



## FACTSHEET FOR STUDENT EXCHANGE PROGRAM (INCOMING)

**Update: April, 2019.**

I – GENERAL INFORMATION		
Institution	Fundação João Pinheiro	
President	Helger Marra Lopes	
Name of the School	School of Government Professor Paulo Neves de Carvalho	
Director	Maria Isabel Araújo Rodrigues	
Location	Alameda das Acácias, 70, São Luiz – Belo Horizonte, State of Minas Gerais, Brazil.	
Website	<a href="http://www.fjp.mg.gov.br/">http://www.fjp.mg.gov.br/</a>	
Institution Dealing with Student Exchange Matters	University Extension and Institutional Relations Department (GERI)	
Responsible for GERI	Beatrice Correa de Oliveira Tel: +55 31 3448-9594 E-mail: <a href="mailto:beatrice.oliveira@fjp.mg.gov.br">beatrice.oliveira@fjp.mg.gov.br</a>	
Video of the School	<a href="https://www.youtube.com/watch?v=DvX9rvcthLk">https://www.youtube.com/watch?v=DvX9rvcthLk</a> (for English or Spanish subtitles, go to the video settings)	
School Calendar	1 <sup>st</sup> semester	2 <sup>nd</sup> semester
	From early February to mid June.	From early August to mid November.
II - APPLICATION		
Application Procedure	The partner University who wants to send an exchange student to School of Government must send the names of the respective students to the person responsible for GERI, on the period defined below. The student selection process must be done by the issuing University. Once the students are defined, the School of Government will require them to fill	



	a form with personal information so that we can be prepared to receive them.	
Applications Period	1 <sup>st</sup> semester incomes	2 <sup>nd</sup> semester incomes
	From the 15 <sup>th</sup> of September to the 10th of October	From the 13 <sup>th</sup> of March to the 17 <sup>th</sup> of April.
Vacancies Available	2 vacancies per semester	
Required Documents for Registration	<p>No documents will be required by the School of Government before the student arrives. Once they are here, the registration process will happen in the first day of classes. The schedule and school calendar can be sent before that, so the student can be prepared and organize their semester. To registration, the student must have in hands:</p> <ul style="list-style-type: none"><li>- Original Passport</li><li>- Proof of Residency*</li><li>- Three 3x4 pictures</li></ul> <p><i>*if the student doesn't have, by the time of registration, a residency in brazil, it will be accepted the home country document. As soon as the student is established in Brazil, the update to the new address must be done.</i></p>	
Duration of Exchange	1 semester	
Required Level of Language Proficiency	All subjects are taught in Portuguese, however we do not require a certificate of proficiency. We trust the partner university to send suitably qualified students.	
III – Course Related Information		
Undergraduate Course	Public Administration	
Subjects Taught in the 1 <sup>st</sup> Semester of the Year (The student can apply in any subject of preference as long as the schedule is compatible)	<ul style="list-style-type: none"><li>- General Theory of Administration (60 hours)</li><li>- Sociology (60 hours)</li><li>- Political Philosophy (60 hours)</li><li>- Mathematics (60 hours)</li><li>- Introduction to Scientific Thinking (30 hours)</li></ul>	

	<ul style="list-style-type: none"> <li>- Introduction to Law (45 hours)</li> <li>- Introduction to Accounting (30 hours)</li> <li>- Brazil's Social Formation (60 hours)</li> <li>- Public Administration (60 hours)</li> <li>- Macroeconomics (60 hours)</li> <li>- Public Accounting (60 hours)</li> <li>- Management of Processes and Organizational Structures (60 hours)</li> <li>- Administrative Law I (60 hours)</li> <li>- Quantitative Methods Applied on Public Sector (60 hours)</li> <li>- Organizational Psychology (60 hours)</li> <li>- Brazilian Economy (60 hours)</li> <li>- Financial and Budgetary Management (60 hours)</li> <li>- Social Policies (60 hours)</li> <li>- Public Management in the Contemporary State (30 hours)</li> <li>- Logistics in the Public Sector (60 hours)</li> <li>- Regulation and Management of Public Services (60 hours)</li> <li>- Information System and Electronic Governance (60 hours)</li> </ul>
Subjects Taught in the 2nd Semester of the Year (The student can apply in any subject of preference as long as the schedule is compatible)	<ul style="list-style-type: none"> <li>- Financial Mathematics (30 hours)</li> <li>- Microeconomics (60 hours)</li> <li>- Constitutional Law (60 hours)</li> <li>- Organizational Sociology (60 hours)</li> <li>- Brazilian Politic (60 hours)</li> <li>- Political Theory (60 hours)</li> <li>- Statistics (60 hours)</li> <li>- Applied Project I (30 hours)</li> <li>- Public Policies (60 hours)</li> <li>- Administrative Law II (60 hours)</li> <li>- Social and Economic Development (30 hours)</li> <li>- Economy of Public Sector (60 hours)</li> <li>- Strategic People Management in the Public Sector (60 hours)</li> <li>- Government Planning (60 hours)</li> <li>- Informatics Applied to Public Management</li> </ul>



	<p>(30 hours)</p> <ul style="list-style-type: none"><li>- Applied Project II (30 hours)</li><li>- Projects Management (60 hours)</li><li>- Control in Public Administration (60 hours)</li><li>- Public Finances (60 hours)</li><li>- Municipal Management (60 hours)</li><li>- Social Evaluation of Projects (30 hours)</li><li>- Applied Project III (30 hours)</li><li>- Ethics and Public Sector (30 hours)</li></ul>
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