



# UNIVERSIDADE DE SÃO PAULO

## Gabinete do Reitor



### Scholarship Programme for theoretical and practical training in languages (2<sup>o</sup> Semester – 2016) – Edital 574/2016

The USP International Cooperation Office announces the opening of up to 2 positions in the **Scholarship Programme for theoretical and practical training in languages**, presented to graduate students of foreign institutions with a current agreement with University of São Paulo, as a part of their educational background and teaching experience in tutoring English as a foreign language (TEFL), within the Language Education Programme at USP, on the second semester of 2016 (October - November). The Language Education Programme consists in the offering of a classroom course in English, free of charge, focusing on preparing graduate and undergraduate students at USP for proficiency exams in English and extracurricular activities for the preparation of materials and meetings.

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

- 3 hours of training and groundwork, with the Programme Coordination on the São Paulo campus, previously to the beginning of practical activities;
- 1 module for 2 classes, which includes practical activities of 35 hours each, made up of 5 hours a week in class, on the countryside campuses or the São Paulo campus, two times a week, from Monday to Friday, on days and schedules settled with the Programme Coordination;
- 14 hours, made up of 2 hours a week, of planning and revision of teaching material;
- 3 hours of attendance at the meetings with the Coordination and workshops on the São Paulo campus.
- 5 hours of virtual meetings with the Coordination/co-supervisor

#### 2. ON THE ACTIVITIES

- To acknowledge the teaching material employed by the programme, and to develop additional materials and activities of English teaching, according to the programme's objectives;
- To accomplish practical activities, on two classrooms per module, each one with a minimum of 10 and a maximum number of 22 students, previously allotted in levels defined by the Programme Coordination;
- To attend planning and following meetings with the Coordination on the São Paulo campus;
- The fellows who were already granted in previous editions of the programme will collaborate on the training and will share the assembled material with the new participants;
- To participate in research workshops organized by the Programme Coordination;
- To oversee the class attendance, to evaluate the students and to make an activities report.

#### 3. ON THE STAGES OF THE PROCESS

- Nomination by the home institution;
- Selection - Phase I: Document review;



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- Selection - Phase II: Online interview with the Coordination;
- Document delivery by the approved candidates (as in item 6);
- Payment of the scholarship (as in item 9);
- Presentation of the report (as in item 10);
- Report review and scholarship refund, if applicable (as in item 11).

#### 4. ON THE REGISTRATIONS

##### ON THE REQUIREMENTS FOR PARTICIPATION:

To participate, the candidate must adhere to the following requirements:

- To be regularly enrolled in a higher education institution with an agreement with USP, on a graduate course (Master's or PhD) pertaining to programmes akin to the teaching of English as a foreign language (TEFL);
  - To have background on the teaching of English as a foreign language;
  - To carry a nomination letter from the home university in order to participate in the programme;
  - Academic excellence;
  - Serious interest in learning and in a future academic teaching position;
  - To keep up with the progress of this selection process for the purpose of knowing the date, place and time of each stage of the process, which will be published as a Rectified Announcement.
- 4.1. The candidate's admission will imply the knowledge and entire consent of the rules and conditions established on this Call.
- 4.2. The candidate's home institution will send the following documents on a **pdf** file, to [aucani.idiomas@usp.br](mailto:aucani.idiomas@usp.br), **up to September 9th, 2016**:
- Application Form
  - Nomination letter of the Graduate Programme at the home institution, for the purpose of participating in the Language Education Programme;
  - *Curriculum vitae*;
  - The student's graduate Transcript of Records;
  - A study plan, approved by the academic advisor, briefly describing their research at the home institution and how the participation in the Programme could contribute to their research;
  - Copy of the passport page that contains personal data (it must be valid for the period of exchange at USP);
  - A recent photo in ".jpg" format (50Kb Size), 3x4 cm, front, with white background, for USP Identification Card.
- 4.3. The failure to comply with these instructions to the registration will imply its ineffectiveness and the candidate's exclusion from the selection process.
- 4.4. By means of registration, no document will be accepted after the deadline, according to item 4.2. Incomplete registrations will be annulled.



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### 5. ON THE SELECTION

- 5.1. Phase I: the documents will be reviewed by the Language Education Programme Coordination.
- 5.2. Phase II: the selected candidates from phase 1 will be summoned for an online interview.
- 5.3. The ranking list of apt candidates will be published on the USP International Cooperation Office website - [www.usp.br/internationaloffice](http://www.usp.br/internationaloffice).
- 5.4. The confirmation of classroom sites will depend on the arrangement of classes and the number of approved students on a specific Language Education Programme Call on the second semester of 2016.

### 6. ON THE DOCUMENT DELIVERY

The candidate whose name is listed on the outcome of this Call must send the Concession Term and the Scholarship Acceptance (which will be e-mailed to the approved candidates) within the schedule of this Call.

### 7. ON THE BENEFITS

The amount of the scholarship equals 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.

Amount of the scholarships\*:

Module	Predicted dates	Workload	Amount
Listening & Speaking	10.10 to 30.11.2016	95 hours (2 classes)	R\$ 2,500.00 for 2 months, totalling USD\$ 788 (710 euros, in 09.08.2016)

\*As consistent to Art.26 of Brazilian Law nº 9.250, from December 26th, 1995, and Art. 39, section VII, and Art. 43, section I, do Decree nº 3.000, from March 26th, 1999 – Tax Regulation on the Income, the scholarship referred on this Call are taxable and subject to tax incidence on the withholding.

### 8. ON THE COMMITMENT

- 8.1. To participate in the programme as an exchange graduate student at the University of São Paulo, the student must:
  - 8.1.1. Present a travel insurance for the staying time in Brazil;



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- 8.1.2. Obtain a student visa (temporary visa type IV) in his/her home country. The student mustn't participate in the programme with a tourist visa;
  - 8.1.3. Request to Brazilian Federal Police the [Foreigner Registration Document](#) (RNE) or foreign person ID Card (CIE - Carteira de Identidade do Estrangeiro), up to 30 days from the arrival date in national territory (Article 30 of Brazilian Law nº 6.815/1980). On the day of RNE request, a receipt (protocol) will be issued. This protocol is needed to obtain the CPF Number, to open a bank account, and enrollment at USP;
  - 8.1.4. Obtain the [CPF - Individual Entity Registration](#) and a checking account on **Banco do Brasil S.A.**, on any agency of this bank in Brazil, and act as holder of this account for the purpose of receiving the scholarship amount.
- 8.2. The student must introduce him/herself at the USP International Cooperation Office on the established date for initial meeting and training, as established by the Programme Coordination.
  - 8.3. The student who's granted with the scholarship commits to exclusively devote him/herself to the activities of the Language Education Programme along the staying time at USP.

## 9. ON THE PAYMENTS

- 9.1. The granted fellows must imperatively obtain the [Foreigner Registration Document](#), [CPF - Individual Entity Registration](#) and a checking account on Banco do Brasil S.A., on any agency of this bank in Brazil, and act as holder of this account.
- 9.2. The students who don't own an account on Banco do Brasil won't have their payment concluded.
- 9.3. The payment will be credited on the selected candidate's account on Banco do Brasil, in Brazilian reais, up to 15 days after the delivery of the Concession Term containing information regarding the bank account.

## 10. ON THE REPORT PRESENTATION

- 10.1. The report concerning the granted benefits must be presented up to 5 business days after the conclusion of the practical activities, according to the schedule.
- 10.2. The report comprises the submission of the following documents, which must be delivered to the Programme Coordination by e-mail: [aucani.idiomas@usp.br](mailto:aucani.idiomas@usp.br):
  - Evaluation (approved or disapproved) and attendance of the students on the designated class(es);
  - Report on the accomplished teaching activities, including the results obtained by the students and the relevance to his/her research.

## 11. ON THE REVIEW OF THE REPORT AND PARTIAL OR TOTAL REFUND OF THE AID

- 11.1. The Report will be reviewed regarding the following items:
  - Delivery of all documents (as in item 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:



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- Non-delivery of the report on the deadline established in this Call, or non-compliance of workload and activities set up by 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 refunded to this University up to 30 days after the feedback from the Coordination.
- Abandonment before or during the programme: the total amount of the scholarship must be refunded to this University up to 30 days after the abandonment notice delivered by the granted fellow, or up to 30 days after the feedback from the Coordination is published.

### 12. ON THE SCHEDULE

Up to 09.09.2016	Online registrations via <u>Mundus system</u>
12.09.2016	Disclosure of pre-selected candidates and summon for interview
13.09.2016	Skype online interviews with the Programme Coordination
14.09.2016	Disclosure of apt candidates and timetable of predicted classes
15.09.2016	Document delivery included on item 6 of this Call
05.10.2016	Planning and training meeting with Coordination at USP International Cooperation Office – AUCANI
10.10 to 30.11.2016	Practical activities term
05.12.2016	Deadline for report delivery
05.12.2016	Meeting with Coordination and return to university of origin

### 13. ON THE FINAL CONDITIONS

- 12.1. The inaccuracy of information or the irregularity of documentation, verified at any moment, especially in case of approval on this Call, will imply the candidate's exclusion from this selection process.
- 12.2. The non-compliance with the established conditions on this Call will imply the disqualifying of the candidate, at any moment.
- 12.3. This Call may be eventually rectified, updated, affixed or revoked, until the measure or the event which it regards is not fulfilled.
- 12.4. Certificates, declarations and/or testimonials regarding the aptitude or the ranking of candidates will not be issued, since the disclosure of the outcome will be valid.
- 12.5. The USP International Cooperation Office is not responsible for potential disadvantages due to incorrect or not updated e-mail address, as well as any other problem related to their personal e-mail account which may preclude an effective communication.
- 12.6. It is the candidate's entire responsibility to follow the communications and other publications regarding this selection process by means of **Rectified Announcement** and **Outcome/Result**, hereafter available at Mundus system.
- 12.7. No appeal will be feasible after the disclosure of the **Outcome/Result**, including whatever pertains the **Ranking** altered due to the deferring of other person's appeal.
- 12.8. If the better ranked candidates, summoned by the programme, don't carry on or abandon it before the beginning, the alternates, in order of ranking, may be summoned.
- 12.9. Information not available at this Call may be asked exclusively by e-mail: [aucani.idiomas@usp.br](mailto:aucani.idiomas@usp.br).