



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

Central Coordination for  
International Cooperation

Rua Marquês de São Vicente, 225  
Ed. Pe. Leonel Franca, 8ª floor – Rio de Janeiro-RJ – Brazil – Zip: 22451-900  
Phone: (55 21) 3527-1577  
[www.puc-rio.br/ccci](http://www.puc-rio.br/ccci)

PUC-Rio website

<https://www.puc-rio.br/english>

PUC-Rio Academic centers:

[http://www.puc-rio.br/ensinopesq/ccci/incoming/centers\\_courses.html](http://www.puc-rio.br/ensinopesq/ccci/incoming/centers_courses.html)

CCCI

**Dr. Angela Paiva** – Associate VP for Academic Affairs: [directorccci@puc-rio.br](mailto:directorccci@puc-rio.br)  
**Dr. Ricardo Alencar** – Deputy Associate VP for Academic Affairs: [vicedirector@puc-rio.br](mailto:vicedirector@puc-rio.br)

Incoming Coordination

**Ms. Linda Cristina Sousa** – Senior Advisor for International Mobility: [incoming@puc-rio.br](mailto:incoming@puc-rio.br)  
<http://www.puc-rio.br/ensinopesq/ccci/incoming>

Outgoing Coordination

**Ms. Nancy Guimarães** – Senior Advisor for PUC-Rio students: [mobility@puc-rio.br](mailto:mobility@puc-rio.br)  
<http://www.puc-rio.br/ensinopesq/ccci/academico>

Short Term Programs

**Mr. Daniel Castro** – Senior Advisor for Short-term Programs: [curtaccici@puc-rio.br](mailto:curtaccici@puc-rio.br)  
<http://www.puc-rio.br/ensinopesq/ccci/curtaduracao>

Partnerships

**Ms. Christine Duarte** – Partnership Supervisor: [partnership@puc-rio.br](mailto:partnership@puc-rio.br)

Financial

**Ms. Carla Rodrigues** – Office Manager: [manager@puc-rio.br](mailto:manager@puc-rio.br)

Visiting PUC-Rio

Visiting Professors

Staff Mobility and Erasmus+

The Central Coordination for International Cooperation (CCCI) offers a special program to support visiting professors and staff mobility at our university.  
Contact the Incoming Coordination: [incoming2@puc-rio.br](mailto:incoming2@puc-rio.br)

Academic Calendar

**Academic semester:**

- **First academic semester:** 4 months (from February/March to June/mid July)
- **Second academic semester:** 4 months (from August to November/mid December)
- **Summer vacations:** approximately 3 months (from December to February/March)
- **Winter vacations:** approximately 1 month (from early-July to early-August)

Academic Calendar: 2022

**Regular term (first academic semester)**

Arrival: March 3<sup>rd</sup>  
Orientation Day: March 4<sup>th</sup>  
Classes begin/end: March 08<sup>th</sup> to July 11<sup>th</sup>

**Pre-term Intensive Portuguese Course (winter)**

Orientation Day: July 08<sup>th</sup>  
Classes begin/end: July 11<sup>th</sup> to August 03<sup>th</sup>

**Brazilian Seminars**

Classes begin/end: July 04<sup>th</sup> to July 22<sup>th</sup>

**Regular term (second academic semester)**



Orientation Day: August 05<sup>th</sup>  
Classes begin/end: August 09<sup>th</sup> to December 13<sup>th</sup>

**Exams:** There are usually 2 exams per semester for each course (G1 and G2), but the examination periods are not fixed. Other assignments and papers are frequently requested for grading throughout the semester.

Application Deadlines

First academic semester (March – July 2022): **October 31<sup>st</sup>, 2021**  
Pre-term Portuguese Intensive Course (Jan-Feb 2022) \*: **October 31<sup>st</sup>, 2021**  
\* **to be confirmed if it will take place on-line or in campus**

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 and Application Process	Send a confirmation e-mail to <b>Mrs. Linda Cristina Sousa</b> ( <a href="mailto:incoming@puc-rio.br">incoming@puc-rio.br</a> ) <b>Students` required documents:</b> Nomination letter; Online application form; Official transcript; Passport copy; Personal statement, <b>International health insurance</b> ; Mandatory COVID 19 immunization- certificate; Payment of the administrative fee; 1 photo (3x4cm size). The <b>online application form</b> must be filled out for all types of registration, i.e., Intensive Program, Semester Exchange and Housing.
Online application form	<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>
Language Requirements	Although students are not required a specific level of proficiency in Portuguese language, on the first day of classes <b>all exchange students must take an oral placement test</b> in order to confirm his/her knowledge of Portuguese. It is <b>MANDATORY</b> for all students not fully proficient in Portuguese to take a Portuguese as a Second Language course during the regular academic term according to his/her level. Students have the opportunity to take the Intensive Portuguese as a Second Language course before the regular semester begins, although this course is not mandatory.
Course Information	Course information is listed at " <b>Horário das Disciplinas</b> ": <a href="http://www.puc-rio.br/microhorario/">http://www.puc-rio.br/microhorario/</a> . Course syllabus must be requested directly to each academic department. Academic department`s list and contact information: <a href="http://www.puc-rio.br/sobrepucc/depto/">http://www.puc-rio.br/sobrepucc/depto/</a>
Courses in English	<b>Courses offered in English are subject to academic planning and are NOT necessarily offered every semester. For an updated list, please, check:</b> <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> Courses taught in English have an undergraduate content based on different areas, such as: <b>Culture, Literature, Business, Design, Civilization, History, Engineering, among others.</b> No English level is required to attend the courses taught in English. Although an intermediate level (B1) or upper proficiency is strongly recommended.
Grading System	Grades range from <b>minimum 0 (zero) to maximum 10 (ten)</b> . 5 (five) is the minimum passing grade for undergraduate students and 6 (six) for graduate students.
Credits System (15 weeks academic semester)	<b>1 credit</b> = 1 class hour/week of lecture class <b>1 credit</b> = 2 hours of laboratory class/week <b>1 credit</b> = 3 hours of exercise class/week
Student`s Workload per Semester (credits)	Exchange students must enroll for a <b>minimum of 2 courses or 8 credits</b> and for a <b>maximum of 5 courses or 24 credits</b> , including the <b>MANDATORY</b> Portuguese as a second language course (for those who are not fully proficient in Portuguese).
Tuition information, fees and wire transfer information	<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>
Internship	<b>Exchange students are able to do internship in Rio de Janeiro while studying at PUC-Rio.</b> For further information, please, contact: <a href="mailto:incoming@puc-rio.br">incoming@puc-rio.br</a> Besides being a regular exchange student of the university, it is necessary to endorse the internship at CCCI and at the University`s official Internship Coordination Office (CCESP).
Volunteer Work	<b>As a catholic higher education institution strongly connected to its community, PUC-Rio develops several social actions.</b> For information about opportunities to join community projects and/or services, please, visit: <a href="http://www.puc-rio.br/sobrepucc/admin/vrc/respucc/index.html">http://www.puc-rio.br/sobrepucc/admin/vrc/respucc/index.html</a>

<p><b>Pre-Term Portuguese as a Second Language Intensive Course</b></p>	<p>Offered twice a year, before the regular academic semester, <b>this 90h intensive course</b> offers the international student the opportunity to learn, develop and experience the Brazilian language and culture before the beginning of the semester so as to be better skilled to attend regular classes.</p> <p><b>Four different levels are offered</b>, from very basic to advanced level. Each student takes a written placement test on-line, and an oral one on the first day of classes.</p> <p><b>Tuition payment required.</b></p> <p>Information: <a href="http://www.puc-rio.br/ensinopesq/ccci/incoming/portuguese">http://www.puc-rio.br/ensinopesq/ccci/incoming/portuguese</a></p>
<p><b>Brazilian Seminars</b></p>	<p>This <b>International Summer program</b> is being offered every July, for the duration of 12 business days. It is a <b>60h interdisciplinary program</b> of lectures about contemporary Brazilian issues that are in the global scenario. Cultural activities and technical/company visits complements the experience.</p> <p>A “survival” course of Portuguese language (20h or 40h) can also be taken optionally.</p> <p><b>Tuition payment required.</b></p> <p>Information: <a href="http://www.puc-rio.br/ensinopesq/ccci/incoming/brazilian_seminars.html">http://www.puc-rio.br/ensinopesq/ccci/incoming/brazilian_seminars.html</a></p>
<p><b>ATTENTION:</b> Participants of the <b>Pre-Term Portuguese as a Second Language Intensive Course</b> or the <b>Brazilian Seminars</b> program receives a <b>CERTIFICATE OF COMPLETION</b> that indicates the program name, level of Portuguese taken (if applicable), course date and student’s grade. Information about these courses (credits and grades) are <b>NOT INCLUDED</b> in the student’s transcript (if the student is enrolled for the regular academic semester).</p>	
<p><b>Support for Disabilities</b></p>	<p>CCCI works closely to PUC-Rio’s Student Support Network (RAE) and its Center for Disabled People – <b>NAIPD</b>. <a href="http://www.puc-rio.br/sobrepuc/admin/vrac/rae/">http://www.puc-rio.br/sobrepuc/admin/vrac/rae/</a></p> <p>The <b>NAIPD</b> works directly with the Central of Independent Life (CVI). Its purpose is to guarantee access and ensure conditions for the permanence of students with disabilities and special educational needs at the University. It offers the necessary support for academic activities, through access to information, pedagogical resources, Libras (Brazilian Sign Language) interpreters and inclusive practices. CCCI works on a case-by-case basis to accommodate students’ necessities, including informing professors and Departments about providing extra time for tests and exams, and requesting different kinds of computer programs. <b>ATTENTION:</b> CCCI cannot provide a Note Taker, but it can help students to find a volunteer classmate to help in that matter.</p>
<p><b>Accommodation</b></p>	<p><b>PUC-Rio does not provide on campus dorms facilities</b>, but offers the opportunity to experience the Brazilian way of life by an accommodation <b>homestay program</b>.</p> <p>Information: <a href="http://www.puc-rio.br/ensinopesq/ccci/incoming/housing.html">http://www.puc-rio.br/ensinopesq/ccci/incoming/housing.html</a></p>
<p><b>Cost of living:</b></p>	<p><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></p>
<p><b>Videos: About Rio, PUC-Rio and student’s life</b></p>	<p><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> -  <a href="https://www.youtube.com/watch?v=RUBtkKdWVzc">https://www.youtube.com/watch?v=RUBtkKdWVzc</a></p>
<p><b>Social Media</b></p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p><a href="https://www.instagram.com/puc4all">@puc4all</a></p> </div> <div style="text-align: center;">  <p><a href="https://www.facebook.com/puc4all">https://www.facebook.com/puc4all</a></p> </div> </div>