

BRAZILIAN SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION  
GETULIO VARGAS FOUNDATION

# **REGULATIONS - MPA**

## **Professional Master's Degree in Public Administration**

### **REGULAR CLASS - 2017**

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**- TITLE I -**  
**STRUCTURE OF PROFESSIONAL MASTER'S DEGREE IN PUBLIC ADMINISTRATION**

**Article 1** The Professional Master's Degree in Public Administration (MPA) course lasts no more than 22 months, including the public defense of the Final Coursework.

**§1:** The Regular MPA course is divided into academic trimesters, with each trimester lasting ten weeks, including the final evaluation period.

**§2:** The Intensive MPA course is divided into academic trimesters, with each trimester consisting of two weeks of intensive classes, with a total duration of thirteen weeks.

**Article 2** The Professional Master's Degree in Public Administration (MPA) is organized into research tracks that are announced each year on the EBAPE website. They may be redefined by the Professional Master's Degree in Public Administration Program Committee.

**Article 3** The Program Curriculum consists of four required courses, plus one Scientific-Technological Intervention/Dissertation Direction, and at least eight substantive elective disciplines, each lasting thirty classroom hours and earning two credits. The Final Coursework project earns a total of nine credits in all, with three credits for writing and project approval, and six credits earned after the defense and approval of the Final Coursework. This means that 35 credits are needed to earn a Master's Degree, with a total of 525 classroom hours, of which 390 hours are required to complete the course schedule and 135 hours for Dissertation Direction, project writing and preliminary version for defending the Final Coursework.

**§1** - The substantive elective courses are organized into two Scientific-Technological Areas:

- 1) Public Policies; and
- 2) Governance and Public Administration.

**§2** The required courses are designed to expose students to a common core of basic knowledge.

**§3** The elective courses are intended to expand student know-how of specific topics and their subjects may change each year.

**Article 4** Students must sign up for at least two courses in each academic quarter, for a total of thirteen hours, of which four are required and at least eight are elective, as well as a Dissertation Direction/Scientific-Technological Intervention course.

**§1:** each credit corresponds to 15 classroom hours;

**§2:** students may sign up for a course after the deadline if no more than 25% of the classes have already been taught;

**§3:** students may sign up for no more than fifteen courses during the Program, including repeat courses when failed (compliant with Articles 14 and 15 of these Regulations);

**§4:** In order to sign up for additional courses beyond those stipulated in Paragraph 3 of this Article, a fee equivalent to two credits per course will be charged, based on the fees list displayed on the School website.

**- TITLE II -**  
**ADMISSIONS, REGISTRATION AND DEGREES**

**Article 5** Candidates seeking admission to the Professional Master's Degree in Public Administration Program must hold undergraduate degrees acknowledged by the competent authorities.

**Article 6** In order to enroll in the Program, candidates must be approved through the specific admissions procedure.

**Article 7** The Program admissions procedure shall be conducted in the manner and at the time established by the MPA Program Committee through the Call Announcement published by the School.

**Article 8** There will be a threshold cut-off grade for the written tests, to be defined by the MPA Program Committee.

**Article 9** The final grade will consist of the weighted mean of the arithmetic mean of the tests, the grades for the interview and the academic record evaluation, whose weights shall be defined by the MPA Program Committee.

**Article 10** The final ranking of the candidates will be released in decreasing order of the final mean grade obtained by each candidate. As a result, candidates may pass the admissions procedure but not be selected for the Program, due to the number of places available. Approved candidates will be wait-listed in decreasing grade order and may be admitted if selected candidates withdraw or are disqualified.

**Article 11** In order to obtain a Master's Degree, students must:

**§1** - Complete the credits required for the Program, obtaining a final mean grade of at least 7.0 for all courses taken (required and elective);

**§2** - Receive approval for their Final Coursework, compliant with the provisions set forth in Chapters II and III of these Regulations;

**§3** - Present the Final Coursework, which must be approved, disclosing updated knowledge on the topic and the ability to systematize ideas, compliant with the provisions set forth in Chapter II of these Regulations;

## - TITLE III - ACADEMIC PROCEDURES

### Chapter I - GRADES AND ATTENDANCE

**Article 12** Evaluation shall be expressed through the following grades

10.0 - 9.10	Excellent
9.0 - 8.0	Good
7.9 - 6.0	Fair
5.9 and below	Poor (fail)

**Article 13** Poorly-performing students will be graded at 6.0 or less, with no credits. Poor performance consists of failure to attend 75% of the required classes, or non-compliance with the minimal formal requirements established by the course professor.

**Article 14** Students failing a required course due to poor attendance or performance (grade of less than 6.0) must repeat the course at the first available opportunity during the Program, when not conflicting with the times of other courses during the trimester in which the student is duly enrolled.

**Article 15** Students failing an elective course due to poor attendance or performance (grade of less than 6.0) must alternatively:

- 1) Repeat the same course at the first available opportunity during the Program, when not conflicting with the times of other courses during the trimester in which the student is duly enrolled;
- 2) Sign up any other course on the list of elective courses for the Program;
- 3) Replace it by surplus elective course credits.

**Article 16** Students will be automatically dismissed from the Program if:

**§1** - failing the same course twice during the Program, due to either poor attendance or low grades.

**§2** - failing four times during the Program due to either poor attendance or low grades.

**Article 17** - Students may defend their Final Coursework only after they have earned the 26 credits needed with a final grade of at least 7.0 for the entire set of courses studied (required and elective).

## Chapter II - DISSERTATION DIRECTION

**Article 18** - Each Professional Master's Degree in Public Administration (MPA) Program student shall have an academic advisor.

**Article 19** - Students must have formally established their academic advisor and received approval for their Final Coursework project, compliant with the criteria established by the Professional Master's Degree in Public Administration Program Committee, by the end of the third academic trimester.

**§1** - At any time, students may request a different academic advisor through the Program Coordinator, provided that the substituted professor is aware of this replacement, and with the assent of the substitute professor, whose dissertation direction quota may not be exceeded, and without altering the Final Coursework defense deadline.

**§2** - In addition to the professor serving as an academic adviser, the preparation of the Final Coursework may be overseen by a professional in the area related to the Final Coursework research, thus providing valuable input for a specific Public Administration field. Such professionals must be identified or approved in advance by the dissertation director who is a professor with the School, and may also join the defense adjudication panel as a fourth guest member.

**Article 20** In order to provide support for the Final Coursework, students must select one of the following Dissertation Direction/ Scientific-Technological Intervention courses, which will underpin the construction of the Final Coursework for the Master's Degree:

- a) In-Depth Case Study; and
- b) Analysis of Organizations and Public Policies.

**Article 21** Professors serving as dissertation directors shall:

- a) Help students with the general planning of their studies and the selection of the courses for their program;
- b) Advise students on preparing their Final Coursework for their Master's Degrees;
- c) Should a student under dissertation direction opt for a foreign exchange program, attest to this trip and oversee progress for earning credits and preparing for the Final Coursework while abroad;
- d) For Final Coursework projects ranked as excellent by the panel, encourage the publication of papers based thereon at Brazilian and international congresses, as well as Brazilian and international publications of acknowledged academic and technological renown;

- e) Identify or establish dialogues with professors, researchers, fellows and professionals outside the School in order to build up integrated professional qualifications networks with a wide variety of entities, seeking an even balance between academic rigor, professional relevance and the generation of innovative solutions in the Public Policies Administration area.

**Article 22** The Final Coursework may also consist of a dissertation based on fieldwork undertaken by the student and directed by an academic Professor, compliant with Regulatory Edict Number 17 promulgated by the Ministry of Education and Culture (MEC) on December 28, 2009 and published in the Federal Government Gazette (DOU) on December 29, 2009, regulating Professional Master's Degree courses. Students may select one of the following models for presentation of the Final Coursework:

- a) Dissertation;
- b) In-depth case study;
- c) Diagnostic report and analysis.

### **Chapter III - PREPARATION AND PRESENTATION OF THE FINAL COURSEWORK**

**Article 23** The Final Coursework project presented by each student must be approved by its directing Professor, compliant with the criteria established by the Professional Master's Degree in Public Administration Program Committee. The Final Coursework Project Opinion shall be issued by the School and signed by its directing Professor, prior to filing with the Academic Records Office (SRA).

**§1:** Students in the Regular MPA classes have until the end of the fourth academic trimester to obtain project approval from their dissertation directors. Project approval is a prerequisite for admission to courses during the next (fifth) academic trimester, pursuant to Article 4 §2 of these Regulations.

**§2:** Students in the intensive MPA classes have until the end of the ninth week (fourth trimester) to obtain project approval from their dissertation directors. Project approval is a prerequisite for admission courses during the 10<sup>th</sup> week (fifth trimester) pursuant to Article 4 §2 of these Regulations.

**Article 24** In order to receive a Master's Degree in Public Administration, students must have:

- 1) Earned the necessary 26 credits with a mean grade of at least 7.0 for the complete set of courses (required and elective);
- 2) Obtained approval for the Final Coursework project; and



3) Publicly defended the Final Coursework to a panel consisting of at least three examiners, all holding PhDs, two of whom are from the School with a third from outside the institution. The composition of the panel must comply with the specific directive issued by the EBAPE Board on this matter. On completion of the defense, students may be awarded one of the following grades:

a) Unqualified approval. In this case, the student may submit the finished version of the Final Coursework to the FGV digital library and hand in the hardcopy to the Academic Records Office (SRA) within no more than fifteen days.

b) Approval with minor alterations. The student must include the panel suggestions in the finished version of the Final Coursework within thirty days, under the supervision of the dissertation director.

c) Approved with substantial alterations. The student must resubmit the Final Coursework to the panel for a final decision within no more than sixty days, with no need for oral defense. Should this version be approved by the panel, the new alterations must be included as suggested in the finished version of the Final Coursework within fifteen days, under the supervision of the dissertation director.

d) Rejected.

**§1** - The student will have no more than 22 months for defending the Final Coursework as from the first month of the initial trimester of the Program. The date for the defense of the Final Coursework and the composition of the adjudication panel shall be defined by the Professional Master's Degree in Public Administration Coordination Office.

**§2** - Once students whose Final Coursework has been approved by the adjudication panel with restrictions (items b and c above), complying with the respective deadlines established above and with the finished versions duly approved, they must meet the final deadline of fifteen days for submission to the FGV digital library and hand in the hardcopy to the Academic Records Office (SRA).

**§3** - Should the Final Coursework be rejected by the adjudication panel, the student shall be automatically dismissed from the Program.

**Sole Paragraph:** the procedures for submitting the finished version of the Final Coursework to the FGV digital library and handing in the hardcopy to the Academic Records Office (SRA) shall be subject to the Theses and Dissertations Flow for *Stricto*

*Sensu* Graduate Courses NP 40001 dated January 14,21011 - CI N° 20/2011.

#### **Chapter IV- SUSPENSION OF REGISTRATION**

**Article 26** During the program, students may suspend their enrolment for a period of no more than six months, necessarily submitting formal justification to the Program Office and respectively with authorization from the Program Coordination Office and the academic director of the student.

**§1:** Enrolment may not be suspended after all credits have been earned;

**§2:** A student may be allowed to suspend enrolment if attendance does not exceed 25% of the number of classes already held;

**§3:** Any delay in suspending registration, regardless of the reason, will result in the deadline established for submitting the Final Coursework project being shortened by the number of days corresponding to such delay.

#### **Chapter V - SPECIAL STUDENTS**

**Article 27** - Special students are students who regularly enrolled in a *stricto sensu* graduate course at some other institution of higher education who wish to sign up for single MPA courses, not connected to any other graduate program offered by EBAPE.

**Article 28** - Special students must submit formal requests to the Program Office for analysis by the Program Coordination Office.

**Article 29** - Special students must pay for each course to be followed and will be awarded certificates for the respective credits earned thereby.

**Article 30** - Special students may sign up for only one course in each academic trimester.

### **- TITLE IV - GENERAL PROVISIONS**

#### **PROGRAM COMMITTEE - PROFESSIONAL MASTER'S DEGREE IN PUBLIC ADMINISTRATION**

**Article 31** The Professional Master's Degree in Public Administration Program Committee has the following duties and responsibilities:

- Planning the educational concept of the Program;
- Defining the criteria used in the admission procedures of the Program;

- Approve the Program course schedules;
- Decide on appeals related to disciplinary matters.

**Article 32** The Professional Master's Degree in Public Administration Program Committee consists of: a) Deputy Director of EBAPE; b) the Academic and Adjunct Program Coordinator; c) the Tenured Faculty Center Program; d) two student representatives.

**§1** The student representatives shall be selected or appointed directly by the students each year.

**§2** The student representative for the Professional Master's Degree in Public Administration may attend the Program Committee meetings and shall represent the student body, monitoring educational decisions taken on the MPA.

**Article 33** The Professional Master's Degree in Public Administration (MPA) Coordinator shall be in charge of implementing the decisions handed down by the MPA Program Committee.

**Article 34** Matters not addressed herein and extraordinary situations not specifically regulated by this document shall be settled by the MPA Program Committee.

## **FACULTY ACCREDITATION AND DISACCREDITATION**

**Article 35** The accreditation and disaccreditation of faculty members with the Professional Master's Degree in Public Administration Program shall be undertaken in compliance with the requirements laid down by the EBAPE Board and submitted to the MPA Program Committee for consideration thereby.

**Article 36** The following rule must be complied with for the accreditation and disaccreditation of faculty members, researchers or fellows with employment links to the EBAPE:

**Article 37** Faculty members must earn more than 150 Academic Output points every three years, with technical or technological output compatible with the scientific and technological fields of study addressed by the Program.

**Article 38** Matters not addressed herein and extraordinary situations not specifically regulated by this document shall be settled by the MPA Program Committee.

Rio de Janeiro, June 13, 2016

Coordination Office, Professional Master's Degree in Public Administration -  
MPA  
Brazilian School of Business and Public Administration - FGV/EBAPE