**PUBLIC NOTICE no. 010/2024-PROPESP/UFAM**

**VISITING PROFESSOR IN BRAZIL WITHIN THE PRAPG PROGRAM - Public Notice nº14/2023 CAPES-PRAPG**

**PROGRAM FOR REDUCING ASYMMETRIES IN POSTGRADUATE STUDIES**

The FEDERAL UNIVERSITY OF AMAZONAS (UFAM), through the Office of Research and Postgraduate Studies (PROPESP), hereby makes public, for the knowledge of interested parties, the opening of a simplified selection process aimed at granting scholarships to VISITING PROFESSORS in Brazil, to work with the PPGCTRA (Postgraduate Program in Science and Technology for Amazonian Resources), to meet a short-term need of exceptional public interest. This selection is regulated by the following normative instruments: PRAPG (Program for Reducing Asymmetries in Postgraduate Studies) Public Notice no. 14/2023; CAPES Ordinances no. 289 of December 28, 2018, no. 1 of January 3, 2020, and no. 202 of October 16, 2017; Law no. 8745/93 and its amendments; Law no. 6815/1980; Decree no. 6975/2009; Decree no. 7485/2011, updated by Decree no. 8259/2014; Grant and Acceptance of Financial Support Agreement, published in the Official Gazette on December 18, 2023, page 98; SRH-MP Normative Guidance no. 5 of 10/28/2009; and CONSUNI Resolution no. 001/2004 of January 29, 2004.

**1. PURPOSE**

1.1. To attract renowned professors residing abroad and actively engaged in research for the purpose of both conducting research and teaching courses, trainings, lectures, and/or in-person seminars.

1.2. To expand international cooperation networks within the PPGCTRA postgraduate program;

1.2.1. To foster international partnerships aimed at improving the quality of intellectual production (bibliographical, artistic, and/or technological) and the training of human resources associated with postgraduate programs.

1.2.2. To support the Academic Units in enhancing the PPGCTRA postgraduate program, undergraduate programs, and strategic institutional development projects;

1.2.3. To contribute to the advancement of teaching, research, and outreach programs, as well as to the improvement of faculty training programs;

1.2.4. To promote the involvement of high-level researchers and professionals in the teaching teams of the Institution, with the goal of fostering scientific and technological exchange and innovation compliant with current legislation and the Institutional Development Plan (IPD).

**2. GENERAL CONDITIONS**

2.1. This Public Notice regulates the selection process established by the PPGCTRA program aimed at granting 1 (one) scholarship for a Visiting Professor in Brazil (VPB), within the scope of the PRAPG program, Public Notice no. 14/2023.

2.2. The order of priority of projects will be established by the Selection Board, based on the available funds and adherence to the PRAPG objectives (Public Notice no. 14/2023), as well as CAPES Ordinance no. 289 of December 28, 2018.

2.3. The duration of the Visiting Professor scholarship in Brazil is a minimum of 15 days and a maximum of 30 days.

2.4. The grant has a maximum total duration of 24 (twenty-four) months, which can be used while the project is valid, as published in the Official Gazette, at intervals defined by the Vice-Rector.

**3. REQUIREMENTS**

3.1. The visiting professors and/or researchers must have had a doctoral degree for a minimum of ten years, be eligible to participate in the program (except for those with disabilities), demonstrate renowned expertise in their field of work, and may be retired.

3.2. They must have relevant intellectual production (bibliographical, artistic, and/or technological) with professional activity and residency abroad.

3.3. They must be associated with a PPGCTRA professor (mentor), i.e., a permanent faculty member affiliated with the Postgraduate Program for Amazonian Resources, who will be responsible for the implementation of the selected project.

**4. APPLICATION**

4.1. The application for the selection is open from March 1, 2024, 08:00 AM (Manaus time zone) to March 8, 2024, 11:59 PM (Manaus time zone). Applications submitted after the aforementioned date and time of closure will not be accepted.

4.2. Applications for Visiting Professor in Brazil (VPB) must be sent to the PPGCTRA secretariat via email: secretariappgctra@ufam.edu.br. In the subject line of the email, the applicants should include the number of this Public Notice followed by their full name.

4.3. It is mandatory to attach to the email (as one single attachment):

4.3.1. Copy of the applicants’ doctoral diploma;

4.3.2. Copy of the applicants’ passport;

4.3.3. The applicants’ Curriculum Vitae, including their most prominent production (in Portuguese, English, French or Spanish) and documentation substantiating their production from the last 5 (five) complete years (2019 to 2023);

4.3.4. Completed VPB application form, available at [Formulários (ufam.edu.br)](https://ppgctra.ufam.edu.br/formularios.html) and in Annex V of this Public Notice;

4.3.5. Completed VPB application declaration, available at [Formulários (ufam.edu.br)](https://ppgctra.ufam.edu.br/formularios.html) and in Annex VI of this Public Notice;

4.3.6. Mentor commitment form, available at [Formulários (ufam.edu.br)](https://ppgctra.ufam.edu.br/formularios.html) and in Annex VII of this Public Notice;

4.3.7. Individual work plan, maximum five-page long (in Portuguese or English), related to one of the PPGCTRA research lines available at [Linhas de pesquisa (ufam.edu.br)](https://ppgctra.ufam.edu.br/linhas-de-pesquisa.html), featuring the following items:

4.3.7.1. Theme identification;

4.3.7.2. Teaching program, containing objectives and goals, compatible with the duration of the visit and the institution's infrastructure, demonstrating that the largest possible number of members of the academic community will benefit from it, especially the students;

4.3.7.3. Schedule of activities to be carried out by the scholarship holder, with likely dates of each proposed activity;

4.3.7.4. Theme relevance;

4.3.7.5. Theoretical and methodological basis for the development of the work plan;

4.3.7.6. Bibliographical references.

**5. SELECTION CRITERIA**

5.1. The submitted documentation will be evaluated by the PPGCTRA selection board, established by a PROPESP ordinance and consisting of three regular members and three substitute members;

5.2. Only applications that present complete documentation compliant with the requirements of this Public Notice will be approved;

5.3. If discrepancies are found concerning the beginning and end dates of activities in the submitted documents (incompatible activity schedule, non-conformity to the statements of the institutions involved or any other dsicrepancies), the Selection Board may reject the application at any time, based on textual inconsistency.

5.4. The selection process, of a ranking and eliminatory nature, will comprise a Single Step, at which the applicants’ academic qualification, intellectual production, academic activities and individual work plan will be scored.

5.4.1. A score of 10 (ten) will be assigned to the minimum academic qualification required in this Public Notice;

5.4.2. Qualifications will be evaluated according to evidence of production (Curriculum Vitae with supporting documents) from the last 5 (five) complete years (2019 to 2023) submitted by the candidate at the time of application.

5.4.3. The Selection Board will analyze the applicants’ qualifications and documents that support their stated activities aimed at the consolidation and internationalization of *stricto sensu* courses, the items below included, and will score them according to the Scoring Table shown in Annex VIII:

I. Teaching activity in *stricto sensu* postgraduate programs;

II. Scientific and technological production;

III. Training and supervision of *stricto sensu* students and postdoctoral supervision;

IV. Research projects approved by national and/or international funding agencies.

5.4.3. The following criteria will be considered upon evaluating the work plan:

I. Quality of the applicants’ Work Plan, in view of its potential contribution to strengthening the PPGCTRA program - from 0 (zero) to 4 (four) points;

II. Feasibility of the applicants’ Work Plan, as well as its compatibility with the PPGCTRA research lines - from 0 (zero) to 3 (three) points; and

III. Impact of the Work Plan on improving the PPGCTRA research performance and internationalization - from 0 (zero) to 3 (three) points;

5.5 The Final Result of the Single Step will be the arithmetic average of the sum of the scores obtained from the analysis of the applicants’ qualifications and the evaluation of their individual work plan:

**FA: ((AQS + IPS + AAS/3) + IWPS) / 2**

FA: **Final Average**

AQS: **Academic Qualification Score**

IPS: **Intellectual Production Score**

AAS: **Academic Activities Score**

IWPS: **Individual Work Plan Score**

5.6. The applicants’ FA will be ranked in descending order.

5.7. In the event of an FA tie, for ranking purposes, preference will be given sequentially to the applicant:

a) With the highest IPS;

b) With the highest IWPS;

c) Older applicant;

d) Drawing lots.

5.8. The Final Result, including the lists of successful applicants, will be announced according to the schedule shown in Item 7.

**6. BENEFITS**

6.1. As established in CAPES Ordinance no. 289, of December 28, 2018:

a) Scholarship proportional to the granting period;

b) Travel allowance (round-trip airfare in economy class, purchased by the VPB (Visiting Professor in Brazil));

c) Health insurance;

d) Settling allowance.

**7. PROCESS SCHEDULE**

|  |  |
| --- | --- |
| Period for submitting proposals to PPGCTRA (e-mail: secretariappgctra@ufam.edu.br) | **03/01/2024 to 08/03/08/2024** |
| Preliminary result, published on the webpage <https://ppgctra.ufam.edu.br/editais.html> | **03/15/2024** |
| Period for filing appeals | **03/18/2024 to 03/19/2024** |
| Final result, published on the webpage <https://ppgctra.ufam.edu.br/editais.html> | **03/29/2024** |

[Public Notice no. 562/2023-CFAR/CGFAE/DPB/CAPES](https://linhadireta.capes.gov.br/linhadireta/admin/processo/mensagem.seam?conversationId=68809)institutes the following schedule for appointing scholarship holders according to the quotas available in the system, as regards the schedule for the employment of scholarships in the year 2024, related to implementing the Institutional Internationalization Project (IIP).

Period for Designating Scholarship Holders – PRAPG – Public Notice no. 14/2023

|  |  |
| --- | --- |
| **Type** | **Period** |
| Master's DegreePhD (Doctorate)Post-doctorate | January | 2 to 11 |
| February | 1 to 9  |
| March | 1 to 8 |
| April | 1 to 10 |
| May | 2 to 11 |
| June | 1 to 10 |

Source: Public Notice no. 112/2022-DRI/CAPES (09/08/2022)

**8. IMPLEMENTATION OF SCHOLARSHIP**

8.1 PPGCTRA will log the selected applicants' information into CAPES's database. After this stage, all document processing will be conducted by CAPES and the visiting professor.

**9. OBLIGATIONS**

9.1. Scholarship recipients must acknowledge the support provided by CAPES when publicizing, by any means, actions or publications, the results obtained under the auspices of the Institutional Internationalization Project (IIP), by stating the type of funding or support received within the scope of the PRAPG program, Public Notice no. 14/2023, as described in their respective commitment agreement.

9.2 The Visiting Professors will be responsible for

a) Obtaining the entry visa into Brazil, under the category that corresponds to the activities they will carry out, with validity compatible with the period of stay in Brazil;

b) Committing themselves exclusively and on a full-time basis to the activities described in their approved work plan.

9.3. It will be the duty of the PPGCTRA professor responsible for the implementation of the work plan (mentor)

a) To sign the commitment agreement as a mentor responsible for advising and assisting the Visiting Professor in whatever is necessary for their arrival in Brazil, including visa application, and other basic arrangements, as per Annex VII.

**10. ACCOUNTABILITY**

10.1. Scholarship recipients must submit to PPGCTRA a report on the Intellectual Production (bibliographical, artistic, and/or technological) of the activities carried out, with the approval of the professor responsible for the implementation (mentor), within 30 days after the end of the scholarship.

10.2. Forward directly to CAPES, through its direct line system, the following documents:

a) Commitment Agreement, signed, dated, and sent upon the implementation of the scholarship, featuring the exact period approved for their stay at the Institution;

b) Copy of passport page with identification (photo and number) and the entry stamp to Brazil (single file);

c) Copy of the flight tickets (electronic ticket sent by email by the airline or other receipt containing ticket information);

d) Copy of boarding passes;

e) Copy of health insurance voucher corresponding to the entire period of stay in Brazil;

f) Report of activities carried out in Brazil, signed by the Postgraduate Program coordinator.

**11. GENERAL PROVISIONS**

a) This Public Notice may be revoked or annulled, in whole or in part, at any time, provided that supervening reasons so require, without generating rights or obligations with respect to potential interested parties. Any omitted cases will be resolved by the PPGCTRA board. Clarifications regarding the content of this Public Notice may be obtained via email secretariappgctra@ufam.edu.br.

Manaus, February 10, 2024.



Prof. Dr. Adriana Malheiro Alle Marie

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| **ANNEX I – MONTLHLY ALLOWANCE VALUES** |
| **SCHOLARSHIPS IN BRAZIL** |
| **Program Type** | **Real (R$)** |
| Invited Professor  | 24,000 |
| **Visiting Professor** | **14,000** |
| Gifted Youth  | 8,000 |
| Post-doctorate  | 4,100 |
| Full Doctorate  | 2,200 |
| Doctorate Exchange |
| Full Master’s Degree  | 1,500 |
| Masters’ Degree Exchange  |
| Full Undergraduate Degree  | 830 |
| Undergraduate Degree Exchange |
| Teaching or Research Assistant | 2,200 |

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| **ANNEX II – TRAVEL ALLOWANCE VALUES** |
| **TABLE 2 – DESTINATION BRAZIL** |
| **Geographical Region** | **Real (R$)** |
| Africa | 5,190 |
| Central America | 5,050 |
| North America |
| South America | 2,200 |
| Asia | 6,910 |
| Europe | 4,190 |
| Oceania | 8,970 |

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| **ANNEX III – SETTLING ALLOWANCE VALUES** |
| **TABLE 2 – SCHOLARSHIPS IN BRAZIL** |
| **Program Type** | **Real (R$)** |
| All types | 2,200 |

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| **ANNEX IV – HEALTH INSURANCE VALUES** |
| **TABLE 2 – SCHOLARSHIPS IN BRAZIL** |
| **Program Type** | **Real (R$)** |
| All types | 400 |

**ANNEX V**

**APPLICATION FORM**

**TYPE: VISITING PROFESSOR IN BRAZIL AND RESERVE LIST**

|  |  |
| --- | --- |
| Name of applicant |  |
| Nationality |  |
| Address and country of residence |  |
| Passport number |  |
| H index of applicant |  |
| Contact phone number |  |
| Email address |  |
| ORCID identifier |  |
| Institution where the doctoral degree was obtained |  |
| Field of doctoral studies |  |
| Foreign institution with which the applicant is affiliated |  |
| Position of foreign institution in the Webometrics ranking |  |
| Country of foreign institution |  |
| Subproject name |  |
| Name of hosting faculty (mentor) |  |
| Hosting postgraduate program |  |
| Start date of scholarship (must be the same period as that indicated in the Acceptance Letter from the hosting faculty) | 1. ( ) April
2. ( ) May
3. ( ) June
 |

**ANNEX VI**

**DECLARATION**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, declare, for all legal purposes, that I am aware of:

i) The provisions of the PRAPG Program - Public Notice no. 14/2023;

ii) The provisions of CAPES Ordinance no. 1, of January 23, 2020, which establishes the types of scholarships in Brazil and abroad;

iii) The provisions of CAPES Ordinance no. 289, of December 28, 2018, which establishes the types of scholarships abroad;

iv) All the requirements stated in the Public Notice no. 010/2024-PROPESP/UFAM.

Furthermore, I declare that I am applying with reference to a single Public Notice for the selection of Visiting Professor scholarships in Brazil in 2024 in the scope of the PRAPG program - Public Notice no. 14/2023.

Place and date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hosting Faculty’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX VII**

**MENTORSHIP COMMITMENT AGREEMENT TEMPLATE**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, from the Postgraduate Program in \_\_\_\_\_\_\_\_\_, commit to supporting the Visiting Professor in Brazil, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, during the period from \_\_\_\_\_\_ to \_\_\_\_\_\_, with respect to supervision and assistance in whatever is necessary for his/her arrival in Brazil, including visa application, and other arrangements, as well as assisting CAPES and PPGCTRA in managing the Professor's visit.

Itacoatiara, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2024

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Mentor’s Signature

**ANNEX VIII**

Scoring table for applicants’ academic activities and intellectual production from the last 5 (five) years

|  |  |  |  |
| --- | --- | --- | --- |
| **Intellectual Production** | **Points/****Documented** | **Number of articles** | **Total Score of Item** |
| Scientific Article with Qualis A1; unlimited points | 100 |  |  |
| Scientific Article with Qualis A2; unlimited points | 85 |  |  |
| Scientific Article with Qualis A3; unlimited points | 70 |  |  |
| Scientific Article with Qualis A4; unlimited points | 55 |  |  |
| H Index > 50 | 2,000 |  |  |
| H Index > 40 | 1,000 |  |  |
| H Index > 30 | 400 |  |  |
| H Index > 20 | 150 |  |  |
| H Index > 10 | 50 |  |  |
| Patent granted; unlimited points | 50 |  |  |
| Published book chapter | 70 per chapter |  |  |
| Book published with ISBN | 100 per book |  |  |
| Coordination of research project approved by national or international funding agency, public or private. | 85 per project |  |  |
| Vice-coordination of research project approved with funding from funding agency. | 60 per project |  |  |
| Total |  |  |  |
| **Academic Activity** | **Points/****Documented** | **Number of articles** | **Total Score of Item** |
| Post-doc advisor; unlimited points | 70 per advised student |  |  |
| Main doctorate advisor; unlimited points | 50 per graduated student |  |  |
| Main master's degree advisor; unlimited points | 30 per graduated student |  |  |
| Teaching in *stricto sensu* postgraduate programs | 40 per year |  |  |
| Applicants with formal professorship or research positions at foreign higher education institutions. | 500 |  |  |
| Research productivity fellowships | 50 per each 3-year period |  |  |
| Total |  |  |  |

The following will be considered:

1. Only information concerning the last 5 years;
2. Only properly documented information;
3. Only articles and other intellectual production items actually published or currently in press with ISBN;
4. Only articles effectively accepted by journals.

Points will be assigned as follows:

1. 10 (ten) points to the applicant who achieves the highest intellectual production score;
2. 10 (ten) points to the applicant who achieves the highest score for academic activities;
3. Proportional scores will be assigned to the other applicants.

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Applicant’s Signature