



Regulations

Professional Master's and Doctorate Program
in Administration

**Contemporary Organizational Management and
Grande Challenges of Society**



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CHAPTER I – ON THE NATURE, PURPOSE, AND OBJECTIVES OF THE PROGRAM

Art. 1º - The Stricto Sensu Postgraduate Program in Administration (PPGA) of the Dom Cabral Foundation, recommended by CAPES, comprises the levels of Master's and Professional Doctorate in Administration - Contemporary Management of Organizations and the Grand Challenges of Society. The PPGA aims to develop executives, entrepreneurs, professionals, public managers, and managers working in the third sector through education, generation, and dissemination of scientifically-based knowledge, enabling them to use management to overcome major societal challenges at regional, local, national, and international levels.

Single Paragraph– The specific objectives of the PPGA are:

Regarding students graduated from FDC, it is expected that they will be able to:

- Influence the transformation of companies and organizations by considering both global trends and local circumstances, adopting a cosmopolitan and ethical perspective.
- Be protagonists of their own learning, maintaining a critical and strategic mindset based on theoretical and practical knowledge, enabling them to inspire individuals, groups, organizations, and society.
- Enhance their performance and that of their organizations, positively impacting business and the local environment by integrating ESG goals, ethical behavior, and a critical and systemic vision into their decision-making processes.

Regarding the professors:

- Provide conditions for them to consolidate their areas of specialization and professional practice, as well as foster high-level academic and technical intellectual production;
- Motivate and support the active participation of faculty in recognized projects, programs, and events, both nationally and internationally;
- Ensure the allocation of specific resources for full-time professors, enabling their annual participation in at least one national and one international conference;
- Promote the continuous professional development of faculty by providing resources and opportunities for them to expand and deepen their interests and areas of specialization.

Regarding the Institution:

- Strengthen teaching and research activities in pursuit of its mission to “contribute to the sustainable development of society through education, training, and the development of executives, entrepreneurs, and public managers”;
- Contribute to expanding the internationalization of its activities, seeking to integrate a global perspective into its programs and partnerships, in order to enrich the educational environment and stimulate the exchange of ideas, cultures, and research;
- Develop and cultivate an active and engaged alumni community, oriented toward the creation and co-creation of knowledge, strengthening the network of collaboration and mutual support among the institution’s members and its graduates.

Regarding Society:

- Integrate sustainability at the core of our business, aiming to establish ourselves as a global reference through academic and executive education, as well as the generation of practical and

applicable knowledge. The goal is to act as an agent for transformation, fostering collaboration among entrepreneurs, public managers, and social organizations to address society's major challenges and contribute to building a sustainable world;

- Develop leaders who are aware of their role as transformative agents, capable of proposing solutions to society's major challenges. Through impactful educational experiences, promote self-awareness, the expansion of perspectives on interdependent relationships, and the understanding of a constantly evolving global world;
- Inspire leaders and engage organizations aligned with the mission of promoting social innovations to address society's major challenges. The efforts aim to support and contribute to business models that drive positive and lasting transformations in society, improving local and global quality of life.

CHAPTER II – ON ADMINISTRATIVE ORGANIZATION

Art. 2º – The PPGA is administratively organized as follows:

§1º – The Program's Council is composed of:

- I. Technical Coordination;
- II. Deputy Technical Coordination;
- III. Professors from the Permanent Faculty Core invited by the Technical Coordination.

§2º – The Council is responsible for the design and pedagogical-didactic oversight of the Program.

§3º – The Council has the following responsibilities:

1. Participate in meetings called by the Technical Coordination;
2. Ensure the proper conduct of the Program's academic and administrative activities in all its phases;
3. Decide on all matters related to the exemption of academic activities, credit transfer, enrollment suspension, dismissal, and representations and appeals filed;
4. Establish the Program's operating rules or propose changes to them;
5. Familiarize itself with and enforce the Program's current General Regulations.

Art. 3º – The Permanent Faculty Core (NDP) of the PPGA will be responsible for the academic excellence of the Program.

§1º – The responsibilities of the Program's NDP include:

1. Participate in meetings called by the Technical Coordination;
2. Act within the scope of the Program, ensuring compliance with all norms established by CAPES;
3. Enhance the internationalization of the Program's initiatives;
4. Foster innovation within and for the Program;
5. Foster the acquisition of public and/or private resources for research development;

6. Publish scientific articles in peer-reviewed journals with impact factors;
7. Maintain regular publications with students and alumni;
8. Develop, register, and/or publish technological productions;
9. Ensure academic excellence in the classroom, as well as the development of research and mentoring;
10. Contribute to the operationalization of academic events scheduled in the PPGA's annual activity calendar;
11. Familiarize itself with and enforce the Program's current General Regulations.

Art. 4º – The Technical Coordination of the PPGA is responsible for the technical management of the Program in relation to FDC and CAPES.

§1º – The responsibilities of the Program's Technical Coordination include:

1. Lead the review and updating of the curriculum;
2. Manage the team of permanent and collaborating research professors of the Program;
3. Comply with and enforce the Program's internal regulations;
4. Deliberate with the Council on the opinions regarding students' academic requests;

5. Propose the annual calendar of academic activities for the Program;
6. Manage the Program in compliance with legislation and CAPES regulations;
7. Presidir as reuniões de colegiado, NDP e do Conselho do Programa - Executive Advisory Board;
8. Coordinate the proposal of the Program's annual event calendar;
9. Coordinate the candidate selection process;
10. Enhance nationalization and internationalization initiatives of the Program;
11. Coordinate the annual collection of Program data for reporting on the Sucupira Platform to CAPES;
12. Be responsible for the preparation and updating of the Program's regulations, resolutions, and internal bylaws;
13. Monitor processes to ensure the quality and effectiveness of educational offerings, based on the guidelines of Assurance of Learning - AoL.

§2º – The Technical Coordination of the Program will have an indefinite term of up to eight years, with its replacement proposed by the FDC Board of Directors.

§3º – – The Technical Coordination of the PPGA will be supported by the Academic Secretariat for the organization, storage, analysis, and preparation of documentation and information related to faculty, students, and other matters pertinent to the Program.

§4º – The PPGA Technical Coordination will be supported by the Executive Coordination for logistics related to faculty, delivery of courses and events scheduled in the calendar, as well as student relations, ensuring the operationalization of the Master's and Doctoral programs.

Art. 5º – The PPGA Deputy Technical Coordination is responsible for supporting the Technical Coordination in the management of the Program.

§1º – The responsibilities of the Program's Deputy Technical Coordination include:

1. Collaborate with the Technical Coordination in managing the Program's academic and administrative matters;
2. Replace the Technical Coordination in their absence or any eventual impediments;
3. Be responsible for the Program's information to be submitted annually to CAPES;
4. Coordinate the student body regarding Dissertation supervision, encouraging and stimulating the completion of academic and research activities within the Program;
5. Coordinate the distribution and monitoring of Dissertation or Thesis work;
6. Promote activities and events to ensure quality and compliance with deadlines related to Dissertations or Theses;
7. Be responsible for defining and managing relationships with class representatives of the Program;

8. Monitor the fulfillment of students' academic activities throughout the Program and ensure compliance with the course completion deadlines;
9. Design and oversee the operationalization of internal Program events;
10. Coordinate and be responsible for the process and integration of special-regime students;
11. Collaborate with the faculty integration process.

§2º – The members of the Deputy Technical Coordination will be chosen by the Technical Coordination and may be reappointed at any time.

CHAPTER III – ON ACADEMIC ORGANIZATION

Art. 6º – The Program's faculty is composed of permanent and collaborating professors.

Single Paragrapho – Only those professors who are part of the Permanent Faculty Core (NDP) may coordinate academic activities within the Program.

Art. 7º – Professors in the Program's Permanent Faculty Core will be accredited according to the criteria established in the faculty accreditation and de-accreditation policy approved by the FDC Board of Directors and described below.

Art. 7º-A– The accreditation of professors in the Professional Master's and Doctoral Program in Administration at FDC will follow a structured process that precedes the hiring and selection of candidates, aiming to

comply with CAPES guidelines regarding the maximum number of supervisions per professor and the quality criteria defined by the Program.

Art. 7º- B – The request for hiring new.

§1º The Executive Management of the Professional Master's and Doctoral Programs at FDC shall submit a formal request for the hiring of professors to the FDC Vice Presidency of Academic Education, based on: I - The assessment of academic demands and the supervision capacity of already accredited professors; II - CAPES guidelines regarding the maximum number of supervisions per professor; III - The academic quality criteria defined by the Program.

§2º The request will be evaluated according to budget availability and the hiring policies established by the FDC Vice Presidency of Knowledge and Learning. If approved, the FDC Human Resources department will be activated to publish the hiring notice.

Art. 7ª-C – Regarding the announcement and selection of candidate professors:

§1º The hiring notice will be publicly announced and must include the following prerequisites for application: I - A higher education degree in the corresponding teaching area, complemented by a doctoral degree; II - Teaching experience at the previous academic level in a higher education institution or similar organizations; III - In-depth expertise in the knowledge area related to the discipline to be taught; IV - Up-to-date knowledge of national and international business trends and practices; V - Research capability and relevant academic production in the field.

§2º In addition to the academic and professional prerequisites, candidates will be evaluated based on the following skills: I - Ability to convey complex concepts clearly and accessibly; II - Leadership and teamwork skills for collaboration in multidisciplinary projects; III - Ability to conduct high-quality research and develop innovative solutions; IV - Time management and organizational skills to efficiently fulfill all academic and administrative responsibilities.

Art. 7ª-D – On the Evaluation Committee and Selection Stages

§1º The candidates will be evaluated by an Evaluation Committee composed of the following members: I - Executive Management of Faculty Development; II - Faculty Administration Management; III - Executive Management of the Professional Master's and Doctoral Programs; IV - Technical Coordination of the Professional Master's and Doctoral Programs; V - Representative of the FDC Human Resources Management

§2º The Evaluation Committee will conduct a selection process composed of the following stages: I - Analysis of the candidates' curricula, considering: a) Professional experience; b) Academic and teaching experience; c) Technical and bibliographic productions; d) Research pipeline. II - Selection of a minimum of three and a maximum of five candidates per position for the second stage. III - Interviews with the Committee members, where the following will be evaluated: a) Behavioral aspects; b) Alignment of interests and values with FDC; c) Suitability for the areas of expertise required by the Professional Master's and Doctoral Programs.

§3º Os candidatos aprovados e contratados pela FDC serão elegíveis para credenciamento no Programa de Mestrado e Doutorado Profissional, no ano corrente à sua contratação.

Art. 7ª-E – Do credenciamento de professores vinculados à FDC

§2º The accreditation of internal professors will be evaluated by the Technical Coordination of the Programs, based on the following criteria: I) Possess a master's and doctoral degree recognized and validated in Brazil; II) Have proven experience in supervising master's or doctoral students, or completed supervisions of scientific initiation, undergraduate theses (TCCs), or lato sensu postgraduate students; III) Have published or have accepted works that total at least 100 points in the Qualis Capes system in the year of accreditation; IV) Have at least two scientific articles in different stages of development; V) Demonstrate proven experience or a clear interest in contributing to the Program's research lines.

Art. 7ª-F – On the Process of Evaluation and De-accreditation of

Professors

§1° For the purposes of accreditation and re-accreditation, an annual Faculty Evaluation Committee will be formed, composed of the following members: I - Technical Coordination of the Master's and Doctoral Programs; II - Management of the Master's and Doctoral Programs; III - Executive Management of the Master's and Doctoral Programs.

§2° The Evaluation Committee will assess the performance of professors based on the following feedback mechanisms: I - Feedback from students and alumni collected through evaluations of courses and supervisions; II - Academic performance and compliance with the criteria established by the Program; III - Scientific and technical production during the evaluation period; IV - Participation in institutional activities and collaboration with the academic community.

§3° The Technical Coordination will issue an opinion on the suitability of professors, considering the criteria established for re-accreditation and de-accreditation.

§4° Additionally, the Management and Executive Management of FDC will address budgetary management aspects that may require the re-evaluation of the maintenance of professors in the Permanent Faculty Core.

§5° Based on these evaluations and criteria, the recommendation for re-accreditation and/or de-accreditation of professors will be forwarded to the Academic Vice Presidency and the Provost's Office of FDC, considering budgetary availability and the institution's strategic guidelines.

§6° The accreditation of permanent faculty will be valid for 02 (two) years, according to internal evaluation criteria. Within the first two years of the quadrennium, the Technical Coordination will conduct a performance evaluation of the NDP to validate the re-accreditation or non-re-accreditation of Permanent Faculty members.

§7° To obtain re-accreditation, in addition to the intellectual production outlined in the first paragraph, the professor must demonstrate a flow of

supervisions and public presentations of Dissertations or Theses, in accordance with the deadlines established by the Program.

§8º Bibliographic and/or technological productions published in journals classified as predatory will not be eligible for the evaluation of (re)accreditation of Program professors.

§9º Professors who fail to meet at least one of the following four criteria will be automatically de-accredited from the PPGA:

1. Achieve a minimum of 300 points in the quadrennium, with at least one article published in a journal listed in the highest stratum of the CAPES classification;
2. Achieve a minimum of 100 points in the first biennium. If this target is not met within this period, the professor must compensate for the point difference by the end of the triennium;
3. Publish at least one co-authored article or technological product with students and/or alumni of the Program;
4. Produce at least one product or technological article in accordance with the new CAPES classification

Art. 8 – Permanent faculty members are required to regularly teach a minimum of 15 (fifteen) class hours per year and supervise students as indicated by the Technical Coordination, respecting the maximum limit of eight simultaneous supervisions established by CAPES.

Art. 9 – Collaborating faculty members are responsible for conducting academic activities and supervising students up to the maximum proportion allowed by CAPES, not exceeding 20% (twenty percent) of academic activities, such as teaching courses and supervising Dissertation work.

Art. 10 – During meetings of the Permanent Faculty Core (NDP), professors affiliated with the FDC PPGA may request the Technical Coordination to create new research groups, as well as changes to existing ones.

§1º – Each research group must consist of at least three professors affiliated with the NDP of the FDC’s master’s and doctoral programs.

§2º – Every three years, the members of the Research Groups must nominate new leaders and deputy leaders for their respective groups.

§3º – The Faculty Council of the Programs will deliberate on requests for the creation and/or changes to Research Groups and forward them for formalization to the Board/Executive Management.

§4º – The Technical Coordination will serve as the institutional representative of FDC to the CNPQ Platform, responsible for formalizing the decisions of the Faculty Council.

Art. 11 – Each student in the PPGA will have a supervising professor assigned by the Technical Coordination.

§1º – The supervising professor will be responsible for:

1. Advise their supervisee in planning their academic path and activities related to the Program;
2. Encourage the supervisee to pursue Dissertation or Thesis topics that combine scientific and technical rigor with professional relevance;
3. Guide the supervisee through all stages of the conception, development, evaluation, and presentation of the Dissertation or Thesis;
4. Assist the supervisee in developing the skills and competencies outlined in the Program;

5. Submit the Dissertation or Thesis to the Academic Secretariat and designate the qualification and defense committees, in accordance with the necessary steps for public defense;
6. Encourage and guide supervisees in publishing articles in nationally and internationally recognized journals, as well as in presenting work at national and international events;
7. Encourage and guide supervisees in the development, execution, registration, and/or publication of technological products;
8. Encourage students to maintain a curriculum on the Lattes platform, documenting their professional and academic trajectory, as well as recording publications and participation in conferences.

§2º – Within the scope of the Professional Master's in Administration - MPA:

1. By the end of the second academic trimester, the student will have their supervisor designated;
2. By the end of the third academic trimester, the student must formalize their supervisor, whether in accordance with the designation or not;
3. The deadline for Dissertation Qualification is up to 18 months from the start of the program.

§3º – Within the scope of the Professional Doctorate in Administration – (Executive Philosophy Doctor – EPhD):

1. Starting from the second academic semester, the student will have their supervisor designated;

2. By the end of the second academic semester, the student must formalize their supervisor, whether in accordance with the designation or not;
3. The deadline for Qualification is up to 30 months from the start of the Program;

§4º – In both programs, the supervision may be modified if it is in the interest of either party (student or professor), subject to approval by the Technical Coordination.

Art. 12 – Upon the proposal of the supervisor and with the approval of the Technical Coordination, co-supervision by another professor, whether or not part of the FDC faculty, may be allowed. The co-supervisor will assist the student in the development of the Dissertation or Thesis.

§1º – The student may be supervised by a maximum of two professors, one of whom may be external to the Program or even to the Dom Cabral Foundation, who will serve as the co-supervisor.

§2º – The co-supervisor must be nominated by the supervisor, in mutual agreement with the supervisee, through the submission of a co-supervision request. Their name must be duly approved by the Technical Coordination of the Program. The co-supervision request must be completed, signed by the supervisor and the student-supervisee, and then submitted to the Program Secretariat after the student's qualification exam committee. The accreditation of the co-supervisor will be specific to one student and does not imply full accreditation within the Program.

1. In the case of a dual or second degree in the Doctoral program, co-supervision may be defined before the qualification.

§3º The co-supervision request must include the following documents:

1. A request from the supervising professor to accredit the co-supervisor, justifying the need for such a request, with the consent and agreement of the student-supervisee;
2. A complete Lattes CV, in the case of a co-supervisor external to the Program (or an equivalent curriculum in the case of a foreign candidate).

§4º The co-supervisor must hold a doctoral degree. In exceptional cases, the accreditation of a co-supervisor without a doctoral degree may be proposed, provided there is a well-justified rationale and the individual has recognized academic and professional qualifications. For foreign co-supervisors, validation of their degree in Brazil will not be required.

§5º – The role of the co-supervisor is to complement the work of the supervisor. The co-supervisor will be responsible for:

1. Assisting the supervisor in monitoring the development of the Dissertation or Thesis, supporting the supervisee in all activities related to the Program;
2. Ensuring compliance with the requirements set by the qualification and defense committees, prescribing research tasks and establishing the activity plan for the supervisee;
3. Proposing, in agreement with the supervisor, the members of the Dissertation or Thesis defense committee, as well as the probable date and time, ensuring their participation;
4. Encouraging and guiding supervisees in publishing articles in nationally and internationally recognized journals, as well as

presenting work at national and international events;

5. Encouraging and guiding supervisees in the development, execution, registration, and/or publication of technological products.

§3º – Each supervising professor will have a limit of one co-supervision per Program cohort.

Art. 13 – Upon a proposal submitted by the Faculty Council and approved by the Technical Coordination, the Program may enter into specific agreements with another institution, national or foreign, for research development, exchange, or training aimed at obtaining a dual degree.

Single Paragraph – The agreement must establish:

1. The start and end date of the activity;
2. The maximum deadline for degree completion;
3. The set of activities to be carried out by the student;
4. The minimum and maximum duration of their stay at the institution;
5. The formalization of the agreement of the supervisors at both institutions;
6. The degree or certification to be awarded to the student by each of the two universities;
7. The financial obligations of the parties involved;

8. a forma de apresentação da Dissertação ou Tese, o idioma de redação, o local de defesa e a composição da Banca Examinadora.

CHAPTER IV – ON THE OFFERING OF VACANCIES, THE SELECTION PROCESS, AND ENROLLMENT

Art. 14 – The number of vacancies offered by the Program will be announced in each call for applications for cohort formation, respecting the recommendations of CAPES and the supervision experience of the permanent faculty.

§1º – The number of vacancies offered will be proposed by the Technical Coordination, in agreement with the responsible FDC board, considering the supervision capacity of the Program's faculty as per CAPES regulations.

Art. 15 – The selection process will consist of the following stages:

§1º – Stage 1 – Filling out the online application form.

§2º – Stage 2 – Document analysis.

The documents required for the Professional Master's in Administration are:

- a. Result of the ANPAD test (maximum validity of three years) or GMAT.
- b. International certificate of English proficiency (intermediate level for reading). Accepted international certificates: TOEFL, FCE - First Certificate in English, Michigan Proficiency, Cambridge Proficiency, TOEIC, IELTS, BULATS, and Oxford

- c. Undergraduate diploma.
- d. Postgraduate certificate or diploma (if applicable).
- e. Letter describing the intentions for study and professional trajectory, including the challenges that motivate the pursuit of a Professional Master's in Administration..

The documents required for the Professional Doctorate in Administration are:

- a. A preliminary research proposal to be developed within the Program under the chosen research line;
- b. National or international certificate of English proficiency (intermediate level for reading). Accepted international certificates: TOEFL, FCE - First Certificate in English, Michigan Proficiency, Cambridge Proficiency, TOEIC, IELTS, BULATS, and Oxford;
- c. Master's degree diploma (academic or professional), recognized and validated by the Brazilian Ministry of Education (in accordance with MEC/CNE Resolution No. 8 of 10/04/2007);
- d. Master's degree academic transcript;
- e. Completion of a form detailing professional experiences

§3º – Stage 3 – Interview

For the interview of pre-selected candidates, the Technical Coordination will define a selection committee in accordance with the rules of this Regulation. In this stage, for the Master's program, the candidate will

verbally present their study intention proposal for the Program. For the Doctorate, the candidate will present the preliminary research proposal and will also be evaluated on their understanding of a scientific article, sent prior to the interview. For both processes, the interviewer will assess the candidate's level of proficiency in the English language.

§4º – Stage 4 – Results Announcement

The results will be announced via phone call and/or email.

§5º – Stage 5 – Enrollment

- It is necessary to submit scanned copies of the following documents:
- A copy of a photo identification document;
- A copy of the CPF (Brazilian Individual Taxpayer Registry);
- A copy, front and back, of the undergraduate diploma for the Master's program or a copy of the Master's diploma for admission to the Doctoral Program;
- A copy of the voter registration card;
- A declaration acknowledging the requirements of the Professional Master's or Professional Doctorate in Administration Program at Fundação Dom Cabral.

Single Paragraph – Additional requirements, at the discretion of the Program's Faculty Council, may be specified in advance.

CREDIT TRANSFER

Art. 16 – At the discretion of the Faculty Council, requests for credit transfer will be accepted.

§1º – Requests for credit transfer will be reviewed by a Committee appointed by the Program's Technical Coordination, which will issue an opinion on the equivalence of courses.

§2º – Regardless of the number of credits for which equivalence is requested, the student must complete, within the Program’s academic activities, at least 60% (sixty percent) of the total credits required by this Regulation and meet the relevant criteria defined by the Faculty Council.

§3º – The candidate requesting credit transfer must submit the following documents to the Program’s Faculty Council:

1. Application form;
2. Postgraduate academic transcript, showing the courses taken, their workload, grades or evaluations, and credits obtained, within a maximum of 05 years;
3. Syllabi and/or course descriptions of the courses taken, as indicated in the academic transcript.

RE-ADMISSION

Art. 17º – The candidate may request re-admission to the Program, which will be evaluated by the Faculty Council, and will have a maximum period of 05 (five) years for the total or partial transfer of credits already completed.

1. For re-admission to the Program, the student must send an email to the Academic Secretariat formalizing the request;
2. The request will be submitted to the Faculty Council for approval;
3. If approved, the Secretariat will forward the request to the Program’s Technical Coordination, which, together with the student’s supervisor, will conduct a thorough analysis of the stage at which the student’s work stands;
4. The results of this analysis will indicate the “Stage of Development of the Dissertation or Thesis,” “Maximum Deadline for Defense,” and

“Investment” required for the student to re-enter the Program, as follows:

For the Professional Master’s in Administration:

Stage of Development of the Dissertation for Defense	Prazo máximo	Investimento
Re-admission of students in the initial stage of dissertation development	12 months	20% - of the current total value of the program
Re-admission of students in the qualification stage	9 months	12% - of the current total value of the program
Re-admission of students who are close to completion	6 months	8% - of the current total value of the program

For the Professional Doctorate in Administration:

Stage of Development of the Thesis Work	Maximum Deadline	Investment
Re-admission of students in the initial stage of thesis development	24 months	12% - of the current total value of the program
Re-admission of students in the qualification stage	18 months	8% - of the current total value of the program
Re-admission of students who are close to completion	12 months	5% - of the current total value of the program

§1º – No additional investment will be charged for the re-admission of students who are pregnant mothers and/or have children up to two years of age, or fathers with children up to two years of age.

§2º – No additional investment will be charged for the re-admission of students who did not complete the program due to serious illness, upon presentation of a medical certificate.

§3º – Re-admission will be automatically denied in case of student delinquency exceeding 90 days.

SPECIAL REGIME STUDENT – ISOLATED COURSE

Art. 18 – At the discretion of the Technical Coordination, provided there are remaining vacancies, students regularly enrolled in a Stricto Sensu Graduate Program at another higher education institution, or professionals who have already graduated from a recognized institution in Brazil, may enroll in academic activities of the Program, becoming a special regime student.

§1º – A special regime student is a student interested in taking isolated courses, without regular affiliation to the Program.

§2º – The approval of a special regime student will be subject to evaluation by the Program's Technical Coordination.

§3º – The special regime student must pay for each course to be taken, and will be issued a certificate of credit completion upon passing the course.

Art. 19 – Following a decision by the Technical Coordination, a candidate approved as a regular student in the selection process may, even during the execution of the Master's Program, choose to convert it into two Free Courses, consisting of specific sets of courses from this Program, provided the requirements indicated by the Coordination are met when the student expresses interest in this modality, including the

necessary financial adjustments. In this case, the student will be considered a special regime student.

First Paragraph: The free courses to be offered for the Master's program are (i) Frontiers of Knowledge in Strategy and Leadership, with 195 hours; and (ii) Scientific Thinking Applied to Business, with a workload of 165 hours. These courses must be taken in this specific order, and there is no possibility of reversing the sequence.

Second Paragraph: If the student chooses to take only the first free course, they will receive a certificate under this condition (FREE COURSE), without any correspondence to the Master's degree, provided they pass all courses with a minimum attendance of 75% (seventy-five percent) and evaluations above 70% (seventy percent).

Third Paragraph: If the student completes both free courses, they will receive a certificate with the title of Master in Administration, provided they pass all courses with a minimum attendance of 75% (seventy-five percent) and evaluations above 70% (seventy percent), in addition to the approval and submission of their Dissertation project. All Program requirements for this certification must be met.

Fourth Paragraph: The maximum period for the transfer of credits equivalent to courses taken in Free Courses is 5 (five) years

COURSE CANCELLATION

Art. 20 – The student may request the cancellation of their enrollment in courses from the Program's Executive Coordination, observing the following conditions:

- a) They must submit a request for course cancellation, with justification, via email to the Executive Coordination.

- b) The request must be submitted at least seven business days before the start of the course. Cancellation of enrollment may be requested for any non-mandatory courses.
- c) Cancellation of enrollment may be requested for only one mandatory course, provided it is not part of the Common Core (MPA) or courses that would compromise meeting the program deadlines (Doctorate) – in these cases, cancellation will not be possible.

CHAPTER V – ON THE PROGRAM STRUCTURE

In this chapter, the structures of the Professional Master's and Doctoral Programs in Administration are presented, respectively:

Art. 21 – The PPGA includes one Concentration Area and two Research Lines: (i) Strategy & Markets; and (ii) Leadership & Organizational Behavior.

Single Paragraph – The Research Lines and corresponding ongoing projects are open to student participation, in agreement with their respective supervisors.

Art. 22 – The Master's Program will have a minimum duration of 18 (eighteen) months and a maximum of 24 (twenty-four) months.

§1º – In exceptional circumstances, the Faculty Council may authorize an extension of the maximum deadline for obtaining the Master's degree, extending it up to 30 months, provided the student has already completed all credits required by the Program and has no pending issues in any course.

§2º – An extension of the program completion deadline will be allowed for students due to childbirth, the birth of a child, adoption, or

obtaining legal guardianship for adoption purposes, in accordance with what is established in Law 14.925 of July 17, 2024, and established in this regulation

- a) If the student falls under one of the situations provided for in Article 50, they are guaranteed the right to an extension of the deadline for completing courses, final assignments of these courses, learning assessments, final program assignments—including defense sessions—submission of final versions of works, and required publications for a period of 180 (one hundred and eighty) days.
- b) To be entitled to the extension, the student must submit a corresponding request to the Academic Secretariat, providing justification along with supporting documents proving their situation. The request will be reviewed by the FDC, and, upon verification of the situation, the extension will be granted for a period of 180 (one hundred and eighty) days from the date of approval.

Furthermore, students who are parents or legal guardians of a child or adolescent are also entitled to an extension of the deadlines mentioned above in cases where their child is hospitalized for more than 30 (thirty) days. In such cases, the extension will correspond to the duration of the hospitalization, upon submission of a request by the student, following the procedure outlined in item b above.

Art. 23° - the courses that make up the Program are grouped into modules, called the Common Core, Basic Core, and Specific Core.

Single Paragraph – In the Specific Core, Special Topics courses may be created, covering the study of specific themes not included in other activities planned in the Program, with the purpose of updating and expanding knowledge in particular areas.

Art. 24 – Students are prohibited from recording, in video or audio, any

part or entirety of the Program’s activities, regardless of the purpose, except with express authorization from the Technical Coordination in exceptional cases, at the discretion of the Technical Coordination.

Art. 25 – The number of credits, syllabus, course content, bibliography, prerequisites (when applicable), and details about the evaluation system must be included in the Program of each course.

Art. 26 – Each course will have a value expressed in credits, with one credit corresponding to 15 (fifteen) hours of class.

§1º – The programs must make all necessary information and materials available on the virtual learning environment for students to complete preparatory activities for the courses, at least 45 calendar days before the courses begin.

§2º – The maximum deadline for students to submit final course activities on the Virtual Learning Environment will be up to 30 calendar days after the last class session.

§3º – The maximum deadline for professors to submit final activities with grades and comments to students will be up to 60 calendar days after the last class session.

Art. 27 – In the Master’s program, students must complete a minimum of 24 (twenty-four) credits to fulfill the course requirements, distributed as follows, equally for each Research Line

COURSE	CREDITS
Disciplines of the Basic Core	04 credits
Disciplines of the Common Core	10 credits
Disciplines of the Specific Core	04 credits
Dissertation Design in Management	06 credits
TOTAL	24 credits

Art. 28 – The 24 (twenty-four) credits required for course completion total 360 (three hundred and sixty) hours.

Art. 29 – The Doctorate will have a minimum duration of 36 (thirty-six) months and a maximum of 48 (forty-eight) months.

§1° – In exceptional cases, the Faculty Council may allow an extension of the deadline for obtaining the Doctoral degree, not exceeding 54 (fifty-four) months, provided the student has completed all credits stipulated in the regulations and has no pending issues in any course.

Art. 30 – The courses that make up the Doctorate are grouped into five tracks, called (i) Inspiration Track, (ii) Immersion Track, (iii) Analysis Track, (iv) Experience Track, and (v) Community Track.

Art. 31 – The number of credits, syllabus, course content, bibliography, prerequisites (when applicable), and details about the evaluation system must be included in the syllabus of each course.

Art. 32 – Each course will have a value expressed in credits, with one credit corresponding to 15 (fifteen) hours of class.

Art. 33 – Students must complete a minimum of 36 (thirty-six) credits to fulfill the course requirements, distributed as follows

COURSE	CREDITS
Inspiration Track	03 credits
Immersion Track	12 credits
Analysis Track	12 credits
Experience Track	06 credits
Community Track	03 credits

TOTAL	36 credits
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Art. 34 – The 36 (thirty-six) credits required for the completion of the Doctorate total 540 (five hundred and forty) hours. Hours dedicated to the preparation of the Doctoral Thesis are not included in this workload.

CHAPTER VI – ON THE EVALUATION SYSTEM

Art. 35º – In the evaluation activities of this Program, a grade of 0.0 (zero) will be assigned to any student who uses fraudulent means, such as plagiarizing someone else’s work, in whole or in part, sharing, receiving, or consulting unauthorized information, and falsifying research data, even if discovered later. Such a student will be prohibited from redoing the fraudulent activity and will also be subject to other applicable sanctions, both administrative and judicial.

§1º – he detection of such fraudulent means in qualification or defense committees for the Dissertation or Thesis will result in the student’s failure in the committee, and in case of recurrence, in their dismissal from the Program.

Single Paragraph – The student will be granted the possibility of appealing to the Faculty Council, which will be the highest authority for deliberation.

Art. 36 – At the end of each course, the student’s performance will be assessed based on the activities carried out during the Program.

Art. 37 – Academic performance will be expressed in grades and/or concepts.

§1º – A student will be considered approved if they achieve a minimum score of 70 (seventy) points in the overall evaluation and a minimum attendance of 75% (seventy-five percent) of the classes taught

§2° For the Doctorate, a student who achieves a minimum of 50% (fifty percent) attendance in a course with a workload equal to or greater than 30 (thirty) hours may supplement their attendance to 75% (seventy-five percent) and their overall evaluation to 70 (seventy) points by completing a Supplementary Directed Study.

a. The course professor is responsible for indicating the content and format of the Supplementary Directed Study for each module or class of the course, along with submitting the course plan to the Technical Coordination.

b. Like other evaluation activities, students will have 30 days to submit the work, starting from the last day of the course. Similarly, the professor must correct and post the grades on Canvas within 60 days of the last class of the course.

§3° In case of failure due to grade or attendance, the student may retake the course, within a maximum period of 12 (twelve) months for the Master's program and 24 months for the Doctorate, starting from the Program's start date, under the following conditions:

1. Subject to the availability of vacancies and the offering of the course;
2. The possibility of retaking only 01 (one) course at no additional cost;
3. For the Master's program, there is the possibility of retaking only 1 course from the Specific Core through a Supplementary Directed Study, with justification and approval from the Technical Coordination.

4. In the case of a student failing from the second course onward, they must bear the cost of the credit/workload, at current rates;
5. The amount charged will be 100% of the total equivalent for the second course, 50% of the total equivalent for the third course, and 25% of the equivalent value from the fourth course onward;
6. Courses with different workloads and credit amounts will follow the same standard value for retaking, respectively 4% of the current total value of the Master's program and 2.5% of the current total value of the Doctorate program;
7. All the conditions described above are subject to approval by the Program's Faculty Council.

Art. 38 – A student will be automatically dismissed from the Program if they:

1. Receive 02 (two) grades below 70 (seventy) points in the same course during the program;
2. Receive 03 (three) grades below 70 (seventy) during the program;
3. Fail due to attendance in 6 (six) or more courses of the program;
4. Do not obtain the Master's or Doctoral degree within the maximum period stipulated in Articles 22 and 29 of this regulation, respectively;
5. Submit a Dissertation or Thesis considered "plagiarism" – copying or improper appropriation of another person's intellectual work – claiming authorship, as duly proven;

6. A constatação desses meios fraudulentos em bancas de qualificação ou defesa da Dissertação ou Tese acarretará a reprovação do aluno na banca e, sua reincidência, no jubramento deste Programa.

Parágrafo Único – Será concedido ao aluno a possibilidade de recurso junto ao Colegiado, que será a instância máxima para deliberação.

CHAPTER VII – DISSERTATION AND THESIS

Art. 39 – Students of the Professional Master’s in Administration (MPA) must qualify their Dissertation project through a committee by the end of the third semester.

§1º – The qualification committee will only be authorized for students who have been approved and have completed at least 50% of the Program’s workload and courses, except in situations analyzed and approved by the Program’s Technical Coordination (or Faculty Council, upon recommendation by the Technical Coordination).

§2º – Students who do not qualify their Dissertation project by the end of the third semester will be dismissed from the Program.

Art. 40 – Doctoral students must qualify their Thesis project through a committee within 30 (thirty) months of the start of the program.

§1º – The qualification committee will only be authorized for students who have been approved and have completed at least 50% of the Program’s workload and courses, except in situations analyzed and approved by the Program’s Technical Coordination (or Faculty Council, upon recommendation by the Technical Coordination).

§2º – Students who do not qualify their Thesis project within the maximum period of 30 (thirty) months from the start of the Program will be dismissed from the Program.

Art. 41 – The Dissertation or Thesis must:

1. Be developed in accordance with the rules established in the Dissertation Seminar or Research Design in Management course;
2. Be related to one of the Program's research lines;
3. Be written in accordance with scientific language standards;
4. Respect ethical and legal compliance processes and practices in research;
5. Upon completion, be made available upon request for consultation and data use, except in cases of confidentiality;
6. Undergo detection of potential non-compliance with ethical and legal research practices, with students required to analyze any occurrences of plagiarism, which must be corrected and submitted in advance to the qualification and/or defense committee in the form of an "Appendix."

Art. 42 – No candidate for the title of Master or Doctor will be admitted to the public presentation of their final work before submitting the TCLE - Free and Informed Consent Form, duly signed by them and by representatives of the investigated organization(s), when applicable, to the Program Secretariat.

Art. 43 – The qualification of projects and the public presentation of the final work will take place in an Examining Committee composed of at least three members for the Master's program and four members for the Doctorate, all of whom must be faculty members and hold a doctoral degree.

§1º The Examining Committee must consist of at least two internal

faculty members and one external faculty member for the Master's program; and two internal faculty members and two external faculty members for the Doctorate. External faculty members must be affiliated with a *Stricto Sensu* Graduate Program in Brazil or abroad. Internal faculty members include all members of the NDP, full-time FDC professors, and FDC Associate Professors. External members are those who do not meet these criteria.

§2° It is mandatory that the supervisor be one of the members of the Examining Committee.

§3° In cases where there is a co-supervisor, their presence as a member of the Examining Committee is mandatory. In such circumstances, for the Master's program, the Examining Committee must consist of at least four members: (i) the supervisor, (ii) the co-supervisor, (iii) one internal faculty member, and (iv) one external faculty member. For the Doctorate, when there is a co-supervisor, the committee must consist of at least five members: (i) the supervisor, (ii) the co-supervisor, (iii) one internal faculty member, and (iv) two external faculty members. Both the internal and external faculty members must hold a doctoral degree.

§4° The participation of an executive with experience in the topic of the presented work is advisable, and they will count as an additional member of the Examining Committee. There is no mandatory degree requirement for this additional member.

§5° Committee members must have expertise in the research area of the Dissertation or Thesis being evaluated, demonstrated through bibliographic and/or technological productions in the case of faculty members, and through professional experience in the case of executives.

§6° To ensure impartiality standards and manage potential conflicts of interest, there should be no familial, emotional, corporate, or commercial relationships between committee members or between committee members and students.

§7° To ensure the Program's external perspective and its evaluation process, only one former student of the institution or former supervisee of the committee chair may participate as a committee member.

§8° Annually, internal and external faculty members may be invited to a maximum of three qualification committees and three defense committees.

§9° At the end of the presentation for the qualification of the Dissertation or Thesis project, the student will receive one of the following evaluations:

1. Approved without restrictions. The student is authorized to continue the research and development of the Dissertation. The student must implement the adjustments agreed upon with the supervisor, based on the committee's recommendations, without the need for resubmission of the project.
2. Approved with restrictions. The student must submit a new version of the project to the Secretariat within a maximum of 30 (thirty) days, considering the committee's recommendations.
3. Rejected. The student must submit a new version to the Secretariat within a maximum of 45 (forty-five) days for the Master's program and 60 (sixty) days for the Doctorate, considering the committee's recommendations. They must then go through another Examining Committee. The deadline for the next committee must not exceed 18 months from the student's formal entry into the Master's program and 30 months from the student's entry into the Doctorate.

Art. 44 – To initiate the process of requesting the Public Presentation, the candidate for the title of Master or Doctor must submit the online PDF and Word versions of the Dissertation or Thesis to the Academic Secretariat to be forwarded to the Examining Committee.

§1° With the supervisor's consent, in the Doctorate, the student may choose to replace the traditional Thesis with a collection of 3 (three) articles that have been published, accepted for publication, under review, or submitted to journals classified in strata A1, A2, A3, or A4 by the PPGA's area of expertise (CAPES) - or those indexed in Scopus, Scimago, or Web of Science.

In this format, the conventional Thesis structure will be entirely replaced by the article format, including the necessary pre- and post-textual modifications required for archiving in the library, in accordance with current regulations.

- a. For the collection of scientific articles, there must be a "line of continuity" between the articles. Each article must have an independent "beginning-middle-end" structure.
- b. There must be an introductory chapter and a concluding chapter in the production that characterizes the collection of articles.
- c. The introductory chapter must address why the articles are part of the same "production." In this sense, there must be a global research objective and question that ensures the cohesion of the research, even if it is broken down into specific research questions for each article. Additionally, empirical contextualization with a description of the phenomenon and/or research problem is expected, as well as its theoretical and practical justification.
- d. The concluding chapter ties the articles together a posteriori, emphasizing the common denominator. It is recommended that the student articulate their research (and production) to a theme related to the major challenges of society, including deriving societal implications, to complement the theoretical and practical implications for contemporary organizational management.
- e. At least one article must be empirical in nature.

f. It is recommended that one article be a narrative or systematic literature review.

g. It is recommended that one article be executive or a technical-technological product.

h. The student must be the sole author of at least one of the articles.

i. At least one of the articles in the Thesis must not have been submitted before the defense of the title.

j. The student must inform the committee members about the co-authorship (or lack thereof) of the articles that make up the Thesis.

k. The main supervisor must be invited as a co-author in the articles that make up the Thesis – their confirmation will depend on their interest and contributions to the manuscript's writing.

Art. 45 – At the end of the Public Presentation for the defense of the title, the candidate will receive one of the following evaluations:

1. Approved without restrictions. The candidate must submit the final version of the Master's Dissertation or Doctoral Thesis within a maximum of 30 (thirty) days, in PDF format, along with the authorization form for its availability on the Program's website and the FDC virtual library.
2. Approved with restrictions. The candidate must submit the final version of the Master's Dissertation within a maximum of 45 (forty-five) days, in PDF format, or the final version of the Doctoral Thesis within a maximum of 60 (sixty) days, in PDF format, along with the authorization form for its availability on the Program's website and the FDC virtual library.

3. Rejected. The candidate will be dismissed from the Program.

Art. 46 – A record of the public presentation of the Dissertation or Thesis will be drawn up, containing the conclusive opinion of the Examining Committee members, who may issue individual opinions at their discretion.

Single Paragraph – After the defense, the candidate for the title of Master or Doctor will receive the evaluation record of the final work signed by the Examining Committee to be included in the final PDF version.

Single Paragraph – The issuance of the Diploma is conditional upon fulfilling all the mentioned requirements.

TRANSITION JOURNEY FROM MASTER’S TO DOCTORATE

Art. 47 – The Direct Master’s-Doctorate Journey is an option for FDC Master’s students who wish to transition directly to the Doctorate without needing to complete their Master’s degree.

§1° The Direct Master’s-Doctorate Journey is subject to the availability of vacancies, to be communicated by the Program’s Technical Coordination.

§2° To participate in the Direct Journey, the student must:

- a. Enter the Master’s program through the regular selection process;
- b. Complete all Master’s courses within one year, up to the qualification;
- c. Achieve superior performance (grades above) 85 in all courses;

d. Express their interest in the Direct Journey to the Coordination up to 3 months before the qualification.

§3° The student may express their interest in the Direct Journey during their first year of Master's training, sharing this interest with their supervisor, who will guide their research to help the student design a qualification project compatible with doctoral research.

§4° During the qualification, the student must present a research project consistent with a Doctorate. The committee will assess whether the project's quality is compatible with the Doctorate and decide on the possibility of the student transitioning to the Doctorate. In addition to the members indicated for the Doctorate committee composition, as provided in Article 43 of this regulation, the committee must include a representative of the Technical Coordination.

§6° If the committee decides in favor of the student's transition to the Doctorate, the student will be converted from a Master's student to a 1st-year Doctoral student, without needing to participate in the selection process.

§7° Considering the Professional Master's calendar, after the qualification defense, the Methodology course is offered, which the student must complete and pass.

§8° Students approved in the Direct Journey may complete their Master's Dissertation if they wish, in which case they will also receive the title of Master (meeting the FDC Master's requirements).

§9° Students who choose the Direct Journey without completing the Dissertation and other necessary Master's requirements will not receive the title of Master; they will only receive the title of Doctor upon completing this program.

§10° Upon entering the Doctorate, the student will complete the program

in its entirety, following its regulations.

CHAPTER VIII – PÓS-DOCTORADO

Art. XX° O Pós-Doutorado é um programa focado no desenvolvimento do currículo acadêmico dos participantes, por meio da construção de um plano de atividades personalizado, a ser elaborado em conjunto com o professor(a) orientador(a).

§1° O principal objetivo é elaborar e submeter um artigo para um periódico/revista científico/a, revisado/a por pares, e com classificação no extrato máximo da da CAPES, , em coautoria com um(a) orientador(a) professor(a) da FDC, com prazo mínimo de 6 meses e máximo de 12 meses. Com isso, o(a) aluno(a) obtém uma declaração na forma de certificado de Pós-Doutorado pela FDC.

§2° A frequência e a modalidade dos encontros com o(a) orientador(a) serão definidas em comum acordo com o(a) aluno(a), ocorrendo ao menos uma vez por mês.

§3° Os participantes devem ter disponibilidade para dedicar ao menos 8 horas semanais às atividades relacionadas ao desenvolvimento do artigo.

§4° Além das atividades de pesquisa, o Estágio Pós-Doutoral oferece a possibilidade opcional, e voluntária, de envolvimento em ensino e extensão na FDC, tais como:

- a. Planejamento e condução de disciplinas em conjunto com o(a) orientador(a).
- b. Contribuição em seminários, aulas inaugurais e Fórum do Conhecimento do Mestrado e Doutorado da FDC.
- c. Atuação como coorientador(a) ou membro de banca em dissertações de mestrado e teses de doutorado da FDC, em conjunto com o(a) orientador(a).

- d. Mentoria em pesquisa para os alunos dos programas de Mestrado e Doutorado da FDC.

§5° Para se inscrever, o candidato deverá submeter seu diploma de doutor, currículo atualizado e um projeto de pesquisa alinhado com as linhas de pesquisa *Liderança e Comportamento Organizacional* ou *Estratégia e Mercados*. O projeto não deve ultrapassar 10 páginas, contendo os seguintes elementos: Introdução; Fundamentação teórica; Metodologia; Resultados esperados.

§6° A avaliação da solicitação do candidato e das condições científicas e acadêmicas de realização do Estágio Pós-Doutoral junto ao Programa, bem como a decisão sobre seu acolhimento ou rejeição, fica a cargo do Colegiado do Programa, devendo contemplar:

- a. Parecer da Coordenação Técnica do Programa;
- b. A compatibilidade/afinidade do plano de atividades científicas e acadêmicas, apresentado pelo candidato, com as áreas ou temáticas de pesquisa e as atividades características do Programa;
- c. As condições do Programa para assegurar a orientação e a realização das atividades científicas e acadêmicas pretendidas pelo candidato;
- d. A coerência da solicitação e do plano de atividades do candidato, com as finalidades previstas pela FDC para o Estágio Pós-Doutoral;
- e. A relevância da participação do candidato para o incremento de intercâmbio científico e a qualificação acadêmica do Programa.
- f. O limite de duas orientações simultâneas de estágio de pós-doutoramento do Professor Supervisor.

CHAPTER VIII – PROGRAM EVALUATION AND SELF-ASSESSMENT POLICY AND PROCESSES

Art. 48 – The Program regularly conducts self-assessment practices with various stakeholders, including the Faculty Council, professors, technical-administrative staff, students, and the Executive Board, as

representatives of external partners.

§1° The responsibility for this self-assessment policy lies with the Program's Technical Coordination.

§2° The Faculty Council must be informed of the results achieved, aiming to promote learning regarding the attainment of the objectives outlined in the Program's strategic planning. Meetings with the Faculty Council occur every four months.

§3° The entire NDP faculty is involved in meetings held twice a year. On these occasions, they may propose improvements to the implementation of the deliberated plans, as well as the potential incorporation of autonomous and emerging initiatives observed in the Program's daily activities or new market opportunities.

§4° Twice a year, the Executive Board will have the opportunity to access content on the execution of the strategy, promoting debates and reflections on strategic alternatives related to aspects such as growth, internationalization, innovation, and sustainability.

§5° An annual self-assessment meeting will be held with students and alumni to explore the strengths and improvement opportunities of the FDC's MPA and Doctorate programs. This meeting will include the Technical Coordination, Executive Management of the programs, Academic Secretariat, Executive Board, students, and alumni.

§6° Use of AI - Generative Artificial Intelligence (GAI) tools, such as ChatGPT and Bard, may be used for consultation, unless otherwise instructed by a professor. It is essential to be transparent about the use of GAI and its purpose in the posted activity document. However, the production of texts, answers, materials, analyses, etc., for the various Program activities is the responsibility of the Participants and must be entirely their own work, with proper citation of sources and tools used. It is important to be aware of the limitations of GAI tools and that the

content generated by them is not always reliable and may not promote real learning.

The use of Artificial Intelligence in education must be guided by principles of ethics, transparency, non-discrimination, and auditability. The privacy of user data must be preserved, equity in access to education must be promoted, biases must be avoided, and adverse impacts on human rights must be prevented..

CHAPTER XIX – PROGRAM CANCELLATION

Art. 49 - In the event of the Program's inability to continue, the student must request the cancellation of their contract in accordance with the terms of the Service Agreement entered into with FDC, observing, where applicable, the provisions below:

§1° In the event of the STUDENT's withdrawal during the course and after full payment of the program, the CONTRACTOR will have a credit corresponding to the portion not yet completed, minus 10% (ten percent) of this amount as a termination fee.

§2° This credit may be used for any service offered by the CONTRACTOR, provided the CONTRACTOR is approved in the selection process, if applicable. First Paragraph: Credits considered completed are those related to courses already concluded or still in progress.

§3° In the event of the STUDENT's dismissal during the course due to non-compliance with the rules established in this Regulation and after all credits for in-person courses have been completed, there will be no refund of payments made to the CONTRACTOR.

§4° Expenses related to travel, accommodation, meals, and transportation will be the sole responsibility of the CONTRACTOR/STUDENT, and the CONTRACTOR will be exempt from any liability regarding these

expenses.

CHAPTER X – GENERAL AND TRANSITIONAL PROVISIONS

Art. 50 – The Technical Coordination is responsible for deciding on cases not covered by this Regulation, and, in the second instance, the Program’s Faculty Council.

Art. 51 – This Regulation may be amended by a vote of 2/3 (two-thirds) of the Faculty Council members.

Art. 52 – This Regulation comes into effect on the date of its publication, revoking any contrary provisions

