

**SCHOOL INFORMATION SHEET**  
**2013-2014**  
**Pontificia Universidad Católica de Chile**  
**School of Business - MBA**  
**Accredited by: EQUIS and AACSB**

**Contact people:**

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**School address:**

**Exchange Office MBA Program**  
School of Business (Downtown Campus)  
Pontificia Universidad Católica de Chile  
Av. Libertador Bernardo O'Higgins (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:**

August-December 2012: Applications: March, 2012

March-July 2013: Applications: November, 2012

**MBA:**

Summer Term January 2013: Applications: November 4th, 2012

March-May 2013: Applications: January 10th, 2013

June-September 2013: Applications: March 20<sup>th</sup>, 2013

September-December 2012: Applications: June 27<sup>th</sup>, 2012

**Double MBA Degree:**

The Double Degree Program currently has partnerships with four institutions:

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

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

[WHU- Otto Beisheim School Of Business- Germany](#)

[Universidad Torcuato di Della- Argentina](#)

**Required Documents for MBA Program:**

Original and 1 copy of Exchange Application Form (Ficha de Postulación). Your Exchange Coordinator must sign and seal it. (available 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 official university transcript

2 photographs 35x35 mm printed

1 digital jpg file (20 to 200 kb)

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. (available 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 official university transcript

3 photographs 35x35 mm/1 digital jpg file (20 to 200 kb)

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

- 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 Sciences:  
[http://www.uc.cl/dara/libcursos/periodo22/ua/ua\\_5.html](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](http://www.uc.cl/dara/registro/catalogo/c_icomercial.html)
- MBA Intranet: [www.mbauc.cl](http://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** Spanish and 1% of classes taught in English  
**MBA:** Summer Term (January) by visiting professors (3 courses in English)
- Language requirement:** Working knowledge of Spanish / no specific test is required
- Language courses:** Not available
- 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. Each Course at the MBA has 33 contact hours.
- 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.

<b>Grading:</b>	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

Normally, transcripts are sent out to Exchange Coordinators approximately 1 month after courses end.

**Career services** At Undergrad Level 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:** Cost estimate in US\$ **per month**  
Housing (U\$70 finder's fee): U\$ 500– U\$ 700 (furnished apartment, depending on area. there is no on campus housing)  
Food : U\$200- \$300  
Books/Course Materials: U\$100 – U\$150  
Transportation: U\$ 100  
Other: U\$200  
Insurance: \*  
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 counselling and vocational orientation, for the exclusive use of its students.

**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 2012- 2013:**

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

**MBA: Summer Term**      Expected arrival date: One week before classes begin  
**January, 2013 in English**  
**(3 courses)**

**Other Important Dates:** Until November 25th: Register for classes via email with Monique Delaveau  
([mdelaveau@uc.cl](mailto:mdelaveau@uc.cl))

**MBA: First Term**  
**March-June, 2013**                      Expected arrival date: February 25th, 2013

**March 11th: 1<sup>st</sup> Term MBA classes begin**  
April (22-26): Testing week  
**June 7th: 1<sup>st</sup> Term classes end**

Other Important Dates: March 11<sup>th</sup> to 15th: Register for classes in MBA Program at Downtown  
Campus with Monique Delaveau ([mdelaveau@uc.cl](mailto:mdelaveau@uc.cl))

**MBA: Second Term**                      Expected arrival date: One week before classes begin  
**June-September, 2013**      **\*\*We normally receive very few exchange students during this term\***

**June 17<sup>h</sup>: 2<sup>nd</sup> Term MBA Classes Begin**  
July (1 to 5): Testing week  
September (9 to 13): MBA exams  
**September 13<sup>th</sup>: 2<sup>nd</sup> Term MBA classes end**

Other Important Dates: June 17<sup>h</sup>-11th : Register for classes in MBA Program at Downtown Campus  
with Monique Delaveau ([mdelaveau@uc.cl](mailto:mdelaveau@uc.cl))

**MBA: Third Term**  
**Sept. –Dec. 2012**                      Expected arrival date: One week before classes begin

**September 24<sup>th</sup>: 3<sup>rd</sup> Term MBA Classes Begin**  
November (5 to 9): Testing week  
December (17 to 21) Exams  
**December 14<sup>th</sup> : 3<sup>rd</sup> Term MBA classes end**

Other Important Dates: September 24<sup>th</sup> - 28<sup>th</sup>: Register for classes in MBA Program at Downtown  
Campus with Monique Delaveau ([mdelaveau@uc.cl](mailto:mdelaveau@uc.cl))

**UNDERGRADUATE DEADLINES**

**Undergraduate:**  
**March-July, 2013:**  
**First Semester**

Expected arrival date: February 24<sup>th</sup>, 2013

March 3rd: Orientation week at Downtown Campus  
March 6<sup>h</sup> : Undergraduate First Semester classes begin  
June 23th: Undergraduate First Semester classes end  
June 26th to July 7<sup>th</sup>: Exams

Other Important Dates: March (4-8): Register for classes in Exchange Office at Downtown Campus  
office 12 (International Academic Relations)  
March 24th : Last date to Register in Exchange Office

**Undergraduate:**  
**August-December**  
**2013:**  
**Second Semester**

Expected arrival date: July 20<sup>st</sup>, 2013

Academic calendar including course dates and exam dates  
August 1st: Undergraduate Second Semester classes begin  
November 13th: Undergraduate Second Semester classes end  
November 18th – December 6th : Exams

Other Important Dates: July 24<sup>th</sup>- 26th Orientation week at Casa Central  
August 2th: Register for classes in Exchange Office at Downtown Campus,  
office 12 (International Academic Relations)  
August 9th : Last date to Register in Exchange Office