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Rules and Procedures

Public Health And Environment Graduate *Strictu Sensu* Program

Master’s and Doctoral Programs





## Regimento Interno

**Programa de Pós-Graduação Stricto Sensu em  
Saúde Pública e Meio Ambiente**  
Mestrado e Doutorado Acadêmico



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### COMMON DISPOSITIONS TO THE MASTER'S AND DOCTORAL PROGRAM

#### 1. Objectives and General Organization

1.1 The Public Health and Environment Graduate Program (PPGSPMA), offered in two degrees – master's and doctorate (academic) –, has as its general objective to train professionals in collective health, based on interdisciplinary knowledge, for the practice of research, teaching and work in the public health and environment fields.

1.2 The doctorate aims to train professionals for the development of scientific knowledge, conducting of original and independent research projects in the collective health field, as well as for the teaching in the undergraduate and graduate levels.

1.3 The master's aims to train professionals to deepen the scientific knowledge about collective health, for teaching in the undergraduate and graduate levels, in addition to develop abilities for the conduction of research projects and the development of processes, products and methodologies concerning collective health.

1.4 General principles in the development of the graduate programs:

- a) Quality of the teaching, research and technological development.
- b) Search for continuous improvement in the areas of knowledge.
- c) Curriculum flexibility suitable to the diversity of tendencies and fields of knowledge.
- d) Broad diffusion of the produced knowledge and innovation, which comprehends, as appropriate, the search for transfer mechanisms for the practices and knowledge about healthcare services and the decision-making in health.
- e) Exchange and cooperation with other graduate programs.



1.5. The faculty (permanent, collaborating and visiting professors) and the student body will employ the resources allocated/raised to the PPGSPMA, as annually agreed with the Graduate Commission (CPG) and according to the rules of the financing body.

## **2. Curriculum Organization**

2.1 The master's and doctoral contents are offered through courses, which use several teaching resources, such as expository classes, seminars, group discussions, practical assignments, investigation assignments or any other teaching procedures concerning each Concentration Area, including on-hands training.

2.2 In the master's and doctoral courses, a mandatory attendance of 75% (seventy five percent) is required.

2.3 The faculty is classified within 3 (three) ranks in the graduate courses:

a) Course coordinator: the professor assists at least 80% (eighty percent) of the course hours and is responsible for any aspect directly related to it.

b) Collaborating professor: the professor assists over 20% (twenty percent) of the course hours.

c) Visiting professor: the professor assists a maximum of 20% (twenty percent) of the course hours.

2.4 The coordination of at least 80% (eighty percent) of the mandatory courses will be in charge of a permanent professor, who will be responsible for the course.

2.5 The evaluation of the graduate students by the professor is part of the teaching and learning processes and aims to:

a) Assess the graduate student learning according to the course objectives.

b) Promote changes in the quality of the training processes.

c) Establish a reflective practice towards the graduate students' learnings on the knowledge proposed by the academic activity.



2.6 Professors may employ exams, final assignments or similar to evaluate graduate students. The deadline for exams or for submitting a final assignment or similar is set by the course coordinator and must not exceed 15 (fifteen) days from the last day of class.

2.7 The course coordinator deadline for submitting the graduate students' grades to the Academic Management Service (SECA) is of 45 (forty-five) days from the last day of class.

2.8 The coordinator professor holds the commitment of complying with established deadlines, which affect the accreditation process.

2.9 The CPG is responsible for establishing and implementing the course and programs evaluation processes, which should comprehend the evaluation given by the graduate students.

### **3. Governance and Structure**

3.1 The PPGSPMA Coordination; the Graduate Programs Commission (CPG) from the PPGSPMA; the Concentration Areas Coordination; the Plenary of Doctors and the Class Council are the PPGSPMA governance bodies.

3.2 Composition of the Governance Bodies:

3.2.1 The PPGSPMA Coordination consists of a general coordinator and an assistant coordinator in charge of the *stricto sensu* programs.

3.2.2 The CPG from the PPGSPMA consists of:

- a) A coordinator or assistant coordinator from the PPGSPMA (one vote).
- b) All coordinators or assistant coordinators from the PPGSPMA Concentration Areas (one vote per concentration area).
- c) Two students, one from the master's program, and one from the doctorate program, or their alternate representatives, elected by their peers (1 vote).



Clause: The CPG sessions are open to the attendance of all PPGSPMA faculty and students, who have the right to speak but not the right to vote.

3.2.3 Each Concentration Area coordination consists of a coordinator and an assistant coordinator.

3.2.4 The Plenary of Doctors consists of PPGSPMA permanent, collaborating and visiting professors, as well as student representatives.

3.3 PPGSPMA coordinator and assistant coordinator election:

3.3.1 Votes of the permanent, collaborating and visiting professors (equally weighted) and one vote from the student representatives, as defined in item no. 3.5.1.5, elect the PPGSPMA coordinator and assistant coordinator

3.3.2 Slates run for the election, in an electoral process organized and conducted by an electoral commission appointed by the CPG. The slate accounting the majority of votes is the winner, provided a minimum of 40% (forty percent) of voters attend the election.

3.3.3 Permanent PPGSPMA professors who are public servers at the Oswaldo Cruz Foundation (Fiocruz) are eligible to candidate for the coordinator and assistant coordinator seats.

3.3.4 The terms of the elected PPGSPMA coordinator and of the assistant coordinator have a length of 2 (two) years, with provision for a single consecutive reelection.

3.3.5 Once elected, the PPGSPMA coordinator and assistant coordinator are confirmed for the office by the National Public Health School Sergio Arouca director, up to 30 (thirty) days after the declaration of the election results.

3.4 PPGSPMA Concentration Areas Coordination election:

3.4.1 The members of the Concentration Areas elect the respective Concentration Areas coordinator and coordinator assistant.



3.4.2 Permanent and collaborating professors at the PPGSPMA are eligible to candidate for the Concentration Areas coordinator and assistant coordinator seats.

3.4.3 The terms of the elected Concentration Area coordinator and of the assistant coordinator have a length of 2 (two) years, with provision for a single consecutive reelection.

### 3.5 Students' representatives election

#### 3.5.1 Roles and responsibilities of the students' representatives:

a) Participating in the CPG and in the Plenary of Doctors.

b) Attending the master's admission committee (either the master's or doctorate representative) and the doctorate admission committee (doctorate representative).

c) Attending the coordination election, in accordance to this Rules and Procedures.

3.5.1.1 The graduate students elect the student representatives and their assistants, both from the master's and the doctoral program.

3.5.1.2 Graduate students, both from the master's and the doctoral program, who have completed at least 1 (one) year of the program, are eligible to candidate for student representative.

3.5.1.3 The terms of the elected master's student representative and of the assistant representative have a maximum length of 1 (one) year.

3.5.1.4 The terms of the elected doctoral student representative and of the assistant representative have a maximum length of 2 (one) years, with provision for a single consecutive reelection.

3.5.1.5 The following criteria apply to the participation of student representatives in the PPGSPMA Coordination election.



a) Graduate students from the masters and doctorate programs enrolled for over one year are eligible to vote in the election for the PPGSPMA Coordination.

b) The voting will happen during a graduate students' assembly, counting both in-person votes and those sent by e-mail by the student representatives with a copy to the PPGSPMA Secretariat.

c) The slate with the majority of votes wins, being that equivalent to one vote from the entire student body (masters and doctoral students).

d) The students' representatives will vote for the student body during the electoral process.

### 3.6 Roles and responsibilities of each body:

#### 3.6.1 Coordination roles and responsibilities:

a) Be responsible for the PPGSPMA at all required levels.

b) Coordinating the PPGSPMA according to the CPG's directives.

c) Calling CPG monthly meetings, throughout the academic year or extraordinary meetings, as needed, and presiding them.

d) Presenting to CPG all reports and information concerning the PPGSPMA activities.

e) Forwarding to SECA, within the deadlines, the agenda of academic activities for each year and further information concerning the record of graduate students.

f) Representing the PPGSPMA or naming representatives in all required circumstances, including appointing representatives for the Coordination for the Improvement of Higher Education Personnel (CAPES).

g) Coordinating the masters and doctorate admission processes in partnership with the Concentration Areas coordinators.



- h) Integrating the Graduate Education General Commission (CGPG) at ENSP.
- i) Ensuring graduate students receive effective academic advising.
- j) Validating the exception petitions from courses, following an evaluation from the professor in-charge.
- k) Coordinating the follow up and evaluation processes of the PPGSPMA research and production in partnership with the responsible bodies.
- l) Enabling financial aid to the graduate students.
- m) Transferring PPGSPMA funding to the graduate students and to the faculty.
- n) Submitting annual reports of developed activities to the Plenary of Doctors.
- o) Elaborating and presenting annual activities reports at the Plenary of Doctors.
- p) Fostering and coordinating partnerships with other programs, both national and international, in accordance to the priorities set by the CPG.
- q) Assessing proposals for elective courses (winter or summer programs) coordinated by professors accredited at the PPGSPMA or, as an exception, by external guests with expertise in correlate areas, which are not contemplated by the PPGSPMA, and forwarding these to the CPG assessment.

### 3.6.2 CPG Roles and Responsibilities:

- a) Advising the teaching, research, national and international cooperation and other activities performed by the PPGSPMA.
- b) Discussing and approving the syllabus for the master's and doctorate programs offered by the PPGSPMA, including new condensed courses.
- c) Assessing and approving the offer of new master's and doctorate programs within the context of national and international cooperation.



d) Assessing and approving the creation, termination or merger of Concentration Areas.

e) Proposing to the Advisory Board and to the ENSP Board actions required for the proper operation of PPGSPMA.

f) Collaborating, in partnership with the other bodies involved in PPGSPMA, in the enhancement, follow up and evaluation of PPGSPMA research and production.

g) Establishing and applying accreditation standards for the PPGSPMA faculty, according to the criteria established by this Rules and Procedures.

h) Establishing criteria for the composition of committees for admission and qualifying processes, as well as for the defenses of thesis and dissertations.

i) Establishing procedures that ensure graduate students receive effective academic advising, including the final approval by the advisor, as well as by the second and third co-advisors.

j) Allocating scholarships and follow up on the scholarship recipients' performance in accordance to the criteria established by this Rules and Procedures.

k) Supporting the PPGSPMA Coordination in matters concerning enrollment, graduate students transferences, credit transfer, and progression from a master's to a doctorate, as well as in representations and appeals addressed to it.

l) Analyzing the requests for extended deadlines for the qualifying exam and defense, leave of absence, withdraw and other requests from the Concentration Areas.

m) Approving the composition of the masters and doctorate qualifying examination committees, admission processes, and allocation of PPGSPMA and granting agencies scholarships.

n) Approving the electoral rules and setting the calendar of the PPGSPMA and Concentration Areas coordination electoral processes, in accordance to this Rules and Procedures.

o) Calling the PPGSPMA Plenary of Doctors.



p) Collaborating for the PPGSPMA annual activities report and for the Capes evaluation report.

q) Proposing and coordinating changes in this Rules and Procedures.

Clause: Throughout the academic year, the CPG must hold a monthly meeting, also attending extraordinary meetings when called by the PPGSPMA Coordination.

### 3.6.3 Concentration Areas Coordination Roles and Responsibilities:

a) Integrating the CPG as a native member and contributing to the activities guidance.

b) Coordinating the respective Concentration Areas.

c) Organizing the Concentration Area faculty requests and discussions addressed to the CPG.

d) Organizing the courses syllabus of the Concentration Areas professors, working to fulfill the curriculum structure established in this Rules and Procedures, in partnership with the PPGSPMA Secretariat and the SECA.

e) Assessing and approving new courses from the Concentration Areas offered by professors accredited by the PPGSPMA.

f) Aiding the PPGSPMA coordination in establishing the slots for the master's and doctorate enrollment.

g) Following up the graduate students' performance in the respective Concentration Areas.

h) Mediating and advising the graduate students in the choice of advisor professors, and in the circumstances requiring a change in advising, as assessed by the CPG.

i) Assessing the requests for transfers of students between Concentration Areas, and then submitting it to approval by the CPG.



j) Forwarding withdraw and leave of absence requests placed by students from the Concentration Areas to analysis by the CPG.

k) Acting as an interlocutor between the PPGSPMA Coordination and the CPG.

l) Helping the PPGSPMA Coordination in the several stages of the master's and doctorate admission processes.

Clause: Throughout the academic year, the Concentration Areas professors must hold a monthly meeting, also attending extraordinary meetings when called by the Areas Coordination.

#### 3.6.4 Roles and Responsibilities of the Plenary of Doctors, a consultative body:

a) Assessing the activities annual report forwarded to Capes and the PPGSPMA accounting.

b) Proposing directives and integration actions between areas to the PPGSPMA.

§1º. The Plenary of Doctors will be held at least once a year, ensuring it takes place prior to submitting the assessment report to Capes.

§2º. Extraordinary plenaries can be called by the PPGSPMA, or by the CPG or attending to a request submitted and approved by the CPG.

#### 3.7 About the Class Council:

3.7.1 The Class Council is a closed body composed by the PPGSPMA Coordination, the Concentration Areas coordination and the professors in charge of the mandatory/elective courses completed by the graduate students, and has the following Roles and Responsibilities:

a) Discussing the pedagogical aspects of the concerned discipline.

b) Discussing the academic passing, probation or dismissal of each graduate student by the end of the academic year.



Clause: the Class Council will hold meetings by the end of each semester, called by the PPGSPMA coordination or attending to a request submitted and approved by the CPG.

#### **4. Faculty and Advising**

4.1 The masters and doctoral faculty is under a PPGSPMA Concentration Area and their participation is conditional on their contribution to the teaching and research activities, to the regular attendance to meetings and the engagement in other correlate PPGSPMA activities.

4.2 The masters and doctoral faculty consists of three ranks: permanent, collaborating and visiting professors. Professors must hold a doctoral degree or equivalent.

a) Permanent Professors: professors who meet all of the following requirements:

a.1) Performing teaching activities in graduate courses.

a.2) Participating in research projects within the institution's lines of research.

a.3) Presenting a periodical and recognized scientific production.

a.4) Advising PPGSPMA master's or doctoral students, being properly accredited as an advisor by the CPG.

a.5) Having work-administrative ties to Fiocruz or, exceptionally, fall under one of the following special conditions:

a.5.1) In case of a retired professor or researcher, signing a declaration of commitment to be a PPGSPMA professor.

a.5.2) Being a visiting professor at the PPGSPMA, through a formal agreement.

a.5.3) When receiving a grant for attraction and retention of researchers from federal or state funding agencies.



a.5.4) At the sole discretion of CPG, when the professor is in a long-term leave for working in a postdoctoral internship, senior internship or relevant activities in Education, Science, Technology and Innovation, failing to fall under the items a.1 and a.2, provided that further requirements are met.

a.6) Full-time devotion to Fiocruz – characterized by the devotion of 40 (forty) work hours weekly - , granted that a non-majority share of these professors are under a part-time agreement, according to the criteria established by the CPG and the Capes evaluation area.

a.7) Serving as a permanent professor in a maximum of 3 (three) Graduate Programs (PPGs). The professor may be declared permanent professor in any PPGs combination, whether they are academic or professional programs, traditional programs, in networks or other associative forms, of any evaluation area in any institution, provided that the professor serves at a maximum of 3 (three) PPGs.

b) Visiting Professors: professors or researchers who hold work-administrative ties with other institutions and are granted a leave from these duties to collaborate, for a continuous time, in a research project and/or teaching activities at the PPGSPMA, being allowed to act as advisors. This also comprehends visiting researchers whose duties at the PPGSPMA are under a fixed-term contract with the institution or a scholarship granted, with such purpose, by said institution or granting agency.

c) Collaborating professors: members from the PPGSPMA faculty who do not meet the requirements to be permanent or visiting professors, including the post doctorate scholarship holders, who in addition to advising graduate students, also systematically engage in the development of research projects and/or teaching or continued education, regardless of their ties to the institution. The performance of infrequent duties, such as lecturer, examination committee member or coauthor to studies do not establish a professional tie as a PPGSPMA faculty member, therefore the professional cannot be categorized as a collaborating professor.

4.3 Under exceptional circumstances, at the sole discretion of CPG, professionals qualified by their experience and specialized knowledge, and regular intellectual



production in accredited scientific periodicals, may be admitted as collaborating or visiting professors, regardless of whether they have ties to the institution or not.

## **5. Faculty Accreditation and Suspension of Accreditation**

5.1 The Concentration Area of choice receives the accreditation application to serve as a permanent, collaborating or visiting professor at the PPGSPMA, and forwards the application, along with an updated Lattes Platform record and the working project to the PPGSPMA coordination, for analysis by the CPG.

5.2 The CPG will analyze the accreditation application and issue a report based on the compliance to the following requirements:

a) Having completed a doctoral degree in a Capes accredited program or hold a doctoral degree certified by a Capes accredited program.

b) Presenting relevant academic production, according to standards compatible to the permanent or collaborating professor ranks established by the CPG in the evaluation period prior to the accreditation application.

c) Presenting a syllabus for a new course to be offered to the PPGSPMA and coordinated by the applicant or be within a course already existent in the PPGSPMA.

5.3 At sole discretion of CPG, professionals qualified by their experience and specialized knowledge may be admitted as collaborating professors, regardless of whether they have ties to the ENSP/Fiocruz or not.

5.4 The accreditation of professors will be valid according to the PPGs evaluation period. Attending to a CPG decision, accreditations in other periods may occur. In such case, however, the expiration of accreditation will be the same as those of other accredited professors.

5.5 To renew an accreditation, the professor must fulfill the commitments to the PPGSPMA and meet the requirements for professors' qualification.

5.6 The suspension of accreditation of a permanent professor occurs if the professional:



a) Requests the suspension.

b) Fails to meet the scientific production compatible to the permanent professor rank, considering all professors in the same PPGSPMA rank for two consecutive years, without cause.

c) Does not coordinate at least one course at the PPGSPMA for two consecutive years.

d) Does not advise master's or doctoral students at the PPGSPMA during the PPGs evaluation period.

e) Presents poor academic performance according to CPG and graduate students' evaluation.

5.7 The suspension of accreditation of a collaborating professor occurs if the professional:

a) Requests the suspension.

b) Does not work as collaborating professor in, at least, one course at the PPGSPMA in two consecutive years.

c) Does not advise master's or doctoral students at the PPGSPMA during the PPGs evaluation period.

d) Presents poor academic performance according to CPG and graduate students' evaluation.

5.8 The assigning of professors to permanent or collaborating ranks happens during the PPGs annual reports periods, following CPG's approval, seeking to maintain a balance between the ranks, as per the advice by the Collective Health area. A professor may, during the PPGs evaluation period, receive a reassigning from collaborating to permanent professor, according to the PPGSPMA needs and assessment and conditioned on CPG's approval. Permanent professors have their allocation assured during the entire PPGs evaluation period.



## 6. Academic Advising

6.1 All applicants admitted to the PPGSPMA, in master's or doctoral programs, shall have, from their admission on, the supervision of an advisor, who may be replaced, provided the CPG approves it and that the professor and the graduate student are aware.

6.2 At sole discretion of CPG, professors and researchers tied to other institutions may be admitted as co-advisors for certain projects, provided that they hold a doctoral degree or equivalent, and regular intellectual production, in accredited periodicals of broad distribution on Collective Health and correlate fields.

6.3 The professor may only be a doctoral program advisor after having advised at least two master's theses (academic and or professional), completed in any Capes accredited program.

6.4 The advisors must keep coherence in the masters and doctoral students advising, in a manner compatible to the lines of research recognized by ENSP.

6.5 The thesis or dissertation advisor must hold a doctoral degree or equivalent, work in a line of research recognized by the ENSP, be part of a research group accredited by the CNPq, be accredited by the CPG and teach courses at the PPGSPMA.

6.6 Advisor Roles and Responsibilities:

a) Leading the graduate students in the creation of their study plan, as well as helping them in their training concerning the corresponding area, closely watching their academic trajectory.

b) Assisting the graduate students in the elaboration and execution of their dissertation or thesis project.

c) Choosing a co-advisor, if needed, by mutual consent between the advisor and the graduate student, in order to meet training needs.

6.7 The graduate programs have the following advising levels:



a) Advisor – a permanent or collaborating professor holding a doctoral degree, who meets the general rules for graduate accreditation, as established by the CPG.

b) Second and third co-advisors – professors who serve as permanent, collaborating, visiting professors or graduate students accredited by the PPGSPMA or doctors tied to other institutions, conditioned on CPG's approval.

c) Assistant advisor – doctoral students whose advising duties are limited to the master's program.

## **7. Slots**

7.1 The admission slots for graduate students at the PPGSPMA will consider, among others, the following elements:

a) Advising capacity, proven through the existence of available advisors, regulated by the relevant legislation.

b) Ongoing research projects.

c) Admission and exit flow of graduate students.

d) Lines of research recognized by the ENSP and research groups accredited by the National Council for Scientific and Technological Development (CNPq).

e) Facilities, equipment and resources capacity for the progress of the research and teaching activities.

## **8. Admission**

8.1 To apply for the Public Health and Environment master's and doctorate programs, the candidate will present to SECA the documents required for the admission process established in a public announcement.

8.2 At sole discretion of CPG, transfer requests from students in other *stricto sensu* graduate programs accredited by Capes may be accepted.



8.3 The graduate student accepted by the means of transfer to the PPGSPMA, shall earn, in the Public Health and Environment graduate program, at least 50% (fifty percent) of the program's total mandatory credits. To comply with it, the graduate students must complete the mandatory courses at PPGSPMA, regardless of the credits earned in their previous institution, and comply with further CPG requirements.

8.4 The admission processes for the master's and doctorate programs will be held once a year or in extraordinary periods, according to the CPG deliberation. The PPGSPMA will be responsible for the masters and doctorate programs admission processes, holding special meetings, communicating the meetings' calendar, in order to manage the admission process.

8.5 The admission committees for the masters and doctorate programs shall be composed by 1 (one) full member and 1 (one) alternate member from each of the Concentration Areas, who should engage in the entire admission process, excluded any professor within the third degree of consanguinity to any candidate.

8.6 The PPGSPMA may continuously select international candidates, who should go through the same application processes applicable to Brazilian candidates for admission in the master's and doctorate programs. The exam may be taken online, through a web conference, conducted by the admission committee. Portuguese proficiency is required, in accordance to the ENSP and Fiocruz Rules and Procedures. Classes begin at the same time as it does for the Brazilian graduate students.

## 9. Enrollment in the Graduate Program and Course Enrollment

9.1 The graduate students accepted into the PPGSPMA must request to the SECA their enrollment in the mandatory courses, as well as in the elective courses they are interested in, conditioned on advisor's approval, within the deadline established in the academic calendar.

9.2 The graduate students may request a leave of absence from one or more courses, within the first  $\frac{1}{4}$  (one-fourth) of the academic year, conditioned on advisor's approval, being the SECA responsible for recording the leave. Past the length of the leave of absence for each course, failing to attend the course classes will cause dismissal due to absenteeism.



9.3 The CPG may grant a leave of absence for a maximum of 1 (one) academic semester for the master's graduates and 2 (two) academic semesters for the doctorate graduates, in face of a relevant reason. The leave of absence does not apply to graduate students beginning the first semester of their respective disciplines.

9.4 A graduate student who fail to renew their enrollment in each semester will be considered a dropout, except for the cases provided for in this Rules and Procedures.

9.5 Students not enrolled in the Fiocruz graduate program, but holding a graduate or bachelor's degree, may enroll in the graduate courses offered at the PPGSPMA, depending upon available slots, and at the sole discretion of the professor responsible for the course.

9.6 The PPGSPMA Coordination and the Concentration Areas coordination are responsible for the arrangements for the mandatory and elective courses offered, ensuring regularity in the graduate students' activities.

## **10. Program Requirements**

10.1 The master's program has a minimum length of 12 (twelve) months and a maximum of 24 (twenty-four) months. The doctoral program has a minimum length of 24 (twenty-four) months and a maximum of 48 (forty-eight) months. The CPG is responsible for analyzing exceptional cases.

10.2 Each course will be counted in credits, with a maximum of 4 (four) credits each. Each credit is equivalent to a minimum of 15 (fifteen) hours of class sessions or 30 (thirty) hours of practice sessions or equivalent work sessions, whether practical training or internships in laboratories and research. In the doctoral program, the total hours cannot be inferior to 2,880 (two thousand eight hundred and eighty) hours and in the master's program, total hours cannot be inferior to 1,440 (one thousand four hundred and forty hours).

10.3 Proof of attendance and completion of mandatory courses are requirements for the graduate program completion.



10.4 The credits earned in different programs at the specialization, masters or doctorate level may be transferred and approved by the PPGSPMA Coordination, based on the credit usage criteria established by the article no. 11, in case of completing graduate programs in different levels or isolated credits.

10.5 At the sole discretion of the Coordination and based on the credit usage criteria established by the article no. 11, credits may be granted to academic activities out of the curriculum.

10.6 A teaching internship is an activity eligible to credits, according to the article no. 11.

10.6.1 Teaching and research activities:

a) Assistant professor, when a graduate student engages in the planning, lecturing and evaluation activities of classes, under the supervision of the course coordinator.

b) Assistant advisor in a Scientific Initiation Program.

c) Assistant advisor for graduate students in Collective Health programs.

10.7 A graduate student will not be able to defend a thesis or dissertation prior to completing the total of academic credits required for the respective degree and to attending the requirements provided in this Rules and Procedures.

10.8 To comply with the requirements for earning master's and doctoral degrees, the credits earned in courses completed prior to admission will only be valid up to the maximum time of program completion.

10.9 In the event of a graduate student being dismissed from the PPGSPMA, the credits earned may be revalidated provided the student be readmitted in a new process. Such revalidation may be requested in a maximum period of 2 (years) past the dismissal. After the readmission, the graduate student must meet the minimum 12 (twelve) months requirement for the masters and 24 (twenty-four) months requirement before the final defense.



10.10 Rates from A to D state the grades, corresponding to the following scale:

- a) A corresponds to a rate between 9 and 10 (excellent performance).
- b) B corresponds to a grade between 7.5 and 8.9 (good performance).
- c) C corresponds to a grade between 6.0 and 7.4 (average performance).
- d) D corresponds to a grade equal to or under 5.9 (unsatisfactory performance – fail).

10.11 Only graduate students achieving, at least, a C grade will earn the credits corresponding to each course.

10.12 Falling under one of the following circumstances will cause the dismissal of the student:

- a) Achieving a D grade in a mandatory course.
- b) Achieving a C grade in three or more courses, or two C grades and a D grade.
- c) Achieving a D grade more than once in the same elective course, or in different elective courses.
- d) Failing for absence in any course.
- e) Failing the qualifying exam twice.
- f) Failing the preliminary examination twice.
- g) Failing the defense of the dissertation or thesis.
- h) Failing to defend the qualifying exam, dissertation or thesis within established deadline.

10.13 Graduate students will have their PPGSPMA scholarship cancelled under the following circumstances:



a) Achieving a C grade in two or more mandatory courses.

b) Exceeding, without cause, the deadline for qualifying after the CPG assessment.

10.14 In order to earn the masters and doctoral degree, as provided and ruled by this Rules and Responsibilities, the graduate students shall:

a) Pass the qualifying exam, in which the students must evidence the extent and depth of their knowledge and their critical thinking.

b) Pass a preliminary exam committee, who will issue a report.

c) Public defend the thesis or dissertation before an examining committee appointed by the advisor and approved by the CPG.

d) Hand in a final version of the work to the SECA within the deadline established in this Rules and Procedures.

10.15 The dissertation and thesis evaluation process comprehends the following outcomes:

a) Pass.

b) Conditional pass.

c) Fail.

10.16 The graduate student approved by the examining committee will receive the certificate and academic record only upon handing to the SECA the final version of the thesis or dissertation, officially approved by the advisor, according to the instructions given by that sector.

10.17 In the event of conditional pass, the examining committee must, then, indicate in writing the modifications to be made, and graduate students have up to 3 (three) months to complete it and, likewise, hand in the final version to the SECA, approved by the advisor and at least one member from the examining committee.



10.18 The progression of students from the master's to the doctorate program will occur in exceptional cases and obey to the following steps:

a) A recommendation from the qualifying committee, with the advisor's approval, attending to a request from the graduate student.

b) A recommendation from the *ad hoc* commission established by the Coordination and a report approved by the CPG, which considers:

b.1) The level of detail and the complexity of the work developed on the proposed subject.

b.2) The evaluation of the candidate's academic history compatibility to that of a doctoral student.

b.3) A published article or an article accepted for publication in an indexed journal on the study subject.

b.4) The completion of the PPGSPMA master's program mandatory credits.

c) The latest deadline for requesting the masters to doctorate progression is the 20th (twentieth) month. Counting from the progression month, the graduate student has a maximum of 24 (twenty-four) months to defend a dissertation.

## 11. Credit Completion for the Master's and Doctoral Programs

11.1 The certificates of specialization courses in Public Health, of residency in Public Health and ENSP correlate courses are automatically recognized for master's credits and awards 10 credits.

11.2 Graduate students who have completed a specialization course in other institutions should place a request for recognition in the Coordination, conditioned on advisor's approval, for receiving credit equivalence, up to 10 credits.

11.3 A master's certificate in the Collective Health area accredited by the Capes is automatically grants doctorate program credits, awarding 20 credits.



11.4 The graduate students who earned a master's degree in other graduation programs, in correlate areas accredited by Capes, should place a request for recognition in the Coordination, through the advisor, for receiving credit equivalence, up to 20 credits.

11.5 The graduate students who progress from the master's to the doctorate program will earn the corresponding credits to the courses attended during the masters.

11.6 A minimum of 30 (thirty) credits are required for the master's program. A minimum of 60 (sixty) credits are required for the doctorate program. The graduate student may attend courses offered in other graduate programs and internships, in addition to the generally provided, as needed, to complete the student's training, and must do so when the student's advisor and, ultimately, the Coordination see fit, in order to achieve a high specialization level. The Coordination will decide on the award of credits for these activities, conditioned on advisor's approval. The maximum of credits awarded per internship is four.

11.7 In addition to the credits earned by passing the courses, the graduate student may earn credits for scientific production at discretion of the advisor, conditioned on PPGSPMA Coordination's approval, during the graduate program period (master's/doctorate), in the case the graduate student be:

a) Author of a full scientific book, whose contents are the results of an original research project. Eligible books consist of a printed or electronic product with a ISBN recorded, comprehending at least 50 pages, published by a public or private publishing house, scientific and/or cultural association, research institute or official body, counting with an editorial body and peer review – 6 (six) credits.

b) Editor or organizer of a scientific book, whose contents are the results of an original research project, as per item no. 11.7a – 3 (three) credits.

c) Author of a chapter in a scientific book, whose contents are the results of an original research project, as per item no. 11.7a – 4 (four) credits.

d) Author of articles published in a scientific journal indexed by Qualis, on the Collective Health subject – up to 6 (six) credits, according to the following classification:



A1 = 6 (six) credits, A2 = 5 (five) credits, B1 = 4 (four) credits, B2 = 3 (three) credits, B3 = 2 (two) credits and B4 = 1 (one) credit.

11.8 The total credits awarded due to scientific production, detailed in the previous item, is of 10 (ten) credits (a, b, c, d items).

11.9 If the either the book (a) or scientific articles (d) is used to compose the dissertation or thesis, they cannot account for academic credits. The article presented during the qualifying exam may be one of the articles in the dissertation or thesis.

11.10 In addition to the credits earned by passing the courses, the graduate student may earn up to 8 (eight) credits for performing the following academic activities, at discretion of the advisor, conditioned on PPGSPMA Coordination's approval, during the graduate program period (master's/doctorate):

a) Being an assistant professor in Fiocruz graduate programs, for which credits will be award in a proportion of 1 (one) credit per 15 (fifteen) teaching-hours, at a maximum of 4 (four) credits.

b) Being an assistant advisor in Fiocruz graduate programs – maximum of 4 (four) credits.

b.1) Having a master's thesis defended and passed – maximum of 4 (four) credits.

b.2) Having a *lato sensu* course monograph – maximum of 2 (two) credits.

c) Presenting works in a Fiocruz scientific event or scientific congress during the program, 1 (one) credit per comproved scientific event – maximum of 2 (two) credits.

d) Taking directed reading courses, 2 (two) credits per course per semester – maximum of 2 (two) credits for the master's and 4 (four) credits for the doctorate program.

e) Being a member of scientific initiation, under graduation and specialization examining committees – 1 (one) credit per committee – maximum of 4 (four) credits.

## 12. Academic Degrees and Certificates



12.1 To be conferred a master's degree, the graduate student shall:

- a) Comply with the minimum and maximum deadline requirements.
- b) Complete the minimum credit requirement.
- c) Pass the qualifying exam.
- d) Pass the thesis defense.
- e) Comply with the special provisions of the master's program.

12.2 To be conferred a doctoral degree, the graduate student shall:

- a) Comply with the minimum and maximum deadline requirements.
- b) Complete the minimum credit requirement.
- c) Pass the qualifying exam.
- d) Pass the dissertation defense.
- e) Comply with the special provisions of the doctoral program.

12.3 The recording and issuing of the academic record shall be solely made by the SECA, upon proved attendance of Rules and Procedures requirements and according to the provisions specific to each program.

12.4 The Fiocruz president, the ENSP director, the PPGSPMA coordinator and the graduate student sign the master's and doctoral certificates.

## **SPECIAL PROVISIONS OF THE DOCTORATE PROGRAM**

### **13. Objectives**



13.1 The doctorate program of the Public Health and Environment Graduate Program (PPGSPMA) presents teaching characteristics, with advisors accredited by the CPG and within lines of research recognized by the ENSP, Fiocruz and in research groups accredited by the CNPq.

13.2 The doctorate program has the objective of training researchers from different fields of study, enabling them to conduct original and independent research projects in the Public Health and Environment field, and the training of professors for higher education and *stricto sensu* graduate programs.

#### **14. General characteristics**

14.1 The doctorate program comprehends mandatory courses that ensure the training process in the three axis of the PPGSPMA: Environmental Epidemiology, Environmental Toxicology, and Management and Environmental Sanitation, in addition to mandatory courses aimed at accompanying the dissertation development.

14.2 Each graduate student has a tailored program, being the graduate student and the advisor responsible for it, while the Coordination is responsible for settling any controversies and contributing for the solving of any issues.

14.3 The advisor may encourage the graduate student to take courses out of the institution, in the country or overseas, according to the student's major interest and may award credits to the courses taken, to the participation in congresses and seminars presenting works, and to other teaching and research activities. In such cases, earning credits for these activities is at sole discretion of the advisor, being the PPGSPMA Coordination is responsible crediting them, with CPG's consent.

14.4 The doctorate student may petition to exception from one or more mandatory courses based on academic record, being the request analyzed by the professor in charge of the course, later validated by the PPGSPMA Coordination.

14.5 The doctorate student must within a line of research recognized by the ENSP and in a research group accredited by the CNPq. If needed, the student may have two more co-advisors, and both will have their credits awarded in their doctoral dissertation.



14.6 As an exception, the doctoral program may accept an application who does not hold a master's degree, on the condition that the student presents recent scientific production in the form of articles, chapters and/or books, according to the criteria established by item no. 10.18.

## **15. Foreign Language Requirement**

15.1 For a doctoral program, the ability to read scientific texts in English is mandatory. A test of reading comprehension in English is part of the admission process, with a mandatory passing requirement for progressing to next steps in the admission process. The submission of an English proficiency certificate or equivalent (for instance, a previous graduate program completed in an English-speaking country) will have their acceptance regulated by the admission procedures jointly written by the admission committee, the PPGSPMA Coordination and the SECA.

## **16. Hours and Credit Policy**

16.1 The doctoral program has a minimum length of 2,880 (two thousand eight hundred and eighty) hours and a maximum of 3,600 (three thousand six hundred) hours. The hours are distributed across the mandatory courses, the customized program and the dissertation development. Each 15 (fifteen) in-class hours equals 1 (one) credit, paired with an equal amount of hours devoted to seminars, library, research, internship or laboratory.

16.2 The graduate student must complete 96 (ninety-six) credits, corresponding to 2,880 (two thousand eight hundred and eighty) hours of academic activities, the minimum requirement for the doctorate, being 60 (sixty) of these academic credits and 36 (thirty-six) assigned to the development of the doctoral dissertation.

## **17. Doctoral Qualifying Exam**

17.1 The qualifying exam, which allows the graduate student to candidate for a doctoral degree, must be taken before the end of the 24<sup>th</sup> (twenty-fourth) month of the program and the graduate student must have completed the mandatory courses.



17.2 In the event the graduate student fail to take the exam within the deadline, a request for a 4 (four) months extension may be placed, conditioned on advisor's approval. By the end of the extension, if the exam is still pending, the graduate student shall be dismissed from the PPGSPMA, following a CPG analysis.

17.3 The qualifying exam shall be conducted by a committee composed of, at least, three doctors, including the advisor. At least one of members cannot not be from the PPGSPMA faculty. In the case of more than one advisor, they may be part of the committee and sign the qualifying exam report.

17.4 When evaluating the project, the examining committee shall consider:

a) Whether the candidate gathers technical, theoretical and methodological resources for approaching the study subject in the course of the dissertation project.

b) The extent and depth of the candidate's knowledge on the subject, as well as the candidate's critical thinking in analyzing research results and synthesizing such elements within the specific domains of the candidate's interest.

c) The project's ethical aspects based on the principles of research ethics in effect in the country.

17.5 The qualifying exam may have the following outcomes:

a) Pass.

b) Fail.

17.6 Failing to meet this deadline or a second failure will cause the graduate student to be dismissed from the program.

17.7 A research project involving human beings, direct or indirectly, must be submitted to the Research Ethics Committee (CEP) from the ENSP in a maximum of 30 (thirty) days post the qualifying exam. Graduate students whose thesis/dissertation subject be approved by the CEP-Conep system are waived from submitting it, provided the advisor and the graduate student be in the original project.



17.7.1 An approved research project involving the use of animals must be submitted to the Animal Research Ethics Committee (CEUA). Additionally, projects involving the manipulation of the Brazilian genetic heritage or the traditional knowledge associated to it must be registered in the National System for the Management of Genetic Heritage and Associated Traditional Knowledge (SisGen).

17.8 Research projects involving public domain data that do not identify the participants, or those of bibliographic review only, do not require approval by the CEP-Conep system.

## **18. Dissertation**

18.1 The completion of a doctoral program is through a dissertation, which must consist of a theoretical or empiric study showing the mastering of technical, theoretical and methodological resources in the development of wide and deep research projects on the selected subject, as well as the ability of contributing for the development of scientific knowledge.

18.2 A dissertation is an original and innovative work of high qualification and scientific complexity, which can assume one of the following formats:

a) A traditional dissertation, which should include the following sections: introduction; literature review; materials and methods or theoretical-methodologic approach; results; discussion; conclusion and/or final considerations; bibliography. The dissertation must present an annex with at least one scientific article or book chapter published or to be published that must be submitted at least 3 (three) months prior to the defense.

b) A dissertation consisting of at least two scientific articles or two book chapters (in a multi-authored book) published or to be published, in which the graduate student must be the first author. The multi-authored book must be added with an introduction listing: research justification, a disclaimer that the dissertation is in a multi-authored book format (and which are the chapters or articles by the graduate student); literature review; description of material and methods for the entire study and/or theoretical-methodologic



approach employed; conclusion or final considerations that connect the articles and/or chapters contents. If one of the articles or chapter is a literature review, a new literature review section is not mandatory. Even if a specific methodology is described in each article/chapter, the thesis should bring a section with the methodological detail of the entire content.

c) A book published by a peer-reviewed publishing house, of which the graduate student must be the first author. The content must state the results of an original research project. The book must bring a chapter describing the methodology and/or theoretical-methodological approach, in addition to results and discussion.

§1º The dissertation, in the article or book chapters formats, must be added with an introduction consisting of a scientific literature review concerning the proposal that guided the study, a presentation connecting its content, and a conclusion evidencing the dissertation contribution to the collective health field.

§2º Regardless of the format chosen by the graduate student and the advisor (multi-authored book, traditional format or book), the graduate student shall be the first author of a scientific article accepted for publication or to be published, which has to be submitted at least 3 (three) months prior to the defense.

## **19. Dissertation Defense**

19.1 For the dissertation defense, an examining committee must be established with members indicated by the advisor and approved by the CPG, composed by 5 (five) doctors as full members, including the advisor, of which 2 (two) are non-PPGSPMA members. Two additional doctors must be alternates, of which 1 (one) is a non-PPGSPMA member. PPGSPMA members are permanent, collaborating, visiting professors or a PPGSPMA graduate student.

Clause: In addition to the examining committee described above, if the dissertation has more than one advisor, they can also be part of the committee and sign the dissertation defense report.

19.2 The defense of the doctoral dissertation must be preceded by a preliminary examination formalized through the "Preliminary Examination Form" submitted to the



SECA. The deadline for the graduate students to take the preliminary examination is the 46<sup>th</sup> (fourty-sixth) month of the program. If the graduate student fails to meet the deadline, the advisor may request an extension for a maximum of 4 (four months). By the end of the extension, if the graduate student fail to take the preliminary examination it will cause dismissal from the PPGSPMA.

19.3 The preliminary examination committee is composed by the same members of the final defense committee, and at least two favorable opinions are required for the defense to be scheduled. The graduate student must distribute a dissertation copy to all members (full and alternates) for the issuance of the detailed technical report, informing whether the work presented is original and innovative. The committee members must evaluate methodological aspects, results, discussion and conclusion.

19.4 The full members of the preliminary examination committee have 15 (fifteen) days to forward their “Preliminary Examination Report” to the advisor, stating the approval or rejection, and the following procedures ensue:

a) In case of approved for defense, the advisor must systematize and attach the reports to the “Doctoral Dissertation Defense Scheduling” form.

b) In case one of the full members rejects the defense, the graduate student has additional 30 (thirty) days to apply the suggested modifications and resend to the advisor, who will assess whether recommendations have been duly incorporated, being the advisor allowed to consult the other committee members. If the advisor approves the defense, procedures described in item “a” ensue. If the advisor rejects the defense, it will cause the student’s dismissal from the program.

19.5 Scheduling a doctoral dissertation defense is conditioned on:

a) Submitting the “Preliminary Examination Report”, stating the approved for defense status, along with the reports by the full members in the examination committee.

b) Officially scheduling the defense in the SECA, at least 15 (fifteen) days prior to the defense, through the ““Doctoral Dissertation Defense Scheduling” form.



c) Submitting the dissertation in electronic format, as defined by the SECA, by sending the full version (as distributed to the examining committee), in addition to the signed authorization for copies (for academic and scientific purposes).

19.6 The defense of the doctoral dissertation shall be public and before the examining committee, with the following possible outcomes:

a) Pass.

b) Conditional pass.

c) Fail.

19.7 If needed, and at sole discretion of CPG, the defense of the dissertation will not be public.

19.8 If the dissertation passes, the graduate student has a 60 (sixty) days deadline to send the final version to the SECA, according to the procedures established by the PPGSPMA Secretariat, handing in 1 (one) hard copy, in addition to replacing the electronic version. Both versions (hard copy and electronic) shall be duly authorized.

19.9 In the event of conditional pass, the examining committee must, then, indicate in writing the modifications to be made, and the graduate student has up to 90 (ninety) days to apply them and send the final version to the SECA. The graduate student will only receive the certificate and academic record after handing in the final version containing the modifications suggested by the examining committee, once formally approved by both the advisor and examining committee members.

19.10 The graduate student who fail to apply the modifications suggested by the examining committee or fail to meet the deadline to submit the reviewed version will fail the program.

19.11 In the event of not defending the doctoral thesis within the 48 (forty-eight) months, the graduate student may request an extension, which will be defined by the CPG. Past this extension, if the student fails to defend the dissertation, it will cause dismissal from the PPGSPMA.



## SPECIAL PROVISIONS OF THE MASTER'S PROGRAM

### 20. General characteristics

20.1 The master's program has the objective of deepening the technical and academic knowledge, enabling the training of professors for higher education and *lato sensu* graduate programs, as well as the development of capabilities to conduct research in areas concerning the environment and the human and animal health.

20.2 The master's program covers three Concentration Areas: Environmental Epidemiology, Environmental Toxicology, and Management and Environmental Sanitation, with advisors accredited by the CPG and within lines of research recognized by the ENSP, Fiocruz and research groups accredited by the CNPq.

20.3 The PPGSPMA offers common courses with a general minimum syllabus for all graduate students, aiming to comprehensively cover the Public Health and Environment area and, at the same, integrating the graduate students into specific Concentration Areas.

20.4 The advisor will help the student in structuring the program plan and the thesis. Within this system, the graduate student has a curricular component common to all in that area, and another customized component, defined jointly with the advisor, who approves the activities plan in every semester. The coordinators of each Concentration Area will supervise the progress of the theses in their respective areas.

20.5 The master's program comprehends mandatory courses that ensure the training process in the three PPGSPMA axis, in addition to mandatory courses consisting of seminars to following up the thesis, aimed at discussing, criticizing and socializing the process of developing the project and the thesis. Graduate students in the area, advisors and other interested professionals and specialists attend these seminars.

20.6 The master's student may petition to exception from one or more mandatory courses based on academic record, being such request analyzed by the professor in charge of the course, and then validated by the PPGSPMA Coordination.



20.7 The graduate student ingresses in the PPGSPMA through the Concentration Areas, which will later assign an accredited advisor, who is within lines of research recognized by the ENSP, conditioned on CPG's approval.

20.8 Up to 2 (two) co-advisors may collaborate with the graduate student, in addition to the first advisor. All of them will have the credits awarded in their master's thesis.

20.9 The names of the co-advisors shall be listed in the credits section of the thesis.

20.10 The specific knowledge for each Concentration Area (for the graduate students who have opted for the area) are provided through mandatory and elective courses annually offered by the ENSP.

## **21. Foreign Language Requirement**

21.1 In the master's program, the ability to read scientific texts in English is mandatory. A test of reading comprehension in English is part of the admission process, with a mandatory passing requirement for progressing to the next steps in the admission process. The submission of an English proficiency certificate or equivalent will have their acceptance regulated by the admission procedures jointly written by the admission committee, the PPGSPMA Coordination and the SECA.

## **22. Hours and Credit Policy**

22.1 The doctoral program has a length of 2 (two) years and a minimum of 1,440 (one thousand four hundred and forty) hours and a maximum of 1,880 (one thousand eight hundred and eighty) hours. The hours are distributed across the mandatory courses, considering the area specificities and those of the study object. The adjustment of elective courses for each master's student is a duty of the advisor. Within the master's organization, the graduate student must complete at least 48 (forty-eight) credits, being 30 (thirty) academic credits and 18 (eighteen) thesis development credits. Concentration Areas standardize the courses.



22.2 Each 15 (fifteen) in-class hours equals 1 (one) credit, paired with an equal amount of hours devoted to seminars, library, directed reading, internship or laboratory.

22.3 The graduate student may attend courses and internships in addition to the generally provided, as needed, to complete the student's training, and must do so when the student's advisor or, ultimately, the Coordination see fit, in order to achieve the training required for the degree. The PPGSPMA Coordination will decide on the award of credits for these activities, conditioned on CPG's approval.

## **23. Qualifying Exam**

23.1 The deadline for taking the qualifying exam is the end of the program's 12<sup>th</sup> (twelfth) month, provided the graduate student completed the mandatory courses.

23.2 In the event the graduate student fail to take the qualifying exam within the deadline, a request for a 4 (four) months extension may be placed, conditioned on advisor's approval. By the end of the extension, if the exam is still pending, it will cause student's dismissal from the PPGSPMA, following a CPG analysis.

23.3 The qualifying exam (which does not count for credits) is taken before an examining committee consisting of, at least, three doctors, including the advisor. One of them must be a non-PPGSPMA member. In the event of more than one advisor, they can be part of the examining committee and sign the qualifying exam report.

23.4 When evaluating the project, the examining committee shall consider:

a) Whether the candidate gathers technical, theoretical and methodological resources for approaching the study subject in the development of the thesis.

b) The project's ethical aspects based on the principles of research ethics in effect.

23.5 The qualifying exam may have the following outcomes:



a) Pass.

b) Fail

23.6 If the graduate student fails the qualifying exam, it can be retaken within a 45 (forty-five) days period. Failing to meet the deadline or failing the exam twice will cause dismissal from the program.

23.7 A research project involving human beings, direct or indirectly, must be submitted to the Research Ethics Committee (CEP) from the ENSP in a maximum of 30 (thirty) days post the qualifying exam. Graduate students whose thesis/dissertation subject be approved by the CEP-Conep system are waived from submitting it, provided the advisor and the graduate student be in the original project.

23.8 An approved research project involving the use of animals must be submitted to the Animal Research Ethics Committee (CEUA). Additionally, projects involving the manipulation of the Brazilian genetic heritage or the traditional knowledge associated to it must be registered in the National System for the Management of Genetic Heritage and Associated Traditional Knowledge (SisGen).

23.9 Research projects involving public domain data that do not identify the participants, or those of bibliographic review only, do not require approval by the CEP-Conep system.

## **24. Thesis**

24.1 The completion of the master's program is through a thesis, which must consist of a theoretical or empiric study showing the ability of planning and carrying out a research, the mastering of theoretical and methodological categories adequate to the subject and the ability of extracting valid conclusions for scientific and technological development.



24.2 The graduate student may present the thesis in the following formats, provided it complies with the criteria in the previous item:

a) A traditional thesis, which should include at least the following sections: introduction; literature review; materials and methods or theoretical-methodologic approach; results; discussion; conclusion and/or final considerations; bibliography. Or

b) At least one scientific article formatted for publication and developed during the master's program, in which the graduate student must be the first author.

Clause: The thesis in the article or book chapter format require an introduction, listing the scientific literature concerning the project proposal, a presentation connecting its content and a conclusion evidencing the thesis contribution to the collective health field.

## 25. Thesis Defense

25.1 For the thesis defense, an examining committee must be established with members indicated by the advisor and approved by the CPG, composed by, at least, 3 (three) doctors, including the advisor, as full members, of which 1 (one) is a non-PPGSPMA member. Two additional doctors must be alternates, of which 1 (one) is a non-PPGSPMA member. PPGSPMA members are permanent, collaborating, visiting professors or a PPGSPMA graduate student.

Clause: In addition to the examining committee described above, if the dissertation has more than one advisor, they can also be part of the committee and sign the thesis defense report.

25.2 The same doctors who will attend the final defense compose the preliminary examining committee, and at least one favorable report is required for scheduling the defense. The deadline for the graduate students to take the preliminary examination is



the 23<sup>rd</sup> (twenty-third) month of the program. If the graduate student fails to meet this deadline, the advisor may request an extension for a maximum of 4 (four months). By the end of this extension, if the graduate student fail to take the preliminary examination it will cause dismissal from the PPGSPMA.

25.3 The full members of the preliminary examination committee have 15 (fifteen) days to forward their “Preliminary Examination Report” to the advisor, stating the approval or rejection, and the following procedures ensue:

a) In case of approved for defense, the advisor must systematize and attach the reports to the “Doctoral Dissertation Defense Scheduling” form, and the thesis must be sent to all committee members.

b) In case the thesis is rejected for defense, the graduate student has additional 30 (thirty) days to apply the suggested modifications and resend to the advisor, who will assess whether recommendations have been duly incorporated, being the advisor allowed to consult the other committee members. If the advisor approves the defense, procedures described in item “a” ensue. If the advisor rejects the defense, it will cause the student’s dismissal from the program.

25.4 Scheduling a master’s thesis defense is conditioned on:

a) Officially scheduling the defense in the SECA, at least 15 (fifteen) days prior to the defense, through the “Master’s Thesis Dissertation Defense Scheduling” form, along with the approved for defense report and the report by the full member of the examining committee.

b) Submitting the thesis in electronic format, as defined by the SECA, by sending the full version (as distributed to the examining committee), in addition to the signed authorization for copies (for academic and scientific purposes).



25.5 The defense of the doctoral dissertation shall be public and before the same examining committee who attended the preliminary examination, with the following possible outcomes:

- a) Pass.
- b) Conditional pass.
- c) Fail.

25.6 If needed, and at sole discretion of CPG, the defense of the dissertation will not be public.

25.7 If the dissertation passes, the graduate student has 45 (forty-five) days to send the final version to the SECA, according to the procedures established by the PPGSPMA Secretariat, handing in 1 (one) hard copy, in addition to replacing the electronic version. Both versions (hard copy and electronic) shall be duly authorized.

25.8 In the event of conditional pass, the examining committee must, then, indicate in writing the modifications to be made, and the graduate student has up to 90 (ninety) days to apply them and send the final version to the SECA. The graduate student will only receive the certificate and academic record after handing in the final version containing the modifications suggested by the examining committee, once formally approved by both the advisor and examining committee members.

25.9 The graduate student who fail to apply the modifications suggested by the examining committee or fail to meet the deadline to submit the reviewed version will fail the program.

## **26. General and Temporary Dispositions**

26.1 The CPG is responsible for appreciating any circumstance not listed herein.



26.2 This Rules and Procedures was written based on the directives from the ENS/Fiocruz Rules and Procedures(2015)<sup>1</sup> and Fiocruz Rules and Procedures (2003)<sup>2</sup>, reviewed and approved in the Doctors Plenaries (Strategic Planning Seminar) on December 10, 2019 (called with such purpose) and on the CPG on February 05, 2020 (final adjustments), thus revoking any further disposition.

Rio de Janeiro, February 05, 2020.

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<sup>1</sup> [http://ensino.ensp.fiocruz.br/documentos\\_upload/regimento-interno-ensp\\_final\\_2015.PDF](http://ensino.ensp.fiocruz.br/documentos_upload/regimento-interno-ensp_final_2015.PDF)

<sup>2</sup><https://portal.fiocruz.br/sites/portal.fiocruz.br/files/documentos/Regimento%20Interno%20Fiocruz%20-%202003%20-%20MS.pdf>