



BE_a_DOC | Brazil - Europe Doctoral and Research Programme

BE_a_DOC Call nº 01/2016

The Coimbra Group (CG) and the *Grupo Coimbra de Universidades Brasileiras* (GCUB) have decided to support PhD students and Researchers registered in their respective universities, to do a Sandwich PhD exchange or to carry out a research period in the universities of both networks.

About the initiatives of the CG and GCUB

The **CG** is an European association of universities funded in 1985, assuming to be comprehensive, multidisciplinary, with a high international standard of research and committed to the special creation of academic and cultural ties in order to promote, for the benefit of its members, internationalisation, academic collaboration, excellence in teaching and research, and service to society. It is also the goal of the CG to influence European education, research policy and develop best practices through the exchange of experiences.

The **GCUB** is an association of Brazilian university leaders (federal, state and community/denominational), established in 2008. Its mission is to promote the internationalisation of associated universities through international cooperation programmes, developed in partnership with their foreign counterparts.

1. GENERAL PROVISIONS

- 1.1 This call aims to regulate the application and selection processes to fill places offered by CG and GCUB universities within the framework of BE_a_DOC programme for PhD courses and research periods, both in face to face mode, starting in 2016.
- 1.2 The initial selection of candidates (PhD students and/or researchers) will be done by the university in which they are registered, according to the criteria established by the home and host institutions.
- 1.3 The final selection and distribution of the pre-selected candidates by the host institutions will be made by a committee comprised of teachers appointed by the general coordinators of the Programme in the CG and GCUB.
- 1.4 Any student, or researcher, who is enrolled in a member university of the CG or GCUB may apply to the offers available at the BE_a_DOC Programme platform.
- 1.5 The Doctorate exchange students shall carry out the activities stated in the study plan and after completing all the requirements and academic formalities, will receive from the host university a certificate signed by the general coordination of the Programme in the CG and GCUB and by the Programme coordinator at the host university.
- 1.6 The research student shall carry out the activities stated in the study plan and after fulfilling all the requirements and academic formalities, will receive from the host

university a certificate signed by the general coordination of the Programme in the CG and GCUB and by the Programme coordinator at the host university.

- 1.6.1 The CG or the GCUB will not establish any kind of labour or business relationship with students and researchers within the framework of the BE_a_DOC Programme. Likewise, the CG or the GCUB will not assume any civil liability, contractual or extra contractual in all the academic process.
- 1.6.2 Once enrolled in the host institution, students and researchers of the BE_a_DOC Programme will have the same rights and the same responsibilities as other students.

1.7 Language

- 1.7.1 Both Exchange PhD students and researchers under the BE_a_DOC Programme, have to fulfil the language proficiency requirements of the host institution.
- 1.7.2 The language requirements of the courses/research are those published in the academic or research offer available in the online platform created for that purpose, which may vary depending on host institution.
- 1.7.3 Whenever required, applicants must provide proof of the required language proficiency.

1.8 Dates

- a. **The starting date of the PhD courses and research periods** is in accordance with the academic calendar of each host university (2nd period of 2016 and 1st period of 2017).
- b. **The approximate date of completion of doctoral and research studies:** for Doctoral exchange: Up to 12 months as from the starting date of the mobility and according to the candidate's study/research plan, duly approved by home and host institutions;
Research periods may have a maximum duration of 12 months.

2. SUPPORT

- 2.1 PhD students and researchers will receive support provided by each host institution as detailed in the Programme platform.
- 2.2 Host institutions will issue a Letter of Acceptance required for visa purposes.
- 2.3 Registration fees and other applicable taxes for PhD students and researchers participating in the Programme for one or two semesters' mobility periods will not be charged.
- 2.4 Access to university restaurants, when applicable, should take place under the same conditions as other students and/or researchers of the host university.
- 2.5 Access to classes, study rooms, libraries, laboratories and other university services under the same conditions as other students and/or researchers of the host university.

3. APPLICATION REQUIREMENTS

3.1 General Application Requirements

- a. The application will be individual and should be submitted in the language mentioned in the academic offer, as detailed in the online platform.
- b. Be a citizen or permanent resident of one of the CG member countries (see table attached with the universities belonging to the CG) or Brazil.
- c. Not to be an employee of the CG or GCUB, or have any kind of employment contract with the CG or the GCUB at the time of application submission.
- d. To be in good wealth conditions (physical and mental) to take post-graduation studies.
- e. Before applying, candidates with special needs have to be sure that the host institutions have the necessary communication and technological infrastructures adapted to their full inclusion and participation in the Programme. Neither the CG nor the GCUB will be able to offer benefits beyond those stated in this Call or those that might be offered by the host universities.
- f. To be sure to have the necessary financial means to cover all extra expenses not covered by the host institutions as detailed in the academic offers available in the platform.

3.2 General requirements for Exchange Doctorate

- a. The doctoral student must be enrolled in a doctoral programme taught in an associated university of the CG or GCUB and prove that he/she has fulfilled all requirements, at least, for the first year of studies at the home institution.
- b. Brazilian students who are residing in Europe are not qualified to participate.
- c. European students who are residing in Brazil are not qualified to participate.
- d. Students and researchers must apply for up to three PhD courses or research periods, offered by Brazilian or European institutions.
- e. European candidates must apply for up to three PhD courses, from three different universities, from different regions of Brazil. This is mandatory (for further details see map)
- f. Brazilian candidates must apply for up to three different European education institutions from three different countries.

4. DOCUMENTS FOR APPLICATION

4.1 Applications must contain the following documents:

a. For PhD and researchers:

- I. Online Application Form duly filled.
- II. Copy of the Identification document (citizen card, passport or national identity card)
- III. Curriculum Vitae (no need to include certificates)
- IV. Academic transcript of records – Academic grades of undergraduate/ Master Degrees (requirement restricted to students applying for Exchange Doctorate)

- V. Two letters of recommendation, preferably from university professors or other persons of recognized experience (requirement restricted to students applying for Exchange Doctorate).
- VI. Other documents required in the academic offer, according to the requirements stated by the member universities of the Programme.

4.2 Applications are free and made using the form available on the online platform **BE_a_DOC | Brazil-Europe Doctoral and Research Programme:** www.beadoc.org

4.3 Deadline for submission of the application: **April 22, 2016, until midnight (Brasília official time)**. Note: it is recommended that applicants do not submit their application in the last day, due to system overload, preventing the submission of the application.

4.4 The candidate's enrolment implies the understanding and final acceptance of the terms and rules set out in this Call, which the applicant can not claim ignorance.

4.5 The applicant is the only responsible for the information provided. The CG or the GCUB have the right to exclude him/her from the selection phase if the required documentation is submitted, at any stage, with partial, incorrect or inconsistent data, or outside the stated deadlines, as well as if later on, the information is found to be untruthful.

4.6 Original documents may be requested by the CG/GCUB or the host institution at any time.

5. COORDINATION OF CG/GCUB

5.1 The board of CG and GCUB will appoint a general coordinator of the Programme in Europe and Brazil, respectively.

5.2 Each participating university must also appoint a local/institutional coordinator.

6. SELECTION OF APPLICATIONS

6.1 The final evaluation process is developed in three eliminatory phases. The candidate may be excluded at any stage if he does not comply with all the set out requirements for each stage.

a. First phase: eligibility check

The eligibility check consists on the analysis by the technical team of the CG/GCUB of the compliance of the submitted mandatory and required documentation for application as stated in the online form and as well as the ones mentioned in item 4 of this Call: DOCUMENTS FOR APPLICATION

The Technical team will reject without merit analysis, the applications that: are submitted with incomplete documentation; after the deadline established by this Call or submitted by means other than the online application platform. Appeal request will not be accepted.

b. Second phase: analysis of the applicant merit and admissibility by the host university

The applications accepted in the first phase will be submitted by the CG/GCUB to each of the universities selected by the applicant. Each institutional coordinator of the host university shall take the necessary steps in order to evaluate the merit of

the application, based on the documents submitted by the applicant as stated in item 4 of this Call: DOCUMENTS FOR APPLICATION

Institutional coordinators in Europe and Brazil will send the list of candidates accepted by the institutions to the respective coordinators of the CG/GCUB according to the deadlines established in the Programme calendar. Names of the applicants should be followed by the words: ACCEPTED or NOT ACCEPTED.

c. Third phase: final selection

The final selection and the distribution of candidates previously selected on merit by the host institution shall be made by a committee composed by professors appointed by the CG/GCUB general coordinators of the Programme.

The committee will draw up the final list and the reserve list, always respecting the analysis of the merit already made by the host institution.

The final distribution shall comply with the criteria of geographic distribution of home and host institutions of the candidates.

7. RESULTS

7.1 The CG and GCUB will release the results on the program platform and will contact the selected candidates in order to inform them about the institution and study programme for which they have been accepted and/or the research teams to which they will be appointed to.

7.1.1 In case of withdrawal, the CG/GCUB will call the next best candidate according to the reserve list.

7.2 Universities should send the Letter of Acceptance to the approved candidates in the final selection.

7.2.1 For European students who will work in healthcare areas related to Health Sciences, an additional letter should be sent signed by the course coordinator, stating that the student cannot perform procedures with patients in Brazil, except those strictly necessary to the development of research activities related to the thesis, in accordance to the rules of the respective Professional Councils.

7.2.2 In the specific case of European Medicine PhD student, the Letter signed by the course coordinator should indicate that the student cannot perform medical acts outside the educational institution in which he is registered, except those strictly necessary for his/her training. Likewise, it should indicate the name of the person in charge of the student by the Regional Council of Medicine in Brazil, who is mandated to inform about the student's presence in its jurisdiction and shall take joint liability for the student (as CFM Resolution No. 1.832 /2008, Article 5, paragraphs I and VI and Article 7, § 5).

Note 1: The original Letters of Acceptance will be sent by the university directly to the candidate's address, whenever needed.

Note 2: Electronic copies of the Letters of Acceptance sent to the students should be forwarded to the CG/GCUB.

8. DUTIES AND RESPONSABILITIES OF STUDENTS

- a. To be fully engaged into the activities of the course and respect the laws and regulations of the course at the both host university and country.
- b. Without prejudice to item 2. SUPPORT, bear all costs relating to the participation in the BE_a_DOC Programme such as personal expenses, airline tickets (when applicable); fees for school services (e.g.: certificates); legalization of documents; visa process and dispatch; as well as any other additional costs and expenses that are not explicitly contemplated in this Call.
- c. Students and researchers selected under the Programme will have to compulsorily acquire an international travel insurance that includes medical, laboratorial and hospital coverage throughout the Brazilian territory (for European students and researchers) or European territory (for Brazilian students and researchers), as well as repatriation of mortal remains.
- d. Provide all the necessary documentation required by each country, to acquire the residence permit in the host countries, within the legal deadlines in force.
- e. Applicants selected under the Programme (Exchange Doctorate or researchers) must obtain the adequate visa (for studies or research) before leaving the country and cover all costs involved in this process.
- f. The host institution may cancel the registration of the applicant who does not meet the academic standards and regulations of the university in which he/she is conducting his study/research under the BE_a_DOC Programme.

9. ASSESSMENT OF CG/GCUB

- 9.1 Universities will be responsible for the continuous monitoring of the academic progress and well-being of students, intermediated by the institutional coordinators.
- 9.2 Host universities, intermediated by the institutional coordinators, should send to the CG and GCUB an annual summary report which describes the progress of each participant and renewal possibilities within the Programme.
- 9.3 A general meeting with institutional coordinators, led by the general coordinator of the Programme in Brazil and Europe will be held once every year for evaluation and discussion of proposals in order to improve and continue the Programme.

10. CALENDAR 2016/2017

Dates	Activities
Until March 7, 2016	Brazilian universities prepare and send the academic offers to GCUB to be uploaded into the platform. European universities prepare and send the academic offers to the CG to be uploaded into the platform.
March 8, 2016	Notice and publication of the Call in Brazil and European countries.
From March 8 to April 22, 2016	Open calls: online platform
April 22, 2016	Submission deadline (23:59 Brasília time)
April 2016	CG and GCUB validate the applications
May 2016	Deadline for universities to forward the results of pre-selection to the GC and GCUB.
May 2016	Meeting of the Scientific Committee for final selection of candidates.
May/June, 2016	Publication of results
July, 2016	Replacements based on possible declinations.
September, 2016	Course/research starts in European universities.
August, 2016	Course/research starts in Brazilian universities.

11. OMISSIONS AND ADDITIONAL INFORMATION

11.1 Circumstances not contemplated in this Call shall be jointly decided by the general coordination of the Programme in the CG and GCUB.

11.2 Additional information may be requested through consultation by the email address: joaop.diascorreia@gmail.com (for Brazilian candidates) and coorbe_doc_gcub@grupocoimbra.org.br (for European candidates).

COIMBRA GROUP UNIVERSITIES

1. Aarhus Universitet, Denmark
2. Universitat de Barcelona, Spain
3. Universitet i Bergen, Norway
4. Università degli Studi di Bologna, Italy
5. University of Bristol, United Kingdom
6. Eötvös Loránd University Budapest, Hungary
7. Universidade de Coimbra, Portugal
8. Trinity College Dublin, Ireland
9. University of Edinburgh, United Kingdom
10. National University of Ireland Galway, Ireland
11. Université de Genève, Switzerland
12. Georg-August-Universität Göttingen, Germany
13. Universidad de Granada, Spain
14. Karl-Franzens-Universität Graz, Austria
15. Rijksuniversiteit Groningen, Netherlands
16. Ruprecht-Karls Universität Heidelberg, Germany
17. Alexandru Ioan Cuza University of Iași, Romania
18. Istanbul University, Turkey
19. Friedrich-Schiller Universität Jena, Germany
20. Uniwersytet Jagielloński Kraków, Poland
21. Universiteit Leiden, Netherlands
22. KU Leuven, Belgium
23. Université Catholique de Louvain, Belgium
24. Université de Lyon, France
25. Université Montpellier, France
26. Università degli Studi di Padova, Italy
27. Università degli Studi di Pavia, Italy
28. Université de Poitiers, France
29. Charles University Prague, Czech Republic
30. Saint Petersburg State University, Russia
31. Universidad de Salamanca, Spain
32. Università degli Studi di Siena, Italy
33. University of Tartu, Estonia
34. Turun Yliopisto Turku, Finland
35. Uppsala Universitet, Sweden
36. Vilnius University, Lithuania
37. Julius-Maximilian-Universität Würzburg, Germany
38. Åbo Akademi University, Finland

GRUPO COIMBRA DE UNIVERSIDADES BRASILEIRAS UNIVERSITIES BY REGION

North:

Universidade do Estado do Amazonas
Universidade Federal de Roraima
Universidade Federal do Amazonas
Universidade Federal do Amapá
Universidade Federal do Pará
Universidade Federal do Tocantins
Universidade Federal do Acre
Universidade Federal do Sul e Sudeste do Pará

Northeast:

Universidade de Pernambuco
Universidade Estadual de Feira de Santana
Universidade Federal da Bahia
Universidade Federal da Integração Latino-Americana
Universidade Federal da Integração Luso-Afro-Brasileira
Universidade Federal de Alagoas
Universidade Federal de Campina Grande
Universidade Federal de Pernambuco
Universidade Federal de Sergipe
Universidade Federal do Ceará
Universidade Federal do Maranhão
Universidade Federal do Piauí
Universidade Federal do Rio Grande do Norte
Universidade Federal da Paraíba
Universidade Federal Rural de Pernambuco
Universidade Estadual de Santa Cruz
Universidade do Estado da Bahia

Southeast:

Pontifícia Universidade Católica de Minas Gerais
Universidade de São Paulo
Universidade do Estado do Rio de Janeiro
Universidade Estadual de Campinas
Universidade Estadual Paulista
Universidade Federal de Alfenas
Universidade Federal de Juiz de Fora
Universidade Federal de Lavras
Universidade Federal de Minas Gerais
Universidade Federal de Ouro Preto
Universidade Federal de São Carlos
Universidade Federal de São João Del Rei
Universidade Federal de São Paulo
Universidade Federal de Uberlândia
Universidade Federal de Viçosa
Universidade Federal do ABC
Universidade Federal do Espírito Santo
Universidade Federal do Estado do Rio de Janeiro
Universidade Federal do Rio de Janeiro
Universidade Federal dos Vales do Jequitinhonha e Mucuri
Universidade Federal Fluminense
Universidade Federal Rural do Rio de Janeiro
Universidade Metodista de São Paulo
Universidade Presbiteriana Mackenzie

Central-West:

Universidade de Brasília
Universidade Estadual de Mato Grosso do Sul
Universidade Federal da Grande Dourados
Universidade Federal de Goiás
Universidade Federal do Mato Grosso
Universidade Federal do Mato Grosso do Sul

South:

Pontifícia Universidade Católica do Paraná
Pontifícia Universidade Católica do Rio Grande do Sul
Universidade do Vale do Rio dos Sinos
Universidade Estadual de Londrina
Universidade Estadual de Maringá
Universidade Estadual de Ponta Grossa
Universidade Estadual do Centro-Oeste do Paraná
Universidade Federal de Ciências da Saúde de Porto Alegre
Universidade Federal de Pelotas
Universidade Federal de Santa Catarina
Universidade Federal de Santa Maria
Universidade Federal do Pampa
Universidade Federal do Paraná
Universidade Federal do Rio Grande
Universidade Federal do Rio Grande do Sul
Universidade Tecnológica Federal do Paraná
Universidade Estadual do Norte do Paraná