

Academic Year 2019

Insper

INTERNATIONAL RELATIONS OFFICE

Rua Quatá 300,
Vila Olímpia 04546-042
São Paulo – SP, Brasil
www.insper.edu.br
international@insper.edu.br
+ 55 11 4504 2760

Associate Dean of International Relations:
Monica Pinhanez

International Manager:

Ana Carolina Oliveira de Souza

***International Mobility Coordinator**

Andreia Lopes de Castro Ribeiro

international@insper.edu.br

**Main contact for Incoming and Outgoing students.*

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

A variety of **undergraduate courses** (10 to 12 per semester) are **taught in English**.

We do not require an English proficiency certificate, students are responsible for their comprehension of the language. B2 level of English is recommended.

Program information may change every semester since the courses in English are offered in the last year of the program (7th and 8th semester – elective courses).

Students willing to attend courses offered in Portuguese need to present a proof of proficiency. The minimum level required is intermediate (B1/B2).

PORTUGUESE CLASSES

Insper also offers a Portuguese crash course for international students. 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 2019

The Brazilian academic calendar is different from most the countries, it starts in January/February and finishes in December.

Our programs work in semesters:

UNDERGRADUATE PROGRAMS

1st Semester Orientation Week (mandatory)	04 February – 08 February
---	---------------------------

1st semester Regular classes and Exams (mandatory)	11 February – 05 July (including final exams)
--	--

2nd Semester Orientation Week (mandatory)	29 July – 02 August
---	---------------------

2nd semester Regular classes and Exams (mandatory)	5 August – 13 December (including final exams)
--	---

NOMINATION DEADLINES

Program	1st Semester	2nd Semester
Undergraduate Programs	Oct 20 th . 2018*	April 1 st ., 2019

**Late nominations may be possible.*

APPLICATION DEADLINES

Program	1st Semester	2nd Semester
Undergraduate Programs	Nov 1 st . 2018	April 20 th ., 2019

ALL DEGREE PROGRAMS OFFERED AT INSPER

Bachelor Degrees Programs – Business and Economics and Engineering (Computer, Mechanical and Mechatronic)

Certificates (**Classes in Portuguese**)

LLM Programs (**Classes in Portuguese**)

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

Executive MBA (**Classes in Portuguese**)

PhD in Business and Economics (**Classes in English**)

Executive Education (**Open enrollment and customized programs**)

Academic Year 2019

Insper

COURSE REGISTRATION

Students in the undergraduate programs must attend a minimum of 3 courses.

Graduate programs must attend a minimum of 2 courses during 2 trimester (must stay for a semester).

Information and registration are done prior to arrival. The international office will instruct the students.

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. Tests are mandatory (in class).

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

Students must arrive 1 week before classes in order to begin organizing their housing and other living arrangements.

ORIENTATION WEEK

Students will be required to attend a check-in session, usually a week before classes start.

ATTENDANCE

Attendance is mandatory at all Insper courses. Students must be aware to sign the frequency list for each and every class. 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

Undergraduate programs

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

Academic Year 2019

Insper

FACILITIES

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

BUDDY PROGRAM

Buddies are regular Insper students assigned to help international students during their stay in Brazil. All exchange students receive an assigned buddy.

CLUBS AND SOCIETIES

Insper has more than 25 student's clubs and societies; International students will have the chance to engage and get to know more about our culture, sports, education, market, etc.

CAREER CENTER

Exchange students are welcome to visit and count with our career center to help you understand how the Brazilian job market works and also to know more about internship opportunities.

LIVING EXPENCES

Living Expenses (per month)	R\$	US\$*	€*
Housing – single room	2000	480	412
Food	900	216	216
Transportation (R\$ 4,00 bus, subway and train ticket)**	300	72	61
Personal Expenses	400	96	82
Total	3600/	865	742

*Exchange rate: US\$ 1 = R\$ 4,16; 1€ = 4,85. Prices may vary as currency fluctuation is frequent. (we used [Oanda](#))

**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.