

Fundação Getulio Vargas
Escola Brasileira de Administração Pública e de Empresas (EBAPE)
MSc in Administration Program
Regulations – Class of 2017

Chapter I – Course Objectives

Art.1. The MSc in Administration Program has the following objectives:

- I - to stimulate the production of knowledge in Administration;
- II - to educate and train people to have an autonomous and independent view of Administration;
- III - to provide students with the skills and abilities they need to produce and share their knowledge of Administration;
- IV - to endow students with a systemic and critical thought process in relation to the roles of both public and private organizations and their respective managers within today's society;
- V - To prepare students to continue their academic studies in the doctorate program.

Chapter II – The Course’s Administrative Structure

Art.2. The administrative structure of the MSc in Administration is composed of CFAP, the academic graduate program Collegiate and the course coordinator.

§1. CFAP (The Academic Studies and Research Center) has, among its many attributes defined in EBAPE’s Rules and Regulations, a responsibility to:

I - Plan the Program’s didactic-pedagogical framework;

II - Define the criteria to be used in the students’ selection process;

III - Approve the Program’s coursework structure;

IV - Deliberate over student appeals related to decisions made by the MSc in Administration program coordinator.

§ 2. The academic graduate program Collegiate shall be responsible for the didactic-pedagogical supervision of the program.

I - The academic graduate program Collegiate shall be made up of professors from EBAPE’s NDP (Permanent Core Faculty) all with PhD qualifications and who work as coordinators in the Program, as per the specific resolution set down by the School’s Management that governs the composition of the NDP. The Collegiate shall also include a representative of the student body and his/her alternate. The representative of the student body and his/her alternate shall be elected by the students and have a mandate of one year.

II - The academic graduate program Collegiate shall be presided over by the PhD Program Coordinator.

III - The academic graduate program Collegiate shall meet at least once every school semester.

§ 3. The MSc Program Coordinator shall be responsible for implementing the decisions of the CFAP and should observe the considerations of the academic graduate program Collegiate, making these fully available to the CFAP for its approval.

Chapter III – Selection and Enrollment

Art.3. Selection for the MSc in Administration Program shall include:

I - The presentation of the following corroborating documents:

- a) A Bachelor's Degree Diploma
- b) A School Transcript of the full Bachelor's Degree program completed;
- c) The result of one of the following exams: the ANPAD, GMAT or GRE tests;
- d) The result of one of the following English language proficiency tests: IELTS, TOEFL IBT, or Cambridge CEFR.

III – The holding of interviews with pre-selected candidates, based on the presentation of the aforementioned documents, by a panel of professors from the MSc in Administration Program.

Chapter IV – Special students and auditors

Art.4. Students may be accepted on a “special student basis”, as long as they make a formal request to this effect and that this request is approved by the CFAP.

§ 1. The special student is a student that has a bachelor's degree diploma recognized by the MEC (Ministry of Education), and who is interested in taking occasional subjects from the program without being officially enrolled in any EBAPE graduate program as a whole. This student may enroll in one or other subject of the MSc in Administration Program, providing the following conditions are observed:

I - the program will only allow a maximum of three special students per discipline;

II - those studying as special students may only take one discipline per school trimester;

III - if a special student's performance is below the minimum required in any one of the disciplines in which he/she has enrolled as a special student, then that student will automatically be prevented from taking any other disciplines in the program.

§ 2. Students formally enrolled in the MSc in Administration Program may ask to audit regular disciplines of the MSc in Administration Program. This decision must first be agreed by the mentor, the professor of the discipline and the student, and then the following conditions apply:

I – the program will only accept a maximum of two auditors per discipline;

II - the audit student will not have the right to receive credits for the disciplines he/she takes.

Chapter V – Program Structure

Art.5. The MSc in Administration Program is structured as follows:

I – The program is based on the school trimester, with classes or academic activities taking place from 9am to 12pm and from 2pm to 5pm, from Monday to Friday. Academic activities may take place on Saturdays, but only under special circumstances.

II - During the course, the students should achieve 26 credits, 24 of which should be obtained in 12 disciplines of 30 hours each and 2 obtained in 2 Graduate Seminars.

III – In reference to the total number of credits required for disciplines, students can also obtain them by attending 30-hour disciplines (which correspond to 2 credits each) or 15-hour disciplines (1 credit each).

IV – By the end of the eighth trimester, students should obtain 6 credits from the approval of their dissertation defense.

V – The program is organized along four research tracks:

- i) Behavioral and Decision-making Sciences,
- ii) Management and Organizations,
- iii) Institutions, Policies and Government; and
- iv) Finance.

The student should choose, by the end of the second trimester, the research track he or she wishes to take during the MSc program. This research track may be changed by at the latest the end of the third trimester.

VI – Obtaining Credits:

The program is made up of 6 (six) compulsory disciplines of 30 class/hours each, equivalent to 2 (two) credits each, and at least 6 (six) elective disciplines of 30 class/hours, equivalent to 2 (two) credits each. Two further credits are available through 2 Graduate Seminars and a number of short courses.

Chapter VI – Dissertation Mentoring

Art.6. Each student in the MSc in Administration Program will be allocated an academic mentor.

§1. It will be the responsibility of the mentor professor:

I - To help the student in the overall planning of his/her studies and in choosing the disciplines to take;

II - To guide the student in the choice of the dissertation topic and in developing his/her field research;

III - In the case of a mentored student who is taking part in an exchange program abroad, authorize that student's trip and supervise his/her progress in obtaining credits and in the development of his/her dissertation while abroad;

IV - To supervise the student during his/her appearance before the examining panels.

§2. EBAPE's Regulation and Evaluation Department offers a list of professors who are available to act as mentors, as well as of places available.

§3. The choice of academic mentor should be formally settled by the student at the beginning of the 4th school trimester.

Chapter VII – How to obtain credits

Art.7. Students of the MSc program should take a minimum of 32 credits, as per the following distribution:

I - Three compulsory disciplines on methods (Statistics IA, Statistics IB and Methods for Qualitative Data Collection and Analysis) and three other compulsory disciplines pertinent to the research track of the MSc Program, of which at least two should be pertinent to the specific research track chosen by the student.

II - At least six elective disciplines of the student's choice (totalling 12 credits) that can be taken on the following basis:

a) freely in disciplines pertaining to other research tracks within the MSc in Administration program;

b) up to 4 (four) credits in the “Advanced Topics in Research Administration” (workshops), one credit each.

III - Two credits obtained by taking the disciplines Graduate Seminars I and II.

IV - Six credits obtained from the approval of the dissertation defense.

§1. Students should take a minimum of 3 (three) disciplines per school trimester between the first and fourth trimesters and one discipline in the fifth trimester.

§2. Students will be allowed to suspend taking a discipline, up to the second class of the same discipline.

Chapter VIII – Program Term

Art.8. The program should be completed, to include the oral presentation of the dissertation to a panel of examiners, within a period of 15 and, at most, 18 months, as from the start of the program.

§1. Support grants, however, are only valid for a maximum of 1 (one) year. Grants exempting students from school fees have a maximum duration of 18 (eighteen) months.

§2. Students may be allowed an extension of up to 3 (three) months, as long as they have made an official request to this effect and provided adequate justification that has been approved by their mentor. The preliminary version of the dissertation must have been already accepted by the student's mentor, who will have signed it. One copy must have been submitted at the Program Coordination, where the extension request will be analysed.

Chapter IX – School Regime

Art.9. Academic performance in each discipline will be assessed by means of tests, exams, tasks and projects, as well as on the participation and interest shown by the student.

§1. The assessment of each discipline will be expressed using the following grading levels:

A – Very good, with right to credit

B – Good, with right to credit

C – Average, with right to credit

D – Inadequate, failed with no right to credit

§2. Students will fail a discipline (grade D) if they attend less than 75% (seventy-five percent) of classes given, except in such cases as set down in existing legislation.

§3. A student who has failed a discipline because of poor attendance or poor performance (grade D), should repeat it at the first opportunity that presents itself.

§4. The student who receives 2 (two) D grades during the program will be automatically withdrawn from the MSc Program.

§5. The student who receives 3 (three) C grades during the program will be automatically withdrawn from the MSc Program.

§6. Students may suspend their enrolment for a period of no more than 6 (six) months, but in this case authorization will be required from the Program Coordination Department and from the students' academic mentor. In these circumstances, the scholarship or study grant will cease and the term for completing the program will remain unchanged.

Chapter X – Exchange programs

Art.10. Students may take part in international exchanges during the fifth and sixth trimesters of the MSc in Administration Program, providing they have the approval of the CFAP, their mentor professor and the International Relations Department.

§1. The exchange program should not exceed a period of 6 (six) months.

§2. The student should take, during the exchange, at least 1 (one) discipline (2 credits), even if he/she has already completed all the necessary credits as stipulated in Art.7.

§3. The student may request the equivalence of credits of up to 1 (one) discipline – 2 credits – taken during the exchange program. These will be included in the limit established in Art.7.

§4. The deadline for defending the dissertation shall be extended in up to 30 days following the completion of the exchange program, providing this does not exceed 24 months from the date on which the program was initiated.

§5. During the exchange program, the support grant will be maintained up to the deadline stipulated in Art.8.

Chapter XI – Public Defense of the Dissertation

Art.11. Dissertations may be written in either Portuguese or English. Dissertations written in the foreign language should necessarily provide the keywords and an extended abstract in Portuguese, summarizing the content of the work.

§1. In addition to the dissertation, students should prepare a scientific article in accordance with the rules for submission to ENANPAD (ANPAD Conference) with the main results of the dissertation, as well as a press release that lists its most relevant conclusions in a language that is appropriate for publication in non-academic media circles.

Art.12. Students may only defend their dissertations if they have completed the required credits, as per Art.7.

§1. The dissertation protocol should take place within no more than 15 (fifteen) days prior to the date on which the panel is to sit.

§2. It is up to EBAPE's Regulation and Assessment Department to officially communicate the date and time that the dissertation defense is to take place to

the panel members, as well as to provide them with copies of the dissertation within a maximum of five working days as from the protocol date.

§3. The panel of examiners will be made up of, at least, three examiners, with recognized PhDs, of which two should be in-house faculty (one of these should be the mentor) and the third from outside the institution. The composition of the members of the examining panel should conform with the specific ruling set down by EBAPE's management on the subject.

§4. The final grade shall be given on the basis of the following assessment options:

I - Approved with no restrictions.

II - Approved with minor changes necessary. The candidate should include these suggestions made by the panel in the final version of his/her dissertation, within a maximum period of 30 (thirty) days, under the supervision of the mentor.

III - Approved but with substantial changes required. In this case, the candidate should resubmit his/her dissertation for the panel's consideration and for a final ruling within no more than 60 (sixty) days, without the need to defend it orally. Should this version be approved by the panel, the new changes that have been suggested should be incorporated into the final version of the dissertation within no more than 15 days, under the supervision of the mentor.

IV - Failed.

§5. The final version of the dissertation should be protocolled as follows:

I - a loose copy for sending to the FGV Library;

II - an electronic file containing the dissertation in full.

§6. The scientific article derived from the dissertation and the press release should be delivered to the Regulation and Assessment Department together with the final version of the dissertation, within the deadlines stipulated in Art. 12 (§4).

§7. In such case where the panel of examiners award the dissertation a fail grade, the student in question will be automatically withdrawn from the program.

Chapter XII – Obtaining an MSc in Administration

Art.13. In order to obtain the title of MSc in Administration, the student needs to do the following, in accordance with the time constraints set out in Art.8:

I - Obtain the number of credits required in Art.7.

II - Publicly defend and obtain approval for his/her master's dissertation as per Articles 11 and 13.

III - Provide a receipt of submission of the article derived from the dissertation to a pertinent and recognized event or academic journal.

Chapter XIII – General and Transitory Provisions

Art.14 – Any case or issue that may have been omitted herein shall be resolved by EBAPE's Technical-Academic Commission, as per the nature of the case or issue in question, always observing existing and valid legal and regimental norms.