



## CALL FOR FOREIGN VISITING PROFESSOR - 2012

### BRAZILIAN FEDERAL AGENCY FOR SUPPORT AND EVALUATION OF GRADUATE EDUCATION

#### INTERNATIONAL RELATIONS BOARD - DRI

#### CALL Nº 05/2012

The **BRAZILIAN FEDERAL AGENCY FOR SUPPORT AND EVALUATION OF GRADUATE EDUCATION**, announces that will receive proposals for the Foreign Visiting Professor Program - PVE, according to process No. 23038.009612/2011-05, aiming at encouraging visits of short, medium and long term to Higher Education Institutions (IES) and research and development public Brazilian centers or institutes, of teachers and researchers whose training and experience can provide an innovative contribution to doctoral courses in Brazil, given the legal prerogatives of CAPES, created by Law no. 8405, of January 9, 1992, amended by Law no. 11502 of July 11, 2007, governed by its statute approved by Decree No. 6316 of December 20, 2007, CNPJ under no.00.889.834/0001-08, headquartered in Setor Bancário Norte, Quadra 2, Bloco L, Lote 06, CEP 70040-020, Brasília, DF, through its **INTERNATIONAL RELATIONS BOARD - DRI** and in accordance with the standards of this Notice and the legislation applicable to the matter.

## 1 - GENERAL PROVISIONS

### 1.1 Purpose

This Notice is intended to select projects with the aim of encouraging short, medium and long term visits to Higher Education Institutions (IES) and research and development public Brazilian centers or institutes of teachers and researchers working abroad **in all areas of knowledge**, whose training and experience represent an innovative contribution to Brazilian post-graduate courses.

### 1.2 Budgetary and Financial Resources

1.2.1 The total amount to be applied by CAPES under this Notice will be up to R \$ 5,000,000.00 (Five million reais) to be executed according to the budget available.

1.2.2 The expenditure with the object of this Notice shall be afforded by the Budget allocation set forth in the General Budget of CAPES, under Program "0967 - Granting of Scholarships for International Cooperation, Scientific Development and Innovation."

## 1.3 Items eligible for funding

### 1.3.1 Are eligible items under the program:

- a) Scholarships for studying and research with implementation time and duration in accordance with the granting letter sent to the institution whose proposal was approved;
- b) Settling in allowance for foreign teachers who do not reside or have not resided in Brazil over the past six months, paid in one installment at the beginning of the granting, proportional to the initial period approved for the visit, and
- c) international airline tickets in economy class.

1.3.2 It is forbidden to accumulate these scholarships with others provided by CAPES or by any other national agency, unless one supervening rule provides otherwise.

1.3.3 CAPES do not make repayment of airline tickets and do not grant passages to companions.

1.3.4 CAPES do not cover any other costs other than those described in subsection 1.4.1, such as: health insurance, life insurance, accident insurance, etc. For this reason, it is highly recommended that the visiting professor acquire a health and / or a life insurance, since there will be no compensation of any kind for medical expenses related to personal or third parties injuries

## 2. CHARACTERISTICS

It is compulsory that Proposals meet the requirements below. Non-compliance will result in disqualification.

### 2.1 The applicants

2.1.1 The proposal may be submitted by public Higher Education Institutions (IES) or by development and research centers which cumulatively:

- a. have doctoral programs evaluated by CAPES;
- b. assure appropriate workplace and infrastructure for the realization of teaching, research and preparation of lessons by researchers and visiting specialists;
- c. provide access to libraries, to the CAPES Journal Portal, to laboratories and to other facilities available in the institution;
- d. provide the visiting professor with free Portuguese course taught at the institution, **in the most appropriate moment at the visiting professor's period of scholarship**;
- e. commit to assure the conditions for the qualification and reliability necessary for compliance with and implementation of the project, in the case of its approval.
- f. demonstrate non-profit purpose and apply their surplus funds in education.

2.1.2 Institutions that wish may submit a joint project with other institutions in order to maximize efforts and better use its resources. In this case, the proposal will have only one project manager and all the documentary requirements of this Notice should be addressed by all partners.

2.1.3 Institutions that submit a joint project should bear the costs of transportation of the visiting professor from the host cities of each program involved with the proposal and CAPES should be officially notified on each change.

2.1.4 Exceptionally Masters Courses may participate in joint projects, if other requirements established in Section 2.1.3 are complied.

## 2.2 The proposals

2.2.1 Each proposal must predict a length of stay for the Visiting Professor, with a minimum of 15(fifteen) days and a maximum of 12(twelve) months, with the possibility of extension for the same period, through the analysis of the activities proposed and developed by the Visiting Professor, taking into account its impact on the programme. The proposal should have:

2.2.1.1 Work Plan and Research Project, preferably in Portuguese Language, developed by the applicant to Visiting Professor and the Graduate course Coordination, containing:

- a. Teaching and Research program of activities, containing goals and objectives, compatible with the length of the visit, the institution's infrastructure and that benefit the highest possible number of the academic community members, aiming mainly the students;
- b. Schedule of the implementation of activities to be developed by the applicant;
- c. Relevance of the Topic;
- d. Theoretical and Methodological grounding for the development of the work plan;
- e. Bibliography.

2.2.1.2 *Curriculum Vitae* inserted in *Lattes* platform or similar formats, updated;

2.2.1.3 Copy of supporting document of the title of doctor/ free professor. Proof of titling can be done through copy of doctor's defense Record, accompanied by translation, that can be made by professor of the applicant institution;

2.2.1.4 Declaration, in free model, of the Graduate Course Coordination, taking responsibility for fulfillment of the Program norms;

2.2.1.5 Declaration, in free model, of the applicant to Visiting Professor, to take part in the Program during the Visit Period determined by the institution, in accordance with the fulfillment of the Program norms.

2.2.2 The information provided in the Inscription form will be of entire responsibility of the proponent, reserving CAPES the right to cancel the application of the Institution that does not fill it correctly and comprehensively.

2.2.3 The substitution of the scholarship beneficiary is not allowed, which means that, there will be no transfer of scholarship granted to another Visiting Professor.

## 2.3 The Requirements, Benefits and Obligations

2.3.1 The Program provides four modalities of scholarship and one support, as follows:

- a) **Young Doctor** (R\$ 3.997,09): is the professor or researcher indicated by the Institution with Doctor Title acquired less than 5(Five) years ago;
- b) **Junior Doctor** (R\$ 4.889,56): is the professor or researcher indicated by the Institution with Doctor Title acquired more than 5(five) and less than 8(eight) years ago, with relevant academic production and compatible with the researchers 1D of CNPQ;
- c) **Full Doctor** (R\$ 6.931,54): is the professor or researcher indicated by the Institution with Doctor title acquired more than 8 years ago, relevant academic production and compatible with researchers 1C of CNPQ;
- d) **Senior Doctor** (R\$ 8.905,42): is the professor or researcher indicated by the Institution with Doctor Title acquired more than 8(eight) years ago, academic production compatible with the researchers 1<sup>a</sup> and 1B of CNPQ, academic status in higher education institution or foreign research similar to titled professor from Brazilian federal universities.
- e) **Settling in allowance** (up to R\$ 2.000,00): for foreign professors who are not residents or have not resided in Brazil in the last 6 (six) months, paid in a single tranche at the beginning of the concession, proportional to the initial period approved for the visit.

**2.3.1.1 For scholarships granted to periods between 15 (fifteen) and 90 (ninety) days the benefits will be paid proportionally only when the scholar returns to its country and in its account abroad, through submission of activities report and boarding stubs.**

2.3.2 Is the responsibility of the Visiting Professor to:

- a) Make the arrangements necessary for obtainment of the entry visa in Brazil, in the category VITEM I, with validity compatible with the duration of the approved scholarship, foreseeing the possibility of extension, when it is the case.
- b) Accompany and assure the planning, the organization and execution of the activities set on the Work Plan, whether the ones of collective nature or those implemented in the sphere of different disciplines;
- c) Be engaged, exclusively, and in full scale, to the academic activities and research at graduation level planned by the institution;
- d) Minister courses and conferences, both in the receiving institution and in other institutions, when invited, without additional charge to CAPES;
- e) Take part, mandatorily, in the orientation of graduate students, **when the scholarship duration allows;**
- f) Forward, at the beginning of the visit, Term of Commitment (Annex 1) signed and dated, containing the exact period approved by CAPES for his stay at the Institution;
- g) Forward the travelling ticket stubs in up to 10 days after the arrival in Brazil and when returning to home country;
- h) Elaborate and forward to CAPES activities report (Annex II) developed within the scope of the Project during the stay at the institution, containing copy of doctor's defense Record, publications, ministered lectures and other proof of productivity and impact, up to 30 days after the end of the scholarship validity.

2.3.3 It will be the teacher of the course coordinator requesting:

- a) ensure and monitor the planning, organization and implementation of activities under the Work Plan, whether those of collective nature or the ones performed in the sphere of different disciplines;
- b) monitor the performance of a visiting professor, answering for compliance with the guidelines and standards of the program and report the occurrence of any problem or irregularity, acting as a liaison between CAPES and the visiting professor;
- c) Inform CAPES and the Post-Graduate program of the course about all matters relating to the visiting professor, such as the need to be absent from the program or the country, cancellation of the grant or any change in the period of visit by letter sent by post ;
- d) guide and advise the visiting professor where necessary to obtain National Registry of Foreigners - RNE (Federal Police), Registration of Individuals Person - CPF (the IRS), opening a bank account (**any bank**), housing and health services available, **when the length of the scholarship is greater than four (04) months**;
- e) send the necessary documentation for the extension request.

2.3.4 All applicants for a visiting professor from abroad must meet the following requirements:

- a) have a PhD and have relevant academic production, especially in the last five years;
- b) act effectively abroad. We do not accept applications from teachers who are performing teaching or research activities in Brazil;
- c) not accumulate the receipt of scholarship or financial benefit from other agencies or entities in Brazil. Failure to comply with the provisions of this item will mean the immediate termination of the grant and the obligation to refund all amounts received with the corresponding adjustments, and the release of this agency from cost of returning to their country of origin of the visiting professor.

### 3. PRESENTATION AND SUBMISSION OF PROPOSALS

3.1. Entries are free and made exclusively on the Internet, by filling out an electronic form available at the CAPES website until the day December 28, 2012: <http://www.capes.gov.br/cooperacao-internacional/multinacional/pve>.

3.2. The required documents described in subparagraphs 2.2.1.1 to 2.2.1.6 should be generated in a "PDF", limited to 05 MB (five megabytes). It is recommended to avoid using figures, graphs, or others that may impair the ability of the file because the document that exceeds the limit of 05 MB will not be received by the CAPES electronic counter.

3.3 CAPES is not responsible for proposals not received due to any technical problems, miscommunications, congestion in the lines of communication, as well as other factors that preclude the transfer of data.

3.4 CAPES will accept only a single proposal per graduate program of the same INSTITUTION. In the event of sending a second proposal by the same bidder, respecting the deadline stipulated for submission of proposals will be considered only first proposal sent.

3.5 To the application form must also be electronically attached the documents listed in subparagraphs 2.2.1.1 to 2.2.1.6

3.6 For projects carried out jointly with other institutions, a document issued by a manager (Dean or equivalent authority) should be submitted to all bidders participating institutions, approving the development project and assigning and agreeing to a single coordinator.

3.7 CAPES reserves the right to suspend the registration period if the amount to be spent on projects approved during the application deadline reaches the limit laid down on item 1.2.1.

## **4. THE PROCESS OF ANALYSIS AND JUDGEMENT**

4.1 The analysis and judgment of the proposals submitted to CAPES in response to this Notice will be made in 03 (three) steps:

- i. Technical Analysis;
- ii. Analysis of Merit, and
- iii. Approval and ratification by the Board of International Relations (DRI) from CAPES.

### **4.1.1 Phase I - Technical Analysis by DRI – Framework**

Proposals will be reviewed by the technical staff of the International Relations Board of CAPES, for the purpose of verifying the presence of the requested documentation and the compliance with the specifications and conditions contained herein. The proposals submitted outside the deadline and / or in disagreement with the instructions of this Notice will be automatically disqualified by CAPES.

### **4.1.2 Stage II - Analysis of Merit - Evaluation and Classification**

4.1.2.1 It will consist on the analysis and judgment on the educational merits and relevance of the proposals, to be carried out by ad hoc consultancy, endorsed by the Advisory Committee of the Direction of International Relations, specifically established for this purpose, comprising consultants and specialists. Such analyzes Will take into account the analysis of the technical area of the Direction and the following aspects:

- i. Quality, regularity, and appropriateness of the applicant's scientific production with the work plan and research project;
- ii. the applicant's experience in research areas related to the area for which the application was submitted ;
- iii. availability to guide and co-supervise graduate students;
- iv. the viability of the work plan, taking into account the infrastructure made available by the Graduate Program and the duration of the grant requested;
- v. results expected after the execution of the work plan and research project;
- vi. relevance of the proposed work plan considering its impact on the area of knowledge in the Graduate Program at the Institution and in the community's geographic region;
- vii. consistency and adequacy between the training of the applicant and the objectives, proposed activities and goals;

4.1.2.2 The opinion of the experts will be recorded in proper form, duly signed by the referee, containing information and recommendations considered appropriate.

4.1.2.3 Regarding non-approved proposals, opinions will be issued containing the rationale for the disapproval.

#### 4.1.3 Stage III - Approval and Certification by CAPES

The result of the assessment in item 4.1.2.1 shall be sanctioned by the Special Advisory Group of DRI (GAE) and forwarded to the General Coordination of International Cooperation Programs of the Direction of International Relations, CAPES, which will issue the document of outcome, including the decision on the approval of each proposal.

### **5. THE RESULT OF TRIAL**

5.1 The approval of each proposal will be communicated through official correspondence addressed to the holder of the proposal.

5.2 All the proponents of this Notice will know their opinion on the proposal through letters of the Direction, via mail order, preserving the identity of the reviewers, sent to the course coordinator of the Graduate applicant with a copy to the Dean of Graduate of the IES.

### **6. ADMINISTRATIVE APPEALS**

6.1 The final decision to the judgment of CAPES of each proposal may be appealed in 05 (five) working days of receipt of official correspondence communicating with the outcome. In calculating the time it will delete the start day and include the maturity, and shall be considered consecutive days. The time only starts and wins in the days and hours of CAPES.

6.2 The resource will be referred to CAPES, by letter to the Director of International Relations - DRI by mail and e-mail address [pve@capes.gov.br](mailto:pve@capes.gov.br). In this case, other consultants will be appoint ad hoc, after examination, the reasons for appreciation of the request for reconsideration. After DRI processing the assessment the resource will be referred to final determination of the Board of CAPES.

### **7. DEADLINES FOR IMPLEMENTATION OF PROJECTS**

7.1 The deadline for implementation of projects under this announcement is up to 12 (twelve) months from the date of the letter of award sent to HEIs (Higher Education Institutions).

7.2 The wavier by the candidate or the HEIs approved on this selection process shall be informed by letter of Dean of Graduate Studies within 30 (thirty) days after the Office sending the routing seem of this Direction.

### **8. THE BEGINNING OF ACTIVITIES AND PAYMENT OF BENEFITS**

8.1 Starting from the date of the letter communicating the approval of the project, the institution has a period of sixty (60) days to inform the visiting professor of the outcome and send the necessary documentation to implement the award of the scholarship.

8.2 The round-trip airfare to Brazil will be requested as soon as they receive the Statement of Commitment (Appendix I) and signed copy of the Temporary Visa I (VITEM I).

The instructions and documents necessary for implementation of scholarship and other relevant

information will be available in a Manual which will be sent to the Visiting Professor after his selection.

8.4 The payment of grants lasting between fifteen (15) and 90 (ninety) days will be made directly to the beneficiary bank account in his home country and after his return, by submitting the report of activities (Annex II) and proof of boarding.

8.5 The payment of grants with duration lower than 04 (months) will be made directly to the beneficiary in his current account opened at any national bank, by sending the contract to open a bank account, proof of registration status in the CPF, a copy of pages of the passport with entry stamp in Brazil and proof of ticket.

8.6 The passage area of the country's return to Visiting Professor scholarship with a duration equal to or greater than 04 (four) months will be requested upon submission of the Final Report of Activities (Annex II).

## **9. MONITORING AND EVALUATION PROJECT**

9.1 The monitoring of the project will take place through the analysis of activity report (Annex II) containing the description of the main actions developed and in progress. The reports of project activities must be:

- a) Partial - prepared and sent to CAPES each 180 (one hundred eighty) days after the start of the project, if applicable, and
- b) Final - prepared and forwarded to CAPES within 30 (thirty) days after the close of the term scholarship.

9.2 CAPES may send technical staff to on-site evaluation and supervision of implementation of project activities, requested documentation and information, among other actions monitoring and evaluation during project execution.

## **10. OF ACCOUNTABILITY**

10.1 The visiting professor must submit within 30 (thirty) days after the end of the term of the scholarship, the ticket stub to return to his country and the Final Report of Activities (Annex II).

10.2. Failure to provide accountability imply the new nomination by the Graduate Program in which the visit was made and shall prevent the visiting professor from participating in new editions of this program, even in other graduate programs.

## **11. REQUEST FOR EXTENSION**

11.1 The coordinator of the graduate program may request a unique prolongation of the scholarship of the teacher visits for equal period of initial application, through the analysis of the activities proposed and developed by a visiting professor, considering its impact on the program.

11.2 The extension request should be sent to the address [pve@capes.gov.br](mailto:pve@capes.gov.br) with the following documents:

11.2.1 Partial Report of Activities (Annex II);

11.2.2 Work Plan and Research Project for the period of extension;



11.2.3 Justification and consent of the Dean of Graduate Studies from the course of the institution for the request;

11.2.4 Acceptance Letter from the visiting professor agreeing with the prolongation of the scholarship, explaining the agreed period.

11.3 The extension request must be sent to this Board within 90 (ninety) days before the closure of the grant originally approved.

## **12. PUBLICATION:**

12.1 The scientific publications and other means of dissemination of research work supported by this Notice shall cite, mandatorily, the support of organizations / funding bodies, in this case, CAPES.

12.2. The advertising actions relating to projects and work financed with federal funds must strictly observe the provisions of § 1 of Article 37 of the Federal Constitution, as well as those set out in the Instructions of the Secretary of Government Communications and Strategic Management of the Presidency - currently IN / SECOM No. PR-31, September 10, 2003.

## **13. THE SCHEDULE**

<b>STAGES</b>	<b>TIME</b>
Forwarding of proposals	until 28/12/2012
Step I - Technical Analysis	Until 15 (fifteen) days
Step II - Analysis of Merit	Until 30 (thirty) days
Step III - Final Selection	Until 15 (fifteen) days
Requests for Reconsideration	Until 15 (fifteen) days
Requests for Extension	Until 30 (thirty) days

## **14. FINAL PROVISIONS**

1.14 During the implementation phase of the project, any communication with CAPES is to be made via the following electronic mail: address **pve@capes.gov.br**.

14.2 Any change in the execution of the project must be requested by official letter to CAPES, numbered and signed by the project coordinator, accompanied by appropriate justification and authorized by the technical team before its implementation.

14.3 This Notice shall be governed by the precepts of public law, in particular by the provisions of Law No. 8666 of June 21, 1993, and also by the internal rules of CAPES where applicable.

14.4 The forum of the city of Brasilia / DF is established to resolve any issues arising from implementation of this notice.

14.5 The Board of CAPES has the right to solve the unclear cases and situations not covered in this notice.

## **15. ADDITIONAL INFORMATION:**

Clarifications and additional information concerning the content of this announcement and the completion of the Proposal Form may be obtained online through the e-mail address **pve@capes.gov.br** or by phone +55 (61) 2022-6664.