

FUNDAÇÃO GETULIO VARGAS – FGV
(The Foundation)

**ESCOLA BRASILEIRA DE ADMINISTRAÇÃO PÚBLICA
E DE EMPRESAS – EBAPE**
(The School)

EBAPE'S BYLAWS

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ESCOLA BRASILEIRA DE ADMINISTRAÇÃO PÚBLICA E DE EMPRESAS – EBAPE

BYLAWS

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ESCOLA BRASILEIRA DE ADMINISTRAÇÃO PÚBLICA E DE EMPRESAS – EBAPE

BYLAWS

HEADING I

THE SCHOOL, ITS OBJECTIVES AND ITS GOALS

Chapter I

Objectives

Art.1. The **Escola Brasileira de Administração Pública e de Empresas – EBAPE**, with its activities limited territorially to the municipality of Rio de Janeiro, in the State of Rio de Janeiro, is a stand-alone institution of higher education, private, in the strict sense, maintained by the **Fundação Getulio Vargas – FGV**, a not-for profit institution ruled by private law, headquartered in and within the jurisdiction of the City of Rio de Janeiro, in the State of Rio de Janeiro, at Praia de Botafogo, No. 190, Botafogo, CEP 22253–900, with its Statutes registered in the Companies Civil Register under No. 15,987, dated December 10th, 2007 – Protocol No. 200711281530268.

Single Paragraph – EBAPE’s autonomy is defined in law and governed by legislation on higher education and, where applicable, by the Statutes and norms of the FGV and by those laid down in the present Bylaws.

Art. 2. EBAPE, as an educational institution, seeks to promote education, in its many forms and on its many levels, science and general knowledge, with the following objectives:

I – to stimulate cultural creation and the development of the scientific spirit and reflexive thought;

II – to produce graduates in different areas of knowledge, ready to be placed into professional positions and to take part in the development of Brazilian society, and to contribute to its on-going development;

III – to encourage research work and scientific investigation, with a view to developing science and technology, and to create and disseminate culture so as to, ultimately, develop mankind’s understanding and the environment in which he lives;

IV – to encourage the promotion of cultural, scientific and technical knowledge which constitute mankind's heritage, and to communicate knowledge through teaching, publication and other forms of communication.

V – to instill a permanent desire among students for cultural and professional development and to enable them to achieve this desire, integrating the knowledge that is gradually acquired into an intellectual structure that systemizes the accumulated knowledge of each generation;

VI – to stimulate an understanding of the world's problems at the present time, especially national and regional problems, and to offer specialized services to the community so as to establish a reciprocal relationship;

VII – to offer extension or short courses, open to the general public, whose aim is to disseminate the achievements and benefits of the cultural creation and the scientific and technological research generated at the Institution.

Chapter II

Goals

Art. 3. EBAPE's goals include:

I – to contribute to the development of a framework of conceptual references in administrative, economic, political and social terms, which enables one to delve deeply and systemically into the problems faced by Brazil, and thus better understand their characteristics, trends and how to deal with them;

II – to contribute to improving the performance of public and private sector programs and projects, by developing a new managerial culture that is committed to the transformation of existing economic, political and social scenarios;

III – to contribute to a reflection on Brazil's areas of expertise and to develop managerial attitudes that are best suited to them;

IV – to promote a critical assessment of experiences in the many different areas of knowledge, from a perspective of new paradigms;

V – to train students to make use of managerial tools that are more appropriate to the reality of different organizations, thereby contributing to the greater levels of effectiveness and sustainability of social projects and programs;

VI – to contribute to the construction of a network of teaching and research institutions that are compatible with the needs of the many different areas of knowledge;

VII – to contribute to the development of communities through teaching, research and extension projects.

HEADING II
THE ORGANIZATION

Chapter I

The Structure

Art. 4. EBAPE's structural organization is comprised of deliberative bodies and executive bodies on 2 (two) hierarchical levels: senior administration and basic administration.

Para.1 The senior administration body includes:

- I – The Assembly;
- II – The Senior Management;
- III – The Consultative Board;
- IV – The Technical-Academic Council;

Para. 2 The basic administrative body includes:

- I – The Collegiate of the Center for Academic Development and Research;
- II – The Center for Academic Development and Research (CFAP);
- III – The Collegiate of the Undergraduate Center;
- IV – The Undergraduate Center – CEGRAD;

Para.3 Support entities include: The Office of Academic Records, the Library, The Controller's Office, The Ombudsman, The Undergraduate Teaching Support Center, The Regulation and Evaluation Department and other services.

Para.4 The Self-Assessment Commission (CPA) is an advisory department responsible for conducting the process of institutional self-assessment, in accordance with legislation currently in force.

Art. 5. The deliberative bodies function according to the following norms:

- I – meetings take place at the beginning and at the end of each semester and, extraordinarily, at the request of the President or that of at least 1/3 (one third) of the members of said entity;
- II – meetings are held in the first call with the presence of an absolute majority of members of the respective entity, and in the second call with any number of members present;

III – meetings of a serious or grave nature can be held with any number of members;

IV – voting shall comply with the following rules:

a) decisions are taken by a majority of those present;

b) voting is carried out by acclamation, using either open or secret voting, according to which is stipulated by the president of the collegiate entity in question;

c) decisions that involve personal rights are taken by means of a secret vote;

d) the President of the collegiate takes part in the voting process and, in the case of a draw, has the casting vote;

e) no member of the collegiate may vote in a session in which the subject under discussion is of personal interest to that member, unless the President rules otherwise;

f) each member of a respective collegiate shall have right to 1 (one) vote only.

V – each meeting will generate its own minutes, which will be read and approved at the end of that meeting, or, at the beginning of the subsequent meeting;

VI – those meetings that do not take place on the dates set down in the calendar approved by the collegiate, shall be called with a minimum notice of 72 (seventy-two) hours, except in the case of urgency, with the list of subjects to be discussed being included in the meeting summons.

Art. 6. The presence of members at meetings of entities to which they belong is compulsory and takes precedence over all other School activities.

Chapter II

The Senior Administration

Section I

The Assembly

Art. 7. The Assembly is a senior normative, consultative and deliberative entity at the school that deals with didactic-teaching affairs, and is made up of:

I – the Dean, its President;

II – the Deputy Dean;

III – the Head and Deputy Head of the Center of Academic Development and Research;

IV – the Head and Deputy Head of the Undergraduate Center;

V – full, associate and assistant professors who teach full-time and are exclusively engaged in teaching at the School;

VI – 1 (one) representative of the Part-Time professors, chosen by his/her peers;

VI – 1 (one) representative of the Part-Time professors, chosen by his/her peers;

VII – 2 (two) representatives of the student body, (1) one from the graduate program and 1 (one) from the under-graduate program, chosen by their peers;

VIII – 1 (one) representative of the School's technical-administrative body, chosen by his/her peers;

IX – 1 (one) representative of the Fundação Getulio Vargas, nominated by its President's Office;

Para.1 The representative of the Foundation (FGV) will have a mandate of 1 (one) year, which may be renewed.

Para.2 The representatives of the student body, the technical-administrative body and the part-time professors will be chosen by their peers for a mandate of 1 (one) year, which may be renewed.

Art. 8. The Assembly is presided over by the Dean; in his/her absence, by the Deputy Dean and, in the absence of both, by a substitute expressly designated by the School's Dean.

Para.1 Meetings of the Assembly will only be validated if the Dean or his substitute is present, except under certain conditions set down in the present Bylaws.

Para.2 Members of the Assembly will not be remunerated for any functions they might perform in said Assembly.

Art. 9. The Assembly meets:

I – ordinarily, once every school semester, on the request of the Dean, which should be made with a minimum notice of 48 (forty-eight) hours and provide information regarding the subjects to be discussed;

II – extraordinarily, on request from the Dean, on his initiative and always stating the reason for the meeting and giving notice of at least 72 (seventy-two) hours.

Single Paragraph - The Dean will appoint 1 (one) person responsible for taking the minutes of the meeting.

Art.10. Duties of the Assembly include:

I – to express members' views on the creation, regulation, organization, modification, suspension or extinction of undergraduate, graduate and extension courses, the number of places they offer, their curricular plans and issues relating to implementation, all in accordance with the Law;

II – to express their views in relation the School's performance, as well as to discuss directives and norms on the subject;

III – to approve the concession of honorary titles, approval that requires votes of a minimum 2/3 (two thirds) of its members;

IV – to review the annual work plan prepared by the Management;

V – to review Senior Management's annual report;

VI – to deliberate over anything that may have been omitted from these Bylaws, in accordance with the powers attributed to it.

Section II

The Senior Management

Art. 11. The Senior Management, comprising the Dean and the Deputy Dean is the entity that deals with executive oversight, administration, coordination and monitoring of EBAPE's activities.

Art. 12. The School's Dean is designated by the President of the FGV, as stipulated in its Statutes.

Single Paragraph – The Dean's mandate shall be of 3 (three) years, which may be renewed.

Art. 13. The School's Dean, in his absence or incapacity, will be substituted by the Deputy Dean. In the simultaneous absence or incapacity of the Dean and the Deputy Dean, a substitute will be designated by the President of the FGV.

Art. 14. The School's Deputy Dean is designated by the President of the FGV, as stipulated in its Statutes.

Single Paragraph – The Deputy Dean's mandate shall be of 3 (three) years, which may be renewed.

Art. 15. The Dean's duties include:

I – supervising, overseeing, running and coordinating all of EBAPE's activities;

II – representing the School at public events and before other public and private institutions;

III – convening and presiding over meetings of the Assembly, the Consultative Board and the Technical-Academic Council;

IV – carrying out and implementing the decisions and recommendations of the Assembly and of the Boards/Councils in their respective areas of expertise;

V – representing the School before FGV's collegiate entities;

VI – preparing and submitting proposals for resolutions or changes to existing norms to the appropriate collegiate entities;

VII – submitting an annual work plan to the Assembly for its review;

VIII – promoting exchange with other educational institutions at home and abroad;

IX – presenting reports on the School's activities to the Assembly and to FGV's Senior Management;

X – conferring degrees, titles and academic certificates;

XI – offering or proposing awards, rewards and penalties within his jurisdiction;

XII – designating professors, researchers, technicians and administrative personnel to sit on coordination committees and special commissions, in accordance with the conditions stipulated in these Bylaws.

XIII – passing the appeals of professors and students on to the appropriate entities;

XIV – constituting the Self-Assessment Commission(CPA), responsible for conducting the process of institutional assessment, which should comply with the requirements set down in legislation currently in force;

XV – designating commissions to deal with disciplinary proceedings;

XVI – ensuring that order and discipline are maintained within the confines of EBAPE, and assuming responsibility for any abuses or omissions;

XVII – coordinating and proposing a budget to FGV's Senior Management, and assuming responsibility for its implementation;

XVIII – proposing any hiring, dismissal, promotion or access of professors, researchers and technical-administrative personnel to the President of FGV;

XIX – indicating members of the faculty that will represent the School at congresses, conferences and similar meetings and events, both at home and abroad, *ad referendum* of the FGV, in the cases where the norms of this latter require it;

XX – deciding cases of an urgent nature or ones that might imply an issue that is lacking or questionable, in these Bylaws, *ad referendum* of the Assembly;

XXI – creating and disbanding specific advisory positions, as well as nominating and dismissing those who occupy these positions;

XXII – complying and ensuring compliance with the clauses of these Bylaws and appropriate legislation currently in force.

Section III

The Consultative Board

Art. 16. The Consultative Board is the entity that advises the School's Senior Management in its formulation of directives, in its analysis and assessment of the results obtained and in the development of EBAPE's external relations.

Art. 17. The Consultative Board is comprised of the School's Dean, who presides over it, and of the following:

I – 5 (five) representatives of public or private sector entities, nominated by the Assembly;

II – 1 (one) representative of the School Assembly, nominated by it, who will act as the Board's executive secretary;

III – 1 (one) representative of the Foundation, nominated by the President of FGV;

IV – 1 (one) former student of EBAPE, nominated by the Assembly.

Art. 18. The position of Board member is not remunerated and its mandate is for 1 (one) year, which can be renewed.

Art. 19. The Consultative Board meets:

I – ordinarily, 1 (once) a year, informing the agenda beforehand;

II – extraordinarily, always when called by the School's Dean, with minimum notice of 72 (seventy-two) hours and informing the reason for the meeting.

Art. 20. The Consultative Board's responsibilities include:

I – advising Senior Management in relation to the formulation, analysis and assessment of its programs and with respect to the School's external relations;

II – promoting, within FGV's general plan for raising funds, financial campaigns aimed at raising funds for special purposes, and monitoring the use of such funds;

III – discussing the annual work plan;

IV – suggesting programs related to the School’s interests and activities;

V – offering advice, when requested, in relation to subjects of the School’s interest.

Section IV

The Technical-Administrative Council

Art. 21. The Technical-Administrative Council is the First Instance of the internal decision-making process in terms of teaching, research and extension programs.

Art. 22. The Technical-Administrative Council may be advised by Committees in its review of specific issues, which may include: development of the curriculum, performance evaluation, research policies and publications.

Art. 23. The Technical-Administrative Council is comprised of:

I – the Dean, its President;

II – the Deputy Dean;

III – the Head and Deputy Head of the Center for Academic Development and Research;

IV – the Head and Deputy Head of the Undergraduate Center;

ART. 24. The Technical-Administrative Council is presided over by the Dean; in his absence, by the Deputy Dean and, in the absence of both, by the Head of the Center for Academic Development and Research.

Art. 25. The Technical-Administrative Council meets:

I – ordinarily, once a semester, as called by the Dean, with notice of 48 (forty-eight) hours and informing the agenda;

II – extraordinarily, when called by the School’s Dean or by 1/3 (one third) of its members, always informing the reason for the meeting.

Art. 26. The Technical-Administrative Council shall meet, in the first call with the presence of a majority of its members, and in the second call, with any number of members present, with any ruling necessarily requiring a majority of those present to be passed.

Art. 27. The responsibilities of the Technical-Administrative Council include:

I – coordinating and integrating the School’s activities;

II – providing advice in terms of norms, regulations and administrative issues necessary for the smooth running of the School;

III – discussing the constitution of the Committees, as mentioned in Article 22, proposed by the Dean;

IV – approving the annual academic calendar and the hours of EBAPE's courses;

V – setting general norms and those complementing the norms of these Bylaws, especially those referring to the admission selection process for the undergraduate and graduate courses, curricula, teaching plans, research and extension programs, enrollment, transfers, adaptations, credit/course transfers, academic and course evaluations, special study plans and other areas that may come within the scope of its attributes;

VI – deliberating over the occupation of physical space and, in the case of the need for refurbishment, suggesting such work, in accordance with the standards of quality set down for university teaching and through a budgetary proposal to be submitted to FGV's President's Office;

VII – deliberating over institutional partnerships, in accordance with directives adopted by FGV;

VIII – approving criteria for the performance evaluation of the faculty;

IX – examining requests for a change in the work regime of professors to be submitted to the FGV;

X – providing advice in relation to strategic plans, work plans and proposals for the annual budget;

XI – formulating directives for the School's teaching programs, in compliance with legislation currently in force;

XII – exercising other duties attributed to the Council by the Law and by these present Bylaws.

Chapter III

The Basic Administration

Section I

The Centers

Art. 28. The Center is the basic unit of the School's structure.

Single Paragraph – EBAPE's Centers include:

I – The Center of Academic Development and Research;

II – The Undergraduate Center.

Art. 29. Each Center is headed by a member of the faculty chosen by the Dean from among full-time professors, exclusively engaged at the School, for a mandate of 2 (two) years, which can be renewed.

Para.1 The Heads of the Center for Academic Development and Research and the Center for Undergraduate Studies shall be substituted, in their absence or incapacity, by their respective Deputy Heads.

Para.2 The Deputy Heads of the Center for Academic Development and Research and the Center for Undergraduate Studies shall have their names put forward by their respective Center Heads and be nominated by the School's Dean, for a mandate of 2 (two) years, which can be renewed.

Art. 30. The responsibilities common to both Centers include:

I – ensuring that decisions made by the Dean and the School's deliberative entities are carried out;

II – preparing and running their respective annual work programs;

III – preparing activity reports as often as required by the School's Dean;

IV – encouraging the involvement of students, whenever possible, in the School's projects and activities;

V – creating the essential conditions for there to be an integration between teaching, research and extension;

VI – informing the Dean of any requirements for hiring technical staff, researchers and collaborating professors to participate in the School's projects;

VII – setting or proposing, when necessary, directives for the exercising of teaching, research and extension activities;

VIII – examining and submitting preliminarily to the Dean:

a) teaching, research and extension projects;

b) the names of faculty members, researchers and technicians who are to take part in the different projects;

c) the names of members of the commission for selecting candidates for courses offered by EBAPE;

IX – supervising and supporting, technically and academically, the activities and projects that are under its responsibility.

Single paragraph – The Collegiates of the Centers will meet:

- a) ordinarily, once a semester, as called by the Head of the Center in question, with minimum notice of 48 (forty-eight) hours and informing the agenda;
- b) extraordinarily, when called by the Head of the Center in question or by 1/3 (one third) of its members, always informing the reason for the meeting.

Section II

The Collegiate of the Center for Academic Development and Research

Art. 31. The Collegiate of the Center for Academic Development and Research is comprised of all the researchers and full-time professors, with master's or doctorate degrees, who participate in the School's graduate programs, and of 1 (one) representative of the student body from the *stricto sensu* graduate courses.

Para.1 Visiting professors linked to academic development programs will have a place in the Collegiate of the Center for Academic Development and Research, without, however, having the right to a vote within that Collegiate.

Para.2 The representative of the student body should be a student of either a doctorate or a master's program, nominated by his peers to a mandate of 1 (one) year, which may be renewed.

Art. 32. It will be the duty of the Collegiate of the Center for Academic Development and Research to coordinate research and teaching activities aimed at systemizing and producing scientific knowledge and academic development.

Para.1 The Collegiate of the Center for Academic Development and Research will meet:

- a) ordinarily, once a semester, as called by the Head of the Center, its President, with minimum notice of 48 (forty-eight) hours and informing the agenda;
- b) extraordinarily, when called by the Head of the Center or by 1/3 (one third) of its members, always informing the reason for the meeting.

Para.2 It will be the duty of the Collegiate of the Center for Academic Development and Research:

- a) to appraise the curricula and programs of the *stricto sensu* graduate courses.
- b) to propose directives for the carrying out, dissemination and publication of studies and research aimed at scientific production and academic development at the School.

Section III

The Center for Academic Development and Research

Art. 33. The Center for Academic Development and Research (CFAP) is the entity responsible for the executive administration, coordination and monitoring of academic development activities in *stricto sensu* graduate courses and research at EBAPE.

Art. 34. Duties of the Head of the Center for Academic Development and Research include:

I – calling and presiding over meetings of the Collegiate of the Center for Academic Development and Research;

II – representing the Center for Academic Development and Research before EBAPE authorities and entities;

III – setting the class schedule of courses and providing Management with the necessary information for it to organize the School Calendar;

IV – guiding, coordinating and supervising the activities of the Center for Academic Development and Research;

V – monitoring the compliance of the academic regime and the proper carrying out of programs and teaching plans, research and extension, as well as implementing other projects of the Center for Academic Development and Research;

VI – exercising the power to discipline within the scope of the Center for Academic Development and Research;

VII – implementing and ensuring the implementation of decisions taken by the collegiate of the Center for Academic Development and Research and the norms of other EBAPE entities;

VIII – exercising other responsibilities set down in the present Bylaws and those that might be attributed to him/her by the Dean and by other EBAPE entities.

Section IV

The Collegiate of the Undergraduate Center

Art. 35. The Collegiate of the Undergraduate Center is comprised of all those professors who give classes in the subjects that form part of the curriculum of the undergraduate course, and by 1 (one) representative of the student body.

Art. 36. The Collegiate of the Undergraduate Center is responsible for:

I – setting the profile of the course and the general directives of the subjects, with their amendments and respective programs;

II – preparing the course curriculum and its alterations and stipulating the subjects to be taken and their respective workload, in accordance with the curricular directives issued by the Public Authorities;

III – planning, guiding and monitoring the teaching of the subjects that form part of the course curriculum;

IV – suggesting directives for developing research associated with undergraduate teaching practices;

V – promoting course evaluation, in association with the Self-Evaluation Commission (CPA);

VI – working together with other academic entities within the limits of its remit;

VII – selecting the Core Faculty of the course, in accordance with the legal provisions presently in force, submitting it for the approval of the Technical-Administrative Council;

VIII – proposing initiatives that aim at the integration of the undergraduate and graduate courses;

IX – exercising other functions attributed to it or which might be delegated to it by other collegiate entities.

Section V

The Undergraduate Center - CEGRAD

Art. 37. The Undergraduate Center is the entity responsible for the executive administration, coordination and monitoring of the activities of the undergraduate courses at EBAPE.

Art. 38. The responsibilities of the Head of the Undergraduate Center include:

I – calling and presiding over meetings of the Collegiate of the Undergraduate Center and of the Core Faculty;

II – representing the Undergraduate Center;

III - setting the class schedule of the course and providing Management with the necessary information for it to organize the School Calendar;

IV – guiding, coordinating and supervising the activities of the Undergraduate Center;

V – developing the professional education of students, encouraging their participation in internship programs and other complementary activities, as per legislation currently in force;

VI – monitoring the compliance of the academic regime and the carrying out of the teaching programs and plans, as well as the execution of other Undergraduate Center projects;

VII – deciding on and approving credit/course transfers and proposals for adapting courses;

VIII – exercising the power to discipline within the scope of the Undergraduate Center;

IX – implementing and ensuring the implementation of decisions taken by the Collegiate of the Undergraduate Center and the norms of other EBAPE entities;

X – exercising other functions attributed to him/her as set down in the present Bylaws and those attributed by the Dean and other EBAPE entities;

Para.1 The Core Faculty (NDE) is a consultative entity comprising the Head of the Undergraduate Center and at least 5 (five) professors of the course who have proven experience, academic title and qualifications and who have been hired under certain job specifications that preferentially ensure their exclusive dedication to the course.

Para.2 The NDE is responsible for the formalization, implementation, updating and consolidation of the undergraduate course's teaching project

Para.3 The activities of the NDE shall be governed by its own set of rules and regulations.

Chapter IV

The Administrative Support Units

Section I

The Academic Records Office

Art. 39. The Academic Records Office, an FGV entity, is responsible for organizing, controlling and supervising all the activities relating to academic controls, communication and records.

Art. 40. The Office is run by a Registrar designated by FGV's administration.

Single Paragraph – The Registrar is in charge of all academic records, archives, student registers and other academic records required by legislation currently in force;

Art. 41. The Academic Records Office has the following responsibilities:

I – to exercise activities relating to enrollment and to academic records, to the issue of diplomas, certificates and other documents of academic identity, as well as to the maintenance of the necessary records of the courses and programs offered by EBAPE.

Art. 42. The Academic Records Office is governed by its own set of rules and regulations.

Section II

The Library

Art. 43. The FGV has a specialized library set aside for the use of the faculty, the student body and the region's community, and it is under the responsibility of a legally qualified professional.

Art. 44. The Library, organized according to the internationally accepted principles of biblioteconomy, is governed by its own set of rules and regulations.

Section III

The Controller's Office

Art. 45. EBAPE's Controller's Office is responsible for:

I – Supporting Management in terms of the budget proposal and maintaining control over its execution.

Section IV

The Ombudsman

Art. 46. EBAPE's ombudsman functions are carried out by Academic Ombudsman linked to the Provost's Office.

Single Paragraph – FGV's Ombudsman works on the basis of autonomy and full impartiality, is directly linked to the institution's management, and its aim is to ensure that the principles of legality, morality and administrative efficiency are upheld, always protecting the privacy of information.

Section V

The Undergraduate Teaching Support Center

Art. 47. The Undergraduate Teaching Support Center is an FGV entity whose role is to mediate situations that arise relating to the process of faculty and

student body teaching-learning, and it is governed by its own set of rules and regulations.

Section VI

The Institutional Regulation and Evaluation Department

Art. 48. The Institutional Regulation and Evaluation Department is an entity which offers support to EBAPE, and whose ultimate purpose is to comply with and to ensure compliance with legislation governing higher education, interacting with appropriate regulatory agencies and responding to pertinent demands and requests.

Section VII

Other Services

Art. 49. Services of maintenance, cleaning, porter's lodge, surveillance and security, protocol and shipments are the responsibility of the FGV.

HEADING III

RELATIONS WITH THE FOUNDATION

Art. 50. The Fundação Getulio Vargas – FGV is responsible, before the public authorities and the public in general, for EBAPE, and is entrusted with taking the measures necessary for the School to function properly, always respecting the limitations of the Law and those of the present Bylaws, with civil responsibility, institutional relationship and limitation of responsibilities, guaranteeing the academic freedom of the faculty and student bodies and the very authority of its deliberative and executive entities.

Para.1 FGV reserves the right to oversee the administration of EBAPE's budget, but may delegate this responsibility, either in full or in part, to the Dean.

Para.2 Decisions taken by the collegiate entities that may imply an increase in expenditure and/or risks to the Institution will require the prior approval of the Foundation.

HEADING IV

ACADEMIC ACTIVITIES

Chapter I

Courses

Art. 51. EBAPE offers the following modalities of courses and programs, whether in residence or by means of distance learning, which have been created to comply with legislation currently in force:

I – associate degrees: according to field of knowledge, covering different levels, open to those candidates who meet the requirements set down by legislation pertinent to each subject;

II – undergraduate: open to candidates who have completed secondary education (High School) or its equivalent and who have qualified through the relevant selection process;

III - *stricto sensu* graduate: includes master's and doctorate programs.

IV – *lato sensu* graduate programs: includes specialization courses, open to candidates with undergraduate degrees and who meet the requirements set down by the pertinent EBAPE entities; of professional development, extension and others offered by FGV's Educational Development Institute.

V – Short courses, structured around teaching and research, will be offered in the form of on-going activities in projects.

Single Paragraph – The offer of higher education courses by EBAPE, under the terms of legislation currently in force, is dependent on the authorization of the Ministry of Education (MEC).

Section I

Associate Degrees

Art. 52. Associate degrees governed by the Assembly, in accordance with legislation, are of two types:

I – specific training higher education courses, leading to a diploma;

II – complementary studies higher education courses, aimed at the collective or the individual, leading to a certificate.

Art. 53. The study hours of the courses mentioned in items I and II of Article 52 may be used to top up the number of study hours of an undergraduate course, providing they are part of or are equivalent to subjects included in the curriculum of said undergraduate course.

Para.1 In such case where these studies are used to obtain an undergraduate course diploma, the egress from the courses dealt with in the previous article should:

a) be submitted, beforehand and under the same conditions, to the selection process regularly applied to candidates for the desired course;

b) request, provided approval is granted through the selection process, a credit/course transfer that can result in a diploma being awarded for the desired undergraduate course.

Para.2 Once the provisions contained at the head of this article and in its paragraph 1 have been satisfied, credit/course transfer can proceed in the manner stipulated in the Technical-Academic Council's norms.

Section II

Undergraduate Courses

Art. 54. The curriculum of each undergraduate course, in compliance with the curricular directives issued by the Public Authorities, is comprised of an orderly sequence of subjects and other academic activities, whose completion in full gives the student the right to receive an academic degree and its corresponding diploma.

Art. 55. "Subject" is understood as a homogenous and delimited body of knowledge or techniques that correspond to a program of studies and activities, which are taken over a certain number of hours, over the course of each school semester.

Para.1 The program of each subject, in the form of a teaching plan, is prepared by the respective professor and submitted to the Head of the Undergraduate Center for his/her approval.

Para.2 Full completion of the content and workload set down in the teaching plan of each subject is compulsory.

Art. 56. Course completion is achieved by means of an annual, semester-based or modular series regime, as stipulated in the teaching project of the course.

Art. 57. The curricular organization of each undergraduate course will take into account the curricular directives issued by the Public Authorities and abide by the following principles:

I – specific content must be stipulated and the total hours of study pre-set, with the latter not allowed to exceed 50% (fifty percent) of the total workload of the course in question;

II – Course completion must be prioritized, with any unnecessary prolonged delays in the duration of the course avoided;

III – encourage a solid overall education, essential in order for the course egress to overcome the challenges of the new conditions governing professional activities and knowledge creation;

IV – encourage independent study, so as to instill in students a progressive professional and intellectual autonomy;

V – recognize the value of skills, abilities and knowledge acquired outside the academic environment, including those relating to professional experience;

VI – strengthen the links between theory and practice, recognizing the value of individual and collective research, as well as internships and participation in extension activities;

VII – set up mechanisms for regular evaluation, which serve to keep faculty and students abreast of the development and progress of their didactic activities;

Art. 58. EBAPE will publish its Student Handbook, which will inform students, prior to each school semester, about the course programs and other curricular items of relevance, course terms, requirements, professors' qualifications, resources available and evaluation criteria to be used.

Art. 59. Those students who show a high level of performance in their studies, as shown through exams and other specific tools of evaluation, as applied by a special examination board, may have the overall term of their courses shortened, in accordance with norms set down by the Federal System of Teaching (SFE).

Art. 60. In compliance with its own legal requirements, undergraduate students who are considered eligible will take part in the National Examination of Student Performance (ENADE), regardless of the curricular organization adopted by EBAPE, which will be added to their School Transcripts as a requirement that has been complied with.

Section III

Graduate Courses

Art. 61. Graduate courses include the following levels of academic training:

I – doctorate:

II – master's;

III – certificate courses

IV – continued education

Para.1 Graduate programs, at doctorate and master's level, are aimed at providing a more in-depth scientific academic development and have a minimum course load in hours that is stipulated by legislation.

Para.2 Graduate courses, at specialization level, with a minimum course load of 360 (three hundred and sixty) hours, and at refresher level, with a minimum course load of 180 (one hundred and eighty) hours, are aimed at developing and furthering studies carried out at undergraduate level, and are geared to academic and professional development and improvement, in the form of continuing education.

Art. 62. The programming and regulation of graduate courses must be approved by the Technical-Academic Council, based on projects and complying with the norms currently in force.

Chapter II

Research

Art. 63. EBAPE will encourage the development of research projects that aim at the generation of knowledge through all means available, and especially through:

I – the cultivation of scientific activities and the stimulation of critical thought in any and all didactic-pedagogical activities;

II – the maintenance of essential support services, such as libraries, documentation and scientific publication;

III – the educational development of personnel through graduate courses;

IV – the concession of study scholarships and grants or providing assistance in the execution of certain projects;

V – the signing of agreements with entities that support or sponsor research;

VI – providing advisory services to organizations;

VII – academic exchanges with other scientific institutions;

VIII – programming scientific events and participating in congresses, symposia, seminars and meetings.

Chapter III

Extension Courses

Art. 64. Extension programs, tied to teaching and research, will be developed in the form of on-going activities in projects. Services are offered in the form of projects and include:

I – service to the community, directly or through public and private enterprises;

II – participation in initiatives of a cultural, artistic or scientific nature;

III – dissemination of knowledge in the areas covered by the courses being offered, making them more accessible to society as a whole;

IV – promotion of cultural, artistic, scientific and sporting activities;

V – contribution to the development of public, private and civil society organizations.

HEADING V

THE ACADEMIC REGIME

Chapter I

The School Semester

Art. 65. The school year, regardless of the civil year, will have a minimum of 200 (two hundred) school days, distributed over two regular school semesters, each with a minimum of 100 (one hundred) days of effective academic activities, excluding the time set aside for finals exams.

Para.1 The school semester can be extended, when necessary, in order to complete the number of stipulated school days, as well as to complete in full the content and course hours stipulated in the programs of the subjects being taught during that period.

Para.2 Non-curricular teaching programs and research may be offered in-between the regular school semesters, so as to make use of the material and human resources available.

Art. 66. EBAPE's activities will be defined in the Academic Calendar which will include, at least, the start and the close of enrollment, and the periods when evaluations and final exams will be held.

Single Paragraph – The Academic Calendar may include periods of intensive and/or complementary studies, aimed at specific studies and at eliminating incomplete grades.

Chapter II

The Selection Process

Art. 67. The purpose of the selection process is to evaluate the level of education received by those candidates who have completed secondary education (High School) or its equivalent, and thereby classify them within the strict limit of places available. Up to 20% of the places available will be set aside for candidates who opt for admission via the National Secondary Education Exam (ENEM) or its equivalent.

Para.1 EBAPE, in its deliberations over criteria and norms to use in the selection and admission of students, will take into account the effects of these criteria on the guidance they give to the system of secondary education, coordinating accordingly with the norm-setting entities involved in teaching systems.

Para.2 Enrollment in the selection process will be opened by means of a notice document, which will contain the name of each course; the official act that authorizes each course to be given, including the date this act was published in the Federal Government's Official Journal; the number of places that have been authorized, per shift (morning or evening classes) for each course; the number of students per class; the place where each course will be given; the norms of access, the deadlines for enrollment, the documentation required for enrollment, the list of exams, the criteria used for classification via the Vestibular (University Entrance Exam) or the ENEM; the deadline for participating in the selection process; and other useful information.

Art. 68. The selection process will cover knowledge that is common to the different forms of schooling used in secondary education, without exceeding this level of complexity, which will be evaluated by means of exams.

Art. 69. Classification will be done in decreasing order of results obtained, without exceeding the limit of places available, and excluding those candidates who have failed to achieve the minimum standards stipulated by EBAPE.

Para.1 The classification obtained will be valid for enrollment in the school semester for which the selection process has been specifically held, with its effects considered null and void if the classified student does not file a request or, if he/she does, but fails to provide the documents required in full, within the pre-set deadlines.

Para.2 In such case where there are still places available then a new selection process may be held, or else these places may be set aside for the enrollment of students who already have undergraduate diplomas, in accordance with legislation currently in force.

Chapter III

Enrollment

Art. 70. Enrollment, which is a formal act of admission to a course and to establishing a relationship with EBAPE, is done through the Academic Records Office, within the deadlines set down in the Academic Calendar, and providing the following documentation alongside the formal request:

I – a certificate or diploma of completion of a secondary education (High School) course, or its equivalent, as well as a school transcript;

II – proof of completion/exemption of military service and electoral obligations;

III – proof of payment or exemption of the first monthly installment of the education fees;

IV – Identity card or document;

V – birth or marriage certificate;

VI – contract for the provision of education services, duly signed by the candidate, or by someone assuming responsibility for him/her if the student is under 21 (twenty-one) years of age.

Para.1 In the case of those who already possess an undergraduate course diploma, they will be required to provide this diploma, duly registered, as a substitute for the document stipulated in Item I.

Para.2 In the case of international students, their documentation should comply with legislation currently in force.

Art. 71. Enrollment should be done per year, per semester or per module, and renewed annually, every semester or by module, according to the regularity stipulated in the pedagogic project of each course, within the deadlines set in the Academic Calendar and with attention paid to the compatibility of hours.

Para.1 The failure to renew enrollment will imply that a student has abandoned his/her course and that his/her ties to EBAPE have been duly severed.

Para.2 The request for a renewal of enrollment should be made together with proof of payment or exemption of the respective monthly installment of the education fees

Art. 72. A deferral and interruption of enrollment will be granted for the purposes of temporarily interrupting studies and, considering the period for completion of the course, the student's formal ties with EBAPE and his/her right to renew his/her enrollment at a future date will be maintained.

Para.1 Deferral and interruption of enrollment will be conceded for a period expressly stipulated in the act, which may not surpass 4 (four) school semesters, including that in which it was granted.

Para.2 Deferrals and interruptions of enrollment that are immediately consecutive will not be granted where they jointly overrun the period of time stated in the previous paragraph, nor will those deferrals that are successive, non-consecutive, and which jointly overrun that limit be granted.

Para.3 Deferral and interruption may not be denied as a result of payments being in arrears or default.

Art. 73. When places are available, EBAPE may offer enrollment in the subjects of its courses to non-regular students who show that they have the capacity to make the most of these courses

Single Paragraph – once approval has been given in the respective subject, the subject/grades can be the subject of transfer, according to the terms present in these Bylaws.

Chapter IV

Student and Credit/Course Transfers

Art. 74. Depending on the number of existing places available and on the selection process, EBAPE may accept transfers of students from identical or similar courses given by national or international institutions of higher education, within the period stipulated in the Academic Calendar.

Para.1 *Ex-officio* transfers will take place in accordance with the law.

Para.2 The request for enrollment via transfer is processed using the documentation listed in Article 70, the programs of the subjects in the original course, as well as the original school transcript, or an equivalent document that clearly attests to the subjects studied, the respective study hours completed and the student's performance.

Para.3 EBAPE will grant transfer to a student regularly enrolled in its courses, and this may not be denied, either because of delinquency or default, or because of an on-going disciplinary process or, because the student is in either his/her first or last semester, as stipulated by legislation currently in force.

Art. 75. The student who has transferred will be subject to any curricular adaptations that might be necessary, transferring and taking advantage of the studies already done and passed as part of his/her original course.

Para.1 Course/credit transfer shall be granted and the necessary adaptations determined by the Center's Collegiate, which will hear the professor of the subject in question and take into account the following and other norms of the appropriate legislation:

I – the subjects of any higher education course, studied and passed, under transfer at an authorized institution, will automatically be recognized, and awarded the credits, marks, letter grades and study hours obtained at the establishment of origin;

II – the recognition referred to in item I of this Article implies dispensing with any adaptation and supplementation of the study hours:

III – verification, for the purpose of the provisions set down in item II, is no longer necessary once it has been shown that the student was regularly approved and passed in all the subjects corresponding to each subject matter;

IV - in compliance with the provisions stated in the previous items, in order for the transferred student to complete the curriculum he/she will be required to regularly complete the other subjects and put in the total study hours required;

V – the completion of additional study hours, in overall terms, will be required in order to complete the curriculum in full, in accordance with the total number of

compulsory hours that have been stipulated in order to receive the EBAPE diploma.

Para.2 In the case of subjects that are not taken on a full-time basis, EBAPE may adjust disciplines the following general principles:

I – quantitative and formal teaching aspects, represented by program items, study hours and subject arrangements should not take precedence over the broader consideration of integrating knowledge and abilities inherent to the course, within the context of the student's cultural and professional development;

II – adjustment is achieved through the use of a special study plan that ensures the best use of the student's time and capacity to learn;

III – adjustments refer to studies taken at the undergraduate level, where the selection process and any other measures developed for the student to join the course do not apply;

IV – students benefitting from the special law that ensures them a transfer at any time, regardless of whether there is a place available or not, will not be exempted from adaptation, except in the case of the subject transfers, as per items I and II of the first paragraph of this Article;

V – when the student transfer is processed during the school semester, the letter grades, marks, credits and attendance obtained by the student at the institution of origin up until the day he/she officially stopped his/her studies at that institution will be considered valid and transferred to the new course.

Art. 76. The norms that govern the transfer of students and their course/credits shall be applicable to the enrollment of those already holding diplomas and students from other undergraduate courses at EBAPE or other similar institutions, in compliance with the pertinent curricular directives.

Art. 77. The transfer of students and their course/credits, in the case of graduate programs, will have their own set of rules and regulations.

Single paragraph – Those students taking master's and doctorate programs may transfer credits in subjects taken in specialization programs offered by institutions that are duly accredited, at the discretion of the Collegiate of the Center for Academic Development and Research, and in accordance with the approved rules and regulations.

Chapter V

Evaluation and Academic Performance

Art. 78. The evaluation of academic performance will be done for each subject, and consider attendance rates and grades.

Art. 79. Attendance at classes and at other academic activities, only permitted to those who are enrolled, will be compulsory, and absences will not be waived, save in the cases specified in legislation currently in force.

Para.1 Regardless of other results obtained, a student will be considered as having failed a subject if his attendance record at classes and other academic activities does not reach a minimum of 75% (seventy-five percent).

Para.2 Checking and registering attendance records will be the responsibility of the appropriate professor, and their control, for the purposes of the previous paragraph, shall be the responsibility of the Academic Records Office.

Para.3 Those students with congenital or acquired diseases, infections, traumas or other morbid conditions, considered acute or likely to become acute disorders, will receive special treatment and EBAPE will offer these students, to compensate for their class absences, a regime of home-based exercises, with institutional monitoring, providing such a regime is compatible with the state of health of the student in question, and that it is within EBAPE's capabilities, considering legislation currently in force.

I – after the eighth month of pregnancy and for a period of ninety days, the student who is pregnant will have the option of a regime of home-based exercises, in accordance with legislation currently in force;

II – A regime of home-based exercises should be requested through the Academic Records Office, by filling in the appropriate form and annexing proof of enrollment and a doctor's certificate containing the International Classification of Diseases (ICD), in other words, classifying the reason for absence, and the start date and end date of the period the student expects to be absent from his/her academic activities.

Art. 80. Academic performance will be evaluated on the basis of a continual assessment of the student and his/her results in the academic exercises done at home.

Para.1 The professor offering the subject in question will be responsible for preparing the exercises, in the form of exams and for setting other work, as well as for judging the results.

Para.2 The academic exercises, numbering two per semester, will be comprised of evaluation work, research work, seminars, exams and other forms of verification set down in the subject teaching plan.

Art. 81. Each verification of performance will receive a grade, ranging anywhere between 0 (zero) and 10 (ten).

Para.1 Those students who either fail to attend this academic performance verification process on the day fixed for this purpose or make use of fraudulent means during this verification will receive a 0 (zero) grade.

Para.2 Students will be guaranteed the right to appeal the results obtained in their performance verification processes, in accordance with the deadlines set down in the Academic Calendar.

Art. 82. The student's final score in each subject, calculated at the end of each semester, will be made up of the simple arithmetic average of the grades awarded in the performance verification processes.

Art. 83. A substitute exam will be granted to those students who are unable to take the academic performance exam in the period set down in the Academic Calendar.

Single Paragraph – the substitute exam will only be given on the student's request and within the time-frame established by the Academic Records Office.

Art. 84. Providing that, in any situation, a minimum class attendance record of 75% (seventy-five percent) and other academic activities have been completed, the student who obtains a final score that is not lower than 6 (six) will pass, this score being based on the arithmetic average, without rounding up, of the grades awarded for academic work and exams.

Single Paragraph – The Technical-Administrative Council, after consulting with the Assembly, may propose evaluation methods in addition to those provided for in these Bylaws.

Art. 85. The student who fails to pass, either because of his/her poor attendance record, or because he/she has failed to achieve the minimum grades necessary, will repeat the subject and have to comply, during this repeated process, with the same requirements of attendance and grade performance set down in these Bylaws.

Art. 86. The student who completes all the requirements of the process of teaching-learning evaluation described in the course's pedagogical project will be considered as having passed.

Art. 87. The -graduate programs will have their own rules and regulations.

Chapter VI

Internships

Art. 88. Supervised internships will form part of the activities of pre-professional practice. They will be exercised in places of work in areas specific to the course, and no employment ties will be formed of any kind between student and the institution who receives him/her as an intern, as per the legislation on this subject currently in force.

Para.1 The supervised internship is part of the course's pedagogic project, as well as being part of the student's formative process.

Para.2 In order to complete the course, each student is required to fulfill a certain number of intern hours stipulated in the course curriculum, which may include the hours set aside for planning and guidance parallel to the evaluation of activities.

Art. 89. Student internships are guided and supervised by an employee working for the party granting the internships, with education or professional experience in the area of knowledge related to the intern's course, and supervised by EBAPE professors responsible for monitoring and evaluating the activities of interns.

Para.1 The coordination of an internship consists of monitoring the monthly reports and studying the final report on the results, as well as monitoring the work of supervision.

Para.2 In compliance with legislation currently in force and the general norms of these Bylaws, the internship will comply with its own rules and regulations, previously approved by the Technical-Academic Council.

HEADING VI

THE ACADEMIC COMMUNITY

Art. 90. The academic community is composed of the faculty, researchers, students and academic-administrative personnel.

Chapter I

The Faculty

Art. 91. The teaching career at EBAPE is structured over 3 (three) levels and includes:

I – Full Professor;

II – Associate Professor;

III – Assistant Professor.

Single Paragraph – Admission to a teaching career is done through a selection process under the terms of the norms currently in force.

Art. 92. Professors are hired by FGV, according to the regime of labor laws, and in accordance with the criteria and norms set down in these Bylaws.

Art. 93. The admission of a professor is done through a selection process overseen by the School's Dean, who will use the following criteria in making his choice:

I – the candidate’s moral and ethical standing;

II – the candidate’s academic, didactic and professional titles and honors relating to the curricular subjects to be taught by him/her.

Art. 94. Minimum requirements for admission, entry and movement at the different teaching levels are:

I – Assistant Professor:

a) Master’s degree;

II – Associate Professor:

a) Doctorate;

III – Full Professor:

a) Doctorate;

b) relevant experience and publications, according to criteria defined by the Technical-Academic Council.

Art. 95. Movement in the career of a teacher is achieved by means of promotion and access, based on an analysis of his/her academic merit and according to the terms of specific rules to be approved by the Foundation.

Art. 96. Full-time EBAPE professors may, for a certain period, and providing they have been authorized by the President’s Office of the FGV, be placed at the disposal of other institutions of national or international relevance.

Art. 97. The rights of teaching professors include:

I – those rights guaranteed by the CLT (Consolidation of Labor Laws - a law which governs labor relations) and set down in specific rules and regulations;

II – the right to their participation in congresses, seminars and both national and international conferences and meetings;

Para.1 The right to take part in events cannot be exercised if it is in conflict with other obligations, previously assumed by the professor in question.

Para.2 This right does not imply that the School will be responsible for funding the expenditure of such event(s).

III – the right to the publication and dissemination of their work;

IV - the right to request their participation in professional development programs, either at home or abroad, under the terms of norms currently in force;

VI – the right to run as candidates for elected office;

VII – the right to appeal the rulings of deliberative or executive entities.

Art. 98. The responsibilities of the members of faculty include:

I – preparing teaching plans;

II – efficient and full implementation of the programs of the curricular components for which they are responsible;

III – advising students;

IV – planning, organizing and evaluating learning processes;

V – participation in the meetings of collegiate entities and commissions;

VI – participation in research and extension projects;

VII – effective intellectual production;

VIII – exercising other functions attributed to them by Law and by these present Bylaws.

Single Paragraph – The faculty will be expected to attend all the classes of courses that require a physical presence, as per the provisions of legislation currently in force, and to implement their teaching plan in full.

Art. 99. In addition to its Teaching Career Professors, EBAPÉ may also take on the following categories of faculty staff:

I – Part-time Professors;

II – Visiting Lecturers;

III – Visiting Professors

a) Part-time, full-time, partial or paid-by-the-hour professors will be recruited from among experts with proven experience in their areas of specialization;

b) Visiting Lecturers will be recruited from among faculty or experts with proven professional experience to take part in specific teaching activities;

c) Visiting professors will be recruited from among academics with proven experience in their areas of specialization, and who belong to the faculty bodies of national or international academic institutions, for a pre-set period of time.

Art. 100. The dismissal without just cause of a faculty member will proceed in accordance with the parameters set down by the Consolidation of Labor Laws, it being the exclusive responsibility of the President's Office of the Foundation, which may exercise its prerogative on its own initiative or on the advice of the School's Dean.

Chapter II

The Student Body

Art. 101. The student body is composed of regular and non-regular students, two categories that can be distinguished according to the nature of the courses for which they are enrolled.

Para.1 The regular student is the student who is enrolled in an undergraduate, master's or doctorate course;

Para.2 The non-regular student is the student who is enrolled for subjects of courses offered by EBAPE when places are available, who demonstrates a capacity to take advantage of such subjects, and who is approved in advance through a selection process, as per the stipulations set down in the rules and regulations of the course in question.

Art. 102. The rights of the members of the student body include:

I – electing representatives to the School's collegiate entities and commissions;

II – preparing the rules and regulations for electing representatives;

III – receiving technical-academic support in order to develop studies, research and publications of their interest;

IV – participating in teaching, research and extension projects developed by the School, within its means;

V – having free access, before each school semester, to information regarding the offer of courses, programs and other curricular components, their duration, requirements, professors' qualifications, resources available and the criteria of evaluation to be used;

VI – making use of, within the confines of the School, installations that are adequate to the development of academic activities;

Vii – appealing School rulings under the terms of legislation currently in force.

Art. 103. The duties of the members of the student body include:

I – using maximum diligence in taking advantage of the teaching given;

II – complying with the provisions of the Law, those set down in these Bylaws and other norms stipulated by the School;

III – treating EBAPE property with due care;

IV – complying with the School's disciplinary regime.

Art. 104. The Student Body's representative entity is the Student Government, governed by its own Statutes, developed by it and approved according to legislation currently in force.

Para.1 This representative entity seeks to promote cooperation within the academic community and to consistently improve EBAPE.

Para.2 The Student Government is responsible for nominating representatives of the student body, with the right to speak and to vote in EBAPE collegiate entities.

Para.3 Student representations in collegiate entities are governed by the following stipulations:

I – only regular students, enrolled in at least 3 (three) subjects are eligible, and the loss of these conditions implies the loss of mandate;

II – exercising the role of student representative does not exempt the student from his/her academic obligations.

Art. 105. EBAPE may offer awards, as a way to stimulate the intellectual output of its students, in accordance with the pre-established norms.

Chapter III

The Research, Technical and Administrative Bodies

Art. 106. The Body of Researchers, Technicians and Administrative Personnel is organized in such a way as to attend to the needs of the School.

Para.1 Its member's rights, in addition to those set down in legislation currently in force, include:

- a) the opportunity for professional development;
- b) the opportunity for promotion within specific careers.

Para.2 In the case of researchers and technicians, certain additional rights are pertinent, including:

- a) the right to take part in congresses, seminars and both national and international meetings and conferences;
- b) the right to publish and disseminate work.

Para.3 EBAPE will assume the responsibility for maintaining working standards and conditions that are consistent with the nature of an institution of education, as well as offer its staff the opportunity for technical-professional development.

HEADING VII

THE DISCIPLINARY REGIME

Chapter I

The Disciplinary Regime in General

Art. 107. The act of enrollment and the appointment to a faculty or technical-administrative position or function implies a formal commitment to the contract signed with EBAPE and respect for the ethical and legal principles that govern this Institution, including academic dignity, human dignity, as well as the right to one's own defense, and to the norms contained in legislation on education, in these present Bylaws and, complementarily, set down by the appropriate entities and the authorities who represent them.

Art. 108. Any disregard or transgression of the commitment described in the previous article will constitute a disciplinary infraction, punishable according to the forms of punishment set down in these Bylaws.

Para.1 In applying disciplinary sanctions the gravity of the infraction will be taken into account according to the following elements:

I – whether it is a first offence;

II – whether there was intent or not;

III – the value of the moral, cultural or material asset affected.

Para.2 The accused will always be guaranteed the right to a full defense.

Para.3 In the case of material damage to EBAPE property, in addition to disciplinary sanctions, the guilty party will be liable to pay compensation.

Chapter II

The Disciplinary Regime as Applied to the Faculty

Art. 109. The members of the Faculty are subject to the following disciplinary penalties:

I – a verbal and private warning, in the case of:

a) failure to keep class hours;

b) delay in filling out the class diaries;

c) absence from EBAPE entity meetings.

II – reprimand, in writing, in the case of:

a) a repeat of one or other infractions in item I;

III – suspension, with loss of wages, in the case of:

a) a repeat of one or other infractions in item II;

b) failure to carry out, without reasonable justification, the program or the workload of hours of the subject under his/her responsibility.

IV – dismissal with just cause, in the case of:

a) a repeat of the infraction stated in paragraph “b” of item III;

b) didactic or scientific incompetence;

c) involvement in an act that is unacceptable on moral grounds;

d) an offence under the terms of Art. 482 of the CLT (Consolidation of Labor Laws - a law which governs labor relations).

Para.1 the application of warnings, reprimands and suspension are the exclusive responsibility of the School's Dean;

Para.2 the application of a dismissal for just cause is the exclusive responsibility of the President's Office of the Foundation, which may exercise this right through its own initiative or on the advice of the School's Dean.

Chapter III

The Disciplinary Regime as Applied to the Student Body

Art. 110. Students are subject to the following disciplinary penalties:

I – verbal warning, in the following cases:

a) disrespect shown to the Dean, to any member of the Faculty or to any EBAPE employee;

b) disobeying any order given by the Dean or any member of the Faculty in the exercising of their functions.

II – reprimand, in the following cases:

a) a repeat of the infractions listed in item I;

b) offence or aggression to another student which disturbs the peace within the confines of EBAPE;

c) material damage to equipment or installations at EBAPE;

d) improbity in the execution of acts or academic work.

III – suspension, in the following cases:

a) a repeat of the infractions stated in items I and II;

IV – dismissal, in the following cases:

a) a repeat of the infractions stated in item III;

b) providing EBAPE with false documents.

Para.1 The person responsible for applying these penalties is:

I – the Dean, in the case of warnings, reprimands and dismissals.

Para.2 The accused will always be guaranteed the right to a full defense.

Art. 111. The recording of the penalty or punishment that has been handed down will be carried out using a specific document, and will not be included in the student's school transcript.

Single Paragraph –The record of penalties involving warnings or reprimands will be expunged if, within a year of their being applied, the student in question does not repeat his offences.

Chapter IV

The Disciplinary Regime as Applied to Researchers and the Technical-Administrative Body

Art. 112. Researchers and members of the Technical-Administrative body will be subject to penalties stipulated in current Labor Legislation.

Single Paragraph – The application of penalties is the responsibility of the Dean, save in the case of dismissal or rescission of contract, which is the responsibility of FGV, on the advice of the Dean.

HEADING VIII

ACADEMIC TITLES AND HONORS

Art. 113. Those completing their undergraduate courses will be awarded a respective degree and receive the corresponding diploma.

Art. 114. The academic degrees will be awarded by the Dean, in a solemn and public ceremony at which those graduating will deliver a declaration in a manner approved by EBAPE.

Single Paragraph – Those completing their courses who request a degree, will receive it through a simple ceremony in the presence of 1 (one) professor, in a place and at a time set by the Dean.

Art. 115. Those completing their courses of specialization, transfer and extension will receive their respective certificates from the Dean and/or Head of the Center whose responsibility it has been to give the course in question.

Art. 116. Those completing the doctorate and master's programs will receive their respective titles and the corresponding diplomas.

Art. 117. EBAPE, on the decision of the Assembly, may confer the following academic honors:

I - Professor *Honoris Causa* to Brazilian or foreign personalities, in recognition for their services to humanity or to progress in the sciences, literature or the arts with which EBAPE identifies itself in some way;

II – Professor Emeritus, to EBAPE professors who have reached an eminent position through their efforts in activities related to higher education;

Single Paragraph – The concession of academic honors should be proposed by the Dean or by any member of the Assembly, and then be approved, in all cases, by the Assembly.

HEADING IX

GENERAL PROVISIONS

Art. 118. Save provisions contrary to these Bylaws, the term for appeals is 15 (fifteen) days starting from the date of publication of the appealed ruling or its communication to the interested party.

Art. 119. Education fees and charges will be fixed by the FGV, in accordance with legislation currently in force.

Art. 120. Issues not covered by these Bylaws will be resolved by the Assembly and/or the Parent, as per the nature of the issue in question, in compliance with the legal norms currently in force.

Art. 121. EBAPE does not offer licentiate degree courses.

Art. 122. These Bylaws come into force on the date of their approval by the Foundation and will be subject to the approval of the relevant entities, under the terms of legislation currently in force.