

**Scholarship Notice 822/2018 - International Exchange Scholarship Program -
Entrepreneurship Modality**

USP Innovation Agency announces the Scholarship Notice 822/2018 of International Exchange Program in Entrepreneurship Modality for USP Undergraduate Students according to Ordinance GR 6640 of 3/13/15.

Table I – Summary

Number of Benefits	Until the amount of R\$ 1.047.000, 00 is reached.
Host Institution	Educational Institutions, Research Institutes, Technology-Based Companies, Governmental Organizations or not.
Exchange Period	From September 1 st , 2018 to August 31 st , 2019 (60-180 days with no possibility to extend the benefit – scholarship?).
Registration Period	March 20 th to May 31 st , 2018 by the Mundus System.

Table II - Benefits

Exchange Period	Benefit Amount For Exchange in South America	Benefit Amount For Exchange In Other Regions
60 to 119 days	R\$ 8.000,00	R\$ 18.000,00
120 to 180 days	R\$ 15.000,00	R\$ 32.000,00

1. STEPS OF THE PROCESS

- Online application via *Mundus* System;
- Applications Selection (see item 4);
- Delivery of final documentation by the selected candidates in this selection process and signature of the Grant Term (see item 6);
- Payment of the benefit (see item 7);
- Accountability (see item 9);
- Accountability Analysis (see item 10).

2. REQUIREMENTS FOR PARTICIPATION:

To participate, candidates must meet the following cumulative conditions:

- Be Brazilian or foreign with permanent visa in Brazil;
- To have completed cumulatively at least two (2) semesters and 20% (twenty percent) of the total credits of their (current) course;
- Be regularly enrolled and have no pending on mandatory disciplines of your current course at registration (pending are the disciplines such as RN, RA and RF that have not been approved until the act of registration);
- To follow the progress of the present selective process in order to become aware of the results and other measures;
- Have the acceptance letter from the foreign Institution;
- The student should not have been previously granted an International Mobility Program benefit (Bolsa Santander, Academic Merit Scholarship, Science Without Borders and AUGM - Asociación Universities Montevideo Group);

3. SELECTION CRITERIA

3.1. Candidate's registration will imply the knowledge and full acceptance of the rules and conditions establish herein.

3.2. Registrations must be carried out in March 20, 2018 until May 31, 2018, exclusively via Internet, through *Mundus System*.

Acesso Público – Editais – Alunos de Graduação – Edital 822/2018.

a. Candidates must hold the registration attaching the following documents in PDF format:

- **Letter of acceptance** or acceptance e-mail from the Foreign Institution or Nomination Letter by USP Unit (when the candidate goes thorough the selective progress/ Unit Notice based on an Agreement but you still do not have the acceptance letter). It is full responsibility of the candidate to obtain the acceptance letter.

* In case of Education Institution, the candidate must verify the existence of Agreements and Notices of each Unit, and comply with the rules contained therein. If there is no Agreement, the contact of the candidate can be direct with the foreign institution.

- **Activities Plan**, as model available at Agency's website www.inovacao.usp.br, and Mundus System to conduct the research project:

- Endorsed by an USP professor;
- With the knowledge and acceptance of the Unit Graduate Commission, according to CoG Resolution No. 4605 (USP regulation).
- Should obligatorily have a mentor/supervisor at the foreign institution
- In Portuguese and English, regardless of the location of the foreign institution.
 - Proof of proficiency in the foreign language, if required by the destination institution.
 - Declaration from the USP responsible professor in case of projects related to the course conclusion.

3.4. The information provided in the online application must be true and the candidate's only and full responsibility, who is aware that any false information, omission or error implies their exclusion from the selection process at any time.

3.5. There will be accepted no changes, edits or additions in the documents after harvested the signature with or without knowledge of the signatory.

3.6. Non-compliance of instructions for registration via internet will mean its non-effectuation and the exclusion of the candidate in the selection process.

3.7. The USP Innovation Agency is not responsible for not received registration via internet by technical computer reasons, communication failures, congestion of communication lines, as well as other technical factors preventing the data transfer.

3.8. Incomplete, wrongly made or not submitted applications will be invalidated.

4. SELECTION AND CRITERIA OF SELECTION

4.1. The projects will be selected up to the amount of R \$ 1,047,000.00 (One million, forty seven thousand reais).

4.2. Each Undergraduate Teaching Unit of the University of São Paulo may select and indicate at its discretion a candidate from among those enrolled to be accredited by the USP Innovation Agency.

4.2.1 Those indicated by the Units will be selected by the USP Innovation Agency up to 15 (fifteen) applications, which will have priority in the classification.

4.3. All registrations that meet the requirements in item 1 and submit the documentation according to item 2 will be evaluated according to criteria listed below

by experts from the academic and business sector indicated by the USP Innovation Agency and homologated by the Ad Hoc Commission of the USP Agency of Innovation.

4.3.1 Project Analysis - Weight 2 (Reference document: Activity Plan according to the Model available on the Agency website):

- Project Description (this item should be observed if the objectives are clear, if the proposed activities are relevant and if the schedule is adequate);
- Degree of innovation and/or Entrepreneurship of the project (in this item the relevance of the proposal regarding the content of innovation and / or entrepreneurship will be verified);
- Project application potential in the context of the university and / or Brazilian society.

4.3.2. Analysis of the Foreign Institution - Weight 1 (Reference document: Presentation of the institution in the Activities Plan).

In this item will be verified the relevance of the destination institution considering the classification in the main World Rankings of each area, if Education Institution, and the importance of the realization of projects in companies with technology base, Habitats / Agents of Innovation in the case of companies.

4.3.3. Candidate Profile Analysis - Weight 1,1 (Reference Document: student presentation in the Activities Plan).

In this item is verified the participation of the candidate in activities, courses related to an innovation and/or entrepreneurship, scientific initiation activities and their motivation for the project to be fulfilled.

4.4. Will be considered in the analysis:

- Projects linked to the conclusion of the Course (required statement from the USP Advisor);
- Candidates who prioritize the exchange during the vacation period between January and February 2019, not interrupting the academic year.

4.5. In the case of ties, the candidate with the highest standardized average will prevail.

4.6. The selection of the candidate indicated by the Unit is a criterion of this, item according to 4.2.

5. RESULTS DISCLOSURE

5.1. The approved registrations will be announced on the website of the USP Innovation Agency (www.inovacao.usp.br) and in the Mundus System (<https://uspdigital.usp.br/mundus/>) in the period between June 25 to July 05 2018 and notified by the electronic address included in the application. In addition to those selected, a waiting list of three entries will be announced.

5.2. Successful candidates must express an interest in the exchange within seven (7) days after receiving the notification by e-mail.

5.2.1. Non-manifestation within the established time-limit will result in the withdrawal from the process.

5.2.2. After seven (7) days new prospectuses may be disclosed until the amount established in Table I is completed.

6. DELIVERY OF DOCUMENTATION AND CONDITIONS TO RECEIVE THE GRANT:

6.1. It should be attached to the Mundus System, (<https://uspdigital.usp.br/mundus/>) only by the selected candidates:

- Acceptance Letter (only for applications that have been made via e-mail acceptance or Unit selection chart), no later than 45 days before the start date presented in the letter of acceptance of the exchange – to the students who will start until the beginning of December 2018. To students whose beginning is in 2019, the deadline is up to November 30th, 2018 for the presentation of the letter of acceptance and signature of the Grant Term.

6.2. After conference of the data, a link will be forwarded to the student, who will print the Grant Term in two copies and send via Sedex or registered letter:

- Grant Term and Acceptance Letter in two copies (to be signed only by selected candidates with full documentation)

Shipping address:

USP Agency of Innovation
Agência USP de Inovação
A/C Bolsa Empreendedorismo
Av. Torres de Oliveira 76 - Jaguaré
CEP 05347-902 – São Paulo – SP

6.3. The payment of the aid is conditioned to the delivery of the signed copies of the Term of Grant, and non-compliance may result in the elimination of the selection process

6.4. The generation of the Term of Grant is conditioned to the registration of the Mobility by the Units (activity carried out in the Mundus System by the International Section of the Unit for exchange activities).

6.5 Exchange Period: The exchange must be made between September 2018 and August 2019, for a period of at least 60 days and a maximum of 180 days, and the permanence cannot be increased as already established in the act of registration according to Table II of this Notice.

6.5.1 In exceptional cases, the student may request an extension of the exchange, without granting the scholarship, as mentioned in item 6, for the new requested period.

6.6. The exchange must take place within the specified period, with no possibility of transfer to subsequent semesters, except in duly justified and authorized cases by the USP Innovation Agency.

6.7. In case of withdrawal, a detailed justification signed by the selected candidate must be sent to the USP Innovation Agency.

7. PAYMENTS

7.1. The payment will be made by the Student Unit, credited in Brazilian currency, in a single payment, in the account of the selected (from the Bank of Brazil and previously registered by the USP units), and will be realized within the deadline of the fifth business day of the month prior to the month of the beginning of the exchange, according to the date presented in the Grant Term. This payment will be conditional on the signature, in two copies, of the Grant Term and no concurrent scholarships. It is at the discretion of the Unit of the candidate to anticipate payment, if the delivery of

documentation and the relevant deadlines are met.

7.1.1. Students with the beginning of exchange scheduled for 2019, must submit a letter of acceptance and Grant Term signed by September 30, 2018, in order to receive the benefit.

7.1.2 The payment for students with the beginning of exchange scheduled for 2019 will be made by the fifth business day of December 2018, provided they have submitted the signed Grant Term and are able to receive in the system (current account registered and without concomitant scholarships).

7.2. Delayed delivery of full documentation will result in retention of value. The non-delivery of the document will result in the impossibility of receiving the securities.

7.3. USP does not allow payments of 02 (two) or more scholarships whose periods of validity are concomitant (except in the cases of permanence, housing, food and similar). If the selected student already receive a scholarship from USP, he / she should consult the development agency to schedule the end of the period.

8. EXTENSION OF EXCHANGE - Without the grant of the Exchange Benefit

8.1. The student may request extension of the exchange, without scholarship grant, within 60 days before the end of the exchange.

8.2. To request the extension of the exchange the scholarship holder must provide

- Completion of request for extension
- Study Plan concerning the extension.
- Accept Letter informing the acceptance of the host institution and the new period.

8.2.1 It is the student's responsibility to communicate to their home unit.

9. THE ACCOUNTABILITY – Completion of the Exchange

9.1. The accountability of the benefits granted by the International Exchange Scholarship Program will take place within 30 days after the end of the exchange, as date specified in the Letter of Acceptance.

9.2. Accountability consists of the following documents, which must be loaded into the *Mundus* System:

- Report of the activities carried out abroad endorsed by the responsible professor at USP and the approval of the Unit.

- Declaration of Exchange Termination duly signed and stamped by the host institution, in order to prove the period and completion of the activities.

9.2.1. In case of extension, the scholarship holders must submit the documents required in item 9.2, after the end of the exchange.

10. ANALYSIS OF ACCOUNTABILITY AND RETURN PARTIAL OR TOTAL OF THE GRANT

10.1. The Accountability will be analysed considering the following items:

- All Documents received (see item 9.2) within the deadline.
- Analysis of achievement as presented report.

10.2. Partial or full devolution of the aid the student will be charged in the following cases:

- Partial benefit refund: If the student fails to prove compliance with the period required at registration, should return to the coffers of this University, the difference between Table II exchange periods of this Notice.
- Total benefit refund:

i) If it is impossible to carry out the exchange, it must return it to the coffers of this University, within a maximum period of 30 days after the student's withdrawal notice or, at most, 30 days after the analysis of the Accountability.

ii) Failure to present complete accounts within the defined deadline without prior justification accepted by the USP Innovation Agency will result in the return of the aid received to the coffers of the University of São Paulo.

11. PROCEDURE SCHEDULE

11.1. Selective process

Table III

March 21, 2018 to May 31, 2018	Online registration period on the <i>Mundus System</i>
June 25 to July 05, 2018	Disclosure of applications deferred by the site www.inovacao.usp.br and by <i>Mundus System</i>
First half of August	Orientation meeting at USP Agency of Innovation.
45 days before the date of commencement of the exchange predicted in the letter of acceptance	Upload of the letter of acceptance (if it was not sent at registration), via the <i>Mundus System</i> .
11/30/2018	Deadline for the upload of the letter of acceptance by students who start the exchange in 2019.

11.2. Payment

Table IV

5 th business day of the month preceding the beginning of the exchange	Payment of the benefit.
Until 12/07/2018	Payment of the benefit for students expected to begin in 2019, as long as they have signed the Grant Term and, consequently, have submitted the Institution's letter of acceptance.

12. FINAL PROVISIONS

12.1. The inaccuracy of the information or irregularity in the documents, checked at any time, especially on the occasion of receiving the benefit, may result in cancellation of the grant.

12.2. Failure to meet the conditions set out in this Notice will lead to disqualification at any time.

12.3. This Notice may undergo any changes, updates, additions or revocation, until they filled up the measure or event relevant to that.

12.4. Direct communication with the candidate will be done through the institutional website of USP: bolsainovacao@usp.br

12.5. It is the candidate's responsibility to keep his/her address (including electronic) and phone updated on the Web System Jupiter through the Unit Student Section to enable the necessary contacts.

12.6. It is a student's responsibility to carry out all procedures for residence permit issued in the country of destination institution as well and bear any related costs.

12.7. With regard to the acceptance of the institution of destination, it is the student's total responsibility to establish contacts for this purpose.

12.8. It is responsibility of the student to communicate/regularize with the Unit their academic situation, request the generation of Mobility abroad, as well as the possible achievement of credits.

12.9. The USP Innovation Agency is not responsible for any damage to the candidate arising from incorrect or outdated electronic address, as well as any other issues related to your personal email account that preclude effective communication.

12.10. It is entirely the candidate's responsibility, track releases and other publications relating to this selective process by USP Innovation Agency site www.inovacao.usp.br

12.11. Information not found in this Notice shall be requested by the address bolsainovacao@usp.br

12.12. The process of selection and receipt of assistance are subject to USP Code of Ethics and its violation, either by providing false information or by neglect of students in their activities abroad, it will be checked and punished for commission created specifically for this purpose.

APPENDIX - CHECK LIST

- 1. **Student** enrolls in the *Mundus* System, attaching:
Required:
 - Letter of acceptance or
 - Statement of Indication for Exchange issued by the USP Unit and duly signed (if approved in the selection of the Unit) or
 - E-mail of acceptance
 - Curriculum Vitae
 - Plan activities in Portuguese
 - Plan activities in English

- Facultative:
 - Proof of Proficiency
 - Declaration of link with course completion

- 2. Student Unit sends to USP Innovation Agency through the Mundus System, the nomination of the candidate.
- 3. **USP Innovation Agency** announces the selected students in the site www.inovacao.usp.br and Mundus System and sends e-mail to the selected ones.
- 4. The approved **student** confirms via e-mail, interest in the scholarship.
- 5. **USP Innovation Agency** sends e-mail with guidelines.
- 6. The selected **student** requests to the Graduation Service of his/her Unit the registration on the Exchange.
- 7. **USP Innovation Agency** generates Grant Term and sends the link to the selected ones.
- 8. The **student** sends the signed copies to the USP Innovation Agency
- 9. **USP Innovation Agency** generates the Grant Term for the purpose of visa
- 10. The Student Unit will pay in a single installment on the 5th business day of the month prior to the start of the exchange, except for those starting in 2019, which must be received by the 5th business day of December 2018, provided that they present the complete documentation up to November, 30 2018.
- 11. The selected **student** must:
 - Participate in the Orientation Meeting at the USP Innovation Agency in the first half of August
 - Make the arrangements for obtaining the visa
 - Acquiring Health Insurance and Ticket
 - Check with the Graduation Section their status in the Jupiter System and validation of credits, if necessary
- 12. The **student** starts the exchange
- 13. The **student** completes the exchange, requests the signature of the Declaration of Compliance of the Project/Activity Plan by the Institution and joins the Report of activities as the model of USP Innovation Agency attaching it at the Mundus System up to 30 days after the conclusion of the exchange.
- 14. **USP Innovation Agency** verify the accountability and:
 - Validates, completing the process, or
 - Invalidates and request the restitution of the amount to the coffers of USP.