



**INSTITUTIONAL PROJECT FOR INTERNATIONALIZATION OF
CAPES PROGRAM - PrInt UNIVERSIDADE PRESBITERIANA
MACKENZIE**

**Call Notice. Call for Admission Procedure for Visiting Professor in the Country
The Cosmic Scale: Earth in the Universe**

According to CALL NOTICE No. 41/2017 of CAPES, the main goals of the Institutional Project for Internationalization (PII) of the Universidade Presbiteriana Mackenzie (UPM), connected to the CAPES-PrInt Program, are to foster international research networks with the purpose of enhancing the quality of the academic production related to visiting Professor studies; to widen the actions to support internationalization in visiting Professor studies and to promote international academic mobility for the participant visiting Professor programs.

1. OPENING

THE PRO-RECTOR FOR RESEARCH AND VISITING PROFESSOR STUDIES OF THE UNIVERSIDADE PRESBITERIANA MACKENZIE (UPM), as a Chairman of the Group Managing the Institutional Project for Internationalization informs the opening of applications for the year of 2019 for Visiting Professor in the Country, within the scope of the Institutional Project for Internationalization of CAPES - PrInt Program of UPM. This Call Notice includes the submittal of proposals for only one category of financing, which are Fellowships connected to the Research Projects.

2. PURPOSE

- 2.1 The visiting Professor in the Country with experience abroad is intended for young researchers and professors, Brazilians or foreigners, residing in Brazil or abroad.
- 2.2 The applicants must have relevant scientific and academic experience abroad as full postdoctorate for at least twelve months.
- 2.3 The applicants will apply for the fellowship for research or teaching activities.
- 2.4 The Visiting Professor in the Country seeks to enable young researchers with proven relevant academic and scientific experience to come, with the purpose of contributing to the education of students of the Visiting Professor Programs (PPGs) which are a part of the Institutional Project for Internationalization of the CAPES-PrInt Program of UPM. Thus, the fellowship student will contribute to form high level human resources to be included in the academic, teaching, and research circles in the country.
- 2.5 For this type of fellowship, the professor is expected to contribute to the consolidation of collaborative international networks to increase the visibility of the PPGs, and contribute to high-impact intellectual and technological productions.
- 2.6 The fellowship for visiting professor will contribute to enhance the level of collaboration and joint publications among him(her) and the professors of the program by supporting



UPM's internationalization process.

- 2.7 The topics of the projects to which the visiting professor is related, due to the type of Institutional Project for Internationalization of the CAPES - PrInt Program of UPM, are included in Schedule I.

3. QUALIFICATION OF THE APPLICANTS

- 3.1 To be Brazilian or foreigner residing in Brazil or abroad.
- 3.2 To be classified in the category of researcher with scientific and academic international experience as full doctorate or postdoctorate for at least twelve months.
- 3.3 To prove the international collaborations undertaken.
- 3.4 To have high-impact intellectual and technological productions related to the topic and research project of the Institutional Project for Internationalization of the CAPES - PrInt Program of UPM.
- 3.5 To have presented works in scientific meetings as guest speaker or lecturer at first-line conference in the area of competence.

4. DURATION AND NUMBER OF FELLOWSHIPS

- 4.1 The duration of the fellowship follows the planning of the Institutional Project for Internationalization of the CAPES - PrInt Program of Universidade Presbiteriana Mackenzie, which is in accordance with the Guidelines of the Call Notice No. 41/2017 of the Institutional Project for Internationalization – CAPES PrInt
- 4.2 (<http://www.capes.gov.br/images/stories/download/editais/10112017-Edital-41-2017-Internacionalizacao-PrInt-2.pdf>).
- 4.3 The term of effectiveness of the fellowship, at least 6 months and at most 36 months, is within the duration of the Institutional Project for Internationalization. Each call notice, according to the project, shall set forth the duration of the fellowships pursuant to the term of effectiveness set forth by CAPES.
- 4.4 Extension requests, within this Call Notice, are forbidden, according to the Guidelines of Call Notice No. 41/2017 of the Institutional Project for Internationalization - CAPES - PrInt.
- 4.5 Schedule I of this call notice states the number of Visiting Professor fellowship in the country for 2024, for each research project, within the scope of the Research Project for International Cooperation – CAPES - PrInt of UPM, as well as the applications, admission, and results publication periods and the amount of the fellowship.

5. DUTIES OF THE COORDINATOR OF THE RESEARCH PROJECT OF PrInt

According to Call Notice CAPES 41/2017, the following duties are to the Coordinator of the Research Project CAPES/PrInt of the UPM, within the scope of this Call Notice.



- 5.1 To clarify doubts of the applicants, if necessary, about the work plan and the specificities of the Research Project for International Cooperation within the scope of the Institutional Project for Internationalization of the CAPES - PrInt Program of UPM.
- 5.2 To create an Applicant Admission Commission, which shall be formed by, at least, one (1) permanent professor of each of the visiting Professor programs involved in the Research Project for International Cooperation within the scope of Institutional Project for Internationalization CAPES- PrInt Program of UPM.
- 5.3 To coordinate the internal admission of the applicants, ensuring that all the members of the Applicant Admission Commission [or their substitutes] participate.
- 5.4 In the admission of applicants residing abroad, comply with criterium of the CAPES - PrInt Call Notice with recommendations with respect to the countries of the institutions with which at least 70% of the resources of the partners must be allocated (<http://www.capes.gov.br/images/stories/download/editais/02022018-Edital-41-2017-Print- alteracao-anexo-1.pdf>).
- 5.5 To keep the original documents of the applicants that were granted the fellowship, for at least five [5] years, for any consultation by CAPES and the control body.
- 5.6 To account to the Managing Group with a final opinion justifying the applicant chosen, according to the template of schedule II.
- 5.7 In the monthly meetings of the Managing Group, notify its members of the status of the workplan of the Visiting Professor.
- 5.8 In case there is interruption in the fellowship for exceptional reasons, to duly justify it to the Managing Group.
- 5.9 To contact the Coordination for International and Inter-Institutional Cooperation (COI) for support regarding the procedures to obtain CPF (Individual Taxpayer's Registry), housing, bank account, and other services necessary to the approved applicants residing abroad.
- 5.10 It is to the coordinator of the project to request a free-form report of fellowship to the Visiting Professor. The report must be requested 1 (one) month before the end of the term of effectiveness of the fellowship.

7 APPLICATION

- 7.1 A letter duly dated and signed by the applicant addressed to the Coordinator of the Research Project of PrInt to which he/she is applying for the Visiting Professor fellowship in the country. The email to send the application documents is: ee.craam@mackenzie.br. The application shall be made exclusively within the scope of the PrInt Research Project that is promoting the Fellowship.
- 7.2 The following documents sent by email:
 - a) Application form duly filled out and signed, according to Schedule III, stating the Host Professor of UPM's visiting Professor program chosen.



- b) Updated Curriculum Vitae, in free model for foreigners and Lattes Platform model for Brazilians.
- c) Copy of the identification documents: CPF (Individual Taxpayer's Registry) and Identification Card R.G. for Brazilians and passport for foreigners.
- d) Consent letter of the Host Professor that will guide the fellowship student in UPM.
- e) Letter duly signed undertaking to publicize, by any means, actions, disclosures or results obtained, the type of financing or support received from CAPES, as described in the respective commitment instrument.
- f) The foreigners applying to the fellowships in Brazil (in the modality Postdoctoral Fellowship in Brazil), with experience abroad that are not native speakers of Portuguese or English shall meet one of the following three requirements:
 - Prove mastery of one of such languages by documents of the Higher Education Institution (IES).
 - Host informing that the applicant has enough language proficiency for the proposed activities.
 - Submittal, for Portuguese language, of the Celpe-Bras certificate; or submittal, for English language, of one of the certificates described in item 2.1 of Schedule XIII of Call Notice-41- 2017-Print (http://www.capes.gov.br/images/stories/download/editais/02022018-Edital- 41-2017- Print-alteracao-anexo-12.pdf).

7.3 Work plan, with fifteen (15) pages maximum, containing the schedule of the activities plan.

Items required for the work Plan

- Title
- Introduction and justification, exposing how contemporary and relevant are the research activities and their relationship with the topic of the PrInt Project.
- Reasons to choose the Higher Education Institution (IES) of destination and the host professor of the UPM.
- Goals, with definition and clear limits of the subject-matter of study and its relation with the topic of the PrInt Project.
- Contribution of the work plan to promote international research collaborative networks.
- Significance for the scientific, technological, social, or economic development of the area in medium- and long-term.



- Outcomes of the work plan with respect to: intellectual production, education activities (disciplines, courses, workshops), others.
- Bibliography.
- Schedule of the activities.

8 ADMISSION

The admission shall take place in three stages.

Stage 1.

This stage, of an eliminatory nature, will verify compliance with the following requirements.

- 8.1 Documents proving compliance with items 7.1 to 7.3 of this Call Notice. These items will be verified by the Admission Process Commission.
 - 8.1.1 Applicants that do not meet all the documentation requirements will have their application denied. The denial of the application at this stage prevents proceeding to the following stages.
- 8.2 Verification of documents consistency: examination of the documents submitted for application, if the requested forms stated in this Call Notice are fully and correctly filled out.
 - 8.2.1 Incomplete applications and registrations unduly sent or sent after the deadlines established shall be denied. The denial of the application due to that requirement prevents proceeding to the following stages.

Stage 2

This stage will verify compliance with the following requirements.

- 8.3 Verification of the qualification of the applicant, which shall be formed by:
 - 8.3.1 Evaluation of the curriculum of the applicant upon verification of quality and regularity of the intellectual, technical, and technological production, which will be assessed in papers in scientific journals, b) books, c) chapters of books, d) full papers published in the proceedings of national and international scientific events, e) summaries published in the proceedings of national and international scientific events. These intellectual and technical productions will be scored in gross numbers.
 - 8.3.2. Presentation of works in scientific meetings as guest speaker or lecturer at first-line conference in the area of competence.
 - 8.3.3. Coherence and scientific and academic merits of the work Plan according to the Institutional Project for Internationalization of CAPES - PrInt Program of UPM.



- 8.3.4. The Coordinator of the Research Project for International Cooperation within the scope of the Institutional Project for Internationalization of CAPES - PrInt Program of UPM, with the admission commission, may assess the work plan based on additional criteria that adhere to the goals of the Research Project for International Cooperation of UPM.

Stage 3

From stages 1 and 2, stage 3 will be carried out.

- 8.4. In view of the criteria described in 8.3, a classification list will be generated to ensure, in the event the applicant withdrawals, that the vacancies for Visiting Professor Fellowship in the country will be filled.

9. CLASSIFICATION OF THE APPLICANTS

The classification of the applicants due to academic merits shall consider the following issues:

- 9.1 Intellectual, technological, and technical productions of the Lattes curriculum shall be indicators of classification in view of the number and qualification (in case of papers, by QUALIS CAPES A1 until B2 or by the Impact Factor)
- 9.2 Coherence and scientific and academic merits of the work Plan according to the Institutional Project for Internationalization of CAPES - PrInt Program of UPM.
- 9.3 Significance of the Work Plan for the scientific, technological, social, or economic development of the area in medium- and long-term.
- 9.4 Potential outcomes of the Work Plan in terms of intellectual production, education activities (disciplines, courses, workshops), others.
- 9.5 Potential outcomes of the Work Plan in terms of international research collaborative networks.

10 TIEBREAK CRITERIA

In case of tie between applicants, the following tiebreak criteria shall be considered, in the following order:

- 10.1 Intellectual, technological, and technical productions of the Lattes curriculum shall be indicators of classification in view of the number and qualification (in case of papers, by QUALIS CAPES A1 until B2 or by the Impact Factor).
- 10.2 Coherence and scientific and academic merits of the work plan according to the Institutional Project for Internationalization of CAPES - PrInt Program of UPM.
- 10.3 The Coordinator of the Research Project for International Cooperation within the scope of the Institutional Project for Internationalization of CAPES - PrInt Program of UPM, with the admission commission, may assess the adequacy of the Study Plan on the basis of



additional criteria that adhere to the goals of the Research Project for International Cooperation of UPM.

11 RESULTS

- 11.1 The Pro-Rector's Office for Research and Visiting Professor Studies will disclosure on the website www.upm.br/print the results and will send an email to the applicants informing the result of the admission process.

12. CLAIM FOR REVIEW

- 12.1 The claim for review shall be duly signed by the applicant and shall be sent to the Coordination of the Research Project of PrInt within three (3) calendar days after the disclosure of the results.
- 12.2 The appeal shall be addressed to the Coordinator of the Research Project of PrInt, who shall send it to the Group Managing the PrInt, which will analyze the claim in a definite manner.

13. GRANTING OF THE FELLOWSHIP

- 13.1 Once all the requirements of the admission procedure are met, the applicant will receive a notice of grant by email informing the approval and requesting confirmation of interest within seven (7) days, as well as the sending of the necessary documents so the fellowship may be granted.

14. SCHEDULE

- 14.1 The applications shall follow the schedule of indication of CAPES' fellowship Visiting Professor for the year of 2022, as follows.

Term for indication of the fellowship student	Date of the Application Process	Publication of results and	Evaluation and disclosure of the claims for review	Start period of the fellowship with CAPES
May 6 to 10, 2024	March, 25 to April, 30, 2024	May, 2, 2024	May, 3, 2024	August-September, 2024

15. IMPLEMENTATION OF THE FELLOWSHIP AND PROCEDURES REQUIRED BY CAPES

- 15.1 The implementation of the fellowship is made by CAPES.
- 15.2 The passport with the visa to Brazil appropriate for the fellowship shall be obtained by the fellowship student and safekept by him/her.
- 15.3 It is entirely to the applicant to obtain the entry visa with the Brazil's consular representation in the country of origin. It is advisable to anticipate measures that may be taken after the implementation of the fellowship because some countries take time to



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process the granting of the visa. For such procedures, the applicant will be supported by the Coordination for International and Inter-Institutional Cooperation (COI) (<https://www.mackenzie.br/en/universidade/coi/institucional/about-international-office/>)

- 15.4 The visa, which is under the sole responsibility of the fellowship student, shall be valid for the entry and stay in the country for the period of performance of the activities inherent to the Fellowship in the country.

16. BENEFITS

- 16.1 The fellowship for the Visiting Professor modality in Brazil includes the following benefits: travel and installation, as well as health insurance. Fellowship amount R \$ 15.000,00 month.

- 16.2 This type of fellowship does not provide for payment of school fees nor additional for dependent.

17. RETURN TO THE COUNTRY OF ORIGIN

- 17.1 When the fellowship period ends, the Visiting Professor fellowship terminates.
- 17.2 The communications, with respect to the accounting to CAPES, shall be made by intermediation of the Coordinator of the Research Project.



SCHEDULE I

**Visiting Professor in the Country
FELLOWSHIP CONNECTED TO COOPERATION
PROJECTS 2024**

Project data	Number of Quotas/Term of Effectiveness (15 days)	Call for Fellowship Admission Procedure
<p>Space Geodesy.</p> <p>Objective of the project: Develop a research program in Geophysics with Geodetic Very-Long-Base Interferometry (VLBI) data. Expand the scientific training and international experience of students. Increase academic interaction with international centers. Quantitatively and qualitatively increase the contact of students with the international environment by recruiting researchers linked to the topic.</p> <p>Coordinator: Paulo José de Aguiar Simões</p>	1 quote/ 15 days	



SCHEDULE II

REPORT OF ADMISSION OF APPLICANT FOR VISITING PROFESSOR FELLOWSHIP IN THE COUNTRY			
SCHOOL: Universidade Presbiteriana Mackenzie (Mackenzie Presbyterian University)			
PROJECT OF PrInt:			
COORDINATOR OF THE PrInt PROJECT:			
DATE:		PLACE:	
COMISSION (Indicate all the members of the Commission, including the external participant*)			
NAME	SCHOOL	TITLE/POSITION	SIGNATURE
FINAL OPINION JUSTIFYING THE CHOICE OF THE SELECTED APPLICANT			
NAME OF THE APPLICANT:			
OPINION:			