

FUNDAÇÃO GETULIO VARGAS
BRAZILIAN SCHOOL OF PUBLIC AND BUSINESS ADMINISTRATION

Guidelines for the Master's and Doctoral Programs in Administration - Class of 2019

Chapter I
Objectives

Art. 1. The master's program in Administration (MSc) aims to:

- I - Promote the production of knowledge in Administration;
- II - Prepare students to be able to think autonomously and independently in the field of Administration;
- III - Develop students' skills in order to produce and disseminate knowledge in Administration;
- IV - Provide students with a systemic and critical thinking regarding the role of public and private organizations and of their managers in society;
- V - Prepare students to continue pursuing their academic studies in a doctorate.

Art. 2. The doctoral program in Administration (PhD) aims to prepare future research professors in the various areas of Public and Business Administration.

Chapter II
Administrative organization

Art. 3. The administrative organization of the master's and doctoral programs in Administration is composed of the Center for Academic Training and Research (CFAP), the Board of the graduate academic program and the program coordinator.

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

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

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

I - The board of the graduate academic program shall be composed of the professors of the PTC (Permanent Teaching Committee), according to the specific determination of the school direction, which regulates the formation of the PTC.

II - The board of the graduate academic program will be chaired by the coordinator of the program.

III - The board of the graduate academic program will meet at least once every semester. Informal meetings may take place as needed.

§3. The Program Coordinator shall be responsible for the implementation of CFAP's decisions and shall observe the considerations of the board of the graduate academic program, taking such considerations to CFAP's approval.

Art. 4. The faculty of FGV EBAPE's graduate programs in Administration is formed by professors holding PhDs, trained in renowned national and international institutions. The majority of them have full-time contracts, working 40 hours a week and carrying out activities related to teaching, advising and scientific production.

Sole Paragraph: Professors that do not hold a PhD but are publicly recognized by their expertise (*notório saber*) and/or hold the title of "*livre docente*" recognized by competent institutions may be admitted as members of the programs' faculty.

Art. 5. Professors who are members of the programs' faculty shall fulfill the following duties:

I - Teach the regular courses offered in the programs;

II - Advise students;

III - Participate in the programs' research tracks;

IV - Produce relevant scientific work, compatible with the programs' research tracks;

V - Regularly participate in institutional activities contributing to the success of the program, such as being a member of examining committees for defenses of theses, dissertations, and discussion of theses' projects; member of selection committees in admission processes, academic competitions or awards; participate in other boards and committees related to the Program, FGV EBAPE, CAPES, CNPq and/or FAPERJ.

Chapter III **Admission and registration**

Art. 6. The admission process for the Master and Doctoral Programs in Administration will include:

I - Presentation of supporting documentation of the following requirements:

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

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

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

Art. 7. The enrollment is carried out with the Academic Registration Office (*Secretaria de Registros Acadêmicos – SRA*), observing the conditions established in the admission process announcement and the signed contract.

Chapter IV **Master's transfer**

Art. 8. The student of FGV EBAPE Academic Master's, when approved in the admission process for the doctoral program, is given the possibility to transfer and pursue the doctoral degree.

§1. Students may use up to 20 of the 24 credits earned in the Master's Program for the doctorate, provided that these credits come from compulsory and/or elective courses of the FGV EBAPE master's and doctoral programs.

§2. If the student has been granted a Master's scholarship by a development agency, the student is responsible for observing the conditions for refunding the scholarship value to the respective agency or the need to complete the program they are currently enrolled and defend their master's thesis.

§3. If the student does not defend the master's thesis, they are not entitled to the master's degree and must then follow the doctorate deadlines and regulations for the year they started the master's degree. For example, if the student started the master's program in 2019 and transfers to the doctorate in 2020 without completing the master's degree, they are considered part of the doctoral program – class of 2019. The date of the enrollment in the master is considered the date of enrollment in the doctorate.

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

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

Chapter V Scholarships

Art. 9. FGV EBAPE will grant, as far as possible, scholarships funded by CNPq, CAPES, FAPERJ or FGV itself, to students of the master's and doctoral programs who are exclusively studying and without employment, according to the students' classification in the programs' admission process. For the master's program, the scholarship will last for one (1) year and may be renewed only once, for the subsequent year. As for the doctorate, the scholarships will last for one (1) year and may be renewed annually for the subsequent three (3) years.

§1. The term "scholarship" corresponds to grants that cover both tuition and scholarships, except when expressly stated otherwise.

§2. Scholarship renewal must be made through a formal request. Attached to the application, the student must include their Yearly Research Report (YRR). The YRR highlights the student's work in progress (i.e., field research projects in progress with one or more research professors). The student shall describe exactly what kind of activity they are conducting in the projects, how the activities contribute to the development of their research skills and the potential for publication of each work in progress. Articles published in journals or presented in academic conferences, must be stated.

§3. Applications for scholarship renewal will be decided by the coordination of the program, which will evaluate and classify students as to their academic merit based on the aspects mentioned in §2.

§4. Failing in a course (with a grade 'D'), or absence or significant delays in Graduate Seminars, or getting a grade C in any course, or failing to present a working paper in the Graduate Seminar (doctorate students) may result in non-renewal of the scholarship.

§5. The scholarship shall not be renewed if the student fails any of the three (3) qualification stages (Conceptual Paper, dissertation project, or defense of thesis or dissertation).

§6. The student must not be employed during the scholarship period. Being in employment shall result in the immediate suspension of the scholarship.

§7. Tuition scholarships may be granted for up to twenty-one (21) months for the master's program. After this period, the student shall be charged the regular tuition amount.

§8° Tuition scholarships may be granted for up to forty-five (45) months for the doctoral program. After this period, the student shall be charged the regular tuition amount.

§9. In case of exceptional events, with the due justification, the student may request for additional three (3) months of tuition scholarship, since the preliminary version of the

thesis or dissertation is accepted to be defended, signed by the professor advisor. A copy of this preliminary version must be delivered to the program's coordinator.

§10. The Program will accept students without full-time dedication for the doctoral program. Those students will not be granted a scholarship, but the program will waive their tuition fees as long as they are enrolled in the program.

Chapter VI Special students

Art. 10. Students shall be considered as **special** students, since they provide a formal request and their application is approved by the program's coordinator.

§1. A special student is a student that holds an undergraduate degree, recognized by the Ministry of Education and is interested in studying a course offered by the master's and doctoral programs but do not plan to pursue the program to an advanced degree at FGV EBAPE.

§2. Special students may enroll in courses of the master's and doctoral program in Administration, observing the following conditions:

- I - The program shall accept a maximum of three special students per course;
- II - Special students can undertake only one course every trimester;
- III - In case the special student obtains grade D in one of the courses in which they enrolled, they will automatically be prevented from undertaking another course;
- IV - If the special student is approved in the course, they will be awarded a certificate of credits.

Chapter VII Structure of the program

Art. 11. The master's and doctoral programs will be based on the academic trimester, with classes from 9am to 12pm and from 2pm to 5pm from Monday to Friday. There may be, on an exceptional basis, academic activities on Saturdays.

§1. The programs are offered in English.

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

§3. By the end of the second trimester, students must formalize the option for one of the research tracks at the Academic Registration Office (*Secretaria de Registros Acadêmicos* – SRA). Failure to formalize the option for a research track before the

second trimester will result in the student not being able to register to attend courses in the following trimester.

§4. Throughout the courses and before the start of each trimester, the coordination of the program can change (and must inform) the list of courses and credits.

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

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

§6. The students selected for the **doctoral** program will have provided two research tracks of their choice during the application process. It is the coordination's duty to formalize each PhD student's research track confirmation with the Academic Registration Office based on the interview result.

Chapter VIII Obtaining credits

Art. 12. To complete the **master's** degree, the students must have a minimum of thirty-four (34) credits. As each credit corresponds to fifteen (15) hours/class, the student must complete five hundred and ten (510) hours/class, distributed as follows:

I - 24 Twenty-four (24) specific credits obtained in twelve (12) courses of thirty (30) hours each:

- a) Six (06) credits obtained from three (3) courses of 'methods', considering that two of them are necessarily Statistics IA and Statistics IB, and the other course is chosen by the student between *Qualitative Data Collection & Analysis* or *Comparative and Historical Methods*.
- b) Eight (08) credits necessarily obtained from four (4) courses of the research track chosen by the student.
- c) Ten (10) credits obtained from five (05) elective courses of any of the program's research tracks or from the credits obtained in the courses Advanced Topics in Administration I and II (workshops), equivalent to one (1) credit each.

II - Two (2) credits obtained from Graduate Seminars I, II, III, and IV, equivalent to half (0.5) credits each. The student's attendance must be of at least 75% of the lectures of the Graduate Seminars.

III - Eight (08) additional credits, two (2) of which upon approval in the first qualifying examination (thesis project), six (06) credits obtained upon approval of the thesis defense, as provided in Art. 23.

§1. As well as the Graduate Seminars, students must attend at least three (3) courses per trimester, between the first (1st) and the fourth (4th) trimester.

§2. The compulsory courses of 'methods' and at least four (04) courses specific of the research track must be attended in the Master Program in Administration of FGV EBAPE.

§3. Students can attend up to two (02) elective courses in other master's and doctoral programs, each corresponding to a maximum of two (02) credits.

§4. The student can obtain up to two (02) credits, in substitution to an elective course of any research line, by publishing one (01) article in an academic journal with ISSN, blind review process, and classified by CAPES as B1 or higher.

§5. Stop-out of courses is not allowed after the deadlines foreseen in the academic calendars of each program (available on the FGV EBAPE's website).

§6. By the end of the seventh (7th) trimester, the student shall defend their master's thesis, as provided in Art. 23.

Art. 13. To complete the **doctoral** degree, the students must have a minimum of forty-eight (48) credits. As each credit corresponds to fifteen (15) hours/class, the student must complete seven hundred and twenty (720) hours/class, distributed as follows:

I - Thirty-four (34) specific credits up to the eight (8th) academic trimester, through seventeen (17) courses of thirty (30) hours each:

- a) Twelve (12) credits necessarily obtained from six (6) methods courses, considering that two of them are necessarily Statistics IIA and Statistics IIB, and the other four (04) methods courses to be chosen by the student.
- b) Fourteen (14) credits necessarily obtained from seven (7) courses of the research track chosen by the student.
- c) Eight (8) credits from four (4) elective courses available in the academic program or from the courses Advanced Topics in Administration I and II (workshops), equivalent to one (1) credit each.

II - Two (2) credits must come from Graduate Seminars I, II, III, and IV, equivalent to half (0.5) credits each, in the first year of the doctoral program.

- a) The Graduate Seminars are compulsory for all doctoral students during the first year. Attendance is compulsory in at least 75% of the lectures of the Graduate Seminars.
- b) Although not compulsory, it is suggested that students also participate in the Graduate Seminars in the following years until completing the program.

III - Twelve (12) additional credits, three (03) of which upon approval in the first qualifying examination, three (03) upon approval of the second qualifying examination and six (06) upon approval of the dissertation defense, as provided in Art. 22.

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

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

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

§4. By the end of the sixteenth (16th) trimester, the student should defend their doctoral dissertation.

§5. For graduates of other academic master's programs, up to ten (10) credits may be considered in courses taken during the master's. The request will be evaluated by the CFAP. However, unless clear evidence of compatibility is demonstrated, the doctoral student is expected to take the compulsory methods courses. They are: Statistics IA and Statistics IB; and Qualitative Data Collection & Analysis or Comparative and Historical Methods.

§6. For graduates of the FGV EBAPE Master's Degree, up to 20 (twenty) credits may be used in the doctoral program, as provided in Art. 8, §1.

§7. Students can attend up to two (02) elective courses in another doctoral program, each one corresponding to a maximum of two (2) credits.

§8. Stop-out of courses is not permitted after the deadlines foreseen in the academic calendars of each program (available on FGV EBAPE's website).

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

I - By the eighth (8th) trimester: thirty-six (36) credits from compulsory and elective courses, and Graduate Seminars.

II - In the eighth (8th) trimester: three (3) credits upon approval in the first qualifying examination.

III - In the twelfth (12th) trimester: three (3) credits upon approval in the second

qualifying examination.

IV - By the end of the fourth (4th) year: six (6) credits upon approval in the dissertation defense.

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

§11. FGV/EBAPE Master's in Administration graduate students must take at least one (1) course per trimester until completing the course credits (item I of this article).

§12. The student can obtain up to two (02) credits, in substitution to an elective course of any research track, by publishing one (01) article in an academic journal with ISSN, blind review process, and classified by CAPES as B1 or higher.

Chapter IX

Time to complete the program

Art. 14. The master's program must be concluded, including the oral presentation of the thesis before the examining committee, within a maximum period of twenty-one (21) months, from the beginning of academic activities

Art. 15. The doctoral program must be completed, including oral presentation of the dissertation before the examining committee, within a maximum period of forty-eight (48) months, from the beginning of academic activities.

Art. 16. If the maximum deadline for defense is not met, the student shall be unenrolled from the program.

Sole paragraph: Any interruption of the course provided for in this regulation does not suspend the above-mentioned deadlines, except in cases provided for by law.

Chapter X

Student evaluation

Art. 17. The performance in each course will be evaluated by means of exams, papers and projects, as well as by the participation and interest of students.

§1. The grading system is composed as follows:

- A – Very Good: pass with credit
- B – Good: pass with credit
- C – Satisfactory: pass with credit
- D – Poor: fail, no credit.

§2. The student who presents unsatisfactory performance or that has attended less than seventy-five percent (75%) of the classes taught in one (01) course shall fail (obtaining grade “D”), except for the cases provided for by legislation in force.

§3. Students with grade D in a compulsory course must re-enroll and re-take it. In the case of an elective course, students may either re-take it or replace it with another elective course. Retaking or replacing the course does not exclude the previous grade D.

§4. If the student obtains grades “C” or “B” in any course, they shall not be able to re-take it

§5. The student who obtains two “D”’s during the course will automatically fail the program

§6. The student who obtains three “C”’s during the course will automatically fail the program

§7. The student who obtains two “C”’s and a “D” during the course will automatically fail the program

§8. Students with two (2) Cs or one (1) D in courses throughout the program will have their academic performance (i.e., academic transcript and academic work history) evaluated by the board of the graduate academic program. The board will decide whether the student can continue in the program. If the student continues in the program, the board will determine a plan to be fulfilled by the student in order to improve their academic performance. The academic work history should contain at the minimum: articles published in scientific journals, articles presented at academic congresses, academic awards and other academic work; all related to the period the student is enrolled in the course. The coordination will instruct the student about the presentation of the academic work history and the corresponding dates.

§9. A leave of absence is permitted for up to two (2) academic trimesters, consecutive or not, as long as authorized by the coordination of the program and the academic advisor.

§10. In case of deferral of request for leave of absence, the scholarship will be suspended and the deadline for completion of the course will remain unchanged.

Chapter XI **Academic advising**

Art. 18. Each student will have a professor as advisor.

§1. It is the advisor’s duty to:

I - Help the student with the general study plan and selection of course in their respective program;

II - Guide the student on the choice of topic for the thesis or dissertation and in the development of field research;

III - If the advised student is attending a Doctoral Stay abroad, the advisor must authorize the student to travel and follow their progress in obtaining credits and developing their thesis or dissertation, while abroad;

IV - Support the student during examining committees.

§2. In the master's program, the student must formalize their choice of the academic advisor by the end of the fifth (5th) week of the fourth (4th) trimester.

§3. In the doctoral program, the coordination will assign and formalize each student's academic advisor with the Academic Registration Office based on the interview result.

§4. Only professors of the PTC from FGV EBAPE's Master's and Doctoral Programs in Administration can be advisors.

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

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

§7. In the **master's program**, each professor must advise a maximum of one (01) student per class. In exceptional cases, the professor will be allowed to advise a maximum of two (02) students from the class.

§8. If after the deadline for choosing the advisor, the student fails to present their choice, the Coordination will allocate an advisor.

Chapter XII

Exchange during the Master

Art. 19. The master's student may participate in international exchange during the fifth (5th) and the sixth (6th) trimesters of the Master in Administration, as long as the advisor approves their thesis project and the exchange is authorized by the coordination of the program and the advisor.

§1. The international exchange must not exceed a period of six months.

§2. The student must submit to the coordination of the program a work plan approved by their advisor, which will indicate the activities that will be developed during the exchange and the date foreseen for the delivery of the preliminary version of the thesis.

§3. The student must attend, during the exchange, at least a two-credit course, even if they have already completed the credits required in the program.

§4. The student may request equivalence of credits of up to one (01) elective course of two (02) credits attended during the exchange.

§5. The deadline for the defense of the thesis shall be extended by up to thirty (30) days after the end of the exchange, not exceeding twenty-two (22) months from the start of the program. If necessary, the student should defend the thesis via videoconference.

§6. During the exchange, the stipend scholarship shall be maintained until the deadline provided in Art. 9.

Chapter XIII Doctoral Stay (Sandwich PhD)

Art. 20. The doctorate student can participate in a Doctoral Stay after the approval of the conceptual paper, if authorized by the coordination of the program and the advisor.

§1. The Doctoral Stay shall not exceed one (01) year. If the student receives a ‘sandwich scholarship’ funded by development agencies, or stipend scholarship from PROEX/CAPES, the student must return to EBAPE at least six (06) months prior to the date of the dissertation defense.

§2. The student must submit to the coordination of the program a work plan approved by their advisor, which will indicate the activities that will be developed during the Doctoral Stay and the date foreseen for the delivery of the research project and/or the preliminary version of the dissertation.

§3. The student must attend, during the stay, at least a two-credit course, even if they have already completed the credits required in the program.

§4. The student may request equivalence of credits of up to one (01) elective course of two (02) credits attended during the stay.

§5. The deadline for the defense of the dissertation shall not be extended due to the student’s Doctoral Stay. If necessary, the student shall defend the dissertation via videoconference, provided that the condition of §1 of this article is observed.

§6. If the student does not receive a specific scholarship from a development agency to attend the Doctoral Stay, the stipend scholarship will be maintained until the deadline indicated in Art. 9.

Chapter XIV Qualifying Examinations

Art. 21. The master’s student is submitted to two (02) qualifying examinations.

§1 Thesis Project: This is the first qualifying examination in the master's program and must be approved by the advisor by the end of the fifth (5th) trimester of the program.

I - The Thesis Project shall be evaluated as follows:

- a) Pass - the student should take into account the suggestions of the advisor to improve the project and the thesis.
- b) Fail.

II - If the student fails the qualifying examination, they will be unenrolled from the program.

§2. **Thesis public defense:** The student must carry out the public defense of their final thesis by the end of the seventh (7th) trimester of the **master**, as provided in Art. 12. §6.

Art. 22. The doctorate's student is submitted to three (03) qualifying examinations:

§1. Conceptual paper is the first qualifying examination of the Doctoral Program, and must be delivered by the student before the end of the eighth (8th) trimester. In the document, students review, organize, abstract, and theorize about a particular research topic/field of knowledge. Details on what is expected from the conceptual paper are available in the Student's Manual. A committee shall evaluate the conceptual paper using a blind review system, according to the following steps:

I - The advisor suggests four (4) possible external evaluators. Each evaluator must comply with the minimum qualification established by EBAPE's Directors. Two of the four evaluators are randomly selected by the coordination of the program.

II - The two evaluators have approximately 30 days from receiving the *conceptual paper* for final evaluation through a written document with comments and suggestions. The document with comments will be expressed as follows:

- a) Pass.
- b) Fail.

III - If both evaluators grade the conceptual paper with a 'pass', then the student is approved.

IV - If both evaluators grade the conceptual paper with a 'fail', then the student is not approved.

V - If one evaluator grades the conceptual paper with a 'pass' and the other grades it with a 'fail', the student will have 30 days from the evaluation to revisit the document considering the evaluators' suggestions. Then, the student must re-submit it to the program's coordination and to CFAP: (a) a revised version of the conceptual paper; and (b) revision notes (no more than two pages) explaining what has been changed from the previous version and where (on what pages) the changes are. The original

evaluators **will not review** the new version. The program's coordination and CFAP will make the final decision to pass or fail the new version of the conceptual paper.

VI - Failing the conceptual paper will result in the automatic exclusion of the student from the doctoral program. In this case, the student may request a statement with the courses taken while in the program.

The evaluators receive the above rules before the evaluations start.

§2. **Dissertation Project:** The evaluation of the **doctoral** dissertation project shall be conducted by the end of the twelfth (12th) trimester of the program, through public defense, as provided in Art. 23.

I - The result of the project of dissertation defense will be expressed as follows:

- a) Pass – the candidate should take the suggestions made by the committee into consideration to improve the project, and the dissertation.
- b) Fail.

II - If the student is not able to submit to the qualifying examination in the expected deadline, before the end of the twelfth (12th) trimester, they may request a postponement of ninety (90) days. The request for the supplementary period must be formalized with the Academic Registration Office (*Secretaria de Registros Acadêmicos – SRA*) and evaluated by the coordination of the program. If deadlines are not met, the student will automatically be unenrolled from the program.

III - If the student fails the second qualifying examination, they will be automatically unrolled from the program.

§3 **Thesis Public Defense:** The student must publicly defend their doctoral dissertation by the end of the sixteenth (16th) trimester of the **doctorate**, as provided in Art. 13. §4.

Chapter XV

Public defense of the master's thesis and doctorate's project of dissertation and dissertation

Art. 23. The doctorate's project of dissertation, the dissertation and the master's thesis may be written in Portuguese or English. They must contain keywords and an abstract following the Emerald model, summarizing the content of the work, and they must follow the formatting specified in the student's manual.

§1. The scheduling of the **Master's** thesis defense is conditioned to:

- a) the completion of all the credits required in Art. 12;
- b) presentation of proof of submission of article based on the thesis, as provided in Item III of Ast. 29; and

- c) the return of the locker key that was given during the period of the program

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

§3. The scheduling of the **Doctoral** dissertation defense is conditioned to:

- a) the completion of all the credits required in Art. 13.
- b) publication of at least one (01) scientific article, as provided in Item III of Art. 29.
- c) presentation of a working paper in a session of the Graduate Seminars, as provided in Item b of item II of Art. 13; and
- d) the return of the locker key that was given during the period of the program

§4. Thesis, project of dissertation or dissertation must be presented publicly and by a committee formed as instructed by FGV EBAPE's Directors.

§5. It is the advisor's duty to appoint the examining committee members, meeting the minimum criterion of qualification according to the determinations of FGV EBAPE's Directors.

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

§7. The thesis or dissertation will be evaluated through an oral defense.

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

- a) Pass. In this case, the student must submit their final work to the digital library and deliver a printed version within a maximum period of thirty (30) days
- b) Pass with minor changes. In this case, the student should consider the suggestions given by the examining committee and make adjustments within a maximum period of thirty (30) days, under the supervision of the advisor. The student must submit the final work to the digital library and deliver a printed version within a maximum period of thirty (30) days from the approval of the revised version by the student's advisor.
- c) Pass with substantial changes. In this case, the student must resubmit the dissertation to the examining committee for their final decision within a maximum period of sixty (60) days, under the supervision of the advisor. The student does not have to defend the dissertation again. The student must submit the final work to the digital library and deliver a printed version within a maximum period of thirty (30) days from the approval of the revised version by the examination committee.
- d) Fail.

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

Art. 24. The scheduling of the defense of the doctoral project of dissertation or dissertation, and the defense of the master's thesis must be carried out as follows:

I - The student shall inform the coordination of the program who will form the examination committee, which was suggested by their advisor, and the date and time of the public defense. The scheduling must be carried out at least 15 working days prior to the date of the defense.

II - The student must distribute to the members of the examination committee the preliminary version of the work to be defended.

III - The scheduling will be carried out and confirmed as long as the student meets all the requirements provided in Art. 23.

Art. 25. The final version of the dissertation or thesis shall be filed as follows:

I - Submission of the electronic file with the complete dissertation or thesis, with all the sessions including the catalographic card and the signature page, to the FGV Digital Library

II - A printed and bound version of the complete dissertation or thesis, including the catalographic card and the signature page must be submitted to the FGV's Registrar's Office (*Secretaria de Registros Acadêmicos – SRA*), together with the delivery receipt obtained from the registration of the thesis or dissertation in the Online Student System.

Art. 26. If, according to the examination committee, the student fails, they shall be automatically unenrolled from the program

Chapter XVI **Unenrollment from the program**

Art. 27. The student shall be automatically unenrolled from the program in the following cases:

I - Failing the qualifying examinations as provided in Art. 22. §1. Item IV, and §2. Item III, or in Art. 21. §1.

II - Failing to comply with the deadlines established for the defense of the thesis or dissertation, as provided in Art.14. and 15.

III - Abandonment of the program (including non-return after the end of a leave of absence provided in Art. 17. §9.) or failure to enroll in the minimum number of courses required per trimester, according to Art. 12. §1. and Art. 13. §10. and §11.

Sole Paragraph: If the student does not complete the program, they shall immediately refund the full amount of the scholarship received (stipend and tuition) in the period the student was enrolled. Exception is made in cases of unforeseeable circumstances, or force majeure, or serious illness that is proven to have prevented the student from developing academic activities.

Chapter XVII

Recognition of the studies undertaken

Art. 28. The student who does not defend the thesis or dissertation may be entitled to the Certificate of Specialist in the same area of knowledge, if they obtained all the credits requested by the program.

Chapter XVIII

Obtaining the Master's and Doctorate Degree in Administration

Art. 29. To obtain the Master's or the Doctorate Degree in Administration, the student must respect the deadlines established in this regulation and:

I - Obtain the credits required to complete the program.

II - Publicly defend the master's thesis or doctorate's dissertation.

III - Submit the final version of the dissertation as provided in Art. 25.

IV - If a Master's student presents a proof of submission of an article based on the thesis to an academic journal Qualis-CAPES B2 or higher; or if a Doctorate student presents proof of publication of a scientific article based on their dissertation in a Qualis-CAPES academic journal B2 or higher.

V - If the doctorate student presents a working paper (as author or co-author) in the Graduate Seminars in the third (03rd) or fourth (4th) year of the program;

Chapter XIX

General and transitional provisions

Art. 30. The cases not covered by these guidelines will be resolved by the CFAP, according to the nature of the subject, observing the current legal and regulatory norms.

Rio de Janeiro, November 30, 2018.

Prof. Ricardo Lopes Cardoso
Coordinator of the Master's and Doctoral Programs in Administration

Prof. Roberto da Costa Pimenta
Coordinator of the Center for Academic Training and Research (CFAP)