Fact Sheet
2019 - 2020
Table of Contents

3 Main Contacts
3 Academic Calendar
4 Application Procedure
5 Immigration and Visa Procedures
6 Academic Affairs
6 Credit Equivalence
7 Grade Equivalence
7 Monthly Living Costs
Main Contacts

Coordinator of the International Office
Prof. Oliver Stuenkel
E mail: oliver.stuenkel@fgv.br

Point of contact
Gabriela Pascholati do Amaral
E-mail: gabriela.amaral@fgv.br
Phone: +55 11 3799-3769

Address:
Av. Paulista, 1471 – 1st Floor
01311-927 São Paulo – SP
Brazil

International Office E-mail:
io.ri@fgv.br

Academic Calendar

Fall Semester
Mid-February to end of June. Modules may run for the entire four months, or be from mid-February to April or April to June.

Winter Break
July

Spring Semester
Early August to mid-December. Modules may run for the entire four months, or be from early August to the end of September, and from early October to mid-December.

Summer Break
Mid-December to Mid-February.

If students fail to achieve a passing grade, but have a grade between 4 and 5.99 (out of 10), they may take another exam that normally takes place in July and January.
Application Procedure

This is a step-by-step guide for the application to spend a year or a semester at FGV RI:

1. Check your university has a partnership with FGV RI. You will need to be nominated by them.

2. Apply through your university’s call for applications for exchange programmes. The nomination e-mail from the Home University must contain your name, your e-mail address, and the degree you are pursuing at the home institution. The deadlines are:

   **For Brazilian Fall Semester (February-June)**
   - For nomination by partner university: October 31st
   - Results: November 15th the latest
   - For sending the application documents: December 15th

   **For Brazilian Spring Semester (August-December)**
   - For nomination by partner university: April 30th
   - Results: May 15th the latest
   - For sending the application documents: June 15th

3. Once your home institution nominates you for the exchange programme, you will be contacted via e-mail by our team. You will need to send the following application documents to FGV RI to be able to register:

- The completed Application Form for International Students, which can be found [here](#)
- Copy of the Passport Information page
- A passport-sized photo
- Plan of Study, which can be found [here](#)
- Copy of Transcript of Records
- Copy of Visa Application Form - To be sent afterwards, once FGV RI issues your invitation letter
- Copy of Student’s Travel Insurance Policy
You must send these documents to io.ri@fgv.br and name each document "NAME_LASTNAME>Type of Document". For example: John_Smith_Passport.pdf

4. Students are required to send a copy of the visa stamp/seal to FGV RI maximum within two weeks from the beginning of classes. Failure to do so will result in the cancellation of the student's exchange.

5. Upon arrival, students must visit FGV RI’s International Office to check immigration procedures, including mandatory registration with the Federal Police. (More information here)

Free Movers

FGV RI allows students to attend the school as “Free Movers” on a case-by-case basis. A Free Mover student is a student whose home institution does not have a partnership with FGV. These students pay tuition fees in order to take classes. In 2019 these tuition fees per semester are US$ 6960. Interested students can contact io.ri@fgv.br

Immigration and Visa Procedures

Students will need to apply for a student visa at their local Brazilian embassy or consulate. Please check here a list of Brazilian diplomatic representations around the world. The student visa is called VITEM IV - you cannot study in Brazil with a tourist visa or any other visa. The approved student will receive an Invitation Letter from FGV, which they will need to support their visa application.

We advise students to apply for the visa as soon as they are approved by us, as some consulates can take more time to process visas.

Visa Application

Students doing an internship in Brazil under a VITEM IV Student Visa are not allowed to receive any payment.
Academic Affairs

- Enrollment: Approved students will receive the list of modules available for their first semester at FGV RI, if it is not yet available through a Call for Applications. Acceptance into these modules will be dependent on availability. Module offer may vary each semester, but there is a list of expected module offers [here](#).

- Students must then fill out the plan of study to be enrolled in their modules of choice. You can find this document [here](#).

- Exchange students can take modules totalling between 24 and 35 ECTS per semester. Regular students at FGV RI normally take between 4 and 6 modules per semester.

- Minimum attendance required is 75% of the total class hours.

Credit Equivalence

Most modules at FGV have **30, 60 or 90** contact hours. FGV does not use the same credit system as ECTS (European Credit Transfer and Accumulation System) or the US credit system. Based on existing calculations, the following table shows the credit equivalence between FGV credits, ECTS credits, and US credits:

<table>
<thead>
<tr>
<th>FGV Hours</th>
<th>FGV Credits</th>
<th>ECTS</th>
<th>US Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>1</td>
<td>1.5</td>
<td>0.75</td>
</tr>
<tr>
<td>30</td>
<td>2</td>
<td>3</td>
<td>1.5</td>
</tr>
<tr>
<td>60</td>
<td>4</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>90</td>
<td>6</td>
<td>9</td>
<td>4.5</td>
</tr>
</tbody>
</table>
Grade Equivalence

The grading scale is from 0 (zero) through 10 (ten), with the minimum passing grade being 6.0. These grades will be based on participation, written essays and exams, and other activities as deemed appropriate by the professor of each module.

Students that have a final grade between 4 and 5.9 on a module may take another exam to improve their grade - this process does not eliminate any of the previous grades obtained.

Below is a table of estimated equivalence between grading systems:

<table>
<thead>
<tr>
<th>Grade as FGV</th>
<th>Latter Grades</th>
<th>GPA (estimated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.51 - 10</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>7 - 8.5</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>6 - 6.99</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>4 - 5.99</td>
<td>D - Student will need to take another exam to pass</td>
<td>1.0</td>
</tr>
<tr>
<td>0 - 4</td>
<td>Fail</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Monthly Living Costs

<table>
<thead>
<tr>
<th>Expense</th>
<th>In Brazilian Reais (R$)</th>
<th>In US Dollars (US$)</th>
<th>In Euros (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing (single room in student's apartment)</td>
<td>2500</td>
<td>603.61</td>
<td>516.96</td>
</tr>
<tr>
<td>Food</td>
<td>1200</td>
<td>289.73</td>
<td>248.14</td>
</tr>
<tr>
<td>Transportation</td>
<td>350</td>
<td>84.51</td>
<td>72.37</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>300</td>
<td>72.43</td>
<td>62.03</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>500</td>
<td>120.72</td>
<td>103.39</td>
</tr>
<tr>
<td>Total Monthly Costs</td>
<td>480</td>
<td>1171</td>
<td>1002.89</td>
</tr>
</tbody>
</table>

* These amounts are an estimate and may vary depending on lifestyle.
** The prices are based on an exchange rate of US$1 = R$4,14 and €1 = R$ 4,84