



# UNIVERSITY OF SÃO PAULO

## Office of the President



### Scholarship Programme for Theoretical and Practical Training in Languages – 2020

#### Call for Applications (Edital) – 1236/2019

The USP International Cooperation Office is offering up to 10 scholarships under the **Scholarship Programme for Theoretical and Practical Training in Languages**. The scholarships are aimed at graduate students as part of their educational background and experience in Teaching English. This Call for Applications is aimed at graduate students at non-Brazilian institutions based abroad and party to a cooperation agreement with the University of São Paulo. Successful applicants will join the Language Education Programme at USP (LEUSP) from March to December, 2020, as required. The LEUSP Programme offers free-of-charge English language courses that focus on preparing USP undergraduates for proficiency exams in English and academic communication. LEUSP also conducts extracurricular activities and support for the preparation of materials and meetings. During their stay, successful applicants have the choice of obtaining academic credits by registering in the following postgraduate disciplines: Intercultural Language Education 1: Theoretical Frameworks; Intercultural Language Education 2: Experiential Learning.

The modules referred to in this Call for applications are:

Teaching Modules
English Proficiency: Writing & Reading
English Proficiency: Listening & Speaking
Oral Academic Communication
Academic Writing

#### 1. TIME AND COMMITMENT TO THE PROGRAMME

The successful applicant is expected to engage in:

- 3 hours of training and groundwork, with the Programme Coordination on the USP São Paulo campus, prior to beginning the practical activities module;
- 1 or 2 modules for 2 groups, which includes practical activities totaling 35 hours/per group, broken down into 5 hours a week of TEFL, twice a week, from Monday to Thursday, on days and schedules settled with the Programme Coordination. The activities described in this section may be carried out at one of the inner-state USP campuses or at the São Paulo campus;
- 14 hours, broken down into 2 hours a week, of planning and revision of teaching material per module;
- 3 hours of meetings with the Coordination and/or workshops on the São Paulo campus per module.
- 5 hours of on-line meetings with the Coordination/co-supervisor per module.

#### 2. ACTIVITIES

The successful applicant agrees to:



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- adopt the teaching material employed by the programme, and/or develop additional materials and EFL activities, according to the programme's objectives;
- carry out hands-on instruction activities, with two groups of students per module. Each group consists of 10 to 22 undergraduates, who will be selected by the Programme Coordination;
- attend planning and follow-up meetings with the Coordination at the São Paulo campus;
- share with incoming successful applicants the materials and know-hows developed under the programme and collaborate with them;
- participate in research workshops organized by the Programme Coordination;
- comply with class attendance norms, assess undergraduate students in the group, and provide activities report.

### 3. STAGES OF THE PROCESS

The selection process consists of the following stages:

- Appointment of applicants by their institution of origin;
- Selection - Phase I: Document review;
- Selection - Phase II: Online interview with the Coordination;
- Submission of documents by successful applicants (section 6);
- Payment of the scholarship (section 9);
- Submission of the report (section 10);
- Report review and scholarship refund, if applicable (section 11).

### 4. APPLICATION REQUIREMENTS

To apply for the programme, applicants should meet the following requirements:

- Applicants should be regularly enrolled in a higher education institution based outside Brazil. Said institution should be party to a cooperation agreement with USP involving graduate courses (MAs and/or PhDs) in Teaching English as a Foreign language (TEFL);
- Applicants should have a background in teaching English ;
- Applicants should obtain and submit a letter from the university of origin stating they qualify to participate in the programme;
- Applicants are expected to having achieved academic excellence at the institution of origin;
- Applicants are committed to learning and have shown interest in a future academic teaching position;
- Applicants have the responsibility of keeping up with the progress of this selection process for the purposes of being informed of dates and deadlines, place and time of each stage of the process. New information concerning this Call for Applications will be published in the form of a "Rectified Announcement", which can be accessed at the USP International Office (Aucani) website. [www.usp.br/internationaloffice](http://www.usp.br/internationaloffice)



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- 4.1. By applying to the programme, applicants fully acknowledge, consent and agree to the rules, requirements and conditions under this Call and the cooperation agreement signed between USP and their institution.
- 4.2. The Applicants institution of origin will send the following documents in a single **pdf** file, to [aucani.idiomas@usp.br](mailto:aucani.idiomas@usp.br), until **January 20, 2020 (applications to start on the first semester of 2020) and/or May 29, 2020 (applications to start on the second semester of 2020)**:
  - Application Form
  - Letter from the university of origin stating Applicant qualifies to participate in the Language Education Programme (LEUSP)
  - Applicant's resume;
  - Applicant's academic transcript of records indicating all the courses applicants have previously taken under their graduate programme
  - Plan of study approved by Applicant's academic advisor, briefly describing their research at institution of origin and how Applicant's participation in the Programme could contribute to their research;
  - Copy of the passport page that contains personal data. A valid passport is required.
  - A recent photo in ".jpg" format (50Kb Size), 3x4 cm. The photo should show applicant alone and facing forward with head and shoulders against a pale background. This photo will be printed on the successful candidates USP Identification Card, therefore, it must comply with specifications.
- 4.3. Failure to comply with the above requirements will render application ineffectiveness and the applicant may be excluded from the selection process.
- 4.4. No document will be accepted after the deadline on 4.2. Incomplete registrations will be null and void.

## 5. THE SELECTION PROCESS

After the applications are received, the selection process will consist of:

- 5.1. Phase I: the Language Education Programme (LEUSP) Coordination reviews applications received.
- 5.2. Phase II: applicants selected in Phase 1 are invited for an online interview.
- 5.3. Announcement of results: the list of successful applicants is published on the USP International Cooperation Office website - [www.usp.br/internationaloffice](http://www.usp.br/internationaloffice).
- 5.4. Information on campuses, groups, and modules successful applicants will be engaging with will depend on the number of successful applicants, and on LEUSP offers for the first semester of 2020 and/or second semester of 2020. Therefore, said information will be provided timely.

## 6. ACCEPTANCE OF SCHOLARSHIP

After announcement of results in 5.2., successful applicants must fill in and submit the Concession Term and the Scholarship Acceptance form, which successful applicants will receive via email and must return immediately.



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### 7. SCHOLARSHIP

The amount of the scholarship awarded in this Call covers personal costs.

The costs of housing, food provision, local transportation and transit from the allotted campus to the São Paulo campus in order to attend the meetings with the Coordination/co-advisor will be covered by the allotted Faculty/School in which the groups are based.

Scholarships funds\* per module:

Teaching Module	Predicted dates	Hour load	Funds per module
- Proficiency in Writing & Reading - Oral Academic Communication	16.03 – 15.05.2020	95 hours (2 groups)	BRL 2.850,00 for 2 months, totaling approximately USD 678.73 or EUR 612,43 on Dec. 03, 2019
- Proficiency in Listening & Speaking - Academic Writing	18.05 – 17.07.2020	95 hours (2 groups)	BRL 2.850,00 for 2 months, totaling approximately USD 678.73 or EUR 612,43 on Dec. 03, 2019
- Proficiency in Writing & Reading - Oral Academic Communication	10.08 – 09.10.2020	95 hours (2 groups)	BRL 2.850,00 for 2 months, totaling approximately USD 678.73 or EUR 612,43 on Dec. 03, 2019
- Proficiency in Listening & Speaking - Academic Writing	13.10 – 11.12.2020	95 hours (2 groups)	BRL 2.850,00 for 2 months, totaling approximately USD 678.73 or EUR 612,43 on Dec. 03, 2019

\*Pursuant to Article 26 of Brazilian Law nº 9.250, from December 26th, 1995, and Article 39, VII, and Article 43, I, of Decree nº 3.000, from March 26th, 1999 – Income Tax Regulation provides that funds referred on this Call are taxable and subject to withholding tax.

### 8. ON THE COMMITMENT

- 8.1. To participate in the programme as an exchange graduate student at the University of São Paulo for not more than 90 days, the exchange student must:
  - 8.1.1. Present travel insurance covering the entire period of their stay in Brazil;
  - 8.1.2. Obtain a [CPF - Individual Entity Registration](#) and a open a checking account with **Banco do Brasil S.A.**, at any branch of this bank in Brazil. The exchange student must be the account holder in order to receive the scholarship funds.
- 8.2. The student must present themselves at the USP International Cooperation Office at the set date for initial meeting and training, as established by the Programme Coordination.



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- 8.3. The student agrees not to engage in any other activities and devote themselves exclusively to the activities of the Language Education Programme and to the postgraduate discipline (if s/he is registered) during the entire period of the programme.

### 9. PAYMENTS

Payment of funds are conditioned to the below:

- 9.1. In addition to the [CPF - Individual Entity Registration](#) and the checking account with Banco do Brasil S.A., exchange students must also present entry to Brazil.
- 9.2. Students who do not have an account with Banco do Brasil will not be able to receive funds.
- 9.3. Funds will be credited to students account with Banco do Brasil, in BRL, up to 30 days after the submission of the Concession Term, in which the information on account number will be provided.

### 10. SUBMISSION OF REPORT

At the end of the programme period, students must submit a final report:

- 10.1. The report must contain an account of the funds received, and must be submitted in 7 business days after the end of the practical activities, according to the schedule.
- 10.2. The report must also include the following documents, and must be sent to the Programme Coordination by e-mail: [aucani.idiomas@usp.br](mailto:aucani.idiomas@usp.br):
- LEUSP student assessment (pass or fail) and attendance for each group the exchange student worked with;
  - Report on the teaching activities the exchange student engaged in, including the results obtained by the exchange student and the relevance to their research.

### 11. REVIEW OF REPORT AND PARTIAL OR FULL RETURN OF FUNDS RECEIVED

- 11.1. The Report will be reviewed regarding the following:
- Submission of documents (section 10) within the established deadline.
- 11.2. The partial or total refund of the aid will be collected from the student in the following cases:
- In the event of non-delivery of the report on the deadline established in this Call, or non-compliance with hour load and activities agreed to with the Coordination: the proportional amount of the scholarship regarding the proposed and non-complied activities, up to the total amount of the scholarship, must be returned to USP up to 30 days after feedback provided by the Coordination.
  - In the event of cancellation before or during the programme: the total amount of the scholarship funds must be returned to this University up to 30 days after the notice of cancellation given by the successful applicant, or up to 30 days after feedback from the Coordination is given.



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### 12. SCHEDULE

#### For the 1st semester of 2020:

Up to 20.01.2020	Online registration via <a href="mailto:aucani.idiomas@usp.br">aucani.idiomas@usp.br</a>
21.01.2020	Disclosure of pre-selected candidates and summon for interview
30.01.2020	Skype online interviews with the Programme Coordination
04.02.2020	Disclosure of apt candidates and timetable of predicted classes
06.02.2020	Document delivery included on section 6 of this Call
One week before the beginning of the course according to the chosen period.	Planning and training meeting with Coordination at USP International Cooperation Office – AUCANI
16.03.2020	Beginning of practical activities of the term

#### For the 2nd semester of 2020:

Up to 29.05.2020	Online registration via <a href="mailto:aucani.idiomas@usp.br">aucani.idiomas@usp.br</a>
02.06.2020	Disclosure of pre-selected candidates and summon for interview
03.06.2020	Skype online interviews with the Programme Coordination
08.06.2019	Disclosure of apt candidates and timetable of predicted classes
09.06.2020	Submission of documents in section 6 of this Call
One week before the beginning of the course according to the chosen period.	Planning and training meeting with Coordination at USP International Cooperation Office – AUCANI
10.08.2020	Beginning of practical activities of the term

### 13. FINAL TERMS AND CONDITIONS

- 12.1. Applicants may be removed, at any time, from the selection process in the event information or documentation is incomplete or insufficient.
- 12.2. Applicants who do not comply with the set requirements, terms and conditions in this Call can be disqualified at any time.
- 12.3. This Call may be rectified, updated, amended or cancelled before its full effectiveness.
- 12.4. The University of São Paulo will not issue certificates, statements and/or declarations regarding applicant outcomes in the selection process. Final results on the selection will be disclosed on the AUCANI website.
- 12.5. The USP International Cooperation Office is not responsible for any inconvenience or disadvantage resulting from or due to incorrect or outdated e-mail address information or any other problem related to use of personal e-mail accounts.
- 12.6. It is the applicant's entire responsibility to follow the communications and other publications regarding this Call and selection process through the USP *Mundus* system: <https://uspdigital.usp.br/mundus/> > *Editais* > *Exchange Students*



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- 12.7. After publication, the **Outcome/Result** is not subject to request for reconsideration, not even in the event applicant's position in the **Ranking** changes due to requests for reconsideration submitted by other applicants before said publication.
- 12.8. Successful applicants will be called according to their ranking in the final list. In the event higher ranked successful applicants are called but do not follow through with the programme or cancel before programme starts, subsequently ranked successful applicants will be called.
- 12.9. For information not provided in this Call, please contact via e-mail only: [aucani.idiomas@usp.br](mailto:aucani.idiomas@usp.br).