



Federal University of Bahia (*Universidade Federal da Bahia*)
Institute of Collective Health (*Instituto de Saúde Coletiva*)
Postgraduate Programme in Collective Health

MASTER OF COMMUNITY HEALTH

STUDENT MANUAL

Collegiate Board:

Luis Eugenio Portela Fernandes de Souza (Coordinator)

Maria Guadalupe Medina (Vice-Coordinator)

Maria da Conceição Nascimento Costa

Maria Inês Costa Dourado

Jorge Alberto Bernstein Iriart

Leny Alves Bonfim Trad

Marcelo Eduardo Pfeiffer Castellanos

Susan Martins Pereira

Carla Virgínia Rodrigues Nery (technical and administrative representative)

Camila dos Santos Souza Andrade (student representative - doctorate)

Alessandra Gracioso Tranquilli (student representative – masters)

Salvador-Bahia 2017

INTRODUCTION

This manual aims to provide guidance to students on course organization and explain the responsibilities of all involved; it also presents useful information about the Institute of Collective Health. However, we note that it does not replace UFBA's Regulations for Graduate and Postgraduate Teaching (*stricto sensu*), nor the Regulations for the Postgraduate Programme in Collective Health, nor other Brazilian Postgraduate regulatory norms, particularly those pertaining to UFBA.

It is the responsibility of every student to be aware of and fulfil all the obligations for obtaining their course equivalent degree. For further information, please see your supervisor, the Department Coordinator or the Collegiate Board of the Postgraduate Programme in Collective Health.

UFBA'S INSTITUTE OF COLLECTIVE HEALTH

The Institute of Collective Health at the Federal University of Bahia (*Instituto de Saúde Coletiva da Universidade Federal da Bahia: ISC- UFBA*) was founded on 5 August 1994 and is recognized by the Ministry of Education through Decree no. 613/1995. The institute works from an innovative perspective of integrated teaching, research and technical cooperation, emphasizing the transdisciplinary and globalizing nature of Collective Health.

In concrete terms, this innovative perspective is expressed in the organization of Integrated Programmes of Teaching, Research and Technical Cooperation, bringing together students, researchers and professionals from distinct areas in the field of Collective Health. As a rule, from the outset of activities, each master's student is included in the Integrated Programme related to their subject of interest and to which their supervisor is affiliated.

ISC is located on the Canela campus, where most of UFBA's other health units are also situated. Its facilities include classrooms, teacher and researcher offices, as well as study rooms for research and extension programmes, which students may use and which are equipped with computers and

internet access to bibliographic retrieval systems (Medline, Lilacs, ISI, Health Star, Health Plan).

ISC also provides the following: an IT Laboratory, Geoprocessing Laboratory, Technical Support Services and Health Information Sector, where it is possible to access technical support for IT studies.

It is worth remembering that this constitutes public property, which must be used carefully, in order to maintain it, and in the spirit of solidarity and the benefit of all.

POSTGRADUATE PROGRAMME IN COLLECTIVE HEALTH

The Postgraduate Programme in Collective Health at the Federal University of Bahia (*Programa de Pós-Graduação em Saúde Coletiva da Universidade Federal da Bahia: PPGSC/UFBA*) was founded in 1974 through the then Master's in Community Health, at that time located in the Department of Preventive Medicine (*Departamento de Medicina Preventiva: DMP*) at the Faculty of Medicine. In 1989, the Doctor in Public Health was established, initially only in the area of Epidemiology. In 1994, upon the creation of the Institute of Collective Health at UFBA, the postgraduate course at DMP/UFBA was transferred to the new unit.

With the accumulated experience of four decades of teaching, between 1974 and 2016, ISC-UFBA's Postgraduate Programme in Collective Health produced 584 dissertations and 374 theses and is considered by the CAPES-CNPq system to be a centre of excellence. In 2016, doctoral students and 37 master's students were registered at the institute, with a significant number from other states in Brazil and 7.2% from Latin America and the Caribbean, Africa, North America and Europe.

The PPGSC currently offers three areas of concentration: Epidemiology, Planning and Management in Health, and Social Sciences in Health. Since 2001, it has provided classes for a Masters in Professionalization including a number of areas of concentration: Epidemiology, Management in Health, Technology Evaluation, Health Surveillance, etc.

The Postgraduate Programme in Collective Health relies on a team of permanent teachers, as well as participating faculty from other UFBA units (Mathematics, Social Sciences, Nutrition, Economics, Psychology, Nursing, Engineering and Medicine).

ISC-UFBA researchers are noted for their productivity and the quality of their scientific productions and have published a wide range of research in prestigious national and international scientific journals. PPGSC's current lines of research are:

- Health Situation Analysis
- Primary Care in Health
- Evaluation of systems, programmes and health services
- Communities, families, ways of life and health
- Early childhood development and mental health during the life course
- Environmental and social determinants of health
- Economics, technology and innovation in health
- Education and communication in health
- Epidemiology of chronic-degenerative, infectious and parasitical disease
- Epidemiology and evaluation of the impact of health on populations
- Epidemiology and mental health services
- Indigenous population studies
- Ethnicity, race and health
- Gender and health

- Information in health management processes
- Therapeutic itineraries, chronic illness and integrated healthcare
- Macro and micro determinants of infectious diseases and nutritional deficiencies
- Healthcare models and health surveillance
- Planning, management and evaluation in health
- Health policies, institutions and practices
- Public policy, social participation and health
- Sociocultural processes and care in health and illness
- Environmental health
- Mental health
- Worker health
- Sociology of chronic diseases and other long-duration conditions
- Work, management and education in health
- Health surveillance
- Urban violence and health
- Vulnerabilities and HIV/AIDS

The PPGSC/ISC works in close collaboration with several international, national, state and local institutions, for example: the Pan American Health Organization, the World Health Organization, UNICEF, the British Council, the Wellcome Trust, the Rockefeller Foundation, the Kellogg

Foundation, the Ministry of Health, and Departments of Health in a number of states and municipalities.

ISC-UFBA also offers exchange programmes with prestigious universities for teachers, researchers and students, including: the London School of Hygiene and Tropical Medicine, the University of North Carolina at Chapel Hill, Université de Montréal, Universidade do Porto, Brown University (New York), the European Centre for Sociology (Paris), University College London, Université Pierre Mendes (Grenoble), Harvard University and the Universidad Nacional de Lanus (Argentina).

MASTER OF COMMUNITY HEALTH

The objective of the Master of Community Health (*Mestrado em Saúde Comunitária*; MSC) is to provide training for researchers, teachers and professionals from the field of Collective Health in the following areas of concentration: Epidemiology, Planning and Management in Health, and Social Sciences in Health. On 15 December 1973, the work of the MSC was authorized by UFBA's Postgraduate Chamber and, since 1978, it has been accredited by the National Council of Education.

The MSC's curriculum model is founded on the following assumptions: (i) the aim of Collective Health is complex, moving from the molecular to the social, and includes the determinants of the health, illness and care phenomena, the social organization of health practices and services and the historicity of practices and knowledge related to health; (ii) health activities (promotion, protection, recovery and rehabilitation) are social practices influenced by relationships between classes and social groups.

With an annual selection process and currently offering 18 national and four international places, the Master's Programme is aimed at university-level professionals from health (Medicine, Nursing, Nutrition, Dentistry, Pharmacy, Veterinary Sciences, etc.) and other areas (Sociology, Anthropology, Economics, Psychology, Social Services, Geography, Engineering, Statistics, Business Administration,

etc.), provided that their academic interests are consonant with ISC's lines of investigation. The maximum programme duration is 2 years (24 months).

The course provides a varying number of institutional quotas as well as CAPES, CNPq and FAPESB grants, which are distributed according to the candidate's eligibility criteria, as defined by these institutions and the grade obtained in the selection process specific to each grant.

CURRICULUM STRUCTURE

The MSC curriculum structure is composed of subjects and activities provided in theoretical and conceptual, analytical and interpretative, and practical and instrumental domains in a programme of studies that encompasses the three areas of concentration in collective health. Subjects are organized by semester and classified as compulsory or optional. Activities include supervised research, teaching practice, the qualification examination and dissertation project.

Supervised research refers to the student's involvement in the PPGSC/ISC's academic life in general and in the research group or the Integrated Programme to which they are specifically connected. It also involves participation in ISC's research sessions, held every Friday morning. This is an essential activity for training researchers, since it provides daily experiences from research practice, undertaken without interruption. Every semester, the supervisor completes the master student's evaluation form (attached) and passes it to the Collegiate Board.

Teaching practice is an activity that seeks to support the development of teaching-related skills. For one semester, the master's student must accompany a faculty member who is teaching a Collective Health subject, and carry out all activities related to the preparation, performance and evaluation of teaching a curriculum component.

Finally, the qualification examination activities (2nd semester) and the

dissertation project (4th semester) correspond to the preparation of the project and the writing of a dissertation for defence.

The subjects and activities of the Master of Community Health are organized into their respective areas of concentration, as can be seen in the tables below:

Health Planning and Management

Compulsory Subjects	Credits - theory
ISC510 – Epidemiology in Collective Health	2 (2.0)
ISC520 - Health Policy	2 (2.0)
ISC521 - Administration and Management of Health Services	2 (2.0)
ISC522 – Health Planning	2 (1.1)
ISC540 - Epistemology and Methodology in Health	2 (2.0)
ISC541 – Health, Culture and Society	2 (2.0)
Subtotal	12 (11.1)
Optional subjects	Credits - theory
To be selected in agreement with one’s supervisor from ISC subjects or from postgraduate programmes at institutions with which ISC has an academic exchange agreement.	2 (2.0)
Total	14(13.1)
Compulsory activities: ISC790 - Supervised Research ISC791 - Teaching Practice ISC792 – Dissertation Project ISC794 - Qualification Examination	

Epidemiology

Compulsory Subjects	Credits - theory/ practice
ISC501 – Health Statistics	2 (1.1)
ISC502 – Social Epidemiology	2 (1.1)
ISC503 - Methods of Epidemiological Analysis I	2 (2.0)
ISC510 – Epidemiology in Collective Health	2 (2.0)
ISC520 – Health Policy	2 (2.0)
ISC540 – Epistemology and Methodology in Health	2 (2.0)
ISC541 - Health, Culture and Society	2 (2.0)
Subtotal	14 (10.2)
Optional subjects	Credits - theory/ practice
To be selected in agreement with one’s supervisor from ISC subjects or from postgraduate programmes at institutions with which ISC has an academic exchange agreement.	2 (2.0)
Total	14(13.1)
Compulsory activities: ISC790 - Supervised Research ISC791 - Teaching Practice ISC792 – Dissertation Project ISC794 - Qualification Examination	

Social Sciences in Health

Compulsory Subjects	Credits - theory/ practice
ISC 510 - Epidemiology in Collective Health	2 (2.0)
ISC 520 - Health Policy	2 (2.0)
ISC 540 - Epistemology and Methodology in Health	2 (2.0)
ISC 541 - Health, Culture and Society	2 (2.0)
ISC545 - Methods for Unstructured Data Analysis	2 (1.1)
ISC550 – Social Theories in Health	2 (2.0)
Subtotal	12 (11.1)
Optional subjects	Credits - theory/ practice
To be selected in agreement with one’s supervisor from ISC subjects or from postgraduate programmes at institutions with which ISC has an academic exchange agreement.	2 (2.0)
Total	14(13.1)
Compulsory activities: ISC790 - Supervised Research ISC791 - Teaching Practice ISC792 – Dissertation Project ISC794 - Qualification Examination	

INITIAL REGISTRATION

Unlike subsequent registrations, which are completed via the internet, initial registration for the master's course must be undertaken in person by the master's student, or their proxy, at the PPGSC/ISC secretariat.

At the same time, the student must present their Course Plan (see attached model), as developed with their supervisor, chronologically specifying (year/semester or month/day, as appropriate) the subjects they intend to study, the supervised research activities, teaching practice, qualification examination and dissertation project. It is worth noting that the qualification examination is planned for the end of the 2nd semester and the public defence of the dissertation for the end of the 4th semester.

Note: one supervised research activity must be completed every semester.

EVALUATION

The evaluation system is based on the notion that the master's training is progressive and processual, and must assess: a) the student's degree of mastery or their fulfilment of course objectives; b) the identification of gaps or weaknesses which must be remedied during the remainder of the training; c) quality control of the institution's teaching. Process evaluation instruments are as follows:

- a) Student's academic performance

The method of student evaluation for each subject is defined by the responsible faculty member. For the Supervised Research activity, evaluation includes attendance at scientific sessions, held at ISC every Friday morning, and the supervisor's termly opinion of the student's progress in relation to their studies and, in particular, their research project. Attributed grades run from 0 to 10, in accordance with UFBA's rules; a minimum grade of 5.0 is classified as approved.

b) Quality of the academic course

As well as the student's performance evaluation, subjects and faculty members are assessed at the end of each semester, via a form completed by each student. These forms must be completed individually; the responding student will remain anonymous.

c) ISC and PPGSC Performance

At the end of each academic year, ISC holds an evaluation and planning seminar, which addresses the PPGSC's performance and is attended by faculty members, technical and administration team members and student representatives.

Every three or four years, an *ad hoc* commission, composed of invited teachers from other postgraduate programmes, evaluates the PPGSC's performance and provides recommendations about teaching accreditation.

REQUIREMENTS FOR OBTAINING THE MASTER'S DEGREE

In order to obtain a Master's Degree in Public Health from the Postgraduate Programme in Collective Health at ISC/UFBA, the student must fulfil the following requirements:

a) Earning credits - obtaining a global average of 5.0 or above

in course subjects; this is computed at the end of the 2nd semester (it is possible to use credits from subjects completed at UFBA or other institutions, as well as for published articles or books);

b) Approval of the dissertation project for the Qualification Examination, undertaken at the end of the 2nd semester (the project must be handed in to the PPGSC secretariat at least 20 days prior to the date of the examination);

c) Approval of the dissertation by the Examination Commission in a public defence session, to be held at the end of the 4th semester (the final version must be handed in to the PPGSC secretariat at least 30 days prior to the date of the defence).

QUALIFICATION EXAMINATION

The aim of the Qualification Examination is to ascertain whether the research project fulfils criteria of scientific rigor, including: a well-defined research question, an updated presentation of the state of the art, a clear definition of objectives, a consistent delineation of the theoretical elements and a methodological strategy consistent with the objectives.

When the student makes the formal request to sit the Qualification Examination, the supervising teacher must attest that the project is ready to be submitted to an Examination Commission.

The Examination Commission is composed of three members (including the supervisor), one of whom must be from outside the PPGSC/ISC. Their opinions must be individual and written down, and contain criticisms and recommendations for project improvements, including any referring to the study of subjects on this or other programmes.

At the end of the evaluation, each examiner must classify the project, in line with the following stipulations: approved with or without suggested modifications, which do not fundamentally change the project; approved with requirements to re-present to the Examination Commission, should the suggested modifications alter the fundamentals of the project; rejected:

- a) A project that receives two rejections from the Examination Commission will be considered rejected; the student will have 90 (ninety) days to present another project.
- b) A second project rejection will lead to the cancellation of the student's registration, according to item III of Article 76 of UFBA's Regulations for Graduate and Postgraduate Education (*stricto sensu*).
- c) When the project is approved on condition of re-presentation following the incorporation of suggested modifications, the student will have up to 30 (thirty) days to present a new version, which will be reexamined by members of the Examination Commissions, which, in turn, will either approve it, thereby concluding the evaluation, or reject it, allowing the student to present another project in up to 90 (ninety) days.

COURSE CONCLUSION WORK

The following are acceptable as conclusion works on the Master's Course:

- a) Work of original research, presented as a monograph or an article, produced during the course and of which the master's students is the principle author.

Note: articles must be accompanied by an introduction that examines the research question and a conclusion that explains the research study's specific scientific contribution.

- b) Research summaries, in other words quantitative (meta analyses) or qualitative reviews, which present a summary of current scientific knowledge, containing a personal contribution in the analysis, interpretation, understanding and the development of theoretical or methodological models.

Note: the summary may be presented as a monograph or an article, with the above-mentioned stipulations.

c) A project of innovation or technological application which presents the construction of original models for planning, management, intervention, the development and evaluation of instruments, and their application to a concrete health situation.

Note: as with articles, a project of innovation or technological application must be accompanied by an introduction that examines the question addressed by the project and a conclusion that explains the project's specific technological contribution.

d) Other products, such as videos, films and multimedia artefacts, may be accepted.

Note: as in the other cases, the final product must be accompanied by a written text with an introduction that examines the question addressed by the product and a conclusion that explains the product's specific academic contribution.

The above-mentioned articles may be written in Portuguese, English, Spanish or French, although complementary texts – the introduction and conclusion – must, of necessity, be written in Portuguese.

Articles published in scientific journals may be accepted, as long as they contain the result of research conducted during the master's course.

The final course work examination will be conducted over two stages: pre-panel and panel:

The pre-panel consists of a reading and appreciation of the course conclusion work by the individual members of the Examination Commission. At the end of the appreciation, each panel member will issue an opinion, whose conclusion will indicate whether or not the work meets the minimum requirements of a master's course.

a) Should all panel members consider the work to meet the

minimum requirements, it immediately moves to the second stage of the final examination.

- b) Should at least one of the panel members consider that the work does not meet the minimum requirements, the student will have 30 days to make any suggested modifications and, following this period, must submit the modified work to the members of the Examination Commission in order to move on to the second stage of the final examination.

The panel consists of an oral defence, with a presentation of the work, following which the Examination Commission members will proceed to arguments, at which point the student will have the opportunity to defend their work.

At the end of the oral defence, the Examination Commission members will issue a final opinion, indicating:

- a) Approval with or without suggestions for modifications which will not fundamentally alter the work;
- b) Approval with the requirement to re-present the work, should the proposed modifications alter the fundamentals of the work;
or
- c) Rejection.

Note 1: in line with Collegiate Board criteria, a master's student whose conclusion work is rejected may submit it for another assessment within a maximum of six months.

Note 2: a master's student whose conclusion work is approved with a re-presentation requirement, will have 60 days to re-present it to the Examination Commission members, who will either approve it, concluding the assessment, or reject it, in which case the student may present a new version of the work within six months.

ETHICAL REVIEW AND RESEARCH INTEGRITY

In Brazil, the ethical review of research involving humans is regulated by the National Health Council (*Conselho Nacional de Saúde: CNS*) through CNS Resolution no. 466/2012. Every research study involving human participants, beyond the researcher, must be previously submitted to a Research Ethics Committee (*Comitê de Ética em Pesquisa: CEP*), accredited by the National Research Ethics Commission (*Comissão Nacional de Ética em Pesquisa: CONEP*) of the National Health Council.

ISC has a Research Ethics Committee, which is recognized by CONEP. We recommend that students submit their project to the CEP-ISC immediately following approval by the qualification examination.

It is worth noting that the ISC/UFBA community's concerns about ethical conduct are not limited to observation of the regulations for research projects with humans, but include respect for research integrity, which refers to a commitment to the construction of science as a collective resource, in which each person's contribution is recognized and valued. In this sense, the fabrication or falsification of research data and results, plagiarism or the false attribution of authorship are considered to constitute serious misconduct.

Furthermore, ethics form the basis of ISC/UFBA's political and institutional commitment to democracy and social justice in its relationships with society in general, and, in its internal relationships, in developing practices based on solidarity and respect for differences.

AWARDING THE DEGREE

The following measures are required for the awarding of degrees:

- 1) Educational records must be requested and verified as up-to-date and

complete

- b) In this case, corrections must be made to the final version of the dissertation, in line with panel suggestions, and four copies of the new version, replacing any existing examples, must be submitted to the Secretariat of the Postgraduate Programme in Collective Health.
- c) The final version of the dissertation, in electronic and print version, must be submitted with a letter requesting the completion of measures for awarding the degree and issuing the diploma.

IMPORTANT DEADLINES

1) When first registering on the course, the student must:

- a) Present their course plan, as developed with their supervisor

2) By the end of the 2nd academic semester:

- a) Have fulfilled all subject credits and prepared the dissertation project
- b) Have taken the qualification examination and submitted the required documentation, including four copies of their project and the written approval of their supervisor, to the PPGSC secretariat, at least 20 days prior to the examination date.

3) When registering for the course's final semester:

- a) Verify that educational records meet the accreditation requirements for the awarding of the degree, and remember to register for activity ISC 792, the Dissertation Project.

4) By the end of the 4th academic semester:

- a) Take the final examination (pre-panel and panel), submitting the required documentation to the PPGSC secretariat, with four copies of the dissertation and the supervisor's written approval, at least 30 days prior to the pre-panel date.

It is the student's responsibility to meet these deadlines and the

supervisor's responsibility to inform the Course Collegiate Board regarding the candidate's progress towards their master's degree.

APPENDIX 1: STUDY PLAN

Student's name	Registration no.
Course	Area of concentration:
Integrated programme:	Line of research
Supervisor:	Date:

Compulsory subjects:	Semester / date
1	
2	
3	
4	
5	
6	
7	

Optional subjects:	Semester / date
1	
2	
3	
4	
5	
6	
7	

Activities:	Period or date	Observations
Supervised Research		
Internship / Sandwich grant		
Qualification examination		
Submission of dissertation for final examination		
Dissertation defence		

APPENDIX 2: EVALUATION SHEET FOR THE SUPERVISED RESEARCH ACTIVITY

Semester:

Student's name: Registration no.:

Supervising teacher:

Attendance at research seminars in the final semester:

1. Degree of student involvement and participation in institutional academic life.

Excellent (10) Very Good (9) Good (8) Average (7) Unsatisfactory (6)

Comments: _____

2. Student participation in ISC's Research Group/Integrated Programme activities.

Excellent (10) Very Good (9) Good (8) Average (7) Unsatisfactory (6)

Comments: _____

3. Current status of project development

Dissertation/Thesis: Stopped? Delayed? Within planned schedule?

Stage:

Problem/Question/Objectives Review of literature Project in development
Project completed Collecting data Constructing database Analysing data
Preliminary version presented Final edition

Examination qualification taken within planned schedule? Yes No Does not apply.

If not, why? _____

Maternity leave/sick leave?

Yes No

If yes, how long for? ____

Is the student engaged and punctual in fulfilling agreed tasks?

Yes No

Taking the items in question 3 into consideration, rate the current status of project development:

Excellent (10) Very Good (9) Good (8) Average (7) Unsatisfactory (6)

4. Progress made in the final semester?

Excellent (10) Very Good (9) Good (8) Average (7) Unsatisfactory (6)

5. Is the content of the dissertation/thesis project compatible with the degree of excellence demanded by the Programme?

Excellent (10) Very Good (9) Good (8) Average (7) Unsatisfactory (6)

6. What is your opinion of the student's general performance:

7. Provide a general score for the student's performance in the final semester:

Excellent (10) Very Good (9) Good (8) Average (7) Unsatisfactory (6)

8. For the purposes of registration on their educational records, in reference to semester ____, having attained minimum attendance at seminars, the student is:

Approved Rejected

**APPENDIX 3:
DISSERTATION/THESIS EVALUATION ITINERARY
(epidemiological or structured research)**

TOPICS	CONCEPT
1. INTRODUCTION:	
1.1 Presentation of the problem (definition, context, nature and scope)	
2. REVIEW OF THE LITERATURE	
2.1 Scope and topicality	
2.2 Level of organization and synthesis	
2.3 Critical skills	
3. THEORETICAL FRAMEWORK	
3.1 Review of the main theories related to the theme	
3.2 Personal critical evaluation	
3.3 Systematization of concepts	
3.4 Prediction/explanatory model	
4. STUDY OBJECTIVES/HYPOTHESIS	
4.1 More immediate purpose and objectives	
4.2 Coherence with previous sections	
4.4 Originality and social and scientific relevance	
5. METHODS	
5.1 Study design	
5.2 Research context / definition of area / reference population	
5.3 Sampling and case selection	
5.4 Data production	
5.5 Instruments	
5.6 Analysis plan – definition of variables, architecture of analysis, relevance of descriptive and analytical procedures	

6. RESULTS

6.1 Study population – eligibility, refusals, treatment of missing values

6.2 Descriptive data

6.3 Tabular data

6.4. Modelling data

6.5 Study power

7. DISCUSSION

7.1 Summary of results

7.2 Interpretation /understanding, explanation, without using epidemiological jargon

7.3 Generalization (consistency, coherence, plausibility)

7.4 Limitations (bias/ direction) and perspectives

8. GENERAL ASPECTS

8.1 Bibliography

8.2 Writing, spelling, grammar and style

8.7 Presentation of tables, graphs or figures

FINAL CONCEPT

**APPENDIX 4: SUGGESTED ITINERARY FOR WRITING AN ARTICLE
(epidemiological or structured research)**

1. Introduction

- a) Identification of the problem;
- b) Brief review of the literature – limited to data relevant to the research question;
- c) Characterization of the area and population studied;
- d) Study importance/justification;
- e) Study objective or hypothesis.

2. Methodology

- a) Study design;
- b) Study population – sampling (type, sampling fraction), who was excluded, who was considered eligible and why;
- c) Data sources and when study was conducted
- d) How data was collected and by whom;
- e) Measures taken to avoid errors (validity) and bias
- f) Instruments used;
- g) Definition of variables;
- h) Data registration;
- i) Software employed in analysis;
- j) How data analysis was conducted – descriptive and analytical material: selection of variable measures, measures of association or central tendency and statistical test;
- k) Ethical considerations.

3. Results

- a) **general data regarding study sampling and population: size, missing data or refusals;**
- b) **descriptive data – characterization of study sampling or population according to available information; when there is a test of the hypothesis, presents this material according to the exposure (cohort or cross-sectional) or health status (case-control or reference);**
- c) **analytical data – tables of stratified analysis; presents estimates of the measures of association and estimation and/or statistical inference (confidence interval and/or p-value); confounding and interaction.**

4. Discussion

- a) **repeat the main responses to your research questions;**
- b) **interpret, explaining your findings in the light of existing theory(ies), and/or according to your understanding;**
- c) **compare with results from other studies;**
- d) **study limitations and/or failings – how errors and/or bias may have interfered with how you obtained your results (direction and magnitude, where possible);**
- e) **perspectives from other research on this theme, which enable the advancement of knowledge related to the research question.**

This is only a proposal, which may be altered in agreement with your supervisor or in accordance with the norms of the periodical to which you would like to submit material for publication.

**APPENDIX 5: DISSERTATION/THESIS EVALUATION ITINERARY
(semi-structured research)**

TOPICS	CONCEPT
1. INTRODUCTION:	
1.1 Presentation of the problem (definition, context, nature and scope)	
1.2 Relevance of the problem and justification for the research	
2. STATE OF THE ART	
2.1 Summary of existing knowledge related to the research question	
2.2 Scope and topicality	
3. STUDY OBJECTIVES	
3.1. General and specific objectives	
3.2 Coherence with previous sections	
4. THEORETICAL FRAMEWORK	
4.1 Review of the main theories related to the theme	
4.2 Personal critical evaluation	
4.3 Systematization of assumptions	
4.4 Linking concepts and their relationship with a tentative model of understanding	
5. METHODOLOGICAL STRATEGIES	
5.1 Type of study (case study, ethnography, action research, etc.)	
5.2 Research context/description of field/population or group	
5.3 Data production techniques (documentary analysis, observation, interviews, etc.)	
5.4 Data analysis strategies, (content analysis, discourse analysis, descriptive statistics, hermeneutic analysis)	

6. RESULTS AND DISCUSSION

6.1 Presentation of the data produced and analysed

6.2 Field work aspects

6.3 Comparison with results from other studies

6.4 Interpretation, understanding / explanation in the light of the theoretical frame of reference

7. CONCLUSION

7.1 Summary of results

7.2 Main study contributions

7.3 Limits and perspectives

8. GENERAL ASPECTS

8.1 Bibliography

8.2 Writing, spelling, grammar and style

8.3 Presentation of tables, graphs or figures

FINAL CONCEPT

**APPENDIX 6: SUGGESTED ITINERARY FOR WRITING AN ARTICLE
(semi-structured research)**

1. Introduction
 - a) Identification of the problem;
 - b) Brief review of the literature – limited to data relevant to the research question;
 - c) Study importance/justification;
 - d) Study objectives.

2. Theoretical frame of reference
 - a) Theoretical assumptions
 - b) Definition of key research concepts
 - c) Design of explanatory model (tentative) of the studied phenomenon

3. Methodological strategies
 - a) Type of study (in terms of general procedures; documentary research, case study, ethnography etc.)
 - b) Research context/description of field/population or group
 - c) Data production techniques (documentary analysis, observation, interviews, etc.) data triangulation, position of researcher
 - d) Data analysis strategies, (descriptive statistics, content analysis, discourse analysis, hermeneutic analysis)

4. Ethical considerations.

5. Results and discussion
 - a) Presentation of data produced and analysed
 - b) Comparison with results from other studies
 - c) Interpretation, understanding/explanation of the studied phenomenon in the light of the theoretical frame of reference

- d) Conclusion
 - a) Summary of the results
 - b) Study limitations and/or failings

- c) Perspectives from other research on this theme which enable the advancement of knowledge related to the research question.

This is only a proposal, which may be altered in agreement with your supervisor or in accordance with the norms of the periodical to which you would like to submit material for publication.