



PROGRAMA DE PÓS-GRADUAÇÃO EM
**ARTES, CULTURA
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**FEDERAL UNIVERSITY OF JUIZ DE FORA
OFFICE OF RESEARCH AND GRADUATE STUDIES
INSTITUTE OF ARTS AND DESIGN
POSTGRADUATE PROGRAM IN ARTS, CULTURE, AND LANGUAGES (PPGACL)**

**Internal Regulations of the Postgraduate Program in Arts, Culture, and Languages
(PPGACL) at the Federal University of Juiz de Fora (UFJF)**

Regulates the academic and procedural activities within the scope of the PPGACL/UFJF.

The Collegiate Board of the PPGACL/UFJF, in the exercise of its duties, considering the provisions of CSPP/UFJF Resolution No. 28, dated June 7, 2023, hereby regulates its academic and procedural activities under the following terms:

TITLE I – ESTABLISHMENT AND OBJECTIVES

Art. 1 – The Postgraduate Program in Arts, Culture, and Languages, part of the Department of Arts and Design at the Institute of Arts and Design of the Federal University of Juiz de Fora, established in accordance with the UFJF General Regulations for Stricto Sensu Graduate Studies, shall be governed by these Internal Regulations, supplementing current legislation and institutional rules.

§1 – Within these Regulations, the Postgraduate Program in Arts, Culture, and Languages shall be referred to simply as “Program,” provided this does not compromise clarity.

§2 – The Program’s Administrative Office shall be the Graduate Studies Office of the Institute of Arts and Design at UFJF.

Art. 2 – The Program, which offers Master's and Doctoral courses, aims to:

- a) contribute to the advanced qualification of human resources in the broad field of Arts;
- b) deepen academic knowledge;
- c) train professionals qualified to work in higher education and in public and private cultural and artistic institutions;
- d) train professionals capable of developing creative and research projects in the arts;
- e) create research laboratory spaces fostering knowledge production, artistic expression, and theoretical-critical reflection, contributing to the field's development.

§1 – The Master's course aims to develop the ability to conduct research in Arts, Culture, and Languages, culminating in a dissertation involving a thorough literature review, systematic organization, exposition skills, and mastery of the subject and relevant methodology. In specific cases, a practical project may accompany the dissertation.

§2 – The Doctoral course aims to develop the ability to conduct original and consistent research in Arts, Culture, and Languages, culminating in a thesis with a comprehensive literature review and theoretical-methodological foundation. In specific cases, a practical project may accompany the thesis.



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§3 – The Program may propose specific agreements with foreign institutions for double-degree doctoral training (cotutelle agreements), leading to simultaneous diploma issuance at both universities, in accordance with UFJF's regulations.

§4 – The Program may also propose agreements with national and foreign universities to offer joint Master's and/or Doctoral courses, promoting academic cooperation between research teams.

§5 – The Program may offer postdoctoral internships, in compliance with national legislation, UFJF regulations, and the Program's internal resolutions.

TITLE II – ACADEMIC ORGANIZATION

Art. 3 – The Program is organized under a concentration area titled *Theories and Interdisciplinary Poetic Processes*, structured into three research lines:

- a) Art, Fashion: History and Culture;
- b) Cinema and Audiovisual;
- c) Music and Sound Arts.

Art. 4 – Completion of the Master's degree requires obtaining a minimum of 24 (twenty-four) credits, distributed as follows:

- a) 4 (four) credits earned through the mandatory course in the concentration area, *Research Methodology in Arts, Culture, and Languages*;
 - b) 4 (four) credits earned through the mandatory course of the research line to which the student is affiliated;
 - c) 12 (twelve) credits earned through elective courses;
 - d) Completion of a teaching practicum corresponds to 4 (four) credits, exempting the student from taking elective courses of equivalent credit value;
 - e) 4 (four) credits in complementary activities regulated by the Collegiate Board.
- Students who do not obtain sufficient credits through complementary activities must complete an elective course (4 credits).

§1 – No credits will be awarded for the courses *Master's Dissertation I* and *Master's Dissertation II*.

§2 – Students have until the end of the third academic semester to request credit recognition for complementary activities.

§3 – According to Article 3 of Resolution No. 30/99 of the Sectorial Council for Graduate Studies and Research, the teaching practicum may also be offered to non-scholarship students, provided their supervisor approves.

§4 – Any periods of enrollment suspension shall not be included in this credit calculation.

Art. 5 – Completion of the Doctoral degree requires obtaining a minimum of 52 (fifty-two) credits, distributed as follows:

- a) 16 (sixteen) credits from mandatory and elective courses completed during the Master's program, whether at this Program or at other *Stricto Sensu* graduate programs recognized by CAPES;
- b) 4 (four) credits earned through the mandatory course in the concentration area, *Advanced*



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Seminar in Arts, Culture, and Languages;

- c) 8 (eight) credits earned through elective courses;
- d) 4 (four) credits in complementary activities regulated by the Collegiate Board (mandatory for Doctoral students);
- e) 4 (four) credits obtained through the completion of 2 (two) semesters of teaching practicum. In accordance with Resolution No. 30/99 of the Sectorial Council for Graduate Studies and Research, Doctoral students holding scholarships must complete teaching practicums over 2 (two) semesters, earning 2 (two) credits each semester;
- f) Non-scholarship students may complete the teaching practicum, replacing the credits with an elective course;
- g) 16 (sixteen) credits earned through the mandatory courses *Doctoral Thesis I, II, III, and IV* (4 credits each).

Sole Paragraph: Students have until the end of the fifth academic semester to request credit recognition for complementary activities.

Art. 6 – The calculation of a student's time of permanence in the Program shall consider the period between the original enrollment and the final defense, regardless of any interruptions.

§1 – The Master's degree must be completed within a maximum period of 24 (twenty-four) months and a minimum of 12 (twelve) months, including the approval of the dissertation, with the possibility of a 6 (six)-month exceptional extension upon the supervisor's justification.

§2 – The Doctoral degree must be completed within a maximum of 48 (forty-eight) months and a minimum of 36 (thirty-six) months, including the approval of the thesis, with the possibility of a 12 (twelve)-month exceptional extension upon the supervisor's justification.

§3 – Any periods of enrollment suspension shall not be included in this time calculation.

Art. 7 – Students' academic performance in each course shall be expressed through grades, with a minimum passing score of 70 (seventy) points, based on a 100-point scale used uniformly for all offered courses.

§1 – For academic records, the following codes are used:

I – I (Incomplete);

II – J (Withdrawal from course enrollment);

III – L (Dismissed from the program);

IV – SC (Without Grade – applied to mandatory courses without graded evaluation);

V – TE (Exceptional Treatment);

VI – RI (Failed due to Absenteeism);

VII – LS (Leave for Health Treatment);

VIII – LP (Parental Leave);

IX – TP (Scheduled Withdrawal);

X – S (Satisfactory);

XI – NS (Unsatisfactory).

§2 – In addition to failure by grade, a student shall also be considered failed, for all purposes of these Regulations, if they do not achieve a minimum attendance of 75% (seventy-five percent) in each enrolled course.

§3 – The grade "I" (Incomplete) shall be converted into a failure with a zero grade if the required work is not completed and a new grade is not assigned within two academic periods.



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§4 – The mandatory courses *Master's Dissertation* and *Doctoral Thesis* will receive the grades of Satisfactory (S) or Unsatisfactory (NS).

Art. 8 – It is the responsibility of the course instructor to submit the grades into the system without fail before the beginning of the following academic semester.

Art. 9 – Students of the Postgraduate Program in Arts, Culture, and Languages (PPGACL) shall be dismissed from the Program in the following cases:

- a) upon request by the student, through a written statement submitted to the Program Coordination, which will process the dismissal and inform the Collegiate Board;
- b) if failing more than once in the same or in different academic activities;
- c) if failing the defense of the Master's dissertation or Doctoral thesis;
- d) if exceeding the maximum time limits established by these Regulations for the foreign language examination, qualification examination, and/or the defense of the Master's dissertation or Doctoral thesis;
- e) if failing, for the second time, the Master's or Doctoral qualification examination;
- f) if failing, for the second time, the foreign language proficiency examination;
- g) if providing false information during the selection process or scholarship application;
- h) if committing a serious infraction causing damage to the Program or to the Federal University of Juiz de Fora (UFJF);
- i) if committing plagiarism in theoretical and/or practical works presented within Program activities;
- j) for disciplinary or ethical reasons, verified through a conclusive disciplinary procedure as established by UFJF regulations;
- k) if course abandonment is determined after three (3) unsuccessful contact attempts, documented through at least two official communication channels.

TITLE III – THE PROGRAM COLLEGIATE BOARD

Art. 10 – The Program shall be governed by a Collegiate Board composed of:

- a) the Program's Permanent Professors;
- b) one (1) Coordinator and one (1) Vice-Coordinator, both Permanent Professors of the Program and permanent staff members of UFJF, elected by the Collegiate Board;
- c) two (2) student representatives, one from the Master's and one from the Doctoral program, each with an alternate;
- d) one (1) representative of the Technical-Administrative Education (TAE) staff.

§1 – The Coordinator and Vice-Coordinator shall serve three (3)-year terms, with the possibility of one (1) reappointment.

§2 – In case of resignation by the Coordinator, the Vice-Coordinator shall assume the position until the term is completed.

§3 – The Program Coordinator shall be assisted by the Postgraduate Committee (CPG), composed of one Permanent Professor from each research line. The CPG members shall serve two (2)-year terms, with the possibility of one (1) reappointment.

§4 – Student representatives shall serve one (1)-year terms, with the possibility of one (1) reappointment.

§5 – Student representatives shall be elected by the Program's student body in an election convened and chaired by the Program Coordinator and appointed during a Collegiate Board



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meeting.

§6 – The TAE representative shall be a staff member assigned to the Institute of Arts and Design, preferably working in the Program's administrative office.

Art. 11 – The Collegiate Board must meet regularly at least three times per semester and extraordinarily whenever necessary, upon convocation by the Coordinator.

Art. 12 – The responsibilities of the Collegiate Board are:

- a) to elect, among the Program's Permanent Professors, the Coordinator, Vice-Coordinator, and the three (3) professors who will serve on the Postgraduate Committee (CPG);
- b) to appoint the Selection Committees for the admission of regular students to the Master's and Doctoral programs;
- c) to appoint the Committee responsible for interviewing transfer candidates;
- d) to approve the Coordinator's proposals and plans for the Program's academic, financial, and administrative policies;
- e) to approve the reports presented by the Program Coordinator;
- f) to ratify the names of three (3) Permanent Professors (one from each research line) and their alternates, indicated by the Collegiate Board, as well as two (2) student representatives and their alternates, elected by the student body, to form the Scholarship Committee;
- g) to deliberate on academic, curricular, and administrative matters of the Program;
- h) to propose amendments to these Regulations;
- i) to appoint the Accreditation, Reaccreditation, and Disaccreditation Committee for Program faculty members;
- j) to approve the accreditation, reaccreditation, and disaccreditation of Program supervisors;
- k) to approve the dissertation and thesis defense committees.

Art. 13 – The responsibilities of the Program Coordinator are:

- a) to convene and preside over meetings of the Collegiate Board;
- b) to convene and preside over meetings of the Postgraduate Committee;
- c) to convene and preside over meetings of the Scholarship Committee;
- d) to coordinate the Program's activities in accordance with these Regulations and the relevant UFJF rules;
- e) to enforce the decisions made by the Collegiate Board;
- f) to prepare the Program's academic calendar and submit it to the Coordination of Academic Affairs and Records (CDRA) at UFJF;
- g) to appoint, with the Collegiate Board's approval, the necessary committees for the operation of the Program;
- h) to submit reports and information about the Program's activities to UFJF's Postgraduate Coordination;
- i) to forward suggestions, proposals, and other matters of interest to the competent bodies, as well as duly processed appeals against Collegiate Board decisions;
- j) to organize the report for the Program's evaluation and reaccreditation processes;
- k) to represent the Program before the UFJF Sectorial Council for Postgraduate Studies and Research;
- l) to perform other duties as defined in these Regulations.

TITLE IV – FACULTY AND SUPERVISION

Art. 14. The faculty of the Program is composed of the following categories of professors with a Ph.D. degree or equivalent:

- a) Permanent Professors;
- b) Collaborating Professors;
- c) Visiting Professors.

§ 1 Permanent Professors, as categorized, declared, and reported every four years by the Program, constitute its main core and must meet the following requirements:

- a) hold a Ph.D. degree or equivalent;
- b) demonstrate qualified academic production, in accordance with the minimum standards set by the Area/Capes for the Program's current rating;
- c) in exceptional and justified cases, the Program's Collegiate Body may re-credential professors who, temporarily and for just cause, have not met the minimum production requirements set by the Area/Capes;
- d) engage in graduate and/or undergraduate teaching activities;
- e) participate in the Program's research projects;
- f) supervise Master's and/or Doctoral students of the Program;
- g) have an administrative-functional link with UFJF, or, in exceptional cases:
 - I) hold a teaching or research retention fellowship from federal or state funding agencies;
 - II) have signed a commitment to participate as a Program faculty member; or
 - III) be seconded to serve as a Program faculty member.

§ 2 Only Permanent and Collaborating Professors who have completed at least two (2) Master's supervisions may supervise Doctoral students.

§ 3 Only Permanent and Collaborating Professors who have completed at least two (2) undergraduate (Scientific Initiation, final papers, or monographs) or postgraduate (lato sensu or stricto sensu) supervisions may supervise Master's students.

§ 4 Collaborating Professors are other members of the Program's faculty who systematically participate in research projects, teaching and outreach activities, and/or student supervision, regardless of having an employment link with UFJF.

§ 5 Visiting Professors are those with an administrative-functional link to other institutions, national or international, assigned to collaborate for a continuous period in research projects and/or teaching activities in the Program, as well as those whose participation is enabled by a temporary employment contract with UFJF or by a scholarship granted for this purpose. They may also engage in student supervision and outreach activities.

Art. 15. Researchers with a Ph.D. degree or equivalent, who are not affiliated with the Department of Arts and Design at UFJF but conduct regular collaborative research with this Department and meet the production requirements outlined in this Regulation, may be accredited as members of the Program's faculty.

Art. 16. The request for accreditation of new faculty members to supervise Master's dissertations in the Program, under the categories of Permanent, Visiting, or Collaborating Professors, must be approved by the Collegiate Body, considering:

- a) possession of a Ph.D. degree;
- b) submission of a research project aligned with the Program's concentration area and research lines;
- c) intellectual production in accordance with the standards suggested by the Arts area of Capes;



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d) an annual average of at least one (1) research presentation at a scientific event in the area, preferably of national and/or international relevance.

Art. 17. The request for accreditation of new faculty members to supervise Doctoral theses in the Program, under the categories of Permanent, Visiting, or Collaborating Professors, must be approved by the Collegiate Body, considering:

- a) possession of a Ph.D. degree;
- b) submission of a research project aligned with the Program's concentration area and research lines;
- c) intellectual production in accordance with the standards suggested by the Arts area of Capes;
- d) an annual average of at least one (1) research presentation at a scientific event in the area, preferably of national and/or international relevance.

§ 1 The accreditation of professors will be carried out through a public call, and additional requirements may be established according to the Collegiate Body's policies.

§ 2 An Accreditation Committee, composed of three (3) Permanent Professors appointed by the Collegiate Body, will conduct the accreditation, de-accreditation, and re-accreditation processes, issuing a report to support the Collegiate Body's decision.

Art. 18. Every four (4) years, the Collegiate Body will deliberate on the re-accreditation or change of category of the Program's Professors, based on their performance over the four-year period according to the following criteria:

- a) having supervised or currently supervising at least one (1) student in the Program during the four-year period;
- b) having taught at least one (1) course in the Program during the four-year period.

§ 1 The Accreditation, Re-accreditation, and De-accreditation Committee will issue a report evaluating the intellectual production and other activities of accredited faculty members, supporting the Collegiate Body's decision. External evaluation support from the Office of Graduate Studies and Research may also be sought.

§ 2 Faculty members whose performance does not fully meet the criteria outlined will be subject to de-accreditation.

§ 3 Professors who are de-accredited may continue supervising their current Master's or Doctoral students until the conclusion of their dissertations and/or theses.

§ 4 Professors who are de-accredited may request re-entry into the Program after a period of two (2) years from the date of de-accreditation.

Art. 19. At the first meeting following the announcement of the student selection results, the Program's Collegiate Body will appoint faculty advisors for the newly admitted students.

§ 1 The Collegiate Body may approve a change of advisor upon request by either the faculty member or the student.



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§ 2 Each professor may supervise up to a maximum of five (5) Master's dissertations and/or Doctoral theses simultaneously, a limit that may be temporarily exceeded only in exceptional cases, subject to Collegiate Body approval.

§ 3 Permanent Professors without student supervision during the four-year period will be accepted by the Collegiate Body only if:

- a) they have been recently accredited into the Program; or
- b) they are on a qualification leave lasting no less than one (1) year.

Art. 20. The duties of the Faculty Advisor include:

- a) guiding the student in organizing their study plan and assisting them throughout their Master's or Doctoral training;
- b) assisting the student in the development of their dissertation or thesis project;
- c) choosing, when necessary and in agreement with the student, a co-advisor, subject to approval by the Collegiate Body;
- d) informing the Collegiate Body about the progress of the student's research and writing, as well as their activity reports;
- e) chairing the qualification and defense committees for the student's dissertation or thesis;
- f) jointly deciding with the student whether the supervision will be conducted in person, remotely, or in a hybrid format.

TITLE V – SCHOLARSHIP COMMITTEE

Art. 21. The Program's Scholarship Committee shall be composed of six (6) members: the Program Coordinator; one (1) faculty representative from each of the Program's three (3) research lines (each with an alternate), totaling four (4) faculty representatives; and two (2) student representatives (one Master's and one Doctoral student, each with an alternate).

Art. 22. Faculty representatives shall be elected by the Program's Collegiate Body from among the Program's Permanent Professors and shall serve a two (2)-year term without the possibility of renewal.

Art. 23. The student representatives shall be chosen by their peers and shall serve a one (1)-year term without the possibility of renewal.

Art. 24. The duties of the Scholarship Committee include:

- a) disseminating the scholarship award regulations;
- b) monitoring the academic progress of scholarship holders, ensuring compliance with the scholarship regulations, and proposing the cancellation of scholarships to the Collegiate Body when necessary;
- c) deliberating on scholarship applications in accordance with current regulations and this Regulation;
- d) submitting a report of each scholarship selection process to the Collegiate Body for acknowledgment and approval;
- e) proposing the replacement of scholarship holders.



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Art. 25. The criteria for selecting scholarship candidates shall be established in a specific regulation.

TITLE VI – STUDENT ADMISSION AND SELECTION

Art. 26. Candidates for the Master's program must hold a bachelor's, teaching, or technological degree recognized by CAPES. Candidates for the Doctoral program must hold a Master's degree from a CAPES-recognized graduate program.

Sole paragraph: In special cases, the Program's Collegiate Body may authorize Doctorate applications from candidates without a Master's degree.

Art. 27. Admission may occur through:

- a) specific selection for regular students;
- b) transfer from another Master's or Doctoral program;
- c) partnership programs;
- d) entry through IMACS.

Art. 28. Admission as a regular student requires approval in a specific selection process.

Sole paragraph: Each student will have an Advisor, appointed as per this Regulation.

Art. 29. Candidates must submit documents listed in the current selection notice.

Art. 30. The Program's Coordination/Office will publish selection notices on the official website <https://www2.ufjf.br/ppgael/>, detailing requirements, administrative/processual rules, registration periods, exams, appeals, and faculty availability for advising.

Art. 31. The Collegiate Body will appoint two (2) Selection Committees (one for the Master's and one for the Doctorate), each with three (3) Permanent Professors from different research lines plus alternates.

Art. 32. Master's candidates must prove proficiency in one (1) foreign language; Doctoral candidates, in two (2) languages, as specified in the notice.

Art. 33. The Selection Committee will assess the candidates' compliance and performance.

Sole paragraph: Final results and rankings will be posted on the Program's website.

Art. 34. Transfer notices may be issued at the Collegiate Body's discretion. Candidates must meet the selection stages outlined in the notice.

Art. 35. Transfer candidates will be interviewed by three (3) Program Professors appointed by the Coordination.

Art. 36. The Collegiate Body must approve transfer requests by a simple majority.

Art. 37. Approved transfer students must complete at least two-thirds (2/3) of the Program's required courses, regardless of credits previously earned.

Sole paragraph: Transfers from Professional Master's programs to Academic Master's or Doctoral programs are not permitted.



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TITLE VII – ENROLLMENT AND CREDIT TRANSFER

Art. 38. Candidates approved through the regular student selection process or program transfer may enroll in the Program, following the enrollment request procedures and document submission through UFJF's SIGAX system.

Art. 39. Students must complete their enrollment for each semester via SIGAX, within the deadlines set by the Academic Calendar. Failure to enroll or request a leave of absence will result in withdrawal from the Program.

Art. 40. Students may request a leave of absence from the second semester onwards, as long as it occurs within 20% of the semester's class days, with full cessation of academic and research activities.

§ 1º The leave of absence will not count toward the maximum duration of the course.

§ 2º The leave will require approval by the Collegiate Body, and the start date will depend on the original request.

§ 3º Upon returning, students may be subject to changes in course offerings or program organization during the leave period.

§ 4º Leave is allowed only once.

§ 5º Reinstatement may involve changes to courses and/or program structure.

Art. 41. Students who take a leave of absence will lose their right to scholarships permanently.

Art. 42. Students may enroll in courses from other CAPES-recognized graduate programs with written approval from their advisor. These courses may count as electives, up to 8 credits.

Art. 43. Graduates or non-enrolled postgraduates may request enrollment in individual courses, with approval from the course professor.

Art. 44. Requirements for enrollment in an individual course include:

- a) available spots in the course;
- b) any prerequisites met;
- c) professor's approval;
- d) required documents (e.g., CPF, enrollment request, diploma).

Art. 45. Students admitted to the Master's or Doctoral program may transfer up to 8 credits from individual courses taken previously in the program.

Art. 46. New students will request enrollment through SIGAX, while individual course students will have their enrollment processed by the Program secretary.

TITLE VIII - QUALIFYING EXAM

Art. 47. The student's development on their chosen topic for the Master's dissertation or Doctoral thesis will be evaluated through a qualification exam conducted by a committee, including the advisor and two members (one internal and one external to the Program, possibly external to UFJF). For Doctoral qualification, the committee includes the advisor, one member from the PPGACL, and another external member.



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Art. 48. The exam will consist of an analysis of the written report submitted by the candidate and an oral examination by the committee.

Art. 49. The qualification exam must be completed by the end of the 18th month for the Master's course and by the end of the 36th month for the Doctoral course, with a possible extension of 2 months upon a justified request with the advisor's opinion.

Art. 50. The result will be recorded in the minutes and stored in the student's file. The committee can decide: a) to approve the candidate; b) to fail the candidate, in which case the student must resubmit the qualification within 90 days or risk being dismissed from the Program.

TITLE IX - MASTER'S DISSERTATION EXAM AND DOCTORAL THESIS EXAM

Art. 51. The Master's dissertation or Doctoral thesis must be based on research conducted under the supervision of an advisor, demonstrating the student's ability to systematize the topic and command the theme and scientific methodology.

Art. 52. The student must send the required documents for the defense, via email to the PPGACL Secretariat, at least 20 days before the scheduled exam date.

Art. 53. The preparation and presentation of the dissertation and thesis must follow the ABNT standards and the specific guidelines approved by the Program Collegiate.

Art. 54. The examining committees will be composed as follows: a) Master's: minimum of three (3) professors with a Doctoral degree or equivalent, one of whom must be the advisor, and at least one member must be external to UFJF. b) Doctoral: composed of five (5) professors with a Doctoral degree or equivalent, one of whom must be the advisor, and at least two members must be external to UFJF. *Note: If the advisor is unavailable for the exam, the Collegiate will appoint a substitute.*

Art. 55. The exam will follow this schedule: a) Student's presentation, maximum 20 minutes; b) Questioning by committee members; c) Student's responses to each examiner.

Art. 56. The committee will assign one of the following evaluations: approved, conditionally approved, or failed.

Art. 57. A record of the exam session will be created and submitted for approval by the competent UFJF authorities.

Art. 58. After final approval, the student has 60 days to submit the final version of the work to the PPGACL Secretariat.

Art. 59. It is allowed to defend the Master's Dissertation or Doctoral Thesis in a language other than Portuguese.

TITLE X - CONFERMENT OF ACADEMIC DEGREE AND ISSUANCE OF DIPLOMA



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Art. 60. A student who is dismissed under the terms of this regulation will not be entitled to the degree of Master or Doctor in Arts, Culture, and Languages.

Art. 61. A student who successfully defends their work and meets all other curricular requirements will be eligible for the degree of Master or Doctor in Arts, Culture, and Languages to be conferred by UFJF.

Art. 62. The diploma will be issued only when the Postgraduate and Research Sectoral Council approves the examining committee's minutes, approved by the Program Collegiate, and completes the other necessary procedures as specified by PROPP/UFJF regulations.

Art. 63. To issue the diploma, the student must send the public defense session's minutes, with all necessary signatures, the corrected version of the Master's Dissertation or Doctoral Thesis, and the authorization for the Institutional Repository RI-UFJF to the PPGACL email. The coordination will forward these to PROPP to facilitate the diploma issuance. § 1º In cases of conditional approval, an official letter from the advisor must also be sent to PROPP confirming that the corrections and suggestions made by the examining committee were addressed. § 2º The student will receive a process number to track the diploma issuance via SEI.

TITLE XI - GENERAL PROVISIONS

Art. 64. The records of administrative and academic acts related to the PPGACL constitute its archive, the conservation and preservation of which are under the responsibility of its coordinator.

Art. 65. Any gaps in this regulation will be subject to deliberation by the PPGACL Collegiate.

Art. 66. This Regulation will come into force after its approval by the PPGACL Collegiate.

Coordinator of the Postgraduate Program in Arts, Culture, and Languages / UFJF
Prof. Dr. Elisabeth Murilho