

## Study Abroad Proposal

Proposal for Student Exchange Agreement: Vanderbilt University, University of São Paulo (Brazil) and Federal University of Bahia (Brazil)

Proposed by  
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### I. Program Overview

- A. This proposal seeks an exchange agreement between the College of Arts & Science at Vanderbilt University, the University of São Paulo (“USP”) and Federal University of Bahia (“UFBA”) for a program entailing direct credit whereby A&S students can study during the Fall, Spring, Summer or full academic year and enroll in courses offered at USP or UFBA. Vanderbilt students in the College of Arts & Science would be permitted to enroll courses at USP or UFBA in the departments that correspond to the disciplines and departments within A&S. See Appendix 1A for a list of departments at USP and UFBA that correspond to Vanderbilt departments within the College of Arts & Science.
  
- B. Student exchange shall be on a one-to-one academic exchange basis with a maximum of four semester-long places or two year-long places available at Vanderbilt and four semester-long places or two year-long places shared between USP and UFBA during each academic year. Each institution will submit to the other its students’ applications for exchange by March 1<sup>st</sup> for Fall Semester or full-year exchange and by September 1<sup>st</sup> for Spring Semester exchange.
  
- C. The Exchange Program aims for a balance in the number of students exchanged over the length of the three year MOU (see Appendix 5). If either university is unable to send the maximum number of exchange students for one semester of study in any year, then that university will be eligible to send additional exchange students, equal to the deficit, in the following year. The intention is that over three years, an equal number of student-semesters will be undertaken in each direction.

When one of the institutions has difficulty in matching the incoming students from the partner institution in any particular academic year, the institutions may accrue up to two semester-long places. Once the accrual limit has been reached by either institution no further student exchanges shall take place until the parties have consulted with one another and developed a written plan to achieve the intended balance.

## II. Rationale

Vanderbilt has had an exchange agreement with USP and UFBA since 2000. This exchange is funded by the U.S.-Brazil Program which is administrated jointly by the Fund for the Improvement of Postsecondary Education (FIPSE), U.S. Department of Education, and Coordenação de Aperfeiçoamento de Pessoal de Nivel Superior (CAPES), the Brazilian Ministry of Education. The program provides grants for up to four years to consortia of academic institutions; and is designed to foster the exchange of students and faculty within the context of bilateral curricular development. Vanderbilt has been exchanging students on this program since 2000 and its current partners are the Universidade de São Paulo, the top ranked university in Brazil and the Universidade Federal da Bahia, home to a fifty year old interdisciplinary center and journal devoted to Afro-Brazilian studies.

The FIPSE/CAPES exchange program was always designed to include both graduate and undergraduate students, but until now Vanderbilt has only been able to send graduate students to Brazil because of a lack of undergraduates with sufficient Portuguese.

After Vanderbilt's Center for Latin American Studies was designated a National Resource Center, Vanderbilt was able to hire an additional instructor of Portuguese (for a complement of three) and to regularly schedule a complete sequence of Portuguese language courses. Professor Emanuelle Oliveira also added a very popular Brazilian culture class that has increased undergraduate interest in Brazil.

As a result, undergraduate students are now beginning to apply for the FIPSE/CAPES exchange program and we would like to be able to give them the same opportunity our graduate students have enjoyed for the last eight years. To date the FIPSE grants have allowed us to receive undergraduate students from Brazil and to send twelve of our own graduate students to study in our partner institutions in Brazil.

Students in the program have developed and published original research projects and presented their findings at international FIPSE/CAPES conferences in Washington, Nashville, São Paulo, and Salvador and at the Brazilian Studies Association (BRASA) in Nashville and New Orleans. Participating students will also deliver research presentations at the BRASA meeting commemorating the 50th anniversary of Brasilia in 2010. Our students also published a collection of their research essays that has been recognized by the governments of both countries, most recently by the newly appointed U.S. Ambassador to Brazil, Thomas Shannon.

The main goal of this academic cooperation is to increase the international components and intercultural education formation in "Race, Development and Social Inequality," through the partnership of four institutions – the two program leader institutions, USP and Howard University, and their respective local partners, UFBA and Vanderbilt, that

for many years developed, amongst themselves, solid institutional agreement – the main intended foundation of this agreement.

The specific objectives are:

**Objective 1:** To develop a common curriculum of disciplines in order to establish research collaboration among the teachers of the associated universities.

**Objective 2:** To facilitate student mobility between the partner institutions.

**Objective 3:** To promote the students' cultural aptitude in a different context.

**Objective 4:** To qualify the students in the proficiency of a foreign language.

**Objective 5:** To provide students with the opportunity to participate in local communities in order to develop researches of this subject.

### **III. Selection & Nomination**

- A. Selection of students to participate in the exchange program will be done by the home university, subject to final approval by the host university. Each student must submit an application, in a form acceptable to the host institution, to participate in the exchange program. The three institutions agree that in the evaluation and admission of students for participation in the exchange program and in the administration of the program, neither will discriminate on the basis of race, color, religion, sex, sexual orientation, marital or parental status, national origin, age, veterans/national guard/reserves status or disability.
- B. All universities will select students for the exchange program on the basis of merit and other non-discriminatory eligibility criteria as listed in Appendix 2A. The required supporting documents are listed in Appendix 2B.

The exchange student must meet the admission requirements of the host university and may have to fulfill other conditions, prerequisites and documentation for the host university. The exchange student will be nominated by the home university for admission as a non-degree seeking student of the host university in the following academic year.

- C. Each home university should complete its selection of exchange students and nominate its exchange students for the exchange program in the following academic year to the host university within a mutually agreeable, reasonable time frame. The exchange student's nomination should be accompanied by a:
  - 1. curriculum vitae;
  - 2. statement of academic aptitude from a member of the student's

- department; and
- 3. specific outline of the program of study at the host university.

The host university should evaluate the nominated exchange students and determine their acceptability for admission as exchange students by the end of April. The host university reserves the right to reject the home university's nominated exchange students. The home university may appeal the rejection.

- D. The exchange student will be registered as a full-time, non-degree seeking or non-graduating student for the duration of study at the host university.

#### **IV. Host Institution's Obligations**

In accepting students, each institution agrees as follows:

1. To admit and enroll those students determined by the host institution to be qualified for admission, according to the admissions processes of the host institution. Candidates for admission will be nominated by the home institution.
2. To provide the home institution with a formal letter of admission with respect to each candidate accepted by the host institution after the student's file is complete.
3. To enroll accepted students at the host institution on a fulltime basis.
4. To assist the home institution's students with desired course placement and once they are on the campus of the host institution.
5. To forward to the International Students Administrative Office (or equivalent) at the home institution transcripts of all coursework completed at the host institution by the affected student after the completion of each student's coursework.
6. To arrange and conduct a comprehensive on-site orientation program for the incoming students promptly upon their arrival at the host institution. This program shall include but is not limited to information concerning personal security, safety and health.
7. To ensure that students of the home institution are granted the same rights and privileges within the host institution as its own degree-seeking students, including, but not limited to access to available health, dental or counseling services, the student union, if any, and athletic or fitness facilities. Course offerings will be made available to the extent possible.
8. To assist with and confirm accommodations for students prior to arrival at the host institutions.

9. To make reasonable efforts to arrange home stay accommodations for the U.S. students with host families and for the Brazilian students in dormitories.
10. To immediately notify the administration of the home institution of any emergency or behavioral or health problem involving a student, from the home institution as well as complaints alleging sexual harassment, discriminatory harassment or discrimination of any kind, and accidents, injuries or deaths involving a student from the home institution.
11. The host institution agrees to adhere to all applicable fire safety codes, building codes and safety codes or their equivalent, in performing its obligations arising out of this Agreement
12. The host institution shall not discriminate unlawfully against any student from the home institution, nor shall it deny the benefits provided its own degree-seeking students on the basis of race, color, national origin, physical handicap, mental or other disability, medical condition, marital status, age, or gender.
13. The host institution shall reasonably screen its employees, faculty, staff members and host family members who have regular contact with students from the home institution.

## **V. Home Institution's Obligations**

### **A. The home institution shall:**

1. Select students by a reasonable time preceding the semester of entrance into the host institution. The home institution shall give due regard to the language proficiency and grade point averages of each applicant.
2. Require that its students applying for participation in the be covered by such policy of health insurance as may be required by the host institution while they are living, studying, or traveling abroad.

### **B. Each Home Institution shall inform its participating students that:**

1. Exchange students shall pay tuition and university fees to their home institution.
2. Exchange students shall be responsible for their own financial support including international transportation, accommodation, living expenses, and insurance. While exchange students shall be responsible for securing their own accommodation, assistance will be provided by the host institution in locating appropriate accommodation for exchange students.

3. The financial support for students and faculty who participate will be subsidized through funding granted by the governments of the United States of America and Brazil, specifically the Fund for the Improvement of Postsecondary Education (“FIPSE”) and the Coordenacao de Aperfeicoamento de Pssoal de Nivel Superior (“CAPES”).
4. The host institution shall waive the tuition and fees of those exchange students it receives and enrolls, provided that each student pays in a timely fashion the tuition and fees of his/her home institution for the semester or the semesters during which the student is enrolled at the host institution. In no event shall the host institution be responsible for the payment or waiver of any cost associated with the room, board, or travel expenses of an exchange student enrolled at the host institution.
5. Exchange students shall abide by the laws of the host country and the rules and regulations of the host institution. During the period of participation in the Exchange Program, all students will abide by the policies, rules, regulations and financial requirements in effect at the host institution.
6. It is the responsibility of the exchange student to have obtained agreement from their home Faculty that upon successful completion of the subjects at the host institution, full credit will be granted towards the degree at their home institution.
7. Participation in an exchange under this agreement carries no expectation of subsequent transfer to the regular degree programs of the host university.

## **VI. Program of Study**

- A. The exchange students must propose a program of study at the host university. The modules or courses proposed must fulfill the exchange student’s degree requirements at his or her home university. All universities should, therefore, provide each other with material on the details of modules or courses available in the following academic year. The material of the host university should be regularly updated and accessible to the exchange students of the home university. The material may be placed in the host university’s reference library and/or on the internet.
- B. The modules or courses must be self-contained and completed within the semester or term. Academic counseling is the responsibility of the exchange student’s faculty coordinator at the home university. An alternative module or course that will fulfill the degree requirements of the exchange student should be proposed if the original module or course is unavailable.

## **APPENDIX 1A**

### **USP and UFBA University Departments corresponding to disciplines within the College of Arts & Science, Vanderbilt University**

#### **Undergraduate Departments & Programs at USP**

Astronomy  
Biological Science  
Biomolecular and Physical Sciences  
Chemistry  
Dramatic Arts  
Economics  
Environmental Management  
Geography  
Geology  
History  
Literature  
Mathematics  
Natural Sciences  
Social Sciences  
Philosophy  
Physics  
Psychology

#### **Undergraduate Departments & Programs at UFBA**

Anthropology  
Biological Sciences  
Chemistry  
Economics  
Geology  
Geography  
Geophysics  
History (Brazilian History)  
Mathematics  
Philosophy  
Physics  
Portuguese  
Psychology  
Social Sciences  
Sociology

**APPENDIX 1B****Structure of Academic Year**

<u>SEMESTER/TERM</u>	<u>Vanderbilt University</u>	<u>USP &amp; UFBA</u>
Semester 1:	August to December	Late June - December
Semester 2:	January to May	January to June



## **APPENDIX 2A**

### **Selection Criteria**

The home university must ensure that the exchange student should:

- a. be registered as a full-time undergraduate or postgraduate of the home university and preferably be an eligible national (citizen or permanent resident) of the home university's country;
- b. have successfully completed at least:
  - i. one semester of study at the home university upon application for the exchange program; &
  - ii. two semesters of study upon admission to the host university;
- c. be a student of good standing at the home university with a minimum 'B' average grade or ranking in the top one-third of the class; and a minimum 'B' grade in the current/intended discipline/major;
- d. propose an appropriate program of study at the host university;
- e. show the aptitude, motivation and maturity, to thrive in the environment at the host university; and
- f. have sufficient funds for fees, personal and living expenses for the duration of the study abroad at the host university.

## APPENDIX 2B

### Supporting Documents and other Prerequisites

The Exchange Program shall be open to undergraduate students of each institution who have completed at least one year of full-time undergraduate study. Additionally, for any USP or UFBA student whose native language is not English, the exchange student must complete an interview at the home institution to demonstrate fluency. For any Vanderbilt student whose native language is not Portuguese, the exchange student must complete an interview at Vanderbilt to demonstrate fluency.

- a. Vanderbilt students applying for admission as an exchange student must submit to **USP or UFBA**:
  - i. Application form;
  - ii. Documentary proof of nationality;
  - iii. Transcript of academic record; and
  - iv. Documentary proof they are nominated for the exchange by Vanderbilt.

There are no prerequisites for Vanderbilt students applying to USP or UFBA University.

- b. **USP and UFBA** students applying for admission as an exchange student must submit to Vanderbilt:
  - i. Application form;
  - ii. Documentary proof of nationality;
  - iii. Transcript of academic record; and
  - iv. Documentary proof they are nominated for the exchange by USP or UFBA University

There are no prerequisites for USP or UFBA students applying to Vanderbilt.

## **APPENDIX 2C**

### **Financial Responsibility of Exchange Students**

- a. Tuition, academic and obligatory fees at their home university. Correspondingly, these fees will be waived at the host university;
- b. Medical/health insurance;
- c. Obligatory expenditure required in the country of the host university;
- d. Journey to and from the country of the host university;
- e. Personal and living expenses, including accommodation and food; and
- f. Any debts/costs of damages incurred for the duration of their study abroad.

## APPENDIX 3

### Fact Sheet on The University of Sao Paulo

The University of Sao Paulo is the largest institution dedicated to higher education and research in Brazil. It is highly acclaimed around the world, especially in Latin America, and is responsible for training a large part of Brazilian academics working in colleges, universities and research institutes. It is a public university, free of charge and with open access for students selected by the 'vestibular' (Brazilian admissions exam for universities). Many of these students, after graduation, hold strategic and leading roles in different segments of public and private industries.

USP is composed of seven campuses, 40 educational and research units, five hospitals, five museums, five specialized institutes, multiple experimental laboratories as well as scientific and cultural diffusion centers. It comprises all areas of the human activity and offers approximately 700 regular courses. There are 230 undergraduate courses (including different degrees), with more than 3,400 disciplines. On the average, 5,500 students graduate annually. On the graduate level, there are more than 500 fields of concentration (masters and PhD degrees), its programs being acknowledged as international references in Science and Technology.

#### General data

Established in 1934.

Advanced center for research, education and community services.

Campuses in the cities of: São Paulo (4), Bauru, Piracicaba, Pirassununga, Lorena, Ribeirão Preto e São Carlos (2).

Physical space of the campuses (approximately)	76.757.21 m2.
Buildings' area (approximately)	1.637.201 m2.

Composition	80
Teaching and Research Units	40
Administration support	25
Units	7
Hospitals and Health Care	4
Museums	4

#### Graduate Programs

Programs	230
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Master & PhD	615
Master	319
PhD	296

### **Federal Government Evaluation (Capes)**

(2001 – 2003)

Grade: no. of programs	7: 25
Grade - Features	6: 39
7 - International Excellence	5: 94
5 a 7 - Excellence	4: 54
3 a 7 - National Acceptance	3: 15

<b>Publications</b>	22.332
National Journals & Books	16.469
International Journals & Books	5.863
Indexed Publications	6.896
<b>Awards received by Faculty Members</b>	
In Brazil and abroad	1.580
<b>Libraries</b>	43
Collections	7.249.324
Items circulated	5.562.044
Gate count	3.995.741
<b>Information Technology Resources</b>	
Microcomputers	37.919
Printers	15.702
<b>Other Publications</b>	
Books Publised by USP Press	44
USP Newspaper (total number of copies)	600.000
Espaço Aberto magazine (electronic edition)	12
USP Journal (total number of copies)	6.000

## APPENDIX 4

### Fact Sheet on The Universidade Federal da Bahia

The Federal University of Bahia (*Universidade Federal da Bahia* or UFBA) is a public university located mainly in Salvador, state of Bahia, Brazil. It is the most important university in that state. Students can study there without having to pay, as it is a public university, but in order to join the university, they must perform well on an examination that happens once a year known as the *vestibular*. Once they manage, they can study at the university for free.

UFBA was founded in 1946. UFBA has an area of 280,000 square metres and 90 separate buildings distributed as follows:

Campus do Canela, Campus de Ondina/Federação, Campus de Cruz das Almas, Experimental Farm in Cruz das Almas and Centre for the Development of Cattle Raising.

There are 16,875 students currently enrolled in undergraduate programs, 771 in Master's programs, 130 in Doctoral programs, 600 children and adolescents in preparatory programs in the field of Arts, 1,810 teachers on the academic staff and 3,857 people on the administrative and technical staff.

Annual student enrollment is around 3,500. A modern computer/communications network has opened up exciting new possibilities for academic and administrative development. The Foundation for Research and Extension Support (FAPEX) has been equally effective in increasing the University's national and international role.

#### UFBA in Figures

Campuses 03  
Academic & Research Units 29  
Departments 95  
Support Units 14  
Libraries 37  
Auditoriums 12  
Museums 04  
Theatres 02  
Art Gallery 01  
Sports Complex 01  
Experimental Farm 01  
Centre for the Development of Cattle Raising 01  
University Services  
Student Lodging 04  
University Restaurant 01  
Nursery 01  
Medical Service 01  
University Bus Route 01  
Public Services

Hospitals 03  
Veterinary Hospital 01  
Dental Service 01  
Pharmacy School 01  
Dietetic Consultancy Service 01  
Laboratories 13