

FUNDAÇÃO GETULIO VARGAS  
PUBLIC NOTICE OF SELECTION PROCESS  
MSc IN ADMINISTRATION  
YEAR 2020

Fundação Getulio Vargas hereby announces that the application process for the selection for the MSc in Administration of the Brazilian School of Public and Business Administration – FGV EBAPE is open for the academic year of 2020.

### **1. THE PROGRAM**

1.1 The course obtained the Renewal of Recognition published in Administrative Rule no. 656 of 05/22/2017, of the Ministry of Education, D.O.U. of 06/26/2017.1.

1.2 The course is structured in 4 (four) research tracks , namely:

- a. Behavioral and Decision Sciences;
- b. Strategy, Management and Organizations;
- c. Finance;
- d. Institutions, Policy and Government.

1.3 The maximum duration of the course is 21 (twenty-one) months, divided into academic quarters.

### **2. THE CONDITIONS**

2.1 Brazilian citizens or foreigners, resident in Brazil or abroad, who are holders of an Undergraduate Diploma in a course recognized by MEC (Ministry of Education), or a Foreign Diploma validated by the Brazilian government.

2.2 Undergraduate diplomas issued by foreign universities must be consularized by the Brazilian representation in the issuing country (Embassies or Consulates) or apostilled according to the Hague Convention. The consularized or apostilled document must be submitted along with its sworn translation;

2.3 Applicants who are on graduation phase are eligible to apply. Nonetheless, it is required to present proof of course completion in order to enroll in the program.

2.4 The schedule with the selection process phases and the date for the classes start are available in the annex I of this document.

### **3. THE VACANCIES**

3.1 FGV EBAPE will offer twenty (20) places to the MSc in Administration Program which will be filled according to the criteria set forth in item 9 of this document.

3.2 The selection process is valid exclusively for admission for the defined cohort in this document, and there is no reserve of places for subsequent admissions.

3.3 The admission is contingent upon the acceptance and classification in the selection process, according to the number of slots announced in this document.

3.4 FGV EBAPE is committed to the quality standards of its academic program and reserves the right not to fill all the vacancies hereby announced.

### **4. APPLICATION**

#### **4.1 General Information**

- a. This document presents 2 (two) different schedules for the selection process. Applicants must apply according to their preferred period (annex I);
- b. Applications can only be done online (Annex I);
- c. The applicant is responsible for the accuracy of the information provided on the application form;
- d. The applicants fee is BRL 50.00 (fifty reais). The invoice must be generated until 6pm of the end of the application period and the payment can be processed by any of the bank means available until the deadline defined by the bank;
- e. Application will be confirmed only after the fee is processed;
- f. Payments made after the deadline, payments other than the stipulated amount, non-payment of the application fee or failure to perform the application properly, exclude the applicant from the process, regardless of the certification obtained on the website (which only certifies the payment received by FGV. The certification on the website is not proof that the applicant followed the rules provided in this announcement);
- g. The applicant may cancel their application and request a full refund of the fee within 7 (seven) working days from the date of payment. After this period, no refunds will be made.

#### **4.2 Application Confirmation:**

4.2.1 The application will be confirmed upon the upload of the following documents, in the selection process website:

- a. Identification document;
- b. CPF;
- c. Passport (foreign applicants);
- d. Updated Lattes/CNPq curriculum (<http://lattes.cnpq.br>);
- e. Undergraduate Diploma. If the diploma was issued in a country other than Brazil, the document must be submitted with the consularization or apostille, according to the Hague Convention, in addition to the sworn translation of the document;
- f. Applicants who are about to complete the undergraduate degree may submit an official letter (official heading) stating the expected program completion date (issued within 60 days). For enrollment purposes, it will be compulsory to present the certificate of the undergraduate degree or a declaration by the educational institution containing the graduation date.
- g. Classification and score in one of the following exams:
  - GMAT (minimum score: 600, validity: 3 years);
  - GRE (minimum score: 155 in verbal reasoning, 155 in quantitative reasoning, expiry of 3 years);
  - ANPAD (minimum percentile: 90%, expiry of 2 years);
  - ANPEC (minimum percentile: 90%, expiry for 2 years).
- h. One of the following English proficiency certificates, within the validity period:
  - IELTS ACADEMIC (minimum score: 6.5);
  - TOEFL IBT (minimum score 90);
  - Cambridge CEFR (minimum score: C1).
- i. Applicant's motivation letter, in English, explaining the reasons for which they wish to complete a MSc in Administration from FGV EBAPE, their research interests and other aspects the applicant may consider relevant (maximum of two pages);
- j. Form of inclusion of "Social Name" in the academic records (as opposed to complete birth name), according to the Brazilian legislation (Annex II);
- k. Medical Report (applicants with disabilities) - item 5.

#### **Guidelines:**

1. The documents must be scanned, saved in PDF format and attached to the application form;
2. Photos of documents will not be accepted;

3. The maximum file size allowed for each document is 1.5MB;
4. Documents that are two-sided or contain more than one (1) page must be scanned/merged in a single file (e.g., identification, passport, certificate, etc.);
5. Applicants should consult the status of the documentation sent through the website [www.fgv.br/processoseletivo](http://www.fgv.br/processoseletivo), menu “Visão Geral”, link “Acompanhe sua inscrição”. The documents will be verified within three (3) business days.

#### 4.3 Letters of recommendation

4.3.1 The letter of recommendation, which is available at the selection process website, is a document issued by an individual or employer representative stating the qualifications and skills of the applicant;

4.3.2 The item “Letter of Recommendation” on the application form, requires the applicant to inform, in a specific field, the e-mail address of 2 (two) referees (individuals);

4.3.3 The letter of recommendation form must be completed in English;

4.3.4 It is the responsibility of the applicant to communicate to the referee about the e-mail to be sent by FGV ([processoseletivo@fgv.br](mailto:processoseletivo@fgv.br)) with the guidelines for completing and returning the letters of recommendation;

4.3.5 It is the responsibility of the applicant to ensure that the recommendation letters have been submitted to FGV ([processoseletivo@fgv.br](mailto:processoseletivo@fgv.br)) within the period stipulated in this announcement;

4.3.6 The applicant must check the status of the letters of recommendation by accessing the application process’ website (see 4.2.1 “Guidelines”, item 5);

4.4 The Failure to comply with the deadline for submission of Letters of Recommendation, or documents sent out of the established standard will invalidate the application.

#### 4.5 THE SELECTION OF RESEARCH TRACKS

Applicants must indicate up to 2 (two) research tracks in the application process, in order of preference. The MSc & PhD program offers 4 (four) research tracks, as below:

- a. **Behavioral and Decision Sciences:** Focused on individual decision-making processes, this track consists of an interdisciplinary group of faculty and courses whose main purpose is to better understand how individuals and teams make decisions in contexts relevant to business and governments. The discussed topics include, for example, consumer behavior, financial behavior, managers and workers behavior in organizations
- b. **Strategy, Management & Organizations:** Focused on process at the organization level, this track strives to understand management phenomena in organizations at the public and business levels. The topics discussed in this Research Track include Organizational Theory, Competitive Strategy, Internationalization, Governance and Control, Organizational Culture and Management Processes.
- c. **Finance:** The Finance track consists of a set of courses ensuring in-depth studies of essential issues in Corporate Finance, Banking, Asset Pricing, Accounting and Financial Decision Making. There are also courses on key econometric methods, specialized workshops and research events organized by the Center for Banking and Finance Research in Rio (CBFR).
- d. **Institutions, Policy and Government:** Focused on the institutional level and policy-making

processes, this track covers the study of political institutions, public policy and government in comparative perspective. The key issue addressed by this track is: How and when do political institutions affect government, policy-making, and public policy outcomes? Theoretical and methodological tools related to comparative political economics are used to investigate the functioning of political institutions, political systems and the policy-making process, as well as their effects on public policies and economic performance

## **5. APPLICANT DISABILITIES**

5.1 Applicants with disabilities or who need specific conditions to the interview must upload a medical report, stating the disability or specific need, by the deadline described in the Schedule (Annex I);

5.2 The attached medical report must contain exact and reliable information, under penalty of the applicant being eliminated from the application process or having their registration canceled later in the program, for acting against the public faith;

5.3 It is the applicant responsibility to provide all the information regarding their needs. In the absence of the requested documents, it will implicate on being interviewed in the same conditions as the other applicants;

5.4 If the approved applicant has the need of specific resources for mobility, class attendance and academic activities, the applicant must formalize their needs through a specific form at the moment of enrollment in the program, attaching a medical report;

5.5 The treatment to special conditions will be subject to the analysis of the legality, feasibility and reasonableness of the request.

## **6. GENDER IDENTITY**

6.1 In compliance with the terms of the legislation, Resolution CNE/CP 001 of January 19, 2018, which provides for the right to use a “social name” (as opposed to the birth name), the applicant may submit their request by uploading the formal request (Annex II), according to the schedule (annex I);

6.2 In case of approval in the Selection Process, the form and the specific documents must be presented at the time of enrollment, as per the schedule (annex I);

6.3 FGV reserves the right to request, at any time, other supporting documents regarding the request to include a “social name”.

## **7. SELECTION CRITERIA**

7.1 Applicants for the MSc Program will be selected by a Selection Committee composed of professors of the program, according to the criteria specified below:

- a. Document analysis – item 4.2;
- b. Interview.

6.2 The items described in item 7 – Selection Criteria – are eliminatory.

6.3 Only applicants selected in the document analysis – item 7.1 “a” – will be interviewed.

## **8. INTERVIEW**

8.1 Selection interviews will be held during the period informed in the Schedule (annex I). The scheduling of the interviews will be done via e-mail or telephone contact by the Program Coordination;

8.2 The interviews will be conducted in English;

8.3 Applicants resident in other states, or abroad, may be interviewed via Skype;

#### 8.4 Interview Guidelines

- a. The applicant must arrive at the interview venue at least 30 (thirty) minutes in advance, with an original photo identification document or passport;
- b. Any applicant who does not attend the interview on the determined dates, time and place will automatically be eliminated from the process;
- c. Under no circumstance will an interview be rescheduled due to non-compliance with any item of this announcement;
- d. When entering the interview venue, the applicant must turn off and retain their cell phone and electronic equipment, in addition to other objects, under penalty of elimination of the process;
- e. FGV is not responsible for the custody of the applicant's personal belongings and will not be responsible for damage or loss of identification documents and other objects that may occur during the interview;
- f. The access to the FGV buildings wearing shorts, beach wear, slippers, sleeveless tops, miniskirts, or cropped tops are not permitted.

8.5 Applicants will be excluded from the process if they:

- In any way disturb the order at the place of the interview, or present undue behavior during the interview;
- Practice acts that contradict the norms of this announcement;
- Do not attend the interview on specific dates, time and locations.

#### 9. CRITERIA FOR APPLICANTS APPROVAL

- a. Highest grade in the Interview;
- b. Highest grade in Exams;
- c. Highest grade in Curriculum Analysis.

9.1 In case of a tie, the criterion "a" will be used, selecting the applicant with the highest grade in the Interview. If the tie remains, the criterion "b" will be used, and if the tie remains, the criterion "c" will be used. If the tie continues, the criterion of age will be adopted, selecting the younger applicant.

9.2 Only applicants approved in all stages of the application process may proceed with the enrollment.

9.3 The list of approved applicants will be published, as per the schedule, on the FGV EBAPE website ([www.fgv.br/ebape](http://www.fgv.br/ebape)).

#### 10. ENROLLMENT SCHEDULE

##### 10.1 Phase 1: *Document Upload*

Approved applicants must, before the presencial enrollment, upload the documents listed below:

10.1.1 The document upload referred to the enrollment must be done in the selection process website > Menu *Resultado* > link *Pré matrícula* > *pré- matrícula*) as per the specifications below and schedule (annex I):

- a. The documents should be scanned, saved in PDF format;
- b. The photos must be scanned and saved in JPEG;
- c. The maximum allowed file size for each document is 1.5MB;
- d. Photos of documents will not be accepted;
- e. Documents that are two-sided or contain more than one (1) page must be scanned/merged in a single file (e.g., identification, passport, certificate, etc.);
- f. Illegible, incomplete or non-standard documents will invalidate this phase, and later, the applicants enrollment.

## 10.2 Phase 2: Presencial Enrollment

Approved applicants must present at FGV SRA the original documents listed below for authentication purposes, per upload, in the selection process website (item 10.1)

### 10.2.1 Brazilian Applicants

- a. 2 (two) recent 3x4 photos;
- b. Identification Document ( passport won't be accepted);
- c. CPF;
- d. Certified copy of Birth or Marriage Certificate, according to current civil status, accompanied by simple translation;
- e. Medical Report (People with disabilities) – see item 5
- f. Form of inclusion of “Social Name” in the academic records (as opposed to complete birth name), according to the Brazilian legislation (see item 6 and Annex II);
- g. Undergraduate diploma. If the degree was completed in a country other than Brazil, the document must be submitted with the consularization or apostille, according to the Hague Convention, in addition to the sworn translation of the document.

### 10.2.2 Foreign Applicants

- a. 2 (two) recent 3x4 photos;
- b. Passpor;
- c. Temporary student visa;
- d. CPF;
- e. National Migration Registry - RNM;
- f. Birth or Marriage Certificate, according to current civil status, accompanied by simple translation;
- g. Copy of Medical Report (People with disabilities) – see item 5;
- h. Form of inclusion of “Social Name” in the academic records (as opposed to complete birth name), according to the Brazilian legislation (see item 6 and Annex II);
- i. Undergraduate diploma. If the degree was completed in a country other than Brazil, the document must be submitted with the consularization or apostille, according to the Hague Convention, in addition to the sworn translation of the document;
- j. Insurance Policy in the minimum amount of € 30,000 (thirty thousand euros) or US\$ 42,000 (forty two thousand US dollars);

10.2.3 The documents listed below must be presented at the enrollment and are available for printing in the Pré-Matrícula link:

- a. Completed and signed enrollment form;

- b. Term of responsibility, signed;
- c. Declaration of subsistence (only for foreign applicants).

10.2.4 In case of civil name change, the documents must updated, as per the current civil certificate.

10.2.5 Students residing in other Brazilian states or in other countries must meet the requirements in the items 10.2.1 and 10.2.2 and send the an authenticated copy of the documents required for enrollment (item 10.1), via SEDEX/FEDEX, been accepted documents posted within the period on the schedule (annex I).

10.2.6 Due to the deadlines set by the Brazilian Federal Police for the issuance of the RNM - National Immigration Registry, the application protocol containing the expiry date of the document will be provisionally accepted for enrollment;

10.2.7 In case of impossibility to present a certificate of the undergraduate degree, the student must present an authenticated copy of the declaration of completion of the course with date of the graduation, issued within 60 (sixty) days, duly signed and stamped by the Institution of Education. Documents extracted from the internet or with digital signature will not be accepted;

10.2.8 Applicants who does not present the documents listed below before the end of the first (1) academic term of the program will be unable to renew the enrollment for the subsequent period:

- a. Authenticated copy of the undergraduate diploma;
- b. Authenticated copy of the RNM.

10.2.9 In the event that a student does not proceed with the enrollment, or they fail to send the documents within the deadline established for enrollment, or withdrawal, the next classified applicant matching the requirements of this announcement may be convoked;

10.2.10 FGV EBAPE will not be responsible for non-compliance with the deadline for sending documents through SEDEX/FEDEX or other forms of posting, due to possible loss of documents.

## **11. SCHOLARSHIPS**

11.1 Scholarships may be granted according to the norms established by the public development agencies CNPq (National Council for Scientific and Technological Development), Capes (Coordination for the Improvement of Higher Education Personnel) or the Fundação Getulio Vargas;

11.2 The criterion adopted will consider the performance of the student in the application process, evaluated by the program coordination.

11.3 MSc scholarships are renewed annually based on the students' progress, their performance and full dedication to the Program.

## **12. ENROLLMENT CANCELLATION**

12.1 The enrollment cancellation must be formalized upon request Secretariat of Academic Records-*FGV SRA*;

12.2 Students using false, fraudulent, illegal documents or other illegal information and documents will have their enrollment cancelled immediately.

## **13. GENERAL CONDITIONS**

13.1 Any situation not addressed in this Public Notice shall be analyzed and settled by the Coordination of the Course;

13.2 Applicants are subject to the regulations stated in this document, as well as complementary

norms, official notices and other officially disclosed documents;

13.3 When submitting the application, the applicant will be accepting in full the rules established in this announcement and the program's regulation available for consultation on the FGV EBAPE website ([www.fgv.br/ebape](http://www.fgv.br/ebape)), without any subsequent complaint or appeal;

13.4 It is the absolute obligation of the applicant to verify the dates, places and deadlines set in the schedule of this announcement. The candidate is fully responsible for any loss resulting from failure to comply with these data.

Rio de Janeiro, May 03rd, 2019.

**MSc and Phd in Administration Coordination**



## ANNEX I – SCHEDULE

PHASE	1ST ROUND	2ND ROUND	LOCATION
Application	May 03rd to Aug 09th until 6pm	Aug 09th to Nov 22nd until 6pm	www.fgv.br/ebape
Documents upload	May 03rd to Aug 09th until 6pm	May 03rd to Aug 09th until 6pm	www.fgv.br/ebape
Upload of medical reports for applicants with disabilities	May 03rd to Aug 09th until 6pm	May 03rd to Aug 09th until 6pm	www.fgv.br/ebape
Request for the inclusion of the “Social Name”	May 03rd to Aug 09th until 6pm	May 03rd to Aug 09th until 6pm	www.fgv.br/ebape
Interviews	Aug 27th to 29th, 2019	Dec 3rd to 05th, 2019	e-mail to the applicant
<b>Final result</b>	Sept 05th, 2019	Dec 10th, 2019	www.fgv.br/ebape
Document upload for enrollment	Sept 10th to 18th, 2019	Dec 16th to 23rd, 2019	www.fgv.br/processoseletivo
Enrollment	Sept 13th to 24th, 2019	Dec 18th to 27th, 2019	FGV SRA*
Beginning of the courses	January 13th, 2020		FGV EBAPE

### EBAPE

Rua Jornalista Orlando Dantas nº 30  
CEP 22231-010 Botafogo, Rio de Janeiro, RJ

### PROGRAM COORDINATION

Rua Jornalista Orlando Dantas nº 30, 2º andar  
CEP 22231-010 Botafogo, Rio de Janeiro, RJ  
Telefone: (21) 3083-2726/2752  
e-mail: msc.phd@fgv.br  
Open from 9am to 6pm

### APPLICATION PROCESS COORDINATION (CACR)

Open from 9am to 6pm – Monday to Friday.  
Phone: (11) 3799-7711 (São Paulo e Grande São Paulo)  
Phone: 0800 770 0423 (demais localidades)  
E-mail: cacr.cmcd@fgv.br | processoseletivo@fgv.br

### SECRETARIAT OF ACADEMIC RECORDS– SECRETARIA DE REGISTROS ACADÊMICOS (SRA)

A/C: Processo Seletivo Doutorado em Administração  
Praia de Botafogo, nº 190 / sala 314 – 3º andar  
CEP 22250-900, Rio de Janeiro, RJ  
Phone: (21) 3799-5757  
Open from 9am to 6pm  
e-mail: srarj@fgv.br



