

**MINISTRY OF HEALTH  
OSWALDO CRUZ FOUNDATION  
OSWALDO CRUZ INSTITUTE**

**STRICTO SENSU GRADUATE PROGRAM IN TROPICAL MEDICINE**

**REGULATIONS OF THE PROGRAM  
(Updated by the Graduate Committee in Tropical Medicine (CPGMT) on 10/17/2023)**

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## **REGULATIONS FOR THE GRADUATE PROGRAM IN TROPICAL MEDICINE AT THE OSWALDO CRUZ INSTITUTE**

### **1. Objectives**

The stricto sensu Graduate Program in Tropical Medicine (PGMT) at the Oswaldo Cruz Institute (IOC) aims to educate higher education professors and researchers at the master's or doctoral level. The program equips them with the skills to conduct basic and applied research in the field of infectious and parasitic diseases. It also enables them to identify and manage issues related to clinical, epidemiological, laboratory, social, and climatic aspects. The program also discusses the dynamic shifts in the global epidemiology of infectious and parasitic diseases, including the rise of new, emerging, and re-emerging diseases. It also covers chronic pathologies, whether infectious or not, that are spreading rapidly due to globalization and the increased mobility of people across the globe.

#### **1.1. The PGMT aims to do the following:**

- I.** Develop the skills to conduct research and create processes, products, and methodologies related to the natural history of infections, diagnosis, epidemiology, and the control of infectious and parasitic diseases.
- II.** Offer practical theoretical tools and knowledge for translational research into infectious and parasitic diseases, incorporating both traditional and innovative technologies for biomedical research while acknowledging the historical, socio-economic, cultural, and environmental factors of communicable diseases.
- III.** Promote interdisciplinary scientific reasoning and critical thinking in biomedical research at both the national and international levels.
- IV.** Prepare human resources to join the faculties of higher education institutions.
- V.** Educate researchers capable of operating in both the public and private sectors and creating unique research lines and projects that adhere to the prevailing biosafety and bioethics standards.
- VI.** Promote and facilitate the internationalization of the institute by collaborating with international researchers in various courses, as well as assisting in the implementation of sandwich programs.

#### **1.2. The Academic Master's Degree aims to do the following:**

- VII.** Provide technical-scientific and academic education of professionals in the biomedical and related fields, aimed at conducting descriptive, analytical, and experimental research on infectious and parasitic diseases.

### **1.3. The Academic Doctorate aims to do the following:**

- VIII.** Enhance the scientific proficiency for carrying out unique and autonomous research through analytical, descriptive, and experimental studies in infectious and parasitic diseases, along with their associated fields.

Students will be equipped to engage in field research focusing on the development of projects that integrate the study of human populations, etiological agents, reservoirs, vectors, and the environment. This project will be based on one or more models of infectious or parasitic diseases.

## **2. General Organization**

### **2.1. Program Coordination**

- 2.1.1 The Coordinator will be selected by the PGMT members and must obtain the approval of the Director of the IOC. The Coordinator will designate the Deputy Coordinator and the members of the Graduate Committee (CPG).
- 2.1.2 The composition of the PGMT/IOC Coordination will include the Coordinator, the Deputy Coordinator, and the members of the CPG.
- 2.1.3 The CPG will consist of at least six (6) professors and one (1) student from the program, and at most twelve (12) professors and one (1) student from the program. The role of Coordinator should be fulfilled by a professional who holds a doctorate degree, has experience in academic management and tropical medicine, and is a staff member of the Oswaldo Cruz Foundation. All CPG members must be doctorate holders from the permanent faculty of the PGMT. The CPG members will be nominated by the Coordinator, while the student representative will be selected by the PGMT students via an annual election.
- 2.1.4 The term of office for both the Coordinator and the Coordination Committee will be four (4) years, with the possibility of reappointment at the discretion of the IOC Board of Directors. The Coordinator is allowed to serve for up to two consecutive terms.

### **2.2. The responsibilities of the Coordinator include the following:**

- 2.2.1 Assembling the CPG in compliance with the stipulations in item 2.1.2.
- 2.2.2 Coordinating the implementation of the program's activities, following the guidelines recommended by the Coordination for the Improvement of Higher Education Personnel (CAPES) and in line with the decisions of the CPG and the IOC Technical Teaching Chamber. Regularly calling and presiding over CPG meetings.
- 2.2.3 Engaging in the activities of the Technical Chamber of Education and the Forum of Graduate Program Coordinators.

- 2.2.4 Acting as the program's representative before the appropriate authorities.
- 2.2.5 Forwarding the results and details of the program's activities to the Postgraduate Commission.
- 2.2.6 Coordinating tasks associated with the annual Coleta-Capes report.
- 2.2.7 In the event of his/her absence, delegating the management of the aforementioned activities to the Deputy Coordinator.
- 2.2.8 Overseeing the allocation of financial resources originating from CAPES or other funding agencies or sources.

**2.3. The responsibilities of the Graduate Committee of the Tropical Medicine Program include the following:**

- 2.3.1 Conducting meetings every two weeks.
- 2.3.2 Creating the annual calendar for curricular activities and maintaining other information, records, and notes related to the academic activities of postgraduate students.
- 2.3.3 Approving the administration of financial resources derived from CAPES or other funding agencies or sources.
- 2.3.4 Directing, managing, and suggesting the educational activities for the master's and doctoral programs.
- 2.3.5 Assessing the professors and courses provided in the program, including the nomination or replacement of professors.
- 2.3.6 Accrediting and re-accrediting, through the evaluation of the curriculum and its alignment with the program's proposals, the professors who will join the PGMT faculty.
- 2.3.7 Developing the plans for the master's and doctorate programs; specifying the courses, professors, and evaluation criteria for approval by the IOC Education Committee.
- 2.3.8 Assigning individuals to examination committees for the assessment of projects, qualification tests, scholarship selection processes, or tender calls under the responsibility of the PGMT.
- 2.3.9 Suggesting and overseeing the educational activities of PhD students, particularly those holding CAPES scholarships.
- 2.3.10 Tracking the development of graduate students' projects, with regard to ethical considerations and scientific advancements, via student seminars and qualification examinations.
- 2.3.11 Setting up standards for granting scholarships and tracking the progress of scholarship recipients and their academic performance.
- 2.3.12 Monitoring the progress of post-doctoral fellows associated with the PGMT through the submission of reports.
- 2.3.13 Making decisions on issues related to student enrollment, course exemptions, transfers, credit utilization and validation, and student dismissals.

- 2.3.14 Examining the recommendations for professors to serve on both the thesis and dissertation committees. The final composition requires the approval of the supervisor.
- 2.3.15 Reviewing the reports submitted by the ad hoc evaluators concerning the research projects that students will undertake, including interim reports.
- 2.3.16 Suggesting to the Technical Teaching Chamber and the IOC Board of Directors the necessary actions for the effective operation of the program, including relevant disciplinary measures, the requirements to expand graduate scholarship quotas, and other measures.
- 2.3.17 Setting the guidelines for the program or suggesting modifications.
- 2.3.18 Assisting in the preparation of CAPES assessment reports.
- 2.3.19 Promoting and proposing ideas for the global expansion of the program.

**2.4. The responsibilities of the PGMT Academic Secretariat include the following:**

- 2.4.1 Receiving and dispatching documentation related to student registration, documentation, norms, procedures, and institutional supervision.
- 2.4.2 Tracking the processes of granting scholarships domestically and internationally.
- 2.4.3 Maintaining an organized database with current information on courses and students.
- 2.4.4 Maintaining orderly records of the application of the PGMT's financial resources.
- 2.4.5 Drafting minutes for CPG-MT meetings.
- 2.4.6 Assisting in the preparation of CAPES evaluation reports.
- 2.4.7 Assisting in the development and progression of the academic activities of the course.
- 2.4.8 Acting as a conduit between the Coordination and the students and faculty.

**2.5. The responsibilities of the supervisor include the following:**

- 2.5.1 Assisting graduate students in structuring their study plans while also overseeing their academic development to ensure it aligns with the proposed research direction for individual students.
- 2.5.2 Assisting graduate students in the development and implementation of their dissertation/thesis project.
- 2.5.3 Reviewing and proposing alterations to the structure and content of theses/dissertations, forwarding them to the Program Coordinator when deemed ready for defense, and adhering to the deadlines set by the PGMT.
- 2.5.4 Ensuring the provision of necessary resources and infrastructure for the successful execution and completion of graduate students' projects.
- 2.5.5 Ensuring the submission and approval of students' projects by the ethics committees for human and animal research.
- 2.5.6 Maintaining alignment and staying updated on the PGMT's regulations and guidelines to more effectively direct students in their tasks.

- 2.5.7 Aiming to steer students' work toward influential journals in the field of Medicine II, in accordance with the PGMT.
- 2.5.8 Reviewing theses/dissertations post-defense, ensuring the final version is submitted within the deadline established by the PG.
- 2.5.9 Fostering and facilitating national and international partnerships that can contribute to the advancement of dissertations/theses.
- 2.5.10 Reporting incidents/issues associated with student misconduct and having the authority to request dismissal for significant reasons, subject to an assessment by the CPG.

**2.6. The responsibilities of the student representative include the following:**

- 2.6.1 Presenting the concerns of the PGMT student body to the CPG-MT.
- 2.6.2 Disseminating pertinent information to the PGMT student body as agreed upon with the program coordinator.
- 2.6.3 Engaging in the program's selection procedures and in CPG-MT meetings to enhance the transparency of the involved processes.

**3. Admission to the Program**

3.1 Candidates will be evaluated based on criteria previously set out in national and international public announcements.

3.1.1. Admission to the PGMT will be granted through a selection examination, the characteristics of which will vary according to the level of the program:

a) Master's degree

Elimination Phase:

- Test of knowledge of infectious and parasitic diseases
- English Language Knowledge Test
- Portuguese Language Knowledge Test

Qualification Phase:

- Analysis of the CV
- Presentation of project

Candidates with academic experience equivalent to a master's degree may be recommended for a doctorate by the committee.

b) Doctorate

- Prerequisites: academic master's degree from a course accredited by CAPES
- Advisor's acceptance letter

Elimination Phase:

- Written evaluation of the analysis and interpretation of scientific articles in the field of infectious and parasitic diseases or associated fields.

Qualification Phase:

- Review of the candidate's CV
- Evaluation of a written project
- Presentation and deliberation of doctoral thesis project before the thesis committee.

Note: The selection exam criteria may be subject to changes based on the specific objectives for filling each public call's vacancies.

- 3.1.1 The master's or doctoral project must receive approval from the human and/or animal research ethics committee. Projects that involve databases and/or the review of medical records must obtain a waiver for the Informed Consent Form from the research ethics committee.
- 3.1.2 Project changes will only be approved following an assessment by a committee.
- 3.1.3 Candidates who have demonstrated significant scientific output and/or verifiable experience, equivalent to a master's degree, in the field of teaching and/or research in infectious and parasitic diseases or tropical medicine may directly apply for the doctoral program. The CPG will evaluate these cases based on factors such as scientific output, including the publication of articles as the primary author, involvement in national and international projects and events, and experience in the relevant field.
- 3.2 Foreign candidates who have been pre-selected based on the criteria of their respective international collaboration agreements will undergo an evaluation by the CPG. This will occur after they have met the current requirements stipulated in the Ordinance of the Fiocruz Presidency. These requirements pertain to the Guidelines for Selection and Admission of Stricto Sensu Students in the Integrated Graduate Program for Foreigners at Fiocruz.
- 3.3 In exceptional cases, the CPG has the authority to grant a doctorate through a direct thesis defense, provided the candidate demonstrates high scientific, cultural, and professional qualifications, as per the current legislation. The application must be forwarded by the candidate and their advisor. The candidate will be evaluated by a committee based on their academic excellence and experience, as evidenced by their CV and thesis project.
- 3.4 At the discretion of the CPG, transfer requests from students in other stricto sensu graduate programs recognized by CAPES may be accepted. Graduate students who transfer to the PGMT must secure at least 1/4 (one quarter) of the total credits mandated by the program following their transfer, while also adhering to the other stipulations outlined in these regulations.

#### **4. The Number of Positions Provided by the Program**

- 4.1. The number of available positions for the master's and doctorate programs will be determined during each selection process based on the following criteria:
  - a) Ability to guide eight students per faculty member, in accordance with the guiding document for the Medicine II/CAPES area.
  - b) Inflow and outflow of students.
  - c) Scholarships and resources available for the maintenance of the program.
  - d) The program's capacity to fulfill the necessary requirements for the proposed academic and scientific training of students.
  - e) Emergency health needs.



4.2. The CPG will distribute the scholarships, adhering to the ranking criteria in the selection process, the employment status of the candidates, and the regulations of the funding agencies.

#### 4.3. Funding/Scholarships:

- 4.1.1 Scholarships may be provided by CAPES, the National Council for Scientific and Technological Development, and the Carlos Chagas Filho Foundation for Research Support in the state of Rio de Janeiro. Scholarships will be allocated based on the ranking achieved in the public selection, adhering to the regulations of the funding agencies or other financial institutions.
- 4.1.2 Students may potentially receive a scholarship funded by the IOC. The institute retains the right to establish the criteria for awarding these scholarships.
- 4.1.3 As mandated by CAPES in Ordinance No. 076, dated April 14, 2010, scholarship recipients from this funding entity are required to participate in the Teaching Internship Program (PED), which involves activities conducted with undergraduate students under the supervision of faculty members from public universities and lasts a minimum of two semesters for doctoral students.
- 4.1.4 Students who are employed will sign a document at the time of enrollment and will pursue their master's and doctoral degrees without receiving any scholarship.
- 4.1.5 The positions in the master's and doctoral programs will not be tied to scholarships, and selection processes may occur without a scholarship.
- 4.1.6 Affirmative action will be adhered to in selection notices, in accordance with the regulations of the Oswaldo Cruz Foundation on the subject and the current educational legislation.

## 5. Enrollment

- 5.1 Candidates will be registered based on their placement in the selection examination and the availability of positions, provided they present the documents mandated by the secretariat.
- 5.2 Students accepted into the PGMAT master's or doctoral programs are required to register for mandatory and elective courses that interest them. This must be done with the explicit consent and authorization of their advisor, using a designated form signed by the student and teacher. The registration must be completed within the timeframe specified in the school calendar of the IOC Academic Secretariat.
- 5.3 With the approval of their advisor, students may request the cancellation of their enrollment in a course. This should happen 10 days prior to the commencement of the course; special withdrawal cases must be reviewed by the PGMAT.
- 5.4 With the approval of their advisor, a full enrollment suspension may be granted to a candidate who has completed at least one semester of study. This suspension can last for a maximum of one semester for master's students and up to two semesters for doctoral students, provided there is a significant reason, as determined by the CPG. Enrollment may be suspended up until the end of the second year of a master's program and the fourth year of a doctoral program. Upon re-enrollment, the student is required

to defend their dissertation/thesis within a 30-day period. Exceptional cases will be evaluated by the CPG.

5.5 A student who leaves the program at any time or who does not renew their enrolment within a maximum of 6 months for the master's degree and 12 months for the doctorate will be considered to have withdrawn from the program.

5.6 In the event of enrollment suspension, the student will sign an agreement stating that they will not be eligible for a scholarship upon their return.

5.7 Simultaneous enrollment in *lato* and/or *stricto sensu* graduate and undergraduate courses is not allowed.

## **6. Faculty and Academic Guidance**

6.1 The faculty of the *stricto sensu* PGMT is comprised of accredited doctors from the IOC, other Fiocruz units, as well as Brazilian and foreign teaching and research institutions.

6.2 Professors in the *stricto sensu* PGMT must hold a PhD, dedicate themselves to research and the development of teaching activities, and be accredited as permanent or collaborating professors.

6.3 All students admitted to the PGMT must have an advisor with a doctorate degree. Master's and doctoral students should have only one academic advisor accredited as a PGMT faculty member.

6.4 Professors will be classified as permanent, collaborators, or visitors in accordance with CAPES Ordinance No. 81 of June 3, 2016.

### **Accreditation**

6.5 The accreditation of supervisors will be evaluated by the PGMT Graduate Committee based on scientific production, article scores, and prior supervision experience demonstrated in their CV.

6.6 A doctoral supervisor must have at least five years of doctoral experience, in addition to a completed master's guidance. Exceptional cases will be evaluated by the CPG.

6.7 Candidates for an advisory role (either at the master's or doctoral level) will be evaluated by the CPG based on criteria that include scientific output in line with the field of Medicine II, experience in the area of the proposed project, alignment with the objectives and areas of the program, and availability for guidance. Additionally, candidates should have, within a four-year period, produced scientific articles compatible with Programs of Excellence in the field of Medicine II, as per the CAPES criteria. Candidates for supervisor must have a score of  $\geq 480$  points in a four-year period, or at least two A1 journal articles or three or more articles in A journals, classified according to the Qualis-Referência, in the field of Medicine II. Half of the researcher's output must be as the first author, last author, or corresponding author. Exceptional cases will be analyzed by the CPGMT.

6.8 Accreditation depends on vacancies in the PGMT faculty, and priority will be given to researchers in the field of tropical medicine.

## **Permanent professors**

An advisor who fulfills all the criteria listed below can become a permanent professor:

- I. Maintaining a permanent or statutory employment relationship with the institution executing the project or, if retired, continuing academic-scientific activities and possessing a statement from the institution executing the project agreeing to its implementation.
- II. Appropriate score for scientific articles compatible with Programs of Excellence in the area of Medicine II, according to the CAPES criteria. The accounted production will involve PGM students and/or graduates from the past four years.
- III. Being a course coordinator or teaching a PGM course.
- IV. Participating in committees or program evaluations when requested.
- V. Guiding a minimum of three and a maximum of eight students.
- VI. Coordinating national and/or international projects.

## **Collaborating professors**

Collaborating professors are those who do not comply with the rules for permanent professorship and/or have not achieved a scientific production score compatible with the Programs of Excellence, according to the CAPES criteria. The analysis will be conducted annually.

## **De-accreditation**

Collaborating or permanent professors who do not have an active student in the program as their primary advisee will be disqualified.

6.9 The co-supervision of doctoral and master's degrees should be justified by the requirement for faculty with supplementary education to conduct the thesis, following these criteria:

- I. Young researchers may serve as co-supervisors, provided they have held a doctorate for over two years, contribute to the thesis/dissertation theme, and have publications in a journal indexed above B2.
- II. Candidates for co-supervision may only work on a maximum of two simultaneous theses/dissertations in the program.
- III. A request for the inclusion of a co-supervisor should be made at the time of the student's enrollment, through a letter providing justification.
- IV. Co-supervisors who are not faculty members of the program will not be registered on the institutional platforms. Their association with PGM will be terminated at the time of the student's dissertation or thesis defense.
- V. Program professors may serve as co-supervisors; the co-supervised student will be included in the maximum number of supervisions per professor.

## **7. Student Rights and Duties**

- 7.1 Preserving the scientific, cultural, and material heritage of the institute.
- 7.2 Treating everyone with respect in any department of the IOC and Fiocruz.
- 7.3 Keeping personal and academic records up to date.
- 7.4 Wearing an identification badge at all IOC and Fiocruz facilities.
- 7.5 Using personal protective equipment and implementing safe practices in all laboratory activities.
- 7.6 Maintaining the confidentiality of data and information obtained during research.
- 7.7 Complying with the identification rules for the authorship of scientific publications.
- 7.8 Receiving all information about academic life.
- 7.9 Formally being represented on the collegiate bodies of the IOC.
- 7.10 Receiving an identification badge, login, and password to access the institutional platforms.
- 7.11 Being familiar with the General Regulations of Fiocruz's stricto sensu Graduate Program and the Regulations of the Graduate Program in Tropical Medicine.
- 7.12 Students can request an extension of their scholarship for up to 4 (four) months due to maternity leave, upon presentation of the child's birth certificate and a medical certificate indicating the period of leave. The maximum period for requesting maternity leave is up to 10 business days after the birth.
- 7.13 Students who fall into the following categories will be considered dismissed from the program:
  - I. Going over 30 consecutive days without an established connection to a program advisor.
  - II. Absence from academic activities for more than 30 days without formal justification.
  - III. Cases of dismissal may be subject to review. A request for a review of a dismissal must be submitted in writing by the student, within a maximum period of three days from their notification; the CPGMT members will be in charge of the analysis and decision-making.
- 7.14 Doctoral students who are recipients of a CAPES grant must enroll in a teaching course or provide evidence of prior teaching experience. Other students may take it as an elective course.
- 7.15 Course cancellations should be processed with the course department, provided the course has not yet commenced. If the course is currently ongoing, the student is required to complete a specific form and obtain approval from both the supervisor and the course coordinator.
- 7.16 To foster ongoing enhancement of the quality of student education, students are urged to assess all courses undertaken during their educational journey.

## **8. Rights and Responsibilities of Student Representatives**

- 8.1 Attending CPG meetings and providing insights from the perspective of the students.
- 8.2 Maintaining the confidentiality of information discussed during CPG meetings.

- 8.3 Attending the inaugural lecture of the course and fostering a connection with all alumni.
- 8.4 Mediating conflicts between students and teachers in relation to the CPG and ensuring the protection of student rights.
- 8.5 Participating in selection procedures and serving as a witness to uphold the integrity of the process.
- 8.6 Guiding students toward the Student Support Center when required.
- 8.7 Guiding students toward the Internal Committee for the Enhancement of Interpersonal Relationships and Harassment Prevention when required.
- 8.8 Promoting the dissemination of congresses, symposia, courses, etc., that can enhance the productivity of courses.
- 8.9 Aligning with the standards and guidelines of CAPES to stay updated on assisting students.
- 8.10 Maintaining a connection with the IOC and Fiocruz Representation to collaboratively advocate for student rights.

## **9. The Courses**

- 9.1. PGMT courses are delivered through various methods including seminars, theoretical lectures, laboratory and field exercises, internships, and tasks involving the review and critical analysis of academic papers and research projects.
- 9.2. The courses are categorized as follows:

- I. Focus areas
- II. Related fields
- III. Core curriculum of the thesis

- 9.3. Students enroll in courses through the Siga platform, with the consent of their advisors.
- 9.4. The courses in the "core curriculum" of the dissertation/thesis, typically conducted as specific internships focusing on topics related to the ongoing dissertation/thesis, are mandatory for both the master's and doctorate levels.
- 9.5. In the courses offered at the master's and doctorate levels, a minimum attendance of 75% of the planned activities is mandatory.
- 9.6. The CPG reserves the right to revalidate up to a third of the courses taken at other institutions, as long as they are of a comparable level and similarity to those required in the Tropical Medicine Postgraduate Program.
- 9.7. The professors of the courses will implement various pedagogical strategies (such as lectures, seminars, group discussions, and laboratory activities) and establish the criteria for evaluating the imparted knowledge.
- 9.8. Compulsory Subjects List:

### **a) PhD:**

- Bioethics
- Biosafety Procedures in Biomedical Research Laboratories

- Student Seminar
- Study Center
- Specific Subject of the Line of Research
- Teaching internship I and II (for doctoral students with CAPES scholarships)

**b) Master's degree DEC:**

- Basics of Laboratory Diagnosis of Infectious and Parasitic Agents
- Bioethics
- Biology of Infectious Agents I - Helminthology and Protozoology
- Biology of Infectious Agents II - Microbiology
- Study Center
- Specific Subject of the Line of Research
- Applied Epidemiology
- Epidemiology and Control of Infectious and Parasitic Diseases
- Biosafety Procedures in Biomedical Research Laboratories
- Student Seminar

**c) Master's degree DIP:**

- Best Practices in Clinical and Translational Research
- Bioethics
- Study Center
- Fungal Diseases
- Viral and Bacterial Diseases
- Epidemiology in Tropical Medicine
- Helminthiases in Tropical Medicine
- Introduction to Biostatistics and the Application of Computer Resources in Data Analysis
- Scientific Methodology Guidelines for Academic and Scientific Work
- Medical Protozoology
- Student Seminar

Note: For off-site or agreement-based classes, reach out to the Coordination Office to request the curriculum schedule.

## **10. The Teaching System**

### **10.1. Duration and workload:**

- 10.1.1 The duration of the master's degree will be a minimum of 12 months (one year) and a maximum of 24 months (two years). The duration of the doctorate will be a minimum of 24 months (two years) and a maximum of 48 months (four years). The exception is students who are admitted through specific admissions for the doctoral program, which has a duration of 36 months.
- 10.1.2 Students who apply for an extension with a valid reason will have a maximum period of 30 months to complete a master's degree and 60 months to complete a doctorate. Students who do not defend their case within the deadline will be dismissed from the PGMT.

- 10.1.3 The minimum required hours for a master's degree is 1,440 and for a doctorate it is 2,880. These hours are validated by attendance, successful completion of coursework, and the final dissertation or thesis.
- 10.1.4 For the master's degree, a minimum of 20 course credits is required, and for the doctorate, a minimum of 32 credits is required. Each course will have a designated credit value, with one credit equating to every 20 hours of theoretical instruction and/or practical activities. These activities may include in-service training, hands-on classes, and laboratory or field work.
- 10.1.5 Doctoral students who already have a master's degree may transfer up to 20 (twenty) credits from their master's degree to their doctoral degree. Only courses in the field of Medicine II that have been completed within a maximum of five years prior to the date of the validation request will be evaluated by the CPG.
- 10.1.6 Students who transfer from other programs can request the transfer of credits they have already earned in their original programs. These credits will be evaluated by the PGMT.

#### **10.2. Concepts:**

- 10.2.1. The academic achievement of each learner in the courses will be represented in terms of concepts, based on the following scale:
  - A - Outstanding (equivalent to grades between 9.0 and 10.0)
  - B - Good (equivalent to grades between 7.5 and 8.9)
  - C - Average (equivalent to grades between 6.0 and 7.4)
  - D - Insufficient (equivalent to grades below 6.0)

#### **10.3. Regarding computing credits:**

- I. Only students who achieve a minimum of a C grade will be awarded credits.
  - II. Students who receive a D grade more than once in any course(s) will be removed from the program.
  - III. Students who receive a C grade in three courses at any point in the program will be automatically dismissed from the program.
  - IV. Students who receive two C grades and one D grade will be automatically dismissed from the program, irrespective of whether these grades were achieved in the same program or in different programs.
  - V. The course coordinator will have a maximum of 90 days to input the concepts into the SIGA platform.
  - VI. Elective courses provided by other postgraduate programs or institutes that engage the PGMT student as an external participant will have their credits assessed by the CPG. These credits will be calculated after the submission of the course completion declaration and the course validation form. These documents can be found on the website of the PGMT ([pgmt.ioc.fiocruz.br/secretaria-academica](http://pgmt.ioc.fiocruz.br/secretaria-academica)).
- 10.4. Dismissals from the program due to non-compliance with regulations or failure may be subject to a request for review. The student's request for review must be

submitted in writing within a maximum period of seven days from the date of notification. The CPG holds the responsibility for the final analysis and decision.

10.5. Master's students will be assessed at 6 months and 12 months into the course. Doctoral students will be assessed after 24 months and 36 months. The assessments will be conducted via the presentation of projects, submission of reports, and a qualifying examination. Students are required to exhibit the outcomes achieved and their proficiency in the subject matter of their dissertation/thesis.

### **11. The Processes of Preparing, Presenting, and Defending a Dissertation/Thesis**

- 11.1. Thesis/dissertation projects are required to be submitted to the human and/or animal research ethics committees, with the mandatory approval of the supervisor.
- 11.2. The CPG must approve the project following an assessment by a selection committee. The initiation of the project is contingent upon approval from the human or animal ethics committee.
- 11.3. The supervisors will oversee the planning, implementation, finalization, presentation, and defense of dissertations/theses, while still allowing for the candidates' creativity.
- 11.4. Master's theses and doctoral dissertations in tropical medicine should be grounded in field, hospital, laboratory, or experimental research. They should include a title, an introduction with a comprehensive review of the topic, a justification and working hypothesis, objectives, materials and methods, results, a discussion, conclusions, and references, all in compliance with Fiocruz standards.
- 11.5. Doctoral theses may only be defended upon verification of scientific articles, where the student is the first author and the supervisor is the last author of the article. To arrange for the defense, the student is required to present a minimum of one published or accepted scientific article and one article that has been submitted for publication. These articles should be related to the dissertation's objective and must have been published during the doctoral period in a journal that is classified as equal to or higher than B2, as per the Qualis-Referência CAPES classification.
- 11.6. Master's theses should be defended in the following format:

Traditional, featuring the following sections: Title, Abstract, Introduction, Rationale, Objectives, Materials and Methods, Results, Discussion, Conclusions, and References. If there is a published article pertaining to your dissertation, it should be incorporated into the dissertation as an appendix.

- 11.7. Doctoral theses can be defended in any of the following formats:

a) Traditional, comprised of the following sections: Title, Abstract, Introduction, Rationale, Objectives, Materials and Methods, Results, Discussion, Conclusions, and References. Any articles (whether accepted/published or submitted) should be incorporated into the thesis in the form of an appendix. Articles should be published in a journal ranked above Qualis B2 in the field of Medicine II, as per the CAPES guidelines.

b) Based on articles, incorporating the following sections: Title, Abstract, Introduction, Rationale, Objectives, Results (the student must have at least one published article and one article accepted for publication, both related to the



dissertation objective, in ISI-indexed journals, where the student is the first author of both). Articles should be published in a journal ranked above Qualis B2 in the field of Medicine II, as per the CAPES guidelines. This should be followed by a Discussion, Conclusions, and References. If there are further results that have not been submitted or published, they may be included in a new section (chapter). This section, comprised of Materials, Methods, and Results, should be placed before the Discussion section of the dissertation.

Note: In the References section, students are required to adopt the format used by the journal *Memórias do Instituto Oswaldo Cruz*.

- 11.8. For dissertations related to patents, it will not be necessary to submit articles to schedule the defense.

## **12. Arranging a Dissertation/Thesis Defense**

- 12.1 To initiate the dissertation/thesis defense procedures, the student must have fulfilled all required credits and activities. This is necessary to obtain permission for scheduling the defense, as stipulated in Art. 40 of the Fiocruz General Graduate Regulations. The following documentation must be submitted to the Coordination Office at least 45 days in advance:

- a. Transcripts demonstrating completed credits and mandatory activities, coursework, student seminars, study centers, and PED (for CAPES scholarship recipients).
- b. Recommendation of the examination committee, submitted by the advisor, which includes the title of the thesis/dissertation and the area of focus.
- c. A copy of the thesis/dissertation.
- d. Appointment of a reviewer who is required to adhere to the IOC regulations for the approval of the thesis/dissertation.
- e. Proposals for five individuals to constitute the thesis/dissertation committee, comprised of three primary members and two alternate members. The following criteria must be met by the members:
  - I. As principal members, at least one member from the IOC and one member not affiliated with the IOC must be designated.
  - II. An alternate should be appointed from both the internal and external members of the IOC.
  - III. The reviewer is required to serve as an active member of the committee for the dissertation/thesis they have reviewed.
  - IV. Researchers who are from the same laboratory or have had recent publications (within the last three years) with the thesis or dissertation advisor will not be permitted to serve on the committee.
  - V. The appointed members should have scientific publications in indexed journals.
- f. The CPG of the program will evaluate the appropriateness of the proposed committee and reviewer, and may propose alternative names if required.
- g. The final composition should have the approval of the supervisor.

- h. After the CPGMT has approved the committee, it is the responsibility of the student/advisor to forward the completed and signed defense scheduling form to the Program Coordination. This form should include the details of the approved members who will constitute the committee.
- 12.2 The reviewer's role is to provide an assessment to the Program Coordination, indicating whether the dissertation/thesis possesses the content and structure that align with the intended degree level. Additionally, the reviewer must confirm if the dissertation/thesis is ready to be presented to the members of the examination board to commence the defense process. The reviewer has a deadline of up to 10 consecutive days to issue their opinion.
  - 12.3 Following the reviewer's positive feedback, the student will forward the revised thesis or dissertation to the examination committee. They will also provide the committee with the scheduled date and time for the defense, ensuring this information is given at least 15 days prior to the defense date.
  - 12.4 Before the defense of the dissertation/thesis, the candidate will conduct a presentation of the same, lasting no more than 30 (thirty) minutes for a master's degree and 50 (fifty) minutes for a doctorate. The presentation will emphasize the objectives, methodology, findings, discussions, and conclusions of the dissertation/thesis.
  - 12.5 Advisors interested in safeguarding patents, copyrights, and other rights associated with their work can submit a well-justified request to the CPG asking for the defense to be confidential. In this instance, the committee members are required to sign a confidentiality agreement, and only the abstract will be disclosed for publication.
  - 12.6 Each member of the committee will have up to 30 (thirty) minutes for questioning and the candidate will have up to 15 (fifteen) minutes to respond.
  - 12.7 A candidate who secures a majority of approved votes from the members of the Examination Board, who will record their verdict in the minutes as either "approved" or "not approved," will be deemed as approved.
  - 12.8 In the event of approval or approval with modifications, the graduate student is required to present the dissertation/thesis incorporating the corrections suggested by the Examining Board.
  - 12.9 The General Regulations of Fiocruz do not allow for appeals in cases of failed thesis and dissertation defenses.

### **13. Academic Degrees and Diplomas**

- 13.1 A student who fulfills the credit requirements for each level (master's or doctorate) and successfully defends their dissertation or thesis will be awarded the degree of Master or Doctor of Medicine (for those who graduated in medicine) or Master or Doctor of Science (for those who graduated in biology, biomedicine, nursing, and other related fields).
- 13.2 After receiving approval, the student will be given a 90-day period to submit the final version of their thesis/dissertation, incorporating the corrections suggested by the Examination Board, to the CPG.

- 13.3 Academic transcripts, along with master's or doctorate diplomas, can only be issued after the submission of the corrected thesis or dissertation.
- 13.4 Master's and doctoral degrees in medicine or sciences should carry the signatures of the Program Coordinator, the student, the director of the IOC, and the president of Fiocruz or their authorized representative.
- 13.5 The IOC Academic Secretariat will issue the school transcript and diploma registration, provided the requirements and provisions of the preceding items are met.
- 13.6 For a doctorate pursued through a direct thesis defense, the candidate is required to submit a thesis in accordance with the conditions stipulated in item 9 of these regulations. The CPG will select the committee tasked with evaluating the candidate.

#### **14. Post-Doctorate**

The association of post-doctoral fellows with the program will adhere to the current legislation of the IOC/Oswaldo Cruz Foundation.

15. Any instances not addressed in these regulations will be settled by the Tropical Medicine Graduate Program Committee, drawing on the regulations of Fiocruz and CAPES.

Rio de Janeiro, October 17, 2023

Coordination of the Graduate Program in Tropical Medicine