

Academic Year 2017

Insper

INTERNATIONAL RELATIONS OFFICE

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REGISTRATION PACKAGE AND ENROLMENT REQUIREMENTS

After your student's nomination, an e-mail will be sent directly to the nominated students containing information about the school, enrollment, required documents and housing.

Insper does not offer any kind of health insurance. International students are required to obtain a health insurance plan prior to arrival. A copy of the health insurance policy will be required upon arrival of the student at the Check In Session.

LANGUAGE OF INSTRUCTION

Main language: **All graduate programs classes are taught in Portuguese.**

A variety of **undergraduate courses** (7 to 10 per semestre) are **taught in English**. Program information may change every semestre since the courses in English are offered in the last year of the program (7th and 8th semester – elective courses). Students can check the courses syllabi on our website, www.insper.edu.br/en or get more specific information by contacting us directly.

Students willing to attend courses offered in Portuguese need to present a proficiency proof. The minimum level required is intermediate (B2).

PORTUGUESE CLASSES

Insper also offers a Portuguese crash course for international students. Spots are limited and offered at first-come-first-served basis. This program is aimed at students that had no prior contact with Portuguese. Students with intermediate level are not accepted in this program. The crash course classes are free of charge.

DATES AND TERMS FOR 2017

UNDERGRADUATE PROGRAMS

1st semester	6 February – 9 June
2nd semester	7 August – 8 December

GRADUATE PROGRAMS

Term	Certificate and LL.M.	Master's Programs
1st	23 Jan – 6 April	26 Jan – 6 April
2nd	24 April – 29 June	24 April – 29 June
3rd	17 July – 21 Sept	17 July – 21 Sept
4th	2 Oct – 7 Dec	2 Oct – 7 Dec

NOMINATION DEADLINES

Program	1st Semester	2nd Semester
Undergraduate Programs	Oct 20, 2017	April 17, 2017
Certificates, LL.M. and Master Programs	Oct 20 for 1st and 2nd quarter	April 17 for 3rd and 4th quarter

DEGREE PROGRAMS

Bachelor degrees Programs – Business and Economics:

insper.edu.br/en/undergraduate/

Master degree Programs – Business and Economics (**Classes in Portuguese**):

insper.edu.br/en/graduate/professional-masters/

Certificates (**Classes in Portuguese**):

insper.edu.br/en/graduate/certificates/

LLM Programs (**Classes in Portuguese**):

insper.edu.br/en/graduate/law/

COURSE REGISTRATION

Students must attend a minimum of 3 courses. Registration should be done prior to arrival by e-mail. Please contact the international office for further information: international@insper.edu.br

LEARNING EXPECTATIONS

Seminars, lectures, self-study.

Class attendance in Brazil is mandatory. Students are expected to attend a minimum of 75% of the courses in order to be approved.

Classes size range from 20 to 90 students. Examinations take place at different times - students can check the exact examination schedules through the school calendar system.

VISA

International exchange/visiting students must obtain a student visa at the Brazilian Embassy or Consulate in their home countries after receiving their letter of acceptance from Insper. **Please note that a tourist visa is not valid for permanence in Brazil as an international student.** Visas must be obtained BEFORE admission into Brazil. A tourist visa cannot be converted into a student visa once the student has left his/her country of origin. Students without student visas will not be enrolled at Insper.

All international/exchange students must register at the (Polícia Federal) within 30 days of their arrival.

Registration at the Polícia Federal is mandatory.

After the application at Insper, the International Department will forward an International Students Guide with information about Brazil.

ARRIVAL DATE

We recommend student's to arrive 1 week before classes in order to begin organizing their housing and other living arrangements.

ORIENTATION DAY

Students will be required to attend a check-in session and will be informed about it prior to their arrival by the International Relations Office.

ATTENDANCE

Attendance is mandatory at all Insper courses. Students must be aware to sign the frequency list for each and every class. If the name is not listed, please contact "Atendimento ao Aluno" at the entrance level. Names added manually to the list will not be considered by our Academic Department for the frequency calculation. If the student forgets to sign for any reason, it will be considered an absence. Due to Brazilian legislation, absences due to unexpected situations (sickness, death of family members and others) will be treated within the approved limit of 25%.

During the first week of classes (when it is possible to change courses) students should consider the enrollment after the confirmation and when the name appears at the frequency list.

GRADING

Grading scale 0 – 10 - **5.0 is the cutoff grade for passing**

Group	Scale	Description of the grading system
APPROVED	9-10	Excellent
	8-8,9	Very Good
	7-7,9	Good
	6-6,9	Satisfactory
	5-5,9	Sufficient
NOT APPROVED	3,1-4,9	Fail
	0-3	Fail

Converting Insper courses to ECTS:

Insper does not operate on the ECTS credit system. One full load course contains 80 hrs. of classroom activities (exams/tutorials/office hours). That is the regular load for each course students take during their 4 years here. Courses also require 60/70 hours of private study and projects throughout the semester.

Insper considers 1 ECTS equivalent to a workload of 20/25 hours. Thus one course at Insper is equivalent to 6.0 ECTS credits, some European schools do consider our full load courses equivalent to 7.5 ECTS.

FACILITIES

Restaurant – Coffee shops – Library – Parking lot – wifi access – Student's Lounge

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BUDDIES

Buddies are regular Insper students assigned to help international students during they stay in Brazil. Please, contact the International office for additional information.

LIVING EXPENCES

Living Expenses (per month)	R\$	US\$*	€*
Housing – single room	2000	666	625
Food	900	300	282
Transportation (R\$ 3,50 bus, subway and train ticket)**	200	66	62
Personal Expenses	300	100	94
Total	3350	1132	1063

*Exchange rate: US\$ 1 = R\$ 3,30; 1€ = 3,60. Prices may vary as currency fluctuation is frequent.

**Prices may vary with a purchase of public transportation cards. Prices may vary according to student's lifestyle.

Remember to provide enough money available for your arrival as it can take up to three weeks to organize your bank account in Brazil.