

**REGULATIONS OF THE POSTGRADUATE
PROGRAM IN UROLOGY**

I - COMPOSITION OF THE GRADUATE PROGRAM COORDINATION COMMITTEE (CCP)

The Graduate Program Coordination Committee (CCP) will have four (4) full professors as members, one of them being the Coordinator and another being the Coordinator's alternate, as well as one (1) student representative. Each member will have an alternate.

II - SELECTION CRITERIA FOR ADMISSION TO THE PROGRAM

Admission to the program will be through a selective process defined by a specific notice, which will be prepared by the CCP and published twice a year in the Official State Gazette of São Paulo and on the program's website. The selection notices will specify the number of available positions, procedures for enrollment, the required documents for enrollment and for registration, the steps of the selection process, the schedule of the process, the evaluation criteria, the examinations and the weight of each evaluation criterion.

III - DEADLINES

III.1 In the Master's program, the deadline for submitting the dissertation is 36 (thirty-six) months.

III.2 In the Doctoral program, for holders of a Master's degree, the deadline for submitting the thesis is 48 (forty-eight) months.

III.3 In the Doctoral program without prior acquisition of a Master's degree (Direct Doctorate), the deadline for submitting the thesis is 48 (forty-eight) months.

III.4 In any of the courses, in exceptional cases that are properly justified, students may request an extension of the deadline for a maximum period of 12 (twelve) months.

IV - MINIMUM CREDITS

IV.1 For the Master's program, a minimum of 96 credit units are required, of which 16 are for courses and 80 are for dissertation preparation.

IV.2 For the Doctoral program with prior acquisition of a Master's degree from USP or equivalent, at least 184 credit units are required, including 8 units for courses and 176 for thesis preparation.

IV.3 For the Direct Doctoral program, at least 200 credit units are required, including 24 units for courses and 176 for thesis preparation.

IV.4 Required Courses:

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Not applicable.

IV.5 Special Credits

Up to 8 (eight) credits may be granted as special credits for the Master's program, 4 (four) for the Doctoral program and 8 (eight) for the Direct Doctoral program. Such credits are listed below:

IV.5.1 In case of a complete work published in a national or international journal with a recognized editorial board, or a chapter in a book of recognized merit in the field of knowledge, with the student being the first author and the work being related to the dissertation or thesis project, the number of special credits is equal to 3 (three).

IV.5.2 In case of patent submission, the number of special credits is equal to 3 (three).

IV.5.3 In the case of publishing a chapter in a technological manual recognized by official national and international bodies, the number of special credits is equal to 2 (two).

IV.5.4 In case of participation in congresses, workshops, symposia or other types of scientific meetings with the presentation of a complete work that is published (in print or digital format) in proceedings (or similar) and the student is the first author, the number of credits granted is equal to 1 (one) per event.

IV.5.5 In case of participation in the Teaching Enhancement Program (PAE), the number of special credits is equal to 1 (one).

V - FOREIGN LANGUAGE:

Candidates must demonstrate proficiency in English from the selection process, valid for five (5) years.

V.1 The following proficiency tests are accepted: Reading Test in English for Candidates for Postgraduate Courses, held by Cultura Inglesa, exclusively for the Faculty of Medicine of USP. Minimum score for the Master's program: 50 points; for the Doctoral program: 60 points.

V.2 Alumni: www.alumni.org.br/ with the following score: B1 (CEF) for the Master's program and B1+ (CEF) for the Doctoral program.

V.3 Tese Prime: www.teseprime.org/apresentacao.php (TEAP) with the following score: 60% of the score for the Master's program and 70% for the Doctoral program.

V.4 TOEFL Internet-based Test, with a minimum score of 40 points for the Master's program and 61 points for the Doctoral program.

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V.5 TOEFL Computer-based Test, with a minimum score of 120 points for the Master's program and 173 points for the Doctoral program.

V.6 TOEFL Paper-based Test, with a minimum score of 433 points for the Master's program and 500 points for the Doctoral program.

V.7 TOEFL Institutional is not accepted.

V.8 IELTS, Cambridge and Michigan, with a minimum performance coefficient of 60% for the Master's program and 70% for the Doctoral program and Direct Doctoral program.

V.9 Foreign students will not be required to demonstrate proficiency in Portuguese.

VI - COURSES - CREDENTIALING AND CANCELLATION

VI.1 Course Credentialing The credentialing or re-credentialing of courses is based on the analysis of the program content, its compatibility with the program's research lines, the update of the bibliography, the specific competence of the professors responsible for the course and the opinion of a qualified reviewer, hearing the CCP.

The credentialing of non-attendance or semi-attendance courses will also be based on the specific criteria established by the CaC.

In the proposals for credentialing and re-credentialing, the syllabuses of the courses must be presented in both Portuguese and English.

In exceptional cases, with proper justification, the credentialing of external faculty members to USP, who do not hold a doctorate, with recognized academic background, proven through titles, works and publications, as responsible for courses, may be proposed. The proposal must be approved by the CCP, by a majority of the CPG and the CaC, and by an absolute majority of the Congregation and CoPGr.

VI.2 Course Cancellation

VI.2.1 The cancellation of course sections may occur upon request by the instructor, approved by the CCP, with 5 days notice before the beginning of the course.

VI.2.2 The CCP must issue an opinion on the request within a maximum period of 2 days.

VI.2.3 The cancellation of a course section due to lack of students will only occur if there are less than 5 (five) students regularly enrolled, as per the request of the person responsible for the course.

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VII - QUALIFICATION EXAM (EQ)

The Qualification Exam is required for both the Master's and Doctoral and Direct Doctoral programs.

Enrollment in the qualification exam is the student's responsibility and must be completed within the maximum period established by the program in these Regulations, as per items VII.1.1, VII.2.1 and VII.3.1.

The exam must be taken no later than 90 (ninety) days after enrollment. The graduate student who does not take the qualification exam within the period stipulated for their program will be withdrawn from the program, according to the USP Graduate Program Regulations. The student who fails the qualification exam may enroll for a retake only once, needing to re-enroll within 30 (thirty) days after the first exam.

The second exam must be taken within 90 (ninety) days after the second enrollment. If the student fails again, they will be withdrawn from the program and will receive a certificate for the courses completed.

The qualification exam review board, for both the Master's and Doctoral and Direct Doctoral programs, must be composed of three examiners, with a minimum doctorate degree. The Advisor cannot be part of the review board, acting only as moderator during the exam. The Doctoral and Direct Doctoral review board must have at least one external examiner to the program.

VII.1 Master's Program

VII.1.1 The Master's student must enroll in the qualification exam within a maximum period of 18 months after their first enrollment in the program.

VII.1.2 The objective of the qualification exam in the Master's program is to assess the knowledge acquired in courses and on the topic of their project, in addition to the student's ability to carry out their research project.

VII.1.3 The Master's exam will consist of a written dissertation and an oral presentation about the research project.

VII.1.4 The dissertation must be submitted to the Graduate Program Secretariat in digital format (pdf file) at the time of the student's enrollment in the exam.

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VII.1.5 The oral presentation, in a public session, will have a minimum duration of twenty and a maximum of thirty minutes, followed by questioning by the review board.

VII.2 Doctoral Program

VII.2.1 The Doctoral student must enroll in the qualification exam within a maximum period of 24 months after the beginning of the period in the program.

VII.2.2 The objective of the qualification exam in the Doctoral program is to assess the candidate's ability to independently develop their thesis project within their research area.

VII.2.3 The Doctoral exam will consist of an oral presentation about the research project.

VII.2.4 The dissertation must be submitted to the Graduate Program Secretariat in digital format (pdf file) at the time of the student's enrollment in the exam.

VII.2.5 The oral presentation, in a public session, will have a minimum duration of twenty and a maximum of thirty minutes, followed by questioning by the review board.

VII.3 Direct Doctoral Program

VII.3.1 The Direct Doctoral student must enroll in the qualification exam within a maximum period of 24 months after the beginning of the period in the program.

VII.3.2 The objective of the qualification exam in the Direct Doctoral Program is the same as for the Doctoral program. The exam will be conducted according to the norms of the Doctoral program.

VIII- TRANSFER OF CONCENTRATION AREA OR PROGRAM

No procedures other than those defined in the Graduate Program Regulations are available.

VIII.1 Following approval of the qualification exam, and at the suggestion of the review board, the student may request a change of program from Master's to Direct Doctoral or from Direct Doctoral/Doctoral to Master's, with the advisor's consent, within a maximum period of 30 (thirty) days. The CPG will analyze the request, which must be based on a detailed report issued by a reviewer regarding the new research project and the student's academic performance.

VIII.1.1 For a change of program after approval of the qualification exam, a new exam will not be required; the approval obtained in the transfer process will be valid for the new program.

VIII.1.2 The admission requirements for the new program must be verified, such as foreign language proficiency and publications; if the student does not meet these requirements, the change will not be possible.

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IX - EVALUATION OF THE STUDENT'S ACADEMIC AND SCIENTIFIC PERFORMANCE

IX.1 Students will be evaluated every semester through their activity reports. The reports must be submitted annually by the student according to the schedule established by the CCP, published by the secretariat and on the program's website.

IX.2 The report will be accompanied by the advisor's evaluation of the student's academic and scientific performance.

IX.3 The student whose report is disapproved must submit a new report within a maximum period of 30 (thirty) days, starting from the date the evaluation results are published by the program's secretariat.

IX.4 In addition to the rules established in the USP Graduate Program Regulations, the student may be withdrawn from the graduate program, in any of the programs (Master's, Doctoral and Direct Doctoral), if one of the following situations occurs:

- a) disapproval of the semester activity report twice in a row;
- b) failure to submit the semester report by the deadline stipulated in the annual calendar, published by the graduate program secretariat and on the program's website.

X - ADVISORS AND CO-ADVISORS

X.1 The credentialing or re-credentialing of an advisor will be based on:

- a. Their ability to coordinate and participate in research projects, obtain funding for them and establish harmonious and productive working relationships with the other members of the research projects.
- b. Their prior experience in advising students on scientific initiation, and/or graduate programs lato sensu, and/or graduate programs stricto sensu, and/or post-doctorate.
- c. Their ability to generate publications in internationally circulated journals with peer review based on the results of their research.
- d. Their participation in scientific events and completion of post-doctoral internships. In exceptional cases, with proper justification, the credentialing of external advisors to USP, who do not hold a doctorate, with recognized academic and research experience, proven through titles, holding academic management positions, participating or coordinating research projects, publications in specialized journals with peer review, and advising activities, may be

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proposed. The proposal must be approved by the CCP, by a majority of the CPG and the CaC, and by an absolute majority of the Congregation and CoPGr.

X.2 The maximum number of advisees per advisor is 10 (ten). Additionally, the advisor may co-advise up to 10 (ten) students, as long as the total number of advisees and co-advisees does not exceed 15 (fifteen).

X.3 Credentialing will be for full or specific advising, as defined below:

- a. Full Advising is considered to be when the advisor is engaged in all activities of the program.
- b. Specific Advising is considered to be when the advising is dedicated to a specific student.

X.4 The full credentialing of advisors will be valid for 4 (four) years.

X.5 For credentialing or re-credentialing, the applicant must submit a formal, detailed request to the CCP objectively indicating their qualifications to work with the program. They must provide a link to their updated Curriculum Lattes or Curriculum Vitae (in the case of foreign candidates who do not yet have a Curriculum Lattes) and registration with Research ID and ORCID.

X.6 Full Credentialing of Advisors

X.6.1 For full credentialing, the faculty member must have advised at least one Master's dissertation, or Doctoral thesis, or have experience advising: students on scientific initiation, or lato sensu or stricto sensu graduate students, or post-doctoral students, or have been involved in the coordination or participation of a research project with current funding in the last 4 (four) years.

X.6.2 The faculty member must have at least 4 (four) manuscripts accepted for publication or published in the last 4 (four) years, in journals indexed in international databases (ISI, Scopus, or equivalent), and located in higher strata (above the median) according to the journal qualification criteria for the program's areas of focus.

X.7 Recredentialing of Advisors

X.7.1 For full re-credentialing, the faculty member must meet the same minimum credentialing requirements specified in item X.6 and:

- a) Have advised 2 (two) or more students in the last 4 (four) years.
- b) Have published in the last 4 (four) years at least 1 (one) manuscript from their students' advising in journals indexed in international databases (PubMed or equivalent).

X.8 Specific Credentialing of Advisors

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X.8.1 The initial credentialing of an advisor will preferably be specific, following the norms of item 6.

X.8.2 Holders of a doctoral degree who do not meet the minimum credentialing requirements specified in item X.6 may, at the discretion of the CCP, request specific credentialing.

X.8.3 The CCP must submit a detailed justification characterizing the importance of the request, which will be assessed by a reviewer selected by the CPG, discussed and approved by the CPG.

X.9 Credentialing of Co-advisors

X.9.1 The deadline for co-advisor credentialing in the Master's program will be 28 months, a maximum of 80% of the program's regulation deadline counting from the student's initial enrollment.

X.9.2 The deadline for co-advisor credentialing in the Doctoral program will be 38 months, a maximum of 80% of the program's regulation deadline counting from the student's initial enrollment.

X.9.3 The deadline for co-advisor credentialing in the Direct Doctoral program will be 38 months, a maximum of 80% of the program's regulation deadline counting from the student's initial enrollment.

X.9.4 For the credentialing of co-advisors, the same criteria for advisor credentialing specified in item X.6 will be used, in addition to a detailed justification demonstrating the complementarity of the co-advisor's role in relation to the advisor.

X.10 Advisors linked to the FMUSP-HC complex

X.1 Physicians and other professionals linked to the FMUSP-HC complex may request credentialing, following the same norms as the credentialing specified in item X.6.

X.11 External Advisors to USP

X.11.1 In requests related to the credentialing of external advisors to USP, including Young Researchers, Postdoctoral Researchers, Visiting Professors, Research Interns, and others, in addition to meeting the minimum credentialing requirements specified in item X.6, the following additional aspects must be observed:

- a) Detailed justification from the applicant regarding the innovative contribution of the project to the graduate program;
- b) Identification of the applicant's affiliation (e.g., young researcher), mentioning the program's duration and research line;
- c) Demonstration of the existence of infrastructure (physical, material and/or equipment);

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d) Demonstration of the existence of resources for funding the proposed project for the graduate student's advising;

Statement from the person responsible for the research group, space, or structure of the FMUSP-HC complex to be used for the project, demonstrating agreement regarding the use of the space for the requested advising and the maintenance of the conditions for the execution of the graduate student's project.

XI - PROCEDURES FOR SUBMISSION OF THE DISSERTATION/THESIS

XI.1 Format of Doctoral Theses or Dissertations

The final work of the graduate program will be in the form of a thesis/dissertation, prepared in the traditional format or in the format of a collection of articles, and may be presented in Portuguese or English, in digital format.

The structure of the doctoral thesis is defined by the publication "Guidelines for the presentation of dissertations and theses of USP" - Part IV (Vancouver) published by the Integrated System of Libraries (SIBi) USP, available on the program's website: <http://dx.doi.org/10.11606/9788573140569>

The thesis in traditional format must contain the following items:

- Cover page with the author's name, title of the work, location and date;
- Back cover with the name of the unit, the author's name, title of the work, name of the program, name of the advisor, location and date;
- Cataloging data;
- List of Figures, Illustrations, Equations and tables;
- Summary in Portuguese;
- Abstract in English;
- Introduction;
- Materials and Methods;
- Results;
- Discussion;
- Conclusions;
- Suggestions for future work;
- Bibliography;
- Annexes;
- Appendices.

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XI.2 Dissertations and Theses Based on a Compilation of Article(s)

- 1) Dissertations must contain at least one article accepted for publication.
- 2) Theses must contain at least two articles accepted for publication, and may also include articles in the submission process.
- 3) The submission date of the article(s) must be after the student's enrollment in the program.
- 4) Accepted/published articles must contain data related to the research project submitted to the CPG.
- 5) The student must be the first author of at least two articles accepted for publication and a co-author of all articles presented.
- 6) The advisor must be a co-author of all articles.
- 7) The indexing of journals that have accepted/published the articles must follow the specific rules in effect for the program regarding the procedures for submitting the dissertation/thesis.
- 8) Candidates for the doctoral degree, who may be included under the provisions of Article 7 of the Graduate Program Regulations (Resolution 7493, of March 27, 2018) will have their thesis project assessed by the Graduate Program Commission, and once approved, it will be forwarded to the Congregation. In this particular situation, items 4, 5, and 6 will not be required.
- 9) The structure of the thesis may be written in Portuguese or English, and must contain:
 - Cover page with the author's name, title of the work, location, and date;
 - Back cover with the name of the unit, the author's name, title of the work, name of the program, name of the advisor, location, and date;
 - Cataloging data;
 - Summary in Portuguese;
 - Abstract in English;
 - Introductory chapter justifying the inclusion of the compiled articles;
 - Complete citation of the compiled articles/manuscripts discussed in the thesis, respecting the Copyright rules related to each of the included articles;
 - Critical analysis chapter where the contributions of the article(s) are analyzed, discussed and summarized.

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XI.3 Submission of Theses/Dissertations

The submission of the copy must be made by the student through the Sistema Janus in the DEPOSIT DIGITAL section by the last day of the program deadline.

The following files must be attached to the digital submission:

- PDF of the thesis or dissertation;
- Declaration of similarity and plagiarism verification;
- Documentary proof of the publication or submission of the article(s) originating from the thesis in journal(s) with an IF from the Journal Citation Reports (JCR) or "Sites per Doc" of SCImago Journal Rank (SJR) above the area's median.

XII - ASSESSMENT OF DISSERTATIONS OR THESES

XII.1 Regarding the Composition of the Dissertation and Thesis Review Board, the procedures are those established in the USP Graduate Program Regulations and in Item IV of the CPG/FMUSP Regulations.

XII.2 Written Evaluation of Dissertations or Theses

There will be no written evaluation of dissertations or theses.

**XIII - LANGUAGES ALLOWED FOR WRITING AND DEFENSE OF THE
DISSERTATION/THESIS**

XIII.1 In accordance with the University of São Paulo Graduate Program Regulations, all Dissertations and Theses must have a title, summary and keywords in Portuguese and English.

XIII.2 Dissertations and Theses may be written and defended in Portuguese or English. Dissertations and Theses written in the form of a collection of articles may be written partially in Portuguese and English.

XIV - TITLE NOMENCLATURE

XIV.1 The Master's student who meets all the requirements of the course will receive the title of "Master of Science", Urology Program, with the indication of their respective area of concentration.

XIV.2 The Doctoral or Direct Doctoral student who meets all the requirements of the course will receive the title of "Doctor of Science", Urology Program, with the indication of their respective area of concentration.

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XV - OTHER REGULATIONS

Internships will be allowed for graduate students in the Programs, at USP facilities or external institutions, as long as they are related to the student's research project, with the advisor's and CCP's consent, and subsequent approval by the CPG.

*Change Approved by CaN - 02/16/2022.
Resolution CoPGr8204 - DOE 03/19/2022.*