

UNIVERSITY OF SÃO PAULO  
INSTITUTO DE ESTUDOS BRASILEIROS

**Norms of Acceptance of Visiting Professors and Researchers**

Aiming to further the internationalization process, the Instituto de Estudos Brasileiros established internal procedures for the acceptance of:

1. Professors from other universities

It is mandatory for the incoming academic to have an employment bond with a foreign academic institution. The professor may lecture undergraduate or graduate disciplines, take part in seminars and research discussions and present a scientific article or partial results of the research developed. At the end of the term of the stay, the academic must introduce a summarized Activities Report.

2. Researchers<sup>1</sup>: Post-Doctorate Program

A post-doctorate project must be presented. At the end of the stay, a Scientific Report and an Activities Report must be handed. It is expected that the post-doctorate actively participate in the scientific and academic life of the Institute, offering lectures to undergraduate students, taking part on seminars and research discussions and/or introducing scientific article or partial results of the research. It must be noted that according to the University's internal regiment, the stay as post-doctorate must be of at least three months.

3. Others

Researchers without a post-doctorate project will only have access to the university infrastructure made available for the general public (which excludes free internet connection, libraries' loans, sports club and subsidized university restaurants).

**Research support infrastructure:**

Access to internet connection and to the libraries will depend on the modality of the visit. The first two categories listed above allow access to university's facilities and infrastructure. Foreign

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<sup>1</sup> In Brazil, researchers must have a Ph.D.

researchers not fitting any of these two categories will only have access to the facilities and services available for the general public.

**Scholarships and financing:**

The Institute does not provide scholarships nor does it offer any kind of funding to the accepted candidates.

**Requirements:**

The candidate must have one of the Institute's Professors as responsible, who will direct the solicitation to the deliberative instances of IEB. The solicitation must include the following documents (in Portuguese or in English):

- Personal letter explaining the objective of the stay and a detailed justification.
- Letter of recommendation from the institution of origin addressed to the Institute's Dean Office.
- Research project with description and schedule of the activities that will be developed at IEB, indicating beginning and end of the stay.
- *Curriculum Vitae*
- Copy of identification pages of the passport.
- Registration Form – Visiting Professor/Researcher
- One 3x4 cm colored JPEG picture (maximum of 50kb).
- International health insurance.

**Period of Approval:**

Between two and three months after receiving the complete documentation, except during the recess months of December, January and February, when procedures take longer on account of the summer vacation.