

Vice-Dean, Full-time MBA: **Prof. Elaine Tavares**

Exchange Program Contact: Exchange Program Assistant: **Andreia Giovannetti**

[exchangeprogram@coppead.ufrj.br](mailto:exchangeprogram@coppead.ufrj.br)

**Academic Calendar 2018**

**Terms Available to Exchange Students:**

**Term**   **From:**   **To:**

2<sup>nd</sup>   **May 7<sup>th</sup>** (Monday) - **Mandatory orientation session/Welcome breakfast (to be confirmed)**  
May 7<sup>th</sup>   Jul. 13<sup>th</sup> - **Full-time MBA disciplines start (classes: 8:00 a.m. to 5:30 p.m.)**

3<sup>rd</sup>   **Jul. 23<sup>th</sup>** (Monday) - **Mandatory orientation session/Welcome breakfast (to be confirmed)**  
Jul. 23<sup>th</sup>   Sep. 28<sup>th</sup> - **Full-time MBA disciplines start (classes: 8:00 a.m. to 5:30 p.m.)**

4<sup>th</sup>   **Oct. 8<sup>th</sup>** (Monday) - **Mandatory orientation session/Welcome breakfast (to be confirmed)**  
Oct. 8<sup>th</sup>   Dec. 14<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 - March
- 3<sup>rd</sup> Term:  
March - April
- 4<sup>th</sup> Term:  
April - May

**Application deadline:**

- 2<sup>nd</sup> Term - April 16<sup>th</sup>
- 3<sup>rd</sup> Term - June 29<sup>th</sup>
- 4<sup>th</sup> Term - Sept. 14<sup>th</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 form duly filled in;
- Copy of Passport (identification and Visa page)
- Copy of an international health insurance coverage;
- Digital Photo (3x4)
- TOEFL (IBT) 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 on page 1). During 2018, approximately 200 course-hours will be offered in English to exchange students, in each of these academic terms. Minimum workload required by COPPEAD is 60 course-hours per term and disciplines are on a 40/20 hour basis. 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 60 course-hours, enroll in the offered courses to complete his required workload, always attending COPPEAD enrolment rules.***

**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 Academic Office 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 should be present in the Welcome Breakfast to be informed of the School procedures and sign the COPPEAD Exchange Program's Term of Responsibility. For specific or particular issues, you should make an appointment with the Academic Office (2<sup>nd</sup> Floor- Phone: (5521)3938-9823 - Email: [exchangeprogram@coppead.ufrj.br](mailto:exchangeprogram@coppead.ufrj.br)).

**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 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, not 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.**

**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\$650/ month *
- Food:	US\$600/month *
-Transportation:	US\$200/month *

\* US\$/R\$3,16 - 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 70 credits, and is divided into 5 terms. The complete program takes 18 months.*

*Students must take a minimum of 60 hours to a maximum of 160 hours per term; Each course-hour requires, on average, 3 hours of preparation, self-study and homework.*

*For 60 course-hours (for example, 3 courses of 20 hours each), students will need 180 hours of preparation (3 courses x 20 hours x 3 hours prep. = 180 hours prep.) totalizing 240 hours of study (60 course-hours + 180 hours of prep.);*

*Our grade system is as follows:*

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

<b>Grade</b>	<b>Description</b>	<b>Letter Grade Equivalent</b>	<b>COPPEAD</b>
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!***

**COPPEAD EXCHANGE PROGRAM 2018 - DISCIPLINES (Tentative)**

This is an illustrative list of elective disciplines. The list of disciplines may change during the Program

2nd Term (May 07 <sup>th</sup> - Jul. 13 <sup>th</sup> )	Hours	Professor
Strategy and Innovation	20	Roberto Nogueira
IT and Development	20	Eduardo Diniz
Consumer Behaviour	20	Letícia Casotti
Management Consulting Skills	30	Luis Antonio Dib
Service Innovation	20	Eduardo Raupp
Corporate Finance	20	Carlos Heitor
Brand Management	20	Roberta Campos
Business Ethics	20	Geert Demuijnck
International Marketing	20	Renato Cotta
3rd Term (Jul. 23 <sup>rd</sup> - Sep.28 <sup>th</sup> )	Hours	Professor
Digital Marketing	20	Paula Chimenti
International Entrepreneurship	20	Adriana Hilal
International Business Management	20	Renato Cotta
Econometric Models in Finance	20	Beatriz Vaz
Service Operations Management	20	Claudia Araujo
Corporate Governance	20	Ricardo Leal
Qualitative Research in Marketing	40	Maribel Soares
Logistics & Supply Chain Management	20	Leonardo Marques
Strategic Management of Information Technology	20	Elaine Tavares
Econometrics	20	André Carvalhal
4th Term (Oct. 08 <sup>th</sup> - Dec. 14 <sup>th</sup> )	Hours	Professor
Valuation	20	André Carvalhal
Intercultural Negotiations	20	Adriana Hilal
Innovation & Design Thinking	40	Claudia Araujo
Portfolio Management	20	Ricardo Leal
Operations Management II *	20	Peter Wanke
Business for Social Impact	40	Eduardo Raupp
Special Topics in International Business**	20	Renato Cotta
Brazilian Economy ***	20	Margarida Gutierrez
Career Development	20	Denise Fleck
Business Modeling	20	Valérie Gaudillat

\* To enroll in this discipline, you should have done a basic discipline on Operations at your Home School and submit proof.

\*\* To enroll in this discipline, you should have done the discipline "International Business Management" at Coppead.

\*\*\* Please note that the materials of the discipline Brazilian Economy will be in Portuguese, not in English.