



**MINISTRY OF EDUCATION (MEC)
FEDERAL UNIVERSITY OF RIO GRANDE DO NORTE (UFRN)**

**JOINT RESOLUTION NO. 003/2022-HIGHER COUNCIL FOR TEACHING, RESEARCH
AND EXTENSION (CONSEPE) / HIGHER COUNCIL FOR ADMINISTRATION
(CONSAD), of May 17, 2022**

(Published in issue 110 of the Federal Official Gazette-DOU, on June 10, 2022)

It updates the Internationalization Policy of the Federal University of Rio Grande do Norte (UFRN).

The GENERAL VICE PRESIDENT OF THE FEDERAL UNIVERSITY OF RIO GRANDE DO NORTE hereby announces that the Higher Council for Teaching, Research and Extension (CONSEPE) and the Higher Council for Administration (CONSAD), in the exercise of the powers conferred upon them, respectively, by art. 17, III and XII; and art. 19, III, IV and XI, of UFRN's Charter,

TAKING INTO CONSIDERATION the importance of the internationalization of Brazilian universities for the advancement of academic and scientific production; of work practices at the strategic, tactical and operational levels; and the consequent social and economic development of the country;

TAKING INTO CONSIDERATION the foundation of the very idea of "university," based on constant dialogue with Higher Education Institutions and research institutes from all over the world;

TAKING INTO CONSIDERATION UFRN's internationalization efforts through participation in university programs and networks in Brazil and abroad, and the need to expand and consolidate, with quality, its presence in the international academic community;

TAKING INTO CONSIDERATION the importance of institutionalizing internationalization actions as a constant academic practice, regulated at all administration levels;

TAKING INTO CONSIDERATION the importance of attracting and hosting foreign professors, students, technical-administrative staff, and researchers as a way to intensify internationalization at the institution;

TAKING INTO CONSIDERATION the importance of promoting the mobility of UFRN's academic community as a way to diversify and improve the education of human resources and the generation of knowledge;

TAKING INTO CONSIDERATION the importance of internationalization in UFRN's Institutional Development Plan;

TAKING INTO CONSIDERATION Resolution No. 018/2020-University Higher Council (CONSUNI), of December 18, 2020, published in the Service Bulletin No. 245/2020, of December

18, 2020; and

TAKING INTO CONSIDERATION what is stated in the process no. 23077.016089/2022-51,

DECIDES:

Article 1st. To approve the update of the Internationalization Policy of the Federal University of Rio Grande do Norte (UFRN) with the purpose of guiding and institutionalizing internationalization actions related to teaching, research, extension, innovation and management in accordance with the provisions of the Institutional Development Plan.

CHAPTER I
INITIAL PROVISIONS

Article 2nd. UFRN's Internationalization Policy establishes the guiding principles for teaching, research, extension, innovation, and management of actions involving international technical and scientific cooperation, both in terms of scientific production and mobility of faculty, students, and technical-administrative staff.

§ 1. Internationalization, for the purposes of this Resolution and as a guideline for UFRN's actions, is understood as peaceful and productive cooperation with educational and research institutions, as well as with institutions whose activities directly or indirectly promote teaching, research, extension, management, and scientific and social innovation, originating from all countries with which Brazil maintains diplomatic relations.

§ 2. For the purposes of this Internationalization Policy, mobility is understood as the free movement of faculty, students, and technical-administrative staff, including participants in innovation and entrepreneurship projects, between UFRN and partner foreign institutions, duly supported by cooperation agreements.

§ 3 The guiding principle of UFRN's relations with its Brazilian or international partners is that of reciprocity, as a way to promote balance in internationalization actions.

§ 4 The provisions addressed in this Internationalization Policy should guide the initiatives and projects developed in the different UFRN units or programs.

Article 3rd. All Academic Units of UFRN and their Brazilian institutional partners who may eventually participate in UFRN projects related to internationalization take part in this Internationalization Policy.

§ 1. Public higher education institutions in the State of Rio Grande do Norte will have their participation in UFRN's internationalization actions ensured, based on agreements signed, as a way to promote internationalization in the state and to strengthen this process in partner institutions.

§ 2. Foreign students, professors, researchers, technical-administrative staff, and entrepreneurs may be received at UFRN, through projects developed within the scope of agreements previously signed with their institutions.

Section I

The Internationalization Policy Guidelines

Article 4th. The guidelines of the Internationalization Policy are:

I – The internationalization actions are based on the principle of reciprocity;

II - disseminating the areas of knowledge production at UFRN to the international community;

III - establishing international partnerships as a way to learn from other realities and bring the knowledge produced at UFRN to other institutions;

IV - promoting projects that strengthen UFRN's presence in international knowledge production networks; and

V - expanding the presence of foreign students, faculty, and staff at UFRN as a way to consolidate its international reach.

Section II

The objectives of the Internationalization Policy

Article 5th. UFRN's Internationalization Policy has as its main objective the consolidation of the Institution in the international scientific, artistic and cultural scene.

Article 6th. The specific objectives of the Internationalization Policy are:

I - to encourage the participation of UFRN faculty, technical-administrative staff, and students in national and international projects and programs;

II - to promote strategic academic areas at UFRN that present international interest;

III - to establish cooperation agreements with foreign and Brazilian institutions, aiming at reciprocal internationalization actions;

IV - to expand the presence of foreign students, technical staff, professors, and researchers at UFRN; and

V - To promote continuing education for different sectors of UFRN's academic community in partner institutions abroad.

Section III

The Internationalization Management Committee

Article 7th. The Internationalization Management Committee is hereby established, with the purpose of preparing, monitoring, and evaluating the Annual Plan of Internationalization Actions, as well as deciding on any amendments thereto.

Article 8th. The Internationalization Management Committee has the following composition:

I – Director of the International Relations Office;

II – Vice President for Extension;

III – Vice President for Undergraduate Studies;

IV – Vice President for Research;

V – Vice President for Graduate Studies;

VI – Vice President for Personnel Management;

VII – Vice President for Student Affairs;

VIII - one representative chosen from among the Directors of Centers; and

IX - one representative chosen from among the Directors of Specialized Academic Units.

Article 9th. On the functioning of the Internationalization Management Committee:

§ 1. The functioning of the Internationalization Management Committee shall comply with the provisions of the General Regulations on Collegiate Bodies.

§ 2. The term of office of members VIII and IX of the Internationalization Management Committee is 2 (two) years, with reappointment permitted.

§ 3. The Internationalization Management Committee shall be chaired by the Director of the International Relations Office and, in his or her absence, by the Vice-Director of the International Relations Office.

§ 4. The Internationalization Management Committee shall meet ordinarily every six months and, extraordinarily, whenever necessary, upon convocation by the Chairperson.

§ 5 The decisions of the Internationalization Management Committee are made by a simple majority vote, with the Chair having only a tie-breaking vote.

CHAPTER II INTERNATIONAL STUDENT MOBILITY

Article 10. International Student Mobility at UFRN shall encompass both regular students who leave to carry out academic-scientific or entrepreneurial activities at a foreign institution partnered with UFRN, and students from other institutions who come to carry out academic activities at UFRN.

§ 1. Regular UFRN students who are awarded places in International Student Mobility projects may apply, subject to budgetary availability, for institutional aid for this purpose, taking into account the characteristics of the project and the absence of overlap with aid of the same nature originating from other sources of funding.

§ 2. Students from other HEIs received at UFRN in International Student Mobility programs

may apply for institutional aid for this purpose, limited to the items provided for in a specific agreement with the home HEI.

Article 11. Among students applying for institutional aid in International Student Mobility projects, priority is guaranteed to socioeconomically disadvantaged students, according to the conditions established in the Student Assistance Program managed by the Vice Presidency for Student Affairs.

§ 1. Students from other HEIs, applying for institutional aid in International Student Mobility projects, must present an official document from their home HEI requesting assistance from UFRN.

§ 2. The granting of any benefit to UFRN students may be extended to regular students of any nationality or social condition, provided that the priority mentioned in the heading of this article is respected.

§ 3 UFRN may offer scholarships to students who enroll in a period of international mobility in the University's programs, through calls for applications aimed at students from other HEIs, to the extent that resources are available for this purpose, originating from its own budget or from fundraising carried out by specific projects, aiming to stimulate strategic areas for its academic and scientific development.

Section I **The modalities of international student mobility**

Article 12. International Student Mobility must encompass all areas that comprise academic life, enabling the performance of any type of activity outside UFRN at all levels of teaching, research, extension and innovation.

§ 1. International Student Mobility is organized in the following modalities:

I - completion of part of undergraduate studies at a foreign HEI;

II - completion of part of graduate studies at a foreign HEI;

III – completion of research activities at another HEI or institution related to the field in which the research is being developed;

IV – completion of extension/community outreach activities at another HEI or institution affiliated with UFRN for this purpose;

V - completion of undergraduate programs under a double degree program;

VI - completion of graduate programs under a double degree or cotutelle program; and

VII – completion of internships at foreign HEIs or companies that have agreements with UFRN for this purpose.

§ 2 The implementation of any type of International Student Mobility necessarily implies the existence of a cooperation agreement between UFRN and the other HEIs or other institutions

involved, without which the activities will not be officially acknowledged by UFRN.

§ 3 Activities that are part of projects, consortia, associations or networks of which UFRN is a member are exempt from the requirement of a prior cooperation agreement.

§ 4 The same modalities are applicable to students from other HEIs who come to carry out academic activities at UFRN.

§ 5 The modalities of International Academic Mobility may also be applied in cases where they are carried out in Brazilian institutions, provided that these participate in projects or programs related to internationalization in partnership with UFRN.

§ 6 Students enrolled in technical programs at UFRN may participate in International Student Mobility activities in the modalities deemed relevant to this level of education by the Secretariat of Basic, Technical and Technological Education – SEBTT.

Article 13. Mobility activities must occur without compromising the student's regular academic activities, based on the principles of flexibility and equivalence of content.

Article 14. Upon returning from the mobility activity, in any of the modalities, the student must send to the International Relations Office (SRI) the proof issued by the institution that hosted him or her for the sake of registration in his or her transcript of records.

Article 15. Students from other HEIs who enter UFRN for mobility activities of any of the modalities described in § 1 of Article 12 will have the same rights and the same duties as regular students.

Sole paragraph. The International Relations Office (SRI) is responsible for providing information to those interested in carrying out mobility activities at UFRN, as well as for processing the admission of students from foreign partner institutions to UFRN programs.

Article 16. Activities involving dual degrees, either at undergraduate or graduate level, as well as joint supervision (cotuelle), will depend on specific agreements signed with another higher education institution, while complying with the requirements of the funding agencies and the regulations of undergraduate and graduate studies.

Article 17. Internship activities, particularly those involving agreements with companies, must be evaluated by the Vice Presidency for Undergraduate Studies (PROGRAD) or the Vice Presidency for Graduate Studies (PPG).

Article 18. Student mobility for participation in courses, internships, or technical visits to companies, Science and Technology institutions, as well as public or private entities is subject to their inclusion in projects developed at UFRN, including those linked to incubators, technology parks, and UFRN partners involved in the innovation ecosystem.

Article 19. The duration of academic activities at a foreign institution must comply with the following deadlines:

I - undergraduate studies at another HEI: up to three academic semesters;

II - graduate studies at another HEI: up to six months for Master's students and up to one year for Doctoral students;

III - research activities at another HEI: up to six months;

IV - extension activities at another HEI: up to six months; and

V - other activities: duration determined in specific agreements.

Sole paragraph. Deadlines exceeding those stipulated in items I to V must be included in specific agreements with another HEI or, if there is no specific agreement, will be subject to assessment by the International Relations Office (SRI), after consulting the Coordinations of the programs involved and subject to approval by PROGRAD, PPG or SEBTT, as the case may be.

Section II

On International Student Mobility Projects and Programs

Article 20. UFRN students from undergraduate, graduate, or technical programs who apply for International Student Mobility projects or programs must, whether or not they are awarded financial support from UFRN, strictly adhere to the internal selection rules, as well as the requirements of internal or external calls for applications.

§ 1 The participation of students is conditional upon meeting the criteria stipulated for their level of education with the respective participation of the Vice Presidency for Undergraduate Studies (PROGRAD), the Vice Presidency for Graduate Studies (PPG), or the Secretariat for Basic, Technical and Technological Education (SEBTT).

§ 2 Once selected, internally and/or externally, UFRN students must go to the Program Coordination to initiate their mobility process, which must be forwarded to the International Relations Office (SRI), responsible for guiding the composition of this process.

Article 21. The departure of students from UFRN is subject to the approval of a study plan by the Program Coordinators at both HEIs and to the homologation and registration of the mobility in accordance with the procedures defined by the International Relations Office (SRI) and the units responsible for each level of education, respecting the principle of flexibility for the equivalence of course content attended.

§ 1. The departure of students from UFRN to carry out part of their graduate studies at another HEI is subject to the specific projects of each Graduate Program.

§ 2. The departure of students from UFRN for research activities at another HEI is conditional upon the student's participation in a research project formally registered with UFRN's Vice Presidency for Research (PROPEAQ) or with some other funding agency that provides for the participation of the other HEI involved.

§ 3 The departure of UFRN students for extension activities at a foreign higher education institution or foreign institution may occur through the student's participation in the following extension/outreach activities:

I - Extension project formally registered at UFRN, which has anticipated specific activities in partnership with another higher education institution;

II - Extension project developed in cooperation among universities or in a network; and/or

III - Extension project of the university that hosts the student.

§ 4 For the purposes of § 3, the allocation of financial aid for the mobility of participants in extension projects who are not students of UFRN may be evaluated and/or accepted, after consultation with the Vice Presidency for Extension (PROEX).

Section III **Financial aid for international student mobility**

Article 22. Students on International Student Mobility may receive financial aid determined within the scope of each project for the unitary or cumulative coverage of the following items:

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

II - total or partial funding of student travel;

III - total or partial funding of students' accommodation;

IV - total or partial funding of students' meals;

V – hiring of travel insurance and/or health insurance;

VI - support for the acquisition of learning or instrumental material; and

VII - full or partial funding of the foreign language proficiency test.

§ 1 The characteristics of the financial aid for International Student Mobility, as well as the number of students who will benefit in each project, are subject to approval by the competent Higher Councils, after having been analyzed by the Department's Plenary Session and by the Council of the Center or Specialized Academic Unit, and the source of resources that will be responsible for the costs must be established and declared in the project, assumed jointly by the units involved, in accordance with ordinances issued in each situation.

§ 2 The funding provided for in items II and III must comply with the provisions of a specific Resolution approved by the University's Higher Council for Administration (CONSAD).

§ 3 The determination of the values assigned to each item covered by the financial aid for International Student Mobility must take into account the costs of travel, accommodation and meals in the specific locations where the activities will be carried out, and must be presented in a separate spreadsheet for this purpose in the body of each project.

§ 4 The Program Coordination is responsible for submitting requests for financial aid to International Student Mobility in cases of students who will carry out studies or internships in other institutions and who do not participate in specific external programs.

Art. 23. The granting of financial aid to students in one of the activities described in art. 12, § 1 prevents them from simultaneously competing for financial aid in other modalities, even if their participation is proven in simultaneous projects in distinct activities.

Sole paragraph. The granting of financial aid in any of the mobility modalities simultaneously with scholarships or other forms of assistance funded by UFRN, as well as by any external agencies or institutions, is also prohibited.

Art. 24. The granting of any type of financial aid by UFRN is conditional upon the existence of its own resources for this purpose.

Subsection I

General requirements for granting financial aid

Article 25. The following are general requirements for granting financial aid for International Student Mobility:

I - be a regular student at UFRN or at the home HEI;

II - be officially enrolled in research or extension/outreach projects, in cases where the financial aid should cover this type of activity;

III - demonstrate, as a UFRN student, during the period of financial aid, satisfactory academic performance, in terms of attendance and approval, according to the evaluation of PROGRAD, PPG or SEBTT, according to their level of education;

IV - present, as an undergraduate student from another HEI, a letter from their home HEI, attesting to the need for financial aid;

V - present, as a graduate student at UFRN or at another HEI, a letter from their home program and their academic supervisor, attesting to the need for financial aid;

VI – carry out with competence, diligence/assiduity and academic zeal the research, extension and innovation activities, duly attested by PROPESQ or PROEX, provided for in their International Student Mobility project; and

VII - sign a commitment agreement, according to the model defined by the Vice Presidency for Student Affairs (PROAE), in the case of undergraduate students; by the PPG, in the case of graduate students; or by SEBTT, in the case of students from technical programs.

Article 26. The deadlines for requesting financial aid for International Student Mobility, in modalities I and V, defined in article 25, must be included in UFRN's Official Calendar, determined jointly by PROGRAD and SRI, which will analyze and decide on any unforeseen cases.

Subsection II

Specific requirements for granting

Article 27. The candidate for International Student Mobility financial aid must meet, in addition to the general requirements of the internal selection, specific requirements of other internal and/or external calls for applications, according to the nature of each project.

§ 1. It is hereby established, as a specific requirement, that students pass a proficiency exam in the foreign language used at the HEI to which the student wishes to go for the purpose of carrying out International Student Mobility activities, or present an equivalent certificate in an official language proficiency exam issued by institutions accredited by the host country.

§ 2. The Ágora Institute is hereby authorized to periodically conduct proficiency exams in the foreign language used at the HEI to which the student wishes to go.

§ 3. Exams conducted by the Ágora Institute will not be valid in cases where UFRN's partner HEIs or external mobility programs determine the requirement for international foreign language proficiency exams.

Section IV

On the certification of international student mobility activities

Article 28. Students from UFRN or other HEIs who have participated in an International Student Mobility activity will be entitled to a certificate issued by the host HEI, under the conditions determined in the cooperation agreements.

§ 1 The UFRN student must present to the Coordination of their program, upon returning, according to the mobility activity conducted:

I - Official proof from the host HEI of their approval in undergraduate or graduate curricular activities;

II – Certificate of their performance in extension/outreach, research, or innovation activities, signed by the project manager at the host HEI; or

III - Proof of compliance with the requirements of specific agreements in other cases.

§ 2 The student from another HEI must receive from UFRN the same official supporting documents listed in § 1.

Section V

On the evaluation of international student mobility activities

Art. 29. The evaluation of International Student Mobility activities will be coordinated by the International Relations Office (SRI), through specific forms, preferably electronically.

§ 1 The evaluation forms must be completed:

I - by participating students, covering the entire mobility experience undertaken on a mandatory basis;

II - by program coordinators; and

III - by the coordinators of the study, research, extension/outreach or innovation projects.

§ 2 The International Relations Office (SRI) is responsible for contacting partner HEIs in

cases where the evaluation process indicates that the reciprocity provided for in the cooperation agreements has not occurred.

§ 3 The International Relations Office (SRI), together with the Vice Presidency for Student Affairs (PROAE), is responsible for the student's return to their home HEI in cases where serious misconduct or non-compliance with any academic rule is proven, or where the laws of the country where the host HEI is located are disobeyed.

CHAPTER III ON FACULTY MOBILITY IN INTERNATIONALIZATION ACTIVITIES

Article 30. Faculty Mobility in Internationalization Activities refers to the participation of UFRN permanent faculty members in teaching, research, extension, and innovation activities within the scope of:

- I - studies and missions abroad;
- II - international events with the presentation of duly approved scientific work;
- III - international events of great importance in the scientific community; or
- IV - other international teaching activities deemed relevant to UFRN's Institutional Development Plan.

Section I On financial support for the activities of university faculty abroad

Article 31. UFRN permanent faculty members who will develop the activities foreseen in Article 30 representing UFRN or another institution related to teaching, research, extension/outreach, or innovation, including those that promote innovation and entrepreneurship, may compete for financial support from UFRN, taking into consideration the characteristics of the project and the absence of overlapping financial aid of the same nature originating from other sources of funding.

Sole paragraph. The participation of UFRN faculty or faculty from other HEIs in qualification or defense panels for master's and doctoral degrees, as well as in panels for selection processes to fill faculty positions, is excluded from the activities eligible to receive the financial aid referred to in the caput.

Article 32. Financial assistance for teaching activities abroad will be determined within the scope of each project submitted to the continuous flow calls for proposals, launched by the International Relations Office (SRI), in accordance with the financial resources foreseen in UFRN's budget or originating from external funding agencies and the support modality(ies) to be implemented each quarter, aiming at funding the following expenditure items:

- I - total or partial funding of faculty travel;
- II - granting of per diem allowances that may cover the mobility period in whole or in part;
- III – contracting of travel insurance and/or health insurance; and

IV - full or partial funding of the registration fee, in the case of participation in events.

Subsection I Of the granting procedures

Article 33. The participation of UFRN faculty in international missions and meetings held in national territory related to the internationalization process will be defined annually by the International Relations Office (SRI), in accordance with the objectives of the Institutional Development Plan.

Sole paragraph. It will be the responsibility of the President's Office, through the evaluations of the International Relations Office (SRI), to define the participation of UFRN in missions proposed by other governmental or non-governmental institutions, outside of the annual planning.

Article 34. Support for the participation of UFRN faculty in events or other teaching activities abroad will be granted to those who submit to a continuous flow call for proposals that will be launched by the International Relations Office (SRI), establishing the deadlines for submitting proposals according to the date of the event or teaching activity.

§ 1 The proposals referred to in the heading must be made by means of a project containing:

I – A description of the event and proof of acceptance of the work to be presented or a detailed description of the teaching activity to be carried out, with the appropriate documentation issued by the institution that will receive the professor;

II – A favorable opinion from the Graduate Program; and

III - Other documents that must be included in the project, according to what is required in the call for proposals.

§ 2 The proposals will be submitted to the International Relations Office (SRI), which must forward the process to the other units and, after the analysis of all instances, prepare the list of professors awarded financial support.

§ 3 Professors not awarded funding must receive a merit analysis of their project and the justification for the non-granting of the proposal, and may appeal the result, according to the deadlines established in the call for proposals.

§ 4 The selected professors are required to submit all documentation to the International Relations Office (SRI) within the established deadlines, as well as provide any additional information needed for the implementation of the financial support, in accordance with the rules established in the call for proposals.

Subsection II Requirements for granting the support

Article 35. The general requirements for granting financial support for teaching activities abroad are:

I - being a permanent professor at UFRN (excluding those on a temporary contract) holding a doctoral degree or a master's degree, if their participation is relevant to the project's objectives;

II - being officially enrolled in academic projects in at least one of the following dimensions: teaching, research, extension/outreach or innovation, and management activities that do not have specific funding for participation in teaching activities abroad;

III - presenting, in the three years prior to the period of granting financial support, relevant academic performance duly registered in the Academic Activity Management System (SIGAA), preferably with international prominence in the area in which they work, when it is not related to an interest outlined in the Institutional Development Plan; and

IV - sign a commitment agreement with the International Relations Office (SRI), which stipulates, upon their return, the obligation to present a report and to make a presentation about the experience to the UFRN community, while maintaining the appropriate confidentiality required by the activity.

Article 36. Among faculty members applying for financial support, priority is given to those who, having met the requirements of Article 30, in this order:

I - participate in a mission promoted by UFRN or other institutions with UFRN participation, which has relevant interest for its Institutional Development Plan and its internationalization policy;

II - obtain a merit analysis of their application by a national, federal or regional, or international funding agency, without or with partial granting of financial resources, after consultation with the specific commission established for this purpose; and

III - present in their projects the provision of more than one academic-scientific activity.

§ 1. Faculty members applying for financial support to participate in events and missions abroad commit to keeping their respective information related to academic-scientific productivity updated in SIGAA.

§ 2 The participation of faculty members in UFRN's international missions, which may also include participation in strategic meetings held in Brazil, will be defined according to the specific needs of each internationalization action, after consulting with the areas and units concerned.

§ 3 It is the responsibility of the International Relations Office (SRI) to present to the President's Office the planning of each mission referred to in § 2.

Section II

Financial support for the activities of foreign professors

Art. 37. Foreign professors or researchers working at UFRN in activities related to teaching, research, extension/outreach or innovation, including those that promote entrepreneurship, may

compete for financial support from UFRN, provided that the importance of their work for the fulfillment of the objectives of the Institutional Development Plan is proven.

Sole paragraph. Financial support for foreign professors or researchers will be granted through a selection process based on calls for proposals, obeying the same requirements presented to UFRN professors, as per articles 32 to 36, conditioned on the existence of funds in UFRN's budget.

CHAPTER IV ON THE MOBILITY OF TECHNICAL-ADMINISTRATIVE STAFF IN INTERNATIONALIZATION ACTIVITIES

Article 38. The Mobility of Technical-Administrative Staff in Internationalization Activities refers to the participation of permanent technical-administrative staff of UFRN in activities in at least one of the following dimensions: teaching, research, extension/outreach, innovation and management, within the scope of:

- I - studies and missions abroad;
- II - international events with the presentation of duly approved scientific work;
- III - international events of great importance in the scientific community; or
- IV - other international activities deemed relevant to UFRN's Institutional Development Plan.

Section I

On financial assistance for the activities of technical-administrative staff abroad

Article 39. Permanent technical-administrative staff of UFRN who will develop the activities foreseen in Article 38, representing UFRN or another institution related to management, teaching, research, extension/outreach, or innovation, including those that promote entrepreneurship, may compete for financial support from UFRN, taking into consideration the characteristics of the project and the absence of overlapping financial aid of the same nature originating from other funding sources.

Article 40. Financial assistance for the activities of technical-administrative staff abroad will be determined within the scope of each project submitted to the continuous flow calls for proposals, launched by the International Relations Office (SRI), according to the funds foreseen in UFRN's budget or originating from external funding agencies and the type(s) of support to be implemented each quarter, aiming at funding the following expenditure items:

- I - total or partial funding of the travel expenses of technical-administrative staff;
- II - granting of per diem allowances that may cover the mobility period in whole or in part;
- III - contracting of travel insurance and/or health insurance; and
- IV - total or partial funding of the registration fee, in the case of participation in events.

Section II **Conditions for granting**

Article 41. The general requirements for granting financial aid to technical-administrative staff of UFRN are:

I - participating in teaching, research, extension/outreach, innovation activities and strategic actions for the development of university management;

II - participating in external training activities, events, studies or missions abroad that do not have specific funding for participation abroad;

III – exhibiting a favorable professional performance evaluation result, in the three years prior to the period of granting the financial aid, duly registered in SIGRH-UFRN, through performance evaluation;

IV - not being subject to a Disciplinary Administrative Process (PAD, acronym in Portuguese) at the time of the request and during the period of granting the financial aid; and

V - sign a commitment agreement obligating themselves to submit a report and make a presentation to UFRN on the experience gained, preserving the confidentiality imposed by the activity.

Section II **Of the granting procedures**

Article 42. The participation of UFRN's technical-administrative staff in internationalization activities will be defined annually by the International Relations Office (SRI) and the Vice Presidency for Personnel Management (PROGESP), according to the objectives of the Institutional Development Plan.

Sole paragraph. It will be the responsibility of the President's Office, based on the evaluations of the International Relations Office (SRI) and the Vice Presidency for Personnel Management (PROGESP), to define UFRN's participation in internationalization activities outside the annual planning, proposed by other governmental or non-governmental institutions.

Art. 43. Financial aid will only be granted to technical-administrative staff of UFRN who register for internationalization activities, according to rules established in continuous flow calls for proposals, launched by SRI and PROGESP.

Article 44. Applications for financial aid must contain the following information:

I - description of internationalization activities with the necessary documentation issued by the institution that will welcome/host the technical-administrative staff member; and

II - documents required in the call for proposals.

§ 1 The applications will be submitted to the International Relations Office (SRI), which must forward them to the Vice Presidency for Personnel Management (PROGESP) for analysis of

the merit.

§ 2 The selected technical-administrative staff members are required to deliver to the International Relations Office (SRI) all documentation within the deadlines established in the call, as well as any additional information needed for the implementation of the aid.

§ 3 The technical-administrative staff members who are not granted the aid may appeal in accordance with the deadlines established in the call.

Article 45. Among the technical-administrative staff members, priority is ensured to those who, having met the requirements of art. 44, in that order:

I – will participate in studies or missions promoted by UFRN or other institutions with the participation of UFRN, which present relevant interest for the Institutional Development Plan and for the University's internationalization policy;

II - obtain a merit analysis of their proposal by a national, regional or international funding agency;

III – submit projects and/or works that are included in UFRN's Institutional Qualification Program; or

IV - present, in their projects, the provision of more than one activity of a technical, academic or scientific nature.

Art. 46. In the case of technical-administrative staff who are also students with active ties to UFRN, the granting of financial aid will observe the provisions of the regulations that establish the leaves of absence for UFRN staff.

Article 47. The participation of technical-administrative staff in UFRN's international studies or missions, including participation in strategic meetings held in Brazil, will be defined according to the specific needs of each internationalization action, after consulting the relevant areas and units, with the International Relations Office (SRI) and the Vice Presidency for Personnel Management (PROGESP) being responsible for submitting to the President's Office the planning of each event, technical activity, study or mission.

CHAPTER V COOPERATION WITH FOREIGN INSTITUTIONS

Section I International cooperation agreements

Article 48. To formalize scientific and academic cooperation with other institutions in the context of internationalization, UFRN will enter into cooperation agreements or conventions, duly supported by Brazilian legislation.

§ 1. Conventions are partnership documents signed by UFRN with Brazilian or foreign institutions for the purpose of funding projects or programs, stipulating the responsibilities of the parties and the rules of ownership of the results obtained.

§ 2. Cooperation agreements are partnership documents signed by UFRN with Brazilian or foreign institutions for academic and scientific purposes, and must stipulate the activities to be developed and, if applicable, the sources of funding for the activities.

Section II

Countries and institutions of interest

Art. 49. Within the scope of this Internationalization Policy, UFRN is open to cooperating with any country that has recognition from the international community and that maintains diplomatic relations with Brazil.

§ 1 To consolidate the internationalization of its programs and courses, observing the priority areas defined by the Internationalization Management Committee, partnerships will be established with institutions of proven excellence.

§ 2 Cooperation with Latin American institutions is a priority of this Internationalization Policy, as a way to collaborate with the economic, political, social and cultural integration of the peoples of Latin America, aiming at the formation of a Latin American community of nations, as set forth in the sole paragraph of Article 4th of the Constitution of the Federative Republic of Brazil.

§ 3 Partnerships with institutions from developing countries with the establishment of South-South cooperation projects and with the BRICS are of particular importance, aiming at the sharing of knowledge for the solution of local or regional problems.

Article 50. In cases of participation of different UFRN courses, programs, or projects in external calls for proposals that have specific requirements regarding the countries and/or institutions whose partnership is favored, those responsible for the courses, programs, or projects are free to seek the desired partnership, encouraging, whenever possible, the inclusion of partners from the southern hemisphere to reaffirm UFRN's social responsibility as a Brazilian public educational institution.

CHAPTER VI

THE FUNDING OF INTERNATIONALIZATION ACTIVITIES

Article 51. Internationalization activities may be funded by:

I - partnerships established with other institutions, within the scope of cooperation agreements or conventions signed by UFRN;

II – Brazilian or foreign governmental or non-governmental funding agencies;

III - donations in accordance with current internal regulations; and

IV – funds from UFRN's budget, executed by any of its administrative and academic units.

CHAPTER VII

FINAL PROVISIONS

Article 52. Unforeseen cases relating to UFRN's Internationalization Policy will be analyzed by the International Relations Office (SRI) through consultation with the administrative and academic units directly involved.

Article 53. The following Resolutions are hereby revoked:

I - Resolution No. 051/2013-CONSEPE, of April 2, 2013;

II - Resolution No. 091/2014-CONSEPE, of June 3, 2014;

III - Resolution No. 189/2017-CONSEPE, of November 20;

IV - Resolution 217/2019-CONSEPE, of December 10, 2019; and

V - Resolution No. 216/2019-CONSEPE, of December 10, 2019.

Article 54. This Resolution enters into force on August 1, 2022.

Presidency, in Natal, May 17, 2022.

HENIO FERREIRA DE MIRANDA
General Vice President of UFRN