

FEDERAL UNIVERSITY OF SÃO CARLOS

GENERAL REGULATIONS

**Sec. 1** The General Regulations complement the Statute, regulating the aspects of the organization and functioning common to sector bodies and other bodies of the Federal University of São Carlos in the didactic-scientific, administrative, financial, patrimonial, and disciplinary areas.

TITLE I

THE UNIVERSITY ADMINISTRATION

**Sec. 2** The university administration, under the coordination and supervision of the Presidency, will be carried out through its articulation with the sector bodies and other bodies of the University.

CHAPTER I

THE DELIBERATIVE BODIES

**Sec. 3** The University deliberative bodies are those located at the different levels of administration, in the form of the Statute, as provided below.

**I – Superior Higher Level:**

- University Council (ConsUni).

**II - Specific Higher Level:**

a) Undergraduate Council (CoG);

b) Graduate Council (CoPG);

c) Research Council (CoPq);

d) Extension Council (CoEx);

e) Council for Community and Student Affairs (CoACE);

f) Administrative Council (CoAd).

**III - Sector Level:**

- Center Council (CoC).

**IV - Constitutive Level:**

a) Departmental Council (DC);

b) Coordination Council (CCo);

c) Graduate Commission (CPG).

**Single paragraph.** The deliberative body of a multidisciplinary unit, the Multidisciplinary Unit Council, will be at the higher level, or the sector level, or at the constitutive level assigned to the multidisciplinary unit when created by the University Council.

Section I

THE UNIVERSITY COUNCIL

**Sec. 4** In addition to the provisions of the Statute, the University Council is responsible for:

## UFSCar – GENERAL REGULATIONS

**I** - approving its Bylaws and the bylaws of its advisory commissions, of the Presidency, and the university center and multidisciplinary unit councils;

**II** - ratifying the department regulations previously approved by the respective center councils;

**III** - creating, altering, or closing campuses, deanships, and centers, as proposed by the Administrative Council;

**IV** - creating, altering, merging, or extinguishing departments, as proposed by the Administrative Council;

**V** - creating *stricto sensu* undergraduate and Graduate courses;

**VI** - creating, altering, merging, or extinguishing undergraduate course coordination and special units to support undergraduate education, as proposed by the Undergraduate Council;

**VII** - creating, altering, merging, or extinguishing Graduate program coordination and special units to support Graduate education, as proposed by the Graduate Council;

**VIII** - creating, altering, merging, or extinguishing special research support units, as proposed by the Research Council;

**IX** - creating, altering, merging, or extinguishing special extension support units, as proposed by the Extension Council;

**X** - creating, altering, merging, or extinguishing multidisciplinary units, upon the proposal of at least one of the specific superior councils or centers;

**XI** - creating, altering, merging, or extinguishing academic, administrative, and complementary support bodies, as proposed by the Administrative Council;

**XII** – ratifying norms for the processes of choosing the Center Director and Vice-Director, approved by the respective Center Council;

**XIII** - deliberating on the incorporation of higher education or research institutions, according to Section 1 of Decree 99,740, of 11/28/90;

**XIV** - deciding, by an absolute majority of its members, on the sale of real estate and chattel properties and livestock, titles and rights of the Foundation and the University under with the provisions of paragraph 1, section 4 of Decree nº 62.758/68;

**XV** - approving the opening of investigations to ascertain the responsibility of the President, the Vice-President, or both;

**XVI** – deciding on interventions in any university unit after an administrative inquiry;

**XVII** - examining proposals for removal or dismissal of the respective directors, from center councils or multidisciplinary units not subordinated to centers;

**XVIII** - deliberating, by an absolute majority of its members, on preventive or punitive measures that fall within its scope;

**XIX** - setting up deliberative or advisory chambers and their links, according to the nature of the matters and under the principle of representation;

**XX** - approving the constitution of deliberative or advisory chambers in the specific superior councils, upon their proposal;

**XXI** - considering the President's veto on the deliberation or act of the University superior council;

**XXII** - examining appeals against the President's acts or resolutions of the specific superior councils, in the cases and terms defined in sections 22 and 23 of these General Regulations;

**XXIII** - issuing opinions and establishing norms in matters of its competence;

**XXIV** - resolving the cases omitted in these General Regulations.

## **Section II**

### **THE UNDERGRADUATE COUNCIL**

**Sec. 5** In addition to the provisions of the UFSCar Statute and the General Regulations of Undergraduate Courses, the Undergraduate Council is responsible for:

**I** - coordinating the activities of the University undergraduate courses and encouraging the teaching, research initiation, and extension activities relevant to them;

**II** - electing regular and alternate representatives from among its members to compose the University Council and the Administrative Council;

**III** - proposing the constitution of deliberative or advisory chambers and their links to the University Council, according to the nature of the subjects and under the principle of representativeness;

**IV** - approving its Bylaws and the bylaws of its deliberative or advisory chambers and special support units for undergraduate education;

**V** - ratifying the bylaws of undergraduate course coordination, previously approved by the respective center councils;

**VI** - approving the plans for the creation, alteration, merger, or extinction of undergraduate course coordination, as proposed by the center councils;

**VII** - approving the annual academic calendar of undergraduate activities for each of the university campuses;

**VIII** - approving the norms and calendar of selection processes for the university undergraduate courses;

**IX** – proposing to the University Council the creation, alteration, merger, or extinction of a special unit to support undergraduate teaching or a multidisciplinary unit of the University;

**X** - approving internal norms for the revalidation of undergraduate course degrees issued by foreign higher education institutions;

**XI** - approving the execution of agreements or cooperation in which undergraduate activities constitute the main object;

**XII** - homologating opinions of the coordinating councils of undergraduate courses on requests for revalidation of undergraduate course degrees issued by foreign higher education institutions;

**XIII** - analyzing and monitoring the leave of university employees to attend undergraduate courses;

**XIV** – examining appeals against acts of the Dean of Undergraduate Studies and deliberations of chambers, center councils, undergraduate courses coordinators, special units of support for undergraduate teaching and multidisciplinary units not subordinate to centers relevant to undergraduate studies, in the cases and as defined in sections 22 and 23 of these General Regulations;

**XV** – issuing opinions and setting norms in matters within its competence.

## **Section III**

### **THE GRADUATE COUNCIL**

**Sec. 6** In addition to the provisions of the UFSCar Statute and the Graduate Programs General Regulations, the Graduate Council is responsible for:

**I** - coordinating the activities of the university Graduate programs and encouraging teaching, research, and extension activities relevant to them;

**II** - electing regular and alternate representatives from among its members to compose the University Council and the Administrative Council;

**III** - proposing the constitution of deliberative or advisory chambers and their links to the University Council, according to the nature of the matters and under the principle of representativeness;

**IV** - approving its Bylaws and the bylaws of its deliberative or advisory chambers and special units in support of Graduate education;

**V** - ratifying the regulations of the university Graduate program coordinators, previously approved by the respective center councils;

**VI** - approving the plans for the creation, alteration, merger, or extinction of Graduate program coordination, as proposed by the center councils;

**VII** - proposing to the University Council the creation, alteration, merger, or extinction of a special unit to support Graduate education or a multidisciplinary unit at the University;

**VIII** – approving internal norms for the recognition of *stricto sensu* Graduate course degrees issued by foreign higher education institutions;

**IX** - approving the execution of agreements or cooperation in which Graduate activities constitute the main object;

**X** - approving the opinions of the Graduate commissions (CPG) of the university Graduate programs on requests for recognition of degrees for *stricto sensu* Graduate courses issued by foreign higher education institutions;

**XI** - analyzing and monitoring the leave of university employees to attend master or doctorate courses;

**XII** - examining appeals against acts of the Dean of Graduate Studies and deliberations of the chambers, the Graduate commissions (CPG) of graduate programs and the center councils, the special units of Graduate education, and the multidisciplinary units not subordinate to centers, pertinent to *stricto sensu* Graduate courses, in the cases and manner defined in sections 22 and 23 of these General Regulations;

**XIII** - issuing opinions and setting norms in matters within its competence.

#### **Section IV**

#### **THE RESEARCH COUNCIL**

**Sec. 7** In addition to the provisions of the UFSCar Statute and General Regulations for Research Activities, the Research Council is responsible for:

**I** - coordinating the activities of the university research groups and encouraging their integration into the teaching and extension activities relevant to them;

**II** - electing regular and alternate representatives from among its members to compose the University Council and the Administrative Council;

**III** - proposing the constitution of deliberative or advisory chambers and their links to the University Council, according to the nature of the matters and under the principle of representativeness;

**IV** - approving its Bylaws and the bylaws of its deliberative or advisory chambers, of the special research support units, and the university ethics committees;

**V** - proposing to the University Council the creation, alteration, merger, or extinction of a special unit to support research or a multidisciplinary unit of the University;

**VI** - approving the execution of agreements or cooperation in which research activities constitute the main object;

**VII** - analyzing and monitoring the leave of university employees to develop research activities for professional improvement (post-doctorate, researcher, or visits to scientific and technical events abroad, or similar);

**VIII** - examining appeals against acts of the Dean of Research and deliberations of the chambers and the center councils, special units of support to research, and the multidisciplinary units not subordinate to centers and pertinent to research, in the cases and manner defined in sections 22 and 23 of these General Regulations;

**IX** - issuing opinions and setting norms on matters within its competence.

## **Section V**

### **THE EXTENSION COUNCIL**

**Sec. 8** In addition to the provisions of the UFSCar Statute and General Regulations of Extension Activities, the Extension Council is responsible for:

**I** - coordinating the extension activities to expand access to knowledge and enable people to use the knowledge available;

**II** - electing regular and alternate representatives from among its members to compose the University Council and the Administrative Council;

**III** - proposing the constitution of deliberative or advisory chambers and their links to the University Council, according to the nature of the matters and under the principle of representativeness;

**IV** - approving its Bylaws and the bylaws of its deliberative or advisory chambers and the extension centers of the University;

**V** - proposing to the University Council the formation, alteration, merger, or extinction of a special unit to support extension and a multidisciplinary unit of the University;

**VI** - approving the execution of cooperation or agreements in which extension activities constitute the main object;

**VII** - analyzing and monitoring the leave of university employees to carry out training or professional development internships, extension, improvement, or specialization courses (*lato sensu* graduate course), updating/qualification programs and others similar, as well as participating in official sports competitions upon specific summons;

**VIII** - examining the appeals against acts of the Dean of Extension and deliberations of his chambers and the center councils, special units of support to extension and multidisciplinary units not subordinate to centers, pertinent to extension, in the cases and manner defined in sections 22 and 23 of these General Regulations;

**IX** - issuing opinions and setting norms on matters within its competence.

**Section VI**

**THE COMMUNITY AND STUDENT AFFAIRS COUNCIL**

**Sec. 9** In addition to the provisions of the UFSCar Statute and the General Regulations of Community and Student Activities, the Council for Community and Student Affairs is responsible for:

**I** - formulating, approving, monitoring, and evaluating the institutional policy for Community and Student Affairs, based on the institutional policy defined by the ConsUni;

**II** - supervising and coordinating university activities related to community and student affairs at a higher level;

**III** - establishing rules complementary to these General Regulations for the development of community and student activities, in the form of the General Regulations of Community and Student Activities at UFSCar;

**IV** - electing a regular and alternate representative among its members to compose the University Council and the Administrative Council;

**V** - proposing the constitution of deliberative or advisory chambers and their links to the University Council, according to the nature of matters and under the principle of representation;

**VI** – approving its Bylaws and the bylaws of its deliberative or advisory chambers, and those of its community and student affairs units;

**VII** - approving plans for the creation, alteration, merger, or extinction of coordination, bodies, and units;

**VIII** - approving the annual calendar of community and student activities for each university campus;

**IX** - approving the execution of agreements or cooperation in which community and student activities constitute the main object;

**X** - examining appeals against acts of the Dean for Community and Student Affairs and deliberations of its chambers, center councils, course coordinators, special units, and multidisciplinary units regarding community and student activities, in the cases and manner defined in sections 22 and 23 of these General Regulations;

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

**XII** - deliberating, originally or at the level of appeal, on any other matter within its scope not provided for in the Statute, General Regulations, and other regulations;

**XIII** - issuing opinions and approving norms on matters within its competence.

**Section VII**

**THE ADMINISTRATIVE COUNCIL**

**Sec. 10.** In addition to the provisions of the UFSCar Statute and the General Regulations of Administrative Activities, the Administrative Council is responsible for:

**I** - coordinating the administrative activities of the University, aiming at the full development of the institutional core activities;

**II** - electing a regular representative and an alternate among its members, to form the University Council;

## UFSCar – GENERAL REGULATIONS

**III** - proposing the constitution of deliberative or advisory chambers and their links to the University Council, according to the nature of matters and following the principle of representativeness;

**IV** - proposing the hiring, training, and dismissal policies for University employees to the University Council;

**V** - approving its Bylaws and the bylaws of its deliberative or advisory chambers and academic, administrative, and complementary support bodies;

**VI** - analyzing the plans for the creation, alteration, or extinction of university campuses and centers;

**VII** - analyzing the plans for the creation, alteration, merger, or extinction of university departments as proposed by the center councils, the academic support bodies, the administrative support, and complementary support, as proposed by the President;

**VIII** - analyzing the plans for creating, altering, merging, or extinguishing deanships and academic, administrative, and complementary support bodies, as proposed by the Presidency;

**IX** - approving the execution of agreements or cooperation that result in financial commitments for the University;

**X** - examining appeals against acts of the Dean of Administration and deliberations of its chambers and the center councils and multidisciplinary units not subordinate to centers, pertinent to the administration, in the cases and manner defined in sections 22 and 23 of these General Regulations;

**XI** - issuing opinions and setting norms on matters within its competence.

### Section VIII

#### THE CENTER COUNCILS

**Sec. 11.** It is incumbent upon each Center Council, in addition to the provisions of the UFSCar Statute and the General Regulations of Undergraduate Courses, Graduate Programs, Research Activities, Extension Activities, Community and Student Activities, and Activities Administrative Offices:

**I** - to promote the didactic, administrative, and organizational supervision of the Center, exercising the resulting duties;

**II** – to detail within the Center the policies on core activities, human, physical, and financial resources formulated in the higher councils of the University;

**III** - to elaborate or modify the Center Bylaws, submitting it to the approval of the University Council;

**IV** – to approve the bylaws of the Center departments, submitting them to the University Council for approval;

**V** – to approve the bylaws of the Center undergraduate and Graduate program coordination, submitting them to the specific higher council for approval;

**VI** – to elect regular and alternate representatives from among its members to compose the University Council and the specific superior councils;

**VII** - to propose the creation, alteration, merger, or extinction of Center departments and multidisciplinary units to the University Council;

**VIII** – to propose the creation, alteration, merger, or extinction of coordination of undergraduate courses, Graduate programs, and special units to the specific superior council, to support the Center teaching, research, and extension;

**IX** – to approve norms for the selection processes of the Center Director and Vice-Director, to be ratified by the University Council;

**X** – to approve norms for the selection processes of the Center Head and Deputy Head of Department, Coordinator and Deputy Coordinator of Undergraduate Courses, Director and Vice-Director of Multidisciplinary Unit, and Coordinator and Vice-Coordinator of Graduate Program, approved by the respective councils and commissions, respectively;

**XI** – to propose the granting of honorary titles to the University Council;

**XII** - to approve the annual report presented by the Center Director;

**XIII** - to propose the removal or dismissal of the Center Director to the University Council, by the vote of two-thirds of its members, under the law and these General Regulations;

**XIV** – to examine the proposals of the Center undergraduate program committees and departmental councils, undergraduate course coordinators and multidisciplinary units for the removal or dismissal of Graduate program coordinators, heads of department, undergraduate course coordinators, and multidisciplinary unit directors, respectively;

**XV** – to examine the appeals against acts of the Center Director or deliberations of the Graduate program committees, departmental councils, undergraduate course coordinators and multidisciplinary units of the Center, in the cases and manner defined in sections 22 and 23 of these General Regulations;

**XVI** – to analyze and issue opinions on other administrative and disciplinary matters within its scope.

## **Section IX THE DEPARTMENT COUNCILS**

**Sec. 12.** It is incumbent upon each Departmental Council, in addition to the provisions of the UFSCar Statute and the General Regulations of Undergraduate Courses, Graduate Programs, Research Activities, Extension Activities, Community and Student Activities, and Administrative Activities:

**I** – to promote the administrative and organizational supervision of the Department, exercising the resulting duties;

**II** – to promote the didactic supervision of the subjects offered by the department, respecting the pedagogical project of each course;

**III** – to detail within the Department scope the policies on core activities and human, physical, and financial resources formulated in the higher councils of the University and the Center Council;

**IV** - to prepare or modify the Department Bylaws, which will include the composition of the Council itself, submitting it to the approval of the respective Center Council;

**V** – to elect regular and alternate representatives among the Department employees to form the Research and Extension Councils;

**VI** – to appoint representatives to other councils and decision-making bodies, when necessary.

**VII** - to approve rules for the selection processes for the Head of Department and Deputy Head, to be approved by the Center Council;

**VIII** - to approve the recommendations for coordination of specific Department sectors made by the Head of the Department;

**IX** - to approve the annual report presented by the Head of the Department;



**X** - to propose the removal or dismissal of the Head of the Department to the Center Council by the vote of two-thirds of its members, under the law and these General Regulations;

**XI** – to examine appeals against acts of the Head of Department, in the cases and manner defined in sections 22 and 23 of these General Regulations;

**XII** – to decide or issue opinions on other administrative and disciplinary matters within its scope;

**Single paragraph.** When a new department is created, the corresponding Center Council will establish the *pro tempore* composition of the respective Department Council.

## Section XI

### THE UNDERGRADUATE COURSE COORDINATION COUNCILS

**Sec. 13.** in addition to the provisions of the UFSCar Statute and General Regulations of Undergraduate Courses, Community and Student Activities, and Administrative Activities, each Undergraduate Course Coordination Council is responsible for:

**I** - promoting the didactic and organizational supervision of the Undergraduate Course within its scope, following the pedagogical project;

**II** - detailing relevant policies on core activities, human, physical, and financial resources within the scope of the Undergraduate Course Coordination, formulated in the higher councils of the University and the Center Council;

**III** - preparing or modifying the Bylaws of the Undergraduate Course Coordination, which will include the composition of the Council itself, submitting it to the approval of the respective Center Council;

**IV** - analyzing, proposing, and approving the revision, alteration, or modification of the Pedagogical Project of the Undergraduate Course it coordinates;

**V** - approving rules for the selection process of the Undergraduate Course Coordinator and Vice-Coordinator, to be approved by the Center Council;

**VI** - analyzing opinions on requests for revalidation of undergraduate course degrees issued by foreign higher education institutions, recorded by commissions appointed by the Undergraduate Course Coordination;

**VII** - proposing the removal or dismissal of the Undergraduate Course Coordinator to the Center Council by the vote of two-thirds of its members, under the law and these General Regulations;

**VIII** - examining appeals against acts of the Undergraduate Course Coordinator, in the cases and manner defined in sections 22 and 23 of these General Regulations;

**IX** - deciding or issuing opinions on other matters of administrative and disciplinary nature within its scope.

**Single paragraph.** When a new Undergraduate Course is created, the corresponding Center Council will establish the *pro tempore* composition of the respective Coordination Council.

## Section XII

### THE GRADUATE PROGRAM COMMITTEES

**Sec. 14.** In addition to the provisions of the UFSCar Statute and General Regulations of Graduate Programs, Community and Student Activities, and Administrative Activities, each Graduate Committee is responsible for:

**I** - promoting the didactic and organizational supervision of the Graduate Program within its scope, exercising the resulting attributions;

**II** - detailing relevant policies on core activities, human, physical and financial resources in the scope of the Graduate Program, formulated in the superior University councils and the Center Council;

**III** - preparing or modifying the Bylaws of the Graduate Program Coordination, which will include the composition of the Council itself, submitting it to the approval of the respective Center Council;

**IV** - approving norms for the selection processes of Graduate Program Coordinator and Vice-Coordinator, to be approved by the Center Council;

**V** – analyzing opinions on requests for the recognition of *stricto sensu* Graduate degrees issued by foreign higher education institutions, delivered by committees appointed by the Graduate Program Coordination;

**VI** - proposing the removal or dismissal of the Graduate Program Coordinator to the Center Council by the vote of two-thirds of its members, under the law and these General Regulations;

**VII** - examining appeals against acts of the Graduate Course Coordinator, in the cases and manner defined in sections 22 and 23 of these General Regulations;

**VIII** - deciding or issuing opinions on other administrative and disciplinary matters within its scope.

**Single paragraph.** When a new Graduate Course is created, the corresponding Center Council will establish the *pro tempore* composition of the respective Graduate commission.

### **Section XIII**

#### **THE MULTIDISCIPLINARY UNIT COUNCILS**

**Sec. 15.** In addition to the provisions of the UFSCar Statute and the General Regulations for Undergraduate Courses, Graduate Programs, Research Activities, Extension Activities, Community and Student Activities, and Administrative Activities, each Multidisciplinary Unit Council is responsible for:

**I** - promoting the didactic, administrative, and organizational supervision of the Multidisciplinary Unit within its scope, exercising the resulting attributions;

**II** - detailing relevant policies on core activities, human, physical and financial resources in the scope of the Multidisciplinary Unit, formulated in the superior University councils and the Center Council, if that is the case;

**III** - preparing or modifying the Bylaws of the Multidisciplinary Unit, which will include the composition of the Council itself, submitting it to the approval of the respective Superior Council or Center Council;

**IV** - approving norms for the selection processes of Multidisciplinary Unit Director to be approved by the respective Superior Council or Center Council;

**V** - analyzing the recommendations made by the Director for the coordination of specific sectors of the Multidisciplinary Unit;

**VI** - analyzing the annual report presented by the Multidisciplinary Unit Director;

**VII** - proposing the removal or dismissal of the Multidisciplinary Unit Director to the Superior Council or Center Council, by the vote of two-thirds of its members and under the law and these General Regulations;

**VIII** - examining appeals against acts of the Multidisciplinary Unit Director, in the cases and manner defined in sections 22 and 23 of these General Regulations;

**VIII** - deciding or issuing opinions on other administrative and disciplinary matters within its scope.

**Single paragraph.** When a new Multidisciplinary Unit is created, the corresponding Superior Council or Center Council will establish the *pro tempore* composition of the respective Council.

## CHAPTER II

### THE FUNCTIONING OF DELIBERATIVE BODIES

#### Section I

##### THE SUMMONS AND RESOLUTIONS

**Sec. 16.** The deliberative bodies will meet ordinarily or extraordinarily as provided for in the corresponding bylaws upon the summon of their presidents, on their initiative, or at the request of an absolute majority of its members.

§ 1. The public notice of the deliberative body collegiate will be made at least 48 (forty-eight) hours in advance, through a document written by its President indicating the agenda to be dealt with at the meeting.

§ 2. The 48 (forty-eight) hour notice may be abbreviated, and the agenda may be omitted when exceptional reasons occur, and that should be justified in the summons or at the beginning of the meeting, provided they are accepted by many of the collegiate members.

**Sec. 17.** The deliberative bodies will meet with the presence of most of its members, deliberating by the vote of the majority of those present at the meeting, except in the special cases provided for in the Statute, in these General Regulations or the relevant general, specific, or bylaws.

§ 1. The member of the collegiate located in another campus different from that of the meeting headquarters will be considered present at the meeting if the necessary means for full virtual distant participation are installed using communication technologies such as the internet, videoconference, and similar current ones, or those which will be developed in the future.

§ 2. To validate virtual participation, the necessary equipment for reciprocal distant communication in real-time between all the members of the deliberative body must be installed in each UFSCar campus at a location suitable for the presence of local members.

§ 3. To validate virtual participation, in each environment destined to the virtual presence in a collegiate board meeting there will be a member to assist in the work direction and a server to assist in the secretarial work, both appointed by the president of the respective collegiate board.

§ 4. The member and the server assigned to assist in the work will be responsible for drawing up lists with the signatures of those present and partial minutes of the meetings, and these documents will be forwarded to the Secretary of the respective collegiate to be attached to the main attendance list and the main minutes as attachments.

**Sec. 18.** The collegiate board member who is unable to attend the meeting for a fair reason shall communicate with the respective office.

**Sec. 19.** In the absence or impediment of the collegiate president and his legal substitute, the presidency will be exercised by the oldest teaching member of the University among the collegiate members who belong to the highest teaching category.

**Sec. 20.** Each collegiate board member will have the right to only one vote, and the presidency only to the casting vote.

**Sec. 21.** The President may veto a decision or act of a University collegiate body, submitting this veto to the University Council.

## Section II

### THE ADMINISTRATIVE RESOURCES AND SERVICES

**Art. 22.** The collegiate decision shall be subject to a request for reconsideration to the collegiate itself, or an appeal to the collegiate immediately superior, as follows:

**I** - the center councils are responsible for appeals against decisions by commissions of Graduate programs, department councils, undergraduate course coordination, and multidisciplinary units of the respective Center;

**II** - the specific superior councils are responsible for appeals against decisions of their chambers in matters related to them, to center councils, multidisciplinary units not subordinate to centers, and specific special support units;

**III** - the University Council is responsible for appeals against decisions of the specific superior councils, only on grounds of illegality.

**§ 1.** The reconsideration request is admissible only when justified, with the presentation of new elements for the consideration of the director or board.

**§ 2.** Appeal to the higher court is admissible only when justified by pointing out a breach of procedure or raising a question of interpretation of the rules or legislation relevant to the case.

**§ 3.** The criteria for admissibility of appeals to specific superior councils are established in resolutions of these bodies.

**Sec. 23.** Requests for reconsideration and appeals may be filed within a non-extendable period of 10 (ten) business days from the communication of the decision with no suspensive effect unless the immediate execution of the act or deliberation may result in irreparable damage to rights.

**§ 1.** The board director to whom the appeal has been brought decides whether to receive it with suspensive effect.

**§ 2.** The director of the board before which the appeal is lodged may determine the filing of the appeal when it does not meet the relevant admissibility criteria, justifying the decision in writing.

**Sec. 24.** The administrative services of the deliberative collegiate bodies are performed:

**I** - for the full members of the University Council and the Administrative Council, by the Secretariat of Collegiate Bodies, linked to the President's Office;

**II** - for the other collegiate bodies, including the chambers of the specific higher councils, by the secretariats of executive bodies whose members exercise the presidency of each collegiate body.

## Section III

### THE REPRESENTATION

**Sec. 25.** The choice of faculty, student, and technical-administrative representatives for the collegiate board will be made under the current legislation and the rules established by the respective collegiate bodies, through an election that respects the following principles:

- a) secrecy of voting and inviolability of the ballot box;
- b) tallying immediately after the vote, ensuring the accuracy of results and the possibility of submitting appeals;
- c) identification in the act of voting and signature of the corresponding voters' list.

**Sec. 26.** The election of faculty, student and technical-administrative representatives will be organized by the secretariat responsible for the services of the respective collegiate body, upon summons signed by its president.

### **CHAPTER III THE EXECUTIVE BODIES**

**Sec. 27.** The university executive bodies are distributed among the following levels of administration, in the form of the Statute:

- I - superior level - the Presidency;
- II - sector level - the bodies of centers and multidisciplinary units not subordinate to centers;
- III - constitutive level - heads of departments, coordinators of undergraduate courses and graduate programs, and directors of multidisciplinary units, and special units for the support of teaching, research, and extension.

#### **Section I THE PRESIDENT**

**Sec. 28.** Among other functions arising from his condition, the President - elected under the current legislation - will be responsible for:

- I – coordinating and supervising all university activities, as well as presiding over the Foundation;
- II – representing the Foundation and the University in or out of court;
- III - managing the finances of the University and the Foundation;
- IV - complying with and enforcing the provisions of the University Statute, these General Regulations, specific General Regulations, and the Bylaws of the President's Office;
- V - presenting a report on the university activities to the University Council and the Foundation Board of Trustees at the beginning of each year;
- VI - at the proposal of the competent bodies, hiring, promoting, distributing, removing, licensing, firing, dismissing, or discharging a member of the faculty or technical-administrative staff, as well as issuing the acts of temporary removal of professors and technical-administrative staff, under the terms of the current legislation and relevant regulations;
- VII - requesting personnel from other bodies under the terms of the current legislation;
- VIII - exercising disciplinary power in the jurisdiction of the entire University;
- IX - granting degrees and sign diplomas;
- X - signing contracts and agreements between the University and public or private, national, and international entities, with delegation powers when necessary;
- XI - establishing permanent or temporary special commissions for the study of specific problems;
- XII - taking *ad referendum* decisions of the competent bodies in exceptional cases;
- XIII - delegating duties, especially to the Vice-President and the deans;

**XIV** - designating an interim director in the case of intervention in a Center or Multidisciplinary Unit not subordinate to a Center;

**XV** - annulling or revoking deliberation or act of a non-collegiate board in an official letter;

**XVI** - ratifying resolutions resulting from decisions by the University Council and the Administrative Council, as well as performing acts specific to the exercise of the position;

**XVII** - designating the campuses mayors, the chief of staff, the secretaries and directors of secretariats and support bodies subordinate to the Presidency, as well as advisors;

**XVIII** - elaborating or modifying the Presidency Bylaws, which will include the organization, objectives, and duties of city halls, offices, secretariats, advisory and support bodies linked to the Presidency, submitting them to the approval of the University Council;

**XIX** - vetoing the deliberations of superior councils, presenting the justifications to the University Council within 15 (fifteen) working days, which can only reject the veto by a qualified majority vote of 3/5 (three fifths) of its members;

**XX** - resolving cases not covered by the General Regulations of Administrative Activities *ad referendum* of the Administrative Council.

**Single paragraph.** The President has a maximum period of 60 (sixty) days after the date of the Superior Council decision to exercise the right of veto provided for in item XIX.

**Section 29.** The supervision, coordination, and execution of the attributions entrusted to the President may be delegated to the Vice-President.

**§ 1.** In the absences and impediments of the President, the Presidency will be exercised by the Vice-President.

**§ 2.** In the absence and impediments of the President and the Vice-President, the Presidency will be exercised by the Dean appointed for this purpose or, in the absence of such appointment, by the oldest Dean exercising academic activities at the University.

## **Section II**

### **THE VICE-PRESIDENCY**

**Sec. 30.** The Vice-President, elected under the current legislation, is responsible for coordinating and supervising the activities of the Vice-Presidency, as well as exercising the attributions defined in the Statute, in these General Regulations, and in the delegation, acts issued by the President.

## **Section III**

### **THE DEANS**

**Sec. 31.** The supervision and coordination attributed to the President are distributed by the following Deans, entrusted to the respective deans:

**I** – Dean of Undergraduate Studies;

**II** – Dean of Graduate Studies;

**III** – Dean of Academic Research;

**IV** – Dean of Academic Extension;

**V** - Dean for Community and Student Affairs.

**VI** - Dean of Administration;

**VII** - Dean for People Management.

**Sec. 32.** It is incumbent upon the Deans, in addition to the provisions of the UFSCar Statute and the General Regulations of Undergraduate Courses, Graduate Programs, Research Activities, Extension Activities, Community and Student Activities, Administrative Activities, and People Management:

**I** – to coordinate the activities of the bodies responsible for implementing the action policy relevant to the area of each Deanship;

**II** – to advise the Presidency in establishing the action policy in the activities corresponding to the specific area of each Deanship;

**III** – to comply with and enforce the provisions of the University Statute, these General Regulations, and the relevant general regulations;

**IV** – to formulate diagnoses of the university problems in the specific areas of each Deanship;

**V** - to elaborate the action policy proposals in the specific areas of each Deanship;

**VI** - in the case of academic deans, to resolve omissions in the corresponding specific general regulations, *ad referendum* of the respective specific higher council.

**Single paragraph.** The University Council will establish the specific attributions of each Deanship and, when applicable, will define the specific general regulations relevant to each of them.

#### **Section IV**

##### **OF OTHER BODIES SUBORDINATED TO THE PRESIDENCY**

**Sec. 33.** The organization, objectives, and attributions of all other bodies subordinate to the Presidency, including city halls, Cabinet, secretariat, advisory and support bodies, will be explained in the Bylaws of the Presidency.

#### **Section V**

##### **THE RESEARCH CENTERS**

**Sec. 34.** The University is organized in the following centers, by campuses:

**I** - São Carlos Campus - Center for Biological and Health Sciences (CCBS), Center for Education and Human Sciences (CECH) and Center for Exact Sciences and Technology (CCET);

**II** - Araras Campus - Center for Agrarian Sciences (CCA);

**III** - Sorocaba Campus – Science and Technology Center for Sustainability (CCTS);

**IV** - Lagoa do Sino Campus.

**Single paragraph.** The multidisciplinary and special support departments and units of each Center must be specified in its Bylaws.

**Sec. 35.** In addition to the provisions of the UFSCar Statute and specific General Regulations, and the Center Bylaws, the Center Director is responsible for:

**I** - managing and representing the Center;

**II** - calling and presiding over the meetings of the respective Center Council;

**III** - complying with and enforcing the provisions of the University Statute, these General Regulations, the specific General Regulations, and the Center Bylaws;

**IV** - complying with and enforcing the decisions of the Center Council and the higher collegiate bodies, as well as the acts of the higher administration bodies of the University;

**V** – designating the Interim Chief, Interim Coordinator, or Interim Director in case of intervention in a Department, Undergraduate Course Coordination, Graduate Program Coordination, or Multidisciplinary Unit;

**VI** - adopting imposing measures in matters of competence of the Center Council in urgent cases, submitting the act to the collegiate ratification within 72 (seventy-two) hours;

**VII** - resolving cases not covered by the Bylaws of the Research Center *ad referendum* of the Center Council.

**Single paragraph.** The Vice-Director will be responsible for substituting the Director in absences and impediments and taking charge of part of the Center management, as provided for in the Center Bylaws or by the explicit delegation of the Director.

**Sec. 36.** The following requirements will be met in the creation of a center, respecting the interest of the University:

**I** - a grouping of a minimum of 5 (five) departments and 5 (five) coordinators of undergraduate courses or Graduate programs, covering at least a large area of knowledge;

**II** - adequate operational conditions including infrastructure, equipment, financial resources, personnel, management positions (MP) and gratified functions (GF);

**III** - number of professors in an adequate proportion to the development of teaching, research, and extension, but a minimum of 80 (eighty).

**Single paragraph.** Exceptionally, the University Council may examine a proposal to create a center that does not meet the conditions specified in this section.

## **Section VI THE DEPARTMENTS**

**Sec. 37.** In addition to the provisions of the UFSCar Statute, specific general regulations, and Center bylaws, the Head of Department is responsible for:

**I** - managing and representing the Department;

**II** - calling and presiding over the Department Council meetings;

**III** - complying with and enforcing the provisions of the University Statute and these General Regulations, the specific General Regulations and the bylaws of the Center and the Department;

**IV** - complying with and enforcing the resolutions of the Department, Center Councils, and the higher collegiate bodies, as well as the acts of the university sector and higher administration bodies;

**V** - adopting imposing measures in matters within the competence of the Department Council in urgent cases, submitting the act for ratification by the collegiate board within 72 (seventy-two) hours;

**VI** - resolving cases omitted in the Bylaws of the Department *ad referendum* of the Department Council.

**Single paragraph.** It will be incumbent upon the Deputy Head to replace the Head in absences and impediments, and take charge of part of the Department lead, as provided for in the Department Bylaws or by the explicit delegation of the Head of Department.

**Sec. 38.** The following requirements will be met in the creation of a department, respecting the interest of the University:

**I** - a grouping of related sub-areas of knowledge, covering a significant area of knowledge;



II - adequate operational conditions including infrastructure, equipment, financial resources, personnel, and gratified functions (GF);

III - number of professors in an adequate proportion to the development of teaching, research, and extension in the respective area, with a minimum of 16 (sixteen).

**Single paragraph.** Exceptionally, the University Council may examine a proposal to create a department that does not meet the conditions specified in this section.

## Section VII

### THE COORDINATION OF UNDERGRADUATE COURSES

**Sec. 39.** In addition to the provisions of the Statute, the General Undergraduate Course Regulations, and the bylaws of the Center and the respective Undergraduate Course Coordination, the Undergraduate Course Coordinator is responsible for:

I – managing and representing the Undergraduate Course Coordination;

II - calling and presiding over the Coordination Council meetings;

III - complying with and enforcing the provisions of the University Statute and these General Regulations, the relevant general regulations, and the bylaws of the center and the coordination;

IV - complying with and enforcing the decisions of the Coordination and Center Councils and the relevant higher collegiate bodies, as well as the acts of the university sector and higher administration bodies;

V – adopting imposing measures in matters of the Coordination Council competence in urgent cases, submitting the act to the collegiate ratification within 72 (seventy-two) hours;

VI – resolving cases omitted in the Bylaws of the Undergraduate Course Coordination *ad referendum* of the Coordination Council.

**Single paragraph.** It will be incumbent upon the Undergraduate Course Vice-Coordinator to substitute the Coordinator in absences and impediments and to oversee part of the Undergraduate Course Coordination, as provided for in the Bylaws of the respective Coordination or by the explicit delegation of the Coordinator.

## Section VIII

### THE GRADUATE PROGRAMS COORDINATION

**Sec. 40.** In addition to the provisions of the Statute, the General Regulations of Graduate Programs and the bylaws of the Center and the respective Graduate Program, the Graduate Program Coordinator is responsible for:

I – managing and representing the Graduate Course Coordination;

II - calling and presiding over the Graduate Commission meetings;

III - complying with and enforcing the provisions of the University Statute and these General Regulations, the relevant general regulations, and the bylaws of the center and Graduate programs;

IV - complying with and enforcing the decisions of the Center Councils, Graduate Commission, and the relevant higher collegiate bodies, as well as the acts of the university sector and higher administration bodies;

V – adopting imposing measures in matters of the Graduate Commission competence in urgent cases, submitting the act to the collegiate ratification within 72 (seventy-two) hours;

**VI** – resolving cases omitted in the Bylaws of Graduate Programs *ad referendum* of the Graduate Commission.

**Single paragraph.** It will be incumbent upon the Graduate Course Vice-Coordinator to substitute the Coordinator in absences and impediments and to oversee part of the Graduate Course Coordination, as provided for in the Bylaws of the respective Graduate Program Coordination or by the explicit delegation of the Coordinator.

### **Section IX**

#### **THE MULTIDISCIPLINARY UNITS**

**Sec. 41.** The Multidisciplinary Units under the terms of the Statute are bodies located at the higher, sector, or constitutive levels of the University structure, created by a decision of the University Council upon the proposal of at least one of the Superior or Center Councils, for the development of multidisciplinary teaching, research, and extension programs.

**Sec. 42.** In addition to the provisions of the UFSCar Statute and specific general regulations, and the Center and Department bylaws if applicable, the Multidisciplinary Unit manager is responsible for:

- I** – managing and representing the Multidisciplinary Unit;
- II** - calling and presiding over the Multidisciplinary Unit Council meetings;
- III** - complying with and enforcing the provisions of the University Statute, these General Regulations, the specific general regulations, and the Center Bylaws, when appropriate;
- IV** - complying with and enforcing the decisions of the higher collegiate bodies and Center Councils, as well as the acts of the university sector and higher administration bodies, when appropriate;
- V** – adopting imposing measures in matters of the Multidisciplinary Unit Council competence in urgent cases, submitting the act to the collegiate ratification within 72 (seventy-two) hours;
- VI** – resolving cases omitted in the Multidisciplinary Unit Bylaws *ad referendum* of the Multidisciplinary Unit Council.

**Single paragraph.** It will be incumbent upon the alternate to substitute the manager in absences and impediments and to oversee the Multidisciplinary Unit, as provided for in the Bylaws of the respective Multidisciplinary Unit, or by the explicit delegation of the Director.

### **Section X**

#### **THE SPECIAL SUPPORT UNITS**

**Sec. 43.** The Special Support Units, under the terms of the Statute, are specific support bodies for teaching, research, and extension activities directly linked to the Centers, whose purpose is to provide services necessary for the development of teaching, research, and extension programs.

**§ 1.** Special teaching, research, and extension support units may be created, altered, merged, or extinguished by the University Council upon the proposal of center councils.

**§ 2.** The form of organization of each Special Support Unit for Teaching, Research, and Extension will be approved by the University Council upon the proposal of center councils, which may be similar to that of multidisciplinary units or simplified, reporting directly to the Center Administrative Council.

**THE DIDACTIC-SCIENTIFIC REGIME, EXTENSION AND COMMUNITY AND STUDENT ACTIVITIES**

**Sec. 44.** The regime of didactic-scientific, extension, and community and student activities will be explained in the University General Regulations of Undergraduate Courses, Graduate Programs, Research Activities, Extension Activities, and Community and Student Activities, under the current legislation.

**Sec. 45.** The General Regulations of Undergraduate Courses, Graduate Programs, Research Activities, Extension Activities, and Community and Student Activities shall contain guidelines and rules on the creation, implementation, and extinction of the respective academic activities, including the establishment, among others, of an academic calendar, disciplinary regime, selection processes, performance evaluation systems, issuing of degrees and certificates, as well as what is essential for the full development of such activities.

**TITLE III**

**THE DISCIPLINARY REGIME**

**Sec. 46.** The disciplinary order is essential to the achievement of the university objectives and must be achieved with the active cooperation of students, faculty, and technical administrative staff, through actions that lead them to ensure the normality of work as a condition for the success of all members of the university community.

**CHAPTER I**

**THE SERVERS AND THEIR DISCIPLINARY REGIME**

**Section I**

**THE TEACHING BODY**

**Sec. 47.** The rules for location and functional progression of the university teaching staff, made up of members of the Higher Education and Basic Education careers, shall be established by the University Council upon a proposal of the Administrative Council, after hearing the other specific higher councils.

**Sec. 48.** Professors are responsible for:

I – complying with and enforcing the provisions of the Statute, these General Regulations, the specific general regulations, and the bylaws of the Center and the basic unit in which they are located;

II - complying with the deliberations pertinent to them by the higher collegiate bodies, the center councils, and the basic units in which they are located, as well as the acts of the university administrative bodies.

**Section II**

**THE TECHNICAL-ADMINISTRATIVE BODY**

**Sec. 49.** The rules for location and functional progression of the university technical-administrative staff shall be established by the University Council upon a proposal of the Administrative Council, after hearing the other specific higher councils.

**Sec. 50.** The technical-administrative servers are responsible for:

I – complying with and enforcing the provisions of the Statute, these General Regulations, the specific general regulations, the bylaws of the Center and the basic unit or body in which they are located;

II - complying with the deliberations pertinent to them by the higher collegiate bodies, the center councils, and the basic units or body in which they are located, as well as the acts of the university administrative bodies.

**Section III**

**THE DISCIPLINARY REGIME OF SERVERS**

**Sec. 51.** The teaching and technical-administrative servants are subject to the disciplinary regime established by the legislation that deals with the legal regime of federal civil public servants.

**Sec. 52.** In addition to observing the duties, prohibitions, and responsibilities provided for in the legislation that deals with the legal regime of federal civil servants, the disciplinary regime for civil servants includes the duties and obligations provided for in the Statute, these General Regulations, and other University regulations.

**Sec. 53.** The infraction of the disciplinary regime will be the object of investigation through an inquiry or disciplinary administrative process, ensuring the accused the right of full defense.

**Sec. 54.** It is incumbent upon the President, subject to the provisions established by the legislation dealing with the legal regime of federal civil servants, to initiate and judge an investigation or disciplinary administrative procedure, as well as the application of the penalties provided for in the disciplinary regime for teaching and technical-administrative servers.

**Sec. 55.** A request for reconsideration and subsequent appeal to the University Council of the judgment rendered by the President may be made within 30 (thirty) days, counting from the date of publication or knowledge of the decision by the interested party.

**CHAPTER II**

**THE DISCIPLINARY REGIME OF THE STUDENT BODY**

**Section I**

**THE DUTIES AND PROHIBITIONS OF THE STUDENT BODY**

**Sec. 56.** The duties and prohibitions to which the members of the student body are subjected are those provided for in the Statute, in these General Regulations, and the Regulations for Undergraduate, Graduate, Extension, and Student Assistance.

**Sec. 57** Members of the student body must follow:

**I** - the relevant provisions contained in the specific general regulations, and the bylaws of centers and basic units to which they are linked or engaged in activities;

**II** - the relevant decisions of the higher collegiate bodies, the center councils, and the basic units to which they are linked or where they are engaged in activities, as well as the acts of the university administrative bodies.

**Sec. 58.** Students who are representing UFSCar in any activities are subject to the disciplinary rules provided for in these General Regulations, according to the seriousness of the fault committed.

**Sec. 59.** Benefits, grants, or scholarships of any kind granted by UFSCar to students who are benefited and provide false oral information, falsify, or present false documents, omit true information, or disrespect the rules for granting benefits will be suspended.

**§ 1.** Students claiming benefits granted by UFSCar will have their request suspended in the event of one or more of the cases provided for in this section.

**§ 2.** Students who practice the acts referred to in this section may only re-claim any benefits after one year has elapsed since the date on which the interested party became aware of the decision.

**Section II**

**THE PENALTIES APPLICABLE TO THE STUDENT BODY**

**Sec. 60.** The members of the student body are subject to the following penalties:

**I** - oral warning or a written reprimand:

**a)** for disrespect to any university authority or any member of the teaching or technical-administrative bodies;

**b)** for disobedience to determinations of any university authority or professor in the exercise of teaching functions;

**c)** for the offense to any member of the student body;

**d)** for improbity in the execution of schoolwork;

**e)** for disturbing the order in the university precincts, as well as in other places where programmed academic activities are carried out;

**II** - suspension for a period of 7 (seven) to 30 (thirty) days:

a) for injury, physical aggression, or another type of aggression to any university authority or member of the teaching, technical-administrative and student bodies;

b) for material damage caused to the university assets or the assets of third parties at the service of the university, without prejudice to the obligation to replace the damaged object or promote its indemnity by other means.

**III** - suspension of school activities for 1 (one) school term, or detachment:

a) for serious contempt of any university authority or any member of the teaching, technical-administrative and student bodies;

b) for serious physical aggression or another type of aggression against any university authority or any member of the teaching, technical-administrative or student bodies;

c) for the practice of acts incompatible with university dignity.

**§ 1.** The penalties provided for the item I of this section will be reserved.

**§ 2.** The penalty provided for in item II may be replaced with the provision of services to the community at the student's request and the discretion of the inquiry committee, for twice the period corresponding to the suspension.

**§ 3.** The provision of services will happen at a schedule that does not coincide with the curricular activities of the course in the respective academic period.

**§ 4.** The penalties provided for in item III will imply suspension of the benefits and aids granted by UFSCar in the period corresponding to that of the execution of the penalty.

**Sec. 61.** In the application of penalties, the competent authorities or bodies and the appeal bodies shall consider the gravity of the act characterized as an infraction, the level of the offending authority, institution, or person and the background of the offender.

**§ 1.** The same authorities or bodies may apply a lesser penalty than those within their jurisdiction given circumstances considered mitigating, justifying their decision.

**§ 2.** For repeat offenders listed in any of the items and paragraphs of this section, more severe penalties contained in the same items or others may be applied.

**Sec. 62.** The suspension penalty will prevent the exercise of representation in any university collegiate during the corresponding period.

**Sec. 63.** The penalties provided for items I, II, and III will be notified in writing to the student's home address.

**Sec. 64.** All disciplinary penalties will be registered in the student's record in the board responsible for academic control at UFSCar.

**Single paragraph.** The penalty given to a member of the student body will not be recorded on their educational record.

Section III

THE VERIFICATION PROCESS AND THE APPEALS

**Sec. 65.** The faults provided for in Section 61 shall be notified to the following bodies, which will proceed with the investigation of the facts through the institution of an investigation commission:

I - ProGrad, in case of faults committed in the academic scope by Undergraduate students;

II - ProPG, in case of faults committed in the academic scope by Graduate students;

III - ProACE, in case of non-academic faults committed within the scope of the university community;

IV - ProEx, in case of faults committed within the scope of extension programs and projects;

V - ProPq, in case of faults committed within the scope of research.

**Single paragraph.** The verification committee will be made up of at least three UFSCar employees, ensuring the participation of at least one professor.

**Sec. 66.** Given the results of the verification carried out under Sec. 65, the following shall be competent to apply the penalty:

I - the Center Council to which the course in which the student is enrolled is linked, in the case of oral warning and written reprimand;

II - the Councils corresponding to the respective Deanships according to 65, I, II, III, IV and V, when it comes to the provision of services to the community, suspension, and expulsion.

**Sec. 67.** In all cases, the principles of the adversary and broad defense will be observed, under the provisions of these General Regulations.

**Sec. 68.** The decisions may be reconsidered and appealed under Sections 22 and 23 of these General Regulations.

§ 1. The appeals filed will have a suspensive effect, pending a decision within the University scope;

§ 2. The application of any penalty will only be effective after the expiry of the period for appeal.

§ 3. The appraisal of appeals may result in the maintenance or reform of the previous decision; in the latter case, the penalty will be reduced to another one among those provided for in Section 61, or the appellant's acquittal will be decreed.

**Sec. 69.** Students subject to disciplinary proceedings may not obtain a degree, transfer, or cancel their enrollment until its conclusion and fulfillment of its effects.

**Sec. 70.** In the process of applying a penalty to a student, all precautionary measures must be taken to respect the person.

**Sec. 71.** The person offended is prevented from participating in the disciplinary procedure in any of its phases, as a fact-finding agent or a penalty enforcer, and will be replaced by the immediately superior authority or body.

**Sec. 72.** The disciplinary regime of the student body includes the legal provisions in force.

TITLE IV

THE HONORABLE TITLES

**Sec. 73.** Upon approval of most of the University Council members in a secret ballot, the University may award honorary titles.

**Sec. 74.** The title of University Merit will be granted to a member of the community distinguished for relevant services rendered to the University, through a reasoned proposal approved by the absolute majority of a Center Council or higher council.

**Sec. 75.** The title of Professor Emeritus will be granted to professors belonging to the University staff who have rendered relevant services to the University, through a reasoned proposal approved by the absolute majority of the Center Council in which the nominee was assigned.

**Sec. 76.** The title of Professor Honoris Causa will be granted to distinguished professors and researchers who do not belong to the University staff and have provided relevant services, through a reasoned proposal approved by the absolute majority of the Center Council for which the nominee provided services.

**Sec. 77.** The title of Doctor Honoris Causa will be awarded to eminent personalities who have contributed to the progress of the University, the region, or the Country, or who have distinguished themselves for acting in favor of Sciences, Languages and Literature, Arts, or Culture in general, upon justified indication by the President or a well-founded proposal, approved by the absolute majority of a Center Council or Superior Council.

**Sec. 78.** The awarding of honorary titles will be carried out in a solemn session of the University Council.

**Single paragraph.** The degree corresponding to the honorary title will be signed by the President and the honorees and transcribed in a specific book.

## **TITLE V**

### **THE MATERIAL AND FINANCIAL RESOURCES**

**Sec. 79.** The rules and conducts for the acquisition, administration, and disposal of the university material and financial resources, in addition to those provided for in the current legislation, in the Statute and these General Regulations, will be explained in the General Regulations of Administrative Activities and, when relevant, in the bylaws of the university centers and basic units.

**Single paragraph.** Specific norms will be established by the University and Administration Councils whenever appropriate, and they may be complemented by norms established by the center and basic unit councils, as well as by acts of the university administration bodies.

## **TITLE VI**

### **THE GENERAL AND TRANSITIONAL PROVISIONS**

**Sec. 80.** The following will be submitted to the competent bodies for approval:

**I** - within six months from the effective date of these General Regulations, the General Regulations for Undergraduate Courses, Graduate Programs, Research Activities, Extension Activities, Administrative Activities and Community and Students activities of the University, as well as the Bylaws of the Presidency;

**II** - within nine months from the effective date of these General Regulations, the bylaws of the centers and multidisciplinary units not subordinate to centers;



**Single paragraph.** While the regulations referred to in this section do not come into force, the previous rules and guidelines remain valid as far as they do not conflict with the provisions of the Statute and these General Regulations.

**Sec. 81.** The provisions of these General Regulations will be complemented and explained employing rules established by the university higher councils, according to the nature of the matter.

**Sec. 82.** These General Regulations come into force on the date of publication of the Resolution of the University Council that approves it, revoking all provisions to the contrary, especially the General Regulations previously in force.