

# Student Mobility



**BRAZIL**

— Student Guide —  
Welcome to UFBA

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# 1.Introducing the Guide

The Universidade Federal da Bahia Office for International Affairs (AAI) provides, through this guide, the most relevant information that international mobility students require in order to better plan their travel and become acquainted with the structure and functions of the Universidade Federal da Bahia. (For a brief introduction to the city of Salvador, its culture and inhabitants, consult **Student Guide - Welcome to Salvador**).

**WELCOME!**

## **2. Welcome to the Universidade Federal da Bahia**

The Federal University of Bahia (*Universidade Federal da Bahia*) was created on February 18th, 1808 by Regent Prince Dom João VI with the foundation of the Medical-surgical School of Bahia (*Colégio Médico-Cirúrgico da Bahia*), a landmark for the creation of the Brazilian university. However, it was only in 1946 that the Federal University of Bahia was fully established as the result of the amalgamation of the Polytechnical School; the Faculty of Philosophy, Science and Letters, the Faculty of ; Economics and Accounting, and the School of Fine Arts.

From 2008 on, UFBA underwent a university reform that restructured the curriculum, permitting a new academic model with emphasis on humanistic education. This led to an increase in the number of undergraduate courses, the establishment of evening classes, restructuring and increase of the postgraduate programs, and the hiring of more teaching staff through the Expansion and Restructuring of Brazilian Federal Universities Plan (*Plano de Expansão e Reestruturação das Universidades Federais Brasileiras – REUNI*). The model adopted is referred to as the Universidade Nova (New University).

As a result, as of 2009, the UFBA was able to enrol 7,991 students in 112 undergraduation courses on its three Campi (Salvador, Barreiras and Vitória da Conquista). The restructuring led to the establishment of new curricula (Interdisciplinary Bachelor degrees in four areas of knowledge: Humanities, Science & Technology, Arts and Health; and the Technology College Degree, in the areas of Public Management and Social Policy), in addition to the regular major undergraduate degree courses (*Cursos de Progressão Linear*). For more information on majors, visit <https://www.ufba.br/cursos> .

Presently, UFBA offers 168 postgraduate courses divided into *lato sensu* (specialization courses) and *stricto sensu* (Master's and Doctoral degrees). For more information, visit <http://www.propg.ufba.br/stricto-sensu>.

### **The My UFBA Friend Program**

The My UFBA Friend Program was created to provide the international exchange student at UFBA, a more efficient and closer integration with our university

and Bahian culture. Through the program, an UFBA undergraduate or postgraduate student volunteers to cooperate in receiving the foreign exchange student colleague. For more information, visit the link My Friend UFBA.

### **3. Arrival procedures for international students**

International students must come to the UFBA International Office (AAI), and present their passports and the Embassy of Brazil form in order to complete their registration.

Subsequently, the International Office shall call a welcome meeting with the students at the *Reitoria* (President's Office), at which the students will be given more information about Salvador, the UFBA and the Federal Police procedures for the emission of the student visa. It is extremely important to attend this meeting so that all doubts and questions may be resolved.

For more information, please email [aai@ufba.br](mailto:aai@ufba.br) or call (55) (71) 3283.7025/ (55) (71)3283.7068.

### **4. Enrollment, academic calendar and credits**

The UFBA functions under a semester system with the first semester between the months from March to July and the second half between the months of August to December. The Academic Administration Office (SUPAC) is responsible for providing the Academic Calendar and course programs which are updated each semester and are available at the following sites:

**Academic calendar:**

<https://twiki.ufba.br/twiki/bin/view/SUPAC/CalendarioAcademico>

**Undergraduate information:**

<https://twiki.ufba.br/twiki/bin/view/SUPAC/MatriculaGraduacaoColegiado1>

**Portgraduate information:**

<https://twiki.ufba.br/twiki/bin/view/SUPAC/MatriculaPosColegiado1>

As the student's academic planning can be done in advance by using the SUPAC information from previous semesters, students can plan their schedule based on the

courses offered in the equivalent previous semester (e.g., if you want to register in 2014.2, your planning must be based on the subjects offered in 2013.2). The UFBA system permits two types of international enrollment: Regular and Special. The procedures for enrolling in each type are as follows:

**Exchange agreement students (alunos conveniados):**

Exchange agreement students are students undertaking international academic exchange for a maximum of two semesters according to a Cooperation Agreement between the student's institution of higher education and the UFBA.

The Exchange agreement student must fill out the [Online Application Form](#) on UFBA's International Office website and choose the courses they intend to take during the period of their exchange program. Information about these courses can be found at <https://twiki.ufba.br/twiki/bin/view/SUPAC/MatriculaGraduacaoUnidade1>.

Enrolment in undergraduate courses is registered by the International Office (Assessoria para Assuntos Internacionais - AAI) directly with the Office of the Registrar (Secretaria Geral de Cursos – SGC).

Students wishing to take courses in postgraduate programs must apply to the UFBA International Office. However, the student must enrol directly at the Postgraduate Office (Colegiado do Curso de pós-graduação) of the program in question.

**Special Enrollment Student (Aluno Especial):**

Special Enrolment students are from institutions that do not have Cooperation Agreements with the UFBA. This category also includes foreign students who have a degree and who wish to undertake part of their postgraduate studies at the UFBA. Once approved, undergraduate students may undertake up to 6 (six) courses at the UFBA, and postgraduate students may undertake up to 4 (four) courses.

Special Enrollment Students must complete the [Online Application Form](#) on the UFBA International Office website and choose the courses they intend to take during their exchange program. Information about courses can be found at <https://twiki.ufba.br/twiki/bin/view/SUPAC/MatriculaGraduacaoUnidade1>.

**Please note:**

1) Students wishing to take courses in postgraduate programs must apply to the UFBA International Office. However, the student must enrol directly at the Postgraduate Office (Colegiado do Curso de pós-graduação) of the program in question.

2) No places are available for Special Enrollment Students in courses in the Faculty of Medicine.

## **Credits**

Credits refer to the class hours required to pass a course discipline. The standard number of credits for a regular course is equivalent to 04 (four) credits or 68 (sixty-eight) class hours per term (17 weeks).

01 credit = 17 class hours

02 credits = 34 class hours

04 credits = 68 class hours

To pass a discipline, in addition to achieving the minimum grade of 05/10 (five out of ten points), the student must attend at least 75% of the classes.

## **5. Transcripts**

After the end of the exchange program, transcripts will be forwarded within sixty days to the home universities of students from institutions that have formal exchange agreements with the UFBA.

Special enrollment students will receive their transcripts by mail at the mailing address they have provided the UFBA with at registration.

## **6. Campi**

The majority of UFBA campuses are in Salvador (at Canela, Vale do Canela, Ondina and Federação), catering for the majority of UFBA's courses. During the period of internal expansion of the Brazilian Federal Universities, the UFBA created two more campi: one at Barreiras (ICADES – Instituto de Ciências Ambientais e Desenvolvimento Sustentável/Environmental Science and Sustainable Development Institute, which has recently become the new Universidade Federal do Oeste da Bahia ) and another at Vitória da Conquista (IMSAT – Instituto Multidisciplinar de Saúde Anísio Teixeira/Anísio Teixeira Multidisciplinary Health Institute).

You can get to know the campuses and the university units at the websites:  
<https://www.ufba.br/cursos> and <https://www.ufba.br/estrutura/unidades-universitarias>

### **Ondina Campus (Salvador)**



*UFBA's main gate*

**Address:** Rua Barão de Jeremoabo, s/n, Ondina , 40170-115 , Salvador – Bahia – Brazil

### **Vitória da Conquista Campus**



*Anísio Teixeira Multidisciplinary Health Institute Campus (IMS / CAT)*

**Address:** Rio de Contas St., 58, qd. 17, It. 58, Candeias, Vitória da Conquistas – Bahia – Brazil

**General phone:** #: (55) (77) 3429-2700

**Direct phone:** #: (55) (77) 3429-2710/ 2712

[www.ufba.br/campus/vitoria-da-conquista](http://www.ufba.br/campus/vitoria-da-conquista)

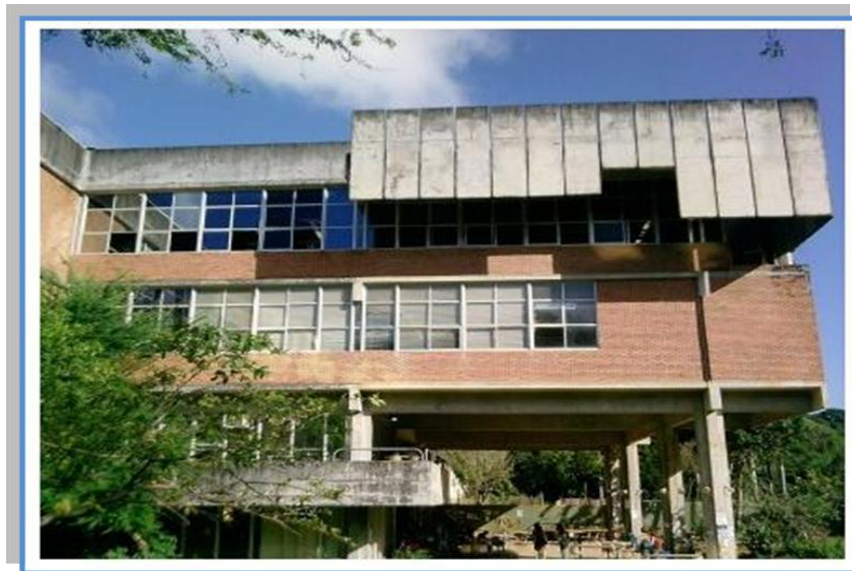


## **7.Libraries**

All students, international students inclusive, have access to UFBA's large collection of books and may use the library services on all UFBA campuses. To request access to the library system, the student is to present his/her enrollment receipt at the Main Library on Ondina Campus and request a password.

It is also possible to check if the book the student wants is part of UFBA's collection, make reservations, and renew checkouts online through [Pergamum – Libraries System Integration](#).

The UFBA's libraries can be accessed at <http://www.sibi.ufba.br/bibliotecas>



*President Macedo Costa Library on Ondina Campus*

## **8. University Cafeteria**



*Students having lunch at UFBA's RU. Photo: Press release*

The UFBA's University cafeteria (Restaurante Universitário – RU), located on the Ondina Campus, provides students, professors and staff three daily meals at affordable prices. Every morning up to 500 people eat at the RU.

To use the RU services, students need to show their enrolment receipts and IDs to the cashier as they pay for their meals. The RU is available during class periods only.

Meal (prices in April 2014)	Opening Hours	Price
Lunch	11AM - 2PM	R\$ 2,50
Dinner	5:30PM -- 8PM	R\$ 2,50

## **BUZUFBA (BUS)**



*BUZUFBA serves only UFBA students. Source: [www.ufba.br](http://www.ufba.br)*

BUZUFBA, a free intercampus transportation system, is a set of 4 small buses encompassing 27 seats, and capacity for 13 more standing passengers. The BUZUFBA began running in August 2012. All the vehicles have wheelchair access.

In addition to reducing transportation costs for the students, the BUZUFBA has been planned to make it easy for them to move around UFBA Salvador campuses so that it would decrease the time spent from one campus to another.

### **ROUTES**

UFBA buses run Monday through Friday from 6:30AM until 10:30PM, leaving every 20 minutes. On Saturdays, they run from 6:30AM until 1PM. They do not run on Sundays and holidays. Any student can take a BUZUFBA bus providing they can show enrolment receipts and a photo ID.

The BUZUFBA terminal is located at the UFBA's main gate in Ondina. Itineraries are available at <<https://www.ufba.br/sites/devportal.ufba.br/files/cartaz-buzufba.pdf>>. There are three routes:

**B1. (Route 1) Ondina - Vale do Canela (Canela Valley), back from Federação**

Ondina campus main gate - Ademar de Barros Ave. – Garibaldi Ave. - Vale do Canela – Campo Grande – Araújo Pinho St. – UFBA President’s Office (Reitoria) – Padre Feijó St. - Caetano Moura St. – Garibaldi Ave. – Ademar de Barros Ave. – Ondina campus main gate.

**B2. (Route 2) Ondina – Vale do Canela**

Ondina campus main gate – Ademar de Barros Ave. – Garibaldi Ave. - Vale do Canela (Return at overpass below Campo Grande) – Garibaldi Ave. - Ademar de Barros Ave. – Ondina campus main gate.

**B3. (Route 3) Ondina - Vale do Canela (back from São Lázaro)**

Ondina campus main gate - Ademar de Barros Av. – Garibaldi Ave. - Vale do Canela – Campo Grande – Araújo Pinho St. – UFBA President’s Office (Reitoria)– Padre Feijó St. - São Lázaro – Caetano Moura St. – Garibaldi Ave. – Ademar de Barros Ave. – Ondina campus main gate.

## **9.Lodging**

UFBA dorms (*Residencias Universitarias*) are not available for international students. In order to benefit from the campus services more easily (i.e., BUZUFBA, RU, main library, SMURB – see p.37), the International Matters Committee recommends that international students find lodging near the campus area where their classes will be held. To do so, students are to contact the place they shall stay at the time they arrive be it at a hotel, hostel, or family home.

Being a destination for tourism, the city of Salvador has many hotels, hostels, as well as homestays. It is recommended that students make a reservation prior to their trip to Salvador. Foreign students are advised to take care to choose accommodation in localities which are practical and secure, recommended by persons known to them or by reliable websites.

## 10. UFBA Provost departments



*UFBA Main Administration Building (Reitoria)*

### Undergraduate Studies

Provost: Dr. Ricardo Carneiro de Miranda Filho

Link: <http://www.prograd.ufba.br/>

Address: Av. Araújo Pinho , 265 , Canela , 40110-150 , Salvador

Telephone #: (55) (71) 3283-7119

E-address: [prograd@ufba.br](mailto:prograd@ufba.br)

Contact: [Teleufba extension numbers](#)

### Postgraduate Studies

Provost: Dr. Robert Evan Verhine

Website: <http://www.propg.ufba.br/>

Address: Rua Basílio da Gama., 06, Canela, 40110-040, Salvador

Telephone #: (55) (71) 3283-7991

E-address: [propg@ufba.br](mailto:propg@ufba.br)

Contact: [Teleufba extension numbers](#)

### Research, Creation and Innovation

Provost: Mr. Marcelo Embiruçu

Website: <http://www.prppg.ufba.br/>

Address: Rua Basílio da Gama ., 06, Canela, 40110-040, Salvador

Telephone #: (55) (71) 3283-7961

E-address: [propci@ufba.br](mailto:propci@ufba.br)

Contact: [Teleufba extension numbers](#)

### Outreach and Extension Studies

Provost: Dr. Blandina Felipe Viana

Website: <http://www.extensao.ufba.br/>

Address: Rua Caetano Moura., 107, Federação, 40210-340, Salvador – Bahia – Brazil

Telephone #: (55) (71) 3283-5950 / 3283-5951

E-address: [proext@ufba.br](mailto:proext@ufba.br)

Contact: [Teleufba extension numbers](#)

### Affirmative Action and Student Assistance

Provost: Dr. Dulce Tamara da Rocha Lamego da Silva

Website: <http://www.sisper.ufba.br>

Address: Rua João das Botas., 27, Canela, 40110-160, Salvador

Telephone #: (55) (71) 3283-7800 / 3283-7803

E-address: [proae@ufba.br](mailto:proae@ufba.br)

Contact: [Teleufba extension numbers](#)

## 11. Useful telephone numbers and websites

### Police and emergency

✚ **Police of Bahia (*Polícia Militar da Bahia*) - 190**

[www.pm.ba.gov.br](http://www.pm.ba.gov.br)

✚ **Federal Police - 194**

Salvador International Airport

São Cristóvão district– Salvador

Immigration Center and Airport Police (*Núcleo de Imigração e Polícia Aeroportuária*) – **Telephone:** (55) (71) 3252-0060 / (71) 3377-2866 fax

Foreigners' Registration Office (*Núcleo de Registro de Estrangeiros*):

**Telephone:** (55) (71) 3204-1697 and 3204-1687

<http://www.dpf.gov.br/institucional/pf-pelo-brasil/bahia>

✚ **Informing / complaint hotline 156 / 100/ 180 / 3235-0000**

[www.disquedenuncia.org](http://www.disquedenuncia.org)

✚ **Tourist Protection Precinct (DELTUR - Delegacia de Proteção ao Turista)**

Cruzeiro de São Francisco – Pç. Anchieta, 14. Centro Histórico.

**Telephone:** (55) (71) 3116-6817/6512

[http://bahia.com.br/outros\\_servicos/deltur-delegacia-de-protecao-ao-turista-0/](http://bahia.com.br/outros_servicos/deltur-delegacia-de-protecao-ao-turista-0/)

✚ **Civil Police**

Pç. 13 de Maio, *Delegacia de Policia Civil*, 1st floor

**Telephone:** (55) (71) 3116-6548 FAX: 3116-6550

<http://www.policiacivil.ba.gov.br/dccp.html>

✚ **Fire Department**

**Telephone:** (55) (71) 3116-4666

[www.pm.ba.gov.br/bombeiros/](http://www.pm.ba.gov.br/bombeiros/)

### Address for requesting CPF (Tax File Number)

✚ **Receita Federal**

Rua Alceu Amoroso Lima, nº 862, 9º andar, Caminho das Árvores

41.820-770 - Salvador - Bahia

Office hours: 7am – 7pm

## Hospitals and ambulances

- ✚ **SAMU – ambulance and emergency medical assistance - 192**
  
- ✚ **Rubens Brasil Soares University Medical Service (Serviço Médico Universitário Rubens Brasil Soares – SMURB/UFBA)**  
**Address:** Padre Feijó St., 240/4th floor. CEP: 40110-1701  
**Telephone #:** (55) (71) 3283-8700/8703  
**E-address:** [smurb@ufba.br](mailto:smurb@ufba.br)
  
- ✚ **Prof Clementino Fraga Fifth Health Center (Quinto Centro de Saúde Prof Clementino Fraga)**  
**Address:** Centenário Av., Garcia, CEP: 40100-155, Salvador  
**Telephone #:** (55) (71) 3247-7686
  
- ✚ **Roberto Santos General Hospital (Hospital Geral Roberto Santos)**  
**Address:** Direta do Saboeiro St., Cabula - CEP: 41180-780, Salvador,  
**Telephone #:** (55) (71) 3117-7500/7509 **Fax:** (71) 3387-3424  
**E-address:** [diretoriamedicaighrs@gmail.com](mailto:diretoriamedicaighrs@gmail.com) / [diretoriaadmighrs@gmail.com](mailto:diretoriaadmighrs@gmail.com)
  
- ✚ **General State Hospital (Hospital Geral do Estado – HGE)**  
**Address:** Vasco da Gama Av., CEP: 40.286-901, Salvador – Bahia -- Brazil  
**Telephone #:** (55) (71) 3117-5999 **Fax:** (55) (71) 3357-4128  
**E-address:** [hge.informatica@saude.ba.gov.br](mailto:hge.informatica@saude.ba.gov.br)

## Private Hospitals:

- ✚ **Spanish Hospital (Hospital Espanhol)**  
**Address:** Sete de Setembro Av., 4061 – Barra  
**Telephone:** (55) (71) 3264-1500  
<http://www.hospitalespanhol.com.br/>
  
- ✚ **Portuguese Hospital (Hospital Português)**  
**Princesa Isabel Av., nº 914, Barra Avenida**  
**Telephone:** (71) 3203 5555  
<http://www.hportugues.com.br/>
  
- ✚ **São Rafael Hospital**  
**Address:** São Rafael Av., 2152. São Marcos  
**Telephone:** (55) (71) 3281-6000  
<http://www.portalhsr.com.br/>

## Other useful links

- ✚ **Luís Eduardo Magalhães International Airport (INFRAERO website)**  
**Telephone:** (55) (71) 3204-1010  
<http://www.infraero.gov.br/index.php/br/aeroportos/bahia/aeroporto-internacional-de-salvador.html>

✚ **Tourist Information**

Telephone: 55 (71) 3103.3103

<http://bahia.com.br/>

✚ **Bahiatursa -- Bahia Tourism Bureau**

[www.bahiatursa.ba.gov.br/](http://www.bahiatursa.ba.gov.br/)

✚ **Celpe-Bras (Portuguese Proficiency Test)**

<http://portal.inep.gov.br/celpebras>

✚ **Post Office and Telegraph**

[www.correios.com.br](http://www.correios.com.br)

✚ **City Tourism Department (Secretaria de Turismo da Prefeitura de Salvador – SALTUR)**

<http://www.saltur.salvador.ba.gov.br/home.php>

✚ **State Tourism Department (Secretaria de Turismo do Estado da Bahia – SETUR)**

<http://www.setur.ba.gov.br/>

✚ **TRANSALVADOR (Bus route information)**

Phone #: (55) (71) 2109-3641

(55) (71) 2109-3679

<http://www.transalvador.salvador.ba.gov.br/transporte/categorias/onibus/linhas.php>

## 12. **Embassies and Consulates**

The Ministry for Foreign Affairs (Ministério das Relações Exteriores - Itamaraty) <<http://www.itamaraty.gov.br/servicos-do-itamaraty/enderecos-de-consulados-estrangeiros-no-brasil>> lists the locations of all foreign consulates and embassies in Brazil.



## REFERENCES

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Bahiaturisa – [www.bahiaturisa.gov.ba.br](http://www.bahiaturisa.gov.ba.br)

[www.google.com/images](http://www.google.com/images)

Instituto Brasileiro de Geografia e Estatística – [www.ibge.gov.br](http://www.ibge.gov.br)

Ministério das Relações Exteriores – [www.itamaraty.gov.br](http://www.itamaraty.gov.br)

Prefeitura Municipal de Salvador – [www.salvador.ba.gov.br](http://www.salvador.ba.gov.br)

Secretaria de Turismo do Estado da Bahia – [www.bahia.com.br](http://www.bahia.com.br)

Universidade Federal da Bahia – [www.ufba.br](http://www.ufba.br)

## ACKNOWLEDGEMENTS:

Táisa Silveira

Sílvia La Regina

Maria da Conceição Torres

Cláudia Regina Muniz Barreto and the staff of the International Office