

**UNIVERSIDADE FEDERAL DE VIÇOSA**  
**CENTRO DE CIÊNCIAS HUMANAS, LETRAS E ARTES**  
**DEPARTAMENTO DE LETRAS**

**INTERNAL REGULATION OF THE GRADUATE PROGRAM IN LANGUAGES AND LITERATURE**

**CHAPTER I**  
**THE GOALS**

Art. 1 – The Graduate Program in Languages and Literature of Universidade Federal de Viçosa (UFV), in Master's level, aims at training human resources, researching and deepening of scientific studies in the field of Languages and Literature.

**CHAPTER II**  
**GENERAL ORGANIZATION**

Art. 2 – The Graduate Program in Languages and Literature at Universidade Federal de Viçosa is offered at Master's level with two areas of concentration: Literary Studies and Language Studies.

Art. 3 – The Master's course will last at most (three) years from the date of admission, as defined by Art.33 - Chapter VII on UFV's Regulation for *Stricto Sensu* graduate courses.

Art. 4 – To obtain the title of *Magister Scientiae*, in addition to other requirements, such as the preparation and public defense of a dissertation, the student must attend at least 24 credits, 50% of them must be obtained in subjects from the area of concentration in which he is enrolled.

Sole paragraph – Credits from other *Stricto Sensu* graduate courses taken at either UFV or any other institution can be transferred as long as they meet the rules determined in Chapter XII on UFV's Regulation for *Stricto Sensu* graduate courses.

**CHAPTER III**  
**COORDINATION OF THE PROGRAM**

Art. 5 – The didactic-scientific coordination will be carried out by the Coordinating Committee of the Graduate Program in Languages and Literature, composed by: (i) 1 (one) Coordinator; (ii) 3 (three) teaching representatives; (iii) 1 (one) student representative, with a respective alternate, as disposed in Chapter III on UFV's Regulation for *Stricto Sensu* graduate courses.

Sole paragraph – All the four professors who compose the Coordinating Committee (the Coordinator and the other professors with their respective alternates)

should represent different areas of concentration if the Program. The Coordinator should also be the representative of his area of concentration.

#### **CHAPTER IV ADMISSION**

Art. 6 – The Graduate Program in Languages and Literature, Master’s level, will admit candidates who have a degree in Languages and Literature or any other areas related to the Program’s specialty areas, provided that their applications are approved by the Coordinating Committee once the respective areas of concentration were heard.

Art. 7 – The candidates must fulfill all the requirements demanded in the Program’s Public Notice of Admission and comply with the provision of Chapter V on UFV’s Regulation for *Stricto Sensu* graduate courses.

Art. 8 – For the admission process, the candidate must present all the documents listed on Art. 22 - Chapter III on UFV’s Regulation for *Stricto Sensu* graduate courses.

Art. 9 – The date of application for the Admission Process will be established by the Coordination of the Program and announced in a Public Notice of Admission and in the electronic page of the Program.

Art. 10 – The Admission Process will be held in four stages, as specified in the Public Notice: written test; evaluation of the research pre-project; interview; and evaluation of the *curriculum vitae*.

#### **CHAPTER V DIDATIC REGIMEN**

Art. 11 – The graduate student, assisted by the advisor, must select the courses that will compose his Study Plan. It must be approved by both of them, and submitted to the Coordinator of the Program and to the Dean of Research and Postgraduate Studies for their appreciation before the end of the student’s first Academic term.

Sole paragraph – The lack of an approved Study Plan prevents the student from enrolling in the second Academic term.

Art. 12 - The codes and grades of the courses, as well as the calculation of the Semester Average Coefficient (*CR - Coeficiente de Rendimento*), follow the prescribed guidelines in Chapter VIII on UFV’s Regulation for *Stricto Sensu* graduate courses.

Art. 13 – The courses of the Graduate Program in Languages and Literature are available on the Program’s website and in UFV’s Graduate Academic System.

Art. 14 – Every student applying to the title of *Magister Scientiae* must enroll on the course on research, *LET 799 – Pesquisa*, since the first Academic term.

Sole paragraph – In the course on research, *LET 799 – Pesquisa*, the student is assessed by the Advisor and/or the Advising Committee based on the following criteria: frequent attendance at advising meetings; initiative and autonomy to deepen research; compliance with the Study plan/schedule; estimation for the defense of the dissertation; and report of the research activities carried out in each semester (presentation of partial results, participation in scientific events, workshop offers, publication of papers in scientific journals strata B3 or higher).

Art. 15 – The requirement of foreign language proficiency obeys what is provided in Chapter XI on UFV's Regulation for *Stricto Sensu* graduate courses.

Art. 16 – The candidate for the title of *Magister Scientiae* shall, under the supervision of the advisor and/or Advising Committee, prepare a research project for the development of his dissertation, to be assessed by the Research Committee and forwarded by the Coordinating Committee to the Dean of Research and Post-graduate Studies for registration until the 14th month of his enrollment in the Program.

Sole paragraph – The scholarship holder who does not meet the requirement of Art.16 set on this Internal Regulation may have his scholarship cancelled.

Art. 17 – The student who does not comply at least 75 % (seventy-five percent) of the Programmed didactic activities will fail, for all intents and purposes defined on this Internal Regulation.

Art. 18 – The title of *Magister Scientiae* will only be given to the student who, fulfilled other requirements, passes all courses in his School Records, except in special topics courses (*Tópicos especiais*), and present a Semester Average Coefficient (*CR - Coeficiente de Rendimento*) equal or exceeding 75.0 (seventy-five).

Art. 19 – The student who falls into one or more of the following specific situations will be dismissed from the Program, except when the student enrolls only in courses that are not considered in the calculation of the Semester Average Coefficient (*CR*):

- I – Obtain, in the first academic term, a Semester Average Coefficient (*CR*) lower than 65.0 (sixty-five);
- II – Obtain, from the second semester, an Overall Average Coefficient (*CR acumulado*) lower than 75.0 (seventy-five);
- III – Do not integrate the necessary credits until the end of the fourth semester enrollment (24 months of course);
- IV – Fail twice (2) in the same course, except on specific courses for the compliance with the foreign language requirements;
- V – Obtain 2 (two) letter grades 'N' (non-satisfactory), consecutively or not, in Research (*LET 799*);
- VI – Do not complete any of the Program's requirements within the deadline established.

Art. 20 – The use of credits gotten prior to the admission in the Program complies with what is provided in Chapter XII on UFV's Regulation for *Stricto Sensu* graduate courses.

## CHAPTER VI

### ACCREDITATION AND REACCREDITATION OF PROFESSOR-ADVISORS

Art. 21 – Every researcher professor at Universidade Federal de Viçosa (UFV), with a Ph.D. degree, relevant production associated to the research lines of the Program and research, teaching and advising activities (scientific initiation, end-of-course paper, continuing education and specialization courses, etc.), may be accredited as a Program's advisor, provided that:

- a) Have a doctorate degree in Languages and Literature or related area, attested in a diploma for at least 02 (two) years, attested in a diploma;
- b) Be a full time professor or under the exclusive dedication regime;
- c) Commit to advise dissertations and teach courses in the Program;
- d) Integrate a research group duly certified by the institution and certified at CNPQ;
- e) Develop a research project consistent with the proposal of the research line to which he will be affiliated in the Program;
- f) Have presented studies in academic events of significant impact in the area of Languages, Linguistics and Literature;
- g) Have continuously advised end-of-course papers;
- h) Demonstrate scientific production in the last four years that follow these minimum criteria, in accordance with the document Languages, Literature and Linguistics Area Assessment (*Documento de Área de Avaliação de Letras e Linguística*):

1) 04 (four) Type 1 Productions: papers in national or foreign journals with peer-review, A1, A2, B1 or B2 strata; book; book organization; book Chapter; organization of a thematic number or journal dossier; translation of a book or chapter or scientific paper;

2) 01 (one) Scientific initiation advising completed and with research report approved in Programs such as PIBIC/CNPq, PROBIC/FAPEMIG, FUNARBIC, PIVIC, among others.

Sole paragraph – For the accreditation of the professor as a supervisor, papers published in UFV journals will not be considered.

Art. 22 – When the Accreditation Public Notice is opened, the researcher Professor at UFV who meets the requirements of Art. 21 on the Internal Regulation of The Graduate Program in Languages and Literature shall submit to the Coordinating Committee the following documents in order to be accredited as the Program's advisor:

- a) Formal accreditation request addressed to the Program's Coordinator (model attached);
- b) Copy of the doctoral diploma;
- c) Copy of the updated Curriculum Lattes, with the respective scientific production proof (articles, books, book chapters, etc.) of the last 4 years, and indication of the *Qualis* of the articles;
- d) Research proposal in consonance with the research line in which he intends to work with.

Sole paragraph – The research proposal presented must be different from the one that generated his doctoral thesis.

Art. 23 – The accreditation as an advisor will be valid for 04 (four) years. If the advisor is interested in remaining in the Program as a permanent faculty member, he will need to fill out a self-assessment form (aiming to meet the reaccreditation criteria) to be forwarded to the Coordinating Committee.

Art. 24 – The self-assessment form for the reaccreditation of permanent faculty members at the Program will evaluate the applicant according to the following criteria:

- a) Up to 10 (ten) academic advising in the quadrennium;
- b) Scientific initiation advising with a research report approved in Programs such as Pibic/CNPq and Probic/Fapemig;
- c) End-of-course paper advising;
- d) Effective relationships with important teaching and research institutions through agreements and partnerships in the field of scientific research in his area of expertise/activity;
- e) Expressive scientific production according to the criteria established and in effect by CAPES for the evaluation of graduate Programs in Languages and Literature.

Sole Paragraph – It is considered as an expressive scientific production a minimum parameter consisting of 04 (four) Type 1 productions: papers in national or foreign journals with peer-review, A1, A2, B1 or B2 strata; book; book organization; book Chapter; organization of a thematic number or journal dossier; translation of a book or chapter or scientific paper.

Art. 25 – Every researcher, preferably from Departamento de Letras or UFV, with a Doctorate degree in Languages and Literature, relevant production in consonance with the research lines of the Program, and research, teaching and advising activities (scientific initiation, end-of-course paper, continuing education and specialization courses, etc.), may be accredited as a contributor to the Program, and must present the Coordinating Committee with the documents mentioned in Art.22 of the present Internal Regulation.

Art. 26 – The applicant for accreditation for collaborator shall:

- a) Be a permanent professor at UFV;
- b) Have a doctorate degree in Languages and Literature or related area, attested in a diploma;
- c) Be, preferably, a full time professor or under the exclusive dedication regime;
- d) Commit to teach classes in the courses of the Program;
- e) Present proven scientific production compatible with the degree of a Ph.D. in Languages and Literature;
- f) Have regularity in qualified publications (articles, books, book chapters, etc.);
- g) Integrate a research group duly certified by the institution and certified at CNPQ;
- h) Develop a research project consistent with the proposal of the research line to which he will be affiliated in the Program;

i) Present studies in academic events of significant impact in the area of Languages, Linguistics and Literature.

Art. 27 – The number of faculty members working as collaborator must not exceed 30% (thirty percent) of the total number of permanent faculty members of the Program.

Art. 28 – The maximum proportion of professors participating in two different Programs at UFV or in another higher education institution should be 40% (forty percent), according to Languages, Linguistics and Literature Area document (*Documento de Área de Letras e Linguística*).

Art. 29 – 70% (seventy percent) of the professors of the permanent nucleus must have full dedication to UFV, according to Languages, Linguistics and Literature Area document (*Documento de Área de Letras e Linguística*).

Art. 30 – The Coordinating Committee may disaccredit the professors who:

- a) Compromise the productivity indexes of the Program, impairing its evaluation and grade;
- b) Do not comply with the curricular organization and the research lines guiding the Program's teaching and research activities;
- c) Do not meet the regulatory deadlines established by the Program, PPG/UFV and CAPES.

## **CHAPTER VII STUDENT SUPERVISION**

Art. 31 – The student's didactic-pedagogical advising will be exercised by the advisor and, in the alternative, by the co-advisors, as established in articles 47, 48 and 49 of chapter IX on UFV's Regulation for *Stricto Sensu* graduate courses.

Art. 32 – The Coordination of the Program, after hearing its respective areas of concentration, will approve an advisor for each student, obeying the interests of the student and the group of advisors of the Program.

Art. 33 – The advisor or any member of the advising committee may be replaced, upon official request of the interested parties.

## **CHAPTER VIII RESEARCH PROJECT**

Art. 34 – Every graduate student must prepare a research project for the development of his dissertation.

Art. 35 – The research project of the student applying to the title of *Magister Scientiae*, associated to the Program's research lines, with the approval of the advisor and evaluation of DLA's Research Committee, should be forwarded to the Coordinating Committee to be registered by the Dean of Research and Postgraduate Studies until the 14th month after the beginning of the course.

§ 1 – Every student applying to the title of *Magister Scientiae* must enroll in the course Research (LET 799) since the first academic term of the course.

§ 2 – The research project must contain the following items: Introduction/delimitation of the theme and problem; Objectives; Justification; Theoretical frame; Methodological procedure; Execution schedule; and Bibliography.

## **CHAPTER IX REQUIREMENT OF THE DISSERTATION SEMINAR**

Art. 36 – Every student applying to the title of *Magister Scientiae* must attend the course *LET 797 – Seminário* – in the third academic term enrollment.

Art. 37 – The student must present a seminar duringt LET 797 on the content of his master's dissertation and should obtain at least 75% (seventy-five percent) of attendance in subsequent seminars.

Art. 38 – The Coordinating Committee of the Program will appoint a professor from each area of concentration to coordinate the course LET 797. It will be up to this professor to inform the students about the seminar rules and to organize the presentation order, changing it if necessary.

Art. 39 – The Seminar coordinator may determine a new date for the student who did not present the seminar on the appointed day.

Art. 40 – Each seminar will be chaired by the Seminar Coordinator, and the presence of the advisor is mandatory. In the case of impossibility, the advisor may be replaced by one of the professors of the Program designated for this purpose.

Art. 41 – The advisor will appoint a debater to the seminar with the functions of identifying, exposing and discussing issues relevant to the theme of the seminar.

Art. 42 – The joint evaluation of the Coordinator and the debater shall consider the quality of the research presented, measured in terms of the following criteria: construction and clear presentation of the problem, objectives, results and conclusion. The evaluation will be done through a letter grade, respecting the norms contained in the General Catalogue of UFV.

Art. 43 – Students will fail the course LET 797 if they:

- 1) Miss more than 25% of the seminars submitted for the academic term, except for cases of absences justified to the Seminar coordinator.
- 2) Do not present the final dissertation seminar.
- 3) Do not obtain grade 'S' in the evaluation of the seminar.

## **CHAPTER X DISSERTATION**

Art. 44 – Every student applying to the title of *Magister Scientiae* shall prepare and defend a dissertation and be approved, as established in Chapter XV on UFV's Regulation for *Stricto Sensu* graduate courses.

Art. 45 – Only the student who fulfills all the requirements determined on this Internal Regulation and UFV's Regulation for *Stricto Sensu* graduate courses will be able to submit his dissertation to defense.

Sole paragraph – The dissertation may only be submitted to defense with the expressed consent of the Coordinating Committee.

Art. 46 – The final version of the dissertation, elaborated and approved according to the current norms, and duly signed by the members of the Examining Board, shall be presented to the Dean of Research and Postgraduate Studies within three (3) months after the date of the defense, according to Art. 74 of on UFV's Regulation for *Stricto Sensu* graduate courses.

§ 1 – To deliver the dissertation after the deadline provided in the caption of this article, the student will be charged a monthly fine based on percentage on the value of the master's scholarship, as defined in the resolution of the University Council (CONSU).

§ 2 – In addition to the delivery of a printed version in the forms and within the time set in the caption of this article, the applicant must also present the final version of his dissertation to the Dean of Research and Postgraduate Studies in electronic media, identical to the printed version.

## **CHAPTER XI SCHOLARSHIP**

Art. 47 – The Program will have a Committee for the distribution of the scholarships and to monitor the scholarship holders. This Committee will consist of the Program Coordinator, a representative of the body of advisors, appointed by the Coordinating Committee, and a student representative.

Art. 48 – The award of scholarships will comply with the principles established by the scholarship promotion agency, as well as the criteria set by UFV's Regulation for *Stricto Sensu* graduate courses, this Internal Regulation and by the Program's Coordinating Committee.

Art. 49 – The Scholarship Committee, according to availability, will grant a scholarship to the student.

Art. 50 – The scholarship will have an initial duration of 12 (twelve) months, followed by a renewal, if justified by the performance of the holder.

Art. 51 – The renewal of the scholarship, at the end of the first year in the Program, will be made from an analysis of the student's performance in the Program, considering the following criteria:

- a) Completion of the credits within the prescribed deadline;
- b) Performance compatible with the scholarship status in the courses studied. Students with a performance compatible with the condition of a scholarship holder are the ones who fulfil the following requirements: (i) obtain grades 'A' or 'A' and 'B' in the courses studied; (ii) obtain grade 'S' (sufficient) in Research; (iii) approval in the dissertation seminar, in the semester planned;
- c) Keep domicile in the city of Viçosa or in the region during the period of duration of the scholarship;
- d) Present studies in academic events, duly documented in *Lattes*.

Sole paragraph – Scholarships will be withdrawn from students who obtain grade C, fail in any discipline or present insufficient performance in the evaluation of the advisor for two consecutive semesters.

Art. 52 – The maintenance of the scholarship, at the end of the third academic term in the Program, will depend on:

- a) The approval in the course Seminar (LET 797);
- b) The opinion of the advisor on the status of the elaboration of the dissertation.

Sole paragraph – When completing 24 months in the Program, the scholarship will be automatically cancelled, regardless of the beginning of its receiving.

Art. 53 – The grant of the scholarship implies full time and exclusive dedication to the Program and compulsory domicile in the city of Viçosa or region, except during data collection for the research in another location. The scholarship holder is forbidden to exercise any activity unrelated to the Program. In addition, the student awarded with a scholarship cannot have any bond with the Institution, neither as a professor, a researcher nor a technician.

Sole paragraph – The implementation of the scholarship will only take place if the student does not have an employment bond.

Art. 54 – The scholarship may be suspended, or cancelled, by the Program's Scholarship committee or by the financing agency, for academic, disciplinary or financial reasons, with no right of indemnity to the scholarship holder.

Art. 55 – The withdrawal implies immediate suspension of the scholarship, without any right acquired in the possible return of the student.

Art. 56 – The scholarship may be cancelled if the scholarship holder does not have the research project submitted until the 14th month from his admission to the Program.

Art. 57 – The scholarships will be distributed proportionally in the two areas of concentration of the Program: Literary Studies and Linguistic Studies.

Art. 58 – Each area of concentration will publish a single list of candidates according to the classification in the admission exam.

Art. 59 – The grant of scholarships is made according to the availability of financial resources and the ranking of candidates approved in admission examination.

Art. 60 – The grant of scholarships to the newly admitted students in the Program will be made on the basis of the lists mentioned in Art. 58.

Art. 61 – The grant of the scholarship is conditional on the enrollment of the student in Lattes platform.

Art. 62 – The award of the scholarship will be conditional on the presentation of proof that the student has no employment relationship. To do this, the student must present the original document and the copy of the Registry of Workers and Social Security (photocopy the pages referring to the employment contract).

Art. 63 – The financial complementation from other sources for scholarship holders of CAPES, CNPq and Fapemig is possible, provided that the scholarship holders dedicate to activities related to their area of activity or that it is of interest to their academic, scientific and technological formation, and teaching activities, as established in the Joint Ordinance No. 1 CAPES/CNPq of July 15, 2010 and Fapemig's Ordinance No. 84 of August 11, 2015.

Sole paragraph – To receive the complementation provided in Art. 63, the scholarship holder must obtain authorization from his advisor and approval of the Coordinating Committee of the Program and the amount of this supplement shall not exceed the value of the scholarship.

Art. 64 – Scholarships will only be granted to students of the Program who are substitute teachers in another Federal Institutes of Education after all other students regularly enrolled in the Program, who do not have any employment relationship, have already been awarded with scholarships.

Art. 65 – The foreign student must have his own resources for maintenance or plead a scholarship to the funding agencies in Brazil which maintain a cooperation program with his country.

Art. 66 – Students enrolled in the Graduate Program in Languages and Literature of UFV and want to apply for scholarships, but have attended and, for any reason, have been dismissed from similar Master's course in a Graduate Program, have to:

- a) Present his school records with the grades obtained in the Program previously attended;
- b) Present a statement from the previously attended Program's coordination that the student has NOT received a scholarship and does NOT have financial or academic pending with that Program.

Art. 67 – The possibility of granting a scholarship to senior students from the third registration will be discussed at the annual meeting of the Coordinating Committee and governed by the following criteria:

- a) The Program may allocate a number of scholarships to be distributed to Non-scholarship students of the two concentration areas;
- b) The granting of scholarships referred to in item (1) of that article shall consider the following requirements: 1. The classification in the admission process; 2. The performance of the student in the Program, in the reference period, including: (a)

number of credits completed; (b) Income and assiduity in the courses studied; (c) commitment in scientific publication and participation in events with presentation of works recorded in Lattes;

c) The end of the scholarship period will take place no later than 24 month from the first registration in the Program.

Art. 68 – The grant of a scholarship in any period of the master's degree implies, on the part of the beneficiary, the fulfilment of the requirements imposed by the Ordinance nº. 13 of February 15, 2006, of CAPES, which provides on "the digital dissemination of theses and dissertations produced by the Doctoral and Master Programs recognized".

## **CHAPTER XII FINAL PROVISIONS**

Art. 69 – The Coordinating Committee of the Graduate Program in Languages and Literature may propose amendments to the present Internal Regulation.

Art. 70 – The non-compliance of the rules prescribed in this Internal Regulation and UFV's Regulation for *Stricto Sensu* graduate courses will be the object of verification by the Coordinating Committee of the Graduate Program in Languages and Literature.

Art. 71 – Cases omitted or not fully covered by this Internal Regulation and UFV's Regulation for *Stricto Sensu* graduate courses will be decided by the Coordinating Committee.

Art. 72 – The present Internal Regulation shall enter into force on the date of its approval by the Post-graduation Technical Council of UFV.

