASTER'S DEGREE and up to 6 pages for DOCTORAL candidates, including (title, objectives, theoretical bases, preliminary results (if available), methodology, approval from the Research Ethics Committee (if available), funding sources and bibliographical references. The proposed project should be accompanied by a letter from a Professor or tutor (from the PPgCS Faculty) in the standard format. The project will be analysed taking into consideration the importance of the theme, the scientific merit of the proposal, its methodology, its fit with PPgCS, and the availability of financing;
- i) *Curriculum vitae* of the Professor-tutor, in the form of CNPq Lattes, signed and dated by the said person;
- j) Registration form (available on the PPgCS webpage), duly completed by the candidate, who is solely responsible for the information provided. This form, signed and dated by the candidate, must be sealed by the Secretary of the PPgCS in an envelope (to be sealed in the presence of the applicant or an attorney with countersignature) with the registration documents;
- k) Proof of payment of the academic levy.

Par. 1° - EXCLUSIVE DOCUMENTATION REQUIRED BY Master CANDIDATES

Upon registration, the following documentation will be requested from the candidate;

- a) Academic records from their undergraduate course.

Par 2° - EXCLUSIVE DOCUMENTATION REQUIRED BY DOCTORAL CANDIDATES

Upon registration, the following documents will be requested from the candidate;

- a) Academic records from their Master course. The proof of the Master title can be substituted by a testimonial of completion.
- b) Copies of a published or about to be published article in a journal with impact index (JCR) > 1, the candidate must be the verifiable author. An inability to provide proof of this requirement, even after registration will result in the candidate being disqualified.

SECTION II – THE SELECTION

Art. 10° - The selection of candidates will be made by a Committee established by the Board of the program, amongst its permanent teachers. The date the selection takes place will be scheduled by the program Collegiate.

Art. 11°- the selection of the candidates will be made using the following evaluation:

- a) An analysis of the Master's dissertation or Doctoral thesis considering its methodological aspects, ethics, infrastructure and support for the development of the project which has already reached development stage, with preliminary results presented and fit with PPgCS research areas. The project must be accompanied by a declaration from the proposed candidate's supervisor stating that they agree to guide the candidate (the proposed candidate's advisor must be a faculty member accredited by the PPgCS Board);
- b) An analysis of the candidate's Curriculum Vitae with regard to academic training and scientific research, scientific production and teaching experience;
- c) Proof of foreign language proficiency
 - ci) Master course candidates:
English language proficiency test;
 - cii) Doctorate course candidates:
English language and a second language proficiency test (German French or Spanish);

- d) Some candidates may be called for an interview for the purpose of clarification of issues related to the curriculum or project. At least two members of the Selection Committee will attend.

Art. 12° - The selection criteria will be established by the Commission before the examination of the material presented by the candidates, and will be included in the report submitted at the end of the selection.

The Commission must indicate the order of ranking of the successful candidates, independently of the number of available slots.

Art. 13° - The number of places available on the Master and on the Doctorate shall be fixed annually by the Board of the program and submitted for approval by CEPGP (UFBA), being initially set at 10 (ten) vacancies for the Master and 10 (ten) for the Doctorate.

Art.14° - Special students may be admitted, after selection and decision of the Program, and may attend up to 4 classes, enrolling in the maximum two per semester.

SECTION III – ENROLLMENT AND TRANSFER

Art.15° - The registration of students, according to the current regulations, will be held at UFBA.

Art. 16° - Students will be accepted for transfer to Master or Doctorate courses from higher education institutions, at the discretion of the program, and according to the current regulations.

CHAPTER V

THE EDUCATIONAL SYSTEM

SECTION I – THE COURSE DURATION

Art. 17° - The activities of the Master course take place over a minimum of 2 semesters and a maximum of 4 semesters.

Art. 18° - The activities of the Doctorate course take place over a minimum of 4 semesters and a maximum of 8 semesters.

SECTION II – ACCREDITATION

Art. 19° - Each unit of credit corresponds to 17 (seventeen) hours of class, 34 (thirty-four) hours of lab work or equivalent, or 51 (fifty-one) hours of internship, individual study or fieldwork.

Art. 20° - At the discretion of the Board, some credits may be transferred from other post-graduate courses in higher education institutions of recognised standing.

Art. 21° - The Collegiate may grant credits for publication of scientific work replacing credits of elective discipline.

Par. 1° - credits allocated in this manner is limited to a maximum of 6 and may replace an optional subject.

Par. 2° - The credits will be granted by request of the party concerned accompanied by a copy of the work.

Par. 3° - The credits will be granted as follows:

- a) An article published or accepted for publication in a journal with impact factor > 1 equals 3 credits;
- b) An article published or accepted for publication in a journal with impact factor < 1 equals 2 credits;
- c) An article published or accepted for publication in journal indexed in MEDLINE and not evaluated by impact factor equals 1 credit.

Art. 22° – The Master course has a minimum of 28 (twenty-eight) credits in subjects, in addition to the mandatory activities without credits.

Art. 23°- The doctoral course has a minimum of 28 (twenty-eight) credits in the subjects, in addition to the mandatory activities without credits.

Credits from the Master may be integrated as credits for the Doctorate.

SECTION III – THE MASTER CURRICULUM

Art. 24° - In addition to the research activities, the curriculum of the Master course is developed in the form of subjects, activities and completion of work. The subjects are divided into the categories of Theoretical Foundations, Methodological and Substantive Disciplines. The subjects are complemented by activities, without credits.

Art. 25°- There are activities on the course, which are not subject to credits: Research Methodology and Production of Scientific and Technological Research II and the dissertation project.

Art. 26° - The subjects will be taught in the form of classes, internships and laboratory work, and will be distributed according to schedule approved by the Board.

Art. 27° - the following disciplines are included in the curriculum of the Master's program:

Discipline	Credits	Hours	Status	Responsible department
Biostatistics	3	102	Compulsory	Medicine
Bioethics	2	3	Compulsory	Medicine
Clinical trials	3	51	Compulsory	Medicine
Molecular Epidemiology of Infectious Diseases	2	3 4	Compulsory	Bio-regulation
Applied Scientific Methodology	2	68	Compulsory	Medicine
Research Methodology	4	102	Compulsory	Medicine
Bibliographical research	1	34	Compulsory	Medicine
Clinical Immunology and Immunotherapy	3	51	Optional	Medicine

SECTION IV – THE DOCTORATE CURRICULUM

Art. 28° - The PhD curriculum will be developed in the form of compulsory and optional subjects and compulsory activities without accreditation.

Art. 29° - There are activities on the course which are not subject to accreditation: Research Methodology and Production of Scientific and Technological Research II, the Thesis project and the Qualifying Examination.

Art. 30° - The subjects of the doctoral degree are developed during the course practically and theoretically via lab activities, internships, or equivalent.

Art. 31° - The following are included in the Doctorate curriculum:

Discipline	Credits	Hours	Status	Responsible Department
Biostatistics	3	102	Compulsory	Medicine
Bioethics			Compulsory	Medicine
Clinical Trials	3	51	Compulsory	Medicine
Applied Scientific Methodologies	2	68	Compulsory	Medicine
Molecular Epidemiology of Infectious Diseases	2	34	Compulsory	Bioregulation
Research Methodology	4	102	Compulsory	Medicine
Scientific Writing	3	102	Compulsory	Paediatric
Complementary internship	3	153	Compulsory	Medicine
Clinical Immunology and Immunotherapy	3	51	Optional	Medicine

SECTION V – BENCHMARKING OF LEARNING AND GUIDED RESEARCH

Art. 32°- Verification of learning in each discipline will be subject to work and/or evidence, and the student should be informed about the standardization process at the beginning of each course.

Art. 33°- The concepts or grades for each discipline will be granted according to the regulations in force.

Students who miss more than 25% of the activities of a subject will be disqualified.

Art. 34°- After enrolling in guided research, the student should continue enrolling for this activity until the conclusion of their dissertation or thesis.

The student should, at the end of each semester, present the current status of his activities to their supervisor. The supervisor should allow them to continue or advise them to stop.

Art. 35°- Students will be removed from the course if:

- a) They fail two subjects or twice in the same discipline;
- b) They fail twice in the same activity;
- c) They fail a discipline and an activity;
- d) They did not obtain a favourable opinion from the Advisor about their research-oriented activity;
- e) They don't pass the Qualification exam
- f) They do not get approval from the Commission to complete the Research.

Art. 36°- During the Doctorate course, the student should sit a qualifying exam at the end of the course.

The qualifying exam is made up of a review Board examination of the candidate's work, seeking to verify the degree of competence of the research project developed by the student and submitted according to the rules, compatible with what was originally submitted and finance required.

SECTION VII – FINAL WORK (MASTER'S AND DOCTORATE)

Art.37°- A Dissertation or Doctoral Thesis will be required to complete the Master's and Doctorate courses.

Par. 1° – the concluding work must be based on the original study that allowed the student to implement appropriate scientific methodology.

Par. 2° – the concluding work of the Doctorate degree will be composed of an original thesis that advances current knowledge in a certain area.

Par .3° – the student's concluding work will only be reviewed if the student has obtained all the credits required from each course and has completed all the activities.

Par. 4° – The acceptable Dissertation and Thesis models will be indicated in specifics drawn up by the Program Board.

Par. 5° - The requests of the student for evaluation of the work shall be forwarded to the Coordinator of the Group, accompanied by a letter from the supervisor, confirming that the student is ready for this evaluation, sending 8 (eight) copies in the case of dissertation; (12) copies in the case of Thesis.

Art. 38°- The concluding work will be judged by a Committee from the course Collegiate, made up of 3 (three) members for the Master and 5 (five) for the Doctorate.

The Committee will obey the current regulations issued by the higher Collegiate.

- Art. 39°- The evaluation of the Doctoral thesis should be carried out by oral defence in a public session during which the members of the Committee may express their personal opinion.
- The committee will issue a final PASS/FAIL opinion on the thesis and this should represent the opinion of the majority of the Committee.
- Art. 40°- The evaluating Committee could allow for amendments to be made to the work, which whilst necessary, would not affect the essence of the work.
- Up to 60 days can be allowed for the changes to be made which should then be sent on to the Committee.
- Art. 41°- Any student whose work fails, will be allowed, at the discretion of the Board to resubmit their work after revisions for a period of up to a (1) year.

CHAPTER VI

THE FACULTY

- Art. 42°- The Faculty of Master and Doctorate courses will be composed of Permanent Teachers, participants and visitors; defined according to the current regulations, carriers of the title of Doctor, or holding equivalent qualifications.
- Par. 1° - The Faculty will be reaccredited every three years.
- Par. 2° - The reaccreditation will be dependent on the presentation of an article with an impact factor >1 , at the rate of one a year for the last three years.
- Par. °3 - The criteria for accreditation of new teachers depends on the fulfilment of paragraph 2°. This article demonstrates professional integration of the teaching candidate with the already accredited Professor. Such integration must be demonstrated by an article published in the magazine with impact factor > 1 , with the teaching candidate and the already accredited teacher accredited as authors.

CHAPTER VII

THE GENERAL AND TRANSITIONAL PROVISIONS

Art 43°- Any omissions in these rules, not resolved by the Board, will be submitted to the Superior Collegiate, where relevant.

Art 44°- These rules enter into force on the day they are approved by the Superior Collegiate.

ADDENDUM

Graduates in Biomedicine, Nursing, Physiotherapy and Speech Therapy may join the Health Sciences graduate program.