

Getulio Vargas Foundation
Brazilian School of Public and Business Administration
Rules and Regulations governing the
Master's in Administration Program | Class of 2018

Chapter I
Program Objectives

Art. 1 The Academic Master's in Administration (MA) Program has the following objectives:

- I -To stimulate the production of knowledge in Administration;
- II -To educate people, endowing them with autonomy and independent thinking in relation to Administration;
- III -To develop in students the skills and abilities they need to be able to produce and transmit knowledge in the field of Administration;
- IV -To endow students with a systemic and critical thought process in relation to the role of both public and private organisations and of their respective managers in the society of today;
- V -To prepare students to continue their academic studies in the PhD Program.

Chapter II
The Program's Administrative Structure

Art. 2 The Master's in Administration Program's administrative structure includes the Centre for Academic Education and Research (CFAP), the Academic Graduate Program Collegiate and the Program Coordinator.

§1 CFAP's responsibilities include, among others listed in FGV/EBAPE's Rules and Regulations, the following:

- I. -To put together the Program's didactic-pedagogical concept;
- II. -To define the criteria to be used in the Program's selection process;
- III. -To approve the Program's syllabus;
- IV. -To deliberate in the case of appeals made by students relating to decisions or rulings made by the Master's in Administration Program Coordinator.

§2 The Academic Graduate Program Collegiate is responsible for the Program's didactic-pedagogical supervision and monitoring.

I - The Academic Graduate Program Collegiate shall be made up of professors from the NDP (Permanent Core Faculty), as per a specific Resolution set down by the School's Management governing membership of said NDP, and by a representative of the student body and his/her alternate, elected by his/her peers and with a one-year mandate.

II - The Academic Graduate Program Collegiate shall be presided over by the Program Coordinator.

III - The Academic Graduate Program Collegiate shall meet at least once every school semester.

§3 The Master's Program Coordinator shall be responsible for implementing any rulings made by the CFAP and shall take note of any considerations made by the Academic Graduate Program Collegiate, ensuring that the CFAP is made fully aware of these.

Chapter III

Selection and Enrolment

Art. 3 The Master's Program selection process will require:

- I. The presentation of the following supporting documents:
 - a) Full undergraduate degree diploma;
 - b) School Transcript of the full undergraduate degree Program completed;

- c) Results of one of the following content exams taken: ANPAD test, GMAT or GRE;
- d) Results of one of the following English language proficiency exams taken: IELTS, TOEFL IBT or Cambridge CFR.

II. The holding of interviews with candidates who have been pre-selected, on the basis of the above-listed documents, by a panel made up of professors from the Academic Master's and PhD in Administration Programs.

Sole paragraph: the specific exams or tests needed, as well as the minimum grades and validity required shall be defined by the CFAP and specified in the selection process notice, which will be posted on the FGV/EBAPE website and be available from the School Registrar's Office.

Chapter IV

Transfer to the PhD Program

Art. 4 The FGV/EBAPE Academic Master's student who is approved in the PhD selection process has the option to request a transfer to the PhD Program.

§1 In the case of such a transfer in degree level, the student does not defend his/her Master's dissertation and consequently is not awarded a Master's Degree.

§2 The student may transfer up to 20 of the 24 credits taken in his/her Master's Program to the PhD Program, providing these are in disciplines that are either required and/or elective in both the FGV/EBAPE Master's Program and in its PhD Program.

§3 The student who opts for such a transfer is then required to comply with the deadlines and the rules and regulations of the PhD Program governing the year in which he/she began his/her Master's Program. For example, a student who began his/her Master's Program in 2016 and then switched to the PhD Program in 2017 would then, from the point of view of rules and regulations and deadlines, be considered a member of the class of the 2016 PhD Program.

§4 The conditions and deadlines for students to request such a transfer to the PhD Program will be set down by the PhD Program Coordinators.

§5 The CFAP shall be responsible for making the final decision in relation to any such transfer application.

Chapter V

Scholarship Grants

Art. 5 FGV/EBAPE shall grant, to the extent possible, study scholarships funded by the CNPq, CAPES, FAPERJ or FGV itself to students in its Master's Program who are committed full-time to the Program and have no other employment ties, and in accordance with their standing in the Program's selection process. These scholarships shall be valid for 1 (one) year and may be renewed for 1 (one) more subsequent year.

§1 Renewal of the scholarship should be done via a formal request from the student. As an attachment to this request, the student should include: (a) a school transcript and (b) an up-dated Lattes curriculum.

§2 Applications for a scholarship renewal shall be judged by a Committee made up of the CFAP. This committee will assess and classify students in accordance with their academic merits based on the aspects outlined in §1.

§3 Failure to pass in disciplines, serious absenteeism or tardiness in Program activities or obtaining a C grade in more than one discipline, may result in the scholarship not being renewed.

§4 At no time during the term of validity of the scholarship may a Master's student enter into any kind of formal employment contract whatsoever without the prior authorization of the Program coordinators.

Chapter VI

Special and Audit Students

Art. 6 Students may participate in the Program as special students, providing they make a formal request to this effect and that this request is duly approved by the Program Coordinator.

§1 The special student is one who has an Undergraduate Degree recognized by the Ministry of Education (MEC), and is interested in taking certain individual disciplines offered by the Program without establishing formal ties with any FGV/EBAPE graduate Program as a whole.

§2 This student can enrol in a discipline offered under the Master's in Administration Program, providing the following conditions are met:

- I. The Program only accepts a maximum of three special students per discipline;
- II. Those students denominated as "special" may only take one discipline each two school trimesters;
- III. If a "special student" performs below the required standard in one of the disciplines in which he/she has enrolled, then he/she will automatically be prevented from taking any other discipline in the Program;
- IV. "Special students" will be awarded a certificate for the credits obtained if they pass in a discipline.

§3 Students formally enrolled in the Master's in Administration Program offered by FGV/EBAPE may request that they be considered **audit students** in the Program's regular disciplines. The decision with respect to this condition should be agreed upon by the student's advisor or mentor, the professor giving the discipline in question and the student, in accordance with the following conditions:

- I. the Program will only accept a maximum of two audit students per discipline;
- II. The audit student will not be eligible for any credits corresponding to the disciplines taken.

Chapter VII

The Program Structure

Art. 7 The Program will be based on the school trimester, with classes given between 9am and 12 pm and between 2pm and 5pm from Mondays to Fridays. Academic activities may also take place, exceptionally, on Saturdays.

Art. 8 The Program is offered in English.

Art. 9 The Program has four lines of research: **Behavioural Sciences and Decision Making; Management and Organizations; Finance; and Institutions, Policies and Government.**

Sole Paragraph: By the end of the second trimester of the Program, students should formally register their chosen line of research with the Office of Academic Records (SRA).

Art. 10 To complete the Program, students must take a minimum of 32 credits, distributed as follows:

I. 24 specific credits obtained in 12 disciplines of 30 hours each, of which:

- a) Three required disciplines in methods (Statistics IA, Statistics IB and Methods for Qualitative Data Collection and Analysis);
- b) Three required disciplines from the Master`s Program lines of research, at least two of which should be from the specific line of research chosen by the student.
- c) Six electives from any line of research offered by the Program, or through credits obtained in the disciplines Advanced Topics in Administration I and II (workshops), worth 1 credit each.

II. 2 credits should come from attending the *Graduate Seminars* I and II

III. 6 credits obtained by having the dissertation defence approved.

Art. 11 Students should take a minimum of three disciplines per school trimester between the first and the fourth trimester inclusive, and one discipline in the fifth trimester.

Chapter VIII

Program Completion Term

Art. 12 The Program should be completed, including the oral dissertation presentation before the examining board, within a period of a minimum 15 and a maximum of 18 months, as from the start of the Program.

§1 The support scholarships, however, are only valid for 1 year. The school-fee exemption scholarships have a maximum duration of 18 months.

§2 In exceptional cases, and with due justification, a student may request an extension of the maximum term of an additional three months, providing the preliminary version of his/her dissertation is accepted for its defence, that it is signed off by the student's academic advisor and that one of the copies of the dissertation is submitted to the Program's Coordinators.

Chapter IX

Academic Advisor

Art. 13 Each student in the Academic Master's in Administration Program shall have a professor acting as an academic advisor.

§1 The student advisor's responsibilities include:

I - Helping the student in the general planning of his/her studies and in the choice of which disciplines to include in his/her Program;

II - Guiding the student in choosing the subject of his/her dissertation and in developing his/her field research;

III - When the advised student takes part in an exchange Program abroad, authorising this student's trip and monitoring the student's progress in obtaining credits and in the development of his/her dissertation whilst abroad;

IV - Accompanying the student when he/she appears before the examination panels.

§2 Students should formalise their choice of academic advisor by the beginning of the 4th trimester of the Program.

Chapter X

School Grading System

Art. 14 Student performance in each discipline will be assessed through tests, exams, class work and projects, as well as through each student's participation and interest shown in the classroom.

§1 Evaluation or assessment will be expressed using the following grading system:

A –Very good: with the right to credit.

B –Good: with right to credit.

C – Satisfactory: with right to credit.

D –Unsatisfactory: failed with no right to credit.

§2 Students will fail a discipline (be awarded a D grade) if their attendance at classes given falls below 75% (seventy-five percent), except in such cases stipulated in prevailing Law, or if their performance falls below that required to pass in this same discipline.

§3 If a student obtains a D grade in a required discipline through insufficient attendance or performance, then he/she should take it again as soon as that discipline is on offer.

§4 Students who receive 2 (two) D grades during the Program shall be automatically suspended from the same.

§5 Students who receive 3 (three) C grades in disciplines over the course of the Program shall be suspended from the same.

§6 Students will be allowed to temporarily suspend enrolment in the Program for a period not exceeding six months, whether consecutive or not, providing they obtain the necessary authorisation from the Program Coordinators and from their academic advisor.

§7 If the suspension is deferred then the scholarship shall be suspended and the term to conclusion of the Program shall remain unaltered.

Chapter XI

Exchange

Art. 15 Students may take part in an international exchange Program during the fifth and sixth trimesters of the Master`s in Administration Program, providing they obtain approval to do so from the Program Coordinators, their academic advisor and from the International Relations Department.

§1 The exchange Program should not exceed six months in duration.

§2 Students should take at least one discipline of two credits during the exchange Program, even if they have already obtained sufficient credits to complete the Master`s in Administration Program

§3 Students may request equivalence in credits for up to one discipline of two credits taken during the exchange Program.

§4 The deadline for defending the dissertation shall be extended for up to 30 days after the end of the exchange Program, providing this does not exceed 24 months from the start of the Master`s in Administration Program by the student in question.

§5 During the exchange Program, the scholarship grant shall be maintained until the deadline stipulated in Art.12.

Chapter XII

Public defence of dissertation

Art. 16 Dissertations may be written in either Portuguese or English.

§1 Dissertations written in a foreign language (English) should necessarily contain keywords and an expanded summary in Portuguese, summarising the work`s content.

§2 In addition to the dissertation, students should also prepare a scientific article in accordance with the rules for submission to the ENANPAD outlining the main results of the

dissertation, as well as a press note summarising the main conclusions reached using language that is appropriate for publication in non-academic media.

Art. 17 Students will only be allowed to defend their dissertations if they have completed the minimum stipulated credits, as per Art.10 above.

Art. 18 The setting of a date for the defence of a student`s dissertation should be done within no more than 15 days prior to the date the panel sits.

Art.19 The examining panel shall be made up of, at least three examiners, all with duly recognised PhD titles, two of which should be from within the institution (one of these the academic advisor) and the third from outside the institution.

Sole Paragraph: The composition of the members of the examining panel should obey the specific determination set down by EBAPE`s Management on the subject.

Art. 20 The final grade shall be awarded as per the following evaluations:

I - Passed without restrictions.

II - Passed with minor changes necessary, in which case the student should make the changes recommended by the panel to the final version of the dissertation within no more than 30 (thirty) days, under the supervision of his/her advisor.

III - Passed with major changes required, in which case the student should re-submit the dissertation to the panel`s evaluation for a final ruling, within no more than 60 days, without the need to defend it orally. If this version is approved by the panel, then the new suggested changes should be incorporated into the final version of the dissertation within no more than 15 (fifteen) days, under the supervision of the student`s advisor.

IV -Failed.

Art. 21 The final version of the dissertation should be protocoled as follows:

I - One unbound copy to be delivered to the FGV Library:

II - An electronic file containing the dissertation in full.

Art. 21 The scientific article derived from the dissertation and the press note should be delivered to the Program coordinators together with the final version of the dissertation, within the deadlines set out in Art. 20.

Art. 22 If a student receives a fail grade from the examining panel, then he or she shall be expelled from the Program.

Chapter XIII

Taking advantage of your Studies

Art. 23 Master's students who do not defend their dissertations may apply for a Specialist Certificate covering this same field of knowledge, providing they have completed all the credits stipulated for the master's Program in full.

Chapter XIV

Obtaining a Master's Degree in Administration

Art. 24 In order to be awarded a Master's Degree in Administration, students need to do the following, always obeying the schedules and deadlines set out in these Rules and Regulations:

- I - Obtain the necessary credits required to complete the Program;
- II - Publicly defend and achieve a pass in their master's dissertation;
- III - Present evidence of submission of an article derived from the dissertation to either a public event (congress etc.) or to an academic journal for publication.

Chapter XV

General and Transitory Provisions

Art. 25 Cases or issues not covered herein shall be dealt with by FGV's Technical-Academic Commission, in accordance with the nature of each such case and always observing the legal and governing norms currently in place.