



MINISTRY OF EDUCATION
FEDERAL UNIVERSITY OF VIÇOSA
SECRETARIAT OF COLLEGIATE BODIES

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RESOLUTION N° 13, OF OCTOBER 30, 2020

Changes the Postgraduate Regulations
Stricto Sensu.

THE COUNCIL OF EDUCATION, RESEARCH AND EXTENSION, the highest decision-making body in the didactic-scientific plan of the Federal University of Viçosa, considering what is contained in Process No. 3114.901166/2020-15 and what was deliberated in its 570th and 572nd meetings, held on 9/10/2020 and 10/20/2020, respectively, resolves:

- 1- Approve the amendment to the Postgraduate Regulations *Stricto Sensu*, as per the annex to this resolution.
- 2- Repeal Resolution 18/2016/Cepe.

This Resolution shall come into force and produce its effects from December 1, 2020.

DEMETRIUS DAVID DA SILVA

President

ANNEX TO RESOLUTION N° 13/2020 – CEPE
POSTGRADUATE STUDIES REGULATIONS *STRICTLY SENSE*

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TITLE I ACADEMIC OBJECTIVES AND TITLES

Art. 1 - Postgraduate Programs *Stricto Sensu* offered by the Federal University of Viçosa (UFV) aims to provide students with in-depth scientific training, with the development of research and innovation capacity, in different areas of knowledge.

Art. 2 - Postgraduate Programs *Stricto Sensu* will comprise two levels of training: Master's (M.Sc.) and Doctorate (D.Sc.), academic or professional.

Art. 3 - The title of *Magister Scientiae* or *Doctor Scientiae*, both academic and professional, will be granted to the student who complies with all the requirements set forth in these Regulations and in the Internal Regulations of the Postgraduate Program to which he/she is linked and presents the dissertation or thesis, respectively, in the final version approved by the examining board, to the Pro-Rector of Research and Postgraduate Studies.

TITLE II ADMINISTRATIVE BODIES

Art. 4 - The administration of the Postgraduate Program will be composed of: I - Postgraduate Technical Council (CTP); II - CTP Advisory Chambers; and III - Program Coordination.

CHAPTER I OF THE TECHNICAL COUNCIL OF POSTGRADUATE STUDIES (CTP)

Art. 5 - The CTP will be responsible for the general coordination of the Postgraduate Programs.

Art. 6 - The CTP will be constituted:

I - by the coordinators of the Postgraduate Programs *Stricto Sensu*; and II - by 4 (four) representatives of postgraduate students, with their respective substitutes, elected among their peers for a term of 1 (one) year.

§ 1 - In order to comply with the provisions of item II of this article, peers are understood to be all postgraduate students enrolled in a given UFV program.

§ 2 - The election of representatives of postgraduate students must be organized by the Secretariat of Collegiate Bodies (SOC), consulting the representative entity of UFV postgraduate students.

Art. 7 - The president of the CTP will be the Pro-Rector of Research and Postgraduate Studies.

Art. 8 - The following are the responsibilities of the Postgraduate Technical Council: I - to prepare the general program of postgraduate activities, for approval by the Teaching, Research and Extension Council;

II - prepare the Postgraduate Regulations, for approval by the Teaching, Research and Extension Council, as well as edit complementary instructions;

III - approve the minimum requirements for Postgraduate Programs, in compliance with the general standards established by current legislation;

IV - approve criteria, proposed by the Program Coordinators, for accrediting and de-accrediting professionals to work in postgraduate studies;

V - approve the admission of students selected by the respective Postgraduate Program Coordinations;

VI - approve the names of candidates who are entitled to obtain postgraduate degrees;

VII - promote the development of the University's postgraduate activities;

VIII - propose and discuss adjustments, agreements or arrangements, academic or financial, for support, cooperation or development of Postgraduate Programs;

IX - evaluate the functioning and performance of the Postgraduate Programs, as well as analyze and approve the request for the creation of new programs;

X - propose to the Teaching, Research and Extension Council the definitive suspension or temporary deactivation of any program, in the absence of conditions for its operation;

XI - act as an informative and advisory body for the Teaching, Research and Extension Council, on matters of postgraduate studies; and

XII - deliberate on the creation, composition, dismemberment and extinction of the CTP Advisory Chambers.

CHAPTER II OF THE CTP ADVISORY CHAMBERS

Art. 9° – The CTP Advisory Boards are made up of coordinators of the Postgraduate Programs and a student representative with their respective alternate.

§ 1° - The chambers, 4 (four) in number, are called *Age*, *Discern*, *Scire*, and *Vincere*.

§ 2 – The composition of the chambers will be defined by the PPG, and may be modified at any time.

§ 3 - Each chamber will have a President Coordinator elected by his peers.

I - The President Coordinator is responsible for: (i) receiving the processes and appointing a rapporteur from among the members of the chamber; (ii) convening and presiding over the chamber meetings; (iii) forwarding decisions regarding the processes to the PPG.

II - The term of office of the President Coordinator will be 1 (one) year, with one renewal permitted. After this period, a new President Coordinator will be elected from among the members of the chamber. Coordinators of Postgraduate Programs who have not yet assumed this position must be nominated.

§ 4 - All program coordinators must be part of one of the chambers.

§ 5 - In order to comply with the provisions of this article, a student representative is understood to be any postgraduate student enrolled in a specific UFV program.

§ 6 - The student representative of the chambers must belong to the same program as the President Coordinator.

Art. 10 - The Advisory Boards are responsible for evaluating and forwarding to the competent bodies the decisions taken regarding late registration and enrollment, change of concept, extension of deadlines, Internal Regulations of Postgraduate Programs and other routine procedures common to the Coordinations of Postgraduate Programs and Courses.

§ 1 - Cases that imply student abandonment or dismissal must be forwarded to the CTP.

§ 2 - When abandonment or withdrawal is a consequence of non-confirmation of enrollment, the final decision will be made by the Advisory Board.

CHAPTER III PROGRAM COORDINATION

Art. 11 - The didactic-scientific coordination of each Postgraduate Program will be carried out by a Coordinating Committee consisting of, at least:

I - 1 (one) coordinator, an effective member of the UFV faculty, as its president, elected by his peers and appointed by the Rector, upon referral from the Head of the Department or Institute;

II - 3 (three) teachers, elected by their peers; and

III - 1 (one) representative of the program's students, elected among their peers, with their respective alternate, for a one-year term.

Sole paragraph - In order to comply with the provisions of items I and II, the professors who form the group of program advisors are peers, and, in item III, all students enrolled in the program.

Art. 12 - The members of the Coordinating Committee will be elected at a meeting convened and chaired by the Head(s) of the Department(s) or Institute(s), except for the student representative.

Sole paragraph - The election of the student representative, with the respective alternate, will be carried out and organized by their peers and communicated to the Program Coordination and the SOC.

Art. 13 - There will be only one Coordinating Committee for each program, even if taught at the Master's and Doctorate levels.

Art. 14 - The coordinator must appoint, by administrative act, when he leaves the *campus*, preferably a teaching member of the Coordinating Committee or one of the supervisors of the respective program, to respond for coordination during his/her absence.

Art. 15 - The Coordinating Committee is responsible for:

I - define the mandatory and optional subjects of the program;

II - organize instructions, standards and establish the Internal Regulations, with the specific requirements of the program and submit them to the Postgraduate Technical Council;

III - propose criteria for accreditation and de-accreditation of professionals to work in postgraduate studies and indicate the Program's supervising and co-supervising professors;

IV - prepare projects and reports relating to the program and submit them for consideration by the competent bodies;

V - propose to the competent departments or institutes the creation of disciplines necessary for the program;

VI - provide an opinion on the analytical program of the disciplines and suggest modifications, when necessary, to achieve the program's objectives;

VII - prepare and publish a notice of selection of candidates for admission to the program, with the number of vacancies to be offered in each selection process;

VIII - establish rules for the functioning of the Seminar discipline;

IX - propose or give an opinion regarding the exclusion of students from the program, for academic or disciplinary reasons;

X - assign the concept in the Research discipline;

XI - establish, in the respective Internal Regulations, the maximum period for full payment of the credits necessary for the defense of the dissertation or thesis;

XII - establish criteria for granting scholarships and nominate scholarship recipients;

XIII - assess, manage or propose cooperation agreements or adjustments of an academic or financial nature, to support or develop the program;

XIV - receive, assess, deliberate or forward, if necessary, suggestions, complaints and administrative appeals from students or teachers, on any subject of a didactic-scientific nature, pertinent to the program;

XV - manage the program's financial resources; and XVI - act as an informative and consultative body for the CTP.

Art. 16 - The coordinator's specific duties are:

I - convene and preside over meetings of the Program Coordinating Committee; II - forward the processes and deliberations of the Coordinating Committee to the competent authorities;

III - provide pedagogical guidance to students in the program, as a subsidiary to the advisor;

IV - approve the study plans of the program's students; V - approve the constitution of the Guidance Committees;

VI - promote understandings, with the purpose of obtaining human and material resources to support the development of the program;

VII - represent the program in the CTP and in the Advisory Chamber, as a natural member and rapporteur of processes, with the indication of a substitute, in case of impediment;

Sole paragraph. Unjustified absence without replacement in 3 (three) consecutive meetings of the chamber and/or council, or in 6 (six) alternating meetings, in a period of 12 (twelve) months, will result in the loss of the mandate of the absentee;

VIII - approve the members of the committees for the defense of dissertations or thesis and for the qualifying exam, to be approved by the Pro-Rector of Research and Postgraduate Studies.

TITLE III

ON THE CREATION AND OPERATION OF POSTGRADUATE PROGRAMS

CHAPTER IV

CREATION OF PROGRAMS

Art. 17 - Postgraduate Programs will be proposed by one or more departments, institutes or *campuses* (interdepartmental, interinstitute, *multicampi*).

§ 1 - The proposal format must follow criteria established by CAPES for new courses and the respective particularities of each area of knowledge.

§ 2 - The proposal submission process must follow the internal calendar and procedures established by the PPG and the CAPES area document.

Art. 18 - Postgraduate Programs must be approved by the Teaching, Research and Extension Council, following a favorable opinion from the Departmental Council(s) or Board of Directors of the respective Science Center(s), Institute(s) or *Campuses*, as well as the CTP.

Sole paragraph - Programs must obtain their recommendation from the competent federal bodies before admitting students.

CHAPTER V ADMISSION TO PROGRAMS

Art. 19 – Only candidates who have completed a higher education course may be admitted to the Postgraduate Programs.

§ 1 - Candidates who have been removed from any UFV Postgraduate Program due to insufficient academic performance, abandonment or failure to complete the term may not be admitted to the same level of Postgraduate Program for periods of 2 (two) or 4 (four) years, for a master's or doctorate, respectively.

§ 2 - Candidates who have been dismissed for disciplinary reasons from any UFV Postgraduate Program may not be admitted to the Postgraduate Program.

§ 3 - The School Registration Department will be responsible for *campus*, through the registration of students leaving UFV Postgraduate Programs, ensure compliance with the restrictions established in the previous paragraphs.

Art. 20 - A master's degree will be required for admission to the doctorate. Sole paragraph - The Coordinating Committee may waive this requirement as long as it is provided for in the Program's Internal Regulations.

Art. 21 - To register for the selection process, the candidate must use the system *online* from UFV and present the following documents:

- I - copy of the diploma or declaration of completion of the undergraduate course;
- II - copy of the master's degree or dissertation defense certificate, for doctoral candidates;
- III - copy of academic transcript(s), explaining the evaluation system;
- IV - *Curriculum vitae* and other documents requested at the discretion of the program's Coordinating Committee;
- V - 1 (one) recent 3 x 4 photo;
- VI - copy of the birth or marriage certificate, as applicable;
- VII - copy of identity card or, for foreign candidates, passport;

VIII – copy of military service document for Brazilian males;

IX – copy of voter registration card for Brazilians;

X – copy of registration in the Individual Taxpayer Registry (CPF);

XI - proof of payment of the registration fee, the amount of which will be determined by UFV.

Art. 22 - The registration date for the selection process will be established by the Coordination of the Postgraduate Programs and published in the respective notices and on the websites of the department(s) or institute(s) involved.

Sole paragraph – Admission to the doctorate may occur in a continuous flow.

Art. 23 - In the selection of candidates, in addition to the analysis of the documents that make up the registration process, the Coordinating Committees may adopt other criteria that they deem convenient, in accordance with the Program's Internal Regulations.

Art. 24 - The selection will only be valid for enrollment in the academic period for which it was approved or for the subsequent period, if authorized by the Program Coordination.

Art. 25 - The coordinators will inform the candidates of the result of the assessment of the registration requests.

CHAPTER VI ENROLLMENT

Art. 26 - In each academic term, at the time set in the school calendar, every student must request initial enrollment or renewal, as the case may be. For initial enrollment, the selected candidate must submit the following documents to the program coordinator:

- a) undergraduate degree (copy with notarization or copy upon presentation of the original diploma);
- b) master's degree, for doctoral candidates (copy with the authentication at a notary's office or copy upon presentation of the original diploma);
- c) academic record (copy with notarization or copy with presentation of the original academic record);
- d) recent 3x4 photo
- e) copy of the birth or marriage certificate, as applicable;
- f) copy of identity card or, for foreign candidates, copy of passport;

g) copy of the military service document, for Brazilian candidates of the same sex masculine;

h) copy of voter registration card for Brazilians;

i) copy of registration in the Individual Taxpayer Registry (CPF).

§ 1 - If the candidate, at the time of registration, only has the course completion certificate or dissertation defense certificate, it will be his/her responsibility, if selected, to present to the School Registration Office *campus* your diploma (copy with notarization or copy upon presentation of the original diploma), until the date of enrollment for the third semester of the course.

§ 2 - The program student *Stricto sensu* You may not simultaneously study another undergraduate or postgraduate course at UFV.

Art. 27 - Within the time limits set out in the school calendar, students who, for reasons of force majeure, are forced to interrupt their studies may request that their enrollment be suspended.

§ 1 - The request, with the approval of the advisor and the Coordinating Committee, must be forwarded to the School Registration Office of the *campus*.

§ 2 - The suspension will be valid for 1 (one) regular school period.

§ 3 - Enrollment suspension will be granted only 2 (two) times, and the suspension periods will be computed in accordance with § 1 of Art. 32 of these Regulations.

Art. 28 - Failure to renew enrollment at the appropriate time will result in abandonment of the program and automatic disconnection if, on the date set in the school calendar, the student does not request the School Registration Office *campus* special leave, after approval by the advisor and program coordinator.

Sole paragraph - The special leave will be valid for the respective academic period and granted only 1 (one) time.

Art. 29 - If authorized to carry out activities outside the Institution, the student is exempt from renewing enrollment for the duration of the period of absence.

Art. 30 - The student may request cancellation of registration in one or more subjects, provided that this is authorized by his/her advisor.

Sole paragraph - Cancellation of registration may only be granted once for each subject.

Art. 31 - Enrollment, suspension, special leave, addition, substitution and cancellation of registration in subjects must be carried out by the student, within the deadline provided, for each case, in the school calendar.

Sole paragraph - The requests provided for in *caput* of this article, outside the deadline established in the school calendar, must be presented by the student to the CTP Advisory Board, with the opinions of the coordinator of each discipline, the advisor and the Coordinating Committee of the program to which he/she is linked.

CHAPTER VII GENERAL ORGANIZATION

Art. 32 – The Master's and Doctorate degrees will have their maximum time defined in the Internal Regulations of each program, respecting the limits of 3 (three) and 5 (five) years, respectively, counted from the date of admission to the program.

§ 1º- The periods in which the student, for any reason, is away from the University will be counted towards the calculation of the maximum duration, except in cases motivated by health problems and maternity leave, in accordance with current legislation.

§ 2nd -Exceptionally, upon recommendation of the supervisor and with the approval of the Coordinating Committee, an extension of the deadline may be granted, subject to the following requirements:

a) if requested by a student who has completed all the requirements of the program, except the presentation or defense of the dissertation or thesis;

b) if the request made by the student, duly justified, is accompanied by the following documents: document of approval of the research project by the competent bodies; document of recommendation from the supervisor, in which the stage of development of the research and the noted commitment of the student to complete the work within the deadline stipulated in the extension request must be recorded; and document of approval from the Coordinating Committee.

§ 3- A fee will be charged for extension of the deadline, as defined in the resolution of the University Council (CONSU), which sets the fees for services provided by the School Registration Department.

Art. 33 – To obtain the title, in addition to other requirements, the student must complete the minimum number of credits established in the Internal Regulations of the Postgraduate Program to which he/she is linked.

§ 1 – The minimum number of credits established by the program cannot be less than 12 (twelve) for master's students and 24 (twenty-four) for doctoral students.

§ 2 – Doctoral students holding a master's degree must complete at least 50% (fifty percent) of the number of credits required by the Postgraduate Program to which they are linked, regardless of the number of credits completed in the master's degree.

§ 3 - If the master's degree was obtained in an area not related to the area(s) of concentration of the doctorate, the supervisor, with the approval of the Coordinating Committee, will establish the number of credits to be taken.

CHAPTER VIII
OF THE DIDACTIC REGIME

Art. 34 - The academic year at UFV comprises 2 (two) regular periods of academic activity and a special summer period.

Art. 35 - Regular teaching will be organized in the form of subjects, taught in lectures, seminars, guided studies, practical classes or other teaching methods.

§ 1 - The basic unit for evaluating the intensity and duration of the subjects is the credit, equivalent to 1 (one) credit for 15 (fifteen) hours of theoretical or practical teaching activities.

§ 2 - Master's and doctoral courses will be identified with codes from 600 to 799, while professional master's courses will have codes from 800 to 899, according to the content and focus of the respective analytical program.

§ 3 - The analytical programs for the subjects Special Problems and Special Topics, together with the nominal list of students approved to take them, must be sent to the School Registration Office of the *campus*, which will create a class for each specific analytical program, within the same academic period.

Art. 36 - The Seminar discipline will be specific to each program and will grant, at each level, 1 (one) or 2 (two) credits, not counted for calculating the performance coefficient.

Sole paragraph - At the discretion of the program's Coordinating Committee, the credit(s) for the Seminar discipline may complete the minimum number of credits required., as long as provided for in the Program's Internal Regulations.

Art. 37 - In the Teaching Internship discipline, the student may use a maximum of 3 (three) credits, at each level, to complete his/her study plan.

Art. 38 - A grade or grade will be awarded in each subject after the completion of tests, seminars, fieldwork, interviews, tests and assignments required by the competent teacher. The grades will follow the symbology described in the table below:

CONCEPTS	SYMBOLS
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Incomplete	I
Cancellation of Registration in a Subject	J
Registration Lock	K
Satisfactory	S
Unsatisfactory	N
In progress	Q
Special Removal	W
Failed due to lack of attendance	L
Fraud	F

§ 1 – The final grade in the discipline will be represented by an integer, between 0 (zero) and 100 (one hundred), except those that will have a grade of S (Satisfactory), N (Unsatisfactory), F (Fraud) or L (Failed due to lack of attendance).

§ 2 – To calculate the final grade, the value with the first decimal place equal to or greater than 5 (five) will be rounded up to the next higher whole number.

§ 3 – The student who, having met the attendance requirements of at least 75% (seventy-five percent) in the scheduled teaching activities, obtains, in the set of assessments throughout the school year, a grade equal to or higher than 60 (sixty) or concept S (Satisfactory) will be approved in the discipline.

§ 4 – Students who commit fraud in assessments or any type of work or assignments will fail the subject, and will be given a grade of F, corresponding to a grade of 0 (zero) for calculating the performance coefficient.

§ 5 - Students who do not achieve a minimum attendance rate of 75% (seventy-five percent) in the scheduled teaching activities will fail the subject, regardless of the grade achieved, and will be given a grade of L, corresponding to a grade of 0 (zero) for calculating the performance coefficient.

§ 6 - A provisional grade of I (Incomplete) will be assigned to a student who interrupts, for reasons of force majeure, proven to the subject teacher, part of the school work and who, in the assessments carried out, has obtained sufficient proportional performance to pass. If the assessments are not completed or the grade/grade is not sent to the School Registration Office of the *campus* within the period set in the school calendar, the sum of the assessment grades entered in the academic control system will remain.

§ 7 - The concept J represents the effective cancellation of registration in a discipline.

§ 8º - The concept K represents the effective suspension of enrollment. § 9º - The concept W represents special removal.

Art. 39 – Requirements that do not confer or do not fully qualify for credits provided for in Art. 33 of these Regulations will be assessed using the concepts S (Satisfactory) or N (Unsatisfactory).

Sole paragraph: The Seminar and Qualification disciplines (according to the Program's Internal Regulations) may also be evaluated using the Q (In progress) concept.

Art. 40 - At the end of each academic period, the performance coefficient will be calculated, which will be the weighted average of the grades obtained in the academic period, considering as weight the number of credits of the respective subjects, calculated by the formula:

$$CR = \frac{\sum(NF \times C)}{\sum C}$$

where: CR is the performance coefficient; Σ is the sum; NF is the final grade for the subject; and, C is the number of credits for the subject.

§ 1 - The Performance Coefficient will be calculated to one decimal place, with rounding.

§ 2 - Subjects taken during the summer period will be included in the calculation of the performance coefficient for the next academic period in which the student enrolls.

§ 3 - The discipline to which a grade is assigned will not be part of the calculation of the accumulated performance coefficient.

§ 4 - The accumulated performance coefficient is obtained in relation to all periods studied.

Art. 41 - A student who fails a subject, with the exception of the subjects Special Problems and Special Topics, must repeat it, and will be given the last grade obtained as the final result.

Sole paragraph – For calculation purposes of the coefficient of accumulated income, the failure will be computed only if the passing grade is not assigned to the repeated subject. For the subjects Special Problems and Special Topics, regardless of the result obtained, the grades will be computed in the calculation of the performance coefficient.

Art. 42 - Subjects whose grades are J or K will not be used in the counting of credits required in the program.

Art. 43 - The title will only be awarded to the student who, having fulfilled the other requirements, obtains approval in all subjects listed in his/her transcript.

school, with the exception of the subjects Special Problems and Special Topics, and present a performance coefficient equal to or greater than 75.0 (seventy-five whole points).

Art. 44 - Students who fall into one or more of the situations specified below will be removed from the program, except in cases where the student enrolls only in subjects disregarded in the calculation of the performance coefficient:

I - obtain a performance coefficient, in the first period of the course, lower than 65.0 (sixty-five integers);

II - obtain a cumulative performance coefficient of less than 75.0 (seventy-five whole points) from the second period of the course onwards;

III - not fulfilling the foreign language requirement by the end of classes in the second academic period of the course, after enrolling;

IV - not completing the necessary credits within the deadline established in the Internal Regulations of the Postgraduate Program;

V - failed 2 (two) times in the same subject;

VI - obtain two N (Non-Satisfactory) concepts, consecutive or not, in research;

VII - fails the qualification exam 2 (two) times; and

VIII - not completing any of the program requirements within the established deadline.

CHAPTER IX STUDENT GUIDANCE

Art. 45 - The student's didactic-pedagogical guidance will be provided by a supervisor appointed by the Coordinating Committee, in compliance with the provisions of the Program's Internal Regulations.

§ 1 - The postgraduate student may request a change of orientation from the program coordinator, by means of a duly substantiated written justification.

§ 2 - The advisor may waive supervision of a student, upon presentation of a detailed justification, which must be approved by the program coordinator.

§ 3 - In the event of conflicts of interest between the advisee and the adviser, the Coordinating Committee will be responsible for appointing a new adviser.

Art. 46 - Research for the preparation of the dissertation or thesis will be supervised individually by the advisor or, optionally, by a Steering Committee formed by the advisor and co-advisor(s).

Art. 47 - The specific duties of the supervisor are:

- I - define, together with the student, the study plan;
- II - propose the name(s) of the co-supervisor(s), when applicable; III - supervise the research, which is the subject of the student's dissertation or thesis; IV - approve requests for substitution, cancellation and registration in courses and for suspension of enrollment;
- V - provide assistance to students in relation to current academic processes and standards; and
- VI - preside over the dissertation or thesis defense committee and the qualifying exam.

CHAPTER X FROM THE STUDY PLAN

Art. 48 - The study plan will necessarily list the mandatory and optional subjects, if applicable, as well as seminars, foreign language and line of research for the dissertation or thesis.

§ 1 - Subjects taken outside UFV will be classified, at the discretion of the program's Coordinating Committee, as mandatory or optional.

§ 2 - Enrollment in the Teaching Internship discipline is subject to the availability of a vacancy, to be defined by the respective department or institute, and to the consent of the student's advisor and the coordinator of the undergraduate discipline.

Art. 49 - The study plan, approved by the advisor and the student, will be submitted for consideration by the program coordinator and the Pro-Rector of Research and Graduate Studies or the Directorate of Research and Postgraduate Studies of *campus*, until the end of the first academic period attended by the student at the University.

§ 1 - The lack of an approved study plan prevents the student from enrolling in the next academic period.

CHAPTER XI FOREIGN LANGUAGE REQUIREMENT

Art. 50 - English will be considered as a mandatory language to satisfy the foreign language requirement for students whose native language is not English.

§ 1st - To satisfy the English language requirement, the student must pass standardized proficiency exams to be indicated by the Pro-Rector of Research and Graduate Studies, provided they are taken within a maximum period of 2 years.

2nd - For students whose native language is not Portuguese, a Portuguese language proficiency exam may be required, at the discretion of the Coordinating Committee.

§3rd - The deadline for fulfilling this requirement cannot exceed the end of the second period of classes after enrollment, under penalty of dismissal. This deadline also applies to students who request to suspend their enrollment.

§ 4th - It will be up to the Postgraduate Program to define in its Internal Regulations the requirement of another foreign language, when applicable.

§5th - The doctoral student, at the discretion of the Coordinating Committee, may take advantage of the English language requirement obtained in the master's degree.

§6th - The professional master's degree may require the English language, as long as it is defined in its Regulations.

Art. 51 – The requirements in compliance with Art. 50 will be evaluated through the concepts S (Satisfactory) or N (Non-Satisfactory).

CHAPTER XII ON THE USE OF CREDITS

Art. 52 - Credits from courses taken at UFV or another educational institution may be used, at the discretion of the Coordinating Committee, up to 50% (fifty percent) of the number required in Art. 33 of these Regulations, except in cases where the student re-enters the same program, at the same level.

§ 1º - Credits obtained in specific subjects of Postgraduate courses may not be used. *Broadly speaking.*

§ 2 - Only subjects with grades equal to or higher than 75.0 (seventy-five whole points) or with an equivalent concept may be used to calculate the minimum number of credits required.

§ 3 - There will be no maximum limit for the use of credits, in subjects taken at UFV, within the same program, at the same level.

§ 4 - Credits obtained in subjects taken at UFV will be transcribed in the academic transcript and will be included in the calculation of the academic performance coefficient.

Art. 53 - The request to use credits obtained in other institutions must be accompanied by the study plan, academic transcript and analytical programs of the subjects in question.

§ 1 - The program's Coordinating Committee will be responsible for determining the equivalence of subjects taken at other institutions with those taken at UFV, for the purpose of counting credits.

§ 2 - The program coordination may request an opinion from the competent department to support the decision regarding the equivalence of subjects.

§ 3 - If there is no equivalence, the program's Coordinating Committee will be responsible for deciding on the relevance of the request and stipulating the number of credits to be used.

§ 4 - The following notes will be recorded in the academic record, in the space designated for "observations":

I - total credits transferred;

II - name and level of the program to which the credits refer; III - name of the institution where the credits were obtained; and

IV - reference to passing the "Foreign Language Exam", if applicable.

Art. 54 - The request for credit use must be made by the student with the approval of the advisor to the Coordinating Committee and, after evaluation, forwarded to the School Registration Directorate. *campus* for implementation.

CHAPTER XIII OF THE QUALIFICATION EXAM

Art. 55 - Every student applying for the title of *Doctor Scientia* must undergo a qualifying exam.

Sole paragraph - The purpose of the qualifying exam is to assess whether the student has scientific training consistent with that of a candidate for the title of *Doctor Scientiae*.

Art. 56 - Only students who have completed the credits provided for in their study plan may take the qualifying exam. and registered your research project.

§ 1 - Students enrolled in a Teaching Internship and/or Seminar may take the qualifying exam, regardless of having completed the minimum number of credits required in Article 33 of these Bylaws.

§ 2 - The qualifying exam must be completed by the 6th (sixth) period of the student's admission to the program to which he/she is linked.

Art. 57 - The request for a qualifying exam, approved by the advisor, will be forwarded to the program coordinator for assessment, designation of the examining board and forwarding to the Pro-Rector of Research and Postgraduate Studies.

Art. 58 - The Examining Board will be appointed with at least 5 (five) full members and 2 (two) substitutes, all holding a doctorate degree.

§ 1 - The chairman of the examining board will be the advisor.

§ 2 - In the event of the advisor being unable to attend, the program's Coordinating Committee will indicate, with the advisor's knowledge, a replacement to preside over the committee.

Art. 59 - The Coordinating Committee will be responsible for establishing the criteria for the qualification exam, which must be included in the Program's Internal Regulations.

Art. 60 - The student who receives a unanimous positive recommendation from the members of the examining board will be considered approved.

Art. 61 - The result of the examination must be communicated to the Pro-Rector of Research and Postgraduate Studies or to the Research and Postgraduate Directorate of *campus*, on a specific form, up to 10 (ten) days after its completion.

Art. 62 - Students who fail the qualifying exam will be granted another opportunity, after a maximum period of 6 (six) months, counting from the date of the exam.

Sole paragraph - Failure in the second assessment will result in student's withdrawal from the Program.

CHAPTER XIV FROM THE RESEARCH PROJECT

Art. 63 - Every postgraduate student must prepare a research project for the development of his/her dissertation or thesis.

Art. 64 - The research project must be prepared under the supervision of the advisor or the Advisory Committee and registered with the Pro-Rector of Research and Postgraduate Studies.

Art. 65 - Research projects of students applying for the title of *Magister Scientiae* or of *Doctor Scientiae* must be registered with the Pro-Rector of Research and Postgraduate Studies by the last day of classes for the third and fifth semesters, as set out in the academic calendar, respectively.

§ 1° - All students applying for the titles of *Magister Scientiae* or of *Doctor Scientiae* must enroll in the Research discipline, in accordance with the Program's Internal Regulations.

§ 2 - Failure to comply with the deadlines established in *caput* of this article will imply concept N in Research.

CHAPTER XV OF THE DISSERTATION OR THESIS

Art. 66 - Every postgraduate student applying for the title of *Magister Scientiae* or of *Doctor Scientiae* must prepare and defend a dissertation or thesis, respectively, and be approved.

§ 1 - The dissertation or thesis, under the supervision of the advisor or the Advisory Committee, must be based on original research work that represents a real contribution to scientific or technological knowledge on the topic.

§ 2 - The dissertation or thesis may be written in Portuguese, English or Spanish, at the discretion of the Coordinating Committee, as provided for in the Program's Internal Regulations.

§ 3 - The form, language and content of the dissertation or thesis will be the responsibility of the candidate, the Advisory Committee and the examining board.

§ 4 - Research results originating from master's or doctoral work will be subject to current laws and UFV regulations regarding intellectual property.

Art. 67 - The dissertation or thesis will be defended before a panel formed by holders of a doctorate, under the chairmanship of the advisor.

§ 1 - In the case of professional master's degrees, the participation of masters in the panels is permitted, provided that it is approved by the course's Coordinating Committee.

§ 2 - The dissertation committee will be appointed with at least 3 (three) full members and 2 (two) substitutes.

§ 3 - The thesis committee will be appointed with at least 5 (five) full members and 2 (two) substitutes.

§ 4 - The committee proposed by the advisor or the Advisory Committee and appointed by the program coordinator will be approved by the Pro-Rector of Research and Graduate Studies or by the Research and Postgraduate Directorate of *campus*, at least 10 (ten) days before the defense.

§ 5 - Of the full members of the dissertation committee, at least 1 (one) member must be external to the program and not belong to the student's Advisory Committee.

§ 6 - Of the full members of the thesis committee, at least 1 (one) member must be external to the program and 1 (one) member must be external to UFV, without either of these 2 (two) members belonging to the student's Advisory Committee.

§ 7 - The candidate who receives unanimous approval from the members of the panel will be approved.

§ 8 - Candidates who are not approved may submit to a further defense, at the discretion of the examining board, respecting the maximum period established in Art. 32 of these Regulations.

§ 9 - The result of the defense must be communicated to the Pro-Rector of Research and Postgraduate Studies or to the Research and Postgraduate Directorate of *campus*, on a specific form, up to 10 (ten) days after its completion.

§ 10 - In the event of the supervisor being unable to attend, the program's Coordinating Committee will indicate, with the prior consent of the supervisor, a replacement to preside over the committee.

Art. 68 - Only students who have:

I - having complied with all the requirements established in these Regulations and in the Internal Regulations of the Program;

II - completed all subjects required in their study plan, and may be enrolled in a Seminar;

III - enrolled in Research and present a performance coefficient equal to or greater than 75.0 (seventy-five integers);

IV - deliver to the supervisor the original data obtained during the execution of your research project, with notes and editable files:

a) The student must submit a statement to the Coordinating Committee signed by the supervisor attesting to compliance with this requirement.

Art. 69 – Approval in the defense of a dissertation or thesis will imply the automatic attribution of the concept “S” in the discipline. Search, in the semester of the dissertation or thesis defense.

Art. 70 - The final version of the dissertation or thesis, prepared and approved in accordance with current regulations, must be submitted to the Pro-Rector of Research and Postgraduate Studies within 3 (three) months after the date of defense.

§ 1 - For submission of the dissertation or thesis after the deadline set out in *caput* of this article, the student will be charged a monthly fine based on a percentage of the value of the master's or doctoral scholarship, as defined in the Resolution of the University Council (CONSU).

§ 2 - In addition to the delivery of the printed version in the form and within the period established in *caput* of this article, the candidate must also submit to the Pro-Rector of Research and Postgraduate Studies the final version of his/her dissertation or thesis in electronic format, identical to the printed version.

CHAPTER XVI ACADEMIC MISCONDUCT

Art. 71 - Reports of academic misconduct in qualifying and final projects may be forwarded to the Pro-Rector of Research and Postgraduate Studies by any member of the scientific community.

Art. 72 - A judging committee, composed of 2 (two) supervising professors of the program involved, 2 (two) supervising professors of other UFV Postgraduate Programs and 1 (one) student representative of the postgraduate program, appointed by the Pro-Rector of Research and Postgraduate Studies, will judge the merits of the complaint.

Sole paragraph – The advisor of the student under complaint may not participate in the judging committee.

Art. 73 - In the event of confirmation of academic misconduct in the qualifying exam, in the final defense of a dissertation or thesis, or in an article published by a UFV professor or student, the penalties provided for in current legislation and internal regulations will be applied.

§ 1 - Students proven to be involved in academic misconduct may be removed from the program to which they are affiliated.

§ 2 - The holder of a master's or doctorate degree from UFV whose academic misconduct is confirmed in the dissertation or thesis, respectively, will have the title revoked.

CHAPTER XVII OF CO-TUTORSHIP AND JOINT POSTGRADUATE PROGRAMS WITH FOREIGN HIGHER EDUCATION INSTITUTIONS

Art. 74 - Co-supervision is understood as academic cooperation in the scope of postgraduate studies. *Stricto sensu* signed between UFV and foreign institutions in which students in training receive shared guidance from professors at the institutions involved.

§ 1º - Academic cooperation may lead to:

I - double degree or double title (*dual degree*), with degrees awarded by two institutions for the same study program developed separately and implemented in each of the participating institutions; and

II - joint degree (*joint degree*), with a title jointly conferred by the institutions or a degree conferred by each institution participating in a program developed and recognized by the cooperating institutions.

§ 2 - For each thesis or dissertation developed under a joint supervision regime, a specific agreement must be signed between UFV and the foreign institution.

§ 3 - The agreement for joint supervision will be signed between the higher authorities of the institutions, with the agreement of the Coordinators of the Postgraduate Programs involved.

§ 4 - Joint international postgraduate programs, in association with foreign institutions and recognized by CAPES, will also be considered as co-supervision.

Art. 75 - The student who develops a dissertation or thesis in a co-supervision agreement will be awarded a diploma by the partner institutions.

§ 1º - The examining board for the dissertation or thesis defense must have at least one representative from each institution.

§ 20- The dissertation or thesis defense session will not depend on the physical presence of the evaluators and the student in the same location, with the possibility of using technological resources for real-time communication.

§ 30- The thesis or dissertation may be written and defended in the languages mentioned in Art. 66, § 2.o, as defined in the joint guardianship agreement.

Art. 76 - The publication, exploitation and protection of research results common to both institutions must be ensured in accordance with the provisions of the cooperation agreement signed between the parties and the specific legislation of each country involved in the joint supervision.

Art. 77 - To obtain the title in co-supervision, the candidate must fulfill all the requirements set out in the agreement signed between the institutions.

CHAPTER XVIII POSTGRADUATE STUDIES "OUTSIDE UFV" (*OFFSHORE*)

Art. 78 - UFV may offer postgraduate courses abroad to other institutions, through an agreement to be signed. For these courses, the degree conferred, *Magister Scientiae* or *Doctor Scientiae*, will be in the "Outside UFV" modality (*offshore degree*).

Sole paragraph - The "Outside UFV" modality may be carried out under a joint supervision regime. In this case, the provisions of chapter XVII will apply.

TITLE IV OF NON-LINKED STUDENTS

Art. 79 - UFV may accept non-affiliated students interested in taking postgraduate courses to improve their knowledge.

Art. 80 - When registering, the candidate must present the following documents:

I - specific registration form;

II - undergraduate diploma (copy with notarization or copy upon presentation of the original diploma) or copy of the undergraduate completion certificate;

III - academic transcript (copy with notarization or copy upon presentation of the original academic transcript);

IV - 1 (one) recent 3x4 photo;

V - copy of the birth or marriage certificate, as applicable;

VI - copy of identity card or, for foreign candidates, passport;

VII - copy of military service document, for Brazilian males;

VIII - copy of voter registration card, for Brazilians; and

IX - copy of the Individual Taxpayer Registry (CPF) registration.

Sole paragraph - The candidate must specify, on the registration form, the subjects he/she intends to take.

Art. 81 - The registration period will be defined on a date established in the postgraduate academic calendar and the request will be analyzed by the coordinator of each discipline with the opinion of the head of the department to which the discipline is linked.

Sole paragraph. Registration will be made in the department(s) to which the discipline(s) is/are linked.

Art. 82 - The registration of the non-attached student will be guaranteed to the interested party only during the period for which it was requested, and will be subject to approval of the request and the existence of a vacancy in the discipline.

§ 1º - The documents presented at the time of registration will be used for registration.

§ 2 - The granting of new registration as a non-attached student will be subject to approval in the subject(s) taken.

Art. 83 - Non-attached students may request cancellation of enrollment in subject(s), observing the dates established in the school calendar.

Sole paragraph - Requests from non-affiliated students after the deadline will not be accepted.

TITLE V ACADEMIC MOBILITY

Art. 84 - Postgraduate student regularly enrolled in Postgraduate Programs *Stricto sensu* from other institutions, in the country or abroad, may take postgraduate courses *Stricto sensu* from UFV.

Art. 85 - Registration will be continuous. At the time of registration, the candidate must submit the following documents to the department to which the discipline is linked:

I - academic transcript (copy with notarization or copy upon presentation of the original academic transcript)

II - request for the subject(s) you intend to take; III - knowledge and statement from the institution of origin;

IV - copy of the birth or marriage certificate, as applicable;

V - copy of the identity document or, for foreign candidates, the passport;

VI – copy of the military service document for Brazilian males; VII – copy of the voter registration card for Brazilian males;

VIII – copy of registration in the Individual Taxpayer Registry (CPF); IX

- 1 3x4 photo.

Art. 86 - The application for registration must be analyzed and approved by the coordination of the UFV Postgraduate Program involved and by the coordinator of each required discipline.

Sole paragraph - The coordination in question will be responsible for communicating to the School Registration Department *campus* the names of students whose applications have been accepted and inform students about the enrollment procedures.

Art. 87 - The student's enrollment in academic mobility will be guaranteed to the student during the period for which it was requested, and will be subject to approval of the request and the existence of a vacancy in the discipline.

§ 1st - The granting of new registration as a student in academic mobility will be subject to approval in the subject(s) studied.

§ 2^o - At the beginning of each school term, the student must submit to the School Registration Office *campus* updated proof of academic affiliation with the institution of origin and express interest in re-enrollment.

Art. 88 - Students on academic mobility may request cancellation of registration in one or more subjects, observing the dates established in the school calendar.

TITLE VI POSTDOCTORAL INTERNSHIP

Art. 89 - UFV will offer post-doctoral internship opportunities to researchers holding a doctorate degree, without an employment relationship with UFV, who, out of their own interest, wish to update or consolidate knowledge in specific areas or equivalent activities.

§ 1 - It will be up to the candidate to take the initiative to request, to the department or institute and to the intended supervising professor, his/her participation in the post-doctoral internship program.

§ 2 - The department or institute, after consulting the supervising professor, will be formally responsible for maintaining all necessary and sufficient contacts with the interested party to support the Pro-Rector of Research and Postgraduate Studies or the Directorate of Research and Postgraduate Studies *campus*, which will be responsible for approving the acceptance.

§ 3 - After its acceptance and registration in the School Registry of *campus*, the researcher will be identified, within the scope of UFV, by the title of postdoctoral student, and will enjoy the facilities that apply to postgraduate students.

§ 4 - The post-doctoral student will be responsible for obtaining resources, including the scholarship, for your maintenance at UFV.

§ 5 - The department or institute to which the postdoctoral student is linked will be responsible for providing the bureaucratic and administrative facilities necessary for the good performance of his/her activities, including physical space, as well as officially informing the Pro-Rector of Research and Postgraduate Studies or Directorate of Research and Postgraduate Studies of the *campus* the end of training activities.

Art. 90 - The program will have a minimum duration of 4 (four) months, at the end of which the Pro-Rector of Research and Postgraduate Studies or the Directorate of Research and Postgraduate Studies of the *campus*, based on the department's recommendation, will issue a certificate of participation in the postdoctoral internship to the interested party.

TITLE VII ACCREDITATION OF SUPERVISORS AND CO-SUPERVISORS

Art. 91 - Accreditation to act as supervisor or co-supervisor of a Postgraduate Program will be granted to holders of a doctorate degree.

§ 1 - The criteria for accrediting advisors and co-advisors will be established by the respective Coordinating Committee.

§ 2 - For the professional master's degree, holders of a master's degree may be accredited, provided that they are approved by the Coordinating Committee.

§ 3 - The accreditation request must be forwarded by the program's Coordinating Committee, with a reasoned justification, accompanied by the candidate's resume. The PPG will be responsible for approving the accreditation.

§ 4 - The accreditation of professors and researchers external to UFV will not imply an employment relationship or any other type of relationship with the University, nor will it entail any liability on its part.

Art. 92 - At intervals of no more than 5 (five) years, as established by the Internal Regulations of the Graduate Program, the Coordinating Committee will formally communicate to the professors the completion of the process of re-accreditation of the program's advisors and will forward to the Pro-Rector of Research and Graduate Studies the result of the process for updating the body of advisors.

TITLE VIII OF THE CERTIFICATE *IN MEMORIAM*

Art. 93-UFV may grant a Certificate to a student who dies after completing their master's or doctoral dissertation or thesis, respectively. *In Memoriam*, in recognition of the work developed throughout academic life at the institution.

§ 1º - Request for the Certificate *In Memoriam* It may be done by the deceased student's advisor or by a member of his/her family and submitted to the coordination of the program to which the student was linked.

§ 2 - After approval by the course Coordinating Committee, the Certificate *In Memoriam* will be issued by the School Registration Office of *campus* and delivered to the applicant.

TITLE IX FINAL PROVISIONS

Art. 94 - UFV's Postgraduate Programs will be governed by these Bylaws and their respective Internal Bylaws, without prejudice to the application of specific provisions of the Statute, the General Bylaws of the University and other rules approved by the competent Higher Collegiate Bodies.

Art. 95 - The provisions contained in these Postgraduate Regulations may be modified by the competent bodies, even during the academic year.

Art. 96 - Omitted cases will be decided by the CTP.

Art. 97 - For the purposes of calculating the performance coefficient, the following considerations are made:

Sole paragraph: Subjects taken before the first period of 2017 will be awarded grades equivalent to the midpoint of the range corresponding to the concept obtained, as specified below:

Concept	Midpoint
THE	95
B	82
W	67
R	30

Art. 98 - Any provisions to the contrary are hereby revoked, in particular Resolution No. 18/2016 of CEPE.

Art. 99 - This Regulation shall come into force and produce its effects from December 1, 2020.