

REGULATIONS MASTERS AND DOCTORAL PROGRAM

Approved by CEPG April 16, 2010
Proc. 23079.036387/2007-74

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

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Approved by CEPG March 12, 2021

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Approved by CEPG March 12, 2021

Amendment of the Masters and Doctoral Program
Approved by CEPG June 26, 2025

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 four COPPEAD tenure-track faculty members.

§ 1 Faculty members of the CDPG shall be appointed by the Board (except for masters and doctoral Coordinator(s), permanent members of the commission), with two-year terms and two allowed renewals. Student members are elected by their respective classes. In the master's degree, the

representatives and their substitutes must come from the class attending the first year of the course. In the doctoral degree, the representatives and their substitutes must come from the class attending the first or second year of the course.

§ 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 POWERS OF THE DELIBERATIVE COMMISSION

Art. 8 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 Public Notice and the complementary ordinance 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 III DUTIES OF THE COORDINATOR

Art. 9 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. 10 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.

CHAPTER IV FACULTY

Art. 11 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 compatible with the program's accreditation and de-accreditation rules.

§ 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 and have a research project;

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.

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*).

§ 1 It is allowed the application and admission to the academic doctorate course for non-holders of a Master's degree.

Art. 13 The public notice and their complementary ordinances 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 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 The list of courses chosen by the doctoral student in each period must be approved by their supervisor.

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 75% 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 A special academic regime will be guaranteed, in accordance with resolution CEPG 310/2024, upon medical certificate presented to the Coordination.

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 38 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 Masters and Doctoral students may take corresponding courses at other higher education institutions, upon justification, with the approval of the Coordination, subject to the respective workload restrictions contained in this regulation.

§ 1 In the case of courses taken at UFRJ, credits and course load will be used.

§ 2º In the case of courses taken at other higher education institutions, only the course load will be used, appearing in the Academic Transcript with the indication "T" (transferred).

§ 3 Along with the course 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 the COPPEAD professor of the equivalent COPPEAD course, as applicable, and whose opinion will provide the basis for the decision of the Coordination.

§ 4 Along with the request for exemption, the student must present justification, as well as other information deemed necessary by his academic advisor, whose opinion will support the decision of the Coordination.

Art. 22 Doctoral students may request exemption from courses offered by COPPEAD, with the approval of the CDPG, subject to the workload restrictions contained in this regulation.

§ 1 Along with the exemption request, the student must present a justification, as well as other information deemed necessary by their academic advisor, whose opinion will support the CDPG's decision.

Art. 23 The transfer of courses must observe the limit of 10 years of completion of the same in the respective institutions of higher education.

§ 1 The total number of class hours transferred from other programs, taken before or during the program, may not exceed one-third of the total hours of class required to obtain the degree of Master or Doctor, as applicable.

§ 2 The CDPG is sovereign to determine how many hours of credits may be granted.

CHAPTER III STRUCTURE OF CURRICULUM AND COURSES

Art. 24 The curricula of the Masters and PhD programs are composed of a set of required courses and a set of electives.

Art. 25 The courses *MA Thesis Research (Pesquisa para Dissertação de Mestrado)* and *PhD Dissertation Research (Pesquisa para Tese de Doutorado)* do not count for purposes of calculation of minimum course-load limits set out in Articles 41 and 45, respectively.

Art. 26 Annually, as convened by the Coordinator, CDPG will decide on the course mix to be offered linked to Program lines of research.

Art. 27 The number of class hours for each course is set by the respective instructor, subject to approval by the CDPG.

Art. 28 Orientation of theses and dissertations 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, thesis/dissertation 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 *sanduiche* (year abroad) and *co-tutela* (joint supervision), all advisors must formally declare their consent to the joint supervision, as specified in Art. 28.

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.

Art. 30 The Doctoral and master's students may participate in outreach activities promoted by COPPEAD, or by another unit of UFRJ, provided that it does not hinder compliance with the provisions of articles 16, 40, 43, 44, and 47.

CHAPTER IV GRADING AND ACADEMIC PERFORMANCE

Art. 31 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. This scale also has the following correspondence on a scale from 0 to 10.

- I – A (Excellent) – between 10.0 (ten) and 9.0 (nine) inclusive;
- II – B (Good) – between 8.9 (eight and nine) and 7.0 (seven) inclusive;
- III – C (Regular) – between 6.9 (six and nine) and 5.0 (five) inclusive;
- IV – D (Disabled) – below 4.9 (four and nine).

§ 1 To be approved, the student must have an attendance equal to or greater than 75% (seventy-five percent) in the subject.

§ 2 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.

§ 3 The student who obtains the “D” grade will be considered as having failed the subject, being able to repeat it once in the next period in which it is offered, in the case of a mandatory subject or opt for another subject in the case of electives. The concept “D” and the one obtained later will appear in the Academic Transcript and will be part of the calculation of the performance coefficient referred to in the caput of the article.

Art. 32 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. 33 Registration for the course *MA Thesis Research* requires the permission of thesis advisor and a student having achieved the status of candidate for the masters degree, as defined in Article 41.

Art. 34 Registration for the course PhD Dissertation Research requires the permission of dissertation advisor and a student having fulfilled the requirement necessary to achieve the status of PhD candidate as defined in Article 45.

Art. 35 In order to become a PhD candidate as defined in Art. 45, the student must pass a qualification exam, which consists of obtaining approval for an article in the desk review process of a scientific journal classified by the area of Administration, Accounting Sciences and Tourism of Capes within the four best current extracts in the area.

§ 1 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, as specified in Art. 49. 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.

§ 2 Submission of the scientific paper and approval in the desk review process must be proven, together with the Program coordination.

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

Art. 36 In order to become a PhD candidate as defined in Art. 45, the student must obtain the approval of a doctoral dissertation proposal within 24 months of a student's first enrollment in the course; such period may be a maximum extension of 6 months, as specified in Art.49.

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

§ 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 dissertation 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, dissertation outlines may be permitted through approval in the desk review process of an unpublished scientific article different from that eventually presented in the qualification exam in a scientific journal classified by the area of Administration, Accounting Sciences and Tourism within the three best current extracts, explicitly containing the description of the methodology used and the discussion of the results partially achieved during the execution of the research.

§ 6 When choosing to defend the project in article format, the student must prove submission of the article and approval in the desk review process, together with the Program coordination.

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

Art. 37 In order to become a candidate for the Doctorate degree, defined in Art. 45, the student must obtain approval in a 12-hour teaching internship carried out under the supervision of their advisor or another COPPEAD professor, within 24 months of the date of enrollment.

CHAPTER V CANCELLATION, SUSPENDED ENROLLMENT AND RE-ENROLLMENT

Art. 38 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) they obtain a grade D in more than one course;
- e) they are not registered in any course during an academic period, including (i) failure to enroll in *MA Thesis Research*, when becoming a candidate for the Masters degree, pursuant to Article 41, item a or (ii) failure to enroll in *PhD Dissertation Research* when fulfilling the requirement necessary to achieve the status of PhD candidate as defined in Article 45, item a.
- f) they fail to comply with the terms set forth in Arts. 41, 43, 45 and 47, except where an extension or special academic arrangement is granted.

§ 1 The conditions set out in all paragraphs 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. 39 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 Office.

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

§ 1 The transfer of courses previously taken at COPPEAD shall comply with the provisions of articles 21, 22 and 23.

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

§ 3 The student whose registration is canceled due to insufficient academic performance may participate in the new selection process after 2 years of cancellation.

CHAPTER VI AWARD OF PhD AND MA

Art. 41 A student will be considered an MA candidate and may register for the course *MA Thesis Research*, when:

- they have taken 540 hours of Masters- or PhD-level courses, with a minimum GPA of 2.00.
- they have obtained a passing grade in all required courses.
- obtain approval of a master's thesis project in defense by a qualified examining board within 17 months after the student's first enrollment in the course, with a maximum extension of 3 months. The board will consist of at least two members, including the thesis advisor and at least one internal member of COPPEAD. If there is a co-advisor, he must also compose the board.

The student must continue to comply with the requirements set out in this regulation until obtaining a Master's degree.

Art. 42 MA 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. 43 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 not be considered as part of the period mentioned in the head paragraph of this article.

Art. 44 The degree of MA is awarded to a student whose thesis 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 thesis 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. The other criteria for establishing a committee will be established in the Committee Constitution Policy, approved by the CDIC.

§ 2 The original printed thesis 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 thesis without requirements, the student has a deadline of 90 days after the defense to submit to the Academic Office (*Secretaria Acadêmica*) the original of the thesis printed and formatted in accordance with applicable UFRJ standards along with a paper based on the thesis, with proof of submission to a scientific journal classified by the Capes Administration, Accounting Sciences and Tourism area within the four best current extracts in the area.

§ 5 In the case of approval of the thesis with requirement, the thesis 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 thesis has been approved, the student has a deadline of 90 days to submit to the Academic Office (*Secretaria Acadêmica*) the original of the thesis printed and formatted in accordance with applicable UFRJ standards along with a paper based on the thesis, with proof of submission to a scientific journal classified by the Capes Administration, Accounting Sciences and Tourism area within the four best current extracts in the area.

Art. 45 A student will be considered a PhD candidate and may register for the course *PhD Dissertation 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. 35.
- d) their doctoral dissertation proposal has been approved, pursuant to Art. 36.
- e) they have passed a teaching internship, pursuant to Art. 37.

§ 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. 46 PhD candidates will receive individual guidance to develop their dissertation.

Art. 47 A student has a period of 48 months from the date of enrollment in the PhD program to meet all PhD requirements. The duration of the enrolment suspension shall not be considered as part of the period mentioned in the head paragraph of this article.

Art. 48 The degree of PhD 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 five members, including where possible, the dissertation 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. The other criteria for establishing a committee will be established in the Committee Constitution Policy, approved by the CDIC.

§ 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 deliver to the supervisor a complete version of the article that will be submitted to a scientific journal, according to paragraphs 4 and 5.

§ 4 In case of approval of the dissertation without requirement, the student has a period of 90 days after the defense to deliver to the Academic Office the original of the dissertation printed and formatted according to the rules in force at UFRJ, together with an article based on the dissertation, with proof of submission to a scientific journal classified by the area of Administration, Accounting Sciences and Tourism of Capes within the two best current extracts in the area.

§ 5 In the case of approval of the dissertation with requirements, the dissertation advisor or the president of the committee will be responsible for establishing a deadline within the limit of 90 days for compliance with the requirements and for verifying them. Once the final version of the dissertation has been approved, the student has 90 days to deliver to the Academic Office the original of the dissertation printed and formatted according to the rules in force at UFRJ, together with an article based on the dissertation, with proof of submission to a journal scientific classification classified by the area of Administration, Accounting Sciences and Tourism of Capes within the two best current extracts in the area

Art. 49 With proper justification, a student may petition CDPG for an extension of the deadlines set out in the Arts. 35, 36 and 37, in the case of the doctorate, and Art. 43, in the case of the master's degree.

§ 1 The petition for an extension must be accompanied by thesis or dissertation 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 30 (thirty) 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. 50 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. 51 For purposes of equivalence of courses taken under previous regulations or outside the COPPEAD program, one credit equals 15 hours of academic activity.

Art. 52 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. 53 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 05.91
Resolution CEPG 03/2009
Resolution CEG/CEPG 57/22
Resolution CEPG 302/06

AMENDMENTS

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