

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

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

Exchange Program Contact: Exchange Program Assistant: **Andreia Giovannetti**  
exchangeprogram@coppead.ufrj.br

### **Academic Calendar 2016**

#### **Terms Available to Exchange Students:**

<b><u>Term</u></b>	<b><u>From:</u></b>	<b><u>To:</u></b>
<b>2<sup>nd</sup></b>	May 2 <sup>nd</sup>	May 06 <sup>th</sup> - Survival Portuguese course (9:00 a.m. to 4:00 p.m.) - <b>To be confirmed</b> <b>May 6<sup>th</sup></b> (Friday) - <b><u>Mandatory orientation session/Welcome breakfast</u></b> (8:00 a.m. to 9:00 a.m.) May 9 <sup>th</sup> Jul. 15 <sup>th</sup> - Full-time MBA disciplines start (classes: 8:00 a.m. to 5:30 p.m.)
<b>3<sup>rd</sup></b>	Jul. 18 <sup>th</sup>	Jul. 22 <sup>th</sup> - Survival Portuguese course (9:00 a.m. to 4:00 p.m.) <b>Jul. 22<sup>nd</sup></b> (Friday) - <b><u>Mandatory orientation session/Welcome breakfast</u></b> (8:00 a.m. to 9:00 a.m.) Jul. 25 <sup>th</sup> Sep. 30 <sup>th</sup> - Full-time MBA disciplines start (classes: 8:00 a.m. to 5:30 p.m.)
<b>4<sup>th</sup></b>	Oct. 3 <sup>rd</sup>	Oct. 7 <sup>th</sup> - Survival Portuguese course (9:00 a.m. to 4:00 p.m.) <b>Oct. 7<sup>th</sup></b> (Friday) - <b><u>Mandatory orientation session/Welcome breakfast</u></b> (8:00 a.m. to 9:00 a.m.) Oct. 10 <sup>th</sup> Dec. 16 <sup>th</sup> - Full-time MBA disciplines start (classes: 8:00 a.m. to 5:30 p.m.)

#### **Nomination period:**

- 2<sup>nd</sup> Term:  
February to March
- 3<sup>rd</sup> Term:  
April to May
- 4<sup>th</sup> Term:  
July to August

#### **Application deadline:**

- 2<sup>nd</sup> Term - Apr. 22<sup>nd</sup>
- 3<sup>rd</sup> Term - June 30<sup>th</sup>
- 4<sup>th</sup> Term - Sept. 23<sup>rd</sup>

**Nomination:** the home school must send the nomination of the exchange student by email in the indicated period (see box on the left).

**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, until the indicated deadline (see box on the left).

- CV;
- Application duly filled in;
- Copy of Passport;
- Copy of an international health insurance coverage;
- Digital Photo (3x4)
- TOEFL (ITB) 90 minimum score is required for students from non-native English speaking countries **or** a Statement issued by the home School, if the program is taught in English.

### **About the Course**

- The academic year is divided into four 10-week terms. The second, third and fourth terms are open to exchange students (see Academic Calendar above). During 2015, approximately 200 course-hours will be offered in English to exchange students, in each of these academic terms. Minimum workload required by COPPEAD 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. **However, the incoming student is responsible for checking with his home institution the number of course-hours he is required to take, and, if higher than 120 course-hours, enrol in the offered courses to complete his required workload, allways attending COPPEAD enrolment rules.**
- 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 usually offers a one-week intensive survival Portuguese course, **only for beginners**, free of charge, one week before the beginning of the exchange terms. Students must confirm their participation in the application form. Commitment as well as full-time dedication is required during this week.

**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 provide students written guidelines to help them in this process.
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 nor officially study.

### **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, and send us a copy of it.

#### **Check-in Procedure at COPPEAD:**

All incoming students must make an appointment with the International Affairs Office-IAO (5th Floor-Room 532 - Phone: (5521)3938-9823 – Email: [exchangeprogram@coppead.ufrj.br](mailto:exchangeprogram@coppead.ufrj.br)) for check-in procedures, within the 1st week upon arrival in Rio de Janeiro, when they will be informed of the School procedures and sign a Term of Responsibility.

#### **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.
- At the beginning of each term there is one week add-drop period when students can change the selected disciplines. All changes of disciplines have to be done in the Academic Office and informed to IAO by email.
- According to the exchange agreements with partner institutions, any expenses incurred with copies or printing material at COPPEAD have to be paid by the exchange students following the instructions of the Academic Office ("Secretaria Acadêmica"). Moreover, exchange students have to return any books or material borrowed from COPPEAD's library before they leave.
- **Sandals and bermudas/shorts are not allowed in our premises for men and women.**
- Students are strongly advised **NOT to sign** the presence sheet of a classmate who is absent, as this is considered cheating and subject to disciplinary penalties.

### **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\$1,200.00 / month *
- Food:	US\$600/month *
-Transportation:	US\$200/month *

\* US\$/R\$4,00 - 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 a 700-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); C-/D = Fail;**

Grade	Description	Letter Grade Equivalent	COPPEAD
10	Excellent	A	A
9	Very good	A-	A
8	Good	B+ to B	B
7	Ample 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!***

<b>COPPEAD EXCHANGE PROGRAM 2016 - DISCIPLINES (Tentative)</b>		
<b>2nd Term (May 09<sup>th</sup> - Jul. 15<sup>th</sup>)</b>	<b>Hours</b>	<b>Professor</b>
Strategy and Innovation I	20	Roberto Nogueira
Strategy and Innovation II	20	Roberto Nogueira
IT and Development	20	Diniz
Consumer Behaviour	20	Letícia Casotti
Management Consulting Skills	20	Luis Antonio Dib
Service Innovation	40 (To be confirmed)	Eduardo Raupp
Options & Derivatives	20	Carlos Heitor
Judgement in Managerial Decision Making	20	Marcos Ávila
Business Ethics	20	Geert Demuijnck
<b>3rd Term (Jul. 25<sup>th</sup> - Oct. 30<sup>th</sup>)</b>	<b>Hours</b>	<b>Professor</b>
Digital Marketing	20	Paula Chimenti
International Entrepreneurship	20	Adriana Hilal
International Business Management	20	Renato Cota
Special Topics in International Business	20	Renato Cota
Brand Management	20	Roberta Campos
Service Operations Management	20	Claudia Araujo
Purchasing and Supply Management I	20	Rebecca Arkader
Purchasing and Supply Management II	20	Rebecca Arkader
Business Logistics	40 (To be confirmed)	Leonardo Marques
International Business Transactions	20	Peter Sester
Financial Markets Regulation	20	Peter Sester
Econometrics	20	André Carvalhal
Corporate Sustainability	20	José Puppim
<b>4th Term (Oct. 10<sup>th</sup> - Dec. 16<sup>th</sup>)</b>	<b>Hours</b>	<b>Professor</b>
Strategic Management of Information Technology	20	Elaine Tavares
Intercultural Negotiations	20	Adriana Hilal
Innovation & Design Thinking	40 (To be confirmed)	Claudia Araujo
Qualitative Research in Marketing I	20	Maribel Suarez
Qualitative Research in Marketing II	20	Maribel Suarez
Operations Management II *	20	Peter Wanke
Global Operations & Logistics	20	Leonardo Marques
International Logistics	20	Luciana
* To enrol in this discipline you should have done a basic discipline on Operations at your Home School and submit proof.		