



**FGV EBAPE
Graduate
Student
Handbook**

2019

Presentation

Dear Student,

This handbook has been put together to be used as a source of information during your stay at Fundação Getulio Vargas. This guide includes general information on the Fundação Getulio Vargas (FGV), as well as information about the organizational and academic structure of the Undergraduate program offered by FGV EBAPE.

We wish you all the best in your chosen coursework.

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The Foundation

FGV

Fundação Getulio Vargas was founded on December 20, 1944. Its initial objective was to prepare qualified people to work in public and private administration in Brazil. At the time, Brazil was already starting to lay the foundations for the growth that would come in the following decades.

Anticipating the arrival of a new era, FGV decided to expand its focus of action and, from the restricted field of administration, it entered the broader area of the social and economic sciences. The institution went beyond the frontiers of teaching, into the areas of research and information as well, and became known as a center of excellence.

A pioneering and bold brand, Fundação Getulio Vargas provided Brazil's first undergraduate, MA and PhD courses in public and private administration, as well as graduate courses in economics, psychology, accounting and education.

FGV also paved the way for a well-grounded economy, by analyzing its balance of payments, public accounts and other economic indicators. Initiatives such as these have helped professionals to gain qualifications and the general public to get a better understanding of Brazil's economic and social performance.

Mission

To foster the nation's social-economic development.

Escola Brasileira de Administração Pública e de Empresas (FGV EBAPE)

Dean: Prof. Flavio Vasconcelos

Vice-Dean: Prof. Eduardo Andrade

Head of Master in Management Program: Prof. Olivier Bertrand

Program Manager: Thassia Silva

Address: Rua Jornalista Orlando Dantas, 30 – Botafogo, Rio de Janeiro/RJ

E-mail: mim_ebape@fgv.br

Site: <https://ebape.fgv.br/en>

Departments

Office for Academic Records (SRA)

The SRA is responsible for dealing with all matters of an academic, administrative or financial nature that refer to the academic life of the student, as well as maintaining all academic records as required by Law and by norms set down by the School. These include:

- Being responsible for all the procedures relating to registration/enrolment, control and filing of academic records related to students and programs;
- To update and monitor information on the academic management system;
- To assist the Deans, Schools and other departments in their relevant matters;
- To be up-to-date with relevant academic rules and legislation which steer the FGV academic registration, to ensure compliance with operational procedures;
- To record and manage the finances related to tuition, scholarships and other financial matters pertaining to the programs;
- Provide academic services to students and other members of the academic community, within the scope of SRA's attributions;
- To issue academic documents, such as declarations, transcript of records, diplomas and other documents related to the students' academic records;

Student Services: All requests related to academic, administrative or financial matters must be filed on the student virtual platform. In order to ensure that requests are met, it is important that the dates and deadlines detailed in the academic calendars and the List of Academic Services be respected. The calendar and list of services is available on the School's site, notice boards and at the SRA.

General Manager: Rodrigo Pamplona

Coordinator: Elzinara Almeida

Opening Times

Hours: from Monday to Friday, between 9 a.m. and 7 p.m.

Office Location: FGV Main Building – Praia de Botafogo, 190, 3rd floor, Room 314

Phone: (55 21) 3799-5757

E-mail: srarj@fgv.br

International Relations – Exchange Program

The International Relations Department is the central administrative department of EBAPE that provides services to the entire institution through the development of intercultural understanding, contributing to the strengthening of the School's brand abroad. Its main activities are to help negotiate academic partnerships with the objective of supporting the recruitment and admission of international students, organizing intensive short-term modules and other activities that support the School's Internationalization Strategy.

The International Relations Area also manages all aspects of international student mobility activities, from marketing, initial contact and request for promotional material, to recruitment, admission and enrollment of students and ongoing support during their stay at the School.

Some of the activities carried out by the International Relations Department are:

- To coordinate exchange programs with partners around the world;
- To represent the School internationally (locally or remotely) and generate high-quality interest that contributes to EBAPE's internationalization strategy;
- To liaise with current and prospective international management institutions, developing existing academic partnerships and forging new ones;
- To deal with questions and concerns of FGV faculty and staff about international students;
- To issue, create and translate documents in English, related to the internationalization of the School;
- To process and evaluate requests from students nominated for exchange students;
- To deal with stakeholders, including potential students at overseas fairs, parents, sponsors, agents, academics / senior executives from partner institutions in Brazil and abroad;
- To organize orientation sessions for new international students every six months;
- To facilitate the arrival of new students (information and advice before arrival);
- To organize events for international students;
- To assist with visa inquiries, such as extensions or deadlines, and issuance of Visa Acceptance Letters;
- Wherever possible, to help foreign students in the process of adaptation and to assist in cases of illness, hospitalization, etc.;
- Together with other departments, to support international students throughout their study period;
- To create promotional material for use in other countries/partners;
- To create promotional material for EBAPE students to be aware of international opportunities;
- Perform activities that support EBAPE students in acquiring and improving English language skills;
- Assess outgoing EBAPE students for English proficiency (for schools that do not specifically request an IETLS/TOEFL examination).

International Officer: Monica Balanda

Assistants: Evelyn Oliveira | Beatriz Alves

Opening Times

Hours: from Monday to Friday, between 10 a.m. and 12 p.m. and between 3 p.m. and 6 p.m.

Office Location: Rua Jornalista Orlando Dantas, 30, room 106

Phones: (55 21) 3083-2401; (55 21) 3083-2403 and (55 21) 3083 2751

E-mail: monica.balanda@fgv.br | evelyn.oliveira@fgv.br | beatriz.araujo@fgv.br

Services

Mario Henrique Simonsen Library

Specializing in the Social Sciences, the Library also has an important and traditional collection of works in the areas of Economics, Administration, Finance, Political Science, Brazilian History, Sociology, Law and Mathematics.

It has over 200,000 books, monographs, theses, reports and a further 1,500 editions of domestic and foreign periodicals as well as videos, CD-ROMs and electronic files and access to both national and international periodical databases.

It uses a modern computerized library management system, which covers all the main functions of a Library allowing users to borrow, consult and reserve via the web and working in an integrated way, from the purchase to the lending of material.

Only users registered in the Library will be allowed to borrow books, as set down in the Library's Rules and Regulations (<http://bibliotecadigital.fgv.br/site/bmhs/regulation>). Registration is automatic and happens when the student becomes part of the student body of the School.

Your access data is: the student's code printed on the badge and the provisional password is your ID number (if you have one), without the leading zero, if any. Information about the Library, collection and other services can be obtained through the website <https://sistema.bibliotecas-rj.fgv.br/>

Access information: https://sistema.bibliotecas-rj.fgv.br/bmhs_tutoriais

Online catalog, renewal and booking: <https://sb.fgv.br/catalogo-rj/>

Opening Times

Research and Loans

From Monday to Friday, between 8:15 a.m. to 8:30 p.m.

Saturday (internal users only) - between 8:30 a.m. to 12:30 p.m.

Location: Praia de Botafogo, 186 - Centro Cultural da FGV, Ground Floor

E-mail: bib@fgv.br

Phone: (55 21) 3799-5916 e 3799-5918

Photocopy Center

The FGV Photocopy Center offers the following services: printing, transparencies, file and bookbinding, image enlargement, etc.

Opening Times

From Monday to Friday, between 7 a.m. to 9:30 p.m.

Location: Praia de Botafogo, 186 - Centro Cultural da FGV, Ground Floor

E-mail: centralcopia@fgv.br

Phone: (55 21) 3799-5938

FGV Book Store

The bookstore has more than 10,000 Brazilian and international titles on its shelves, primarily focused on the subjects dealt with in the different courses offered by FGV.

Backed by a team of specialized professionals, the FGV Book Store offers the Institution's students, staff and professors' special prices and terms.

Opening Times

From Monday to Friday, between 9 a.m. to 7:30 p.m.

Location: FGV Maing Building – Praia de Botafogo, 190 – Ground Floor

E-mail: site.livraria@fgv.br | livraria@fgv.br

Phone: (55 21) 3799-5535

Classroom Management Team (NGSA)

The Classroom Management team is responsible for the service and support to the classrooms and IT labs of all courses offered by FGV.

It operates effectively during events at the Headquarters building, in the Edifício Ministro Roberto Campos (EBAPE building, located at Rua Jornalista Orlando Dantas, 30), as well as in the Barra and Candelária facilities, which use audiovisual resources, videoconferences and streaming.

It also organizes, controls and sets up classrooms, IT labs and auditorium for exams, tests, re-sits, make-up classes, tutoring classes, meetings, extracurricular activities and related events.

NGSA Team: Wallace de Amorim | Gilson da Rocha | Gabriel Lessa

Opening Times

From Monday to Friday, between 6:30 a.m. to 10 p.m.

Location: FGV EBAPE Building – Room T002, Ground Floor

E-mail: wallace.amorim@fgv.br | Gilson.Rocha@fgv.br

Phone: (55 21) 3083-2761 | (55 21) 3082-2411

IT Labs

FGV has IT Labs located on several floors of its main building. In all these cases, the Labs are equipped with computers that are connected to the Internet and have the following programs installed: Office, Vision, Project, MATLAB, Acrobat Writer, SPSS and SAS.

FGV EBAPE Building: the School has a computer lab located on the ground floor.

FGV Cultural Center Building: The new Mario Henrique Simonsen Library has a computer lab with 20 workstations. Opening times are the same as the BMHS in FGV's main building, i.e., from Monday to Friday, from 8:15 a.m. to 9:45 p.m. and Saturday from 8:30 a.m. to 12:30 p.m.

Printing Service

Please ask the printing guidelines for the teams responsables for the computer labs.

FGV Maing Building

Laboratories of the 4th, 10th and 13th floors. Opening times are from Monday to Friday, from 8 a.m. to 10 p.m.

Laboratory of the 8th. Opening times are from Monday to Friday from 7 a.m. to 10 p.m. and Saturdays from 8 a.m. to 7 p.m.

FGV EBAPE Building

Location of Printers: Ground floor (next to room T004) and 1st Floor (next to room 103).

Wi-Fi

The FGV building has Wi-Fi available on all its floors. The access code is by personal login.

Internet Use

If you wish to access the FGV network in our laboratories or classrooms or the Wi-Fi using a mobile device then you will first need to type in your login. To do this, you will need to use the personal access code sent to the e-mail you provided at the time of enrollment and a password, to be registered in accordance with the instructions contained in this e-mail.

After registering this password and in order to log in and have access to all the resources available, you will need to use the login details and password created.

The network accounts are personal and the password is the responsibility of the user. That is why we recommend that students not give out their passwords to anyone and that they always switch off their workstations after use, thereby avoiding the possibility of someone else using their passwords and then making improper use of the network and even printing copies using students' quotas.

Students are not permitted to:

- Access websites with a content that is incompatible with FGV's professional and academic activities. We would remind students that all accesses are recorded and may undergo inspection on the request of FGV's Senior Administration;
- Use programs to obtain and make available (download and upload) files of music, videos or any other kind of file available on the Internet or on FGV's internal network. Video and audio files may be used for academic purposes, provided authorization has been previously requested and given by the program coordinators;
- Offer products or services via e-mail without the express authorization of the departments responsible. The sending of messages without due authorization may damage the name or reputation of the institution and lead to complaints on the part of those receiving them;
- Exhibit the e-mails of other FGV users without the due authorization of the same;
- Use the Internet/e-mails to send advertising, chains of any kind, campaigns, warnings, or any other kind of message that does not have a direct relation to the student's studies/course at FGV.

Study Rooms

There are 6 study rooms located on the first floor, with a capacity for 5 students each. The document that sets out the rules for using these study rooms is posted in all the rooms. To use a study room, students need to book in advance (at least 24 hours), and requests will be dealt with on a first-come-first-served basis, by filling out a form available at NGSA.

Certain behavior should always be observed by students when using the study rooms in question:

1. Please switch off the lights if you are the last to leave;
2. Please maintain the room clean and tidy;
3. Please take care with the furniture and equipment;
4. Please take care of your own belongings;
5. Please be silent in the study rooms;
6. FGV will not be held responsible for any belongings left in the study rooms by those using them.

Ombudsman

This is the communication channel between the students and FGV. You can send suggestions and inquiries about services provided through this site <http://portal.fgv.br/ouvidoria>.

Other Services

Medical Service

For medical attention, in cases of emergency, professors, staff and students may seek out the help of FGV's Medical Services.

Opening Times

Hours: from Monday to Friday, between 8 a.m. and 9 p.m.

From 5 p.m. and 10 p.m. (only nursing staff available)

Office Location: FGV Main Building – Praia de Botafogo, 190 – 15th floor, Room 1514

Phone: (55 21) 3799-5986

Cafeteria

FGV has on its main building on the ground floor a restaurant and a cafeteria for its students, staff and professors. Payment for meals at the restaurant can be made with cash, credit and debit cards.

Opening Times

Cafeteria: from Monday to Friday, between 7 a.m. and 9 p.m. and Saturdays, between 7 a.m. and 12 p.m.

Restaurant: open for lunch, from Monday to Friday, between 11 a.m. to 3 p.m.

Bicycle Rack

FGV has a bicycle rack available with 36 (thirty-six) places, which is located on the first floor of the garage (G1) in the building located at Rua Barão de Itambi, 60 in Botafogo. The bicycle rack is available to the Institution's staff and students and registration for use must be made at the *Portaria de Serviço* (the service entrance of the building).

Norms and Academic Procedures

A good and equitable coexistence implies an awareness and a systematic and impartial application of these norms and procedures.

A lack of awareness of the rules will not preclude a student of his/her obligations to comply with them. Hence, we recommend that students read their Course Regulations and FGV's Ethics Code carefully and in full. These documents can be consulted at the Schools' website.

Students should avoid information provided by fellow students, unofficial opinions and corridor gossip. Academic, pedagogical or administrative matters relating to a student's course or program can only be solved using official channels.

Academic Calendar

Activities, during the academic year, will take place in accordance with the Academic Calendar prepared by FGV EBAPE's Master in Management Program Office.

Aluno Online

This is the virtual online environment where students can check their grades, attendance, school transcripts, enrollment renewals and apply for services (applications).

Access: <http://www.fgv.br/srarj>

Login: student ID number | **Password:** the student should selected the option "Recuperar sua senha?"; a new password will be sent to the e-mail informed during the enrollment.

The image shows two parts of the SRA FGV login interface. On the left, the SRA FGV logo is at the top, followed by a horizontal line and the word 'LOGIN'. Below this are two buttons: a blue button labeled 'ALUNOS' with a right-pointing chevron, and a dark blue button labeled 'PROFESSORES' with a right-pointing chevron. On the right, a grey box titled 'Aluno On-Line' contains a login form. It has a 'Usuário' label above a white input field, a blue link 'Qual é o meu usuário?' below it, a 'Senha' label above another white input field, and a blue link 'Recuperar sua senha?' below that. At the bottom of the form is a blue button labeled 'ENTRAR'.

E-Class

In simple terms, the E-Class is a virtual education system which offers tools that provide access to program disciplines and allows students, professors and monitors involved in the teaching-learning process to interact.

The E-Class breaks with the traditional presence-based classroom and instead favors the development of virtual learning communities.

Features of the E-Class include the possibility to: access the content and activities of the program/discipline being taken; carry out different planned activities and thereby foster the active learning process; interact with virtual classmates to exchange ideas, debate or to work in collaboration; interact with professors; and finally, to monitor one's academic progress through the activities report.

Access: <https://eclass.fgv.br/>

Login: student ID number | **Password:** automatically sent to the e-mail address registered by the student with FGV (the same one used for accessing the wi-fi network, Library, Labs, etc.).

For further information, please refer to FGV EBAPE's Welcome Pack.

Institutional Notices

It is the student's sole responsibility to maintain his/her registration information fully up-to-date in order to be able to access the different resources offered by FGV (Aluno Online, E-Class, Wi-Fi, printing services etc.) as well as to promptly receive any notices or other information that might be of interest or importance.

Attendance

A key component of FGV EBAPE's programs is the interaction and learning that takes place in the classroom. Student attendance and participation in classroom lectures are critical to maintaining a productive environment. Students must be present and prepared when the faculty member begins the class and staying engaged throughout the entire course.

Arriving late, leaving during or early from class, or being unprepared or distracted by non-course related matters diminishes not only your experience but that of your colleagues. It is each individual student's responsibility to maintain the quality of the classroom environment.

Attendance at programmed and required disciplines and school activities is only allowed for students enrolled at FGV. **Approval (Pass) in any discipline is conditional on a given class attendance rate of at least 75% of classes of the total work hours determined per discipline.**

Faculty members reserve the right to require a more stringent attendance policy for their class, as class participation is a very important component of the grade. Failing to meet the faculty guidelines for attendance may result in a reduced participation grade, reduced overall grade, or the assignment of additional work to make up for class time missed. A student who, even though registered for a course, has not regularly attended, participated, or otherwise met class requirements may, at the professor's discretion, not be permitted to attend class sessions, or may receive a lowered participation grade in the course.

Course Syllabi

Students should note that course syllabi are agreements between the professor(s) and students, but they are not contracts, nor should they be regarded as such. In certain situations, professors may need to change some course requirements (including due dates and percentage allocations for assignments) during the semester. In those cases, professors should notify students of those changes as quickly and clearly as possible, and they should apply those changes uniformly to the course.

Course Grade Changes

Students are responsible for verifying the accuracy of their grades via Aluno Online at the conclusion of every course. If the student discovers a legitimate error in the recording of the grade, he or she should contact the professor(s) of the course immediately (within 15 days following the last day of classes for the term in which the course was offered) to discuss the matter.

Please note: No additional or revised coursework can or will be accepted to improve a student's course grade after that course has been completed. Furthermore, after the degree has been conferred, the transcript is considered final.

Course Assignments and Late Work

Faculty members are allowed to deduct points for late work and may also choose not to accept any late work from students (assigning a grade of zero for that work). Faculty may also request documentation of a student's circumstances (where such documentation can be provided while maintaining confidentiality) before deciding whether or not an assignment will be accepted late.

Access to FGV Premises

Dress Code: The dress code established by the Fundação Getúlio Vargas that applies to all its premises prohibit the entry of anyone wearing shorts, bermudas or flip-flops.

Entry Badge: All persons who require regular access to FGV's facilities (namely students, professors and administrative staff) need to have an entry badge. This badge is an individual document, with an identification code, and, as such, cannot be used by anyone other than to whom it was issued.

Unauthorized entrance to FGV's facilities (such as lending one's card to a third party or tampering with the turnstile) is considered a serious breach of FGV's Rules and regulations and persons found to commit these breaches may be subject to applicable sanctions and disciplinary action.

Academic Integrity Policy

As members of the FGV EBAPE community, all students are expected to make every effort at excellence in both scholarship and character. In this vein, all participants of the cohort are required to read the information contained in this handbook and abide by the regulations concerning academic integrity.

Definition of Academic Integrity

We achieve academic integrity if we are honest and do not impinge on the intellectual rights of others, regardless of any motive. The purpose of the Academic Integrity System is to define academic activities that are dishonest and that can result in negative sanctions, and to provide a rationale for these policies.

All students are expected to conduct themselves in accordance with these rules and procedures, and to maintain the highest standards of academic integrity in pursuit of their educational and professional goals. FGV EBAPE reserve the right to use all legal means, including the submission of student work to electronic search engines to investigate academic dishonesty.

Violation of Academic Integrity

Academic misconduct or dishonesty is any action or failure to act that violates the Academic Integrity System. Rules governing academic integrity may relate to, but are not limited to, the following areas of concern:

- | | |
|------------------------------------|--|
| i. Cheating | vi. Work submitted for multiple purposes |
| ii. Group versus individual work | vii. Misrepresentation |
| iii. Plagiarism | viii. Unethical behavior related to the earning of a grade |
| iv. False citations and false data | ix. Assisting violations of others |
| v. Proprietary information | |
| x. | |

i. Cheating

Cheating is the use of unauthorized materials, information, or study aids, written or oral, on in-class or take-home examinations, papers, case studies, or other academic exercises. To cheat or to assist a fellow student in cheating is tantamount to stealing someone else's intellectual property, and therefore constitutes academic fraud.

ii. Group Versus Individual Work

Teamwork and collaboration are core values of our community. Within group projects, we expect all individuals to contribute fully to the final joint product. Project tasks can be distributed among team members and consolidated into a complete product. Each group must collectively complete the project without discussion with others outside the group, unless directed otherwise by the instructor.

Any group work that carries your name implies your full contribution, and you are responsible for all the content of the group work. For assignments that are to be done individually, you may not discuss the assignment with other students unless advised otherwise by your professor. Also, you may not use any part of another student's work without attribution. Lastly, you may not give any of your work to another student.

iii. Plagiarism

Please be sure to read the information on this subject contained in Appendix.

Plagiarism is the act of passing off as one's own the ideas or writings of another, whether intentional or unintentional. Verbatim text from another source must be quoted and cited. A paraphrase or summary of another's ideas must be cited where written; it is not enough to just list the source in references at the end of the paper.

These practices must be followed in any written work – notes and drafts as well as final products – that you hand in for use by others. Information obtained from web sites, personal interviews, and other students require citations just like information obtained from articles and books.

The learning objective is to develop your own thinking, not to create a collage of borrowed ideas pieced together from other sources. To document sources identifies relevant prior knowledge and enables the reader to locate the source materials. It does not diminish your contributions, but rather it lends credibility to them.

iv. False Citations and False Data

False citation is the attribution of intellectual property to an incorrect or fabricated source. False attribution undermines the integrity of the academic enterprise by severing a chain of ideas that should be traceable. False data are data that have been fabricated, altered, or contrived in such a way as to be misleading.

v. Proprietary Information

Information, whether quantitative or qualitative, and whether written or oral, that is the property of another person or organization and that is not in the public domain that students receive for their

educational purposes may not be used outside of its intended purpose or disclosed without the owner's explicit permission.

vi. Work Submitted for Multiple Purposes

You may not submit your own work, in identical or similar form, for multiple purposes without the prior approval of all faculty members to whom the work will be submitted. This includes work first produced at FGV/ or at other institutions that you have attended. In some cases you may cite your own prior work, but confer with your professor(s) before doing so.

vii. Misrepresentation

You should not provide inaccurate, misleading, or false information regarding your academic or professional experience or achievements, for example, in a resume, transcript, or other document or forum.

viii. Unethical Behavior Related to the Earning of a Grade

Any unethical behavior that impacts the earning of a grade (letter, numeric, or pass/fail) is unacceptable and is subject to the same sanctions as other infractions related to the Academic Integrity standards.

ix. Assisting Violations of Others

It is also a violation of the Academic Integrity System to assist another person in the violation of any of the Academic Integrity rules.

Disciplinary System

FGV students who commit any acts of indiscipline shall be subject to the following penalties:

- a) warning;
- b) reprimand;
- c) suspension;
- d) expulsion.

The stipulated penalties shall be applied in accordance with the seriousness or reoccurrence of the following actions:

- a) disobedience of the regulations and/or the decisions of the Directors of any FGV school or of any member of the Faculty whilst they are carrying out their functions;
- b) use of improper clothes, such as shorts, mini-skirts, flip-flops, and shorts or sleeveless tops and t-shirts;
- c) smoking of cigarettes, cigars or pipes in classrooms, study rooms, laboratories and libraries;

- d) ingestion of alcoholic drinks on the premises of the Getulio Vargas Foundation;
- e) use or possession of any toxic substance on the premises of the Getulio Vargas Foundation;
- f) involvement in events outside the Getulio Vargas Foundation that can be seen by the relevant authorities as infringing the law;
- g) any hazing that can cause physical or moral harm to the students of the Getulio Vargas Foundation;
- h) disturbance of the internal order within the Getulio Vargas Foundation and its schools;
- i) the carrying of any type of firearm;
- j) damage to the property of the Getulio Vargas Foundation, including painting or drawing graffiti on walls, sticking up posters and ruining books from the library, in which case, in addition to incurring the disciplinary punishment, any persons found to have done so shall be obliged to pay for any damage they may have caused;
- k) any impropriety whilst carrying out any school work, or while any academic evaluations are being carried out;
- l) disrespecting any member of the faculty or any other employee of the Getulio Vargas Foundation;
- m) physical aggression or defamation, slander or libel against any member of the faculty, any other member of staff, or any student of the Getulio Vargas Foundation;
- n) playing cards or any other form of gambling on the premises of the Getulio Vargas Foundation;
- o) involvement in activities that in any way harm the Getulio Vargas Foundation and/or its schools, either morally or materially, including political party activities on the premises of the Foundation;
- p) practicing of any acts incompatible with the dignity of any student of the Getulio Vargas Foundation.

Professional Standards

Professional standards set expectations for individual conduct inside and outside the classroom in networking activities, student organizations, and informal FGV-related activities. These standards offer guidelines for appropriate actions, attitudes, and behaviors. Professional conduct means that students:

- i. Represent themselves honestly to their fellow students, faculty, employers, recruiters, and guests of the institutions;
- ii. Fulfill the commitments they make to their classmates, faculty, staff members, and their employers;

- iii. Respect others regardless of their race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, disability, or other legally protected classes;
- iv. Contribute to open discourse, the free exchange of ideas, and the intellectual climate, and respect the contributions of scholars and practitioners;
- v. Present themselves at institution-related events on- and off-campus suitably dressed and with professional conduct;
- vi. Preserve individual, community, and institutional property, and do their part to keep the physical facilities neat and clean when on campus;
- vii. Comply with all applicable program rules, policies, and procedures of Escola Brasileira de Administração Pública e de Empresas, from Fundação Getúlio Vargas.

All the information provided in this Student Handbook of 2019 is subject to change. For more information, please contact FGV EBAPE'S INTERNATIONAL OFFICE

Appendix

JOD 30 Study Rooms Terms of Use

The 06 study rooms located on the first floor of JOD 30 are designed for use by EBAPE's undergraduate, Masters and PhD students, as well as for specialization courses and companies.

The rooms consist of a round table, 05 chairs and 01 Led 42 - HDMI TV connection point installed on the table.

In order to use the TVs, the user must request appropriate technical support at the time of obtaining the room key.

The use of the rooms will be done by prior appointment, 24 hours in advance, respecting the order of request. The maximum period of use is 3 hours and extension to this period will only be allowed in consultation with the NGSA officer. It is recommended that these rooms be used in groups (not for just one individual).

Booking of a study room is to be done at NGSA in Room T002, by filling out the reservation form.

There will be a tolerance period of up to 30 minutes for occupancy of the rooms. Failure to show up within this period will lead to the cancellation of the reservation.

The rooms will be available from 8am to 10pm Monday to Friday and from 8am to 6pm on Saturdays.

Consumption of drinks and food inside the rooms is strictly prohibited.

After using the room, the person responsible must return the remote control and the HDMI cable to the NGSA officer in room T002.

IMPORTANT: The rooms will be made available in perfect working order. If any abnormalities are identified by NGSA, the person whose signature is on the booking form will be held accountable.

Plagiarism

Dear Student,

Given the easy accessibility to information provided by the Internet, it's become quite commonplace nowadays to find works produced by university students containing copied extracts of researched material, without the required bibliographical citation and referencing.

This practice is what is referred to as plagiarism/copying, not to be tolerated, as it constitutes an infringement of Law 9.610 /1998 which regulates copyright, as set down in the Brazilian Penal Code.

In view of this, we have designed this leaflet with a view to providing you with guidance on this issue so that you are not led into practicing plagiarism/copying.

Please note that the rules for the production and presentation of academic work can be found in <http://www.apastyle.org/>

"In addition to the illegal practice of appropriating the work of others without permission and without full attribution, this nefarious procedure infects research, producing irreparable damage." (CAPES, 2012)

When preparing schoolwork, the most important issue is to be able to develop a text in your own words, based on your own interpretation of the authors' ideas. If necessary, include citations to illustrate your ideas.

Food for thought!

Some common examples of plagiarism or copying

1. To reproduce partially or entirely, a text or part thereof, produced by one or more authors, without duly quoting the sources (blindly quoting).

It is worth noting that even when duly acknowledging the appropriate sources, the work cannot be only composed of citations of one or more authors. These should only appear to help illustrate your line of reasoning.

2. To produce the so-called "patchwork", i.e., copy parts of texts from one or more authors, and change a few sentences or words, even if acknowledging the sources.

Another common mistake made by students is when they change a word or a sentence of a copied text. In this case, this will also constitute copying/plagiarism.

3. Failing to acknowledge sources and pass off the author's idea as your own, carrying out small or large changes to the manner in which the idea is presented.

Law 9610 of February 19, 1998

Author Rights – Violation of Copyright Laws

Set down in Articles 7, 22 to 24, 101 to 110

Art. 7 - Defines as intellectual works to be protected: creations of the spirit, as expressed by any means or fixed in any medium, tangible or intangible, known or to be invented in the future

Art. 22 to 24 - On author's moral and ownership rights.

Art.101 to 110- On penalties applied in cases of Violation of Copyright Laws.

Penalties applied in case of Violation of Copyright Laws: Fines or up to 5 (five) years imprisonment

What the Rules and Regulations for FGV EBAPE say about plagiarism/copying

Chapter XII

Disciplinary Rules

Art. 49. The following penalties may be applied to members of the student body:

- a) warning;
- b) condemnation;
- c) suspension;
- d) expulsion.

Art. 52. The penalties listed in Article 49 will be applied according to the gravity or recurrence of the following infraction:

k) improbity in the execution of school activities, with cheating during school evaluations being considered an extremely serious infraction;