



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

### **BE\_a\_DOC 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) was founded on 29 October 2008 in Brasilia/DF, Brazil. It is a civil association of private, non-profit, academic, scientific and cultural nature, composed of 88 Brazilian Higher Education Institutions. The CGBU's mission is to promote academic, scientific and cultural relations between the partner institutions and other international partners, through programs, projects and bilateral and multilateral actions of international cooperation. The CGBU activities are developed in partnership with international organizations, universities, university networks, councils of rectors and government agencies of more than one hundred countries, in five continents. In Brazil, the activities of the CGBU are supported, among others, by the Ministry of Education (MEC), through its Secretary of Higher Education (SESu) and its Coordination for the Improvement of Higher Education Personnel (CAPES); of the Ministry of Science, Technology, Innovation and Communication (MCTIC), especially of its National Council for Scientific and Technological Development (CNPq); and of the Ministry of Foreign Affairs (MRE), through its Division of Educational Themes (DCE).



The Coimbra Group and the Coimbra Group of Brazilian Universities have built a solid cooperation 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.

#### 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 valid work contract with his/her home institution;
- d. Be a citizen or permanent resident of one of the CG member countries, Brazilian citizen 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 in the programme;
- 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 DURATION

- 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. In each institution, the minimum duration of the mobility period is 1 month and the maximum 12 months;
- c. Candidates may do up to two mobility periods in two different universities.

## 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. PROGRAMME COORDINATION

Márcia Rodrigues, MSc, is in charge of the general coordination of the Programme in the CG. All communication should be addressed to the following electronic address: [cg.beadoc@uc.pt](mailto:cg.beadoc@uc.pt).

Professor Rossana Valéria de Souza e Silva is in charge of the general coordination of the Programme in the CGBU. All communication should only be addressed to the following electronic addresses: [rossana.silva@grupocoimbra.org.br](mailto:rossana.silva@grupocoimbra.org.br) with a copy to: [rossanavsilva@gmail.com](mailto:rossanavsilva@gmail.com).

## 5. 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 in Brazil, or European agencies.
- 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. When applicable, 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.

## 6. LANGUAGE

- a. 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 proficiency;
- b. All the application documents (work plan, recommendation letters, academic transcript of records, etc.), with the exception of identification documents, must be written in English.

## 7. APPLICATION PROCESS

- a. All candidates must provide proof of explicit support of their home institution in order to apply to the programme;
- b. Candidates should contact the institutional coordinator of the host institution (university to which he/she wants to apply);
- c. Applications must contain the following documents, which may otherwise be rejected, if documents are not presented in accordance with the following specifications:
  - Online Application Form duly filled in;
  - Copy of the Identification document (citizen card or passport or CRNM for foreigners in Brazil);
  - [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 sent by the candidate to the host

institution(s) by using the contacts of the institutional coordinator available on the BE\_a\_DOC online platform;

- e. Deadline for submission of the application: permanent open call;
- f. The applicant is the only responsible for the information provided;
- g. Original documents may be requested by the CG/CGBU or the host institution at any time.

#### 8. *SELECTION PROCEDURE*

- a. The member universities of the Coimbra Group (CG) or associated universities of the Coimbra Group of Brazilian Universities (CGBU) are responsible for the eligibility check of applications as well as the selection procedure;
- b. 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;
- c. The institutional coordinators in Europe and Brazil should send the information about the selection procedure to the General Coordination of the CG/CGBU, respectively;
- d. Selected applicants must inform the CG/CGBU about their placement (acceptance at the host University).

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

- a. Be\_a\_Doc participants have to be fully committed to the activities of the mobility and respect the laws and regulations of both the host university and country of destination;
- 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 temporary residence permit in the host countries, within the legal deadlines in force;
- e. Keep the CG/CGBU informed about contact details in the home and host country and report any changes;
- f. Send to the CG/CGBU a copy of the acceptance letter, before the start of the outgoing mobility;
- g. In case of drop out, candidates have to inform immediately the CG/CGBU, as well as the host institution.

#### *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 disseminating research mobility opportunities in Europe and Brazil as well as for sending practical information to the selected applicants;
- b. Monitor the programme and prepare statistics on its annual results;
- c. To be in constant contact with member institutions, through institutional coordinators;
- d. Assist programme participants by providing any requested information and guiding them in solving any problems that may occur during the mobility period;
- e. To annually evaluate the programme and correct possible failures for constant assurance of quality improvement.

#### *12. GENERAL PROVISIONS*

- a. The candidate's application 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 host institutions 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, as well as if later on, the information is found to be untruthful.





### 13. 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 email to: [cg.beadoc@uc.pt](mailto:cg.beadoc@uc.pt).

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