



WELCOME BROCHURE



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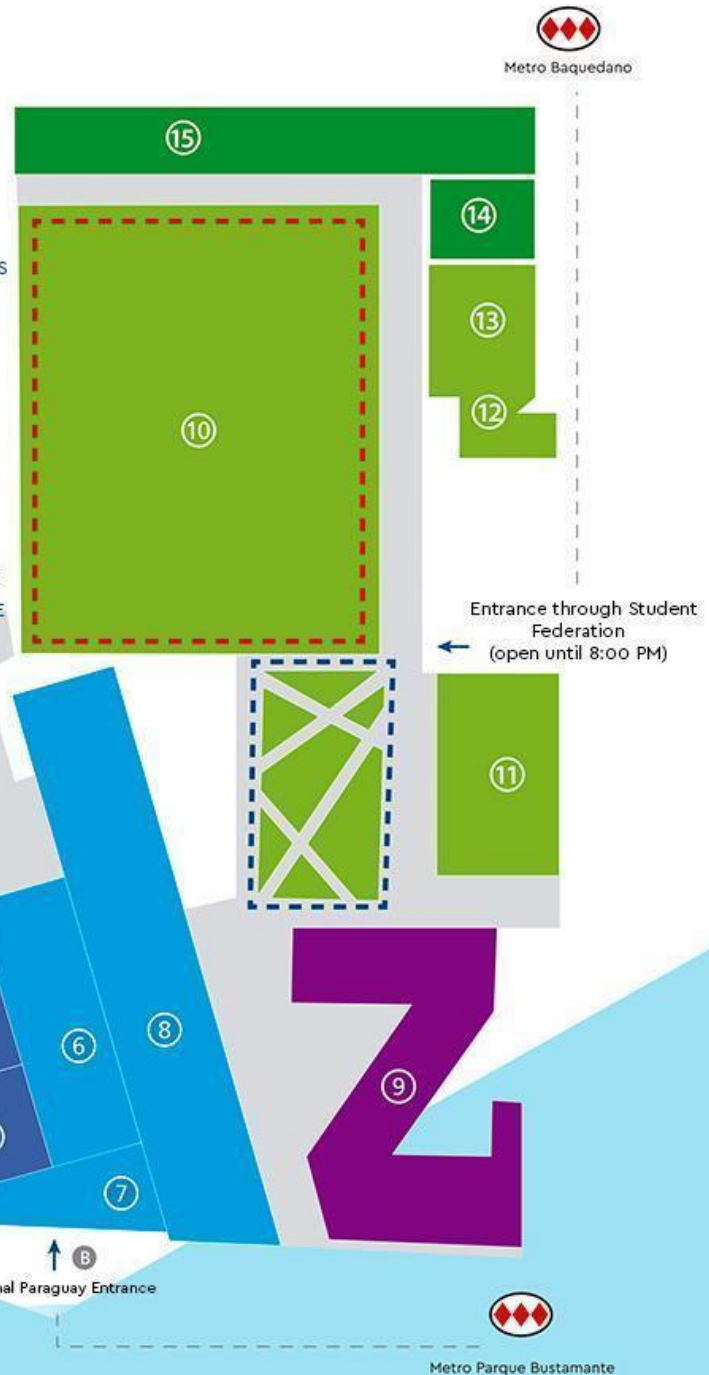




MAPA DE UBICACIÓN

FACULTAD DE ECONOMÍA Y NEGOCIOS

- 1 TORRE 26/ SALAS T - TOWER 26 - T CLASSROOMS
- 2 CASINO - CAFETERIA
- 3 EDIFICIO PLACA/ SALAS P - PLACA BUILDING / P CLASSROOMS
- 4 BIBLIOTECA - LIBRARY
- 5 AULA MAGNA - AUDITORIUM
- 6 HALL TECNOAULAS - MAIN HALL
- 7 ENTRADA TECNOAULAS - MAIN ENTRANCE TO TECNOAULAS BUILDING
- 8 EDIFICIO TECNOAULAS/ SALAS H - TECNOAULAS BUILDING/ H CLASSROOMS
- 9 EDIFICIO CORPORATIVO Z - CORPORATE AND ADMINISTRATIVE BUILDING Z
- 10 CANCHA DE PASTO SINTÉTICO - SPORTS FIELD
- 11 MULTICANCHA - SPORTS COURT
- 12 CAMARINES - LOCKER ROOMS
- 13 HALL DEPORTIVO - SPORTS HALL
- 14 MURO DE ESCALADA - ROCK CLIMBING WALL
- 15 GIMNASIO FEN Y SALAS MULTIUSO - FEN GYM AND SPORTS CLASSROOMS
- ZONA DE SEGURIDAD GENERAL - MAIN SAFETY AREA
- ZONA DE SEGURIDAD PARCIAL - SECONDARY SAFETY AREA
- A ACCESO DIAGONAL PARAGUAY #257 - DIAGONAL PARAGUAY 257 ENTRANCE
- B ACCESO DIAGONAL PARAGUAY #205 - DIAGONAL PARAGUAY 205 ENTRANCE



Semester Dates and Holidays*

***SUBJECT TO CHANGE**

**always check with the [Secretaria de Estudios](#)*

**<https://www.feriados.cl/2023.htm>*

Event	Spring 2023
Suggested Arrival Dates	July 19th
Online Course registration	May 30th-June 02nd June 22-June 23rd July 18th-July 19th
In Person Mandatory Orientation Welcome Session	July 20th
Classes Begin	July 24th
Arrival Deadline	July 24th
Add/Drop Courses Deadline	July 24th-28th at 16:00
Mid-Term Exams	September 20th-30th
Mandatory End of Semester Event	TBD
Final Exam Period	November 11th-25th
End of Semester	November 25th

Day	National Holiday
Tuesday, August 15th	Asuncion of the Virgin
Monday, September 18th	Independence Day
Tuesday, September 19th	Glorias del Ejército
Monday, October 9th	Encuentro de Dos Mundos
Friday, October 27th	Evangelists & Protestants Day
Wednesday, November 1st	All Saints Day
Friday, December 8th	Immaculate Conception
Sunday, December 17th	Election Day



Important Telephone Numbers

Emergency Phone numbers

Ambulance (<i>Ambulancia</i>)	131
Fire Brigade (<i>Bomberos</i>)	132
Police - for emergencies (<i>Carabineros</i>)	133
Police - for general enquiries	139
Health questions	600 360 7777

FEN Contacts

FEN Office Phone Number	22978 3920
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Nexo Internacional / International Office

Address: Diagonal Paraguay 257, Telephone: 22978 3920
Edificio Corporativo Z, Piso 2, Santiago
Postal Code: 8330015

- María Eugenia Jiménez: Head of Internationalization (marjimenez@fen.uchile.cl)
- Alisha Stiteler: Incoming Undergraduate Student Exchange Coordinator (astiteler@fen.uchile.cl)
- Pablo Humeres: Postgraduate Exchange Student Coordinator (phumeres@fen.uchile.cl)
- Incoming Student Assistant (FEN student) (incoming@fen.uchile.cl)

Cell-phones ONLY in case of emergencies:

+56 9 9298 0133



Important Visa Information

1. Student Visa

If you are going to be studying at FEN for an entire academic year, it is highly recommended that you enter Chile on a Residencia Temporal: Visa de Residente Estudiante (Student Visa) which you will apply for directly on the website: <https://tramites.extranjeria.gob.cl/> and create an account “crear cuenta” on <https://tramites.extranjeria.gob.cl/register>

Once you have created your account and confirmed your email, to apply for a Residencia Temporal: Visa de Residente Estudiante (Student Visa) click on “Solicitud de Residencia Temporal para extranjeros fuera de Chile.” Complete the requested information. **This process is external to FEN and the duration of the application can therefore vary depending on the semester (usually 16 weeks).** You will need to have the following information and documents on hand in PDF format:

- Passport identification page
- Legalized or apostilled background check certificate from the country of origin
- Certificate from educational establishment (FEN Acceptance Letter)
- Certificate of Enrollment from your home university (this letter states that you are a regular student enrolled at your home university and upon completing the exchange program, you will return to your home university)
- Notarized proof of funds (sworn letter stating that someone is sponsoring your trip, any financial scholarship information, etc)

The cost is approximately \$171.183 CLP and you will have to complete payment in order to process your request. Payment is through PayPal.

Always take screenshots of the governmental pages

Registro Civil:

Upon entering Chile with your Residencia Temporal: Visa de Residente Estudiante (Student Visa), you will need to obtain an identity card for foreigners, CARNET de Identidad. This document **must be** requested within 30 days of arrival by all foreigners who obtain a visa. **For legal and practical purposes, it is extremely important to have this document.**

Go to the website www.registrocivil.gob.cl, and click “[Consulte si está habilitado para obtener o renovar cédula extranjera/Check if you are enabled to obtain or renew a foreign ID](#)”, where you will enter your passport or DNI number. The response will indicate the feasibility of making the request for the first identity card, indicating the maximum date for carrying out the procedure.

If it is enabled, you can schedule or go to offices that serve foreigners in order of arrival, where you must present the following documentation:

- In the case of requiring the **first** identity card of foreigners: Print of consultation screen www.registrocivil.gob.cl (printed or on cell phone) copy of passport, DNI or residence title.

If it is not enabled, review the legend and go to the National Migration Service or the Investigative Police (PDI), as appropriate.

If it is enabled, follow instructions to schedule an appointment. Be prepared that appointments are for 3, sometimes 4 months, in the future. Some Civil Registry/Registro Civil offices do not have appointments, which have a much longer wait and the lines are extremely long.

If you decide to go to the Civil Registry/Registro Civil in person, ask if there is a line for foreigners. If so, go to this line with **photocopies** and the **originals** of the following documents:

- Simple photocopy of the passport information sheet (which shows the photograph, personal data and signature).
- Photocopy of the visa
- Photocopy of the entry stamp in your passport
- any PDI documents (if received)

We always recommend carrying more than one copy, and it is also necessary to bring the original documents.

The cost of the ID card is \$4,270 Chilean pesos. You can pay with credit card or debit card. Bring exact change just in case.

NOTE: There are no public restrooms available at the Registro Civil and exact change is necessary.



Tourist Visa/Visa Permanencia Transitoria

If you are not able to get a Student Visa, you are allowed to study at FEN. This visa is valid for up to 90 days, so make sure you either extend the tourist visa online or leave Chile before the 90 days are up (Mendoza in Argentina's wine region is a good weekend trip). You can then re-enter Chile to renew your tourist visa for another 90 days. Make sure to check if your country is required to pay a reciprocity fee.

If you miss the 90 day deadline you will incur a penalty per day and will not be allowed to leave Chile without paying this fine. This can be very expensive so please be sure to plan a trip out of the country before your visa expires to avoid this situation!

Note: Citizens from Canada and Australia will need to pay a reciprocity fee online BEFORE entering Argentina and bring the printed proof of payment with them to the border crossing.

If you come on a tourist visa, you will NOT be eligible for the Student Transportation Card (TNE), which provides discounts on public transportation in Santiago.

YOUR VISA STATUS IS YOUR RESPONSIBILITY.

Emergency Protocol

At FEN we take your safety seriously and, in case of an emergency, we are committed to supporting you in all ways possible. **However, it is your obligation to inform us of any legal, medical, or other serious emergency situations that may arise during your time here.**

In case of an emergency, be sure to:

1. Call to receive any necessary emergency attention (see police, fire and ambulance numbers on the previous page).
2. Call Alisha Stiteler to report the incident and receive additional support from FEN.
3. Report the incident to your home university/school.

As a FEN International Student, you are required to:

1. Follow the Emergency Protocol outlined above in case of an emergency.
2. Complete the Emergency Contact Information Document sent to students and inform of any changes or updates to the information.



3. Keep your Chilean cell phone with you and charged at all times:

- You must purchase a pay-as-you-go (“prepagado”) cell phone SIM Card within the first two weeks of your semester here in order to be able to continue accessing your courses on Docencia FEN.
- Keep the battery charged and money on it so you can call for help or be called in an emergency.

4. Always carry a legible photocopy of your passport with you unless you are going to be traveling internationally or by plane (in which case you will need the original passport). Otherwise leave your passport at home.

5. Always carry a copy of your international travel insurance policy, including the 24/7 contact telephone number.

6. Be aware of your surroundings:

- Prevent emergency situations by being alert to what is going on around you, and try to not put yourself in a risky or dangerous situation.
- In case of natural disasters, do what the Chileans around you are doing and follow the instructions of emergency staff (police, firefighters and/or medical staff).

7. Register your arrival into Chile with your national Consulate or Embassy.



Safety Tips

Earthquakes

Chile is a seismic country, so you will likely encounter a minor earthquake or tremor during your exchange period. However, Chile has amongst the most rigid anti seismic construction laws in the world, and so you should not worry. However, and because earthquakes are unpredictable, here is what you should know:

1. Chileans will not respond to an earthquake unless it is higher than 6.5 or higher.
2. You should always have a backup plan in case there is one that goes higher. For this, we recommend you read the ONEMI (National Office for Emergencies and Public Security) [earthquake brochure](#).
3. Stay calm.

Crime Prevention Tips

Santiago is a big city. And as any other big city, there are some precautions that must be considered.

1. Keep your eyes open and your bags close to you. This is especially important in touristic areas such as Bellavista, San Cristobal Hill, Central Bus Station, Santa Lucia, Lastarria, public transportation system, etc.
2. Never walk alone downtown at night.
3. Never carry big amounts of cash or your passport with you. A photocopy of your passport is good enough, or a picture of it on your cell phone.
4. Do not use your cell phone freely downtown. Look around, hold it with both of your hands, and if you have some safety gadget, great!



OGDIS

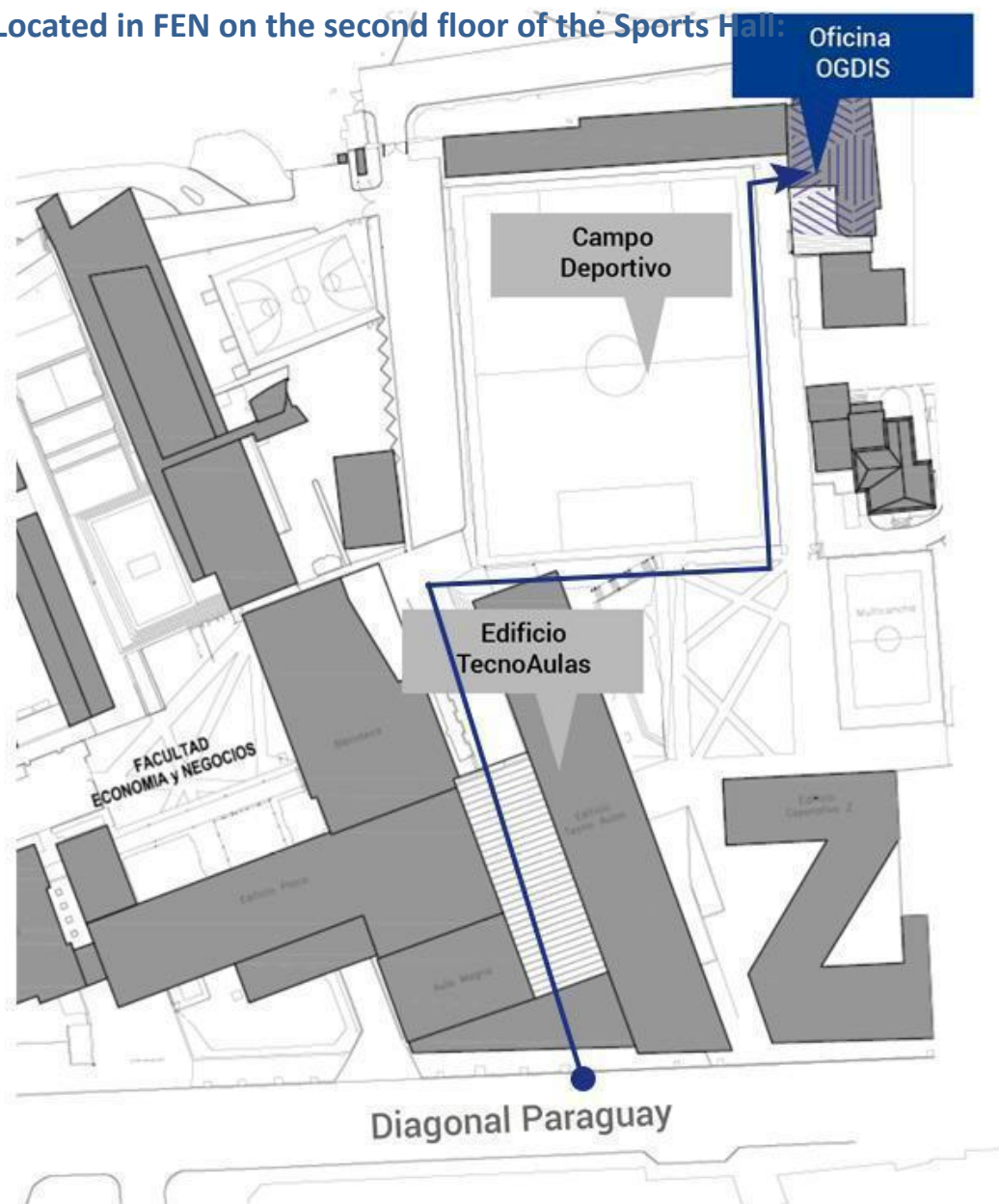
The Gender and Sexual Diversity Office at FEN is here to emphasize action against gender and sexual violence (including sexual harassment in education and work places), focusing on preventative work and training on consent, discrimination, and detecting vulnerabilities at FEN. If you ever feel like you need help with issues concerning any of the above, or feel like you need guidance because you are unsure, you can contact Alisha to accompany you to OGDIS and/or go straight to OGDIS for help. They help female and male students confidentially and have an intermediate level of English but, in case you need help with the language barrier, we are committed to assisting you in every step of the way. Their webpage is: <https://fen.uchile.cl/es/ogdis/quienes-somos>

And their contact information is as follows:

Email Address: ogdis@fen.uchile.cl

Phone: 22 977 30 46 / 22 977 30 27

Located in FEN on the second floor of the Sports Hall:



Catcalling and Sexual Harassment in Chile

Piropos are the known term for catcalls in Spanish. They are usually unrequested comments or whistles made mostly by men towards women walking in the street.

While Chilean women are vulnerable to them, foreign women are sometimes targeted more effusively as they stand out. Common reactions can be embarrassment, anger, and feeling objectified, which are all legitimate ways to feel. The best and safest way to deal with *piropos* immediately is to **ignore them and to not react either physically or verbally.**

They are illegal

After a strong feminist movement in Chile raised awareness of many social problems relating to women, catcalling has officially become illegal. Thanks to this, there are notably fewer catcalling incidents on the streets. However, if you feel unsafe, offended or degraded by comments on the street, you can do the following:

1. DO NOT react openly when it happens. This could be dangerous.
2. See if you can get a picture of the harasser from the security cameras on the street or from your own phone. If not, try to remember what he looks like in detail.
3. Go to Carabineros de Chile (Metro Baquedano) and file a complaint. They will open an investigation.
4. If you have witnesses, ask them to help with their testimony.



Health Information

If you need to make a doctor's appointment, get a procedure done or buy medication, you should get in touch with your insurance company to learn how to use your insurance coverage. However, if you need any help with this, make sure to speak to your coordinator for support. Make sure you bring enough of any prescribed medication from home with you. **If you are taking prescription medication, bring enough for your entire stay with you!**

Going to the Doctor

We suggest the private clinics called IntegraMédica. To make an appointment call 600 636 6666 or 22 636 6666 ("Me gustaría pedir hora con un doctor de (medicina general, etc)"). They will ask what "previsión" you have and you must say "particular" (you will be paying directly since you do not have a Chilean health plan). You will be asked to provide your full name and passport number (specify that it is a passport) and they will give you appointment options. You can request an appointment at their closest clinic to FEN, which is Clínica Alameda (Santa Lucia metro). See their website for more clinic locations: <http://www.integramedica.cl>.

Drugstores / pharmacies

You can purchase everything from toothpaste to prescription medicine at any pharmacy. FEN has several nearby, especially on the street Portugal. These are some of the most common pharmacies in Santiago: Cruz Verde, Ahumada, Salcobrand, Dr. Simi (cheap, but not as much variety), Knop and Farmacias Hahnemann (Natural or homeopathic medication).

DO NOT buy medication on the streets or in street markets!

If you are taking prescription medication, bring enough with you!

Water

The tap water in Chile is potable, but like in any other country, it may take time to get your body used to the different levels of chlorine and minerals that are in the water. We suggest you start drinking bottled water and slowly introduce water from the tap.



Medication without Prescription

A few useful over-the-counter medications (IMPORTANT: if symptoms persist, see a doctor):

- **Paracetamol / Naproxeno:** good for relieving headaches
- **Ibuprofeno:** good for fevers
- **Trioval or Tapsin** (also available as hot tea “Tapsin Caliente”) Día/Noche: cold symptoms, nasal congestion.
- **Tapsin Período:** PMS
- **Viadil:** Gastric pains.
- **Pastilla de carbon activado or Diaren:** In case of diarrhea or stomach pain.
- **Píldora del día después/ Postinor 2:** Emergency Contraceptives, also known as the Morning After pill
- **Antihistaminico (levocetirizina):** For when you have allergies or an allergic reaction to a simple mosquito bite (NOT for urgent allergies)
- **Salbutamol:** Inhaler when you have trouble breathing or chest problems
- **Probiotico Bioflora:** Helps build good bacteria in the intestines after diarrhea

EpiPen

If you suffer from anaphylactic allergic reactions that require the use of an EpiPen, **bring it and a replacement with you as well as the doctor’s prescription!** You can **not** purchase EpiPens over the counter.

COVID

COVID restrictions are regulated by the Ministry of Health/Ministerio de Salud. In the past, changes to the established sanitary regulations have changed frequently, often without much prior notice. Please follow the information from the government in the [Plan Paso a Paso](#) on sanitary measures like wearing a mask, travel restrictions, vaccination requirements, and quarantines.



FEN Course Registration Instructions

1. Register for your courses online and then with Alisha Stiteler: Students will register for their courses during the online registration process prior to the first day of classes. Your coordinator will inform you of the dates.

2. Go to ALL the courses you are interested in taking until you make your final decision on which courses you want to add or drop. Shop around, introduce yourself to professors and read the syllabi in full. You will have ONE opportunity to add or drop courses during the Add/Drop Period established by the coordinator.

3. Sports/Leisure Courses: Due to the limited availability of these classes, you must request it IN PERSON with your coordinator BEFORE the course deadline. You CANNOT eliminate a sports course once you are registered. In some cases you may attend the course as an “oyente” to still participate but not get credit for the course. To do this you must ask for permission so please, ask the coordinator first. There are also open sports/leisure ‘workshops’ throughout the semester.

4. Add/drop courses so that only the courses you WANT appear on your Docencia Web account: You will have **ONE** chance to add/drop courses IN PERSON. It is best to submit your form as soon as possible in order to ensure we can get you into the course and to allow you access to the assignments and readings on Docencia FEN for that course.

Any courses that appear in your Docencia FEN account after the second week of classes will appear on your transcript – no exceptions!



FEN's Grading and Credit System

Accreditation: The Universidad de Chile is accredited by AACSB and the National Accreditation Commission (Comisión Nacional de Acreditación, CNA-Chile) and is a member of the Chilean University Presidents' Council (Consejo de Rectores – only the most prestigious universities are part of this).

Academic Term (Semester): There are 3 academic terms – Fall, Spring and Summer. The Spring and Fall terms are 16 weeks long with an additional 2 week examination period. The Summer term is 9 weeks long including the examination period.

Grading System: Evaluation is expressed on a scale of 1,0 to 7,0. The minimum passing grade is 4,0 or above.

The grade equivalents are as follows:

FAIL	PASS
1,0 to 1,9 Bad	4,0 to 4,9 Satisfactory
2,0 to 2,9 Insufficient	5,0 to 6,0 Good
3,0 to 3,9 Unsatisfactory	6,1 to 6,5 Very Good
	6,6 to 7,0 Excellent

FEN Credits: 1 credit corresponds to 21 hours of academic work per semester. Below is the conversion chart of UD to New Credits:

FEN Credit	ECTS	US Credits
6	6	3
4	4	2
2	2	1

Hours per credit

- 2 credits = about 42 hrs. (could vary a bit depending on the type of course)
- 4 credits = about 84 hrs. (could vary a bit depending on the type of course)
- 6 credits = about 126 hrs. (could be a bit more because some classes require an additional lab a week that is 80 minutes long)
- 10 credits = the same as 6 credits course, it's just that FEN changed the credit system some years ago and some courses have not been updated in the system.



PME (Programa de Movilidad Estudiantil)

The University of Chile is made up of 18 faculties and institutions. The majority of students studying at FEN have applied directly through FEN. Others have applied through the Student Mobility Program of the Central International Office, PME.

If you applied to study at FEN through the Central Office of the University of Chile and received your acceptance letter from the University of Chile Central International office, you are a PME student.

For most processes, you will still deal directly with the FEN International Office. However there are some processes which PME will be directly responsible for. These include:

- Applying for your metro discount card
- Receiving your TUI card
- Receiving your transcript

The PME office is located on the 17th floor of La Torre 15 (same campus as FEN). Your contact at the PME office is **Oswaldo Guzmán**: oguzman@uchile.cl

International Office Activities

As an International Student at FEN, you are required to attend the mandatory International Student Orientation sessions and the Farewell Party as these are mandatory for all FEN exchange students. However, the most important mandatory event is the **International Week and Fair** because it is an opportunity to represent your country and university. We recommend that you prepare beforehand for this event (you can choose your country of origin or the country of your university) by bringing props from home to show a creative and hopefully sustainable way of portraying internationalization. This could go from flags to food, attire and anything you might feel shows your country's identity and culture (we especially love to see traditions that are largely unknown outside your country).

In order for you to have the full Chilean experience, we also require that international students participate in the following activities:

1. Three cultural activities during your semester such as International Film Club, Sports, Leisure and Special Interest Clubs, Official Outings, etc.
2. Participate in at least **three or four** (depending on what your coordinator stipulates) Let's Chats for which you must previously sign up.



International Fair and Week

Every semester we organize the International Fair within the International Week. **All students are required to participate** as “Ambassadors” of their countries, by preparing a stand about their nation’s food, music, sports, landscapes, universities, etc. Feel free to be creative and contact your Embassy for possible materials and assistance. You are responsible for ensuring that your country is represented. There will be awards for the best stand and the best food!

The International Fair is the main opportunity where FEN students can get to meet you and find out more about your Universities and their exchange options, so please try to make your best effort!

Be sure to check your inbox for the invitation and begin planning your stand!

Let’s Chat!

Do you want to get to know FEN students and help them improve their English speaking skills? Are you interested in making friends with Chilean students and helping them feel confident about speaking in English?



Every week English-speaking international students come and chat in English with FEN students. The goal of this program is to create a space where Chilean FEN students can improve their English and meet the international students, and where the international students can make Chilean friends and learn about Chilean culture and life. It is mandatory to participate in these a minimum of 4 times per semester.

Join us Tuesdays and Thursdays 14:00-15:00 in the Hall Deportivo (next to the climbing wall).



Cultural Activities

During your semester at FEN, it is also mandatory to participate in 4 Cultural Activities. These activities can be:

- Museum Tours
- Start up Chile
- Sport Activities (organized by the International Office or ISA FEN)
- International Potluck Picnic
- Walking Tour (ISA FEN)
- Habla PO and language activities (ISA FEN)
- La Piojera (ISA FEN)
- Dancing lessons (ISA FEN)

If you are participating in any other activities not mentioned on the list, don't doubt writing to incoming@fen.uchile.cl and ask if it could count as a Cultural Activity for you. You can choose the activities you want to participate in during the semester, just make sure you sign the list or have proof that you were there.

It is important to keep in mind that if you do not participate in the mandatory activities, this will bring consequences in the closing of your semester. **If you are in this situation, please talk to Alisha.**

The sign up form will be provided during the beginning of the semester!

FEN Buddy Program

The objective of the program is to give each International Student a Chilean FEN student friend, or "Buddy", to help them learn about Chile and FEN student life, and in turn allows you to share your country and culture with them. The Buddies are assigned based on each student's interests and individual preferences. This is a great opportunity to live the "Chilean Experience" and go on adventures not only as a tourist, but as Chileans do.

Every semester we host FEN Buddy-only events, but the Buddies themselves will be welcome to host events too. Past events have included hiking in the Andes, an evening walk to see the night-time skyline from San Cristobal hill, and drinks at typical Chilean restaurants, to name a few.

If you have not been able to contact your FEN Buddy, please send an email to: incoming@fen.uchile.cl



Ideas for activities?

If you would like to organize an activity for International Students and FEN students, just let us know! Sports, culture, food or just to socialize, Nexo Internacional would love to help you put together an activity during this semester.

Come and talk to your coordinator in the International Office if you have any ideas.

International Student Association (ISA FEN)

ISA FEN is a student led organization that is in charge of improving your exchange experience through different types of activities during the semester. They aim to show exchange students Chilean culture, the city, language, and life at FEN.



Organizations and Sport Teams at FEN

As a FEN student you will be able to access and be part of a lot of organizations, clubs and sport teams. We really recommend you to join one of these groups if you share the same interests, this will allow you to have a new perspective about Chilean culture and make new friends.

Some of the Sports Clubs you will be able to join are:

- Table Tennis
- Taekwondo
- Chess
- Basketball(women and men)
- Handball(women and men)
- Volleyball (women and men)
- Rugby
- Football
- Five-a-side football
- Swimming
- Tennis
- Athletics
- Futsal

Sports Talleres/Classes/Workshops

The Faculty also offers its students the opportunity to do sports during their free time. You won't have to pay for using these sports facilities, but you will need to register/reserve ahead of time. Always check Unidad [Nexo Deportes y Formación Integral](#)'s social media for updated information.

TALLERES CALIDAD DE VIDA 2022

ESTUDIANTES FEN

TU SALUD FÍSICA Y ESTADO EMOCIONAL NOS IMPORTA

 ZUMBA Miércoles/13:00 horas Viernes/13:00 horas Sala 2 multiuso	 SPINNING Martes/08:00 horas Jueves/08:00 horas 2° Piso Casona
 HIIT Lunes/13:00 horas Miércoles/13:00 horas 2° Piso Casona	 YOGA Lunes/13:00 horas Sala 2 Multiuso
	 PILATES Miércoles/08:00 horas 2° Piso Casona

* Inscripción a cada sesión vía mail
* **Cupos limitados según taller**

Para información e inscripciones escribir a deportes@fen.uchile.cl

UNIDAD NEXO DEPORTES Y FORMACIÓN INTEGRAL

Additional Opportunities through FEN



Volunteering through FEN

FEN offers volunteering opportunities with established, local organizations like the ones listed below. For exchange students, these opportunities do not provide any academic or course credit to your transcripts or academic requirements for your exchange program.

- Doggos FEN
- Construye Más
- Plataforma Cultural la Inés
- Compañía de Teatro Fénix
- Compañía Danza Fusión
- Siembra FEN
- CESUS FEN
- PreuFEN
- SEGS FEN
- Movimiento Universitario Cristiano FEN
- BailaFEN
- Amauta
- CreeME
- El Ayllu
- Rama Escalada FEN
- Fundación Nuestra calle

For more information, please contact Leslie Liberona lliberon@fen.uchile.cl

Professional Employment through FEN's connections

If you are interested in having professional hands on Chilean experience, FEN has a list of potential employers for you to review through FEN Career Office ([Nexo Laboral](#))

While FEN does not arrange for you nor require you to have employment experience, the FEN Career Office (Nexo Laboral) does have a list to review of employers who look for employees for a limited amount of time, respectively.

If you are interested in this, please consider the following:

- Having a visa that allows you to work in Chile
- International Health Insurance
- Intermediate Level of Spanish (a few internships do not exclude non Spanish speakers)
- Managing your academic course load with the demands of the employer.
- FEN does not give academic and/or course credit for employment
- This is individually arranged.

All internship vacancies are defined by the employer.

For further details, you can contact nexolaboral@fen.uchile.cl or go directly to the Career Office located on the 2nd floor of the Z Corporate Building at FEN.

Being a FEN student

These tips and instructions should help you blend in at FEN and help you take advantage of the student services FEN has to offer!



I. Docencia FEN

Docencia FEN is FEN's primary professor-student interface. Through this platform, you will receive news, assignments, grades, and other important information during your semester at FEN. You will need to check this webpage frequently to stay up-to-date with the latest news regarding your courses and events at FEN.

This account is linked to your FEN email on Gmail and also Canvas platform, so it is important to keep in mind that your email, username and password is the same on each platform.

Instructions

1. To access FEN's main web page you must go to the following website:

<https://docenciaweb.fen.uchile.cl/>

It will look something like this:



2. Here you need to use your FEN ACCOUNT and password to log in, which is going to be sent to your email before the semester starts.

3. Then you will see the following page, which has all of your courses at FEN:



docenciaweb.fen.uchile.cl/Home/MisCursos

Sistema de Adminis... LISTADO OFICIAL A... Chek list Nexo Inter... Secretaría de Estudi...

DOCENCIAWEB REGISTRO CURRICULAR PREGRADO POSTGRADO BIBLIODOC INTRANET FEN FEN ALUMNI INSCRIPCIÓN

MIS CLASES ACTUALES TODOS MIS CURSOS

ENLIB325/01 - Otoño 2022
ESCALADA DEPORTIVA I Pregrado
CAT: Lun, Mie 09:30 - 10:50 MURO

ENES0101/01 - Otoño 2022
INTRODUCCIÓN A LAS RELACIONES INTERNACIONALES Y A LA GLOBALIZACIÓN Pregrado 2 Aviso/Descarga
CAT: Mie 12:30 - 13:50 H-201 CAT: Mie 12:30 - 13:50 H-201

ENMKT355/01 - Otoño 2022
MARKETING I Pregrado 1 Aviso/Descarga
CAT: Mar, Jue 09:30 - 10:50 H-102 AYU: Vie 12:30 - 13:50 H-102

ENNEG310/01 - Otoño 2022
NEGOCIOS I Pregrado 1 Aviso/Descarga
CAT: Mar, Jue 11:00 - 12:20 H-201 AYU: Vie 17:00 - 18:20 H-004

Mis Cursos
Postulación Ayudantía
Programación Cursos
Mis Solemnes / Exámenes
ira canvas
ACTIVIDADES EXTRACURRICULARES

4.- By clicking on a course you will be taken to that course's page. Here you can find:

CAT: Class session.
AYU: Lab Session.

REGISTRO CURRICULAR PREGRADO POSTGRADO BIBLIODOC INTRANET FEN FEN ALUMNI INSCRIPCIÓN

IONES INTERNACIONALES Y A LA GLOBALIZACIÓN ENES0101/01

CAT: Mie 12:30 - 13:50 H-201 CAT: Mie 12:30 - 13:50 H-201

Avisos y Descargas Ver solo con Descargas

Clase 8 y clase 7: lecturas disponibles

Estimadas y estimados estudiantes:

Junto con saludarle, espero se encuentre bien. El motivo de esta comu... Internacionales y Globalización.

Se adjunta a este mail lectura complementaria de clase efectuada hoy (... están disponibles en Canvas.

Se despide cordialmente,

Anuncios y descargas: from the professor or the teacher's assistant, click to check for grades, readings, assignments, etc.

Tareas: Assignments, activities you will have to do, click to check

MisCursos
ENES0101/01
Avisos y Descargas
Tareas
Programa
Postulación Ayudantía
Mis Solemnes / Exámenes
Programación Cursos

From main page, you can find



- a. The class timetable as “Horario”
- b. The classroom where your course is going to be.

5.- Keep in mind that some professors use the web page “Canvas” to communicate with the students, take quizzes, upload homework, upload information as lectures or anything you will need to study. Having a FEN ACCOUNT you will have access to Canvas.

In the following link, you will be able to find a video that will guide you through Docencia Web and its main tools, including the ones that were just shown to you, and also, a review of Canvas.

<https://drive.google.com/file/d/1fxrQyqdbDE3SRwoS3Zqn-i2DRDnW99Y6/view?usp=sharing>

II. The Library: La Biblioteca Andrónico Luksic

The library of the School of Economics and Business at the University of Chile has existed since 1935. We currently have 144,000 items and access to the online University catalogue, which contains over 1,000,000 articles and books.

Library Hours: Monday - Friday from 08:00 to 19:00, and Saturdays from 09:00 to 14:00. During midterms and exams, the hours are Monday - Saturday from 09:00 to 19:00 and Sundays from 09:00 to 18:00.

FEN’s library has four floors, the entrance to the building is on the 1st floor, but you can also access through the third floor of the Placa Building.

1st floor – Services to the public

On this floor you will find the material that is requested in the core courses for undergraduate students as well as notes, documents, program CDs, thesis and dissertations prior to 1980. You may go to the librarian on this floor if you have any questions or problems.

1. **Check-out Reserve materials:** All you have to do is request the book, and give them your name and indicate you are an international student. They will find you on the list we will give them.
2. **Loan Periods:** On this floor books are loaned for 2 days. Some books are only on loan for 3 hours, or overnight from 19.00 until 10:00 the following day.
3. **Returns:** Books must be returned on time to the Library Help Desk.
4. **Renewals:** If you would like to renew your loan, you can request it online (the catalogue), personally or by telephone (2978 3332 for first floor loans).
5. **Ipad and scientific calculator loan:** You can also loan these items for a few hours. You have to ask for them at the Library Help Desk.
6. **Penalties:** You must bear in mind that if you do not return the materials on time, the system will ban you from checking out books for 6 business days per day of delay. If the material is on special loan you will be banned for a week per hour overdue. If you do not return materials before the end of the semester, **your transcript will be withheld**.

2nd floor – Reference Department



On this floor you can request materials and study. **Try to be silent and respect other students when using this floor.** You can not reserve space or leave your personal belongings unattended for a long period of time, library personnel will take them away so other students can use the space. If you need to study hard and be quiet, this is the right place.

1. **Reference books, magazines, archives, documents, historical collections, theses and general collections** operate under an OPEN RACK system. You can take material out on loan and read it in the room or take material home by registering.
2. **Loan Periods:** Books on this floor are on loan for 7 days.
3. **Returns:** You can return material here or on the 1st floor.
4. **Renewals:** You can renew your loan for 7 business days, by calling 2978 3324 (for second floor loans) or via the catalogue.
5. **Penalties:** You will be suspended from the loan system for 3 days per day of delay, and if you fail to return all materials by the semester's end, your transcript will be withheld.

3rd floor – Computer Lab

The Computer Lab of the Library is located here. There are computers with connection to the Internet, printers and databases. To use the computers you will have to use your FEN Account and password. There are also tables for you to use while studying or if you have to do a group project. On this floor you are allowed to talk to other people and make moderate noise.

4th floor – Study Rooms and Computer Lab

There are 28 study rooms on this floor. Each room can hold 4 people max. You must reserve these rooms in advance, either personally on this floor or through the Undergraduate Portal (link: <http://intranet.fen.uchile.cl/servicios>), you will need your FEN email to confirm your reservation. You will also find a Computer Section here and printers

TIP: Wifi works best on the second and third floors of the library!

Servicios FEN

The FEN intranet allows students to, among other things, reserve study rooms (4th floor)

Instructions

To access FEN's intranet you must go to the following website and log in:

<http://servicios.fen.uchile.cl/>



Salas de Estudio

If you wish to study in one of Fen's private rooms, you must request one through the *Servicios* platform. To do so, follow the following steps:

1. Once you log in, you will see the following page:

The screenshot shows the reservation process for study rooms. At the top, there are three callout boxes: 'Choose a date' pointing to the date and time selection, 'For how long will you be there? (1-3 hours)' pointing to the duration dropdown, and 'Choose the arrival time' pointing to the time dropdown. The interface includes a search bar with the following fields: '1) Sector' (4to piso - Biblioteca, 3er piso - Edificio Placa), '2) Fecha y hora de llegada' (17/07/2018, 14:00), and '3) Duración' (1 Hora(s)). A 'BUSCAR' button is next to the search bar. Below the search bar, there is a '+ Ver Mis Reservas' link. The main area shows a grid of study rooms, each represented by a stack of books. A legend at the bottom left indicates the status of the rooms: 'Estudio libre' (green), 'Reservado' (yellow), and 'No disponible' (grey).

Choose a date

For how long will you be there? (1-3 hours)

Choose the arrival time

Reserva de salas de estudio

1) Sector
● 4to piso - Biblioteca
○ 3er piso - Edificio Placa

2) Fecha y hora de llegada
17 / 07 / 2018 14:00

3) Duración
1 Hora(s)
*Máximo 3 horas

BUSCAR

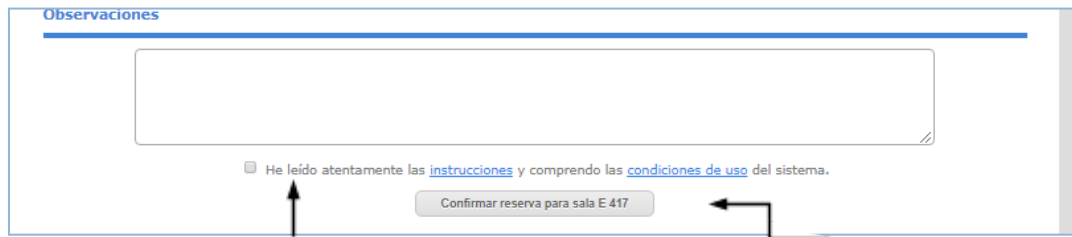
+ Ver Mis Reservas

4to piso - Biblioteca

Estudio libre Reservado No disponible



2. The available rooms for that date and hour will appear in green; if they are available but not for the total amount of hours you requested, they will appear in yellow. Once you select the room you want, it will turn orange.
3. Once you are done choosing the date, time and room, click on the following buttons:



An email will be sent to you with all the information regarding the room you reserved.

4. In case there is someone using the room you reserved, politely ask them to leave. (Students usually use the rooms that are empty even if they are reserved, so feel free to “kick them out”.)

In the following link you will be able to find a video that will guide you through the process of requesting a private studying room on the fourth floor of the library and checking how much money you have left in your FEN Account.

https://drive.google.com/open?id=1wfGgIUR-48hSr4pIJuCOPD-RaVTt_mca

III. Midterms and Exams Period

It is very important that you keep in mind that FEN has around 5000 students and that the facility is not big enough to have available space for everyone at the same time. So, during midterms and exam periods you should try to find new studying places. Some students use the library (different floors), the Sala de Estudio (H-200), the Casino and Cafeteria, the Bridge (over the Main Hall), mates' houses or coffee shops.



IV. Group Work at FEN

Courses at FEN often involve a **large** amount of group work. In most of FEN courses you will have to work with a group during all the semester. Students meet on weekends to complete projects and may have different working styles to those you are used to. This is all part of intercultural exchange and if you approach group work with the right attitude, you will get a lot out of it.

A lot of international students sometimes feel overwhelmed by the lack of punctuality of FEN students and the fact that they complete their part of the project the day before the due date. Please bear in mind that FEN students are under a lot of pressure during the semester and that their free time is very limited, so try to be patient, but try to keep in touch with them and do your part of the project too.

Some tips:

- If you are traveling on the weekends, let your group know as soon as possible. Offer alternative meeting times and offer solutions as to how you will contribute if you are going to miss a meeting.
- Use Google Docs when working on a written project, this way everyone can make progress in their free time.
- If members of your group have different working styles to you, remember to communicate and be patient. The **worst thing** you can do is stop communicating.
- Some professors will set groups and others will ask students to make their own. If you are not sure about how groups will be made in your class, ask the professor or teaching assistant as soon as possible, so as not to be left without a group.
- If you are having trouble speaking Spanish with your group, let them know! Ask them to speak slowly and/or use less slang. Offer to proof-read/edit sections of the work in English, or look for resources in English to complement the work and make the most of your different skill sets.
- Sometimes teachers designate a percentage of the final grade to measure your performance into the group based on the opinion of the other group members (Evaluación 360), so make sure you are helpful and collaborative. This is also an opportunity for you to honestly evaluate the performance of the other members of your group.

Remember that working in a group can be difficult in any environment. Group work will be where you learn most this semester and will give you real examples of how you have overcome challenges in different cultural environments when you go out into the working world.



FEN Imprime

To print at FEN, you can pay cash at the Photocopy Center, which is on the first floor at the main hall of FEN. Here, be prepared for the following procedure:

1. Tell them what you want to do (“me gustaría imprimir por favor.”)
2. Give them your FEN username, (works best if you spell it to them in Spanish or have it already written down).
3. They will print the documents and tell you how much it costs.
4. Pay the person directly in cash. Remember, printing from FEN computers is cheaper than doing it in the Photocopy Center, it is CLP\$20 instead of CLP\$30 per sheet.



Information Regarding Attendance

Attendance Policy

FEN students are required to attend at least 80% of the classes of a course in order to receive a passing grade. If one of the classes is canceled, students will usually be informed the day before or the day of class via Docencia FEN although, we recommend you always check your Docenciaweb.

Do not plan your travels during the semester at FEN in order to ensure academic success.

Excused Absences

Excused absences are **ONLY** approved by the Secretaria de Estudios Estudiantiles through their [website](#). Evidence must be provided for a maximum of **3 business days (72 hours)**

Your coordinator does not authorize or approve any absences, nor does the department involve itself in it.



Chilean Culture Shock

Chilean Identity

Chile is a very peculiar country and it is perfectly normal to go through culture shock upon your arrival. Our identity can be over-adapted and deconstructed to a point in which many Chileans feel as though they no longer identify with each other. This is the case for instance with people from Santiago, who can be described as snobby, competitive, humble and polite all at once. This unclear Chilean identity is due to Chile's history and all the social changes that have developed during the second half of the past century; all of which have played a part in the economic development of Chile while exacerbating the social challenges that came with economic growth. The following satirical video can show you a bit about how other countries portray Chileans:

<https://youtu.be/UCOZs6iDFY>

Spanish in Chile

Spanish in Chile is the equivalent of Australian English to the English language; understandable but *very* different. Chileans speak very quickly, have a rhythm that ends in a higher pitch, use many words differently, add "po" at the end of some phrases and so, adjusting may get confusing. Chileans will say it gives them character! Here's a list of useful words you should learn while you're in Chile:

- **Bacán, la raja, filete** = awesome
- **Weon** = Can be used as an insult to express that someone is stupid but, also used as friend/bro/dude/guy
- **Cachai** = Do you understand? / Do you know what I mean? (Not in a condescending manner)
- **Copete** = Alcoholic beverage
- **Carrete** = Party
- **Caña** = Hangover
- **Flaite** = Trashy (may also be used to describe a dangerous person, area or situation)
- **Cuico/cuica** = Snob
- **Micro** = City Bus
- **Taco** = Traffic jam
- **Fome / lata** = boring or used to describe a difficult situation that will take longer than it should
- **Luca/ lucas** = One thousand pesos and more (10 lucas = \$10.000)
- **Pololo/ polola** = girlfriend
- **Tincada** = Used to describe intuition
- **Estoy Picada** = I am offended
- **Jotear** = To hit on or harass
- **Hacer una vaca** = To gather money as a group



Personal Information and Commercial Behavior

Your passport number will be used to identify you at FEN, so do not be surprised if professors and the international office use it. This is normal. Not much can be done against you with just your passport number. Just like Chileans openly use their ID numbers, internationals use their passport numbers.

Chile has a very personalized commercial system in which almost every sale in a major store will be associated with your Chilean ID number (aka RUT). If you do not have one because you have come in with a tourist visa or just do not feel like associating your personal information with a brand, when you are asked for your “RUT” at the store, you can say “No, gracias”.

When going to the store in Chile, you will notice that **plastic bags have been banned**. It is recommended that you carry a non-plastic bag at all times (foldable one) to avoid uncomfortable situations otherwise you will have to carry the items out by hand or buy a non-plastic bag at the store.

You will notice that Chileans are very fond of waiting in lines. They are used to a certain sense of order that might not make sense to you. Sometimes lines may be used for different services and stores (like when buying fresh bread at the grocery store or to weigh your produce) but sometimes, you will need to ask for a number (at the deli counter and pharmacies). We recommend that, when in doubt, just ask. There will always be someone helpful around. You can say, “*Dónde saco número?*” and they might respond “*Es sin número*”, which means you must make a line or make yourself visible. Or, they may point you to a number dispenser. It will seem like it makes no sense in the beginning, especially considering that in many places both systems work simultaneously (e.g. in a supermarket), but you will get used to it.

Tipping in Chile

Tipping in Chile is very easy. It is 10% of your purchase at a restaurant, café, bar, and beauty services (manicures, hairdressers, etc.) or anywhere in which you have a server. The recommended tip often appears on the bill so please review your bill and the amount your card is being swiped prior to confirming the transaction. Ubers and taxis do not get tipped in Chile so you do not have to worry or feel bad about that.



Manners in Chile

Chile, as does every other country in the world, has its distinct manners code. Although it is a lot like any other South American culture, Chileans do have their quirks because they are heavily influenced by European and North American countries. Here's a short list of Do's and Don'ts while in Chile!

1. Don't criticize Chile in front of Chileans. They get very sensitive and offended and the nonexistent nationalist they have inside will arise. They can be very critical about themselves, but foreigners are not allowed to do so.
2. Do feel free to side kiss everyone once on the cheek to say hi.
3. Do not expect Chileans to be on time. Although Chile is known to be one of the most punctual South American countries and judged as the square of Latin America, Chileans are still unpunctual when compared to European countries. So, if you are planning a special dinner with Chilean friends at 8:00 PM, expect them to arrive at 9:00 PM. The same goes for university projects and everything else. They don't mean to be rude. It is more of a vicious cycle.
4. Do expect a moderate amount of racism. You **will not** be discriminated against for not being white, but you will have **privileges** for being white. This comes from the economic discrimination that is deeply woven in Chile, as whites are considered economically wealthy and nonwhites are not. This is very politically incorrect but it is something to prepare for once you are here.
5. Do not wear your backpack on the metro. You are expected to take it off and wear it in a way that minimizes your usage space. This goes for buses as well.
6. Do not serve yourself a drink when at a meal in a home. You must ask if somebody wants a drink and serve them first and then serve yourself.
7. When on public transportation, small children, pregnant women and the elderly ALWAYS have seat privileges and if you do not give up your seat, you will be exposing yourself to some scolding.

Physical Contact and Personal Space in Chile

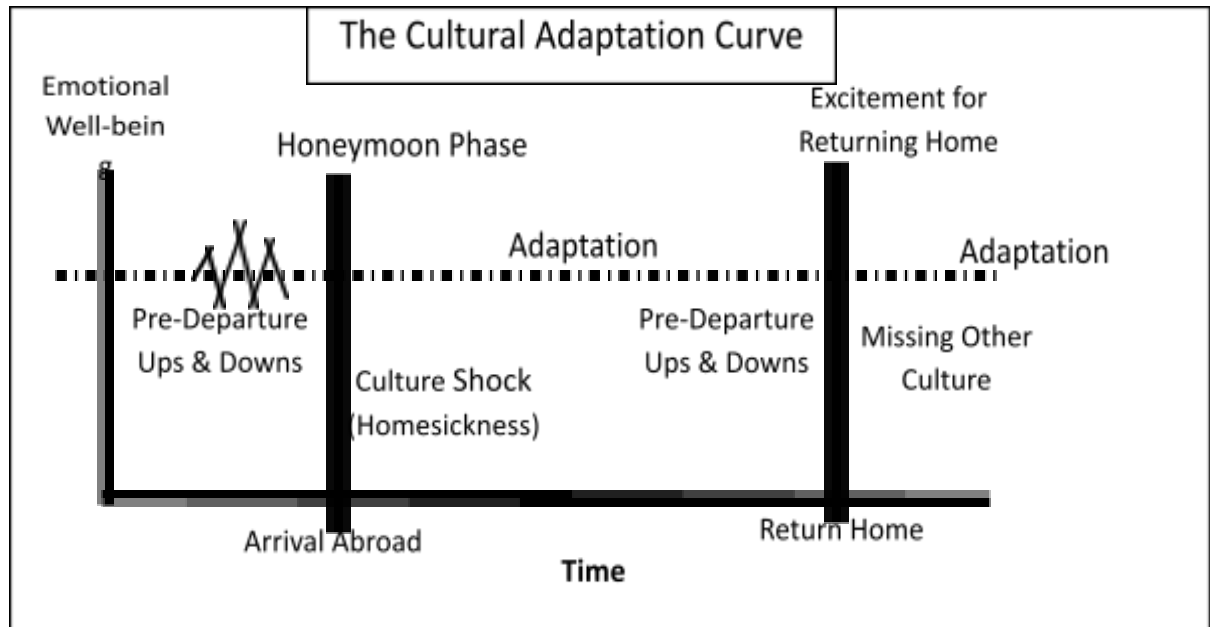
Chileans tend to be quite tactile people, making it feel as though your personal space is being invaded. People will often speak in soft whispers, causing you to lean in to hear better and this might be new to you. It is common to touch another person's arm, knee, or back during a conversation. If this makes you feel uncomfortable, please mention it to the person. You will often see some serious forms of public displays of affection (PDA) on the streets. Sometimes soft whispers or touching

For further information on life in Chile from a foreigner's approach, I recommend you check out this blog: <https://gringajourneys.com/chilean-etiquette/> and this website: <https://culturalatlas.sbs.com.au/chilean-culture>



How does Culture Shock feel?

Culture Shock is your body's reaction to the differences that surface when you are immersed in a different environment. It can occur when you move to a different city, region or country.



Signs you may be experiencing culture shock

- Easily Frustrated
- Excessively worrying
- Depressed
- Anxious
- Homesick
- Lonely
- Not motivated
- Confused
- Lack of energy
- Negative attitude

What to do?

The best thing you can do for culture shock is prepare for it. If you know this will happen, bring your favorite things from home-special teas and sweets, any special condiment, so that you can keep your home alive with you everywhere. Keep close contact with your loved ones and wander. Remind yourself this is a short period of time in your life and you have to try and make the most of it!

