

FUNDAÇÃO GETULIO VARGAS
BRAZILIAN SCHOOL OF PUBLIC AND BUSINESS ADMINISTRATION

Guidelines for the Master's and Doctoral Programs in Administration - Class of 2020

1. Objectives

1.1. The master's program in Administration (MSc) aims to:

- a) Promote the production of knowledge in Administration;
- b) Prepare students to be able to think autonomously and independently in the field of Administration;
- c) Develop students' skills in order to produce and disseminate knowledge in Administration;
- d) Provide students with a systemic and critical thinking regarding the role of public and private organizations and of their managers in society;
- e) Prepare students to continue pursuing their academic studies in a doctorate.

1.2. The doctoral program in Administration (PhD) aims to prepare future research professors in the various areas of Public and Business Administration.

2. Administrative organization

2.1. The administrative organization of the master's and doctoral programs in Administration is composed of the Center for Academic Training and Research (CFAP), the Board of the graduate academic program and the program coordinator.

2.1.1. Among others defined in the FGV EBAPE bylaws, the CFAP attributions are:

- a) Planning the program's didactic-pedagogical conception;
- b) Defining the criteria used in the program's selection process;
- c) Approving the courses of the program;
- d) Deliberating on student appeal on decisions of the coordinator of the doctoral program in Administration.

2.1.2. The board of the graduate academic program will be responsible for the didactic-pedagogical follow-up.

- a) The board of the graduate academic program shall be composed of the professors of the PTC (Permanent Teaching Committee), according to the specific determination of the school direction, which regulates the formation of the PTC.
- b) The board of the graduate academic program will be chaired by the coordinator of the program.
- c) The board of the graduate academic program will meet at least once every semester. Informal meetings may take place as needed.

2.1.3. The Program Coordinator shall be responsible for the implementation of CFAP's decisions and shall observe the considerations of the board of the graduate academic program, taking such considerations to CFAP's approval.

2.2. The faculty of FGV EBAPE's graduate programs in Administration is formed by professors holding PhDs, trained in renowned national and international institutions. The majority of them have full-time contracts, working 40 hours a week and carrying out activities related to teaching, advising and scientific production.

2.2.1. Professors that do not hold a PhD but are publicly recognized by their expertise (*notório saber*) and/or hold the title of "*livre docente*" recognized by competent institutions may be admitted as members of the programs' faculty.

2.3. Professors who are members of the programs' faculty shall fulfill the following duties:

- a) Teach the regular courses offered in the programs;
- b) Advise students;
- c) Participate in the programs' research tracks;
- d) Produce relevant scientific work, compatible with the programs' research tracks;
- e) Regularly participate in institutional activities contributing to the success of the program, such as being a member of examining committees for defenses of theses, dissertations, and discussion of theses' projects; member of selection committees in admission processes, academic competitions or awards; participate in other boards and committees related to the Program, FGV EBAPE, CAPES, CNPq and/or FAPERJ.

3. Admission and registration

3.1. The admission process for the Master and Doctoral Programs in Administration will be carried out according to the respective selection processes' announcements.

3.2. The enrollment is carried out with the Academic Records Office (*Secretaria de Registros Acadêmicos – SRA*), observing the conditions established in the admission process announcement and the signed contract.

4. Master`s transfer

4.1. The student of FGV EBAPE Academic Master`s, when approved in the admission process for the doctoral program, is given the possibility to transfer and pursue the doctoral degree.

4.1.1. Students may use up to 20 of the 24 credits earned in the Master`s Program for the doctorate, provided that these credits come from compulsory and/or elective courses of the FGV EBAPE master`s and doctoral programs.

4.1.2. If the student has been granted a Master`s scholarship by a development agency, the student is responsible for observing the conditions for refunding the scholarship value to the respective agency or the need to complete the program they are currently enrolled and defend their master`s thesis.

4.1.3. If the student does not defend the master`s thesis, they are not entitled to the master's degree and must then follow the doctorate deadlines and regulations for the year they started the master`s degree. For example, if the student started the master`s program in 2019 and transfers to the doctorate in 2020 without completing the master`s degree, they are considered part of the doctoral program – class of 2019. The date of the enrollment in the master is considered the date of enrollment in the doctorate.

4.1.4. The conditions and deadlines for the student to request the transfer to the doctorate will be established and properly informed by the coordination of the doctoral program.

4.1.5. It is the duty of CFAP to decide on the request for transfer.

5. Scholarships

5.1. FGV EBAPE will grant, as far as possible, scholarships funded by CNPq, CAPES, FAPERJ or FGV itself, to students of the master`s and doctoral programs who are exclusively studying and without employment, according to the students` classification in the programs` admission process. For the master`s program, the scholarship will last for one (1) year and may be renewed only once, for the subsequent year. As for the doctorate, the scholarships will last for one (1) year and may be renewed annually for the subsequent three (3) years.

5.1.1. Scholarship renewal must be made through a formal request. Attached to the application, the student must include their Yearly Research Report (YRR). The YRR highlights the student`s work in progress (i.e., field research projects in progress with one or more research professors). The student shall describe exactly what kind of activity they are conducting in the projects, how the activities contribute to the development of

their research skills and the potential for publication of each work in progress. Articles published in journals or presented in academic conferences, must be stated.

5.1.2. Applications for scholarship renewal will be decided by the coordination of the program, which will evaluate and classify students as to their academic merit based on the aspects mentioned in item 5.1.1.

5.1.3. Failing in a course (with a grade 'D'), or absence or significant delays in Graduate Seminars, or getting a grade C in any course, or failing to present a working paper in the Graduate Seminar (doctorate students) may result in non-renewal of the scholarship.

5.1.4. The scholarship shall not be renewed if the student fails any of the three (3) qualification stages (Conceptual Paper, dissertation project, or defense of thesis or dissertation).

5.1.5. The student must not be employed during the scholarship period. Being in employment shall result in the immediate suspension of the scholarship.

5.2. FGV EBAPE will grant scholarships in the form of tuition fee waivers financed by FGV to MSc & PhD students.

5.2.1. Tuition scholarships may be granted for up to twenty-one (21) months for the master's program. After this period, the student shall be charged the regular tuition amount.

5.2.2. Tuition scholarships may be granted for up to forty-five (45) months for the doctoral program. After this period, the student shall be charged the regular tuition amount.

5.2.3. In exceptional events, with the due justification, the student may request for additional three (3) months of tuition fee waiver scholarship, as long as the preliminary version of the thesis or dissertation is accepted to be defended, signed by the professor advisor. A copy of this preliminary version must be delivered to the program's coordinator.

6. Special students

6.1. Students shall be considered as **special** students, once they provide a formal request to the Academic Records Office (SRA) within the registration period, and the program's coordinator approves their application.

6.1.1. A special student is a student that holds an undergraduate degree, recognized by the Ministry of Education and is interested in taking a course offered by the master's and doctoral programs but do not plan to pursue the program to an advanced degree at FGV EBAPE.

6.1.2. Special students may enroll in courses of the master's and doctoral program in Administration, observing the following conditions:

- a) The special student candidate shall present a valid certificate of proficiency in English, as follows:
 - i. IELTS ACADEMIC (minimum score: 6,5);
 - ii. TOEFL IBT (minimum score: 90);
 - iii. Cambridge CEFR (minimum score: C1).
- b) In case the special student candidate does not meet the aforementioned criteria and cannot present a certificate of Proficiency in English, the candidate must take the APTIS British Council exam (skills: writing and listening) and achieve the score equivalent to C1 level according to the CEFR.
- c) The program shall accept a maximum of three special students per course;
- d) Special students can undertake only one course every quarter;
- e) In case the special student obtains grade D in one of the courses in which they enrolled, they will automatically be prevented from undertaking another course;
- f) If the special student is approved in the course, they will be awarded a certificate of credits.
- g) Special students who apply in the selection process and get accepted for the MSc or the PhD may transfer the credits obtained as a special student. In this case, the grades are incorporated to the student's academic transcript.

7. Structure of the program

7.1. The master's and doctoral programs will be based on the academic quarter, with classes from 9am to 12pm and from 2pm to 5pm from Monday to Friday. There may be academic activities on Saturdays on an exceptional basis.

7.1.1. The programs are offered in English.

7.1.2. The program has four research tracks: Behavioral and Decision Sciences; Strategy, Management and Organizations; Institutions, Policy and Government; and Finance.

7.1.3. Throughout the courses and before the start of each trimester, the coordination of the program can change (and must inform) the list of courses and credits.

7.1.4. The following methods courses have prerequisites, regardless the research track selected by the student:

Course	Requirement
Machine Learning in Business Research	Statistics IA & IB
Advanced Survey Methods	Statistics IA
Panel Data Analysis	Statistics IA & IB
Experimental Design and Analysis	Statistics IA

8. Obtaining credits

8.1. To complete the **master's** degree, the students must have a minimum of thirty-four (34) credits. As each credit corresponds to fifteen (15) class hours, the student must complete five hundred and ten (510) class hours, distributed as follows:

- a) Twenty-four (24) specific credits obtained until the 4th academic quarter in twelve (12) courses of thirty (30) hours each:
 - i. Six (06) credits obtained from three (3) methods courses, considering that two of them are necessarily Statistics IA and Statistics IB, and the other course is chosen by the student between Qualitative Data Collection & Analysis or Comparative-Historical Methods.
 - ii. Eight (08) credits necessarily obtained from four (4) courses of the research track chosen by the student, or from the combination of two (2) workshops of the student's chosen research track, each equivalent to one (1) credit. The completion of two (2) workshops of the same research track will be equivalent to one (1) 2-credit research track course that may be:
 - Advanced Topics in Administration – Behavioral and Decision Sciences
 - Advanced Topics in Administration – Strategy, Management and Organizations
 - Advanced Topics in Administration – Finance
 - Advanced Topics in Administration – Institutions, Policy and Government
 - iii. Ten (10) credits obtained from five (05) elective courses of any of the program's research tracks or from the credits obtained in the workshops, equivalent to one (1) credit each. Two (2) Workshops of different research tracks will be equivalent to one (1) elective course, listed in the students' Academic Transcript as Advanced Topics in Administration, equivalent to two (2) credits.
- b) Two (2) credits obtained from Graduate Seminars I, II, III, and IV, equivalent to half (0.5) credits each during the first year in the MSc program. Attendance is compulsory in at least 75% of the lectures of the Graduate Seminars.
- c) Two (2) credits obtained from the Supervised Research Seminars I and II, with the student's academic advisor, equivalent to 1 (one) credit each.

d) Six (06) additional credits, being:

- i. Two (2) credits upon approval in the first qualifying examination (thesis project);
- ii. Four (4) credits obtained upon approval of the thesis defense, as provided in item 15.1.

8.1.1. As well as the Graduate Seminars, students must attend at least three (3) courses per quarter, between the first (1st) and the fourth (4th) quarter until completing the course credits. Additionally, they must complete the Supervised Research Seminars in the fifth (5th) and sixth (6th) quarters.

8.1.2. The mandatory methods courses, the Supervised Research Seminar and at least four (04) courses of the student's research track must be attended in the master's Program in Administration of FGV EBAPE.

8.1.3. Students can attend up to two (02) elective courses – of at least 30 hours each – in other master's and doctoral programs, each corresponding to a maximum of two (02) credits. These credits will be counted from the moment the student completes twenty (20) credits from ten (10) courses completed in the program upon formal request.

8.1.4. The student can obtain up to two (02) credits, in substitution to an elective course of any research track, by publishing one (01) article in an academic journal with ISSN, blind review process, and classified by FGV EBAPE as AC4 or higher. These credits will be counted from the moment the student completes 22 (twenty-two) credits upon formal request.

8.1.5. It is not allowed to register for or stop-out of courses after the deadlines foreseen in the academic calendars of each program (available on the FGV EBAPE's website).

8.1.6. Throughout the program, students must obtain their credits as follows:

- a) 28 credits upon completion of mandatory and elective courses, the Graduate Seminars I, II, III and IV, and the Supervised Research Seminars I and II.
- b) Two (2) credits upon approval in the qualifying exam (thesis project) by the end of the 5th quarter.
- c) Four (4) credits upon approval of the Thesis Defense by the end of the 7th quarter.

8.1.7. By the end of the seventh (7th) quarter, the student shall defend their master's thesis, as provided in item 15.1.

8.2. To complete the **doctoral** degree, the students must have a minimum of forty-eight (48) credits. As each credit corresponds to fifteen (15) class hours, the student must complete seven hundred and twenty (720) class hours, distributed as follows:

- a) Thirty (30) specific credits up to the eight (8th) academic quarter, through fifteen (15) courses of thirty (30) hours each:

- i. Twelve (12) credits necessarily obtained from six (6) methods courses, considering that two of them are necessarily Machine Learning in Business Research and Panel Data Analysis, and the other four (04) methods courses to be chosen by the student.
 - ii. Ten (10) credits obtained from five (5) courses of the research track chosen by the student, or from the combination of two (2) workshops of the student's chosen research track, each equivalent to one (1) credit. The completion of two (2) workshops of the same research track will be equivalent to one (1) 2-credit research track course that may be:
 - Advanced Topics in Administration – Behavioral and Decision Sciences
 - Advanced Topics in Administration – Strategy, Management and Organizations
 - Advanced Topics in Administration – Finance
 - Advanced Topics in Administration – Institutions, Policy and Government
 - iii. Eight (8) credits obtained upon completion of four (4) elective courses available in the academic program or from the workshops, equivalent to one (1) credit each. Two (2) Workshops of different research tracks will be equivalent to one (1) elective course, listed in the students' Academic Transcript as Advanced Topics in Administration, equivalent to two (2) credits.
- b) Two (2) credits must come from Graduate Seminars I, II, III, and IV, equivalent to half (0.5) credit each, in the first year of the doctoral program. Attendance is compulsory in at least 75% of the lectures of the Graduate Seminars.
 - c) Four (4) credits obtained from the Supervised Research Seminars I, II, III and IV, with the student's academic advisor, equivalent to 1 (one) credit each.
 - d) Twelve (12) additional credits, being:
 - i. Three (3) credits upon approval in the first qualifying examination
 - ii. Three (3) credits upon approval of the second qualifying examination; and
 - iii. Six (06) upon approval of the dissertation defense, as provided in item 15.1.

8.2.1. The first qualifying examination will be carried out by the end of the eighth (8th) quarter and it consists of the presentation of a **conceptual paper**.

8.2.2. After the first qualifying examination, the school encourages the completion of a Doctoral Stay (PhD Sandwich).

8.2.3. The second qualifying examination shall be held until the end of the twelfth (12th) quarter, and it corresponds to the defense of the **dissertation project**.

8.2.4. By the end of the sixteenth (16th) quarter, the student should defend their doctoral dissertation.

8.2.5. Graduates of other academic master's programs may request the transfer of up to ten (10) credits in courses taken during the master's program. The request will be evaluated by the CFAP. However, unless clear evidence of compatibility is demonstrated, the doctoral student is expected to take the compulsory methods courses. They are Statistics IA and Statistics IB; and Qualitative Data Collection & Analysis or Comparative- Historical Methods.

8.2.6. FGV EBAPÉ Master's Degree Graduates may transfer up to 20 (twenty) credits obtained in the MSc into the doctoral program, as provided in item 4.1.1.

8.2.7. Students may attend up to two (02) 30-hour elective courses in another doctoral program, each one corresponding to a maximum of two (2) credits. These credits shall be transferred upon request that, once approved, will count from the moment the student completes thirty (30) credits from fifteen (15) courses taken in the program.

8.2.8. It is not allowed to register for or stop-out of courses after the deadlines foreseen in the academic calendars of each program (available on the FGV EBAPÉ's website).

8.2.9. Throughout the program, credits shall be obtained as follows:

- a) Thirty-six (36) credits from mandatory and elective courses, Graduate Seminars I, II, III and IV, and Supervised Research Seminars I, II, III and IV.
- b) Three (3) credits upon approval in the first qualifying examination by the end of the 8th quarter;
- c) Three (3) credits upon approval in the second qualifying examination by the end of the 12th quarter;
- d) Six (6) credits upon approval in the dissertation defense by the end of the sixteenth (16th).

8.2.10. Students must attend at least two (2) courses per quarter besides the Graduate Seminars between the first (1st) and the seventh (7th) quarters of the program until completing the course credits. In addition to that, they must successfully complete the Supervised Research Seminars between the fifth (5th) and eighth (8th) quarters.

8.2.11. FGV/EBAPÉ Master's in Administration graduate students must take at least one (1) course per quarter until completing the course credits (item I of this article).

8.2.12. The student can obtain up to two (02) credits, in substitution to an elective course of any research track, by publishing one (01) article in an academic journal with ISSN, blind review process, and classified by FGV EBAPÉ as AC4 or higher. These credits will be counted from the moment the student completes 20 (twenty) credits upon formal request.

9. Time to complete the program

9.1. The master's program must be concluded, including the oral presentation of the thesis before the examining committee, within a maximum period of twenty-one (21) months, from the beginning of the academic activities.

9.2. The doctoral program must be concluded, including the oral presentation of the dissertation before the examining committee, within a maximum period of forty-eight (48) months, from the beginning of the academic activities.

9.3. If the maximum deadline for defense is not met, the student shall be unenrolled from the program.

9.3.1. Any interruption of the course provided for in this regulation does not suspend the above-mentioned deadlines, except in cases provided for by law.

10. Student evaluation

10.1. The performance in each course will be evaluated by means of exams, papers and projects, as well as by the participation and interest of students.

10.1.1. The grading system is composed as follows:

- a) A – Very Good: pass with credit
- b) B – Good: pass with credit
- c) C – Satisfactory: pass with credit
- d) D – Poor: fail, no credit.

10.1.2. The student who presents unsatisfactory performance or that has attended less than seventy-five percent (75%) of the classes taught in one (01) course shall fail (obtaining grade “D”), except for the cases provided for by legislation in force.

10.1.3. Students with grade D in a compulsory course must re-enroll and re-take it. In the case of an elective course, students may either re-take it or replace it with another elective course. Retaking or replacing the course does not exclude the previous grade D.

10.1.4. If the student obtains grades “C” or “B” in any course, they shall not be able to re-take it.

10.1.5. The student who obtains two “D”'s during the course will automatically fail the program.

10.1.6. The student who obtains three “C”'s during the course will automatically fail the program.

10.1.7. The student who obtains two “C”'s and a “D” during the course will automatically fail the program.

10.1.8. Students with two (2) Cs or one (1) D in courses throughout the program will have their academic performance (i.e., academic transcript and academic work history) evaluated by the board of the graduate academic program. The board will decide whether the student can continue in the program. If the student continues in the program, the board will determine a plan to be fulfilled by the student in order to improve their academic performance. The academic work history should contain at the minimum: articles published in scientific journals, articles presented at academic congresses, academic awards and other academic work; all related to the period the student is enrolled in the course. The coordination will instruct the student about the presentation of the academic work history and the corresponding dates.

10.1.9. A leave of absence is permitted for up to two (2) academic quarters, consecutive or not, as long as authorized by the coordination of the program and the academic advisor.

10.1.10. In case of deferral of for the leave of absence, the scholarship will be suspended and the deadline for completion of the course will remain unchanged.

10.1.11. In case a student fails two Supervised Research Seminar, this will result in grade D, to the effect of this item.

11. Academic advising

11.1. Each student will have a professor as advisor.

11.1.1. It is the advisor's duty to:

- a) Help the student with the general study plan and course selection in their respective program;
- b) Guide the student on the choice of topic for the thesis or dissertation and in the development of field research;
- c) If the advised student is attending a Doctoral Stay abroad, the advisor must authorize the student to travel and follow their progress in obtaining credits and developing their thesis or dissertation while abroad;
- d) Support the student during examining committees.

11.1.2. The MSc & PhD program coordination will assign an academic advisor to every student based on the selection process result.

11.1.3. Only professors of the PTC from FGV EBAPE's Master's and Doctoral Programs in Administration can be advisors.

11.1.4. The advisor may invite a professor from a foreign institution to be a co-advisor for the student.

11.1.5. Requests for changing advisors must be approved by the Coordinator of the Program.

11.1.6. Each professor must advise a maximum of one (01) student per class. In exceptional cases, the professor will be allowed to advise a maximum of two (02) students from the same Master's program class.

12. Exchange during the Master

12.1. The master's student may participate in international exchange during the fifth (5th) and the sixth (6th) quarters of the Master in Administration, as long as the advisor approves their thesis project and the exchange is authorized by the program coordination and the advisor.

12.1.1. The international exchange must not exceed a period of six months.

12.1.2. The student must submit to the program coordination a work plan approved by their advisor, which will indicate the activities that will be developed during the exchange and the date foreseen for the delivery of the preliminary version of the thesis.

12.1.3. The student must attend, during the exchange, at least one (01) two-credit course, even if they have already completed the credits required in the program.

12.1.4. The student may request equivalence of credits of up to one (01) elective course of two (02) credits attended during the exchange.

12.1.5. The deadline for the thesis defense shall not be altered. If necessary, the student should defend the thesis via videoconference.

12.1.6. During the exchange, the stipend scholarship shall be maintained until the deadline provided in item 5.2.

13. Doctoral Stay (Sandwich PhD)

13.1. The doctorate student can participate in a Doctoral Stay after the approval of the conceptual paper, if authorized by the coordination of the program and the advisor.

13.1.1. The Doctoral Stay shall not exceed one (01) year. If the student receives a 'sandwich scholarship' funded by development agencies, or stipend scholarship from PROEX/CAPES, the student must return to EBAPE at least six (06) months prior to the date of the dissertation defense.

13.1.2. The student must submit to the program coordination a work plan approved by their advisor, which will indicate the activities that will be developed during the Doctoral Stay and the date foreseen for the delivery of the research project and/or the preliminary version of the dissertation.

13.1.3. The student must attend, during the stay, at least one (01) two-credit course, even if they have already completed the credits required in the program.

13.1.4. The student may request equivalence of credits of up to one (01) elective course of two (02) credits attended during the doctoral stay.

13.1.5. The deadline for the defense of the dissertation shall not be extended due to the student's Doctoral Stay. If necessary, the student shall defend the dissertation via videoconference, provided that the condition of sub-item 13.1.1 of this article is observed.

13.1.6. If the student does not receive a specific scholarship from a development agency to attend the Doctoral Stay, the stipend scholarship will be maintained until the deadline indicated in item 5.2.

14. Qualifying Examinations

14.1. The master's student is submitted to two (02) qualifying examinations.

14.1.1 **Thesis Project:** This is the first qualifying examination in the master's program and must be approved by the advisor by the end of the fifth (5th) quarter of the program.

- a) The Thesis Project shall be evaluated as follows:
 - i. Pass - the student should take into account the suggestions of the advisor to improve the project and the thesis.
 - ii. Fail.
- b) If the student fails the qualifying examination, they will be unenrolled from the program.

14.1.2. **Thesis public defense:** The student must carry out the public defense of their final thesis by the end of the seventh (7th) quarter of the **master's program**, as provided in item 8.1.7.

14.2. The doctoral student is submitted to three (03) qualifying examinations:

14.2.1. The Conceptual paper is the first qualifying examination of the **Doctoral Program** and must be delivered by the student before the end of the eighth (8th) quarter. In the document, students review, organize, abstract, and theorize about a particular research topic/field of knowledge. Details on what is expected from the conceptual

paper are available in the Student handbook. A committee shall evaluate the conceptual paper using a blind review system, according to the following steps:

- a) The advisor suggests four (4) possible external evaluators. Each evaluator must comply with the minimum qualification established by FGV EBAPE's Directors. Two of the four evaluators are randomly selected by the program coordination.
- b) Both evaluators have approximately 30 days from receiving the *conceptual paper* for final evaluation through a written document with comments and suggestions. The document with comments will be expressed as follows:
 - i. Pass.
 - ii. Fail.
- c) If both evaluators grade the conceptual paper with a 'pass', then the student is approved.
- d) If both evaluators grade the conceptual paper with a 'fail', then the student is not approved.
- e) If one evaluator grades the conceptual paper with a 'pass' and the other grades it with a 'fail', the student will have 30 days from the evaluation to revisit the document considering the evaluators' suggestions. Then, the student must re-submit it to the program's coordination and to CFAP:
 - i. a revised version of the conceptual paper; and
 - ii. revision notes (no more than two pages) explaining what has been changed from the previous version and where (on what pages) the changes are. The original evaluators **will not review** the new version.
- f) The program's coordination and CFAP will make the final decision to pass or fail the new version of the conceptual paper.
- g) Failing the conceptual paper will result in the automatic exclusion of the student from the doctoral program. In this case, the student may request a statement with the courses taken while in the program.
- h) The evaluators receive the above rules before the evaluations start.

14.2.2. Dissertation Project: The evaluation of the **doctoral** dissertation project shall be conducted by the end of the twelfth (12th) quarter of the program, through public defense, as provided in item 15.1.

- a) The result of the project of dissertation defense will be expressed as follows:
 - i. Pass.

- ii. Pass with minor changes. In this case, the student should consider the suggestions given by the examining committee and make adjustments within a maximum period of thirty (30) days, under the supervision of the advisor.
 - iii. Pass with substantial changes. In this case, the student must resubmit the dissertation to the examining committee for their final decision within a maximum period of sixty (60) days, under the supervision of the advisor. The student does not have to defend the dissertation again.
 - iv. Fail.
- b) If the student fails the second qualifying examination, they will be automatically unrolled from the program.

14.2.3. **Dissertation Public Defense:** The student must publicly defend their doctoral dissertation by the end of the sixteenth (16th) quarter of the doctorate, as provided in item 8.2.4.

15. Public defense of the master's thesis and doctorate's project of dissertation and dissertation

15.1. The doctoral dissertation project, the doctoral dissertation and the master's thesis may be written in Portuguese or English. They must contain keywords and an abstract following the Emerald model, summarizing the content of the work, and they must follow the formatting specified in the student handbook.

15.1.1. The scheduling of the **Master's** thesis defense is conditioned to:

- a) the completion of all the credits required in item 8.1;
- b) presentation of proof of submission of article based on the thesis, as provided in item 18.1.c;
- c) the return of the locker key that was given during the period of the program.

15.1.2. **Doctoral** dissertations may consist of one (1) single paper or a set of at least three (3) independent but correlated papers, in the form of scientific articles.

15.1.3. The scheduling of the **Doctoral** dissertation defense is conditioned to:

- a) the completion of all the credits required in item 8.2;
- b) publication of at least one (01) scientific article, as provided in item 18.1.c;
- c) the return of the locker key that was given during the period of the program.

15.1.4. Thesis, dissertation project or dissertation must be evaluated publicly by a committee formed as instructed by FGV EBAPE's Directors.

15.1.5. It is the advisor's duty to appoint the examining committee members, meeting the minimum qualification criterion according to the determination of FGV EBAPE's Directors.

15.1.6. The FGV EBAPE Regulatory and Evaluation Department shall schedule the defense with the SRA (Academic Records Office) and inform the academic community.

15.1.7. The thesis or dissertation will be evaluated through an oral defense. The oral defense shall be presented publicly.

15.1.8. The final grade will be issued based on the following assessment criteria:

- a) Pass. In this case, the student must submit their final work to the digital library and deliver a printed version within a maximum period of thirty (30) days
- b) Pass with minor changes. In this case, the student should consider the suggestions given by the examining committee and make adjustments within a maximum period of thirty (30) days, under the supervision of the advisor. The student must submit the final work to the digital library and deliver a printed version within a maximum period of thirty (30) days from the approval of the revised version by the student's advisor.
- c) Pass with substantial changes. In this case, the student must resubmit the dissertation to the examining committee for their final decision within a maximum period of sixty (60) days, under the supervision of the advisor. The student does not have to defend the dissertation again. The student must submit the final work to the digital library and deliver a printed version within a maximum period of thirty (30) days from the approval of the revised version by the examination committee.
- d) Fail.

15.1.9. The final result shall be attributed by a simple and nominal majority.

15.2. The scheduling of the defense of the doctoral dissertation project or dissertation, and the master's thesis defense must be carried out as follows:

- a) The student shall inform the program coordination who will form the examination committee, which was suggested by their advisor, and the date and time of the public defense. The scheduling must be carried out at least 15 working days prior to the defense date.
- b) The student must distribute to the members of the examination committee the preliminary version of the work to be defended.
- c) The scheduling will be carried out and confirmed provided that the student meets all the requirements in item 15.1.

15.3. The final version of the dissertation or thesis shall be filed as follows:

- a) Submission of the electronic file with the complete dissertation or thesis, with all the sessions including the catalographic card and the signature page, to the FGV Digital Library
- b) A printed and bound version of the complete dissertation or thesis, including the catalographic card and the signature page must be submitted to the FGV's Academic Records Office (*Secretaria de Registros Acadêmicos – SRA*), together with the delivery receipt obtained from the registration of the thesis or dissertation in the Online Student System.

15.4. If, according to the examination committee, the student fails, they shall be automatically unenrolled from the program.

16. Unenrollment from the program

16.1. The student shall be automatically unenrolled from the program in the following cases:

- a) Failing the qualifying examinations as provided in item 14.2.1.d, or 14.2.2.b.
- b) Failing by low grades as provided in items 10.1.5, 10.1.6 or 10.1.7.
- c) Failing to comply with the deadlines established for the defense of the thesis or dissertation, as provided in items 9.1 and 9.2.
- d) Abandonment of the program (including non-return after the end of a leave of absence as provided in item 10.1.9) or failure to enroll in the minimum number of courses required per quarter, according to items 8.1.1, 8.2.10 and 8.2.11.

16.2. If the student does not complete the program, they shall immediately refund the full amount of the scholarship received (stipend and tuition) for the period the student was enrolled. Exception is made in cases of unforeseeable circumstances, or force majeure, or serious illness that is proven to have prevented the student from developing academic activities.

17. Recognition of the studies undertaken

17.1. The student who does not defend the thesis or dissertation may be entitled to the Certificate of Specialist in the same area of knowledge, if they obtained all the credits requested by the program.

18. Obtaining the Master's and Doctor's Degree in Administration

18.1. To obtain the Master's or the Doctor's Degree in Administration, the student must respect the deadlines established in this regulation and:

- a) Obtain the credits required to complete the program.
- b) Publicly defend the master's thesis or doctoral dissertation.
- c) Submit the final version of the dissertation as provided in 15.3.
- d) If a Master's student presents a proof of submission of an article based on the thesis to an academic journal evaluate by FGV EBAPE as AC2 or higher; or if a Doctorate student presents proof of publication of a scientific article based on their dissertation in an academic journal evaluated by FGV EBAPE as AC2 or higher.

19. General and transitional provisions

19.1. The cases not covered by these guidelines will be resolved by the CFAP, according to the nature of the subject, observing the current legal and regulatory norms.

Rio de Janeiro, March 6th, 2020.

Prof. Ricardo Lopes Cardoso
Coordinator of the Master's and Doctoral Programs in Administration

Prof. Roberto da Costa Pimenta
Coordinator of the Center for Academic Training and Research (CFAP)