

FUNDAÇÃO GETULIO VARGAS

**PUBLIC NOTICE OF SELECTION PROCESS
MSC & PHD IN ADMINISTRATION
YEAR 2021**

SUMMARY

1. THE PROGRAM	2
2 THE CONDITIONS.....	2
3. THE VACANCIES	2
4.APPLICATION	3
4.1 General Information.....	3
4.2 Application Confirmation	3
4.3 Recommendation Letter	4
4.5 The selection of Research Track	5
5. SELECTION CRITERIA.....	5
6. INTERVIEW.....	6
6.6 Interview Guidelines.....	6
7. CRITERIA FOR APPLICATNS APPROVAL.....	7
8. ENROLLMENT	7
8.1 Phase 1: Documents Upload and Presencial Enrollment Appointment.....	7
8.2 Phase 2: Presencial Enrollment	8
9. SCHOLARSHIPS	9
10. ENROLLMENT CANCELLATION	10
11.GENERAL CONDITIONS.....	10
ANNEX I - SCHEDULE.....	11
ANNEX II – GENDER IDENTITY	13
ANNEX III – APPLICANT WITH DISABILITIES	15

FUNDAÇÃO GETULIO VARGAS

PUBLIC NOTICE OF SELECTION PROCESS MSC & PHD IN ADMINISTRATION YEAR 2021

Fundação Getulio Vargas hereby announces the opening of the application for the selection process for the MSc & PhD in Administration Program to the year of 2021 of the Brazilian School of Public and Business Administration – FGV EBAPE.

1. THE PROGRAM

1.1 The course obtained the Renewal of Recognition published in Administrative Rule no. 609 of 14/03/2019, of the Ministry of Education, D.O.U. of 18/03/2019.

The course is structured in 4 (four) research tracks, namely:

- a. Behavioral and Decision Sciences;
- b. Strategy, Management and Organizations;
- c. Finance;
- d. Institutions, Policy and Government.

1.3 The maximum duration of the MSc in Administration Program is 21 (twenty-one months), and 48 (forty-eight months) for the PhD in Administration, both divided into academic quarters

2 THE CONDITIONS

2.1. Brazilian citizens or foreigners, resident in Brazil or abroad, who are holders of an Undergraduate or Master Diploma in a course recognized by MEC (Ministry of Education), or a Foreign Diploma validated by the Brazilian government are eligible to apply.

2.2 In case of Undergraduate or Master diplomas issued by foreign universities, the document must be consularized by the Brazilian representation in the issuing country (Embassies or Consulates) or apostilled according to the Hague Convention, along with its sworn translation.

2.3 Applicants who are on graduation phase are eligible to apply. Nonetheless, it is required to present proof of course completion of the Undergraduate program in order for enrollment purposes and recommended to present the Master diploma for the enrollment in PhD Program.

2.4 The schedule with the selection process phases and the date for the program commence are available in the annex I of this document.

3. THE VACANCIES

3.1 FGV EBAPE will offer 40 (forty) places, which: 20 (twenty) places to MSc in Administration Program and 20 (twenty) places to PhD in Administration Program, to be filled according to the criteria set forth in this document.

3.2 The selection process is valid exclusively for admission for the defined cohorts in this document, and there is no reserve of places for subsequent admissions.

3.3 The admission is contingent upon the acceptance and classification in the selection process, according to the number of vacancies announced in this document.

3.4 FGV EBAPE is committed to the quality standards of its academic program and reserves the right not to fill all the vacancies hereby announced.

4. APPLICATION

4.1 General Information

- a. This document presents 2 (two) different schedules for the selection process.
- b. The applicant must apply according to their preferred period (annex I).
- c. The applicant must select the program of interest on the registration.
- d. The applicant cannot apply for more than one program.
- e. Applications can only be done online within the period presented in the schedule (Annex I)
- f. The applicant is responsible for the accuracy of the information provided on the application form:
- g. **Application fee:**
 - BRL 120,00 (one hundred and twenty reais), for invoice issued from July 15th, 2020 to September 18th, 2020 until 6pm.
 - BRL 150,00 (one hundred and fifty reais) for invoice issued after 6pm from September 18th, 2020.
- h. The payment can be made by credit card, at bank agency or online until the deadline defined by the bank;
- i. Application will be confirmed only after the fee is processed;
- j. Payments made after the deadline, payments other than the stipulated amount, non-payment of the application fee or failure to perform the application properly, exclude the applicant from the process, regardless of the certification obtained on the website (which only certifies the payment received by FGV).
- k. The applicant may cancel their application and request a full refund of the fee within 7 (seven) working days from the date of payment. After this period, no refunds will be made.

4.2 Application Confirmation

4.2.1 The application will be confirmed upon the upload of the following documents, in the Selection Process website (www.fgv.br/ebape):

- a. Identification document;
- b. CPF;
- c. Passport (foreign applicants);
- d. Updated Lattes/CNPq curriculum (<http://lattes.cnpq.br>);
- e. Undergraduate Diploma (applicants for the MSc and PhD Program);
- f. Master's Diploma (for graduated masters) – PhD applicants only;
- g. Applicants who are about to complete the undergraduate degree may submit an official letter (official heading) stating the expected program completion date (issued within 60 days). For enrollment purposes, it will be compulsory to present the certificate of the undergraduate degree or a declaration by the educational institution containing the graduation date.

- h. Classification and score in one of the following exams:
 - GMAT (validity: 3 years);
 - GRE (validity: 3 years);
 - ANPAD (validity: 2 years);
 - ANPEC (validity: 2 years).
- i. One of the following English proficiency certificates, within the validity period :
 - IELTS ACADEMIC;
 - TOEFL IBT;
 - Cambridge CEFR;
 - APTIS British Council - Skills: *Writing, Listening, Speaking e Reading*.
- j. Applicant's motivation letter, in English, explaining the reasons for which they wish to do a MSc or PhD in Administration Program at FGV EBAPE, their research interests and other aspects the applicant may consider relevant (maximum of two pages);
- k. Form of inclusion of "Social Name" in the academic records (as opposed to complete birth name), according to the Brazilian legislation (Annex II);
- l. Medical Report (applicants with disabilities) – (Annex III);
- m. Pre-Project of Dissertation, in English, with a maximum of 2,000 (two thousand) words with references (only for PhD applicants). The Pre- Project of dissertation will be used by the Selection Committee only as a subsidy to the applicant's interview. The Selection Committee will not provide any feedback to applicants regarding to the Pre-Project.

4.2.2 For ANPAD Tests taken from 2020 onwards, only the academic orientation will be accepted.

Addition Information:

1. The documents must be scanned, saved in PDF format and attached to the application form;
2. Photos of documents will not be accepted;
3. The maximum file size allowed for each document is 1.5MB;
4. Documents that are two-sided or contain more than one (1) page must be scanned/merged in a single file (e.g., identification, passport, certificate, etc.);
5. Applicants should consult the status of the documentation sent through the website www.fgv.br/processoseletivo/darj - PhD or www.fgv.br/processoseletivo/marj - MSc, menu "Visão Geral", link "Acompanhe sua inscrição". The documents will be verified within three (3) business days.

4.3 Recommendation Letters

4.3.1 The letter of recommendation, which is available at the selection process website, must be completed or employer representative stating the qualifications and skills of the applicant;

4.3.2 The item "Letter of Recommendation" on the application form, requires the applicant to inform, in a specific field, the e-mail address of 2 (two) referees (individuals);

4.3.3 The letter of recommendation form must be completed in English;

4.3.4 It is the responsibility of the applicant to communicate to the referee about the e-mail to be sent by FGV (processoseletivo@fgv.br) with the guidelines for completing and returning the letters of recommendation;

4.3.5 It is the responsibility of the applicant to ensure that the recommendation letters have been submitted to FGV (processoseletivo@fgv.br) within the period stipulated in this announcement;

4.3.6 The applicant must check the status of the letters of recommendation by accessing the application process' website (see 4.2.1 "Guidelines", item 5);

4.4 The Failure to comply with the deadline for submission of Letters of Recommendation, or documents sent out of the established standard will invalidate the application.

4.5 THE SELECTION OF RESEARCH TRACKS

Applicants must indicate up to 2 (two) research tracks in the application process, in order of preference. The MSc & PhD program offers 4 (four) research tracks, as below:

- a. **Behavioral and Decision Sciences:** Focused on individual decision-making processes, this track consists of an interdisciplinary group of faculty and courses whose main purpose is to better understand how individuals and teams make decisions in contexts relevant to business and governments. The discussed topics include, for example, consumer behavior, financial behavior, managers and workers behavior in organizations
- b. **Strategy, Management & Organizations:** Focused on process at the organization level, this track strives to understand management phenomena in organizations at the public and business levels. The topics discussed in this Research Track include Organizational Theory, Competitive Strategy, Internationalization, Governance and Control, Organizational Culture and Management Processes.
- c. **Finance:** The Finance track consists of a set of courses ensuring in-depth studies of essential issues in Corporate Finance, Banking, Asset Pricing, Accounting and Financial Decision Making. There are also courses on key econometric methods, specialized workshops and research events organized by the Center for Banking and Finance Research in Rio (CBFR).
- d. **Institutions, Policy and Government:** Focused on the institutional level and policy-making processes, this track covers the study of political institutions, public policy and government in comparative perspective. The key issue addressed by this track is: How and when do political institutions affect government, policy-making, and public policy outcomes? Theoretical and methodological tools related to comparative political economics are used to investigate the functioning of political institutions, political systems and the policy-making process, as well as their effects on public policies and economic performance.

5. SELECTION CRITERIA

5.1 Applicants for the MSc and PhD in Administration Program will be selected by a Selection Committee composed of professors of the program, according to the criteria specified below, that are eliminatory:

- a. Document Analysis- I - item 4.2;
- b. Comparative analysis on the performance of the exams that deal with items 4.2.1.h and 4.2.1.i of this document;
- c. Interview.

5.2 Only applicants selected in the document analysis phase (item 5.1. a) will have the performance analyzed (item 5.1. b) .

5.3 Only selected applicants on the comparative phase (item 5.1.b) will be invited to the interview.

6. INTERVIEW

6.1 Selection interviews will be held during the period informed in the Schedule (annex I).

6.2 The scheduling of the interviews will be done via e-mail or telephone contact by the Program Coordination.

6.3 The interviews will be conducted in English;

6.4 Applicants resident in other states, or abroad, may be interviewed remotely, through a software to be informed by the program coordination.

6.5 For reasons of major force or accidental reasons, the face-to-face interviews may be conducted remotely through software to be informed by the program coordination.

6.6 Interview Guidelines

- a. The applicant must arrive at the interview venue at least 30 (thirty) minutes in advance, with an original photo identification document or passport;
- b. Any applicant who does not attend the interview on the determined dates, time and place will automatically be eliminated from the process;
- c. Under no circumstance will an interview be rescheduled due to non-compliance with any item of this announcement;
- d. When entering the interview venue, the applicant must turn off and retain their cell phone and electronic equipment, in addition to other objects, under penalty of elimination of the process;
- e. FGV is not responsible for the custody of the applicant's personal belongings and will not be responsible for damage or loss of identification documents and other objects that may occur during the interview;
- f. The access to the FGV buildings wearing shorts, beach wear, slippers, sleeveless tops, miniskirts, or cropped tops are not permitted.
- g. If the interview is conducted remotely, the link to access the application for conducting the

online interview will be made available in the email. It will not be possible to access the link after the day and time scheduled for the interview.

- h. It is the applicants's responsibility to check the availability of his device for internet access and the software used for the interview.
- i. The applicant will not be able to conduct test and/or interview online wearing a cap, hat, sunglasses, or any accessory that makes it difficult or does not allow identification.
- j. FGV is not responsible for tests and / or interviews not completed due to technical reasons of computers, communication failures, congestion of lines of communication, improper procedure of the applicant, as well as for other factors that make it impossible to carry them out.

6.7 Applicants will be excluded from the process if they:

- a. In any way disturb the order at the place of the interview, or present undue behavior during the interview;
- b. Practice acts that contradict the norms of this announcement;
- c. Do not attend the interview on specific dates, time and locations

7. CRITERIA FOR APPLICANTS APPROVAL

7.1 Applicants will be selected by the highest grade in the interview. The interview will be graded from 0 (zero) to 10 (ten).

7.2 In case of a tie, applicant's classification will be defined based on the following criteria:

- a. Highest grade in Exams (GMAT, GRE, ANPAD, ANPEC) and Curriculum analysis;
- b. If the tie remains, the criterion of age will be adopted, selecting the younger applicant.

7.3 The list of approved applicants will be published, as per the schedule, on the FGV EBAPE website (www.fgv.br/ebape), after the completion of the phases listed in the item 5.

7.4 Only applicants approved in all phases of the application process may proceed with the enrollment.

8. ENROLLMENT

8.1 Phase 1: Document Upload and Presencial enrollment appointment

Approved applicants must, before the Presencial enrollment, upload the documents as per the following instructions:

8.1.1 The document upload referred to the enrollment (item 8.2.1 or 8.2.2 and 8.2.3, accordingly to the case) must be done in the selection process website – www.fgv.br/processoseletivo > *Resultado* > *link Pré matrícula* > *pré- matrícula*) as per the specifications below and schedule (annex I):

- a. The documents must be scanned, saved in PDF format;
- b. The photos must be scanned and saved in JPEG;

- c. The maximum allowed file size for each document is 1.5MB;
 - d. Photos of documents will not be accepted;
 - e. Documents that are two-sided or contain more than one (1) page must be scanned/merged in a single file (e.g., identification, passport, certificate, etc.);
- Illegible, incomplete or non-standard documents will invalidate this phase, and later, the applicant's enrollment

8.1.2 If the applicant does not comply with item 8.1.1, within the period established in the Schedule (annex I), the applicant enrollment will be invalidated.

8.1.3 For scheduling the enrollment appointment, the applicant must, mandatorily:

- a. To make sure that the step described in item 8.1.1 has been duly fulfilled;
- b. Access the Process website www.fgv.br/processoseletivo Result> Pre-Registration link> Registration Registration> and make the appointment to attend the Academic Records Secretariat, according to the day and time of your preference;
- c. The scheduling period is available in the Schedule (Annex I);
- d. Scheduling should be done in advance, depending on the demand of candidates, availability of dates and times;
- e. Only applicants who scheduled the appointment will be attended;
- f. Applicants who do not attend at the scheduled time must wait for the availability of attendance, in the absence of the next candidate at the designated time.

8.2 Phase 2: Presencial Enrollment

Approved applicants must present at FGV SRA the original documents listed below for authentication purposes of the uploaded documents, in the selection process website (item 8.1.1)

8.2.1 Brazilian Applicant

- a. 1 (one) recent 3x4 color photo;
- b. Identification Document (passport won't be accepted);
- c. CPF;
- d. Certified copy of Birth or Marriage Certificate, according to current civil status;
- e. Undergraduate diploma (for Master and PhD applicants) ;
- f. Master's Diploma (for graduated masters) – Phd applicants;
- g. Form of inclusion of "Social Name" – annex II;
- h. Medical Report (People with disabilities) – annex III.

8.2.2 Foreign Applicants

- a. 1 (one) recent 3x4 photos;
- b. Passport;
- c. Temporary student visa;
- d. CPF;
- e. National Migration Registry - RNM;
- f. Birth or Marriage Certificate, according to current civil status;
- g. Undergraduate diploma (for Master and PhD applicants);
- h. Master's Diploma (for graduated masters) – Phd applicants;
- i. Insurance Policy in the minimum amount of € 30,000 (thirty thousand euros) or US\$ 42,000 (forty two thousand US dollars);

- j. Form of inclusion of “Social Name” – annex II;
- k. Medical Report (People with disabilities) – annex III.

8.2.3 The documents listed below must be presented at the enrollment and are available for printing in the Pre-Enrollment link:

- a. Completed and signed enrollment form;
- b. Term of responsibility, signed;
- c. Declaration of subsistence (only for foreign applicants).

8.2.4 Undergraduate Diploma and/or Master’s diploma - If the diploma was issued in a country other than Brazil, the document must be submitted with the consularization or apostille by Brazil representative (Embassies/Consulates) in the country of origin of the diploma or apostilled, according to the Hague Convention, in addition to the sworn translation of the document

8.2.5 In case of impossibility to present a certificate of the undergraduate degree, the student must present an authenticated copy of the declaration of completion of the course with date of the graduation, issued within 60 (sixty) days, duly signed and stamped by the Institution of Education.

8.2.6 For both program’s admission, the Undergraduate diploma is a compulsory requirement.

8.2.7 In case of civil name change, the documents must updated, as per the current civil certificate.

8.2.8 Due to the deadlines set by the Brazilian Federal Police for the issuance of the RNM - National Immigration Registry, it will be provisionally accepted for enrollment, the application protocol of the document, containing the expiry date.

8.2.9 Applicants who do not present the documents listed below before the end of the first (1) academic term of the program will be unable to renew the enrollment for the subsequent period:

- a. Authenticated copy of the undergraduate diploma;
- b. Authenticated copy of the RNM.

8.2.10 Students residing in other Brazilian states or in other countries must meet the requirements in the items 8.2.1 and 8.2.2 as per the specific case, and send an authenticated copy of the documents required for enrollment, via SEDEX/FEDEX, been accepted documents posted within the period on the schedule (annex I). The documents listed in the item 8.2.3 don’t need an authenticated copy.

8.2.11 FGV will not be responsible for any loss of documents sent through the Post Office, and it is the applicant’s full responsibility to keep the documents mentioned in this Notice in their custody.

8.2.12 In the event of the candidate not showing up for the Registration, sending documents outside the established deadline or giving up, the next next candidate may be summoned on the waiting list.

9. SCHOLARSHIPS

9.1 Scholarships may be granted according to the norms established by the public development agencies CNPq (National Council for Scientific and Technological Development), Capes (Coordination for the Improvement of Higher Education Personnel) or the Fundação Getulio Vargas;

9.2 The criterion for scholarships will be based on the applicant performance in Selection Process and will be conditioned to the full dedication to the program.

10. ENROLLMENT CANCELLATION

10.1 The enrollment cancellation request must be formalized upon request Secretariat of Academic Records- FGV SRA;

10.2 Students using false, fraudulent, illegal documents or other illegal information and documents will have their enrollment cancelled immediately.

11. GENERAL CONDITIONS

11.1 Any situation not addressed in this Public Notice shall be analysed and settled by the Coordination of the Course.

11.2 Applicants are subject to the regulations stated in this document, as well as complementary norms, official notices and other officially disclosed documents.

11.3 When submitting the application, the applicant will be accepting in full the rules established in this announcement and the program's regulation available for consultation on the FGV EBAPE website, without any subsequent complaint or appeal;

11.4 It is the absolute obligation of the applicant to verify the dates, places and deadlines set in the schedule of this announcement. The candidate is fully responsible for any loss resulting from failure to comply with these data.

Rio de Janeiro, July 14th, 2020.

Antonio de Araujo Freitas Junior
Provost of Teaching, Research and Post-graduate education
Fundação Getulio Vargas

ANNEX I - SCHEDULE

PHASE	1st Round	2nd Round	Location
Application period with discount	July 15th until Sept 18th, 2020 until 6pm.	N/A	www.fgv.br/ebape
Application period without discount	After 6pm from Sept 18th to Oct 05th, 2020 until 6pm	After 6:01pm from Oct 05th to Dec 11th, 2020	www.fgv.br/ebape
Application completion and Document upload	July 15th to Oct 05th, until 6pm	After 6:01pm from Oct 05th to Dec 11th, 2020 until 6pm	www.fgv.br/ebape
Medical Report for applicant with disabilities			
Request of Social Name Inclusion			
Interview	Oct 20th to 23rd, 2020	Dec 18th to 22nd, 2020	FGV EBAPE
Final result	Oct 27th, 2020	Dec 22nd, 2020	www.fgv.br/ebape
Documents upload and enrollment appointment	Nov 03rd to Nov 12th, 2020	Dec 28th, 2020.	www.fgv.br/processoseletivo
Enrollment	Nov 03rd to 13th, 2020	Dec 28th and 29th, 2020	FGV SRA
Leveling	Jan 04th to 08th, 2021		FGV EBAPE
Classes start date	Jan 11th, 2021		FGV EBAPE

LOCATION

FGV EBAPE – MAIN BUILDING

Rua Jornalista Orlando Dantas nº 30
 CEP 22231-010 Botafogo, Rio de Janeiro, RJ

PROGRAM COORDINATION

Rua Jornalista Orlando Dantas nº 30, 2º andar
 CEP 22231-010 Botafogo, Rio de Janeiro, RJ
 Telefone: (21) 3083-2726/2752
 e-mail: msc.phd@fgv.br
 Open from 9am to 6pm

SECRETARIAT OF ACADEMIC RECORDS– SECRETARIA DE REGISTROS ACADÊMICOS (SRA)

A/C: Processo Seletivo Mestrado em Administração
 Praia de Botafogo, nº 190 / sala 314 – 3º andar
 CEP 22250-900, Rio de Janeiro, RJ
 Phone: (21) 3799-5757
 Open from 9am to 6pm
 e-mail: srarj@fgv.br

APPLICATION PROCESS COORDINATION (CACR)

Open from 9am to 6pm – Monday to Friday.
Phone: (11) 3799-7711 (São Paulo e Grande São Paulo)
Phone: 0800 770 0423 (demais localidades)
E-mail: cacr.cmcd@fgv.br | processoseletivo@fgv.br

ANNEX II – GENDER IDENTITY

1. In compliance with the terms of the legislation, Resolution CNE/CP 001 of January 19, 2018, which provides for the right to use a “social name” (as opposed to the birth name), the applicant may submit their request by uploading the formal request (Annex II), according to the schedule (annex I);
2. In case of approval in the Selection Process, the form and the specific documents must be presented at the time of enrollment, as per the schedule (annex I);
3. FGV reserves the right to request, at any time, other supporting documents regarding the request to include a “social name”.

REQUEST FOR USING "SOCIAL NAME"
In compliance to the Resolution CNE/CP 001, January 19, 2018

STUDENT:	
BIRTH NAME:	
SOCIAL NAME:	
ENROLLMENT NUMBER:	PROGRAM:
TELEPHONE:	E-MAIL:
LEGAL REPRESENTATIVE:	
TELEPHONE:	E-MAIL:

DECLARATION:	
1. I hereby declare to be aware of the use of my "SOCIAL NAME" in my academic records, according to the Brazilian law in force to date.	
2. FGV reserves the right to request, at any time, further documents regarding the use of the "social name", as well as to take measures to confirm the legitimacy of the information, including approaching the student's legal representatives/guardians in case the student is under 18 years old.	
____/____/____ date	_____ Student
____/____/____ date	_____ Legal representative/guardians (when student is under 18 years old)

IMPORTANT:
1. This form must be completed and signed by the student, enclosing an authenticated copy of the identification document and a 3x4 color photo (recent).
2. For students under 18 (eighteen) years old, the document must be completed and signed by the student and the legal representative/guardian, attaching an authenticated copy of the identification document of both, color photo 3x4 (recent), authenticated copy of the Birth Certificate or Term of Guardianship

This transcript is a free translation of an official document in Portuguese available at FGV SRA and on the website

ANNEX III – APPLICANT WITH DISABILITIES

1. 5.1 Applicants with disabilities or who need specific conditions to the interview must upload a medical report, stating the disability or specific need, by the deadline described in the Schedule (Annex I);
2. 5.2 The attached medical report must contain exact and reliable information, under penalty of the applicant being eliminated from the application process or having their registration canceled later in the program, for acting against the public faith;
3. 5.3 It is the applicant responsibility to provide all the information regarding their needs. In the absence of the requested documents, it will implicate on being interviewed in the same conditions as the other applicants;
4. 5.4 If the approved applicant has the need of specific resources for mobility, class attendance and academic activities, the applicant must formalize their needs through a specific form at the moment of enrollment in the program, attaching a medical report;
5. 5.5 The treatment to special conditions will be subject to the analysis of the legality, feasibility and reasonableness of the request.