



**MINISTÉRIO DA EDUCAÇÃO
UNIVERSIDADE FEDERAL DE SANTA MARIA
GABINETE DO REITOR
SECRETARIA DE APOIO INTERNACIONAL - SAI
PUBLIC NOTICE Nº 001, MARCH 01, 2016**

The following public notice aims at regulating the application and selection of undergraduate and graduate students from foreign universities associated to the Federal University of Santa Maria (UFSM) to study in this institution in the second academic semester of 2016. The period of each mobility is of one academic semester and the student will carry out the offered academic activities in accordance with the international bilateral cooperation agreements of each foreign university with UFSM.

According to the criteria of each of the institutions involved, the student can request the extension of his academic activities for one extra academic semester.

**CHAPTER I
The purpose**

The purpose of this program is to provide international experience, enriching the formation of students, enabling the institutional strengthening by means of strategic alliances and the development of mobility activities between the partner universities. Within the agreed plan, the selected student can take the optional classes, carry out their final paper and other academic activities, in addition to the ones specified in his/her course. Research activities will be subject to acceptance of the professor in charge.

**CHAPTER II
The openings**

For the second academic semester of 2016, UFSM will offer 2 (two) openings in any area of knowledge for undergraduate and graduate students that are selected by the partner institution.

**CHAPTER III
The requirements**

The requirements for the participation of students in the selection process for UFSM international academic mobility will be defined by the home institution.

**CHAPTER IV
Requirements for application and documentation for registration**

1. Presentation/indication letter issued by the student's home institution to study at UFSM with the following information: student's complete name, home university, country of origin, electronic mail (e-mail), date of birth and intended course.

2. Academic transcript.

3. Resumé.

4. Study plan to be accomplished at UFSM, listing the intended academic activities in accordance with the home university.

5. Motivation Letter, listing the reasons and expectations related to the exchange.

Observation:

Applicants to a sandwich master's degree or doctorate must present, besides the documents above, an academic activity plan elaborated in agreement with the advising/tutor professor of the home university and UFSM.

CHAPTER V

Financial Aid

According to the bilateral agreements signed with UFSM, the mobility student is exempt from academic taxes, such as enrollment fees, access to libraries, laboratories, university restaurants and other facilities offered to UFSM's regular students.

All the expenses related to travel and housing will be of total responsibility of the student, such as visa, passport, tickets, insurance, food and accommodation. SAI (International Affairs Office) can help the students to find accommodation.

CHAPTER VI

Schedule

Period	Activity
03/01/2016 to 04/31/2016	Deadline for the partner universities to send the names of the nominated students by e-mail to SAI.
05/02/2016 to 05/27/2016	Period for UFSM to select foreign applicants for entry in the second academic semester of 2016.
05/30/2016	Announcement of selected foreign students in SAI's website.
06/10/2016	Sending of acceptance letters to the foreign universities.
08/01/2016 to 08/06/2016	Reception week for the foreign students.
08/08/2016	Beginning of classes.
12/16/2016	End of classes.
12/23/2016	End of evaluation period.

CHAPTER VII

Final provisions

The students classified for exchange at UFSM will receive an official acceptance letter and instructions for registration at the university.

Information about UFSM and the courses offered in our institution you can access at http://w3.ufsm.br/sai/images/LIVRETO_UFSM_MAR%C3%87O_2016.pdf.

Further information at www.ufsm.br/sai, by e-mail sai@ufsm.br or through the telephone number +55 (55) 3220-8774.

César Augusto Guimarães Finger
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