



**Program for Institutional Internationalization of the Higher Education Institutions and
Research Institutions of Brazil**

Capes-PrInt

Public Call No. 41/2017

**This is a simplified version of the original public call, for reference only. The full version
(in Portuguese) is available at the [Capes-PrInt webpage](#).**

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The Brazilian Federal Agency for Support and Evaluation of Graduate Education – CAPES through its Directorate of International Affairs - DRI, publishes the Program for Institutional Internationalization of the Higher Education Institutions and Research Institutions in Brazil that have Postgraduate Programs (PPGs) recommended by CAPES in accordance with the provisions of this Call and the applicable legislation.

1. ON THE OBJECTIVES

1.1 This Call aims at the selection of Institutional Internationalization Projects for Higher Education Institutions or Research Institutes that have at least 4 (four) Postgraduate Programs (PPG) recommended by Capes in the triennial evaluation of 2013 and in quadriennial 2017, among which there must be at least 2 (two) with doctorate courses.

1.2 The **objectives** of the Program are:

1.2.1. Foster the construction, implementation and consolidation of strategic plans for internationalization of the institutions contemplated in the areas of knowledge they prioritize;

1.2.2. Stimulate the formation of international research networks with a view to improving the quality of academic production linked to postgraduate studies;

1.2.3. Expand the actions to support internationalization in the postgraduate courses of the contemplated institutions;

1.2.4. Promote the mobility of lecturers and students, with emphasis on doctoral students, postdoctoral students, Brazilian lecturers abroad and foreign lecturers in Brazil, linked to *stricto sensu* postgraduate programs with international cooperation.

1.2.5. Foster the transformation of participating institutions into an international environment.

1.2.6 Integrate other CAPES development actions into the internationalization effort.

2. ON THE BUDGETARY AND FINANCIAL RESOURCES

2.1. The Call aims to select up to **40 (forty) Institutional Internationalization Projects** through evaluation of academic and scientific merit of the proposals and according to the budgetary and financial availability of CAPES.

2.2. The present Call has the annual budgetary forecast of up to R\$300,000,000.00 (three hundred million reais). For the year 2018, the forecast is to execute up to R\$150,000,000.00 from August.

2.3. The Institutional Internationalization Projects approved by CAPES will not receive supplemental amounts of any kind, including those due to exchange rate, and may be subject to eventual budgetary contingencies that affect CAPES. On such occasions, Institutional Internationalization Project Managers should adapt to the new financial and budgetary situation.

2.4. CAPES will only implement the Institutional Internationalization Projects after the Proposed Institutions comply with all the necessary procedures for granting the funds.

2.5. Other sources of funding, from public or private institutions, national or international, may be used by the Proposing Institutions, to supplement CAPES' financing to the Internationalization Institutional Project and optimize the results.

2.6. In case of use of resources from other sources, the monitoring of the Institutional Internationalization Projects should be included in the spreadsheet of resources applied.

3. ON THE REQUIREMENTS OF PROPOSALS

3.1. The proposal must meet the requirements below.

3.2. Requirements of Proposing Institutions

3.2.1. Higher Education Institutions and Research Institutes that have at least 4 (four) PPGs *stricto sensu* recommended by CAPES in the triennial evaluation of 2013 and the quadrennial of 2017, among which there must be at least 2 (two) with doctorate courses, and that have an Institutional Internationalization Plan or a related document, valid for the period of the proposed Project are eligible for this call.

3.2.2. The Institutional Internationalization Projects should indicate their strategic themes for the internationalization actions to be developed according to the competencies and priority areas defined by the Proponent Institution.

3.2.3. Each Proposing Institution will present only one proposal, in which it will describe the strategic themes and list all the PPGs that will work on these topics. The choice of these PPGs should be justified.

3.2.4. Proposals submitted by more than one Proposing Institution or by associations of universities or research institutes will not be accepted.

3.2.5. Networked PPGs will only be considered when they are linked to the Proposing Institutions issuing the respective diploma.

3.3. Requirements of proponent of the Institutional Internationalization Project

3.3.1. The proponent of the Institutional Internationalization Project, which if approved will be

its **Manager**, should:

3.3.1.1 Be the Postgraduate Pro-Rector of the Proponent Institution, or holder of a similar position according to the institutional structure, and be permanently employed.

3.3.1.2 Be Brazilian or naturalized, or foreigner with permanent residence visa in Brazil.

3.3.1.3 In a possible substitution of the Pro-Rector, the management of the Institutional Internationalization Project shall necessarily be transferred to the new occupant of the position.

3.4. Requirements of the proposed Institutional Internationalization Projects

3.4.1. The proposed **Institutional Internationalization Projects** should present the following basic requirements:

3.4.1.1 **Alignment with the Institutional Internationalization Plan**, or a related document approved by a competent body (higher council responsible for matters related to Post-Graduation, or other body delegated by this board) that contains the medium- to long-term internationalization strategy of Proponent Institution.

3.4.1.2 **Management Group of the Institutional Internationalization Project** formed by professors who are advisors in *stricto sensu* postgraduate programs, with permanent employment relationship in the Proponent Institution, with academic leadership and international experience in the areas defined as priority, **as well as at least 1 (one) foreign member linked to a HEI abroad.**

3.4.1.3. The Management Group should consider different areas of knowledge, according to the institutional vocation of the HEI, and will be coordinated by the Pro-Rector of Post-Graduation or equivalent position (Manager of the Institutional Internationalization Project).

3.4.1.4 The Institutional Internationalization Project should **include at least strategies for:**

- a) Consolidation of existing international partnerships, as well as the construction of new partnerships and cooperation projects to increase the interaction between the Brazilian institution and research groups abroad.
- b) Attraction of foreign students to Brazil;
- c) Attraction of lecturers and researchers with international experience for the period of activities in Brazil;
- d) Preparation of the lecturers/student for the period abroad and for their return, especially the appropriation by the institution of origin of the knowledge and experience acquired by the beneficiary.

3.4.1.5 The Institutional Internationalization Project **shall include at least the following policies:**

- a) Selection of foreign partners, considering that at least 70% of the resources should be allocated to partnerships with institutions in countries with which CAPES has effective cooperation (listed in Annex I), whose collaborations have shown more relevant results in quantitative and qualitative terms.

- b) Internal selection of specific actions and beneficiaries, within the funding lines of the CAPES-PrInt Program. In the case of cooperation projects with foreign institutions, indicate, when applicable, resource allocation plan, plan of activities, reciprocal financing, academic mobility, joint technical-scientific production, counterparts of partner institutions, among others;
- c) Hiring professors with recognized scientific performance at international level;
- d) Proficiency in foreign languages of students, post-graduate teachers and staff of the institution that has a direct relationship with the proposed Institutional Internationalization Project;
- e) Recognition of credits and academic and scientific activities carried out by teachers and students abroad;
- f) Reception and accompaniment of foreign teachers, researchers and students;
- g) Appropriation of the knowledge and experience acquired abroad by the beneficiaries of the actions of the Institutional Internationalization Project.
- h) Management and operationalization of the Institutional Internationalization Project;
- i) Internal monitoring and evaluation of the goals and execution of the Institutional Internationalization Project.
- j) Reconciliation of national development programs supported by Capes to the internationalization effort.

3.4.1.6. Proponent institutions should offer **Counterparts** to the financing granted, which must include at least the following:

- a) Internationalization of teaching - incorporation of international themes in postgraduate classes;
- b) Production of university publicity material in other languages, including obligatory version of the pages of the graduate courses;
- c) Training and qualification of staff and technicians for the internationalization of the Proponent Institution.

3.4.1.7. Partnerships with foreign institutions should prioritize those that provide exemption or reduction of academic, administrative or bench fees.

3.4.1.8. The partnerships should be formalized between the Proponent Institution and the foreign HEI(s) through international collaboration instruments, such as Cooperation Agreements, Agreements, Memoranda of Understanding, or other related instrument.

4. ON THE FUNDING AVAILABLE

4.1 Allowance for overseas work missions, in the context of **international cooperation research projects** or individual missions, which include travel allowance and health insurance allowance, according to the current regulations of CAPES.

4.2 Funding for project maintenance for specific actions of **research projects in international cooperation**, within the eligible items of the Capes-PrInt Program.

4.3 Scholarships abroad:

4.3.1 Sandwich Doctorate.

4.3.2 Senior Visiting Professor.

4.3.4 Junior Visiting Professor.

4.3.5 Training in short courses or summer/winter schools abroad or MOOCs in Brazil.

4.4 Scholarships in Brazil:

4.4.1 Visiting professor (applicant must be living and working abroad).

4.4.2 Young talent with experience abroad (applicant must be living abroad).

4.4.2 Postdoctoral researcher with experience abroad (applicant must be living abroad).

4.4.3 In the teaching activities carried out by any of the grantees in Brazil, in the modalities described above, a recording should be made available online as a virtual repository, whenever possible.

4.5 On the Proposing Institution:

4.5.1 Ensure the availability of institutional internationalization structure described in the proposal.

4.5.2 Guarantee that the form and selection criteria of the beneficiaries of the actions of the Institutional Internationalization Project are aligned with the basic guidelines of Capes.

4.5.3 Provide conditions for the Institutional Internationalization Project to implement the strategies and policies provided for therein, including the promotion of human resource training in the programs in the Country provided by Capes.

4.5.4 Guarantee the counterparts offered in the proposal to the financing of the Institutional Internationalization Project.

5. ON THE SUBMISSION OF PROPOSALS

5.1. The Institutional Internationalization Project should be completed in electronic form, in English and in Portuguese.

6. ON THE MANDATORY DOCUMENTATION FOR ENROLLMENT:

6.1. The following **documents are mandatory**:

6.2. **Institutional internationalization plan of the HEI, or a similar document**, with

approval by a competent body at the Proponent Institution (Teaching, Research and Extension Council, postgraduate or similar Council or other body delegated by the competent body) and **Executive Summary** of this document in which the points of alignment with the proposed Institutional Internationalization Project are highlighted.

6.3 **Letter issued by the maximum authority of the institution** presenting the proponents to the Manager of the Institutional Internationalization Project and the members of the Management Group, attesting that all comply with the requirements of the call and demonstrating the institutional interest in the presented Project.

6.4 **List with links from the *Lattes* curriculum** of the Internationalization Project Manager and other members of the Management Group. (<http://lattes.cnpq.br/>)

6.5 **ORCID identification** of the Manager of the Institutional Internationalization Project and of all the members of his/her Management Group. (<https://orcid.org/>)

7. ON THE PROCESS OF THE PROPOSALS` EVALUATION

7.1. The process of evaluating the proposals for Institutional Internationalization Project shall be conducted by the Directorate of International Affairs with the support of the Program Selection Committee established by it and will follow the specific timetable established in this announcement.

7.1.1. **Stage I - Technical Analysis** will consist of the examination by Capes technical team of the following elements:

7.1.1.1 Complete and correct filling out of the electronic registration form;

7.1.1.2 Provision of mandatory documentation for registration;

7.1.1.3 The fulfillment of the requirements by the Proponent Institution;

7.1.1.4 The fulfillment of the requirements by the proponent Manager of the Institutional Internationalization Project;

7.1.1.5 The fulfillment of the requirements by the members of the Management Group of the Institutional Internationalization Project;

7.1.2. **Stage II – Merit Analysis and Ranking of Proposals**, carried out by a committee of senior national and international advisors, specifically designated for this purpose, consisting of comparative analysis of the proposals, with the objective of identifying those with the highest scientific and academic merit and that best meet the priorities of the Program, resulting in the attribution of:

7.1.2.1 **Merit Grades (notes 1 to 100)**, according to the following criteria and percentages:

a) The Institutional Diagnosis demonstrating the excellence degree of the Postgraduate Programs, including the percentage of PPGs with grades 5, 6 or 7 in the Capes' 2017 evaluation, and the foreign partner institutions listed in the proposal (15% of the score);

b) The technical capacity, leadership and international academic experience of the members of the Management Group of the Institutional Internationalization Project (10% of the score):

- c) Coherence and feasibility of the Proposed Institutional Internationalization Project, considering the justification, objectives, goals and activities proposed (20% of the score);
- d) The innovative character of the Proposed Institutional Project for Internationalization (30% of the score);
- e) Relevance of the proposed Institutional Internationalization Project, considering its impact on the internationalization of the Proponent Institution (25% of the score).

7.1.2.2 Subsequent **ordinal classification of the proposals** through ought a list that will show the assigned grades and the classification position of each proposal.

7.1.2.3 All proposals for the Institutional Internationalization Project should receive grades and classification. The proposals with grades equal or below 50 (fifty) will be automatically rejected.

7.1.3 Stage III– The Final Decision, which will be made by Capes, shall consider:

- 7.1.3.1 The evaluation by the committee of experts;
- 7.1.3.2 The financial resources available at Capes.

8. ON THE ESTIMATED TIMETABLE

8.1. The selection process of this Public Call will follow the timetable below:

Date	Planned Activity
Until April 18th, 2018	Submission of proposals
Until May 30th, 2018	Evaluation of the proposals
Starting from June 1st, 2018	Announcement of preliminary results
Up to July 30th, 2018	Analyses of the appeals and announcement of the final results
Starting from August 2018	Implementation of the Institutional Internationalization Project

8.2. The timetable may be adjusted, which will be duly disclosed by Capes