

**FUNDAÇÃO GETULIO VARGAS
BRAZILIAN SCHOOL OF PUBLIC AND BUSINESS ADMINISTRATION**

Guidelines for the Doctoral Program in Administration - Class of 2018

Chapter I

Objective of the program

Art. 1. The doctoral program in Administration (PhD) aims to prepare future research professors in the various areas of Public and Business Administration.

Chapter II

Administrative organization of the program

Art. 2. The administrative organization of the doctoral program in Administration is composed of the Center for Academic Training and Research (CFAP), the Board of the graduate academic program and the program coordinator.

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

- I. Planning the program's didactic-pedagogical conception;
- II. Defining the criteria used in the program's selection process;
- III. Approving the courses of the program;
- IV. Deliberating on student appeal on decisions of the coordinator of the doctoral program in Administration.

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

- I. The board of the graduate academic program shall be composed by the professors of the PTC (Permanent Teaching Committee), according to the specific determination of the school direction, which regulates the formation of the PTC, and by the representative of the student body and their deputy representative.
- II. The board of the graduate academic program will be chaired by the coordinator of the doctoral program.
- III. The board of the graduate academic program will meet at least once a year. Informal meetings for specific areas will occur continuously.

§ 3. The coordinator of the doctoral program 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 the CFAP approval.

Chapter III

Selection and registration

Art. 3. The selection for the doctoral program will include:

- I. Presentation of supporting documentation of the following requirements:
 - a) Undergraduate degree completion certificate;
 - b) Official transcript of the applicant's undergraduate academic history;
 - c) Result of one of the following exams: ANPAD, GMAT or GRE;
 - d) Result of one of the following English language proficiency exams: IELTS, TOEFL IBT, Cambridge.

- II. Interviews with the pre-selected candidates based on the presentation of the above documents to a committee composed by professors of both the academic master's and the doctoral program in Administration.

Sole paragraph: The specific examinations or tests - as well as the minimum score and validity - are at the discretion of CFAP and are specified in the selection process guidelines, available on the website and from the FGV EBAPE Office.

Chapter IV Master's transfer

Art. 4. The student of FGV EBAPE Academic Master's, when approved in the selective process for the doctoral program, is given the possibility of requesting a transfer to the doctoral program.

§1. In the case of transfer to another level, students do not defend their master's thesis, and consequently do not earn a master's degree.

§2. 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.

§3. Students who choose to transfer, start to follow the deadlines and the regulation of the doctoral program referring to their year of entry into the master's program. For example, students who started the master's in 2015 and transfer to the doctoral program in 2016, become (from the point of view of regulation and deadlines) part of the doctorate class of 2015.

§4. The 48-month (forty-eight-month) deadline to complete the doctorate counts from the student's enrollment to the master's program, regardless of the Doctoral scholarship authorized by the development agencies.

§5 In case 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.

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

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

Chapter V Scholarships

Art. 5. FGV EBAPE will grant, as far as possible, scholarships funded by CNPq, CAPES, FAPERJ or the FGV itself, to doctoral program students in exclusive dedication and without

an employment relationship, according to the classification in the program selection process. The scholarship will last for one (1) year and may be renewed annually for the subsequent three (3) years.

§1. Scholarship renewal must be made in 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. Working papers, if any, should also be highlighted.

§2. Applications for scholarship renewal will be decided by a committee constituted by the CFAP. The committee will evaluate and classify students as to their academic merit based on the aspects mentioned in §1.

§ 3. Failing in a course, absence or significant delays in Graduate Seminars, getting a grade C in more than one course, or failing any of the three (3) qualifying stages (conceptual paper, project of dissertation or dissertation defense) may result in non-renewal of the scholarship.

§4. The doctoral student must not be in an employment contract during the scholarship period. This will result in the immediate suspension of the scholarship.

Chapter VI Special students

Art. 6. Students shall be considered as **special** students, since they provide a formal request and their application is approved by the program's coordinator.

§ 1. A special student is considered if they have a master's degree, recognized by the Ministry of Education and is interested in studying courses offered by the graduate program of FGV EBAPE but do not plan to pursue the program to an advanced degree.

§ 2. Special students may enroll in courses of the doctoral program in Administration (PhD), observing the following conditions:

- I. The program shall accept a maximum of three special students per course;
- II. Special students can undertake courses whether or not they are enrolled in an education institution;
- III. Special students may undertake only one course in each academic trimester;
- IV. 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;
- V. If the special student is approved in the course, they will be awarded a certificate of credits.

Chapter VII Structure of the program

Art. 7. The program will be based on the academic trimester, with classes from 9:00 a.m. to 12:00 p.m. and from 2:00 p.m. to 5:00 p.m. from Monday to Friday. There may be, on an exceptional basis, academic activities on Saturdays.

§ 1. The program is offered in English.

§ 2. The program has four research tracks: **Behavioral Sciences and Decision Making; Strategy, Management and Organizations; Institutions, Policies and Government; and Finance.**

§ 3. By the end of the second trimester, students must formalize the option for one of the research tracks at the Academic Registration Office (SRA).

§ 4. The research tracks are composed of a group of courses, listed in their academic structure, and made public every trimester.

§ 5. The following method courses have prerequisites, regardless the research track selected by the student:

Course	Requirement
Statistics IIA - Applied Econometrics	Statistics IA & IB
Advanced Survey Methods	Statistics IA
Statistics IIB - Panel Data Analysis	Statistics IA & IB
Experimental Design and Analysis	Statistics IA

§ 6. Changes in the list of compulsory courses and their academic hours may occur from year to year.

Chapter VIII Obtaining credits

Art. 8. To complete the doctoral program, students must have a minimum of forty-eight (48) credits, according to the following distribution:

- I. Thirty-four (34) specific credits up to the eight (8th) academic trimester, through seventeen (17) courses of thirty (30) hours each:
 - a) Twelve (12) credits necessarily obtained from six (6) courses of 'methods', to be chosen by the student.
 - b) Fourteen (14) credits necessarily obtained from seven (7) courses of the research track chosen by the student.
 - c) Eight (8) credits from four (4) elective courses available in the academic program or from the courses Advanced Topics in Administration I and II (workshops), equivalent to one (1) credit each.
- II. Two (2) credits must come from Graduate Seminars I and II in the first year of the doctorate.

- a) The Graduate Seminars are compulsory for all doctoral students during the first year. Attendance is compulsory in at least 75% of the lectures of the Graduate Seminars.
- b) In the third and/or fourth year, students must write and present a working paper in the Graduate Seminars.
- c) Failure to comply with the rules described in items (a) and (b) will result in non-renewal of the scholarship.
- d) Although not compulsory, it is suggested that students also participate in the Graduate Seminars in years 2, 3, and 4.

- III. Twelve (12) additional credits, three (3) of which upon approval in the first qualifying examination, three (3) upon approval of the second qualifying examination and six (6) upon approval of the dissertation defense

§ 1. The first qualifying examination will be carried out at the end of the eighth (8th) trimester and it consists in the presentation of a conceptual paper.

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

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

§ 4. By the end of the fourth (4th) year, students should defend their doctoral dissertation.

§ 5. For graduates of other Academic Master's programs, up to ten (10) credits may be considered in courses taken during the master's. 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 courses of methods and of the research track of interest offered by the academic master's. These courses are part of the prerequisites of the doctoral program. They are: Statistics IA; Statistics IB; Qualitative Data Collection and Analysis or Comparative and Historical Methods.

§ 6. Up to 20 (twenty) credits may be considered in courses taken in the Program by graduates from FGV EBAPE Master's program, as long as these credits have been earned in compulsory and/or elective courses.

§ 8. The compulsory courses must be attended in the doctoral program in Administration of FGV EBAPE.

§ 8. Students can attend up to two (2) elective courses in another doctoral program, each one corresponding to a maximum of two (2) credits.

§ 9. A leave of absence from one course per trimester is permitted, provided that the student has not completed more than 25%, which is the equivalent to three (3) classes of that course.

§ 10. Re-enrollment or late enrollment is permitted, provided that no more than 25%, equivalent to three (3) classes, of the course have occurred.

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

- I. By the eighth (8th) trimester (end of the second year): thirty-six (36) credits from compulsory and elective courses, and Graduate Seminars.
- II. In the eighth (8th) trimester: three (3) credits upon approval in the first qualifying examination.

- III. In the twelfth (12th) trimester: three (3) credits upon approval in the second qualifying examination.
- IV. By the end of the fourth (4th) year: six (6) credits upon approval in the dissertation defense.

§ 12. Students must attend at least three (3) courses in the first trimester and at least two (2) courses per trimester between the second (2nd) and the eighth (8th) trimester of the program until completing the course credits (subsection I). Therefore, it is necessary to earn 36 (thirty-six) credits related to compulsory and elective courses and Graduate Seminars by the end of the eighth (8th) trimester.

§ 13. FGV/EBAPE Master's in Administration graduate students must take at least one (1) course per trimester until completing the course credits (subsection I). Therefore, it is necessary to earn 36 (thirty-six) credits related to compulsory and elective courses and Graduate Seminars by the end of the eighth (8th) trimester.

Chapter IX

Student evaluation

Art. 9. 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.

§ 1. The grading system is composed as follows:

- A - very good: pass with credit.
- B - good: pass with credit.
- C - satisfactory: pass with credit
- D - poor: fail, no credit.

§ 2. Students with three (3) Cs; or two (2) Cs and one (1) D, or two (2) Ds in courses throughout the program will be automatically unenrolled from the doctorate.

§ 3. 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.

§ 4. 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.

§ 5. Students who have attended less than seventy-five percent (75%) of the classes, except for the cases under the current law, will be considered to have failed.

§ 6. A leave of absence is permitted for up to two (2) academic trimesters (six months), consecutive or not, as long as the student has earned credits in at least four (4) courses. The leave of absence does not suspend the count of the time for completing the program.

Chapter X **1st Qualifying examination – Conceptual paper**

Art. 10. The conceptual paper represents the first qualifying examination. 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 with the program's coordination.

§ 1. The conceptual paper will be evaluated by a committee in a blind review system according to the following steps:

- I. The advisor suggests four (4) possible external evaluators. Each evaluator must comply with the minimum qualification criterion (200 CAPES points in the last four-year period). Two of the four evaluators are randomly selected by the program's coordination.
- II. The two 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:
 - a) Pass.
 - b) Fail.
- III. If both evaluators grade the conceptual paper with a 'pass', then the student is approved.
- IV. If both evaluators grade the conceptual paper with a 'fail', then the student is not approved.
- V. 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: (a) revised version of the conceptual paper; and (b) a revision note of 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. The program's coordination and the CFAP will make the final decision to pass or fail the new version of the conceptual paper.
- VI. 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.
- VII. The evaluators receive the above rules before the evaluations start.

Chapter XI **2nd Qualifying examination – Project of dissertation**

Art. 11. The project of dissertation will be evaluated by a committee composed of five (5) members (the student's advisor, two FGV professors and two external members). It is the advisor's duty to appoint the members of the examining committee, meeting the minimum criterion of qualification according to the determination of the school direction on this matter.

§ 1. The FGV EBAPE Regulatory and Evaluation Department shall schedule the defense with the SRA and inform the academic community.

§ 2. The result of the project of dissertation defense will be expressed as follows:

- I. Pass – the candidate should take the suggestions made by the committee into consideration to improve the project, and consequently, the dissertation.
- II. Fail.

§ 3. If the student is not able to submit to the qualifying examination in the expected deadline, before the end of the twelfth trimester, they may request a postponement of ninety (90) days. The request for the supplementary period must be formalized with the FGV Academic Registration Office (SRA) and evaluated by the Program's Coordinator. If deadlines are not met, the student will automatically be unenrolled from the program. In this case, the student is entitled to a statement with the courses taken while in the program.

§ 4. If the second qualifying examination results in a fail, the student will be automatically unenrolled from the program. In this case, the student is entitled to a statement with the courses taken while in the program.

Chapter XII

Dissertation advising

Art. 12. Each student of the doctoral program in Administration must have an academic advisor formally designated until the end of the fifth (5th) trimester.

§ 1. It is the advisor's duty to:

- I. Help the student with the general study plan and course selection;
- II. Guide the student on the choice of topic for the dissertation and in the development of field research;
- III. 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 dissertation, while abroad;
- IV. Support the student during examining committees.

§ 2. Only professors of the PTC from FGV EBAPE can be advisors.

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

§ 4. Requests for changing advisors must be approved by the Coordinator of the Doctoral Program.

Chapter XIII
3rd Qualifying examination – Dissertation defense

Art 13. The student must publicly defend their doctoral dissertation by the end of the fourth (4th) year of the doctorate. The scheduling of the dissertation defense must observe the following guidelines:

- I. The dissertation must be submitted to the academic advisor to request a written opinion, at least three (3) months prior to the defense.
- II. The student must submit copies (printed) of the preliminary version of the dissertation to the committee before the defense.
- III. The student shall inform the program's coordination about the composition of the committee appointed by the academic advisor, date and time of the defense. The defense must be scheduled at least 15 working days prior to the defense date.
- IV. To confirm the schedule for the defense, the student must present the following items to the Academic Registration Office (SRA):
 - a) The locker key that was given during the period of the program.
 - b) An official document proving the publication of an article in an academic journal, as described in Art. 17 (III) of this Regulation.
 - c) A scientific article following the rules for submission to ENANPAD with the main results of the dissertation.

Art. 14. Dissertations can 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's manual.

§ 1. Dissertations may be one (1) single paper or a set of at least three (3) independent but correlated papers, in the form of scientific articles.

§ 2. The student can only defend the dissertation if they have obtained the necessary credits according to Art. 8.

§ 3. The dissertation will be evaluated by a committee composed of 5 members (the student's advisor, two FGV professors and two external members).

- I. It is the advisor's duty to appoint the examining committee members, meeting the minimum criterion of qualification according to the determinations of the school direction on this matter.
- II. The FGV EBAPE Regulatory and Evaluation Department shall schedule the defense with the SRA and inform the academic community.

§ 4. The dissertation will be evaluated through an oral defense.

- I. The dissertation defense shall be presented publicly. The final grade will be issued based on the following assessment criteria:

- a) Pass. In this case, the student must submit their dissertation to the digital library and submit 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 submit the final version within a maximum period of thirty (30) days, under the supervision of the academic 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. The student does not have to defend the dissertation again. If this version is approved by the committee, eventual suggested changes should be added to a final version of the dissertation within a maximum period of fifteen (15) days, under the supervision of the academic advisor.
- d) Fail.

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

Art. 15. The final version of the dissertation should be submitted as follows:

- I. Submission of the complete electronic file to the FGV Virtual Library. The version must contain the entire dissertation, including the catalographic card and signature sheet.
- II. A bound copy of the dissertation, containing the catalographic card and signature sheet, must be submitted to the FGV Academic Registration Office (SRA), together with the delivery receipt obtained from the registration of the dissertation on the Online Student system.

Chapter XIV **Time to complete the program**

Art. 16. Students must defend their dissertation within a maximum period of four (4) years, counted from the admission date. If the deadline is not met, the student will be unenrolled from the program. In this case, the student is entitled to receive a statement with the courses taken while enrolled or a Certificate of Specialization, which is dependent on the submission of a Final Paper according to current law.

§ 1. Any interruption of the program provided by this regulation will result in the continued counting of the abovementioned deadlines, except in cases provided by law.

§ 2. If the doctoral student loses the right to present their dissertation, all the credits previously obtained while attending the doctoral program will be cancelled and not valid to pursue a doctoral degree in Administration at FGV EBAPE.

Chapter XV **Completing the doctoral degree in Administration**

Art. 17. To complete the doctoral degree in Administration, the student must:

- I. Earn the credits in accordance with Art. 8;
- II. Publicly defend a dissertation and obtain approval in accordance with Art.14;
- III. Have published two articles in Annals of Congresses or in an academic journal recognized by CAPES before the date of the dissertation defense.

Chapter XVI **General and transitional provisions**

Art. 18. The cases not covered by these guidelines will be resolved by the Technical and Academic Committee of FGV EBAP, according to the nature of the subject, observing the current legal and regulatory norms.

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