



[Letterhead of Universidade Presbiteriana Mackenzie (Mackenzie Presbyterian University)]

**Pro-Rector's Office for Research and Postgraduate Studies**

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

**Call Notice. Call for Admission Procedure for Visiting Professor Scholarships in Brazil**

According to CALL NOTICE No. No. 41/2017 of CAPES, the main goals of the Institutional Project for Internationalization (PII) of the Mackenzie Presbyterian University (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 postgraduate studies; to widen the actions to support internationalization in postgraduate studies and to promote international academic mobility for the participant postgraduate programs.

**1. OPENING**

THE PRO-RECTOR FOR RESEARCH AND POSTGRADUATE 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 Scholarships in the Brazil, 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 Scholarships connected to the Research Projects.

**2. PURPOSE**

- 2.1 The Visiting Professor scholarship with experience abroad is intended for renowned researchers that work abroad to teach courses, trainings, lectures or in person seminars.
- 2.2 The Visiting Professor scholarship in Brazil with experience abroad seeks to enable renowned researchers with proven relevant academic and scientific experience to come, with the purpose of contributing to the education of professors and students of the Postgraduate Programs (PPGs) which are a part of the Institutional Project for Internationalization of the CAPES - PrInt Program of UPM.
- 2.3 For this type of scholarship, the scholarship researcher is expected to contribute to the consolidation of collaborative international networks to increase the visibility of the programs.
- 2.4 The purpose of this scholarship is to support the internationalization process of UPM widening the access to renowned researchers of world-class international centers connected to the projects of CAPES-PrInt Program.
- 2.5 Visiting Professor Scholarship in Brazil 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 abroad.
- 3.2 To be classified in the category of researcher with proven wide academic and scientific international experience.
- 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 been responsible or jointly responsible for the coordination/organization of scientific and/or technological international event.
- 3.6 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 SCHOLARSHIPS**

- 4.1 The duration of the scholarships 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 (<http://www.capes.gov.br/images/stories/download/editais/10112017-Edital-41-2017-Internacionalizacao-PrInt-2.pdf>).
- 4.2 The term of effectiveness of the scholarships is, at least 15 days and at most 12 months, divided into 3 long periods over the duration of the Institutional Project for Internationalization. Each call notice, according to the project, shall set forth the duration of the scholarships pursuant to the term of effectiveness set forth by CAPES.
- 4.3 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.
- 4.4 Schedule I of this call notice states the number of Visiting Professor Scholarships in the Brazil for 2019, 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 scholarship.

#### **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 postgraduate 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, 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 scholarship, 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 work plan of the Visiting Professor.
- 5.8 In case there is interruption in the mobility 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.

## **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 Scholarship in Brazil. The email to send the application documents is: [prpg.print@mackenzie.br](mailto:prpg.print@mackenzie.br); [prpg@mackenzie.br](mailto:prpg@mackenzie.br). The application shall be made exclusively within the scope of the PrInt Research Project that is promoting the Scholarship.
- 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 postgraduate 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 Visiting Professor in UPM.
  - e) letter duly signed undertaking to disclosure, by any means, actions, publications 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 scholarships in Brazil (in the modality visiting researcher professor), 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 five (5) pages maximum, containing the schedule of the activities plan.

### Items required for the work Plan

- 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 visit and its relation with the topic of the PrInt Project.
- Contribution of the work plan to promote international research collaborative networks.
- Outcomes of the work plan with respect to: courses, trainings, lectures or in person seminars.
- 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 Participation in the coordination/organization of scientific and/or technological international event.



- 8.3.3 Presentation of works in scientific meetings as guest speaker or lecturer at first-line conference in the area of competence.
- 8.3.4 Coherence and scientific and academic merits of the work Plan according to the Institutional Project for Internationalization of CAPES - PrInt Program of UPM.
- 8.3.5 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 on the basis of additional criteria that adhere to the goals of the Research Project for International Cooperation of UPM.

### **Stage 3**

- 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 Scholarship in Brazil will be filled.

## **9. CLASSIFICATION OF THE APPLICANTS**

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

- 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 Contribution of the work plan to promote research collaborative networks.
- 10.4 Significance of Work Plan for the scientific, technological, social or economic development of the area in medium- and long-term.
- 10.5 Potential outcomes of the Work Plan in terms of: courses, trainings, lectures or in person seminars, others.
- 10.6 Potential outcomes of the Work Plan in terms of international research collaborative networks.

## **11 TIEBREAK CRITERIA**

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

- 11.1 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).
- 11.2 Coherence and scientific and academic merits of the work Plan according to the Institutional Project for Internationalization of CAPES - PrInt Program of UPM.
- 11.3 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.

## 12 RESULTS

12.1 The Pro-Rector's Office for Research and Postgraduate Studies will disclosure on the website [www.upm.br/print](http://www.upm.br/print) the results and will send an email to the applicants informing the result of the admission process.

## 13. CLAIM FOR REVIEW

11.1 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.

11.2 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.

## 11. GRANTING OF THE SCHOLARSHIP

12.1 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 scholarship may be granted.

## 13 SCHEDULE

13.1 The applications shall follow the schedule of indication of CAPES' scholarship students for the year of 2019, as follows.

Term for indication of the scholarship student	Date of the Application Process	Publication of results	Evaluation and disclosure of the claims for review	Start period of the scholarship with CAPES
October, 15 to November, 30	November, 12 to November, 18	November, 21	November, 25	March, 12, 2020

## 14 IMPLEMENTATION OF THE SCHOLARSHIP AND PROCEDURES REQUIRED BY CAPES

14.1 The implementation of the scholarship is made by Capes.

14.2 The passport with the visa to Brazil appropriate for the scholarship shall be obtained by the scholarship student and safekept by him/her.

14.3 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 scholarship because some countries take time to 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/>)

14.6 The visa, which is under the sole responsibility of the scholarship student, shall be valid for the entry and stay in the country for the period of performance of the activities inherent to the Scholarship in the country.

## 15. BENEFITS



15.1.1 In SCHEDULE XI of the Call Notice 41-2017-Print, the Amount of Items that may be financed may be consulted - SCHOLARSHIPS IN THE COUNTRY (<http://www.capes.gov.br/images/stories/download/editais/04052018-Edital-41-2017-Anexo-11.pdf>). The scholarship in the modality Visiting Professor in Brazil includes the following benefits: monthly fee, travel, and accommodation allowance, as well as health insurance.

15.1.2 This type of scholarship does not provide for payment of school fees nor additional for dependent.

## 16. RETURN TO THE COUNTRY OF ORIGIN

16.1 When the scholarship period ends, the scholarship student shall return to the country of origin.

16.2 After the return, the process shall end.

16.3 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 Scholarship in Brazil SCHOLARSHIPS CONNECTED TO COOPERATION PROJECTS 2019

#### AMOUNT of the Scholarships Sandwich Doctorate Abroad

15-day scholarship: BRL [blank]

12-month scholarship: BRL [blank]

## SCHEDULE II

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