

TITLE I

THE UNIVERSITY

Sec. 1 THE FEDERAL UNIVERSITY OF SÃO CARLOS, headquartered and located in the city of São Carlos, State of São Paulo, created by Law No. 3835 of December 13th, 1960 (Sec. 11) and established as a Foundation, in the same terms of Decree No. 62,758 of May 22nd, 1968, amended by Decree No. 99,740, of November 28th, 1990, duly registered under Order No. 247-128, in Book A-1 of the Civil Registry Office of Legal Entities of São Carlos, is a legal entity governed by public and by this Statute, the General Regulations, and the current teaching legislation.

Single paragraph. In addition to the main campus, the University will have campuses in Araras, Sorocaba, and Buri - Lagoa do Sino Campus. *(As worded by Resol. ConsUni nº 763, of 12/13/2013).*

Sec. 2 The University has didactic-scientific, administrative, financial, and patrimonial management autonomy, and will be governed by the following principles:

- I - academic excellence;
- II - commitment to a democratic, sovereign society, with popular participation and social justice;
- III - free teaching;
- IV – inseparability of teaching, research, and extension;
- V - free access to knowledge;
- VI - promotion of democratic values and citizenship;
- VII - democratic, participatory, and transparent management;
- VIII - sustainability and environmental responsibility;
- IX - appreciation of full dedication to teaching, research, and extension;
- X - integration into the national education system.

CHAPTER I

THE OBJECTIVES

Sec. 3 The purposes of the Federal University of São Carlos are the training of human resources, the production and dissemination of knowledge, and the scientific, technological, cultural, and artistic dissemination.

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Single paragraph. To achieve its objectives, the University will:

a) provide all the necessary courses aiming at the training and improvement of the human resources requested for the progress of Brazilian society, including at the graduate level;

b) promote and stimulate scientific and technological research, and the production of original thought in the fields of science, technology, art, languages and literature, and philosophy;

c) offer programs to make extension projects and courses of varying degrees, the technique, the culture, and the results of research to be carried out available to society.

Sec. 4 To achieve its objectives, the University must:

I - study the social, economic, and environmental problems of society, to present solutions, under the inspiration of democratic principles;

II - make use of the community resources, both human and material, to integrate different ethnic and social groups at the University;

III - fulfill its part in the educational process of developing an ethical conscience in the university community, valuing the ideas of homeland, science, and humanity;

IV - constitute a factor in the integration of national culture;

V - participate in official international cooperation programs;

VI - cooperate with and advise public and private entities in the field of studies and research;

VII - promote integration and cooperation with universities and other national and foreign scientific, cultural, and educational institutions;

VIII - perform other activities in areas within its competence.

CHAPTER II

THE ORGANIZATION

Sec. 5 The University will organize itself with observance of the following principles:

I – joint property and management;

II - organic structure based on Departments, Coordination of Undergraduate Courses and Coordination of Graduate Programs gathered in sector boards;

III - rationality of organization, with full use of material and human resources;

IV - universality of field, by cultivating the fundamental areas of human knowledge, studied in themselves or due to further applications of one or more technical-professional areas;

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V - flexibility of methods and criteria, aiming at the effectiveness of the processes of training professionals and the production, systematization, and dissemination of knowledge.

Sec. 6 The University will be structured by sector boards, constitutive boards, multidisciplinary units, and academic, administrative, and complementary support boards.

Single paragraph. Each University campus must have at least one sector board.

Sec. 7 The organizational rules of the Federal University of São Carlos are:

I - to gather the activities of teaching, research, and extension of the same area of knowledge in constitutive boards called Departments;

II – to assign the management of the training processes of professionals and researchers to constitutive boards called Coordination of Undergraduate Courses and Coordination of Graduate Programs;

III – to gather activities that require the participation of professionals from two or more specialties or areas of knowledge for a specific academic performance in multidisciplinary units;

IV – to gather the related constitutive boards in sector boards, coordinators of their cultural, scientific, pedagogical, and administrative activities through the exercise of normative and control attributions;

V – to support these activities through academic, administrative, and complementary support boards.

§ 1. The minimum number of professors and other requirements necessary for a department to be approved and/or maintained will be established by the General Regulations.

§ 2. The minimum number of professors, departments, and other requirements necessary for a Center to be approved and/or maintained will be established by the General Regulations.

Sec. 8 The Departments, the Coordination of Undergraduate Courses, the Coordination of Graduate Programs, and the multidisciplinary units are boards that form the basis of the University academic structure and will be brought together in sector boards called Centers.

§ 1. Each Department is responsible for the development of teaching, research, and extension activities in an area of knowledge or related areas.

§ 2. Each Course Coordination is responsible for managing the teaching-learning process associated with an undergraduate course.

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§ 3. Each Graduate Program Coordination is responsible for managing the process of training professors for higher education and researchers associated with master and/or doctorate courses.

§ 4. Each Multidisciplinary Unit is responsible for a set of academic activities that require the participation of professionals from two or more areas of knowledge, from two or more departments, and which do not characterize the activities of the boards defined in the paragraphs above.

Sec. 9 The Centers, explained in the General Regulations, will consist of Departments, Coordination of Undergraduate Courses, Coordination of Graduate Programs and, eventually, Multidisciplinary Units that comprise teaching, research, and extension activities related to the areas of knowledge covered by them.

§ 1. The University can create new centers, as well as merge, extinguish, or change the existing ones under the approval of the University Council.

§ 2. Upon approval by the University Council, Special Support Units for Teaching, Research and Extension, or Multidisciplinary Units subordinate to the Centers may be created with specific attributions, with no overlap with those of the Departments, the Coordination of Undergraduate Courses, and the Coordination of Graduate Programs.

Sec. 10. The Multidisciplinary Units established according to the General Regulations will have specific attributions aimed at the development of multidisciplinary academic activities.

Single paragraph. Each Multidisciplinary Unit will be linked to the closest board in the organizational structure with the same thematic scope, or more comprehensive.

Sec. 11. The Academic Support, Administrative Support, and Complementary Support Boards with administrative, technical, cultural, sports, recreational, assistance attributions and others, will provide support to administrative activities and those of teaching, research, and extension.

§ 1. The Support Boards will be created by the University under the approval of the University Council.

§ 2. The organization and duties of the Supporting Boards will be the subject of a specific regulation approved by the University Council.

§ 3. The Support Boards will have their officers appointed by the President.

TITLE II THE UNIVERSITY ADMINISTRATION CHAPTER I

THE HIGHER ADMINISTRATION BOARDS

Sec. 12. The higher boards of university administration are:

I – Supreme deliberation:

a) University Council.

II - Specific deliberations:

a) Undergraduate Council;

b) Graduate Council;

c) Academic Research Council;

d) Extension Council;

e) Board of Trustees;

f) Advisory Board for Community and Student Affairs. *(included by Resol. ConsUni nº 689, of 04/11/2011)*

III - Executive:

a) Presidency.

SECTION I

THE DELIBERATIVE BODIES

Sec. 13. The University Council (ConsUni) will be the highest deliberative body in the University, which is responsible for decisions to implement general policies under the provisions of this Statute and the General Regulations.

Sec. 14. Observing the provisions of the current legislation, the University Council will be constituted:

I - by the President, who will preside it;

II - by the Vice-President, as vice president;

III - by the Deans;

IV - by a representative of the Undergraduate Council;

V - by a representative of the Graduate Council;

VI - by a representative of the Academic Research Council;

VII - by a representative of the Extension Council;

VIII - by a representative of the Board of Trustees;

IX - by a representative of the Advisory Board for Community and Student Affairs; *(included by Resol. ConsUni nº 689, of 04/11/2011)*

X - by the Center Directors;

XI - by a representative from each Center Council;

XII - by teaching representatives elected by their peers;

XIII - by representatives of the undergraduate student board, elected by their peers;

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XIV - by representatives of the Graduate student board, elected by their peers;

XV - by representatives of the technical-administrative staff, elected by their peers;

XVI - by a representative of the external community, designated by the University Council.

§ 1 The representatives mentioned in items XII, XV and XVI will have a two-year term renewable only once, and those mentioned in items XIII and XIV a one-year term, also renewable only once.

§ 2 The mandates of representatives of the different Councils are two years long, in any case ending whenever each representative is no longer a member of the respective Council.

§ 3 The number of representatives mentioned in items XIII, XIV and XV will be the same.

§ 4 The number of representatives mentioned in items XII to XV will be established by ConsUni, respecting the current legislation and in such a way that the representation of the internal (items XII to XV) and external (item XVI) communities correspond to more than 50% of the total members.

§ 5 The teaching representation mentioned in item XII will be by class, in proportion to the number of professors in each class. This minimum number is obtained by adding the unit to the value corresponding to 50% of the electoral quotient, defined as the quotient of the total number of active professors at UFSCar by the number of teaching representation positions at ConsUni. If the class does not have this minimum number, its professors participate in the election of representative(s) with the next class, except in the case of the highest career class, whose professors participate in the election of representative(s) with the class immediately bellow. For this teaching representation, Basic Education teachers must be included in the university teaching class corresponding to each one's degree.

Sec. 15. In addition to what is provided for in the General Regulations, the ConsUni is responsible for:

I – ensuring the observance of the University's principles and objectives;

II - caring for the University's operating conditions;

III – determining the form of execution of the general policy of the University and the Foundation;

IV - formulating, approving, monitoring, and evaluating institutional policy for the training of human resources, the production and dissemination of knowledge, personnel, financial resources, infrastructure, and management of the University;

V - preparing the reform of this Statute;

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VI - creating constitutive boards, sector boards, multidisciplinary units, and academic and complementary support boards;

VII - creating new campuses respecting the legal provisions;

VIII - approving university activity plans;

IX – elaborating the General Regulation and its modifications;

X - approving the general regulations for Undergraduate Courses, Graduate Programs, Research Activities, Extension Activities, Administrative Activities, and Activities related to Community and Student Affairs; *(as worded by Resol. ConsUni nº 689, of 04/11/2011)*

XI - deliberating on the administration of the assets of the Foundation and the University and the use of their income;

XII - approving the budget proposal and the internal budget of the University and respective supplements;

XIII - approving the University annual activity report;

XIV - considering the vetoes of the President, the Vice-President, and Deans, at the level of appeal;

XV - deliberating, originally or at the level of appeal, on any other matter within its competence not provided for in this Statute, the General Regulations, and other Regulations;

XVI - resolving cases in the University Statute and General Regiment which are omitted or controversial.

Single paragraph. The decision referred to in item III must be approved by an absolute majority of the ConsUni members.

Sec. 16 The Undergraduate Council (CoG), the highest deliberative body in the University for undergraduate education, subject to the guidelines of the University Council, will be integrated by the following members:

I - Dean of Undergraduate, as its president;

II - Coordinators of undergraduate courses;

III - a representative of each Center Council, one who is not an undergraduate course coordinator;

IV - representatives of the undergraduate student board, elected by their peers;

V - representatives of the technical-administrative staff, elected by their peers.

§ 1 The mandate of the Center Council representatives is established by them, in any case ending whenever each representative ceases to be a member of the respective Center Council.

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§ 2 The term of the members referred to in item IV of this section will be of one year, and that of those referred to in item V will be of two years.

§ 3 The number of representatives mentioned in items IV and V will be established by the Council itself, so that they correspond to up to 25% and 5% of the total number of CoG members, respectively.

Sec. 17 In addition to what is provided for in the General Regulations, the CoG is responsible for:

I – formulating, approving, monitoring, and evaluating the University undergraduate policies, based on the institutional policy defined by ConsUni;

II - supervising and coordinating higher-level university undergraduate teaching activities;

III - establishing norms complementary to those of the General Regulations for the development of university activities for undergraduate teaching, in the form of the General Regulations for Undergraduate Courses at UFSCar;

IV - establishing norms complementary to those of the General Regulations for the recognition of foreign degrees and equivalence of studies, in addition to others in matters of its competence;

V - approving plans for new undergraduate courses;

VI - approving the pedagogical projects for undergraduate courses and their alterations;

VII - deciding on proposals, recommendations, or representations of interest to the University in matters within its scope;

VIII – deliberating - originally or at the level of appeal - on any other matter within its competence not provided for in this Statute, the General Regulations, and other regulations.

Sec. 18 The Graduate Council (CoPG), the highest deliberative body in the University for Graduate education matters, subject to the University Council guidelines, will be integrated by the following members:

I - Dean of Graduate Studies, as its president;

II - Coordinators of Graduate Programs;

III - a representative from each Center Council;

IV - representatives of the Graduate student board, elected by their peers;

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V - representatives of the technical-administrative staff, elected by their peers.

§ 1 The mandate of the Center Councils representatives is established by them, in any case ending whenever each representative ceases to be a member of the respective Center Council.

§ 2 The term of the members referred to in item IV of this section will be of one year, and that of those referred to in item V will be of two years.

§ 3 The number of representatives mentioned in items IV and V will be established by the Council itself, so that they correspond to up to 25% and 5% of the total number of CoPG members, respectively.

Sec. 19 In addition to what is provided for in the General Regulations, the CoPG is responsible for:

I – formulating, approving, monitoring, and evaluating the University graduate policies, based on the institutional policy defined by ConsUnj;

II - supervising and coordinating higher-level university Graduate teaching activities;

III - establishing norms complementary to those of the General Regulations for the development of university activities for Graduate teaching, in the form of the General Regulations for Undergraduate Courses at UFSCar;

IV - establishing norms complementary to those of the General Regulations for the recognition of foreign degrees and equivalence of studies, in addition to others in matters of its competence;

V - approving plans for new Graduate Programs and Courses;

VI - deciding on proposals, recommendations, or representations of interest to the University in matters within its scope;

VII – deliberating - originally or at the level of appeal - on any other matter within its competence not provided for in this Statute, the General Regulations, and other regulations.

Sec. 20 The Academic Research Council (CoPq), the highest deliberative body in the University on research programs, projects, and activities, subject to the guidelines of the University Council, will be integrated by the following members:

I - Dean of Academic Research, as its president;

II - a representative of each Center Council;

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III - a representative from each department;

IV - representatives of the Graduate student board, elected by their peers;

V - representatives of the undergraduate student board, elected by their peers;

VI - by representatives of the technical-administrative board, elected by their peers.

§ 1 The mandate of the Center Council representatives is established by them, in any case ending whenever each representative ceases to be a member of the respective Center Council.

§ 2 The mandate of the members referred to in item IV of this section will be of one year, and that of those referred to in item V will be of two years.

§ 3 The number of representatives mentioned in items IV, V and VI will be the same and established by the Council itself so that they correspond, together, to up to 30% of the total number of CoPq members.

Sec. 21 In addition to the provisions of the General Regulations, the CoPq is responsible for:

I – formulating, approving, monitoring, and evaluating the University institutional research policy, based on the institutional policy defined by ConsUni;

II - supervising and coordinating higher-level university research activities;

III - establishing norms complementary to those of the General Regulations for the development of university research activities, in the form of the General Regulations for Research Activities at UFSCar;

VI - deciding on proposals, recommendations, or representations of interest to the University in matters within its scope;

VII – deliberating - originally or at the level of appeal - on any other matter within its competence not provided for in this Statute, the General Regulations, and other regulations.

Sec. 22 The Extension Council (CoEx), the highest deliberative body in the University on extension programs, projects, and activities, subject to the guidelines of the University Council, will be integrated by the following members:

I - Dean of Academic Extension, as its president;

II - a representative of each Center Council;

III - a representative from each department;

IV - representatives of the Graduate student board, elected by their peers;

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V - representatives of the undergraduate student board, elected by their peers;

VI - representatives of the technical-administrative board, elected by their peers.

§ 1 The mandate of the Center Councils representatives is established by them, in any case ending whenever each representative ceases to be a member of the respective Center Council.

§ 2 The term of the members referred to in items IV and V of this section will be of one year, and that of those referred to in item VI will be of two years.

§ 3 The number of representatives mentioned in items IV, V and VI will be the same and established by the Council itself, so that they correspond, together, to up to 30% of the total number of CoEx members.

Sec. 23 In addition to what is provided for in the General Regulations the Extension Council is responsible for:

I – formulating, approving, monitoring, and evaluating the University institutional extension policy, based on the institutional policy defined by ConsUni;

II - supervising and coordinating higher-level university extension activities;

III - establishing norms complementary to those of the General Regulations for the development of university research activities, in the form of the General Regulations for Extension Activities at UFSCar;

IV - deciding on proposals, recommendations, or representations of interest to the University in matters within its scope;

V – deliberating - originally or at the level of appeal - on any other matter within its competence not provided for in this Statute, the General Regulations, and other regulations.

Sec. 24 The Board of Trustees (CoAd), the highest deliberative body in the University on human and financial resources, infrastructure, and physical development, will be integrated by the following members:

I - President or Vice-President, as its president;

II - Deans;

III - a representative of each academic Council (Undergraduate, Graduate, Research and Extension);

IV - Mayors of the campuses;

V - Secretaries reporting directly to the President;

VI - Center Directors or Vice-Directors;

VII - a representative from each Center Council;

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VIII - representatives of the Graduate student board, elected by their peers;

IX - representatives of the undergraduate student board, elected by their peers;

X - representatives of the technical-administrative staff, elected by their peers.

§ 1 The mandate of the Center Councils representatives is established by them, in any case ending whenever each representative ceases to be a member of the respective Center Council.

§ 2 The term of the members referred to in items VII and IX of this section will be of one year, and that of those referred to in item X will be of two years.

§ 3 The number of representatives mentioned in items VIII, IX and X will be the same and established by the Council itself, so that they correspond, together, to up to 30% of the total number of CoAd members.

Sec. 25 In addition to what is provided for in the General Regulations, the CoAd is responsible for:

I – formulating, approving, monitoring, and evaluating the University institutional administration policy involving human and financial resources, infrastructure, and physical development, based on the institutional policy defined by ConsUni;

II - supervising and coordinating higher-level university administrative activities;

III - establishing norms complementary to those of the General Regulations for the development of university administrative activities, in the form of the General Regulations for Administrative Activities at UFSCar;

IV - approving programs and projects related to human and financial resources, infrastructure and physical development of all University boards and units;

V – approving institutional infrastructure and physical development projects;

VI - approving the execution of cooperation agreements or partnerships involving financial resources, infrastructure, and physical development of the University;

VII - approving the execution of agreements that involve the assignment or transfer of university staff for a specific period;

VIII – deliberating - originally or at the level of appeal - on any other matter within its competence not provided for in this Statute, the General Regulations, and other regulations.

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Sec. 25-A The Advisory Board for Community and Student Affairs (CoACE), the highest deliberative body in the University on programs and projects for the community and students, subordinated to the University Council guidelines, will be integrated by the following members: *(included by Resol. ConsUni nº 689, de 4/11/2011)*

I - Dean of Community and Student Affairs, as its president;

II - two teaching representatives from each Center Council;

III - five teaching representatives, elected by their peers;

IV - two representatives of the technical-administrative staff, elected by their peers;

V - a representative of the Graduate student board, elected by peers;

VI - three representatives of the undergraduate student board, elected by their peers.

§ 1 The mandate of the representatives of the Center Councils is established by them, ending whenever each representative ceases to be a member of the respective Center Council.

§ 2 The term of the members referred to in items V and VI of this section will be of one year, and that of those referred to in items II and IV will be of two years.

§ 3 The numbers of representatives mentioned in items IV, V and VI will be established by the Council itself, so that together they correspond to up to 30% of the total number of CoACE members.

Sec. 25-B. In addition to the provisions of the General Regulations, CoACE is responsible for: *(included by Resol. ConsUni nº 689, of 04/11/2011)*

I. formulating, approving, monitoring, and evaluating the institutional policy of Community and Student Affairs, based on the institutional policy defined by ConsUni;

II. supervising and coordinating higher-level university activities related to community and student affairs;

III. establishing norms complementary to those of the General Regulations for the development of community and student activities, in the form of the General Regulations of Community and Student Activities of UFSCar;

IV. deciding on proposals, recommendations, or representations of interest to the University in matters within its scope;

V. deliberating - originally or at the level of appeal - on any other matter within its competence not provided for in this Statute, the General Regulations, and other regulations.

SECTION II THE PRESIDENCY

Sec. 26. The Presidency is the executive board that oversees all university activities. It is exercised by the President and comprises:

I - Vice-Presidency;

II – Deanships;

III - Campus Directories; *(included by Resol. ConsUni nº 763, of 12/13/2013)*

V - Academic Support Boards;

V - Administrative Support Boards;

VI - Complementary Support Boards.

§ 1 The duties and powers of the units referred to in this section will be defined in the General Regulations.

§ 2 The units included in items II to VI may be created, altered, merged, or extinguished by the decision of the University Council, subject to the legal provisions. *(As worded by Resol. ConsUni nº 763, of 12/13/2013)*

Sec. 27. The President is responsible for representing the University, coordinating, and supervising all university activities and exercising the Presidency of the Foundation.

Sec. 28. The President may veto a resolution or act of a collegiate University board, submitting it to the University Council.

Sec. 29. The President will be substituted in his absences and impediments by the Vice-President, and on a transitional basis by the Dean previously appointed by the President.

Sec. 30. The President and Vice-President will be appointed under the provisions of the current legislation.

CHAPTER II THE ADMINISTRATION SECTOR AND CONSTITUTIVE BOARDS

SECTION I

MANAGEMENT OF THE CENTERS

Sec. 31. The administration of each Center will be exercised by the following boards in the different scopes:

I - Center Council;

II – Executive Board.

Sec. 32. The Executive Board will be exercised by a Director, who is responsible for supervising and coordinating the Center activities under the Center Council guidelines.

§ 1. The mandate of the Director and Vice-Director will be of four years, and one renewal is allowed.

§ 2. The Director will be substituted in his absences and impediments by the Vice-Director, and the latter by a Head of Department or a Graduate Course or Graduate Program Coordinator of the Center, previously appointed by the Director.

Sec. 33. Center Directors and Vice-Directors will be appointed by the President, based on the selection process established by the Center Council, and approved by the University Council.

Sec. 34. The Center Council (CoC), the deliberative body of the Center for matters of administration, teaching, research, and extension, will be integrated by the following members:

I - Director, as its president;

II - Vice-Director, as vice-president;

III - all heads of the Department of the Center;

IV - all coordinators of Undergraduate Courses linked to the Center;

V - all coordinators of Graduate Programs linked to the Center;

VI - representatives of the Graduate student board, elected by their peers;

VII - representatives of the undergraduate student board, elected by their peers;

VIII - representatives of the technical-administrative staff, elected by their peers.

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§ 1. The mandate of the members referred to in items VI and VII of this section will be of one year, and that of those referred to in item VIII will be of two years.

§ 2. The number of representatives mentioned in items VI, VII and VIII will be the same and established by the Council itself, so that together they correspond to up to 30% of the total number of CoC members, observing the current legislation.

Single paragraph. The specific duties of the CoC will be defined in the General Regulations.

SECTION II

THE ADMINISTRATION OF DEPARTMENTS

Sec. 35. The Department forms the basis of the University academic structure, and it will comprise similar disciplines for all purposes of administrative, didactic-scientific organization, and personnel distribution.

Sec. 36 The administration of each Department will be constituted by the following boards in the different scopes:

I - Departmental Council;

II - Leadership.

Sec. 37. The Leadership will be exercised by a Manager, who is responsible for supervising and coordinating Department activities under the Departmental Council guidelines.

§ 1. The mandate of the Manager and Deputy Manager will be of two years, and one renewal is allowed.

§ 2. The Manager will be substituted in his absences and impediments by the Deputy Manager, and the latter by a Departmental Council member, previously appointed by the Manager.

Sec. 38. The Manager and Deputy Manager will be appointed by the Director of the Center to which the Department is linked, based on the selection process established by the Departmental Council, and approved by the Center Council.

Sec. 39. The Departmental Council, the deliberative body, will have its constitution defined in its Regulations approved by the Center Council to which the Department is linked and the University Council.

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Single paragraph. The Departmental Council will include student and technical-administrative staff representation in its constitution, in compliance with the current legislation.

Sec. 40. The Department will have its duties defined in the General Regulations regarding teaching, research, and extension in addition to the duties provided for in this Statute.

Sec. 41. Departments will be created, altered, merged, or extinguished by the decision of the University Council, upon proposal by the Center Councils that cover the respective areas of knowledge.

SECTION III

THE ADMINISTRATION OF UNDERGRADUATE COURSES

Sec. 42. The Undergraduate Course Coordination forms the basis of the University academic structure and will comprise the management of didactic-scientific activities related to an undergraduate course.

Sec. 43. The administration of each Undergraduate Course Coordination will be constituted by the following boards in the different scopes:

I - Coordination Council;

II - Course Coordination.

Sec. 44. The Coordination will be exercised by a Coordinator, who is responsible for supervising and coordinating Undergraduate Course activities according to the Coordination Council guidelines.

§ 1. The mandate of the Coordinator and Vice-Coordinator will be of two years, and one renewal is allowed.

§ 2. The Coordinator will be substituted in his absences and impediments by the Vice-Coordinator, and the latter by a Coordination Council member previously appointed by the Coordinator.

Sec. 45. The Coordinator and Vice-Coordinator will be appointed by the Director of the Center to which the Undergraduate Course is linked, based on the selection process established by the Coordination Council, and approved by the Center Council.

Sec. 46. The Coordination Council, a deliberative body of the Course Coordination, will have its constitution defined in its Regulations approved by the Council of the respective Center and ratified by the Undergraduate Council.

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Single paragraph. The Coordination Council will include student representation in its constitution, respecting the current legislation.

Sec. 47. In addition to the duties provided for in this Statute, the Course Coordination will have those defined in the General Regulations and the General Regulations for Undergraduate Courses.

Sec. 48. Course Coordinators will be created, altered, merged, or extinguished by decision of the Undergraduate Council, upon proposal by the Center Councils which cover the respective areas of knowledge.

SECTION IV

THE ADMINISTRATION OF GRADUATE PROGRAMS

Sec. 49. The Coordination of the Graduate Program forms the basis of the University academic structure and will comprise the management of didactic-scientific and administrative activities related to a Graduate program.

Sec. 50. The administration of each Graduate Program Coordination will be constituted by the following boards in the different scopes:

I - Graduate Commission (CPG);

II - Graduate Program Coordination.

Sec. 51. The Coordinator is responsible for supervising and coordinating the Graduate Program activities under the Graduate Commission guidelines.

§ 1. The mandate of the Coordinator and Vice-Coordinator will be up to three years, with a renewal permitted, as provided for in the Bylaws of the Graduate Commission of each program. *(As worded by Resol. ConsUni nº 763, of 12/13/2013)*

§ 2. The Coordinator will be substituted in his absences and impediments by the Vice-Coordinator, and the latter by a member of the CPG previously appointed by the Coordinator.

Sec. 52. The Coordinator and Vice-Coordinator will be appointed by the Director of the Center to which the Graduate Program is linked, based on the selection process established by CPG, and approved by the Center Council.

Sec. 53. The Graduate Commission, the deliberative body of the Graduate Program, will have its constitution defined in its Regulations approved by the Council of the respective Center and approved by the Graduate Council.

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Single paragraph. The Graduate Commission will include student representation in its constitution in compliance with current legislation.

Sec. 54. The Graduate Program Coordination will have the duties defined in the General Regulations and the General Regulations of Graduate Programs at UFSCar, in addition to the ones provided for in this Statute.

Sec. 55. The Graduate Program Coordination offices will be created, altered, merged, or extinguished by decision of the Graduate Council, upon proposal by the Center Councils covering the respective areas of knowledge.

SECTION V

THE ADMINISTRATION OF MULTIDISCIPLINARY UNITS

Sec. 56. Multidisciplinary Units will have specific attributions aimed at the development of multidisciplinary academic activities, and they will be created, altered, merged, or extinguished by decision of the University Council upon the proposal of at least one of the Superior or Center Councils.

§ 1. The structure, administration, and functioning of each Multidisciplinary Unit will be defined by its Regulations, approved by the University Council.

§ 2. The administration of Multidisciplinary Units must be democratic and participatory.

§ 3. The requirements for a Multidisciplinary Unit to be approved and/or maintained will be established by the General Regulations.

TITLE III

THE DIDACTIC-SCIENTIFIC REGIME

Sec. 57. The organization of university work will take place with a sense of increasing integration, not only of its component units, but mainly of its primary purposes, in such a way that teaching and research enrich each other and, projecting themselves in the environment through extension, provide solutions and receive new problems as a matter of study and research.

CHAPTER I

THE TEACHING

Sec. 58. Teaching at the University will cover the following course modalities:

I - undergraduate;

II – graduate;

III - extension;

IV - sequential by field of knowledge, with different coverage levels.

Sec. 59. Teaching activities will be developed according to the provisions of the general regulations of UFSCar Undergraduate Courses, Graduate Programs, and Extension Activities.

Sec. 60. Those who complete undergraduate courses will be awarded academic or professional degrees.

Sec. 61. Undergraduate courses will be structured to meet:

I - the current legislation, particularly the relevant curricular guidelines decided by the National Education Council;

II - the progress of knowledge, the demand, and peculiarities of professions, through the preparation of the respective curricula with mandatory, prefixed, or optional subjects, and optional subjects;

III - the diversification of occupations and jobs and the search for higher education, establishing a credit system for different curricular combinations.

Sec. 62. Undergraduate courses will be open to the enrollment of candidates who have completed high school or equivalent and have been classified in a selection process up to the limit of the preset positions, under the terms of the legislation and provisions of the UFSCar General Regulations.

Sec. 63. The management of each Undergraduate Course will be linked to an Undergraduate Course Coordination.

Section 64. The *stricto sensu* Graduate courses are open to the enrollment of graduates in undergraduate courses through selection by merit, and they will aim to develop and deepen the studies carried out at the undergraduate level, leading to Master's and Doctor's degrees.

§ 1. The master's degree will aim to enrich the scientific and professional competence of graduates, which can be seen as a preliminary stage of the doctorate or as an end level.

§ 2. The doctorate will provide broad and in-depth scientific and cultural training, developing research capacity and creative power in the different branches of knowledge.

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Sec. 65. The management of each *stricto sensu* Graduate Course will be linked to a Graduate Program Coordination.

Sec. 66. Specialization and improvement courses will be aimed at graduates in undergraduate courses, with the former aiming to prepare specialists in restricted sectors of studies, and the latter to improve knowledge and work techniques.

Single paragraph. The specialization and improvement courses in their different modalities will observe the current legislation, especially regarding workload, curricular content, and student evaluation.

Sec. 67. Updating courses will aim at adapting new techniques and knowledge to real conditions.

Sec. 68. Extension courses will aim at the dissemination of knowledge and work techniques to raise the efficiency and cultural standards of society.

Sec. 69. According to its pedagogical project, the curriculum of each course will cover an ordered sequence of courses or course activities, whose completion will entitle to the corresponding diploma or certificate.

Single paragraph. The control of curricular integration will be made through the credit system, as specified in the General Regulations.

Sec. 70. The pedagogical projects of undergraduate and Graduate *stricto sensu* courses must be periodically evaluated by the Undergraduate Council and the Graduate Council, respectively, as provided for in the general regulations of the Undergraduate Courses and Graduate Programs.

Sec. 71. The syllabus for each discipline or curricular activity will be approved by the competent councils, as provided for in the general regulations for Undergraduate Courses and Graduate Programs.

Sec. 72. The selection processes, enrollments at the University, their renewals and enrollments in subjects or curricular activities will be carried out as provided for in the General Regulations and the general regulations for Undergraduate Courses and Graduate Programs.

Sec. 73. Verification of academic performance in undergraduate and graduate courses will be carried out by discipline and, when provided for, in the perspective of the entire course, always covering aspects of attendance and efficiency in studies.

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Sec. 74. The academic year, regardless of the calendar year, will cover at least two hundred days of effective academic work, excluding the time reserved for final exams.

Single paragraph. School calendars may be organized by semesters, every four months, or by quarters, allowing entry and access to university courses at different times with frequent opportunities.

CHAPTER II

THE RESEARCH

Sec. 75. Research will be seen as an essential activity at the University, one aimed at the search for new knowledge and techniques, and as an educational resource aimed at cultivating the scientific attitude indispensable for proper higher-degree education.

Sec. 76. Research projects will take data from local, regional, and national reality as a starting point as much as possible, however without losing sight of generalizations in broader contexts of the facts discovered and their interpretations.

Sec. 77. Research activities will be carried out considering the provisions of the General Regulation of Research Activities at UFSCar.

Sec. 78. The University internal budget will consign resources for research within the availabilities, as well as for a special fund regulated by the Academic Research Council, which assures its continuity and expansion.

CHAPTER III

THE EXTENSION

Sec. 79. The University will contribute to the socio-economic, scientific, and cultural development of society through extension activities.

Sec. 80. Extension may reach the scope of the entire community or address people and institutions of public or private nature, covering various activities that will be carried out in the fulfillment of specific projects.

Sec. 81. Extension activities will be developed considering the provisions of the UFSCar General Regulations of Extension Activities.

CHAPTER IV

THE COMMUNITY AFFAIRS

Sec. 82-A. Community affairs at the University may reach the scope of the entire community and will be seen as essential activities, aimed at promoting the quality of life of the teaching, technical-administrative, and student boards. *(included by Resol. ConsUni nº 689, of 04/11/2011)*

Sec. 82-B. The community affairs programs, projects, and activities aim to contribute to the fulfillment of the University academic mission by supporting the permanence of civil servants and students in daily life. *(included by Resol. ConsUni nº 689, of 04/11/2011)*

Sec. 82-C. The activities regarding Community affairs will be developed considering the General Regiment of Activities of Community and Student Affairs of UFSCar. *(included by Resol. ConsUni nº 689, of 04/11/2011)*

Sec. 82-D. The University internal budget will consign resources for Community Affairs programs, projects, and activities to ensure its continuity and expansion. *(included by Resol. ConsUni nº 689, of 04/11/2011)*

TITLE IV

THE UNIVERSITY COMMUNITY

Sec. 83. The university community consists of the teaching, technical-administrative, and student boards.

§ 1. Members of the University teaching and technical-administrative boards will have their functional situation regulated by the current specific legislation.

§ 2. The disciplinary regime of the University student board will be regulated by the University Council, subject to the provisions of the current legislation.

CHAPTER I

THE TEACHING BOARD

Sec. 84 The University teaching board will be made up of members of the careers of Higher Education and Basic Education, with the responsibility of carrying out the academic activities specific to the teaching staff listed below, respecting the peculiarities of the careers:

I - those about research, teaching and extension that, inseparable, aim at learning, production and dissemination of knowledge, expansion, and transmission of knowledge and culture;

II - those inherent to the exercise of direction, advice, leadership, coordination, and assistance in the institution itself, in addition to others provided for in the current legislation.

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§ 1. Visiting professors may be hired under the current legislation.

§ 2. There may be exceptional hiring of substitute professors, under current legislation.

§ 3. By the rules established by the University Council and in compliance with the current legislation, the University may count on the participation of collaborating professors.

Sec. 85. The services and charges inherent to the teaching activity, as well as the incentive for improvement and productivity, will be defined by the higher collegiate boards of the University.

Sec. 86. The work regime of the professors hired will have exclusive dedication as a rule.

Single paragraph. Professors may be hired on a part-time basis of 20 hours per week to meet the peculiarities of a field of teaching or research, as well as for the recruitment of specialists.

CHAPTER II THE STUDENT BOARD

Sec. 87. The university student board will consist of all students enrolled in its courses.

Single paragraph. The act of enrollment at the University will imply a formal commitment to respect this Statute and the regulations and rules issued by the competent boards, as well as the authorities that emanate from them, therefore noncompliance or transgression constitutes a punishable act.

Sec. 88. The University students will be divided into the categories of regular and special.

§ 1. Regular students will be enrolled in undergraduate and Graduate *stricto sensu* courses, observing all the requirements necessary to obtain the corresponding degrees.

§ 2. Special students will be enrolled with the right to a certificate after completing their studies in:

- a) specialization, further training, updating, and extension courses;
- b) isolated subjects of undergraduate or Graduate courses without observance of the requirements to which the respective degrees are conditioned, except for those subjects;

§ 3. The transition to the status of a regular student will not necessarily imply taking advantage of the studies already carried out and completed by the special student.

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Sec. 89. To promote greater integration of the student board in the university context and social life, the University should supplement it with specific curricular training by:

I - providing students with opportunities to participate in programs to improve the living conditions of society and in the regional and national development process through their extension activities;

II - ensuring the means for students to carry out cultural, artistic, and sports programs;

III - stimulating physical education and sports activities, maintaining adequate guidance and special facilities to comply with this rule;

IV - stimulating activities that aim at citizenship and ethical education, which are indispensable for creating awareness of the rights and duties of citizens and professionals.

Sec. 90. The University will create monitor jobs for undergraduate students who take specific tests to demonstrate the ability to perform technical-didactic activities in each discipline.

Sec. 91. The University undergraduate and Graduate student boards will have representation in the University collegiate boards, with the right to speak and vote, as well as in commissions whose constitution so provides, in the form of this Statute and the General Regulations, in line with the current legislation.

CHAPTER III

THE TECHNICAL-ADMINISTRATIVE BOARD

Sec. 92. The University technical-administrative board will be constituted by the members of support level, medium level, and higher-level careers in their diverse positions, and without prejudice to the specific attributions, observing the requirements of qualifications and skills, it will have as general attributions those inherent in:

I - the planning, organization, execution, or evaluation of technical and administrative support activities for teaching, research, and extension;

II - the exercise of direction, leadership, coordination, advising, and assistance in the institution itself.

Single paragraph. By the rules established by the University Council and in compliance with the current legislation, the University will be able to count on the collaboration of technical and administrative staff.

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Section 93. The work regime for technical-administrative staff will be forty hours per week, except in cases in which specific legislation establishes different work hours.

Sec. 94. The technical-administrative staff may act in any board or service of the University. The President and Center Directors are responsible for their movement in the respective areas.

Single paragraph. Movement from one campus to another requires the server's consent.

TITLE V

THE DEGREES, CERTIFICATES, AND TITLES

Sec. 95. The University will grant regular students who complete *stricto sensu* undergraduate and Graduate courses the degrees to which they are entitled and will issue the corresponding degrees in compliance with the requirements contained in this Statute, in the General Regulations, and the respective plans.

Sec. 96. The University will issue the corresponding certificates to special students who conclude specialization, further training, updating, and extension courses, in compliance with the requirements contained in the respective plans or programs.

Section 97. The University may award titles of University Merit, Professor Emeritus, Professor Honoris Causa, and Doctor Honoris Causa as prescribed in the General Regulations.

TITLE VI

THE ASSETS AND FINANCIAL REGIME

Sec. 98. The Foundation and the University will have common assets, which will be managed in the form of this Statute and constituted:

I - of the land donated by the municipality of São Carlos, with the facilities and improvements therein, per the expropriating municipal decree, No. 6,020, of December 2nd, 1968 of the Municipality of São Carlos, the deed was drawn up at the Registry of the 2nd Office, pages 15 of Book 213 and registered in the Registry of Titles and Documents of the District of São Carlos, under No. 247, pages 128 of Book A-1, for registration of Associations;

II - of the real estate and chattel properties and livestock that they own and come to acquire;

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III – of donations and financial assistance granted by the State and by public or private entities;

IV – of the contributions provided for in agreements;

V – of other incorporations resulting from activities carried out by the University;

VI - budgetary balances of financial years.

Sec. 99. University assets will be managed by the President under the University Council guidelines and in compliance with the legal and regulatory requirements applicable in each case.

Sec. 100. The University and Foundation assets and rights will be used or applied exclusively in pursue of their objectives.

Single paragraph. To achieve the objectives, set out in this section, the Foundation and the University will be able to promote investments aimed at asset appreciation.

Sec. 101. The acquisition of goods and values by the University is independent of approval by the Federal Government.

Sec. 102. The University financial resources will come from:

I - funds attributed to it in the budgets of the Union, the States, and the Municipalities, in any capacity;

II - funds and contributions granted by any natural or legal person as a subsidy;

III - donations and financial assistance granted by the State and by public or private entities;

IV - income from investment of assets and equity values;

V - remuneration for paid activities;

VI - fees and charges;

VII - eventual income.

Sec. 103. Payments and receipts will be the responsibility of the Presidency, as well as the bookkeeping of all expenses.

Single paragraph. Unauthorized retention of income in the University sectors is prohibited, and the proceeds of any collection must go to the central administration board.

Sec. 104. The President may delegate competence to carry out expenses to the Deans, Center Directors, University Mayor, Agreement Coordinators, Course Coordinators, Graduate Program Coordinators and Heads of Department or their legal substitutes, within the limits and rules proposed by the Board of Directors and approved by the University Council.

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Single paragraph. This delegation may be extended to occupants of other positions, as proposed by the President and subject to approval by the University Council.