

**FAQ**  
**International Students 2015-2016**

**Nominations**

Students need to be selected and nominated by the institution where they are currently studying, and nomination to be sent by e-mail or official letter to:

[Juliana.marques@fgv.br](mailto:Juliana.marques@fgv.br)

CPDOC | School of Social Sciences  
FGV | Getulio Vargas Foundation  
190 Praia de Botafogo, 14th floor, room 1404  
Rio de Janeiro - 22250-900 Brazil  
Phone: + 55 21 3799-5687

**Applications Deadline**

Please note that the school calendar varies from year to year. Required documentation must be sent at least two months before the start of the program.

The first semester of each year usually starts on February and lasts until July. The second semester goes from August to December. For courses beginning in the first term, nominations can be sent from October of the previous year until December. For courses beginning in the second term, nominations can be sent from April until June. For questions and applications you can send an e-mail to the contact person mentioned above.

Exchange students participate in the normal academic courses offered by CPDOC. In selecting courses, students may choose from the range of courses offered each semester. The responsible officers will inform about the options and of any courses which may have limited enrolment and will make every effort to assist students in the enrolment process.

**Enrolment**

Undergraduate students are expected to inform their enrolment choices on site after arrival at FGV. The average course load for an exchange student is usually 4-5

classes; however, FGV students can take a maximum of 6 classes per semester. Courses from other faculties are restricted and upon availability.

Graduate students are not required to enroll for classes. It is possible to obtain credits for Research Activities developed under the supervision of one of the Graduate Program's Professors. A supervisor must be appointed for every research student prior to the student commencing his/her studies.

### **Student Orientation Day**

Presence is mandatory for undergraduate students. There is one meeting scheduled each term. Students will be notified of the actual date in advance.

### **Language Requirements**

Please note that our Undergraduate and Graduate Programs in Social Sciences and History are currently only taught in Portuguese. Although no proof of proficiency in Portuguese is required, we recommend candidates be fluent in that language in order to be able to follow the program.

### **Specific Requirements**

#### **1) VISA**

- ✓ All international students wishing to study at CPDOC **must obtain a student visa.**
- ✓ Students should apply for a visa after receiving our acceptance letter, which needs to be presented at their local Brazilian Consulate.
- ✓ Please check the local Brazilian consulate for information on student visa requirements.
- ✓ Prior to acceptance by CPDOC: Students must send via email a copy of the visa stamp/seal.

#### **2) Medical Insurance**

- ✓ Each exchange student is responsible for making arrangements for a suitable insurance plan, which must include sufficient medical coverage (minimum of EUR 30,000 or US\$42,000) for the entire duration of their study in Brazil, including repatriation of the remains in case of death.
- ✓ The cost of the insurance will be paid by the exchange student (unless special arrangements are made by the home institution).
- ✓ Students must have complete health insurance coverage from the student's **own country**, covering the exchange period. Health insurance for travelers is usually provided by travel agencies from the country of origin. Brazilian health insurance for foreigners is expensive.

#### **3) Required Documents to be sent to CPDOC**

#### **Before applying to a visa**

- ✓ Passport copy (the page containing the student's details).
- ✓ Official letter (or email) from school of origin with the nomination of the student to the Exchange Program.
- ✓ Copy of school transcript **clearly** showing the academic level of the student (i.e., if the student is at Bachelor's or Master's level). It is sometimes not easy to identify from the transcript at which level the student is, therefore additional documentation or a letter from the student's advisor/coordinator may be requested.

### **Once you have a visa and before travelling to Brazil**

- ✓ Copy of student's visa.
- ✓ Proof of finances: as an exchange student you need to be able to prove that you dispose of sufficient funds to cover your stay for the period of your studies in Brazil. If you are to receive a student grant/scholarship you can send us an original statement of the institution that has pledged to support you with a grant. If not, you must fill in a specific form provided by FGV.
- ✓ Copy of your medical insurance plan.

### **Once you are in Brazil**

- ✓ Two recent color photographs of yourself (3x4cm photos). These should be: taken against a light-colored background, clear and of good quality, not framed or backed, printed on normal photographic paper, full face and without sunglasses, hat or other head covering, unless you wear this for cultural or religious reasons (but the face must not be covered).
- ✓ Requerimento (Student Enrollment Form) – For data on subjects chosen (used by the Academic Registration Office).
- ✓ Ficha de Matrícula (Academic Enrollment Form) – Together with the Requerimento, this form inputs student personal data into the system, for the School's records.
- ✓ Police Registration.

### **Police Registration**

All students requesting leave to remain in Brazil for more than three months will need to register with the Federal Police within 30 days of their arrival. Ensure the student brings with him/her the visa request form (a document the Brazilian Consulate will give to the student after the student visa is granted, usually stapled to the student's passport), as this document is required for the above-mentioned registration.

Students will need to provide CPDOC/FGV with a copy of their Federal Police Registration receipt by no later than a month after term begins. If this document is not provided by this deadline, the student's registration will be automatically canceled.

### **Grading Process**

**Bachelor's Degree in Social Sciences  
Teaching Degree in History, both taught in Portuguese:**

- ✓ Grades are assigned on a scale of 0 to 10.
- ✓ There are two exams (evaluations) per semester.
- ✓ Final Grade – if the student fails to obtain an average of 6.0 after the two exams, he/she will be required to take a supplementary exam that will be averaged with prior grade.
- ✓ If a student misses an evaluation without medical justification, his/her grade will automatically be 0. The student may take the supplementary exam to replace the missing one.

**Compulsory Conditions:**

- ✓ Minimum of 75% attendance to class.

The student fails if:

- ✓ His/her attendance by the end of the period is less than 75%.
- ✓ His/her final grade is lower than 6.0.

**Master’s Degree and Doctorate in History, Politics and Culture, also taught in Portuguese:**

- ✓ There is not an exact number of evaluations per semester.
- ✓ Grades are assigned from A to D – Please note that transcripts will not show grades in number form.
- ✓ Final Grade is the average of the Evaluations. In case of research development, the appointed supervisor will evaluate the student’s performance during the semester.
- ✓ If a student misses an evaluation without justification, his/her grade will automatically be 0.
- ✓ The student can replace an evaluation missed at the discretion of his/her professor.

**Compulsory Conditions:**

- ✓ Minimum of 75% attendance to class.

The Student fails if:

- ✓ His/her attendance by the end of the period is less than 75%.
- ✓ His/her final grade is lower than C.

**Workload**

- ✓ **Undergraduate:** Each subject has a workload of 60 or 90 contact hours.
- ✓ **Graduate:** Each subject has a workload of 60 contact hours – 15 classes of 4 hours.

In each course, there are 2 Exams (evaluations) per semester and the final grade is the average of these 2 Exams. If the student has an average of less than 6 and greater than 4 they can choose to take a substitute evaluation at the end of the period, which can replace the lower grade achieved or substitute an evaluation

missed. The student must obtain an average of higher than 6 in order to pass the course.

### **Internships**

Students wishing to do an internship in Brazil must ensure he/she has obtained a proper internship VISA and signed a tripartite document, which bears the signature of the student, the school and the employer. Please check details with the local Brazilian Consulate.

### **Living Expenses**

Depends on the student's lifestyle; however, we estimate the student would need approximately US\$ 1,300 – 1,500 per month.

### **Accommodation**

Please note that Fundação Getulio Vargas does not have its own housing (residences), therefore out-of-town and international students will need to seek private accommodation. Although staffs at CPDOC are not able to find private accommodation on a student's behalf, they can give help and advice on finding somewhere to live.

CPDOC will provide ongoing advice and support for exchange students through the contact person, as required. Notwithstanding the host institution's involvement by way of assistance, the host institution shall not be liable, legally or financially, to the exchange students or host families, for any loss, action, cost for expenses arising from accommodation arrangements.

### **School Facilities**

Library, computer labs, café, restaurant and bookstore. FGV also has a health center, with a registered nurse and a Medical Doctor (General Practitioner). Students can have free consultations with the doctor, who may prescribe medicine or refer students to a specialist. There is a subway station five minutes' walk from the School and the bus stop is in front of the School.

### **Students with disabilities**

Information about facilities to welcome students with disabilities available on individual request depending on special needs.

### **Other Important Information**

*Fundação Getulio Vargas* has a very strict dress code. People wearing short skirts, shorts and/or flip-flops will be denied access to the building. Students who fail to comply with this regulation will not be allowed entry into the building under any circumstances.