CGIS: Brazilian Studies and Portuguese Language in São Paulo, Brazil

Student Handbook Supplement

Fall 2017

University of Michigan
Center for Global and Intercultural Study
Congratulations on your acceptance and commitment to participate in the Brazilian Studies and Portuguese Language program! The Center for Global and Intercultural Study (CGIS) has partnered with CET to offer this unique experience to students at the University of Michigan. This supplemental handbook explains how the program works for you as a U-M student and should be read in conjunction with your CET enrollment materials. Please take this information with you when you go abroad, along with general pre-departure preparation information found on the CGIS website.

PROGRAM OVERVIEW

The Brazilian Studies and Portuguese Language program is designed for students to learn more about contemporary Brazil while at the same time develop and improve Portuguese language skills. Participants of the program will enroll in a Portuguese language course, a CET core course taught in English, and elective content courses taught in English. Those with intermediate or advanced language skills can also take Portuguese-taught classes through direct enroll at a local partner institution of CET. The program is designed to be very experiential with site visits and excursions that take learning outside of the normal classroom context.

CET is responsible for final acceptance decisions, all academic arrangements, on-site orientation, and housing. CGIS assists students with the CET application, pre-departure preparation, support services while abroad, and processing of academic results from study through CET for U-M academic records. Each student is responsible for obtaining a passport/visa, completing academic requirements, making travel reservations, paying program fees, and adhering to both U-M and CET program policies.

ACADEMIC ARRANGEMENTS

Registration

As a U-M student participating in a CGIS program, you will be enrolled at U-M at the same time that you are taking classes in Brazil.

Before you leave Ann Arbor, you need to register for 15 credits of the placeholder STDABRD 405 course on Wolverine Access for the Fall term. This is the only course you will be registered for, and it serves as a placeholder maintaining your status as a fully-enrolled student at U-M.

U-M requires all CGIS students to be enrolled for a full load of classes at their host universities.

In order to apply CET courses towards concentration, minor, or LSA distribution requirements, students must work closely with their academic advisors. Prior to departure, students are asked to meet with both concentration and general advisors and complete the Advisor Approval Form (available for download from your M-Compass account).

U-M does not assign course equivalencies to determine credit for courses taken abroad. Rather, it recognizes that a particular course may be used to satisfy a range of requirements and students may wish to apply credit for a specific course in different ways. This policy allows students the maximum amount of flexibility in course selection and is intended to encourage enrollment in courses in a wide range of departments and disciplines at the host university.

Information about CET classes can be found on their website: http://cetacademicprograms.com/programs/brazil/portuguese-language-brazil/academics/

Students are strongly encouraged to keep in contact with their academic advisors while abroad, especially if/when course descriptions change. Once you have received your final course selection upon arrival in Brazil, contact your academic advisors if the course selection differs from your pre-approved selection.
Students are also encouraged to keep all applicable course materials, which may be required for final approval of course selection. Applicable course materials include: syllabi, bibliography, reading lists, course descriptions, written assessments (essays, projects, assignments, exams), and notes.

**Credits and Grades**

Once you have completed your semester in Brazil, CET will provide CGIS with a transcript of your work, issued by CET’s partner institution PUC, and CGIS in turn will submit your grades to the Office of the Registrar to update your U-M academic record. The actual courses and grades will be part of your U-M record, with exact course credits replacing the 15 “place-holder” credits you registered for before going abroad.

The PUC transcript will list the hours per semester for each course. CGIS will issue credit based on the U-M scale where ~15 contact hours = 1 credit.

The PUC transcript will list grades based on a 0-10 scale. CGIS will issue grades based on the grade conversion scale provided by CET (with the exception that F = E) as follows:

<table>
<thead>
<tr>
<th>CET Scale</th>
<th>Direct Enroll (PUC) Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>89-80%</td>
</tr>
<tr>
<td>C</td>
<td>79-70%</td>
</tr>
<tr>
<td>D</td>
<td>69-60%</td>
</tr>
<tr>
<td>F</td>
<td>59% and below</td>
</tr>
</tbody>
</table>

**LSA Students:** You will earn in-residence credit for your work on the program, and the grades you earn on the program will be calculated into your cumulative GPA.

**Non-LSA Students:** Please check with your school to determine what type of credit you will receive (in-residence versus transfer credit), and whether the grades you earn on the program will be calculated into your cumulative GPA.

**Pass/Fail**

CGIS students can take courses Pass/Fail during the program. Your CGIS advisor will upload a copy of the Pass/Fail contract into the document center of your M-Compass account. It is then your responsibility to complete the form and e-mail a signed copy back to your CGIS advisor. The deadline to submit the contract to your CGIS advisor is 3 weeks after the first day of class. No late forms will be accepted.

**After the Program Concludes**

Students are encouraged to confirm final approval with academic departments after the courses appear on the official U-M transcript. This process typically goes smoothly for students whom have met with academic advisors before departure and have kept in contact with academic advisors while abroad.

**Program Dates**

TRAVEL TO BRAZIL

All students are responsible for making their travel arrangements to Brazil, which includes obtaining the proper visa and booking a flight. CET will provide you with explicit arrival instructions after you’ve been accepted to the program. For any questions about arrival, contact your CGIS advisor or CET directly.

VISAS

A visa is an endorsement or stamp placed in your passport by a foreign government allowing you to enter and stay in that country for a specified period of time. All U.S. citizens are required to obtain a visa in order to enter Brazil. Semester and year students are required to obtain a student visa prior to your departure (semester and year students should not obtain a tourist visa). Students are responsible for their own visa applications, but CET provides detailed instructions in the online enrollment materials as well as some of the required documentation to submit along with the visa application.

The visa process is multi-faceted and requires a great deal of time. Please research the steps early on and start the process as soon as you’ve been provided relevant details and documentation by CET.

The CET program staff will be available to answer questions that may arise during this process. You will have to pay strict attention to detail in this process. Past participants that have not followed every requirement or waited too long, found the process to be very trying, long, and expensive. Please read the directions carefully and do NOT wait until two weeks before your program start date to begin the visa process.

You will need to apply for a visa at the consulate that holds jurisdiction over your permanent residence. It is important to figure out which consulate you’ll apply through, as each one has different requirements and processing procedures.

Non-US citizens: You should check with your home country consulate as well as the Brazilian consulate regarding visa requirements. Please also read the CET visa instruction materials for further information. Permanent residents of the U.S. should also check with the U.S. Immigration as leaving the country for more than one year may jeopardize permanent resident status. Tax clearance and re-entry forms may also be necessary in these cases.

Note: If you are a Brazilian citizen and you have a valid Brazilian passport, you do not need to apply for a Brazilian student visa.

ORIENTATION

CET helps students to prepare for their experience in Brazil and settle in to the semester through a pre-departure orientation webinar and a required on-site orientation at the start of the semester. CET staff will inform you when each of these orientations will be scheduled. CGIS expects that you fully participate in all orientation sessions.

Housing
While in Brazil, you will live with local roommates in a shared apartment. Apartments are located within a 15-minute walk from campus and are equipped with basic furnishings, kitchen, laundry facilities, and internet access.

Health Insurance
All students will be automatically enrolled in the mandatory HTH-GeoBlue Worldwide health insurance. For details of your coverage, please refer to: http://www.uhs.umich.edu/ta
Fees and billing
Although students are registered at U-M while participating in the program, tuition, housing, and other fees are set by CET. You will be billed the CGIS Administrative Fee by U-M Financial Services to your student account. The Program Fee will be billed to you by CET, and you will pay them directly. Please reference the program Budget Sheet on M-Compass for details of required fees, billing, and estimated out of pocket expenses.

CONTACT INFORMATION

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EMERGENCIES

Contact your local program/on-site staff immediately if you are the victim of crime or need emergency assistance. Please also contact the University of Michigan to let us know of the situation as soon as you are able. The University of Michigan Department of Public Safety has a 24 hour number which is (734) 763-1131. They will then contact the necessary on-campus offices, including CGIS, to respond to your situation. You may provide this same 24 hour number to your parents should they experience an emergency and need to get a hold of you while you are abroad and are unable to contact you directly. To contact HTH-GeoBlue in the event of an emergency, call 1-800-257-4823 or globalhealth@geo-blue.com.