



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

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Financial	<b>Ms. Carla Rodrigues</b> , Office Manager • E-mail: <a href="mailto:manager@puc-rio.br">manager@puc-rio.br</a>
Visiting PUC -Rio	<b>In case you want to schedule a visit to our University, please, contact the Incoming Coordination:</b> E-mail: <a href="mailto:incoming2@puc-rio.br">incoming2@puc-rio.br</a>
Academic Year 2019	<b>First Semester:</b> 4 months (from February/March to June/mid July) <b>Second Semester:</b> 4 months (from August to November/mid December) <b>Academic vacation periods:</b> - <b>Summer:</b> approximately 3 months (from December to February/March) - <b>Winter:</b> approximately 1 month (from mid-July to mid-August)  <b>Exams:</b> 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.
Application Deadline	<b>May 15<sup>th</sup>, 2019</b> (exchange period: Jul/Ago – Dec). <b>October 15<sup>th</sup>, 2019</b> (exchange period: Feb/Mar – Jul)
Nomination Guide	Admission Procedures/Nomination guide: <a href="http://www.puc-rio.br/ensinopesq/ccci/download/PUCRio_procedures.pdf">http://www.puc-rio.br/ensinopesq/ccci/download/PUCRio_procedures.pdf</a>
Nomination Process	The partner university must send a confirmation e-mail to <b>Mrs. Linda Sousa</b> , ( <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, <b>Proof of Student's International health insurance</b> , Proof of payment of the administrative fee). 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 tuition, fees and wire transfer details.
Application Process	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. Independent students from non-partner universities. Both type of students can earn and transfer course credit to their home institution. 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>

Academic centers:	Academic centers: <a href="http://www.puc-rio.br/ensinopesq/ccci/incoming/centers_courses.html">http://www.puc-rio.br/ensinopesq/ccci/incoming/centers_courses.html</a> All the information is also available on our welcome page, accessing the link: <a href="http://www.puc-rio.br/ensinopesq/ccci/incoming/">http://www.puc-rio.br/ensinopesq/ccci/incoming/</a>
Videos: About Rio, PUC-Rio and student's life	Click on: <a href="http://www.puc-rio.br/ensinopesq/ccci/incoming/testimonials.html">http://www.puc-rio.br/ensinopesq/ccci/incoming/testimonials.html</a> <a href="http://www.puc-rio.br/ensinopesq/ccci/incoming/living_rio.html">http://www.puc-rio.br/ensinopesq/ccci/incoming/living_rio.html</a> <a href="http://visit.rio/en/o-que-fazer/sports/">http://visit.rio/en/o-que-fazer/sports/</a> <a href="http://www.puc-rio.br/ensinopesq/ccci/incoming/#">http://www.puc-rio.br/ensinopesq/ccci/incoming/#</a> - <b>Click on Partners + click on Welcome to PUC-Rio Video.</b>
Living cost:	Living cost: <a href="https://www.numbeo.com/cost-of-living/in/Rio-De-Janeiro">https://www.numbeo.com/cost-of-living/in/Rio-De-Janeiro</a>
Accommodation	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/ccci/incoming/housing.html">http://www.puc-rio.br/ensinopesq/ccci/incoming/housing.html</a>
Language Requirements	Although students are not required a specific level of proficiency in Portuguese language, 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 mandatory.
Pre-Term Portuguese As a Second Language Intensive Course	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, number of hours. 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/ccci/incoming/portuguese.html">http://www.puc-rio.br/ensinopesq/ccci/incoming/portuguese.html</a>
Courses Available in English	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. Disciplines in English are not necessarily offered every semester. These courses are subject to academic planning.</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. No English level is required to attend the courses taught in English. Although an intermediate level (B1) or upper proficiency is recommendable. <a href="http://www.puc-rio.br/ensinopesq/ccci/incoming/study_english_puc.html">http://www.puc-rio.br/ensinopesq/ccci/incoming/study_english_puc.html</a>
Information about Courses	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>

Required Student's Workload Per Semester (Credits)	Exchange students must take a minimum of 2 classes (8 credits) and a maximum of 5 classes (24 credits) including the <b>mandatory</b> Portuguese as a second language course for who is not proficient in Portuguese.
Grading System	<b>Grades range</b> from minimum 0 (zero) to maximum 10 (ten). 5 (five) is the minimum passing grade for undergraduate students and 6 (six) for graduate students.
Credits System	<b>1 credit</b> = 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.
Support for Disabilities	<p>At PUC-Rio, we work closely with the Center for Disabled People – <b>NAIPD</b>.  <a href="http://www.puc-rio.br/sobrepucc/admin/vrac/rae/">http://www.puc-rio.br/sobrepucc/admin/vrac/rae/</a></p> <p><b>The NAIPD</b> works directly with the CVI (Central of Independent Life). Coordinated by Disabled People at PUC-Rio and its purpose is to provide services for disabilities using individual approach, informing and guiding them, their families and all the interested ones.</p> <p>We work on a case-by-case basis to accommodate students' necessities the best we can. In case of students with learning disabilities, we have to contact their professor to inform their necessity. We can also help the students that need some extra time to take test, or exams or different kind of computer program etc.</p> <p>We cannot provide a Note Taker, but we can help the student to find a volunteer colleague to help him/her in this matter.</p>
Internship	Exchange students are able to do internship in Rio de Janeiro. However, they need to be studying at PUC-Rio and we strongly recommend them to inform CCCI as well as CCESP (Internship Coordination Office) concerning this matter. Please contact the Incoming Coordination: <b>Linda Sousa</b> - <a href="mailto:incoming@puc-rio.br">incoming@puc-rio.br</a>
Volunteer Work	Exchange students who are interested in participating in special community projects and/or community service: please check the link below. <a href="http://www.puc-rio.br/sobrepucc/admin/vrc/respuc/index.html">http://www.puc-rio.br/sobrepucc/admin/vrc/respuc/index.html</a>
Visiting Professors, Staff Mobility, Erasmus+	Central Coordination for International Cooperation (CCCI) offers a special program to support visiting professors and staff mobility at our university. Please, contact the <b>Incoming Coordination</b> : <a href="mailto:incoming2@puc-rio.br">incoming2@puc-rio.br</a>