



## Fact Sheet 2017/2018

<p><b><u>Contact information</u></b></p>	<p><b>INTERNATIONAL AFFAIRS OFFICE</b>          Rua Rocha, 233          11<sup>th</sup> Floor          São Paulo – Brazil          01330-000          Telephone: + 55-11-3799-2279          E-mail <a href="mailto:cri.direitosp@fgv.br">cri.direitosp@fgv.br</a>  <a href="http://direitosp.fgv.br/en">http://direitosp.fgv.br/en</a></p>
<p><b><u>Staff</u></b></p>	<ul style="list-style-type: none"> <li>➤ <b>Prof.<sup>a</sup> Maria Lucia L. M. Pádua Lima</b>              Associate Dean, International Affairs Office  <a href="mailto:maria.lucia.padua.lima@fgv.br">maria.lucia.padua.lima@fgv.br</a></li> </ul> <div data-bbox="922 695 1114 976" style="text-align: center;">  </div> <ul style="list-style-type: none"> <li>➤ <b>M. Christina Castilho</b>              Incoming &amp; Outgoing Coordinator, International Affairs Office  <a href="mailto:maria.christina@fgv.br">maria.christina@fgv.br</a></li> </ul> <div data-bbox="914 1108 1123 1423" style="text-align: center;">  </div> <ul style="list-style-type: none"> <li>➤ <b>Ana Caroline Oliveira de Souza Bueno</b>              Assistant  <a href="mailto:ana.bueno@fgv.br">ana.bueno@fgv.br</a></li> </ul>
<p><b><u>Academic Calendar</u></b></p>	<p><b>Spring Semester:</b> mid-February to end of June.  <b>Fall Semester:</b> early August to mid-December.  <b>Vacation Period</b>  <b>Winter Vacation:</b> July  <b>Summer Vacation:</b> Mid-December and January.  <b>Academic calendar</b> for the courses based on terms, e.g. Global Law Program (GLP) and courses offered at EAESP/Business School (including final exams):  <b>Term 1:</b> February through April</p>

	<p><b>Term 2:</b> May through June</p> <p><b>Term 3:</b> August through September</p> <p><b>Term 4:</b> October through December</p>
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<h2><u>Application Procedure</u></h2>	<p>Students who wish to study at DIREITO SP as an exchange student must first be selected by their home university. Partner universities will contact the International Affairs office by e-mail, and nominate their students, according to the deadlines below:</p> <ul style="list-style-type: none"> <li>• <b>Partners' Nomination</b> for the Spring Semester (February-June): <b>October 31<sup>st</sup></b>.</li> <li>• <b>Partners' Nomination</b> for the Fall Semester (August-December): <b>April 30<sup>th</sup></b>.</li> </ul> <p>In the nomination e-mail the home University need to send: Students name, student's e-mail address and if they are undergraduate or graduate degree students. After the nomination by the partner's University, the student will receive an e-mail with the application procedure, and further information.</p>
<h2><u>Application Deadline</u></h2>	<p>Spring Semester:  <b>Student's Application:</b> documents should arrive by <b>December 1<sup>st</sup></b></p> <p>Fall Semester:  <b>Student's Application:</b> documents should arrive by <b>May 31<sup>st</sup></b></p> <p>List of required documents:</p> <ul style="list-style-type: none"> <li>• <b>School transcript;</b></li> <li>• <b>Curriculum Vitae with main academic and professional information;</b></li> <li>• <b>Copies of initial informative page of passport (personal information and photo);</b></li> <li>• <b>1 passport size photo;</b></li> <li>• <b>Application Form and Portuguese Course form.</b></li> </ul>

	All the documents should be send by e-mail to <a href="mailto:cri.direitosp@fgv.br">cri.direitosp@fgv.br</a>
<u><a href="#">Language requirement</a></u>	<p>FGV DIREITO SP does not have a language test requirement. We believe that our partners will select students able to attend our classes in Portuguese, or will only attend classes that are being offered in English.</p> <p>For the classes in Portuguese we ask the students to have at least an intermediate level of comprehension of the language. For the classes in English, for those students that English is not their mother tongue, we ask at least an intermediate to advanced comprehension level of the language or equivalent to the TOEFL exam - 100 iBt.</p>
<u><a href="#">Portuguese Language Course</a></u>	<p>DIREITO SP offers 60 hours (8 weeks) of an Intensive Portuguese Language Course. The Portuguese Language Course is not mandatory, and FGV DIREITO SP does not give any credits or certificate for this course. For this course charges will apply, and will be send to the students before the beginning of the course. The fee will be around US\$ 300,00 (that amount will be converted to Reais in the beginning of the course for the payment).</p> <p>The course will happen as follow:</p> <p><b>Fall:</b> August  <b>Spring:</b> February</p>
<u><a href="#">Learning Expectations</a></u>	<p>Class format is usually based in lectures, seminars and cases. Class participation is strongly encouraged by Faculty Members (usually counts 20% - 30% of the final grade). Attendance is mandatory. Size of the classes ranges between 15-60 students.</p>
<u><a href="#">Enrollment</a></u>	<p>Students can enroll in subjects of the undergraduate course and Graduate course, as well as the courses at Global Law Program (part of our Master Degree Program), so long as they are offered in that semester, and there is no conflict in schedule. Acceptance will also depend on availability, and prior approval from the responsible professor of the course. Places in the undergraduate and graduate courses (in Portuguese) are subject to availability.</p> <p><b>The only mandatory class for all Exchange students will be the "Introduction to the Brazilian Legal System". We ask all exchange students to take at least 3 courses from the Global Law Program.</b></p>
<u><a href="#">Grading and exams</a></u>	<p>Undergraduate and Graduate grading system:</p> <ul style="list-style-type: none"> <li>• Grading is 0 through 10;</li> <li>• Students need to have a minimum grade of 7 to be approved in the courses. Except the undergraduate courses in Portuguese, that the minimum grade is 6.</li> <li>• Final grade is generally based on participation, oral and written presentations,</li> <li>• Cases analyses and mid-term/final examinations</li> </ul> <p>*Grading criteria is determined by each professor and generally include written tests, participation in class, presenting seminars and academic assignments.</p> <p>Examinations may be conducted in class or, sometimes, be taken home, depending on the course. They are generally performed over</p>

<p><b><u>Transcript of Records</u></b></p>	<p>the last week of class schedule and it is a written exam.</p> <p>Students will receive a Transcript stating the final grade and credits earned.</p> <p>Students who attended courses from the Global Law Program, and were approved in a total of a minimum of 10 (ten) credits, will also receive with their transcripts a Global Law Program Certificate. Credit transfer lies within the discretion of the partner University. The transcript will be send to the Home University around the times below:</p> <p>Spring Semester: until the end of August. Fall Semester: until the end of January.</p>
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<p><b><u>Letter of acceptance</u></b></p>	<p>Approved candidates will receive a letter of acceptance, which is necessary for obtaining the student visa. It is recommended that documents be sent promptly to the Brazilian Consulate, as visa approval for Brazil can take some time. Some Consulates can take up to 30 business days to approve and issue a visa.</p>
<p><b><u>Student Visa</u></b></p>	<p>The letter of acceptance sent by FGV DIREITO SP, mentioned above, should be presented to the closest Brazilian Embassy or Consulate, requesting a temporary student visa (<b>VITEM IV</b>).</p> <p>A complete list of embassies and consulates around the world can be found at <a href="http://www.portalconsular.mre.gov.br/">http://www.portalconsular.mre.gov.br/</a> .</p> <p>Other documents, mostly personal, will also be requested.</p> <p>All exchange-students require a student visa for their stay in Brazil. <b>A tourist visa is not valid for studying.</b> Without the temporary student visa, it is impossible to enroll in any course. In addition, it is impossible to change a visa after arrival in the country. We kindly ask the student to send us a copy of the visa, prior to their arrival in Brazil.</p>
<p><b><u>Foreign registration</u></b></p>	<p>All Foreign Students must register with the “Polícia Federal” at São Paulo within 30 days of their arrival in Brazil.</p> <p>Once the student arrives at FGV DIREITO SP, the International Affairs Office will provide more information regarding the registration process, and will help the students with this process.</p>



<p><b><u>Health Insurance</u></b></p>	<p>It is mandatory to have a valid International Health Insurance to attend FGV DIREITO SP. The proof of insurance must be send to the International Affairs Office prior to the student arrival.</p>
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<p><b><u>Housing</u></b></p>	<p>FGV DIREITO SP does not offer on-campus accommodation. However, we recommend web sites that offer apartments or rooms that the students can rent for a short period of time. We also put the students in contact with some landlords of prior exchange students.</p>																																				
<p><b><u>Living Expenses and Fees</u></b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left; padding: 5px;"><b>Living Expenses/Academic Expenses</b></th> </tr> <tr> <th style="width: 60%;"></th> <th style="width: 15%; text-align: right;">R\$</th> <th style="width: 15%; text-align: right;">US\$</th> <th style="width: 10%; text-align: right;">€</th> </tr> </thead> <tbody> <tr> <td>Housing single room at student's apartment</td> <td style="text-align: right;">2200</td> <td style="text-align: right;">649</td> <td style="text-align: right;">579</td> </tr> <tr> <td>Food</td> <td style="text-align: right;">1000</td> <td style="text-align: right;">295</td> <td style="text-align: right;">264</td> </tr> <tr> <td>Transportation</td> <td style="text-align: right;">300</td> <td style="text-align: right;">89</td> <td style="text-align: right;">79</td> </tr> <tr> <td>Books and Suplies</td> <td style="text-align: right;">250</td> <td style="text-align: right;">74</td> <td style="text-align: right;">66</td> </tr> <tr> <td>Personal Expenses</td> <td style="text-align: right;">400</td> <td style="text-align: right;">118</td> <td style="text-align: right;">105</td> </tr> <tr> <td><b>Total Monthly Expenses</b></td> <td style="text-align: right;"><b>4150</b></td> <td style="text-align: right;"><b>1225</b></td> <td style="text-align: right;"><b>1093</b></td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 10px;">*The amounts above are just a suggestion. Students may vary their expenses according to their life style.</p> <p style="font-size: small; margin-top: 5px;">**Prices are just a suggestion, and are based on an exchange rate of US\$1 = R\$ 3,39 and €1 = R\$ 3,80.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 60%;">Federal Police Registration(paid only once at beginning of the program) *</td> <td style="width: 15%; text-align: right;">312</td> <td style="width: 15%; text-align: right;">92</td> <td style="width: 10%; text-align: right;">82</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">*Students from Portugal pay only one fee for the Federal Police Registration in the amount of R\$ 204,00</p>	<b>Living Expenses/Academic Expenses</b>					R\$	US\$	€	Housing single room at student's apartment	2200	649	579	Food	1000	295	264	Transportation	300	89	79	Books and Suplies	250	74	66	Personal Expenses	400	118	105	<b>Total Monthly Expenses</b>	<b>4150</b>	<b>1225</b>	<b>1093</b>	Federal Police Registration(paid only once at beginning of the program) *	312	92	82
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