



## **BE\_a\_DOC | Brazil – Europe Doctoral and Research Programme**

### **BE\_a\_DOC 2017 CALL**

#### **Brief Introduction**

Founded in 1985 and formally constituted by Charter in 1987, the Coimbra Group (CG) is an association of long-established European comprehensive, multidisciplinary research universities of high international standard committed to creating special academic and cultural ties in order to promote, for the benefit of its members, internationalization, academic collaboration, excellence in learning and research, and service to society. It is also the purpose of the Coimbra Group to influence European education and research policy and to develop best practice through the mutual exchange of experience.

The Coimbra Group of Brazilian Universities (CGBU) is a civil association of private, non Profit purpose assets, academic, scientific and cultural character, composed of 77 Brazilian Higher Education Institutions, founded on October 29, 2008 in Brasilia DF. The CGBU's mission is to promote academic, scientific and cultural relations between the partner institutions and partner s International, through programs, projects and actions of international cooperation, bilateral and multilateral. The CGBU activities are developed in partnership with International Organizations, Universities, University Networks, Rectors Councils and Government Agencies of more than hundred countries, in five continents. In Brazil, CGBU actions are supported, among others, the Ministry of Education (MEC), (SESu) and Higher Education Personnel Improvement Coordination (CAPES); the Ministry of Science, Technology, Innovation and Communication (MCTIC), especially the National Scientific and Technological Development Council (CNPq); and the Ministry of Foreign Affairs (MRE), through the Division of Educational Themes (DCE).



The Coimbra Group and the Coimbra Group of Brazilian Universities (CGBU) have built a solid cooperative relationship, in particular to support mobility between Europe and Brazil. The Be\_a\_DOC Programme aims at fostering existing cooperation between European and Brazilian institutions linked to the two networks, through the publication of Sandwich PhD exchange or research period offers in the universities of both networks.

This call aims to regulate the application and selection processes for candidates to obtain a placement in the CG and the CGBU's member universities within the framework of the BE\_a\_DOC programme, starting in 2018.

#### 1. APPLICANTS

- a. The eligible applicants are PhD students, researchers and professors from the CG or the CGBU's member universities;
- b. The doctoral student must be enrolled in a doctoral programme offered by an associated university of the CG or the CGBU and must have completed at least his/her first year of studies at his/her home institution;
- c. The researchers/professors must have a contract with his/her home institution;
- d. Be a citizen or permanent resident of one of the CG member countries or a permanent resident in Brazil;
- e. Brazilian students who are living in Europe and European students who are living in Brazil are not qualified to participate;
- f. Employees of the CG or the CGBU, or anyone with an employment contract with these networks at the time of application, are not eligible.

## 2. ELIGIBLE ACTIVITIES AND DATES

- a. The PhD students, researchers and professors shall carry out research activities according to the work plan, duly approved by home and host institutions;
- b. The mobility period will start in the second semester of the academic year 2017-2018 in Europe and in the first semester of the academic year 2018 in Brazil, with particular reference to the timetable of the host institution, and will last for a maximum of 12 months.

## 3. ELIGIBLE INSTITUTIONS

Member universities of the Coimbra Group (CG) or associated universities of the Coimbra Group of Brazilian Universities (CGBU) that have offered places in the BE\_a\_DOC platform.

The participating universities and the places offered will be made available on the BE\_a\_DOC platform at <http://www.beadoc.org/>

## 4. FORMS OF NON-FINANCIAL SUPPORT

- a. This programme is intended to disseminate research mobility opportunities in Europe and Brazil, as well as to facilitate contacts in order to obtain placement of candidates;
- b. Scholarships or financial support are not granted under the BE\_a\_DOC Programme;
- c. Notwithstanding point (b), candidates with an acceptance letter may apply for a scholarship from funding institutions such as CAPES, CNPq or others;
- d. Some host institutions may provide support to selected students, researchers or professors. Normally, this form of support may include reduced prices in accommodation and meals. This information shall be specified on the BE\_a\_DOC platform in the academic offer page;

- e. Registration fees will not be charged to PhD students, researchers and professors participating in the Programme;
- f. Access to classes, study rooms, libraries, laboratories, university restaurants and other university services should take place under the same conditions that apply to other students, researchers and/or professors of the host university.

## 5. LANGUAGE

- a. Both PhD students, researchers and professors under the Be\_a\_DOC Programme have to fulfil the language proficiency requirements of the host institution and, whenever required, provide proof of that knowledge;
- b. All the application documents (work plan, recommendation letters, academic transcript of records, etc.), excluding identification documents, must be written in English.

## 6. APPLICATION PROCESS

- a. All candidates must provide proof of explicit support of their home institution in order to apply to the programme;
- b. Candidates may apply for up to three different mobility options;
- c. Applications must contain the following documents, which may otherwise be rejected:
  - Online Application Form duly filled in;
  - Copy of the Identification document (citizen card, passport or national identity card);
  - [Lattes Curriculum Vitae](#) for European applicants and [EUROPASS](#) Curriculum Vitae for Brazilian applicants (no need to include certificates);

- Academic transcript of records – Academic grades of undergraduate/ Master Degrees (requirement restricted to students applying for Exchange Sandwich Doctorate);
  - Documents requested to Sandwich PhD candidates: i) work plan in English; ii) letter of the supervisor/director of the course, allowing the participation in the BE\_a\_DOC Programme, according [to the template](#);
  - Documents requested to the researchers and professors: i) work plan in English; ii) letter of the Director of the Department or Faculty in which the researcher is working, allowing the participation in the BE\_a\_DOC Programme, according [to the template](#);
  - Other documents required in the academic offer, according to the requirements stated by the member universities of the Programme in [www.beadoc.org](http://www.beadoc.org);
- d. Applications are free of charge and shall be submitted by using the form available on the online platform BE\_a\_DOC;
  - e. Deadline for submission of the application: 15 September 2017, 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;
  - f. The applicant is the only responsible for the information provided;
  - g. Uncompleted applications will automatically be excluded;
  - h. Original documents may be requested by the CG/CGBU or the host institution at any time.

## 7. SELECTION PROCEDURE

- a. The eligibility check of applications will be undertaken by the CG/CGBU in order to select candidates who meet the eligibility criteria. After that, the CG/CGBU will publish the list of admissible applicants;
- b. The CG/CGBU will send the valid applications to the universities selected by the candidates as their first option;
- c. Applications which are not selected in the first option should be sent by the CG/CGBU to the universities selected by the candidates as second and third options, if there are unfilled vacancies;
- d. The institutional coordinator from the participating universities under the BE\_a\_DOC Programme shall coordinate internally with the persons responsible for the academic offers, in order to provide the analysis and evaluation of the applications based on the documents submitted by applicants;
- e. The institutional coordinators in Europe and Brazil should send to the General Coordination of the CG/CGBU, respectively, the information concerning the evaluation of the applications, in the line with the deadlines set out in the calendar of the Programme.

## 8. RESULTS

The CG and the CGBU will publish the results on the programme platform and will contact the selected candidates in order to inform them about the institution for which they have been accepted as well as the contact of the institutional coordinator.

#### 9. *DUTIES AND RESPONSABILITIES OF STUDENTS, RESEARCHERS AND PROFESSORS*

- a. To be fully committed to the activities of the course and respect the laws and regulations of the course of both the host university and the host country;
- b. Bear all costs relating to the participation in the BE\_a\_DOC Programme such as personal expenses, airline tickets, meals, accommodation, 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. It is mandatory that students, researchers and professors selected under the Programme take out an international travel insurance that includes medical, laboratorial and hospital coverage within the Brazilian territory (for European students, researchers and professors) or European territory (for Brazilian students, researchers and professors), 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. Send to the CG/CGBU a copy of the acceptance letter, before the start of the outgoing mobility;
- f. In case of drop out, candidates have to inform immediately the CG/CGBU, as well as the host institution, in case they have already received the Letter of Acceptance.

#### 10. *DUTIES AND RESPONSABILITIES OF THE HOST INSTITUTIONS*

- a. To provide the CG/CGBU general coordination with information about the evaluation of the applications, name and contact of the supervisors, if different from the ones that are included in the platform;
- b. To send the acceptance letter to the placed candidates mentioning the mobility period agreed;

- c. To inform the CG/CGBU general coordination about any change in the contact or name of the institutional coordinator;
- d. Provide all relevant information to the placed candidates similarly to what is done regarding other students, researchers/professors in mobility;
- e. To send a copy of the proof of arrival and departure to the CG/CGBU general coordination by using the template available in the BE\_a\_DOC platform;
- f. To issue the certificate of participation at the end of the mobility period.

#### *11. DUTIES AND RESPONSABILITIES OF THE CG/CGBU*

- a. The CG/CGBU coordination is responsible for the reception, evaluation and sending of the validated applications to the participant institutions, as well as for the publication of the results.

#### **12. GENERAL PROVISIONS**

- a. The candidate's enrolment implies the understanding and final acceptance of the terms and rules set out in this Call, which the applicant cannot claim to ignore;
- b. The applicant is the sole responsible for the information provided. The CG/CGBU have the right to exclude any candidate 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.



### 13. BE\_a\_DOC PROGRAMME CALENDAR

| Dates                             | Activities   |
|-----------------------------------|--|
| From 10 July to 15 September 2017 | Call opens: BE_a_DOC online platform at <a href="http://www.beadoc.org">www.beadoc.org</a> |
| 2 October 2017                    | Publication of the application results to be sent to the host universities.                |
| 6 November 2017                   | Publication of the results concerning the first option of the applicants.                  |
| 30 November 2017                  | Publication of the results concerning the second and third options of the applicants.      |
| February 2018                     | Start of the mobility period for applicants placed in their first option.                  |

### 14. OMISSIONS AND ADDITIONAL INFORMATION

- a. Circumstances not contemplated in this Call shall be jointly decided by the general coordination of the Programme in the CG and CGBU;
- b. Additional information may be requested by the email address to: [cg.beadoc@uc.pt](mailto:cg.beadoc@uc.pt) (CG) and [coordbe\\_doc\\_gcub@grupocoimbra.org.br](mailto:coordbe_doc_gcub@grupocoimbra.org.br) (CGBU).

Coimbra, 18 April 2017