



GCUB International Mobility Program - GCUB-Mob

Call for Application GCUB-Mob Nº 001/2023

The International Cooperation Group of Brazilian Universities (GCUB) continues its traditional scholarship program for international students interested in pursuing Masters or Doctorates degrees offered by the GCUB associated Brazilian universities, supporting students from the five continents.

About the GCUB initiatives

The GCUB, founded in October 29th, 2008, is a non-profit civil association of private rights, academic, scientific and cultural goals, and with unlimited duration, composed of a network of 95 Brazilian Institutions of Higher Education. Its institutional mission is to develop academic, scientific, and cultural relations among the associated institutions, and to promote university internationalization through programs, projects and actions related to 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 attribution of scholarships offered by Brazilian universities associated with GCUB, within the framework of the GCUB International Mobility Program - GCUB-Mob. These scholarships will cover Master's and Doctoral programs, scheduled to begin in 2024, 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 degree 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 candidate.

1.5. Language:

1.5.1. The candidates 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. Before the defense of the dissertation or thesis, all selected candidates must prove at least an intermediate level of Portuguese, through certification at the discretion of the host university.

1.6. Course calendar:

1.6.1. **Approximate start date of the Masters and Doctorate programs:** according to the academic calendar of each host university, according to the [Table of Masters and Doctorates of 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. TYPES AND LENGTH OF SUPPORT

2.1. During the period of stay in Brazil, each selected candidate will receive the following benefits:

- a. Exemption from paying enrollment fees, tuition or academic fees at the host university, related to the study program for which they were 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 paid 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 paid 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 for the payment of any of the mentioned benefits to be made, the selected candidate must go to the host university and follow the instructions of the Institutional Coordinator of the GCUB-Mob Program of the university regarding the admission procedures: opening of a bank account; issuance of documents required by the Brazilian government; presentation of proof of insurance with complete medical, laboratory and hospital coverage¹, which includes funeral repatriation, valid throughout the Brazilian territory; presentation of proof of regularity before the Brazilian immigration authorities and authorization to enroll in university studies (passport with temporary IV visa and/or protocol of presentation to the immigration authority for residence permit). The selected candidate must send the necessary documentation to the GCUB within 45 days after enrollment at the host university, under penalty of cancellation of the scholarship.
- d. Access to university restaurants, if any, under the same conditions as any other student at the host university.
- e. Access to classes, classrooms, libraries, laboratories, and other university services under the same conditions as any other student at the host university.

- 2.2. The selected candidate must be able to support themselves financially in the period between their arrival in Brazil and the payment of the first payment of the scholarship. The selected candidate must seek, with the host university, information on the grant implementation calendar.

¹ The search and selection of medical insurance is the responsibility of each beneficiary. The 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.

3. APPLICATION REQUIREMENTS

3.1. General requirements for applications:

- a. Submit an individual scholarship application in Portuguese, English, Spanish or French.
- b. Be a citizen of a State that maintains a diplomatic relationship with Brazil.
- c. Not having Brazilian nationality.
- d. Be in good health conditions (physical and mental) to carry out postgraduate studies.
- e. Be able to finance extra expenses not covered by this scholarship (for example: airfare, visa processing, international medical insurance for the entire period of study and other maintenance expenses, higher than the funds that exceed the amounts described in number 2.1.b).
- f. Indicate the level applied for: Masters or Doctorate.
- g. Submit the graduation diploma, regardless of the degree you applied for: Masters or Doctorate. In the case of Doctorate candidates, it will be the **candidate's responsibility to verify whether the Graduate Program requires a master's degree ([Table of Masters and Doctorates of Brazilian Universities](#))**. Failure to comply with this requirement will result in the enrollment not being carried out at the host university.

3.2. Each candidate can enroll in up to five Master's or Doctoral programs, from different universities, preferably from different regions of Brazil ([see map](#)).

4. DOCUMENTS FOR APPLICATION

4.1. Applications for Master's or Doctoral scholarships must be made exclusively through the Online Application Form.

- 4.1.1. The candidate must insert the following documents, in PDF format, in the Online Application Form:
 - a. Copy of identification document (citizenship document, passport or national identification document).
 - b. *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).

- c. **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.
- d. **For Doctorate's candidates:** Diploma or certificate of completion of university studies: undergraduate 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.

- **Essays contents:**

- **Essay 1:** Academic expectations and interests; professional expectations and perspectives for returning to the country of origin (maximum 1,000 words).
- **Essay 2:** For each of the Master's or Doctoral programs, present justification for the selection of the program, central theme and problem to be researched, delimitation and justification of the object of study, bibliographic review, methodological process, schedule and bibliographical references (maximum 4,000 words).

- e. For university professors: proof of binding contract with an institution of higher education.

Note 1: The text 2 presented by the candidate at the time of application constitutes an evaluation instrument and can be modified or replaced depending on adherence to the lines of research and the conditions for carrying out the research.

Note 2: In case the candidate is selected for the scholarship and if the host university requests it, the documents indicated in subsections 4.1 (b, c, d, e) must be officially translated (sworn translation) into Portuguese, unless they are in Portuguese, English, French or Spanish.

4.2. Applications for scholarships are free, personal and made electronically.

Note: Applicants are advised to submit their proposals in advance, as GCUB is not responsible for proposals not received due to technical problems and congestion in the electronic 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.
- 4.6. If the candidate applies more than one time, only the most recent application will be considered valid.

5. APPLICATION SELECTION PROCESS

- 5.1. The process of evaluating applications for the GCUB International Mobility Program - GCUB-Mob will be carried out in three phases, all of which are eliminatory. The candidate may be eliminated in any of the phases, if he does not fully comply with the requirements stipulated in each of them.
 - 5.1.1. The first phase of selection - **Document Review** - will be carried out by a Committee appointed by the GCUB Executive Board.
 - a. This phase consists of analyzing the documentation presented in the scholarship applications, as described in point 4 (DOCUMENTS FOR APPLICATIONS), and will be the responsibility of the Committee indicated by the Executive Board of GCUB. The application that has submitted incomplete documentation and/or has been sent after the deadline established by this Notice will be canceled without merit analysis.
 - 5.1.2. The second phase of selection - **Analysis of Merit and Admissibility** - is the responsibility of the host universities.
 - a. GCUB will send all applications approved in the first phase to the universities selected by the applicant. Each program will evaluate the applications based on the documents presented in accordance with point 4 of this announcement (DOCUMENTS FOR APPLICATIONS) and will indicate to the GCUB its opinion of PRE-APPROVED or NOT APPROVED.
 - b. Universities are encouraged to pre-approve a number of candidates four times higher than the number of scholarships offered. This procedure allows a better use of the scholarships, in case of

withdrawals and allocation of the pre-approved candidate to another university of his choice.

- c. Whenever possible, during the evaluation process, the university must consider the criteria of geographical distribution of the candidates' countries of origin, without prejudice to academic merit.

5.1.3. The third phase of the selection - **Final Classification** - will be carried out by an Evaluation Advisory Committee, formed by professors holding Doctorates degrees from universities linked to the GCUB, indicated by the Executive Board of the GCUB.

- a. The Evaluation Advisory Committee referred to in point 5 (CANDIDATURE SELECTION PROCESS) of this Call for Application will distribute and classify the candidates pre-approved by the universities in the previous phase.

The Evaluation Advisory Committee will make the final decisions on the award of scholarships and the distribution of candidates to the programs and universities to which they have applied. The Committee will consider the following criteria:

- Geographic distribution; Professors bonded to higher education institutions; Preference of the courses chosen by the candidate; Human Development Index (UNDP)² of the candidate's country of origin; Gender equality.

Note 1: Requests for reconsideration will not be accepted at any stage of application selection.

Nota 2: Neither GCUB nor participating universities will issue any documents to applicants during the selection phases.

6. SELECTION RESULTS

6.1. GCUB will announce the results on its website.

6.1.1. The selected applicants will be contacted by the GCUB, via email address indicated in the application form, to inform about the university and the program of study for which Scholarships will be offered 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 criterias, candidates from countries with the lowest HDI will have preference.

6.1.2. If the candidate declines the scholarship, the GCUB, after the acceptance of the host university, will call the substitutes, according to the classification prepared by the Evaluation Advisory 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 selected candidates that will operate in areas related to Health Sciences, the host university must send a additional letter signed by the Program Coordinator, informing that the selected candidate cannot perform procedures with patients in Brazil, except those strictly necessary for the development of research activities related to the dissertation or thesis, in accordance with the regulations of the respective Professional Councils.

6.2.2. In the specific case of candidates selected for the Medical programs, the letter signed by the Program Coordinator must indicate that the selected candidate will not be able to practice medical procedures outside the educational institution to which it is bound, except those strictly necessary for its formation. Likewise, it must indicate the name of the person responsible for the selected candidate, before the Regional Council of Medicine, who will be responsible for informing the presence of the selected candidate under its jurisdiction and will assume joint and several liability for it (according to Resolution CFM nº 1.832/2008, article 5, items I and VI and article 7. § 5).

Note 1: The Letter of Acceptance in electronic format must be sent by the host university to the applicants, with a copy to the GCUB.

Nota 2: At the discretion of the host university, the original Letter may be sent directly to the address of the selected candidates, without prejudice to sending the electronic document to the candidate and to the GCUB.

6.3. Scholarship Acceptance Contract:

6.3.1. The Scholarship Acceptance Contract must be sent to the selected candidates through the email indicated in the application form. The selected candidates have up to ten days, from the date the Contract is sent by the GCUB, to submit, via online form that will be sent by the GCUB, the signed Scholarship Acceptance Contract. If the candidate does not send the signed Contract

within the established deadline, the lack of response will be considered as a rejection of the scholarship.

7. OBLIGATIONS AND RESPONSIBILITIES OF SELECTED CANDIDATES

7.1. The final approval of the selected candidates for granting the GCUB International Mobility Program - GCUB-Mob scholarship will be conditioned to the signature of the Scholarship Acceptance Contract, in which the candidate will be obligated to comply with the Program requirements. In addition, the selected candidate must refrain from carrying out activities that violate the rules for concession of the scholarship granted by the host university.

- a. Within 45 days of enrolling at the university, it is mandatory that the selected candidates present a certificate of international insurance with medical, laboratory and hospital coverage, valid throughout the Brazilian territory, which includes repatriation funeralary. It is recommended that the selected candidate purchase medical insurance while still in their home country. An electronic copy of the document must be sent to GCUB and the host universities before traveling to Brazil. **The international medical insurance must cover the initial period of 12 months and must be renewed in order to cover the entire stay of the selected candidate in Brazil. The selected candidate must present the international medical insurance annually, under penalty of non-renewal or cancellation of the scholarship.**
- b. The selected candidate must submit all documents required by the Program for which he/she was selected.
- c. The selected candidate must dedicate himself/herself full time to the activities of the study program and respect the current legislation and regulations of the program³, of the host university and of Brazil.
- d. The selected candidate must return to the country of origin within 30 days after completing their studies in Brazil, except in cases of continuing academic studies.
- e. Without prejudice to the provisions of item 2. (TYPES AND DURATION OF SUPPORT), the selected candidate must cover all other expenses related to participation in the GCUB International Mobility Program - GCUB-Mob, such

³ The candidates must consult the Internal Regulations and all other regulations of the course they applied for, whether Master's or Doctorate. In addition, language level requirements must be observed. Once enrolled in the institution, the candidate selected for the GCUB-Mob Program will have the same rights and, therefore, the same responsibilities as other students.

as personal expenses, airfare, international insurance, school service fees (issuance of certificates), expenses for completion of the course (issuance of certificate of completion), legalization of documents, visa processing and issuance, as well as any costs or additional expense that is not expressly covered in this notice.

- f. Depending on their nationality, it is the obligation of the selected candidate to obtain the appropriate visa to travel to Brazil and to bear any costs that this procedure entails. Before traveling to Brazil, the selected candidate must contact the Brazilian Consulate in their country of origin or in the closest country, or with the consular representation closest to their residence, in order to obtain a valid Student Visa (Visa Temporário IV) or another visa that, according to Brazilian law, grants the beneficiary authorization to carry out academic activities for the purpose of studying in Brazil.
- g. The selected candidate is responsible for keeping his/her National Immigration Registry up to date throughout the duration of his/her studies, fulfilling the related immigration requirements.
- h. If the selected candidate declines the scholarship after signing the Scholarship Acceptance Contract, without valid justification, he/she will not be able to apply for any other GCUB scholarship program for the next 2 (two) years. In addition, in the event of having received payment of any portion of the scholarship, or any other financial contribution offered by the partners of the GCUB-Mob Program, he/she must refund the total amount received to the funding institution, in accordance with its rules and conditions.
- i. The host university may cancel the scholarship if the student does not comply with national regulations and legislation, academic standards and internal regulations of the institution. In this case, the host university and/or other financial supporters of the GCUB-Mob Program may demand the refund of the total or partial amount paid to the student during the period of stay in Brazil.
- j. The selected candidate must inform the Institutional Coordinator of the GCUB-Mob Program of the host university every time he intends to travel to another country outside Brazil. The regulations of universities, Graduate Programs or Research Agencies that grant scholarships and/or other financial support may contain rules that restrict international travel during the course, or require justification for travel. Therefore, it is important that the selected candidate inquire about such conditions with the Institutional Coordinator.

- k. All communications from selected candidates must be sent to the email address - 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. Host universities will be responsible for constantly monitoring the academic progress and well-being of the selected candidates.
- 8.2. The Institutional Coordinators of the GCUB-Mob Program, with the General Coordination of the Program and its partners, will meet once a year to evaluate and discuss proposals aimed at the continuity and improvement of the Program.

9. PARTNER INSTITUTIONS

- 9.1. Instituto Guimarães Rosa of the Ministry of Foreign Affairs of Brazil, the National Commission of UNESCO, *Agence Universitaire de la Francophonie (AUF)*, and *Conselho Nacional das Fundações Estaduais de Amparo à Pesquisa - CONFAP* provide institutional support for this call.
- 9.2. Partner institutions may participate, as observers, in the evaluation meetings referred to in point 8.2, as well as observe the meetings of the Evaluation Advisory Committee.
- 9.3. Any financial support offered by partner institutions of the GCUB-Mob Program will be regulated by specific documentation.
- 9.4. The partner institutions do not assume any civil, contractual or extra-contractual liability during all stages of the Program.

10. CALENDAR

Dates	Activities
22/05/2023	Publication of the Call for Applications
29/05/2023	Start of online registration
14/07/2023	Closing date for online registration
24/07/2023 a 28/07/2023	Document Review (First Phase)
07/08/2023 a 06/09/2023	Analysis of Merit and Admissibility (Second Phase)
11/09/2023 a 15/09/2023	Final Classification (Third Phase)
25/09/2023 a 06/10/2023	Homologation of approved candidates by Brazilian universities
16/10/2023	Publication of results

11. CASES OF OMISSION AND ADDITIONAL INFORMATION

- 11.1. Situations not mentioned in this announcement will be analyzed by the Support Committee for Research and Graduate Programs of GCUB - CAPPPG.
- 11.2. Additional information may be requested by means of an inquiry addressed exclusively to the following e-mail: gcub.mob@gcub.org.br.
- 11.3. GCUB is responsible for communicating with the candidates of the GCUB-Mob Program throughout the entire process. Communication with the selected candidates upon arrival in Brazil and during the entire period of stay at the receiving university is the responsibility of the Institutional Coordinators of the associated universities and of the GCUB, when necessary.