



## CALL FOR FOREIGN APPLICANTS

The Rector of the FEI University publishes the Call for Applications for FEI Master's and Doctorate courses, with entry in the **1<sup>st</sup> and 2<sup>nd</sup> semesters of 2025**.

Applications and the selection process for the Master's or Doctoral degree will be carried out according to the following schedule:

Application period	<b>1<sup>st</sup> semester:</b> 01/06/2025 to 02/07/2025 <b>2<sup>nd</sup> semester:</b> 03/23/2025 to 06/05/2025
Test	<b>1<sup>st</sup> semester:</b> 02/12/2025 <b>2<sup>nd</sup> semester:</b> 06/11/2025
Interview	<b>1<sup>st</sup> semester:</b> 02/17 to 02/20/2025 <b>2<sup>nd</sup> semester:</b> 06/16 to 06/18/2025
Result	<b>1<sup>st</sup> semester:</b> 02/21/2025 <b>2<sup>nd</sup> semester:</b> 06/30/2025
Enrollment	<b>1<sup>st</sup> semester:</b> 02/24 to 02/28/2025 <b>2<sup>nd</sup> semester:</b> 08/01 to 08/06/2025
Classes start	<b>1<sup>st</sup> semester:</b> 03/10/2025 <b>2<sup>nd</sup> semester:</b> 08/11/2025

To apply, candidates must follow the procedures regarding the program in which they wish to obtain a Master's or Doctoral degree.

### Master's and Doctoral courses of Graduate Programs

COURSES OFFERED
<a href="#"><u>Administration (Master)</u></a>
<a href="#"><u>Administration (Doctorate)</u></a>

#### 1. Duration of Courses and Places Offered

The Master's degree course has a minimum duration of 12 (twelve) months and a maximum of 36 (thirty-six) months. A total of 6 (six) places will be offered, subject to the availability of guidance and the demand for candidates for each line of research.





The Doctorate degree course has a minimum duration of 24 (twenty-four) months and a maximum of 60 (sixty) months. A total of 09 (nine) places will be offered, subject to the availability of guidance and the demand for candidates for each line of research.

## **2. Application Process for Internacional Candidates**

The application process varies depending on the course, including an online interview and a research project. The first phase consists of sending the required documents to the Program Department, which will verify the documents and inform the candidates about the second phase.

Information about the areas of concentration, lines of research, disciplines, faculty, regulations, program regulations are available on the WEB page: <https://portal.fei.edu.br/mestrado-e-doutorado>

The candidate must select one of the three Postgraduate Program lines of research for admission.

Candidates for the Master's and Doctorate programs in administration must send the application to FEI by the following email address [ppga@fei.edu.br](mailto:ppga@fei.edu.br).

The application must be in PDF format, with documents in an individual file and maximum size of 1MB, during the application period specified in this Call. The e-mail must have the subject line "Application – 1.2025 - name of the course" or "Application – 2.2025 - name of the course".

There will be no application fee for the selection process covered by this Call.

## **3. Eligibility Requirements**

The candidate must have:

- Undergraduate Diploma for the Master's Course or Master's diploma or equivalent for the Doctorate course;
- Undergraduate Course Academic Transcript for the Master's course or Master's Course Academic Transcript for the Doctorate course.

The document must be authenticated by the competent authority of the issuing country. If the document is issued by a signatory country of the Hague Convention, authentication will be done through apostille.



#### 4. Required Documents

The Candidate must submit the following documents:

- Registration form (standard model available on the FEI website, program page - <https://portal.fei.edu.br/mestrado-e-doutorado>);
- Passport number;
- CV;
- Copy of your Transcript/Academic Record;
- Copy of Diploma;
- Certificate of Proficiency in Portuguese Language for Foreigners (Celpe-Bras Upper Intermediate Level);
- 02 Letter of recommendation;
- Diploma and academic transcript in languages other than English or Spanish must be submitted in certified translation.

For the **doctoral course**, the following must also be submitted:

Research Project contextualized in one of the program's research lines and, preferably, already discussed with one of the faculty members. It is recommended that a brief research project be written, but that it includes the following items:

- Abstract;
- Introduction and justification based on updated bibliography;
- General and specific objectives;
- Methodology;
- Experiments and expected results;
- Work plan and execution schedule.

#### 5. Foreign Language Proficiency

COURSES OFFERED	LANGUAGE REQUIRED
<a href="#">Administration (Master)</a>	Portuguese
<a href="#">Administration (Doctorate)</a>	Portuguese

All courses are taught in Portuguese or English (when applicable). International students whose first language is not Portuguese must provide proof of language proficiency by submitting official test score CELPE-Bras (<https://www.gov.br/pt-br/servicos/fazer-o->





[exame-para-certificado-de-proficiencia-em-lingua-portuguesa-para-estrangeiros](#)).

Portuguese speakers are exempt from providing Portuguese Language Proficiency. Also, you may be required to provide your English language ability, due the content of the courses.

## **6. Result of the Selection Process**

Approval in the Selection Process does not guarantee a place on the course. A place will only be confirmed after enrolled within the stipulated period, all required documents submitted, signed the Educational Services Contract, and the Institution confirms payment of the first installment.

Admission to the Program will be subject to the vacancies and conditions set out in this Call for Application. The result will be communicated by email to the registered candidates.

The result of the selection process will be classified as “Approved candidate” or “Unapproved candidate”.

This Selection Process is valid for the 1st and 2nd semesters of 2025.

## **7. Enrollment**

The enrollment process will be informed to approved candidates by the Graduate Program. The candidate must provide a valid email address since future communications will occur via the provided email.

Obligatorily, the candidates approved must present the following documents during the registration period informed by the Graduate Program:

- a) 1 (one) recent 3x4 photo (JPG format only);
- b) Passport: must contain personal information, expiration date and photo;
- c) Visa with expiration date,
- d) Birth/marriage certificate or consular certificate and
- e) Foreign applicants residing abroad will have 90 days to send a digital copy of the RNM (National Migratory Registry).

## **8. Fees**

The tuitions are available at:





COURSES	FEE
Administration (Master and Doctorate)	<a href="https://portal.fei.edu.br/mestrado-e-doutorado-em-administracao">https://portal.fei.edu.br/mestrado-e-doutorado-em-administracao</a>

### 9. Scholarships

After the announcement of the approved candidates, the Stricto Sensu Postgraduate Secretariat will inform the availability of scholarships for this selection process.

### 10. Final Provisions

When applying, candidates assume that they know and accept the contents of this Call and the Graduate Regulations available at:

DOCUMENT	Link
Graduate General Regulation	<a href="#">Regimento da Pós-Graduação Stricto Sensu - Resolução CEPEX-13/2023</a>
Administration (Master and Doctorate)	<a href="#">Regulamento do Programa de Pós-graduação em Administration</a>

After consulting the Head of Postgraduate Research Program, the omitted cases not covered by this call will be solved by the FEI Council for Post-Graduation.

São Bernardo do Campo, December 19, 2024.

Prof. Dr. Vagner Bernal Barbeta  
Rector

