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Partnership Program for Education and Training – OAS/GCUB PAEC Edict OAS/GCUB nº 001-2016

The Organization of American States (OAS) and the Coimbra Group of Brazilian Universities (GCUB), with the support of the Division of Educational Topics of the Ministry of Foreign Affairs of Brazil, through the OAS Partnerships Program for Education and Training (PAEC), have decided to support university level students, by offering scholarships to qualified candidates of the Americas, to participate in Master's and Doctoral programs in Brazilian universities associated with the GCUB.

About the Initiatives of the OEA and the GCUB

The **OAS**, through its Department of Human Development, Education and Employment (DHDEE), supports the OAS member states in creating and executing programs that promote human development at all educational levels. The DHDEE strengthens democratic values and security under the framework of regional integration by offering training opportunities to citizens of the OAS member states to support their efforts to improve quality and equity in education.

The Coimbra Group of Brazilian Universities (**GCUB**), established in 2008, is a civil association, with private rights, without lucrative or economic purposes, of academic, scientific and cultural character, and with an indefinite duration, composed by a network of 72 Brazilian universities of higher education. Its institutional mission is that of developing academic, scientific and cultural relations among the associated institutions through programs, projects and actions associated with international cooperation. These activities are executed in conjunction with international organizations, foreign universities, university networks, and the government body, in a great number of countries. Nationally, the GCUB is supported by the Ministry of Foreign Affairs, the Ministry of Education, and the Ministry of Science, Technology and Innovation, among others.

1. GENERAL PROVISIONS

- 1.1 This announcement is intended to govern the selection of candidates for the distribution of scholarship offered by Brazilian universities in the GCUB within the framework of the OAS-GCUB PAEC 2016. These scholarships will cover on-site Master's and Doctoral degree programs, scheduled to begin in 2017, according to the information posted on the [Table of Master's and Doctoral Degrees in Brazilian Universities](#).
- 1.2 The student must pursue the Master's or Doctoral program for which s/he was selected and, after a successful completion of all tests and other academic requirements and formalities, s/he will receive a Master's or Doctoral degree from the host university.

1.3 The OAS and the GCUB bear no responsibility arising from the acceptance or rejection of degrees or diplomas awarded by Brazilian universities, at educational institutions in the scholarship recipient's country of origin.

1.4 There will be no employment or commercial relationship established between the OAS or the GCUB and the OAS-GCUB PAEC 2016 scholarship recipients. Likewise, the OAS and the GCUB shall not assume any type of liability, whether civil, contractual or non-contractual, during the entire academic process.

1.5 Language of Study:

1.5.1 The language of instruction is Portuguese. However, study programs may offer academic disciplines and activities in other languages.

1.5.2 Proficiency in Portuguese or English will not be a requirement for any candidate during the application stage.

1.5.3 All OAS-GCUB scholarship recipients must prove a minimum level of Portuguese equal to Superior Intermediate, by the *Certificado de Proficiência em Língua Portuguesa para Estrangeiros* (CELPE-BRAS)¹ or equivalent certification at the discretion of the university, until the defense of the dissertation or thesis.

1.5.4 Once enrolled in the institution, the OAS-GCUB PAEC student must comply with all the requirements related to proficiency in languages.

1.6 Dates:

a. **Approximate starting date for Master's and Doctoral programs:** depends on the academic calendar of each Brazilian host university.

b. **Approximate completion date for Master's and Doctoral programs:**

▪ Master's programs: Up to 24 months after the starting date of the study program and according to the program duration standards of the Brazilian host university.

▪ Doctoral programs: Up to 48 months after the starting date of the study program and according to the program duration standards of the Brazilian university.

2. SCHOLARSHIP BENEFITS

2.1. During studies in Brazil, each student will receive the following benefits:

a. Exemption of tuition and monthly or annual academic fees, related to the costs of the graduate program at the host university, for which the scholarship recipient is selected.

b. Subsistence scholarship²:

▪ **Master's:** Monthly grants, using as reference the [amount paid by CAPES](#) to Brazilian students that are enrolled in master's studies in Brazil, as the minimum amount to be paid by the host university, throughout the regular study period, **for up to a maximum of 24 months**, according to the [Table of Master's Programs](#).

¹ The costs associated to the CELPE-BRAS examination are student's responsibility.

² Accumulating scholarships offered by Brazilian institutions or by any foreign institution for studies in Brazil will not be allowed.

- **Doctorates:** Monthly grants, using as reference the amount [paid by CAPES](#) to Brazilian students that are enrolled in doctorate studies in Brazil as the minimum amount to be paid by the host university, throughout the regular study period, **for up to a maximum of 48 months**, according to the [Table of Doctoral Programs](#).
- c. A US\$1,200 (one-thousand two-hundred US Dollar) one-time contribution to help students defray their settlement expenses, paid in Brazilian *Reais*, according to the official exchange rate on the day the OAS deposits this contribution to the GCUB. This benefit will be awarded to each one of the first 150 approved scholarship recipients.
- d. The limit established in item c (mentioned above) may be, at the discretion of the OAS, adjusted depending on the availability of funds, to support a larger number of selected applicants.
- e. In order to receive disbursement of any of the above-mentioned benefits, the student must report to the Brazilian university and follow the Institutional OAS-GCUB PAEC Coordinator's instructions regarding the registration process: opening a bank account; issuance of documents required by the government of Brazil; obtaining international insurance³ with full medical, hospital and lab-testing coverage, valid in the entire Brazilian territory, including coverage of repatriation of mortal remains; possession of a passport with a valid student visa (Foreigner Statute, Article 13). The payment of the OAS contribution for settlement expenses can take up to three (3) months after the arrival of the student to Brazil. Therefore, the scholarship recipient must send the necessary documentation to GCUB, as soon as possible.
- f. Access to university restaurants, if any, under the same conditions as any other student at the host university.
- g. Access to classes, classrooms, libraries, laboratories and other university services under the same conditions as any other student at the host university.
- h. Free access to Portuguese language studies (on-site courses, online courses, tutorials with students or professors, or other modalities), determined by the host university.

NOTE: Neither the OAS, the GCUB nor the host University will cover any expenses of the scholarship recipient's companions or dependents.

3. APPLICATION REQUIREMENTS

3.1 General Requirements for Applying

- a. The scholarship application should be completed individually and may be submitted in Portuguese, English, French or Spanish;
- b. The student cannot receive another academic scholarship from the OAS, PAHO or from any Brazilian institution for the same level of studies of the 2016 OAS-GCUB PAEC 2016 application;

³ The search and selection of medical insurance is the student's responsibility. The OAS and the GCUB refrain from recommending any particular insurance company. The scholarship recipient must ensure that the insurance covers all aspects described in numeral 2.1.e. The Program's General Coordination requires that the insurance be purchased before the student arrives in Brazil.

- c. Hold citizenship or a permanent residency of any of the [OAS member states](#), except of Brazil⁴;
- d. Not be an OAS officer or possess any type of contract with the OAS, at the time of application. Representatives of the Permanent Missions to the OAS and their immediate families will not be considered for an OAS-GCUB PAEC scholarship either.
- e. Be in good health (physical and mental) to undertake and successfully conclude graduate studies;
- f. Be able to secure additional financial resources to assume the expenses not covered by this scholarship (i.e. airfare, student visa fees, international medical insurance for the duration of studies, and additional subsistence expenses that exceed the amounts described in numeral 2.1.b)

3.2 General requirements for applying:

- a. Applicants must indicate the degree for which they are applying, be it a Master's or a Doctorate.
- b. Each student must apply to up to three Master's or Doctoral programs from different universities; **it is mandatory that each of these universities be located in three different regions of Brazil** (see [map](#)).
- c. The presentation of the graduation diploma is mandatory for all applicants;
- d. In the case of doctoral candidates, the student must verify if the program of study requires a master's diploma in order to qualify (check [table](#)).

4. REQUIRED DOCUMENTATION FOR THE APPLICATION

4.1 Applications must include the following documents:

a. For Master's and/or Doctoral Programs

- I. Fill out and complete [OAS-GCUB Scholarship Application Electronic Form](#);
- II. Copy of identification document (citizenship document, passport, national identification document, etc.);
- III. *Curriculum Vitae* (no need to include supporting documents at the time of application. The supporting documentation may be requested by the general coordinators of the program at any given time);
- IV. Transcripts of grades (academic records) of all completed courses during undergraduate and Master's studies(if applicable);
- V. Diploma or certificate of completion of studies, for Bachelor's or Master's(if applicable);
- VI. Two letters of recommendation, preferably from university professors or other people of renowned academic or work expertise, preferably on institutional letterheads, with University seal, and duly signed before being scanned. These letters must include the contact information of the referrer. Referrers should

⁴ Brazilian citizens and/or Brazilian citizens with double nationality, Brazilian citizens with permanent residency in another country, or foreigners with permanent residency in Brazil are not eligible for the OAS-GCUB PAEC Scholarship Program because one of the purposes of the Program is to promote the integration of the countries of the Americas through the internationalization and mobilization of students in the region.

preferably be university professors or other people with renowned expertise in your program of choice.;

VII. Three essays in Spanish, English, French or Portuguese with the following specifications:

- Font type: Times New Roman, Nº 12
- Line spacing: 1.5 cm
- Top, bottom, left, and right margins: 2.5 cm
- Texts should include:
 - **Essay 1:** Academic expectations and interests, professional expectations and prospects upon return to the country of origin (maximum 2 pages).
 - **Essay 2:** For each of the Master's and/or Doctoral programs chosen in the application, justify the choice of each program and of each university, present the main research topic during the studies, layout and justify the research topic, present the bibliography or literature review, and present the methodology, timeline and bibliographical references (maximum 8 pages).
 - **Essay 3:** Letter of commitment (maximum 1 page) describing each of the following aspects:
 - a) Source(s) of funding and a payment plan for expenses not covered by the scholarship program (i.e. airfare, international medical insurance, additional subsistence expenses, visa fees, etc.)
 - b) Ability to relocate to Brazil before the expected start date of the program and to reside there for the duration of the study program.

Note: If the candidate is selected for the scholarship, and if required by the host university, s/he may be required to present the documents mentioned in Section IV and V officially translated into Portuguese (notarized translation).

4.2 Applications are free and must be completed electronically.

4.3 The scholarship application deadline is **August 19 - 2016, until 23:59 pm midnight (EST, official time in Washington, D.C.)**.

Note: We encourage applicants to submit their application as early as possible, considering that an overload in the system may occur during the days closer to the deadline, which may cause delays in the submission of applications. Please note that **the deadline will not be extended**.

4.4 Applying to the OAS-GCUB PAEC 2016 scholarship implies full understanding and absolute acceptance of the terms and conditions defined in this announcement, from which the scholarship applicant will not be able to plead ignorance.

- 4.5 The applicant is fully responsible for the information provided. The OAS and the GCUB reserve the right to exclude applications, at any stage of the selection process, if information and documentation provided is incomplete, inaccurate or inconsistent, or if applications are submitted after the specified deadlines.
- 4.6 Original documentation may be requested by the OAS, the GCUB or the host university, at any time.

5. SELECTION OF APPLICATIONS PROCESS

- 5.1 The evaluation process of the OAS-GCUB PAEC 2016 scholarship applications consists of three eliminatory phases. Any applicant may be dismissed at any phase if s/he does not fulfill all requirements of each phase.
- 5.1.1 The first phase of the selection process (document assessment) is the responsibility of the OAS and GCUB;
- 5.1.2 The second phase (examination of merit and admissibility by the university) is the responsibility of the coordinators of the master's and doctoral programs, of the GCUB member universities.
- 5.1.3 The third phase (final distribution of approved candidates in previous phases) will be executed by the Advisory Evaluation Committee, conformed by professors with doctorates of the GCUB member universities, named by specific decree signed by the Chairmanship of the GCUB.

a. First Phase: Verification of consistency in the documentation

This phase consists of an assessment by the OAS and GCUB technical team of the submitted documentation, according to the information provided in Section 4 of REQUIRED DOCUMENTATION FOR THE APPLICATION.

Applications that are incomplete, improperly submitted, and/or received beyond the established deadlines will be discarded without any possibility of reconsideration.

b. Second Phase: Examination of merit and admissibility by the university

The OAS and GCUB will send every eligible application to the Brazilian universities, selected by the applicant. Each program selected by the candidate will evaluate his/her application based on the documents of Section 4 of this announcement (REQUIRED DOCUMENTATION FOR THE APPLICATION), and will decide if the candidate is APPROVED or NOT APPROVED.

- The university will provide the GCUB with the list of approved and unapproved candidates. Whenever possible, the university will preselect at least four candidates per offered scholarship. This procedure is essential for a better use of grants, in case of declinations. The university will, preferably, take into account the geographic distribution criteria of [OAS member states](#) when preselecting candidates, without the detriment of the academic merit.

c. Third Phase: Final Selection

Applicants admitted by the universities in the previous phase will be ranked by the Evaluation Advisory Committee mentioned in Section 1 (GENERAL PROVISIONS) in this announcement.

The Evaluation Advisory Committee will make the final decisions on awarding the scholarships and of the student distribution, into the programs and universities to which they applied. Among the applications approved in the previous phase, the Committee shall consider the following weighted criteria:

- Geographical distribution of the applicants, taking into consideration the most important needs of emerging economies.
- Applicants from countries with a low human development index (HDI), according to the ranking of the United Nations Development Program (UNDP)⁵.
- Full-time professors working at higher education institutions, especially those originating from countries with a low HDI, according to UNDP.
- Sex diversity.
- The order of preference of the candidate's chosen programs.
- Applicants whose proposals portray the highest potential for social impact upon return to their countries of origin.

6. SELECTION RESULTS

6.1 The OAS and the GCUB will announce the results on their websites. Selected applicants will be contacted by the OAS and the GCUB and informed of the universities and study programs for which the OAS-GCUB PAEC 2016 scholarship is being offered.

6.1.1 In case of declinations, the OAS and the GCUB will contact the subsequent candidates, as ranked by the Advisory Selection Committee.

6.2 Universities must send the original physical Admission Letter to the selected candidates of the previous phase.

6.2.1 For those students in areas related to health sciences, an additional letter signed by the Course Coordinator must be sent, reporting that the student cannot perform procedures on patients in Brazil, except for those strictly necessary for the development of research activities related to the dissertation of thesis, according to the rules of the respective Professional Councils.

6.2.1.1 In the specific case of medical students, the letter signed by the Course Coordinator must indicate that the student cannot perform medical procedures outside the educational institution to which s/he is linked, except those strictly necessary for their studies. The

⁵ For more information on the Human Development Index (HDI) per country, please see the 2015 Human Development report by the United Nations Development Program (UNDP). <http://hdr.undp.org/en/2015-report>

letter must also include the name of the person responsible for the student at the Regional Council of Medicine, who will also be responsible of informing the student's presence under his/her jurisdiction and assume joint responsibility for him/her (under Resolution CFM No. 1,832, Article I and VI and Article 7 § 5).

Note 1: Universities must send the letters directly to the selected candidates' home address.

Note 2: Electronic copies of the letters sent to the selected candidates, must be sent as well as to the OAS and the GCUB.

6.3 The OAS will send a Scholarship Acceptance Contract to the selected candidates through the email account scholarships@oas.org. Students have one week to submit their signed Scholarship Acceptance Contract, starting from the date the contract was sent to them by the OAS. If the awardee does not send her/his contract within the established deadline, the General Coordination of the Scholarship Program will interpret the absence of an answer as a rejection of the scholarship offer.

7. STUDENT DUTIES AND RESPONSIBILITIES

7.1 The final approval of the OAS-GCUB PAEC 2016 selected awardee will be subject to the signing of the Scholarship Acceptance Contract, in which the candidate is obliged to comply with the Program requirements. Furthermore, the selected applicant should refrain from engaging in activities that are incompatible with the status of an OAS scholar, respecting the rules specified in this document.

- a. Full-time dedication to program activities and compliance with the legislation and regulations in force of the study program⁶, the Host University and Brazil.
- b. Return to the country of origin within 30 days after the completion of studies in Brazil, and reside there permanently for at least the same duration of the studies conducted in Brazil.
- c. Without prejudice to Section 2 (SCHOLARSHIP BENEFITS), the awardee should cover all expenses related to his or her participation in the OAS-GCUB PAEC 2016 scholarship such as, personal expenditures, airfare, international insurance with full medical, hospital and lab-testing coverage, valid in the entire Brazilian territory, that includes repatriation of mortal remains (see point F, below); mandatory fees for student services (e.g. issuance of certificates); graduation expenses (issuance of degree title); legalization of documents; visa processing and issuance, and any additional costs or expenses that are not explicitly contemplated in this Announcement.

⁶ Students should consult the internal regulations and all other regulations of the program s/he applied to, either at a Master's or PhD level. Language requirements should also be taken into account. Once enrolled in the Brazilian host university, the OAS-GCUB PAEC student has the same rights and therefore the same responsibilities as the rest of the students.

- d. The awardee must obtain the student visa to travel to Brazil and cover all costs related to this process. Therefore, the awardee should contact the Brazilian Consulate, in his or her home country, to complete all necessary procedures.
- e. The scholarship may be declined by the awardee up to four weeks before starting the study program, without financial penalties. However, if the selected candidate declines the scholarship after this period, or after having started the program of studies without a valid or sufficient justification determined by the OAS and the GCUB, the awardee will be obliged to reimburse to the OAS and/or the GCUB and/or the host University, all funding granted under the scholarship up until the moment of the declination. In addition, the awardee may not compete in any other scholarship program of the OAS or GCUB, within the next 2 (two) years.
- f. Students who fail to submit proof of international insurance with full medical, hospital and lab-testing coverage valid in the entire Brazilian territory, including repatriation of mortal remains, will not be able to enroll in Brazilian universities. With the objective that awardees are covered from the first day of arrival in the country of study, the medical insurance must be acquired from the country of origin, **before** traveling to Brazil and an electronic copy of this document should be sent to the GCUB and to the host university.
- g. The host university may withdraw the scholarship if the awardee does not meet the academic standards and the university's regulations, where the academic studies are being pursued, under the OAS-GCUB PAEC 2016 scholarship sponsorship.
- h. In case the scholarship holder does not fulfil the university's obligations and of this announcement, the Brazilian university, GCUB and / or the OAS may require the refund of the full amount or part of the scholarship granted during the period of stay in Brazil.

8. EVALUATION OF THE OAS/GCUB PAEC PROGRAM

- 8.1 The universities will be responsible for constantly monitoring the academic progress and wellbeing of the students.
- 8.2 The host universities will send the GCUB, through the email address: paec.gcub@grupocoimbra.org.br an annual report describing the progress of each student and their possibilities for continuing in the Program.
- 8.3 Coordinators of the OAS/GCUB PAEC and the general coordinators of the Program from the GCUB and from the OAS, will meet once a year for the evaluation and discussion of proposals regarding the continuity and improvement of this Scholarship Program.

9. CALENDAR 2016

Dates	Activities
August, 19	Application deadline
September, 26	Verification of consistency in documentation (Phase 1)
October, 11	Evaluation results by universities (Phase 2)
November 14-18	Selection of candidates (Phase 3)
December, 5	Announcement of results
January, 31- 2017	Deadline to decline the scholarship

10. CASES OF OMISSION AND COMPLEMENTARY INFORMATION

- 10.1 Any situation not included in this announcement will be considered jointly by the OAS and the GCUB.
- 10.2 Additional information can be requested via a direct query exclusively to the following e-mail: becasbrasil@oas.org.