



PROGRAMA DE PÓS-GRADUAÇÃO EM
**ARTES, CULTURA
E LINGUAGENS**



INSTITUTO DE
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REGULATIONS OF THE INTERNATIONAL MASTER IN CINEMA STUDIES POSTGRADUATE PROGRAM IN ARTS, CULTURE, AND LANGUAGES FEDERAL UNIVERSITY OF JUIZ DE FORA

TITLE I - CONSTITUTION AND OBJECTIVES

Art. 1 – The International Master in Cinema Studies of the Postgraduate Program in Arts, Culture, and Languages, within the Department of Arts and Design of the Institute of Arts and Design at the Federal University of Juiz de Fora, is established according to the regulations of UFJF and will be governed by these Regulations, complementing the prevailing legislation and institutional norms.

§ 1 The International Master in Cinema Studies will be referred to as "IMACS" throughout this document unless it compromises clarity.

§ 2 The Program's Secretariat will be the Postgraduate Secretariat of the Institute of Arts and Design at UFJF.

Art. 2 – The IMACS aims to enhance the qualification of human resources in the field of Cinema and Audiovisual, contribute to the internationalization of faculty, the program, and students within the international academic community, deepen academic knowledge, train professionals for higher education and cultural institutions (public and private), and prepare individuals to develop audiovisual and cinema-related creative and research projects.

TITLE II - DIDACTIC ORGANIZATION

Art. 3 – The IMACS is linked to "Cinema and Audiovisual" but is also available for three research lines, as follows: a) Art, Fashion: History and Culture; b) Cinema and Audiovisual; c) Visual and Musical Poetics.

Art. 4 – Completion of the Program requires obtaining at least 36 (thirty-six) credits, corresponding to 80 (eighty) ECTS at foreign universities, distributed as follows:

a) 12 (twelve) compulsory credits corresponding to 25 (twenty-five) ECTS obtained in the first period of the course, distributed as follows: a.1) 04 (four) credits corresponding to 5 (five) ECTS (60+90 hours) obtained with the mandatory course Specialized Teaching Modules No. 1: Theory/History of Art and Cinema Aesthetics (equivalent to the international curriculum IMACS Module d'enseignements spécialisés No. 1: Théorie/historique de l'art et esthétique du cinéma). a.2) 04 (four) credits corresponding to 10 (ten) ECTS (2x 30+120 hours) obtained with the mandatory courses Specialized Teaching Modules No. 2: Heritage, Archives, and Histories of Cinema and Audiovisual, and Specialized Teaching Modules No. 3: Sociology, Economics, Law, and Technology of Cinema and Audiovisual (equivalent to the international curriculum IMACS Module d'enseignements spécialisés No. 2: Patrimoine, archives et histoire du cinéma et de l'audiovisuel, and Module d'enseignements spécialisés No. 3: Sociologie, économie,



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droit et technologie du cinéma et de l'audiovisuel). a.3) 04 (four) credits corresponding to 10 (ten) ECTS (2x 30+120 hours) obtained with the mandatory courses Specialized Teaching Modules No. 4: Visual Culture and Anthropology of Images, and Specialized Teaching Modules No. 5: Contemporary Practices of Image and Sound (equivalent to the international curriculum IMACS Module d'enseignements spécialisés No. 4: Culture visuelle et anthropologie des images, and Module d'enseignements spécialisés No. 5: Pratiques contemporaines de l'image et du son).

§ 1º. The courses of the first semester of IMACS will be taken in the Postgraduate Program in Arts, Culture, and Languages at the Federal University of Juiz de Fora.

b) 12 (twelve) compulsory credits corresponding to 25 (twenty-five) ECTS obtained in the second period of the course, distributed as follows: b.1) 04 (four) credits corresponding to 5 (five) ECTS (30+120 hours) obtained with the mandatory course Specialized Teaching Modules No. 6: Theory/History of Art and Cinema Aesthetics (equivalent to the international curriculum IMACS Module d'enseignements spécialisés No. 6: Théorie/historique de l'art et esthétique du cinéma). b.2) 04 (four) credits corresponding to 10 (ten) ECTS (2x 30+120 hours) obtained with the mandatory courses Specialized Teaching Modules No. 7: Heritage, Archives, and Histories of Cinema and Audiovisual, and Specialized Teaching Modules No. 8: Sociology, Economics, Law, and Technology of Cinema and Audiovisual (equivalent to the international curriculum IMACS Module d'enseignements spécialisés No. 7: Patrimoine, archives et histoire du cinéma et de l'audiovisuel, and Module d'enseignements spécialisés No. 8: Sociologie, économie, droit et technologie du cinéma et de l'audiovisuel). b.3) 04 (four) credits corresponding to 10 (ten) ECTS (2x 30+120 hours) obtained with the mandatory courses Specialized Teaching Modules No. 9: Visual Culture and Anthropology of Images, and Specialized Teaching Modules No. 10: Contemporary Practices of Image and Sound (equivalent to the international curriculum IMACS Module d'enseignements spécialisés No. 9: Culture visuelle et anthropologie des images, and Module d'enseignements spécialisés No. 10: Pratiques contemporaines de l'image et du son).

§ 1º. The courses of the second period of IMACS will be taken by the student enrolled in the Arts, Culture, and Languages Program at the foreign educational institution of the IMACS network where the student is enrolled.

§ 2º. The courses of the second period of IMACS will be taken by the foreign student enrolled at a foreign educational institution in the network in the Arts, Culture, and Languages Program, when the student is enrolled as an isolated course previously.

c) 6 (six) compulsory credits corresponding to 15 (fifteen) ECTS obtained in the third period of the course, distributed as follows: c.1) 04 (four) credits corresponding to 10 (ten) ECTS (30+120 hours) obtained with the mandatory course Specialized Teaching Modules No. 11: Theory of Visual and Sound Forms, and Specialized Teaching Modules No. 12: History of Visual and Sound Forms (equivalent to the international



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curriculum IMACS Module d'enseignements spécialisés No. 11: Théories des formes visuelles et sonores, and Module d'enseignements spécialisés No. 12: Histoire des formes visuelles et sonores).

c.2) 02 (two) credits corresponding to 5 (five) ECTS (60+90 hours) obtained with the mandatory course Specialized Teaching Modules No. 13: Practices of New Media and Image Culture (equivalent to the international curriculum IMACS Module d'enseignements spécialisés No. 13: Pratiques des nouveaux médias et culture des images).

§ 1º. The courses of the third period of IMACS will be taken by the student enrolled in the Arts, Culture, and Languages Program at the foreign educational institution of the IMACS network where the student is enrolled.

§ 2º. The courses of the third period of IMACS will be taken by the foreign student enrolled at a foreign educational institution in the network in the Arts, Culture, and Languages Program, when the student is enrolled as an isolated course previously.

d) 6 (six) compulsory credits corresponding to 15 (fifteen) ECTS obtained in the fourth period of the course, distributed as follows: d.1) 04 (four) credits corresponding to 10 (ten) ECTS (2x 30+120 hours) obtained with the mandatory courses Specialized Teaching Modules No. 14: Theory of Visual and Sound Forms, and Specialized Teaching Modules No. 15: History of Visual and Sound Forms (equivalent to the international curriculum IMACS Module d'enseignements spécialisés No. 11: Théories des formes visuelles et sonores, and Module d'enseignements spécialisés No. 12: Histoire des formes visuelles et sonores).

§ 1º. The student may complete a Teaching Internship, obtaining an exemption from the courses Specialized Teaching Modules No. 14 and No. 15 for a maximum of 04 credits.

d.2) 04 (four) credits corresponding to 10 (ten) ECTS (2x 30+120 hours) obtained with the mandatory course Specialized Teaching Modules No. 16: Practices of New Media and Image Culture (equivalent to the international curriculum IMACS Module d'enseignements spécialisés No. 16: Pratiques des nouveaux médias et culture des images).

§ 1º. The student may complete Complementary Activities, obtaining an exemption from the course Specialized Teaching Modules No. 16 for a maximum of 02 credits.

§ 2º. The student who does not obtain sufficient credits in complementary activities must take an elective course (02 credits).

§ 3º. The courses of the first semester of IMACS will be taken in the Postgraduate Program in Arts, Culture, and Languages at the Federal University of Juiz de Fora.



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§ 4º. If any course of the Program that serves the IMACS cannot be taught, the IMACS-PPG-ACL Coordination and the PPG-ACL Coordination will define an equivalent course in credits and ECTS to meet the required workload for the student.

§ 5º. Any permanent curricular changes in the IMACS network at the Federal University of Juiz de Fora must be submitted to the PPG-ACL Collegiate, which will indicate whether or not a change in this regulation is necessary on a case-by-case basis.

f) The student must, at the beginning of the semester, request the equivalence of credits for courses taken abroad in periods 2 (two) and 3 (three).

g) Elective courses taken in the first and fourth semesters can be credited for curricular purposes.

Art. 5 - The duration of the student's time in the program will be counted from the original enrollment to the final defense.

Sole paragraph: The program must be completed within a maximum of 24 months and a minimum of 12 months, including approval of the master's thesis. A six-month extension may be granted with justification from the advisor and approval by the Collegiate.

Art. 6 - Academic performance will be evaluated and recorded in the student's transcript using the following scale:

- a) A (Excellent);
- b) B (Good);
- c) C (Fair);
- d) R (Fail).

§ 1o. A student will be considered failed if they do not achieve at least 80% attendance in each enrolled course.

§ 2o. The "R" grade will be counted in the Academic Performance Index (GPA) until a new grade is assigned to a repeated course.

Art. 7 - The following additional grades may also appear in the transcript for specific situations:

- a) I (Incomplete);
- b) J (Course Withdrawal);
- c) K (Enrollment Lock);
- d) L (Course Withdrawal).

Sole paragraph: The "I" grade will become an "R" (Fail) if the required evaluations are not completed and no new grade is assigned by the end of the following academic period.

Art. 8 - A student will be considered dismissed from the program if:

- a) They abandon the program;



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- b) They receive a grade below 70 or a "C" in all courses in a semester;
- c) They fail the same course twice or fail multiple different courses;
- d) They provide false information during selection or scholarship application;
- e) They commit a serious violation affecting the program or UFJF;
- f) They commit plagiarism in program-related written work;
- g) They are not accepted by any foreign university during the third stage of the selection process;
- h) They withdraw from the study abroad opportunity.

TITLE III - IMACS COLLEGIATE

Art. 9 - The Program will be led by a Collegiate composed of:

- a) Permanent and Collaborative Professors from the Master's Program in Arts, Culture, and Languages who wish to participate in IMACS.

§ 1o. Collaborative Professors not part of the IAD's permanent staff will not have a seat on the program's collegiate.

- b) A Coordinator and a Vice-Coordinator elected by the respective group of Professors.
Sole paragraph: The Coordinator and Vice-Coordinator will serve a 3-year term, with one reappointment allowed.

Art. 10 - The Collegiate will meet as needed, called by the Coordinator.

Art. 11 - Responsibilities of the Collegiate:

- a) Elect the IMACS Coordinator and Vice-Coordinator for 3 years, with one reappointment allowed.
- b) Decide on qualification exam committees.
- c) Decide on the master's dissertation examination committees.
- d) Appoint the Selection Committee for admitting regular students to IMACS.
- e) Approve reports presented by the IMACS Coordinator.
- f) Discuss academic, curricular, and school matters within IMACS.
- g) Propose changes to the present regulation.
- h) Perform other tasks in the regulation and the UFJF Graduate Regulations.
- i) Resolve issues not addressed in the current regulation.

Art. 12 - Responsibilities of the IMACS Coordinator:

- a) Call and preside over Collegiate meetings.
- b) Coordinate IMACS activities according to the regulation and UFJF standards.
- c) Enforce Collegiate decisions.
- d) Submit activity schedules to UFJF's Academic Records Department (CDARA).
- e) Submit reports and updates to UFJF's Graduate Coordination.
- f) Present suggestions, proposals, and appeals to relevant bodies.
- h) Represent PPGACL in meetings with international universities in the IMACS network.
- i) Issue documents related to student exchanges with UFJF's International Relations Office.



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j) Perform other tasks defined in this Regulation.

Art. 13 – The responsibilities of the Coordination of the Graduate Program in Arts, Culture, and Languages include supporting the IMACS Coordinator in their activities.

TITLE IV - FACULTY AND SUPERVISION

Art. 14 - The IMACS faculty is composed of the following categories of PhD-level or equivalent professors:

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

§ 1º Permanent faculty members, as defined and reported every four years by the Program, form the core of the Program and must meet the following requirements: teach in graduate and/or undergraduate programs, participate in research projects, supervise IMACS Master's students, and have a functional-administrative link with UFJF or, in exceptional cases, receive funding through federal or state grants.

§ 2º Visiting Professors are faculty or researchers with administrative links to other institutions who collaborate for a set period in research and/or teaching activities at IMACS.

§ 3º Collaborative Professors are other faculty members who participate systematically in research projects or teaching or extension activities, regardless of their affiliation with UFJF.

Art. 15 - In the first meeting after the announcement of the selection results, the IMACS Collegiate will appoint the Supervising Professors for the admitted students. Sole paragraph: The Program Collegiate may decide to replace a Supervisor upon request from the faculty or student.

Art. 16 - Responsibilities of the Supervising Professor:

- a) Guide the student in organizing their study plan and assist in their training during IMACS;
- b) Assist the student in executing their master's thesis project;
- c) Choose, in case of need and agreement with the student, a co-supervisor, subject to approval by the Program Collegiate;
- d) Provide the IMACS Collegiate with information regarding the convenience of the student's participation in UFJF's graduate mentoring program.
- e) Inform the Program Collegiate about the development of research, thesis writing, and activity reports of their advisees.
- f) Preside over the examining committee during the student's qualification exam and thesis defense.



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Art. 17 - The student must submit an annual written report to their Supervisor, detailing the activities carried out during the period.

TITLE V – SCHOLARSHIPS

Art. 18 – When scholarships are available, the selection will consider social vulnerability criteria, along with the guidelines set by funding agencies.

TITLE VI - ADMISSION AND SELECTION OF STUDENTS

Art. 19 - Applicants must hold a recognized higher education diploma, either at the bachelor's or full licentiate level.

Art. 20 - Admission to the Program will be through one of the following procedures:

- a) Specific selection for regular students;
- b) Transfer from a similar Master's program;
- c) National and international agreements.

Art. 21 - Admission as a regular student to the Graduate Program in Arts, Culture, and Languages (IMACS level) will occur after approval in the specific selection process. Sole paragraph: Each regular student will have a Supervising Professor, as defined by this Regulation.

Art. 22 – To apply for the specific selection for regular students, the candidate must submit the following documents:

- a) Application form, three 3x4 photos, and a copy of an ID;
- b) Two authenticated copies of the birth or marriage certificate;
- c) Two authenticated copies of the bachelor's degree diploma or equivalent, or documentation proving completion before the start of the Master's program;
- d) Two authenticated copies of the undergraduate program transcript;
- e) Proof of compliance with military and electoral obligations (for Brazilians) or proof of legal residency (for foreigners);
- f) A Candidate's Dossier including a thesis pre-project, motivation letter, letters for three universities the candidate is applying to, in the destination university's language, with Portuguese translations, and proof of proficiency in the chosen foreign language.

Art. 23 - The IMACS Coordination will post the announcement for each specific selection, detailing the requirements in this Regulation and others, including administrative or procedural matters, as well as the period for registration.

Art. 24 - The selection process consists of the following stages:

- a) dossier analysis (eliminary);
- b) oral exam (eliminary).

Art. 25 - The selection committee is responsible for analyzing the Candidate's Dossier.

Art. 26 - The subsequent stages will be managed by the Program's committee.

Sole paragraph - At the end of the selection process, the committee will submit a report on each candidate's qualifications, indicating their ranking.

Art. 27 - The transfer applicant must submit the following documents:



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- a) Transfer application with three 3x4 photos and a copy of an ID;
- b) Transfer justification letter, including an evaluation of prior Master's studies;
- c) Authenticated copies of the undergraduate diploma or equivalent;
- d) Transcript from the current Master's program, showing courses, workload, grades, and credits earned;
- e) Course syllabus and bibliography;
- f) Curriculum vitae (Lattes-CNPq model) with supporting documents;
- g) Proof of compliance with military and electoral obligations (for Brazilians) or legal residency (for foreigners);
- h) Dissertation project;
- i) Acceptance letter from a supervising professor at the UFJF Master's Program in Arts, Culture, and Languages;
- j) Proof of proficiency in foreign language as per the selected universities.

Art. 28 - The transfer applicant will be interviewed by the IMACS Collegiate.

Art. 29 - The transfer request will be reviewed by the Master's Program Collegiate and must be approved by the majority of members for the candidate to be admitted into IMACS.

Art. 30 - A transferred student must complete all mandatory courses required by the Master's Program, regardless of credits obtained at the previous institution.

Sole paragraph - If a transfer is from an internal UFJF program and the candidate holds a scholarship, it may be maintained, pending approval by the UFJF scholarships department.

TITLE VII – ENROLLMENT AND CREDIT RECOGNITION

Art. 31 - Qualified candidates, according to the specific selection for regular students or transfer from a similar Master's Program, may be enrolled in IMACS upon request to the Coordinator, filed with the Postgraduate Secretariat at IAD, within the period established by the Academic Calendar, along with the properly filled enrollment form.

Art. 32 - Each semester, the student must enroll in IMACS-equivalent courses, within the period established by the Academic Calendar. A student who does not enroll in any courses or request a leave of absence for two consecutive periods will be considered to have withdrawn from the Program.

Sole paragraph - IMACS students enrolled at UFJF studying abroad must request enrollment via email to the PPG-ACL Secretariat within the determined deadlines.

Art. 33 - Within the first quarter of the semester, the student may request partial enrollment cancellation for one or more courses, with the advisor's approval.

§ 1º - Partial course cancellation may be granted only twice.

§ 2º - The cancellation will be recorded by the Secretariat and communicated to the Academic Affairs and Records Coordination.

§ 3º - Cancellation of courses at foreign universities is not allowed. It will result in the student's withdrawal from IMACS and UFJF enrollment.



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Art. 34 - An overall course cancellation may be granted only exceptionally, for significant reasons, with the advisor's approval.

Art. 35 - A student who cancels enrollment will permanently lose any program scholarships, if applicable.

Art. 36 - The Program Collegiate will decide on requests for partial or full course cancellations.

Art. 37 - The student may enroll in courses from other CAPES-recognized Programs, with the advisor's written approval and the other Program's coordination consent. The credit limit for such courses is 4 credits for the course completion.

Sole paragraph - Courses taken in other Programs may be considered mandatory, upon analysis and approval by IMACS Collegiate.

Art. 38 - Foreign students must apply for enrollment as special students in isolated courses, with a specific form, two 3x4 photos, passport, student visa, CPF, and the following documents:

- a) Authenticated copy of the undergraduate diploma;
- b) Positive opinion from the IMACS PPG-ACL Coordinator;
- c) Any other documents deemed necessary by the Program Coordinator or relevant UFJF authorities.

Art. 39 - Approval by the IMACS Coordinator is a mandatory requirement for enrolling in isolated courses.

Art. 40 - Regular students in the Program can transfer credits from courses taken as special students, provided they achieved a minimum grade of 80 in each course.

Art. 41 - After the start of each semester, the Secretariat will send the registration form for each new student, enrollment copies for returning students, and a list of special students to the Academic Affairs and Records Coordination.

TITLE VIII - QUALIFYING EXAM

Art. 42 - The student's progress on their dissertation topic will be evaluated through a qualifying exam conducted by a committee formed by the advisor and at least one other faculty member.

Art. 43 - The exam will consist of reviewing a written report submitted by the candidate and an oral exam by the Committee.

§1º - The exam must be conducted online if the Brazilian student is abroad.

§2º - Foreign students may be exempt from the exam if they provide proof of approval in an equivalent activity at their home institution.

Art. 44 - The qualifying exam must be completed by the end of the third semester of the Master's Program, but the Program Collegiate may extend the deadline by up to two months upon the candidate's justified request with the advisor's approval.

Art. 45 - The result will be recorded in a specific minutes book. The committee may:

- a) approve the candidate;
- b) require a new qualifying exam with a new report;



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c) fail the candidate;

d) request a preliminary presentation of the dissertation before the final exam.

§1º - If a new exam is required, the date will be set within three months of the first exam, with no further opportunities.

§2º - Failure in the qualifying exam results in exclusion from the Program.

TITLE IX - MASTER'S DISSERTATION EXAM

Art. 46 - The Master's dissertation will be based on research supervised by a faculty advisor, demonstrating the student's ability to systematically approach the topic and mastery of the theme and appropriate scientific methodology.

Art. 47 - The student must submit five (5) copies of their dissertation to the IAD Postgraduate Secretariat within the program's completion deadline, along with a request for the Program's Collegiate to schedule the examination of their work.

Single Paragraph - The dissertation must be submitted at least 30 days before the scheduled examination date.

Art. 48 - The dissertation must follow the guidelines of the Brazilian Association of Technical Standards (ABNT) and the Program's specific rules.

Art. 49 - The Program Collegiate will select the dissertation examination committee, composed of three (3) professors with a doctoral degree or equivalent, including the student's advisor and at least one external member from outside UFJF.

§1º - If the advisor cannot participate, a substitute will be appointed.

§2º - The Collegiate will also appoint substitutes, with one being external to UFJF.

Art. 50 - The dissertation examination will follow this format:

- a) Student presentation (maximum 20 minutes);
- b) Questions from the committee (maximum 20 minutes each);
- c) Student's responses (maximum 15 minutes each).

Art. 51 - The Examination Committee will evaluate the dissertation, assigning one of the following results: approved, conditionally approved, or disapproved.

Art. 52 - A record will be made of the dissertation examination session and sent to the Program Collegiate for approval, then forwarded to UFJF's relevant bodies for final approval.

TITLE X - GRANTING THE ACADEMIC DEGREE AND ISSUANCE OF THE DIPLOMA

Art. 53 - A student who is disqualified under this regulation will not be awarded the Master's degree in Arts, Culture, and Languages.

Art. 54 - A student who has completed all requirements, including the dissertation approval as per Art. 52, will be eligible for the Master's degree in Arts, Culture, and Languages.

Art. 55 - The Master's degree diploma will only be issued once the Postgraduate and Research Sector Council approves the examination minutes, as approved by the



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Program Collegiate.

Art. 56 - The diploma request must be sent by the Program Coordinator to PROPP, accompanied by the following documents:

a) Letter from the Program Coordinator to the Pro-Rector of Research and Postgraduate Studies.

b) Application for diploma issuance;

c) Copy of the public defense session minutes;

d) Copy of academic transcript;

e) Proof of payment for diploma issuance fee;

f) Proof of settlement with UFJF's SIGA Library System;

g) Legible copy of the undergraduate diploma from a recognized course by MEC;

h) Legible copy of ID, CPF, and name change documentation (if applicable);

i) Bound copy of the Master's dissertation for UFJF's Central Library and digital copy for CAPES thesis database;

j) Advisor's letter confirming that corrections suggested by the examination committee were made, with the final dissertation copy sent electronically.

Art. 57 – IMACS will send the student a declaration to be attached to the diploma, confirming their enrollment in the International Master in Cinema Studies.

TITLE XI – FOREIGN STUDENTS ON MOBILITY

Art. 58 – A student from IMACS abroad can take the second or third semester at UFJF, with:

a) Courses according to the IMACS curriculum;

b) Foreign language courses offered by DRI, as authorized by IMACS coordination;

c) Elective courses with prior approval from IMACS/PPG-ACL coordination.

Art. 59 – The same regulations for national students apply to foreign students on mobility, considering their specific foreign status.

TITLE XII - GENERAL PROVISIONS

Art. 59 – Students will follow the program regulations in effect at the time of enrollment unless canceled or suspended, subject to the regulations at re-enrollment time.

Art. 60 – Records of administrative and academic actions will form the Program's Archive, managed by the Program Coordinator.

Art. 61 – The coordinator and vice-coordinator of IMACS/PPG-ACL can issue documents related to student exchange with DRI.

Art. 62 – The Program Collegiate will resolve any gaps in the regulations.

Art. 63 – These regulations will be in effect after approval by the competent bodies of the Federal University of Juiz de Fora.