FGV EBAPE

STUDENT HANDBOOK

DOUBLE DEGREE PROGRAM

INDEX

WELCOME NOTE

Dear Student,

It is with satisfaction that the Academic Coordination of MIM welcome the students and congratulates them for joining the FGV EBAPE student body, recognized for its pioneering and tradition in preparing researchers and training professionals in the field of Brazilian administration.

This manual was specially designed to guide students on the main academic procedures of the course, as well as to facilitate their interaction with the academic and administrative sectors of the institution directly involved with the program. We recommend careful reading of the information and special attention to the dates related to the milestones accompanying the course.

We wish all new students success in the training journey that begins and invite them to join, with the permanent support of the faculty, in this new universe of research, teaching and cooperation.

Enjoy your reading!

Best Regards,

Helio Arthur Irigaray
Academic Coordinator

1. INTRODUCTION

The Escola Brasileira de Administração Pública e de Empresas (FGV EBAPE), currently enjoys a successful cooperation in the area of student mobility, also acknowledge that there are mutual benefits available through collaboration in the form of a Double Degree.

The FGV EBAPE Double Degree Program, entirely taught in English, is open to graduate students, who spend first year in the partner institution and the second year in Rio de Janeiro, at FGV EBAPE. Upon successful completion of the Double Degree program, students will be awarded two master's diplomas: one from the student home institution and another from FGV EBAPE.

The international immersion gained through this experience is likely to increase the potential for an international career, as it will provide participants with the opportunity to acquire cultural and international exposure.

2. INSTITUTIONAL MISSION & ACCREDITATION

FUNDAÇÃO GETULIO VARGAS (FGV)

FGV is a teaching and research institution in the social sciences area, notably Economics, Mathematics, Administration, History and Law. It is a non-profit making organization with a technical, scientific and educational nature. FGV has been producing professionals for over 60 years who have been outstanding in the academic area, the financial markets, private enterprise and public administration.

ESCOLA BRASILEIRA DE ADMINISTRAÇÃO PÚBLICA E DE EMPRESAS (EBAPE)

The Escola Brasileira de Administração Pública of Fundação Getulio Vargas (EBAP/FGV) was the first school of Public Administration in Latin America. It was created on April 15, 1952 in the city of Rio de Janeiro, the result of a partnership between FGV and the United Nations (UN) to meet the country's demand for qualified professionals in the public sector. Since then, it has been responsible for training many leaders who have played key roles in governing the country, by means of its undergraduate and graduate programs, making a significant contribution to the development of Brazil.

In 2002, EBAP changed its name to Escola Brasileira de Administração Pública e de Empresas (EBAPE), confirming its presence in the private sector as well, which in reality existed since its inception. Over the decades it has played an important role in training people to fill top positions in government and business as well as universities, in Brazil and abroad. Its mission is to serve current and future leaders, executives and managers of private companies, government institutions and nongovernmental organizations, by offering opportunities for learning and

research through its regular and extension programs in the area of administration, to promote the development of Brazil.

Over the past 60 years, EBAPE has not only taught students, it has also provided consulting to private companies and public organizations and participated in the conception and implementation of various specialization courses. It is present in every corner of the country, through partnerships with local teaching institutions. It stands out for its credibility, legitimacy and remarkable capacity to instill high-level knowledge in its students. This excellence is reflected in its ranking as one of the best teaching institutions in the country by the Ministry of Education.

ACCREDITATION AND CERTIFICATION

FGV EBAPE is accredited by the European Quality Improvement System (EQUIS-EFMD), AACSB International (AACSB), AMBA & BGA (Association of MBAs and Business Graduates Association). FGV EBAPE's Professional Master's in Public Administration program has also received international accreditation by the Commission on International Accreditation of Public Administration Education and Training Programs (ICAPA) and Network of Schools of Public Policy, Affairs, and Administration (NASPAA), FGV is the first school in Brazil to obtain the seal.

The latest assessment by Brazil's Ministry of Education has awarded top scores (7) to FGV EBAPE's MSc in Administration and Doctorate programs, as well as to its Executive Master's in Business Administration program (5), according to CAPES (Coordination for Enhancement of Higher Education Personnel). Every year FGV EBAPE is ranked among the top schools of Brazil, being awarded a maximum score of 5, according to the IGC (General Course Index), by the Ministry of Education.

3. PROGRAM STRUCTURE AND REQUIREMENTS

In order to obtain the Master's in Business Administration (Mestrado em Gestão Empresarial) diploma, within the Double Degree program, students need to successfully complete a minimum of 24 credits/360h (contact hours) + 16 credits/240h (Master Thesis)—a total of 40 credits/600h.

NOTE: a specific Study Plan will be prepared for each student, according to his/her background and major. Under no circumstances can any student deviate from the pre-approved study plan.

All students should expect to complete the DOUBLE DEGREE program within the deadline established by the Program. As per the agreement between the two institutions, some of the courses taken during the CLSBE part of the program can be validated at EBAPE.

The following requirements must be met in order to be eligible for the Master´s in Business Administration:

- Complete the required course credits, including minimum of 75% attendance to each course;
- Defend the Master Thesis/Final Coursework.

Except in cases of medical necessity, military obligation, or exceptional personal circumstances that have been communicated to the Academic Program Office in writing, students should expect to follow the ACADEMIC CALENDAR, as outlined below.

ACADEMIC CALENDAR

Previously each enrollment period, the MIM Coordination office will inform the students by email with the respective schedule of the term that will begin. The elective courses will be offered according to the faculty availability and the number of students interested. To access the Annual Calendar and the Course offer Calendar, please access the link below and select your cohort:

Access Academic Calendar

** The deadline to submit the thesis and the thesis defense schedule will be informed according to Thesis defense schedule.*

NOTE1: During the master thesis phase there will be no classes. As such, students are expected to work on their master thesis during this time. Prolonged absences due to personal travel **are not recommended.**

4. ACADEMIC COORDINATION

The staff of the Double Degree program are here to assist students throughout the program. If you have any questions, please do not hesitate to contact our staff.

Prof. Hélio Arthur Reis Irigaray
Academic Coordinator
helio.irigaray@fgv.br

Anderson Ricci
Academic supervisor
anderson.ricci@fgv.br
+55 21 3083 2728

Carolina Souza
Academic Analyst
carolina.asouza@fgv.br
+55 21 3083 2727

Flávio Falcão
Academic Support
flavio.falcao@fgv.br
+55 21 3083-2739

Office hours: Mon-Fri 10am to 6pm

5. FACULTY MEMBERS

Our faculty is composed of an array of professors from different academic backgrounds as well as different nationalities. Aligned with what is proposed within the premise of the program, this diversity seeks to bring an international mindset to all of our students. The list of faculty members of the program, as well as more information is available on our website:

Meet the faculty

6. ACADEMIC REGULATIONS & PROCEDURES

THE GRADING SYSTEM

The grades for obtaining the Mestrado em Gestão Empresarial diploma, granted by FGV EBAPE, within the Double Degree, are calculated on a grading scale from 0-10, with 10 being the highest possible grade and 6 the minimum acceptable passing grade in each subject.

Key (Symbols that appear in FGV's transcript)	
Aprovado	Passed
Reprovado por Falta	Failed due to absences
Reprovado por Nota	Failed due to grade
TP = Tipo	Type
O = Obrigatória	Required course
E = Eletiva	Elective

Please note that the MINIMUM PASSING GRADE for each discipline at EBAPE is 6.0 (six), however, in order to fulfill the requirements for graduation and obtain a degree, the student MUST have a minimum FINAL GLOBAL AVERAGE of 7.0 (seven), therefore, the student must

ensure he/she does not end up with the minimum passing grade in all disciplines. If this happens, the global average will be below 7.0, therefore, the student will not receive the FGV EBAPEdiploma, but only a Certificate.

DEGREE REQUIREMENTS

In order for a student to be considered eligible for receiving the degree, the following requirements must be met:

1) Fulfill the entire course load of the Program;
2) Achieve a minimum final grade average of 7.0 (seven), for the full set of courses taken (required and elective) and;
3) Master thesis defense.
4)

COMPULSORY CONDITIONS

1) Students' performance in each course will be assessed on the basis of tests, exams, work and projects, as well as on their participation in the classroom;
2) Students will be eligible to defend their thesis if they fulfill the total course workload of the Double Degree Program within the pre-established deadline;
3) Students will fail any course where their attendance falls short of 75% (seventy-five percent) of the classes given, except in cases set down in existing and pertinent legislation;
4) Students who fail a required course as a result of insufficient attendance or performance (with a grade below 6.0) should retake that course within the term of the program;
    a. Students who fail an elective course as a result of insufficient attendance or performance (with a grade below 6.0) should take another course that is included in the list of electives offered by the program;
5) Students will automatically lose their place in the program if:
    a. They receive 2 (two) grades below 6.0 (six point zero) for the same course, during the term of the program;
    b. They receive 4 (four) grades below 6.0 (six point zero) during the term of the program.

COURSE SYLLABI

Students should note that the course syllabi are agreements between the professor(s) and students, but they are not contracts, nor should they be regarded as such. In certain situations, professors may need to change some course requirements (including due dates and percentage

allocations for assignments) during the semester. In those cases, professors should notify students of those changes as quickly and clearly as possible, and they should apply those changes uniformly to the course.

COURSE MATERIALS

E-class is an online learning management system that houses all course materials, announcements and program updates. It is the student's responsibility to access the material from E-class in order to prepare for classes.

Courses are purposefully organized and sequenced to reinforce the curriculum. It is imperative that students do all pre-readings, as requested by course professors, prior to arrival to ensure that they are adequately prepared for class discussions.

All course materials will be provided electronically and only those books which are only available in hardcopy and, therefore, cannot be delivered electronically, will be mailed to students. It is the student's responsibility to bring any hardcopy materials they would like to reference with them to the modules. Duplicate copies will not be available during the modules.

COURSE GRADE CHANGES AND TIME LIMITS

Students are responsible for verifying the accuracy of their grades via "Aluno Online" at the conclusion of every course. If the student discovers a legitimate error in the recording of the grade, he/she should contact the professor(s) of the course immediately (within 15 days of the last day of classes for the term in which the course was offered) to discuss the matter.

Note: No additional or revised coursework can or will be accepted to improve a student's course grade after that course has been completed. Furthermore, after the degree has been conferred, the transcript is considered final.

RULES REGARDING COURSE ASSIGNMENTS AND LATE WORK

Faculty members are allowed to deduct points for late work and may also choose not to accept any late work from students (assigning a grade of zero for that work). Faculty may also request corroborating documentation of a student's claim (where such documentation can be provided while maintaining confidentiality) before deciding whether or not an assignment will be accepted late.

Please note: Out of fairness to the entire class, even with documentation, the faculty member may choose to deduct points or not accept the work.

RULES REGARDING EXAMINATION

Due dates for all assignments and final examinations are announced at the time the course syllabus is released, so that students may anticipate the due date of their examinations. Grades are due from the professors two weeks after the last day of the course.

If a student experiences a serious medical situation or extenuating circumstance that makes it impossible to sit an examination on the scheduled date, it is the student's responsibility to inform the instructor(s) of the course and the Double Degree Program Office in writing via email to request a deferred date.

END OF COURSE EVALUATION

An evaluation survey will be distributed at the conclusion of each course for participants to give feedback on the program and faculty. Participants are required to complete this survey within 24 hours of receiving the form.

7. THESIS

The submission and defense of the thesis is a requirement to receive a Master's Degree from the double degree program. All students are to meet his/her academic advisor during their stay in Rio de Janeiro.

The master thesis phase is composed of different deliverables to be turned in accordance with the calendar (TBA). These deliverables are as follow:

1. Project Proposal;
2. Thesis Project (10 pages) – Approved by the advisor;
3. Preliminary Thesis Submission (Signed by the Advisor – to be sent to the examining committee);
4. Defense.

REQUIREMENTS FOR THE THESIS DEFENSE:

To schedule the defense, the student must have:

- A project approved by the advisor;
- Completed all required and elective course credits according to the study plan;
- Provided the link to their updated Lattes CV, including academic and/or technical production.

DEFENSE SCHEDULING GUIDELINES:

Failure to comply with any step will prevent the defense from being scheduled. To schedule the defense, the student must upload the preliminary version of the final paper to EBAPE's Academic Management System (SGA) and obtain approval from the academic advisor.

PUBLIC DEFENSE OF THE THESIS – NHH / ESCP / MONTPELLIER STUDENTS

Once the preliminary version is approved, the defense scheduling step will be available. The student must request the defense scheduling through the SGA, providing information about the final paper, proposed committee members, and the date and time of the defense for advisor approval.

After advisor approval, EBAPE's Regulation and Evaluation Office will proceed with the defense scheduling in coordination with the Academic Records Office (SRA), verifying the student's eligibility. Important: The defense must be scheduled at least 15 days in advance, and it is the student's responsibility to send the final version of the paper to the committee members.

The student will receive an email confirmation from EBAPE's Regulation and Evaluation Office once the defense is scheduled.

The advisor has the right to participate in their advisees' defense committees, respecting the proposed defense period, as well as the indication of internal and external members, dates, and times. If the advisor or their suggested members are unavailable, the program coordination will appoint a committee, ensuring the minimum 15-day notice period, in accordance with Determination No. 11/EBAPE/DI/10.

EBAPE's Regulation and Evaluation Office is responsible for scheduling the defense, providing the access link based on the information submitted in the SGA, and publicly announcing the oral defense of the final paper.

Once students have defended their thesis, they may receive one of the following evaluations:

a) Unrestricted Approval. In this case, students should submit the final version of their thesis to FGV's digital library.
b) Approval with minor adjustments. In this case, students should make the adjustments suggested by the committee to the final version of their thesis within 30 (thirty) days, under the supervision of their academic advisor.
c) Substantial adjustments. In this case, students should re-submit their thesis for the committee's final ruling, within 60 (sixty) days, without the need for an oral defense.
d) Failed.

Note: The presentation of the updated Lattes CV link, including academic and/or technical production, is mandatory for scheduling the public defense of the final paper.

PUBLIC DEFENSE OF THE THESIS – FOR CATHOLICA LISBON SCHOOL OF BUSINESS STUDENTS

Students will be required to publicly defend their thesis to a committee of four examiners, all with recognized PhD titles, two of whom should be from within the School and two from Católica Lisbon. The composition of this committee should obey the specific determination set down by FGV EBAPE's management with respect to this subject. Once students have defended their thesis, they may receive one of the following evaluations:

a) Unrestricted Approval. In this case, students should submit the final version of their thesis to FGV's digital library.
b) Approval with minor adjustments. In this case, students should make the adjustments suggested by the committee to the final version of their thesis within 30 (thirty) days, under the supervision of their academic advisor.
c) Substantial adjustments. In this case, students should re-submit their thesis for the committee's final ruling, within 60 (sixty) days, without the need for an oral defense.
d) Failed.

NOTE:

I. If a student is failed by the examining committee, then he/she will be automatically excluded from the Program.
II. Students who are approved by the examining committee with restrictions (letters b and c) should, after complying with the aforementioned deadlines and having the final versions of their thesis duly approved, submit the final version of their thesis to the FGV Digital Library.
III. The procedures for submitting the final version of the thesis to the FGV Digital Library shall be governed by the Flow of Postgraduate Courses, NP 40001 of Jan 14th, 2011 – CI No. 20/2011.
IV. Students will be evaluated from both institutions.

8. INFRASTRUCTURE

STUDY ROOMS

FGV EBAPE Master students have the rooms 104 (shared room), 115 and 116 at their disposal which they share for study purposes. However, you should create your biometric access at the reception to use them. It is important to abide by the rules to maintain a pleasant environment for all students to profit from the room.

If you want to use one of these rooms for group study, you must book it directly at room T002 (ground floor, past the turnstiles) with the Núcleo de Gestão de Salas de Aula (NGSA).

IMPORTANT

- The study rooms must be booked at least 24 hours in advance;

- Each group may use the study room for no longer than 3 hours;

- The maximum delay for room occupancy is 30 minutes. If no one shows in time, the reservation will be cancelled.

- It is not allowed to eat or drink in the Study Rooms.

NGSA - Núcleo de Gestão de Sala de Aula (JOD 30 - Room T002)
Office Hours: Monday - Friday | 8am to 10pm Saturday | 8am to 6pm
(55 21) 3083-2761 | nucleodegestaodesalasdeaula.sede@fgv.br

OFFICE OF REGISTRATION AND ACADEMIC RECORDS (SRA)

Services:

- Student registration/enrolment/requests of academic declarations;
- Provide, forward, publish and issue all documents related to students' academic lives.

All requests from students in relation to academic issues have to be made officially using the specific form provided by the SRA (REQUERIMENTO), which will then be forwarded to the relevant sectors.

Academic Records Office (Praia de Botafogo, 190 - 3rd Floor - Room 314)
Office Hours: Monday - Friday | 9am – 7pm
(55 21) 3799-5757 - from 9am to 6pm | srarj@fgv.br

INTERNATIONAL AFFAIRS OFFICE

The accreditation and International Affairs Department has helped step up FGV EBAPE's international strategy through actions designed to disseminate its programs among students, backed by an international faculty underpinned by a Visiting Professors Program.

Accreditation and International Affairs Office
ebaperi@fgv.br | incomingebape@fgv.br
+55 21 3083 – 2771 | +55 21 3083-2403 - from 8 am to 5 pm

FGV LIBRARY RESOURCES

Biblioteca Mario Henrique Simonsen

The BMHS Library has a collection of more than 200,000 books and leaflets and 1,300 periodicals, as well as theses, reports, papers, video tapes, CD-ROMs and other documents in the areas of Economics, Law, Administration, Finance, History of Brazil, Applied Mathematics, Political Science and Sociology. It also holds copies of everything published by FGV.

BMHS Opening Hours

Monday – Friday, 8:15 am – 9:45 pm
Saturday, 08:30 am – 12:30 pm

General Information
E-mail address: bib@fgv.br
Digital library: Gabriel.leal@fgv.br
Web page: www.fgv.br/biblioteca-rj

Services

- Consultation of local collection
- Domiciliary loans
- Inter-library loans: COMUT
- Reservation of material
- Consultation of online databases
- Electronic periodicals
- Guided visits and training of users
- Reprography
- International Inter-library loans: CLADEA (Only Articles)

FGV BOOKSTORE

At FGV Bookstore you can purchase from a collection of more than 20,000 national and international titles focused on the main topics related to the courses offered by FGV.

All clients can count on the support of a specialized team of professionals and FGV students, employees and professors have special prices and conditions for their purchases.

FGV Book Store (Praia de Botafogo, 190 - *Loja*)
Office Hours: Monday - Friday | 9am – 7:30pm
(55 21) 3799-5535 | site.livraria@fgv.br | www.fgv.br/livraria-rio

PHOTOCOPY AND PRINTING SERVICES

The "*Central de cópias*" offers printing services, photocopying, binding, etc.

Central de Cópias FGV
(Praia de Botafogo, 186 - Centro Cultural - Underground)
Office Hours: Monday - Friday | 7am – 9:30pm Saturday | 8am – 1pm
centralcopia@fgv.br

MEDICAL SERVICES

All faculty members, employees, and students can use the FGV Medical Service in case of any medical emergency.

Medical Service (Praia de Botafogo, 190 - 15th Floor - Room 1514)
Office Hours: Monday - Friday | 8am – 9:45pm
(55 21) 3799-5986 | ambulatoriorj@fgv.br

FOOD SERVICES

All students attending courses at Fundação Getulio Vargas are entitled to have access to its cafeteria, called "Sapore." In the cafeteria there are two types of meals on offer:

- Set price buffet (Expresso)
- Priced by weight (à quilo).

Sapore Restaurant (Praia de Botafogo, 190 - *Ground Floor*)
Monday - Friday | 11am – 3pm

The Rei do Mate store is also located at FGV Main Building and it is open for the general public for quick snacks, refreshments and sweets. They accept cash as well as credit and debit cards.

Rei do Mate Snack Bar (Praia de Botafogo, 190 - *Ground Floor*)
Monday - Friday | 7am – 10pm

INFORMATION TECHNOLOGY LABORATORIES

All the computers are equipped with the following programs installed: Office, Vision, Project, MATLAB, Acrobat Writer, SPSS and SAS. Each Laboratory also has printers.

FGV EBAPE	**FGV Main Building**	**Cultural Center**
Ground floor, in front of the coffee machine	Lab 422 (4th floor) Lab 813 (8th floor) Lab 1016 (10th floor) Lab 1332 and 1333 (13th floor)	Next to FGV Main Building Library Lab
Opening hours: 07h to 20h (Monday – Friday) and 08h to 18h (Saturday)	Opening hours: 08h to 20h (Monday – Friday) and 08h to 18h (Saturday)	Opening hours: 08h15 to 21h45 (Monday – Friday) and 08h30 to 12h30 (Saturday)

IDENTIFICATION BAGDE (STUDENT DIGITAL CARD)

In order to gain admittance to FGV premises, students use the Digital Student card. The badge is an individual identification document and, as such, is not to be used by anyone other than to whom it was issued. Every time a person swipes the entry card at the turnstile, the entrance or exit is recorded, and this control is done for security reasons. Please note that the misuse of our entry badge is considered a serious breach of FGV's Rules and Regulations.

Open the APP, click on "Início" -> "NOVA Carteira de estudante" and install the updated version;

Step 1

Step 2

REMOTE SUPPORT (TELEPHONE)

FGV students may request support in using the information and communications technology (ICT) resources offered by FGV by calling one of the telephone numbers below:

+55 21 3799 2300 (Rio de Janeiro)

When calling one of these numbers, students will connect with a Technology Support Center technician, who will be able to provide guidance, answer questions, take requests and solve problems related to the use of ICT resources.

9. ALUMNI EBAPE

In alignment with EBAPE's mission, Alumni encourages students' continuous exchange and learning as well as the generation of new opportunities and projects for a qualified and collaborative networking.

Every month, the Alumni Ebape network publishes in its Newsletter articles on the professional trajectory of its alumni, as well as upcoming events, workshops, congresses, and other projects developed by the Alumni network.

Here are some of the benefits offered to our Alumni:

- Access – the Alumni card provides free access to FGV´s building;
- Library - access, use and borrow books without been charged;
- Bookstore FGV - 20% off;
- Discount on subscription for some FGV magazines and journals;
- Exclusive event invitation

Alumni EBAPE
Office Hours: Monday - Friday | 9am – 6pm
(55 21) 3083-2432 | alumni.ebape@fgv.br | www.fgv.br/ebape/alumni

10. HIGHERED EFMD PLATFORM

It is a global opportunities and career development, offered only to students and alumni of schools accredited by EFMD. The system concentrate more internship and employment opportunities, in more than 90 countries. In addition, it offers online sessions called “masterclasses” on various topics, related to career guidance, such as: preparation for interviews, construction of international curriculum, profile evaluation, among others.

In order to access the platform, it is necessary to use the e-mail @fgv.edu.br, On the link https://alunos-tic.fgv.br/en/office-365 you will find instructions on how to create your FGV email and also all the office 365 benefits.

To register on the platform, please access https://fgv.gethighered.global/.

11. LATTES PLATFORM

The Lattes Platform is a curriculum database maintained by CNPq, one of the main development agencies in Brazil. Lattes constitutes a data source that comprises research, research groups and institutions in a single information system.

It has become the main source of information about researchers and students’ academic history and serves as the main reference for Development Agencies, Universities and Research Institutes.

Master’s and Doctorate students must register their curriculum into the CNPq database (Lattes Platform) as requirement from CAPES/MEC, the regulatory agency of stricto sensu postgraduate programs in Brazil.

EBAPE's MSc students must provide a link of their up-to-date Lattes Curriculum in order to keep their scholarships active and defend their thesis.

Access http://lattes.cnpq.br/ and click on "*Cadastrar novo currículo*" to create your own. Remember to feed it regularly with your research and publication information.

12. FGV ACADEMIC NETWORK

Each student will receive a username and password that will grant access to FGV network (wired network) in our laboratories. This information will be sent automatically through e-mail once you are enrolled. Therefore, if you have not received your login information a couple of weeks before the first class, check you spam mailbox. If you still cannot find your login information, please contact the MIM Coordination.
Your login information will be as follows:
Username: B+FGV Access Card Number – *E.g.: B9999*

You will access the FGV Network and Applications with the same login information.
If you want to access the wireless network on your personal computer or mobile device, find the network named "*FGV Alunos*" and use your network username and password.

FGV ACADEMIC NETWORK		
TOOL	**USE**	**WHERE DO I ACCESS IT?**
Wireless and Labs	Access the WI-FI & Computer Labs	Through the "FGV Alunos" wireless & Labs (EBAPE, Library and Main Building)
Aluno Online	Grades; Attendance; Personal Information; Buying Printing Credit	http://www.fgv.br/srarj
eClass	Teaching Plan & Material	http://eclass.fgv.br
Academic Management System	Orientation and Thesis	https://www1.fgv.br/EBAPE/GestaoAcad
Service Printing	Printing	Labs
Office 365 for students	Office 2016, 1T on One Drive & e-mail	https://microsoft.fgv.edu.br
Library Databases	Online reservation and renew; FGV digital library	http://sistema.bibliotecas.fgv.br/

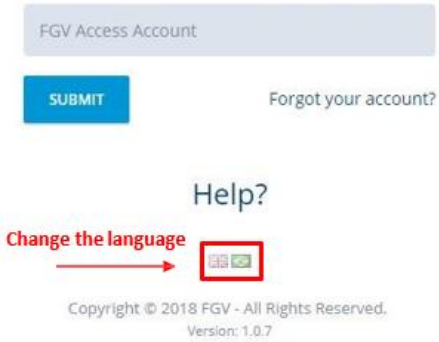
FGV IT TOOLS: E-MAIL ACCOUNT

Once enrolled at FGV, every student may use an @fgv.edu.br e-mail account. It is created by default with your FGV access card number which is the same username you used to reset your password for the FGV network.

So, a student whose username is B9999, has the e-mail account B9999@fgv.edu.br created automatically by the system which can be transformed into an alias that makes it easier to share with others. If this student wants to create the alias johndoe@fgv.edu.br it is necessary to follow the steps listed on https://alunos-tic.fgv.br/en/office-365.

FGV IT TOOLS: WIRELESS AND LABS

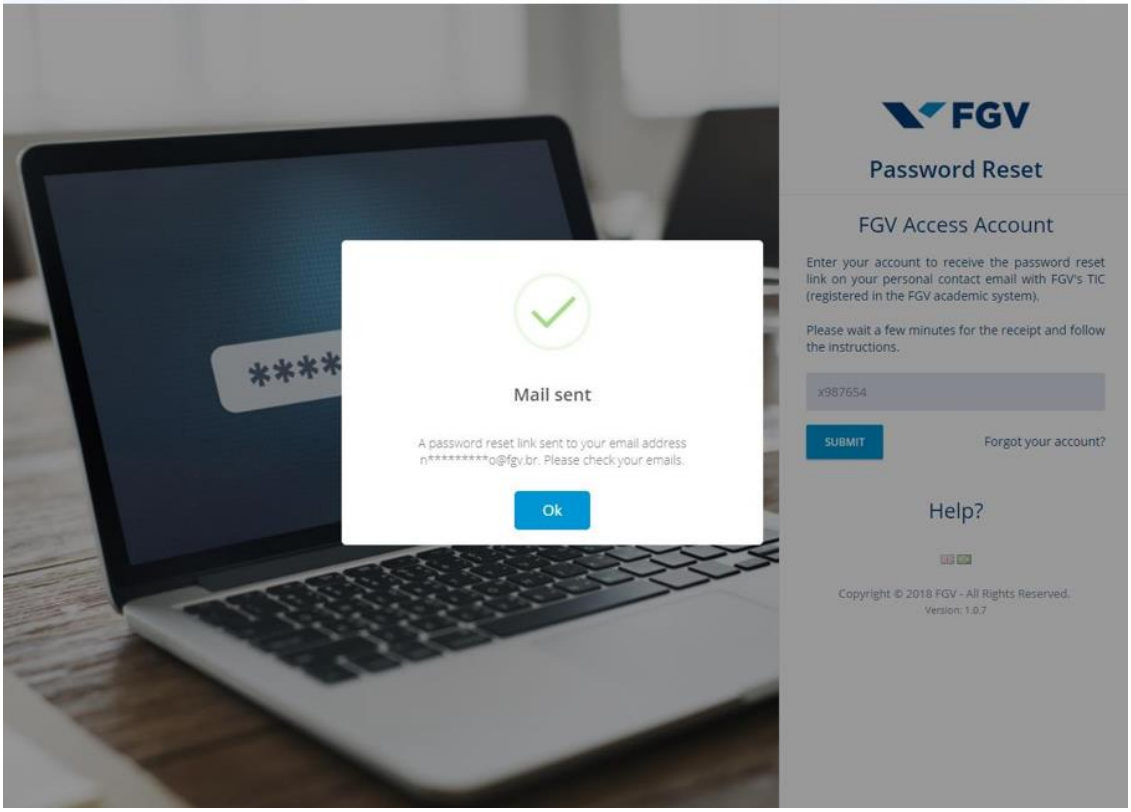
1. For your first access, the login and password need to be generated through the site: https://www1.fgv.br/TIC/identitymanager/Acad/ResetPassword.



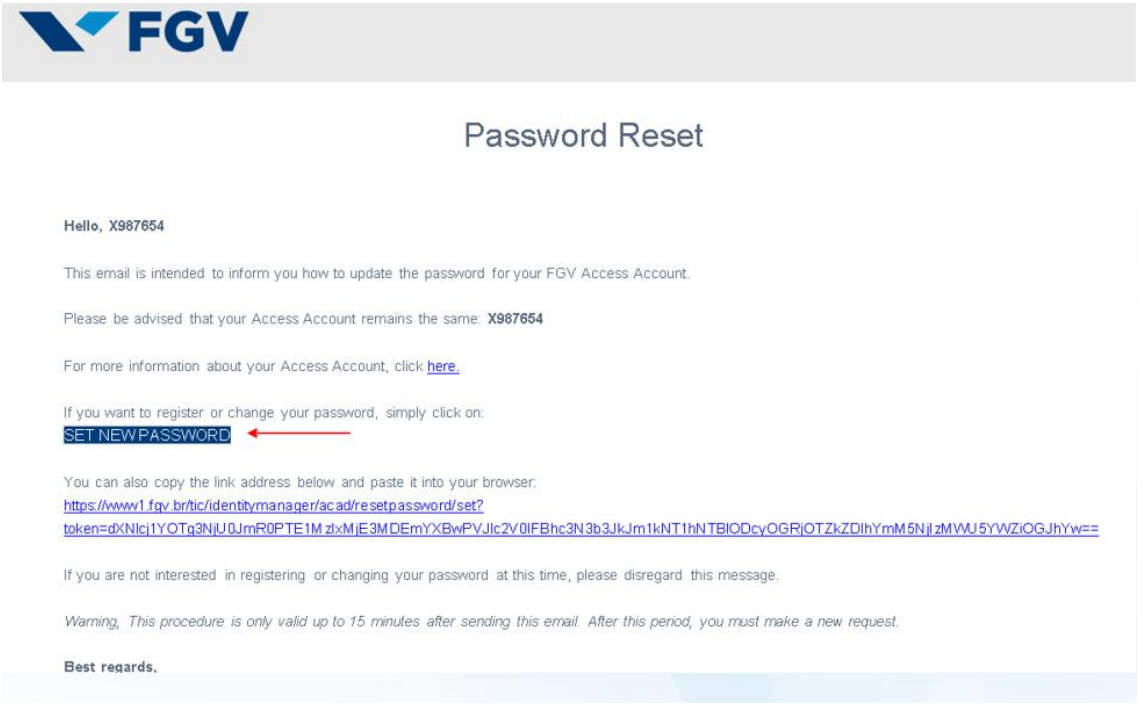
NOTE: You can access http://resetsenha.fgv.br/ and change the language to English.

2. Type in your access ID number "Código" (B + five numbers listed on your student card).

3. Click on Submit (English) or Enviar (Portuguese). You will receive a message with a link in your e-mail (the one informed during the application process).



4. Click on the following link, which will open onto a page where you can reset your password (for you to create a personal password).



PASSWORD POLICY

- You must take into account at least three of the rules in order to create your password:
- Contain at least one lower case letter;
- Contain at least one upper case letter;
- Contain numbers (0 to 9);
- Must contain a minimum of 8 characters;
- No parts of your name must be used;
- You must not re-use any of the previous 5 registered passwords;
- The password must be altered every 180 days;

The user's account will be blocked after 10 attempts at keying in an incorrect password.

- The account will remain blocked for 30 minutes.
- After 30 minutes, the account is automatically un- blocked (and it will permit up to 10 attempts with an incorrect password)

If you experience problems login in, please seek help from FGV EBAPE IT personnel

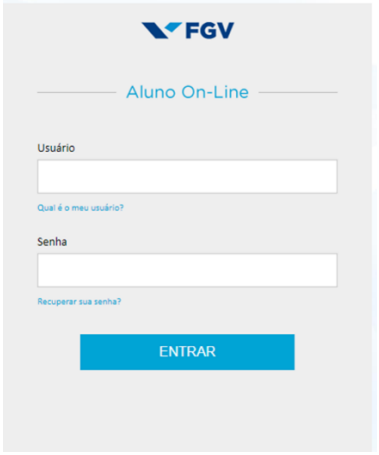
FGV IT TOOLS: PORTAL DO ALUNO

Enables students to view online your grades, transcripts, class schedule, dates of exams, attendance record, etc.

HOW TO ACCESS

- http://www.fgv.br/srarj

Use your student ID (Cxxxxx) as login and the password you've created.



In aluno on-line section has important academic information and, therefore, is the most used by students.

Aluno on-line: On this section you access and update your personal information, change your password, see your grades, courses enrolled and financial matters.

Matrícula: Enroll in the courses.

Portal de Serviço: Request services, such as, enrollment declaration, financial issues, and any request to the program coordination.

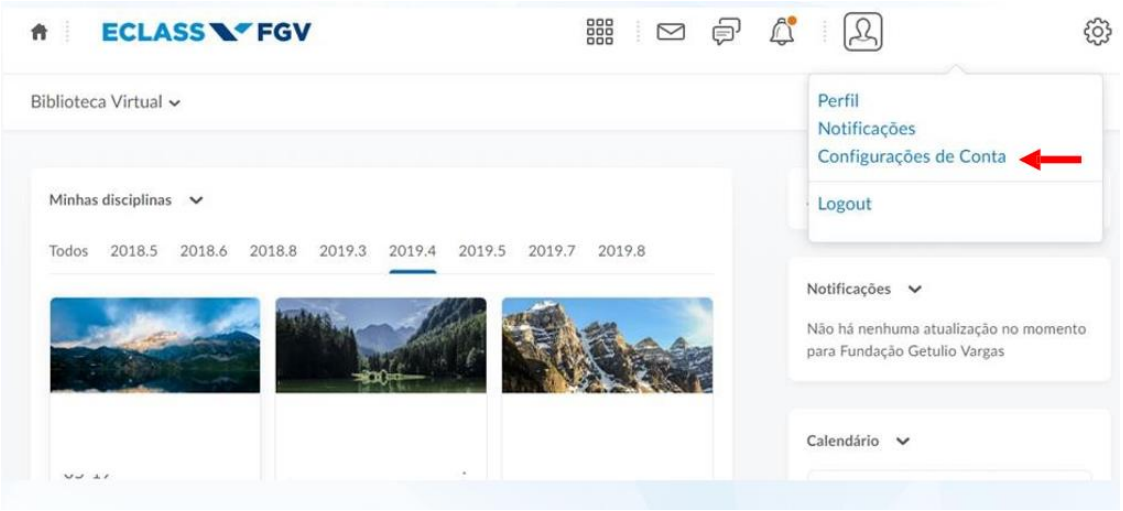
HOW TO ACCESS

- http://eclass.fgv.br

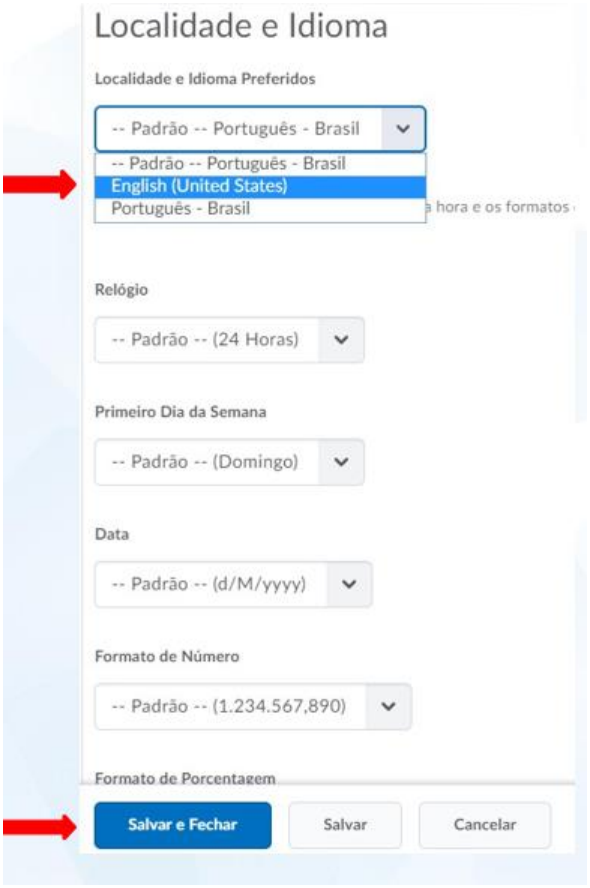
Use your student ID (Bxxxxx) as login and the password you've created.

HOW TO CHANGE THE LANGUAGE OF E-CLASS

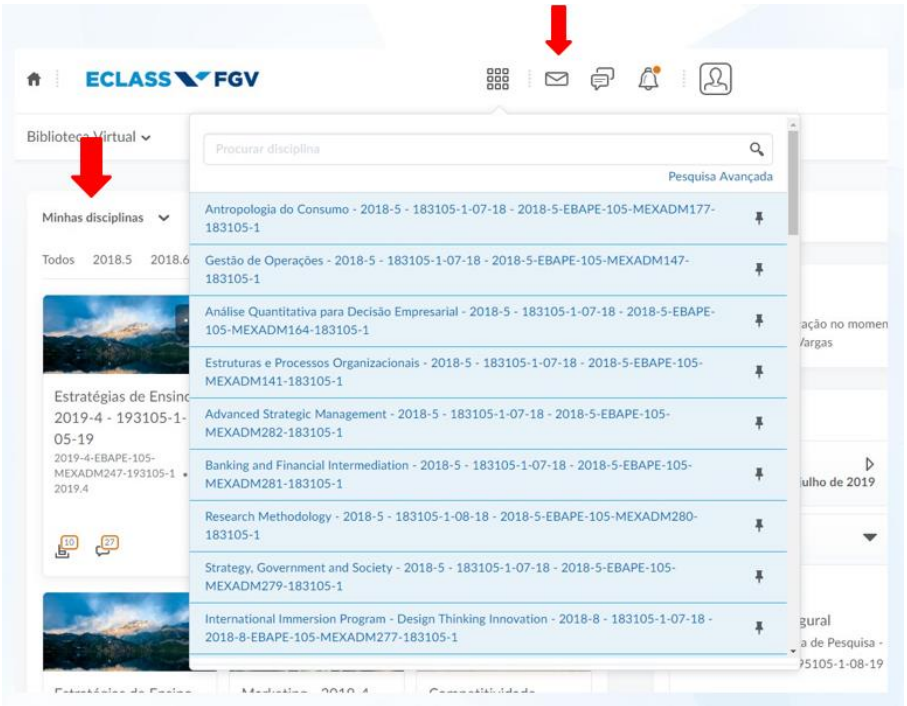
1. Go to "Configurações de Conta" (account settings), on top right-hand corner.



2. Scroll down until you hit "Localidade e Idioma", select English (USA) & click on "Salvar e Fechar" (Save)

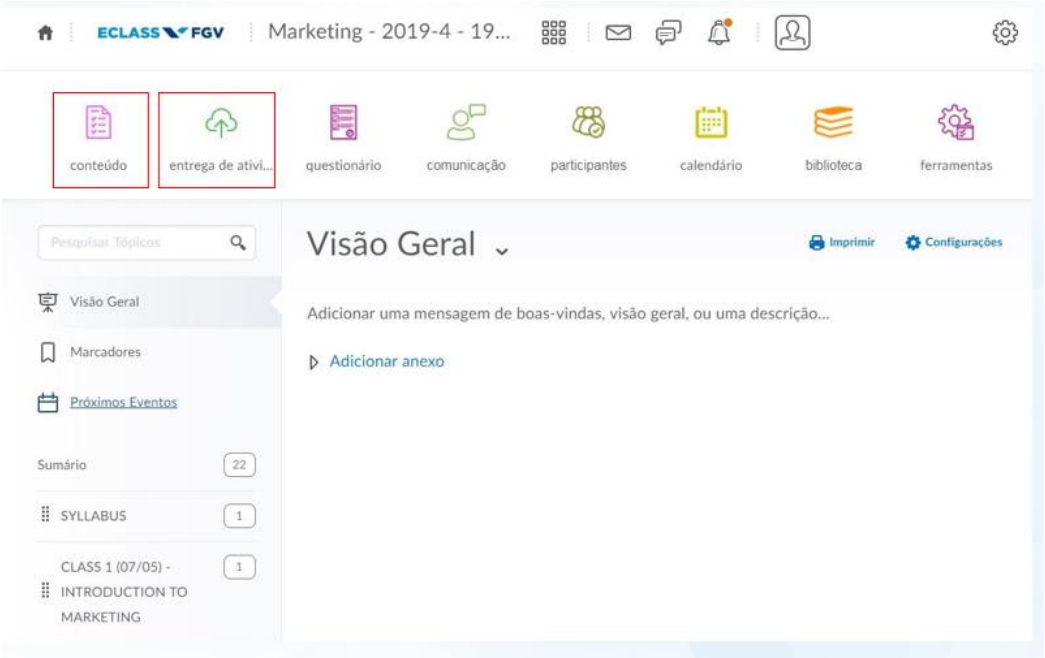


ACCESS YOUR COURSES INFORMATION



- The most important areas you will use:
  - ✓ *CONTEÚDO* (where professors upload material)

✓ *ENTREGA DE ATIVIDADES* (where student uploads his/her assignments)



FGV IT TOOLS: ACADEMIC MANAGEMENT SYSTEM

HOW TO ACCESS

➢ https://www1.fgv.br/EBAPE/GestaoAcad

Use your student ID (Bxxxxx) as login and the password you've created.

Here are some actions you will perform in the Academic Management System:

- Submit the thesis proposal
- Submit the thesis Project
- Submit the thesis

FGV IT TOOLS: SERVICE PRINTING

Students are able to print files at FGV facilities.

There are three options:

1. Connecting in one of the computers on the FGV labs;
2. Online (http://impressao-alunos.fgv.br/user);
3. At the Paid Printing Services (Centro Cultural) – send the file via e-mail to centralcopia@fgv.br.

At EBAPE, students have a prepaid printing service at their disposal, supported by the Papercut system. This quota allows students to print out their documents through self-service without depending on any intermediary using the printers located on the ground-floor and on the 1st floor. Click here for more information regarding the platform.

Master students receive a print quota of R$30,00 (thirty reals) per academic term. This print quota is non-cumulative. That is, when the quota renewal occurs, the remaining balance from the previous term is lost. Your quota for this term is already activated.

If you need any assistance, you can contact the Núcleo de Salas staff, located on the ground floor at EBAPE building (**Room T002).**

BUYING PRINTING CREDIT

1. Must be **purchased in advance** (pre-paid),
2. Must be in the name of the **Individual Access Account** of the student who
3. purchased them,
4. Must paid using a credit card or 'boleto bancário' (barcoded bank payment slip),
    a. **Payment made by credit card (cartão de crédito):** Printing Credits are deposited into the student's account immediately after payment has been approved by the credit card company.
    b. **Payment using barcoded bank payment slip ('boleto bancário'):** Credits are only deposited once the payment has been cleared (up to 48 hours).
5. Cannot **be transferred** to other students,
6. May only be used to pay for sheets of paper printed through the **PaperCut**
7. system.

FGV IT TOOLS: OFFICE 365

OFFICE 365 FOR STUDENTS:All Office programs (online).

- https://microsoft.fgv.edu.br

Use you Student ID number (B99999) + @fgv.edu.br and your network password.

FGV IT TOOLS: LIBRARY DATABASES

Students can make online book reservation and renew loans; have access to FGV digital library, database and online library catalog.

- http://sistema.bibliotecas.fgv.br/

Students can **check all FGV IT tools** on https://alunos-tic.fgv.br/en

IT Support at EBAPE: Room 002 (ground floor) and/or Room 109 (1st floor)

13. GRADUATION

DIPLOMAS AND TRANSCRIPTS

At the successful completion of the Double Degree Program, students will receive a degree from each partner school:

STEPS NECESSARY FOR OBTAINING THE FGV DIPLOMA

The documents to be provided by students prior the beginning of their study period at FGV EBAPE are in accordance with the requirements from the Office of Academic Records and the Brazilian Ministry of Education with regard to obtaining a Master's degree by a Brazilian Higher Education institution.

The students will have to provide a scanned version of all the documents. Moreover, prior the beginning of classes at FGV EBAPE, all the documents must be submitted il within the deadline informed by the school.

Students who have completed their Undergraduate Studies outside of Brazil will have to apostille their diploma, as per required by the Ministry of Education Guidelines. Please refer to the information below in relation to the apostille and the necessary procedure to be carried out.

The checklist with the required documents has been sent by FGV EBAPE to all Double Degree students and can also be found in the Appendix I of this Handbook. Please refer to the checklist for more information on the documentation.

APOSTILLE THE DIPLOMA

A large number of countries all over the world have joined a treaty that greatly simplifies the authentication of public documents to be used abroad. This treaty is called the **Hague Convention of 5 October 1961 Abolishing the Requirement of Legalization for Foreign Public Documents**. It is commonly known as the **Apostille Convention**. Where it applies, the treaty reduces the authentication process to a single formality: the issuance of an authentication certificate by an authority designated by the country where the public document was issued. This certificate is called an **Apostille**.

An Apostille is a certificate that authenticates the origin of a public document (e.g., a birth, marriage or death certificate, a judgment, an extract of a register or a notarial attestation). Apostilles can only be issued for documents issued in one country party to the Apostille Convention and that are to be used in another country which is also a party to the Convention.

The Diploma issued by the university where you did your Bachelor’s program will need to be apostilled by your country’s **Competent Authority**. For further information on the Apostille process, please check the following link:

https://assets.hcch.net/docs/6dd54368-bebd-4b10-a078-0a92e5bca40a.pdf

For a list of **Competent Authorities**, please refer to the list in the link below:

https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41

If you still have any questions on the Apostille process, we recommend that you seek assistance from the Registrar of the university where your diploma was issued.

TRANSLATION

The Undergraduate Diplomas that are in a language other than Portuguese will have to be translated by a Sworn Translator. You can contact your local Brazilian Consulate, who should have a list of approved translators, or look for a translator in the website of Rio de Janeiro's Public Sworn Translator Association (https://atprio.com.br/). Based on previous experiences with international students, it is possible to remotely request and pay for a translator in Brazil.

Please note that the **apostilled** diploma must be translated – that is, **the apostille must also be translated** into Portuguese. The translation is one of the registration documents that must be provided to FGV EBAPE (Appendix I).

APPENDIX

APPENDIX I - THESIS PROJECT (A PROPOSAL)

STRUCTURE

1. PROVISIONAL TITLE

2. INTRODUCTION
- Contextualization and Relevance of the Problem
- Justification of the Theme Selection
- Structuring

3. PROBLEM TO BE DISCUSSED
- Research Questions
- General Objective
- Specific Objectives
- Definition of the Problem´s Limits Hyphotheses
- Expected Results

4. THEORETICAL REFERENCE (or BIBLIOGRAPHIC REVIEW)
- Presentation of the Bibliographical References to be used

5. RESEARCH METHOD
- Presentation and Description of the Method to be used
- Basic Assumptions Adopted
- Method Limitations

6. STRUCTURE OF THE THESIS

7. PROJECT TIMELINE

8. REFERENCES

9. APPENDIX (Research Tools)

NUMBER OF PAGES: Between 10 to 25.

APPENDIX II - MASTER THESIS CONTENT

Content Guidelines for Master Thesis – FGV EBAPE

STRUCTURE

A Master's degree thesis must present the following:

- Cover Page;
- Cover Sheet;
- Dedication page (non-mandatory);
- Acknowledgments;
- Table of Contents;
- List of illustrations (tables, figures and boards);
- List of Symbols, Abbreviations and Acronyms;
- Abstract;
- Introduction;
- Objectives: General and Specific ones;
- Literature Review;
- Methodology;
- Analysis of the Results (Development);
- Overview of the Main Results;
- Discussion of the Results;
- Conclusions;
- Recommendations;
- Annexes and/or Appendixes;
- Glossary;
- Bibliography;
- APPENDIX.

***A minimum of 30 pages is advisable.*

APPENDIX III - TRAVEL RELATED INFORMATION

TRAVEL & VISA

FGV EBAPE will provide all Double Degree students with an **Acceptance Letter**. This is the most important document that you must present at the Brazilian consulate/embassy to apply for a student visa.

We strongly recommend that you start the visa procedure as soon as you receive your Letter – either colleting it at your home institution or by mail. **The students have to provide FGV EBAPE with a copy of their student visa prior arrival in the country**.

HEALTH INSURANCE COVERAGE

As per the specific agreement for this double degree, students who travel to Brazil are personally responsible for taking out insurance (health, liability and travel) with minimum coverage of 30,000 euros or 42,000 US dollars and should be valid for the entire stay in the country. Coverage must cover repatriation of mortal remains and COVID 19-related medical assistance.

FEDERAL POLICE REGISTRATION

All visitors to Brazil in possession of a temporary visa must register their visa with the **Polícia Federal** (Federal Police) **within 90 (ninety) days of arrival in the country**.

Students must report to the nearest Federal Police office (in Rio de Janeiro, it is located at the Santos Dumont Airport). Once you have registered you will be allowed multiple entries to Brazil, until your visa expires.

Note: Make sure to bring your **Visa Application Form**, as it is one of the documents required by the Federal Police for the registration.

Failure to register with the Federal Police will result in a fine and/or possible expulsion from Brazil. Payment of any fine resulting from failure to meet the requirements is entirely the student's responsibility. We recommend that you bring with you the payment receipts every time you return to Brazil.

More information on the registration procedures will be given by FGV EBAPE.

ACADEMIC REGISTRATION & ENROLLMENT POLICIES

In order to obtain a diploma from FGV EBAPE, Double Degree students must submit a set of documents required by the Office of Academic Records prior to the beginning of classes in the School.

For a list of these documents, please refer to the Appendix I of this Handbook and/or the communication sent by FGV EBAPE. The School will provide the students with all the necessary information regarding submission and deadlines.

If students do not turn in all the listed documents by the informed deadline, they will not be able to enroll and participate in the Double Degree program and will not receive a diploma from FGV EBAPE.

ACCOMMODATION

Please note that Fundação Getulio Vargas does not have its own housing (residences), therefore out-of-town and international students will need to seek private accommodation. Although staff at the International Office is not able to find private accommodation on a student's behalf, they can give, to a certain extent, guidance on finding somewhere to live.

APPENDIX IV - HOUSING INFORMATION

ULiving (https://uliving.com.br/en/)

Fundação Getulio Vargas has recently signed a partnership with ULiving, a British company that specializes in developments geared towards housing for students and visiting professors. ULiving provides furnished apartments for mid and long-term stay (e.g. six months' exchange) with complete infrastructure, with competitive prices.

ULiving Brasil has just inaugurated their brand-new premises in Rio. It is located right in front of Flamengo Beach and 200m from the Catete metro station – this is a 25 minute-walk from FGV EBAPE, a 5-minute bus ride, and 15 minutes by subway.

roomgo (https://www.roomgo.com.br/)

A well-known website for those seeking to rent a room in Rio de Janeiro.

Airbnb (https://www.airbnb.com.br/)

A well-known website for those seeking accommodation in Rio de Janeiro.

REI Moradias (https://www.facebook.com/groups/REIRIOmoradias/)

A Facebook group where exchange students or their friends post info on available accommodation.

FGV EBAPE has listed the service providers above for information purposes only. FGV EBAPE does not provide endorsement of the services provided whatsoever, whether expressed, implied, or statutory. In no respect shall FGV EBAPE incur any liability for any personal injuries, theft, loss or damage of personal property, or any occurrence arising out of, resulting from, or any way connected to the use of the services listed.

APPENDIX V - ACADEMIC INTEGRITY POLICY

As members of the Católica-Lisbon and FGV EBAPE communities, all students are expected to make every effort at excellence in both scholarship and character. In this vein, all participants of the cohort are required to read the information contained in this handbook and abide by the regulations concerning academic integrity.

DEFINITION OF ACADEMIC INTEGRITY

We achieve academic integrity if we are honest and do not impinge on the intellectual rights of others, regardless of any motive. The purpose of the Academic Integrity System for the Católica-Lisbon and FGV EBAPE Double Degree Program is to define academic activities that are dishonest and that can result in negative sanctions, and to provide a rationale for these policies.

All students are expected to conduct themselves in accordance with these rules and procedures, and to maintain the highest standards of academic integrity in pursuit of their educational and professional goals. Católica-Lisbon and FGV EBAPE reserve the right to use all legal means, including the submission of student work to electronic search engines to investigate academic dishonesty.

VIOLATIONS OF ACADEMIC INTEGRITY

Academic misconduct or dishonesty is any action or failure to act that violates the Academic Integrity System. Rules governing academic integrity may relate to, but are not limited to, the following areas of concern:

Cheating

Cheating is the use of unauthorized materials, information, or study aids, written or oral, on in-class or take-home examinations, papers, case studies, or other academic exercises. To cheat or to assist a fellow student in cheating is tantamount to stealing someone else's intellectual property, and therefore constitutes academic fraud.

Group versus Individual Work

Teamwork and collaboration are core values of our community. Within group projects, we expect all individuals to contribute fully to the final joint product. Project tasks can be distributed among team members and consolidated into a complete product. Each group must collectively complete the project without discussion with others outside the group, unless directed otherwise by the instructor.

Any group work that carries your name implies your full contribution, and you are responsible for all the content of the group work. For assignments that are to be done individually, you may not discuss the assignment with other students unless advised otherwise by your instructor. In

addition, you may not use any part of another student's work without attribution. Lastly, you may not give any of your work to another student.

Plagiarism

Plagiarism is the act of passing off as one's own the ideas or writings of another, whether intentionally or unintentionally. Verbatim text from another source must be quoted and cited. A paraphrase or summary of another's ideas must be cited where written; it is not sufficient to list the source in references at the end of the paper. These practices must be followed in any written work – notes and drafts, as well as final products – that you hand in for use by others. Information obtained from websites, personal interviews, and other students require citations just like information obtained from articles and books.

The learning objective is to develop your own thinking, not to create a collage of borrowed ideas pieced together from other sources. To document sources identifies relevant prior knowledge and enables the reader to locate the source materials. It does not diminish your contributions, but rather it lends credibility to them. For further information on Plagiarism, please see Appendix IV.

False Citations and False Data

False citation is the attribution of intellectual property to an incorrect or fabricated source. False attribution undermines the integrity of the academic enterprise by severing a chain of ideas that should be traceable. False data are data that have been fabricated, altered, or contrived in such a way as to be misleading.

Proprietary Information

Information, whether quantitative or qualitative, and whether written or oral, that is the property of another person or organization and that is not in the public domain that students receive for their educational purposes may not be used outside of its intended purpose or disclosed without the owner's explicit permission. Past exams and course papers are not to be shared with current students unless explicitly invited by the instructor.

Work Submitted for Multiple Purposes

You may not submit your own work, in identical or similar form, for multiple purposes without the prior approval of all faculty members to whom the work will be submitted. This includes work first produced either at Católica-Lisbon or FGV EBAPE, or other institutions that you have attended. In some cases you may cite your own prior work, but confer with your professor(s) before doing so.

Misrepresentation

You should not provide inaccurate, misleading, or false information regarding your academic or professional experience or achievements, for example, in a resume, transcript, or other document or forum.

Unethical Behavior Related to the Earning of a Grade

Any unethical behavior that impacts the earning of a grade (letter, numeric, or pass/fail) is unacceptable and is subject to the same sanctions as other infractions related to the Academic Integrity standards.

Assisting Violations of Others

It is also a violation of the Academic Integrity System to assist another person in the violation of any of the Academic Integrity rules.

APPENDIX VI - STUDENT EXPECTATIONS & CONDUCT POLICY

Principal Procedures and Rules That You Need to Know:

- Ignorance of these rules does not exempt students from complying with them. Please read FGV's internal rules of conduct and the regulations applicable to the course in question.
- If you have any questions, please contact the Support Team or the Program Office, who will always be available to help you.
- Avoid listening to information from colleagues, non-official sources and suggestions heard in the School. Any outstanding academic or administrative issues can only be resolved by following the correct procedures as advised by the Support Team, International Office or the Program Office.

DISCIPLINARY SYSTEM

FGV students who commit any acts of indiscipline shall be subject to the following penalties:

a) warning;

b) reprimand;

c) suspension;

d) expulsion.

The stipulated penalties shall be applied in accordance with the seriousness or reoccurrence of the following actions:

a) disobedience of the regulations and/or the decisions of the Directors of any FGV school or of any member of the Faculty whilst they are carrying out their functions;
b) use of improper clothes, such as shorts, mini-skirts, flip-flops, and shorts or sleeveless tops and t-shirts;
c) smoking of cigarettes, cigars or pipes in classrooms, study rooms, laboratories and libraries;
d) ingestion of alcoholic drinks on the premises of the Getulio Vargas Foundation;
e) use or possession of any toxic substance on the premises of the Getulio Vargas Foundation;
f) involvement in events outside the Getulio Vargas Foundation that can be seen by the relevant authorities as infringing the law;
g) any hazing that can cause physical or moral harm to the students of the Getulio Vargas Foundation;
h) disturbance of the internal order within the Getulio Vargas Foundation and its schools;
i) the carrying of any type of firearm;
j) damage to the property of the Getulio Vargas Foundation, including painting or drawing graffiti on walls, sticking up posters and ruining books from the library, in which case, in

addition to incurring the disciplinary punishment, any persons found to have done so shall be obliged to pay for any damage they may have caused;

k) any impropriety whilst carrying out any school work, or while any academic evaluations are being carried out;
l) disrespecting any member of the faculty or any other employee of the Getulio Vargas Foundation;
m) physical aggression or defamation, slander or libel against any member of the faculty, any other member of staff, or any student of the Getulio Vargas Foundation;
n) playing cards or any other form of gambling on the premises of the Getulio Vargas Foundation;
o) involvement in activities that in any way harm the Getulio Vargas Foundation and/or its schools, either morally or materially, including political party activities on the premises of the Foundation.
p) practicing of any acts incompatible with the dignity of any student of the Getulio Vargas Foundation

PROFESSIONAL STANDARDS

Professional standards set expectations for individual conduct inside and outside the classroom in networking activities, student organizations, and informal University-related activities. These standards offer guidelines for appropriate actions, attitudes, and behaviors. Professional conduct means that students:

- Represent themselves honestly to their fellow students, faculty, employers, recruiters, and guests of the institutions;
- Fulfill the commitments they make to their classmates, faculty, staff members, and their employers;
- Respect others regardless of their race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, disability, or other legally protected classes;
- Contribute to open discourse, the free exchange of ideas, and the intellectual climate, and respect the contributions of scholars and practitioners;
- Present themselves at institution-related events on- and off-campus suitably dressed and with professional conduct;
- Preserve individual, community, and institutional property, and do their part to keep the physical facilities neat and clean when on campus;
- Comply with all applicable program rules, policies, and procedures of Católica-Lisbon and Escola Brasileira de Administracao Publica e de Empresas, from Fundação Getulio Vargas.

IMPORTANT: **Fundação Getulio Vargas has a very strict dress code. Students will not be granted access if wearing flip-flops, shorts, tank tops, very short skirts or any type of beachwear.**

ATTENDANCE AND PARTICIPATION POLICY

- A key component of the Católica-Lisbon and FGV EBAPE Double Degree program is the interaction and learning that takes place in the classroom. We have carefully selected the best faculty and students to create a collaborative and interactive experience that results in a highly dynamic learning environment. Student attendance and participation in classroom lectures are critical to maintaining a productive environment. Students must be present and prepared when the faculty member begins the class and staying engaged throughout the entire course. Arriving late, leaving during or early from class, or being unprepared or distracted by non-course related matters diminishes not only your experience but that of your colleagues. It is each individual student's responsibility to maintain the quality of the classroom environment.
- Please remember that attendance in all classes is required. On the rare occasion when a personal emergency prevents class attendance, students should notify the faculty member, academic director, and program office in writing (via email) as soon as possible. Your notification should include the reason for the absence and expected return. In the case of a serious emergency or health issue, the professor has the discretion to waive up to 25% of the student's absences. Students who miss more than 2 classes of each course will fail that course.
- In addition, faculty members reserve the right to require a more stringent attendance policy for their class, as class participation is a very important component of the grade. Failing to meet the faculty guidelines for attendance may result in a reduced participation grade, reduced overall grade, or the assignment of additional work to make up for class time missed. A student who, even though registered for a course, has not regularly attended, participated, or otherwise met class requirements may, at the professor's discretion, not be permitted to attend class sessions, or may receive a lowered participation grade in the course.

CLASSROOM ETIQUETTE

Timeliness

Students are expected to be ready to begin classes at the starting time. Late arrival by the students or faculty is unprofessional, and it diminishes everyone's learning opportunity.

Leaving Class

Students should not leave the classroom before the class period ends except when absolutely necessary as it can disrupt the class. In exceptional foreseeable cases, students should consult with their instructor before the class begins if they must leave early.

Electronic Devices

The use of mobile phones, pagers, or other hand-held electronic devices in the classroom is not permitted. All electronic devices should be switched off during classes. Sending or receiving emails or text messages during class is disrespectful to other students and faculty and erodes the professional environment.

Laptops/iPads

The use of laptops or iPads to take notes or contribute data to the classroom discussion can be useful. However, it can also be distracting to colleagues behind you. Please refrain from any form of instant messaging or visiting websites not related to the classroom discussion. Faculty members may ban the use of laptop computers in the classroom altogether.

Dress

Dress for classes and for academic events outside the classroom is consistent with a professional environment. Students are expected to dress in business casual for classes. Please see “Professional Standards” (page14) for information on FGV dress code.

Eating

Eating during class is distracting to fellow students and to the faculty and is strongly discouraged. Please put away food items and their containers before class begins.

Classroom Recording

Out of respect for the free expression of the class, permission must be granted in advance by the individual professors and each program participant in order for classroom sessions to be recorded. Unless these permissions have been granted in advance, please refrain from recording any classroom session during the program.