# HAND BOOK

for

international

students

and scholars







#### Dear exchange guest,

greetings from **Unisinos**! It's a pleasure to extend you a warm welcome to **Unisinos University**.

The exchange experience is an exciting journey that brings out different cultures, lifestyles, and climates.
Our academic community is open to share our best practices, experiences, and knowledge developed in Rio Grande do Sul, the Southern State of Brazil.

This handbook aims to provide valuable and helpful information about **Unisinos**. You may also find other information on our website (*www.unisinos.br*).

Besides, undergraduate students can look for assistance at the **Undergraduate Studies Office**. Graduate students, as well as visiting professors can look for assistance at the **Graduate Programs Office**. Unisinos team is here to listen and help you.

In our two campuses, you will find academic excellence, which is a priority of this University. You will also find an inspiring environment with environmental care.

On behalf of **Unisinos**, we wish you a great professional and personal experience with us!

Sincerely,



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# university

Since its foundation in 1969,
Unisinos hasn't given up its
ability to be innovative.
By using new approaches and
technologies, the university is following
the economic and social transformations
without abandoning its original values.

You are in one of the largest and **best private universities** in Brazil, with around 26,000 students distributed in undergraduate, graduate, and continuing education programs. **Unisinos** has graduated approximately 108,000 students in its history.

> We are thrilled to have you here! Make yourself at home:)

> > Learn more about the university history at www.unisinos.br/institucional



- MISSION: Enhance humanistic education enabling individuals' engagement in society through specialized professions, by promoting knowledge production, continuous learning and solidarity for the development of society.
  - ▶ **VISION:** Be a global research university.
  - CREED: Unisinos believes its primary commitment to society is to promote human culture, which stems from humankind and is aimed at humankind.

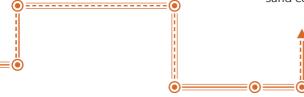


Besides classrooms infrastructures and laboratories for research and experimentation, the campus has lakes, gardens, ecological preservation areas and some animal species that

express the **socio-environmental commitment** of the university.



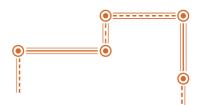
On campus, the student will find all the **comfort** he/she needs to spend the day. Unisinos has a university restaurant, cafeterias, and banks. It also has a Sports and Leisure Center with gym, sand court, and athletic track.







**Unisinos** has remarkably developed itself. In 2016, it launched a new campus in Porto Alegre, which has an educational environment with more creativity, sustainability and culture. This campus has an **Educational Tower** with eight floors and a capacity for up to **8,000 students**.



Another popular place used by the students is the Labs Building. There you will find the FabLab, a laboratory made for you to create and take your ideas off the paper. FabLab offers manual machines for prototyping (FDM and 3DP printing), laser cutting and engraving, 3D scanner and electronic components, as well as hand tools such as saws, sanders, drills and painting tools.

In addition to classrooms, laboratories and the library, the campus has a theater and the **Espaço Unisinos**, which is a convenience area with bookstores, cafeterias, restaurants, and banks. Everything you need to meet up with your classmates or spend the day at the university being able to focus on academic tasks without having to stay stuck in the classroom.



# Libraries and Computer Rooms

The library in **Unisinos São Leopoldo** campus is one of the largest libraries in Latin America. Its collection, which consists of more than 700,000 volumes, is dated from 1860 and occupies five of its seven floors. **Imagine how much knowledge you can get there!** 

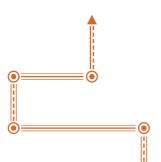
In **Porto Alegre**, the place has a large living space with more than 100 seats, which can be used for study, orientation sessions, meetings, and snacks, considering it is located right next to the cafeteria.

### The library is on the B floor of the Educational Tower.

Both spaces offer the **Book Express** service, self-service scanner, guidance on the use of ABNT standards, as well as guidance to develop students' capability for using databases.

In order to facilitate and enrich your research, the university also has computer rooms around São Leopoldo and Porto Alegre campuses. You can check the location of the rooms at any secretariat.

For more information, visit www.unisinos.br/biblioteca





Ensino Propulsor is a program that helps Unisinos' students in its learning difficulties.

If you have any difficulty in math, Portuguese, physics, chemistry, statistics and computer science, this program can help you boost your studies. These six areas of knowledge promote actions in face-to-face or in distance learning environments, carried out by monitors under the supervision of professors from the respective areas. Ensino Propulsor offers study groups, face-to-face and online thematic workshops, production of didactic material in a digital format, and digital games that emphasize topics related to previous knowledge not demonstrated by the students.

The interaction with the academic community also occurs through blog, telephone, Skype, email, adobe connect and virtual communities.



More information: Campus São Leopoldo Room B15 101

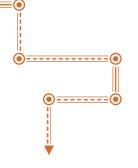
www.unisinos.br/ensino-propulsor Email: propulsor@unisinos.br Rio Grande do Sul, our state

Bordered by Uruguay, Argentina and the state of Santa Catarina, Rio Grande do Sul knows how to combine its tradition with social and technological changes.

The **gaucho** culture is rich and unique. It is strongly linked to the simple life of the countryside and has strong roots in the Spanish culture. It contemplates dishes such as **churrasco** and entrevero, dances like the Chula and activities regarding horse riding. Currently, the tradition remains in the **CTGs** (Centers for the Gaucho Tradition), a space that aims to preserve the culture and present it to younger generations.



Rio Grande do Sul also stands out for the development of startups, which generates new businesses, especially in the areas of technology. One of the thirteen technology parks from the state, Tecnosinos, is located on our campus in São Leopoldo. This park makes possible the creation and installation of new companies that influence the Brazilian and the Rio Grande do Sul socio-economic development.

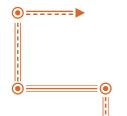


#### The Gaucho

This is how we call who is born in our state. The "gaucho" emerged in the lowland of the Banda Oriental del Uruguay, as a term to identify simple men who lived in the countryside, as well as local Indian horsemen. Later, it also became known as the designation of inhabitants born in the Rio Grande do Sul state, owning a more heroic meaning when they participated in the battles of the 19<sup>th</sup> century such as the Farroupilha Revolution.

#### Churrasco and Chimarrão

Roast meat, popularly known as churrasco, is a typical dish of the gaucho cuisine. It is made on a grill with charcoal and skewered meat, where the meat, seasoned with salt, is rotated to roast evenly on all sides. Known as a traditional beverage, chimarrão is prepared with yerba-mate and hot water. Each family prepares it in a different way, and it's nice to find your own way to prepare it. This duo is so traditional that it has become a symbol of partying among friends and family. Let's make a churras?



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#### Climate

Known by its dry winters and humid and unstable summers, the state of Rio Grande do Sul presents rainfalls well distributed throughout the year. During winter, there is a possibility of negative temperatures in the highlands region. At this period, tourism grows in the region. Tip: Due to its green area, São Leopoldo campus is usually colder than expected.

Always bring a jacket to keep warm:)

# the gaucho dictionary

Like any other people, gauchos also have some slang and their own expressions. To help you understand them, we selected the most used ones:

#### **BARBARIDADE**

It is both an adjective and an interjection of astonishment

#### **BAH**

(and varieties ban, bei, bai, boh...)
It is an interjection that, depending on the intonation, can be used to show surprise, rejection, approval or admiration

#### **CACETINHO**

French bread

#### **CAPAZ**

It indicates both surprise and doubt at the same time

#### **CHIMAS / MATE**

Chimarrão

#### **CHURRAS, REFRI, SUPER, PROFE**

Very common diminutives that refer to churrasco, soda, supermarket and teacher, respectively

#### **EM CIMA DO LAÇO**

In a hurry, rushed, with little time, on time

#### **FICAR DE CARA**

To get bored, annoyed

#### **GURI / GURIA**

Boy / Girl

#### PIÁ

Boy

#### TRI

It is a prefix that can be used for everything and has the same meaning of "very" or "nice", e.g.: tri bonito (really beautiful), achei tri (found it nice)

#### **TCHÊ**

Vocative, it is used to call someone

#### TU

The second person pronoun used in the place of you (você)

#### XIS

A sandwich, an enhanced version of the hamburger

## Porto Alegre, the capital

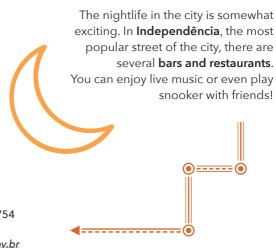
Porto Alegre, the capital of Rio Grande do Sul, is known for its **cultural diversity**. The city offers a variety of attractions, from cultural centers, museums, theaters and, cinemas, to handcraft fairs.

If it is a sunny day, you can prepare your chimarrão and spend the afternoon in Parque da Redenção. "Redenção", as Porto Alegre citizens call it, is the most traditional park in the state. It is a place to meet friends, play sports, meet new people and share cultures. Another place to enjoy in a similar way is the Usina do Gasômetro, known for having the most beautiful sunset in Porto Alegre.



# São Leopoldo, city of our first campus





#### More information: São Leopoldo City Hall Av. Dom João Becker, 754 São Leopoldo/RS

www.saoleopoldo.rs.gov.br

## checklist preparing yourself for the exchange

Check out the documents you will need to get before you start your exchange

#### Applying for a Visa

Don't forget that you must obtain a student visa before traveling. You must apply at the Brazilian consulate in your country. The following documents may be requested for the application:

- Visa application form (available at the Brazilian Consulate website)
- Acceptance/Invitation letter from Unisinos
- Proof of financial support during your stay in Brazil
- Criminal records certificate
- Proof of residence
- Passport, valid for at least six months after the arrival

- Passport photos (3x4 cm), in color, white background and no glasses
- Health insurance valid in Brazil during the entire stay
- Additional documents and vaccines. may be required depending on the country of origin
- Payment of consular fees, as well as additional documents and vaccines can be requested depending on your country of origin

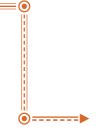
For further information, contact a Brazilian consulate or Embassy.

Source: Ministry of Foreign Affairs (www.portalconsular.mre.gov.br).

#### Health insurance

Your health is not a joke! Before boarding, you must hire a health insurance that is valid during your whole stay in Brazil. The insurance can be hired at a travel agency and must present a minimum coverage of:

- (1) Medical, hospital and dental expenses.
- (2) Repatriation or transportation in case of accident or illness.
- (3) Funeral repatriation.



### upon arrival



When you arrive in Brazil, you must register at the Federal Police until 30 days after your arrival. This step is necessary for you to obtain the National Immigration Registry Card. A fine may be charged if registration is made after the period.

Pay attention to this!

#### In order to register

- (1) Access the website www.pf.gov.br;
- (2) At " Imigração ", click on " Carteira de Registro Nacional Migratório" and:
- Fill in the online form, print it and sign it only at the Federal Police in front of an agent

More information: servicos.dpf.gov.br/sincreWeb

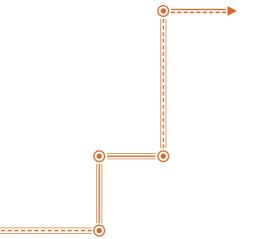
- Schedule a date and a time for your interview
- Fill in the fee payment forms GRU (Guia de Recolhimento da União).

#### To complete the GRU online

(1) At "Carteira de Registro Nacional Migratório", click on "Gerar a GRU";

(https://servicos.dpf.gov.br/gru2/ gru?nac=1&rec=2)

- (2) Fill in the form with your personal information and address in Brazil;
- (3) At "Unidade Arrecadadora", select RS (023-0) Superintendência Regional no Estado do Rio Grande do Sul;
- **(4)** At "Códigos da Receita", choose the following options, one per form:
- ► 140120: Emissão da Carteira de Registro Nacional Migratório
- ▶ 140066: Autorização de Residência
- (5) Click on "Gerar Guia" and print it.





## ::

#### At the Federal Police unit

The following documents may be requested by the Federal Police:

- Online form filled. You can get it on <u>servicos.dpf.gov.br/sincreWeb</u>
  - ► Travel document or official identity document (valid; original and single copy all pages)
- Two recent 3x4 photos, colored, white background, plain paper (for more guidelines visit the Federal Police website)
- ▶ Birth or marriage certificate or consular certificate, when the identity documents don't present parenting info (original and simple copy)
  - Declaration of electronic address and other means of contact, preferably accompanied by a simple copy of proof of residence

- Proof of fees payment, when applicable:
  - residence permit (R\$ 168,13 – Code 140066);
  - issuance of the National Migration Register (R\$ 204,77 Code 140120).
- Certificate of criminal record
- Declaration, under the penalties of the law, of absence of criminal records in any country, in the last five years
- Proof of financial support during your stay in Brazil
- Document proving that the applicant attends an undergraduate course at a foreign university, in case of residence permit for internship or for study or research exchange
- Declaration that it is not linked to research and / or teaching and / or academic extension

Source: www.pf.gov.br/servicos-pf/imigracao/ cedula-de-identidade-de-estrangeiro/ Residencia%20para%20fins%20de%20estudo

#### More information:

Polícia Federal – Av. Ipiranga, 1365 - Porto Alegre/RS <u>www.pf.gov.br</u>

#### **Obtaining a CPF**

The CPF, Cadastro de Pessoa Física, is an individual taxpayer registry identification. It makes it possible to check your debt situation with any company. The CPF is also requested in several places where you need to verify your identity for legal reasons.

You can apply for a CPF at Banco do Brasil, Caixa Econômica Federal or at a Post Office presenting the following documents:

- Passport
- Proof of residence

After paying the required fee for its issuance, take the voucher obtained to any Federal Revenue for its release.



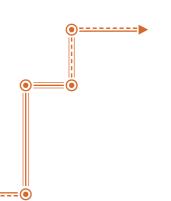




#### **Opening a Bank Account**

The following documents are requested in order to open a bank account:

- Passport
- CPF.
- Proof of residence
- Proof of enrollment or Work Contract



#### **Acquiring the National Health Card**

The National Health Card enables foreigners to have access to the public health care in the Unified Health System (SUS). You can apply for the card once you are In Brasil. The following documents are requested:

- National Immigration Registry Card or protocol
- ► CPF
- ► Proof of residence

The registration must be done at portaldocidadao.saude.gov.br.

When filling the application, the applicant must inform at the *City of Birth* space the city where she/he will be living in Brazil.



## Academic Information — Undergraduate Level

To find out when the exams take place, you can access the university academic calendar at: www.unisinos.br/institucional/calendario-academico

#### **Enrollment**

Enrollment and classes changes are allowed only until the expiration date stated in the academic calendar. The **final deadline** to request adjustments finishes on the **second week** of the academic term and the students can only have access the classroom upon the presentation of the enrollment adjustment document.

#### Canceling

After the adjustment period, it is possible to cancel any of the courses in which you are enrolled. This cancellation must be done **up to 30 days** before the end of the academic term. If you drop out a course without requesting its cancelation in time, you will "fail" that course. So you better meet the deadline for this one, ok? :P

#### Unisinos Card

The access to the **Educational Tower** and to the **Labs Building** in Porto Alegre is done through turnstiles, and therefore it is mandatory to **always have your Unisinos Card** in hands. You can also get a discount on the meals you have at the university restaurant in São Leopoldo thanks to your Unisinos card. And discounts are always welcome, right? This card is made at **Atendimento Unisinos**. While it is not available, the student can use the **Enrollment Certificate**:)

#### **Atendimento Unisinos**

The place where students and the university can communicate.

If you need to make registration changes, issue documents and make any cancellations, you should contact **Atendimento Unisinos**. The department operates from **Monday to Friday**, from **8 a.m. to 10 p.m.** and on **Saturdays** from **8 a.m. to 12 p.m.** 

#### **Evaluation and grading system**

Students are evaluated throughout the semester by taking tests, doing exercises, writing papers, doing oral presentations, among other activities. The result of these evaluations is confirmed in three exams: **GA**, **GB** and **GC**. Grades rate from 0 (zero) to 10 (ten), being **10 the highest grade**. The minimum grade to pass a course is **6**, and **75% of attendance** is also mandatory. **Let's do the math!** If you are approved by the weighted average of exams GA and GB, you don't need to take the GC exam.

Final Grade =  $(GA \times 0.33) + (GB \times 0.67)$ 

#### **Credit system**

Most of the courses are composed of a total of **60 hours**, which corresponds to **4 credits**. However, there are also a few courses that correspond to 2, 6 and/or 8 credits.

#### Minha Unisinos

Students can find all their **academic information** at **Minha Unisinos** website. In this website, you will find your **frequency register** and the **notes** of each course you are enrolled, as well as your printing quotas situation. In order to access it, simply enter the **username and password** you obtained after you finished your online self-registration process. This username also allows you to access the **wireless network** available at **Unisinos**' campuses.



## Academic Information — Graduate Level

During their stay at **Unisinos**, graduate students regularly enrolled must do the procedures described below. Students of other programs such as **MCT-Mz**, **PEC-PG**, **post-doctoral research**, **research practice**, **non-regular student**, etc., must contact the office of each respective graduate program for more information.

#### **Enrollment**

The first enrollment registers the student at the graduate program for which he/she was selected. Every semester the student must repeat the procedure according to the **Academic Calendar** of the respective program.

#### First Enrollment

The first enrollment must be done **in person** by the student at **Atendimento Unisinos**. All subsequent registrations must be done through **Minha Unisinos** website.

For the first enrollment, it is necessary to present the selection process approval and the document of **Enrollment Guidance**, provided by the Program.

To carry out the enrollment, the student must hand in at **Atendimento Unisinos** the **Enrollment Guidance**, indicating the courses he/she wants to be enrolled.

Upon registration, the student will sign the contract of educational services, available at <a href="https://www.unisinos.br/servicos/contratos-e-resolucoes">www.unisinos.br/servicos/contratos-e-resolucoes</a>.

The **contract of educational services** is the instrument that regulates the relationship between the institution and the student and establishes the rights and duties of both parties. Therefore, it should be read carefully prior to its signing. The enrollment acceptance is subject to compliance with its requirements, established by the rules of the respective program, the payment of the first tuition upon registration and the lack of previous debts.

#### **Enrollment renewal conditions**

The renewal of the enrollment at the beginning of each semester is **your responsibility**, as well as the **fulfillment of the curriculum**, based on your advisor's indications. The **enrollment tutorial** and the **Academic Calendar** is available at **Minha Unisinos**. In order to access the registration system, the student must have no debts. Instructions regarding enrollment due to previous debts are available at **Minha Unisinos** or at **Atendimento Unisinos**.

#### **Tuitions and fees**

Prices should be consulted at **Atendimento Unisinos** or at the **Graduate Program Office**.

#### Canceling

Canceling depends on a **formal request** that must be done at **Atendimento Unisinos**. The programs' regulations define the period in which a course can be canceled and also how to proceed with it. The student granted any scholarship or funding must comply with the rules relating to cancellation, according to the current contract.

#### Proficiency in a Foreign Language

Foreign students (except those from Portuguese speaking countries) must demonstrate proficiency in **Portuguese** until the **second enrollment** of the program.

#### **Evaluation System**

In order to verify evaluation proceeding and the minimum of frequency required, it is necessary to consult the regulations of each program at <a href="www.unisinos.br/pos/">www.unisinos.br/pos/</a>.

For more information, see the Student Guide at <a href="https://www.unisinos.br/servicos/guia-do-aluno.">www.unisinos.br/servicos/guia-do-aluno.</a>



#### Center for Students' Assistance

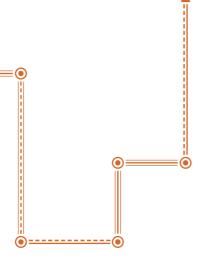
Unisinos offers some services to its students. In case you need it, the university offers the following:

- Social and psychological assistance
- Assistance for students with disabilities
- Courses and workshops: financial education, financial budget
- ► Guidance on the use of psychoactive substances in the university

In order to request some of these services, you can contact the Students' Assistance at assistencia@unisinos.br, or in person at Atendimento Unisinos.

#### **Copies and printouts**

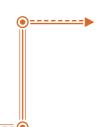
Even with all the technology and the practicality of the digital environment, sometimes it is necessary to make copies and to print out some materials. You can access the computers available at each computer room to make your printouts and copies. International students have 170 print quotas to be used during the semester.











#### **UNISINOS WIRELESS**

If you are already a Unisinos student, you can connect to the internet with your login:

Wi-Fi Name: Unisinos Login: Minha Unisinos ID Password: Minha Unisinos password

If you aren't enrolled yet, you can connect with the visitor profile:)



#### **Unisinos Apps**

#### Minha Unisinos Mobile

Minha Unisinos Mobile is an app for smartphones and tablets integrated with the Unisinos' academic system. It has features that allow quick access to main resources to manage academic activities between students and professors. In this app you will have access to notes, frequency and calendar, for example.

### Moodle Institucional Unisinos (Distance Learning)

The app is used for distance learning courses. It will allow you to see class contents in your communities, interact in forums, deliver assignments, and exchange messages with classmates and professors.

The apps are available at AppStore and Google play.

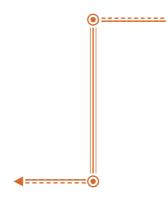




#### Conveniences

Students always have a task to finish or a research to do. Therefore, Unisinos is concerned to leave all its students and staff well protected. Both campuses have banks, restaurants, cafeterias, pharmacy, and other facilities.

Find stores and services at: www.unisinos.br/servicos/conveniencias



#### News

The campuses are always changing and there is always something happening in them – events, lectures, and so on! Be aware of what happens at the university through the news website! There you can find information about events, nice projects that are developed by students, curiosities, and interesting content for the academic community and general public. Find more at www.unisinos.br/noticias





# Exchange completed!

When you return home, you don't have to do any procedure at Unisinos.

Five weeks after the end of the semester, your academic record will be sent to your university, informing the courses attended at Unisinos and the grades obtained.

If you need to send an additional document to your university, it is your responsibility to contact the **Exchange Office** at **mobilidade@unisinos.br.** 

Important: **Graduate** students should check with the Program's secretary what procedures should be done before going home.

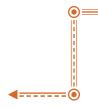


# useful information

#### Currency

The official currency of Brazil is the Real (R\$). The currency can be done in hotel lobbies, banks, and travel agencies.

Tip: Download the "Câmbio Legal" app to closest currency exchange locations, as well as the ATMs nearby.



#### Health

Everybody who needs has the right to receive free treatment in the health facilities of the Unified Health System (SUS).

The following vaccines are available on the public system:

- Diphtheria and Tetanus
- Yellow Fever
- Hepatitis B
- Measles and Rubella

The Mobile Service of Emergency (SAMU) attends emergencies. Call 192 (toll free), available 24 hours a day.

#### **Medicines**

In Brazil, the purchase of medicines is restricted to pharmacies. Prescriptions may be required. For more information, check the following website:

portal.anvisa.gov.br

#### **Telephone System**

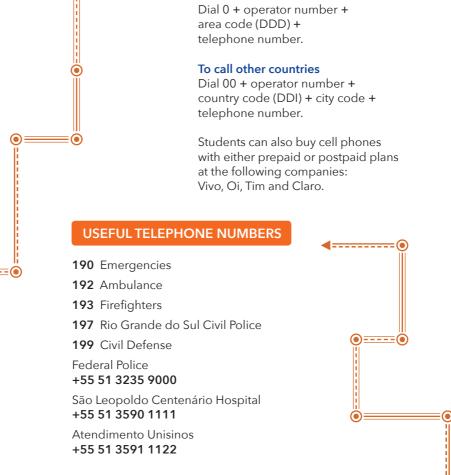
The international code of Brazil is +55 and the area code of Porto Alegre and São Leopoldo is +51. Use the code of a phone company to call to other cities, states and countries. Phone companies codes

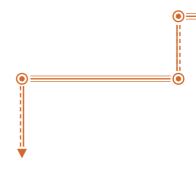
are: (+14), (+21), (+25).

#### For local calls

Dial the phone number desired without the area code.

#### To call other cities and states





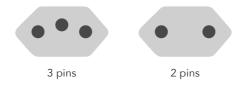
#### **Security tip**

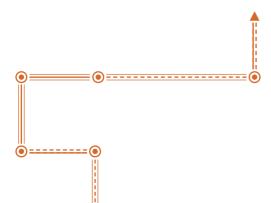
Like any place in the world, foreigners should always keep an eye on their baggage and look after their belongings. Don't leave electronic equipment or other items unattended and avoid handling money in public. Also, it is important to leave your passport in a safe place, but always carry a document with a picture with you.

#### Electricity

The standard voltage in Porto Alegre is 110V; however, there are some 220V available. In other cities, the standard voltage is usually 220V.

Plugs found at the region:





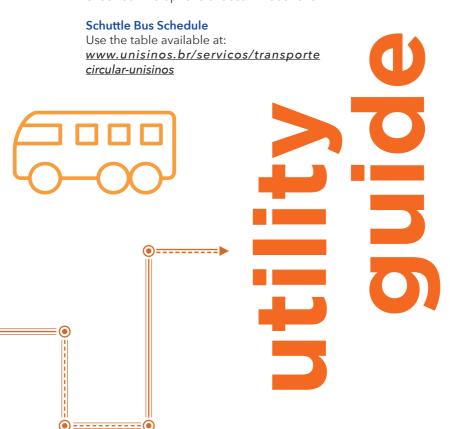


#### **International Telephone Card**

You can find it at post offices, convenience stores and some magazine stands, and lottery houses.

#### Accommodation

There are real estate agents and agencies located in the cities of Porto Alegre and São Leopoldo. Regardless of the campus you study, you will find a real estate agency near you. Get in touch with these companies and check out the options of accommodations.



#### **Terminal Mercado** (conection Catamarã - Guaíba) Rodoviária metropolitan train map São Pedro **Farrapos** Aeroporto (conection Aeromóvel) **Anchieta** Niterói / UniRitter **Fátima** Canoas / La Salle Mathias Velho São Luis / Ulbra Petrobrás Esteio Luis Pasteur Sapucaia Unisinos (Circular Unisinos) São Leopoldo **⊚===**▶ Rio dos Sinos Santo Afonso Industrial **FENAC** (conection Novo Hamburgo's Bus Station) Novo Hamburgo

(i) -----(ii)



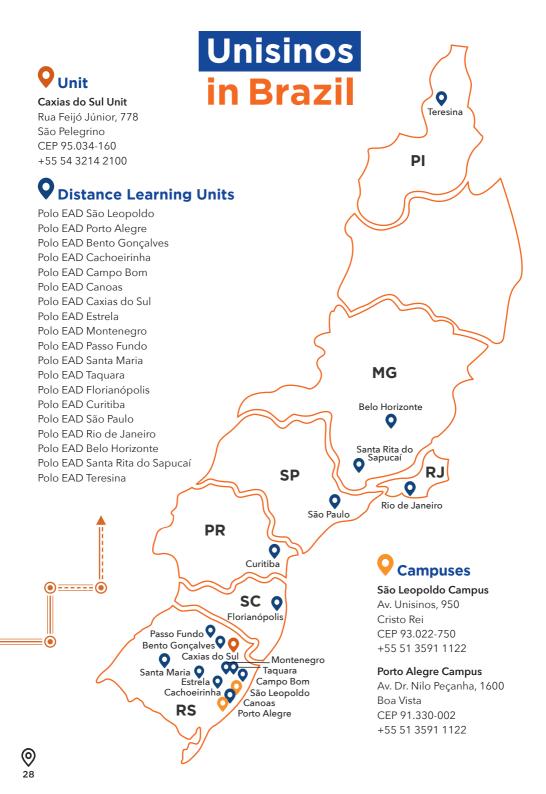
CANOAS

**ESTEIO** 

SAPUCAIA DO SUL

SÃO LEOPOLDO

NOVO HAMBURGO







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