

**PUBLIC NOTICE 62/2022 Pro-Rectorcy of Graduate Studies
Institutional Program for Visiting Professors in Brazil/CAPES/PrInt/UFLA**

This Notice states that the registration to participate in the Institutional Program for **Visiting Professors in Brazil**, of the Institutional Program for Internationalization of the Federal University of Lavras (CAPES/PrInt of UFLA) through the Management Group and the Pro-Rectorcy of Graduate Studies (PRPG) is open. This Public Notice aims to improve the quality of teaching and the scientific work of UFLA's Graduate Programs by granting scholarships for Visiting Professors in Brazil.

This Public Notice has been published on UFLA's main page and CAPES/PrInt Project page (<http://print.ufla.br/>), in addition to being disclosed to UFLA's Graduate Programs (PPG) participating in the CAPES/PrInt Project.

Only foreign professors and researchers with a Doctoral Degree, linked to teaching or research institutions, residing abroad, and with renowned scientific and international experience, are allowed to perform in UFLA's CAPES/PrInt Project Graduate Programs: Soil Science, Genetics and Plant breeding, Agricultural Microbiology, Animal Science, Food Science, Agricultural Chemistry, Plant Pathology, Entomology, Phytotechnics, Administration, Biomaterials Engineering, and Veterinary Sciences. This Notice will include **individual quotas of at least 08 days and a maximum of 15 days** to remain on UFLA's premises, starting from the arrival date until the departure.

1. OBJECTIVE

1.1 The Institutional Program for Visiting Professors in Brazil, from UFLA's CAPES/PrInt Project, aims to offer institutional quotas for short-term scholarships in Brazil, aligned with UFLA's Internationalization Plan and UFLA's CAPES/PrInt Project topic "**Food Production and Food Safety**".

1.2 The Graduate Programs in UFLA's CAPES/PrInt Project that wishes to enter into this Public Notice must present a work plan, in which, necessarily, the foreign professor or researcher must:

- a) Teach condensed courses, short-term courses, or lectures;
- b) Participate in defense committees as an external member;
- c) Carry out meetings with the research groups of the Graduate Program;
- d) Visit the field and UFLA's experimental laboratories.

1.3 All UFLA's Graduate Programs, whether or not in UFLA's CAPES/PrInt Project, will be able to enjoy the foreign professors or researchers, as well as all regularly enrolled students at UFLA or in any Brazilian partners institutions of UFLA's CAPES/PrInt Project (*Universidade Federal dos Vales do Jequitinhonha e Mucuri – UFVJM*, and *Universidade Federal de São João del-Rei – UFSJ*), whether by participating on condensed courses, short-term courses, meetings, visits or lectures. If the Visiting Professor or Researcher is participating as an external member of defense committees, and there are no dissertation or thesis defenses scheduled during the period of staying in Brazil, the Program may align the participation after his/her return, using videoconferencing or other tools that allow their participation remotely.

1.4 The Program for Visiting Professors in Brazil has as specific objectives:

- a) To provide opportunities for updating scientific, technological, and academic knowledge;
- b) To increase the level of collaboration and joint publications among researchers working abroad;
- c) Increase the number of dissertations and theses written and defended in part or entirely in a foreign language, in accordance with PRPG RESOLUTION No. 028 of April 28, 2017;
- d) Improve the quality of the scientific papers coming from dissertations and theses;
- e) Strengthen the Graduate Programs and the exchange between Brazilian institutions and international institutions or research groups;
- f) To increase the access of Brazilian doctoral students to international institutions, defined as priorities by the CAPES/PrInt Project Management Group at UFLA;
- g) To assist the internationalization process of higher education, science, technology, and innovation at UFLA, and;
- h) To provide greater international visibility to scientific and technological production of UFLA's

Graduate Programs.

2. GENERAL CONDITIONS

2.1 Applications recommended by the Federal University of Lavras (UFLA) must be properly aligned with UFLA's Internationalization Plan (<http://print.ufla.br/programa-de-internacionalizacao-da-ufla>).

2.2 The work plan of the Visiting Professor in Brazil must be aligned with UFLA's CAPES/PrInt Project topic "**Food Production and Food Safety**". Otherwise, the Management Group will cancel the application when announcing the final result.

2.3 It is the responsibility of the Graduate Program coordination or Management Group, in the case of reserved quotas, to carry out all the procedures after the foreign professor or researcher registration in the SCBA system by the Management Group, as well as the logistics related to the airport-Lavras transfer, accommodation, activities planned, and other eventual activities or difficulties that may occur.

2.4 The costs related to the airport-Lavras transfer, accommodation, and meals must be paid by the scholar (Visiting Professor in Brazil), through the assistance he will receive from CAPES.

2.5 The benefits are granted exclusively to the scholar and do not depend on his/her family or salary status. It is not allowed to accumulate benefits for the same purpose and at the same level, and the candidate must request suspension or cancellation of other scholarships granted by international agencies and/or organs or entities of the Federal, State, or Municipal Public Administration while staying in Brazil.

3. THE QUANTITY AND DURATION OF QUOTAS

3.1 The management of institutional quotas is the responsibility of UFLA's Pro-Rector of Graduate Studies (PRPG) and UFLA's CAPES/PrInt Project Management Group (<http://print.ufla.br/>).

3.2 This Notice envisages **18 quotas** for Visiting Professor in Brazil, **with a minimum of 08 days and a maximum of 15 days** to stay at UFLA's facilities.

3.3 Twelve (12) quotas will be reserved for the Management Group, for institutions visited during the work missions in 2019 and 2022 (Item 3.6 - *), signed as partners of UFLA through cooperation agreements. These quotas will be used for the *II International Workshop on Food Security*, to be held in February 2023. The Programs that have partnerships with foreign professors linked to any institution in item 3.6 (*), may contact the Management Group to send a professor to develop activities both in the *II International Workshop on Food Security* and Graduate Congress (item 3.5), as in the Graduate Program.

3.4 Five (5) quotas are reserved for Graduate Programs with pre-selected candidates, according to the Ordinance nº 47/2021 from Pro-Rector of Graduate Studies - Institutional Program for Visiting Professors in Brazil/CAPES/PrInt/UFLA, which, by force majeure, because of COVID-19, could not bring the selected researchers before, but it may bring them now with the reserved quotas from this Notice.

3.5 One (1) quota will be reserved for PRPG, to hold UFLA's Graduate Studies Congress, in November of this year.

3.6 As deliberated by the UFLA's CAPES/PrInt Project Management Group and through the technical work missions carried out in 2019 and aligned/performed in 2022, in addition to the agreements signed by the Management Group and UFLA's Office for International Affairs (DRI), the priority foreign Institutions are distributed in two Groups:

Group 1		Group 2	
Institution	Country	Institution	Country
Rothamsted Research*	England	University of Wisconsin	USA
Lancaster University*	England	Cornell University*	USA
University of Nottingham*	England	The Ohio State University*	USA
University of Florida*	USA	University of California - Berkeley	USA
University of Illinois*	USA	Central Michigan University*	USA
Purdue University*	USA	Michigan State University*	USA
Texas Tech University*	USA	Wageningen University & Research	Netherlands
University of California – Davis*	USA	INRA	France
University of Guelph*	Canada	Agreenium	France

3.7 Professors and researchers from one of the foreign institutions belonging to Group 1 or 2 will have priority, except as stated in item 3.4.

3.8 In case there are no foreign professors or researchers selected from one of the foreign institutions belonging to Groups 1 and 2, **the quotas can be destined for foreign professors or researchers linked to a foreign institution from one of the five priority countries listed by UFLA's CAPES/PrInt Project: USA, Canada, England, Netherlands, and France.**

3.9 **It is forbidden** to register foreign professors or researchers who are employed by a foreign institution that does not belong to the five priority countries listed by UFLA's CAPES/PrInt Project.

3.10 The scholarship term is between 8 (eight) to 15 (fifteen) days, starting from the departure date until arriving back in its original country.

3.11 **The quotas are intended following items 3.3, 3.4, and 3.5. In this case, the selection process will be carried out by UFLA's Capes/PrInt Project Management Group.**

3.12 Seventy percent (70%) of the quotas in this Notice must be mandatorily allocated to Institutions in Groups 1 and 2.

3.13 **The implementation of the CAPES' Control System for Scholarship and Assistance (SCBA) will take place between June 6th and June 20th for departure dates scheduled between September and November 2022. The implementation will take place between November 7th and November 18th, 2022 for departure dates scheduled between January and March 2023. This calendar is under Official Letter N° 16/2022-DR/CAPES.**

4. REQUIREMENTS AND RESPONSIBILITIES

4.1 Responsibilities of the Pro-Rector of Graduate Studies and the Management Group

4.1.1 To promote the wide dissemination of this Notice.

4.1.2 To elaborate and promote a Public Notice to select candidates for the Program, respecting the regulations of UFLA's CAPES/PrInt Project and its established deadlines.

- 4.1.3 The selection criterion to distribute the institutional quotas is up to the Pro-Rector of Graduate Studies and the Management Group, as established in item 3.
- 4.1.4 To detail the request processes for reconsideration and administrative appeals in its internal notices.
- 4.1.5 Check if the process complies with all the requirements in this Notice and CAPES standards.
- 4.1.6 To publish, on UFLA's CAPES/PrInt Project page (<http://print.ufla.br/>), the final result with the list of approved candidates, informing the scholarship period approved by the Pro-Rector of Graduate Studies.
- 4.1.7 Failure to comply with the requirements will result in the due cancellation of applications - even if they have already been approved by the selection process carried out by the Candidacy Selection Committee.
- 4.1.8 Advise the candidate regarding compliance with the regulations of the Regulations for International Scholarships (Capes Ordinance No. 186/2017 or subsequent normative acts related to the subject).
- 4.1.9 Approve the applications made by the successful candidates in the selection process through the SCBA system.
- 4.1.10 If there is any inconsistency with the application related to this Public Notice, with the approval period open, cancel it in the system and include the next successful candidate in the selection process, provided that he/she is registered in the SCBA system.
- 4.1.11 If there is any inconsistency in the application related to this Public Notice after the approval period has already ended, the Management Group must immediately inform CAPES through the Hotline.
- 4.1.12 Keep CAPES duly informed about changes in activities development carried out by the scholarship holder in Brazil.
- 4.1.13 Fulfill the requirements related to UFLA's commitments with CAPES at the end of each scholarship granted.
- 4.1.14 Keep the original documentation of the candidates awarded with the scholarship, for a minimum period of 5 (five) years, for eventual inquiries from CAPES and control bodies.

4.2 Graduate Programs

- 4.2.1 To be part of UFLA's CAPES/PrInt Project.
- 4.2.2 To promote among professors, with the support of the UFLA's Pro-Rector of Graduate Studies.

4.3 Foreign Professor or Researcher

- 4.3.1 To be a foreign professor or researcher, residing abroad.
- 4.3.2 If you are Brazilian, present proof of a formal link with the foreign institution.
- 4.3.3 To have a Doctorate Degree.
- 4.3.4 Formally submit your application and the documentation required by this Notice.
- 4.3.5 To have scientific production consistent with the objectives of this Notice.
- 4.3.6 To have most of his/her research projects related to the topic "**Food Production and Food Safety**".
- 4.3.7 To have the ORCID record that provides a unique identifier aimed at the academic and research area. Registration is free and can be done at <https://orcid.org/>.

5. RECRUITMENT

5.1 Application documents

- 5.1.1 Proof of ties between the professor or researcher and the foreign institution; 5.1.2 A letter from the foreign HEI, duly signed by the immediate superior and on the foreign institution's letterhead, approving the transfer to Brazil;
- 5.1.3 Period of work at UFLA, from the date of departure and arrival to the city of residence;
- 5.1.4 Email, CPF and/or copy of passport;
- 5.1.5 Work plan, in Portuguese or English, aligned with the theme "**Food Production and Food Safety**" with a maximum of two pages, with a schedule of activities, including: a) Planning on teaching condensed courses, short courses or lectures; b) Planning to participate as an external member in dissertation or thesis defense panels; c) Planning on holding a meeting with the Graduate Program research groups;

d) Planning to visit the field and the experimental laboratories at UFLA. 5.1.6 The work plan is the responsibility of the professor accredited to the Graduate Program at UFLA to intermediate the writing, since it is up to him/her to make the invitation and propose the action plan.

5.1.7 **All these documents must be sent digitally by June 10, 2022, for outbound trips between the months of September and November 2022, or by October 3, 2022, for outbound trips between the months of January and March 2023, via electronic memorandum to PRPG (SIPAC unit code 12.39).**

5.2 The selection committee

5.2.1 The selection will be made by a committee composed of three members of the CAPES/PrInt Project Management Group at UFLA.

5.2.2 **The selection of candidates should be made by the Selection Committee to be appointed by the Management Group, no later than June 13, 2022, for outbound trips between the months of September and November 2022, or no later than October 7, 2022, for outbound trips between the months of January and March 2023.**

5.3 Homologation by the Management Group and Final Result

1- The final selection results will be announced on the CAPES/PrInt Project website at UFLA (<http://print.ufla.br/>) on June 13, 2022 and October 07, 2022. 2- Any withdrawal by an approved candidate in the selection process must be informed by the Program through an electronic memorandum (SIPAC) within 3 (three) days after the announcement of the final results.

6. REGISTRATION IN CAPES

6.1 The implementation in CAPES's Control System of Scholarships and Aid (SCBA) **will take place on a date to be informed by the Management Group, directly in PRPG.**

6.2 **The indication in the SCBA must occur 60 days before arrival in Brazil.**

6.3. After publication of the final result of the internal selection, only the approved candidates will be registered in CAPES' SCBA system, according to item 6.1 of this Notice.

6.4 The coordinators of Graduate Programs must schedule at PRPG the time to register the foreign lecturer or researcher in CAPES' SCBA system.

6.5 For registration in CAPES's SCBA system, the following will be required:

6.5.1 Letter of referral from the Pro-Rector of Graduate Studies or Equivalent Body. 6.5.2 Copy of the publication of the final selection results.

6.5.3 Email, CPF and/or copy of Passport. The foreign faculty member will receive an email and will have to confirm within 24 hours for PRPG to finalize the registration in the SCBA system.

7. GRANTING THE SCHOLARSHIP

7.1 After fulfilling all the requirements of the internal selection process, the registration and ratification of the candidates approved by the IES in SCBA, CAPES will issue the Grant Letter and the Grant Agreement to the approved candidate, as well as the guidelines for purchasing tickets and transferring the funds related to item 8.

7.2 The graduate program coordinator will be responsible for carrying out all the procedures with the foreign lecturer or researcher after the registration in the SCBA system by PRPG.

8. BENEFITS

8.1 The benefits concerning the scholarship are (as per CAPES Ordinance No. 15, of May 29, 2018, and according to the CAPES tables at <http://www.capes.gov.br/images/stories/download/editais/04052018-Edital-41-2017-Anexo-10.pdf>):

a) Tuition, in the amount of R\$7.000,00;

- b) Installation Aid, in the amount of R\$2,200.00;
 c) Health Insurance Aid, in the amount of R\$400.00;
 d) Displacement Aid (according to CAPES's ordinance N° 1, from January 3rd, 2020), according to the table below:

Geographic Region	Real (R\$)
Africa	5.190,00
Central America	5.050,00
North America	5.050,00
South America	2.200,00
Asia	6.910,00
Europe	4.190,00
Oceania	8.970,00

8.2 The scholarship and its benefits will be granted under the terms of CAPES Ordinance N°. 125 of May 29, 2018, CAPES Ordinance No. 202 of October 16, 2017, and CAPES International Scholarship Regulations Abroad (CAPES Ordinance No. 186/2017) or subsequent normative acts governing the matter.

9. FINAL DISPOSITIONS

9.1 These regulations apply to the Institutional Program for Visiting Professors in Brazil, with a scholarship granted with CAPES budget resources.

9.2 The scholarships grant and their support is conditioned to CAPES' budget and financial availability.

9.3 It is forbidden to grant a scholarship to anyone who is in default with CAPES or who is included in any registers of defaulters maintained by agencies of the Federal Public Administration.

9.4 The IES is responsible for the procedures adopted in the selection process and the approval of the applications of successful candidates in the CAPES SCBA System.

9.5 The coordination of the Graduate Program is responsible for the logistical transfer from the airport to Lavras, as well as bureaucratic matters after registration in the SCBA system, as well as to care on the accommodation of the foreign professor during its staying in Brazil.

9.6 It should be noted that CAPES may, at any time, request documentation of applications from HEIs to verify compliance with the requirements of this Notice and CAPES regulations. Failure to comply will lead to the IES being penalized with the permanent cut of the respective quota.

9.7 In case of irregularity, the IES must monitor the entire process of refund to the treasury and the immediate return of the scholarship holder, when applicable. Such procedure reflects the fulfillment of the IES's obligations with the CAPES regulations and this Public Notice.

9.8 Omissions or exceptional cases will be analyzed by CAPES.

9.9 At any time, this Notice may be revoked or canceled, in whole or in part, either by unilateral decision of the Pro-Rector of Graduate Studies, or by public interest or legal requirement, in a reasoned decision, without implying compensation or complaint of any kind.

9.10 This Notice enters into force from the date of its publication.

Lavras, June 1st, 2022

Prof. Rafael Pio
Institutional Coordinator of UFLA's CAPES/PrInt Project