

ACADEMIC YEAR: 2019 – 2020

**ESCOLA BRASILEIRA DE ADMINISTRAÇÃO PÚBLICA E DE EMPRESAS
FUNDAÇÃO GETULIO VARGAS**

MASTER IN MANAGEMENT ACADEMIC POLICY

Academic Year: 2019/2020

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SECTION I

PROGRAM STRUCTURE

Art 1 The Master in Management program has a maximum duration of 15 (fifteen) months for its regular students and 21 (twenty one) months for the Double Degree program. This deadline includes the master thesis defense.

§1: Courses are offered in the first 3 (three) terms within the first year. Each term is composed of courses divided in the format of 10 (ten) classes taught in a period of 10 (ten) weeks, 3 (three) hours/week. Final evaluations are a part of the 10 (ten) week schedule;

§2: Courses offered at EBAPE are to be taken from May of 2019 to December of 2019. Double Degree students will have to take additional classes at the partnering university (to be determined by the coordination). Regular students will have from January 2020 to July 2020 to finish and defend their master theses. Double Degree students will have until December 2020 to defend theirs. Not respecting this deadlines will lead students to be terminated from the program.

§3: Prep-classes are compulsory (exceptions will be granted on a case by case basis) and will be offered prior to the first term (schedule to be announced by the coordination office).

NOTE: An extension of up to 3 (three) months may be granted to students who officially request by means of the Registrar's office. This exception must be evaluated and granted by the Program Committee.

Art. 2 In order to attain a Master's title from EBAPE (Mestre em Administração), students have a minimum requirement of 13 (thirteen) courses (5 core + 7 electives + guest lecture series); whereas, students can take no more than 15 (fifteen) courses at EBAPE under their tuition plan. Double degree students must also meet an additional course requirement to fulfill the partnering university requirements. All core and elective courses offered at EBAPE are 30-hours long, taught once a week within 10 (ten) weeks (3 hours per week). Every 30 (thirty) class hours equate to 2 (two) credits. The master thesis represents 10 (ten) credits: 3 (three) credits are for the initial project approval and 7 (seven) credits are for its conclusion, delivery and passing grade. As such, there is a 36 (thirty-six) credit requirement to graduate (540 class hours), where 390 hours are from the courses and 150 hours from the advising sessions, project report and the preliminary version of the final project. In terms of Double Degree students, there is an additional credit requirement to attain a Master's title from the partnering university

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(a study plan will be created for each individual Double Degree student and must be followed by without exceptions).

§1: Students who choose to take more than the maximum 15 courses covered within their tuition must pay per additional course taken;

§2: Credit for the taken prep-classes are discretionary;

§3: Exceptionally, a class date may be cancelled due to force majeure. Make-up class schedule will be sent to students by email (make-up classes due to cancellation or rescheduling will be offered on Fridays).

§4: ECT credits (for students doing the double degree) will be published and updated accordingly (when necessary) in the Student Manual Book.

Art. 3 Regarding the course schedule, students must proceed with the following class load:

§1: Core courses: 3 core courses first term + 2 core courses second term;

§2: Elective courses: 1 elective course first term + 2 elective courses second term + 4 courses third term;

§3: FGV EBAPE double degree students will have to follow a specific study plan as well as other specific criteria determined by the coordination office. For these students, items **§1** and **§2** under **Art. 3, Section I** must be approved by the coordination office.

§4: Guest lecture series attendance is mandatory;

§5: Each core and elective course accounts for 30 (thirty) class/hours;

§6: Class registration is done in the *aluno online* digital platform meeting the deadlines as specified in the academic calendar. Students cannot drop or add courses after the deadline. No exceptions will be considered.

NOTE: Pending on the number of offered courses, **§1** and **§2** (under this article) may be altered and will be duly informed to the students by the coordination office. Also, Double Degree students will follow a specific study plan drafted together with and approved by the coordination office both for their EBAPE and the partnering university's curriculum.

Art. 4 The program is divided into 2 (two) phases:

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§1: Phase 1 (one): 13 (thirteen) courses that go from May 2019 to December 2019. Prep-classes will take place on April 2019, prior to the beginning of the first term;

§2: Phase 2 (two): a master thesis writing to be delivered according to the schedule determined by the coordination office. Failing to meet the predetermined deadline may cause the student's termination of the program without receiving their Master's degree.

Art. 5 Double degree students will have until December 2020 to complete the program and defend their master theses. A cutoff date will be determined by the coordination office and duly informed to the students at the beginning of the first term.

§1: Specific dates will be published in the Program's official calendar. This calendar can be found in the student manual. It is the students' responsibility to stay up-to-date with the Program's academic calendar as well as any modification it may occur. Also, additional information complementary to this document, will be furnished in the student manual.

Art. 6 Calendars with important dates and deadlines will be published both at the program's website and the Student Manual.

SECTION II

APPLICANT SELECTION PROCESS AND REGISTRATION

Art. 1 Application into the program will be from December 2019 through March of 2019.

NOTE: This admissions process refers to applications starting in Brazil. This includes students, both Brazilians as well as foreigners, starting the program on May 2nd, 2019 at EBAPE.

Art. 2 Candidates must go through an admissions process as established by the *Edital (Public Notice)* for their respective application year. This process is composed of 2 (two) phases: a) document analysis and b) interview.

§1: Candidate profile: Students who are about to obtain or have obtained a bachelor's degree within the last 3 (three) years from any field and with little to no work experience.

Art. 3 Applicants must submit a copy of the following required documents with their online application (the entire process must be done online, under no circumstances will exceptions be granted):

§1: An undergraduate diploma from an accredited university (for internationally awarded degrees, the diplomas **must have a consularization or be apostilled** as well as have a **sworn translation** of the diploma);

§2: Undergraduate university transcripts (for internationally awarded degrees, transcripts **must have a consularization or be apostilled** as well as a **sworn translation** of the document to Portuguese or English if not in English). Also it must clearly show the academic level of the student (i.e., if the student is at Bachelor's level). It is sometimes not easy to identify from the transcript at which level the student is, therefore additional documentation or a letter from the student's advisor/coordinator may be requested.

§3: TOEFL (90) or IELTS (6.5) scores with a 2 year validity - no less than 6.0 in any section. Students with undergraduate degrees from international English speaking programs are exempt from this requirement (must be in accordance with **§1** and **§2**). We do not accept study abroad, work experience and similar certifications in the place of the above mentioned options;

§4: GMAT (3 year validity), GRE (3 year validity), ANPAD (2 year validity) or ANPEC (2 year validity) scores (not mandatory nor with a minimum score required; highly recommended for students);

§5: A letter of intention (English);

§6: An updated resumé (English);

§7: A valid CPF number (Brazilian students).

NOTE: International students are exempt from presenting a CPF number during the application phase;

§8: Brazilian students: RG; foreign students: passport (personal information page).

NOTE: Passports must have a minimum of 6 months' validity, counting from the DATE OF DEPARTURE FROM BRAZIL;

Art. 4 In order to register into the program as well as the courses, individuals must be officially accepted into the program in accordance to the admission's policy available at the school's site. Specific instructions of the procedures, deadlines as well as required documents will be made available within the *Edital (Public Notice)* of each specific selection process year.

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Art. 5 Students are allowed to temporarily withdraw (not in the first term: May-July) from the program for a maximum period of 3 (three) months (no other exceptions will be granted).

§1: Temporarily withdrawing from the program (temporary leave) is only permitted during the course phase (April 2019 - December 2020);

§2: Withdrawing must be formally justified at the SRA (Registrar's Office);

§3: Students must also receive a formal authorization from the program coordinator and academic advisor;

§4: No extension will be granted (15-month: regular students and 21-months: Double Degree) for those who opt for temporarily withdrawing from the program.

Art. 6 Those who wish to take specific classes under the special student (*aluno avulso*) category must be approved by the program coordinator. Additionally, special students will pay per class taken.

Art. 7 Students from other programs within the school must follow **Art. 6** under

SECTION II.

Art. 8 Exchange students are subject to predetermined slot availability per course offered. This information will be made available at the coordination office. This number may vary yearly. Additionally, exchange students must follow the Program's regulation as well as specific requirements established by the professor in order not to fail their taken courses.

SECTION III

INTERNATIONAL INCOMING DOUBLE DEGREE STUDENTS

Art. 1 Calendars with important dates and deadlines will be published both at the program's website and the Student Manual.

Art. 2 For Double degree students (incoming from partnering universities), the required documents are as follow:

DOCUMENTS TO BE SENT VIA EMAIL UP TO 3 MONTHS BEFORE THE START OF THE PROGRAM IN EBAPE

§1: One recent color photograph of yourself (3x4cm).

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NOTE: The digital photograph must be of excellent quality, otherwise the student will need to send an ORIGINAL COPY BY MAIL. NO SOCIAL MEDIA-STYLE photographs will be accepted. The photograph should be taken against a light-colored background, clear, of good quality, not framed or backed, printed on normal photographic paper, full face and without sunglasses, hat or other head covering (unless you wear this for cultural or religious reasons- but the face must not be covered);

§2: Student Online Application Form – (Link sent separately);

§3: Scanned Copy of Passport.

NOTE: Passports must have a minimum of 6 months' validity, counting from the DATE OF DEPARTURE FROM BRAZIL;

§4: Declaration of Support and Liability: the International Office will send this form directly to the students where students must sign and return together with the other documentation;

§5: Copy of your travel insurance policy (in English) – this policy must have a minimum coverage of 30,000 euros or 42,000 US dollars and be valid for the entire stay of the student in this country. Coverage must also cover repatriation of mortal remains;

§6: Resume (English);

§7: Scanned Apostilled or Consularized copy of the Bachelor's degree diploma, so that we can ascertain that the document is in order, before the student leaves for Brazil.

NOTE: the student must present the **proper diploma** document and no certificate or supplementary document will be accepted;

§8: Sworn translation into Portuguese of the previously apostilled Diploma;

§9: Sworn copy of the Bachelor's degree transcripts (it/they need not be translated);

§10: CPF number;

DOCUMENT TO PRESENT UP TO 15 DAYS BEFORE ARRIVAL AT EBAPE

§11: Copy of the student visa.

NOTE: Failure to provide EBAPE with a scanned copy of the student visa will prevent the student from being accepted into EBAPE;

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DOCUMENTS (HARDCOPIES) TO BRING IN PERSON TO PRESENT AT SRA (Registrar's Office)

§12: Diploma (PREVIOUSLY APOSTILLED or CONSULARIZED in the country where it was issued) of the Bachelor's degree. The original diploma will be copied and certified during Orientation (FGV will retain the Certified Copy);

§13: Sworn translation into Portuguese of the Diploma (that has been previously apostilled or consularized) of the Bachelor's degree;

§14: Original transcripts of the Bachelor's degree. The original document will be copied and notarized during Orientation (FGV will retain the notarized Copy);

§15: Original passport. The original document will be copied and notarized during Orientation (FGV will retain the notarized Copy);

DOCUMENTS TO BE PROVIDED TO FGV EBAPE WITHIN 30 DAYS OF THE START OF CLASSES

§16: Copy of the protocol of your RNM (REGISTRO NACIONAL MIGRATÓRIO)/Polícia Federal;

SECTION IV

INCOMING EXCHANGE STUDENTS

Art. 1 Exchange students are expected to follow all of EBAPE's rules, Program policy as well as professor course syllabi in order to fully complete the requirements both within and outside of the classroom.

Art. 2 There will be a maximum number of permitted exchange students per course taken. This number may vary per course as well as per semester. The Program's coordination is in charge of establishing and forwarding this number to the International office where exchange students incoming from partnering institutions are to receive information from.

Art. 3 The program would like to point out that as exchange students are actually registered within EBAPE's Registrar's office, they will be treated as regular students, and as such, must meet all the pre-established requirements within this program's policy as well as institutional and classroom rules in order to pass their classes. Failing to do so will warrant consequences.

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Art. 4 In order to register in the Program, exchange students must submit the following documents:

DOCUMENT SUBMISSIONS BY OCTOBER 31st

§1: One recent color photograph of yourself (3x4cm);

NOTE: The digital photograph must be of excellent quality; otherwise, the student will need to send an ORIGINAL VIA POST. NO SOCIAL MEDIA-STYLE photographs will be accepted. The photograph should be taken against a light-colored background, clear, of good quality, not framed or backed, full face and without sunglasses, hat or other head covering (unless you wear this for cultural or religious reasons- but the face must not be covered).

§2: Student Online Application Form – Please access the Application Form link to fill in all the information;

§3: Declaration of Support and Liability – This is a form that the International Office sends to the exchange student. It must be signed and return together with the other documentation (**Appendix 3**).

§4: Copy of your travel insurance policy (in English) – This policy must have a minimum coverage of 30,000 euros or 42,000 US dollars and be valid for the entire stay of the student in Brazil. Coverage must also cover repatriation of mortal remains.

§5: English Language Certificate – IELTS of 6.5 with no less than 6.0 in any element. For TOEFL IBT (Internet Based) the requirements are 88 with no less than 19 in any element, or certificates or equivalent.

NOTE: Students from English-speaking countries or studying in programs that are entirely taught in English are exempt from providing test results.

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§6: Copy of School Transcript – Clearly showing the academic level of the student (i.e., if the student is at Bachelor’s or Master’s level). It is sometimes not easy to identify from the transcript at which level the student is, therefore additional documentation or a letter from the student’s advisor/coordinator may be requested;

DOCUMENT SUBMISSIONS BY DECEMBER 28th

§7: Copy of the student visa.

NOTE: Failure to submit a scanned copy of the student visa to EBAPE will block students from registering for courses.

DOCUMENT SUBMISSIONS WITHIN 5 DAYS AFTER REGISTRATION

§8: Federal Police Protocol (please refer to the Welcome Pack for information).

SECTION V

ACADEMIC PROCEDURES

Subsection I – Grading Policy

Art. 1 The grading scale for the courses is:

Excellent	Good	Average	Fail
10.0 to 9.1	9.0 to 8.0	7.9 to 6.0	5.9 or lower

Art. 2 Students who fail a course will receive 0 (zero) credit and must take an additional course equivalent to its weight in the following term;

§1: The Program coordination will analyze case by case and establish the next steps.

Art. 3 Students must have a 75% class attendance, otherwise a failing grade is automatically granted;

Art. 4 Cheating will not be tolerated and will be punished accordingly—potentially resulting in the student’s failing the course as well as other consequences;

Art. 5 Students can only defend their master thesis after completing all 13 courses with a minimum 7.0 GPA;

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Art. 6 Students will be removed from the program if the following happens:

§1: Fails the same course twice throughout the program;

§2: Fails 4 (four) or more courses (due to attendance or poor performance) throughout the program;

§3: Fails to fulfill the course and master thesis requirements within the allotted time (15-months: regular students; 21-months: Double Degree students).

Subsection II – Academic Advisor

Art. 1 Each student will be assigned an academic advisor and a PhD student co-advisor from the beginning of the third term (no later than the end of the third term);

§1: The academic advisor is responsible for: the student's study plan, the master thesis topic choice, the course selection, and the Double Degree follow-up;

Art. 2 Students must have their master thesis project idea approved by their advisors between December and January.

Art. 3 Students' progress will be duly checked by their academic advisors and PhD co-advisors;

§1: Students doing the Double Degree module will follow special requirements for work follow-up.

Subsection III – Master Thesis

Art. 1 Students will have until the end of the third term to select their master thesis project idea.

Art. 2 This project idea must be approved and signed by the student's academic advisor as determined by the Program's Committee.

Art. 3 The approved project idea, signed by the academic advisor, must be turned in to the Master of Management coordination by the determined deadline for that specific academic year (this calendar will be duly provided in the Student Manual); this will then be registered within SRA (Registrar's Office).

Art. 4 The coordination will set up a specific calendar for public defense scheduling (starting and deadline dates).

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§1: With due approval from the academic advisor and coordination, students may defend their master thesis earlier (not before the completion of all course requirements).

Subsection IV – Being Awarded a Master’s Degree

Art. 1 There are two major requirements to receive a Master’s Degree:

§1: Fulfill the course requirement as specified under **Section I**;

§2: Fulfill the master thesis **public defense** and **passing** requirement.

Art. 2 There are 4 (four) possible outcomes in terms of passing:

§1: Passed without restrictions;

§2: Passed with minor needed changes. In this case, the student must make the recommended changes by the panel to the final version of the dissertation within no more than 30 (thirty) days, under the supervision of his/her advisor;

§3: Passed with major required changes. In this case, the student must re-submit the dissertation to the panel’s evaluation for a final ruling, within no more than 60 days, not needing to defend it orally again. 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.

§4: Failed.

Art. 3 The final version of the master thesis must be protocolled as follows:

§1: One copy to be delivered to the SRA (Registrar’s Office)—further instructions are given by the coordination office;

§2: An electronic version to be turned in to the Library.

Art. 4 The public defense will be done in the presence of a 3 (three) member committee (*minimum*);

§1: The committee is composed of: the academic advisor + an EBAPE professor + an external professor.

Art. 5 Students will have from January 2020 to July 2020 to turn in the final and approved version of the thesis.

Art. 6 Upon full approval, students must follow the procedures as described under **ANNEX 2**.

SECTION VI**GENERAL RULES****Subsection I – Program Committee**

Art. 1 The committee is responsible for:

- §1: Planning the program's subject areas;
- §2: Defining students' admission's criteria;
- §3: Approving course content;
- §4: Making final decisions on disciplinary matters.

Art. 2 The members of the committee are:

- §1: EBAPE's CFAP;
- §2: The academic coordinator;
- §3: Faculty members.

Art. 3 The academic coordinator is responsible for implementing the committee's decision.

Subsection II – Faculty Accreditation

Art. 1 In order for faculty members to be accredited, faculty members must:

§1: Have 150 (one hundred fifty) points in academic research (*Produção Acadêmica*) every 3 (three) years;

§2: Have technical and technological output compatible with the Program's research tracks.

Art. 2 Faculty accreditation will follow EBAPE's policy as defined by the Dean's office, which is submitted to the Program's committee.

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ANNEX I – MASTER THESIS FINAL DECISION

<p style="text-align: center;">FUNDAÇÃO GETULIO VARGAS ESCOLA BRASILEIRA DE ADMINISTRAÇÃO PÚBLICA E DE EMPRESAS MESTRADO EM ADMINISTRAÇÃO</p>

PARECER DE DISSERTAÇÃO / *THESIS DEFENSE EVALUATION*

ALUNO (A)/ *STUDENT NAME:*

TÍTULO DA DISSERTAÇÃO/ *THESIS TITLE:*

ORIENTADOR (A)/ *ADVISOR:*

AVALIADOR (A)/ *REVIEWER :*

- () UNRESTRICTED APPROVAL;
- () APPROVAL WITH MINOR ADJUSTMENTS;
- () APPROVAL WITH SUBSTANTIAL ADJUSTMENTS;
- () FAILED.

JUSTIFICATIVA/ *EXPLANATORY MEMORANDUM:*

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ASSINATURA DO AVALIADOR/ REVIEWER SIGNATURE: _____

DATA/ DATE: / /

COMENTÁRIOS/ COMMENTS:

ANNEX 2—POST DEFENSE PROCEDURES

SIGNATURE PAGE AND CATALOGRAPHIC CARD

(FOLHA DE ASSINATURA E FICHA CATALOGRÁFICA)

1. Students must request the Catalographic Card (**Ficha Catalográfica**) from FGV's Library system. Please, fill out the form on the link below (only available in Portuguese).



FICHA CATALOGRÁFICA

The Catalographic Card is sent to students by email within 72 hours.

SUMMARY AND ABSTRACT

2. FGV has recently started using the Emerald standards for the Final Work summary. It is mandatory by the Brazilian Ministry of Education that all thesis follow this standard.
3. Students must submit the Final Version of their thesis to the School Regulation Sector (regulacao.avaliacao@fgv.br). This is done to ensure that students have followed the standard submission format. Given that all is in accordance, a receipt is provided to the student. **This document must be presented to the Registrar office.**

SUBMIT THE THESIS (DIGITAL SUBMISSION)

4. The final master thesis document must have: a **cover**, **resumo (summary)** and **abstract** (following the standard template), the **Catalographic card**, the **signature page** and the **Dedication page**, **Acknowledgments**, **Table of Contents**, **List of illustrations - tables, figures and boards** (List of Symbols, Abbreviations and Acronyms, when applicable).
5. BIBLIOTECA DIGITAL:
Students must submit the final version - with the Cataloging Card and the Signature Page - approved by the Advisor, in PDF to the Digital Library (link below):

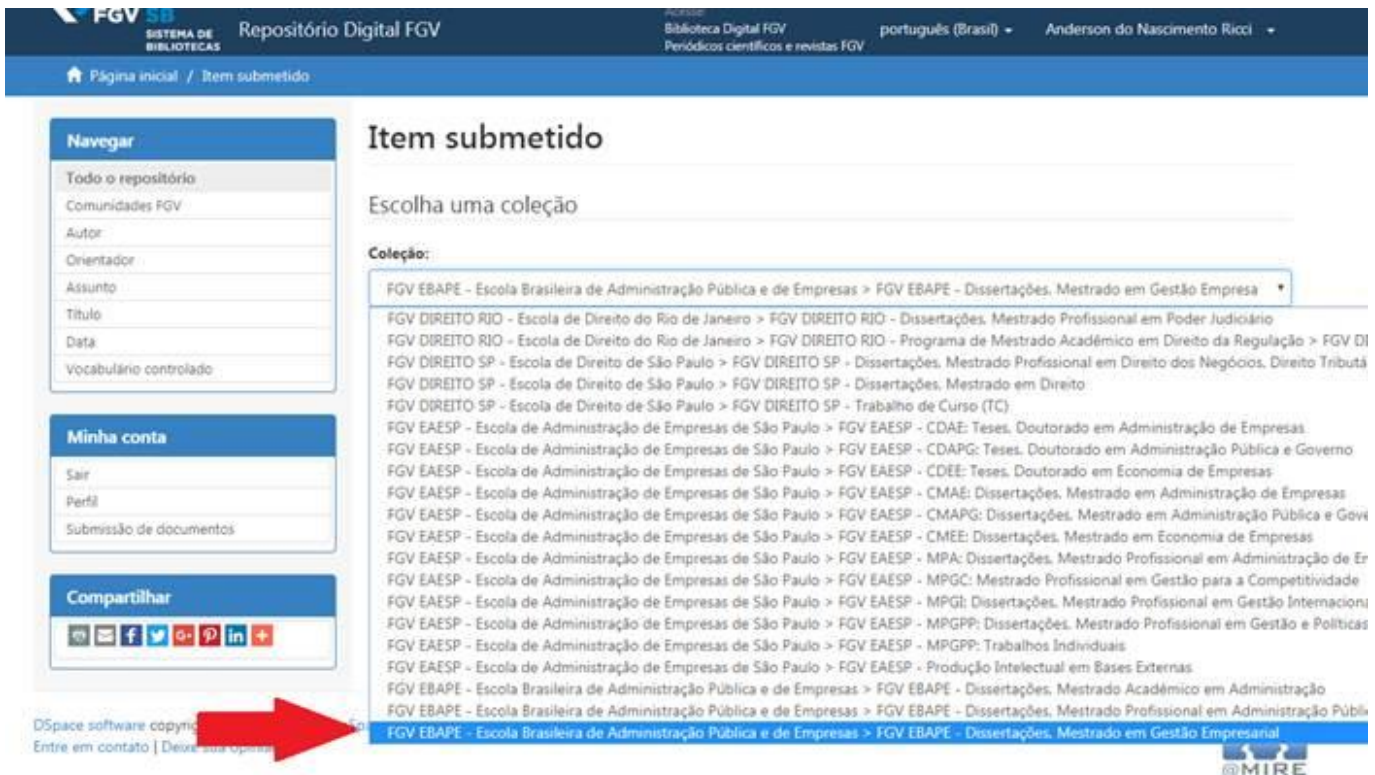
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a. Click on: <<http://bibliotecadigital.fgv.br/dspace>> (an English version is available);

b. Student's must register at the site in order to submit their document;

IMPORTANT: Please choose the following category to submit your master thesis:

FGV EBAPE – Dissertações Mestrado em Gestão Empresarial (imagine below)



6. ALUNO ONLINE

a. Access: (www.fgv.br/gradri), under the “Aluno” option.

Please do the following:

- Acadêmico
- Select: Pós-graduação
- Click on: Trabalho de Conclusão de Curso
- Fill in with the appropriate information: **Dados do trabalho – todos os campos**
Note: Projeto = thesis title / Resp. projeto = name of the advisor
- Click : “Lançar/Alterar” (top on the right)
- Select: Upload/URL, (don’t type anything)
- Click on “Salvar” - (another screen will appear with a submission confirmation number).

A SUBMISSION RECEIPT WILL BE GENERATED

7. Print this receipt (you will need to present this to the (SRA) Registrar’s Office).

PRINTED AND BINDED VERSION

8. Print the final work, with
- a. **Final Version Cover;**
 - b. **Ficha Catalográfica;**
 - c. **Signature Page;**
 - d. Dedication page, Acknowledgments;, Table of Contents, List of illustrations (tables, figures and boards), List of Symbols, Abbreviations and Acronyms (when applicable)
 - e. **Summary;**
 - f. **Abstract;**
9. Bind the document—spiral with clean front cover and black back cover.

TURN IN TO THE REGISTRAR’S OFFICE AND LIBRARY (PRINTED VERSION)

10. Deliver final version to the Registrar’s Office (SRA) - at Praia de Botafogo, 190 - room 314.
11. The Registrar’s Office will stamp the RECEIPT OF THE DELIVERY OF WORK (this will serve as delivery confirmation);
12. The Registrar’s Office will check and approve the printed material—this is a requirement for the submit of the final version to the Digital Library;
13. The Registrar’s Office will change the student’s status on Lyceum (academic system);
14. The Registrar’s Office will send a hardcopy of your master thesis to the library;
15. The library will register and approve the submission of your work (online in up to 72 hours). Once the submission is complete, the submitter and the Registrar’s Office will automatically receive an e-mail from the Digital Library confirming the post with the URL link;

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16. The Registrar's Office will post the URL link on the Lyceum Postgraduate screen under the student record.

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ANNEX 3 — DECLARATION OF SUPPORT AND LIABILITY

In this document, the exchange student declares to have means of subsistence during his/her period of stay at FGV EBAPE, as well as assume legal responsibility for his/her acts and to obey the Brazilian legislation.

Given its legal value, it is of the utmost importance that the student adequately fill in the necessary fields of the statement. Therefore, please find below the instructions for completing the document.

Please type the highlighted information considering the instructions below

1. Name

Please type in the following order: first name + middle name (if any) + last name


2. Nationality

3. Marital status

Please type one of the following options: single, married, divorced, widowed

4. Passport number

Please inform the passport number which you will use to enter in Brazil



I, **name, nationality, marital status, passport number**, hereby DECLARE, as a student of FGV EBAPE, in accordance with the exact terms of Brazilian Law nº 6.815/80 and Dec. 86.715/81, that I have financial conditions for my subsistence in this country, during the period in which I am studying at Fundação Getulio Vargas (“FGV”), and that I will indemnify, defend and hold harmless FGV from and against all and any legal suits, arising from any and all action practiced or caused by me, being solely liable for all indemnification obligations regarding loss or damage claimed against myself with regard of such damages or referring to any untrue statements made by me.

Please type the highlighted information considering the instructions below

1. City

The name of the city you are currently living in (not Rio de Janeiro).


2. Date and Year

3. Student’s Name

Please type in the following order: first name + middle name (if any) + last name

Please sign your name by hand on the line above your typed name

For all intents and purposes.



City, date, year

Student’s Name