



REGULATORY INSTRUCTIONS FOR THE ELABORATION AND RENEWAL OF INTERNATIONAL ACADEMIC COOPERATION AGREEMENT

Professors interested in establishing partnerships with International Higher Education Institutions (IHEI) should check with the International Relations Committee– IRC (Comissão de Relações Internacionais - CRInt) if there is already an agreement between the School of Arts, Sciences and Humanities (Escola de Artes, Ciências e Humanidades - EACH) and the foreign HEI, if it does not exist, the professor should begin the process for the elaboration of a new agreement, following the guidelines below:

1. Negotiation stage: The lecturer must request the CRInt EACH the standard draft models (in Portuguese and in the language of the foreign institution) for the appreciation and possible changes by the foreign HEI. The CRInt suggests that at this stage the professor requests the material for the dissemination, the contact details of the corresponding coordinator and the Office of International Relations, or the area responsible for internationalization, of the foreign institution, as well as explains the interests of EACH with the celebration of such partnership.

It is common for the foreign HEI to present its draft agreement and want its model to be processed, in this case, a reliable translation of the document into Portuguese is requested and the two versions (Portuguese and foreign language) be processed.

2. Formalization phase: After the negotiation and necessary adjustments regarding the terms of the agreement, the professor must proceed with the completion of the minutes (in Portuguese and in the language of the foreign institution). The drafts must be sent to CRInt in an editable file (Word, broffice etc.), with the following documents:

- A work plan with a description of the academic or research activities that will be developed during the term of the agreement, in addition to information related to the exchange of students, such as: area (s) contemplated, vacancy (s), if the vacancies will be offered semiannually or annually etc.

- A justification elaborated by the EACH coordinator (s) of the agreement describing the reasons for wanting to sign the partnership, mentioning the benefits that will be provided to EACH, if there is any previous link to the negotiation of the agreement, if there are intentions of joint research etc.

IMPORTANT: At this stage, the minutes should not be dated or signed.

2.1 CRInt will open the physical process.



2.2 The CRInt will analyze the documentation presented and will issue an opinion on the conclusion of the agreement on the merit of the proposal, in the context of the development of EACH, and the adequacy of the work plan to the curricular structure of the Unit. After the analysis and opinion of CRInt, the next step will be **the Agreement** and the approval of the **Technical-Administrative Council (Conselho Técnico-Administrativo- CTA)**.

3. Phase of insertion of the proposal into the system *e-Agreements*: The electronic procedure is done through the e-Agreements system, implemented via the Mercurio-Web Financial System. The CRInt inserts the proposal on the creation of the agreement on the system and makes the referral to the analysis of the Attorney General of USP.

4. Approval stage: The USP Attorney General's Office reviews the documentation submitted and, in the absence of inconsistencies in the submitted proposal, approves the creation / renewal of the international academic agreement. In case of doubts or the necessity of adequacy, the Attorney General's Office returns the proposal with the necessary guidelines for the adjustments to be made.

The agreement may be signed and dated by the legal representatives of the HEI only after the analysis and approval of the Attorney General of USP.

CRInt is responsible for opening the physical process and obtaining the signature of the legal representative. CRInt will send by mail (International Express Document) the routes (in Portuguese and in the language of the foreign institution) signed by the EACH Board for the signature of the legal representative of the foreign HEI. After the return of the documents signed by the foreign institution, the agreement will be published in the Official Gazette of the State of São Paulo.

The **Renewal of International Agreements** should follow the steps indicated for the creation of an agreement, however, in the justification, in addition to describing the reasons why it is desired to renew the partnership, mentioning the benefits that will be contributed to the EACH, some data regarding to the previous validity, such as: number of EACH students who exchanged at the HEI partner, number of students from the partner institution who exchanged at EACH; research projects developed in partnership; visits by delegations; participation of EACH teachers in events organized by the HEI partner and vice versa.

Once the administrative procedures have been completed, the process will be sent to CRInt, which will provide technical and administrative support for the activities referred to in the Agreement.

According to the Rector's Ordinance No. GR-6,631, dated February 27, 2015, the Unit's Board of Directors may sign international agreements in place of the Rector.



EACH

Escola de Artes, Ciências e Humanidades
da Universidade de São Paulo

1. Competencies | Delegations:

a. Direction: To sign the Agreements between the Units / Organs and official or private entities, having as main object the national and international academic cooperation, according to *article 5-B of PORTARIA GR N° 6580, OF OCTOBER 21, 2014, as amended by PORTARIA GR -6,631, OF FEBRUARY 27, 2015.*

b. President of CRInt: It will issue an opinion on the merit of the proposal to create/renew the international academic agreement.

c. Coordinator of the agreement: It will ensure the quality of the agreement regarding the objectives set forth in the work plan and in the draft. With the support of CRInt, as far as possible, it should work for the dissemination of the agreement between the academic community of EACH. It will undertake the necessary reception and support to the students, professors and researchers of the HEI partner hosted by EACH.

d. CRInt: Assist in the process of creation and renewal of international academic agreements, it is also responsible for the technical-administrative support of the activities referred to in the agreements.

São Paulo, April 3, 2018.

Profª Drª Mônica Sanches Yassuda

Director of EACH

Profª Drª Cynthia Harumy Watanabe Correa

Chairman of the International Relations Committee