



Universidade Federal do Rio de Janeiro
Nucleus of Letters and Arts
Faculty of Letters
Graduate Program in Neo-Latin Studies

Public Notice PrInt n. 04, on September 21, 2020

Coordination of the Graduate Program in Neo-Latin Studies
Public Notice for selection of scholarships and work missions
for CAPES PrInt 2020 Program

As provided by the Public Notice 41/2017 CAPES PrInt, which was amended in accordance with the publication in the FOB (Federal Official Gazette of Brazil) on April 05, 2018, Section 3, page 42, within the CAPES-PrInt Internationalization Institutional Program of UFRJ, the Graduate Program in Neo-Latin Studies opens the selection process for granting Scholarships and Work Missions **beginning from January through March 2021**, in accordance with the following guidelines.

1. The shares shall be distributed in the following modalities:
 - 1.1. Sandwich Scholarship Abroad
 - 1.2. Senior Visiting Professor Scholarship Abroad
 - 1.3. Junior Visiting Professor Scholarship Abroad
 - 1.4. Visiting Professor Scholarship in Brazil
 - 1.5. Work Missions Abroad

2. These modalities vary in shares and duration, and are destined to applicants whose distinct profiles match the following specifications:

MODALITY	APPLICANTS:	SHARES	DURATION
Sandwich Scholarship Abroad	PPGLEN doctoral candidates	two	six months
Senior Visiting Professor Scholarship Abroad	PPGLEN's Professors	one	six months
Junior Visiting Professor Scholarship Abroad	PPGLEN's Professors	one	four months
Visiting Professor Scholarship in Brazil	Foreign Professors	two	fifteen days
Work Missions Abroad	PPGLEN's Professors	two	from seven up to fifteen days

PPGLEN Av. Horacio Macedo, 2151, Block F, Room F-325
Faculty of Letters/UFRJ - Cidade Universitária/Fundão
ZIP 21941-917, Rio de Janeiro, RJ
Phone: +55 21 3938-9771
<https://posneolatinas.letas.ufrj.br>

3. The granting of scholarships shall take place according to the CAPES Directive n. 289, on December 28, 2018, which regulates the granting of scholarships abroad, http://www.capes.gov.br/images/stories/download/legislacao/02012018-Portaria_289_de-28-12-2018.pdf, and by **CAPES Directive n. 1, on January 3, 2020** <http://www.in.gov.br/en/web/dou/-/portaria-n-1-de-3-de-janeiro-de-2020-236759939>.
4. Proposals must align with **Sustainability, Growth, and Combating Inequalities** theme, which incorporates PPGLN, aiming to formalize and consolidate existing partnerships and to increase the number of international partners within the area of training professors and researchers who are engaged in foreign languages and literatures studies, ultimately working toward training both its teaching staff and students, execution of common research projects, and participating in international forums of academic discussion.
5. Applications can be filled by e-mail from September 28, 2020, up to October 8, 2020, 6pm, attaching PDF copies of all documentation required to PPGLN e-mail: posneolatinas@letras.ufrj.br, except for the leave of absence copy for scholarships Senior Visiting Professor Abroad and Junior Visiting Professor Abroad, this copy can be sent later to the same email address.
6. Required documentation:

6.1. Sandwich doctoral

1. Acceptance letter from the host institution written on official paper, dated and signed, stating the complete date of beginning and ending of permanence, which shall correspond to the duration of the scholarship to be granted, formatted as “first month/year to last month/year”, or “first day of the first month/year to the last day of the last month/year” (DD/MM/YYYY). For example, a 6-month scholarship granting would be written as “01/07/2020 to 31/12/2020”, or “07/2020 a 12/2020”;
2. Proof of partnership, such as an invitation letter, register of intention or a specific agreement with the host institution;
3. Academic Record;
4. Up to date Curriculum Lattes;
5. Copy of passport and indefinite leave to remain in Brazil (in case of foreign students);
6. Minute of defense and approval in the qualification exam, or proof of conclusion of the first year of doctoral program, at least;
7. Certificate of minimal linguistic proficiency according to the table and requirements in Annex 12th of the Public Notice 41/2017 (CAPES-Print);

PPGLN Av. Horacio Macedo, 2151, Block F, Room F-325
Faculty of Letters/UFRJ - Cidade Universitária/Fundão
ZIP 21941-917, Rio de Janeiro, RJ
Phone: +55 21 3938-9771
<https://posneolatinas.letras.ufrj.br>

8. Letter by the Brazilian supervisor recommending the application and explaining the interaction with the responsible researcher in the host institution;
9. Curriculum of the supervisor or researcher responsible in the host institution;
10. Work plan to be while abroad, containing the following items:
 - Title
 - Introduction and justification, showing the timeliness and relevance of the research theme, the adherence to the Internationalization Institutional Program of UFRJ, and, according to the case, to the project under international co-operation;
 - Clear definition and delimitation of the study object;
 - Goals and objectives;
 - Methodology;
 - Schedule;
 - Contribution of the study plan to promote teaching, training, and learning, according to the case, as well as to increase international cooperation and exchanges with UFRJ, highlighting the potential for expansion of the research and education network, with new techniques and partnerships, and broad disclosure of the results, according to the case;
 - Relevance of the proposed research for scientific and technological development of the area in Brazil in middle and long terms;
 - Relevance of the proposed research for economic and social welfare development in Brazil in middle and long terms;
 - Information about how the study plan predicts and meets the international and national ethical rules, when applicable;
 - Justification of the choice of the HEI and of the co-supervisor abroad, pointing its adequacy to the Internationalization Institutional Program of UFRJ, and, according to the case, to the project under international cooperation.
 - Bibliographic references;
 - Expected results;
11. Activities to be held when the applicant comes back, as a way of giving to the institution of origin the ownership of the knowledge acquired by the beneficiary while abroad.
12. Copy of the notice of leave of absence from the country (in case of technical or professor).

NOTES ON LEAVE OF ABSENCE: The leave of absence requirement for missions and scholarships abroad shall be requested from the applicant's section of personnel. The requirement must inform that the leave of absence will incur in onus by CAPES Print program. So, the processes will be opened and dealt with via SEI (the UFRJ's electronic system of information), aiming at greater celerity. Besides the dates of departure and arrival, the deadline for revalidating/indicating within CAPES must be informed, should the case be prioritized.

6.2. Senior Visiting Professor Abroad and Junior Visiting Professor Abroad

1. Application Form for Scholarship Abroad;
2. Acceptance letter from the host institution written on official paper, dated and signed, stating the complete date of beginning and ending of permanence, which shall correspond to the duration of the scholarship to be granted, formatted as "first month/year to last month/year", or "first day of the first month/year to the last day of the last month/year" (DD/MM/YYYY). For example, a 6-month scholarship granting would be written as "01/07/2020 to 31/12/2020", or "07/2020 a 12/2020";
3. Copy of the notice of authorization for leave of absence from the country;
4. Copy of passport;
5. Proof of partnership, such as an invitation letter by the host institution;
6. Applicant's up to date Curriculum Lattes;
7. Up to date ORCID registration;
8. Work plan to be while abroad, containing the following items:
 - Title
 - Introduction and justification, showing the timeliness and relevance of the research theme, the adherence to the Internationalization Institutional Program of UFRJ, and, according to the case, to the project under international co-operation;
 - Clear definition and delimitation of the study object;
 - Goals and objectives;
 - Methodology;
 - Schedule;
 - Contribution of the study plan to promote teaching, training, and learning, according to the case, as well as to increase international cooperation and exchanges with UFRJ, highlighting the potential for expansion of the research and education network, with new techniques and partnerships, and broad disclosure of the results, according to the case;
 - Relevance of the proposed research for scientific and technological development of the area in Brazil in middle and long terms;

PPGLEN Av. Horacio Macedo, 2151, Block F, Room F-325
Faculty of Letters/UFRJ - Cidade Universitária/Fundão
ZIP 21941-917, Rio de Janeiro, RJ
Phone: +55 21 3938-9771
<https://posneolatinas.letas.ufrj.br>

- Relevance of the proposed research for economic and social welfare development in Brazil in middle and long terms;
 - Information about how the study plan predicts and meets the international and national ethical rules, when applicable;
 - Justification of the choice of the host HEI, pointing its adequacy to the Internationalization Institutional Program of UFRJ, and, according to the case, to the project under international cooperation.
 - Bibliographic references;
 - Expected results;
9. Activities to be held when the applicant comes back, as a way of giving to the institution of origin the ownership of the knowledge acquired by the beneficiary while abroad.

NOTES ON THE LEAVE OF ABSENCE: The leave of absence requirement for missions and scholarships abroad shall be requested from the applicant's section of personnel. The requirement must inform that the leave of absence will incur in onus by CAPES PrInt program. So the processes will be opened and dealt with via SEI, aiming at greater celerity. Besides the dates of departure and arrival, the deadline for revalidating/indicating within CAPES must be informed, should the case be prioritized.

6.3. Visiting professor in Brazil

1. Proof of residence abroad and of bond with teaching and/or research institution abroad;
2. Proof of partnership printed on official paper, dated and signed, indicating month and year of beginning and ending of the applicant's permanence, preferably with intention protocol or specific agreement with the institution that shall send the researcher, etc.;
3. Up to date Curriculum Lattes;
4. Up to date ORCID registration;
5. Work plan to be while in Brazil, containing the following items:
 - Activities to be held (courses, training, conferences or seminars in person);
 - Justification, showing the timeliness and relevance of the activities theme, its adherence to the Internationalization Institutional Program of UFRJ, and, according to the case, to the project under international co-operation;
 - Clear definition and delimitation of the objects of study in the activities;

PPGLEN Av. Horacio Macedo, 2151, Block F, Room F-325
 Faculty of Letters/UFRJ - Cidade Universitária/Fundão
 ZIP 21941-917, Rio de Janeiro, RJ
 Phone: +55 21 3938-9771
<https://posneolatinas.letas.ufrj.br>

- Goals and objectives;
- Schedule;

OBSERVATION: foreign scholarships students applying for scholarship in Brazil shall fill the form available at:

<https://sadmin.capes.gov.br/sadmin/#/cadastroUsuarioEstrangeiro>

6.4. **Work Missions Abroad. General Guidelines**

A work mission is a travel by a professor researcher with duration between the minimum of seven and maximum of fifteen days, counting from the departure from Brazil to the arrival in Brazil. A work mission shall not be divided to accommodate the more than one researcher.

Missions can be used for participating in scientific events. However, aiming to increase the results of the Internationalization Institutional Program of UFRJ, we strongly suggest that professors include other activities in their missions, such as visiting research institutions in the country that they will be visiting.

Necessary documentation

1. Application for opening proceedings;
2. Form “Mission Abroad Requirement—with or without bond with research project under international co-operation” (free translation for *Solicitação de Missão no Exterior – Com ou sem vínculo de pesquisa em cooperação internacional*, filled and signed by the applicant;
3. Copy of the notice of authorization for leave of absence of the applicant for the mission;
4. Proof of partnership and justification for the mission, e.g. invitation letters, proof of acceptance of paper to be presented in convention, intention protocol, or specific agreement with the host institution, etc.;
5. Detailed work plan for the mission;
6. Justification and motivation for the mission;
7. Up to date ORCID registration;

NOTES ON THE LEAVE OF ABSENCE: The leave of absence requirement for missions and scholarships abroad shall be requested from the applicant’s section of personnel. The requirement must inform that the leave of absence will incur in onus by CAPES PrInt program. So, the processes will be opened and dealt with via SEI,

PPGLEN Av. Horacio Macedo, 2151, Block F, Room F-325
 Faculty of Letters/UFRJ - Cidade Universitária/Fundão
 ZIP 21941-917, Rio de Janeiro, RJ
 Phone: +55 21 3938-9771
<https://posneolatinas.letas.ufrj.br>

aiming at greater celerity. Besides the dates of departure and arrival, the deadline for revalidating/indicating within CAPES must be informed, should the case be prioritized.

7. Evaluation Board for the Applications:

The selection board shall be composed by the following agents: Program Coordinator, Professor indicated by the Committee, Professor from another Program, and, should the application be for a sandwich scholarship, the Doctoral Students Representative.

8. Selection

Regarding the selection, the following items shall be considered as minimum criteria:

- 8.1. meet the requirements for applicants on the date of selection, according to the CAPES Directive n. 289, on December 28, 2018, https://www.capes.gov.br/images/stories/download/legislacao/02012018-Portaria_289_de-28-12-2018.pdf for scholarships abroad, and CAPES-PrInt Public Notice, item 4.1.4 and its sub entries, for scholarships in Brazil: Edital 41/2017 [https://capes.gov.br/images/novo_portal/editais/editais/23082019 Edital_104_5323 Edital_41.2017 Print.pdf](https://capes.gov.br/images/novo_portal/editais/editais/23082019_Edital_104_5323_Edital_41.2017_Print.pdf)
- 8.2. adequacy of the documentation submitted by the applicant;
- 8.3. applicant's qualification, scientific merit of the plan, and its adherence to the theme of the Internationalization Institutional Program of UFRJ, and, according to the case, to the project under international cooperation.
- 8.4. feasibility of the research/work plan within the schedule;
- 8.5. adequacy of the institution of origin, for scholarships in the country, and host institution, regarding scholarships abroad, for development of the plan.

9. Schedule:

Subscriptions and submitting documents in PDF by e-mail	From September 28 to October 8
Board meeting for documentation analysis and selection of the applicants and Disclosure of the preliminary results	October 9
Submission of written appeal	Up to October 12
Trial of appeals Disclosure of the final results	October 13

10. General provisions

- 10.1. The subscription for the selection process implies full acceptance of the terms in this Public Notice.
- 10.2. More information are available at <http://posgraduacao.ufrj.br/noticia/2581>, as well as all forms and regulations regarding the CAPES-Print Program of UFRJ.
- 10.3. Omitted cases shall be resolved by the selection board.