



**MINISTRY OF EDUCATION
UNIVERSIDADE FEDERAL DO RIO GRANDE DO NORTE**

RESOLUTION Nº 051/2013-CONSEPE, of April 2nd, 2013.

It establishes rules about the Student Mobility in UFRN and about the procedures of registration, assistance, monitoring, assessment and validation of this activity within teaching, research and community service in all the academic units.

THE PRESIDENT OF THE UNIVERSIDADE FEDERAL DO RIO GRANDE DO NORTE announces that the Teaching, Research and Community Service Council - CONSEPE, in executing the duty assigned to it by article 17th, Paragraph XII of UFRN's Statute,

TAKING INTO ACCOUNT the fundamental nature of the exchange of ideas for the very constitution of the universities, since their emergence, and the possibility of making this exchange come true through the sending of our students to other universities and of the welcoming of students of other universities into UFRN;

TAKING INTO ACCOUNT the investment conducted by the Federal Government in the Academic Mobility processes, also involving the Student Mobility, through its different organizations of promotion of research and of higher education;

TAKING INTO ACCOUNT the low purchasing power of large numbers of UFRN's students as well as the relatively high costs of a mobility period in other Higher Education Institutions;

TAKING INTO ACCOUNT the need of promoting the participation of UFRN in associations, consortia, networks and cooperation agreements with other Higher Education Institutions (HEIs), which invariably count on the promotion of the Academic Mobility and, consequently, of the Student Mobility;

TAKING INTO ACCOUNT the visibility that the university may achieve before the academic-scientific community through the promotion of the Student Mobility;

TAKING INTO ACCOUNT the inexistence, in our administrative procedures, of rules related to the assistance of the students who take part in Student Mobility projects;

TAKING INTO ACCOUNT what is contained in process nº 23077.014221/2013-08,

DECIDES:

Article 1st To approve the rules of the Student Mobility in UFRN and to establish the procedures of registration, assistance, assessment and validation of this activity within the teaching, research and community service in all the academic units.

Article 2nd This Resolution comes into effect on the date of its publication, and any provisions to the contrary are revoked.

Presidency, in Natal, April 2nd, 2013.

Ângela Maria Paiva Cruz
PRESIDENT

CHAPTER I GENERAL PROVISIONS

Article 1st It is hereby instituted the rules of the Student Mobility activities in UFRN, which shall encompass both full-time students that leave to conduct academic activities in other Brazilian or foreign Higher Education Institution, here designated HEI, and the students of other HEIs that come to UFRN to conduct academic activities.

§ 1st UFRN's full-time students that are awarded vacancies in Student Mobility projects may compete to an institutional assistance for this purpose, taking into consideration the characteristics of the project and the inexistence of the overlapping of assistances of the same nature that originated from other funding sources.

§ 2nd. The students from other HEIs, welcomed to UFRN in Student Mobility projects, may compete to an institutional assistance for this purpose, limited to the items in which it is established, in a specific agreement with the home HEI, the unrestricted reciprocity in the services provided to the students.

Article 2nd For those students applying to the institutional assistance in Student Mobility projects, it is hereby assured priority to low-income students, which condition is established by a specific resolution approved by the Administration Council (CONSAD).

§ 1st The students from other HEIs, applying to the institutional assistance in Student Mobility projects, must present an official document from the home HEI, requesting UFRN's assistance.

§ 2nd The awarding of any benefit, both to UFRN's students and to the students of other HEIs, may extend to students of any social background/status, provided that the priority mentioned in the enunciation of this article is respected.

§ 3rd UFRN may provide mobility scholarships, through calls aimed at Brazilian or foreign students of other HEIs, depending upon the availability of funds for this purpose, which may come from its own budget or from the raising of funds conducted by specific projects, with a view to encouraging strategic areas for its academic-scientific development.

CHAPTER II STUDENT MOBILITY MODALITIES

Article 3rd The Student Mobility must encompass all the areas that make up the academic life, enabling the performance, outside UFRN, of any modality of activity in all levels of teaching, research and community service.

§1st The Student Mobility is organized in the following modalities:

I – performance of part of the undergraduate studies in another UFRN's campus, other than the student's home campus;

II – performance of part of the undergraduate studies in another HEI;

III – performance of part of the postgraduate studies in another HEI;

IV – performance of research activities in another HEI;

V – performance of community service activities in another HEI;

VI – performance of undergraduate programs in a double degree system;

VII – performance of postgraduate programs in a double degree or cotutelle system;

VIII – performance of internships in HEIs or in companies outside the region where the student’s home campus is located.

§ 2nd The performance of any Student Mobility modality necessarily implies the existence of a cooperation agreement between UFRN and the other HEI or other institutions involved, without which the activities will not have the official recognition by UFRN.

§ 3ª It is hereby exempt of the obligatoriness of a previous cooperation agreement the activities that are part of projects, consortia, associations or networks in which UFRN participates as a member.

§ 4th The same modalities are applicable to students of other HEIs that come to UFRN to conduct academic activities.

CHAPTER III THE RULES FOR PARTICIPATING IN STUDENT MOBILITY PROJECTS OR PROGRAMS

Article 4th UFRN’s undergraduate students who apply to Student Mobility projects or programs must, whether or not they are awarded UFRN’s financial support, strictly abide by the internal selection rules, as well as by the requirements of the internal and/or external calls, and their participation is contingent on the presentation of the minimum performance indexes as determined by the Vice-Presidency of Undergraduate Studies (PROGRAD);

§ 1st Once they have been selected, internally and/or externally, UFRN’s students must head to the Program’s Coordination to open their mobility process, which must be forwarded to the International and Interinstitutional Relations Office (SRI), responsible for the orientation of the composition of the process.

§ 2nd The student’s departure from UFRN is subject to the prior approval of the study plan by the Program’s Coordinators in both HEIs and to the homologation and registration of the mobility according to the procedures defined by the International and Interinstitutional Relations Office (SRI) and by the Vice-Presidency of Undergraduate Studies (PROGRAD), respecting the principle of flexibility for the equivalence of contents studied.

Article 5th The student’s departure from UFRN to conduct part of the postgraduate studies in another HEI is subject to the specific projects of each Postgraduate Program.

Article 6th. The departure of students from UFRN for research activities in another HEI is contingent on the participation of the student in a research project formally registered in UFRN in the Vice-Presidency of Research (PROPESQ) or in another development/funding agency, which establishes the participation of the other HEI involved.

Article 7th. The departure of students from UFRN for community service activities in another HEI may occur by means of the participation of the student in a community service project formally registered in UFRN, which has established specific activities in partnership with another HEI; or in a community service project developed in cooperation among Universities or in a network; and/or participation in university projects that welcomes the student.

Single Paragraph. It may be assessed and/or accepted the awarding of mobility-related assistance to the participants of community service projects that are not UFRN’s students, upon the analysis of the Vice-Presidency of Community Service (PROEX).

Article 8th The activities involving double degree, whether of undergraduate or postgraduate level, as well as the cotutelle, shall depend upon specific agreements, signed for this purpose with another HEI, respecting the requirements of the development/funding agencies and the Undergraduate and Postgraduate regulations.

Article 9th The internship activities, notably those involving agreements with companies, shall be assessed by the Vice-Presidency of Undergraduate Studies (PROGRAD) or by the Vice-Presidency of Postgraduate Studies (PPG), so that the relevant legislation is respected.

Article 10th. The duration of the academic activities in another HEI must obey the following deadlines:

- I – undergraduate studies in another HEI for up to three semesters;
- II – postgraduate studies in another HEI of up to six months for Master’s degree students and of up to one year for Doctoral degree students;
- III – research activities in another HEI for up to six months;
- IV – community service activities in another HEI for up to six months;
- V – the other activities shall have their duration determined in the specific agreements.

Single Paragraph. Durations/deadlines that may eventually exceed those defined in the items of this article must be contained in specific agreements with the other HEI or, if there is no such specific agreement, they shall be subject to the analysis of the International and Interinstitutional Relations Office (SRI) and to the approval of the relevant Vice-Presidencies, according to the modality of the mobility activity.

Article 11th. The mobility activities must occur without compromising the ordinary academic activities of the student, based on the principles of flexibility and of the equivalence of contents.

Article 12th. When returning from the mobility activity, in any of the modalities, the student must forward to the International and Interinstitutional Relations Office (SRI) the documents issued by the HEI in which the activity was conducted, for the purpose of registration in the relevant Vice-Presidency.

Article 13th. The students of other HEIs who are admitted into UFRN for mobility activities of any of the modalities described in Article 3rd shall have the same rights and the same duties as those of its full-time students.

Single Paragraph. The International and Interinstitutional Relations Office (SRI) is responsible for the provision of information to those students interested in conducting mobility activities in UFRN, as well as for the forwarding of the admission of students of other HEIs into our programs.

CHAPTER IV THE GRANTING OF ASSISTANCE TO THE STUDENT MOBILITY

SECTION I DEFINITION OF ASSISTANCE TO THE STUDENT MOBILITY

Article 14th. The assistance to the Student Mobility shall be determined within each project.

§1st According to the expected financial resources, the following items may be covered:

I – Funding of the expenses related to the documentation needed for the trip;

II – Total or partial funding of the student's travel expenses;

III– Total or partial funding of the student's accommodation expenses;

IV – Total or partial funding of the student's food-related expenses;

V – Hiring of travel and/or health insurance;

VI – Support for the purchase of didactic material or instruments/tools;

VII – Assistance for the foreign language proficiency exam.

§ 2nd The characteristics of the assistance to the mobility, as well as the number of students to be awarded in each project, are subject to the approval of the relevant Higher Collegiate Bodies, after having been processed by the Plenary of the Department and by the Center Council (CONSEC) of the relevant unit, and it must be established and declared in the project the source responsible for its funding, borne in co-responsibility by the units involved, according to the ordinances (portarias) issued in each situation.

§ 3rd The funding defined in items II and III must obey what is established in the specific Resolution approved by the Teaching, Research and Community Service Council (CONSEPE).

§ 4th The determination of the values awarded to each item covered by the assistance to the Student Mobility shall take into account the costs of travel, accommodation and meals in the specific places in which the activities shall take place, and it must be presented in a specific spreadsheet for this purpose in the body of each project.

§ 5ª The Program's Coordination is responsible for the presentation of the Mobility assistance requests/applications, in the cases of the students who shall conduct studies or internships in other institutions and who do not take part in specific external programs.

Article 15th. The awarding of assistance to a student in one of the activities described in Chapter III prevents him/her from simultaneously competing for the assistance in other modalities, even if his/her participation can be proved in simultaneous projects in different activities.

Single Paragraph. It is hereby also forbidden the awarding of assistance in any of the mobility modalities in simultaneity with scholarships or other forms of assistance funded by UFRN as well as by any external agencies or institutions.

Article 16th. The awarding of any type of assistance by UFRN is contingent on the existence of funds for this purpose.

SECTION II GENERAL REQUIREMENTS

Article 17th. The Student Mobility may receive assistance, for its performance, provided that the general requirements established for this purpose are met.

Single Paragraph. The following are general requirements for the awarding of assistance to the Student Mobility:

I – being a full-time UFRN's student or of the home HEI;

II – being officially enrolled/registered in research or community service projects, in the cases in which the assistance must cover this type of activity;

III – to exhibit, as a UFRN’s undergraduate student, in the period of awarding of the assistance, a satisfactory academic performance, in terms of assiduity and approval, in the undergraduate studies in, at least, 80% (eighty percent) of the curricular activities, or in patterns compatible with the average of the classes in which he/she was enrolled, meeting the minimum levels of performance as determined by the Vice-Presidency of Undergraduate Studies (PROGRAD);

IV – to present, as an undergraduate student of other HEI, a letter from his/her home HEI, attesting the need for the assistance;

V – to present, as a postgraduate student of UFRN or of other HEI, a letter from his/her home program and of his/her advisor, attesting the need for the assistance;

VI – to develop with competence, assiduity and academic zeal the research and community service activities established in his/her Student Mobility project;

VII – to sign a **Term of Commitment**, according to a model defined by the Vice-Presidency of Student Affairs (PROAE), in the case of the undergraduate students, or by the Vice-Presidency of Postgraduate Studies (PPG), in the case of the postgraduate students.

Article 18th. The deadlines for applying to Student Mobility in the modalities I, II and VI, defined in paragraph 1st of article 3rd, shall be informed in UFRN’s Official Calendar, and they must be determined jointly by PROGRAD and by SRI, which shall analyze and decide about the omitted cases.

SECTION III SPECIFIC REQUIREMENTS

Article 19th. The applicant to a Student Mobility assistance must meet, in addition to the internal selection’s general requirements, specific requirements of other internal and/or external calls, according to the nature of each project.

§ 1st It is hereby determined, as a specific requirement, the approval in a proficiency exam, which is regularly conducted by the Ágora Institute, in the foreign language spoken in the HEI to which the student wishes to go as a result of the performance of international Student Mobility activities; or the presentation of an equivalent certificate in an official language proficiency exam issued by institutions accredited by the host country.

§ 2nd The exams issued by the Ágora Institute won’t be accepted in the cases in which the external mobility programs require the performance of international foreign language proficiency exams.

§ 3rd Every applicant to a mobility activity in the modalities I, II and VI, defined in paragraph 1st of article 3rd, having or not been awarded financial assistance for this purpose, shall undergo a psychological assessment conducted by UFRN’s professionals.

CHAPTER V CERTIFICATION OF THE STUDENT MOBILITY ACTIVITIES

Article 20th. The UFRN's student or the student of another HEI who has participated in a Student Mobility activity shall be entitled to the certification of this activity by the host HEI, in the conditions determined previously in the existing agreements.

§ 1st The UFRN's student must present to his/her program's Coordination, when returning, where appropriate:

I – the official proof issued by the host HEI of his/her approval in the undergraduate or postgraduate curricular activities;

II – the certification of his/her performance in the research activity, signed by the person responsible for the project in the host HEI; or

III – the certification of his/her performance in the community service activity, signed by the person responsible for the project in the host HEI;

IV – proof of the meeting of the requirements of the specific agreements in the other cases.

§ 2nd The student of other HEI must receive from UFRN the same official supporting documents listed in the previous paragraph.

§ 3rd In both cases, the certification is contingent on the assessment, made by the student, in a specific virtual environment in SIGAA developed for this purpose, of his/her experience in the Student Mobility project.

CHAPTER VI ASSESSMENT

Article 21st. The assessment of the Student Mobility activities shall be coordinated by the International and Interinstitutional Relations Office, through specific forms, preferably by an electronic means.

§ 1st The assessment forms must be filled out by:

I – the participating students, encompassing all the mobility experience, with obligatory nature;

II – program coordinators;

III – coordinators of the study, community service or research projects.

§ 2nd The International Relations Office takes responsibility for inquiring the partner HEI, in the cases where the reciprocity expected in the cooperation agreements has not occurred in the assessment process.

§ 3rd The International Relations Office, together with the Vice-Presidency of Student Affairs (PROAE), takes responsibility for transferring the student to his/her home HEI, in the cases where it is verified a serious violation or the failure to comply with any academic rule or law of the country where the host HEI is located.

CHAPTER VII FINAL PROVISIONS

Article 22nd. The omitted cases related to the performance of Student Mobility activities, as well as to the granting of assistance for this purpose, shall be analyzed by the International Relations Office, taking into account the reports/opinions of the different sectors involved in the project.

Presidency, in Natal, April 2nd, 2013.

Ângela Maria Paiva Cruz
PRESIDENT