



The COPPEAD Graduate School of Business

Federal University of Rio de Janeiro - UFRJ

www.coppead.ufrj.br

EXCHANGE PROGRAM INFORMATION

FACT SHEET

Coppead Address: Rua Pascoal Lemme, 355, Ed. COPPEAD, Cidade Universitária
Ilha do Fundão, Rio de Janeiro, RJ, Brasil, 21941-918

Vice-Dean, International Affairs: Prof. Adriana Victoria Garibaldi de Hilal

Contacts for Incoming and Outgoing students:

Denise Galm, International Affairs Officer

Ana Lúcia S. Athayde, Assistant to the Exchange Program

Tel./Fax: (55+21) 2598-9823 / 2598-9817

exchangeprogram@coppead.ufrj.br

Academic year: 2010 – Terms Available to Exchange Students

| <u>Periods</u> | <u>From</u> | <u>To (including exams)</u> |
|-----------------------|--------------------|------------------------------------|
| Third | July 26 | October 1st |
| Fourth | October 11th | December 17th |

Average Course Load:

Minimum workload required is **120 hours of class per period**, and classes are on a 40/20 hour basis. Our regular student workload is 160 hours of class per period. The academic year is divided into four 10-week periods, starting in February or March. The third and fourth terms are open to exchange students.

Language of instruction:

COPPEAD offers a one-week Portuguese course before the beginning of classes, in the 3rd and 4th periods. Students must confirm their participation in the Application form. It is required full-time dedication during this week.

Language proficiency requirements:

Toefl (80% of total marks) is required for all the 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.

Visa and Health Insurance Requirements:

- The student 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.
- International health care coverage;

Housing:

- Although there is no housing available in our campus, we provide a housing list based on former exchange students information.

DISCIPLINES OFFERED IN ENGLISH FOR 2010

THIRD TERM: Strategic Management and Information Technology - 40 hours

Corporate Growth - 40 hours

Managerial Decision Making – 20 hours

Cost Analysis for Decision Making – 40 hours

Business Logistics – 40 hours –

Supply and Procurement Management – 40 hours

Management of Innovation – 20 hours (TO BE CONFIRMED)

FOURTH TERM: International Logistics - 40 hours

Intercultural Negotiations - 40 hours

IT Based New Ventures - 40 hours

Brand management - 40 hours

Managerial Decision Making – 20 hours

Knowledge Management – 20 hours

Grading System at Coppead:

- A 40 hour course (taking 10 weeks=1 term) is equivalent to 3 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 740 hour program equivalent to approximately 55 credits, and is divided into 5 terms. The complete program takes 18 months.
- Students can 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 (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) totalling 480 hours of study (120 course hours + 360 hours of prep.);

Our grade system is represented by the following grades:

A = Above Average; B = Average; C = Below Average; D = Fail; I = Incomplete

The grade system at COPPEAD can be compared to other international grade systems according to the following table:

| Grade | Description | Anglo-Saxon Equivalent | COPPEAD Grade |
|-------|----------------------|------------------------|---------------|
| 10 | Above Average | A | A |
| 9 | Above Average | A | A |
| 8 | Average | B | B |
| 7 | Average | B-C | B |
| 6 | Below Average (pass) | C-D | C |
| 5 | Below Average (pass) | D-F | C |
| 4 | Fail | F | D |
| 3 | Fail | F | D |
| 2 | Fail | F | D |
| 1 | Fail | F | D |

Registration: After the student's nomination acceptance, send CV, Application (w/photo) and Term of Responsibility forms (enclosed) duly filled in by e-mail to exchangeprogram@coppead.ufri.br. Deadline: six months before the beginning of the selected exchange term.

General Information

- Upon arrival at the airport, we advise students to register at the Federal Police. This is a legal requirement and if he fails to register upon arrival at the airport, he will have 30 days maximum to comply with the regulation.
- At COPPEAD, the incoming student must visit the Exchange Program Assistant.
- Sandals or bermudas/shorts are not allowed in our premises.
ALL incoming exchange students **MUST** obtain a student visa to avoid immigration problems and comply with the University regulations.



EXCHANGE PROGRAM APPLICATION FORM

Academic Office

Name: _____

Country: _____

University: _____

Address (in Brazil): _____

Phone no.(in Rio): _____ Mobile: _____

Home phone no.: _____

E-mails: _____

Passport no.: _____

Portuguese knowledge: _____ Years of study: _____

Please mark here if you wish to have intensive Portuguese classes* during a one week full-time course (offered one week before the beginning of the chosen term):

Yes () No ()

STUDY PLAN**

| COURSES | CODES | CREDITS |
|---------|-------|---------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Notes:

* Which is strongly recommended. Please confirm participation until two months before the beginning of the period.

**Please send this application w/picture, Term of Responsibility and your CV to exchangeprogram@coppead.ufrj.br



EXCHANGE PROGRAM

TERM OF RESPONSIBILITY

Name: _____

Country: _____

University: _____

Home Address: _____

Home phone no.: _____

Health Care Insurance info: _____

Passaport no.: _____

Contact for emergency (in home country)

- Name: _____

- Phone no.: _____ Mobile: _____

- E-mails: _____

Requirements:

1. Student Visa
2. Federal Police Department registration (FPD)*- at the International Airport Tom Jobim. The student must go to the Federal Police Department (www.dpf.gov.br), within 30 days of arrival to get registered, with the following documents: original consulate visa request, xerox of the written pages of the travel document, two 3x4 photos, registration form (issued by FPD) duly filled in and pay a fee. Students not complying with this requirement can be charged a fine by the FPD and have difficulty to leave the country at the end of the exchange program.
3. The student must present proof of an International Health Care Insurance, covering his period of stay in Brazil for the Exchange Program.

Statement:

I commit myself to attend the requirements herein stated, including the immigration and visa laws, and accept the responsibility for all the above information.

Date: _____

Signature: _____

Note: Please send this form signed and scanned, by e-mail, to:
exchangeprogram@coppead.ufrj.br