



**PONTIFÍCIA UNIVERSIDADE CATÓLICA DO RIO DE JANEIRO – PUC-Rio**  
**Central Coordination for International Cooperation – CCCI**

|  |  |
|--|--|
| <b>International Services</b>                                  | Rua Marquês de São Vicente, 225 Ed. Pe. Leonel Franca, 8o andar - 22451-900 – Rio de Janeiro RJ – Brazil • Tel: (55 21) 3527-1577  |
| <b>Institution website</b>                                     | <a href="http://www.puc-rio.br/ccci">www.puc-rio.br/ccci</a>   |
| <b>Central Coordination for International Cooperation CCCI</b> | Dr. Angela Randolpho Paiva, Associate Vice-President for Academic Affairs<br>E-mail: <a href="mailto:directorccci@puc-rio.br">directorccci@puc-rio.br</a><br>Dr. Ricardo Borges Alencar, Deputy Associate Vice-President for Academic Affairs<br>E-mail: <a href="mailto:vicedirector@puc-rio.br">vicedirector@puc-rio.br</a>  |
| <b>Central Coordinator for Internationalization</b>            | Dr. Danilo Marcondes de Souza Filho, Central Coordinator for internationalization<br>E-mail: <a href="mailto:danilo@puc-rio.br">danilo@puc-rio.br</a>  |
| <b>Incoming</b>  | Mrs. Linda Cristina Sousa, Senior Advisor for International Students • E-mail: <a href="mailto:incoming@puc-rio.br">incoming@puc-rio.br</a>  |
| <b>Outgoing</b>  | Mrs. Nancy Guimarães, Senior Advisor for PUC-Rio students • E-mail: <a href="mailto:mobility@puc-rio.br">mobility@puc-rio.br</a>   |
| <b>Short Term Programs</b>                                     | Mr. Daniel Castro, Senior Advisor for Short-term Programs • E-mail: <a href="mailto:curtaccici@puc-rio.br">curtaccici@puc-rio.br</a>   |
| <b>Partnerships</b>  | Mr. Marcos Lesbaupin, Partnership Supervisor • E-mail: <a href="mailto:partnership@puc-rio.br">partnership@puc-rio.br</a>  |
| <b>Financial Issues</b>  | Mrs. Carla Rodrigues, Office Manager • E-mail: <a href="mailto:manager@puc-rio.br">manager@puc-rio.br</a>  |
| <b>Academic Year 2017</b>                                      | <p>First Semester: 4 months (from February/March to June/mid July)<br/>           Second Semester: 4 months (from August to November/mid December)<br/>           Vacation periods: - summer: approximately 3 months (from December to February/March)<br/>           - winter: approximately 1 month (from mid July to mid August)</p> <p><b>Pre-term Intensive Portuguese Course (summer)</b><br/>           Orientation Day: January 12<sup>th</sup><br/>           Classes begin/end: January 16<sup>th</sup> to February 09<sup>th</sup></p> <p><b>Regular term (first semester)</b><br/>           Orientation Day: February 21<sup>th</sup><br/>           Classes begin/end: March 7<sup>th</sup> to July 10<sup>th</sup></p> <p><b>Pre-term Intensive Portuguese Course (winter)</b><br/>           Orientation Day: July 6<sup>th</sup><br/>           Classes begin/end: July 10<sup>th</sup> to August 4<sup>th</sup></p> <p><b>Regular term (second semester)</b><br/>           Orientation Day: August 9<sup>th</sup><br/>           Classes begin/end: August 14<sup>th</sup> to December 21<sup>th</sup></p> <p>Exams: Are scheduled along the semester. There are usually 2 exams per semester in each course: G1 and G2. Examination periods are not fixed. More exams, papers, tests may be scheduled by each teacher.</p> |
| <b>Application Deadline</b>                                    | <b>May 15<sup>th</sup></b> (exchange period : Jul/Ago – Dec) / <b>October 15<sup>th</sup></b> (exchange period: Feb/Mar – Jul)   |
| <b>Nomination Process</b>                                      | The sending university must send a confirmation e-mail to Mrs. Linda Sousa, Senior Advisor for International Students ( <a href="mailto:incoming@puc-rio.br">incoming@puc-rio.br</a> ) including the student's documents (1 Photo 3 x 4 cm size, Official transcript, Nomination letter, Passport, Personal statement, Proof of health insurance, Proof of payment of registration fees).<br>Please refer to <a href="http://www.puc-rio.br/ensinopesq/ccci/incoming/fees_tuition.html">http://www.puc-rio.br/ensinopesq/ccci/incoming/fees_tuition.html</a> to get more information about the tuitions, fees and wire transfer details.   |
| <b>Application Process</b>                                     | The objective of the exchange program is to offer international students the possibility to take classes at PUC-Rio and receive course approval and credit for their undergraduate and graduate programs at their home institution.<br>Independent students from non-partner universities. Both type of students can earn and transfer course credit to their home institution.<br>The application form must be filled out on line by the student for all types of registration (i.e. Intensive Program, Semester Exchange and Housing) accessing the following link <a href="http://www.puc-rio.br/ensinopesq/ccci/incoming/forms-hp_students.html">http://www.puc-rio.br/ensinopesq/ccci/incoming/forms-hp_students.html</a>   |

|  |  |
|--|--|
| <b>Accommodation</b>   | PUC-Rio does not provide dorms facilities on campus but offers an enriched opportunity for students to experience the Brazilian way of life by placing students in an accommodation program. For more complete information, check the accommodation website at <a href="http://www.puc-rio.br/ensinopesq/cci/incoming/housing.html">http://www.puc-rio.br/ensinopesq/cci/incoming/housing.html</a>   |
| <b>Language Requirements</b>                                     | All exchange students must take a placement test in order to confirm his/her knowledge of Portuguese, on the first day of classes. Students are required to take a Portuguese as a Second Language class during the regular academic term corresponding to their level. Students also have the opportunity to take an Intensive Portuguese as a Second Language course before the regular semester begins, although this course is not required.   |
| <b>Pre-Term Portuguese As a Second Language Intensive Course</b> | Pre-Term Portuguese as a Second Language Intensive Course, held before the regular semester, will not be included in the student's transcript even if he/she enrolls in the regular semester. Instead, students who take the Pre-Term Portuguese as a Second Language Intensive Course will receive a certificate of completion indicating the course date, student's grade, and level of Portuguese taken.<br>The Portuguese language courses are offered at five different levels, from very basic to the advanced levels. Each student will take a placement test to confirm his/her exact knowledge of Portuguese. This course aims to develop the student's written and oral skills in Portuguese, preparing international students to attend regular courses at the university during the subsequent academic terms. Please check the link <a href="http://www.puc-rio.br/ensinopesq/cci/incoming/portuguese.html">http://www.puc-rio.br/ensinopesq/cci/incoming/portuguese.html</a> |
| <b>Customized Programs</b>                                       | The special lecture topics may include: Brazilian, South American and / or Latin American Culture, Economics, Sociology, Politics, Natural Resources and Environment, among many others.<br>The custom-made programs are organized under the supervision of a faculty member. The content may vary according to the demand of the international institution and can be presented in English. Along with the academic sessions, extra activities such as city tours and cultural visits can be organized. Contact for Customized Programs: Mr. Daniel Castro ( <a href="mailto:curtaccici@puc-rio.br">curtaccici@puc-rio.br</a> ).  |
| <b>Courses Available in English</b>                              | The courses taught in English have an undergraduate content based on Brazilian and Latin American aspects, such as: <b>Culture, Literature, Business, Design, Civilization and History, among others.</b> Along with the courses in English, international students must attend Portuguese as a Second Language class during their academic semester, as well as any other courses in Portuguese recommended by the coordinator.   |
| <b>Information about Courses</b>                                 | Available classes and relevant course information are listed on the " <i>Horário das Disciplinas</i> " site located at <a href="http://www.puc-rio.br/microhorario/">http://www.puc-rio.br/microhorario/</a> . You can also request the class syllabus by sending a message directly to the Department. Please see the department mail on the website <a href="http://www.puc-rio.br/sobrepucc/depto/">http://www.puc-rio.br/sobrepucc/depto/</a>  |
| <b>Required Student's Workload Per Semester (Credits)</b>        | Exchange students must take a minimum of 2 classes (8 credits) and a maximum of 5 classes (24 credits).  |
| <b>Grading System</b>  | Grades range from minimum 0 (zero) to maximum 10 (ten). 5 (five) is the minimum passing grade for undergraduate students and 6,0 (six) for graduate students.  |
| <b>Credits System</b>  | 1 credit = 1 class hour/week of lecture class or 2 hours laboratory class/week or 3 hours of exercise class/week, considered standard term of 15 weeks.  |
| <b>Support for Disabilities</b>                                  | At PUC-Rio, we work closely with the Center for Disabilities Persons – NAIPD. <a href="http://www.puc-rio.br/sobrepucc/admin/vrac/rae/">http://www.puc-rio.br/sobrepucc/admin/vrac/rae/</a><br>The NAIPD works directly with the CVI Central of Independent life. Coordinated by disabilities people at PUC-Rio and it is a NONG with the propose to provide services for disability people, using individual approach, informing and guiding these people, their families and all the people who may be interested.<br>We work on a case-by-case basis to accommodate students' needs as best as we can.<br>In case of students with learning disabilities, we have to contact their professor to inform his/her necessity. If the students will need some extra time to take test, exams or different kind of computer program etc.<br>We cannot provide a Note Taker, but we can help the student to find a volunteer student to help him in it.  |
| <b>Internship</b>  | Exchange students are able to do internship in Rio de Janeiro. However, they need to be studying at PUC-Rio. We strongly recommend the students inform CCCI and contact the CCESP (Internship Coordination Office).  |
| <b>Volunteer Work</b>  | Exchange students are interested in participating in special community projects and/or community service. Please check the link <a href="http://www.puc-rio.br/sobrepucc/admin/vrc/respucc/index.html">http://www.puc-rio.br/sobrepucc/admin/vrc/respucc/index.html</a>  |