

**Government of the State of São Paulo**

**STATUTES**

**OF THE**

**STATE UNIVERSITY OF CAMPINAS**

**Campinas - São Paulo**

Revised In June 2022

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# STATE UNIVERSITY OF CAMPINAS

## STATUTES

Remanded by Decree no. 52.255 of 07.30.69 and republished on the D.O.E on 07.08.97.

### TITLE I. THE UNIVERSITY AND ITS PURPOSES

**Article 1.** University of Campinas, created by Law no. 7,655 of December 28, 1962 and amended by Laws no. 9,715 of January 30, 1967, and 10,214, of September 10, 1968, with its head office and forum in the municipality of Campinas, São Paulo State, a state autonomous agency under special regime, according to Article 4 of Federal Law no. 5,540, of November 28, 1968, with didactic, scientific, and administrative autonomy and under financial, patrimonial, and disciplinary management, now called State University of Campinas, will be governed by these Statutes, General Bylaws, and specific legislation in force.

Sole paragraph. The Campus in which UNICAMP is built is called the “Zeferino Vaz” University City.

**Article 2.** To achieve its objectives, the State University of Campinas proposes to:

- I. teach with a view to excellent training for the critical exercise of professions and cultural activities in the various fields of knowledge;
- II. promote, stimulate, and produce scientific and technological research and critical, reflective, and original thinking in all fields of knowledge and practices;
- III. study the environmental, cultural, and socioeconomic challenges of the community and with it to jointly build solutions to such challenges, under the inspiration of democracy;
- IV. to make available to society, in the form of courses and services, the technique, culture, and the results of conducted research and extension actions;
- V. to use the resources of the collective both human and material to integrate the different actors of society into the University;
- VI. to fulfill its part in the educational process of developing ethical awareness in the university community, valuing homeland, science, and humanity ideals.

**Article 3.** In fulfilling its purposes, the University will obey the principles of respect for the dignity of persons and their fundamental rights, proscribing unequal treatment on grounds of philosophical, political or religious conviction and prejudice of class and race.

### TITLE II. THE CONSTITUTION OF THE UNIVERSITY

#### CHAPTER I. INSTITUTES AND SCHOOLS

**Article 4.** The University consists of Institutes and Schools, also called Teaching and Research Units, Technical Schools, Interdisciplinary Research Centers, Healthcare Bodies, and Higher and Central Administration.

**Article 5.** The Institutes and Schools, responsible for teaching, research, and extension in their respective areas of vocational training, are as follows:

- I. Institute of Biology;
- II. Institute of Physics “Gleb Wataghin”;
- III. Institute of Chemistry;
- IV. Institute of Mathematics, Statistics and Scientific Computing;
- V. Institute of Philosophy and Human Sciences;
- VI. Institute of Arts;
- VII. Institute of Language Studies;
- VIII. Institute of Earth Sciences;
- IX. Institute of Economics;
- X. Institute of Computer Science;
- XI. School of Medical Sciences;
- XII. School of Food Engineering;
- XIII. School of Education;
- XIV. Piracicaba Dental School;
- XV. School of Civil Engineering, Architecture and Town Planning;
- XVI. School of Physical Education;
- XVII. School of Agricultural Engineering;
- XVIII. School of Electrical and Computer Engineering;
- XIX. School of Chemical Engineering;
- XX. School of Mechanical Engineering;
- XXI. School of Applied Sciences - Limeira Campus;
- XXII. School of Technology;

- XXIII. School of Nursing;
- XXIV. School of Pharmaceutical Sciences.

Paragraph 1. In addition to what is provided for in article 2, Teaching and Research Units must:

1. promote and develop scientific research and produce original thought;
2. teach the basic cycle for the whole university;
3. teach their respective undergraduate courses;
4. teach graduate courses;
5. plan, organize, and carry out extension actions, be they courses, events, provision of services, programs or projects.
6. Repealed by Resolution Consu-A-046/2020.

Paragraph 2. The Institutes which have not yet been installed will be according to the development of the University, its cash assets, and the form of the legislation in force.

**Article 6.** Repealed by Resolution Consu-A-046/2020.

**Article 7.** The University undergraduate courses are taught under the responsibility of its Institutes and Schools.

**Article 8.** The University may create new Institutes and Schools via a deliberation of the University Council, amending the current Statutes.

## CHAPTER II. UNIVERSITY HOSPITALS

**Article 9.** Healthcare at the University consists of the University Clinical Hospital (HC), the Woman's Hospital Prof. Dr. José Aristodemo Pinotti (Centro de Atenção Integral à Saúde da Mulher - CAISM), the Center of Hematology and Hemotherapy (HEMOCENTRO), and the Center of the Diagnosis of Diseases of the Digestive Tract (GASTROCENTRO).

Paragraph 1. The attributions and organization of Healthcare bodies will be defined in their respective bylaws.

Paragraph 2. New University Hospitals may be installed, or existing ones may be changed by alterations in the Statute.

## CHAPTER III. COMPLEMENTARY BODIES

**Article 10.** The University may create complementary organs, integrated into its organizational structure, which will gather human and material resources to provide

specialized services of common interest to the Units and organs of UNICAMP, with the objective of collaborating in the execution, dissemination, and expansion of teaching, research, and extension activities which will be organized by area of activity.

**Article 11.** Repealed by Resolution Consu-A-15/2020.

**Article 12.** Repealed by Resolution Consu-A-15/2020.

## CHAPTER IV. THE INTERDISCIPLINARY RESEARCH CENTERS

**Article 12.A** – The University may create Interdisciplinary Research Centers, if approved by the University Council, which will aim to develop research and produce and disseminate multidisciplinary knowledge.

Paragraph 1. The Coordination of Interdisciplinary Research Centers (COCEN) will coordinate their activities in the terms established by the University Council (Conselho Universitário - CONSU).

Paragraph 2. The existence of Interdisciplinary Research Centers is conditioned to the performance of professors of various teaching and research Units in the development of their objectives.

## TITLE III. EDUCATION AND COURSES

**Article 13.** The coordination of the University courses and programs will be under the responsibility of the Institutes and Schools or the respective Undergraduate or Graduate Committees.

**Article 14.** Institutes and Schools are bodies which promote, coordinate, and develop teaching, research, and extension in one or more areas of knowledge.

**Article 15.** The smallest administrative, didactic, and scientific unit of the University is the Department which, resulting from the harmonic union of related areas of knowledge, develops teaching, research, and extension, using common work resources to achieve its objectives.

Sole Paragraph – Institutes and Schools may be organized differently from what is provided for in the head of this Article, in accordance with the following provisions:

- I. The organization of the units which fall within the head of this Paragraph must be, in their bylaws, approved by 2/3 of its Faculty Senate members and by 2/3

of University Council members. The University Council shall establish an evaluation period for each approved case.

- II. The detailing referred to in item I shall include decision-making bodies and the distribution of administrative and academic attributions in each Unit, provided for in this Statute and in the General Bylaws of the University for its departments and Interdepartmental Council.

**Article 16.** Discipline is the set of teaching, research, and extension activities of a defined sector of knowledge, corresponding to a program to be developed in a given period.

**Article 17.** Education at the University may cover the following courses and programs:

- I. undergraduate;
- II. graduate;
- III. extension;
- IV. sequential;
- V. Repealed by Resolution Consu-A-046/2020.

Paragraph 1. The various modalities of courses and programs can be developed in person or at a distance, following the approval of the Education, Research, and Extension Council, instructed by the opinion of the corresponding Central Committee.

Paragraph 2. The University may also offer high-school courses in conjunction with a professional education which includes citizenship training and is open to candidates who have completed elementary, secondary or equivalent education.

Paragraph 3. The courses and programs referred to in items I and IV will be open to candidates who have completed high school or its equivalent; whereas those referring to item II, to candidates who have completed undergraduate courses. Candidates for courses and programs referred to in item III must follow the standards of each course.

**Article 18.** The undergraduate courses open to candidates approved by the UNICAMP entrance examination or other selection system established by the University Council aim to enable the achievement of academic degrees or diplomas corresponding to professions regulated by law, which must be structured to meet:

- I. curriculum guidelines emanating from the competent bodies;
- II. the progress of knowledge and the demand and peculiarities of professions;
- III. the diversification of occupations and jobs and the search for higher education.

Sole paragraph. To assess students' performance, with a view to approving them, a system of evaluation credits for different curricular combinations will be established, organizing school calendars to enable students' entry into University courses at different times and opportunities.

**Article 19.** Repealed by Resolution Consu-A-001/2021.

**Article 20.** Sequential courses, consisting of undergraduate curricular activities, will cover different fields of knowledge at different levels and will be intended for obtaining or updating:

- I. technical, professional or academic training;
- II. intellectual horizons in science, the humanities, and the arts.

Paragraph 1. Sequential courses will be created upon proposal from the Institutes or Schools, submitted for approval by the Education, Research, and Extension Council (Câmara de Ensino, Pesquisa e Extensão - CEPE), instructed by the opinion of the Central Undergraduate Committee.

Paragraph 2. Entry into sequential courses will take place through a separate selection process in the form established in the General Bylaws.

Paragraph 3. At the end of a sequential course, a document corresponding to the nature of the fulfilled sequence will be emitted, containing the necessary information to characterize it.

**Article 21.** In case of entry from undergraduate courses, curricular activities may be validated for the sequential courses.

Sole paragraph. Repealed by Resolution Consu-A-046/2020.

**Article 20.** Graduate programs, open for the enrollment of candidates who have completed undergraduate courses, aim to train researchers, professors, and other professionals in various areas of knowledge.

**Article 23.** In its narrow sense, graduate studies consist of Master's and PhD programs which lead students to obtaining Master's and Doctor's degrees, respectively, without the former being a mandatory requirement for the latter.

Paragraph 1. Master's degrees will aim to enrich the scientific and professional competence of graduates and can be considered as a terminal level or as a possible stage of a PhD.

Paragraph 2. Professional Master's degrees will aim at training and updating professionals in their work techniques, with a

greater scope and further development than in development courses.

Paragraph 3. PhDs will aim to provide broad and in-depth scientific and cultural training, developing students' capacity for independent research and creative power in a given branch of knowledge.

**Article 24.** The curriculum of each course or program will comprise a set of disciplines whose hierarchy may require prerequisites, the award of which will entitle students to a diploma or certificate.

Paragraph 1. One or more subjects will be understood as a prerequisite, whose study and necessary positive outcome, is required for students to enroll in a new discipline.

Paragraph 2. Curricular integration will be done by a system of pre-fixed credits and the curricular activities that students have satisfactorily fulfilled.

**Article 25.** Students will enroll in disciplines, set of disciplines or curricular activities if the requirements set by the Education, Research, and Extension Council are satisfied.

**Article 26.** Subjects may be mandatory, elective, extracurricular, regular, or complementary: regular are those which are already included in the approved curricula for the various courses, whereas complementary ones are defined as such.

**Article 27.** The curricula of the courses and programs will appear in the pedagogical projects approved by the Education, Research, and Extension Council.

**Article 28.** The Program of each discipline will be defined by its respective Department or by Undergraduate or Graduate Committees, according to the competence defined in Teaching and Research Unit bylaws and with the approval of the Faculty Senate after the respective committees are heard.

**Article 29.** Repealed by Resolution Consu-A-001/2021.

**Article 30.** In undergraduate and graduate courses, outcome and school attendance will be assessed as described in the respective general bylaws.

Paragraph 1. Repealed by Resolution Consu-A-046/2020.

Paragraph 2. Repealed by Resolution Consu-A-046/2020.

Paragraph 3. Repealed by Resolution Consu-A-046/2020.

Paragraph 4. General Bylaws, when establishing the assessment of academic performance, should provide for situations in which students can retake tests, setting standards for such situations.

**Article 31.** At the request of the interested party, the University may accept transfer on the basis of vacancies – except for legal exceptions – and the satisfaction of the requirements formulated for each case.

**Article 32.** The procedures for revalidating foreign diplomas will be defined by Undergraduate and Graduate Course General Bylaws.

Sole paragraph. Repealed by Resolution Consu-A-51/2020.

**Article 33.** The University may offer a *lato sensu* graduate program which aims to prepare specialists in certain sectors of academic and professional activities, updating their knowledge and practices.

**Article 34.** Repealed by Resolution Consu-A-046/2020.

**Article 35.** Repealed by Resolution Consu-A-046/2020.

**Article 36.** Repealed by Resolution Consu-A-046/2020.

**Article 37.** Repealed by Resolution Consu-A-046/2020.

**Article 38.** Repealed by Resolution Consu-A-046/2020.

## TITLE IV. RESEARCH

**Article 39.** University research, supervised by the Education, Research, and Extension Council, will focus on searching for new knowledge and techniques and on being an education resource aimed at improving the scientific attitude which is indispensable for adequate higher education.

Sole paragraph. Research projects will take, as far as possible, as a starting point, data from the local and national reality without, however, losing sight of broader generalizations of the discovered facts and their interpretations.

**Article 40.** The University will encourage research by all available means, such as:

- I. offering special research grants in various categories, especially in undergraduate research;
- II. training staff in the offered graduate courses or at other national and foreign institutions;
- III. granting aid for the implementation of specific projects;
- IV. closing agreements with national, foreign, and international agencies;
- V. offering exchange programs with other scientific institutions, stimulating contact between researchers and the development of joint projects;

- VI. disseminating the results of the research conducted in its units;
- VII. promoting congresses, symposia, and seminars for studies and debates.

**Article 41.** The Institutes and Schools of the University may establish its preferred fields of research to be conducted by teams or individuals.

**Article 42.** Repealed by Resolution Consu-A-046/2020.

**Article 43.** The University will reserve, the resources needed for stimulating research in its budget.

## TITLE IV-A. EXTENSION

**Article 43-A.** Extension is governed in the University by the constitutional principle of inseparability of education, research, and extension, conceptualized as academic practice which promotes the transformative interaction between the University and other actors of society.

**Article 43-B.** Courses, events, provision of services, programs or projects are extension actions.

Sole paragraph. Extension actions are managed by specific standards approved by the Teaching, Research, and Extension Council.

**Article 43-C.** University extension actions are academic practices which must be regularly and formally practiced and promoted by the University.

**Article 43-D.** Extension actions must be a collective development between the University and society based on environmental, cultural, educational, societal, and socioeconomic challenges, and may have public or private institutions as partners.

**Article 43-E.** Extension actions will be planned and implemented at the initiative of Institutes and Schools upon approval of the Education, Research, and Extension Council.

Sole paragraph. The University shall refrain from instituting extension actions unrelated to the education and research activities of the proposing Institute or School.

**Article 43-F.** Extension courses aim to disseminate and share work knowledge and techniques between the University and community.

Sole paragraph. Extension courses will be instituted to disseminate, share, and update work knowledge and techniques, and may be offered to university students or other audiences, according to the content and meaning they take in each case.

**Article 43-G.** The provision of extension services in its various forms, such as advice, consultation, guidance, and extension actions in scientific, technical, educational or cultural matters aims to provide technical, scientific, didactic, and cultural collaboration to other units of the University and to public or private entities.

## TITLE V. THE ADMINISTRATION OF THE UNIVERSITY

### CHAPTER I. ADMINISTRATIVE BODIES

**Article 44.** The senior management bodies of the University are:

- I. University Council;
- II. Rectorate.

### CHAPTER II. UNIVERSITY COUNCIL

**Article 45.** The University Council, the supreme deliberative body of the University, is composed of the following members:

- I. Rector;
- II. General University Coordinator;
- III. Prorectorates;
- IV. Directors of Institutes and Schools;
- V. Directors of the Technical Schools of Limeira (COTIL) and Campinas (COTUCA);
- VI. 20 Faculty Representatives;
- VII. 09 Student Body Representatives;
- VIII. 07 Representatives from non-educational Services;
- IX. University Clinical Hospital Superintendent;
- X. 02 Representatives from other Teaching Careers;
- XI. 05 External Community Representatives:
  - a) 01 São Paulo State representative;
  - b) 01 Campinas City Hall representative;
  - c) 01 Academic Community representative;
  - d) 01 Employer Associations representative; and
  - e) 01 Workers' Associations representative.

XII. Repealed by Resolution Consu-A-002/2009.



Paragraph 1. The Rector, having only the casting vote, will chair the University Council.

Paragraph 2. The General University Coordinator and Prorectorates are chosen by the Rector, who will submit their names for approval by the University Council.

Paragraph 3. University Council members shall have the following mandates:

1. those referred to in articles I to V and IX, as long as the assumptions of their vesting persist;
2. those referred to in items VI, VIII, X, and XI for two years, reelection permitted;
3. those referred to in item VII will always have their mandates terminated on December 31, reelection permitted.

Paragraph 4. Council Representatives shall be replaced, in their absence or impediment, by their alternates, who shall be:

1. in the case of items I, IV, and V, by alternates for whom the statute and general rules provide;
2. in the case of items VI to VIII and X, those indicated in the form of Paragraph 6 of Article 46.

Paragraph 5. Council members who fail to attend three consecutive ordinary sessions for no good cause will lose their mandate, depending on the decision of the Council, as will those members who lose the assumptions of their vesting.

**Article 46.** Faculty, teaching, and non-teaching representatives will be elected by their peers, thus distributed:

- I. For Faculty Representatives:
  - a) A bench of level representatives composed of 09 members elected by their MS Career level, namely:
    - 03 MS-3 Representatives;
    - 03 MS-5 Representatives;
    - 03 MS-6 Representatives.
  - b) A general MS representation bench, composed of 11 members elected by all professors, regardless of their level, among candidates from MS-2 to MS-6 levels, obeying the following rules:
    1. voters must vote for a maximum of 07 candidates;
    2. voters must vote for a maximum of 02 candidates per Unit;
    3. candidates for the General MS Representation Bench may not

simultaneously apply for MS Career Level Representation.

4. MS-2 professors may only register as candidates for the General MS Representation Bench.

Sole paragraph. For subitems “a” and “b,” the following rules should be observed:

1. holders and alternates shall be ordered by the number of votes they received;
  2. those with the most votes in the caucus and category to which they registered will be considered holders;
  3. those with the next largest number of votes in the caucus and category to which they registered will be considered alternates;
  4. the number of alternates will be equal to the number of holders in each bench and category.
- c) 02 members representing other University Teaching Careers.
- II. In the case of the 07 non-teaching representatives, each area below shall have at least elected representative from:
1. Hospitals;
  2. Central Administration;
  3. Teaching and Research Units, Technical Schools, and CEL.

Paragraph 1. The teaching representatives provided for in subitem “a” of item I will be elected by all professors according to their level.

1. Candidates and voters must belong to the same MS Career level; except MS-2 professors, who will vote for candidates by career level together with MS-3 professors;
2. Professors who are members of the remaining career levels will be able to vote for 02 candidates.

Paragraph 2. The Representatives of the remaining Teaching Careers of the University, provided for in article 45 item X, will be elected by all members of these Careers, each of which may vote for only one candidate.

Paragraph 3. Non-Teaching Servant Representatives will be elected by their peers. Each servant may vote for up to 03 candidates regardless of the sector to which they belong.

Paragraph 4. Elections for student representatives, holders, and alternates may be jointly or separately held by both undergraduate and graduate students – as regulated by the University Council.

Paragraph 5. Indications for External Community Representatives, referred to in article 45 item XI, shall comply with the form to be established in the University Council bylaws.

Paragraph 6. Council Representatives shall be replaced, in their absence or impediment, by their alternates who, with the exception of alternate student representatives, shall be appointed in the same way as holders.

**Article 47.** The University Council will exercise its duties through the functions of the plenum; the Education, Research, and Extension Council; and the Administrative Council.

Sole paragraph. Councils shall consist of members from the Council itself, as provided for by the Council Bylaws, and may have deliberative duties, in addition to advisory and assistance attributions.

**Article 48.** The full University Council shall:

I. Of legislation and standards:

- a) exercise the superior jurisdiction of the University and outline its guidelines;
- b) amend the Statutes by resolution of 2/3 of its members;
- c) approve the University General Bylaws;
- d) constitute the Education, Research, and Extension Council and the Administrative Council;
- e) delegate attributions to the Education, Research, and Extension Council and the Administrative Council;
- f) constitute its permanent and transitional advisory committees, defining their competence and attributions;
- g) organize the list to be submitted to the State Governor, in accordance with the current legislation, for the choice of the Rector. For this, the Council shall hold an indicative consultation with the university community which will consider the weighted vote of the Faculty, Student Body, and the Technical and Administrative Staff as follows: 3/5 of the vote for the Faculty; 1/5, for the Student Body; and 1/5, for the Technical and Administrative Staff. A category vote means the

relation between the number of votes received per eligible professor and the total number of eligible voters in their respective categories;

- h) homologate the names appointed by the Rector for the General University Coordinator and Prorectorate positions;
- i) to call up, after proposal from the Rector or 1/3 of its members, the decision on any matter of relevant interest included in the competence of the other instances of the University;
- j) to approve the creation or extinction of undergraduate, graduate, expansion, and development plans related to teaching and research after a decision from the Education, Research, and Extension Council;
- l) approve, by opinion of the Education, Research, and Extension Council, the proposals for creating, extinguishing or remodeling Units, Departments, and Centers;
- l.1) to approve, by opinion of the Administrative Council, the creation, merger or expansion of complementary bodies, delegating to the Rector the definition of their relation;
- m) develop academic, scientific, cultural, and service policies for the community;
- n) Repealed by Resolution Consu-A-002/2018.
- o) Repealed by Resolution Consu-A-046/2020.
- p) approve proposals to amend the UNICAMP Servant Statute after a statement from the Administrative Council;
- q) deliberate, as an appeal, on disciplinary sanctions imposed on teaching, technical-administrative, and student staff;
- r) recognize the legally constituted student representation;
- s) judge the appeals brought against it;
- t) deliberate on cases omitted in the Statutes;
- u) elaborate its bylaws;
- v) obey and enforce the provisions of the Statutes, the General Bylaws, and the University Unit Statutes;

- x) deliberate on the professors' merit promotion rules submitted by the Faculty Senate, after decision from the Education, Research, and Extension Council;
  - z) annually establish the program for the development of education, researchers, and other staff.
- II. Of budget and property:
- a) deliberate on the budget and administrative policy of the University after a statement from the Administrative Council;
  - b) approve the budget allocation of each Unit proposed by the Administrative Council;
  - c) approve the annual accountability of the University after the opinion of the Administrative Council;
  - d) authorize the acquisition, disposal, assignment or lease of fixed assets belonging to the University;
  - e) Repealed by Resolution Consu-A-036/2019.
  - f) establish permanent special funds;
  - g) deliberate on budgetary and property matters not provided for in the preceding subitems;
- III. Of titles, prerogatives, and awards:
- a) authorize, by proposal from the Rector or the Faculty Senates, the granting of "Honoris Causa," Professor Emeritus, and Honorary Professor titles;
  - b) bestow cultural, scientific, technical or artistic academic university mandates to public or private institutions;
  - c) to institute honorary or pecuniary awards, stimulate and reward university activities and celebrate important contributions from Brazilian citizens in Culture, Science, Education, Arts, and Humanities.
- Article 49.** The Education, Research, and Extension Council shall:
- I. deliberate on:
- a) professors' merit promotion;
  - b) measures to encourage and boost research;
  - c) measures aimed at qualitatively improving education;
  - d) proposals for extension and culture actions;
  - e) candidate enrollment, bench composition, and approval of the results of examinations for professor positions;
- f) agreements involving research, teaching, and extension and other academic activities with public, private, national, and foreign entities, proposed by the University Units;
  - g) standards submitted by Faculty Senates for examinations for professor positions, candidate enrollment, and bench composition.
- II. deliberate, after opinion of the Central Committee of Graduation, Graduate or Central Extension Committees on:
- a) Repealed by Resolution Consu-A-046/2020.
  - b) Repealed by Resolution Consu-A-046/2020.
  - c) proposal for new courses;
  - d) Institute and School proposals to suspend courses they taught;
  - e) setting the number of vacancies for each course or discipline in view of the existing human and material resources proposed by the Faculty Senate;
  - f) Repealed by Resolution Consu-A-046/2020.
  - g) General Undergraduate, Graduate, and Extension Course Bylaws.
- III. establish standards, by opinion or proposal of Central Undergraduate, Graduate or Extension Committees, for the:
- a) evaluation and promotion of students;
  - b) enrolment, leave of absence, and student transfer;
  - c) the granting of scholarships;
- IV. establish standards for:
- a) the capture and management of research resources;
  - b) the evaluation of the academic performance of professors, departments, and University Units;
- V. give an opinion on:
- a) Repealed by Resolution Consu-A-002/2018.
  - b) the creation, extinction or remodeling of Units, Departments, and Research Centers;
  - c) expansion plans and the development and improvement of education and research;
  - d) rules for holding examinations for professor positions proposed by

- the Faculty Senates, candidate enrollment, bench composition, and result approval;
- e) rules for professors' merit promotion, submitted by the Faculty Senates;
- VI. Repealed by Resolution Consu-A-046/2020;
- VII. the constitution of its permanent and transitional committees;
- VIII. the delegation of competences to the Central Undergraduate, Graduate, and Extension Committees;
- IX. the submission to the University Council of a six-month report of its deliberations;
- X. the approval of the plan for holding the entrance examinations proposed by the Permanent Committee for University Entrance Examinations.

**Article 50.** The Council Administrative Council shall be responsible for:

- I. deliberating on:
  - a) hirings, promotions, resignations or changes of professors' work regime which was initially proposed by the Departments and deliberated in first instance by the Faculty Senates;
  - b) the hiring of faculty members from the Centers upon proposal from their respective Deliberative Councils;
  - c) changing the positions and functions of servers;
  - d) the organization chart of the Unit technical and administrative positions and functions;
  - e) the career structure of technical and administrative servers;
  - f) requests for removal and transfer of professors;
  - g) fee, contribution, and emolument setting;
  - h) disciplinary sanctions imposed on servers;
  - i) agreements and contracts with public, private, national or foreign entities, proposed by the University Units;
  - j) acceptance of legacies or donations with and without charges and bindings;
  - k) deliberate on Teaching and Research Unit, Interdisciplinary Research Center, Technical School, and complementary body bylaws.

- II. deliver an opinion on:
  - a) the administrative policy of the University;
  - b) the Unit budget appropriation policies;
  - c) the annual accountability of University Units;
  - d) the acquisition of fixed assets and the disposal, assignment or lease of such assets belonging to the University;
  - e) Repealed by Resolution Consu-A-036/2019.
  - f) Repealed by Resolution Consu-A-002/2018.
  - g) the proposals to amend the UNICAMP Server Statute;
  - h) guidelines and studies prepared by the Legislation and Standards, Budget and Assets, and Social Work Committees;
  - i) the annual setting of the number of professors in each category or level for each Institute or School; initially proposed by the Departments and deliberated in the first instance by the Faculty Senates;
- III. elaborate:
  - a) the budget allocation proposals submitted by the University Units;
  - b) rules for examinations for the positions of technical and administrative servants;
- IV. propose measures aimed at improving the administration of the University;
- V. constitute its permanent and transitional advisory committees, defining their competence and attributions;
- VI. submit to the University Council a six-month report of its deliberations;

**Article 51.** The Full Council shall hold five annual regular meetings and the Councils, an ordinary meeting per month, which may only deliberate in the presence of the majority of its members.

Sole paragraph. Extraordinary meetings of the Full Council and the Councils may be convened by the Rector or a 1/3 of its members.

**Article 52.** The University Council will have the following Permanent Committees:

- a) Central Undergraduate Committee;
- b) Central Graduate Committee;
- c) Central Research Committee;
- d) Central Extension Committee;

- e) Central Human Resources Committee;
- f) Legislation and Standards Committee;
- g) Budget and Property Committee.

Paragraph 1. Repealed by Resolution Consu-A-046/2020.

Paragraph 2. The composition of the Permanent Committees shall be fixed by the University Council.

**Article 53.** It is for the Legislation and Standards Committee to deliver an opinion on:

- I. the application of legal or regulatory standards;
- II. the setting of complementary standards;
- III. proposals for creating and modifying positions and functions in the various university entities;
- IV. resources, in cases of change in the capacity of positions and functions of the University;
- V. regulations and internal rules.

**Article 54.** It is the responsibility of the Budget and Property Committee to issue an opinion on:

- I. the general budget of the University;
- II. the management of University property;
- III. the acceptance of legacies and donations to the University or to Institutes and Schools, if under the proper clauses;
- IV. fee, contribution, and emolument setting;
- V. proposals for the disposition, assignment, acquisition, and lease of the fixed assets of the University;
- VI. requests for fund supplementation made by University Units.

**Article 55.** Repealed by Resolution Consu-A-14/2007.

### CHAPTER III. RECTORATE

**Article 56.** The Rectorate, a body which oversees all university activities, is exercised by the Rector, assisted by the General University Coordinator and the Prorectorates referred to in Article 63, covering:

- I. Rector's Office;
- II. General Office;
- III. Attorney General's Office;
- IV. Repealed by Resolution Consu-A-046/2020;
- V. Repealed by Resolution Consu-A-046/2020;
- VI. Repealed by Resolution Consu-A-046/2020;

VII. Repealed by Resolution Consu-A-046/2020;

VIII. Repealed by Resolution Consu-A-046/2020;

IX. Repealed by Resolution Consu-A-046/2020;

X. Economic Planning Advisory Committee.

Paragraph 1. The University Council may create permanent or temporary bodies and committees for specific purposes.

Paragraph 2. Repealed by Resolution Consu-A-046/2020.

### CHAPTER IV. THE RECTOR

**Article 57.** The Rector is the top executive authority of the University.

**Article 58.** The Rector must be a Full Professor, appointed by the State Governor, chosen from a three-part list of names elected by the University Council, which will serve under an exclusive dedication regime.

Paragraph 1. The mandate of the Rector lasts 04 years, and immediate re-election is forbidden.

Paragraph 2. The Full Professor invested in the functions of Rector will be free, if they so choose, from the exercise of their teaching activities, without prejudice to their salaries, bonuses, and other advantages.

Paragraph 3. The Rector may not, under penalty of loss of mandate, depart from the exercise of office for, totaling their partial absences, more than one year.

Paragraph 4. The candidates chosen by an absolute majority of votes will make up the three-name list. If this result is not obtained after two scrutinies, a third one shall be held, in which the choice will consist of a simple majority. In both cases, vote secrecy will be kept.

Paragraph 5. In case of a tie, two more scrutinies will take place and, if the situation persists, one name will be randomly selected.

**Article 59.** The Rector will be replaced, in their absence or impediment, by the University General Coordinator who will succeed them, in case of vacancy, until further provision.

**Article 60.** Repealed by Resolution Consu-A-11/2006.

**Article 61.** In the vacancy of the Rector position, the University General Coordinator shall convene the University Council within a maximum period of 30 days to indicate a three-part list in the form of Article 58 and its paragraphs.

**Article 62.** The Rector shall:

- I. manage the University and represent it in court or outside it;

- II. ensure the faithful implementation of the University legislation;
- III. convene and preside over the University Council, its Councils, and the University Assembly;
- IV. superintend all Rectorate services;
- V. choose and give possession to Institute and School and Technical School Directors;
- VI. appoint and give office to faculty members;
- VII. designate and give office to the General University Coordinator and Prorectorates;
- VIII. admit and give office to the Secretary-General, the Coordinator of the General Administration, the Chief University Prosecutor, the Chief of Staff of the Rector and the other servants of the University;
- IX. exercise disciplinary power;
- X. comply with and enforce University Council decisions;
- XI. submit the budget proposals and accountings to the University Council;
- XII. order the commitment of funds and their payment requests;
- XIII. confer university degrees corresponding to professional titles;
- XIV. authorize university expenses and advances;
- XV. to grant scholarships;
- XVI. proceed, in the University Assembly, to the graduation of all courses and the delivery of diplomas, honorary titles, and awards conferred by the University Council;
- XVII. propose changes to the capacity of positions and functions;
- XVIII. annually send the report of University activities to the competent authorities;
- XIX. call for the election for student representation;
- XX. chair and coordinate the work of the University-Community Integration Council;
- XXI. exercise, within the time limits and in the manner provided for in the General Bylaws, the right to veto – even if partially – the resolution of any of the University councils, submitting it within 15 days to the University Council, which may reject it by an absolute majority of its members;

- XXII. propose the measures and provisions appropriate to the progressive implementation of the required bodies, University Units, and services, except for the equal competence of other Council members, to the University Council;
- XXIII. adopt, “ad referendum” the University Council, the urgent measures required to solve didactic, scientific, administrative or disciplinary problems;
- XXIV. chair any university meetings to which they attend; and
- XXV. and other duties inherent to the Rector’s executive functions.

## **CHAPTER V. COORDINATOR AND RECTORS**

**Article 63.** Rectors will appoint to directly collaborate with them in the upper administration of the University:

- I. the General University Coordinator;
- II. the Prorectorate for Undergraduate Studies
- III. the Prorectorate for Graduate Studies;
- IV. the Prorectorate for Research;
- V. the Prorectorate for University Development;
- VI. the Prorectorate for Extension and Culture.

Paragraph 1. Repealed by Resolution Consu-A-11/2006.

Paragraph 2. In case of impediment of the General University Coordinator, the duties of the Rector will be exercised by the Prorectorates, according to the replacement order established by the Rector.

Paragraph 3. The General University Coordinator and Prorectorates may, at the Rector’s decision, be released from their teaching and research duties without prejudice to their salaries and other advantages of their respective positions or functions.

Paragraph 4. The Rector shall establish the duties and work regime of the General University Coordinator and Prorectorates and specify the Rectorate Bodies which will be functionally bound to them.

## **CHAPTER VI. ADMINISTRATION OF THE TECHNICAL SCHOOLS**

**Article 64.** The Technical Schools are subordinated to the University Council.

**Article 65.** Repealed by Resolution Consu-A-51/2020.

**Article 66.** Technical School Directors will forward the proposal of their bylaws to the CAD.

## **CHAPTER VII. THE UNIVERSITY-COMMUNITY INTEGRATION COUNCIL (C.I.U.C.)**

(Repealed by Resolution Consu-A-14/2010)

**Article 67.** Repealed by Resolution Consu-A-14/2010.

**Article 68.** Repealed by Resolution Consu-A-14/2010.

**Article 69.** Repealed by Resolution Consu-A-14/2010.

**Article 70.** Repealed by Resolution Consu-A-14/2010.

## **TITLE VI. THE ADMINISTRATION OF INSTITUTES AND SCHOOLS**

**Article 71.** Institutes and Schools shall comply with the rules of general administration provided for in these Bylaws and General ones, as well as the specific rules defined in their respective Bylaws.

### **CHAPTER I. ADMINISTRATIVE BODIES**

**Article 72.** The administration bodies of each Institute or School are:

- I. the Dean's Office;
- II. the Interdepartmental Council;
- III. the Faculty Senate.

**Article 73.** The Board of Directors of each Institute or School shall be exercised by a Director, chosen by the Rector from a triple list of professors who hold at least a PhD, prepared by the respective Faculty Senate.

Paragraph 1. The Director shall be assisted by an Associate Director of their choice, whose name will be previously approved by the Rector.

Paragraph 2. The Rector's mandate lasts 04 years, and immediate reelection is forbidden.

Paragraph 3. The Associate Director, who may have specific duties defined in the Unit Bylaws, will replace the Director in their absence and impediment.

Paragraph 4. In case of absence and impediment of the Director and the Associate Director, the Board of Directors will be exercised by the professor with the highest degree and, among these, with the longest service time at the University.

Paragraph 5. The Director shall make the duties of the Board compatible with teaching activities and should observe the priority exercise of the administration and management of the Teaching and Research Unit.

Paragraph 6. In the vacancy of the Director, the Associate Director shall convene the Faculty Senate within a maximum 30 days to indicate the three-part list.

### **CHAPTER II. INTERDEPARTMENTAL COUNCIL**

**Article 74.** The Interdepartmental Council, an advisory and deliberative body of Institutes or Schools, shall consist of:

- I. the Director, its President;
- II. the Heads of the Departments;
- III. up to 03 student representatives, elected by students enrolled in disciplines within the Unit.
- IV. other members chosen according to criteria defined by the Faculty Senate of Unity.

Paragraph 1. The mandate of the elected members of the Interdepartmental Council is 02 years; that of the student body, 01, reelection permitted. The mandate of its members coincides with the assumption of the investiture.

Paragraph 2. The Interdepartmental Council may only decide with the presence of a majority of its members.

### **CHAPTER III. THE FACULTY SENATE**

**Article 75.** The Faculty Senate, a higher body of the Institute or School, is a member of the Faculty, the Student, and the Technical and Administrative Staff Bodies.

Sole paragraph. The number of faculty members shall correspond to at least 70% of the total members of the Department Council.

**Article 76.** The constitution of the Faculty Senate will representatively be as follows:

- I. Unit Director;
- II. Associate Unit Director;
- III. 01 Undergraduate Course Coordinator;
- IV. 01 Graduate Course Coordinator;
- V. Heads of Departments;
- VI. Research and/or Extension Coordinators;
- VII. 20 Faculty Representatives;
- VIII. 09 Student Body Representatives;

- IX. between 01 and 03 Technical and Administrative representatives;
- X. representatives chosen according to the criteria established by the Unit.

Paragraph 1. The total number of members of the Faculty Senate provided for in sections I, II, III, IV, V, VI, and VII shall not be under 10% of all professors in the Unit.

Paragraph 2. Faculty representatives, provided for in item VII, will be chosen at each functional level of the career (MS) by their respective members. They shall total at least 01 and, at most, 04 representatives per level, if applicable.

Paragraph 3. As long as a Unit has a MS-2 professor, they may participate as a candidate for representative, voting or being voted in the MS-3 category.

Paragraph 4. The representation of the Student Body, provided for in item VIII, shall total 1/5 of the members of the Faculty Senate.

Paragraph 5. In addition to the members provided for in items I to IX, each Unit may include other members in the Faculty Senate, according to criteria established by the Institute or School, up to 10% of all the professors who are Faculty Senate members, rounding up the occasional attested fraction to the immediately higher integer. If the criterion established by the Unit increases the members of an elected representation, the complementary members of that representation will also be elected.

**Article 77.** Faculty representatives' mandates, provided for in item VII of Article 76, and Technical and Administrative Staff representatives', provided for in item IX, is 2 years, whereas Student Body representatives', provided for in item VIII, is 01 year, reappointment permitted.

**Article 78.** The Interdepartmental Council may only deliberate if the majority of its members are present.

**Article 79.** Institutes and Schools may include representatives of their former students and Emeritus Professors in their Faculty Senates, who may participate in their sessions in the way provided for by their Bylaws.

**Article 80.** The duties and competence of the Director, the Interdepartmental Council, and the Faculty Senate of each Institute or School shall be established in the University General Bylaws.

## CHAPTER IV. THE DEPARTMENT

**Article 81.** Institutes and Schools will have the Department, defined in Article 15, as their basic unit, reserving the provisions of the Sole Paragraph of this Article. Their number is unlimited, and Institutes and Schools may have

as many Departments as they deem necessary to develop teaching and research.

Paragraph 1. Existing Departments may be maintained, modified or even extinguished, as appropriate, in the judgment of the University Council.

Paragraph 2. Existing or future departments will undergo a phase of implementation and adaptation whose end the University Council shall determine, respecting the principle of non-duplication of bodies, personnel or equipment in the same fields of teaching and research.

**Article 82.** The Departments will prepare their work plans, distributing teaching, research, extension, and administration burdens to the professors who integrate them.

**Article 83.** In the sphere of their competence and specialty, Departments may:

- I. ensure the availability of the disciplines contained in the curriculum of undergraduate, graduate and extension courses;
- II. teach graduate courses;
- III. plan, organize, and carry out extension actions, be they courses, events, provision of services, programs or projects.
- IV. organize faculty and students' work to obtain maximum didactic performance;
- V. promote and support the availability of disciplines and other extension activities;
- VI. promote and organize specialized research and training.

**Article 84.** Each Department will be coordinated:

- I. by a Head, with a mandate of two years who is a professor holding at least the title of PhD, elected by active professors in the Department under the reservation of the provisions of Article 87;
- II. by a Department Council;

**Article 85.** A Department will only be implemented if it simultaneously meets:

- I. the existence of appropriate teaching, research, and extension activities;
- II. existence of at least two teaching categories;
- III. existence of at least 12 professors with PhDs.

**Article 85-A.** The merger, maintenance or division of a Department is conditional on the fulfillment of the requirements expressed in Items I and II of Article 85, as well as the existence of at least 10 professors.

Sole Paragraph – The University Council may, on an exceptional level and by a



simple majority of its members, authorize, for a period of not more than 24 months, the functioning of a Department with a number lower than the provisions of the head of this article in view of academic justifications.

**Article 86.** The Departmental Council composition will be approved by the Faculty Senate and included in the Unit Bylaws.

Paragraph 1 - The number of faculty members shall correspond to at least 70% of the total members of the Department Council.

Paragraph 2 - The Department Council may only decide with the presence of the majority of its members.

**Article 87.** After hearing the Faculty Senate, and at the prerogative of the University Council, notoriously capable specialists in the sector may be invited to work as Head of Department.

## TITLE VII. THE FACULTY BODY

### CHAPTER I. GENERALITIES

**Article 88.** At the University, the teaching career will obey the principle of inseparability between teaching, research, and extension.

**Article 89.** Access to all career levels will depend exclusively on merit in any of its ranks, and the meeting of the requirements in article 48, subitem z.

**Article 90.** Any level of the career may have more than one professor in the same category in the same Department.

Sole paragraph. Under no circumstances will the lowering of the level achieved by professors be allowed.

**Article 91.** Provided the acquiescence of professors, Institute, and School, and respecting the level already reached in the career, professors shall be transferred from one Institute or School to another in compliance with the interests of teaching, research, and extension.

Sole paragraph. The transfer of professors from other universities will be subject to special regulation.

**Article 92.** The University may admit professors for a fixed time to meet temporary needs of exceptional public interest under the conditions provided for in the regulations approved by the Rector.

I. Repealed by Resolution Consu-A-51/2020.

II. Repealed by Resolution Consu-A-51/2020.

**Article 93.** The University will maintain the institution of Associate Professor, regardless of the links with the teaching career.

### CHAPTER II. TEACHING CAREER

**Article 94.** Initial and final teaching positions will be provided through public competitive examinations to be opened according to the interests of the University.

**Article 95.** The teaching career at the University comprises the following positions and functions:

- I. Professor I (position);
- II. Professor II (position);
- III. Associate Professor I (position);
- IV. Associate Professor II (position);
- V. Associate Professor III (position);
- VI. Full Professor (position).

Sole paragraph. Items I, II, III, IV, V, and VI of the head of this article correspond to the MS-3.1, MS-3.2, MS-5.1, MS-5.2, MS-5.3, and MS-6 levels, respectively.

**Article 96.** Candidates undergoing civil-service examinations for the position of Professor I must hold, at least, a PhD.

**Article 96.A.** The position of Professor II will be achieved by merit promotion. Its procedures and criteria will be set by a University Council Deliberation after the opinion of the Education, Research, and Extension Council.

**Article 97.** The level of Associate Professor I will be reached by Professors who are approved by a public competitive examination held by UNICAMP or another recognized by it.

Paragraph 1 - Civil-service examinations for the position of Associate Professor and the procedure for its recognition will be, respectively, regulated by Deliberations of the University Council and the Education, Research, and Extension Council.

Paragraph 2 - UNICAMP will establish an annual and unified calendar in which civil-service examinations for the Title of Associate Professor will be carried out.

Paragraph 3 - If the Title of Associate Professor has been obtained in a public competitive examination held at UNICAMP but at a Teaching and Research Unit other than the Faculty Unit in this University, the promotion for the level of Associate Professor I, provided for in the head of this article, will depend on the verification of the minimum profile of the respective unit of origin for the MS-5.1 level.

**Article 97.A.** Associate Professor II and III levels will be achieved by merit promotion. Its procedures and criteria will be set by a University Council Deliberation after the

opinion of the Education, Research, and Extension Council.

**Article 98.** Full Professors, the highest education position, will be reached after approval in a public competitive examination, held according to the superior interests of the University.

Sole paragraph - Eligible for enrollment in the examination for the position of Full Professor are:

I. Associate Professors at UNICAMP who have held such title for at least 05 years and meet the profile of Full Professor of the Unit;

II. external candidates for a Career in Education at UNICAMP who have worked as Associate Professors for at least 05 years, obtained by public competitive examination in an official institution, are duly recognized by UNICAMP, and satisfy the profile of Full Professor at the Unit;

III. professors, members of the Supplementary Part (SP) of the Faculty Body at UNICAMP, working as a MS-5 or MS-6 in the form of Paragraph 3 of Article 261 of the General Bylaws;

IV. specialists outside the Teaching Career at UNICAMP whose value was recognized and scientific activity in the examined area has been attested, and have been approved, by vote, by 2/3 of the acting members of the Education, Research, and Extension Council - CEPE.

**Article 99.** The titles to be judged in the examinations for the different positions of a teaching career at the university will be those related to the activities of the candidate after obtaining a PhD and working as an Associate Professor, respectively.

Sole paragraph. The activities referred to in this Article shall be the subject of the Judging Committee.

**Article 100.** Candidates will only be eligible for public examinations for an Associate Professor position if able to prove the defense of their dissertation or their academic or professional production after acquiring a PhD.

Sole paragraph. Repealed by Resolution Consu-A-51/2020.

**Article 101.** The examination for the position of Full Professor, highest position in a career in education at the university, will consist of the following tests:

I. Proof of Degree;

II. Oral Examination;

III. In-Depth Exposition;

IV. Specific examination, which is optional and at the discretion of the Unit.

Paragraph 1. Repealed by Resolution Consu-A-51/2020.

Paragraph 2. Repealed by Resolution Consu-A-51/2020.

Paragraph 3. Repealed by Resolution Consu-A-51/2020.

Paragraph 4. Repealed by Resolution Consu-A-51/2020.

Sole paragraph. This examination will be regulated by Specific Deliberations of the University Council, among which will be the descriptions of the profiles for each Unit and the details of the examinations.

**Article 102.** The examination for access to the initial position of the Career, Professor, will be subject to the General Bylaws and specific CONSU Deliberations.

**Article 103.** Repealed by Resolution Consu-A-046/2020.

**Article 104.** Repealed by Resolution Consu-A-046/2020.

**Article 105.** The UNICAMP Faculty Body consists of a Permanent Part-PP and a Supplementary Part in Extinction-SP.

Paragraph 1. The Permanent Part-PP is composed of teaching positions of the levels and denominations provided for in Article 95.

Paragraph 2. The Supplementary Part-SP is composed exclusively of local permanent functions for the levels and denominations provided for in Articles 92, item I and 95.

Paragraph 3. Repealed by Resolution Consu-A-046/2020.

**Article 106.** Members of the Permanent and Supplementary Parts of the UNICAMP Faculty Body have identical political, academic, administrative, and functional rights for as long as they hold their positions, regardless of the form of provision, guarding titration and level prerogatives.

### CHAPTER III. THE WORK REGIME

**Article 107.** University professors' work regimes are as follows:

I. Full-time Dedication to Teaching and Research;

II. Full Shift;

III. Partial Shift.

Paragraph 1. Full-time professors must complete 02 full work shifts, with a minimum of 40 hours of work per week, dedicating themselves exclusively to teaching, research, and extension. The exercise of other positions, functions, and other activities (whether waged or not) in public or private entities is forbidden, barring legal exceptions.

Paragraph 2. Full Shift professors must complete 24 hours of effective work in teaching, research, and extension per week.

Paragraph 3. Partial Shift professors must complete 12 hours of effective work per week.

**Article 108.** In the cases referred to in paragraphs 2 and 3 of Article 107, professors may exercise, in compliance with the legal norms on accumulation, other positions or functions of a public or private nature.

**Article 109.** The University should progressively, and to the extent of its interest and its possibilities, extend the Full-time Dedication to Teaching and Research to its professors.

**Article 110.** Repealed by Resolution Consu-A-25/2020.

**Article 111.** The annual leave for the faculty will last 30 days, coinciding with school holidays.

## **TITLE VIII. PROPERTY, RESOURCES, AND THE FINANCIAL REGIME**

### **CHAPTER I. ON PROPERTY**

**Article 112.** University assets, managed by the Rector in compliance with legal, statutory, and regimental conditions, consist of:

- I. chattel and fixed assets, facilities, acquired, donated or bequeathed securities and rights; and
- II. special funds and balances of financial years which are transferred to its equity account.

**Article 113.** Repealed by Resolution Consu-A-51/2020.

**Article 114.** Repealed by Resolution Consu-A-51/2020.

**Article 115.** The assets and rights belonging to the University can only be used in the fulfillment of its objectives. However, the University may promote investments aimed at valuing assets and obtaining income to achieve those objectives.

### **CHAPTER II. RESOURCES**

**Article 116.** The financial resources of the University will come from:

- I. annual grants contained in the State Budget;
- II. appropriations allocated to it in the Budgets of the Union, the States, the Federal District, and the Municipalities;
- III. grants, donations, and private gifts made by the direct application clause;

- IV. appropriations and contributions, as grants, offered by local authorities or any natural or legal person;
- V. income from assets and property values;
- VI. fees and emoluments;
- VII. eventual income.

## **CHAPTER III. FINANCIAL SCHEME**

**Article 117.** The university has a unified budget, and its financial year shall coincide with the calendar year.

**Article 118.** To organize budget proposals, the University Institutions shall forward the forecast of their revenues and expenses for the considered fiscal year, duly detailed and justified, to the Rectorate, which, in turn, will submit its general Budget proposal to the consideration and deliberation of the University Council.

**Article 119.** The general proposal of the University budget, according to its revenue and expenditure, should be approved by the University Council.

Sole paragraph. The budget, its transpositions, and the opening of credit available to the University will be remitted by the Rector.

**Article 120.** Upon proposal of the Rector to the University Council, special funds may be created to finance certain specific activities or programs, which shall be managed by the Rector, if these funds correspond to general interest aims or Institute or School Directors', if they regard objectives limited to a single Unit.

Sole paragraph. These funds, whose regime will be one of management, may consist of an appropriation by installments – expressly stated in the university budget for this purpose – , the entire balance of the financial year, or by legally accepted donations or legacies.

**Article 121.** The financial “surpluses” found at the end of the financial year will be taken into the equity fund account or may be posted to special funds. They may also be used as resources for opening special and supplementary credits.

**Article 122.** The Rectorate will annually report to the State Accounting Court.

## **TITLE IX. STUDENT BODY**

### **CHAPTER I. GENERALITIES**

**Article 123.** The student body of the University consists of all students regularly enrolled in it.

Sole paragraph. Regular students are those who enroll in high-school, technical, undergraduate or graduate courses and comply with all the requirements required to obtain the corresponding diplomas.

**Article 124.** Admission to undergraduate courses will, in any case, depend on at least:

- I. proof of completion of high school;
- II. Repealed by Resolution Consu-A-51/2020;
- III. approval at the UNICAMP entrance examination or other selection systems established by the University Council.

**Article 125.** The requirements for cancelling enrollment will be established in the General Bylaws of undergraduate and graduate course.

- I. Repealed by Resolution Consu-A-51/2020;
- II. Repealed by Resolution Consu-A-51/2020;
- III. Repealed by Resolution Consu-A-51/2020;
- IV. Repealed by Resolution Consu-A-51/2020;
- V. Repealed by Resolution Consu-A-51/2020.

**Article 126.** The Teaching, Research and Extension Council will approve the Academic Calendar of the University.

**Article 127.** The entrance examination aims to rank candidates for initial enrollment at the University and consists of evaluating their knowledge or intellectual aptitude for higher education.

**Article 128.** Entrance examinations at the University will be unified by areas of knowledge and will be held simultaneously.

Paragraph 1. At the time of registration, candidates will indicate the order of their preference for the different careers and courses made available by the University.

Paragraph 2. Vacancies will be filled according to candidates' ranking among those who indicated the same career as their preferred option.

Paragraph 3. Unfilled vacancies due to a smaller number of candidates will be successively filled by candidates who indicated that career as their later choice, obeying option and classification orders for each case.

Paragraph 4. At the discretion of the competent bodies, candidates graduated in higher education may enroll, provided that vacancies are available after the registration of the candidates approved in the university entrance examination and exhausted all other options.

**Article 129.** After the requirements set by the University, special students may be registered with a view to obtaining certificates in disciplines isolated from *stricto sensu* undergraduate or graduate courses.

Sole paragraph. If the special student is enrolled in a regular course, he/she may be discharged at the discretion of the University from the disciplines they have already taken.

**Article 130.** Enrollment and registration at the University shall be formally committed to respecting the law, these Statutes, and Bylaws and the authority emanating from them.

**Article 131.** The University may enter into an agreement with other higher education institutions to hold a unified regional entrance examination.

## CHAPTER II. STUDENT REPRESENTATION

**Article 132.** Only students regularly enrolled in the University shall be represented by the right to a voice and vote in their councils, in accordance with the law, these Statutes, and the General and Institute or School Bylaws.

Sole paragraph. Student representatives in the councils will have elected alternates who will replace the effective members in their absence or impediment.

**Article 133.** The exercise of any representation functions or activities arising from them does not exempt students from fulfilling their school duties, including attendance, except during meetings of council meetings to which they belong.

Sole paragraph. No student can simultaneously integrate more than two University student councils.

**Article 134.** The mandate of student representatives is 01 year, reelection permitted.

**Article 135.** The Rector shall call the election to choose student representatives in the University Council and up to each Institute or School Director, together with the Interdepartmental Council, that of the Department Council and the Faculty Senate.

**Article 136.** Any manifestation, propaganda or act of a political-partisan or ideological nature, religious or racial discrimination, incitement, promotion or support for the absence of schoolwork is forbidden to the student body representation.

Paragraph 1. Failure to comply with these rules or the legal or regulatory provisions in force will result, in addition to other reasonable penalties, the suspension or loss of mandate by resolution of the University Council or, in the case of sectoral representation, by the

council of the respective course, with recourse, in this case, to the higher body.

Paragraph 2. In case of omission of the Director or the council of each course, the Rector has the competence to ascertain the facts and impose penalties.

**Article 137.** To assist the activities of student associations, constituted in the form of the law, either in assistance or spiritual works or in social and sporting celebrations and initiatives, the University shall reserve a grant for this purpose when preparing its annual budget.

Sole paragraph. Student associations are obliged to report their financial management to the university administration bodies to which they are subordinate.

**Article 138.** Institute and School Bylaws shall establish the obligations and duties of student representation.

### **CHAPTER III. STUDENT COUNCILS**

(Repealed by Resolution Consu-A-25/2020)

**Article 139.** Repealed by Resolution Consu-A-25/2020.

**Article 140.** Repealed by Resolution Consu-A-25/2020.

**Article 141.** Repealed by Resolution Consu-A-25/2020.

### **TITLE X. THE DISCIPLINARY REGIME OF THE FACULTY, STUDENT BODY, AND TECHNICAL AND ADMINISTRATIVE STAFF**

**Article 142.** The Disciplinary Regime indicates the rights and duties of the student body, faculty, and technical-administrative staff of the University, regardless of the applicable legal regime, to ensure, maintain, and preserve respect, the good progress of university activities, harmonious coexistence, and discipline.

Paragraph 1. The rules referring to the Disciplinary Regime of the student body will be provided for in the Deliberation of the University Council, respecting the provisions of these Statutes and the General Bylaws of the University, without prejudice to the Disciplinary Regime provided for in special rules and laws.

Paragraph 2. To university employees, professors, and technical-administrative servants, the provisions of the UNICAMP Public Servant Statute (Estatuto dos Servidores da UNICAMP - Esunicamp) apply, without prejudice to the Disciplinary Regime provided

for in special rules and laws and in provisions relevant to the state public service.

Paragraph 3. The processes of investigating disciplinary infractions of the faculty, student body, and the technical-administrative staff of the University will observe the constitutional principles governing those issues, especially the right to a fair hearing and adversary proceeding. **Article 143.** Discipline offences for all those subject to university authorities are:

- I. to perform acts defined as an infringement by criminal laws;
- II. to maintain misconduct inside or outside the University; in the latter case, when in activities related to the University;
- III. to commit acts of violence of any kind; physical, moral, and psychological coercion; physical or virtual acts of prejudice against sexuality, gender, gender identity, ethnicity, color, class, origin, disability or religious belief, to guarantee the university *ethos* under parameters of decorum, justice, equality, and respect for individual rights;
- IV. to commit an act of disrespect, indiscipline or insubordination;
- V. to use illicit substances or alcoholic beverages on campuses;
- VI. to proceed in a manner considered harmful to decorum;
- VII. to resort to fraudulent means to achieve approval, promotion or other benefit.

Sole paragraph. The disciplinary offenses listed in this article do not exclude others provided for in the norms or in the Rules of the Teaching and Research Units of the University, or in legal provisions.

**Article 144.** The jurisdiction to assess the infringement and order its investigation is based on:

- I. the authority against whom the infringement is committed;
- II. the jurisdiction to which the infringer is subject;
- III. the place in which the infringement takes place.

Paragraph 1. The Rector shall be responsible for the competence which cannot be determined by the rules of this Article.

Paragraph 2. In case of competence competition, the authority which first knew of the fact will prevail.

**Article 145.** Disciplinary penalties applicable to the student body are:

- I. warning;
- II. reprimand;

- III. alternative sanctions;
- IV. suspension up to 02 years;
- V. expulsion.

**Article 146.** Those competent to apply the penalties provided for in Article 145 to students are:

- I. warning: professors;
- II. warning, reprimand, alternative sanctions, and suspension of up to 30 days: the Teaching and Research Unit Directors;
- III. any penalties: the Faculty Senate or equivalent body, according to the Unit, and the Rector.

Sole paragraph - In the case of suspension pursuant to item II, the Director may appeal, via official letter, to the Faculty Senate, proposing the penalty be revoked.

**Article 147.** The disciplinary penalties applicable to the student body are:

- I. warning;
- II. suspension;
- III. removal from the position;
- IV. dismissal;
- V. dismissal for the sake of public service;
- VI. revocation of retirement or availability.

**Article 148.** Those competent to apply the penalties provided for in Article 147 to students are:

- I. warning: the Heads of Department of the Teaching and Research Units, the Department Directors and Administrative Division;
- II. warning or suspension up to 30 days: administrative bodies, Teaching and Research Unit, and Interdisciplinary Research Centers Directors or Coordinators;
- III. any: the Rector.

**Article 149.** In the case of Articles 145 and 147, penalties shall be increased in face of each recidivism, not preventing the immediate application of any of penalty, according to the nature and severity of the committed misconduct at the discretion of the competent authority.

Sole paragraph. The punishability by act subject to criminal sanction does not exclude disciplinary or civil penalties, if appropriate.

**Article 150.** The Rector may invoke:

- I. the initiative of investigating disciplinary offences provided for in Article 143;
- II. the process of investigating any infringement at whichever stage;
- III. the judgment and application of the various penalties mentioned in Articles 145 and 147.

**Article 151.** Decisions applying penalties may be appealed once, with the effect of review, to the following hierarchy of immediately superior bodies:

- I. regarding the decision of professors, the Director;
- II. in relation to the decision of the Heads of Department of the Teaching and Research Units, the Teaching and Research Unit Directors;
- III. regarding the decision of the Directors of Department and Administrative Division, the Directors of the administrative bodies;
- IV. regarding the decision of the Director, the Faculty Senate or body which then serves that function;
- V. regarding the decision of the Faculty Senate, the Rector;
- VI. regarding Interdisciplinary Research Center Directors or Coordinators' decisions, the Superior Council;
- VII. regarding the decision of Officers of administrative bodies, the higher authority of the body to which it is bound.
- VIII. regarding the Rector and, in any case as a last resort, the University Council.

Sole paragraph. The decision taken by the Rector may be appealed only once.

**Article 152.** The period within which the statute of limitations shall revoke punishability is as follows:

- I. 02 years in the case of violations subject to warning, reprimand, alternative sanctions, and suspension;
- II. 05 years in the case of violations subject to removal from function, dismissal, dismissal for the sake of the public service, revocation of retirement or availability, and expulsion;
- III. if above 05 years, following the statute of limitations for violations provided for by law as criminal offences.

Paragraph 1. The statute of limitations is valid from the day the authority became aware of the violation.

Paragraph 2. The following shall interrupt the statute of limitations:

- a) the ordinance establishing disciplinary inquiry and to which administrative proceedings are instituted until the final decision given by the competent authority;
- b) while disciplinary inquiries or administrative proceedings are suspended awaiting judicial decision;

c) while the professional relationship which may be restored remain unfounded.

Paragraph 3. If the statute of limitations is interrupted, the period will resume from the day the interruption ceases.

Paragraph 4. The decision recognizing a statute of limitations shall determine as soon as possible, if appropriate, the necessary measures to determine liability for its occurrence.

**Article 153.** The disciplinary penalty will appear in public servants' record of period worked and in students' academic resumé.

## **TITLE XI. ADMINISTRATIVE SERVICES**

**Article 154.** The University, centered in the Rectorate, will obey the principle of non-duplication of means for identical purposes in its organization of administrative services.

## **TITLE XII. DIPLOMAS AND CERTIFICATES**

**Article 155.** The University will issue diplomas and certificates to document the training in its various courses.

Sole paragraph. Those who complete undergraduate and graduate courses and those who obtain the titles of Master, PhD, and Associate Professor will be awarded diplomas.

**Article 156.** Repealed by Resolution Consu-A-25/2020.

**Article 157.** Repealed by Resolution Consu-A-51/2020.

## **TITLE XIII. UNIVERSITY TITLES**

**Article 158.** The University may award the titles of "Honoris Causa," Honorary Professor, and Emeritus Professor.

Paragraph 1. The "Honoris Causa" title will be conferred to:

1. those who have remarkably contributed to the progress of science, letters or the arts;
2. those who exceptionally benefited humanity or have provided relevant services to the University.

Paragraph 2. The title of Honorary Professor shall only be granted to persons who have provided services relevant to science or culture.

Paragraph 3. The Faculty Senates of Institutes or Schools may confer, "ad referendum" of the University Council, the title of Emeritus Professor to Full Professors after

they retire or withdraw definitively from their teaching activities and if they have provided services relevant to science or the University.

**Article 159.** The award of titles of Doctor "Honoris Causa," Professor Emeritus and Honorary Professor will depend on a reasoned proposal of the Rector or the Faculty Senates, being indispensable the approval by at least 2/3 (two thirds) of University Council members.

**Article 160.** In addition to the titles referred to in the previous articles, the University may award honorary awards.

## **TITLE XIV. UNIVERSITY ASSEMBLY**

**Article 161.** The University Assembly, which may be ordinary or extraordinary, is presided over by the Rector and is composed of the entire university community.

**Article 162.** Ordinary Assemblies will meet at the beginning of each school year in a public session dedicated to:

- I. become aware of the main occurrences and scheduled activities;
- II. attend the delivery of diplomas and honorary degrees;
- III. watch the inaugural class at the opening of the courses of the University.

**Article 163.** Extraordinary University Assemblies will meet by convocation of the Rector, if approved by the University Council.

## **TITLE XV. GENERAL PROVISIONS**

**Article 164.** Repealed by Resolution Consu-A-25/2020.

**Article 165.** The University forbids the simultaneous exercise of more than one executive function.

**Article 166.** Heads of Department to be implemented shall be appointed by the Rector after indication by the Director of the Unit to which they belong.

**Article 167.** Repealed by Resolution Consu-A-51/2020.

**Article 168.** Repealed by Resolution Consu-A-51/2020.

**Article 169.** Unit Directors, Associate Directors, Heads of Department, and Course Coordinators must be professors who hold at least a PhD.

**Article 170.** The positions of Professor MS-2 to MS-6, now members of the Supplementary Part in Extinction, will belong to the Permanent Part, provided that they have been approved in civil-service examinations.

Paragraph 1. Repealed by Resolution Consu-A-025/2020.

Paragraph 2. Only professors from the Supplementary Part in Extinction-SP holding, at least, a PhD and entering the Permanent Part-PP, through a civil-service examination for the position, may enroll in examinations for titles and documents to fill a function immediately higher than that performed at the Supplementary Part.

Paragraph 3. Professor belonging to the Supplementary Party in Extinction holding, at least, a PhD and working in MS-5 or MS-6 positions may enroll in examinations for titles and documents to fill the position of MS-6 Full Professor at the Permanent Part.

Paragraph 4. The requirement of three years teaching will be waived for candidates for Associate Professor belonging to the Supplementary Party in Extinction holding, at least, a PhD and working in MS-5 or MS-6 positions.

**Article 170.** Repealed by Resolution Consu-A-25/2020.

**Article 172.** Repealed by Resolution Consu-A-25/2020.



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