

## General Regulations of UFJF

### TITLE I Preliminary Provisions

Art. 1 - This General Regulation governs the common activities of the University in the fields of teaching, research, extension and administration.

Sole paragraph - The bodies of the Higher Administration, the Units and the Academic Centers will have their own regulations, respecting the provisions of the applicable federal legislation, the UFJF Statute and these General Regulations.

### TITLE II Organization and Administration of the University

#### CHAPTER I

From the Structure

Art. 2 - The following are the bodies of the University, as established in the Statute and in these General Regulations:

- I- of higher deliberation: the Superior Council and the Sectoral Councils; II- of higher administration: the Rectorate, the Pro-Rectorates and Advisory Offices;
- III- the Academic Units;
- IV- Supplementary Bodies;
- V- the Collegiate Bodies of the Units and Supplementary Bodies.

Art. 3 - The Academic Units of the University are the Faculties, the Institutes, the University Technical College and the "João XXIII" Application College.

Sole paragraph - The structure and operation of Academic Units will be governed by complementary rules and their own Regulations.

#### CHAPTER II On the Functioning of Collegiate Bodies

Art. 4 - Meetings of collegiate bodies shall be convened in writing, at least 2 (two) business days in advance, with the respective agenda included in the convening notice.

§1º- In case of urgency, the meeting may be called 1 (one) business day in advance, being restricted to the exceptional matter that gave rise to it.

§2º- Only their members will have access to meetings of collegiate bodies; third parties may participate in specific matters, at the discretion of the plenary, provided that this has been previously requested to the president.

Art. 5 - Except in cases where a special "quorum" is required, collegiate bodies will function and deliberate with the presence of a simple majority of their members.

§1º- Voting will be symbolic, nominal or secret, adopting the first form whenever one of the other two is not requested or expressly provided for.

§2º- In addition to his vote, the president of the Collegiate Body will also have, in cases of a tie, the casting vote.

§3º- Voting by proxy will not be permitted in any collegiate body.

Art. 6 - In all collegiate bodies of the University, voting will be secret when it involves: I - judgment of aptitude and qualification for teaching, scientific, artistic, cultural or professional activities;

II- judgment of appeals filed in public tenders, aiming at their nullity; III- matters related to disciplinary sanctions.

Article 7 - Any member of a collegiate body has the right to request to view the processes submitted for their deliberation.

§1º- The process subject to the request for review will be included in the agenda of the immediately subsequent meeting of the collegiate body.

§2º- The request for review will be granted for a maximum period of 3 (three) days.

Art. 8 - Participation in meetings of collegiate bodies takes precedence over any other activity and requires the attendance of its members.

Sole paragraph - Anyone who, without justification, fails to attend more than 3 (three) consecutive meetings or 6 (six) non-consecutive meetings of the board to which they are linked within a period of one year will lose their mandate.

Art. 9 - No member of a collegiate body may vote on matters directly or indirectly related to his/her private interests, those of his/her spouse or blood relative or relative by marriage up to and including the 3rd degree.

## CHAPTER III

### From Resources

Art. 10- The following may be appealed:

I- the decisions of the Rector and the Sectoral Councils, to the Superior Council;

II- the decisions of the Unit Council, to the Congregation;

III- the decisions of the Congregation, to the corresponding Sectoral Council;

IV- decisions of Academic Departments and Directors of Academic Units, to Unit Councils;

V- the decisions of the Head of the Department, to the Department.

VI- decisions by Course Coordinators, to Course Boards, when they exist, or to the Unit Council or the corresponding Sector Council;

VII- the decisions of the Academic Center Coordinators, the Department, the Unit Council, the Congregation or the corresponding Sectoral Council, in accordance with

as established in its own regulations.

§1º- The appeal shall be filed by the interested party within 10 (ten) days, counting from the date of notification of the appealed decision.

§2º- The appeal shall be made in writing to the body whose decision is being appealed, containing the petition, the statement of facts and the reasons for the request for a new decision.

§3º- Within 5 (five) days, the authority or body appealed against may or may not maintain the decision. If it does not do so, it shall refer, within two subsequent days, with or without justification, the appeal to the competent authority or body for consideration.

§4º- The provisions of Law No. 9784 of January 29, 1999 apply, where applicable, to the appeal activity, within the scope of the Federal University of Juiz de F.

## CHAPTER IV

### Of the Elections

Art. 11- The elections for Rector and Vice-Rector will be held within the deadlines and according to the procedures determined by the Superior Council.

Art. 12- Elections for Director and Vice-Director of Academic Units will be held within the deadlines and according to the procedures determined by the Congregation.

Art. 13- The elections for Rector and Vice-Rector will be called by the Rector and the elections for Director and Vice-Director, by the Directors of the Academic Units.

## CHAPTER V

### From the University Administration

Art. 14- The University's highest collegiate bodies are those established in the Statute.

Art. 15- The Rector's Office is an administrative executive body, and is responsible for coordinating, monitoring and supervising all activities of the University. Sole paragraph- The rules of procedure of the Rector's Office shall determine its competence, organization and functioning, as well as the competences of the bodies subordinate to it that do not have their own rules of procedure.

Art. 16- The Rector's Office is composed of the Rector's and Vice-Rector's offices, the Pro-Rector's Offices, the supplementary bodies and the advisory services.

Art. 17- The Rector is responsible for exercising the powers defined by law, those contained in article 24 of the University Statute and those provided for in the Rector's regulations.

From the Vice-Rectorate

Art. 18- The Vice-Rector will exercise permanent or temporary duties in the University's Senior Administration, as determined by the Rector.

From the Pro-Rectorates

Art. 19- The Pro-Rectorates will be governed by the internal regulations of the Rectorate, within the legal limits, and their basic attributions are:

- I- formulate diagnoses of the Institution in its areas of activity;
- II- prepare proposals for sectoral policies;
- III- coordinate the activities of the bodies responsible for implementing sectoral policies.

### Supplementary Bodies

Art. 20- The supplementary bodies, directly subordinate to the Rector, are intended to develop support activities with specific objectives of a scientific, technical, cultural, recreational and assistance nature.

Sole paragraph - There will be no assignment of teaching staff to supplementary bodies.

From the Advisories

Art. 21- The advisory bodies are directly subordinate to the Rector, with the exclusive objective of supporting the development of institutional activities.

## CHAPTER VI From Academic Units

### Section I

From the Congregation

Art. 22- The Congregation is the highest deliberative body for institutional policies within the academic units, and is responsible for:

- a) prepare and modify the unit's regulations;
- b) regulate, in accordance with legislation, the electoral process for choosing the Director and Vice-Director of the Unit;
- c) propose to the Superior Council the granting of the titles of Doctor, Professor "Honoris Causa", "Professor Emeritus" and "Emeritus Employee";
- d) review, on appeal, the decisions of the Unit Council.

Art. 23- The Congregation shall have the following composition:

- a) Director of the Academic Unit;
- b) Vice-Director of the Academic Unit;
- c) Tenured professors assigned to the Unit's Departments;
- d) Student representation indicated by the student representation body, in accordance with the proportionality provided for in the LDB;
- e) Representation of Technical-Administrative Staff, nominated by their peers, among those assigned to the Academic Unit, in accordance with the maximum proportionality provided for in the LDB.

## Section II

### From the Unit Council

Art. 24- The Unit Council is the academic, administrative and disciplinary deliberation body within the Academic Units, and is responsible for:

- a) review, on appeal, the decisions of the Director of the Unit;
- b) act as an advisory body to the Director and as a deliberative body on teaching and administrative matters of the university unit;
- c) issue an opinion to the competent councils on the creation and termination of undergraduate, postgraduate or any other type of course;
- d) approve the Departments' proposals on the hiring, removal, transfer or dismissal of teaching staff;
- e) approve proposals for holding a competition or selection test for the admission of teachers;
- f) decide on the removal of a teacher, after hearing the department concerned;
- g) review, on appeal, the decisions of the Departments;
- h) decide on proposals for the creation or extinction of Departments and Auxiliary Bodies, as well as changes to their constitution;
- i) establish budget execution policies within the unit;
- j) take the necessary measures in cases of indiscipline.

Art. 25- The Unit Council will have the following composition:

- a) Director of the Academic Unit;
- b) Vice-Director of the Academic Unit;
- c) Heads of the Academic Departments of the Unit;
- d) Coordinators of Undergraduate Courses taught within the Unit;
- e) Coordinators of the Unit's Postgraduate programs;
- f) student representation, indicated by the student representation body;
- g) representation of technical-administrative staff, nominated by their peers, from among those assigned to the Academic Unit.

### Section III

From the Director of the Academic Unit

Art. 26- The Director of the Academic Unit is responsible for:

- a) convene and preside over meetings of the Congregation and the Council of the Unit;
- b) forward to higher bodies the unit's processes that depend on a higher decision;**
- c) initiate, propose or order the competent body to open disciplinary administrative proceedings or an investigation in accordance with applicable legislation;
- d) exercise disciplinary power within the unit;
- e) represent the unit in the competent higher boards;**
- f) be responsible for the material and goods under their care;
- g) execute and enforce the decisions of the higher bodies, the Congregation and the Council of the Unit;
- h) distribute the technical-administrative staff assigned to the Unit, according to the needs of the service;
- i) supervise the implementation of the teaching regime, ensuring, together with the Heads of Departments and Course Coordinators, strict adherence to the schedules, programs and activities of teachers and students;
- j) submit to the Unit Council an annual report on the academic, administrative and financial activities of the unit.

### Section IV

From the Course Coordinator

Art. 27- The didactic coordination of each course will be carried out by a Coordinator, a member of the teaching career, elected by the teachers in office and by the student representation for a term of 03 (three) years, with reappointment permitted, being replaced in his absence or impediment by the Vice-Coordinator, elected in the same way.

§1º- The Unit Councils may create Undergraduate and Postgraduate course boards, defining their responsibilities in whole or in part.

§2º- For the purposes of representation in the institution's collegiate bodies, Postgraduate programs will be considered those that include at least one stricto sensu Postgraduate course.

Art. 28- It is the responsibility of the Undergraduate Course Coordinators:

I- regarding the course:

- a) propose to the Undergraduate Sector Council its minimum and maximum duration and the form of its integration in total number of credits, after hearing the Unit Council;
- b) guide, monitor and coordinate its operation;**
- c) coordinate the regular process of its evaluation;
- d) propose to the Undergraduate Sector Council, after hearing the Unit Council, its organization;
- e) represent the Course in various university bodies.

II- regarding the curriculum:

- a) propose to the Undergraduate Sector Council, after hearing the Unit Council, the disciplines that will be included and their modifications;
- b) propose to the Undergraduate Sector Council, after consulting the interested Departments, the prerequisites for the subjects;
- c) propose to the Undergraduate Sector Council, after hearing the interested Departments, the establishment of credits for the subjects that will be part of it.

III- regarding programs and course plans:

- a) approve, make compatible and ensure its observance;
- b) propose changes to the Departments involved.

Art. 29- The coordinator of the Postgraduate programs is responsible for:

- I. represent the program in collegiate bodies, in accordance with the provisions of the University Statute and these General Regulations;
- II. exercise the duties defined in the General Regulations for Postgraduate Studies and in the program regulations.

#### Section V

From the Department

Art. 30- The Department is the smallest subdivision of the university structure, for the purposes of administrative, didactic-scientific organization and teaching staff allocation, integrating teachers and disciplines with common teaching, research and extension objectives.

Sole paragraph - Student representatives will have a seat at Department meetings, with the right to speak and vote, in the legally stipulated proportion.

Art. 31- The Department is responsible for:

- a) prepare their work plans, assigning teaching, research and extension responsibilities to teachers;
- b) propose to the Unit Council the opening of competitions or selection tests for teaching staff;
- c) propose didactic and administrative measures to the Unit Council;
- d) propose and give opinions on the movement of teachers;
- e) propose to the Course Coordinators the subject programs and respective plans, monitoring, obligatorily, their execution;
- f) propose to the Course Coordinator the number of credits and prerequisites corresponding to each subject;
- g) to understand and decide on appeals filed by students;
- h) propose and give opinions on the removal and dismissal of teachers;
- i) appoint members to form the examining committee for competitions or teacher selection tests;
- j) prepare and propose, to the Unit Council, programs for competitions or tests

selection of teachers.

Art. 32- The Department will be headed by a professor who is part of the teaching career, elected by the teaching staff and by student representatives, for a term of 2 (two) years, with reappointment permitted.

Sole paragraph - The Deputy Head of Department, elected in the same way as the Head, will replace him in his absence or impediment and may, eventually, take on other tasks assigned to him.

Art. 33- The Head of the Department is responsible for:

- a) convene and preside over meetings of the Department;
- b) manage and represent the Department;
- c) monitor compliance with the school regime, compliance with teaching programs and the execution of other work plans;
- d) check the attendance of the technical-administrative staff working in the Department and of the teaching staff assigned to the Department, reporting this to the Director of the Unit; e) ensure order within the Department, adopting the necessary measures or representing the Director of the Unit;
- f) adopt, in cases of urgency, measures that are required in matters within the Department's jurisdiction, submitting its act for the relevant ratification;
- g) be responsible for the movable property and equipment existing in the Department.

## CHAPTER VII

From the Academic Centers

Art. 34- The Academic Centers bring together professionals from one or more Units, according to defined lines of work, to develop the University's core activities, subject to approval by the Undergraduate Sector Council.

## TITLE III

From the Didactic Structure

### CHAPTER I

About the Courses

- Art. 35- Teaching at the University will be provided in the following course modalities: a) undergraduate;
- b) training, improvement and residency
  - c) lato sensu postgraduate studies: specialization
  - d) stricto sensu postgraduate studies: master's and doctorate;



§1º- The University will maintain, through the "João XXIII" Application College and the University Technical College, basic education and professional education courses.

Art. 36- Postgraduate courses that issue certificates will depend, for their creation, on a specific plan, approved by the body responsible for their didactic coordination.

Art. 37- The University may offer sequential courses and other teaching modalities, upon proposal approved by the Superior Council, meeting the requirements established by the Institution.

#### Section I

#### Undergraduate Courses

Art. 38- Undergraduate courses aim to provide higher education that enables the obtaining of academic degrees or that ensure professional practice.

Sole paragraph - Academic matters regarding undergraduate studies at the University will be regulated by specific Regulations.

Art. 39- Undergraduate courses will be created and extinguished by the Superior Council, observing the concept established by the National Education Council, after hearing the Undergraduate Sector Council, through a proposal forwarded by the interested Departments or Units.

#### Section II

#### From the lato sensu Postgraduate Courses

Art. 40- Specialization and improvement courses are intended for graduates of undergraduate courses, the first aiming to prepare specialists in restricted sectors of study and the second to improve knowledge and work techniques.

§1º- The specialization courses referred to in the caput of the article may take the form of residency.

§2º- Specialization and improvement courses will be governed by the General Regulations for Postgraduate Studies, in compliance with the pertinent instructions of the National Education Council.

#### Section III

#### Of the stricto sensu Postgraduate Courses

Art. 41- The objective of stricto sensu Postgraduate courses is to develop the training acquired in Undergraduate courses, as well as to train teachers and researchers,

through the granting of an academic degree, comprising two levels: a) master's degree;  
b) doctorate.

Sole paragraph- The courses mentioned in this article will be of an academic or professional nature.

Art. 42- Postgraduate courses, in accordance with the concepts established by the National Education Council, will be established by the Superior Council, after consulting the Sectoral Council for Postgraduate Studies and Research, based on a proposal submitted by the interested Departments, Centers or Academic Units.

Art. 43- The evaluation of the various Postgraduate courses will be the responsibility of the Sectoral Council for Postgraduate Studies and Research.

## TITLE IV

From the Scientific Didactic Regime

### CHAPTER I

Admission to Undergraduate and Postgraduate Courses

Art. 44- Admission to the University's Undergraduate and Postgraduate courses will occur through a selection process, with candidates who have met the requirements specified in the relevant Notice being guaranteed admission.

Sole paragraph - The selection process, as well as other forms of entry defined by current legislation, will be governed by specific Regulations.

### CHAPTER II

Academic Acts

Art. 45- Academic acts related to the scientific teaching regime will be governed by the Academic Regulations.

### CHAPTER III

From the School Calendar

Art. 46- The school calendar, in accordance with current legislation, will establish the deadlines for the implementation of all school acts.

Sole paragraph - The Undergraduate Sector Council and the Postgraduate and Research Sector Council will be responsible for approving the respective academic calendars.

## CHAPTER IV

From the Extension

Art. 47- The University will maintain mechanisms for the development of extension activities, the execution of which will be the responsibility of the Academic Units and other university bodies.

Sole paragraph - Extension activities aim to promote the integration of the University with diverse sectors of society and, at the same time, develop and renew teaching and research.

Art. 48- Extension activities will be regulated by the Sectoral Council for Extension and Culture.

Sole paragraph - The respective Pro-Rector's Office will be responsible for coordinating programs for the promotion, exchange and dissemination of extension.

## CHAPTER V

From Research

Art. 49- The University shall promote scientific research, encouraging it by all means at its disposal, notably through:

- a) training of personnel in Postgraduate courses at the University itself or in other national and international institutions;
- b) exchange with scientific institutions encouraging contact between researchers and the development of common proposals;
- c) dissemination of the results of research carried out in its units;
- d) promotion of congresses, symposia and seminars for studies and debates on scientific topics.

Art. 50- Research activities will be regulated by the Sectoral Council for Postgraduate Studies and Research.

Sole paragraph - The respective Pro-Rector's Office will be responsible for coordinating research promotion, exchange and dissemination programs.

## CHAPTER VI

### Diplomas and Certificates

Art. 51- The University, having complied with the legal formalities, will issue the following diplomas:

- a) Graduate, in the specific area, to those who complete any of its Undergraduate courses;
- b) Master's degree, for those who complete Master's courses;

c) Doctorate, for those who complete Doctorate courses.

Sole paragraph- The diplomas referred to in this article will be signed by the Rector, the person responsible for the University's academic records and the graduate.

Art. 52- The degree conferral ceremony will take place in a solemn session, in accordance with the rules in force at the University, approved by the Superior Council.

Art. 53- The holder of a foreign diploma may request the Rector to revalidate or recognize it, in accordance with current legislation and the regulations of the corresponding Sectoral Councils.

Art. 54- Course completion certificates, signed by the Rector, will be issued by the body responsible for academic records.

Art. 55- The diplomas and certificates provided for in this chapter will be those defined in the applicable legislation.

## TITLE V

From the University Community

### CHAPTER I

From the Faculty

Art. 56- The University's teaching staff comprises:

- I- members of the teaching profession;
- II- visiting and substitute teachers

Art. 57- The filling of teaching career positions will be the responsibility of the Rector, in compliance with the criteria established in the legislation.

Art. 58- Entry into the teaching career shall be in accordance with the Federal Constitution and specific regulations of the Sectoral Council for Administration and Human Resources. Art. 59- The functional progression of members of the teaching career shall be carried out horizontally and vertically, in accordance with current legislation.

Art. 60- There will be a Permanent Teaching Staff Committee (CPPD), governed by specific regulations, approved by the Sectoral Council for Administration and Human Resources, in accordance with relevant legislation.

Art. 61- The Professor who is part of the teaching career will be subject to one of the following work regimes:

- a) part-time, with an obligation to work 20 (twenty) hours per week;
- b) full-time, with an obligation to work 40 (forty) hours per week;

c) exclusive dedication, with the obligation to work 40 (forty) hours per week and prohibition from carrying out any other paid activity, public or private.

§1º- The working hours of teachers include all functions related to teaching, research, extension and university administration activities, in accordance with the Departments' plans. They also include participation in collegiate bodies, Committees and Academic Centers, in addition to studying and preparing opinions on matters of interest to the Unit or the University.

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§2º- The rights, duties and benefits of the professor are those provided for in the Federal Legislation in force and in the complementary university regulations.

## CHAPTER II

From the Technical Administrative Staff

Art. 62- The technical-administrative body is composed of members of the technical-administrative career of the University's permanent staff in accordance with the relevant legislation.

Art. 63- Entry into the technical-administrative career will be at the initial level of the functional category, in compliance with the entry criteria established in the Federal Constitution and specific regulations of the Sectoral Council for Administration and Human Resources.

Art. 64- The guidelines for the functional progression of technical-administrative staff will be defined in specific legislation and by standards approved by the University.

Art. 65- There will be a Permanent Commission of Technical-Administrative Personnel (CPPTA), governed by specific regulations, approved by the Sectoral Council of Administration and Human Resources, in accordance with relevant legislation.

Art. 66- The rights, duties and benefits of the technical-administrative server are those provided for in the Federal Legislation in force and in the complementary university regulations.

## CHAPTER III

From the Student Body

Art. 67- The student body will observe the rules defined by the Statute, General Regulations and the resolutions of the various bodies that constitute the University.

Art. 68- Regular students will be those enrolled in undergraduate or postgraduate courses lato and stricto sensu, those enrolled in basic education and professional education courses, the others will be considered special students.

§1º- Students enrolled in Undergraduate and Postgraduate courses will participate in the elective processes provided for in the Statute and General Regulations of the University.

stricto sensu, secondary education and professional education.

§2º- The student exercising the role of student representative will have his/her absence from teaching activities excused, when attendance at the meeting of the collegiate bodies is proven.

## TITLE VI Disciplinary Regime

### CHAPTER I Of Teaching and Technical-Administrative Staff

Art. 69- The disciplinary regime for teaching and administrative staff, as referred to in the Statute, is that provided for in current legislation.

### CHAPTER II Of the Students

Art. 70- Regular students of the University are subject to the following disciplinary sanctions:

- a) written warning, in private, recorded in a specific book, not applicable in case of recurrence;
- b) reprimand, in writing and noted in the student's file;
- c) suspension, implying the student's exclusion from all university activities for a period of no less than three nor more than ninety days;
- d) dismissal, preceded by disciplinary proceedings, conducted by a committee composed of two teachers and one student, appointed by the Director, on the recommendation of the Unit Council.

Art. 71- Having ensured full defense, disciplinary sanctions will be applied: a) by the Rector, in the case of dismissal;  
b) by the Director of the Unit, in cases of warning, reprimand and suspension.

Sole paragraph - An appeal with suspensive effect may be filed against acts imposing sanctions provided for in letters "a", "b", "c" and "d" of article 70, within 10 (ten) business days from the date of notification by the interested party, respectively to the Unit Council and the Superior Council.

Art. 72- No transfer or cancellation of enrollment will be granted to a student subject to an investigation, inquiry or disciplinary process, before its conclusion.

Art. 73- Only the sanctions of warning or dismissal will apply to special students.

## TITLE VII

### University Distinctions

Art. 74- The University will grant honorary titles of Professor Emeritus, Emeritus Employee, Professor "Honoris Causa" and Doctor "Honoris Causa".

§1º- The title of Professor Emeritus may be granted to a retired University professor due to relevant teaching services provided to the Institution.

§2º- The title of Emeritus Employee may be granted to a retired University employee due to relevant services provided to the Institution.

§3º- The titles of Doctor "Honoris Causa" and Professor "Honoris Causa" may be granted to eminent personalities, national or foreign, whose activities, publications or discoveries have contributed to the progress of education, sciences, literature and the arts.

§ 4º- The granting of any of the dignities mentioned in this article will depend on the decision of the Superior Council, taken by the favorable vote of two thirds of all its members;

§ 5º- The titles granted will be delivered in a solemn session of the Superior Council.

Art. 75- The titles referred to in the previous article, signed by the Rector, will be registered in a specific book.

## TITLE VIII

Of the Goods

### CHAPTER I

#### Of Assets and Financial Resources

Art. 76- The assets and financial resources will be managed based on the Statute and other legal provisions.

## TITLE IX

### Final and Transitory Provisions

Art. 77- After the approval of these General Regulations, the regulations of the higher collegiate bodies must be reviewed and the regulations of the executive bodies must be drawn up within a maximum period of 6 (six) months.

Art. 78- These General Regulations may only be modified at the initiative of the Rector or at least 1/3 (one third) of the members of the Superior Council.

Sole paragraph - The modification will require a majority of 2/3 (two thirds) of the Superior Council, in a meeting specially called for this purpose.

Art. 79- This General Regulation shall come into force on the date of its approval.