



Universidade Federal do Estado do Rio de Janeiro - UNIRIO
Coordenação de Relações Internacionais - CRI

RESOLUTION #3538, from December 8th, 2010.

Provides standards for Undergraduate Academic Mobility between the Federal University of Rio de Janeiro State (UNIRIO) and Foreign Institutions of Higher Education.

The Board of Education and Research, at its meeting held on 8th day of December of 2010, in accordance with the terms of case file number 23102.002.279/2010-01, has approved and therefore I promulgate the following resolution:

Article 1 - The Academic Mobility between the Federal University of Rio de Janeiro State (UNIRIO) and Foreign Institutions of Higher Education allows the exchange of students in order to improve their education through the acquisition of knowledge and skills, the interaction with other cultures and new experiences.

Sole Paragraph - The Academic Mobility meets the terms of the Cooperation Agreements signed between the Federal University of Rio de Janeiro State and the Foreign Institutions of Higher Education.

Article 2 - The Office of International Affairs (*Coordenação de Relações Internacionais - CRI*) of UNIRIO shall organize and monitor the procedures of the Academic Mobility, articulating the process of exchange with the directions of the Schools of the University, as well as the bodies responsible for the International Academic Mobility in Foreign Institutions of Higher Education.

Article 3 - To participate in the Academic Mobility, the student at the Federal University of Rio de Janeiro State, at the undergraduate level, must:

- I - present a proof of enrollment at the university and inscription of disciplines and/or curriculum components in the school year related to the study plan. The curriculum components consist of: compulsory subjects, optional subjects and complementary activities;
- II - have at least 30% of the course load in UNIRIO accomplished;
- III - have a cumulative Grade Point Average (GPA) over 7.0 on a 10.0 scale;
- IV - have basic knowledge of the language of the destination country;
- V - provide a formal application with the complete documentation required within the period established by the institution;

Sole Paragraph – It is prohibited the participation of students whose last period coincides with the period of Academic Mobility.

Article 4 - During his/her participation in the Academic Mobility at the Federal University of Rio de Janeiro State the student should:



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I - remain studying at the Foreign Institution of Higher Education for 02 (two) consecutive semesters at most;

II - apply for at least 03 (three) subjects/curriculum components abroad per semester and attend to them;

III - submit his/her study plan to the directions set by the Foreign Institution of Higher Education to organize the academic mobility, as well as follow all rules and procedures.

Article 5 – The Direction of the School of which the student of the Federal University of Rio de Janeiro State is interested in the Academic Mobility must manifest its interest to the Office of International Affairs of UNIRIO along with the proposed studies to be developed at the Foreign Institution of Higher Education, including:

I - Application Form for the International Academic Mobility;

II - Certificate that the student is actively enrolled at the University;

III - Updated academic transcript;

IV - Proposal for International Academic Mobility prepared by the student;

IV - Curriculum components and description of contents intended to be studied abroad;

V - Statement of Commitment of responsibilities taken by the student in the foreign country;

VI – Favorable opinion of the Registration Committee on his mobility program;

VII - Copy of the minute of the School Board meeting in which the Registration Committee's assent has been approved.

§ 1 Applications with incomplete documentation will not be accepted.

§ 2 Shall the programs and contents of disciplines be not available in the web site of the Foreign Institution of Higher Education, the Office of International Affairs of UNIRIO will consult the partner institution on the possibility and acceptance of a student mobility as far as the equivalence of credits are concerned for both Schools by their respective Registration Committee.

§ 3 After the Registration Committee examines the program and decides whether to grant or not the said application, The Office of International Affairs of UNIRIO will arrange the exchange process along with the Foreign Institution of Higher, meeting the established requirements.

§ 4 The departure of a student of the Federal University of Rio de Janeiro State will only be authorized after the foreign institution sends an official letter stating his/her acceptance.

§ 5 UNIRIO students will have their registration ensured in their course of origin; the period abroad spent during the exchange program shall be integrated to his graduation program.



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§ 6 Once the period of exchange is accomplished, the Foreign Institution of Higher Education must send to the Office of International Affairs of UNIRIO supporting documentation of the results obtained by the student during the mobility program.

Article 6 – All the activities carried out abroad by the UNIRIO student will be incorporated into his/her academic transcript once the statement of the Foreign Institution of Higher Education is provided.

Article 7 - The student of a Foreign Institution of Higher Education that wishes to participate in the Academic Mobility Program at the Federal University of Rio de Janeiro State should formalize his/her appliance as required by the institution.

§ 1 The formal application should be accompanied by the following information:

- I - Certificate that the student is actively enrolled at the University of origin;
- II - Updated academic transcript;
- III - period and dates (semester / year) in which the student intends to undertake the studies;
- IV - study plan with the disciplines/curriculum components and description of contents to be undertaken at the Federal University of Rio de Janeiro State, which should be familiar to the areas developed at the home institution;
- V – Certificate of basic knowledge of Portuguese, when applicable.

§ 2 All documents listed in sections I to IV should be translated into Portuguese.

§ 3 The application of foreign students to the Mobility Program shall be forwarded by the Office of International Affairs of the Federal University of Rio de Janeiro State in the form of a case file to the School concerning the study plan in the application; the School's Registration Committee shall analyze and return the case file to the Office of International Affairs along with its approval and the study plan.

§ 4 Once the request for Academic Mobility of a foreign student is granted, the Office of International Affairs will send the Foreign Institution of Higher Education a letter of acceptance, with the acknowledgement of the Director/Coordinator of the School involved.

§ 5 In order to study at the Federal University of Rio de Janeiro State, the foreign student shall enter Brazil with a regular visa, in accordance with applicable law as well as provide health insurance to cover his/her stay in Brazil .

§ 6 The foreign student can only remain at the Federal University of Rio de Janeiro State for 02 (two) consecutive semesters at most and must be registered in at least 03 (three) disciplines/curriculum components per semester.



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§ 7 The foreign student must submit his application to the rules and procedures established by the Federal University of Rio de Janeiro State, and shall not be allowed to participate in any other grant program (research, extension and permanence).

§ 8 In case the number of vacancies offered by the Federal University of Rio de Janeiro State is lower than the number of students that have applied for the Academic Mobility Program in the Foreign Institution of Higher Education, the latter will decide the criteria for selection.

Article 8 - Once the exchange period and the study plan are accomplished by the foreign student at the Federal University of Rio de Janeiro State, the School involved will issue a statement of achievements accompanied by the academic transcript and forward it to the Office of International Affairs.

Sole Paragraph - The Office of International Affairs will be responsible for sending the foreign student's documentation to the Foreign Institution of Higher Education once the study plan is accomplished in the Federal University of Rio de Janeiro State.

Article 9 - The appliance of foreign students in the Academic Mobility Program must meet the deadlines indicated by the Foreign Institution of Higher Education and disclosed by the Office of International Affairs.

Article 10 - This Resolution shall enter into force on the date of its publication in the university journal, revoking the Resolution #2873, published on July 10th, 2007.

Prof. Malvina Tania Tuttman
Dean