



THE COPPEAD GRADUATE SCHOOL OF BUSINESS

EXCHANGE PROGRAM - FACT SHEET 2013

Associate Dean, Int'l Affairs: **Prof. Adriana Hilal**

Int'l Affairs Officer: **Denise Galm**

Contact: Ass. Exchange Program: **Ana Lúcia S. Athayde**

Email: exchangeprogram@coppead.ufrj.br

Academic Calendar 2013

Terms Available to Exchange Students:

<u>Term</u>	<u>From:</u>	<u>To:</u>
3rd (Third)	Jul. 15th - Jul. 19th	Portuguese course (8 am to 5:30 pm)
	Jul. 19th - (Friday)	Mandatory orientation session/Welcome Breakfast(8 am to 9 am)
	Jul. 22nd - Sep. 27th	Beginning of classes (8 am to 5:30 pm)
4th (Fourth)	Sep. 30th - Oct. 4th	Portuguese course (8 am to 5:30 pm)
	Oct. 4th - (Friday)	Mandatory orientation session/Welcome Breakfast(8 am to 9 am)
	Oct 7th - Dec 13th	Beginning of classes (8 am to 5:30 pm)

Nomination deadline:

- 3rd Term - March 29th
- 4th Term - June 28th

Application deadline:

- 3rd Term - May 20th
- 4th Term - Aug. 5th

Nomination: the home School must send the nomination of the exchange student by email before the deadline.

Acceptance: after confirmation of acceptance by COPPEAD, an Acceptance Letter will be sent to the home institution for visa purposes.

Application: after the student's nomination acceptance, students must send the following documents to COPPEAD, by email:

- CV
- Application (form enclosed)
- Term of Responsibility form (form enclosed)
- Copy of Passport w/Visa and Int'l. Health Insurance coverage
- Digital Photo (5 x 7)

About the Course

- The academic year is divided into four 10-week terms. The third and fourth terms are open to exchange students (see Academic Calendar above). During 2013, in the 3rd academic term, 220 course-hours in English will be offered to exchange students, and during the 4th term, there will be 220 course-hours in English. Minimum workload required is **120 course-hours** per term and disciplines are on a 40/20 hour basis. Our regular student workload is 160 course hours per term.
- TOEFL (Minimum Internet Based Score: 90) is required for all incoming students from non-native English speaking countries.
- Exchange students will not be allowed to enrol in courses offered in Portuguese, unless they have proof of mastery in the Portuguese language (CELPE-Bras test, score "Avançado" level or higher), are authorized by the professor offering the discipline, and there are available placements.
- COPPEAD offers a one-week intensive survival Portuguese course, free of charge, one week before the beginning of the 3rd and 4th terms. Students must confirm their participation in the Application form. It is required full-time dedication during this week.

Disciplines Offered in English for 2013

2

THIRD TERM:

- International Entrepreneurship - 40 hours
- IT Based New Ventures - 40 hours (* Pre-requisite)
- Business Logistics – 40 hours
- Information Technology in the Global Context - 40 hours
- Options and Derivatives - 40 hours
- Special Topics in Consumer Behavior I - 20 hours

FOURTH TERM

- Intercultural Negotiations - 40 hours
- International Logistics - 40 hours
- Managing Networked Businesses - 40 hours
- Special Topics in Consumer Behavior II - 20 hours
- Corporate Governance - 20 hours
- Business Modeling - 20 hours
- Leadership and Management Ethics - 20hrs
- Mergers & Acquisitions - 20hrs

* Students who want to enroll in this discipline must have a four-hour leveling seminar to be offered (free of charge to incoming exchange students) before the beginning of the 3rd term (interested students will be informed the right date in advance). At the end of the leveling seminar the interested students will do a quiz and those who pass will be authorized to enroll in the discipline.

Attendance Requirements: Students must attend a minimum of 80% of the course-hours. Failure to do this will result in a “D” grade (Fail) due to excess of absences.

Visa Information for Exchange Students

1. All incoming exchange students **MUST** obtain a student visa to avoid immigration problems and to comply with the University regulations. (Please see item 4 below for exceptional cases)
2. All incoming students must have a valid passport and check at the nearest Brazilian Embassy/ Consulate how to get a student visa: an Acceptance Letter will be provided for visa purposes.
3. All incoming students with a student visa will have to register at the Federal Police within 30 days of arrival. The IAO will guide students through this process. Additional information will be provided later by specific email, as applicable.
4. Although, exceptionally, there may be specific visa agreements between Brazil and some European countries, stating that students may not require a student visa **for stays no longer than 90 days**, we recommend students to obtain a student visa to avoid immigration problems and emphasize that people who enter Brazil as tourists for a maximum of 90 days are **not** allowed to renew or extend their stay in Brazil.

Other Information and Requirements for Exchange Students:

Mandatory International Health Insurance:

All incoming students must obtain an International Health Insurance coverage for the whole length of their Exchange period.

Check-in Procedure at COPPEAD

All incoming students must set an appointment with the International Affairs Office-IAO (5th Floor-Room 532) for check-in procedures, within the 1st week upon arrival in Rio de Janeiro, when the following documents must be presented: passport, "Formulário de Solicitação de Visto" provided by the Brazilian Embassy/Consulate, health insurance coverage, 2 (3x4) photos, complete address and a phone number in Rio.

Transcripts

Will be provided within two months after the end of each term, according to our agreements, and will be sent directly to the Coordinator of the Exchange Program of the student's home School.

COPPEAD rules to remember

- Our Full-Time MBA requires that students are available during the whole week (from Monday to Friday) as professors have the right to alter (when they consider it necessary) the day and time a class is offered, and students must comply with this school rule.
- Disciplines in English have a limited number of placements. Exchange students must observe the deadline for application.
- Sandals or bermudas/shorts are not allowed in our premises.

Housing

Although there is no housing available in our campus, we provide a housing list as guidance.

Expenses (estimate)

Based on former incoming students information, we have prepared a table of usual expenses (approx.) with some **basic items**:

- Housing:(renting a Studio)	US\$ 1,500.00 / month *
- Food:	US\$ 350/month *
-Transportation:	US\$ 150/month *

* US\$/R\$2,00 - Please note that exchange rates tend to frequently vary.

Grading System at Coppead

A 40 hour course (taking 10 weeks=1 term) is equivalent to 4 credits;

A 20 hour course (taking a maximum of 10 weeks=1 term) is equivalent to 2 credits;

The Coppead full-time MBA is an 800 hour program equivalent to approximately 80 credits, and is divided into 5 terms. The complete program takes 18 months.

Students must take a minimum of 120 hours to a maximum of 160 hours per term; Each course hour requires, on average, 3 hours of preparation, self-study and homework; So, for 120 course-hours (for example, 3 courses of 40 hours each), students will need 360 hours of preparation (3 courses x 40 hours x 3 hours prep. = 360 hours prep.) totalizing 480 hours of study (120 course-hours + 360 hours of prep.);

Our grade system is as follows:

A = Above average; **B** = Average; **C** = Below Average (Pass); **D** = Fail;

Grade	Description	Letter Grade Equivalent	COPPEAD Grade
10	Excellent	A	A
9	Very good	A-	A
8	Good	B+ to B	B
7	Amplly sufficient	B-	B
6 - 5	Sufficient	C+ to C	C
4	Not sufficient	C - to D	D
3	Low	F	D
2	Poor	F	D
1	Very poor	F	D

We will be looking forward to receiving your students at COPPEAD!