



MINISTÉRIO DA EDUCAÇÃO
UNIVERSIDADE FEDERAL DE SANTA CATARINA
SECRETARIA DE RELAÇÕES INTERNACIONAIS
SERVIÇO DE TRADUÇÃO

TRANSLATION

I, the undersigned translator and interpreter, a civil servant at the Universidade Federal de Santa Catarina, registered under SIAPE no. 2268490, do hereby certify that a **NORMATIVE RESOLUTION** written in Portuguese, attached hereto, was submitted to me, which I faithfully translated into English as follows:

[Coat of arms of Brazil]

FEDERAL PUBLIC SERVICE

**UNIVERSIDADE FEDERAL DE SANTA CATARINA
CENTRAL DELIBERATIVE BODIES**

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NORMATIVE RESOLUTION no. 37/CUn, OF 5 NOVEMBER 2013

Regulates, at Universidade Federal de Santa Catarina, the International Double Degree Program for undergraduate programs.

THE CHAIRPERSON OF THE UNIVERSITY COUNCIL of Universidade Federal de Santa Catarina (UFSC), under the authority conferred on her, in view of the Report no. 38/2013/CUn, contained in the Process no. 23080.059071/2012-13, and what the Council deliberated in session held on this date,

RESOLVES:

To establish the rules to participate in the International Double Degree Program for undergraduate programs at the Universidade Federal de Santa Catarina, which will be governed by the provisions established in this Normative Resolution.

**TITLE I
INITIAL PROVISIONS**

Article 1 The International Double Degree Program for undergraduate programs allows undergraduate students from Universidade Federal de Santa Catarina and students from higher education institutions abroad, regularly enrolled, upon degree completion, to obtain a double degree, recognized by Universidade Federal de Santa Catarina and the partner university, under the terms of the cooperation agreements and the provisions established in this Normative Resolution.

Article 2 The implementation of the International Double Degree Program is conditioned to the existence of a specific cooperation agreement between the Universidade Federal de Santa Catarina and the foreign higher education institution involved.

Sole paragraph. The specific cooperation agreement executed between the institutions should be previously analyzed by the Office of International Relations.

Article 3 The participation of the undergraduate programs from Universidade Federal de Santa Catarina in the International Double Degree Program must be approved by the respective Program's Council, by the School Council and by the Undergraduate Council.

1. The Office of International Relations will be responsible for issuing an opinion on the



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proposal presented by the undergraduate program, before its analysis by the Undergraduate Council.

2. After the analysis of the process requested by the undergraduate program, the Undergraduate Council will be responsible for issuing a resolution authorizing the double degree between the partner institutions of the agreement.

3. The approval of the request for double degree, in all of its instances, must take place at least 30 (thirty) days prior to the date of the respective selection process.

TITLE II
TEACHING ARRANGEMENTS

CHAPTER I
GENERAL PROVISIONS

Article 4 The undergraduate programs that are part of the International Double Degree Program, in accordance with the terms of each specific agreement, must submit a Pedagogical Project of Curriculum Structure Equivalence, observing aspects such as content, minimum total hours required for degree completion in each university, as well as equivalents of the final evaluation grades, providing the following information:

I – the number of places;

II – the equivalences between courses or a group of courses from each partner institution for the purpose of complying with the contents set out in the respective curricula;

III – the expected time for degree completion and the time allocated for the development of the activities in each partner institution;

IV – the specific requirements from each partner institution to be complied with by students in order to obtain a double degree;

V – the program's specific criteria for selection and ranking of applicants.

Article 5 Foreign students participating in the International Double Degree Program will be admitted to Universidade Federal de Santa Catarina under the "Double Degree Agreement" status.

1. The admission and permanence of foreign students in UFSC undergraduate programs will be governed by the regulatory frameworks that regulate undergraduate programs at the University.

2. UFSC students participating in the International Double Degree Program will remain linked to UFSC through the "Double Degree Program" enrollment status.

Article 6 The study plan for each student participating in the International Double Degree Program must include the set of courses and other pedagogical activities to be developed in each of the partner institutions as well as the schedule of activities.

Sole paragraph. The study plan to which this article refers will be approved by the coordinator of the undergraduate program at the Universidade Federal Santa Catarina and by the corresponding academic authority at the foreign higher education partner institution.

CHAPTER II
SELECTION PROCESS

Article 7 The student selection process at the Universidade Federal de Santa Catarina will be conducted by a committee appointed by the coordinator of the undergraduate program involved in the International Double Degree Program.

Sole paragraph. Each partner institution will review the applications received and decide whether to accept or reject each one.

Article 8 The selection criteria for students regularly enrolled in the undergraduate programs of



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origin involved in the International Double Degree Program should be included in the respective Pedagogical Project of Curriculum Structure Equivalence, as provided in article 3 of this Normative Resolution.

Article 9 The calls for applications for the selection process in the International Double Degree Program will be carried out through joint calls between the Office of International Relations (SINTER) and the Prorectorate for Undergraduate Studies (PROGRAD), specifying the number of places available for the undergraduate programs participating in the double degree program and the application and selection criteria set out in the Pedagogical Project of Curriculum Structure Equivalence.

Article 10 The application for the selection process should be submitted online at the Office of International Relations (SINTER) website.

1. The documents specified below will be required for application in the selection process:

I – transcript of records containing the grades obtained until the previous semester;

II – motivation letter.

2. Other documents may be required by the partner institution, according to the call for applications.

3. The requirement for proficiency or competence in the foreign language will be the responsibility of the partner institution, as provided for in the call for applications, and it will only be required upon registration, when applicable.

CHAPTER III
DEGREE

Article 11 For the purpose of granting a double degree in an undergraduate program, the fulfillment of the curricular courses required for degree completion must be verified by the higher education partner institutions, by means of the criteria established in the Pedagogical Project of Curriculum Structure Equivalence.

Article 12 The degree in Universidade Federal de Santa Catarina, for students participating in the International Double Degree Program, can only be conferred to those who have taken, at any time, the following amount of hours:

I – for students primarily enrolled at UFSC, the degree certificate (diploma) can only be granted to those who have successfully completed at least 2/3 (two thirds) of the total hours of their undergraduate program at UFSC;

II – for students primarily enrolled at the foreign partner institution, the degree certificate (diploma) can only be granted to those who have successfully completed at least 1/3 (one third) of the total hours of the respective UFSC undergraduate program.

Sole paragraph. The inclusion or not of the total hours of the required curricular internship and the undergraduate thesis (final project) for the purposes of the calculation established in items I and II will be set out in the Pedagogical Project of Curriculum Structure Equivalence of each program.

Article 13 The transcript of records issued by Universidade Federal de Santa Catarina to the participants in the International Double Degree Program should contain the following information:

I - the identification of the International Double Degree Program and the cooperation agreement between the corresponding institutions;

II – the name of the partner foreign higher education institution;

III - the length of the student's stay at each educational institution involved;

IV - the equivalent courses, with the respective hours and grades, as set out in the Pedagogical Project of Curriculum Structure Equivalence.

Sole paragraph. In case the institution uses a different evaluation system from UFSC, the



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agreement between the program councils must establish the necessary equivalence.

Article 14 The Universidade Federal de Santa Catarina will grant degree certificates (diplomas) to the participants in the International Double Degree Program according to its bylaws.

TITLE III
FINANCIAL OBLIGATIONS

Article 15 The students participating in the International Double Degree Program will be responsible for expenses related to visa, travel, accommodation, local transport, academic fees, purchase of study materials, and for all personal expenses during their stay at the host institution.

1. Expenses incurred by the higher education partner institutions, as provided for in the respective agreement, are exempted from the provisions in this article.

2. Students participating in the program will be responsible for contracting health insurance valid in the host institution's country.

TITLE IV
FINAL PROVISIONS

Article 16 The student participating in the International Double Degree Program will comply with the rules of the host institution.

Article 17 The cases not covered by this Normative Resolution will be solved by the Undergraduate Council, whose decision can be appealed to the highest deliberative body of the institution.

Article 18 This Normative Resolution will come into effect on the date of its publication in the University's Official Bulletin, repealing Normative Resolution no. 020/CUn/2006.

PROF. ROSELANE NECKEL

Nothing further was contained in the document submitted.

Florianópolis, 4 November 2022.

PAULA EDUARDA MICHELS
English/Portuguese Translator and Interpreter