

NOTICE UDESC CEFID No. 035/2023

OPENS REGISTRATIONS AND ESTABLISHES PROCEDURES FOR SELECTION AND ADMISSION, IN THE 1st SEMESTER OF 2024, IN THE DOCTORAL COURSE IN PHYSIOTHERAPY

The General Director of the Center for Health and Sports Sciences at the State University of Santa Catarina – UDESC CEFID, in accordance with the Regulations of the Postgraduate Program – Doctorate in Physiotherapy, approved by Resolution No. 081/2022 – CONSUNI and at the request of the Coordination of the Postgraduate Program in Physiotherapy (PPGFT), and in the exercise of her duties, RESOLVES:

To make public the opening of registrations for the selection of regular students for admission in the first semester of 2024 in the Academic Doctorate Course in Physiotherapy at UDESC (1st Class), following the rules set forth in the items below, respecting the decision of the PPGFT Board, in a meeting held on the 27th of November, 2023.

1. REGISTRATIONS

1.1. Registration for the Doctorate Course in Physiotherapy will be allowed for holders of a Bachelor's Degree in a higher education course - recognized by the MEC - with a Master's Degree, strictly recommended by CAPES, in the field of Physiotherapy or in an area related to the intended concentration area in the course.

1.1.1. Registration for the Doctorate Course in Physiotherapy will also be allowed for candidates with an expected completion of the master's degree as long as it occurs by the deadline for enrollment in this doctoral course, upon presentation of a declaration from the institution that the candidate is completing the master's degree.

1.1.2. Exceptionally, the registration of a candidate from a field not directly related to the courses mentioned in item 1.1 may be admitted, provided that they present a work plan compatible with the objectives of the Doctorate Course in Physiotherapy.

1.2. The candidate must indicate 01 (one) supervising professor at the time of registration. Failure to indicate a supervisor will result in the rejection of the registration and disqualification from the selection process.

1.3. When choosing the supervising professor, in order not to be disqualified, the candidate must observe the research topics of the supervising professors and their current areas of research interest.

1.4. Candidates must submit a document (Annex H) to the intended supervisor and request that they acknowledge and authorize the candidate's registration (via email or letter).

1.5. If a supervising professor has no registrants or no approved candidates among their applicants, the vacancy will not be filled. This professor may express interest in an approved but not selected candidate for a vacancy with another professor, and then invite them to fill their remaining vacancy, provided that the vacancy is in the same research line as indicated in the registration.

1.6. Registration for the notice will be made by filling out a form at the following link: [Click here](#). All documents must be attached and submitted in the form itself. Registrations will be considered if received by 23:59 (Brasília time) on January 31, 2024, will be considered. The candidate will receive an automatic receipt of document submission after sending the form. If the candidate does not receive the receipt immediately after submission, they should send an email to ppgft.cefid@udesc.br for verification. Document submission does not guarantee the approval of the registration.

1.7. In order to formalize their participation, the candidate must proceed with the electronic signature of Annex C through the official Brazilian system (gov.br). It is emphasized that, except for foreign candidates who may use digital signatures, failure to complete this step will result in the disqualification of the candidate.

1.8. The documents required for registration, which must be uploaded by the candidate

during the online registration process, are:

- a) Declaration of agreement with the Notice (Annex C);
- b) Proof of awareness from the intended supervisor (Annex H) – Include the agreement of your chosen supervisor regarding Annex H, which you sent to them. The email addresses of the faculty members are available [here](#);
- c) Academic production: Score checklist (Annex F) filled out by the candidate, in which they present their score and corresponding supporting documents;
- d) Photocopies of ID and Individual Taxpayer Identification Number (CPF documents). In the case of foreign students, they must provide simple copies of the passport or the National Foreigner Registry (RNE);
- e) Research Project (maximum of 20 pages, Times New Roman font, size 12, 1.5 spacing, and 2 cm margins). It should include: Cover, Abstract, Introduction, Methods, Schedule, and Bibliographical References. Table of Contents, Abstract, and Appendices/Attachments can be added without being counted in the 20 pages.

2. VACANCIES

2.1. In this selection process, up to 12 (twelve) positions will be available for the Doctorate Course in Physiotherapy.

2.2. The Selection Committee of the PPGFT reserves the right not to fill all offered positions.

2.3. The supervisors by research lines and the number of available positions for the Doctorate Course in Physiotherapy in the first semester of 2024 are presented in the following table. The research topics of interest are presented in ANNEX G (INTEREST CHART – FACULTY):

Research Lines	Faculty	Number of Positions
FIMU	Profa. Dra. Clarissa Medeiros da Luz	1 (one)
FRCM	Prof. Dr. Darlan Laurício Matte	1 (one)
FDNP	Profa. Dra. Dayane Montemezzo	1 (one)
FRCM	Profa. Dra. Elaine Paulin Ferrazeano	1 (one)
FIMU	Prof. Dr. Gilmar Moraes Santos	1 (one)
FINE	Prof. Dr. Jocemar Ilha	1 (one)
FDNP	Profa. Dra. Luciana Sayuri Sanada	1 (one)
FRCM	Prof. Dr. Marlus Karsten	1 (one)
FIMU	Prof. Dr. Rodrigo Okubo	1 (one)
FIMU	Profa. Dra. Soraia Cristina Tonon da Luz	1 (one)
FINE	Profa. Dra. Stella Maris Michaelson	2 (two)

Legend: FDNP - Physiotherapy in Neonatal and Pediatric Development FIMU - Musculoskeletal Physiotherapy
FRCM - Respiratory, Cardiovascular, and Metabolic Physiotherapy FINE - Neurofunctional Physiotherapy

3. PROCESS OF APPLICATION APPROVAL

3.1. Only applications that meet all required criteria and contain all requested documents will be accepted.

3.2. Approved and disapproved applications (with reasons for disapproval) will be published on the PPGFT/CEFID/UDESC website (<https://www.udesc.br/cefid/ppgft/selecao>) according to the Schedule (Annex A).

3.3. Candidates with disapproved applications may submit an appeal within the specified period in the Schedule (Annex A), specifying the error or illegality committed. The appeal must be sent as a single PDF document to the PPGFT email (ppgft.cefid@udesc.br). The subject of the email should be as follows: "Disapproval Doctorate 2024 - CANDIDATE NAME." The appeal requests will be analyzed by the candidate's research line evaluation board. After this analysis, the Final List of Enrolled Candidates will be published on the PPGFT UDESC CEFID website

(<https://www.udesc.br/cefid/ppgft/selecao>), following the Schedule (Annex A).

3.4. The deadline for filing appeals will be 24 hours after the publication of the results for each stage.

3.5. No new documents or proofs may be added to the appeals.

4. SELECTION PROCESS

4.1. The Preliminary Selection Committee includes all accredited faculty members in the PPGFT/CEFID/UDESC.

4.2. The Definitive Selection Committee will perform the functions assigned to it in this Notice, provided it is composed of at least 3 (three) of its members.

4.3. The selection of candidates for the PPGFT/CEFID/UDESC Doctorate will be carried out in three stages:

1st Stage – ANALYSIS AND ARGUMENTATION OF THE RESEARCH PROJECT (eliminary and classificatory)

4.3.1. The date and time of the Analysis and Argumentation of the Research Project for each candidate will be published on the PPGFT/CEFID/UDESC website (<https://www.udesc.br/cefid/ppgft/selecao>) according to the Schedule (Annex A).

4.3.2. A score of 0 (zero) will be assigned to the candidate if, for any reason, they do not attend at the scheduled time for the Research Project Argumentation.

4.3.3. The Research Project Analysis and Argumentation will be conducted through the Microsoft Teams platform or in person, at the discretion of the evaluation board. The candidate must prepare a presentation with slides, lasting no more than 10 minutes, on their research project. In the case of candidates with any physical disability that prevents a slide presentation, their presentation will have the same time without the use of slides. PPGFT/CEFID/UDESC is not responsible for technical failures that may occur during the argumentation.

4.3.4. The Research Project Argumentation will evaluate the criteria described in Annex E. Each criterion will have a maximum score of 1.0 point, and the Research Project

Analysis and Argumentation stage will have a score from 0 to 10.0.

4.3.5. Candidates who score 7.0 or higher will be approved in the Research Project Analysis and Argumentation stage.

4.3.6. The result of the 1st Stage will be published on the PPGFT website (<https://www.udesc.br/cefid/ppgft/selecao>) according to the Schedule (Annex A).

4.3.7. Appeals can be made regarding the result of the 1st Stage, which must be submitted within the period indicated in the Schedule (Annex A). The appeal must be sent as a single PDF document to the PPGFT email (ppgft.cefid@udesc.br). The subject of the email should be as follows: "Appeal 1st Stage Doctorate 2024 - CANDIDATE NAME." The announcement of the appeal results in relation to the 1st Stage result will follow the Schedule (Annex A).

4.3.8. APPEAL: Appeals are intended to contest decisions or results that characterize procedural errors or illegality, based on the rules and criteria established for the selection process. Therefore, while appeals aim to ensure justice and fairness in the process, they are not instruments to provide candidates with feedback on their performance. Therefore, only appeals that identify the illegalities committed in the selection process will be considered for analysis in the appeal request.

4.3.9. Candidates declaring any physical disability will be provided with resources requested according to the needs stated by the candidate in the registration form, whenever possible.

2nd Stage - ACADEMIC PRODUCTION ANALYSIS (classificatory)

4.3.10. The Curriculum Vitae will be scored according to the items presented in Annex D (pay attention to the accepted documents for item verification). A score will be assigned to each candidate in the four groups: Group A – Academic-Scientific Formation; Group B – Professional and Teaching Experience; Group C – Continuing Education; and Group D – Scientific Production in the last five years (2019, 2020, 2021, 2022, and 2023), according to the supporting documents sent. Next, the score for each candidate will be weighed in

each group, concerning candidates competing with the same supervisor, as follows: the candidate with the highest score in Group A will receive a score of 2.5; in Group B will receive a score of 1.0; in Group C will receive a score of 1.5, and in Group D will receive a score of 5.0. Then, a weighting (proportional to the rule of three) will be performed between the scores of the other candidates in each group. Thus, the final score will be obtained by summing the weighted scores of each group.

4.3.11. Appeals can be made regarding the result of the 2nd Stage, which must be submitted within the period indicated in the Schedule (Annex A). The appeal must be sent as a single PDF document to the PPGFT email (ppgft.cefid@udesc.br). The subject of the email should be as follows: "Appeal 2nd Stage Doctorate 2024 - CANDIDATE NAME." The announcement of the appeal results in relation to the 2nd Stage result will follow the Schedule (Annex A).

4.3.12. Before filing the appeal, the candidate must pay attention to item 4.3.8 of this notice.

4.3.13. The result of the 2nd Stage will be published on the PPGFT/CEFID/UDESC website (<https://www.udesc.br/cefid/ppgft/selecao>) according to the Schedule (Annex A).

5. FINAL CLASSIFICATION OF CANDIDATES IN THE SELECTION PROCESS

5.1. The candidate with the highest simple average of the two stages will be approved and called for enrollment. Approved but not classified candidates may be called in descending order of scores while respecting the maximum number of vacancies in the PPGFT.

5.2. In case of a tie, the tiebreaker criteria will follow the following order: higher score obtained in the second stage, higher score obtained in the first stage, and finally, higher age.

6. ENROLLMENT

6.1. The list of candidates selected through the selection process, respecting the available vacancies, will be published on the PPGFT website (<https://www.udesc.br/cefid/ppgft/selecao>).

6.2. Enrollment will take place between February 16 and 19, 2024, at the Postgraduate Teaching Secretariat of UDESC CEFID.

6.3. Enrollments of students who do not prove, at the time of enrollment, the completion of the Master's degree will not be accepted.

6.4. Conditional enrollment will not be allowed.

6.5. The validity of this Selection Process will be for enrollments in the first semester of 2024.

6.6. Documents required for enrollment in the Doctorate Course:

- Copy of ID and CPF;
- Birth or Marriage Certificate;
- Copy of the National Foreigner Registry (RNE) (for foreign candidates);
- Copy of the Undergraduate diploma, or provisionally, certificate or equivalent document proving the completion of the Undergraduate Course. The Undergraduate diploma must be presented within one year of enrollment in the PPGFT/CEFID/UDESC; otherwise, the student will be expelled from the Program;
- Copy of the Undergraduate academic transcript;
- Copy of the Master's diploma. In the case of diplomas obtained from foreign institutions, they must be recognized in Brazil;
- Proof of proficiency in the English language. According to Resolution No. 013/2014 CONSEPE/UDESC, at the time of enrollment or by the end of the first year after enrollment, the candidate must present proof of proficiency in the English language obtained within the last 24 months. The student who fails to prove proficiency within the established period will be automatically expelled from the PPGFT/CEFID/UDESC.

The accepted certificates of English language proficiency, as well as the respective minimum required scores, are listed in Table 1:

Table 1. Accepted Certificates and Respective Minimum Scores.

Accepted Certificates	Minimum Score
TOEFL – ITP (<i>Institutional Testing Program, Paper-based Test</i>)	430
TOEFL – iBT (<i>Internet Based Test</i>)	35
IELTS – <i>International English Language Testing System</i>	4
Cambridge English: Preliminary (PET) ou superior	B
TEAP (<i>Test of English for Academic Purposes</i>)	49
Foreign Language Proficiency Exam applied by company(s) authorized by PPGFT (check with the secretariat)	B1

7. FINAL PROVISIONS

7.1. Additional information can be obtained through the email of PPGFT/CEFID/UDESC (ppgft.cefid@udesc.br).

7.2. The results of previous requests will be disclosed on the PPGFT/CEFID website (<https://www.udesc.br/cefid/ppgft>) according to the Schedule (Annex A).

7.3. PPGFT/CEFID/UDESC reserves the right to, at any time, require candidates to prove the truthfulness of their statements or information provided in the Selection Process.

7.4. If any of the statements or information provided in the Selection Process for admission to the Doctorate program of PPGFT/CEFID/UDESC are found to be untrue, PPGFT may take one of the following measures, without prejudice to legal actions:

- Reject the registration of the candidate;
- Disqualify the candidate;
- Reject the enrollment of the candidate called for it;
- Cancel the enrollment of the enrolled candidate.

7.5. Any citizen, whether a candidate or not, may also raise doubts about the statements or information provided by a candidate in the Selection Process, through a substantiated manifestation, submitted in writing to the Selection Committee.

7.6. The candidate shall be guaranteed the right to a full defense and to present opposing arguments.

7.7. There is no definition of the number of scholarships for candidates entering the Doctorate program of PPGFT/CEFID/UDESC in 2024. The granting of scholarships, if available, will be carried out through a specific call. Approval in this selection process does not guarantee access to a scholarship.

7.8. Matters not covered herein will be resolved, as applicable, by the Selection Committee or by the Board of the Postgraduate Program in Physiotherapy using their competencies, in accordance with the Internal Regulations and Current Internal Rules.

Florianópolis, December 21, 2023.

Prof. Dr. Darlan Laurício Matte
Program Coordinator

Profa. Dra. Caroline Ruschel
Director of Research and
Postgraduate Studies

Profa. Dra. Suzana Matheus Pereira
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This version is intended for the dissemination of the Notice. The original Notice, which will serve as the basis for the competition, is written in Brazilian Portuguese and is published on the PPGFT website.