

## **REGULATIONS**

### **EXECUTIVE MASTER'S DEGREE IN BUSINESS ADMINISTRATION**

#### **Introduction**

The Executive Master's Degree in Business Administration (EMBA) is a professional graduate course (*stricto sensu*) designed to qualify managers and executives say that they can add value to business activities through the deployment of knowledge and expertise.

Facing competitive globalized contexts, companies are restructuring in order to respond to new market demands. The dynamics of business activities such as changes, mergers, acquisitions and internationalization strategies require the management of tangible and intangible resources that are vital for steadily delivering value to the market. Moreover, the switch from an industrial model to a heavily knowledge-based model is heightening complexity and demanding more efficient management of organizational assets. This situation is ushering in keener competition, together with greater uncertainty, complexity and interdependence, triggering new challenges in the business management field.

Rising levels of complexity require better-qualified professionals, endowed with real-world management track-records underpinned by robust academic credentials who can provide input for analyzing problems and responding effectively to management challenges. This two-way dialog between hands-on experience and theoretical contributions from many scientific fields is designed to lessen complexity and ensure a better understanding of organizational phenomena. This is the conceptual backbone of the EMBA Program.

## **Chapter I - Program Objectives**

The EMBA Program is designed to qualify professionals for the business world, as entrepreneurs, managers, executives or consultants. It also offers a teaching qualification for the Business Administration field.

## **Chapter II - Research Tracks**

The EMBA Program is divided into research tracks that are defined by the Program Coordinator and the EBAPE Board, and are then announced each year on the EBAPE website.

## **Chapter III - Administrative Organization of the Program**

3.1 - The EMBA Program Committee shall be in charge of the teaching and educational conceptual framework and oversight of the Program.

3.2 - The EMBA Program Committee shall be chaired by the: a) Deputy Director of EBAPE; b) the Academic and Adjunct Program Coordinators; c) tenured faculty with the Program;

3.3 - The EMBA Program Committee has the following duties and responsibilities:

- Planning the teaching and educational conceptual framework of the Program;
- Defining the Program admission criteria;
- Approving Program course schedules;
- Deciding on disciplinary matters.

3.4 - The EMBA Coordinator shall be in charge of implementing the decisions handed down by the EMBA Program Committee.

## **Chapter IV - Academic Organization of the Program**

Each EMBA student shall have a Professor as an academic advisor.

Supervising Professors shall:

a) Help students with the general planning of their studies and the selection of courses for their program;

b) Advise students seeking topics for their Final Coursework that blend academic rigor with professional relevance;

c) Supervise students preparing the Final Coursework for their MBAs;

d) Should a supervised student opt for a foreign exchange program, oversee progress for earning credits and preparations for the Final Coursework while abroad;

e) Encourage the publication of papers in Brazilian and international scientific journals endowed with high academic profiles.

## **Chapter V - Admission and Registration**

Candidates seeking admission to the EMBA Program must present:

5.1 - Undergraduate degree diploma (full course or technology qualification);

5.2 - Undergraduate degree academic record (transcript);

5.3 - Tests in Logical and Quantitative Thinking, English and Writing (GRE, GMAT and ANPAD test results may substitute the written Logical and Quantitative Thinking and English tests conducted by the EMBA Program Coordination Office during the Admission procedures);

5.4 - Interview and academic record (transcript) evaluation by a panel consisting of Program Professors;

5.5 - Other requirements specified in advance through the Admissions Announcement, at the discretion of the EMBA Program Committee.

5.6 - There will be a cut-off grade for the each of the three written tests, to be defined by the EMBA Program Committee.

5.7 - The final mean grade shall consist of the weighted mean of the arithmetic mean of the tests (Weight 1) and the grades for the interview and the academic record (transcript) evaluation (Weight 2).

## **Chapter VI - Program Structure**

The EMBA Program is structured into the following stages:

### **6.1 - Total Classroom Hours**

The Program is structured into 510 hours, with at least 360 classroom hours, equivalent to 24 credits necessarily allocated to required and elective courses, and 150 classroom hours, equivalent to 10 credits, shared out among project approval, equivalent to 3 credits and 7 credits earned through supervision, research, writing and defense of the Final Coursework, approved at the end of the Program.

**Paragraph One:** Each credit corresponds to fifteen classroom hours;

**Paragraph Two:** Students may sign up for no more than fifteen courses during the Program, including repeat courses when failed (compliant with Articles 8.5 and 8.6 of these Regulations);

**Paragraph Three:** In order to sign up for additional courses beyond those stipulated in Paragraph 2 of this Article, a fee equivalent to two credits per course will be charged, based on the fees list displayed on the School website.

### **6.2 - Earning credits:**

The Program Curriculum consists of four required courses with 30 classroom hours each worth two credits each, and at least eight elective courses with 30 classroom hours each worth two credits each, resulting in a minimum total of 24 credits earned during six academic trimesters through classes or other academic activities on weekday nights (Monday to Friday, 6:30 p.m. – 9:45 p.m.), with academic activities scheduled exceptionally for Saturdays; project writing and approval and three credits by the end of the fourth academic trimester, with a further seven credits earned after defense with approval of the Final Coursework.

### 6.3 - Final Coursework Preparation

6.3.1 The Final Coursework may also consist of a dissertation based on fieldwork undertaken by the student and supervised by an academic Professor, compliant with Regulatory Edict Nº 17 promulgated by the Ministry of Education and Culture on December 28, 2009 and published in the Federal Government Gazette (DOU) on December 29, 2009, regulating Professional Master's Degree courses. The Final Coursework should preferably be delivered and presented in the format of a:

- a) Dissertation;
- b) Case Study;
- c) Diagnostic Report and Analysis.

6.3.2 By the end of the fourth academic trimester, students should have obtained Final Coursework approval from their supervising Professors. Hard copies of approved projects must be handed in at the Program Coordination Office.

**Paragraph One:** The Final Coursework Project Opinion (Annex I) shall be issued by the School and signed by the supervising Professor, for filing with the Academic Records Office (SRA).

**Paragraph Two:** Project approval is a prerequisite for admission to courses during the next (fifth) academic trimester, pursuant to item 7.2, Paragraph One of these Regulations.

### 6.4-Public Defense of the Final Coursework of the Program

In order to receive a Master's Degree in Public Administration, students must have: In order to receive a Master's Degree in Business Administration, students must have: 1) Earned the necessary 24 credits; 2) scored a mean grade of at least 7.0 for the complete set of courses (required and elective); 3) Obtained approval for the Final Coursework project; and 4) Publicly defended the Program Final Coursework is to a panel consisting of three examiners, all holding acknowledged 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 must submit the finished version of the Program 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's suggestions in the finished version of the Final Coursework within thirty days, overseen by the supervising Professor.
- 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.

d) Rejected.

**Paragraph One:** 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 EMBA Coordination Office.

**Paragraph 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).

**Paragraph 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, 2011 - CI N° 20/2011 (Annex II).

## Chapter VII - Earning Credits

7.1.- The EMBA is structured into required and elective courses, each lasting 30 classroom hours and earning two credits. Other supplementary activities worth one credit each may also be offered, such as Seminars and Workshops.

7.2.- Students must sign up for at least two courses in each academic trimester, for a total of twelve courses, of which four are required and at least eight are elective;

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

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

7.3 - EMBA Students must obtain Final Coursework project approval from their advisors by the end of the fourth academic trimester.

7.4 - The Program must be completed, including presentation of the Final Coursework to the adjudication panel within no more than 22 months after its starting date. Requests to postpone the presentation of the Final Coursework will not be granted, except under circumstances addressed in the governing law.

## Chapter VIII - Grading

8.1 - Student performances in each course shall be evaluated through tests, examinations, papers and projects, as well as classroom participation.

8.2 - Evaluation shall be expressed through the following grades:

9.10 - 10.0	Excellent
8.0 - 9.0	Good
6.0 - 7.9	Fair
0.0 - 5.9	Poor (fail)

8.3 - Students may defend their Final Coursework only after they have earned the 24 credits needed with a final grade of at least 7.0 for the entire set of courses studied (required and elective).

8.4 - Failing course grades (6.0 or less) will be given to students performing poorly or attending less than 75% of the classes, except under circumstances addressed by the governing law.

8.5 - Students failing a required course due to poor attendance or performance (grade of less than 6.0) must repeat the course within the Program deadline.

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

- a) 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;
- b) Sign up for any other course on the list of elective courses for the Program;
- c) Replace it by surplus elective credits earned through activities and added to the final grade. For once-off activities earning a single credit, the simple mean of the grades for each activity completed will be used to calculate the final grade.

8.7 - Students will be automatically dismissed from the Program if:

- a) they fail the same course twice during the Program, due to either poor attendance or low grades;
- b) they fail four times during the Program due to either poor attendance or low grades.

8.8 - 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 student's academic advisor.

Important: suspending enrolment in the Program does not imply the suspension of the period of 22 months for defending the Final Coursework and earning an MBA.

8.9 - In order to earn an MBA, students must complete the following steps within the deadline established for the Program:

- a) Obtain passing grades in the four required courses and at least eight elective courses, as set forth in item 8.3;
- b) Prepare and obtain approval of the Final Coursework project;
- c) Prepare the Final Coursework for completing the MBA Program;
- d) Publicly defend and obtain approval of the Final Coursework by the deadline established for the MBA Program.

## **Chapter IX - Special Students**

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

9.2 - Special students must submit formal requests to the Academic Records Office (SRA) for analysis by the Program Coordination Office.

9.3 - Special students must pay for each course taken and will be awarded certificates for the respective credits earned thereby.

## **Chapter X - Faculty Accreditation and Disaccreditation**

10.1 - The accreditation and disaccreditation of EMBA Program faculty members shall be undertaken in compliance with the requirements laid down by the EBAPE Board and submitted to the EMBA Program Committee for consideration thereby.

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

10.2.1 - Faculty members must earn more than 150 Academic Output points every three years, with technical or technological output compatible with the Program research tracks.

## **Chapter XI - General and Temporary Provisions**

Matters not addressed herein shall be settled appropriately by the EMBA Program Committee, in compliance with the governing laws and regulations.

NB: These Regulations come into effect from the 2016/1 class onwards.

Rio de Janeiro, May 28, 2015



**Executive Master's Degree in Business Administration  
EBAPE/FGV**

**ANNEX I - FINAL COURSEWORK PROJECT OPINION**

**GETULIO VARGAS FOUNDATION  
BRAZILIAN SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION  
EXECUTIVE MBA PROGRAM**

**FINAL COURSEWORK  
PROJECT OPINION**

**STUDENT:**

**SUPERVISOR:**

**PROJET TITLE/  
FINAL COURSEWORK:**

APPROVED;  
 NOT APPROVED

**JUSTIFICATION:**

**SUPERVISORS SIGNATURE:** \_\_\_\_\_ **DATE:**    /    /

**ANNEX II**

**Theses and Dissertations Flow for *Stricto Sensu* Graduate Courses**  
NP 40001 dated January 14, 2011 - CI N° 20/2011

- 1) The Academic Records Office (SRA) prepares the **MINUTES** and the **Signatures Page** and forwards them to the advisor;
- 2) After the student has presented the defense, the advisor must:
  - a) Forward the MINUTES to the Academic Records Office (SRA), duly signed by the panel and the student;
  - b) Forward the Signatures Page to the student, **not signed by the advisor**. The other panel members must sign the Signatures Page;

**AFTER THE DEFENSE**, the student requests the catalog factsheet from the Library by completing the online form available on its website ([http://sistema.bibliotecas-rj.fgv.br/ficha\\_catalografica](http://sistema.bibliotecas-rj.fgv.br/ficha_catalografica))

- 3) The Library forwards the factsheet to the student's email address within 72 hours (3 business days);
- 4) The student asks the advisor to sign the Signatures Page, which will be part of the final printed and bound version;
- 5) The student must scan the catalog factsheet and the signatures page, appending them to the final dissertation file (in pdf format);
- 6) Print out the catalogue factsheet and the signatures page that will also form part of the final project printout;
- 7) The student must contact the Office (3799-5757) and speak to the program head, requesting online access authorization;
- 8) The student submits the final version approved by the advisor in PDF format through the Digital Library link: (<http://bibliotecadigital.fgv.br/dspace>)  
**\* the student must register for this access;**
- 9) Follow the link ([www.fgv.br/gradrj](http://www.fgv.br/gradrj)) and click on: Academic, Graduate Studies, Program Final Coursework, Project Data (complete the fields), click on "Send/Alter", click on Upload/URL (do not key in anything and click on "save" (another screen will pop up with a project delivery receipt number). This receipt must be handed in at the Office (Room 314) in a single hardcopy.
- 10) The Academic Records Office (SRA) confirms receipt of the hardcopy of the project by stamping the project delivery receipt;
- 11) The Academic Records Office (SRA) checks the hardcopy and approves it for uploading to the Digital Library;
- 12) The Academic Records Office (SRA) closes the records for the student at the School;
- 13) The Academic Records Office (SRA) forwards the final hardcopy to the Library;
- 14) The Library checks the project records and issues approval for online submission within 72 hours; once online submission is completed, the student and the SRA receive automatic emails from the Digital Library confirming the upload with the URL link;
- 15) The Academic Records Office (SRA) enters the URL link on the Graduate Studies page of the School, under the student's registration data.