

**PROMOTION:****SUPPORTERS:****PARTNERS:**

# GCUB International Mobility Program - GCUB-Mob

## Call for Application GCUB-Mob Nº 001/2024

The International Cooperation Group of Brazilian Universities (GCUB) continues its traditional scholarship program, accompanied by monthly stipends, within the scope of its International Mobility Program - GCUB-Mob, aimed at international students from the five continents interested in pursuing Master's or Doctoral Degrees at associated Brazilian universities.

### About GCUB initiatives

GCUB, founded in October 29th, 2008, is a non-profit civil association of private rights, with academic, scientific and cultural goals, and with unlimited duration, composed of a network of 95 Brazilian Institutions of Higher Education and 6 International Institutions. Its institutional mission is to develop academic, scientific, and cultural relations among its member 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 candidates for the attribution of scholarships, accompanied by monthly stipends, offered by Brazilian universities associated with GCUB, within the framework of the GCUB International Mobility Program - GCUB-Mob. These scholarships are destined for Master's and Doctoral programs in Brazil, scheduled to begin in 2025, according to the information available on the [Table of Masters and Doctorates of Brazilian universities](#).
- 1.2. The candidate must attend the Master's or Doctorate program for which s/he was selected. After successful completion of all evaluations 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 GCUB, the universities and institutions associated with the

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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 Masters and Doctorates of Brazilian universities](#).
- 1.5.2. Before the defense of the thesis or dissertation, all selected candidates must prove, at least, an intermediate level of Portuguese, through certification at the discretion of the host university. The aforementioned certificate must be sent to the official email of the GCUB-Mob Program: gcub.mob@gcub.org.br, prior to the defense of the thesis or dissertation.

### 1.6. Course calendar:

- 1.6.1. **Approximate start date of the Masters and Doctorate programs:** in accordance with 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 DURATION OF SUPPORT

2.1. During the regular period of academic affiliation with the host university, 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 Degree:** Monthly scholarships, with a minimum reference value based on the amount paid by Brazilian federal agencies for research and

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postgraduate funding to Brazilian students pursuing a Master's degree in Brazil. The payment is the responsibility of the host university throughout the regular period of studies, **up to a maximum of 24 months**, in accordance with the provisions of the [Table of Masters and Doctorates of Brazilian universities](#).

- **Doctorate:** Monthly scholarships, with a minimum reference value based on the amount paid by Brazilian federal agencies for research and postgraduate funding to Brazilian students pursuing a Doctoral Program in Brazil. The payment is the responsibility of the host university throughout the regular period of studies, **up to a maximum of 48 months**, in accordance with the provisions of the [Table of Masters and Doctorates of Brazilian universities](#).

**Note:** 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 coverage<sup>1</sup>, 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 GCUB within 45 days after enrollment at the host university, under penalty of cancellation of the scholarship<sup>2</sup>.

- c. Access to university restaurants, if any, under the same conditions as any other student at the host university.
  - d. 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 scholarship stipend. For this reason, the selected candidate must seek, with the host university, information on the grant implementation calendar.

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<sup>1</sup> 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. Proof of renewal must be sent to GCUB annually.

<sup>2</sup> With the exception of international insurance covering medical, laboratory, and complete hospital care, including funeral repatriation, which must be purchased before arriving in Brazil.

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### 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 Country that maintains a diplomatic relationship with Brazil.
- c. Not having Brazilian nationality.
- d. Declare to be in good health conditions (physical and mental) to carry out postgraduate studies.
- e. To have the ability to finance additional expenses not covered by the scholarship, such as: airfare, visa processing, international health insurance for the entire study period, and other maintenance expenses.
- f. Indicate the level applied for: Master's or Doctorate.
- g. Submit the graduation diploma, regardless of the degree you applied for: Master's or Doctorate.
- h. For Doctoral candidates, **it will be the responsibility of the candidate to verify if 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 disqualification of the candidate.

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

### 4. DOCUMENTS FOR APPLICATION

- 4.1. Applications for Master's or Doctoral scholarships, accompanied by monthly stipends, must be made, exclusively, through the Online Application Form.
  - 4.1.1. The candidate must upload 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* (there is no need to include proof of courses or experience at the time of application. However, such documents may be requested, at any moment, by GCUB or by the host university).

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- 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: undergraduate 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 required by the chosen Doctoral program).

**For each of the programs of study options chosen, the candidate must 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 desired Master's or Ph.D. courses, present a text containing a maximum of 4,000 words, covering the following topics:

- Justification for the selection;
- Central theme and research problem;
- Delimitation and justification of the object of study;
- Literature review;
- Methodological process;
- Timeline;
- Bibliographical references.

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

**Note 1:** The research proposal presented in Essay 2 serves as an evaluation instrument, it may be modified or reformulated after enrollment in the course, upon recommendation of the supervisor professor, depending on its alignment with the course's research lines and the feasibility of the proposal.

**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.

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

**Note:** Applicants are advised to submit their proposals in advance, as GCUB is

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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 submits more than one application, only the most recent application will be considered.

## 5. APPLICATION SELECTION PROCESS

- 5.1. The evaluation process for applications to the GCUB International Mobility Program - GCUB-Mob will occur in three phases, all of which are eliminatory. The candidate may be eliminated in any of the phases if they do not fully comply with the requirements stipulated in each of them.
  - 5.1.1. The first phase of the selection - **Documental Consistency Analysis** - will be carried out by a Committee appointed by the Executive Board of GCUB, under the responsibility of a University associated with GCUB.
    - a. This phase consists of the analysis of the documentation submitted in the applications for vacancies, accompanied by scholarships, as described in item 4 of this Call for Applications (DOCUMENTS FOR APPLICATION), and will be the responsibility of a Committee appointed by the Executive Directorate of GCUB. Applications with incomplete documentation and/or submitted outside the deadline established by this Call for Applications will be eliminated.
  - 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 chosen 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 GCUB

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its decision 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 allocation of the scholarships, in case of withdrawals and allocation of the pre-approved candidate to another university of his/her 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 PhD degrees from universities linked to GCUB, indicated by the Executive Board of the Group.

- a. The Evaluation Advisory Committee referred to in item 5 (APPLICATION SELECTION PROCESS) will distribute and classify the candidates pre-approved by the universities in the second phase of the selection process. The Advisory Evaluation Committee will make final decisions regarding the allocation of vacancies accompanied by scholarships and the distribution of candidates to the courses and universities they applied for. The Committee will consider the following criteria: geographical distribution; professors affiliated with higher education institutions; order of preference of courses chosen by the candidate; Human Development Index (UNDP)<sup>3</sup> 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: <https://www.gcub.org.br/>.

- 6.1.1. The selected candidate will be contacted by GCUB via the email provided in the application form and informed about their approval in the selection

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<sup>3</sup> 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. Find more in: <https://www.undp.org/pt/brazil/idh>.

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process, the university, and the course they have been selected for.

- 6.1.2. If the candidate declines the scholarship, GCUB, after consulting 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 third 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 GCUB.

**Note 2:** At the discretion of the host university, a hard copy of the Acceptance Letter may be sent directly to the address of the selected candidates, without exempting the host university from sending the electronic document to the candidate and to GCUB.

### 6.3. Scholarship Acceptance Contract:

- 6.3.1. The GCUB will send the Acceptance Contract for the position, accompanied by the scholarship, to the selected candidates via the email provided in the application form. Selected candidates have up to ten days, from the date of sending, to return the signed Acceptance Contract for the position, accompanied by the scholarship. If the candidate does not send the signed Contract within the established timeframe, the lack of response will be considered as declining the position, accompanied by the scholarship.



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## 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 required 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 funeral repatriation. 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 program<sup>4</sup>, 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 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

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<sup>4</sup> 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.

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covered in this Call for Application.

- 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 (Temporary Visa 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 expressly accepted by GCUB and/or the host university, 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 amount 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 the Institutional Coordinator about such conditions.
- k. All communications from selected candidates must be sent to the email address - [gcub.mob@gcub.org.br](mailto:gcub.mob@gcub.org.br). No other form of communication will be considered for this matter.

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## 8. MONITORING 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 AND/OR SUPPORTERS INSTITUTIONS

- 9.1. *Instituto Guimarões Rosa* of the Ministry of Foreign Affairs of Brazil, the National Commission of UNESCO for Brazil, the *Conselho Nacional das Fundações Estaduais de Amparo à Pesquisa - CONFAP*, the *Agence Universitaire de la Francophonie - AUF*, the Organization of American States - OAS, the Organisation of Southern Cooperation - OSC, the *Unión de Universidades de América Latina y el Caribe - UDUALC* and the *Consejo Superior Universitario Centroamericano - CSUCA* are partners and/or supporters of the GCUB-Mob Program.
- 9.2. Partners and/or supporters 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 partners and/or supporters institutions of the GCUB-Mob Program will be regulated by specific documentation.

**Note:** Partners and/or supporters institutions do not hold any civil, contractual or non-contractual liability during all stages of the Program.

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<b>Dates</b>	<b>Activities</b>
02/05/2024	Publication of the Call for Applications
02/05/2024	Start of online registration
17/06/2024	Closing date for online registration
24/06/2024 to 29/06/2024	Documental Consistency Analysis <b>(First Phase)</b>
08/07/2024 to 16/08/2024	Analysis of Merit and Admissibility by University <b>(Second Phase)</b>
02/09/2024 to 06/09/2024	Final Classification <b>(Third Phase)</b>
10/09/2024 to 20/09/2024	Homologation of approved candidates by Brazilian universities
25/09/2024	Publication of results

**11. CASES OF OMISSION AND ADDITIONAL INFORMATION**

- 11.1. Situations not mentioned in this Call for Applications 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](mailto: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 host university is the responsibility of the Institutional Coordinators of the associated universities and of GCUB, when necessary.