

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

Associate Dean International Affairs: **Prof. Marie Anne Macadar**

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Academic Calendar 2024

Terms Available to Exchange Students:

<u>Terms</u>	<u>From:</u>	<u>To:</u>	
2nd	May 6 st	Jul. 12 th	- Full-time MBA disciplines start (classes: 8:00 a.m. to 1:15 p.m.)
3rd	Jul. 22 nd	Sep. 27 th	- Full-time MBA disciplines start (classes: 8:00 a.m. to 1:15 p.m.)
4th	Oct. 7 th	Dec. 13 th	- Full-time MBA disciplines start (classes: 8:00 a.m. to 1:15 p.m.)

Nomination deadline:

- 2nd Term - March 2nd
- 3rd Term - April 10th
- 4th Term - April 30th

Application deadline:

- 2nd Term - April 1st
- 3rd Term - May 1st
- 4th Term - June 30th

Nomination: the home school must send the nomination of the exchange student by email (exchangeprogram@coppead.ufrj.br) 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
- Copy of an international health insurance coverage
- Digital Photo (face)

There are 5 ways to fulfil the English Language Proficiency Requirements:

- TOEFL (IBT): 79 minimum score
- IELTS: 4.7 minimum score
- Cambridge English Scale: 155 minimum score
- GMAT: 520 minimum score
- A Declaration issued by the home School, if the program is taught in English, informing that the student is able to communicate, understand and write 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 2024, approximately 180 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 15/30/45 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, the student should 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. General Information for Brazilian Visa Application Form: <https://formulario-mre.serpro.gov.br/sci/pages/web/ui/#/passaporte-visto>
3. All incoming students with a student visa will have to register at the Federal Police within 90 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, however, the student should check at the nearest Brazilian Embassy/Consulate if he will need a visa or not, since the Embassy/Consulate is the authority on this and we abide by their decision.

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 Orientation Session to be informed of the School procedures and sign the COPPEAD Exchange Program's Term of Responsibility and the Commitment Term. For specific or particular issues, you should make an appointment with the International Office Team (5th Floor- Phone: (5521)3938-9823 - Email: 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 COPPEAD rules.
- 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 (add or exclude courses). All changes of disciplines have to be done in person, at the Academic Office (2nd floor of COPPEAD building), 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.
- The Dress Code to come to school may be casual as: denim, jeans, t-shirts, sneakers, short sleeve, polo, shirts, dresses and skirts. **Please note that it is not allowed in the building: shorts, athletic clothing, sweatpants, very short skirts, "Havaianas" and slippers.**

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 room)	US\$600/ month *
- Food:	US\$300/ month *
-Transportation:	US\$ 50/ month *

* US\$/R\$5,06 - Please note that exchange rates tend to frequently vary.

Grading System at Coppead

A 15-hour course (taking a maximum of 10 weeks=1 term) is equivalent to 1 credit;

A 30-hour course (taking a maximum of 10 weeks=1 term) is equivalent to 2 credits;

A 45-hour course (taking a maximum of 10 weeks= 1 term) is equivalent to 3 credits;

The Coppead Full-time MBA is a 540-hour program and is divided into 5 terms. The complete program takes 18 months.

Exchange 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, 2 courses of 30 hours each), students will need 180 hours of preparation (2 courses x 30 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;

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!

COPPEAD EXCHANGE PROGRAM - DISCIPLINES (Tentative)

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

2nd Term 2023 (May 01st - Jul. 7th)	Hours	Professor
Electronic Government	15	Marie Anne Macadar
Qualitative Research in Marketing	15	Maribel Suarez
Managerial Accounting	15	Rodrigo Leite
Business Ethics	15	Geert Demuijnck
Process Perspective Dynamics	30	Samantha Broman
International Business Management	15	Renato Cotta
3rd Term 2023 (Jul. 17th - Sep. 22nd)	Hours	Professor
Portfolio Management	15	Raphael Moses
Corporate Finance II	30	Flavio Moraes
Banking with Econometrics	30	Claudio de Moraes
Econometrics	30	André Carvalho
Platform Management	30	Paula Chimenti
Judgment and Decision-Making	45	Luis Dib
Compliance—Behavioral Perspective	15	Samantha Broman
Service Operations Management	15	Claudia Araujo
4th Term 2023 (Oct. 02nd - Dec. 08th)	Hours	Professor
Global Economics	15	Claudio de Moraes
Information Technology and Development (offered online)	15	Eduardo Diniz
Current Topics in Leadership	15	Liliane Furtado
Innovation and Design Thinking	30	Claudia Araujo
Data Intelligence	15	Elaine Tavares
Real Options Approach to Valuation	30	Glaucia Fernandes
ESG – Impact Materiality	15	Samantha Broman
Corporate Governance	15	André Carvalho
Derivatives	15	Raphael Moses
Special Topics in Transportation	15	Vanessa Guimarães

The disciplines above were offered in 2023. They are subject to change in 2024