

WELCOME PACK 2020





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RIO DE JANEIRO

Welcome Letter

Rio de Janeiro, April 2020.

Dear Student,

Thank you for choosing FGV EBAPE (the Brazilian School of Public and Business Administration, at Fundação Getulio Vargas), in Rio de Janeiro, as your exchange abroad destination. We are looking forward to hosting a new group of international students and would like to congratulate you on your nomination to take part in our Exchange Program.

To ensure that your time here with us is as enjoyable and productive as possible, we have prepared a pack that contains some important background information on Brazil, Rio, as well as practical information on Fundação Getulio Vargas. PLEASE TAKE SOME TIME TO READ THIS DOCUMENT.

As you may already know, Rio de Janeiro is one of the major economic and cultural hubs of South America. It is a cosmopolitan metropolis with a population of over 11 million people (including the greater Rio area) and an important centre for trade, tourism, oil and other service industries. The city of Rio is renowned for the kindness and hospitality with which its residents (Cariocas) welcome all visitors and provides us at EBAPE with a harmonious and agreeable environment for both work and leisure.

We wish you a pleasant and successful stay at FGV EBAPE and Rio and hope that your chosen coursework contributes positively towards your career aspirations.

Should you require any help during your stay, please do not hesitate to contact us at the International Office.

MONICA BALANDA
INTERNATIONAL OFFICER

The information listed in this document, to the best of our knowledge, is accurate and up-to-date, as of the time of issue. Some contents, however, particularly those external to FGV, may be subject to change. Please be sure to check the appropriate sites for the most up-to-date information.

FUNDAÇÃO GETULIO VARGAS (FGV)

About our institution

Fundação Getulio Vargas (FGV) was founded on December 20, 1944. Its initial objective was to prepare qualified people to work in public and private administration in Brazil. At the time, the country was already starting to lay the foundations for the growth that would come in the following decades. Anticipating the arrival of a new era, FGV decided to expand its focus of action and, from the restricted field of administration, it entered the broader area of the social and economic sciences.

The institution has gone beyond the boundaries of education and advanced in the areas of research and information, until it became synonymous with a center of quality and excellence. In recent years, FGV has been ranked by the New York Times amongst the top 100 higher education institutions in the world, as selected by chief executives and chairpersons from leading companies in 10 countries. Domestically, FGV is the country's leading think-tank for evaluating macro-economic policies and indicators, providing key information to government officials and organizations countrywide and abroad.



FGV is made up of ten schools, five of which are located in the city of Rio de Janeiro, four in the city of São Paulo and one in Brasília. The schools in Rio de Janeiro include the following: EBAPE – Escola Brasileira de Administração Pública e de Empresas (Business and Public Administration); EPGE (Economics), Direito-Rio (Law School), EMAP (Applied Mathematics) and CPDOC (Political and Social Sciences).

In the city of São Paulo, the schools are as follows: EAESP (Business and Public Administration, EESP (Economics), EDESP (Law) and FGV RI (International Relations). In Brasília, the Country's federal capital, there is one school, FGV EPPG (School of Public Policy and Government).

In addition, FGV has four independent units: IDE (exclusively dedicated to managing all of FGV's Executive Education Programs), IBRE – Instituto Brasileiro de Economia (dedicated to the production of price indexes and economic activity indicators), FGV-Projetos (dedicated to consultancy projects for the public and private sectors), and Editora FGV (a leading Brazilian publishing house).

Escola Brasileira de Administração Pública e de Empresas (FGV EBAPE) Brazilian School of Public and Business Administration

The Escola Brasileira de Administração Pública of Fundação Getulio Vargas (previously EBAP) was the first school of Public Administration in Latin America. It was created on April 15, 1952 in the city of Rio de Janeiro, the result of a partnership between FGV and the United Nations (UN) to meet the country's demand for qualified professionals in the public sector. Since then, it has been responsible for training many leaders who have played key roles in governing the country, by means of its undergraduate and graduate programs, making a significant contribution to the development of Brazil.



In 2002, EBAP changed its name to Escola Brasileira de Administração Pública e de Empresas (EBAPE), confirming its presence in the private sector as well, which in reality existed since its inception. Over the decades it has played an important role in training people to fill top positions in government and business, as well as universities, in Brazil and abroad. Its mission is to serve current and future leaders, executives and managers of private companies, government institutions and nongovernmental organizations, by offering opportunities for learning and research through its regular and extension programs in the area of administration, to promote the development of Brazil.

Over the past 60 years, FGV EBAPE has not only taught students, it has also provided consulting to private companies and public organizations and participated in the conception and implementation of various specialization courses. It is present in every corner of the country, through partnerships with local teaching institutions. It stands out for its credibility, legitimacy and remarkable capacity to instill high-level knowledge in its students. This excellence is reflected in its ranking as one of the best teaching institutions in the country by the Ministry of Education.

Accreditation and Certification

FGV EBAPE is accredited by the European Quality Improvement System (EQUIS-EFMD), has been granted accreditation by AACSB International (AACSB). FGV EBAPE's Professional Master's in Public Administration program has also received international accreditation by the Commission on International Accreditation of Public Administration Education and Training Programs (ICAPA).

The latest assessment by Brazil's Ministry of Education has awarded top scores to FGV EBAPE's MSc in Administration and Doctorate programs, as well as to its Executive Master's in Business Administration program. Every year FGV EBAPE is ranked among the top schools of Brazil, being awarded a maximum score of 5, according to the IGC (General Course Index), by the Ministry of Education.

International Relations Office

**FGV EBAPE, Rua Jornalista Orlando Dantas, 30 – Room 106 (1st floor)
Monday – Friday, 10 a.m. – 12 p.m. and 3 p.m. – 6 p.m.**

International Officer

Mônica Balanda

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International Office Assistants

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Incoming Students

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Office of Registration and Academic Records (SRA)

FGV Main Building, Praia de Botafogo, 190 – Room 314 (3rd floor)
Monday – Friday, 9 a.m. to 7 p.m.

Services:

- i. Student registration/enrolment/requests of academic declarations;
- ii. Provide, forward, publish and issue all documents related to students' academic lives.

All requests from students in relation to academic issues have to be made officially using the specific form provided by the SRA (REQUERIMENTO), which will then be forwarded to the relevant sectors.

Information Technology Laboratories

FGV EBAPE	FGV Main Building	Cultural Center
Ground floor, in front of the coffee machine	Lab 422 (4 th floor) Lab 813 (8 th floor) Lab 1016 (10 th floor) Lab 1332 and 1333 (13 th floor)	Next to FGV Main Building Library Lab
Opening hours: 07h to 20h (Monday – Friday) and 08h to 18h (Saturday)	Opening hours: 08h to 20h (Monday – Friday) and 08h to 18h (Saturday)	Opening hours: 08h15 to 21h45 (Monday – Friday) and 08h30 to 12h30 (Saturday)

Access to FGV premises (all campuses)

Please note that FGV has a strict dress code

No one will be allowed entry into its premises if wearing shorts, bermuda shorts, tank tops, flip flops or any type of beachwear

Identification Bagde (Student ID Card)

All international students are given an ID card upon arrival. You will need this card in order to gain admittance to FGV premises. Please ensure you carry it with you at all times while on FGV premises.

The badge is an **individual identification document** and, as such, is not to be used by anyone other than to whom it was issued. Every time a person swipes the entry card at the turnstile, the entrance or exit is recorded, and this control is done for security reasons. Please note that **the misuse** of our entry badge is considered a **serious breach** of FGV's Rules and Regulations.

The card with photograph may be used as a **student card for obtaining discount at** cinemas, theater and live shows. In case you lost your card, you can request a new one at the Office of Academic Records (SRA); please note that you will have to pay a fee.

In case your ID card is stolen, a Boletim de Ocorrência – BO (police report) will need to be filed. You can file a report at the DEAT (Tourist Police), located at Avenida Afrânio de Melo Franco, 159, Leblon (see map below); or you can do it online on the *Delegacia Online* [website](#) (Portuguese only). You will need to present this report to the SRA in order to obtain a new card free of charge.



Visa

All students are required to obtain a visa before entering Brazil; therefore, we recommend you contact the Brazilian Consulate nearest to your place of residence for information on obtaining a student visa.

ALL INTERNATIONAL STUDENTS NEED TO PROVIDE A COPY OF THEIR VISA, PRIOR TO ARRIVAL IN BRAZIL, BY THE INFORMED DEADLINE.

Acceptance Letter

If the consulate has given it back to you or you have a copy, please have it with you upon arrival in Brazil to help explain the purpose of your visit, although the visa should be sufficient.

Immigration Form

Before landing, passengers are given a form to be completed and handed over to the Brazilian immigration authorities at the international airports, who will stamp your passport and give you back a copy of the form you have completed. **Keep it carefully with your passport, as it may be requested when you leave the country.**

Customs

Visitors are recommended to declare to customs authorities articles such as cameras, notebook and computers. They will not usually be dutiable, but declaring them on entry will avoid possible delay on departure. Some Duty Free in Brazilian airports are open to arriving international travelers (as is the case of Rio de Janeiro's Tom Jobim/Galeão airport).

Federal Police Registration

All visitors to Brazil wishing to remain for over three months will need to register with the Polícia Federal (Federal Police) within **90 days** of arrival in this country, in order to receive a RESIDENCY PERMIT.

Students must report to the nearest Federal Police office (in Rio de Janeiro, it is located at the Santos Dumont Airport). Once you have registered you will be allowed multiple entries to Brazil, until your visa expires.

Note: Make sure to bring your **Visa Application Form**, as it is one of the documents required by the Federal Police for the registration.



Failure to register with the Federal Police will result in a fine and/or possible expulsion from Brazil. Payment of any fine resulting from failure to meet the requirements is **entirely the student's responsibility**. We recommend that you bring with you the payment receipts every time you return to Brazil.

More information on the registration procedures will be given by the International Office.

Disciplinary System

Ignorance of these rules does not exempt students from complying with them. Please read FGV's internal rules of conduct and the regulations applicable to the program in question.



Avoid listening to information from colleagues, non-official sources and suggestions heard in the School. Any outstanding academic or administrative issues can only be resolved by following the correct procedures as advised by the Support Team, International Office or the Program Office.

Students who commit any acts of **indiscipline** shall be subject to the following penalties:

- | | |
|---------------|----------------|
| a) warning; | c) suspension; |
| b) reprimand; | d) expulsion. |

The stipulated penalties shall be applied in accordance with the seriousness or reoccurrence of the following actions:

- a) disobedience of the regulations and/or the decisions of the Deans of any FGV school or of any member of the Faculty whilst they are carrying out their functions;
- b) use of improper clothes, such as shorts, mini-skirts, flip-flops, and shorts or sleeveless tops and t-shirts;
- c) smoking of cigarettes, cigars or pipes in classrooms, study rooms, laboratories and libraries;
- d) ingestion of alcoholic drinks on the premises of the Fundação Getulio Vargas;
- e) use or possession of any toxic substance on the premises of the Fundação Getulio Vargas;
- f) involvement in events outside the Fundação Getulio Vargas that can be seen by the relevant authorities as infringing the law;
- g) any hazing that can cause physical or moral harm to the students of the Fundação Getulio Vargas;
- h) disturbance of the internal order within the Fundação Getulio Vargas and its schools;
- i) the carrying of any type of firearm;
- j) damage to the property of the Fundação Getulio Vargas, including painting or drawing graffiti on walls, sticking up posters and ruining books from the library, in which case, in addition to incurring the disciplinary punishment, any persons found to have done so shall be obliged to pay for any damage they may have caused;
- k) any impropriety whilst carrying out any school work, or while any academic evaluations are being carried out;
- l) disrespecting any member of the faculty or any other employee of the Fundação Getulio Vargas;
- m) physical aggression or defamation, slander or libel against any member of the faculty, any other member of staff, or any student of the Fundação Getulio Vargas;
- n) playing cards or any other form of gambling on the premises of the Fundação Getulio Vargas;
- o) involvement in activities that in any way harm the Fundação Getulio Vargas and/or its schools, either morally or materially, including political party activities on the premises of the Foundation;
- p) practicing of any acts incompatible with the dignity of any student of the Fundação Getulio Vargas

Professional Standards

Professional standards set expectations for individual conduct inside and outside the classroom in networking activities, student organizations, and informal FGV-related activities. These standards offer guidelines for appropriate actions, attitudes, and behaviors. Professional conduct means that students:

- a) Represent themselves honestly to their fellow students, faculty, employers, recruiters, and guests of the institutions;
- b) Fulfill the commitments they make to their classmates, faculty, staff members, and their employers;
- c) Respect others regardless of their race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, disability, or other legally protected classes;
- d) Contribute to open discourse, the free exchange of ideas, and the intellectual climate, and respect the contributions of scholars and practitioners;
- e) Present themselves at institution-related events on- and off-campus suitably dressed and with professional conduct;
- f) Preserve individual, community, and institutional property, and do their part to keep the physical facilities neat and clean when on campus;
- g) Comply with all applicable program rules, policies, and procedures of Escola Brasileira de Administração Pública e de Empresas, from Fundação Getúlio Vargas.

Attendance and Participation

A key component of the FGV EBAPE exchange program is the interaction and learning that takes place in the classroom. We have carefully selected the best faculty and students to create a collaborative and interactive experience that results in a highly dynamic learning environment. **Student attendance and participation in classroom lectures are critical to maintaining a productive environment.**

Students must be present and prepared when the faculty member begins the class and staying engaged throughout the entire course. Arriving late, leaving during or early from class, or being unprepared or distracted by non-course related matters diminishes not only your experience but also that of your colleagues. It is each individual student's responsibility to maintain the quality of the classroom environment.

Please remember that **attendance in all classes is required**. On the rare occasion when a personal emergency prevents class attendance, students should notify the faculty member, academic director, and program office in writing (via email) as soon as possible. Your notification should include the reason for the absence and expected return. In the case of a serious emergency or health issue, the professor has the discretion to waive up to 25% of the student's absences.

Students will fail any course where their attendance falls short of 75% (seventy-five percent) of the classes given, except in cases set down in existing and pertinent legislation.

In addition, faculty members reserve the right to require a more stringent attendance policy for their class, as class participation is a very important component of the grade. Failing to meet the faculty guidelines for attendance may result in a reduced participation grade, reduced overall grade, or the assignment of additional work to make up for class time missed.

A student who, even though registered for a course, has not regularly attended, participated, or otherwise met class requirements may, at the professor's discretion, not be permitted to attend class sessions, or may receive a lowered participation grade in the course.

Classroom Etiquette

- a) Timeliness.** Students are expected to be ready to begin classes at the starting time. Late arrival is unprofessional, and it diminishes everyone's learning opportunity.
- b) Leaving Class.** Students should not leave the classroom before the class period ends, except when absolutely necessary, as it can disrupt the class. In exceptional foreseeable cases, students should consult with their instructor before the class begins if they must leave early.
- c) Electronic Devices.** The use of mobile phones, pagers, or other hand-held electronic devices in the classroom is not usually permitted, unless the professor says otherwise. All electronic devices should be switched off during classes. Sending or receiving emails or text messages during class is disrespectful to other students and faculty and erodes the professional environment.
- d) Laptops/iPads.** The use of laptops or iPads to take notes or contribute data to the classroom discussion can be useful. However, it can also be distracting to colleagues behind you. Please refrain from any form of instant messaging or visiting websites not related to the classroom discussion. Faculty members may ban the use of laptop computers in the classroom altogether.
- e) Dress code.** Dress for classes and for academic events outside the classroom should be consistent with a professional environment.
- f) Eating.** Eating in the classroom is strictly prohibited. Please put away food items and their containers before class begins.
- g) Classroom Recording.** Out of respect for the free expression of the class, permission must be granted in advance by the individual professors, and each course participant for classroom sessions to be recorded. Unless these permissions have been granted in advance, please refrain from recording any classroom session during the program.

Academic Integrity

a) Definition of Academic Integrity

We achieve academic integrity if we are honest and do not impinge on the intellectual rights of others, regardless of any motive. The purpose of the Academic Integrity System is to define academic activities that are dishonest and that can result in negative sanctions, and to provide a rationale for these policies.

All students are expected to conduct themselves in accordance with these rules and procedures, and to maintain the highest standards of academic integrity in pursuit of their educational and professional goals. FGV EBAPE reserve the right to use all legal means, including the submission of student work to electronic search engines to investigate academic dishonesty.

b) Violations of Academic Integrity

Academic misconduct or dishonesty is any action or failure to act that violates the Academic Integrity System. Rules governing academic integrity may relate to, but are not limited to, the following areas of concern:

- Cheating
- Group versus individual work
- Plagiarism
- False citations and false data
- Proprietary information
- Work submitted for multiple purposes
- Misrepresentation
- Unethical behavior related to the earning of a grade
- Assisting violations of others

- i. Cheating.** Cheating is the use of unauthorized materials, information, or study aids, written or oral, on in-class or take-home examinations, papers, case studies, or other academic exercises. To cheat or to assist a fellow student in cheating is tantamount to stealing someone else's intellectual property, and therefore constitutes academic fraud.

- ii. **Group versus Individual Work.** Teamwork and collaboration are core values of our community. Within group projects, we expect all individuals to contribute fully to the final joint product. Project tasks can be distributed among team members and consolidated into a complete product. Each group must collectively complete the project without discussion with others outside the group, unless directed otherwise by the instructor.

Any group work that carries your name implies your full contribution, and you are responsible for all the content of the group work. For assignments that are to be done individually, you may not discuss the assignment with other students unless advised otherwise by your professor. Also, you may not use any part of another student's work without attribution. Lastly, you may not give any of your work to another student.

- iii. **Plagiarism.** Plagiarism is the act of passing off as one's own the ideas or writings of another, whether intentional or unintentional. Verbatim text from another source must be quoted and cited. A paraphrase or summary of another's ideas must be cited where written; it is not enough to just list the source in references at the end of the paper.

These practices must be followed in any written work – notes and drafts as well as final products – that you hand in for use by others. Information obtained from web sites, personal interviews, and other students require citations just like information obtained from articles and books. The learning objective is to develop your own thinking, not to create a collage of borrowed ideas pieced together from other sources. To document sources identifies relevant prior knowledge and enables the reader to locate the source materials. It does not diminish your contributions, but rather it lends credibility to them.

Please be sure to read the information on this subject contained in Annex I.

- iv. **False Citations and False Data.** False citation is the attribution of intellectual property to an incorrect or fabricated source. False attribution undermines the integrity of the academic enterprise by severing a chain of ideas that should be traceable. False data are data that have been fabricated, altered, or contrived in such a way as to be misleading.
- v. **Proprietary Information.** Information, whether quantitative or qualitative, and whether written or oral, that is the property of another person or organization and that is not in the public domain that students receive for their educational purposes may not be used outside of its intended purpose or disclosed without the owner's explicit permission.
- vi. **Work Submitted for Multiple Purposes.** You may not submit your own work, in identical or similar form, for multiple purposes without the prior approval of all faculty members to whom the work will be submitted. This includes work first produced at FGV/ or at other institutions that you have attended. In some cases you may cite your own prior work, but confer with your professor(s) before doing so.
- vii. **Misrepresentation.** You should not provide inaccurate, misleading, or false information regarding your academic or professional experience or achievements, for example, in a resume, transcript, or other document or forum.
- viii. **Unethical Behavior Related to the Earning of a Grade.** Any unethical behavior that impacts the earning of a grade (letter, numeric, or pass/fail) is unacceptable and is subject to the same sanctions as other infractions related to the Academic Integrity standards.
- ix. **Assisting Violations of Others.** It is also a violation of the Academic Integrity System to assist another person in the violation of any of the Academic Integrity rules.

CPF (*Cadastro de Pessoa Física*) is a type of social/tax registration number, used in Brazil for a number of activities, such as financial operations (e.g. to open a bank account), the acquisition of goods (e.g. buying a cell phone), make online purchases (e.g. airline and bus tickets), as well as other activities related to the public and private sector. The CPF number is recorded in a databank managed by Brazil's Federal Revenue Service (*Receita Federal do Brasil*).

Obtaining your CPF Abroad

Please note that FGV's Office of Academic Records requires all international students to have a CPF number.

The Ministry of Foreign Affairs (MRE), in partnership with the Receita Federal, has implemented a new system to register Brazilian citizens and foreigners residing abroad in the CPF.

In this way, the process for obtaining the registration in the CPF has become simpler and can be done at the local **Brazilian Embassy or Consulate**.

In order to apply for registration in the CPF, the interested party should take the following steps:

1. Access the website of the IRS at <https://servicos.receita.fazenda.gov.br/Servicos/CPF/cpfEstrangeiro/Fcpf.asp>, choose the country of domicile, check the "registration" field, fill out the electronic form (please refer to the end of these instructions). Send the form and print it. If it is not possible to print, write down the protocol number generated by the site.
2. Present the printed form, or the protocol number, along with a copy of your personal (original) documents at a Diplomatic Mission with consular sector or in a Brazilian Consulate abroad. The required documents are listed below:
 - i. Document proving, unequivocally, the identity and nationality of the person concerned, as well as the city and date of birth;
 - ii. Electoral Title (only for Brazilians, who are obliged to vote, between the ages of 18 and 70);
 - iii. Electoral Justice Document attesting to the impossibility or lack of compulsory electoral enlistment, in the case of Brazilian citizens over 18 and under 70.

NOTE: if the request is made by a proxy, you must also submit:

- i. Identification document of the bearer of the Power of Attorney ("Attorney-in-Fact");
 - ii. Power of Attorney, with notarized signature;
 - iii. Document of the attorney-in-fact who proves his or her own registration in the CPF.
3. Upon receipt of the required documents, the Consular Authority will process the applicant's application for registration and disclose their CPF number immediately;
 4. Within 90 days of the date of request, the interested party may issue the proof of enrollment in the CPF on the website of the Brazilian Federal Revenue Service (through the link <https://servicos.receita.fazenda.gov.br/Servicos/CPF/ConsultaSituacao/ConsultaPublica.asp>).

In case of inaccuracy of the registration data, the interested party may request rectification at the Brazilian Consular Office, free of charge, within 90 days. After this deadline, the request will no longer be

considered a correction, but rather a change that can only be made by the Federal Revenue Service in Brazil.

If there is an inconsistency in the registration data, the request for registration will be forwarded to the Brazilian IRS, who will analyze the request. In this case, the applicant may follow the progress of his/her request on the website of the Internal Revenue Service (<https://servicos.receita.fazenda.gov.br/Servicos/CPF/cpfEstrangeiro/Fcpf.asp> link "Query Request Progress CPF").

NOTE: the electronic form for registration in the CPF can also be found in the English and Spanish versions:

- a)** English Version: <http://www.receita.fazenda.gov.br/Aplicacoes/ATCTA/CpfEstrangeiro/fcpfIng.asp>
- b)** Spanish Version: <http://www.receita.fazenda.gov.br/Aplicacoes/ATCTA/CpfEstrangeiro/fcpfEsp.asp>

FGV EBAPE has a resource entitled *Aluno Online*, which enables students to view online their grades, their transcripts, schedule, dates of exams, attendance, etc.

To access this resource you need to go to this webpage www.fgv.br/srarj and follow the steps below:

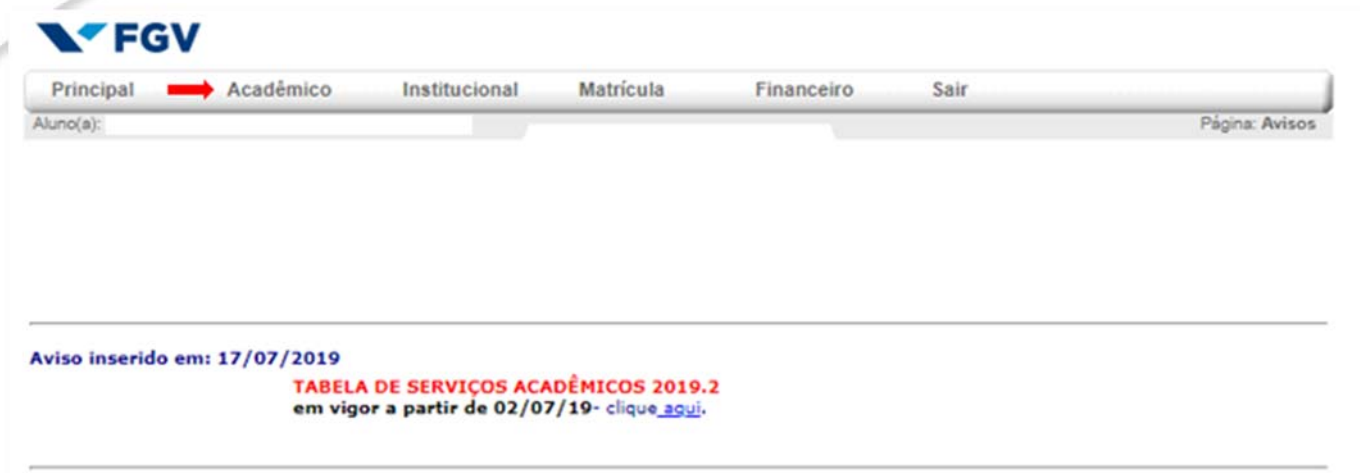
Click on ALUNOS. You will be redirected to the *Aluno Online* login page.



Use your student ID number (the one in your student badge) as your login (*Usuário*) and your personal password (*Senha*) to access the system.

Aluno Online Sections

When you access your page, you will find some sections. The **Acadêmico** (Academic) section has important academic information and, therefore, is the most used by students.



Principal **Acadêmico** Institucional Matrícula Financeiro Sair

Aluno(a): Página: Avisos

Aviso inserido em: 17/07/2019
TABELA DE SERVIÇOS ACADÊMICOS 2019.2
em vigor a partir de 02/07/19- [clique aqui](#).

On this section, the student might access some subsections, such as *Notas e Frequências* (Grades and Attendance), *Histórico Acadêmico* (Academic Transcript), *Disciplinas Matriculadas* (Courses Enrolled) and *Alterar Senha* (Change Password).



Principal Acadêmico Institucional Matrícula Financeiro Sair

Aluno(a): Página: Avisos

- Horário de Aulas
- Calendário
- Calendário de Provas
- Calendário de Faltas
- Notas e Frequências**
- Diário de Classe
- Publicações
- Disciplinas Matriculadas**
- Histórico Acadêmico**
- Disciplinas a Cursar
- Dados Cadastrais
- Dados do Processo Seletivo
- Aviso
- Alterar Senha**
- Pós Graduação
- Serviços

Aviso inserido
em vigor a partir de 02/07/19- [clique aqui](#).

In the *Notas e Frequências* (Grades and Attendance) subsection you will be able to see your grade and attendance against each subject. This is automatically updated every time a professor uploads this information.

In the *Histórico Acadêmico* (Academic Transcript) subsection you will be able to see your grade against each subject at the end of the semester/trimester. This is automatically updated every time a professor uploads the grades.

In the *Disciplinas Matriculadas* (Courses Enrolled) subsection you will be able to see all the courses in which you are enrolled.

In the *Alterar Senha* (Change Password) subsection you will be able to change your password to access the Aluno Online system.

Understanding your *Boletim Escolar* (Academic Report) and *Histórico Escolar* (Transcript of Records)

The *Boletim Escolar* (Academic Report) is one of the documents in which the students can see their final grades on the courses taken during their exchange period. The *Boletim Escolar* (Academic Report) shows the approved and failed courses.

In this document, there is some important information, such as the name of the courses (*Disciplina*) and the professor (*Docente*), as well as the students' final percentage of attendance (*Freq*), the students' final grade (*Conceito*) and the students' final status (*Situação*), regarding their grade and attendance.



BOLETIM ESCOLAR

Nome: _____ **Matrícula:** _____
Data de Nascimento: _____ **Local de Nascimento:** _____ **UF:** _____ **Nacionalidade:** _____
Título de Eleitor: _____ **Cert. Reservista:** _____ **RG:** _____ **EXP** _____
Filiação: _____
Curso Anterior: _____

CURSO DE GRADUAÇÃO EM ADMINISTRAÇÃO

Reconhecido pela Portaria nº 286, de 03/04/2017, publicada no DOU de 04/04/2017.

CONCURSO VESTIBULAR	Prestado no a. semestre do ano letivo de
Disciplinas Classificatórias	Total de Pontos
Total de pontos para classificação:	Classificação: o. Lugar

Ano/Período: 2017 / S2

Disciplina	TP	Docente	CH	Freq	Média	Situação
Corporate Social Responsibility	E	Hélio Arthur Reis Ingaray	30.00	88,24%	4.75	Rep Nota
Microfinance	E	Patrick Gottfried Behr	60.00	97,06%	6.50	Aprovado
Negócios Internacionais	O	Jonathan Van Speier	60.00	50,00%	0.00	Rep Freq
Strategic Management in Emerging Economies	E	Alexandre de Almeida Faria	60.00	90,00%	8.25	Aprovado
Welfare State: Social, Fiscal and Economic Development Policies for Emerging Economies	E	Monica de Maria Santos Fornitani Pinhan	60.00	72,22%	6.50	Rep Freq

Situation (status)

Rep Freq: it means that the student has failed the course due to attendance – he/she had less than 75% of attendance.

Rep Nota: it means that the student has failed due to grade – he/she has not achieved the minimum grade to pass.

Aprovado: it means that the student has passed – he/she achieved the minimum attendance and final grade to pass.

The *Histórico Escolar* (Transcript of Records) is the final document that will be sent to the students' home institution approximately **30 days** after the end of the semester/trimester. Unlike the *Boletim Escolar* (Academic Report), **the Transcript of Records only shows the courses in which the students have been approved.**

In this document, there is some important information, such as the name of the courses (*Disciplina*) and the professor (*Docente*), as well as the students' final percentage of attendance (*Freq*), the students' final grade (*Média*) in the course, and the students' final status (*Situação*), regarding their grade and attendance.

HISTÓRICO ESCOLAR



Escola Brasileira de Administração Pública e de Empresas

Nome :

Data de Nascimento **Naturalidade**

Identidade **Orgão Expedidor** **Data Expedição**

Filiação

Curso Anterior

Forma de Ingresso **Data do Vestibular** **Período de Ingresso** **Situação**

Matrícula :

Nacionalidade **CPF**

Título de Eleitor **Zona** **Seção** **Cert. Reservista**

CURSO DE GRADUAÇÃO EM ADMINISTRAÇÃO

Portaria de Renovação de Reconhecimento MEC/SERES nº 266, de 03/04/2017, publicada no DOU de 04/04/2017.

Ano/Período	Disciplina	TP	C/H	Docente	Titulação	Média	Situação
2019 / 2	Civil Society and Global Governance	E	30,00	Yuna Souza dos Reis da Fontoura	Doutora	9,27	Aprovado
2019 / 2	Corporate Social Responsibility	E	30,00	Hélio Arthur Reis Irigaray	Doutor	6,90	Aprovado
2019 / 2	Derivatives	E	30,00	José Santiago Fajardo Barbachan	Doutor	8,75	Aprovado
2019 / 2	Fundamentals of Marketing Analytics	E	30,00	Fabio Caldieraro	Doutor	8,40	Aprovado
2019 / 2	Strategic Management in Emerging Economies	E	60,00	Alexandre de Almeida Faria	Doutor	8,30	Aprovado
CR no Período: 8,32							
CR Acumulado: 8,32							

CR no Período/CR Acumulado

In the Fundação Getulio Vargas academic system, the grade point average of student courses is called a "Performance Coefficient" (C.R. for short, in Portuguese). This is calculated by taking the sum of the grades of the courses that are registered into the system and dividing it by the total number of courses. Courses dropped after the add-and-drop period will automatically be graded zero and included in the calculation, consequently lowering the overall average.

E-class

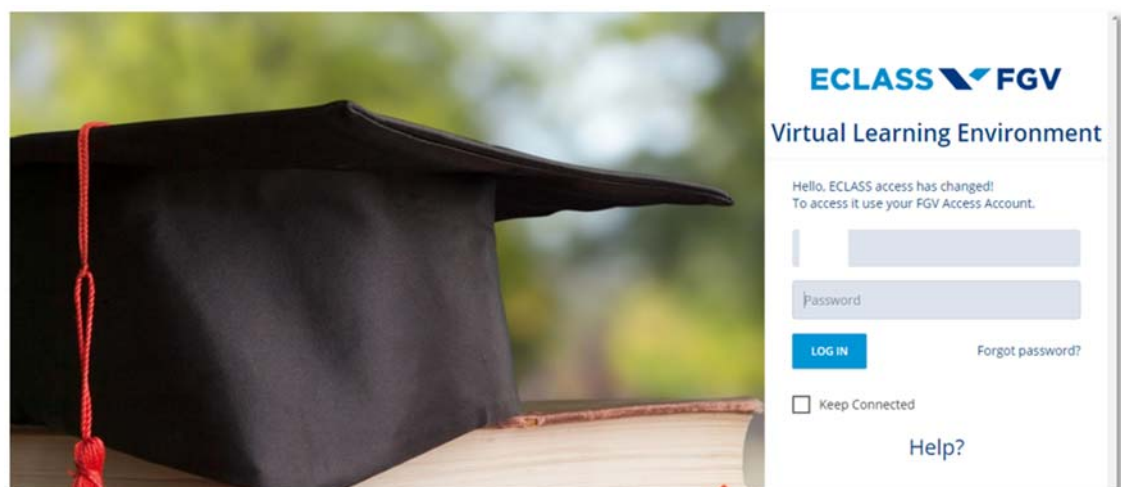
EBAPE uses a Learning Management System for posting its academic material, which we informally call E-Class. The system is used for:

- a) Posting information on the courses: objectives, professors, course description, methodology, evaluation criteria, required readings, etc.
- b) Uploading of teaching material: slides, class notes, articles, cases studies, exercises, papers, tutorials, videos, simulations, etc.
- c) Controlled upload of files: to receive student's work, sharing of files for group work, etc.
- d) Real-time and asynchronous electronic communication: notice board, email-lists, discussion forums, chat, virtual classroom, etc.

To access this resource you need to go to the E-Class [website](#) and inform your student ID number (the one in your student badge) as your login (*Conta de Acesso FGV*) and click on ENTRAR.



You will be redirected to the following page, where you should inform your password.



Library Biblioteca Mario Henrique Simonsen



Opening Hours

Monday – Friday, 8:15 am – 9:45 pm
Saturday, 08:30 am – 12:30 pm

General Information

E-mail address: bib@fgv.br
Web page: www.fgv.br/biblioteca-rj

Collection

The BMHS Library has a collection of more than 200,000 books and leaflets and 1,300 periodicals, as well as theses, reports, papers, video tapes, CD-ROMs and other documents in the areas of Economics, Law, Administration, Finance, History of Brazil, Applied Mathematics, Political Science and Sociology. It also holds copies of everything published by FGV.

BMHS is open to the public from Monday to Friday, however, publications can only be borrowed by previously registered students.

The library offers guidance about the use of the Sophia System, the location of works on the shelves, and the use of databases (CDs and electronic periodicals). For this service ring extensions 5916 or 5918, with a minimum notice of 24 hours, and speak to one of the librarians.

Services

- Consultation of local collection
- Domiciliary loans
- Inter-library loans: COMUT
- Reservation of material
- Consultation of databases over the Internet
- Consultation of Internet
- Electronic periodicals
- Guided visits and training of users
- Reprography
- International Inter-library loans: CLADEA (Only Articles)

Library Rules and Regulations

Responsibilities of the user (to register with the library, the student needs to present his/her school badge):

- Return borrowed material by the established due date.
- Advise any change in your address/place of residence.
- Pay all outstanding debt regarding fines, in case of delay in returning material.
- Replace material or pay the replacement value, in case material gets lost or is damaged.
- When entering the premises, please leave folders, books and bags in left-luggage (*guarda-volumes*).
- Please remain silent at all times.
- Switch off your cell phone.

Penalties

In case of delay in returning borrowed material, a fine will be charged for each publication, as per below:

INTERNAL user
R\$1.00 per day

EXTERNAL user
R\$2.00 per day

In case of loss or damage to borrowed material, in addition to the daily fines, the borrower will be obliged to replace the material with the most up-to-date issue (in case of books or special reference material) and replace periodicals with the same issue.

Material may be borrowed again if user has no outstanding issues with the library, such as failure to return material after loan period, debt regarding fines or loss/damage to material.



The Virtual System will automatically send users, who have previously registered, an email message informing them of the end of the loan period. Failure to receive this message does not exempt users from penalties regarding delay. Ensure that you frequently check the due dates of the material in your possession, via <https://sb.fgv.br/catalogo-rj/> > Login > Circ.Renovação

Borrowing Terms

Category	Quantity of material	Loan period
Master's and PhD	11 publications	14 days: book 7 days: periodical, thesis and dissertation
Postgraduate Cert Programs Diploma Alumni External user Undergraduate Member of Staff Intern	7 publications	7 days: book, periodical; thesis and dissertation
Libraries	3 publications	7 days: book, periodical



Reference material such as encyclopedias, dictionaries, maps, special collections and rare works are only available upon special request and must remain within the Library premises.

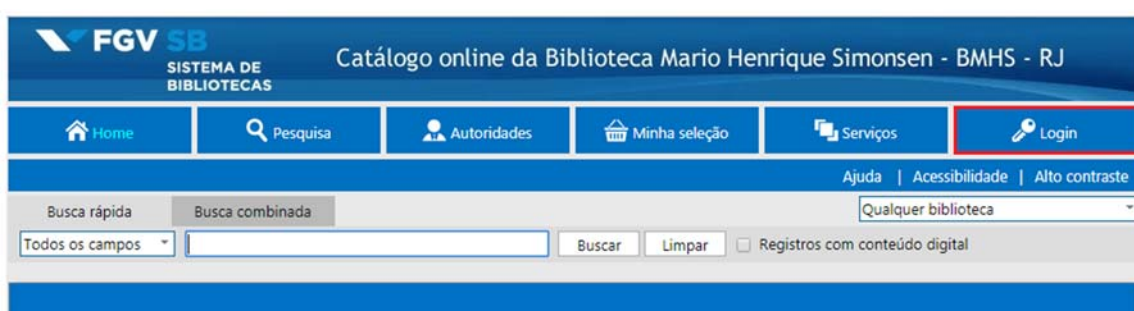
Renewal of loaned material

Can be done up to 5 times for a period equal to that of the loan period, if material has not been previously reserved (done online only).

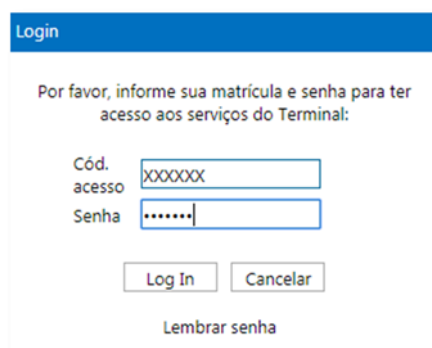
The Librarian has the discretion to suspend library membership, including access to the Internet, to borrowers who fail to return items or fail to pay charges after due notification or otherwise fail to comply with these rules and regulations.

Renewal can only be done online, therefore, the following steps must be followed:

1. Click on: <https://sb.fgv.br/catalogo-rj/>
2. Among the list of options, select "Login" in order to access your user account.



3. Your details will be requested in order to proceed with the connection. Please note that your Código de Acesso (access code) is the number code that is in your student badge, and that the Senha (password) is your passport number (minus the letters).

The image shows a login form titled 'Login'. The text reads: 'Por favor, informe sua matrícula e senha para ter acesso aos serviços do Terminal:'. There are two input fields: 'Cód. acesso' with a placeholder 'XXXXXX' and 'Senha' with a placeholder '.....'. Below the fields are 'Log In' and 'Cancelar' buttons. At the bottom, there is a 'Lembrar senha' checkbox.

4. The option "Circ./Renovação" will allow you to request the renewal of books already on loan.



Did you know that...?

Brazil is the world's fifth largest country by both population (approximately 210 million) and geographical area (3,287,597 square miles). It borders every other South American nation, barring Ecuador and Chile, and makes up 47 per cent of the continent (Brazilian Institute of Geography and Statistics – IBGE)

Brazil's total area is larger than the contiguous 48 American States.

Brazil's population is 208,846,892 (2018 estimate): country comparison to the world = 5 (CIA World Factbook)

Brazil is the world's 8th biggest economy (Center for Economics and Business Research, the World Bank – 2017 data and the CIA World Factbook).

Brazil is the largest domestic economy in Latin America, accounting for close to 50% of South America's GDP (DEPART. FOR INTERNATIONAL TRADE).

São Paulo is the 5th largest city economy in the world, by GDP, according to PwC (and projected to remain so in 2025) (<https://pwc.blogs.com/files/global-city-gdp-rankings-2008-2025.pdf>)

B3 (*Brasil, Bolsa e Balcão*), headquartered in São Paulo, is one of the Top 20 Stock Exchanges in the world (#18), by market capitalization (World Federation of Exchanges) and the largest in South America.

Brazil has been the world's largest producer of coffee for the last 150 years and is also the largest exporter of sugar, orange juice and poultry meat. (F.A.O.)

The Brazilian company Embraer is the world's largest manufacturer of regional jets. (<http://fortune.com/2018/07/05/boeing-embraer-jets/>)

The fourth largest regional market of automobiles in the world and seventh largest producer of vehicles in the world (DEPART. FOR INTERNATIONAL TRADE/Statistics).

Brazil has the largest healthcare market in Latin America, evaluated at approximately 21 billion dollars (DEPART. FOR INTERNATIONAL TRADE).

75% of all equities in Latin America are traded on BM&F BOVESPA-NOVA BOLSA: Founded in 1890, today BM&F Bovespa is the largest stock exchange in South America and 8th largest in the world by market capitalization (MarketWatch 2015).

Brazil hosted the 2014 Football World Cup and the 2016 Olympics.

With 116 million people connected, Brazil ranks 5th in the world in number of internet users. (Census USA and IBGE Census 2016).

Brazil is the second largest world manufacturer of denim and third largest textile manufacturer (Brazilian Trade Association for the Textile Industry - ABIT).

Brazil is self-sufficient in the production of cotton, producing 9.8 billion pieces of clothing, being a world reference in beachwear, jeanswear and home wear (ABIT).

Brazil has the world's largest reserves of tropical forest, biodiversity and flows of fresh water (25%).

It has the world's largest underground reservoir (Guarani Aquifer). (The Daily Telegraph)

The Amazon River is the world's largest by volume of water discharged. Around 209,000 cubic meters per second flow into the Atlantic Ocean – more than the next seven largest rivers combined and enough to fill Lake Baikal – the world's deepest lake – in less than four years. During the wet season the river is up to 30 miles wide. (The Daily Telegraph).

Brazil is the world's largest renewable energy market, thanks to its hydropower and its long established bio ethanol industry, the latter of which has thrived alongside the country's sugarcane industry. (The Daily Telegraph)

The largest port in South America is Santos, in the State of São Paulo. It is the point of access for most imports from Europe. (The Daily Telegraph)

Brazil has more than 4,000 airports – more than any other country other than the US (which has a remarkable 13,513). (The Daily Telegraph)

Oscar Niemeyer, the chief architect of Brasilia's public buildings, has designed more than 500 structures, most of which can be found in Brazil. The distinctive Cathedral of Brasilia is one of his most famous. It features 16 90-ton columns and a 66-foot bell tower, entrance is via an underground tunnel, and inside are three angels suspended by steel cables. (The Daily Telegraph)

Brazil has 20 Unesco World Heritage Sites. Among the best known is the Iguacu National Park, home to one of the world's largest and most impressive waterfalls at 1.7 miles wide and with a total of 275 drops. It is also occupied by several rare and endangered species, among them the giant otter and the giant anteater. The newest is the Pampulha Modern Ensemble, a garden city project by Oscar Niemeyer, added by Unesco in 2016. (The Daily Telegraph)

Brazil is a world leader in the following sectors (Source: Governo do Brasil)

- Largest producer of regional aircraft and the fourth largest producer of commercial aircraft;
- Largest producer of coffee, oranges and guaraná;
- Largest producer of sugar cane (along with India);
- Largest producer of eucalyptus pulp;
- Largest exporter of poultry, second of beef and the fourth largest exporter of pork;
- Largest exporter of sugar and orange juice;
- Second largest exporter of soy complex (grain, meal and oil);
- Second largest producer of iron ore;
- Second largest producer of organic food;
- Third largest producer of soft drinks;
- Third largest consumer market for cosmetics;
- Third largest producer of shoes;
- Third largest producer of bauxite;
- Third largest producer of fruits;
- Third largest producer of GM foods

Here are a few websites that may provide useful background on Brazil, its market and current political and economic conditions

Latin Trade magazine (US site): www.latintrade.com

Folha de São Paulo: www.folha.uol.com.br

Estado de São Paulo: www.estadao.com.br

Brazil Development Bank:

https://www.bndes.gov.br/SiteBNDES/bndes/bndes_en

Brazil Central Bank: www.bcb.gov.br

ApexBrasil – Trade and Investment Promotion Agency:

www.apexbrasil.com.br

Brazilian Government Portal:

<http://www.brazilgovnews.gov.br/>

General notes on Brazil

Brazil's name is derived from the ember-red color of a rare wood, *pau-brasil* (Brazil-wood). Discovered in 1500, Brazil had its birthplace in the State of Bahia. Brazil was initially occupied along the coast and expanded westward during the 17th century. During the 18th century, with the discovery of gold, the already continental territory was consolidated in Minas Gerais.

In 1763, Rio de Janeiro became the capital of the country. At the end of the 19th century, in 1889, the former Empire was transformed into a Federative Republic. In 1961, the capital was transferred to Brasília, in the heart of the Central Plateau.

Brazil is a large exporter of industrialized products, technology and engineering services, e.g. cars, consumer goods, highways, airports, deep water oil prospecting, hydroelectric generating projects, as well as of raw materials and agricultural products. The Brazilian electronic banking system is sophisticated.

Many major multinational banks and companies have had representation in the country for a long time, e.g. HSBC, Lloyds, BAT, Glaxo, Reckitt & Colman, Zeneca, Uni-Lever, RTZ, Shell, Rolls Royce, Pilkington, General Motors, Ford, Volkswagen, Siemens, Rhone-Poulenc, etc.

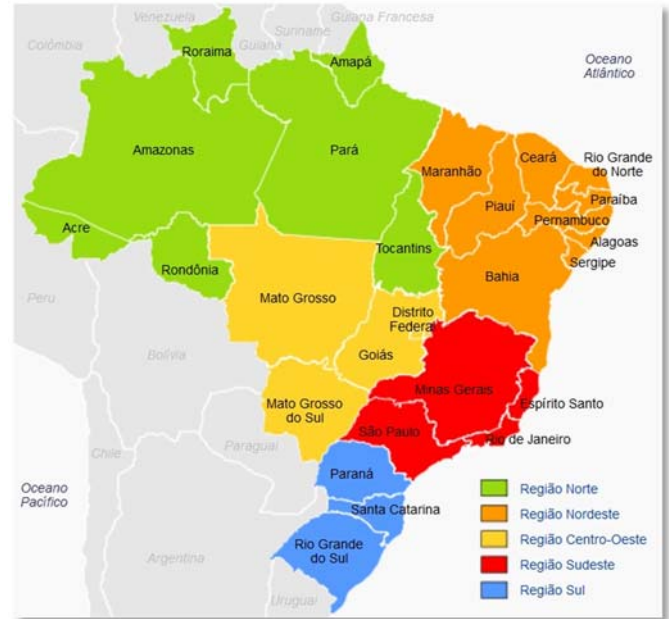
Brazil is a democratic federal republic, consisting of 27 states and the Federal Capital, Brasília. The country's political organization is based on a system of tripartite power: the Executive, the Legislative and the Judiciary Branch of Government. The President is elected with a mandate of four years with the possibility of re-election. The Presidency has wide powers, including the power to veto decisions of Congress. The Legislative Branch of Government, represented by the National Congress, is bicameral, consisting of the Chamber of Deputies and the Federal Senate. The states are autonomous. Their heads, the governors, are elected for a term of four years. General elections held in 2018 elected Jair Bolsonaro as President of the Republic.

Area: Eight and a half million square kilometers, with 7,367 kilometers of Atlantic coastline.

Population: 210, 147, 125, according to data provided by IBGE (Brazilian Institute of Geography and Statistics), from July, 2019.

Language: Brazil's official language is Portuguese. Spanish is very similar to Portuguese and Brazilians understand it easily. If you feel the need to speak Spanish make it clear you are aware it is not the national tongue. Most Brazilians do not speak or understand much English. However, most are helpful to foreigners, and in the more expensive hotels and restaurants and in large companies, particularly in the major capital cities, you will be usually understood.

Religion: There is religious freedom, with no official religion. However, over 100 million people profess to be Roman Catholics. Diverse evangelical cults have approximately 30 million followers. Statistics on animistic manifestations, such as spiritism, *umbanda* and *candomblé*, are unreliable; but it is estimated that they have a total of approximately 5 million adherents.



Money

Currency

The unit of currency is the "Real" (R\$) implemented as from July 1994. Notes in circulation include: 100 reais (R\$100), 50 reais (R\$50), 20 reais (R\$20), 10 reais (R\$10), 5 reais (R\$5), and 2 reais (R\$2). Coins in circulation include: 1 real (R\$1), 50 centavos (R\$0.50), 25 centavos (R\$0.25), 10 centavos (R\$0.10), and 5 centavos (R\$0.05).



Credit Cards

In Rio there is an extensive network of ATMs. Most major credit cards are accepted in Brazil (VISA – the most widely accepted – and MasterCard; American Express, Diners Club – less accepted.)

Your credit card might not work in cash dispensers, but those marked 'Banco 24 Horas' will dispense cash against most international cards. Non-ATM cash advances against credit cards are possible (e.g. at some banks), but the process can be complicated.

Please be advised that you might not be able to withdraw cash from an ATM after 10 pm.

Personal Security Advice in Brazil

Tourist Police: +55 21 2332-2924

Police: 190

Ambulance: 192

Fire: 193

Levels of crime and violence can be high, especially in major cities; therefore, you should be vigilant, especially when going out after dark. Nevertheless, **you may take comfort in the knowledge that the vast majority of visits in Rio de Janeiro take place without incidents.** Below are suggestions of some precautions you should take during your stay:

- Avoid carrying large quantities of cash and valuable objects (expensive cameras, etc.).
- Brazilian law requires that everyone **carry identification at all times**. It is advisable **not** to carry your **original** passport with you, but, rather, have a copy of the main pages (number, identification and visa, if any).
- Beware of pickpockets, particularly on public transport and on beaches. Never leave personal belongings unattended.
- Avoid using expensive-looking jewelry and items such as expensive watches and large wedding rings.
- In the unlikely event that you are threatened, hand over whatever you are carrying without delay. **DO NOT RESIST**. Always carry some money to hand over to a mugger, to avoid dangerous disappointment.
- Do not walk alone on the streets when it is dark or at any time in deserted areas.
- It is not advisable to walk alone along the beach or by the lagoon at night, even though these places are very well lit.

Immunization

Although the Brazilian government does not require any specific immunizations for adults coming to Brazil, we recommend that you bring along your immunization record (International Certificates of Vaccination) or some other official statement showing which vaccinations you have had.

The record must show the date of the vaccination and the type of serum used. Whenever possible, we would recommend that you vaccinate against yellow fever, as this disease is endemic to all the countries in South America.

Telecommunications

You can make local, inter-city and international calls by buying telephone cards at the airport, from bars or newspaper stands.

- To place an international call: 00 31 or 00 21 + country code + area code + telephone number.
- To place a call to other Brazilian cities: 0 31 or 0 21 + area code + telephone number.

If you wish to buy a local cell phone, there are several different cell phone providers throughout Brazil. The companies which provide national coverage are: Vivo, Tim, Claro and Oi. It is a good idea to check with each one to find about special offers they may be having that might best suit your needs.

Travelling in Brazil

By Plane

Due to its continental proportions, it is faster and easier to visit other parts of Brazil by plane, even though air travel here can be quite expensive. The main national carriers that fly from Rio's national (Santos Dumont) and international (Galeão) airports are LATAM, GOL and AZUL. It IS mandatory to carry with you OFFICIAL identification.

Travel documents accepted for foreign passengers

- Passport;
- *Carteira de Registro Nacional Migratório* (CRNE): For those foreigners who have a permanent residency permit (if the final document has not yet been issued, the traveler may use the receipt document – *protocolo*) for a maximum period of 180 days from the day the request for the document was filed;
- Diplomatic or consular ID or similar legal travel document, as per diplomatic agreements.

NOTE: In case the travel document has been lost or stolen, a *Boletim de Ocorrência* – BO (police report), may be accepted, provided it has been issued within 60 days.

Some of the most popular internal flight times

- | | |
|-----------------------------------------|-------------------------------------|
| • Rio de Janeiro - Belo Horizonte: 50m | • Rio de Janeiro - Manaus: 5h |
| • Rio de Janeiro - Brasília: 1h 30m | • Rio de Janeiro - Natal: 3h |
| • Rio de Janeiro - Campo Grande: 3h 30m | • Rio de Janeiro - Porto Alegre: 2h |
| • Rio de Janeiro - Curitiba: 1h 30m | • Rio de Janeiro - Recife: 2h 45m |
| • Rio de Janeiro - Fortaleza: 4h 25m | • Rio de Janeiro - Salvador: 2h |
| • Rio de Janeiro - Foz do Iguaçu: 3h | • Rio de Janeiro - São Paulo: 55m |

By Bus (Coach)

Despite the distances involved, it is possible to travel from Brazil to another country by bus. The journey to Buenos Aires from Rio de Janeiro, for example, takes 44 hours and covers some 2,900 km (1,800 mi). Reservations should be made in advance through a travel agent or at the bus terminal. Immigration formalities take place at the respective borders.

Nationally, there is an extensive internal bus service linking all the main Brazilian cities. While this is an inexpensive way to view the country, distances can be considerable. Brazil has over one million miles of roads.

Distance by road from Rio de Janeiro to some of the main Brazilian cities

- | | | |
|-----------------------------------|-------------------------------------|---------------------------------|
| • Belém: 3,240 km – 2,014 mi | • Foz do Iguaçu: 1,500 km – 932 mi | • Recife: 2,460 km – 1,529 mi |
| • Belo Horizonte: 442 km – 275 mi | • João Pessoa: 2,575 km – 1,600 mi | • Salvador: 1,726 km – 1,051 mi |
| • Brasília: 1,140 km – 711 mi | • Manaus: 4,410 km – 2,741 mi | • Santos: 500 km – 311 mi |
| • Curitiba: 835 km – 520 mi | • Natal: 2,680 km – 1,709 mi | • São Paulo: 429 km – 266 mi |
| • Fortaleza: 2,900 km - 1,771 mi | • Porto Alegre: 1,555 km – 963,1 mi | • Vitória: 525 km – 319 mi |

General Information

Water

Tap water is not to be drunk in Brazil.

The safest is to drink mineral water. There is no need to use mineral water for personal wash and tooth brushing. It is highly advisable, however, to disinfect fresh produce before consumption: wash thoroughly and soak for 10 minutes in water with a few drops of vinegar or chlorine for salads (e.g. "clor-in").

Tipping

Waiters' tips are usually included in the bill (it is shown as "service charge", usually of 10%). When not included in the bill, recommended tips range from 10% to 15%. It is also customary to tip other attendants such as doormen, car park valets, supermarket hands etc. A tip of R\$ 5.00 is fine.

Electricity

In Rio voltage is usually 110 volts, AC at 60 cycles. Plugs are normally two pin, flat or round, or three-pin (round). Most hotels and flats have dual voltage sockets for electric shavers. If you are bringing a laptop computer, the telephone jack is of the American type. Check before you plug. **Make sure you bring an adaptor that is not too bulky, so that you don't have difficulty plugging in your laptop.**



Clothing

For meetings, exhibitions, cocktail parties, a suit (matching outfit for women) is normal, especially in business circles. On other occasions clothing is relaxed. The seasons in Brazil are the opposite of those in the Northern Hemisphere.

In the Southern states, winters can be cold, cardigans and blazers are suitable; better still, warm layers to wear with light clothes. It can be hot any time of the year, though in major cities most people stick to business attire where required, despite a degree of discomfort.

Climate

Annual average in Rio is 16°C-25°C. During winter 5°C-20°C and summer 30°C-35°C. The weather is very hot and humid in the summer (November-February), and during this season, you should expect summer thunderstorms, which can leave some streets knee high in water. Winter (June-September) is mild, with occasional colder days, but a light sweater is usually enough.

ENSURE YOU WEAR SUNSCREEN DURING THE DAY. We recommend you bring sunscreen from home, as it is quite expensive in Brazil. We also recommend that you bring insect repellent, as the mosquito population can increase considerably during the summer months.

Business Hours in Brazil

Banks: Monday to Friday from 10h to 16h

Government Offices: Monday to Friday from 09h to 17h

Business and Industry: Monday to Friday from 09h to 18h

High Street Shops: Monday to Saturday from 10h to 19h

Shopping Malls: Monday to Saturday from 10h to 22h; Sunday from 15h to 21h

Pharmacies: Sunday to Saturday from 08h to 22h

Drinks

The standard aperitif is *caipirinha*, made of fresh lime juice, sugar, sugarcane spirit (*cachaça*) and ice (be warned – a normal-sized *caipirinha* contains alcohol equivalent in strength to about two US doubles!). Local beer is mostly of lager-type, and of good quality. Try *chopp* (local draft beer) and *guaraná* (local soft drink, made from a fruit originally from the Amazon). Local wine is improving, especially the ones from the south.

In restaurants, some coffee shops, snack bars and bars you should try natural and fresh tropical fruit juices. Coconut milk (*água de coco*) is very reasonable, refreshing (particularly good for curing those hangovers!). There are some juices mixed with milk that are called *vitaminas*, they're made with an infinity of mixtures of fruits such as mangoes, *acerolas*, pineapples, bananas, oranges and guavas. There is also an alcoholic drink called *batida*, a typically Brazilian drink mixed with ice cubes, fruit, sugar, milk or condensed milk and *cachaça*.

Food

The country has a rich regionalized cuisine. Each region has its festive food, but the *feijoada*, from Rio de Janeiro, is considered by many the most typical Brazilian dish. It consists of a big casserole of black beans with a thick juice cooked together with salty, fresh, and smoked meat (usually pork).

In Rio de Janeiro and any other major capital in Brazil you can get the cuisine of almost everywhere in the world, good quality food at reasonable prices, because of the diversity of the immigration: Italian, Chinese, Japanese, French, etc. Other dishes worth trying in Brazil are *Muqueca* (stewed fish) and *Rodízio* or *Churrasco* (barbecued meat and poultry).

Social Etiquette

Brazilians are generally friendly and relaxed. Shake hands every time you meet or take leave of a Brazilian (even if you have met the person previously the same day). Among women, it is normal to exchange kisses on the cheek (but not a rule). Back-slapping (men) and hugging (women) between friends and acquaintances is commonplace.

Visitors should keep appointments at the stated hour until they are aware of the situation locally. In Rio punctuality is generally expected, but in other states this may be more flexible. A ten-minute delay is acceptable. Due to heavy traffic that can occur at any hour in the city, people are usually understanding of delays, but a phone call is expected.

Rio de Janeiro

Rio de Janeiro, one of the biggest economic and cultural centers of South America, is located in the heart of the Southeast Region, where 60% of Brazilian GDP is concentrated. Rio de Janeiro is well known for the beauty of its beaches and of its peaks, ridges, and hills - all partly covered by tropical forests.



The city is a centre of leisure for domestic and foreign tourists, and people wearing bathing suits can be seen walking along the beaches or travelling on the city's buses.

Perhaps at no time is the city's festive reputation better displayed than during the annual pre-Lenten Carnival, which enlivens the city night and day with music, singing, parties, balls, and street parades of brilliantly-costumed dancers performing to samba rhythms.

Forty per cent of the state's population are concentrated in the capital and spread over more than one hundred and fifty districts. Some of these are of the traditional kind such as Santa Teresa, which is reached by crossing an ancient aqueduct known as Arcos da Lapa. Other neighborhoods include the chic Leblon and modern urban centers such as Barra da Tijuca.

Population

State: 16,718,956 inhabitants

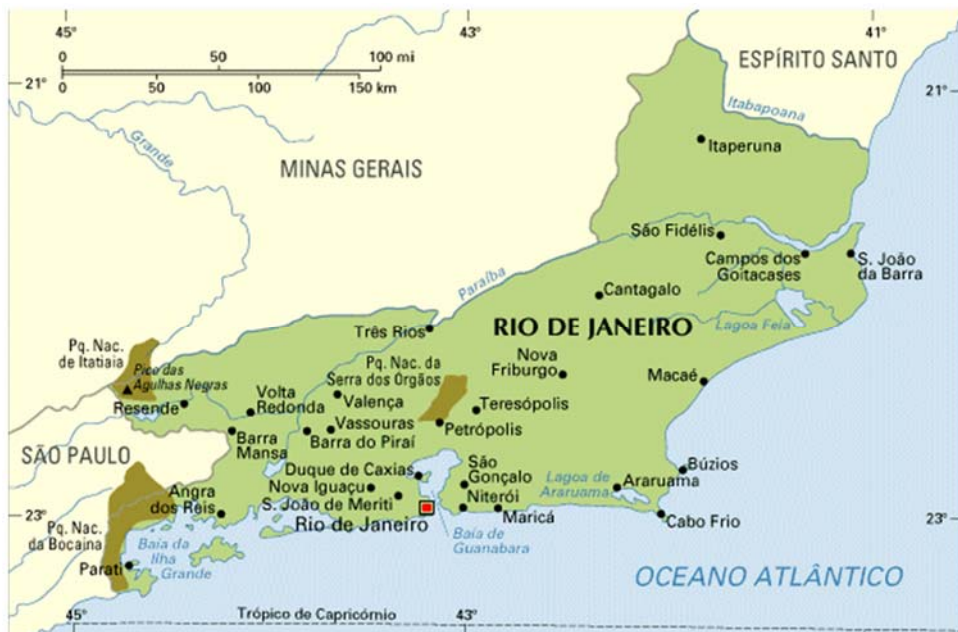
City: 1,200,279 Km² *

City: 6,718,903 inhabitants *

(*) Not including the greater metropolitan area

Area State: 43,696.1 Km²

Capital: Rio de Janeiro



Rio is...

... **the former capital of Brazil.** The city of Rio was the capital from 1822 until 1960, when the national capital was moved to Brasília. For almost two and a half centuries, from 1716 to 1960, the city of Rio de Janeiro was the capital of firstly the Colony, then the Empire, and then finally the Brazilian Republic. Following this, Rio lost its political status but not its charm or the title of **Cidade Maravilhosa** (Marvelous City). Many see it as the capital of culture and the social scene, although São Paulo would hotly dispute these claims. It is still the main gateway for incoming foreign visitors and is without doubt the tourist capital of Brazil.

... set on a strip of Brazil's Atlantic coast, close to the Tropic of Capricorn, where the shoreline is oriented east-west, the city facing south. The city was founded on an inlet of this stretch of the coast, **Baía de Guanabara** (Guanabara Bay), the entrance to which is marked by a point of land called **Pão de Açúcar** (Sugar Loaf).

... home to **90 km of beaches**, the **Parque Nacional da Floresta da Tijuca** (Tijuca National Park) – the biggest urban forest in the world with 3,200ha of Atlantic Rainforest – and lots of other state parks, beaches and lagoons. Rio de Janeiro boasts one of the **7 Wonders of the Modern World**: the Statue of **Cristo Redentor** (Christ the Redeemer), standing 30 meters (98ft) tall and overlooking the city, is one of the tallest statues in the world.

... the second most important **industrial area** of Brazil after São Paulo. Large shipyards and an electronics-computer sector have been added to the older industries of metallurgy, engineering, wearing apparel and footwear, textiles, non-metallic mineral products, food and beverages, chemicals, pharmaceuticals, and printing and publishing. The state's economy revolves around

... the country's second most important industrial base. Of particular significance are the industries concerned with metallurgy, steel, chemicals, foodstuffs and mechanics. Also of vital importance are publishing and graphics, paper and cellulose production, mineral extraction and petroleum derivatives. The state's GDP accounts for 11.2% of the national GDP.

... **the largest producer of Oil & Gas in Brazil** – 82% of national production; and 40% of natural gas production. The joining together of the old capital and the state of Rio de Janeiro created a significant economic force. The new state has become Brazil's largest producer of oil. This oil-field was discovered in 1974 and using Brazilian-made deep-water exploration technology, production from the Campos basin has reached the level of 52,600 m³ (330,000 barrels) a day, accounting for 70% of Brazil's total oil output.

... **one of the main worldwide destinations for business events** – 9th in the ranking in 2001, according to International Congress and Convention Association-ICCA. Rio de Janeiro was one of the host cities for the 2014 FIFA World Cup and the host city of the 2016 Olympics.

... **a cultural hub in Latin America.** In the downtown area, the golden age of the city has left a legacy in the form of numerous public buildings, such as the **Theatro Municipal** (Municipal Theatre), the **Museu Nacional de Belas Artes** (National Museum of Fine Arts), and the **CCBB – Centro Cultural do Banco do Brasil** (former headquarters of the Bank of Brazil) which nowadays is a dynamic cultural center. The **Palácio do Itamaraty** (Itamaraty Palace), once seat of the republican government, is a well preserved building.

Arrival

Transportation from the Airport (RIO Galeão International Airport)

We recommend that you take a pre-paid airport taxi. It is safest to travel by a pre-paid airport taxi rather than a metered common taxi.

The regular taxi kiosks are located across the hall, as you exit customs and enter the ARRIVALS lounge. There are a number of cooperative taxis, which charge high fares, but if you opt for either **AEROTAXI** or **AEROCOOP**, then their tariffs are more reasonable (they are the regular taxis that are permitted to operate at the Galeão airport). You can pay a flat rate at the kiosk (please see photo of the kiosks) and with the voucher proceed to the taxi rank.



Regular taxi kiosks - Arrivals lounge

“Bandeira” or “Bandeirada” are taxi fare regimes, which change depending on whether it is after a certain hour of the night or a particular holiday. Bandeira 2 is in place between 6 am and 9 pm, Monday to Saturday, all day Sunday, as well as during public holidays, or as otherwise determined by City Hall. Be prepared to pay extra for pieces of luggage carried in the trunk of the car. It is not advisable to use the shared airport limousine minibus services.

Find out the bus options for getting to and from RIO Galeão – Tom Jobim International Airport, including fares and the best routes: <http://www.riogaleao.com/en/transport-parking/buses/>.



NOTE: there are a number of individuals accosting passengers (particularly foreigners) offering taxi services. IGNORE THEM and proceed straight to the taxi kiosk, referred to above.

Exchanging Currency

You can exchange currency at the airport, where there are bureaux de change (Casas de Câmbio) with varying opening hours. At Rio de Janeiro’s International airport, you can exchange your money at:



Global Exchange

Terminal 2 – Ground floor: Arrivals
Terminal 2 – First floor: mezzanine, Arrivals
Terminal 2 – Second floor: Departure
Opening hours: 6 am to 10 pm



Banco Safra

Terminal 2 – First floor: mezzanine, Departure
Opening hours: 6 am to 10 pm

ATM’s at Rio de Janeiro’s International Airport

Itaú Bank

Terminal 1 – Second Floor, Departure
Opening hours: 6 am to 10 pm

Santander Bank

Terminal 1 – Second Floor, Departure
Opening hours: 6 am to 10 pm

Banco do Brasil Bank

Terminal 1 – Second Floor, Departure
Opening hours: 6 am to 10 pm

Banco 24 Horas (24 hour withdrawal) and Caixa Econômica

Terminal 2 – Ground Floor, Domestic Arrivals

For further information, check: <https://www.riogaleao.com/passageiros/facilities>

Housing

Please note that Fundação Getulio Vargas does not have its own housing (residences), therefore out-of-town and international students will need to seek private accommodation. Although staff at the International Office is not able to find private accommodation on a student's behalf, they can give help and advice on finding somewhere to live.

Useful links

ULiving (<https://uliving.com.br/en/>)

A British company that specializes in developments geared towards housing for students and visiting professors. ULiving provides furnished apartments for mid and long term stay (e.g. six months' exchange) with complete infrastructure, with competitive prices.

ULiving Brasil has just inaugurated their brand-new premises in Rio. It is located right in front of Flamengo Beach and 200m from the Catete metro station – this is a 25 minute-walk from FGV EBAPE and 15 minutes by subway.

roomgo (<https://www.roomgo.com.br/>)

A well-known website for those seeking to rent a room in Rio de Janeiro.

Airbnb (<https://www.airbnb.com.br/>)

A well-known website for those seeking accommodation in Rio de Janeiro.

REI Moradias

(<https://www.facebook.com/groups/REIRIOMoradias/>)

A Facebook group where exchange students or their friends post info on available accommodation.

DISCLAIMER. FGV EBAPE's International Office has listed the above service providers for information purposes only. FGV EBAPE's International Office does not provide endorsement of the services provided whatsoever, whether expressed, implied, or statutory.

In no respect shall FGV EBAPE's International Office incur any liability for any personal injuries, theft, loss or damage of personal property, or any occurrence arising out of, resulting from, or any way connected to the use of the services listed.

Health and Medical Care

Most Brazilian cities have a number of health care services available, ranging from modern state-of-the-art facilities to poorly equipped units. It is a good idea to become familiar with the well-regarded health care providers in the city you will be visiting. There are 24-hour pharmacies on all main shopping streets, and the pharmacists can help with simple health problems. Brazilian doctors tend to be specialists rather than general physicians.

Health Insurance. International **students are required to acquire health insurance** before coming to Brazil. In case of accidents or illness, usually the student pays upfront and then claims back from the insurance company. Most hospitals accept credit cards.

FGV Health Center

FGV has a health center, with a General Practitioner and a registered nurse, located on the 15th floor of the main building, and, as an international student, you will have access to this service. The center is open from 8am to 10pm and there is a doctor available from 9am to 1.30pm and from 2pm to 4 pm.

In case of an emergency, find out the best and nearest hospital to go to. If you want to make a routine appointment, request references for a medical practitioner from a reliable source. You can check with your consulate or your contact at Fundação Getulio Vargas. Additionally, hotels can usually find appropriate doctors or dentists if you need one.

Private Hospitals in Rio de Janeiro

Hospital Samaritano

Website: <http://www.hsamaritano.com.br/index.php>
 Rua Bambina, 98 – Botafogo
 Tel: +55 21 2537-9722
 Emergency: +55 21 2535-4000

Copa D’Or Hospital

Website: <http://www.copador.com.br>
 Rua Figueiredo de Magalhães, 875 – Copacabana
 Tel: +55 21 2545-3600

Clínica de Saúde Pinheiro Machado

Website: <http://www.cspm.com.br/site/>
 Rua Pinheiro Machado, 151 – Laranjeiras
 Tel: +55 21 2125-4882

Policlínica Botafogo

Website: <http://www.policlinicadebotafogo.com.br>
 Avenida Pasteur, 72 – Botafogo
 Tel: +55 21 2295-3080
 Emergency: +55 21 2244-8744

Getting Around in Rio de Janeiro

Taxis

Taxis in Rio are plentiful and you can hail the regular taxis (yellow cars) on the streets, find them at taxi ranks, or book them by phone. Fares are payable in accordance with the meter, which shows the precise fare to be paid in local currency. When paying, it is customary to round up the fare to the nearest real.

There are many taxi company mobile apps in Rio, which makes it easier and safer to get a cab to get around in Rio. The most used ones are “Easy Taxi” and “99 Taxis” (the mobile apps allow you to choose the method of payment and to see which car is picking you up). An alternative to taxis is Uber, which offers good service with cheaper rates.

Metrô (Subway System)

The subway system in Rio is good, cheap, safe, clean and quick, but it does not cover much of the city, as it is relatively small.

The subway operates from 5am to Midnight from Monday to Saturday, and from 7am to 11pm on Sundays and public holidays.

You may buy the tickets at the ticket kiosks inside the stations from 5am to 10 pm.



There are two possible options regarding subway tickets:



1. The Pre-paid card (GIRO), which is rechargeable, and can be used several times. You pay R\$ 3,00 to buy the card, and the first charge must be at least R\$ 5,00 and the minimum recharge is also R\$ 5,00.
2. The Single (Unitário) ticket, which allows you to take the subway only once (single journey). It costs R\$ 4,60.

Buses

You can go anywhere by bus within the city, but make sure you know what bus number you need beforehand. Although they are generally safe during the day, they should be avoided late at night. Understanding the city bus routes is easy but a good city map will help. You can check the *Vá de Ônibus* [website](#) for more information on the bus lines and their itineraries.

Shopping

Wise buys

You can buy almost anything in Rio. Shops tend to close on Saturday afternoons, but the large, air-conditioned shopping malls are often open until later and on Sunday afternoons. *Ipanema* and *Leblon* districts have interesting shops. Brazil national soccer kits are also available, in all sizes, at airport stores and in malls.



Haggling in Brazil is not a normal practice except perhaps in some street markets

The most obvious souvenirs are Amerindian art and trinkets, along with gems and polished stones. These are available in specialty stores at open-air markets.



The Feira de Arte de Ipanema (more commonly known as the Hippie Fair) is the most well-known and popular street market in the south zone of the city. Stalls of various goodies are set up every Sunday around the perimeter of Praça General Osório (General Osório Square in Ipanema), while the center of the square is reserved for artists selling much larger canvases and artworks. For unique souvenirs, there is no better place in Rio to go. (theculturetrip.com)

Brazil is also home to *H. Stern*, an international jeweler, which has boutiques in Ipanema and in most shopping malls.

Typical things to buy from the hippie fair © Paula Cristine/Flickr

The Saara Street Market is a neighborhood that borders the City center (financial district). *Saara* was originally a warren of shopping streets dominated by Arab merchants, who were later joined by Jewish traders and then a host of others, all of whom created the unique low-budget shopping experience of today.

Other interesting markets to visit in Rio include the *Feira dos Nordestinos* in São Cristovão, a market that brings to the people of Rio a little bit of Brazilian northeastern culture, with many options of entertainment. There, you may acquire traditional northeastern goods and craftwork and have a feast with the meals that are offered, as well as party to the sounds of northeastern music – *Forró* music is played extensively on weekends.



Shopping Rio Sul

The largest and main shopping center in the south zone of the city, it is four stories high and has a food court with a good assortment of restaurants.

Address: Rua Lauro Muller, 116 – Botafogo

Open from Monday to Saturday, from 10am to 10pm and on Sundays from 3pm to 9pm

Botafogo Praia Shopping

With arguably the best view of Baía da Guanabara and the Pão de Açúcar, it is eight stories high, with very good infrastructure and restaurants.

Address: Praia de Botafogo, 400 – Botafogo

Open from Monday to Saturday, from 10am to 10pm and on Sundays from 3pm to 9pm

Shopping Leblon

It is a fairly new shopping center, with very good infrastructure, many sophisticated stores, good restaurants and cafes.

Address: Av. Afrânio de Melo Franco, 290

Open from Monday to Saturday, from 10am to 10pm and on Sundays from 3pm to 9pm

Nightlife and Entertainment

If you are coming from a country with tight drinking regulations, note that the concept of brown bagging is completely alien to Brazilians (and laughable, if you try to explain it). Even simple street bars, known as *botequins* or *pés-sujos*, are licensed - and you do not have to hide what you are drinking! Beer, shots of *cachaça* and *caipirinhas* are available everywhere, even at the beach. **Establishments are not permitted to serve alcoholic beverages to under 18's.**

Rio de Janeiro has a **musical** soul. The Marvellous City can rightfully claim to be the birthplace of both *Samba* and *Bossa Nova*! Of course there's plenty of room for other Brazilian, Latin, and international music as well. From mega-shows and events like Rock in Rio, to intimate cafes and lounges with live music, to free presentations at beaches and parks, you will certainly find something interesting to see.

Eating out in Rio

Rio has a wide variety of restaurants and if you want to try typical carioca food, you should try going to a *churrascaria* (barbecue restaurants), which is often on an all-you-can-eat basis, in which you are served limitless amounts of beef, chicken, pork and sausages for a fixed price.

For those who may not be up to eating so much meat, these restaurants always have a very extensive buffet, with a variety of starters, seafood and salads. Be forewarned that drinks are not included in the fixed price! *Feijoada* is another typical dish in Rio and it consists of black beans with different types of pork meat, usually accompanied by rice and *farofa* (manioc flower).



Restaurants

- **TT Burger:** The restaurant has become one of the favorite “carioca” places to enjoy a good burger. It can be found in different neighborhoods in Rio, such as Botafogo, Ipanema, Arpoador and Leblon.
- **Hell's Burguer:** The restaurant's burgers are made from beef rib eye steak, a cut providing unmatched flavor and texture to sandwiches – its main characteristics are the tenderness and flavor, which makes the Hell's Burgers a delicacy apart. It can be found in different neighborhoods in Rio, such as Botafogo, Barra and Downtown.
- **Vezipa:** The Italian tradition in Rio – Napoli served as inspiration for the creation of Vezipa Pizzas. As a result, a crunchy, tasty dough with special sauce and made with lots of love. It can be found in different neighborhoods in Rio, such as Laranjeiras, Largo do Machado, Leme, Copacabana, and Leblon.
- **Empório Jardim:** Special breakfasts, sandwiches, traditional pâtisserie products, as well as individual dishes, in a casual-style coffee-shop.

Website: <https://www.emporiojardimrio.com.br/>

Address: Rua Maria Quitéria, 62 – Ipanema

Opening Hours: 08am to 10pm

- **Restaurante e Bar Garota de Ipanema:** Draft beer (the so-called “chopp”), and simple fare in a rustic and informal setting. This is where the legendary song “Girl from Ipanema” was composed, by Tom Jobim and Vinícius de Moraes.

Website: <https://bargarotadeipanema.com.br/>

Address: Rua Vinícius de Moraes, 49 – Ipanema

Opening Hours: 11.30am to 00am

- **Casa da Feijoada:** Plentiful and delicious dishes, such as the *caldinho de feijão* (a cocktail made of black bean broth) and *tutu à mineira* (re-fried beans in the Minas Gerais style), as well as the traditional *feijoada* (black bean stew with pieces of pork meat and chorizo). This dish is a blend of African and Portuguese cookery and its official day is Saturday. Why Saturday, you may ask. After all, after enjoying this delicious dish, and a good *caipirinha*, you can have the entire Sunday to rest!

Website: <http://restaurantecasadafeijoada.com.br/>

Address: Rua Prudente de Moraes, 10 Loja B – Ipanema

Opening Hours: 12pm to 00am

Places to Visit

Cristo Redentor (Christ the Redeemer)

The giant statue of Christ the Redeemer stands atop Corcovado Mountain and offers visitors a 360° panoramic view of the city, one of the most stunning views in the world. The statue can be reached either by road or monorail.

For more information (tickets, visiting hours, etc.), visit the official website:

<https://en.cristoredentoroficial.com.br/>.



Pão de Açúcar (Sugar Loaf)



This giant rock, one of Rio's most famous landmarks, stands sentinel at the entry of Guanabara Bay and offers visitors yet another stunning aerial view of Rio. It is reached by cable car from Urca (*Praia Vermelha*) and helicopter rides are also available from the lower mountain. The rock can also be climbed by the more professional.

For more information (tickets, visiting hours, etc.), visit the official website: <http://www.bondinho.com.br/site/en/>.

Jardim Botânico (The Botanical Gardens)

A beautiful park located next to the Lagoa Rodrigo de Freitas that holds an array of plant life found throughout Brazil and around the world – an ideal place to visit.

For more information (tickets, visiting hours, etc.), you may visit the official website:

<http://www.jbrj.gov.br/>.



Museu do Amanhã (Museum of Tomorrow)



The *Museu do Amanhã* represents a new generation of Science museums in the world. By means of audio-visual environments, interactive installations and games, visitors are able to examine the past, understand today's trends and imagine possible futures in the next 50 years for mankind.

A unique place that invites you to dive into experiences where science, art, reason and emotion, language and technology, culture and society meet one another.

For more information (tickets, visiting hours, etc.), visit the official website: <https://museudoamanha.org.br/en>.

Museu de Arte do Rio (Rio Museum of Art)

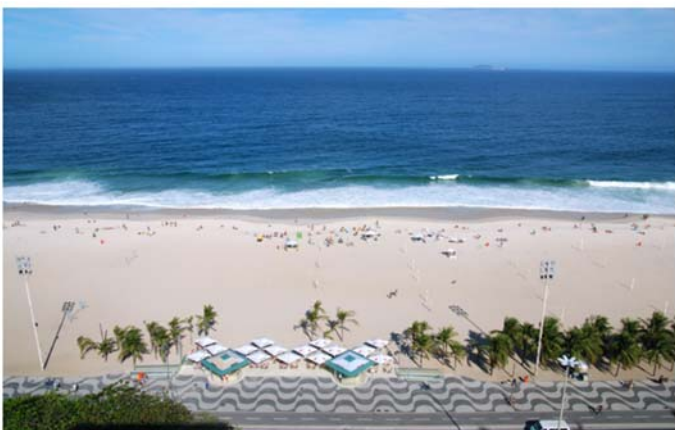
The *Museu de Arte do Rio* drives a transversal reading of the history of the city, its social fabric, its symbolic life, conflicts, contradictions, challenges, and expectations. Its exhibitions bring together historical and contemporary art dimensions through long- and short-term national and international exhibitions.

For more information (tickets, visiting hours, etc.), visit the official website:

<https://www.museudeartedorio.org.br/en>.



The Beaches



Rio is best known for its sand, sea and surf and the best beaches include Leme, Copacabana, Ipanema, Leblon and São Conrado, with Barra and Recreio a little further away. Even further, but really worth visiting, are Joá, Prainha and Grumari that are reachable by car. Advice: travel light, leave passports, expensive cameras and other valuables in the hotel safe.

Petrópolis

This is a city an hour or so outside Rio (by car or bus) and some 800m up in the surrounding mountains that is worthwhile visiting for its historical significance and natural beauty. It was built by the Imperial family as a summer residence and was later colonized by German immigrants.

Important attractions include the **Palácio Quitandinha** (Quitandinha Palace), formerly an Art Deco style Casino Hotel visited by the rich and famous; the Portuguese royal family's original summer home: **Museu Palácio Imperial** (Imperial Palace museum) with décor, royal jewelry and clothing, carriages and even a steam train; and the Cathedral, the Imperial Tombs, and the house of **Santos Dumont** (inventor of the airplane and wrist watch).



Paraty

The city was founded in 1667 and had great economic importance due to the sugarcane mills (it had more than 250), being considered synonymous with good brandy. In the eighteenth century, it stood out as an important port through which it flowed from the Minas Gerais, gold and precious stones that embarked for Portugal. It is considered National Historic Landmark.

Angra dos Reis

Rio is best known for its sand, sea and surf and the best beaches include **Leme**, **Copacabana**, **Ipanema**, **Leblon** and **São Conrado**, with **Barra** and **Recreio** a little further away. Even further but really worth visiting are **Joá**, **Praia** and **Grumari** that are reachable by car. Advice: travel light, leave passports, expensive cameras and other valuables in the hotel safe or at home.



For more information on places to visit in Rio, you can check the Visit.Rio website (<http://visit.rio/en/welcome/>).

WE HOPE YOU ENJOY YOUR STAY!

FGV EBAPE INTERNATIONAL OFFICE TEAM

Annex I

PLAGIARISM

Dear student,

Given the easy accessibility to information provided by the Internet, it's become quite commonplace nowadays to find works produced by university students containing copied extracts of researched material, without the required bibliographical citation and referencing.

This practice is what is referred to as plagiarism/copying, not to be tolerated, as it constitutes an infringement of Law 9.610 /1998 which regulates copyright, as set down in the Brazilian Penal Code.

In view of this, we have designed this leaflet with a view to providing you with guidance on this issue so that you are not led into practicing plagiarism/copying. Please note that the rules for the production and presentation of academic work can be found in <http://www.apastyle.org/>.

Plagiarism: just say no!

"In addition to the illegal practice of appropriating the work of others without permission and without full attribution, this nefarious procedure infects research, producing irreparable damage." (CAPES, 2012)

When preparing schoolwork, the most important issue is to be able to develop a text in your own words, based on your own interpretation of the authors' ideas. If necessary, include citations to illustrate your ideas.

Food for thought!

What is Plagiarism?

Definitions, according to the Oxford Dictionary:

Plagiarism - The practice of taking someone else's work or ideas and passing them off as one's own:
'there were accusations of plagiarism [COUNT NOUN]:
'it claims there are similar plagiarisms in the software produced at the university.'

Some common examples of plagiarism or copying

1. To reproduce **partially or entirely**, a text or part thereof, produced by one or more authors, without duly quoting the sources (blindly quoting).

It is worth noting that even when duly acknowledging the appropriate sources, the work cannot be only composed of citations of one or more authors. These should only appear to help illustrate your line of reasoning.

2. To produce the so-called "**patchwork**", i.e., **copy parts of texts from one or more authors, and change a few sentences or words, even if acknowledging the sources.**

Another common mistake made by students is when they change a word or a sentence of a copied text. In this case, this will also constitute copying/plagiarism.

3. Failing to acknowledge sources and **pass off the author's idea as your own**, carrying out **small or large changes** to the manner in which the idea is presented.

A few words about the Law and its implications

Law 9610 of February 19, 1998.

Author rights – Violation of copyright laws

Set down in Articles 7, 22 to 24, 101 to 110.

Art. 7 - Defines as intellectual works to be protected: creations of the spirit, as expressed by any means or fixed in any medium, tangible or intangible, known or to be invented in the future

Art. 22 to 24 - On author's moral and ownership rights.

Art. 101 to 110 - On penalties applied in cases of Violation of Copyright Laws.

Art. 184 - Defines the crime of plagiarism as the unauthorized use of someone else's intellectual property.

Art. 299 - Fraudulent misrepresentation

Penalties applied in case of Violation of Copyright Laws:

Fines or up to 5 (five) years imprisonment

What the Rules and Regulations for FGV EBAPE say about plagiarism/copying

Chapter XII

Disciplinary Rules

Art. 49. The following penalties may be applied to members of the student body:

- a) warning;
- b) condemnation;
- c) suspension;
- d) expulsion.

Art. 52. The penalties listed in Article 49 will be applied according to the gravity or recurrence of the following infraction:

k) improbity in the execution of school activities, with cheating during school evaluations being considered an extremely serious infraction;