

REGULATIONS MASTERS AND DOCTORAL PROGRAM

**Approved by CEPG April 16, 2010
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**Amendment of the Doctoral Program
Approved by CEPG April 13, 2012**

**Amendment of the Masters Program
Approved by CEPG November 29, 2013**

**Amendment of the Masters Program
Approved by CEPG April 10, 2015**

**Amendment of the Masters and Doctoral Program
Approved by CEPG April 14, 2016**

**Amendment of the Masters and Doctoral Program
Approved by CEPG November 09, 2018**

MASTERS AND DOCTORAL PROGRAM REGULATIONS OF THE COPPEAD GRADUATE SCHOOL OF BUSINESS AT UNIVERSIDADE FEDERAL DO RIO DE JANEIRO

TITLE I MISSION

Art. 1 Degree programs in business administration comprise the Masters (MA) and Doctoral (PhD) programs offered by the COPPEAD Graduate School of Business (COPPEAD), which are open to holders of a bachelor's degree that meets the requirements of the Universidade Federal do Rio de Janeiro (UFRJ), as provided in these Regulations.

Art. 2 The degree programs in business administration which are the subject of these Regulations aim to fulfill the objectives of UFRJ in accordance with law 9394 of Dec 20, 1996, the *Lei de Diretrizes e Bases da Educação* (LDB), the Statute of UFRJ, the internal regulations of COPPEAD, and the rules and guidelines of the *Conselho de Ensino para Graduados* (CEPG/UFRJ).

Art. 3 The MA and PhD in business administration are offered by COPPEAD on a regular, continuous, and tuition-free basis, in independent and terminal levels of education, qualification, and title.

§ 1 The MA in Business Administration focuses on providing an academic background for research and scientific, cultural, artistic and professional development;

§ 2 The PhD is the highest degree in Business Administration and provides a broad, in-depth, scientific and cultural educational background for *stricto sensu* and *lato sensu* teaching, at both undergraduate and graduate levels.

§ 3 Successful completion of the MA and PhD diploma programs confers the respective academic level of Master and Doctor.

TITLE II ORGANIZATION AND OPERATION

CHAPTER I ADMINISTRATIVE ORGANIZATION

Art. 4 The MA and PhD programs at COPPEAD are administered by the Graduate Program Coordinator of COPPEAD ("Coordinator"), assisted by an Academic Secretary and have as a deliberative body the *Comissão Deliberativa do Programa de Pós-Graduação* ("CDPG") (Graduate Program Deliberative Committee). COPPEAD is administered by the Dean of COPPEAD, and its decision-making body is the *Conselho Deliberativo do Instituto Coppead* ("CDIC").

Art. 5 The CDPG is chaired by the graduate program Coordinator or, in their absence, their alternate.

Art. 6 The CDPG is made up of one masters student, one doctoral student, and at least five COPPEAD tenure-track faculty members.

§ 1 Faculty members of the CDPG shall be appointed by the Board.



§ 2 The CDPG should convene a minimum of 10 times a year, to be scheduled as needed.

§ 3 The decisions of the CDPG are by majority vote of the members present at the meeting, with the CDPG chairperson casting two votes in the event of a tie. The decisions of the CDPG will be recorded in the minutes.

§ 4 The decisions taken at first instance by the CDIC are subject to appeal to the CDPG.

Art. 7 The coordinator of the graduate program and their substitute shall be full time (40 hours per week) teaching faculty with all exceptions being subject to the approval of the CEPG.

§ 1 The coordinator of the graduate program has a two year mandate, subject to two renewals.

§ 2 The graduate coordinator and their alternate shall be appointed by the Director COPPEAD.

CHAPTER II FACULTY

Art. 8 The faculty of the Graduate Program in Management is made up of full-time (40 hours per week) COPPEAD PhD instructors, who perform continuous teaching, advising, and scientific production activities.

§ 1 Pursuant to the conditions provided in the introduction to this Article, Program teaching faculty must meet the following requirements:

- I – teach the Program's regularly offered courses and advise graduate students;
- II – be linked to the lines of research of the Program;
- III – present relevant scientific material that is consistent with the research lines of the program;
- IV – participate regularly in institutional activities necessary for the proper functioning of the Program, including selection/competition/award panels, and Program/UFRJ/CAPES/CNPq commissions.

§ 2 At any time, an instructor may apply for accreditation to join the faculty by petitioning to the CDIC, in accordance with the provisions of sections II and III of § 1 above, and presenting a work portfolio related to teaching and research activities.

§ 3 – The details of the criteria and frequency of evaluation of the requirements of § 1 of this Article shall be established by Normative Resolution of the CDIC.

§ 4 Recognized erudition and qualification of professor may meet the requirement of Title of Doctor in cases recognized by Universidade Federal do Rio de Janeiro.

§ 5 - The Program may include the collaboration of research associates whose research activities are linked to projects developed in the Program, as well as visiting professors and guests.

CHAPTER III POWERS OF THE DELIBERATIVE COMMISSION

Art. 9 It is the duty of the CDPG to:

- I - amend or replace these Regulations, submitting the respective decisions for assessment by the CDIC;
- II - discuss and approve, in accordance with the Coordinator's proposal, the organization of the teaching curriculum, which establishes the workload, nature and prerequisites of core courses in masters and doctorate programs, and submit the respective decisions for approval by the CDIC;
- III – discuss and approve any action to change the curriculum, with such content being brought to the attention of all members in advance;
- IV – approve the creation of new courses, the deactivation of existing courses, and alterations in the course description;
- V – consider proposals concerning the amendment of academic or administrative deadlines set out in these Regulations or specified by the CDPG;
- VI – discuss and approve the Notice of Selection for admission to the Program, submitting the respective decisions for approval by the CDIC;
- VII – authorize the extension of time to defend a thesis or dissertation, not exceeding that provided in Article 31 of the *Regulamentação Geral da Pós Graduação stricto sensu da UFRJ*;
- VIII – decide on the allocation of the grade "J" (justified withdrawal);
- IX – approve of suspension/resumption of enrollment;
- X – decide on the transfer of credits earned in other graduate programs;

CHAPTER IV DUTIES OF THE COORDINATOR

Art. 10 – The Coordinator is directly responsible for the operation of the academic program, as well as for the performance of all the powers conferred upon it pursuant to these Regulations.

Art. 11 – The Coordinator shall:

- I – ensure compliance with these Regulations, and suggest any changes of the Regulations in order to apply them;
- II – convene and preside at meetings of the CDPG, pursuant to provisions of Article 6;
- IV – Nominate special committee members for approval by the CDPG;
- V – submit for the approval of the CDIC any proposed changes in the regulation and accreditation of teaching faculty;
- VI – submit for the approval of the CDPG all proposed amendments to academic deadlines;
- VII – decide, subject to approval by the CDPG, on all matters whose urgency can justify this procedure;

VIII – submit to the CDIC all issues and activities related to graduate teaching;

IX – design the teaching schedule and other academic activities of the Program for submission for approval by the CDPG;

X – coordinate and oversee all scientific educational activities of the program;

XI – oversee the functioning of the of the Academic Office (*Secretaria*);

XII – review and submit to CDPG students' or faculty members' requests for a change of advisor, in order to ensure individual orientation to all students;

XIII – submit to CDPG, for discussion and approval, drafts of Notices of Selection, with submission of the respective decisions for approval by the CDIC.

TITLE III ACADEMIC ARRANGEMENTS

CHAPTER I SELECTION AND ADMISSION

Art. 12 Admission to the COPPEAD MA/PhD programs is subject to certain requirements set out in a public Notice of Selection (*edital*).

Art. 13 Each year a public notice shall be drawn up that specifies the following: (a) The selection process, its deadlines and respective contingencies, and the criteria for approval in this course; (b) the number of places offered in each of the sub-areas, as applicable; (c) what exams are required for admissions, both for residents and non residents of Brazil, including measurement of language(s) fluency; (d) other information and requirements relevant to the efficacy of the selection process, including the required documents.

CHAPTER II REGISTRATION

Art. 14 Only those selected in accordance with Article 12 shall be entitled to register. Individuals who have been selected and who have registered become “*Alunos do Curso de Mestrado Acadêmico em Administração do Instituto Coppead de Administração*” or “*Alunos do Curso de Doutorado em Administração do Instituto Coppead de Administração*,” (“student” hereafter).

§ 1 Registration may be subject to enrollment in a leveling course.

§ 2 The results of the selection process are not valid for admission in later years.

§ 3 A student will be entitled to take the full course according to the rules of the graduate program in effect at the time of enrollment; however, if they suspend or cancel their enrollment, they must fully submit to the regime in effect at the time of re-enrollment.



§ 4 Designate a faculty member to approve the list of courses chosen by a student in each period.

Art. 15 Registration, enrollment, add/drop of courses shall be in accordance with the periods established in the schedule set by UFRJ and are conducted via the Academic Office (*Secretaria Acadêmica*).

Art. 16 Students must devote themselves full-time to the masters/doctorate in administration, which corresponds to attending a minimum of 80% of the classes of all courses taken during the term, and masters program students must complete all required courses, as well as a sufficient number of electives offered in each regular period in order to complete the total hours required within 18 months, counting from the enrollment.

§ 1 CDPG may establish a maximum of hours of classes per period.

Art. 17 Provide special academic arrangements upon a student's presentation of a medical certificate:

I – a student who is pregnant, for three months from the eighth month of pregnancy, or according to medical criteria, as provided in Law No. 6202 of April 17, 1975;

II – a student who is in a physical condition incompatible with school attendance, as provided for in Decree-Law No. 1044 of October 2, 1969, provided that it not compromise the continuity of the educational process.

Art. 18 A student may withdraw from one or more courses within the add/drop period stipulated by the Program Calendar, subject to the consequences set out in Article 36 if such withdrawal leads to such student not meeting full time status, pursuant to Article 16.

§ 1 If the withdrawal occurs after the deadline, the instructor responsible for the course and the CDPG may, upon review of the reasons provided by a student, assign a grade "J" (Withdrawal with Cause), with the class not being computed in the calculation of grade point average (GPA). Assigning a grade of "J" after the penultimate week of the course is prohibited.

§ 2 The Coordinator must approve all withdrawals.

Art. 19 Should a course have less than four students enrolled, the instructor may cancel the course.

Art. 20 Enrollment in COPPEAD courses is open to students enrolled in other UFRJ or partner-institution MA/PhD programs at the discretion of the course instructor and the Coordinator.

Art. 21 Students may take courses in other UFRJ masters or doctoral degree programs, or UFRJ partner institutions, with the approval of the Coordinator. The grades thus obtained count, for all purposes, as though the courses were taken at COPPEAD.

Art. 22 MA- or PhD-level courses taken outside of UFRJ prior to registration at COPPEAD may receive transfer credit as long as (i) there is an agreement in place with UFRJ or (ii) the institution in question is considered of excellent repute by CDPG. Requests for transfer of credits are subject to approval by the CDPG.

§ 1 Such course credits, if accepted, appear in the Academic Transcript with grade "T" (transferred) and are not used to compute the grade point average.

§ 2 Along with the transfer request, a student must present documentation of the grade obtained, the course descriptions (*ementa*), the hourly workload, and any other information deemed necessary by (i) the CDPG or (ii) the COPPEAD instructor of the equivalent COPPEAD course, as applicable, and whose opinion will provide the basis for the decision of the CDPG.

Art. 23 The total hours of instruction in other programs, transferred or taken during the program, may not exceed one third of the total class hours required for the masters degree or PhD, as applicable.

Art. 24 The number of class hours for each course is set by the respective instructor, subject to approval by the CDPG.

CHAPTER III STRUCTURE OF CURRICULUM AND COURSES

Art. 25 – The curricula of the Masters and PhD programs are composed of a set of required courses and a set of electives.

Art. 26 – The courses *MA Dissertation Research (Pesquisa para Dissertação de Mestrado)* and *PhD Thesis Research (Pesquisa para Tese de Doutorado)* do not count for purposes of calculation of minimum course-load limits set out in Articles 39 and 44, respectively.

Art. 27 – Annually, as convened by the Coordinator, CDPG will decide on the course mix to be offered linked to Program lines of research.

Art. 28 – Orientation of dissertations and theses will be the responsibility of one or more advisors, all holders of PhD or equivalent, with a minimum of one advisor (i) belonging to COPPEAD and being an active faculty member of Universidade Federal do Rio de Janeiro or (ii) belonging to COPPEAD and being a retired faculty member of Universidade Federal do Rio de Janeiro, in the latter case, in accordance with the specific regulations of the University Board.

§ 1 – With the agreement of the advisor and with the approval of the CDPG, dissertation/thesis orientation can be shared with another Program instructor when the research undertaken by a student so warrants.

§ 2 – Exceptionally, the advisor may be external to the Program, subject to the approval of the CDPG; in such cases, the Coordinator will indicate a co-advisor chosen from among the Program faculty members.

§ 3 – In the event of more than one advisor, including cases of doctoral *sanduíche* (year abroad) and *co-tutela* (joint supervision), all advisors must formally declare their consent to the joint supervision.

Art. 29 – Change of advisor will be allowed only upon justified request of a student or the instructor to the Coordinator and must be approved by the CDPG.

CHAPTER IV GRADING AND ACADEMIC PERFORMANCE

Art. 30 The grade assigned for each course will be expressed as follows: A (excellent); B (good); C (pass); D (poor), to which correspond, for the purpose of calculation of the grade point average, the following values: A = 3; B = 2; C = 1; D = 0.

§ 1 The grade point average for the term is calculated as the coefficient of the grades obtained, weighted in accordance with the number of credit hours of the respective courses.

§ 2 A student who receives a grade D will be considered as having failed the course and may repeat it once, in the case of MA students. The grade D and the grade obtained subsequently will appear in the Transcript and will contribute to the grade point average referred to in the introduction of the article. A doctoral student who obtains a D in any will be considered to have failed the course and their registration will be canceled.

§ 3 The masters student who obtains a D in any core course must repeat the course in the following period in which it is offered.

Art. 31 At the discretion of the instructor, a grade I (Incomplete) will be awarded to a student who has not completed their course work and who commits to complete such work the following period.

§ 1 - A grade I is not part of the grade point average until it is replaced by an A, B, C or D.

§ 2 - In the subsequent period, the instructor must replace a grade I with a permanent grade (A, B, C or D).

§ 3 - An Incomplete will be automatically replaced with a grade D if the work is not completed within the stipulated period.

Art. 32 Registration for the course *MA Dissertation Research* requires the permission of dissertation advisor and a student having achieved the status of candidate for the masters degree, as defined in Article 39.

Art. 33 Registration for the course *PhD Thesis Research* requires the permission of thesis advisor and a student having fulfilled the requirement necessary to achieve the status of PhD candidate as defined in Article 44, item a.

Art. 34 In order to become a PhD candidate as defined in Art. 44, the student must obtain a pass in a qualifying examination, which will be based on a list of subjects offered by the advisor and which may be supplemented by issues specific to a student's sub-area of interest.

§ 1 A student may only take their qualifying exam after completion of the minimum hours of coursework.

§ 2 The qualifying exam will be held within 18 months of a student's first enrollment in the course; such period may be a maximum extension of 6 months. However, a student will have their registration canceled if they fail to pass the qualifying examination within 24 months of enrollment in the doctoral program.

§ 3 The examination will consist of two tests, one with questions on the list of subjects, and another with a critical analysis of an article in the candidate's area of research.

§ 4 Questions will be formulated by three examiners, holders of PhD or equivalent, accepted by CEPG, with at least one examiner being external to COPPEAD.

§ 5 To obtain a pass, a student must obtain an overall average of at least 7 (seven) points, and minimum of 5 (five) points on each question. The average is calculated as the simple arithmetic average of the points of all questions.

§ 6 A student with an overall average of between 5.0 and 6.9 shall be entitled to resit a partial qualification exam on any of the subjects in which they failed to obtain at least 7 points, before the same committee, and subject to the deadlines and criteria stipulated above.

§ 7 A student with an overall average score equal to or greater than 7.0, but with a score below 5.0 on at least one of the subjects, will be entitled to resit a partial qualification exam in relation to such subjects, before the same committee, and subject to the deadlines and criteria stipulated above.

§ 8 A student with an overall average of less than 5.0 will not be entitled to resit the qualification exam, and their enrollment will be canceled.

§ 9 CDPG shall stipulate the specific operational criteria for the administration of the exam.

§ 10 Alternatively, the qualification examination could be replaced by the production of an unpublished scientific paper in an area related to your research project, submitted after acceptance of the student in the program, as specified in Articles §11 to §15.

§ 11 For approval in the qualification examination, proof must be presented to the CDPG of submission of a paper under review by a journal rated by CAPES in the A1, A2, B1, B2 or B3 category of the Administration, Accounting Sciences and Tourism Area.

§ 12 For a journal not yet classified by CAPES in the Administration, Accounting Sciences and Tourism Area, consideration will be given only to those whose impact factor and/or h-index can be rated through the ISI-Thomson Reuters and JCR Scimago databases.

§ 13 The paper related to the qualification examination must also be reviewed and approved through a detailed opinion issued by two examiners holding PhDs or equivalent accepted by the CEPG, for B1, B2 and B3 journals.

§ 14 One of the examiners must necessarily be a non-member of the permanent COPPEAD faculty and, should the academic adviser be a joint author of the paper under assessment, the participation thereof as an examiner is forbidden.

§ 15 The student must be listed as the first author of the scientific paper submitted, and only his/her academic adviser(s) may appear as joint author(s) of the paper.

Art. 35 In order to become a PhD candidate as defined in Art. 44, the student must obtain the approval of a doctoral thesis proposal within 24 months of a student's first enrollment in the course; such period may be a maximum extension of 6 months.

§ 1 The proposed doctoral dissertation should include objectives, literature review, methodology to be employed and expected results.

§ 2 The proposal must be approved by a committee of at least three examiners, holders of a PhD or equivalent accepted by CEPG, with at least one examiner being external to COPPEAD, in an oral defense before the committee. Approval must be unanimous. It is the duty of the advisor to submit to the Academic Office (*Secretaria Acadêmica*) a minute on the examination of a student's thesis proposal.

§ 3 If the proposal is not approved, it may be resubmitted once, within the period specified in the introduction.

§ 4 A student will have their enrollment canceled if they do not obtain approval of their proposal within 30 months of their enrollment in the PhD program.

§ 5 Alternatively, thesis outlines may be approved through the production of an unpublished scientific paper different from that possibly presented in the qualification examination, with an explicit description of the methodology used and the discussion of the results partially obtained during the course of the research.

§ 6 For approval during the presentation of the thesis outline, proof must also be presented to the CDPG that the paper has been accepted for review by a journal rated by CAPES in the A1, A2 or B1 category of the Administration, Accounting Sciences and Tourism Area.

§ 7 For a journal not yet classified by CAPES in the Administration, Accounting Sciences and Tourism Area, consideration will be given only to those whose impact factor and/or h-index can be rated through the ISI-Thomson Reuters and JCR Scimago databases.

§ 8 The paper related to the thesis outline presentation must also be reviewed and approved through a detailed opinion issued by two examiners holding PhDs or equivalent accepted by the CEPG, for B1 journals.

§ 9 One of the examiners must necessarily be a non-member of the permanent COPPEAD faculty and, should the academic adviser be a joint author of the paper under assessment, the participation thereof as an examiner is forbidden.

§ 10 The student must be listed as the first author of the scientific paper submitted, and only his/her academic adviser(s) may appear as joint author(s) of the paper.

CHAPTER V CANCELLATION, SUSPENDED ENROLLMENT AND RE-ENROLLMENT

Art. 36 A student will have their registration automatically canceled when

- a) they fail to meet the status of full-time student, pursuant to Article 16;
- b) at the end of the second period, they have failed to achieve a cumulative grade point average of at least 1.67, and at the end of each subsequent period, a cumulative grade point average of at least 1.75, in the case of masters students;
- c) at the end of each period, a PhD student has failed to achieve a cumulative grade point average of at least 2.00;
- d) (i) they obtain a grade D in more than one course in the same period or in different periods (MA students); (ii) they obtain a grade D in any course (PhD student);



e) they are not registered in any course during an academic period, including (i) failure to enroll in *MA Dissertation Research*, when becoming a candidate for the Masters degree, pursuant to Article 39 or (ii) failure to enroll in *PhD Thesis Research* when fulfilling the requirement necessary to achieve the status of PhD candidate as defined in Article 44, item a.

f) they fail to comply with the terms set forth in Arts. 39, 41, 44 and 46, except where an extension or special academic arrangement is granted.

§ 1 The conditions set out in paragraphs (a), (d) and (e) also apply to PhD candidates who undertake a doctoral internship in Brazil or abroad.

§ 2 The Coordinator will verify the cases that fall within paragraph 1(a) of this article and refer such cases to the CDPG for deliberation.

Art. 37 Applications for suspension of enrollment during the period must be submitted to the Academic Office, in accordance with UFRJ Calendar deadlines.

§ 1 Suspension of enrollment must be approved by the CDPG.

§ 2 There will be no suspension of enrollment for the first period of the course.

§ 3 The total duration of the suspension may not exceed 6 months, consecutive or not. Requests for reinstatement must be forwarded to the Academic Secretariat.

§ 4 A student will abide by the rules and regulations in effect at the time of re-enrollment.

§ 5 The countdown to the deadline for completing the course is NOT halted during the suspension period.

Art. 38 Students who have their enrollment canceled may apply in a future selection process for admission and, if approved, may re-enroll.

§ 1 Subject to the following procedure in relation to classroom hours and academic records, the CDPG makes all decisions related to approval of credit for courses already taken at COPPEAD:

a) for the purpose of achieving the minimum number of classroom hours required for the MA or PhD, credits derived from a prior enrollment may comprise a maximum of one third of such classroom hours;

b) all courses and grades thereby obtained shall be included in a new academic transcript, which will explain the circumstances of the re-admission and, as applicable, will denote as *transferred*, the transferred courses from the earlier enrollment.

§ 2 A student's re-admission will be governed by the regulations and rules in force at the time of re-admission.

Art. 39 A student will be considered an MA candidate and may register for the course *MA Dissertation Research*, when:

- a) they have taken 660 hours of Masters- or PhD-level courses, with a minimum GPA of 2.00.
- b) they have obtained a passing grade in all required courses.

§ 1 The MA student will have their enrollment canceled if they fail to reach candidate status within 18 months of the date of enrollment in the MA program.

§ 2 A student must continue to meet the requirements of this regulation until they obtain the degree of Master.

Art. 40 MA candidates will receive individual guidance to develop their dissertation. Co-orientation by advisors who are external to COPPEAD is permitted; such individuals may include academic faculty, researchers, and other highly qualified PhDs or the equivalent, subject to approval by the CEPG.

Art. 41 A student has a period of 24 months from the date of enrollment in the MA program to meet all MA requirements.

§ 1 Enrollment will be canceled if a student fails to meet the deadlines stipulated in the introduction of this article.

§ 2 The duration of the enrolment suspension SHALL BE considered as part of the period mentioned in the head paragraph of this article.

Art. 42 The degree of MA is awarded to a student whose dissertation is approved in a public defense before a qualified examining committee.

§ 1 The committee will consist of at least three members, including where possible, the dissertation advisor and co-advisor, as applicable, and at least one member external to COPPEAD. One of the three members shall serve as chairperson of the committee. The members of the committee shall hold PhDs or the equivalent, as accepted by CEPG.

§ 2 The original printed dissertation must be delivered to the committee at least 15 days before date of defense.

§ 3 By the date of the defense, the student must submit to the advisor a complete version of the paper that will be submitted to a scientific journal, according to paragraph 5.

§ 4 In the case of approval of the dissertation without requirements, the student has a deadline of 60 days after the defense to submit to the Academic Office (*Secretaria Acadêmica*) the original of the dissertation printed and formatted in accordance with applicable UFRJ standards along with a paper based on the dissertation, with proof of submission to a scientific journal qualified in Qualis/Capes and that has impact factor and/or h-index disclosed, respectively, in ISI-Thompson Reuters and JCR Scimago databases.

§ 5 In the case of approval of the dissertation with requirement, the dissertation advisor or the chairperson of the committee will be responsible for establishing a deadline of up to 90 days for compliance with the requirements and its verification. Once the final version of the dissertation has been approved, the student has a deadline of 60 days after the defense to submit to the Academic



Office (*Secretaria Acadêmica*) the original of the dissertation printed and formatted in accordance with applicable UFRJ standards along with a paper based on the dissertation, with proof of submission to a scientific journal qualified in Qualis/Capes and that has impact factor and/or h-index disclosed, respectively, in ISI-Thompson Reuters and JCR Scimago databases.

Art. 43 Subject to the approval of the CDPG and the CEPG, other forms of academic work, as provided in Article 58 of the Amendment to CEPG Resolution No. 1, dated December 1, 2006, may be accepted in lieu of the MA dissertation.

Art. 44 A student will be considered a PhD candidate and may register for the course *PhD Thesis Research* when:

- a) they have completed 480 hours of Masters- and PhD-level courses, with an average GPA of 2.25, with a minimum of 200 hours in PhD-level courses.
- b) they have obtained a passing grade in all required courses.
- c) they have passed a qualifying exam, pursuant to Art. 34.
- d) their doctoral thesis proposal has been approved, pursuant to Art. 35.

§ 1 A PhD student will have their enrollment canceled if they fail to reach candidate status within 30 months of the date of enrollment in the PhD program.

§ 2 A student must continue to meet the requirements of this regulation until they obtain the degree of Doctor.

Art. 45 PhD candidates will receive individual guidance to develop their thesis. Co-orientation by advisors who are external to COPPEAD is permitted; such individuals may include academic faculty, researchers, and other highly qualified PhDs or the equivalent, subject to approval by the CEPG.

Art. 46 A student has a period of 48 months from the date of enrollment in the PhD program to meet all PhD requirements.

§ 1 Enrollment will be canceled if a student fails to meet the deadlines stipulated in the introduction of this article.

§ 2 The duration of the enrolment suspension SHALL BE considered as part of the period mentioned in the head paragraph of this article.

Art. 47 The degree of PhD is awarded to a student whose thesis is approved in a public defense before a qualified examining committee.

§ 1 The approval of the adjudication panel is conditional on proof of submission of the scientific paper necessarily containing the main findings and the contributions achieved in the doctoral thesis, to any of the periodicals rated by CAPES in the A1, A2 or B1 categories of the Administration, Accounting Sciences and Tourism Area, in addition to acceptance of the paper for the journal review process.

§ 2 For a journal not yet classified by CAPES in the Administration, Accounting Sciences and Tourism Area, its cut-off points will be noted for rating the journal, based on its impact factor and/or h-index disclosed respectively in the ISI-Thomson Reuters and JCR Scimago databases.

§ 3 Exemption from the mandatory requirement set forth in § 1 may be granted to students whose thesis outlines are approved, through proof of submission of a paper, as set forth in Article 35.

§ 4 The committee will consist of at least five members, including where possible, the thesis advisor and co-advisor, as applicable, and at least two members external to COPPEAD. One of the five members shall serve as chairperson of the committee. The members of the committee shall hold PhDs or the equivalent, as accepted by CEPG.

§ 5 The original printed thesis must be delivered to the committee at least 15 days before date of defense.

§ 6 If the committee provisionally approves the thesis subject to requirements, the committee shall indicate a deadline of up to 90 days for a student to perform such required changes. The thesis advisor or the chairperson of the defense committee must ascertain compliance with the requirements so stipulated.

§ 7 A student has 60 days after the final approval of the thesis to submit the original, printed and formatted in accordance with applicable UFRJ standards, to the Academic Office (*Secretaria Acadêmica*).

Art. 48 With proper justification, a student may petition CDPG for an extension of the deadlines set out in Arts. 34 and 35.

§ 1 The petition for an extension must be accompanied by dissertation or thesis work already done, as well as the detailed opinion of the Advisor and a proposed schedule for completion of the outstanding work. The CDPG, if it so deems, may call a student and their Advisor to provide clarification regarding the petition for an extension before the Commission.

§ 2 The total period of extension (consecutive or non-consecutive) shall not exceed 6 (six) months for MA and PhD courses.

§ 3 The extension must be approved by the CDPG.

§ 4 Enrollment in the MA program will automatically be canceled at the end of 36 (thirty six) months.

§ 5 Enrollment in the PhD program will automatically be canceled at the end of 54 (fifty four) months.

TITLE IV GENERAL AND TEMPORARY PROVISIONS

Art. 49 – Cases not otherwise provided in these regulations shall be resolved, as applicable, by the Program Coordinator, the CDPG, by the CDIC, or, as applicable, by the governing bodies of the university administration.

Art. 50 – For purposes of equivalence of courses taken under previous regulations or outside the COPPEAD program, one credit equals 15 hours of academic activity.

Art. 51 – This regulation may be modified or amended as follows:

- a) by law or university regime statutory amendment;
- b) in accordance with the Coordinator, or, a minimum of 1/5 (one fifth) of the members of the CDIC, with approval of the proposal by at least 3/5 (three fifths) of the members of that board, by the UFRJ

Conselho de coordenação do Centro de Ciências Jurídicas and by the UFRJ Conselho de Ensino para Graduados e Pesquisa.

Art. 52 – This Regulation becomes effective on the date of its publication and provisions to the contrary are revoked.

IN ACCORDANCE WITH THE FOLLOWING RESOLUTIONS OF UFRJ

Resolution CEPG 01.99
Resolution CEPG 02/99
Resolution CEG/CEPG 1/99
Resolution CEG/CEPG 2/00
Resolution CEPG 01/06

AMENDMENTS

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