

**SCHOOL INFORMATION SHEET
2009-2010**

**Pontificia Universidad Católica de Chile
Business School - MBA**

Accredited by: EQUIS and AACSB

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School address:

Exchange Office MBA Program
School of Business (Downtown Campus)
Pontificia Universidad Católica de Chile
Alameda 440, 4th Floor
Santiago de Chile

Exchange Office Undergraduate Program
School of Business (San Joaquin Campus)
Pontificia Universidad Católica de Chile
Av. Vicuña Mackenna 4860
Santiago de Chile

WWW-address:

Information about Undergraduate, MBA, and Double Degree Exchange :
<http://www.eadmpuc.cl/relint/english/exchange.html>

Deadlines:

Undergraduate:
March-July 2009: Applications: December, 2008
August-December 2008: Applications: May, 2009

MBA:

Summer Term January 2009: Applications: November 14th, 2008

March-May 2009: Applications: December 5th, 2008

June-September 2009: Applications: March 27th, 2009

September-December 2009: Applications: May 29th, 2009

Double MBA Degree:

The Double Degree Program currently has partnerships with two institutions:

[The University of Texas at Austin – Mc Combs Business School](#)

[Groupe HEC Paris –School of Management](#)

Required Documents for MBA Program:

Original and 1 copy of Exchange Application Form (Ficha de Postulación). Your Exchange Coordinator must sign and seal it. (accessible on the website):

<http://www.eadmpuc.cl/relint/english/exchange/appmaterial.html>

2 copies of an up-to-date resume in English or Spanish with digitalized Photograph.

2 copies of an up-to-date oficial university transcript

3 photographs 35x35 mm

2 copies of Health Insurance Proof

Required Documents for Undergraduate Program:

Original and 1 copy of Exchange Application Form. Your Exchange Coordinator must sign and seal it. (accessible on the website): [Apply online](#), following the instructions stated in the form

2 copies of an up-to-date resume in English or Spanish with digitalized Photograph

2 copies of presentation letter from your University.

2 copies of Spanish knowledge Certificate

2 copies of an up-to-date oficial university transcript

3 photographs 35x35 mm

2 copies of Health Insurance Proof

Study programs:

Commercial Engineering (5 year program): classes in Business School and Institute of Economics (San Joaquin Campus)

MBA: MBA classes (Downtown Campus)

Double MBA Degree: MBA classes (Downtown Campus)

Classes in all other undergraduate departments, depending on availability

Doing Business in Latinoamerica: Twice a year (January and September) English classes.

Study Tours:

Study Tour Program: **Doing Business in Chile:** A typical Study Tour Program would combine classroom presentations, site visits, and cultural activities (English).

Under request

Courses:

Courses from Faculty of Economic and Management Scienes:

http://www.uc.cl/dara/libcursos/periodo22/ua/ua_5.html

General Courses link:

<http://cursos.puc.cl/catalogo/> within **Ciencias Económicas y Administrativas**
Choose Escuela de Administración

MBA: <http://cursos.puc.cl/catalogo/sitio/eam.html> (EAMXXX)

Undergraduate courses (Commercial Engineering):

http://www.uc.cl/dara/registro/catalogo/c_icomercial.html

MBA Intranet: www.mbauc.cl (Intranet) **Upon acceptance, exchange students will be given a username and password to access Intranet

Faculties/Colleges:

Faculty of Economic and Management Sciences

Language of Instruction MBA:	Spanish and 1% of classes taught in English Summer Term (January) by visiting professors (3 courses in English)																								
Language requirement:	Working knowledge of Spanish / no specific test is required																								
Language courses:	Free, 6 hour Spanish courses; more extensive Spanish courses for a fee																								
Academic/Experience Requirements:	MBA students: preferably 2 years work experience; enrollment in an MBA program at home university																								
Full-time Workload :	PUC has no set full-time course load requirements. In general, full-time students take 4 classes (40 credits) but most Exchange Students take between 30-40 credits. Undergraduate courses run 20 weeks. MBA courses run 13 weeks.																								
Learning Expectations:	Class format is lecture and discussion, in-class presentations, group performance and case studies. Attendance is required. Poor attendance will result in lower grades. Active class participation is usually part of each student's final grade. Grading is based on papers, case studies, and group projects. Exam format varies. The final exams take place at the end of each term and are obligatory. Class sizes are from 20-60 students for undergraduate programs. Classes are smaller for MBA students.																								
Grading:	<table border="0"> <tr><td>7.0</td><td>Excellent</td></tr> <tr><td>6.0-6.9</td><td>Very Good</td></tr> <tr><td>5.0-5.9</td><td>Good</td></tr> <tr><td>4.0-4.9</td><td>Sufficient Passed</td></tr> <tr><td>3.0-3.9</td><td>Insufficient</td></tr> <tr><td>2.0-2.9</td><td>Deficient</td></tr> <tr><td>1.0-1.9</td><td>Bad</td></tr> <tr><td>A</td><td>Passed</td></tr> <tr><td>R</td><td>Failed</td></tr> <tr><td>D</td><td>Distinguished</td></tr> <tr><td>C</td><td>Validated course</td></tr> <tr><td>P</td><td>Pending</td></tr> </table>	7.0	Excellent	6.0-6.9	Very Good	5.0-5.9	Good	4.0-4.9	Sufficient Passed	3.0-3.9	Insufficient	2.0-2.9	Deficient	1.0-1.9	Bad	A	Passed	R	Failed	D	Distinguished	C	Validated course	P	Pending
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Exams:	<p>Normally, transcripts are sent out to Exchange Coordinators approximately 1 month after courses end.</p> <p>MBA: January 2008 (Summer Term): January 26th to 30th March to May 2009 Term: May 25th to 29th June to September 2009 Term: August 31th to September 4th September to December 2009 Term: December 7th to 11th</p>																								
Exams:	Undergraduate: March to July 2009 Semester: Mid July August to December 2009 Semester: Mid December																								
Career services	The Exchange Office offers help of an informal nature for students interested in finding jobs. For information on internships, visit: http://www.eadmpuc.cl/relint/english/exchange/intern.html																								
Housing and Living Expenses:	<p>Cost estimate in US\$ per month</p> <p>Housing (U\$70 finder's fee): U\$ 450 – U\$ 650 (<u>furnished</u> apartment, depending on area. there is no on campus housing)</p> <p>Food : U\$180 - \$200</p> <p>Books/Course Materials: U\$100 – U\$150</p> <p>Transportation: U\$ 60</p> <p>Other: U\$110</p> <p>Insurance: *</p> <p>EXCHANGE STUDENTS MUST HAVE THEIR OWN HEALTH INSURANCE AND/OR INCUR THE COST OF THE HEALTH SERVICES. The Catholic University offers complete health services, including medical specialties, dental attention, psychological counseling and vocational orientation, for the exclusive use of its students.</p>																								

Exchange Coordinator Services: The Exchange Coordinator is involved in every aspect of the Exchange Program, and is available Monday through Friday from 9am for any problems that may arise.

Info Dissemination: Information is disseminated through email and/or personal contact with students.

Term dates for the academic year 2009:

Calendar MBA: **Quarters**
Undergraduate: **Semesters**

MBA: Summer Term January, 2009 in English Expected arrival date: One week before classes begin

January 2nd: Summer Term MBA Classes begin
January 30th : Summer Term MBA classes end

Other Important Dates: Until November 21th: Register for classes via email with Monique Delaveau (mdelaveau@faceapuc.cl)

MBA: First Term March-May, 2009 Expected arrival date: February 25th, 2009

March 2nd: 1st Term MBA classes begin

April (13-17): Testing week

May (25-29): Exams

May 29th: 1st Term classes end

Other Important Dates: March 2nd – 6th: Register for classes in MBA Program at Downtown Campus with Monique Delaveau (mdelaveau@faceapuc.cl)

MBA: Second Term June-September, 2009 Expected arrival date: One week before classes begin
****We normally receive very few exchange students during this term***

June 8th: 2nd Term MBA Classes Begin

July (20-24): Testing week

September (1-4): MBA exams

September 4th: 2nd Term MBA classes end

Other Important Dates: June 8th-12th : Register for classes in MBA Program at Downtown Campus with Monique Delaveau (mdelaveau@faceapuc.cl)

MBA: Third Term Sept. –Dec. 2009 Expected arrival date: One week before classes begin

September 7th: 3rd Term MBA Classes Begin

November (23-27): Testing week

December (7-11): Exams

December 11th : 3rd Term MBA classes end

Other Important Dates: September 7th - 11th: Register for classes in MBA Program at Downtown Campus with Monique Delaveau (mdelaveau@faceapuc.cl)

Undergraduate: March-July, 2009: First Semester Expected arrival date: February 25th, 2008

March 3rd – 4th: Orientation week at Downtown Campus

March 5th : Undergraduate First Semester classes begin

June 20th: Undergraduate First Semester classes end

June 23th to July 8th: Exams

Other Important Dates: March (5-9): Register for classes in Exchange Office at Downtown Campus office 12 (International Academic Relations)
March 26th : Last date to Register in Exchange Office

Undergraduate:
August-December
2009:
Second Semester

Expected arrival date: July 21st, 2008

Academic calendar including course dates and exam dates
August 4th: Undergraduate Second Semester classes begin
November 21th: Undergraduate Second Semester classes end
November 24th – December 10th : Exams

Other Important Dates:

July 31th- August 1st Orientation week at Casa Central
August 4th: Register for classes in Exchange Office at Downtown Campus,
office 12 (International Academic Relations)
August 15th : Last date to Register in Exchange Office