

## CHAPTER VIII

### DIDACTIC REGIME

Art. 34 - The academic year at UFV comprises 2 (two) regular periods of academic activity and a special summer period.

Art. 35 - Regular education will be organized in the form of disciplines, given in lectures, seminars, directed studies, practical (lab or field) classes or other didactic methods.

§ 1 - The basic unit for assessing the disciplines is the credit, with 1 (one) credit corresponding to 15 (fifteen) hours of lectures or practical classes.

§ 2 - Disciplines of academic Masters and Doctorate courses will be identified with codes from 600 to 799, while those of the professional Masters courses will have codes from 800 to 899, according to the content and focus of the respective analytical program.

§ 3 - The analytical programs of "Special Problems" and "Special Topics" disciplines, together with the nominal list of students approved to attend them, must be forwarded to the Registrar Service of the campus, which will create a class for each specific analytical program, within the same term.

Art. 36 - The "Seminar" discipline will be specific to each Program and will grant, at each level, 1 (one) or 2 (two) credits, not counted for the calculation of the Grade Point Average (GPA). At the discretion of the Program Coordinating Committee, the Seminar discipline credit(s) may count for the minimum number of credits required, as long as provided for in the Program's Internal Regulations.

Art. 37 - In the "Internship in Teaching" discipline, the student may use a maximum of 3 (three) credits, at each level, to complete his/her study plan.

Art. 38 - Letter or number grades will be given in each discipline after the completion of tests, seminars, fieldwork, interviews, or any other type of work required by the instructor. Letter grades will follow the symbology described in the table below:

Status	Letter grade
Incomplete	I
Registration cancelled	J
Registration postponed to the next semester	K
Satisfactory	S
Unsatisfactory	N
In progress	Q
Special leave	W
Failed due to Infrequency	L
Misconduct	F

§ 1 - The final grade in the discipline will be represented by an integer, between 0 (zero) and 100 (one hundred), except those that will have an S (Satisfactory) or N (Not Satisfactory)

letter grade, or when F (Misconduct) or L (Failed due to Infrequency) grades are to be assigned.

§ 2 - For the calculation of the final grade, the value with the first decimal place equal to or greater than 5 (five) will be rounded up to the next whole number.

§ 3 - The student will be approved in the discipline when having frequency of, at least, 75% (seventy-five percent) in the programmed didactic activities, and obtaining a final grade equal to or greater than 60 (sixty) or S (Satisfactory).

§ 4 - Students who commit any type of misconduct in any type of work and tasks will be assigned an F grade, corresponding to grade 0 (zero) for the GPA calculation.

§ 5 - The student who does not reach a frequency of at least 75% (seventy-five percent) in the programmed didactic activities will fail the course, regardless of the grade achieved, and will be assigned an L grade, corresponding to grade 0 (zero) for the GPA calculation.

§ 6 - The I (Incomplete) grade will be attributed to the student who interrupts, due to force majeure, part of the schoolwork, verified by the instructor, and who, in the evaluations carried out, has obtained a proportional grade which is sufficient approval. If the assessments are not completed or the final grade is not informed to the Registrar Service within the deadline established in the Academic Calendar, the current sum of the grades entered in the academic control system will become the final grade.

Art. 39 - The requirements that do not confer or do not incorporate credits provided for in Art. 33 of this Regiment and the disciplines "Seminar", "Proficiency in a Foreign Language" and "Qualifying Examination" (according to each Program's Internal Regulations) will be evaluated by means of the following letter grades:

I - In progress - Q

II - Satisfactory - S

III - Non-satisfactory - N

Art. 40 - At the end of each academic term, the Grade Point Average (GPA) will be calculated, which will be the weighted average of the grades obtained in the academic period, considering as weight the number of credits of the respective disciplines, calculated by the formula:

$$\text{GPA} = \frac{\sum(\text{FG} \times \text{NC})}{\sum \text{C}}$$

where: GPA is the Grade Point Average;  $\Sigma$  is the sum; FG is the final grade of the discipline; and, NC is the number of credits of the discipline.

§ 1 - The GPA will be calculated to one decimal place, with rounding.

§ 2 - Disciplines taken in the summer period will be computed in the calculation of the GPA for the next academic period in which the student will enroll.

§ 3 - The discipline to which letter grades are attributed will not be considered for the GPA calculation.

§ 4 - The current GPA is calculated based on all academic terms taken by the student.

Art. 41 - The student who fails a discipline, with the exception of "Special Problems" and "Special Topics" disciplines, must repeat it, and will be awarded, as a final result, the last grade obtained.

§ 1 - For the purpose of GPA calculation, the fail grade will be considered until a new grade is assigned when the discipline is repeated. For "Special Problems" and "Special Topics" disciplines, the final grades will be computed in the GPA calculation.

Art. 42 - Disciplines assigned grades J or K will not count for the minimal number of credits required by the Program.

Article 43 - A degree will only be awarded to a student who, having fulfilled all other requirements, obtains approval in all disciplines listed in his/her academic record, with the exception of "Special Problems" and "Special Topics" disciplines, and presents a GPA equal to or greater than 75.0 (seventy-five integers).

Art. 44 - Students who fall into one or more of the situations specified below will be dismissed from the Program, except in cases where the student enrolls only in subjects that are not considered in the GPA calculation:

I - obtains a Grade Point Average (GPA), in the first semester, lower than 65.0 (sixty-five integers);

II - has a current GPA of less than 75.0 (seventy-five integers) from the second academic semester on;

III - does not complete the minimum number of credits required by the Program within the academic term established in the Internal Regulations of the Program;

III - fails to comply with the foreign language requirement until the end of classes in the second academic term;

IV - fails two (2) times in the same discipline;

V - obtains two N (Non-Satisfactory) grades, consecutive or not, in "Research";

VI - fails the Qualifying Examination for 2 (two) times;

VII - does not complete any additional Program requirement within the period established in the Program's Internal Regulations.