



MINISTÉRIO DA EDUCAÇÃO
UNIVERSIDADE FEDERAL DE OURO PRETO
REITORIA
DIRETORIA DE RELAÇÕES INTERNACIONAIS



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INDICAÇÃO PARA O PROGRAMA “STUDY OF THE U.S. INSTITUTES (SUSI) FOR STUDENT LEADERS”

A Diretoria de Relações Internacionais (DRI) da Universidade Federal de Ouro Preto (UFOP) institui o presente edital para indicação de 1 (um) estudante de graduação para participação no Programa “Study of the U.S. Institute for Student Leaders – SUSI Winter 2024”.

1. DISPOSIÇÕES GERAIS

1.1. O “*Study of the U.S. Institutes (SUSIs) for Student Leaders*” é um programa de intercâmbio acadêmico e profissional para estudantes, educadores e pensadores de todo o mundo, que tem como finalidade promover uma melhor compreensão da cultura dos Estados Unidos, do seu povo e das suas instituições, através do intercâmbio de estudantes de graduação estrangeiros. As atividades extracurriculares culturais e comunitárias neste programa ajudam ainda a ampliar a compreensão dos participantes sobre a sociedade norte-americana.

1.1.1. “*Study of the U.S. Institutes (SUSIs) for Student Leaders are intensive short-term academic programs whose purpose is to provide groups of undergraduate student leaders with a deeper understanding of the United States while simultaneously enhancing their leadership skills. Each Institute has 20 participants from the selected countries. The Institutes consist of a four-week academic residency with a balanced series of seminar discussions, readings, group presentations and lectures. Site visits, leadership development, cultural activities, community service, and, if possible, a one-week study tour will complement the coursework and academic sessions*”.

1.1.2. A edição SUSI Winter 2024 será realizada no Institute for Training and Development (ITD) in Amherst, Massachusetts, entre os meses de janeiro e fevereiro (a ser definido).

1.2. O tema principal da edição SUSI Winter 2024 será “*Entrepreneurship and Economic Development*”.

1.2.1. Caso as condições de saúde, segurança e viagens apresentem desafios significativos, o programa será adaptado para o formato virtual (*Virtual Program Contingency*).

1.2.2. Mais informações podem ser encontradas no Anexo I (*Program Information – SUSI Winter 2024*).

2. BENEFÍCIOS

2.1. “*The Study of the U.S. Institutes cover all basic costs of an individual’s participation including transportation, lodging, and meals. Generally, U.S. host institutions provide meals through a combination of a cafeteria meal plan, a pre-loaded debit card for use at local restaurants, and/or a cash allowance to permit participants to purchase food for cooking. Information on housing and meal arrangements will be provided by the U.S. host institution approximately six weeks prior to the start of the Institute. Other than the meal stipend mentioned above, participants should not expect to receive any spending money from the Institute. Participants should bring their own spending money if they wish to purchase souvenirs or other items during their time in the United States*”.

2.2. O Departamento de Estado dos Estados Unidos da América será responsável por cobrir todos os custos dos participantes, incluindo viagens internacionais, visto, subsídios de viagem, viagens domésticas e transporte terrestre, livros, alojamento e subsistência.

2.3. Todos os participantes receberão do Departamento de Estado dos Estados Unidos da América cobertura médica, conforme especificação presente no Anexo I.

2.3.1. “*All participants will receive the Department of State’s Accident and Sickness Program for Exchanges (ASPE) health benefit during the U.S.-based in-person component, which provides coverage of up to \$100,000 with a*

\$25 co-pay per medical visit and a \$75 co-pay per emergency room visit, for the duration of the program. Pre-existing conditions may be covered up to \$100,000, subject to policy exclusions and limitations. ASPE also covers up to \$500 for routine COVID-19 testing requirements in the United States. COVID-19 is treated like any other illness under the ASPE health benefits plan”.

3. RESPONSABILIDADES DA UFOP

3.1. Selecionar 1 (um) estudante de graduação e encaminhar sua indicação para o Escritório da Representação Diplomática dos Estados Unidos em Belo Horizonte, que será responsável por receber as indicações de todo o estado e selecionar 2 (dois) candidatos de Minas Gerais para a seleção nacional, que será realizada pela Embaixada dos Estados Unidos em Brasília.

3.2. Fornecer orientações gerais sobre o Programa, bem como instruir os interessados sobre questões relativas a este Edital.

4. REQUISITOS BÁSICOS

4.1. Ser aluno de graduação, regularmente matriculado na UFOP.

4.2. Se comprometer a retornar à sua universidade de origem após a conclusão do programa.

4.3. Ter entre 18 e 25 anos.

4.4. Possuir proficiência avançada comprovada em inglês.

4.5. Permanecer matriculado por pelo menos um semestre acadêmico após o período do Programa, ou seja, o candidato precisa ter disciplinas obrigatórias e/ou eletivas para frequentar no semestre 2024/1.

4.6. Apresentar um alto nível de desempenho acadêmico, indicado por meio de notas, prêmios e/ou cartas de recomendação de professores.

4.7. Ter interesse pelo tema *Entrepreneurship and Economic Development*, bem como indicar grande interesse em aprender sobre os Estados Unidos da América;

4.8. Demonstrar qualidades de liderança, comprometimento com atividades comunitárias e universitárias extracurriculares.

4.9. Ter pouca ou nenhuma experiência prévia de estudo ou viagem nos Estados Unidos ou em qualquer outro lugar fora de seu país de origem.

4.10. Demonstrar comprometimento com a comunidade e com atividades extracurriculares e de extensão.

4.11. Demonstrar grande capacidade de liderança e potencial nas atividades da Universidade e da comunidade.

4.12. Ser maduro, responsável, independente, confiante, de mente aberta, tolerante, atencioso e curioso.

4.13. Estar disposto e ser capaz de participar plenamente de um programa acadêmico intensivo, de serviços comunitários e de viagens educacionais.

4.14. Estar preparado para a vida no campus universitário, considerando o compartilhamento de acomodações e a adaptação às práticas culturais e sociais diferentes das de seu país de origem.

5. VAGAS PARA INDICAÇÃO

5.1. Será oferecida 01 (uma) vaga para indicação como representante da UFOP.

5.1.1. Após a indicação, o estudante passará por uma segunda seleção a nível estadual (2 vagas) e, posteriormente, por uma terceira seleção a nível nacional.

5.1.2. A UFOP apenas será responsável pela indicação do estudante selecionado, não participando das seleções a nível estadual e nacional.

5.1.3. O comitê do Escritório da Embaixada dos EUA em Belo Horizonte fará entrevistas, em inglês, com os candidatos selecionados no Estado de Minas Gerais a fim de selecionar aqueles que representarão o Estado na seleção nacional feita pela Embaixada dos Estados Unidos em Brasília, a quem cabe a decisão final.

6. INSCRIÇÃO

6.1. As inscrições serão recebidas até o dia **30 de agosto a 14 de setembro de 2023** e se darão por meio do preenchimento do formulário de inscrição disponível no link <<https://forms.gle/Rofp7vCLQ4y1hA2y6>>.

6.2. São documentos obrigatórios para inscrição:

6.2.1. *Application Form* (Anexo II), devidamente preenchido, conforme as instruções apresentadas no início do formulário, em formato PDF.

6.2.1.1. O formulário de candidatura mencionado no item 6.2.1 é composto das seguintes seções: *SECTION A: candidate information; SECTION B: Background; SECTION C: Documents.*

6.2.1.2. A versão em Word do referido formulário está disponível em <https://docs.google.com/document/d/12jgb_MiCkWRxXmwR3B5KiNRzUSkrkuFU/edit?usp=sharing&ouid=100867714622200359922&rtpof=true&sd=true>.

6.2.2. Histórico Escolar (em português), com certificação digital, emitido até quinze dias do ato de inscrição.

6.2.3. Certificado de proficiência em língua inglesa, de nível avançado;

6.2.4. *Reference Letter.* Carta de recomendação escrita em inglês e assinada por um docente, orientador ou empregador do candidato, conforme instruções contidas no Anexo II.

7. PROCESSO DE SELEÇÃO

7.1. A seleção consistirá na avaliação da documentação enviada pelos candidatos.

7.2. A seleção se dará por meio da análise, pela Comissão Julgadora, dos requisitos básicos informados e devidamente comprovados pelo candidato em seu *Application Form* (Anexo II).

7.2.1. Será selecionado o estudante que obtiver a melhor avaliação na análise prevista no item 7.2.

7.2.2. Caso necessário, a DRI poderá aplicar uma prova de língua inglesa para confirmar a proficiência dos candidatos.

7.3. O resultado será divulgado no dia **19 de setembro de 2023**, até às 18h, no endereço eletrônico <https://www.dri.ufop.br>.

8. CRONOGRAMA

Atividade	Data
Divulgação do edital	30 de agosto
Período de inscrição	30 de agosto a 14 de setembro
Análise das inscrições	14 a 18 de setembro

Divulgação do resultado	19 de setembro
Indicação do estudante selecionado	20 de setembro
Período do programa	Entre janeiro e fevereiro de 2024

9. DISPOSIÇÕES FINAIS

9.1. A inscrição do candidato pressupõe concordância aos termos deste Edital e as instruções contidas no Anexo I (*Program Information – SUSI Winter 2023*).

9.2. Os casos omissos serão deliberados pelo Diretor de Relações Internacionais.

Anderson Antonio Gamarano
Diretor de Relações Internacionais



Documento assinado eletronicamente por **Anderson Antonio Gamarano, DIRETOR(A) DE RELAÇÕES INTERNACIONAIS**, em 28/08/2023, às 23:30, conforme horário oficial de Brasília, com fundamento no art. 6º, § 1º, do [Decreto nº 8.539, de 8 de outubro de 2015](#).



A autenticidade deste documento pode ser conferida no site http://sei.ufop.br/sei/controlador_externo.php?acao=documento_conferir&id_orgao_acesso_externo=0, informando o código verificador **0582225** e o código CRC **0F52AC8D**.



PROGRAM INFORMATION

Study of the U.S. Institutes (SUSIs) for Student Leaders are intensive short-term academic programs whose purpose is to provide groups of undergraduate student leaders with a deeper understanding of the United States while simultaneously enhancing their leadership skills. Each Institute has 20 participants from the selected countries. The Institutes consist of a **four-week academic residency** with a balanced series of seminar discussions, readings, group presentations and lectures. Site visits, leadership development, cultural activities, community service, and, if possible, a one-week study tour will complement the coursework and academic sessions. Note that if the program must take place virtually, participants will engage in similar activities but online from their home countries.

Program Funding: The Education and Cultural Affairs Bureau (ECA) of Department of State will cover all participant costs, including program administration; international and visa travel, travel allowances, domestic travel, and ground transportation; book, cultural, mailing, and incidental allowance, and housing and subsistence as well as arrange and pay for participants' international and visa travel costs and travel allowance within set limits. If the program is conducted virtually, ECA will provide a technology stipend to all participants.

Program Requirements and Restrictions: Candidates should be made aware that they are applying for an intensive and rigorous academic Institute and are expected to fully participate in all aspects of the program. Participants must attend all lectures, participate in all required organized activities, and complete all assignments. Family members and/or friends may not accompany or join participants for any part of the program.

English Language Ability: English Language knowledge and proficiency are REQUIRED to participate in this program. The program is conducted in English.

Housing and Meal Arrangements: Housing will be in shared or single university dorms on campus or full-service hotels within walking distance of most classroom activities. Male and female participants will be housed in separate quarters. In addition to regular group meals and a university meal plan, participants may have access to a kitchen to cook some meals on their own. It is important that nominees are aware of these arrangements and that they are comfortable with such accommodations.

Care will be taken to ensure that any special requirements regarding diet, daily worship, housing, and medical care are satisfied. Special accommodations will be made available to the greatest extent possible. Should a participant need to quarantine due to positive COVID-19 test results, accommodations will follow Center for Disease Control (CDC) and host institution guidelines.

Health Benefits: All participants will receive the Department of State's Accident and Sickness Program for Exchanges (ASPE) health benefit during the U.S.-based in-person component, which provides coverage of up to \$100,000 with a \$25 co-pay per medical visit and a \$75 co-pay per emergency room visit, for the



duration of the program. Pre-existing conditions may be covered up to \$100,000, subject to policy exclusions and limitations. ASPE also covers up to \$500 for routine COVID-19 testing requirements in the United States. COVID-19 is treated like any other illness under the ASPE health benefits plan.

Travel Policy: Under no circumstances are participants allowed to arrive in the United States prior to the start date of the SUSI or remain in the United States after the end date. Similarly, participants will not be permitted to leave the SUSI to visit relatives or friends while in the United States. If a relative or friend wishes to visit a participant, it will be considered on a case- by-case basis in consultation with the ECA program officer and the host institution. Participants are required to return to their home countries immediately following the end of the Institute.

Virtual Program Contingency: Should health, safety, and travel conditions pose significant challenges, the SUSI will pivot to a virtual format. The virtual program would consist of a minimum of 36 hours of required programming with a combination of synchronous and asynchronous learning. To the extent possible, the virtual programming would include lectures, small group discussions, videos, readings, panels, site visits, leadership development, assignments, and individual and group activities. Participants will be expected to fully participate in the entire virtual program from their location.

Connectivity: Should the program need to pivot to a virtual format, participants would need access to a computer and a stable internet connection. If a participant does not have access to these two items, we will work with the participant to facilitate access. Participants would be expected to actively engage in all program activities, and therefore, they should notify immediately the host institution and post of any issues with their online access during the duration of the program as well as any difficulties affecting their participation.

CANDIDATE DESCRIPTION AND QUALIFICATIONS:

The participants are expected to be highly motivated first through third year undergraduate students from colleges, universities, and other institutions of higher education, who demonstrate leadership through academic work, community involvement, and extracurricular activities. Their fields of study will be varied and may include the sciences, social sciences, humanities, education, business, and other professional fields.

Candidates nominated for this program will:

- be proficient in English;
- be interested in the topic of Entrepreneurship and Economic Development;
- be between 18 and 25 years of age;



- have at least one semester left of their undergraduate studies, and be committed to returning to their home universities following completion of the program;
- demonstrate strong leadership qualities and potential in their university and community activities;
- indicate a serious interest in learning about the United States;
- have a sustained high level of academic achievement, as indicated by grades, awards, and teacher recommendations;
- demonstrate commitment to community and extracurricular university activities;
- have little or no prior study or travel experience in the United States or elsewhere outside of their home country;
- be mature, responsible, independent, confident, open-minded, tolerant, thoughtful, and inquisitive;
- be willing and able to fully participate in an intensive academic program, community service, and educational travel;
- be comfortable with campus life, prepared to share living accommodations, and able to adjust to cultural and social practices different from those of their home country; and,
- if the program must be conducted virtually, posts must ensure that participants have access to the internet or help facilitate such access if needed.

Frequent Asked Questions (FAQ)

What degree of English proficiency should a nominee have?

All participants must be fully proficient in English; throughout the Institute they will need to fully understand lectures, actively participate in discussions, and read and write assignments in English.

During the in-person portion of the program, how much free time will a participant have?

There will be some free time during the program. However, nominees MUST understand that this is an intensive academic program, and they are expected to fully participate in all lectures, activities, site visits, and scheduled events.

If a nominee has relatives in the United States, would he/she/they have time to see them, during the in-person portion of the program?

Participants will NOT be allowed to leave the Institute to visit relatives or friends. Occasionally it is possible for a relative or friend to visit the participant on a specific day designated by the U.S. host institution if the schedule permits. These situations will be considered on a case-by-case basis in



consultation with the ECA program officer and the host institution. Participants are required to return to their home countries immediately following the end of the Institute.

During the in-person portion of the program, can a participant arrive early/late or stay after the Institute?

No. Participants who choose to travel to the United States on a Study of the U.S. Institute are required to abide by the terms and conditions of the program. These terms state clearly that student leaders may NOT arrive in the United States before the program start date or remain in the country after the close of the Institute.

Can a graduate student participate in the SUSI for Student Leaders Institute?

No. Study of the U.S. Institutes for Student Leaders are designed exclusively for undergraduate students with at least one remaining semester of study.

Can a participant miss one part or component of the Institute?

All participants are expected to participate in all scheduled lectures, events, site visits, trips, and activities.

How much money will participants need to bring for the in-person portion of the program?

The Study of the U.S. Institutes cover all basic costs of an individual's participation including transportation, lodging, and meals. Generally, U.S. host institutions provide meals through a combination of a cafeteria meal plan, a pre-loaded debit card for use at local restaurants, and/or a cash allowance to permit participants to purchase food for cooking. Information on housing and meal arrangements will be provided by the U.S. host institution approximately six weeks prior to the start of the Institute. Other than the meal stipend mentioned above, participants should not expect to receive any spending money from the Institute. Participants should bring their own spending money if they wish to purchase souvenirs or other items during their time in the United States.

Are you able to fully accommodate participants with disabilities?

The Study of the U.S. Branch welcomes nominations for individuals with disabilities. We are committed to working with our Institute hosts to arrange reasonable accommodations for all participants. We ask that you identify disabilities during the nomination process so that we can begin working with our Institute hosts to ensure appropriate accommodations.



INSTRUCTIONS:

- Please submit the below form to your professor or selection committee in the deadline set by your institution.
- Applications sent directly to the Embassy Branch Office in Belo Horizonte will not be considered.
- Please **save this form as a Word doc with the Higher Education Institution's name, candidate's name and surname**. Examples: UCR_John Smith, UFLA_Joao Silva.
- In case you are sending images please save them on PDF format with your name, surname and name of the University. Examples: Joao Silva_Transcript, Maria Santos_TOEFL.
- Send all information together in a single e-mail message. Only electronic, scanned (PDFs) documents will be accepted.
- Type N/A for questions that are non-applicable.
- **Please delete the instruction information when saving the file with your data.**

**APPLICATION FORM: WINTER 2024 STUDY OF THE
U.S. INSTITUTE FOR STUDENT LEADERS ON ENTREPRENEURSHIP AND ECONOMIC
DEVELOPMENT**

SECTION A: candidate information

1. Applicant's full name: *(exactly as they appear in passport)*

Surname (last name):

Middle name:

First name:

Gender:

- Female
- Male
- Non-binary
- Other: _____

Date of Birth: (month/day/year - *please spell the month, e.g.: February 15, 1986*)

City and State of Birth:

Country of Birth:

Country of Residence

Primary Citizenship:

Secondary Citizenship (if applicable):

2. Contact information: *(please write the name of the street in Portuguese)*

Address:

City:

State:

Postal Code:

Country:

Phone number *(country code + DDD)*:

Cell Phone *(country code + DDD)*:

E-mail:

3. Medical, Physical, Dietary or other Personal Considerations: This will not affect selection but will enable the host institution to make any necessary accommodations.

Please indicate if the candidate has a disability:

- None
- Blind or Visual Impairments
- Deaf or Hearing Impairments
- Learning Disability
- Physical Disability
- Psychiatric Disability
- Systemic Disability
- Other: _____

4. Please describe any pre-existing medical conditions, prescription medication, dietary restrictions, or personal considerations for the candidate.

5. Previous Experience in the United States. Please list all trips to the United States and provide dates/duration, purpose of visit(s), and location(s). *Examples: July 4-14, 2019 - Tourism to Washington, D.C.; December 1-15, 2018 - Short Term Study Abroad to NYC).*

6. Family residing in the United States (if applicable). Please list any immediate family members who are currently residing in the United States. Include name, relationship to candidate, city, and state. *(Example: Jane Doe, sister, Denver, CO).*

SECTION B: Background

1. Academic Course, Institutions:

Course/ Major / field of study:

Higher Education Institution:

Department:

Year/semester in school:

Expected year/semester of graduation date:

2. **Work history.** Please include employer, position, dates, and location. (*Example: Dept. of Labor, Analyst, 2013-2016, Washington, D.C – USA*)
3. **Volunteer Experience.** Please include organization, dates, and location.
4. **Memberships in Associations, Clubs, etc.** Please include organization, dates, and location.
5. **Candidate Personal Statement:** As part of the SUSI application process, candidates should submit a personal statement about their background and goals. In up to 500 words, the candidate should address the following questions and any other pertinent information:
 - *What about your background and/or interests makes you competitive for the SUSI exchange program?*
 - *What will you contribute to the program?*
 - *How do you expect your participation in the SUSI exchange program affect your local community or, region/country?*
 - *How will the SUSI exchange affect you personally or professionally?*
6. **SECTION C: Documents**

Please attach:

- Your most recent University Transcript or academic records (in Portuguese)
- Evidence of Fluency in English (TOEFL, TELP or other certificates, if available – **in English**)
- Reference letter from a professor, supervisor, or employer (**in English**)