

# **I - COMPOSITION OF THE PROGRAM COORDINATING COMMITTEE (CCP)**

The CCP shall have as full members 6 (six) full advisors accredited in the Program, one of them being the Coordinator and the other the Surrogate Coordinator, and 1 (one) students' representative, having each full member his/her surrogate.

## **II –CRITERIA FOR ADMISSION**

### ***II.1 Proficiency in foreign languages***

The proficiency in foreign languages will be required after admission in the graduate studies, as can be seen in item V of these regulations.

### ***II.2 Requirements for the Master's studies***

The admission procedures of applicants for the Master's studies shall be ruled by public announcements which will contain information on: the documents required for enrollment; the number of available places; the weight for examinations and for the dissertation proposal; the topics and the bibliography recommended for the admission procedure. The announcements shall be published in the Program's page and in *Diário Oficial do Estado de São Paulo*.

The examinations required for admission are: Microeconomics, Macroeconomics, Statistics, Mathematics and Brazilian Economy applied by the National Admission Examination of ANPEC (Brazilian Association of Graduate Programs in Economics). The successful applicant shall score at least 5 (five) in Partial Results (RP) for the examinations on Microeconomics, Macroeconomics, Statistics and Mathematics and 3 (three) for the Brazilian Economics examination.

### ***II.3 Requirements for Doctoral Studies***

The admission procedures of applicants for the Doctoral studies shall be ruled by public announcements which will contain information on: the documents required for enrollment; the number of available places; the weight for examinations and for the thesis proposal; the topics and the bibliography recommended for the admission procedure. The announcements shall be published in the Program's page and in *Diário Oficial do Estado de São Paulo*.

The admission criteria for the applicants to the Doctoral Course in Economics are: thesis proposal, Curriculum Lattes, academic transcripts from undergraduate studies, master's or doctoral studies along with detailed programs of the disciplines attended, a copy of the master's dissertation or doctoral thesis submitted in the original institution and examinations.

The examinations required for admission are: Econometrics (or Statistics), Mathematics and Brazilian Economy or the GRE (Graduate Record Examination) in Quantitative Reasoning. The successful applicant shall score at least 3 (three) in the examinations of Macroeconomics, Microeconomics, Econometrics (or Statistics), Mathematics and Brazilian Economy or at least 151 in Quantitative Reasoning of the GRE.

### ***II.4 Requirements for Doctoral degree without Master's degree***

There is no specific admission procedure for the Doctoral studies without Master's degree. The admission procedure is carried out according to the rules of course transfer specified in item IX.

## **III – DEADLINES**

**III.1** In the Master's course students shall submit their dissertation within 28 months.

**III.2** In the Doctoral course, for the student holding a Master's degree, students shall submit their thesis within 48 months.

**III.3** In the Doctoral course, for the student not holding a Master's degree, students shall submit their thesis within 60 months.

**III.4** In any of the courses, in exceptional cases, duly accounted for, students may ask for an extension which shall not exceed 90 days.

## **IV - MINIMUM REQUIRED CREDITS**

**IV.1** The student of the Master's course shall complete a minimum units of credit the following way:

- 128 units of credit, being 64 of them in disciplines and 64 in the dissertation.

**IV.2** The student of the Doctoral course, holding a Master's degree by USP or recognized by the same, shall complete a minimum of units of credit the following way:

- 188 units of credit, being 68 of them in disciplines and 120 in the thesis.

**IV.3** The student of the Doctoral course, not holding a Master's degree, shall complete a minimum of units of credit the following way:

- 212 units of credit, being 92 of them in disciplines and 120 in the thesis.

Other than those, a maximum of 8 credits might be earned for the Master's Course, Doctoral Course and Doctoral course without the Master's degree. Such credits are specified in item XVII – Other Regulations.

## **V - FOREIGN LANGUAGES**

Students shall demonstrate proficiency in English, both for the Master's and for the Doctoral studies.

**V.1** Students are required to submit official evidence of English language proficiency no later than 14 (fourteen) months as from their admission in the course.

**V.2** Results from the following exams: TOEFL, IELTS, Cambridge, Michigan, Language Center of FFLCH of USP and ANPEC, taken within the last 4 years before students' enrollment in the proficiency exam applied by the Program, are acceptable to fulfill the English Proficiency Requirement, both in the case of Master's and Doctoral studies.

Other examinations and respective minimum scores may be analyzed by CCP (Program Coordinating Committee) upon request from students.

**V.3** Besides the proficiency in the English language examination, foreign students should also certify proficiency in the Portuguese language no later than 14 (fourteen) months as from their admission in the course. So as to assess that, the Coordinating Committee of the Program shall apply an examination of reading comprehension in Portuguese. Should student fail, he may be allowed to take the examination another time. Besides the examination applied by the Program, a certification of proficiency in the exam CELPE-BRAS, intermediate or advanced levels, may be accepted.

**V.4** Foreign students who demonstrate their proficiency in the Portuguese language in the Master's studies shall use the same on the Doctoral studies.

## **VI – DISCIPLINES**

**VI.1** Requests for disciplines to be accredited in the Graduate Studies Program in Economics shall be analyzed by CCP (Program Coordinating Committee) bearing in mind the following criteria:

- a. Whether the content of the discipline is consonant to the nature of the Program ;
- b. Whether they intermingle with the disciplines already offered in such a way as to
  - i. warrant the sequence needed to cover the core content of the Program;
  - ii. allow for the definition of specialization fields while avoiding the overlapping of content with other disciplines.
- c. Whether the proposed bibliography is updated and of high quality;

- d. Whether the study load and its distribution regarding contents and needs of the program is adequate;
- e. Whether the contents of the discipline and the research lines developed by the professors in charge share an affinity.

**VI.2** Requests for accreditation and accreditation renewal of disciplines shall be sent in a proper form, containing the opinion delivered by an *ad hoc* consultant, who shall expound as for the items described above. In requesting that the accreditation of the discipline be renewed, besides the criteria and regulations applicable to the new disciplines, a crucial criterion taken into account is the effective review of the content of the discipline and the updating of its bibliography.

**VI.3** Requests for accrediting professors in charge of disciplines shall be analyzed by CCP based on the following criteria:

- a. *Curriculum Lattes* and contents of the discipline.
- b. Lines of research related to the discipline.
- c. Opinion delivered by *ad hoc* consultant.

**VI.4** Disciplines not offered within three years shall be shut down.

## **VII – CANCELLING A CLASS OF A DISCIPLINE**

**VII.1** The CCP (Program Coordinating Committee) shall authorize that a class of a particular discipline be cancelled upon request by the teacher responsible for the discipline made no later than ten days prior to the beginning of the academic year.

**VII.2** The CCP shall resolve as to the cancelling of the class no later than 2 (two) days prior to the beginning of classes.

Exceptional cases shall be decided by CCP.

# **VIII – QUALIFYING EXAMINATION (QE)**

The Qualifying Examination is required both for the Master's course and the Doctoral course.

The student must set a date for the enrollment for the qualifying examination, which shall be made within the deadline set forth by the program in the Regulations herein (items VIII.1.1, VIII.2.1 and VIII.3.1).

There is no minimum required amount of credits to be completed before the examination.

The examination shall be taken within 60 days after the enrollment.

The graduate student who does not take the examination in the period required for his/her course shall be dismissed from the program, in conformity to item V article 52 of the Rules and Regulations of Graduate Studies at USP.

The QE committee shall be composed of three members, holding at least a doctoral degree, and whose academic background shall be defined in these Rules and Regulations for each of the courses (master's course or doctoral course).

## ***VIII. 1 Master's Studies***

**VIII.1.1** Students of the Master's course shall enroll for the qualifying examination within 12 months after entering the course, in compliance with the schedule set forth by the program and published in the page of the same in the internet. So as to enroll,

students shall present a proposal of research related to the theme of his/her dissertation.

**VIII.1.2.** The purpose of the QE is to evaluate the theme of his/her proposal of research as well as to determine whether the student has the ability to accomplish the same.

**VIII.1.3** In the Master's degree the examination consists of participating in a student seminar, with the presence of the QE Committee and accredited professors, having a minimum attendance and performing an oral exposition in the seminar.

**VIII.1.4** After the oral exposition in the seminar, in public session, student shall be questioned by the Qualifying Examination Committee, composed by the Advisor and two other members assigned by CCP. The oral exposition lasts 30 (thirty) minutes and each member of the QE is entitled to 30 (thirty) minutes to question the student.

## ***VIII.2 Doctoral Studies***

The purpose of the Doctoral QE is to determine whether the student has the ability to develop, independently, his/her proposal of thesis within his field of study.

**VIII.2.1** Doctoral students shall enroll for the qualifying examination no later than 11 months after the starting point of the maximum duration period for completion of the course.

**VIII.2.2** For the Doctoral Studies having its area of concentration in Economic Theory, the examination consists of a written examination in order to demonstrate proficiency in three areas: Macroeconomics, Microeconomics and Econometrics. This examination shall be taken within 60 days after enrollment.

**VIII.2.3** For the Doctoral Studies having its area of concentration in Development Economics, the examination consists of a written examination in order to demonstrate proficiency in four areas: Development Macroeconomics, History of Economic Thought, Brazilian Economy and Theories of Economic Development. This examination shall be taken within 60 days after enrollment.

**VIII.2.4** The Doctoral Qualifying Examination Committee shall be composed of three professors, holding at least a Doctoral degree, selected by CCP.

### ***VIII.3 Doctoral studies without master's***

**VIII.3.1** Doctoral Students not holding a Master's degree shall enroll for the qualifying examination within 28 months after the starting point of the maximum duration period for completion of the course.

**VIII.3.2** The purpose of the qualifying examination of the Doctoral studies without Master's degree is the same as that of the Doctoral Studies. The Examination shall be held according to the same rules as those of the Doctoral studies, taken into account the criteria of each area of concentration.

#### **VIII.4 Failing the Qualifying Examination**

Shall students of the Master's Course, Doctoral Course or Doctoral course without Master's Degree fail the qualifying examination, he/she may re-sit the same only once again, and shall proceed to a new enrollment within 7 days after taking the first examination. The second examination shall be held within 60 (sixty) days after the enrollment. Shall students fail again, they shall be dismissed from the Program and will be granted the certificates of the disciplines attended.

## **IX – TRANSFERRING AN AREA OF CONCENTRATION OR COURSE**

**IX.1** After being approved in the Qualifying Examination, and by suggestion of the QE Committee, students may request to change from the Master's level to that of Doctoral Studies without Master's degree, to any of the two areas (Economic Theory and Development Economics) upon assent from the advisor, within 15 (fifteen) days. The CCP (Program Coordinating Committee) shall analyze the request with grounds on the QE report and the academic performance of the student.



**IX.2** In order for this change of level to occur, the deadlines for taking the qualifying examination in the new course shall be observed. Should they have elapsed, this change will not be possible.

## **X – UNSATISFACTORY ACADEMIC AND SCIENTIFIC PERFORMANCE**

**X.1** Besides the rules set forth in article 52 of the Regulations of Graduate Studies at USP, students may be dismissed from the Graduate Program, in any of the courses (Master's, Doctoral, and Doctoral without Master's Degree) shall they fail twice consecutively in the same Progress Assessment , defined in item XIII.

## **XI – ADVISORS AND CO- ADVISORS**

**XI.1** The accreditation of an advisor shall be based on his/her scientific performance. The professor shall be assessed as for his/her ability to conduct a proposal of research and produce publications in refereed journals. Participations in congresses and post-doc internships shall be considered. Coordination and contribution of such professor in proposals of research as well as activities related to graduate studies shall be valued. The specific accreditation criteria (advisor, co-advisor, full advisor and specific advisor) shall be established by CCP and shall be accessed in the page of the program.

**XI.2** In order to obtain full accreditation the professor shall have acted as an advisor at least for one master's dissertation or doctoral thesis in the program. This requirement shall be waived in exceptional conditions, provided that the professor has previous

advising experience in other graduate programs or an outstanding curriculum in his line of expertise, having significant scientific production in first-rate refereed journals.

**XI.3** The advisor, upon assent from the student, shall send to the CCP a request for accreditation of a co-advisor, presenting an explanation for the co-advising, along with the proposal of research and updated co-advisor's Curriculum Lattes. This analysis shall assign particular importance to the specificity of the proposal as regards the line of research of the prospective co-advisor and his potential for research. The merit of the request shall be determined by the CCP, based on an opinion delivered by an *ad hoc* consultant.

**XI.4** Co-advisors shall be accredited in the Master's course for a period of 22 months.

**XI.5** Co-advisors shall be accredited in the Doctoral course for a period of 38 months.

**XI.6** Co-advisors shall be accredited in the Doctoral course without Master's degree for a period of 48 months

**XI.7** The maximum amount of advisees per advisor is 6 (six). Additionally, the advisor may act as a co-advisor for up to 3 (three) students.

**XI.8** The fully accredited advisor shall request renewal of his/her accreditation every 5 years. The same criteria applied for the full accreditation shall be used in its renewal.

**XI.9** Those professors who do not meet the requirements for full accreditation shall be accredited to undertake up to two specific academic advising in master level and/or one specific advising at doctoral level. In such case, the professor shall send to the CCP a request for specific accreditation, presenting an explanation for the advising, along with the student's proposal of research and updated Curriculum Lattes. This analysis shall assign particular importance to the specificity of the proposal as regards the line of research of the prospective advisor and his potential for research. The merit of the request shall be determined by the CCP, based on an opinion delivered by an *ad hoc* consultant.

**XI.10** Professors from outside the Program shall be accredited as specific advisor, based on the following items:

- Explanation for academic advising;
- Student's proposal of research , the line of research of the professor concerned and his/her scientific production ;

- Curriculum vitae of the professor concerned, containing, if applicable, the academic advising accomplished and in course at USP and outside it;
- Demonstration of the functional situation and institutional affiliation of the professor concerned (in case he/she does not attest a stable institutional affiliation, the permanence period at USP shall equal at least 75% of the maximum length of time permitted for submission of dissertation or thesis).

## **XII – PROCEDURES FOR DISSERTATION/THESIS SUBMISSION**

**XII.1** Students are required to write a dissertation at the end of the Master studies, containing at least the following items which are thoroughly described in the Program page published in the website:

- Title page including the author's name, the title of the paper, place and date
- Cover sheet containing institutional affiliation, author's name, title of the paper, advisor's name, place and date;
- Lists of Figures, Illustrations, Equations and Tables (if applicable);
- Abstract in Portuguese;
- Abstract in English;
- Chapters of dissertation development;
- Bibliographical references
- Annexes (if applicable);
- Appendixes (if applicable)

**XII.2** Students are required to write a thesis at the end of the Doctoral studies, containing at least the following items which are thoroughly described in the Program page published in the website:

- Title page including the author's name, the title of the paper, place and date
- Cover sheet containing institutional affiliation, author's name, title of the paper, advisor's name, place and date;
- Lists of Figures, Illustrations, Equations and Tables (if applicable);
- Abstract in Portuguese;
- Abstract in English;
- Chapters of thesis development;
- Bibliographical references
- Annexes (if applicable);
- Appendixes (if applicable)

**XII.3** Printed copies of the dissertation/thesis shall be submitted by the student to the Office of the Graduate Studies until the end of the working hours of the last date of his/her deadline for submission . For the Master's course, six (6) printed copies shall be delivered, one (1) of them with hard cover and the others with simple binding. Both for the Master's and the Doctoral Courses, the following items shall be delivered:

- a. Formal communication from advisor containing suggestions of names for the composition of the Dissertation/Thesis examination Committee.
- b. A complete electronic copy of the final dissertation/thesis(in .pdf format) must be provided to the Office of Graduate Studies, with the title in English and keywords, and the abstract in DOC format.

## **XIII – ADDITIONAL FORMS OF EVALUATING STUDENTS**

After being approved in the Qualifying Examination, students shall be submitted to Progress Assessments, aiming at demonstrating the advances in the research proposal, as described below.

Students who are absent during the period in which progress assessments are carried out, on the grounds of a sandwich doctoral program or a double degree program shall request the CCP (Program Coordinating Committee) an exemption from assessment, duly justified.

### **XIII.1 Master Studies**

**XIII.1.1** The assessment consists of participating in a student seminar, with the presence of the QE Committee and accredited professors, having a minimum attendance and performing an oral exposition in the seminar.

**XIII.1.2.** After the oral exposition in the seminar, in public session, the student shall be questioned by the Qualifying Examination Committee, composed by the Advisor and two other members assigned by CCP.

**XIII.1.3** In order to enroll, students must have completed 48 credits in disciplines. Students shall enroll within 18 months as from their admission in the course and must take the examination no later than 4 months after having enrolled.

**XIII.1.4** Shall students fail, they are allowed to take the examination again within 30 days.

### **XIII.2 Doctoral Studies**

**XIII.2.1** Students shall be submitted to 3 Progress Assessments, each of them consisting in participating in a student seminar, with the presence of the QE Committee and accredited professors, having a minimum attendance and performing an oral exposition in the seminar.

**XIII.2.2** After the oral exposition in the seminar, in public session, the student shall be questioned by the Qualifying Examination Committee, composed by the Advisor and two other members assigned by the CCP.

**XIII.2.3** In order to enroll in the first Progress Assessment, students must have completed 8 credits in disciplines. Students shall enroll within 15 months and 15 days as from their admission in the course and must take the examination no later than 3 months after having enrolled.

**XIII.2.4** In order to enroll in the Second Progress Assessment, students must have completed 32 credits in disciplines. Students shall enroll within 24 months as from their admission in the course and must take the examination no later than 4 months after having enrolled.

**XIII.2.5** In order to enroll in the Third Progress Assessment, students must have completed the totality of required credits in disciplines. Students shall enroll within 36 months as from their admission in the course and must take the examination no later than 4 months after having enrolled.

**XIII.2.6** Shall students fail in any of the Progress Assessments, they are allowed to take the examination again within 30 days.

### **XIII.3 Doctoral Studies without the Master's Degree**

**XIII.3.1** Students shall be submitted to 2 Progress Assessments, each of them consisting in participating in a student seminar, with the presence of the QE Committee and accredited professors, having a minimum attendance and performing an oral exposition in the seminar.

**XIII.3.2.** After the oral exposition in the seminar, in public session, the student shall be questioned by the Qualifying Examination Committee, composed by the Advisor and two other members assigned by the CCP.

**XIII.3.3** In order to enroll in the first Progress Assessment, students must have completed 72 credits in disciplines. Students shall enroll within 30 months from their admission in the course and must take the examination no later than 4 months after having enrolled.

**XIII.3.4** In order to enroll in the second Progress Assessment, students must have completed the totality of required credits in disciplines. Students shall enroll within 42 months as from their admission in the course and must take the examination no later than 4 months after having enrolled.

**XIII.3.5** Shall students fail in any of the Progress Assessments, they are allowed to take the examination again within 30 days.

## **XIV – WRITTEN EVALUATION IN ASSESSING DISSERTATIONS OR THESES**

Not applicable.

## **XV. IDIOMS ALLOWED FOR WRITING AND DEFENDING DISSERTATIONS AND THESES**

**XV.1** In compliance with article 89 of the Graduate Studies Regulations of the University of São Paulo, all Dissertations and Theses shall contain title, abstract and keywords in Portuguese and in English.

**XV.2** The Dissertations and Theses may be written and defended in Portuguese, English or Spanish.

**XV.3** The defense may be held in the three languages mentioned above. The decision as for the language is incumbent upon the CPG (Graduate Studies Committee) upon duly justified request from the students concerned, who shall notify the Chair of Dissertation/Thesis Committee in advance.

# **XVI – NOMENCLATURE OF THE TITLES**

**XVI.1** The student of the Master's Course who fulfills all the requirements of the course shall be awarded the Title of "Master in Sciences". Program: Economics, Area of Economic Theory or Development Economics.

**XVI.2** The student of Doctoral Studies or Doctoral studies without Master's Degree who fulfills all the requirements of the course shall be awarded the Title of "Doctor in Sciences". Program: Economics, Area of Economic Theory or Development Economics.

# **XVII – OTHER RULES**

## ***XVII.1 Special Credits***

**XVII.1.1** Students of the Master's Course and Doctoral Course of the Graduate Studies Program in Economics may earn up to 8 ( eight) credits, which will be included in the total of minimum required credits in disciplines, for the following activities:

- a. Publication of articles in refereed journals. The academic merit of the scientific production shall be judged by the Program Coordinating Committee (up to 4 (four) credits per article);
  
- b. Participation in the supervised teaching traineeship held within the Teaching Improvement Program (PAE/TIP) ( 4 ( four) credits per participation);
  
- c. In case of participation in Congresses, Workshops, Symposia and other kinds of scientific meeting with presentation of a complete work and which is published (printed or in electronic form) in Annals



(or similar record) and provided that the student is the first author, the number of credits allowed to be granted is 1 (one) per event, contingent on the evaluation of the academic merit of the event by the Program Coordinating Committee, and may not exceed a total of 4 (four) in this category.

### ***XVII.2 Compulsory Disciplines***

For students of the Master's Course, the following disciplines are compulsory:

- Macroeconomics I
- Microeconomics I
- Econometrics I
- Mathematical Economics
- Macroeconomics II or Microeconomics II

For students of the Doctoral Course, in the area of concentration in Economic Theory the following disciplines are compulsory:

- Macroeconomics I;
- Microeconomics I;
- Econometrics I;
- Macroeconomics II;
- Microeconomics II;
- One discipline from the sequence of Econometrics of the Graduate Studies: Econometrics II or Econometrics III;
- Teaching Trainee;

For students of the Doctoral course without Master's Degree, in the area of concentration in Economic Theory, the following disciplines are compulsory:

- Macroeconomics I
- Microeconomics I
- Econometrics I
- Mathematical Economics
- Macroeconomics II;
- Microeconomics II;

- One discipline from the sequence of Econometrics of the Graduate Studies:  
Econometrics II or Econometrics III;
- Teaching Trainee;

For students of the Doctoral course, in the area of concentration in Development Economics, the following disciplines are compulsory:

- Theories of Economic Development ;
- Brazilian Economy;
- History of Economic Thought;
- Development Macroeconomics;
- One discipline from the sequence of Econometrics of the Graduate Studies:  
Econometrics I, Econometrics II or Econometrics III;
- Didactic Monitoring;

For students of the Doctoral course without Master's Degree in the area of concentration in Development Economics, the following disciplines are compulsory

- Macroeconomics I
- Microeconomics I
- Econometrics I
- Mathematical Economics
- Theories of Economic Development;
- Brazilian Economics;
- History of Economic Thought;
- Development Macroeconomics;
- One discipline from the sequence of Econometrics of the Graduate Studies:  
Econometrics II or Econometrics III;
- Teaching Trainee;

Students of the Doctoral Studies who, during their Master's Course, have already been approved in a compulsory discipline of the Doctoral Studies or an equivalent of same, may, at the discretion of CCP, be exempted from taking the same again, and shall complete the minimum amount of required credits.

### ***XVII.3 Specialization Fields***

**XVII.3.1** A field of specialization is composed by at least two elective disciplines. Information on the organization of disciplines in specialization fields are available in the Program page and provided to the students upon enrollment.

**XVII.3.2** Besides the compulsory disciplines, students of the Master's Course shall complete one field of specialization.

**XVII.3.3** Students of the Doctoral Course in Economic Theory with Master's Degree should complete one field of specialization.

**XVII.3.4** Students of the Doctoral Course without the Master's degree, in Economic Theory, shall complete one field of specialization.