



FGV EBAPE Undergraduate Student Handbook 2019

**Abridged and adapted version of
FGV's General Handbook**

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 CEGRAD (Center for Undergraduate Studies): Prof.
Henrique Heidtmann

Head of the On Site Undergraduate Program: Prof. Carla Danielle
Monteiro Soares

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

E-mail: gradadm.ebape@fgv.br

Site: <http://ebape.fgv.br/>

Departments

Undergraduate Teaching Educational Support Center (NAP)

The NAP provides support to the coordinators/department heads of FGV/RJ's undergraduate programs and its role includes monitoring and supervising the delivery of the programs' teaching methods (Program Pedagogical Projects), and to work jointly with both teaching staff and students, to meet their didactic-pedagogical requirements and concerns.

Made up of professionals from the field of education in a variety of different areas of teaching and psycho-pedagogy, the Center's team monitors students from the very beginning, when they arrive at FGV, to the moment they complete their programs.

The supervision of the student's academic life through personal contact aims to minimize the natural concerns of young people who enter higher education, creating better pedagogical conditions for their personal development and intellectual achievement.

The different roles attributed to the FGV NAP include:

- To assist, support and guide students who seek help for their questions and concerns, and - by means of careful and attentive individual sessions - identify any emotional issues and – if required – recommend the student to seek professional counselling;
- To minimize, by means of individual or collective counseling, the natural concerns felt by students throughout their higher education studies, to provide psycho-pedagogical support to enable the students to recover their self-esteem, and to create the best possible pedagogical conditions for them to mature and benefit intellectually;
- To assist students to overcome challenges, to establish interpersonal relationships, to accept differences and to adapt to a new social environment;
- To offer pedagogic support to school practices, study activities, monitoring student development;
- To design individual study plans for students with learning difficulties;
- To organize workshops and lectures on themes that are relevant to the students' intellectual and emotional development;
- To monitor the academic performance of classes and take part in pedagogical meetings with program coordinators and faculty;
- Promote meetings with class representatives and other FGV student organizations;
- To act as mediator in resolving potential conflicts arising between students (either individuals or groups) and other students, students and professors, students and coordinators, students and staff members, professors and coordinators and staff members and coordinators;

- To assist members of faculty, when required, on the course methodology to be adopted in their classes;

FGV NAP Coordinator: Prof. Helena Giolito

Technical-pedagogic Assistant: Tatiane Rosa Santos

Pedagogical Analysts: Bruna Ruffoni, Cláudia Cossich e Karine Pimentel

Academic and Administrative Support: Isabel de Moraes Ferreira

Opening Times

Hours: from Monday to Friday, between 7 a.m. and 5 p.m.

Office Location: FGV Main Building – Praia de Botafogo, 190, 3rd floor, Room 309

Phone: (55 21) 3799-5910

E-mail: nucleo.pedagogico@fgv.br

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

Internship and Professional Placement Support Center

This area acts as a channel of interaction between the labor market and undergraduate students and former students of the courses of Administration, Economics, Social Sciences, History and Applied Mathematics, providing the necessary tools to help them find professional positions.

This department works primarily in managing and publishing job and internship/trainee opportunities (from help with resumes to information and tips on interview etiquette, business panels and group dynamics), holding selection processes at the Institution's facilities and interacting by means of social networks such as Facebook.

Coordinator: Beralda Lima

Assistants: Vanessa Framil | Cristiane Monteiro da Motta

Opening Times

Hours: from Monday to Friday, between 8 a.m. to 5 p.m.

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

Phones: (55 21) 3799-5437, (55 21) 3799-5672 and (55 21) 3799-5478

E-mail: nucleo.carreiras@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 IELTS/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

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

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's Provost of Education and the Undergraduate Calendar prepared by Office of Academic Records (SRA), both approved by the Undergraduate Courses' Coordination.

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.

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



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.

Incorrect or out-of-date information may be academically prejudicial to students.

Grande Point Average (Performance Coefficient – CR)

The student's academic performance is expressed by the Grade Point Average and recorded in his/her School Transcript of Academic Record at the end of each school semester. The GPA (C.R. in Portuguese) is calculated on the basis of a mathematical average of the grades the student has received in all the disciplines he/she has taken since the start of the course.

The C.R. is of great importance to the student since it is taken into account when he/she is applying for an internship, seeking to maintain a study grant, trying to take part in a scientific initiation project or looking to get into an academic exchange program.

Curriculum and Disciplines

The curricula are sets of different courses, associated with each specific academic area. The courses can be required or electives. The required courses are those that the student is obligated to take.

The electives courses are free for the student to choose, so long as he/she complies with the minimum number/contact hours for elective subjects, as defined by the curriculum of each program.

Disciplines with Prerequisites

A curricular prerequisite is a condition that must be satisfied for a particular discipline to be taken, and involves one or more disciplines that must be taken beforehand, in other words, there may be a stipulation that one or more specific disciplines must have been completed before the student can start a specific new discipline. Enrolment in disciplines whose prerequisites have not been fulfilled is not permitted under any circumstances.

Discipline of another Undergraduate Program

In order to enroll in a discipline of another program, the student must comply with the curriculum of their own program and the undergraduate calendar of the Office for Academic Records. Registration in disciplines from other programs must be requested via requerimento at the Office of Academic Records (Room 314).

Note: Students enrolled in disciplines from another program must comply with the evaluation criteria and schedule of the chosen discipline's program.

Attendance

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.

Assessment and Pass System

Assessment of academic performance is awarded per discipline, and takes into account both attendance and the student's academic achievements. The necessary conditions to be awarded a pass include:

- a) The student must be officially registered to take the discipline;
- b) The student's FINAL GRADE in the discipline should be equal to or greater than 6.0 (six point zero);
- c) Minimum attendance should be equal to 75% (seventy-five percent) of the total class hours set for the discipline in question.

For further information on this subject, students should refer to the Rules and Regulations governing their program, which are available on the School's website.

Enrollment Renewal

Except in the case of Temporary Course Breaks, students must renew their enrollments at the end of each school semester, as provided in the Academic Calendar. Failure to do so will imply the automatic cancelation or removal of the student's enrolment in the program, as per the Program's Rules and Regulations and/or Currently Valid Legislation.

Disciplinary Rules

Any act against the physical or moral integrity of people, against the Institution's moral or material assets, or against the free exercising of its activities on the part of FGV will constitute a disciplinary infraction that will be subject to the penalties applied by the appropriate authority.

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

Access to FGV Premises

Dress Code: The dress code established by the Fundação Getulio 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.

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;