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INSTITUTO GUIMÁRAES ROSA

GCUB International Mobility Program - GCUB-Mob

Call for Applications GCUB Nº 001/2022

The International Cooperation Group of Brazilian Universities (GCUB), formed by renowned Brazilian Universities, have decided to continue its traditional scholarship program for foreign students interested in pursuing masters or doctorates in Brazilian programs duly accredited by the Brazilian Ministry of Education (MEC) and offered by Brazilian universities associated with GCUB. However, in 2023, for the first time, it will do so in an expanded form, supporting students from the five continents.

About the Initiatives of the GCUB

GCUB is a non-profit civil association of private rights established in October 29th 2008 with unlimited duration and academic, scientific and cultural goals, composed of a network of 92 Brazilian Institutions of Higher Education. Its institutional mission is to develop academic, scientific, and cultural relations among the associated institutions through programs, projects, and actions associated with international cooperation. These activities are executed in collaboration with international organizations, foreign universities, university networks, and government bodies in a large number of countries.

1. GENERAL PROVISIONS

- 1.1. This call is intended to regulate the selection of the candidates for the distribution of scholarships offered by Brazilian universities associated with GCUB, within the framework of the GCUB International Mobility Program - GCUB-Mob. These scholarships will cover on-site Master's and Doctoral degree programs, scheduled to begin in 2023, according to the information available on the [Table of Master's and Doctoral Degrees in Brazilian Universities](#).

- 1.2. The candidate must pursue the Master's or Doctorate program for which s/he was selected and after successful completion of all tests and other academic requirements and formalities of the program to which s/he is linked, s/he will receive a Master's or Doctoral degree from the host university.
- 1.3. The title obtained will have official validity in the Federative Republic of Brazil. The diploma recognition procedures in other countries are the responsibility of the interested party, and the GCUB, the universities and institutions associated with the program cannot guarantee or assume responsibility regarding the related procedures.
- 1.4. The scholarships awarded, in accordance with current Brazilian regulations and legislation, do not establish an employment or commercial relationship between GCUB, the associated institutions and the participant.
- 1.5. Language:
 - 1.5.1. The students must observe the language requirements of the Graduate Programs for which they apply. The information can be found in the [Table of Master's and Doctoral Degrees in Brazilian Universities](#).
 - 1.5.2. Prior to the defense of the dissertation or thesis, all scholarship holders must attest, at least, an intermediate level of Portuguese, through a certification at the discretion of the university.
- 1.6. Courses calendar:
 - 1.6.1. **Approximate starting date for Master's and Doctorate programs:** according to the academic calendar of each host university as per [Table of Master's and Doctoral Degrees in Brazilian Universities](#).
 - 1.6.2. **Approximate duration of Masters and Doctoral programs:**
 - **Master's programs:** Up to 24 months after the starting date of the study program and according to the rules and internal regulations of each program.
 - **Doctoral programs:** Up to 48 months after the starting date of the study program and according to the rules and internal regulations of each program.

2. DURATION AND TYPES OF SUPPORT

- 2.1. During studies in Brazil, each scholarship holder will receive the following benefits:

- a. Exemption of tuition and monthly or annual academic fees, related to the costs of the graduate program at the host university, for which the scholarship holder is selected.
- b. Scholarship:
- **Master's:** Monthly stipends, using as [reference the amount paid by the Coordination for the Improvement of Higher Level Personnel \(CAPES\)](#), as the minimum amount, to Brazilian students who are enrolled in master's studies in Brazil, under the responsibility of the host university, throughout the regular study period, **for up to a maximum of 24 months**, according to the Table of Master's Programs.
 - **Doctorate:** Monthly stipends, using as [reference the amount paid by the Coordination for the Improvement of Higher Level Personnel \(CAPES\)](#), as the minimum amount, to Brazilian students who are enrolled in doctorate studies in Brazil, under the responsibility of the host university, throughout the regular study period, **for up to a maximum of 48 months**, according to the Table of Doctoral Programs.
- c. In order to receive disbursement of any of the above-mentioned benefits, the scholarship recipient must report to the Brazilian university and follow the International Mobility Program - GCUB-Mob Coordinator's instructions regarding the registration process: open a bank account; produce documents required by the Brazilian government; present proof of insurance with full medical¹, lab testing, and hospital coverage, valid in the entire Brazilian territory, including coverage of repatriation of mortal remains; present proof of regular status before the Brazilian immigration authorities and authorized to enroll for university studies (a valid passport with a Temporary Visa IV and/or protocol of submission to the Migration Police to the residence permit). The scholarship recipient must send the necessary documentation to GCUB within 45 days after their enrollment at the university, or s/he may risk losing the scholarship.
- d. Access to university restaurants, if any, under the same conditions as any other student at the host university.

¹ The search and selection of medical insurance is the responsibility of each beneficiary. GCUB refrains from suggesting any particular insurance company. The beneficiary must ensure that the insurance covers all the aspects described in point 7.1.a. The insurance must be contracted prior to the student's arrival in Brazil and must be renewed yearly for as long as he/she stays in the country.

- e. Access to classes, classrooms, libraries, laboratories, and other university services under the same conditions as any other student at the host university.

3. APPLICATION REQUIREMENTS

3.1. All applicants must:

- a. fill the scholarship application in Portuguese, English or Spanish;
- b. hold citizenship or permanent residency in any State that maintains diplomatic relations with Brazil;
- c. not be Brazilian;
- d. not possess the migratory status of resident in Brazil;
- e. be in good health (physical and mental) to undertake and successfully conclude graduate studies;
- f. be able to fund additional financial resources to afford the expenses not covered by this scholarship (i.e., airfare, visa fees, international health insurance for the entire duration of studies, and additional living expenses that exceed the amounts described in numeral 2.1.b);
- g. indicate the degree for which they are applying, be it a Master's or a Doctorate;
- h. apply to up to five Master's or Doctoral programs from different universities, **preferably from different regions of Brazil** ([see map](#));
- i. present relevant diploma/s. In the case of doctoral candidates, **the student must verify if the program of study requires a master's diploma in order to qualify** ([See table](#)).

4. DOCUMENTS FOR THE APPLICATION

4.1. Applications for Master's or Doctoral programs must include the following documents:

- a. Scholarship Application Form online, duly filled out and completed.
- b. Copy of identification document (citizenship document, passport or national identification document).

- c. Curriculum Vitae (no need to include proof of courses or experience at the time of application. Such documents may be requested by the general coordinators of the program at any given time).
- d. Academic record from university studies (graduation course or bachelor's degree) and from Master's degree, if applicable.
- e. **For Master's candidates:** Diploma, certificate of completion of university studies, or declaration from the university that certifies the completion of studies carried out (undergraduation course or bachelor's degree).
- f. **For Doctorate's candidates:** Diploma or certificate of completion of university studies (undergraduation course or bachelor's degree), and Master's degree, if applicable.

For each of the programs of study options chosen, the candidate will have to submit two essays.

- **Specifications:** font Times New Roman, size 12; line spacing of 1.5 cm and margins (top, bottom, right and left) of 2.5 cm.

- **Texts should include:**

- **Essay 1:** Academic expectations and interests, professional expectations, and prospects upon the return to the country of origin (maximum of 1.000 words).
 - **Essay 2:** Justification of the program selected, central theme and research problem, delimitation and justification of the object of study, bibliographic review, methodological process, timeline and bibliographic references (maximum of 4.000 words).
- g. For university professors: proof of a permanent binding contract with an institution of higher education, when applicable.

Note 1: The initial proposals submitted by the candidate at the time of registration are subject to evaluation and may be modified or replaced depending on the adherence to the research areas and the conditions of acceptability in the course.

Nota 2: If the candidate is selected for the scholarship, and if required by the host university, s/he may be needed to present the documents mentioned in Section 4 (b, d, f and g), which must be officially translated into Portuguese (certified translation), except if the original documents are already in Portuguese, English, French, or Spanish.

- 4.2. Applications for scholarships are free, personal, non-transferable and must be completed online.

Note: We encourage applicants to submit their application as early as possible. GCUB cannot be hold responsible for applications not received as a result of any technical problems and/or surplus access in the registration system.

- 4.3. The application for GCUB International Mobility Program - GCUB-Mob implies full understanding and absolute acceptance of the terms and conditions defined in this call, of which the scholarship applicant will not be able to plead ignorance.
- 4.4. The applicant is fully responsible for the information provided. GCUB and the host university reserve the right to exclude applications at any stage of the selection process if the documentation provided is incomplete, inaccurate or inconsistent, if applications are submitted after the specified deadlines, or if documents are eventually found to contain untruthful information.
- 4.5. Original documentation may be requested by GCUB or the host university at any time.

5. APPLICATION SELECTION PROCESS

- 5.1. The process of evaluating applications for GCUB International Mobility Program - GCUB-Mob will be carried out in three phases, all of which are eliminatory. Any applicant may be eliminated at any phase if s/he does not fulfill all of the requirements of each phase.
 - 5.1.1. The first phase of selection (document analysis) will be carried out by the GCUB.
 - 5.1.2. The second phase of the selection process (examination of merit and admissibility by the university) is responsibility of the coordinators of the master's and doctoral programs from the Brazilian universities associated with GCUB.
 - 5.1.3. The third phase of the selection process (selection and final distribution of approved candidates in previous phases) will be executed by the Advisory Evaluation Commission, composed by PhD professors of GCUB associated universities, named by the Executive Board of the GCUB.
 - a. First Phase: Document analysis**

This phase consists of the analysis of the submitted documentation, according to the information in Section 4 (DOCUMENTS FOR THE APPLICATION) and will be under the responsibility of GCUB. Applications will be rejected, without analysis of merit, if the documents presented are incomplete or have been sent after the deadlines indicated in this call. No requests for reconsideration will be accepted.
 - b. Second Phase: Examination of merit and admissibility by the university**

GCUB will send every eligible application from the first phase to the universities selected by the applicant. Each program selected by the candidate will evaluate his/her application based on the documents submitted according to Section 4 of this call (DOCUMENTS FOR THE

APPLICATION) and will decide if the candidate is APPROVED or NOT APPROVED.

- The university will provide to GCUB the list of approved and not approved candidates. Whenever possible, the university will preselect at least four candidates per scholarship offered. This procedure is essential for a better use of funds, in case of declinations.
- The university will, preferably, take into account the geographic distribution of the States that maintain diplomatic relations with Brazil as a criteria when preselecting candidates, without detriment to academic merit.

Requests for reconsideration will not be accepted.

c. Third Phase: Final selection and distribution of approved candidates in previous phases

The Advisory Evaluation Commission referred to in item 5 (APPLICATION SELECTION PROCESS) of this call, will distribute and classify the pre-approved candidates by the host universities in the previous phase.

The Advisory Evaluation Commission will make the final decision of awarding the scholarships and the student distribution among the programs and universities to which they applied. The Commission shall consider the following criteria:

- Geographic distribution, according to the candidates' countries and continents.
- The Human Development Index (HDI) of the country of origin of the scholarship candidate, according to the ranking of the United Nations Development Program (UNDP)².
- Professors working at higher education institutions.
- Gender equity.
- The order of preference of the candidate's chosen programs.

Requests for reconsideration will not be accepted.

6. SELECTION RESULTS

6.1. GCUB will announce the results on its website.

6.1.1. Selected applicants will be contacted by GCUB, via the email address indicated in the application form, to be informed about the university and the study program for which they will be offered a scholarship under the GCUB International Mobility Program - GCUB-Mob.

² To find out the human development index by country, please refer to the most recent version of the Human Development Report prepared by the United Nations Development Program, UNDP. Considering the other criteria, candidates from countries with the lowest HDI will have preference.

- 6.1.2. In case of declinations, the GCUB will contact the alternate candidates, according to the classification published by the Advisory Evaluation Committee.
- 6.2. The universities must send the Acceptance Letter to the selected candidates in the final phase, as well as the list of documents required for their enrollment in the programs.
 - 6.2.1. For those scholarship recipients in areas related to Health Sciences, the host university must send an additional letter signed by the Coordinator of the Course stating that the scholarship recipient cannot perform procedures on patients in Brazil, except for those strictly necessary for the development of research activities related to the thesis dissertation, according to the rules of national professional medical councils.
 - 6.2.2. In the specific case of medical students, the letter signed by the course coordinator must indicate that the scholarship recipient cannot perform medical procedures outside the educational institution to which s/he is linked, except those strictly necessary for their studies. The letter must also include the name of the person responsible for the student at the Regional Council of Medicine, who will also be responsible for informing the scholarship recipient's presence under his/her jurisdiction and assume joint accountability for him/her (under the scope of the Resolution CFM No. 1,832/2008, Article 5, subsections I and VI and Article 7 § 5).

Nota 1: The Acceptance Letter in electronic format must be sent by the host university to selected candidates with copy to the GCUB.

Nota 2: At the discretion of the host university, the original letters may be sent directly to the address informed by the selected candidates in the application form, notwithstanding the fact that a digital copy of the acceptance letter shall also be sent to the candidate and to the GCUB.

- 6.3. The Scholarship Acceptance Contract:
 - 6.3.1. The Scholarship Acceptance Contract will be sent to the selected candidate through an online system. The selected candidates have 7 days to submit their signed Scholarship Acceptance Contract, starting from the date the contract was sent to them by the GCUB. If the awardee does not send her/his signed contract within the established deadline, GCUB will interpret the absence of an answer as a rejection of the scholarship offer.

7. STUDENT DUTIES AND RESPONSIBILITIES

- 7.1. The final approval of the selected applicants GCUB International Mobility Program - GCUB-Mob will be subject to the signing of the Scholarship Acceptance Contract, in which the selected students are bound to comply with the Program requirements for the scholarship recipients. Furthermore, the selected applicant should refrain from engaging in activities that violate the host university's scholarship rules.
- a. Within 45 days after enrolling at the university, it is mandatory that the selected applicants submit proof of international insurance with full medical, lab testing, and hospital coverage, valid in the entire Brazilian territory, including coverage of repatriation of mortal remains. GCUB expects the students to have coverage from the first day of arrival in the country of studies, and it is recommended that the health insurance is acquired while in the country of origin and an electronic copy of the document be sent to the GCUB and to the receiving universities, before traveling to Brazil. **The international health insurance policy must cover an initial 12 month-period and be renewed for an equal period during the scholarship recipient's entire stay in Brazil. The candidate must annually present the international medical insurance policy under penalty of non-renewal or cancellation of the scholarship.**
 - b. The selected student is also required to present the other documents required by GCUB International Mobility Program - GCUB-Mob, in accordance with the requirements of the graduation program involved.
 - c. Selected students must have full-time dedication to program activities and show compliance with the legislation and regulations of the program of study³, the host university, and Brazil.
 - d. Beneficiaries must return to the country of origin within 30 days after the completion of studies in Brazil and reside there permanently for at least the same duration of the scholarship. An exception can be made for continuing academic studies in Brazil.
 - e. Without prejudice to Section 2 (TYPES AND DURATION OF SUPPORT FOR SCHOLARSHIP RECIPIENTS), the awardee should cover all expenses related to his or her participation in GCUB International Mobility Program - GCUB-Mob, such as personal expenditures, airfare, international insurance with full medical, lab testing, and hospital coverage, valid in the entire Brazilian territory, including coverage of repatriation of mortal remains; mandatory fees for student services (e.g. issuance of certificates); graduation expenses (issuance of degree title); and, if applicable, legalization of documents; visa processing and issuance, and any additional costs or expenses that are not explicitly contemplated in this Call.
 - f. Depending on their nationality, it is the student's obligation to obtain the appropriate visa to travel to Brazil and bear any costs that this procedure

³ The students must consult the Internal regulations and all the other regulations of the course to which they applied, whether it is a Master's or Doctorate. In addition, the requirements related to the level of languages must be observed. Once enrolled in the institution, the student of GCUB International Mobility Program - GCUB-Mob will have the same rights and, therefore, also the same responsibilities as the other students.

entails. The student must contact the Brazilian Consulate of his/her country of origin or the closest country, or the consular representation closest to his/her residence to find out about the mandatory Temporary Visa IV and carry out the necessary procedures.

- g. The student is responsible for keeping his/her national immigration record up to date throughout the duration of his/her studies, meeting the related immigration requirements.
- h. The scholarship may be declined by the awardee up to four weeks before starting the program of study, without financial penalties. However, if the selected candidate declines the scholarship after this period, or after having started the program of studies without a valid or sufficient justification determined by the GCUB, the awardee must reimburse to the GCUB and/or the host university, for all funding granted under the scholarship up until the moment of the declination. In addition, the awardee may not participate in any other scholarship program of the GCUB, for the following 2 (two) years. These cases will be informed by the GCUB to the Embassy or Consular Section of the student's country of origin, as well as to the Brazilian Ministry of Foreign Affairs.
- i. The host university may withdraw the scholarship if the awardee does not comply with national law and meet the academic standards and the university's regulations.
- j. In case the scholarship recipient does not comply with the obligations under this Call, or the university's rules and regulations, GCUB and the Brazilian university may require the scholarship recipient to refund the full amount or part of the funds granted under this scholarship during their stay in Brazil.
- k. The scholars must inform the Institutional Coordinator of GCUB International Mobility Program - GCUB-Mob each time they travel to another country. The regulations of Universities, Graduate Programs or Research Agencies awarding the scholarships may contain rules that restrict international travel during the scholarship or that require justification for travel. Thus, it is important that the scholarship holder inform himself about such conditions with the Institutional Coordinator.
- l. All communications from selected students must be sent to the email: gcub.mob@gcub.org.br. No other form of communication will be considered for this matter.

8. EVALUATION OF THE GCUB INTERNATIONAL MOBILITY PROGRAM - GCUB-MOB

- 8.1. The host universities shall be responsible for constantly monitoring the academic progress and wellbeing of the scholarship recipients.
- 8.2. The host universities will send the GCUB, through the email address: gcub.mob@gcub.org.br, a semiannual report describing the progress of each student

and whether they continue to fulfill the requirements to stay in their program of study.

- 8.3. GCUB International Mobility Program - GCUB-Mob coordinators and GCUB's general coordinators for the Program shall meet once a year to evaluate and discuss proposals regarding the continuity and improvement of this GCUB International Mobility Program - GCUB-Mob.

9. ASSOCIATED INSTITUTIONS

- 9.1. The Instituto Guimarães Rosa of the Ministry of Foreign Affairs of Brazil, the National Commission of UNESCO and the Agence Universitaire de la Francophonie (AUF) provide institutional support for this call.
- 9.2. Associated institutions may participate, as observers, in the evaluation meetings referred to in point 8.3, as well as observe the meetings of the Evaluation Advisory Committee.
- 9.3. Any additional offers from institutions associated with the selection, in specific areas, will be governed by a specific document.
- 9.4. The associated institutions do not assume civil, contractual or non-contractual liability during the entire academic process.

10. CALENDAR

Dates	Activities
October 26, 2022	Publication of the Call for Applications
October 31, 2022	Start of online registration
November 13, 2022	Closing date for online registration
November 16, 2022 to November 23, 2022	Document Consistency Analysis (Phase 1)
November 28, 2022 to December 11, 2022	Analysis of merit and admissibility by the university (Phase 2)
December 12, 2022 to December 16, 2022	Selection and final distribution of candidates approved in the previous phases (Phase 3)
December 20, 2022 to December 21, 2022	Approval of candidates approved by Brazilian universities
December 23, 2022	Publication of results

11. CASES OF OMISSION AND COMPLEMENTARY INFORMATION

- 11.1. Situations not covered by this call will be analyzed by the Support Committee for GCUB International Mobility Program - GCUB-Mob.
- 11.2. Additional information can be requested via a direct query exclusively to the following e-mail: gcub.mob@gcub.org.br.
- 11.3. GCUB is responsible for communicating with applicants for GCUB International Mobility Program - GCUB-Mob during the entire process. Communication with scholarship recipients upon their arrival to Brazil and during the entire period of stay at the host university is the responsibility of the Institutional Coordinators of the member universities and, when necessary, of GCUB.