



TRANSLATED DOCUMENT

FEDERAL PUBLIC SERVICE
MINISTRY OF EDUCATION
CENTRO FEDERAL DE EDUCAÇÃO TECNOLÓGICA DE MINAS GERAIS

**DISCIPLINARY REGIME OF THE STUDENT BODY OF THE FEDERAL
TECHNOLOGICAL EDUCATION CENTER OF THE STATE OF MINAS GERAIS
APPROVED BY RESOLUTION CD-003/93, DATED FEBRUARY 12TH, 1993**

CHAPTER I – The Student Body: Rights and Responsibilities

Article 1 – The student body of CEFET-MG consists of students duly enrolled in the courses offered by CEFET-MG, in accordance with its General Regulations.

Article 2 – The rights of students, in accordance with current regulations, include:

- I – Re-enrollment;
- II – Promotion to the subsequent academic period, provided that all legal requirements for approval have been fulfilled;
- III – Request for exam review, when submitted in writing to the appropriate authority within the stipulated timeframe;
- IV – Participation in collegiate bodies and committees established to address matters of teaching, research, extension, and other concerns related to the Institution;
- V – Utilization of the Institution's supplementary benefits;
- VI – Access to adequate conditions for study, leisure, and their continued presence at the institution;
- VII – To be treated with respect and dignity by peers, staff, and others;
- VIII – To appeal against punitive measures to higher educational authorities;
- IX – Organization and participation in student entities;
- X – Acquisition of educational materials produced by CEFET-MG at cost price.

Article 3 – The responsibilities of students include:

- I – Safeguarding the Institution's property;
- II – Respecting peers, staff, and others;
- III – Compensating for damages caused to the property of the Institution and others;
- IV – Adhering to deadlines, regulations, and general rules established by CEFET-MG;
- V – Attending or presenting themselves punctually for academic activities and assignments, under suitable conditions;
- VI – Maintaining conduct compatible with the morality and dignity of academic life.

CHAPTER II – Disciplinary Regime

Article 4 – Disciplinary order at CEFET-MG shall be maintained with the active cooperation of the various segments of the community as a prerequisite for the success of institutional endeavors.

Article 5 – Noncompliance with the regulations established by this Institution's Disciplinary Regime will result in the following sanctions:

- I – Warning;
- II – Reprimand;
- III – Suspension from academic activities;
- IV – Expulsion.

Article 6 – In the imposition of disciplinary sanctions, the severity of the infraction will be assessed based on the following factors:

- a) The offender's prior record;
- b) Intent or negligence;
- c) The nature of the offense;
- d) The value of the moral, cultural, or material good affected;
- e) The circumstances under which the incident occurred.

Article 7 – The sanctions outlined in the previous article will be applied in the following situations:

I. Warning:

- a) For disrespecting any authority at CEFET-MG or any member of the Faculty, Student Body, Technical-Administrative staff, or others;
- b) For disrupting the order within the premises of CEFET-MG.

II. Reprimand:

- a) For repeated offenses as outlined in the previous section;
- b) For engaging in acts incompatible with the morality or dignity of academic life;
- c) For convening and holding meetings of the Student Body without prior authorization from the responsible authority for the meeting location.

III. Suspension from Academic Activities:

- a) For repeated offenses as detailed in section II;
- b) For proven misconduct in the execution of academic assignments;
- c) For physical or moral offense against any member of the Faculty, Student Body, Technical-Administrative staff, or others;
- d) For causing material damage to the Institution's property or to private property.

IV. Expulsion:

- a) For repeated offenses as described in section III;
- b) For proven intent in the commission of acts incompatible with the morality and dignity of academic life.

Article 8 – Suspension, regardless of its duration, will prevent the individual from exercising representation in any collegiate body or committee during the period of suspension.

Sole Paragraph – In the event of a suspension from academic activities, the authority must explicitly state the period of suspension, which shall not exceed 15% of the academic term.

Article 9 – The following individuals are authorized to impose the sanctions outlined in Article 7:

I – Professors, coordinators, Heads of Academic Departments, the School Discipline Sector, and Departments of Higher Education and Secondary Education, as well as UNEDs, in cases of warnings;

II – The Head of the School Discipline Sector, Departments of Higher Education, Secondary Education, and UNEDs, in cases of reprimands;

III – The Head of the School Discipline Sector, Departments of Higher Education, Secondary Education, and UNEDs, in cases of suspension from academic activities;

IV – The General Director, in cases of expulsion.

Paragraph 1 – Warnings shall be issued orally, in the presence of at least one witness, and subsequently communicated in writing to the competent authority.

Paragraph 2 – Reprimands shall always be issued in writing.

Paragraph 3 – Suspension from academic activities for up to three days shall be executed by the Head of the School Discipline Sector, while suspension for up to five days shall be executed by the Heads of the Departments of Higher Education, Secondary Education, and UNEDs.

Paragraph 4 – Suspension from academic activities for more than five days shall be under the authority of the Director of Education.

Paragraph 5 – Expulsion shall be preceded by a disciplinary process conducted by a Commission established by the General Director.

Paragraph 6 – Students shall be assured broad rights of defense.

Paragraph 7 – An inquiry shall be initiated by an Order from the General Director within five days of the awareness of the incident, and shall be concluded within 30 days from the date of the Order. This period may be extended once for an equal duration.

Paragraph 8 – After the facts are ascertained, and witnesses are heard along with any necessary evidence gathered, the Commission shall provide the accused, or their legally appointed representative, access to the case file to present a written defense within ten days.

Paragraph 9 – In cases where witnesses are named, they shall be heard within three days following notification.

Paragraph 10 – The Inquiry Commission, after the instruction phase, shall submit a report to the General Director for a decision.

Paragraph 11 – If the Commission recommends expulsion, the case shall be forwarded to the Board of Directors for a final decision.

Paragraph 12 – When the infraction falls under criminal law, the process shall be forwarded to the competent authority, with a copy retained in the office.

CHAPTER III – Appeals

Article 10 – Requests for reconsideration may be made to the authorities or bodies of this Institution regarding their decisions, or appeals may be submitted to the immediately superior authority.

Sole Paragraph – A request for reconsideration suspends the timeframe for filing an appeal and must be submitted within 48 hours of notification of the act or fact.

Article 11 – Appeals shall not have a suspensive effect and must be submitted to the authority or body concerned within 15 days from the date of knowledge of the contested act.

Article 12 – The judgment of any appeal within this Institution shall have a timeframe of 25 days, and the duly judged process shall be returned to the authority or body concerned for compliance with the decision rendered.

CHAPTER IV – General Provisions

Article 13 – The record of sanctions shall be maintained by the Sections of School Registration for Higher and Secondary Education, respectively, and shall not appear on the student's

academic transcript.

Sole Paragraph – The record of sanctions specified in items I and II of Article 5 shall be canceled if, within one year of their application, the student does not commit any further infractions.

Article 14 – In cases of material damage to the Institution's property or others', the offender shall be required to provide restitution in addition to any applicable disciplinary sanction.

Sole Paragraph – Material damages shall be assessed by the appropriate authorities, based on the evaluated assets, with input from the Evaluation Committee.

Article 15 – Any unresolved cases shall be determined by the General Director, with consultation from the Board of Directors.

Article 16 – This Regulation shall come into effect on the date of its approval by the Board of Directors and shall be an integral part of the Institution's General Regulations, revoking all contrary provisions.

Belo Horizonte, February 12th, 1993.