

**Scholarship Notice 665/2017 - International Exchange Scholarship Program - mode  
Entrepreneurship**

The USP Innovation Agency announces the Scholarship Notice of International Exchange Program for USP Undergraduate Students in Entrepreneurship mode.

**Table I – Summary**

<b>Number of benefits</b>	Until the value of R\$ 1,100,000.00 is reached.
<b>Host institution</b>	Educational institutions, research institutes, companies with technological base.
<b>Period for exchanging</b>	From September 01, 2017 to August 31, 2018 (60-180 days with no possibility to extend the benefit).

**Table II - Benefits**

<b>Exchange period</b>	<b>benefit amount for exchange in South America</b>	<b>benefit amount for exchanges in other regions</b>
60 to 90 days	R\$ 4.800,00	R\$ 15.000,00
110 to 120 days	R\$ 9.600,00	R\$ 18.000,00
140 to 180 days	R\$ 12.000,00	R\$ 25.000,00

**STEPS OF THE PROCESS**

- Online registration via *Mundus* System: <https://uspdigital.usp.br/ccpb/>
- Selection: Applications will be selected by experts appointed by the USP Agency of Innovation (see item 2.1.);
- Delivery of final documentation by the selected candidates in this selection process (see item 4);
- Payment of Benefit (see item 6);
- Accountability (see item 8);
- Analysis of Accountability (see item 9).

## REQUIREMENTS FOR PARTICIPATION:

To participate, applicants must meet the following cumulative conditions:

- Being 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 course (link) current;
- Be regularly enrolled and have no pending on mandatory subjects of your current course at registration (pending are the subjects such as RN, RA and RF that have not been approved until the act of registration);
- Progress monitoring of this selection process in order to be informed of income and other measures;
- Have the letter of acceptance of the institution, or have been approved in the selection process in College, considering that:
  - If the destination institution is agreed upon by the unit, the student must participate in the selection process of the unit;
  - If the destination institution is agreed with USP, the student shall check the procedures with AUCANI;
  - If there is no agreement, the student's contact shall be directly with the institution of destination - (item 1.3)
- 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);

1.1. The candidate's application will imply the knowledge and full acceptance of the rules and conditions set out herein.

1.2. Entries must be carried out in March 15, 2017 until May 31, 2017, exclusively via Internet, through *Mundus System*.

1.3. The applicant must hold the registration attaching the following documents in PDF format:

- **Letter of acceptance from the foreign institution** or e-mail containing acceptance of the foreign institution or Letter indication of USP College;
- **Plan activities**, as model available at Agency's website [www.inovacao.usp.br](http://www.inovacao.usp.br), to conduct research project:
  - Endorsed by an USP's professor;
  - With the knowledge and acceptance of the Unit Graduate Commission, according to Resolution No. 4605 CoG (USP regulation).
  - Should obligatorily have a mentor/supervisor at the foreign institution

- In Portuguese and English, regardless of the location of the internship institution.

- **Curriculum vitae**, as model available on the Agency's website [www.inovacao.usp.br](http://www.inovacao.usp.br) and on *Mundus System*, <https://uspdigital.usp.br/mundus/>;
- Proof of proficiency in the foreign language, if required by the destination institution.
- Declaration from the USP responsible teacher in case of projects related to the course conclusion.

1.4. The information provided in the online application must be true and are the sole responsibility of the candidate, who is aware that any false information, omission or error implies their exclusion from the selection process at any time.

1.5. We do not accept any changes, edits or additions and the (s) document (s) after harvested (s) (s) signature (s) with or without knowledge of the signatory.

1.6. Non-compliance with instructions for registration via internet will mean its non-effectuation and the exclusion of (a) candidate (a) the selection process.

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

1.8. Incomplete applications wrongly made or not submitted will be invalidated.

## **2. SELECTION AND SHARE OF THE RESULTS**

2.1. The selection will be performed by the business sector and academic experts appointed by the USP Innovation Agency as project area presented and approved by the Coordination of the USP Innovation Agency.

2.2. The approved entries will be announced on the USP Innovation Agency website, [www.inovacao.usp.br](http://www.inovacao.usp.br), on the *Mundus System*, <https://uspdigital.usp.br/mundus/>, and notified by the registered email.

2.3. The approved candidates will have 7 (seven) days from the date of the notification to confirm the acceptance of the benefit.

2.3.1. The absence of confirmation will cancel the candidate's approval.

2.3.2. After 7 (seven) days, it may be posted the names of the new approved candidates, until the value established by the Table 1 is reached.

### 3. SELECTION CRITERIA

Priority points to analysis:

- Projects related to the course conclusion (requires a declaration of the USP responsible teacher);
- Students who prioritize holiday periods of his graduation, not interrupting school year;

3.1. Project Analysis (Reference document: Work Plan as model available on the Agency website):

- Clear and concise description of the Project
- Degree of innovation
- Project Originality
- Project application potential in the context of the university and/or Brazilian society.

3.2. Analysis of the Institution Abroad (Document Reference: Acceptance Letter):

- Classification in Major World Rankings (QS World University, Times Higher Education), if educational institution;
- Companies with technological base;
- Habitat / Innovation Agents.

3.3. Candidate Profile Analysis (Document Reference: Curriculum vitae):

- Participation in activities in innovation and / or entrepreneurship;
- Participation in courses related to innovation and / or entrepreneurship;
- Scientific articles related to innovation and / or entrepreneurship;

### 4. DOCUMENTATION DELIVERY

4.1. It must be attached in *Mundus* System (<https://uspdigital.usp.br/mundus/>), only by selected candidates:

- Acceptance Letter (only for applications that have been made via e-mail acceptance or College selection chart), no later than 45 days before the start date of the constant exchange in the letter of acceptance – to the students who will start until the beginning of December 2017. To students whose beginning is in 2018, the deadline is up to November 30, 2017 for the presentation of the letter of acceptance and signature of the Term of Granting.

4.2. After conference of the data, a link will be forwarded to the student who will print the Term of Grant in two copies and send via Courier or registered mail the following document (it may also be delivered in person):

- Term of Granting and Acceptance in two copies (to be signed only by selected with full documentation)

**Shipping address:**

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

4.3. The payment of the 1st instalment of the benefit is conditional on the delivery of two signed copies of the Term of Granting, and failure to comply may result in elimination from the selection process.

4.4. The payment of the first tranche of the benefit is subjected to the generation of Mobility by the Unities.

4.5. In case of withdrawal, a detailed justification signed by the applicant shall be sent to USP Agency of Innovation.

**5. CONDITIONS FOR USING THE BENEFIT:**

5.1. Period exchange: The exchange shall be held between **September 2017 and August 2018**, for a period of at least 60 days and a maximum of 180 days and cannot increase the permanence already established upon registration as shown in Table II of this Scholarship Notice.

5.1.1 In exceptional cases the student may request extension of the exchange, without granting the scholarship, predicted in item 7.

5.2. The exchange must occur in the given period, with no possibility of transfer to subsequent semesters, except in special cases authorized by the USP Innovation Agency.

## **6. PAYMENTS – Exchange beginning**

6.1. The students shall previously have a Bank of Brazil account, in any agency of the country, and be its owner.

6.2. They also shall request to the Students Department of their Unities the registration of the account in the [Jupiter System](#) as the first option on the payment (in case there is more than one account registered).

6.3. The student that does not have a Bank of Brazil account registered on the Jupiter System will not receive the benefit.

6.4. For purposes of payment, if the number of days spent abroad does not correspond to the number appointed by the Table II, it will be considered the value of the previous exchange period.

6.5. The payment will be credited in one go, in the current account of student (Bank of Brazil and previously registered by the USP College) in Brazilian reais, always on the 5th working day of the month preceding the beginning of the exchange, as data presented in Acceptance Letter. This payment will be conditional on the signing of the Grant Agreement.

6.5.1. Students who will begin the exchange in 2018 must present a letter of acceptance and Term of Grant signed by November 30, 2017, in order to receive the benefit.

6.6. The delayed delivery of the complete documentation will result in the value retention. The possible non-delivery of documents will result in the impossibility of receiving the amounts.

## **7. EXTENSION OF EXCHANGE - Without the grant of the Exchange Benefit**

7.1. The student may request extension of the exchange, without grant of a scholarship, from a model to be completed and forwarded by him/her within 60 days before the end of the exchange.

7.2. To request an extension of the stock exchange shall provide:

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

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

## **8. THE ACCOUNTABILITY – Completion of the Exchange**

8.1. 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.

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

- Report of the activities carried out abroad endorsed by the teacher responsible 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.

8.2.1. In case of extension, the scholarship holders must submit the documents required in item 7.2, while the other documents, such as declaration of completion of exchange and the final report, must be presented after the end of the exchange.

## **9. ANALYSIS OF ACCOUNTABILITY AND RETURN PARTIAL OR TOTAL OF THE AID**

9.1. The Accountability will be analyzed considering the following items:

- All Documents received (see item 8.2) within the deadline.
- Analysis of achievement as presented report.

9.2. Partial or full back of 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:

l) If it is impossible to carry out the exchange, you 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 Provision of Accounts.

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.

## 10. PROCEDURE SCHEDULE

### 10.1. Selective process

**Table III**

March 15, 2017 to May 31, 2017	Online registration period on the <i>Mundus System</i>
July 1 to 15, 2017	Disclosure of applications deferred by the site <a href="http://www.inovacao.usp.br">www.inovacao.usp.br</a> 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> .
11/30/2017	Deadline for the upload of the letter of acceptance by students who start the exchange in 2018.

### 10.2. Payment

**Table IV**

5th working day of the month preceding the beginning of the exchange	Payment of the benefit.
Until 12/07/2017	Payment of the benefit for students expected to begin in 2018, provided they have signed the Grant Agreement and, consequently, have submitted the Institution's letter of acceptance.

## 11. FINAL PROVISIONS

11.1. 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.

11.2. Failure to meet the conditions set out in this Notice will lead to disqualification at



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

11.4. Direct communication with the applicant will be done through the institutional website of USP: [bolsainovacao@usp.br](mailto:bolsainovacao@usp.br)

11.5. It is the applicant's responsibility to keep your address (including electronic) and phone updated on the Web Jupiter System through the Student Section of College to enable the necessary contacts.

11.6. 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.

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

11.8. 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.

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

11.10. It is entirely the candidate's responsibility, track releases and other publications relating to this selective process by the USP Innovation Agency site [www.inovacao.usp.br](http://www.inovacao.usp.br)

11.11. Information not found in this Notice shall be requested by the address [bolsainovacao@usp.br](mailto:bolsainovacao@usp.br)

11.12. 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. **USP Innovation Agency** announces the selected students in the site [www.inovacao.usp.br](http://www.inovacao.usp.br) and Mundus System and sends e-mail to the selected ones
  - 3. The approved **student** confirms via e-mail, interest in the scholarship.
  - 4. **USP Innovation Agency** sends e-mail with guidelines.
  - 5. The selected **student** requests to the Graduation Service of his/her Unit the registration of the current account of the Bank of Brazil in the Jupiter system, informing that he/she will receive the benefit through this account.
  - 6. **USP Innovation Agency** generates Term of Grant and sends the link to the selected ones.
  - 7. The **student** sends the signed copies to the USP Innovation Agency
  - 8. **USP Innovation Agency** generates the Statement of Grant for the purpose of visa
  - 9. **USP Innovation Agency/AUCANI** will make the payment on the 5th working day of the month prior to the beginning of the exchange, except for those who will start in 2018 and who must receive until the 5th working day of December 2017, provided they present the complete documentation by 30, November 2017.
  - 9. The selected **student** must to:
    - 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
  - 10. The **student** starts the exchange
  - 11. The **student** completes the exchange, requests the signature of the Declaration of Compliance of the Project/Activity Plan by the Institution, 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.
  - 12. **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.