

FUNDAÇÃO GETULIO VARGAS
 [GETÚLIO VARGAS FOUNDATION]
 UNIFIED PUBLIC NOTICE OF UNDERGRADUATE COURSES
 OF FGV'S SCHOOL OF BUSINESS ADMINISTRATION
 2ND SEMESTER 2021

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FUNDAÇÃO GETULIO VARGAS
UNIFIED PUBLIC NOTICE OF UNDERGRADUATE COURSES
OF FGV'S SCHOOL OF BUSINESS ADMINISTRATION
2ND SEMESTER 2021

The Fundação Getulio Vargas makes public the opening of applications / enrollments for the Selection Process for the Second Semester of 2021, for **the Undergraduate Courses in Business Administration** and **Undergraduate Courses in Public Administration** of the **São Paulo School of Business Administration** - FGV EAESP, maintained by FGV on the basis of regimental provisions, in Law No. 9,394 of 12/23/1996, D.O.U. [Federal Official Gazette] of 12/15/1996, Decree No. 9,235 of 12/15/2017, D.O.U. of 12/18/2017, Normative Ordinance No. 23 of 12/21/2017, of the Ministry of Education, D.O.U. of 12/22/2017, republished in the D.O.U. of 8/3/2018 and Ordinance No. 391, of 2/7/2002, D.O.U. of 12/13/2002 of the Ministry of Education and in the legislation in force.

1. COURSES:

- 1.1 Undergraduate Course in **Business Administration** of the São Paulo School of Business Administration FGV EAESP, Bachelor's degree, Renewal of Recognition by Ordinance SERES No. 266 of 3/4/2017, of the Ministry of Education published in the D.O.U. of 4/4/2017, and Ordinance SERES No. 206 of 6/25/2020, of the Ministry of Education published in the D.O.U. of 7/7/2020.
- 1.2 Undergraduate Course in **Public Administration** of the São Paulo School of Business Administration FGV EAESP, Bachelor's degree, recognized by Ordinance SERES No. 266 of 4/3/2017, of the Ministry of Education published in the D.O.U. of 4/4/2017.

2. CLASS LOCATIONS

- 2.1 The Undergraduate Courses in **Business Administration** and **Public Administration** are taught in the buildings of Fundação Getulio Vargas, at Avenida Nove de Julho 2,029, and at Rua Itapeva, 474, all in the city of São Paulo, State of São Paulo.

3. DURATION OF COURSES

- 3.1 The Undergraduate Course in **Business Administration - Daytime**, shall have a minimum duration of 4 (four) years (eight semesters) and a maximum of 7 (seven) years (fourteen semesters). In the first five semesters, taught full-time (morning and afternoon) and, in the last three (3) semesters, in the morning period.
- 3.2 The Undergraduate Course in **Business Administration - Evening**, shall have a minimum duration of 5 (five) years (ten semesters) and maximum of 8 (eight) years (sixteen semesters).
- 3.3 It is not possible to attend simultaneously the Undergraduate Course in Business Administration - Daytime and another undergraduate course in the morning or evening periods.
- 3.4 The Undergraduate Course in **Public Administration** shall have a minimum duration of 4 (four) years (eight semesters) and a maximum of 7 (seven) years (fourteen semesters). In the first five semesters, taught full-time (morning and afternoon) and, in the last three (3) semesters, in the morning period. It is not possible, therefore, to attend simultaneously 2 (two) Undergraduate Courses in the daytime.

4. READMISSION

- 4.1 The student being readmitted to the Undergraduate Course in **Business Administration** or in the Undergraduate Course in **Public Administration** upon approval in a new Selection Process must attend the Curriculum of the Undergraduate Course in Business Administration in force at the time of his/her readmission, as well as be subject to the Rules, Procedures and Regulations in force at the time of his/her readmission. The readmitting student may request the use of credit, which shall be evaluated by the Course Coordination and subject to the content and conditions of the curriculum in force at the time of the new admission.
- 4.2 A student, whose new admission to the Undergraduate Course in **Business Administration** or the Undergraduate Course in **Public Administration** takes place during a -daytime or evening- period distinct from his/her 1st (first) admission, is considered a readmitted student.
- 4.3 There will be no right to recognition of credits in the case of 2nd (second) readmission of the student in the Undergraduate Course in **Business Administration** or the Undergraduate Course of **Public Administration** whose registration has been previously refused, definitively, twice.
- 4.4 For the period of 10 (ten) years, readmission of the student shall not be allowed who has been previously dropped out of the Undergraduate Course in **Business Administration** or of the Undergraduate Course in **Public Administration**, as a result of disciplinary punishment, as per terms of article 67 of the Rules of FGV EAESP, even if he/she has been approved in selection process.

5. VACANCIES OFFERED

- 5.1 The vacancies offered for the second school semester of 2021 are distributed as follows:

| Course | Entrance Exam Vacancies | Enem Vacancies | Vacancies Ib | Abitur Vacancies | Bac Vacancies | Sat Vacancies | Total Vacancies Offered | Shift | Classes |
|--|-------------------------|----------------|--------------|------------------|---------------|---------------|-------------------------|---------|---------|
| Business Administration - DAYTIME | 172 | 6 | 10 | 2 | 2 | 8 | 200 | Daytime | 5 |
| Business Administration - EVENING | 40 | 4 | 2 | 1 | 1 | 2 | 50 | Evening | 1 |
| Public Administration - EAESP | 30 | 10 | 3 | 2 | 2 | 3 | 50 | Daytime | 1 |

- 5.2 For the course of **Business Administration**: Exclusively, for the Daytime, when there are at least 40 (forty) new interested students, and they have been approved in the proficiency examination in English language, it shall be able to reserve to these students one of the 5 (five) classes, so that they carry out the course in the English language.
- 5.3 When there are more than 40 (forty) students interested in the Daytime Period to carry out the course in the English language, the 40 (forty) students shall have priority, since, once they are summoned to enrollment, they have demonstrated interest in the English language course and have been approved in the examination of proficiency in the English language. The completion of the class in the English language shall be in accordance with the order of approval in the examination of proficiency in the English language.

6. SELECTION PROCESS

- 6.1 To participate in the Selection Process, the candidates must select one or more of the modalities of admittance below:
- Entrance Exam (item 8);
 - ENEM [*National High School Exam*] (item 9);
 - International on the basis of the result of International Exams IB/ABITUR/BAC/SAT (item 10);
- 6.2 The candidates, who decide to participate in more than in one modality of the Selection Process, shall carry out the application, by modality, with the respective payments of taxes.
- 6.3 For the **Business Administration** course, if the option of the candidate is to participate, simultaneously, in more than one modality of the Selection Process, amongst the modalities Entrance Exam, ENEM and International IB/ABITUR/BAC/SAT, shall keep, necessarily, the same options of course schedules as 1st option and 2nd option (if indicated) - in all the enrollments.

7. APPLICATIONS

- 7.1 The applications shall be performed, exclusively, via Internet, through the website www.fgv.br/processoseletivo, according to the periods established in the Schedule (Annex I).
- The completion of the application form is the sole responsibility of the candidate.
 - The completion of the socio-economic questionnaire whose confidentiality is in accordance with the LGPD (Annex VII of this public notice).
 - The candidate shall register an email of frequent access and an active telephone number for remittance of SMS, in since the contact with the candidate shall be made, exclusively, through these channels.
 - When completing the application, the candidate shall receive in the registered email, the number of his/her application and access password, for consultation and follow-up of the information relative to the selection process.

- e. When performing his/her application, the candidate shall integrally accept the rules established in the Candidate Manual and in this Public Notice published on website www.fgv.br/processoseletivo > São Paulo > Undergraduate > Course > Period of Admission (select 2nd semester)> Modality (select the Selection Process), not being able to make any claim or subsequent appeal subsequently.
- f. FGV is not liable for the applications not completed, either by technical order, operation and communication failures, network problems, failure / lack of payment or by any other factors that hinder the transmission of data, mainly, on the last day of application.
- g. The candidate with disability, who needs special conditions to take the Entrance Exam, shall fill out the specific field on the application form, informing his/her need, regarding the printing or application of the tests, as per guidance in Annex IV.
- h. It is not allowed to participate, simultaneously, in the different selection processes of the Undergraduate Courses of Business Administration and Public Administration.

7.2 For the Undergraduate Course in Business Administration:

- 7.2.1 The candidate shall indicate one or more options of schedules, amongst:
 - a. 1 (one) only option of period: daytime period or evening period, or
 - b. 2 (two) options of period: daytime and evening, prioritized in 1st option and 2nd option.
- 7.2.2 The application options shall be defined in the first access. The change of option choice can only be made until the date limit date of application of each modality of the selection process and, for the candidates who participate in more than one Selection Process, the limit for such a change shall respect the period of application of the Selection Process of the Entrance Exam modality. The request shall be sent for the email processoseletivo@fgv.br.

7.3 Enrollment payment

- 7.3.1 Entrance Exam and International Processes:
 - a. R\$ 75,00 (seventy five Brazilian reais) with a discount for payments made by 6 pm of the deadline established in the Schedule (Annex I);
 - b. R\$ 150,00 (one hundred and fifty Brazilian reais) with no discount for payments made by 6 pm of the deadline established in the Schedule (Annex I);
- 7.3.2 ENEM:
 - a. R\$ 25,00 (twenty five Brazilian reais) with a discount for payments made by 6 pm of the deadline established in the Schedule (Annex I);
 - b. R\$ 50,00 (fifty Brazilian reais) with no discount for payments made by 6 pm of the deadline established in the Schedule (Annex I);

- 7.3.3 The payment of the application fee shall be made, exclusively, by means of banking slip or credit card, by the date of its expiration, in accordance with forecast included in the Schedule (Annex I). Other payment forms shall not be accepted or discharge after the established expiration;
- 7.3.4 The candidate may request the cancellation of his/her participation in the selection process and the return of the application fee, within 7 (seven) calendar days, counting from the date of payment. After this period, compensations of the paid values shall not be made.

7.4 Application confirmation

- 7.4.1 The application shall only be confirmed within 2 (two) business days after the payment of the fee. The candidate shall consult about the processing of the payment through the website www.fgv.br/processoseletivo > São Paulo > Undergraduate > Course > Period of Admission (select 2nd semester) > Modality (select Selection Process) > Overview menu > link Track your Application.
- 7.4.2 FGV does not consider valid any payment outside the period established by it, despite it has been accepted by the bank or credit card brand.

7.5 Request for exemption of enrollment payment

- 7.5.1 The exemption of the application fee shall be authorized to the candidate who has concluded or is concluding High School, in Brazil, in Public Network (Municipal, State or Federal) or private School, since that he/she has enjoyed a scholarship of 100% (one hundred percent) during the entire course.

7.5.2 Documents required:

7.5.2.1 After making the application, the candidate shall direct, exclusively, to the email processoseletivo@fgv.br, in a digital form, the documentation indicated below, within the period foreseen in the Schedule (Annex I):

a. For those who complete High School in a Public School: Copy of the School Record, duly signed and stamped by the Teaching Institution;

b. For Candidates in Phase of High School Completion in a Public School: Statement, on the School's letterhead paper, with stamp and signature of the Principal or his/her legal substitute, informing that the candidate is completing High School, and has attended all the previous scores referring to High School, also in Public School, in Brazil;

c. For Candidates who have completed High School in a Private School, with a full scholarship: School's statement in letterhead paper, with stamp and signature of the principal or his/her legal substitute, informing that the candidate has completed High School or that is in a completion phase, subsidized by a full scholarship, during all the course, as a result of his/her socio-economic condition.

- 7.5.3 In the absence of the remittance of the documentation within the above-mentioned period, or remittance of incomplete/incorrect documentation, the application of the participant in the Selection Process shall be dependent on the payment of the application fee, as indicated in item 7.3 of this Public Notice and in the Candidate Manual.
- 7.5.4 It is responsibility of the candidate, from 2 (two) working days after the date of the remittance of the documentation, to verify if the request for the exemption of the application fee was granted on the website www.fgv.br/processoseletivo > São Paulo > Undergraduate > Course > Period of Admittance (select 2nd semester) > Modality (select the Selection Process) > Overview menu > link Track your Application.
- 7.5.5 In the case of denial of the request for Exemption of Payment, the candidate shall make the payment of the application fee, in case he/she wishes to participate of the Selection Process. To issue the banking slip, the candidate must access website www.fgv.br/processoseletivo.

8. SELECTION PROCESS - VESTIBULAR

8.1 Composition of the Selection Process

- 8.1.1 FGV lined up to its mission to stimulate the national socio-economic development, and in accordance with the restrictive measures adopted by the governments aiming at fighting the dissemination of the COVID-19, shall carry out the tests of the Entrance Exam via Online.
- 8.1.2 The Selection Process - Entrance Exam for the Undergraduate Courses in **Business Administration** and **Public Administration** shall have two phases, being the first composed by two modules and the second composed by an Oral Exam, as follows:
- a. 1st Phase: Objective Module and Discursive Module;
 - b. 2nd Phase: Oral Exam (see clarifications and content in Annex III).

8.2 Guidance for performance of the tests

- 8.2.1 The candidate shall be connected online, at least, 30 minutes before the beginning of the test, carrying, obligatorily, the document: Identity card (RG) or National Migratory Record (RNM), originals and with recent photographs. Xerox copies or documents, which make it difficult the effective identification of the participants shall not be accepted.
- 8.2.2 The instructions of access to the test shall be available in the Card of Application Confirmation to be disclosed on website www.fgv.br/processoseletivo > São Paulo > Undergraduate > Course > Period of Admission (select the second semester) > Modality (select the Selection Process) > Overview menu > link Track your Application > Overview menu, in link "Track your Application" on the date established in the Schedule (Annex I). We recommend keeping the card in hands at the moment of the test.
- 8.2.2.1. It is the responsibility of the candidate to verify the disclosure of the confirmation card. In case it is not available, the candidate shall send an email to processoseletivo@fgv.br, with the payment voucher duly notarized proving its payment until the limit date of the application, as per the Schedule (Annex I).

8.2.2.2. The stages of preparation that precede the date of the test are part of the digital selection process, namely:

- Webinar(s) of presentation of the Entrance Exam;
- Check-in of Test.

8.2.2.3. The dates of the stages of preparation are informed in the Schedule (Annex I) of this Public Notice.

- 8.2.3 FGV shall use the email and telephones registered by the candidate upon registration to communicate officially other information that become necessary for accomplishment of the tests online.
- 8.2.4 The accomplishment of the test at a different time than that established in the Confirmation Card of application shall not be allowed, under no excuse.
- 8.2.5 The candidate shall select, previously, an environment adequate for taking the tests, so that he/she can be isolated from other people during the test.
- 8.2.6 The performance of the tests shall be controlled through a virtual chronometer that shall close the application when the limit time is reached. The administration of the test time is responsibility of the candidate. The system shall not provide an alert when the stated period is about to end.
- 8.2.7 It is responsibility of the candidate to read and accept the instructions for taking the test and the guarantee of the connectivity to the Internet during the performance.
- 8.2.8 FGV shall not be liable for any situations of technical order of the computers, failures of communication, congestion of the communication lines, as well as for other factors that disable the performance of the online test.
- 8.2.9 For security purposes, at the beginning of the test, the candidate shall be requested to take a picture and present his/her official document (front with photo), as per item 8.2.1.
- 8.2.9.1. Throughout the performance of the tests, FGV shall also make the face identification of the candidate by means of a Webcam, to keep the legitimacy of the process. In addition to the monitoring based on Artificial Intelligence, the process counts on Virtual Inspectors who shall make the remote and live follow-up of the entire test. The images derived from the monitoring may be used by FGV, for consultation of the legitimacy of the process and behavior of the candidate, at any time that it so deems required.

8.2.9.2. To hinder any doubts, it is the responsibility of the candidate to keep his/her face detectable by his/her computer (in frontal position, at an average distance of 60 cm of the camera) throughout all testing time. Non detection of the candidate's face at any point of the test may imply elimination and declassification of the candidate.

8.2.10 The comparison of the collected photo and document on the date of the test with documents presented shall be performed at the time of the Effectiveness of the Bond with FGV by the candidates approved and summoned for Enrollment.

8.3 Technical guidance

8.3.1 To perform the tests, the candidate must be an administrator of the machine, due to the need to install a plug-in and be sure about the specifications of hardware, software and equipment, in advance. They are the following:

- Machine type: desktop or notebook.
- Operating System: Windows 7 or higher
- Browsers: Google Chrome (63 or higher); and Mozilla Firefox (52 or higher).
- Internet connection: 1 mega or higher.
- Free RAM memory: minimum 500Mb.
- Brazilian Portuguese keyboard (Brazil ABNT or ABNT 2).
- Webcam and microphone

8.3.1.1 The candidate must remain with his/her webcam and microphone on throughout the test; these equipment may be integrated into the computer or attached. Choose a location with adequate lighting to perform the test.

8.3.2 FGV shall make computers available on the premises in the city of São Paulo for candidates who do not have access to the technical specifications necessary to take the tests online. The candidate must send the request, with due justification, to the email processoseletivo@fgv.br until the date established in the Schedule (Annex I). All requests shall be analyzed by the FGV Selection Process Coordination.

8.3.3 In this space, all the recommendations from the health agencies regarding the prevention of COVID-19 shall be followed, such as, for example, measuring the temperature, maintaining the distance between candidates and wearing masks.

8.4 Test Hours

8.4.1 The tests shall be held in 2 modules, one Objective and the other Discursive. Each module has 2 blocks, being Blocks 1 and 3 of Objective tests and Blocks 2 and 4 of Discursive tests. The tests shall take place on the date established in the Schedule (Annex I) of the Public Notice.

| Morning Period |
|--|
| <p>1st Block (Objective Tests):</p> <ul style="list-style-type: none"> • Individual duration of the test: 2h • Base time of the test: 8 am to 10 am <ul style="list-style-type: none"> • Access Time: 7:30 am <p>2nd Block (Discursive Tests):</p> <ul style="list-style-type: none"> • Individual duration of the test: 1h30 • Base time of the test: 10:45 am to 12:15 pm <ul style="list-style-type: none"> • Access Time: 10:30 am |
| Afternoon Period |
| <p>3rd Block (Objective Tests):</p> <ul style="list-style-type: none"> • Individual duration of the test: 1h30 • Base time of the test: 1:45 pm to 3:15 pm <ul style="list-style-type: none"> • Access Time: 1:15 pm <p>4th Block (Discursive Tests):</p> <ul style="list-style-type: none"> • Individual duration of the test: 2h • Base time of the test: 4 pm to 6 pm <ul style="list-style-type: none"> • Access Time: 3:45 pm |

8.5 Contents and Classification Criteria

8.5.1 The tests of the Entrance Exam Selection Process shall be based on the High School program, according to the content (bibliography, programs and guidelines of the school stands) indicated in the Candidate Manual, available on the website www.fgv.br/processoseletivo.

8.5.1.1 Objective Module

8.5.1.1.2 This module shall have a total of 3h30 and shall be distributed in 2 (two) blocks (1st and 3rd), as follows:

| Business Administration and Public Administration |
|--|
| <p>1st Block - (2h duration):</p> <ul style="list-style-type: none"> • Mathematics (15 questions); • Human Sciences (History, Geography, and Current Events) (15 questions). <p>3rd Block - (1h30 duration):</p> <ul style="list-style-type: none"> • English language and Text Interpretation (15 questions); • Portuguese language, Literature and Text Interpretation (15 questions). |

8.5.1.2 Discursive Module

8.5.1.2.1 This module shall have a total of 3h30 and shall be distributed in 2 (two) blocks (2nd and 4th), as follows:

| Business Administration | Public Administration |
|---|---|
| <p>2nd Block (1h30 duration)</p> <ul style="list-style-type: none"> • Essay | <p>2nd Block (1h30 duration)</p> <ul style="list-style-type: none"> • Essay |
| <p>4th Block (2 h. duration)</p> <ul style="list-style-type: none"> • Applied Mathematics (10 questions) | <p>4th Block (2 h. duration)</p> <ul style="list-style-type: none"> • Interpretation of Contemporary Brazil (1 question) |

a. **Essay in the Portuguese Language**

- Candidates must prepare an essay text, through which they can demonstrate the following skills: knowledge of the topic; mastery of the essay structure; adequate articulation of linguistic and discursive elements; coherent and consistent argumentation; clear and correct expression, considering the rules of the standard written language; pertinence of lexical selection.
- For the attribution of points, the evaluation shall group the referred competences in three different items: 1) theme and structure; 2) articulation and argumentation; 3) grammatical correction and lexical adequacy.
- The text to be prepared by the candidate must be of the essay type - argumentative, in prose, and contain at least 230 and at most 430 typed words. Essays that do not meet these requirements shall not be corrected, therefore receiving a score of zero.

b. **Applied Mathematics Test:** for the **Business Administration** Course.

The applied mathematics test shall consist of questions with open, argumentative questions or in which the candidate must choose the correct alternative. The questions shall be designed so that the answers can be written using the usual keyboard features. In particular, there shall be no need to write expressions involving mathematical symbols other than those used in the usual arithmetic operations and relations (+, -, x, /, =, <, >). The use of the draft shall be allowed in this test, but the Inspector may request that the candidate present his/her draft, at any time, during its performance.

c. **Interpretation of Contemporary Brazil:** for the **Public Administration** course

- Candidates must write a dissertation on current Brazil, which may deal with relevant issues in the political, social, economic and cultural fields. The objective shall be to assess whether the student follows the situation in the country and is able to critically analyze the Brazilian reality.

8.6 Rules of Conduct During the Performance of Tests

- 8.6.1 The candidate may not be able to access the online platform using a hat / cap, hooded jacket, cap or headphones.
- 8.6.2 During the exams, the candidate shall only be allowed to leave during the intervals between the blocks.
- 8.6.3 The candidate shall only be able to disconnect after the end of each test block.
- 8.6.4 The time taken to complete the tests for each block includes the time allocated to mark the responses to the Objective Module tests and to fill in the field for the Discursive Module tests.
- 8.6.5 Online Entrance Exam has digital security standards and actions based on specialized tools so that the veracity of the information is guaranteed, avoiding fraud during the test. The test shall be protected by some levels of security, using Artificial Intelligence and the simultaneous monitoring of Inspectors online. In addition, the entire test period shall be recorded and undergo further verification. Infringement acts that, perhaps, are not identified during the test, may lead to the annulment of the test, if they are verified in the reports that shall be generated.
 - 8.6.5.1 When applying for this selection process, the candidate is aware that he/she is authorizing his/her images to be recorded and stored for monitoring purposes during the test and for further consultation with FGV to ascertain the legitimacy of the process. The candidate is aware that the violation of the rules of this public notice, identified in the images, may result in their elimination from the process.
- 8.6.6 During the test, candidates may consume water and food, provided that it is in clear containers/bowls. These must be close to the candidate in order to avoid displacement.
- 8.6.7 The use of blank sheets for draft by the candidates shall be authorized only for the purpose of annotations and preparation of calculations and formulas by the candidates in the objective and discursive Mathematics test. During the performance of the tests, the inspector may contact the candidate, remotely (Chat), asking him to show these sheets, via webcam, to check the content.

8.6.8 In case of power failure or internet connection, the test works in automatic recording mode, being possible to be resumed following the same initial steps. Upon resuming access, the candidate shall be able to continue from the same question number in which he/she stopped. However, such disconnections shall be monitored and any suspicious activity shall be analyzed for decision-making regarding the candidate's test.

8.6.8.1 We suggest that candidates have a contingency plan prepared in advance for the test, which must be defined according to their own structure of resources selected for the test and risks mapped according to their identified needs.

Examples of care that can be taken by the candidate, according to his/her choice:

- Use a fully charged notebook in case of a power failure.
- Have an additional fully charged in case of a power failure.
- Check the stability/quality of your internet operator.
- Check the sufficiency of your data plan for the day of the test.
- Have prepared a mobile device (4G) to route the internet, in case of broadband failure.
- Prefer the use of network cable, instead of Wi-Fi.
- Position yourself next to the modem, if using Wi-Fi.
- Have an additional computer and technically prepared at home, in case the main computer fails.

8.6.9 It is the sole responsibility of the candidate:

- a. Reading and checking your data recorded in the systems made available and in the other documents of the Exam;
- b. Reading the instructions for the correct completion of the fields destined to fill in the field of elaboration of the Objective and Discursive tests, before starting each test;

8.6.10 When entering the online platform to take the tests, the candidate may not use a mobile phone and electronic equipment other than the one used to carry out the tests, under penalty of being eliminated from the Selection Process.

8.6.11 The duration of the test for each Module shall occur according to the information in item 8.4.1 and there shall be no extension, under any circumstances.

8.6.12 The candidate shall be excluded from the Entrance Exam Selection Process and shall have his/her test annulled, if he/she:

- a. Disturb, in any way, the order of the online tests, incurring undue behavior during the tests;

- b. Is surprised, during the tests, to be in communication with other people or entities;
- c. Use materials and/or other objects that are not allowed;
- d. Carry, during the test, any electronic device, such as, for instance, mobile phone, digital watch, mp3, calculator, tablet or similar, even when switched off;
- e. Marking or identifying oneself in the body of tests of the Discursive Module with name, ID or any type of identification;
- f. Perform acts that are contrary to the rules of this Public Notice or the Term of Acceptance to carry out the tests.

9. VERIFICATION OF THE RESULTS

9.1 Undergraduate Course in Business Administration

9.1.2 Verification of the Results - 1st Phase

9.1.3 The ABSENT candidate to any of the modules of the 1st Phase (Objective or Discursive) shall have a ZERO score (CFE 259/91). As a result, he/she shall be automatically eliminated from the Selection Process.

9.1.4 The candidate with a gross score lower than 2.0 in any of the tests of the 2 modules of the 1st Phase (Objective and Discursive modules) shall be automatically eliminated from the Selection Process.

9.1.5 For the STATISTICAL STANDARDIZATION of GROSS SCORES obtained by candidates in the two stages of the First Phase (Objective Module and Discursive Module), the formula below shall be applied:

$$NP_i = 5 + [(N_i - M_x) / DP_x]$$
, in which:

NP_i = standardized score of candidate i in that test;

N_i = gross score of candidate i (before standardization) in that test;

M_x = average scores of the candidates in that test, and

DP_x = standard deviation of the scores in that test.

9.1.6 For the purpose of calculating the STANDARD SCORE, nine decimal places shall be considered;

9.1.7 To obtain the average and standard deviation, the "trainees" scores shall not be considered, see item 9.3

9.1.8 Determination of the Objective Module

9.1.8.1 The correct answers of each candidate, in each test, shall be converted into GROSS SCORE, varying between 0 (zero) and 10 (ten).

9.1.8.2 STATISTICAL STANDARDIZATION of the GROSS SCORES obtained by the candidates in each test of the Objective Module is carried out.

9.1.8.3 The average of each candidate in the Objective Module is obtained by the ARITHMETIC AVERAGE of the scores of the 4 (four) tests, already statistically standardized:

- a. Mathematics;
- b. Portuguese Language (including Literature and Text Interpretation);
- c. English Language and Text Interpretation;
- d. Human Sciences (History, Geography and Current Events);

9.1.8.4 The candidate who has not submitted the documentation in accordance with Annex II (Motivation Letter and Proof of Completion of High School) is eliminated.

9.1.8.5 The 1,000 (thousand) candidates who have obtained the highest scores in the Objective Module are selected. Only these 1,000 (one thousand) candidates selected in the Objective Module of the verification shall have evaluated their tests of the Discursive Module. If there are ties up to in 1000th (thousandth) position, of the results of the Objective Module, all the candidates classified in this position shall move on to the evaluation of the Discursive Module.

9.1.9 Verification of the Discursive Module

9.1.9.1 The school examining stand shall attribute GROSS SCORES, that shall be able to vary from 0 (zero) to 10 (ten).

9.1.9.2 Then, one moves on to the STATISTIC STANDARDIZATION of the GROSS SCORES of the Discursive Module tests.

9.1.9.3 At the end, one obtained the average of each candidate in the tests of the Discursive Module by the *ARITHMETIC AVERAGE of the already statistical standardized scores of the two tests*:

- a. Applied Mathematics;
- b. Assay.

9.1.10 Verification of the Final Average of 1st - Phase - Objective Module and Discursive Module

9.1.10.1 The verification of the Final Average of the 1st Phase shall be calculated attributing the following weights:

| Objective Module | Discursive Module |
|------------------|-------------------|
| Weight 2 | Weight 3 |

9.1.10.2 For calculation of the FINAL AVERAGE of 1st Phase the following formula shall be used:

- FINAL AVERAGE of 1st Phase = (2X [AVERAGE of the Objective Module] + 3 X [SCORE of the Discursive Module]) /5.

9.1.10.3 The candidates by decreasing order become related, considering the FINAL AVERAGE of the Objective and Discursive Modules.

9.1.10.4 The 836 (eight hundred and thirty six) candidates are selected who shall have gotten the highest averages, which shall be summoned for 2nd Phase - Oral Exam.

9.1.10.5 The candidates who participate of the Entrance Exam Selection Processes, ENEM and IB/ABITUR/BAC/SAT, if summoned for the 2nd Phase in more than a Selection Process, shall perform the Oral Exam only once, necessarily, in the process where he/she was summoned for the accomplishment of the examination and the performance in this Oral Exam shall be valid for all the selection processes where the candidates shall have been summoned for 2nd Phase.

9.1.10.6 Candidates who do not perform the Oral Exam on the date referring to his/her summoning shall have equal performance to zero in this Phase, the Oral Exam shall not be, under any hypothesis, be performed on another date.

9.1.10.7 In cases of times at 836§(eight hundred and thirty sixth) position, in the 1st Phase, all the candidates classified in this position shall move on to the 2nd Phase - Oral Exam.

9.1.11 Verification of the 2nd Phase - Oral Exam

9.1.11.1 The processing of scores attributed by the School Examining Stand shall be made, which shall be converted into a single GROSS SCORE, varying from 0 (zero) to 10 (ten).

9.1.11.2 The candidate who in 2nd Phase - Oral Exam is eliminated who:

- a. Does not follow the instructions on the accomplishment of the Oral Exam Online.
- b. Gets a GROSS SCORE lower than 3.0 (three) in the Oral Exam.
- c. Is absent.

9.1.12 Verification of the Final Result

9.1.12.1 The verification of the FINAL AVERAGE shall be calculated, attributing weight 7 (seven) to the AVERAGE OF PHASE 1 (Objective and Discursive Modules), weight 3 (three) to the SCORE OF PHASE 2 (Oral Exam), and dividing the sum of these two components by 10 (ten), in accordance with the following formula:

- $FINAL\ AVERAGE = (7 \times [PHASE\ 1\ AVERAGE] + 3 \times [PHASE\ 2\ AVERAGE]) / 10.$

9.1.12.2 The candidates by decreasing order, considered the FINAL AVERAGE obtained are listed and 212 (two hundred and twelve) candidates who have gotten the highest averages, who shall be APPROVED for the Requirement of the Enrollment (item 12), being 172 (one hundred and seventy two) for the Daytime Period and 40 (forty) for the Evening Period.

9.1.12.3 In the case of a tie, the candidate with the highest gross scores in the tests of the 1st phase, obtained in the following precedence order shall prevail:

1. Applied Mathematics;
2. Assay;
3. Mathematics;
4. Portuguese Language, Literature and Text Interpretation ;
5. English Language and Text Interpretation;
6. Human Sciences (History, Geography and Current Events);

9.1.12.4 If a tie persists, the candidate who is oldest shall prevail.

9.1.12.5 The other candidates classified from 213rd (two hundred and thirteenth) position shall constitute the WAITING LIST of the Entrance Exam Selection Process and may eventually, come to be summoned for the Requirement of Enrollment (item 12) , in case that are waivers.

9.1.12.6 The completion of the vacancies is always made by abiding by the order of classification by the FINAL AVERAGE obtained in the Entrance Exam Selection Process and the 1st option declared in the application, with validity only for the semester referred to in the Selection Process. At any given moment, there may occur that the umpteenth candidate is summoned for school registration in his/her 2nd (second) option, as a result of the totality of the vacancies of his/her (first) option having already been filled. In this in case, the summoned candidate may:

- i. Exercise, in case that he/she has indicated, his/her 2nd (second) option and to wait for the possibility of being relocated for the 1st (first) option,
- ii. Exercise, in case he/she has indicated, his/her 2nd (second) option and to give up the vacancy in the 1st (first) option,
- iii. Manifest his/her interest only for the vacancy in its 1st (first) option, accessing website www.fgv.br/processoseletivo, menu Results in link "Follow up the result and check your scores", Pre-enrollment link. When giving up the vacancy in the 2nd (second) option, the candidate starts to wait only for an eventual summoning in his/her 1st (first) option.

9.1.12.7 The decision among the 3 (three) alternatives above shall be valid immediately for the other selection processes of which the candidate is participating.

9.2 Undergraduate Course in Public Administration

9.2.1 Verification of the Result of the 1st Phase

9.2.1.1 The candidate ABSENT to any test of the Discursive Module or the Objective Module shall have score ZERO (CFE 259/91). As a result, he/she shall be, automatically eliminated from the Selection Process.

9.2.1.2 The candidates who have a ZERO score in any test of the Objective Module or of the Discursive Module shall automatically be eliminated from the Selection Process.

9.2.1.3 The candidate is eliminated if has not submitted the documentation in accordance with Annex II (Letter of Motivation and Certificate of Conclusion of High School).

9.2.1.4 The STATISTIC STANDARDIZATION OF THE GROSS SCORES is proceeded when they are obtained by the candidates in each test, the two Modules, applying the formula below:

$N_{Pi} = 5 + [(N_i - M_x) / DP_x]$, in which:

N_{Pi} = standardized score of candidate i in that test;

N_i = score of candidate i (before the standardization) in that test;

M_x = average of scores of the candidates in that test, and

DP_x = standard deviation of the scores in that test

9.2.1.5 The average of each candidate is obtained by the WEIGHED AVERAGE from the scores of the 6 (six) tests, already statistically standardized, as per table of weights below:

| Objective Module | | | | Discursive Module | |
|------------------|---|--|--|-------------------|---------------------------------------|
| Mathematics | Portuguese language, Literature and Text Interpretation | English language and Text Interpretation | Human Sciences (History, Geography and Current Events) | Assay | Interpretation of Contemporary Brazil |
| 1 | 2 | 1 | 3 | 4 | 4 |

9.2.1.6 The candidates are listed in decreasing order, considering the AVERAGE obtained. The 200 (two hundred) candidates are selected who have obtained the highest averages.

9.2.1.7 The 200 (two hundred) candidates who have obtained the highest averages shall be summoned for the 2nd Phase - Oral Exam.

9.2.1.8 The candidates who participate in the Entrance Exam, ENEM, and IB/ABITUR/BAC/SAT Selection Processes, if summoned for the 2nd Phase in more than one Selection Process, shall perform the Oral Exam only once, necessarily on the referring date to the Selection Process whose summons occurs first and the performance in this Oral Exam is valid for all the selection processes where the candidates have been summoned for the 2nd Phase.

9.2.1.9 The candidates who not to carry out the Oral Exam on the referring date to the first summons, shall have performance equal to zero in this Phase, not being able, under any hypothesis, to carry out the Oral Exam referring to the ENEM Selection Processes and/or those related to IB/ABITUR/BAC/SAT.

9.2.1.10 If a tie occurs up to in the 200th (two hundredth) position, in the 1st Phase, all the candidates classified in this position will move on to the 2nd Phase - Oral Exam.

9.2.1.11 For purposes of the calculation of the STANDARDIZED SCORE, nine decimal houses shall be considered;

9.2.1.12 For the attainment of the average and the standard deviation, the scores of the “trainees” shall not be considered - see item 9.3.

9.2.2 Verification of the 2nd Phase - Oral Exam

9.2.2.1 The processing of scores attributed by the Examining School Stand is made and shall be converted into one single GROSS SCORE, varying from 0 (zero) to 10 (ten).

9.2.2.2 The candidate, who in the 2nd Phase Verbal Examination, is eliminated when he/she:

- a. does not follow the instructions on the accomplishment of the Oral Exam Online.
- b. Gets a GROSS SCORE below 3.0 (three) in the Oral Exam.
- c. Is absent.

9.2.3 Verification of Final Result

9.2.3.1 The verification of the FINAL AVERAGE shall be calculated, attributing weight 7 (seven) to the AVERAGE OF PHASE 1 (Tests of the Objective and Discursive Modules), weight 3 (three) to the SCORE OF PHASE 2 (Oral Exam), and dividing the sum of these two components by 10 (ten), in accordance with the following formula:

- $FINAL\ AVERAGE = (7 \times [AVERAGE\ OF\ PHASE\ 1] + 3 \times [SCORE\ OF\ PHASE\ 2]) / 10$

9.2.3.2 The candidates are listed as to decreasing order considering the AVERAGE FINAL obtained and the 30 (thirty) candidates are selected who have obtained the highest averages highest, which shall be APPROVED for the Request of Enrollment (item 12).

9.2.3.3 The other candidates classified from 31st (thirty first) position shall constitute the WAITING LIST of the Entrance Exam Selection Process - of FGV EAESP and may, eventually, come to be summoned for the Enrollment (item 12), in case that anyone gives up.

9.2.3.4 In the case of a tie, the candidate with the higher gross scores shall have preference in the tests of the 1st Phase attained in the precedence order that follows:

1. Interpretation of Contemporary Brazil;
2. Assay;
3. Portuguese language, Literature and Text Interpretation;
4. Human Sciences (History, Geography and Current Events);
5. English language and Text Interpretation;
6. Mathematics.

9.2.3.5 In case a tie persists, the candidate who is oldest shall prevail.

9.2.3.6 The completion of the vacancies is always made by respecting the order of classification for the Final Average obtained from the approved ones in the final result of the selection process of the Selection Process - Entrance Exam, with validity only for the semester to which the Selection Process refers.

9.3 Participation of "TRAINEES"

9.3.1 "Trainees" are considered the participants who, as such, declare it in the Enrollment Form. In general, this is about participants who, on the date foreseen for the school registration, have not yet received the High School certificate of conclusion.

- 9.3.2 FGV allows the participation of “trainees” in the tests of the Objective Module and the Discursive Module of the Selection Process - Entrance Exam, since that their enrollments are in accordance with the procedures established in this Public Notice and in the Candidate Manual.
- 9.3.3 The participation of “trainees” in the Selection Process - Entrance Exam shall be exclusively for the title of training and evaluation of their knowledge in the written tests.
- 9.3.4 The scores of the “trainees” in the 1st Phase shall be considered, in the statistic standardization, in SIMULATED PROCESS OF VERIFICATION, in which distinction between the participants shall not be made (“trainees” and candidates).
- 9.3.5 The candidate who declares himself as a “trainee may participate in the tests of the 1st Phase, but should be aware that they shall not be summoned for the 2nd Phase - Oral Exam, since this phase is only destined for the candidates who prove that they have completed or that they are completing High School until the date of the Enrollment on the first call.

9.3.6 For the Undergraduate Course in Business Administration

9.3.6.1 Amongst the “trainees”, only the 100 first ones that get averages between the 1000 first ones selected from the Objective Module of the verification of the 1st Phase, shall have the tests of the Discursive Module assessed items 9.1.8 and 9.1.9.

9.3.6.2 In the verification of the Objective Module, if there is a tie in the 100th (hundredth) position, all the tests of the Discursive Module of the “trainees” whose share is tied up shall be evaluated.

9.3.7 Results of the "Trainee" Simulation

9.3.7.1 The “trainees” shall be supplied, in an individual way, with gross and standardized scores, the averages obtained and their classification of the selection process - Entrance Exam, providing them with a detailed evaluation of their performance in the written tests. It shall be supplied the relative classification in the two Modules of 1st Phase (Objective Module and Discursive Module).

9.3.7.2 “Trainees” shall be able to get this information in the disclosure of the final results, within the period established in the Schedule (Annex I), on website www.fgv.br/processoseletivo, menu Results, in link Follow up on the Result and Check your Scores, by means of the use of the number of registration and the respective password received, by email, after carrying out the registration in the Selection Process.

9.4 Result of the Entrance Exam Selection Process

- 9.4.1 The Lists of the candidates approved in the Entrance Exam Selection Process shall be divulged on the website of the selection process, as per date established in the Schedule (Annex I).

- 9.4.2 The candidates classified for the 2nd Phase shall have their names divulged in alphabetical order on the website www.fgv.br/processoseletivo, menu Results, as per Schedule (Annex I) and shall be divulged on the same date of the result the Confirmation Card with place, date and time for the accomplishment of the Oral Exam in the menu Results, in link Confirmation Card of the Oral Exam, by means of the use of the number of registration and the respective password, received by email, after to application in the Selection Process.
- 9.4.3 The access to the scores and classifications in the two phases shall be given in the disclosure of the final results. This information shall be available on the website www.fgv.br/processoseletivo > São Paulo > Undergraduate > Course > Period of Admission (select 2nd semester) > Modality (select Entrance Exam Process Selective) > menu Results and you shall be able to be accessed by means of the use of the number of application and the respective password supplied by email the conclusion of the application in the selection process.
- 9.4.4 There shall not be a revision or study of tests under no hypothesis and copies or original of the tests shall not be supplied.
- 9.4.5 The tests of the Discursive Module and the Objective Module shall be at the disposal of the candidates on the Internet, after their performance.
- 9.4.6 The resolution of the test of Mathematics of the Discursive Module and the template sheet of the Objective Module shall be divulged on the website www.fgv.br/processoseletivo > São Paulo > Undergraduate > Course > Period of Admission (select 2nd semester) > Modality (select Entrance Exam Process Selective) > menu Applied Tests, as per the Schedule (Annex I).
- 9.4.7 After the disclosure of the Template sheet of the Objective Module, the candidate participating of the Selection Process Entrance Exam that disagrees from the Template supplied should fill out the Form of Dispute, available at the website of the selection process and send to email processoseletivo@fgv.br, as per Schedule (Annex I).
- 9.4.8 The Forms of Contestation that are not correctly filled or that are sent outside of the stipulated period shall not be accepted.

10. SELECTION PROCESS - ENEM

- a. The candidate who performs his/her enrollment to participate in the selection process based on the result of the National High School Exam (ENEM) shall be subject to the following conditions:
- b. Applications of candidates who had carried out the High School Exam - ENEM in 2020, 2019 and 2018 shall be accepted.
- c. For the Undergraduate Course in Business Administration the candidates have to have selected the English language in the test of "Languages, Codes and their Technologies".
- d. The change in the enrollment number of ENEM exams shall not be allowed after the end of the period of enrollment in the Selective Period, as per Schedule (Annex I);

- e. The candidate shall fill, in the application form, the Corporate Taxpayer's Roll [CPF] data and the enrollment number in the ENEM correctly and the edition of the ENEM with which he/she desires to participate in 2020, 2019 or 2018. FGV shall not be liable to incorrect information that shall hinder the attainment of scores next to the National Institute of Educational Research of the Ministry of Education (INEP/MEC);
- f. Selective process, on the basis of the scores of the ENEM, does not allow the participation of "coaching" candidates. The candidates may only participate in the ENEM Selection Process, the candidates that completed or that shall complete High School, before the date foreseen for enrollment - Schedule (Annex I).

10.1 Criteria and Composition of the ENEM Selection Process

The classification of the candidates shall be carried out on the basis of the scores supplied for the National Institute of Educational Research of the Ministry of Education (INEP/MEC). FGV shall take into account, for attainment of ENEM's scores at INEP, the enrollment number indicated for the candidate upon application.

10.2 Undergraduate Course in Business Administration

10.2.1 ENEM's Selection Process is composed by two phases of verification:

- a. 1st Phase: The classification of the candidates shall be carried out on the basis of the scores supplied for the National Institute of Educational Research of the Ministry of Education (INEP/MEC).
- b. 2nd Phase: Oral Exam (see clarifications and content in Annex III).

10.2.2 Verification of the Results – 1st Phase

10.2.2.1 The WEIGHED AVERAGE is obtained according to the weight table below:

| KNOWLEDGE AREAS | WEIGHTS |
|---|---------|
| Human Sciences and Their Technologies | 1 |
| Languages, Codes and Their Technologies | 1 |
| Mathematics and Their Technologies | 2 |
| Assay | 1 |

10.2.2.2 The test of "Nature Sciences and their Technologies", shall not be accounted in the verification of the result.

10.2.2.3 The candidate who obtains a WEIGHED AVERAGE less than 650 points shall be eliminated, considering that the tests mentioned above or that who obtains zero score in Assay.

10.2.2.4 The candidate who has not selected the English language in the test of "Languages, Codes and their Technologies" shall be eliminated.

10.2.2.5 The candidate who has not submitted the documentation in accordance with Annex II (Letter of Motivation and Certificate of High School) is eliminated.

10.2.2.6 The scores of each candidate, into each test, shall be converted into GROSS SCORE, varying between 0 (zero) and 10 (ten).

10.2.2.7 The candidates in decreasing order shall be related, considering the WEIGHED AVERAGE obtained.

10.2.2.8 Forty (40) candidates are selected that have obtained the highest averages, which will be APPROVED in the 1st Phase and shall participate in the 2nd Phase - Oral Exam.

10.2.2.9 If there is a tie in the 40th (fortieth) position, all the candidates classified in this position will move on to the 2nd Phase - Oral Exam.

10.2.2.10 The candidates who participate in the Entrance Exam, ENEM and IB/ABITUR/BAC/SAT Selection Processes, if summoned for the 2nd Phase in more than a Selection Process, shall carry out the Oral Exam only once, necessarily, in the process where he/she was summoned for the accomplishment of the examination and the performance in this Oral Exam shall be valid for all the selection processes where the candidates have been summoned for the 2nd Phase. Therefore, the list of the ENEM Selection Process shall contain a number lesser than 40 (forty) candidates summoned for the accomplishment of the Oral Exam.

10.2.2.11 Candidates who not to carry out the Oral Exam on the date referring to its summoning shall have an equal to zero performance in this 2nd Phase, and may not, under any hypothesis, carry out the Oral Exam referring to the other Selection Processes.

10.2.3 Verification of the 2nd Phase - Oral Exam

10.2.3.1 The processing of the scores attributed by the Oral Exam Examining Stand, which shall be converted into a single GROSS SCORE, varying from 0 (zero) to 10 (ten).

10.2.3.2 The candidate who in 2nd Phase - Oral Exam, shall be eliminated.

- a. Does not follow the instructions on the accomplishment of the Oral Exam Online.
- b. Gets a GROSS SCORE lesser than 3.0 (three) in the Oral Exam.
- c. Is absent.

10.2.4 Verification of the Final Result

10.2.4.1 The FINAL AVERAGE is calculated by attributing weight 7 (seven) to the AVERAGE of 1st Phase (Scores of the ENEM), weight 3 (three) to the SCORE of 2nd Phase (Oral Exam), and is divided by the sum of these two components by 10 (ten) with the formula below:

- $FINAL\ AVERAGE = (7 \times [AVERAGE\ OF\ PHASE\ 2] + 3 \times [SCORE\ OF\ PHASE\ 2]) / 10.$

10.2.4.2 The candidates by decreasing order are related, considered a FINAL AVERAGE obtained and 10 (ten) candidates are selected who have gotten the highest averages, which shall be APPROVED, being 06 (six) for the Daytime and 4 (four) for the Evening.

10.2.4.3 In the case of a tie, the candidate that will have preference shall be the one with the highest score of the Essay of the ENEM exam; if tie persists, the oldest candidate shall prevail.

10.2.4.4 The other candidates classified from as of the 11th (eleventh) position shall constitute the WAITING LIST of the ENEM Selection Process and may, eventually, come to be summoned for the Request for Enrollment (item 12), in case that there are withdrawals.

10.2.4.5 The fulfilling of the vacancies is always made by respecting the order of classification by the FINAL AVERAGE obtained in the ENEM Selection Process and the 1st option declared in the registration, with validity only for the semester to which the Selection Process refers. In a given moment, there may occur that the umpteenth candidate is summoned for school registration in its 2nd (second) option, as a result of the totality of the vacancies of its 1st (first) option already having been filled. In this in case, the summoned candidate may:

- i. Exercise, in case that he/she has indicated, his/her 2nd (second) option and wait for the possibility of being relocated for the 1st (first) option;
- ii. Exercise, if he/she has indicated, his/her 2nd (second) option and give up on the vacancy in the 1st (first) option;
- iii. Express his/her interest only for vacancy in his/her 1st (first) option, accessing the date of disclosure of the result until 2 days after the disclosure of the 1st call, website www.fgv.br/processoseletivo, menu Results in link Follow up the result and check your scores, in the Pre-enrollment link. When giving up the vacancy in the 2nd (second) option, the candidate starts to wait only one eventual summoning in his/her 1st (first) option.

10.2.4.6 The decision amongst the 3 (three) alternatives above shall be valid immediately for the other selection processes in which the candidate is participating.

10.3 Undergraduate Course in Public Administration

10.3.1 ENEM's Selection Process is composed by two phases of verification:

- a. 1st Phase: The classification of the candidates shall be carried out on the basis of the scores supplied for the National Institute of Educational Research of the Ministry of Education (INEP/MEC).
- b. 2nd Phase: Oral Exam (see clarifications and content in Annex III).

10.3.2 Verification of the Results – 1st Phase

10.3.2.1 The candidate if he/she has obtained zero score in ENEM's essay is eliminated

10.3.2.2 The candidate who has not submitted the documents as per Annex II is eliminated.

10.3.2.3 The WEIGHED AVERAGE is obtained based on the scores of the four areas of Knowledge, as per table of weights below, attributing to highest weight to the area of Human Sciences:

| KNOWLEDGE AREAS | WEIGHTS |
|---|---------|
| Human Sciences and Its Technologies | 2 |
| Languages, Codes and Their Technologies | 1 |
| Mathematics and Their Technologies | 1 |
| Assay | 1 |

10.3.2.4 The test score of “Nature Sciences and their Technologies”, shall not be considered in the verification of the result.

10.3.2.5 The scores of each candidate, in each test, shall be converted into GROSS SCORE, varying between 0 (zero) and 10 (ten).

10.3.2.6 The candidates in decreasing order shall be list, considering the WEIGHED AVERAGE obtained.

10.3.2.7 The 50 (fifty) candidates who have gotten the highest averages are automatically summoned for the 2nd Phase of Verification. If there is a tie in the 50th (fiftieth) position, in the First Phase, all the candidates classified in this position shall move on to the Second Phase - Oral Exam.

10.3.2.8 The candidates who participate in the Entrance Exam, ENEM and IB/ABITUR/BAC/SAT Selection Processes, if summoned for the 2nd Phase in more than a Selection Process, shall carry out the Oral Exam only once, necessarily, on the date referring to the Selection Process whose summoning occurs first and the performance in this Oral Exam shall be valid for all the selection processes where the candidates have been summoned for the 2nd Phase. Therefore, the list of the ENEM Selection Process shall contain a number higher than 50 (fifty) candidates summoned for the accomplishment of the Oral Exam.

10.3.2.9 Candidates who not to carry out the Oral Exam on the date referring to its first summoning shall have a performance equal to zero in this 2nd Phase, and may not, under any hypothesis, carry out the Oral Exam.

10.3.3 Verification of Results of the 2nd Phase

10.3.3.1 The processing of the scores attributed by the Oral Exam Examining Stand is made, which shall be converted into a single GROSS SCORE, varying from 0 (zero) to 10 (ten).

10.3.3.2 It eliminates the candidate in Oral Exam:

- a. Does not follow the instructions on the accomplishment of the Oral Exam Online.
- b. Gets a GROSS SCORE lesser than 3.0 (three) in the Oral Exam.
- c. Is absent.

10.3.4 Verification of the Final Result

10.3.4.1 The FINAL AVERAGE is calculated by attributing weight 7 (seven) to the AVERAGE of the 1st Phase (Scores of the ENEM), weight 3 (three) to GROSS SCORE of the 2nd Phase (Oral Exam), and divide by the sum of these two components by 10 (ten) with the formula below:

- $FINAL\ AVERAGE = (7 \times [AVERAGE\ OF\ THE\ PHASE\ 1] + 3 \times [SCORE\ OF\ PHASE\ 2]) / 10$

10.3.4.2 The candidates by decreasing order, considered the FINAL AVERAGE obtained are related and the 10 (ten) candidates who have obtained the highest scores are selected, who shall be APPROVED and summoned for the Request of Enrollment item 12).

10.3.4.3 In the case of a tie, the candidate that shall prevail shall be the one with the highest score in the Assay of the ENEM Exam; persisting the tie, the oldest candidate shall prevail.

10.3.4.4 The fulfilling of the vacancies is always made by respecting the order of classification by the Final Average of the candidates approved in the ENEM Selection Process, with validity only for the semester to which the Selection Process refers.

10.4 Result of the ENEM Selection Process

10.4.1 The List of the candidates approved in the ENEM Selection Process shall be disclosed on the website of the selection process, as per the date established in the Schedule (Annex I).

10.4.2 The candidates shall have individual access, through the internet, to their classification, so as to have a detailed assessment of their performance. The access to the scores and classifications in the two phases shall be held in the disclosure of the final results This information shall be available on the website www.fgv.br/processoseletivo, menu Results, in link Follow the Result and Verify your Scores, through the use of the number of application and password.

10.4.3 The candidates classified for the 2nd Phase shall have their names disclosed in alphabetical order on the website www.fgv.br/selection_process, menu Results, as per Schedule (Annex I) and shall be disclosed on the same date of the result as the Confirmation Card with place, date and time of accomplishment of the Oral Exam in the menu Results, in link Confirmation Card of the Oral Exam.

11. INTERNATIONAL SELECTION PROCESS BASED ON THE RESULTS OF IB, ABITUR, BAC AND SAT EXAMS

11.1 For the Undergraduate Courses in Business Administration and Public Administration

11.1.1 Conditions of Application to International IB, ABITUR, BAC and SAT Selection Process

- a. Enrollment may be done to participate in the International Selection Process based on IB, ABITUR, BAC and SAT exams; the Brazilian and foreign candidates who have performed one of the exams mentioned below, at any one of the editions of the last 2 (two) years, and obtained the following score:
 - IBDP (IB) - International Baccalaureate Diploma Program, having obtained a score equal to or higher than 31 points, including considering the bonus score;
 - ABITUR - examination that qualifies the student to enter Higher Education in Germany, having obtained scores equal to or less than 2.3 (the lower the score, the better is the result of the candidate);
 - Baccalauréat (BAC) - examination that qualifies the student to enter Higher Education in Germany France, having obtained a score equal to or above 14 in modalities L (literary studies), ES (economic and social studies) or S (scientific studies);
 - SAT (Scholastic Aptitude Test): Scores equal to or above 1,200 (a thousand and two hundred) points;

11.1.2 Phases and Criteria of International IB/ABITUR/BAC/SAT Selection Process

11.1.2.1 The International IB/ABITUR/BAC/SAT Selection Process shall comprise two phases:

- a. 1st Phase - Best IB/ABITUR/BAC/SAT Exam Scores;
- b. 2nd Phase - Oral Exam (see clarifications and content in Annex III).

11.1.3 IB/ABITUR/BAC/SAT Exam Scores - 1st Phase

- a. One eliminates the candidates who had not delivered the results of the Examinations or that have scores lower than 11.1.
- b. The candidate is eliminated if he/she has not submitted the documentation in accordance with Annex II.

11.1.3.1 For the **Undergraduate Course in Business Administration** they shall be approved for the 2nd Phase (Oral Exam):

- a. Up to 42 (forty two) candidates who had carried out the application in the Selection Process with the option of the result of the IB, classified with best scores in accordance with the scores obtained in IB;
- b. Up to 12 (twelve) candidates who had carried out the application in the Selection Process with the option of the result of the ABITUR, classified with best scores in accordance with the scores obtained in ABITUR;

- c. Up to 12 (twelve) candidates who had carried out the application in the Selection Process with the option of the result of BAC, classified with best scores in accordance with the scores obtained in BAC;
- d. Up to 40 (forty two) candidates who had carried out the application in the Selection Process with the option of the result of the SAT, classified with best scores in accordance with the scores obtained in SAT;

11.1.3.2 The disclosure of those approved for 2nd Phase of the International IB/ABITUR/BAC/SAT Selection Process shall occur within the period established in the Schedule (Annex I).

11.1.3.3 The candidates who participate in the Entrance Exam, ENEM and IB/ABITUR/BAC/SAT Selection Processes, if summoned for the 2nd Phase in more than a Selection Process, shall carry out the Oral Exam only once, necessarily, in the process where they were summoned for the accomplishment of the examination and the performance in this Oral Exam shall be valid for all the selection processes where the candidates have been summoned for the 2nd Phase. Therefore, the list of the IB/ABITUR/BAC/SAT Selection Process shall contain a number lesser than 106 (one hundred and six) candidates summoned for the accomplishment of the Oral Exam. Candidates who do not carry out the Oral Exam on the date referring to their first summoning shall have an equal to zero performance in this Phase, and may not, under any hypothesis, carry out the Oral Exam referring to the other Selection Processes.

11.1.3.4 For the Undergraduate Course in Public Administration shall be approved for the 2nd Phase (Oral Exam):

- a. Up to 15 (fifteen) candidates who had carried out the application in the Selection Process with the option of the result of the IB, classified with best scores in accordance with the scores obtained in IB;
- b. Up to 10 (ten) candidates who had carried out the application in the Selection Process with the option of the result of ABITUR, classified with best scores in accordance with the scores obtained in ABITUR;
- c. Up to 10 (ten) candidates who had carried out the application in the Selection Process with the option of the result of BAC, classified with best scores in accordance with the scores obtained in BAC;
- d. Up to 15 (fifteen) candidates who had carried out the application in the Selection Process with the option of the result of the SAT, classified with best scores in accordance with the scores obtained in SAT;

11.1.3.5 The candidates who participate of the Selection Processes: Entrance Exam, ENEM and IB/ABITUR/BAC/SAT, if summoned for the 2nd Phase in more than a Selection Process, shall carry out the Oral Exam only once, necessarily, on the date referring to the Selection Process whose summoning occurs first and the performance in this Oral Exam shall be valid for all the selection processes where the candidates have been summoned for the 2nd Phase. Therefore, the list of the IB/ABITUR/BACK/SAT Selection Process may contain a number higher than 50 (fifty) candidates summoned for the accomplishment of the Oral Exam. Candidates who do not carry out the Oral Exam on the date referring to their first summoning shall have an equal to zero performance in this Phase, and may not, under any hypothesis, carry out the Oral Exam referring to the other Selection Process again.

11.1.4 Verification of the 2nd Phase - Oral Exam

11.1.4.1 The processing of the scores attributed by the Examining Stand is made, which shall be converted into a single GROSS SCORE, varying from 0 (zero) to 10 (ten) is made.

11.1.4.2 The candidate who in 2nd Phase - Oral Exam, shall be eliminated.

- a. Does not follow the instructions on the accomplishment of the Oral Exam Online.
- b. Obtains a GROSS SCORE lower than 3.0 (three) in the Oral Exam.
- c. Is absent.

11.1.5 Verification of the Final Result

- a. In the case of candidates that performed the IB, the AVERAGE OF PHASE 1 shall be calculated by the following formula: $AVERAGE\ OF\ PHASE\ 1 = [SCORE\ AT\ IB] * 10 / 45$
 - b. In the case of candidates that performed the ABITUR, the AVERAGE OF PHASE 1 shall be calculated by the following formula: $AVERAGE\ OF\ THE\ PHASE\ 1 = (6 - [SCORES\ AT\ ABITUR]) * 10 / 5$
 - c. In the case of candidates that performed the Bac, the AVERAGE OF PHASE 1 shall be calculated by the following formula: $AVERAGE\ OF\ PHASE\ 1 = [SCORE\ AT\ BAC] * 10 / 20$
 - d. The verification of the FINAL AVERAGE shall be calculated attributing weight 7 (seven) to the Scores of the Phase 1 and weight 3 (three) to the SCORE OF PHASE 2 (Oral Exam), and dividing the sum of these two components by 10 (ten), in accordance with the following formula:
 - e. In the case of candidates that performed the SAT, the AVERAGE OF PHASE 1 shall be calculated by the following formula: $AVERAGE\ OF\ PHASE\ 1 = [SCORE\ AT\ SAT] * 10 / 1600$
- $FINAL\ AVERAGE = (7 \times [AVERAGE\ OF\ PHASE\ 1] + 3 \times [SCORE\ OF\ PHASE\ 2]) / 10$

11.1.5.1 For the Undergraduate Course in Business Administration the candidates are in a decreasing order, considered the FINAL AVERAGE obtained, and select:

- a. The 12 (twelve) candidates with best performance amongst those they had carried through the IB, which shall be APPROVED being 10 (ten) for daytime period and 2 (two) for the nighttime period.
- b. The 3 (three) candidates with best performance amongst those they carried out the ABITUR, who shall be APPROVED being 2 (two) for daytime period and 1 (one) for the nighttime period.

- c. The 3 (three) candidates with best performance amongst those that carried out the BAC, who shall be APPROVED being 2 (two) for daytime period and 1 (one) for the nighttime period.
- d. The 10 (ten) candidates with best performance amongst those carried out the SAT, who shall be APPROVED being 8 (eight) for daytime period and 2 (two) for the nighttime period.

11.1.5.2 The fulfilling of the vacancies is always made by respecting the order of classification by the FINAL AVERAGE obtained in the IB/ABITUR/BAC/SAT Selection Process and the First option declared in the application, with validity only for the semester to which the Selection Process refers. At a given moment, there may occur that the umpteenth candidate be summoned for enrollment in his/her 2nd option, as a result of the totality of the vacancies of his/her 1st (first) option has already been filled. In this case, the summoned candidate may:

- i. Exercise, in case that he/she has indicated, his/her 2nd (second) option and wait for the possibility of being relocated for the 1st (first) option;
- ii. Exercise, if he/she has indicated, his/her 2nd (second) option and give up on the vacancy in the 1st (first) option;
- iii. Express his/her interest only for vacancy in your 1st (first) option by accessing website www.fgv.br/processoseletivo > São Paulo > Undergraduate > Administration > Period of Admission (select 2nd semester) > Modality (select International) > Select one of the options - IB, ABITUR, BAC or SAT menu Results menu in the link Follow the result and check your notes, in the Pre-enrollment link. When giving up the vacancy in the 2nd (second) option, the candidate starts to wait only for an eventual summoning in his/her 1st (first) option.

11.1.5.3 The decision amongst the 3 (three) alternatives above shall be valid immediately for the other selection processes in which the candidate is participating.

11.1.5.4 For the **Undergraduate Course in Public Administration**, the candidates are listed in descending order, considering the FINAL AVERAGE obtained which will be APPROVED according to the position table in item 5.

11.1.5.5 For the **Undergraduate Courses in Business Administration and Public Administration**

- a. In the event of a tie, the candidate with the highest score in the 2nd phase shall be preferred.
- b. When ties prevail, preference shall be given to the oldest candidate.
- c. The other candidates shall constitute four (4) waiting lists, referring to IB, ABITUR, BAC and SAT. They may eventually be summoned to the Enrollment, if there are any withdrawals.

- d. The fulfilling of the vacancies is always made by respecting the order of classification by the Final Average of the candidates approved in the International Selection Process, with validity only for the school year to which the Selection Process refers.

11.2 Result of International Selection Processes

- 11.2.1 The Lists of the candidates approved in the International Selection Processes shall be disclosed on the website of the selection process, as per the date established in the Schedule (Annex I).
- 11.2.2 The candidates shall have individual access, through the internet, to their classification, so as to have a detailed assessment of their performance. Access to the classifications in the two phases shall take place during the dissemination of the results. These accesses shall be available on the website www.fgv.br/processoseletivo, menu, Results, in link Follow the Result and Verify your Scores, through the use of the application number and password.
- 11.2.3 The candidates classified for the 2nd Phase shall have their names disclosed in alphabetical order on the website www.fgv.br/processoseletivo, menu Results, as per Schedule (Annex I) and shall be disclosed on the same date of the result as the Confirmation Card with place, date and time of accomplishment of the Oral Exam in the menu Results, in link Confirmation Card of the Oral Exam.

11.3 Calls to the Enrollment:

- 11.3.1 It is the sole responsibility of the candidate to monitor the disclosure of the final results and to verify their eventual approval in all modalities of the Selection Processes of this Public Notice and resulting call for registration or, in the case of waiting list, summoning to express interest in the vacancy and other acts related to this Selection Process. Candidates shall have individual access, through the Internet, to the averages obtained and to their classification related to the Selection Process.
- 11.3.2 For the Business Administration course, in the event that vacancies reserved for the ENEM modality are not filled until 7/30/2021, these vacancies shall be filled by candidates approved in the Entrance Exam Selection Process.
- 11.3.3 For the Public Administration course, in the event that vacancies reserved for the ENEM modality are not filled until 7/30/2021, these vacancies shall be filled by candidates approved in the Entrance Exam Selection Process.

11.3.4 If the vacancies for candidates who have carried out the Selection Process for a certain International modality are not filled until 7/28/2021 and there are no candidates approved on the waiting list, these vacancies shall be destined, as indicated, to candidates who have carried out the other Selection Processes of the International modality, as shown below:

| Unfilled Vacancies of the following Exams: | Indicated sequence of the other Selection Processes of the International modality |
|--|---|
| ABITUR | Destined, in order for vacancies of BAC / IB / SAT |
| BAC | Destined, in order for vacancies of ABITUR / IB / SAT |
| SAT | Destined, in order for vacancies of ABITUR / BAC / IB |
| IB | Destined, in order for vacancies of ABITUR / BAC / SAT |

11.3.5 In the event of vacancies reserved for the International IB/ABITUR/BAC/SAT Selection Process are not filled until 8/5/2021, these vacancies shall be filled by candidates approved in the Entrance Exam Selection Process.

11.3.6 Considering the beginning of academic activities for students entering on 8/2/2021, FGV reserves the right not to make additional calls after 8/13/2021 to fill all vacancies, which may eventually leave remaining vacancies of the Entrance Exam Selection Process.

12. ESTABLISHMENT OF BOND WITH FGV

12.1 General Enrollment Information

- a. All disclosures of lists and calls shall be made through the pages of the Selection Process www.fgv.br/processoseletivo > Menu Results.
- b. To access, the candidate must use the application number and password, received by email, after registering in the Selection Process.
- c. It is the candidate's sole responsibility to follow the dates of summoning for the Enrollment and other dates provided for in the Schedule of Annex I, published in this Public Notice and in the Candidate's Manual. His/her absence on the date indicated implies the loss of entitlement to the vacancy for which he/she was summoned.
- d. The approved candidate may only carry out the Enrollment for the school period referred to in the Selection Process, with no vacancy reservation for subsequent periods.
- e. The candidate who does not enroll in the period provided for in the Schedule (Annex I) shall lose the right to his/her vacancy.
- f. The candidate already enrolled due to the approval in the Entrance Exam modality and who is summoned for registration due to approval in the ENEM modality, must express himself before the Academic Records Department - FGV SRA, if there is interest in the change in the form of being admitted to the course. In the case of this expression of interest, the candidate shall have the enrollment of the Entrance Exam modality cancelled and shall have the enrolled formalized by the ENEM modality, opening the vacancy for the next candidate of the waiting list of the Entrance Exam modality.

- g. The candidate who has registered having exercised his/her 1st (first) option, gives up his/her call in all other processes for which he/she is competing for the Undergraduate Course in Business Administration of the São Paulo School of Business Administration - FGV EAESP.

12.2 Process of Summoning and Enrollment

- a. In the Selection Processes of the Entrance Exam, ENEM and International modalities IB/ABITUR/BAC, the call for Enrollment obeys the classification of the candidate in the Tests referred to in this Public Notice and in the Candidate's Manual, according to his/her Final Average.
- b. The call shall be made through the Selection Process page (www.fgv.br/processoseletivo), in the link Follow the Result and Check your Scores.

12.2.1 Declaration of Interest for Vacancy

- a. From the date of disclosure of the List of Candidates Summoned for Enrollment in the 1st Call of the Entrance Exam, ENEM and International modalities IB/ABITUR/BAC SAT, the remaining candidates of the respective Waiting Lists must fill out, through the website, the electronic form of Declaration of Interest for the Vacancy.
- b. The period for completing the electronic form of Declaration of Interest for Vacancy for candidates of the ENEM modality shall be published when the results of this selection process are disclosed.
- c. In the Entrance Exam, modalities, ENEM and International IB/ABITUR/BAC/SAT, the Declaration of Interest for Vacancy must be carried out exclusively by the website, and the candidate who does not do it within the established deadline shall be excluded from the Selection Process.
- d. In the Entrance Exam, ENEM and International modalities IB/ABITUR/BAC/SAT, with vacancies remaining, among the candidates who have obtained the best general classification, shall be summoned, if they have filled out the Declaration of Interest for the Vacancy.

12.2.2 Face-to-Face Enrollment Scheduling

For the ENROLLMENT scheduling, the candidate must mandatorily:

- a. Make sure that the document Upload step has been properly completed;
- b. Access the website of the Selection Process > Pre-enrollment link> Enrollment Scheduling > and make the appointment for attendance at the Academic Records Department, according to the day and time of his/her choice;
- c. The scheduling period is available in the Schedule (Annex I);
- d. The scheduling must be made in advance, depending on the demand of candidates, availability of dates and times;

- e. Only candidates who have made the appointment shall be serviced;
- f. Candidates who do not show up at the scheduled time or do not have the complete documentation for registration, as set out in item 12.5, should wait for the availability of the service, upon absence of the following candidate at the time intended for him.

12.2.3 STEP 1: Vacancy Reservation and Upload of Scholarship Documents

The classified candidates must, necessarily, upload from the website of the Selection Process:

- a. Proof of payment of 1st (first) portion of the school semester;
- b. Scholarship Application Documentation (optional);
- c. Certificate of Completion of High School or Declaration of Completion of Course issued less than 6 (six) months ago or, further, Declaration of being in the completion phase with expected completion.

12.2.3.1 If the High School has been completed abroad, the candidate must present, mandatorily, the Course Equivalence Opinion, issued by the State Council of Education and the publication in the Official Gazette (only for opinions issued by the C.E.E/RJ).

12.2.3.2 The form and list of documents for the scholarship application shall be published on the Internet, at www.fgv.br/processoseletivo > menu Results > after the disclosure of the result of the Selection Process.

12.2.3.3 The upload of documents should be carried out on the selection process page > Menu Result > the pre-registration link, according to the specifications below and within the deadline established in the Schedule (Annex I):

- a. Documents should be digitalized (scanned) and saved in "PDF" format;
- b. The maximum size allowed to upload each document is 1.5MB;
- c. Photos of documents shall not be accepted;
- d. Documents that have two-sided or more than 1 (one) page must be scanned into a single file (e.g.: High School Completion Certificate);
- e. Illegible, incomplete or non-standard documents set out above shall invalidate the vacancy reservation stage and, later, the candidate's registration.

12.2.3.4 Failure to comply with items 12.4.2 to 12.5, within the deadline set forth in the Schedule (Annex I), authorizes FGV to summon the subsequent candidate in the classification list.

12.3 Withdrawal

- a. In the Entrance Exam, ENEM and International modalities IB/ABITUR/BAC/SAT, students who file a Vacancy Application for The Course until the date provided for in this Public Notice and in the Candidate's Manual for the respective selection processes shall have the amounts paid returned, with retention of 10% of the amount of the first installment of the half-yearly payment, in return for the administrative costs incurred.
- b. In the Entrance Exam, ENEM and International modalities IB/ABITUR/BAC/SAT, students who file Vacancy Withdrawal Requests after the date set out in this Public Notice and in the Candidate's Manual for the respective selection processes, shall be fully responsible for the installments of the half-yearly payments until the month in which such requirements occur, and, in full, for the other installments prior to that month, if they are not paid, plus a fine of 2% and interest of 0.033 % per day.

12.4 Formalization of the Bond with FGV - Face-to-Face Enrollment

- a. Candidates approved in the Selection Process, as soon as they are called for Enrollment, should access the Selection Process page (www.fgv.br/processoseletivo > Menu Results > link "Follow the Result and Check your Notes) to start his/her PRE-ENROLLMENT process, to update and complement his/her data, attach the scanned documents, schedule the necessary times and issue the required forms (Term of Agreement, Bank Compensation Form and others) for the formalization of the Face-to-Face Enrollment.
- b. At this same address of website www.fgv.br/processoseletivo, shall be available, in the period of disclosure of the Process Results, the template of Educational Service Agreement and Other Covenants, as well as the internal School and Course rules. Documents should be read and reviewed by the candidate and his/her legal representative, if applicable.
- c. In case of civil minority 18 (eighteen) the candidate, his/her legal representative or guardian must sign the referred Educational Service Agreement .
- d. The Enrollment and signing of the Educational Service Agreement by proxy shall be accepted, according to the template established by the School (www.fgv.br/processoseletivo on the respective process page in the Results menu, in the link Follow the Results and Check your Notes > Click here to start your PRE-ENROLLMENT process). The candidate shall later be identified through the photo collected in the test; if there is a disparity in the identification this shall have his/her Enrollment cancelled.
- e. The processing of the bond with FGV shall take place by the acceptance of the Enrollment, signature of the Educational Service Agreement, bank slip paid and compliance with all the requirements established in this Public Notice and in the Candidate's Manual.

- f. Candidates who do not provide the signature of the referred Educational Service Agreement shall not be bound to FGV and shall not be eligible for the Undergraduate Course in Business Administration.
- h. The term of the Educational Service Agreement is 1 (one) school semester; its automatic renewal is subject to compliance with the academic and financial requirements indicated in the internal rules.

12.5 Documentation Mandatory for Acceptance to Enrollment

On the respective process page in the Results menu, link Track the Result and Check your Notes (using the number of his/her application and the respective password, received by email after application) > Click here to start your PRE-ENROLLMENT process:

12.5.1 STEP 1: Document Upload

In order to complete this stage, the candidate must:

- a. Scan all documentation described in item 12.5.2, and attach it to the selection process website;
- b. All documents are mandatory, except those provided for in case of civil minority: Electoral Card, Discharge Certificate, Military Enlistment or specific documents for foreign students;
- c. Documents should be digitalized (scanned) and saved in "PDF" format;
- d. The maximum size allowed to upload each document is 1.5MB;
- e. The photo must be digitalized (scanned) and generated in "JPEG" format;
- f. Documents that have two-sided or more than 1 (one) page must be scanned into a single file (e.g.: High School Completion Certificate);
- g. Failure to comply with the above item invalidates the candidate's registration process.

12.5.2 STEP 2: Face-to-face Enrollment

The candidates must present at FGV SRA the originals of all documents scanned and attached, in accordance with the above item, for authentication purposes, at the time of registration:

12.5.2.1 For Brazilian candidates:

- a. Official Identity Document (RG);
- b. CPF (if it is not included in the identity document);
- c. Birth or Marriage Certificate, according to marital status;
- d. Electoral Card
- e. Electoral Acquittance Certificate - for people over 18 (eighteen) years (<http://www.tse.jus.br/eleitor-e-eleicoes/certidoes/certidao-de-quitacao-eleitoral>);

- f. Certificate to be at good standing with the Military Obligations (Military Enlistment or Military Certificate), if of the male sex and older than 18 (eighteen) years;
 - g. 1 (one) 3 x 4 color photo (recent);
 - h. Medical Report (Person with Disabilities)- Annex IV;
 - i. Social Name Inclusion Request (optional)- Annex VI;
 - j. Certificate of Completion of High School or equivalent⁽¹⁾ obtained by regular route or Adult Education program⁽²⁾ if it has been completed abroad, the candidate must present the Course Equivalence Opinion, issued by the State Board of Education and publication in the Official Gazette, if the information is contained in the document;
 - k. Copy of the Publication in the Official Gazette - mandatory for those graduates in the State of Rio de Janeiro, from 1985 to 2015 and for those graduates in the State of São Paulo from 1980 to 2000;
 - l. Copy of The Publication at GDAE (Dynamic Management System of School of Administration)- mandatory for those completing course in the State of SP from 2011; (<https://concluintes.educacao.sp.gov.br/publica/consultapublica/search>)
 - m. Academic Transcript for High School
 - n. Bulletin scores of the ENEM (those being admitted by this modality);
 - o. Certificate of the International Examination (Admission by this modality);
 - p. The documents listed below shall be presented upon the school registration and are available for printing in the [Pre-Enrollment link](#):
 - 2 (two) copies of the Educational Service Agreement, signed;
 - Payment slip, paid, referring to the first monthly fee of the course;
 - Enrollment Form, signed;
 - Term of Academic Responsibility
- 12.5.2.2 For foreign candidates:
- a. Passport;
 - b. Student's visa
 - c. Birth or Marriage Certificate, according to marital status;
 - d. CPF;
 - e. National Migratory Registry - RNM;
 - f. 1 (one) 3 x 4 color photo (recent);
 - g. Medical Report (Person with Disabilities) - Annex V;
 - h. Social Name Inclusion Request (optional)- Annex VI;
 - i. Certificate of Completion of High School or equivalent⁽¹⁾ obtained by regular route or Adult Education program⁽²⁾ if it has been completed abroad, the candidate must present the Course Equivalence Opinion, issued by the State Board of Education and publication in the Official Gazette, if the information is contained in the document;

- j. Academic Transcript for High School
 - k. Certificate of the International Examination (Admission by this modality);
 - l. Insurance policy in the minimum amount of € 30.000 (thirty thousand euros) or US\$ 42,000 (forty two thousand American dollars); with validity for the period of the course chosen by him/her, and that it contemplates, also, the posthumous transfer to his/her native country.
 - m. The documents listed below shall be presented upon the school enrollment and are available for printing in the Pre-Enrollment link:
 - 2 (two) copies of the Educational Service Agreement, signed;
 - Payment slip, paid, referring to the first monthly fee of the course;
 - Enrollment Form, signed;
 - Term of Academic Responsibility;
 - Declaration of Subsistence.
- (1) Secondary studies made abroad
- For the confirmation of conclusion of High School, the Brazilian or foreign candidate who has carried out fully the corresponding studies abroad: Equivalence Declaration of Studies Abroad issued by the State Department of Education.
 - If he/she has attended the third year of High School abroad, the Equivalent Declaration of Studies Abroad and the School History referring to the first and second years attended in Brazil.
 - If he/she has attended the first and second year of High School abroad, he/she should deliver his/her School Record with notes on the EEC Deliberation No. 21/2001.
- (2) Conclusion of High School by Adult Education program
- Conclusion of High School obtained by means of Adult Education program with article 38 of Law 9 394/96: Certificate of Conclusion.
- 12.5.3 In case of change of the legal name, the documents must have to be brought up to date in accordance with the effective Legal Certificate.
- 12.5.4 Lack of presentation of the certificate of conclusion of High School or equivalent, shall turn null for all effects, the classification of the candidate.
- 12.5.5 In case of impossibility of presentation of the Certificate of Conclusion of High School, the candidate shall present Declaration of Conclusion of High School issued less than 6 (six) months ago, including the date of conclusion of the course, signed and stamped by the Educational Institution.
- 12.5.6 The candidate who does not present the Certificate of Conclusion of High School shall not be able to renew the school registration for the subsequent school period.

- 12.5.7 Declarations of conclusion of series or certificates of incomplete courses in High School shall not be accepted.
- 12.5.8 As a result of the Brazilian Federal Police time periods for the issuance of the RNM - National Migratory Register, the petition protocol shall be accepted, if it contains the validity of the referred document, temporarily, for enrollment purposes.
- 12.5.9 Protocols of any documents shall not be accepted, except for ones described in item 12.5.2.
- 12.5.10 Incomplete, incorrect enrollments documentation that are divergent from the documents attached in item 12.5.1., or in disagreement with what is established in this Public Notice shall not be registrations with incomplete, incorrect documentation will not be carried through, that they are divergent of documents annexed in item 12.5.1, or in disagreement with the established in this Public Notice.

13. SCHOLARSHIPS

Instructions for Scholarships Request

- a. The instructions for scholarship requests and the request form shall be disclosed on the internet at www.fgv.br/processoseletivo, menu Results, upon the disclosure of the results of the selection processes.
- b. Under no hypothesis shall be accepted requests that are outside time limits.

13.1 Undergraduate Course in Business Administration

13.1.1 Non-reimbursable scholarships

Scholarships shall be granted for the first 4 students in the Entrance Exam Process, in accordance with the following percentages:

| ENTRANCE EXAM |
|------------------------------|
| 1 st place - 100% |
| 2 nd place - 50% |
| 3 rd place - 30% |
| 4 th place - 20% |

- In case the candidate classified between 1st and 4th places does not make his/her enrollment, the classifying order for the scholarship grant shall be followed.

a. Conditions for maintenance:

The conditions for maintenance of this modality of scholarship demand that the beneficiary:

- obtains accumulated general average above or equal to 6.00 (six);
- presents behavior compatible with the academic standards.
- does not interrupt his/her studies in the course where he/she stood out in the corresponding Selection Process, except in the cases of:
- Interruption for reason of student interchange promoted by program supported by FGV EAESP, with duration not above one school year, and
- Summoning for the provision of service to the Brazilian nation.

b. No compliance with the requirements for maintenance of the scholarship implies its definitive loss.

- Scholarships for students with economic difficulties - applicable for students approved in Entrance Exam and ENEM modalities.

In all, there shall be granted until 5 (five) scholarships not fully reimbursable (100%) to students approved in Entrance Exam and ENEM modalities, considering, respectively, the socio-economic situation of the candidate as well as his/her classification.

a. The scholarship shall be granted in the necessary period for the payment in full of the 240 credits that make up the curriculum: for 8 semesters foreseen for payment in full of the Undergraduate Course in Business Administration - Daytime Period and for 10 semesters foreseen for payment in full of the Undergraduate Course in Business Administration - Evening Period.

b. The candidates to these scholarships shall be selected on the basis of the following criteria:

- i. economic-financial need adequately proven;
- ii. performance in the selection process.

- c. Conditions for maintenance: The conditions for maintenance of this Modality of scholarship demand that the beneficiary:
 - obtains accumulated general average above or equal to 6.00 (six);
 - presents behavior compatible with the academic standards.
 - does not interrupt his/her studies in the course where he/she stood out in the corresponding Selection Process, except in the cases of:
 - Interruption for reason of student interchange promoted by program supported by FGV EAESP, with duration not above one school year, and
 - Summoning for the provision of service to the Brazilian nation.
 - that it does not present significant change of his/her economic-financial situation.
- d. No compliance with the requirements for maintenance of the scholarship implies its definitive loss.
- e. The students who are attending a Graduation course cannot claim the merit scholarships or those of economic need in case of readmission in the course, by means of the accomplishment of a new selection process.
- f. The scholarships out of economic need include the school taxes (40% of the monthly fee) in case of accomplishment of interchange for one semester.

13.1.2 Reimbursable Scholarships - applicable for students approved in Entrance Exam and ENEM modalities.

- a. FGV EAESP grants, to Graduation students with proven need, financing of scholarships with mandatory compensation without interests, brought up to date by the variation of the IGP-M, in the following Modalities:
 - Scholarship (from 20% to 100% of the monthly fee in the semester).
 - School Material scholarship (semester aid for book and school material purchase).
 - Food Scholarship (semester aid to help with foods).
 - Housing Scholarship (semester aid to the students with largest economic difficulty and residents outside the city of São Paulo).
 - Transportation Scholarship (semester aid to the students with largest economic difficulty and residents outside the city of São Paulo).
- b. The approval of the student's request to participate in the Modality of Reimbursable Scholarship, granted by the Scholarship Fund of FGV EAESP, shall depend on the financial availability in each semester, as well as of the number of applications and the requested percentages.

- c. Conditions for maintenance: The conditions for maintenance of this Modality of scholarship demand that the beneficiary:
 - obtains accumulated general average above or equal to 6.00 (six);
 - presents behavior compatible with the academic standards.
- d. The Reimbursable Modality Scholarship does not contemplate the financing of: school registration lock-up.

13.2 Undergraduate Course in Public Administration

The Undergraduate Course in Public Administration at São Paulo FGV EAESP offers scholarship for students who have been approved in the Selection Process in the following Modalities:

13.2.1 Merit Scholarship

Scholarships shall be granted for the first 4 students in the Entrance Exam Process, in accordance with the following percentages:

| ENTRANCE EXAM |
|------------------------------|
| 1 st place - 100% |
| 2 nd place - 50% |
| 3 rd place - 30% |
| 4 th place - 20% |

- In case the candidate classified between 1st and 4th places does not make his/her enrollment, the classifying order for the scholarship grant shall be followed.

13.2.2 Non-reimbursable scholarships

Scholarships for students with economic difficulty: 10 (ten) full non-reimbursable scholarships shall be granted up to (100%) to students approved in Entrance Exam and ENEM modalities, considering the socio-economic situation of the candidate as well as his/her classification in the selection process.

- a. The candidates to these scholarships shall be selected on the basis of the following criteria:
 - i economic-financial need adequately proven;
 - ii. performance in the selection process.
- b. Conditions for maintenance: The conditions for maintenance of this modality of scholarship demand that the beneficiary:
 - i obtains accumulated general average above or equal to 7.00 (seven);
 - ii. presents behavior compatible with the academic standards.

- iii. does not interrupt his/her studies in the course where he/she stood out in the corresponding Selection Process, except in the cases of:
 - Interruption for reason of student interchange promoted by program supported by FGV EAESP, with duration not above one school year, and
 - Summoning for the provision of service to the Brazilian nation.
 - That it does not present significant change of his/her economic-financial situation.
- c. No compliance with the requirements for maintenance of the scholarship implies its definitive loss.
- d. The students who are attending a Graduation course cannot claim the merit scholarships or those of economic need in case of readmission in the course, by means of the accomplishment of a new selection process.
- e. The scholarships out of economic need include the school taxes (40% of the monthly fee) in case of accomplishment of interchange for one semester.

13.2.3 Reimbursable Scholarships - applicable for students approved in Entrance Exam, ENEM and International modalities IB, IBTUR, BAC and SAT.

- a. FGV EAESP grants, to Graduation students with proven need, financing of scholarships with mandatory compensation in the following modalities:
 - i. Scholarship (from 20% to 100% of the monthly fee in the semester).
 - ii. School Material scholarship (semester aid for book and school material purchase).
 - iii. Food Scholarship (semester aid to help with foods).
 - iv. Housing Scholarship (semester aid to the students with largest economic difficulty and residents outside the city of São Paulo).
 - v. Transportation Scholarship (semester aid to the students with largest economic difficulty and residents outside the city of São Paulo). The approval of the student's request to participate in the Modality of Reimbursable Scholarship, granted by the Fund of Scholarships of FGV EAESP, shall depend on the financial availability in each semester, as well as of the number of applications and the requested percentages.
- b. Conditions for maintenance: The conditions for maintenance of this modality of scholarship demand that the beneficiary:
 - i. obtains accumulated general average above or equal to 6.00 (six);
 - ii. presents behavior compatible with the academic standards.
- c. The Reimbursable Modality Scholarship does not contemplate the financing of: school registration lock-up.
- d. FGV EAESP counts on a Fund of Scholarships that opens to the students the possibility of applying for reimbursable financing of the monthly fees.

14. GENERAL PROVISIONS

14.1 The courses could be offered, at the criterion of the FGV schools, in the following modalities:

a. MEDIATED BY TECHNOLOGY (EAD)

In accordance with Ordinance MEC 544, of 6/16/20, which provides for the substitution of the face-to-face classes for classes in digital means, while the situation of pandemics of new coronavirus-covid-19 lasts;

b. HYBRID

In accordance with article 2nd of Ordinance MEC 2117, of 12/06/19, "the IES shall be able to introduce offers of hourly load in EAD modality in the pedagogical and curricular organization of their face-to-face graduation courses, until the limit of 40% of the total hourly load of the course".

Example: 60% face-to-face + 40% mediated by technology (EAD).

c. FACE-TO-FACE

As per the Authorization of each course.

14.2 The candidate who is making use of documents and/or false, fraudulent information, as well as information filled with irregularities or other torts shall have his/her enrollment cancelled. In this case, there shall not be a return of paid values.

14.3 The Getulio Foundation Vargas is not signatory of Fund of Student Financing - FIES (Fundo de Financiamento Estudantil) and of the Program University for All - PROUNI (Programa Universidade para Todos).

14.4 The Undergraduate Course in Business Administration, in Public Administration shall have elective disciplines taught in the English language by FGV or visiting teachers.

14.5 The omissive cases, in relation to the Selection Processes, shall be settled by the Coordination of Selection Processes - FGV, where additional information may be obtained.

14.6 It is the absolute obligation of the candidate to remain himself informed of dates, places and periods of time settled in the Schedule (Annex I) of this Selection Process, being of his/her full responsibility the resulting damage of the non-observance of this information.

14.7 The present Selection Process only has validity for the 2nd (second) period of the school semester of 2021.

14.8 The candidates enrolled in this Process, are subject to the standards included in this Public Notice, as well as the Supplementary Official Notices and in other documents officially disclosed, where a subsequent appeal cannot be filed.

14.9 The lock-up application of the 1st school semester is not allowed at FGV Schools.

14.10 The omissive cases, in relation to the School Enrollment, shall be settled by the Academic Records Department - FGV SRA, where additional information may be obtained.

14.11 As a result of sanitary requirements, vestibular steps and academic activities, at the beginning of the classes, synchronous activities may be carried out with the support of technological resources offering, when necessary, also assurance of adequate interaction among the participants.

14.12 At its criterion and having the remaining vacancy availability, FGV may invite the candidates approved in waiting list, that could not get a vacancy in the course where they applied to, to enroll in other courses of other schools of the Institution. In addition, candidates not selected may be contacted, to become aware of other educational chances at FGV.

14.13 The times mentioned in this Public Notice refer to the official Brasília time.

São Paulo, May 17, 2021.

Antonio de Araujo Freitas Junior
Teaching, Research and Graduate Courses Vice-Dean
Fundação Getúlio Vargas

ANNEX I - ENTRANCE EXAM SELECTION PROCESS SCHEDULES

| STAGES | DATES | PLACES |
|---|---|--|
| Application with Discount (value R\$ 75.00) | March 15 to April 9, 2021 by 6 pm | www.fgv.br/processoseletivo |
| Application without Discount (value R\$ 150.00) | After 6 pm of Apr. 9 until May 12, 2021 to 6 pm | www.fgv.br/processoseletivo |
| Disclosure of the Webinar of presentation of the entrance exam | As of May 3, 2021 | It shall be sent by email and SMS (Contacts registered in enrollment form) |
| Remittance of mandatory documents (Letter of Motivation and Certificate of Conclusion of High School) | March 15 to May 19, 2021 | Ref. Page 50 |
| Remittance of the documentation regarding request for exemption of enrollment fee | March 15 to May 7, 2021 | Ref. Page 7 |
| Remittance of the Medical Report for Candidates with Disabilities | March 15 to May 13, 2021 | Ref. Page 54 |
| Request for accomplishment of the tests of Phase 1st at the premises of FGV in São Paulo | From March 15 to May 14, 2021 | Ref. Page 10 |
| Petition for inclusion of Social Name | March 15 to May 12, 2021 | Ref. Page 56 |
| Disclosure of the Confirmation Card of Phase 15 | May 19, 2021 as of 6 pm | www.fgv.br/processoseletivo |
| 1 st Phase - Disclosure of the Test Check-in | May 20, 2021 after 12 pm | It shall be sent by email and SMS (Contacts registered in application form) |
| Performance of the Tests | May 30, 2021 | Ref. Pages 8 to 15 |
| Publication of the Template Sheet (objective module) and Resolution of the Test of Applied Mathematics for the course of Administration EAESP. | June 2, 2021, after 6 pm | Ref. Page 22 |
| Remittance of the Form of Template Challenge | June 2, after 6 pm until 6 pm of June 4, 2021 | Ref. Page 22 |
| Disclosure of the list of classified students and confirmation card for Phase 25 | June 24, 2021, after 6 pm | www.fgv.br/processoseletivo |
| Oral Exam | June 28, 2021 | Ref. Page 52 |
| Disclosure of the Final Result | July 9, 2021, after 6 pm | www.fgv.br/processoseletivo |
| Declaration of Interest for vacancy Solely from the website | To be confirmed | Completion of electronic form of Declaration of Interest www.fgv.br/processoseletivo |
| Enrollment on 1st Call | Stage 1: Upload of documents and scheduling of school enrollment | To be confirmed www.fgv.br/processoseletivo |
| | Stage 2: Establishment of the Enrollment | To be confirmed FGV SRA -SP |
| The Schedule for determination of the bond with FGV by means of the Entrance Exam Selection Process shall be disclosed in the Candidate Manual, available from the beginning of the registrations on website www.fgv.br/processoseletivo . | | |
| Deadline for vacancy withdrawal in the course | To be confirmed | FGV SRA -SP |
| Beginning of the School Semester | To be confirmed | FGV SRA -SP |

ANNEX I - ENEM SELECTION PROCESS SCHEDULES

| STAGE | DATE | PLACE |
|--|---|--|
| Application with Discount (value R\$ 25.00) | March 15 to April 9, 2021 by 6 pm | www.fgv.br/processoseletivo |
| Application without Discount (value R\$ 50.00) | After 6 pm of Apr. 9 until May 28, 2021 at 6 pm | www.fgv.br/processoseletivo |
| Remittance of mandatory documents (Letter of Motivation and Certificate of Conclusion of High School) | March 15 to June 9, 2021 by 6 pm | Ref. Page 50 |
| Remittance of the documentation regarding request for exemption of enrollment fee | March 15 to May 24, 2021 by 6 pm | Ref. Page 7 |
| Petition for inclusion of Social Name | March 15 to May 28, 2021 | Ref. Page 56 |
| Disclosure of the list of classified students to Phase 25 | June 24, 2021, after 6 pm | www.fgv.br/processoseletivo |
| Performance of the Oral Exam | June 28, 2021 | Ref. Page 52 |
| Disclosure of the Final Result | July 9, 2021 | www.fgv.br/processoseletivo |
| The Schedule for determination of the bond with FGV by means of the ENEM Selection Process shall be disclosed in the Candidate Manual, available from the beginning of the registrations on website www.fgv.br/processoseletivo . | | |
| Declaration of Interest for vacancy Solely from the website | To be confirmed | Completion of electronic form of Declaration of Interest www.fgv.br/processoseletivo |
| Enrollment on 1st Call | Stage 1: Upload of documents and scheduling of school enrollment | To be confirmed www.fgv.br/processoseletivo |
| | Stage 2: Establishment of the Enrollment | To be confirmed FGV SRA -SP |
| From (date to be confirmed), having vacancy available, the candidate shall be summoned, who, amongst those that have filled the Declaration of Interest for Vacancy, have obtained the best general classification. | | |
| Deadline for vacancy withdrawal in the course | To be confirmed | FGV SRA -SP |
| Beginning of the School Semester | To be confirmed | FGV SRA -SP |

**ANNEX I – SCHEDULES FOR SELECTION PROCESS BASED ON THE RESULT OF INTERNATIONAL EXAMS
IB/ABITUR/BAC/SAT**

| STAGE | DATE | PLACE |
|---|---|--|
| Application with Discount (value R\$ 75,00) | March 15 to April 9, 2021 by 6 pm | www.fgv.br/processoseletivo |
| Application without Discount (value R\$ 150,00) | After 6 pm of Apr. 9 up to May 28, 2021 at 6 pm | www.fgv.br/processoseletivo |
| Remittance of mandatory documents | March 15 to June 9, 2021 by 6 pm | Ref. Page 50 |
| Remittance of the result of the International Exams | July 7, 2021 | Ref. Page 28 |
| Petition for inclusion of Social Name | March 15 to May 28, 2021 | Ref. Page 56 |
| Disclosure of the list of classified students and confirmation card for Phase 25 | July 9, 2021, after 6 pm | www.fgv.br/processoseletivo |
| Oral Exam | July 13, 2021 | Ref. Page 52 |
| Disclosure of the Final Result | July 16, 2021 | www.fgv.br/processoseletivo |
| The Schedule for determination of the bond with FGV by means of the International Selection Processes IB/ABITUR/BAC shall be disclosed in the Candidate Manual, available from the beginning of the registrations on website www.fgv.br/processoseletivo . | | |
| Declaration of Interest for vacancy Solely from the website | To be confirmed | Completion of electronic form of Declaration of Interest www.fgv.br/processoseletivo |
| Enrollment on 1st Call | Stage 1: Upload of documents and scheduling of school enrollment | To be confirmed www.fgv.br/processoseletivo |
| | Stage 2: Establishment of the Enrollment | To be confirmed FGV SRA -SP |
| From (date to be confirmed), having vacancy available, the candidate shall be summoned, who, amongst those that have filled the Declaration of Interest for Vacancy, have obtained the best general classification. | | |
| Deadline for vacancy withdrawal in the course | To be confirmed | FGV SRA -SP |
| Beginning of the School Semester | To be confirmed | FGV SRA -SP |

ANNEX II - DOCUMENTATION MANDATORY FOR THE SELECTION PROCESS

1. FORMALIZATION OF THE ENROLLMENT

To formalize your registration in the Entrance Exam, ENEM and International IB/ABITUR/BAC/SAT Selection Process the interested parties shall submit until the period established in the Schedule (Annex I), exclusively through the internet in the Application Form or in *link* "Track your application", the documents below:

1.1 Entrance Exam Selection Process

- a. Letter of motivation (item 2);
- b. Certificate of conclusion of High School or equivalent (in pdf format) (item 3).

1.2 ENEM Selection Process

- a. Letter of motivation (item 2);
- b. Certificate of conclusion of High School or equivalent (in pdf format) (item 3).

1.3 International process IB/ABITUR/BAC/SAT

- a. Motivation Letter (item 2);
- b. Certificate of conclusion of High School or equivalent (in pdf format) (item 3).
- c. Result of one of the IB/ABITUR/BAC/SAT exams.

2. MOTIVATION LETTER

The candidate shall write a text in which he/she presents the reasons for which he/she has interest in attending a course in Business Administration or Public Administration at FGV EAESP. The text can include information on the trajectory of the candidate, his/her interests in terms of disciplines and knowledge areas, the type of work that he/she intends to carry out and what social impact he/she desires to have with the future profession, as long as such information contributes to justify the option for FGV EAESP. The text shall include the full name of the candidate and number of registration and be delivered in pdf format, with the following formatting:

- Font: Times New Roman (size 12);
- Line spacing: simple;
- Margin: normal (upper: 2.5 cm; lower: 2.5 cm; left: 3.0 cm; right: 3.0 cm);
- Lines: minimum 30 and maximum 100.
- The Letter of Motivation shall be verified through a software antiplagiarism. In case plagiarism in the document is found, the candidate shall be eliminated from the selection process. Plagiarism shall be considered the copy or mere adaptation of excerpts of other sources without the due citation. The original source must be duly identified in the bibliographical citation in accordance with the standards of ABNT.

3. HIGH SCHOOL OR EQUIVALENT COMPLETION CERTIFICATE

- The candidates who are in phase of conclusion of High School shall present a Declaration of School Enrollment with forecast of conclusion of High School, in letterhead paper of the school with stamp and signature of the Principal or his/her legal substitute, informing that the candidate shall conclude the 3rd year in June 2021.
- For the evidence of conclusion of High School obtained by means of Substitution, in accordance with Article 38 of Law 9 394/96, the candidate shall deliver the referred Certificate of Conclusion. Declarations or Statements shall not be accepted informing that the candidate performed the substitution examinations.
- In the case of foreigners, the regular migratory condition in Brazil, which understands the attainment of the visa and the update of the foreigner's register, it is the responsibility of the student, and is indispensable for the establishment of the school enrollment and, later, for the renewal of the school enrollment at each beginning of the school year.
 - 3.1 In case that he/she does not submit the documentation nor does he/she prove the conclusion of High School until the period established in the Schedule (Annex I), the candidate shall be eliminated from the Selection Process.
 - 3.2 Under no hypothesis shall documents be accepted after the deadline and if they are not compatible with what had been requested.
 - 3.3 Candidates who carry out the registration for the Entrance Exam and Enem Processes shall submit the documentation to both applications, despite the fact that the documents are the same ones.
 - 3.4 Candidates who are participating in the Entrance Exam Selection Process as "trainees" do not need to attach the documentation.

ANNEX III- CLARIFICATIONS ON THE ORAL EXAM**1. Content and Classification Criteria - 2nd- Phase**

- 1.1 The 2nd Phase shall be carried out online by means of a specific platform.
 - 1.2 The Oral Exam shall happen on the date established in the Schedule (Annex I) and shall set appointments previously by the Coordinator of the selection process. There shall not be any rescheduling, under any hypothesis.
 - 1.3 The Confirmation Card of the 2nd Phase with the schedule of performance of the Oral Exam shall be divulged on the date established in the Schedule (Annex I) on the website www.fgv.br/processoseletivo menu Results > Confirmation Card 2nd Phase.
2. The Oral Exam comprises the Second Phase of the Entrance Exam, ENEM and International IB/ABITUR/BAC/SAT Selection Processes and shall be performed Online by means of a specific platform. This examination has as objective to evaluate the 3 (three) items below assessing three aspects:
 - a. The first one is the capacity to argue and to justify the vocational choice.
 - b. The second point assessed has to do with the analytical abilities expressed orally by the candidate.
 - c. And finally, also assesses the capacity of initiative presented by the candidate in the interview bound to three dimensions: capacity of the candidate to influence the environment where he/she acts, to interact with new social experiences and, also, to fully exercise his/her autonomy in the organizations, respecting the positions of the other individuals.
 3. The examining board shall comprise professors of FGV EAESP, grouped in doubles per candidate being reviewed. The examining stand is trained to carry out this phase of the evaluation process and shall follow standardized criteria of performance verification.
 4. The candidate to the International Processes who happens to be foreign and cannot manage to communicate with the Examining Stand in Portuguese or English during the Oral Exam shall be eliminated from the Selection Process.
 5. The candidate is responsible for the impression of the Confirmation Card of the 2nd Phase for the Oral Exam with the data of scheduling of the Examination. The Oral Exam could only be carried out on the date established in the Schedule (Annex I) and in the schedule to be disclosed in the Confirmation Card.
 6. On the day of the Examination, the candidate who accesses the link after the established schedule, shall be eliminated from the Selection Process.

7. The Examination shall be held within the established time period. Exams held outside of the established period shall not be accepted and the candidate shall be automatically eliminated.
8. FGV is not responsible for reasons that hinder the performance of the Oral Exam for any factors that disable the access transmission through the Internet on the part of the candidate. In there is a case of technical impediment, the candidate shall be eliminated from the selection process.
9. More information on the accomplishment of the Oral Exam Online shall be sent, by email, on the date of the disclosure of the Confirmation Card.
10. There shall be no revision or review of the Oral Exam under any hypothesis and original or copies of materials of the Examination shall not be supplied.

ANNEX IV - CANDIDATES WITH DISABILITIES

1. To prove the need of special support, the candidate shall send an email to processoseletivo@fgv.br, attaching a medical report and Selection Process application number until the period established in Annex I.
2. The place of accomplishment of the tests, adjusted to the service shall be indicated by FGV.
3. Candidates with Dyslexia or ADHD shall deliver a report including the diagnosis signed by a multidiscipline team (Psychologist, Speech Therapist and Psychopedagogue, Physician, or other healthcare professionals up to such a diagnosis, maintaining, however, the multidisciplinaryity). The candidate shall present medical reports including accurate and trustworthy information, under the penalty of responding by acting against Public Faith and being eliminated from the Selection Process. Requests shall only be analyzed that direct, at least, reports from two professionals, thus taking care of the multidisciplinary diagnosis requirement. The report must include the disability of the candidate in carrying out a test. The candidate who requires additional time for accomplishment of the examination, after presenting the medical reports demanded and have the request granted, shall have the right to the additional time of 30 minutes in each period of tests in the morning period and 30 minutes in the afternoon period, but he/she cannot exceed this time.
4. It is up to the candidate to provide all the necessary information to his/her service. The absence of the requested documentation in this Public Notice and the Candidate Manual implies the accomplishment of the tests under the same conditions of the other candidates.
5. If approved in the Selection Process and in case he/she needs specific resources for mobility, accompaniment of the classes and academic activities, the candidate shall request them, through specific form, upon school registration, attaching the respective medical report.
6. The candidate with request of special attendance that contains beyond additional time, order of reader and typist shall do the tests in place indicated for FGV. In this space all the recommendations of the health agencies as to the prevention of the COVID-19 shall be followed as, for example, measurer of fever, distancing between candidates, hygienic cleaning of the environment and use of masks.
7. The attendance to the special conditions shall be subject to the analysis of the legality, viability and reasonability of the request.

ANNEX V - ADDRESSES

| School | Homepage | Address |
|---|--|---|
| São Paulo School of Business Administration - FGV EAESP | www.fgv.br/eaesp | Av. Nove de Julho, 2029, CEP 01313 902, Bela Vista, São Paulo, SP |

ADDRESSES

SELECTION PROCESSES - FGV

Rua Itapeva, 432,

CEP 01332-000, São Paulo, SP

Telephone numbers: (11) 3799-7711 or 0800 770 0423 from Monday to Friday from 9 am to 6 pm.

Email: processoseletivo@fgv.br

FGV SRA – ACADEMIC RECORDS DEPARTMENT - FGV SP

Avenida Nove de Julho, 2029 – 2ª andar

CEP 01332-000, São Paulo, SP

email: srafgvsp@fgv.br

ANNEX VI - GENDER IDENTITY

1. In compliance with the terms of the effective legislation, Resolution CNE/CP No. 01 of 1/19/2018, the candidate will be able to require, by email to processoseletivo@fgv.br, the inclusion of his/her Social Name in the Selection Process system, by means of the remittance of the form below and all the documentation described in it, in the period established in the Schedule (Annex I).
2. For the establishment of the school registration, the form and the specific documentation shall be presented upon his/her establishment - see item 12.5.
3. FGV reserves the right to demand, at any time, additional documents, if necessary.

| REQUEST FOR INCLUSION OF SOCIAL NAME |
|--|
| In compliance with the terms of Resolution CNE/CP No. 01, of Jan. 19, 2018 |

| STUDENT: | |
|---|------------------------------|
| LEGAL NAME: | |
| SOCIAL NAME: | |
| SCHOOL ENROLLMENT NUMBER: | COURSE: |
| TELEPHONE: | EMAIL: |
| LEGAL GUARDIAN: | |
| TELEPHONE: | EMAIL: |
| <p>DECLARATION:</p> <p>1 I declare to be aware of the use of the SOCIAL NAME in the School Records, according to the Legislation in force.</p> <p>2 FGV reserves the right to demand, at any time, other evidential documents as to the request of inclusion of Social Name, as well as the conference of the veracity of the information from Legal Guardian, in the case of students younger than 18 (eighteen) years.</p> | |
| ____/____/____ date | _____ student's signature |

ANNEX VII - DATA PROTECTION

1. The personal data handling operations carried out in the scope of this Selection Process shall happen in accordance with the Brazilian legislation on protection of personal data in effect and applicable and with the provisions on this Public Notice.
 - 1.1 For purposes of the Selection Process, the terms "Personal Data", "Sensitive Personal Data", "Personal Data Handling", "Bearer of Personal Data", "Controller", "Operator" and "Elimination" shall be defined in accordance with the meaning attributed by Law 13 709/2018 (General Personal Data Protection Law, hereinafter "LGPD").
2. With regard to the handling of personal data performed as a result of this Selection Process, FGV guarantees that:
 - 2.1 They will be carried out from a valid, legitimate and adjusted legal base to the assigned Handling, exclusively for the determined specific purposes in this Selection Process.
 - 2.2 The legal Bases used in this Selection Process shall be of Contract Execution, including the preliminary procedures article 7th, V, LGPD (considering that the selection is a preliminary procedure for the formation of the list of academic rendering of services), Fulfillment of Legal Obligation, articles 7th, II and 11, II, "a", LGPD (considering that the Constitution, in its article 207, caput, establishes the didactic-scientific and administrative autonomy to the Institutions of Higher Education, also for the definition of admittance aspects, as well as Law 9,394/96 it fixes, to article 44, II, the obligation of selection process accomplishment for admission in regular courses of Graduation, at no damage to other legislations or regulations of the Ministry of the Education that deal with the subject of selection processes) and Guarantee of prevention to frauds, article 11, II, "g", LGPD (considering that the honesty of the selection process must be guaranteed).
 - 2.3 It will take the necessary and possible measures, taking into consideration the costs and possible consequences, to prevent and to avoid the non-authorized use, the dissemination, the accidental loss, the destruction or the damage of the withheld personal data, including the adoption of technical, administrative measures and of appropriate security, limiting the access and the manipulation of the personal data only to the teams that need to have knowledge of these data so that the relative obligations to this Selection Process are fulfilled.
 - 2.4 Not to modify any purpose for which the personal data handling was authorized without informing the bearer of the personal data.

3. During the Selection Process, the personal data shall be internally treated by the employees and collaborators, assigned by FGV, that are directly involved in the execution of the present Selection Process.
 - 3.1 As to the sensitive personal data, FGV undertakes to take all the possible steps so that: (i) a restricted number of people has access to such information; (ii) these data are in a server that guarantees security and protection to the information; and (iii) these data are encrypted.
 - 3.2 For the purposes of this Selection Process, the motivational letters shall be understood as documents that can disclose information on the bearer, and always shall be treated as if they contained personal data.
 - 3.3 The sensitive personal data handled as a result of the present Selection Process shall not be shared among the units of FGV, except when such sharing is necessary to take care of the purpose of complying with legal or regulatory obligations, consonant to Art. 7, II, of LGPD.
 - 3.4 The handling of photo and video images, as well as the handling of audio recordings, collected during the accomplishment of the tests of selection, shall be carried out by specific platforms of FGV, with which the sharing of data supplied by the bearer at his/her registration to make possible the accomplishment of the Selection Process, observed the above-mentioned legal bases for this operation.
 - 3.5 Protected the rights of the bearers of personal data, especially those of the opposition to the receipt, FGV undertakes to deal with its personal data involving name and contact for the purposes of legitimate interest and disclosure of new academic opportunities, such as the opening of new Selection Processes.
4. The personal data handling, including those of the sensitive personal data, to be carried out in conformity consists of the present public notice, has as central purpose the feasibility of the Selection Process.
5. For all the purposes, all the personal data published in platform where academic profiles are elaborated, (i.e., Lattes Platform), will be considered as public by the bearer of data and can be consulted in the course of the Selection Process.
6. FGV will be responsible for the claims, judicial or extrajudicial, made by bearers of personal data, as well as for the requests, questionings, administrative proceedings or penalties emanated by competent authority (hereinafter "Liabilities of Personal Data"), derived from the improper treatment of personal data, only as far as it participates in the improper handling and to give cause to the respective Liabilities of Personal Data, in the terms of art. 42, of Law 13,709/2018.

7. The personal data shall be eliminated from the FGV systems, by means of request by the bearer of the respective personal data, and/or when these are no longer necessary relative to the personal data handling to the present Selection Process, except if there is any legal or contractual base for its maintenance, as eventual legal of retention of data or need of preservation of these for defense of rights and legitimate interests of the Parties, i.e., including, but not limited to, obligation, to the hypotheses of art. 16, II, of LGPD.
8. In compliance with best practices of governance, FGV undertakes to fulfill with the legislation of protection of personal data in effect, informing the bearer of personal data, whenever necessary, on the detailed procedure to deactivate the collection, sharing and any other handling of such a data, as well as requesting its elimination.
9. FGV guarantees that it will fulfill with all the policies, rules and guidance of security made available, by physical or digital means, especially with regard to the handling of personal data, including issues relative to storage, encryption and access controls, so as to protect them against non-authorized accesses and accidental or illicit situations prone to destruction, loss, change, communication or any other form of inadequate or illicit treatment. For such, FGV undertakes to adopt technical, administrative measures and security to warrant the adequate protection against the risks presented as a result of the nature of the personal data.