

UNIVERSIDADE FEDERAL DE VIÇOSA – UFV
OFFICE OF RESEARCH AND THE GRADUATE SCHOOL

Disclaimer: This is an edited version of the original document. Operational details were removed for the sake of brevity. Nevertheless, the original Portuguese and English translations can be obtained upon request (pr.ppg@ufv.br)

ACADEMIC REQUIREMENTS
GRADUATE PROGRAMS

ACADEMIC YEAR

The academic year at the Universidade Federal de Viçosa comprises two regular terms of academic activity and a particular summer term.

1. Each regular term lasts a minimum of 100 (one hundred) days of school work, excluding the time reserved for exams.
2. The particular summer term lasts at least 45 (forty-five) days.

COURSES AND PROGRAMS OFFERED

The University offers the following courses and programs:

1. Regular:

1.1. UNDERGRADUATE PROGRAMS: courses that provide university education and enable students to obtain academic degrees and professional practice. They are open to holders of certificate of completion of high school or equivalent, who have been approved in the UFV entrance examination, or bearers of a higher education diploma.

1.2. – “*Stricto sensu*” (Master and Doctorate) and “*Lato sensu*” (Specialization/MBA)

GRADUATE PROGRAMS: programs and courses designed to candidates with college degrees that meet the conditions prescribed for each case.

2. Special Courses:

2.1. EXTENSION COURSES: courses that are open to any applicant, although not at the higher education level, aiming to spread knowledge and work techniques.

2.2. SEQUENTIAL COURSES: open to candidates who have graduated from high school or equivalent courses and meet the requirements of the institution. These courses can be in-classroom, semi-in-classroom, or distance based.

GENERAL RULES FOR *STRICTO SENSU* GRADUATE PROGRAMS

OBJECTIVES

Art. 1 – The *stricto sensu* Graduate Programs offered by the Universidade Federal de Viçosa are intended to provide a broad and deep scientific and cultural background to students, through the development of research and innovation ability, in different branches of knowledge.

STRICTO SENSU GRADUATE PROGRAMS

Art. 2 – The *stricto sensu* Graduate Programs comprise two levels of training, Master’s and Doctoral degrees, which will confer the titles of Magister Scientiae (M.Sc.) and Doctor Scientiae (D.Sc), respectively.

CHAPTER I

GENERAL ORGANIZATION

Art. 3 - The minimum duration of the Master’s and Doctoral Programs is one (1) and two (2) years and maximum of three and five years, respectively, counted from the date of admission.

Art. 4 - In addition to other requirements, students must take courses in the area of concentration (a core group of courses defined by each Program) or in other knowledge fields that are related to the Program. The related fields are defined by each Program.

§ 1 – Courses of the area of concentration are those that characterize the field of study of the program, while disciplines of the related field are those that do not belong to this field, but are considered desirable or necessary to complete the training of students.

§ 2 - The disciplines in the area of concentration should total at least 50% (fifty percent) of the number of credits required.

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CHAPTER II

TECHNICAL BOARD OF GRADUATE PROGRAMS

Art. 6 - The Council of Graduate Programs is in charge of the general teaching coordination of the Graduate Programs.

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Art. 9 - The Council of Graduate Programs is in charge of the following activities:

- a) preparation of the general schedule of the activities of the graduate programs, which will be submitted to approval by the Board of Teaching, Research and Extension;
- b) elaboration of the Statute of Graduate Programs for approval by the Board of Teaching, Research and Extension, and edition of supplementary instructions;
- c) establishment of the minimum requirements of the Graduate Programs, after the general standards established by law are met;
- d) approval of the areas of concentration of Graduate Programs and the requirements for each of them;
- e) accreditation of professionals who will work in the Graduate Programs;
- f) approval of the names of candidates for graduate titles;
- g) approval of the admission of students indicated by the respective coordinators of Graduate Programs;
- h) approval of the number of vacancies for Graduate Programs;
- i) promote the development of graduate activities;
- j) make adjustments, agreements or arrangements, either academic or financial, for the support, cooperation and development of Graduate Programs;
- k) evaluation of the operation and performance of Graduate Programs, and;
- l) performance of actions attributed to an informative and consultative organ of the Board of Teaching, Research and Extension, for graduate studies.

CHAPTER III

CREATION OF THE PROGRAMS

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CHAPTER IV

COORDINATION OF THE PROGRAMS

Art. 13 - The teaching and scientific coordination of each Graduate Program, under the administration of the respective departments will be exercised by a Coordinating Committee consisting of:

- a) one (1) coordinator, as its chairman, appointed by the head of the department and appointed by the President of the University, whose name is included in a triple list organized by his/her peers;
- b) three (3) professors elected by their peers, and;

c) one (1) representative of the students in the Program, chosen by his/her peers, and respective alternate.

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Art. 19 - The Coordinating Committee is responsible for:

- a) defining the disciplines of the area of concentration and related field, and establishing if they will be mandatory or optional (electives), which will be approved by competent authorities;
- b) establishing specific requirements of the Program and submitting them to the Council of Graduate Programs;
- c) appointing professors to the position of advisors of the Program;
- d) organizing instructions, standards, plans or projects related to the Program and submitting them to the analysis of competent bodies;
- e) proposing to the responsible departments the creation of the disciplines required for the Program;
- f) opining about the analytical program of the courses of the area of concentration or mandatory, suggesting modifications, when necessary, to achieve the objectives of the Program;
- g) selecting qualified candidates for admission into the program;
- h) establishing standards for the operation of Seminars;
- i) proposing or opining about the exclusion of students from the Program due to academic or disciplinary reasons;
- j) nominating candidates for scholarship-granting;
- l) assessing or proposing agreements or cooperative arrangements, either academic or financial, for the support or development of the Program;
- m) receiving, assessing, resolving or referring, as appropriate, suggestions, complaints, representations of resources, from students or professors, related to any scientific educational issue involving the Program; and
- n) taking the appropriate actions attributed to information and consulting organ related to the Technical Board of Graduate Studies.

Art. 20 - Coordinators have the following specific duties:

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CHAPTER V

ADMISSION TO THE PROGRAMS

Art. 21 - Candidates who have graduated from a higher education institution may be admitted at Graduate Programs since their curricula contain disciplines relevant to the intended Program.

§ 1 - In the case of undergraduate curricula without sufficient basis for the program claimed, students should take disciplines offered at the undergraduate level, at the discretion of the Coordinator of the Program.

§ 2 – Candidates that have been disconnected from any Graduate Program of the Universidade Federal de Viçosa, due to low academic performance, abandonment or lapse of time cannot be admitted to the same level of the graduate program, for the periods of 2 (two) or 4 (four) years for master's and doctoral degrees, respectively.

§ 3 - Candidates who have been disconnected from any Graduate Program of the Universidade Federal de Viçosa due to disciplinary reasons cannot be admitted to the Graduate Program.

§ 4 - The Registrar's Office is in charge of ensuring compliance with the restrictions set out in paragraphs 2 and 3, through their records of students disconnected from graduate programs of the Universidade Federal de Viçosa.

22 – A Master's degree will be required for admission in the doctoral program.

§ - Sole paragraph - On a reasoned proposal by the Coordinating Committee, the Council of Graduate Studies may waive this requirement.

Art. 23 – Candidates must present the following documents for application:

- a) Enrollment form (two copies);
- b) a certified copy of the certificate or statement of completion of undergraduate degree (for doctoral program, the certificate of the conclusion of the master's degree program is also required);
- c) a certified copy of the academic transcript of the undergraduate program explaining the evaluation system (the academic transcript of the master's degree program is also required for doctoral degree);
- d) Curriculum vitae, one copy (with proof);
- e) One 3 x 4 photograph;
- f) Copy of Certificate of Birth or Marriage;
- g) Copy of the ID card;
- h) Copy of the proof of military service; (Brazilian citizens)
- i) Copy of Voter Registration; (Brazilian citizens)
- j) Copy of the CPF;
- k) three letters of reference, at the discretion of the Program, and;
- l) proof of payment of enrollment fee, which shall be stipulated by the Universidade Federal de Viçosa.

§ - Sole paragraph - If applicants have only the certificate of course completion, upon enrollment, they will be obliged to present a certified copy of their diploma to the Registrar's Office.

Art. 24 - The date of submission of application for enrollment shall be divulged in the Academic Calendar of the Universidade Federal de Viçosa.

Art. 25 - Besides the analysis of the documents required in the application process, the Coordinating Committees may adopt other criteria they deem appropriate for the selection of candidates.

Art. 26 - The selection will be valid only for enrollment in the school year for which it was approved or the subsequent period, after consultation with the Program Coordination.

27 - The coordinators will inform the candidates of the result of the selection.

CHAPTER VI

ENROLLMENT

Art. 28 - Every semester, on the date fixed by the School Calendar, all students must apply for renewal of enrollment.

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Art. 30 - Failure to renew enrollment in due season will mean the abandonment of the Program and automatic disconnection, if, on the date specified in the academic calendar, students do not require from the School Board of Enrollment a special leave, which will be valid for the respective semester and granted one (1) time.

Art. 31 - When authorized to conduct activities outside the institution, students are dismissed from enrollment renewal while their period of leave lasts.

Art. 32 - Students may request cancellation of enrollment in one or more disciplines, if their advisors agree.

§ - Cancellation of enrollment will only be granted once for each discipline.

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CHAPTER VII

TEACHING REGIME

Art. 34 - Regular teaching will be organized in the form of courses, with lectures, seminars, directed studies, practical classes, and other teaching methods.

§ Sole paragraph - The disciplines will be classified into three levels, codes 600, 700, and 800, according to the content and focus of their respective analytical programs (syllabus).

Art. 35 - Seminars, Special Problems, Special Topics, Research, and Internship in Teaching will be encoded as 700-level disciplines.

§ - Sole paragraph- Seminars should be specific to each Program.

Art. 36 – Credit is the basic unit for assessing the intensity and duration of disciplines.

1 (one) credit is equivalent to fifteen (15) hours of lecture or thirty (30) hours of practical classes.

Art. 37 – Academic performance examination will be carried out through practical work, oral tests, written tests and final exam, at the discretion of professors.

Specifically for the discipline Teaching Internship, performance will be evaluated by the coordinator of the discipline and the professors that tutored students in the execution of the planned activities.

Art. 38 - The system used for assessing disciplines will be concept-grade expressed by a letter, according to the following equivalence of relative performance:

CONCEPT-GRADE SYMBOLS PERFORMANCE PERCENTAGE

Excellente A from 90% to 100%

Good B From 75% to 89%

Fair C From 60% to 74%

Failure R Below 60%

Incomplete I

Cancellation of enrollment in Discipline J

Cancellation of Enrollment K

Satisfactory S

Non-Satisfactory N

Ongoing Q

§ 1 - In the disciplines Special Problems and Internship in Teaching, students may use a maximum of three (3) credits at each level to complete their study plan.

§ 2 - The Analytical Programs of Special Problems and Special Topics and a list with the names of the students approved to attend these disciplines should be forwarded to the Board of School Registration, which will create a class for each specific analytical program, in the same school term.

§ 3 – The discipline Seminar will grant, in each level, 1 (one) or 2 (two) credits, which will not be counted in the performance coefficient, but may be considered to complete the minimum credits required by the program at the discretion of the Coordinating Committee.

§ 4 - The provisional concept I (incomplete) will be attributed to students that discontinue, force majeure, part of their academic work, and have obtained a performance proportionally sufficient for approval in the evaluations applied. Proof of the hindrances should be given to the professors of the disciplines attended. The concept I (incomplete) will be transformed into R (failure) if the works are not completed, and a new concept is not assigned and sent to the Registrar's Office before the deadline set by the School Calendar.

§ 5 - The concept J (cancellation of enrollment in a discipline) refers to the effective cancellation of enrollment.

§ 6 - The concept K (suspension of enrollment) refers to the effective suspension of enrollment.

Art. 39 - The requirements that do not give credit or are not counted in the credits provided for in Art. 83 or Art. 84 of this regiment will be evaluated by the following concepts:

Q - Ongoing;

S - Satisfactory; and

N - Non-Satisfactory.

Art. 40 - At the end of each term, the performance coefficient is calculated, based on the sum of the number of credits in each discipline, which will be multiplied by 3, 2, 1 and 0, assigned to

the concepts A, B, C and R, respectively, and divided by the total number of credits of the respective disciplines.

§ 1 - To calculate the accumulated performance coefficient, the value will be represented with a decimal point, which will be rounded to the next higher figure if the second decimal point is greater than or equal to 5 (five).

§ 2 - The performance coefficient is achieved by dividing the sum of the points obtained by the sum of credits of the disciplines taken in each term, which have received concepts A, B, C or R.

§ 3 - The accumulated performance coefficient is obtained for all terms students were enrolled.
Art. 41 – Students that obtain concept R in a discipline should attend it again. The last concept obtained should be the final result, except for the disciplines Special Problems and Special Topics.

Art. 42 - The disciplines whose concepts are R, I, J or K shall not be used in the counting of the credits required in the program.

Art. 43 - The title will only be awarded to students who met the other requirements and were approved in all disciplines listed in their academic transcript, excepting the disciplines Special Problems and Special Topics.

Art. 44 - For all purposes under this Statute, students that do not achieve a frequency of at least 75% in the teaching activities scheduled will fail.

Art. 45 - Students that fall into one or more of the conditions specified below will be disconnected from the program, except if they are enrolled in disciplines which are not included in the calculation of the performance coefficient:

- a) obtaining, in their first term, performance coefficient below 1.3 (one and three-tenths);
- b) obtaining, in their second term, accumulated performance less than 1.7 (one and seven-tenths);
- c) obtaining, in their second term, accumulated performance coefficient less than 2.0 (two), having completed the minimum number of credits required by the program;
- d) obtaining, in their third term and the subsequent terms, an accumulated performance coefficient of less than 2.0 (two);
- e) obtaining grade R (failure) in any discipline for the second time, either in undergraduate or graduate program, except in the case of specific disciplines, to meet the requirements of a foreign language;
- f) obtaining two concept-grades N (Non-Satisfactory), either consecutive or not, in Research; and g) failing to complete all requirements of the program within the prescribed period.

§ - Sole paragraph - The concept "R" will be counted in the calculation of the performance coefficient, while another concept is not attributed to the discipline taken twice.

CHAPTER VIII

ADVICE TO STUDENTS

Art. 46 - The educational orientation to students will be exercised by advisors or by co-advisors.

§ - Sole paragraph - Advisors will be appointed by the Coordinating Committee, subject to the provisions of the Internal Statute of the program.

Art. 47 - Research for writing dissertation or thesis will be supervised individually by an advisor or, optionally, by an Advisory Committee formed by an advisor and co-advisor(s).

Art. 48 – Advisors are specifically in charge of:

- a) organizing students' study plan;
- b) proposing the names of co-advisors who will take part in the Advisory Committee;
- c) conducting research, the object of the dissertation or thesis of students, and assigning the concept obtained in assessments;
- d) promoting regular meetings with the participation of students and the Advisory Committee;
- e) approving the application for renewal of enrollment as well as requests for replacement, cancellation and enrollment for disciplines and suspension of enrollment;

- f) assisting students in issues related to current academic standards and processes;
- g) chairing the Board of Defense of Dissertation or Thesis or the Board of the Qualification Examination.

Art. 49 - The average number of students under the orientation of a professor cannot exceed (6), for each Graduate Program.

CHAPTER IX

STUDY PLAN

Art. 50 - The Study Plan will necessarily contain the courses of the area of concentration and related field, as well as seminars, foreign language and area of research for the dissertation or thesis.

§ 1 - The courses attended out of the Universidade Federal de Viçosa will be classified as belonging to the area of concentration, related field or out of the program, at the discretion of the Coordinating Committee of the Program.

§ 2 - Enrollment in the course "Internship in Teaching" can only be made by students enrolled in the Graduate Program of the Universidade Federal de Viçosa, subject to availability of vacancy, to be defined by the respective department, and consent from students' advisors and the coordinator of the discipline.

Art. 51 - After being approved by advisors and students, the Study Plan will be analyzed by the Coordinator of the Program and the Chairman of the Council of Graduate Studies, by the end of the first term attended by students at the University.

§ 1 - Without an approved Study Plan, students cannot be enrolled in the second term.

§ 2 - The Study Plan may be changed by a suggestion from advisors.

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CHAPTER X

FOREIGN LANGUAGE REQUIREMENT

Art. 53 - Students will have three alternatives to meet the foreign language requirement:

- a) approval in a foreign language proficiency examination applied by the Department of Languages or the Coordination of Graduate Program;
- b) approval in disciplines recognized by the Technical Board of Graduate Studies as sufficient; and;
- c) approval in standardized foreign language examinations.

Art. 54 - The proficiency examinations, prepared by the Department of Languages, will be applied on dates mutually agreed with the School Calendar.

Art. 55 - The concept "N" obtained in a foreign language discipline will be automatically replaced by the concept "S" when students are thriving in a foreign language proficiency examination.

CHAPTER XI

USE OF CREDITS

Art. 56 - credits of course taken at the Universidade Federal de Viçosa may be used, provided that they are consistent with the content of the program in which students are enrolled.

§ - Sole paragraph - Credits obtained in disciplines specific to the Lato Sensu program cannot be used.

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CHAPTER XII

TRANSFER OF CREDITS OBTAINED OUTSIDE THE UFV

Art. 62 - The Universidade Federal de Viçosa may accept the transfer of credits obtained at other education institutions, for disciplines consistent with the Program to which students are bound, up to 50% (fifty percent) of the number required in Art. 83 or 84 of this Statute.

§ 1 - Only disciplines with concepts A and B can be transferred.

§ 2 - Credits obtained in disciplines specific to Lato Sensu Programs cannot be transferred.

§ 3 - Credits obtained in disciplines taken at double level condition, as undergraduate students, cannot be transferred.

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Art. 65 – Credit transfer must be recommended by the Coordinating Committee of the Program and approved by the Council of Graduate Studies.

CHAPTER XIII

QUALIFYING EXAM

Art. 67 - Every candidate for the title of Doctor Scientiae should undergo a qualifying examen.

§ - The qualifying exam aims to assess whether students have the scientific and cultural training expected for a contender for the title of Doctor Scientiae.

Art. 68 - Only students who have obtained all credits demanded in their study plan can take the qualifying exam.

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Art. 70 - The Examination Board shall be composed of five (5) members who hold a Doctoral degree.

Sole Paragraph - The Board shall have five (5) full members and two (2) alternates.

Art. 72 - The qualifying examination will consist of two stages, one written and another oral, and will address areas of knowledge relevant to students' training.

Art. 73 – Students who obtain the unanimous positive indication from the members of the Examining Board shall be considered approved.

74 - The test results should be reported to the Dean of Research and Graduate Studies, in proper form, within ten (10) days after its completion.

Art. 75 – Students who failed the qualifying examination will be given another chance after a maximum of six (6) months from the date of realization.

CHAPTER XIV

THE RESEARCH PROJECT

Art. 76 - Every graduate student should prepare a compulsory research project for the development of their dissertation or thesis.

Art. 77 - The research project shall be prepared under the supervision of the Advisory Committee, approved by the head of the department and the director of the Center for Sciences and registered in the office of the Dean of Research and Graduate Studies.

Art. 78 - The research projects of students applying for the title of Magister Scientiae or Doctor Scientiae will be delivered mandatorily for registration in the office of the Dean of Research and Graduate studies up to the last day of the disclosure of the concepts for the third and fifth terms, established in the School Calendar, respectively.

§ 1 - All students applying to the titles of Magister Scientiae or Doctor Scientiae will be required to enroll in the discipline Research, after the payment of due fees, in the second and fourth renewal of enrollment, respectively.

§ 2 – If students fail to meet the deadlines established in the caput of this article, they will be given the concept 'N' in Research.

CHAPTER XV

DISSERTATION OR THESIS

Art. 79 - All graduate students who are candidates for the title of Magister Scientiae or Doctor Scientiae shall prepare and defend a dissertation or thesis, respectively, and be approved in it.

§ 1 - The dissertation or thesis may be written in English, Portuguese or Spanish, at the discretion of the Advisory Committee.

§ 2 – Candidates, the Advisory Committee, and the Examining Board are in charge of the formatting, language, and content of the dissertation or thesis.

§ 3 - The dissertation or thesis, under the supervision of the Advisory Committee, should be based on original research work that contributes to scientific knowledge on the subject.

§ 4 - The results of the research carried out for obtaining the Master's degree or Doctoral degree are subject to current laws, rules, or resolutions related to intellectual property of the Universidade Federal de Viçosa.

Art. 80 - The dissertation or thesis will be defended before a board formed by holders of the doctoral degree, under the chairmanship of the respective advisors.

§ 1 - The dissertation board will include at least 3 (three) full members and 2 (two) alternates.

§ 2 - The Board of the thesis will be appointed with at least five (5) members and two (2) alternates.

§ 3 - The members of the Board, proposed by the Advisory Committee and indicated by the Coordinator of the Program, will be appointed by the President of the Technical Board of Graduate Studies.

§ 4 – At least 1 (one) of the full members of the dissertation board should not belong to the Program or students' Advisory Committee.

§ 5 – At least 1 (one) of the full members of the thesis board should not belong to the Program and 1 (one) member should not belong to the Universidade Federal de Viçosa. None of these two should belong to the Advisory Committee of the respective student.

§ 6 – After the designation of the board of thesis or dissertation defense, a minimum period of 10 (ten) days shall be observed for the defense. Advisors should set the date, time and place of the defense and inform the members of the board and students.

§ 7 - The defense of the dissertation or thesis should also include an assessment of the knowledge acquired by the applicant during the development of the program.

§ 8 - Candidates receiving the unanimous indication from the members of the board will be approved.

§ 9 – Candidates disapproved can be submitted to another defense, at the discretion of the Examining Board.

§ 10 - The result of the defense should be reported to the Dean of Research and Graduate Studies, in proper form, within 10 (ten) days after its completion.

§ 11 – If advisors are unable to attend, by force majeure, the Coordinating Committee of the Program will indicate one of the members of the Examining Board to preside, as an alternate, with knowledge of advisors.

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CHAPTER XVI

ACADEMIC TITLE

Art. 83 - The title of Magister Scientiae will be granted to students that:

- a) complete at least 24 (twenty-four) credits in disciplines of the Graduate Program to which they are bound, following the provisions of this Statute, with an accumulated performance coefficient equal to or higher than 2 (two);
- b) meet the foreign language requirements;
- c) meet the requirements of the discipline Seminar, and;
- d) submit the text of their duly approved dissertation and copies of its final version to the Dean of Research and Graduate Studies.

Art. 84 - The title of Doctor Scientiae will be granted to students that:

- a) complete at least 24 (twenty-four) credits if they have a title of Master's or Magister Scientiae, or 48 (forty-eight) credits, if they have only a bachelor's degree in disciplines of the Graduate Program to which they are bound, according to the provisions of this Statute, with accumulated performance coefficients equal to or higher than 2 (two);
- b) meet the foreign language requirements;
- c) meet the requirements of the discipline Seminar, and;
- d) submit the text of the duly approved thesis and copies of its final version to the Dean of Research and Graduate Studies.

Art. 85 - The Technical Board of Graduate Studies or the Coordinating Commission may establish other requirements for the Program, besides those already specified.

CHAPTER XVII

THE ISSUANCE OF A CERTIFICATE OF SPECIALIZATION FOR MASTER'S DEGREE STUDENTS

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CHAPTER XVIII

CO-TUTELAGE AND GRADUATE DUAL PROGRAMS IN PARTNERSHIP WITH FOREIGN INSTITUTIONS OF HIGHER EDUCATION

Art. 90 - Co-tutelage is understood as academic cooperation in stricto sensu graduate studies agreed between the UFV and foreign institutions, in which students in training receive shared guidance of faculty members of the institutions involved.

§ 1 Definitions: a) dual/joint title - two or more degrees conferred by two or more institutions for the same study program developed separately and implemented in each of the participating institutions; b) joint degree - degree jointly awarded by institutions or degree conferred by each institution participating of a program developed and recognized by the institutions concerned.

§ 2 For each thesis and/or dissertation developed in co-tutelage, a specific agreement should be signed between UFV and the foreign institution. This agreement must be approved by the Technical Board of Graduate Studies.

§ 3 - The agreement for co-tutelage will be signed between the higher courts of the institutions, with agreement of the coordinators of the graduate programs involved.

§ 4 - International graduate dual programs, in association with foreign institutions recognized by CAPES, are considered as co-tutelage.

Art. 91 - Students developing a thesis and/or dissertation under the co-tutelage agreement will graduate from partner institutions.

§ 1 - The board of examiners of the defense of the thesis/dissertation must have at least one representative from each institution.

§ 2 – The session for defense of the thesis/dissertation will not require the presence of the assessors and students in the same location. Technological resources can be used to communicate in real-time.

§ 3 - Theses/dissertations can be written and defended in the languages mentioned in Art. 79, § 10, as defined in the agreement of co-tutelage.

Art. 92 – The protection of the theme of the thesis/dissertation, as well as publication, exploitation and protection of research results which are common to both institutions should be ensured following the provisions of the cooperation agreement signed between the parties and specific legislation of each country involved in the cotutelage transaction.

Art. 93 - Applicants must comply with all requirements of the agreement between the institutions to obtain the title in co-tutelage.

CHAPTER XIX

OFFSHORE GRADUATE STUDIES

Article 94 - The UFV will offer graduate programs abroad to other institutions through agreements. The degree conferred to these programs, either master's or doctoral degree, will be in offshore degree mode.

§ 1 - The offshore degree mode will be held in co-tutelage. In this case, the provisions of Chapter XVIII are applied.

TITLE III

NON-BOUND STUDENTS

Art. 95 - The Universidade Federal de Viçosa may accept non-bound students who are interested in improving their knowledge without pursuing; however, a graduate title.

Art. 96 - Applicants must submit the following documents upon enrollment:

- a) due enrollment form (two copies);
- b) a certified copy of the diploma or statement of completion of an undergraduate degree;
- c) a certified copy of the academic transcript of the undergraduate program, declaring the evaluation system adopted;
- d) a 3 x 4 photo;
- e) Copy of Birth or Marriage Certificate;
- f) copy of Identification Card;
- g) copy of proof of Military Service;
- h) copy of Voter Registration Card, and;
- i) copy of CPF.

§ - Candidates must specify the disciplines they want to attend, in the application form.

Art. 97 - The application period will close thirty (30) days before to the offer of the discipline (s) and must be approved by the coordinator of each discipline and the head of each department that offers these disciplines.

§ 1 - The application shall be made in each department that offer disciplines and shall meet the criteria established above.

§ 2 - Non-bound students may enroll in up to 3 (three) disciplines per regular term in the maximum of two (2) terms.

Art. 98 - Admission of non-bound students will be valid for one semester.

§ 1 - The enrollment fee will correspond to the value of the enrollment of students who are starting the Graduate Program, according to the rates set by the Universidade Federal de Viçosa.

§ 2 - The granting of new admission as non-bound student will be conditional on the approval in the discipline (s) previously attended

Art. 99 - Non-bound students may request cancellation of enrollment in disciplines, respecting the dates specified in the academic calendar.

TITLE IV

STUDENTS ENROLLED IN OTHER INSTITUTIONS (BOUND STUDENTS)

Art. 100 - The Universidade Federal de Viçosa may accept graduate students regularly enrolled in stricto sensu Graduate Programs from other Higher Education Institutions who wish to take disciplines of the UFV stricto sensu Graduate Programs.

Art. 101 - Upon enrollment, applicants must submit to the Dean of Research and Graduate Studies the following documents:

- a) certified copy of the academic transcript of the Graduate Program in which they are enrolled;
- b) request for enrolling in the discipline (s) they wish to attend;
- c) request from the institution they are bound to.

Art. 102 - The period for application will terminate thirty (30) days before the start of the classes of the discipline(s) required. The application for enrollment must be analyzed and approved by the Coordination of the respective Graduate Program of the Universidade Federal de Viçosa and by the coordinator of each discipline and the head of each department that offers these disciplines.

§ - Sole paragraph - Bound students may attend a maximum of twelve (12) credits.

Art. 103 - Admission of bound students will be valid for one semester.

§ 1 - The enrollment fee will be equivalent to the rate for renewal of enrollment in Graduate Programs, as established by the Universidade Federal de Viçosa.

§ 2 - The granting of new enrollment as a bound student will be conditioned to approval (s) in the discipline (s) previously taken.

Art. 104 - Bound students may request cancellation of enrollment in one or more disciplines, within the dates specified in the academic calendar.

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TITLE VI

ACCREDITATION OF PROFESSORS AND RESEARCHERS

Art. 107 – UFV higher education professors holding a doctorate degree will be accredited for the exercise of graduate activities.

§ Sole paragraph – graduate activities are understood as teaching, research, co-advising and advising.

Art. 108 – The exercise of orientation activities in a graduate program will require the accreditation of faculty members, specifically for the program.

§ 1 - The criteria for the accreditation of professors as advisors will be established by the respective Coordinating Committee and approved at a regular meeting of the Technical Board of Graduate Studies.

§ 2 - The Coordinating Committee, considering the criteria in § 1, indicates the accreditation of the professors that request it to the Dean of Research and Graduate Studies.

§ 3 - At intervals of no more than 5 (five) years, professors will forward to the Coordinating Commission their request for re-accreditation as advisors in the program.

Based on the criteria established in § 1, the Coordinating Committee shall decide whether the professors who require re-accreditation will be re-accredited or not by the Dean of Research and Graduate Studies.

§ 4 - If a professor is not re-accredited as an advisor, he/she must complete his/her advisory work still in progress.

Art. 109 – High school teachers and technicians from the Universidade Federal de Viçosa who hold a doctoral degree may be accredited as co-advisors and advisors.

Art. 110 - The accreditation of researchers or faculty members from other institutions that hold doctoral degree should be carried to allow them to become co-advisors and advisors specifically of master and doctorate students.

§ - The accreditation of professors/researchers outside the Universidade Federal de Viçosa will not imply employment of any nature by the University, nor entail any liability on its part.

Art. 111 - The request for accreditation must be submitted in the form of process, to the Dean of Research and Graduate Studies, by the department to which the respective professor/technician belongs, after analysis by the Coordinating Commission of the Program, where the professor/technician will perform most activities. Requests from researchers or professors from other institutions will be submitted only by the Coordinating Committee of the Program.

§ - Sole Paragraph - The process should include reasoned justification, curriculum of the candidates, proof of the title achieved and authorization from their immediate boss, for researchers or professors from other institutions.

Article 112 - The chairman of the Technical Board of Graduate Studies is responsible for probating the process and authorizing the enrollment of advisor professor. The Technical Board of Graduate Studies is responsible for approving the accreditation of professors who do not teach in higher education programs and technicians of the Universidade Federal de Viçosa, as well as professors and technicians from other institutions.

TITLE VII

FINAL PROVISIONS

Art. 113 - The Graduate Programs at the Universidade Federal de Viçosa shall be governed by the provisions of this regiment, without prejudice to specific provisions of the Statute, General Rules of the University and other standards, Acts and Resolutions established by the competent Governing Bodies.

Art. 114 - The provisions of this regiment for Postgraduate studies may be modified by the competent authorities, where necessary, even during the school year.

Art. 115 – Contrary provisions are therefore revoked, in particular, Resolution No. 1/2006-CEPE.

Art. 116 - These Rules shall enter into force on the date of their publication.

SPECIAL SUMMER PERIOD

The Special Summer Period, which lasts for a minimum of 45 (forty-five) days, takes place in January and February and offers disciplines at undergraduate and graduate levels. Enrollment is open to students admitted to regular graduate programs, non-bound students, or students enrolled in other higher education institutions.

COEFFICIENT OF PERFORMANCE

1. COEFFICIENT OF PERFORMANCE (CR) is achieved by dividing the sum of the points obtained during a term by the sum of credits of the disciplines in which students are enrolled. For example:

Calculation of the Coefficient of Performance

Disciplines Credits Concepts Values

Points

CTP 710 4 C 1 4

CTP 600 3 B 2 6

CTP 602 3 R 0 0

CTP 634 4 C 1 4

CTP 671 3 A 3 9

Sum 17 - - 23

Coefficient of Performance (CR) $23:17 = 1,4$

2. ACCUMULATED COEFFICIENT OF PERFORMANCE is achieved by dividing the sum of all points already obtained, from the first regular period, by the sum of all credits in disciplines in which a student is effectively enrolled.

* Rules altered by Resolutions 05/2007, 03/2008, 05/2008, 03/2009, 10/2010, 09/2011, and 08/2012 of the CEPE.