



**APPLICATION
REQUIREMENTS**
SCHOLARSHIP PROGRAM

**MBA
USP
ESALQ**

MODALITY:
**INTERNATIONAL
STUDENT**

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APPLICATION REQUIREMENTS 001/2022

APPLICATION REQUIREMENTS FOR THE MBA USP/ESALQ SCHOLARSHIP PROGRAM

MODALITY: INTERNATIONAL STUDENT

The Continuing Education Program in Economics and Management, hereinafter referred to as Pecege, is a non-profit association with headquarters and forum in the city of Piracicaba, SP, which makes the Graduate courses *lato sensu* at the level of Specialization, certified by the Luiz de Queiroz College of Agriculture - ESALQ at the University of São Paulo - USP. All courses are offered by a technical cooperation agreement with the Fundação de Estudos Agrários Luiz de Queiroz – FEALQ, according to a standard established by the Institution.

Pecege, through this document, establishes and makes public the current rules that regulate the selection process of the Scholarship Program for graduate courses *lato sensu* from Luiz de Queiroz College of Agriculture - ESALQ from the University of São Paulo - USP in distance education for the 1st Semester of 2022.

1 SCHOLARSHIPS

1.1 In compliance with COCEX/USP Resolution No. 7897, of December 2, 2019, scholarships will be offered with full exemption, covering at least ten percent of the vacancies filled. For the purpose of calculating vacancies for exemption, an exempt vacancy will be considered for every 10 (ten) participants at the scholarship program, in which **25 (twenty-five) full scholarships (100%) will be offered for distance education courses in the International Student modality, as described:**

- a) 07 (seven) full scholarships for the MBA in Agribusiness;
- b) 06 (six) full scholarships for the MBA in Data Science and Analytics;
- c) 06 (six) full scholarships for the MBA in Business Management;
- c) 06 (six) full scholarships for the MBA in Project Management;

1.2 The scholarships will be distributed by course, according to the number of students enrolled per class, in compliance with the requirements of the University of São Paulo.

1.3 The Scholarship Program Commission **reserves the right to change the number of scholarships offered** as well as its distribution mode, according to the number of enrolled in each class, in compliance with the requirements of the University of São Paulo.

1.4 The USP/ESALQ **MBA reserves the right not to offer the course** if the minimum number of students is not reached, as well as the number of scholarships for the respective course.

2 CONDITIONS FOR APPLICATION

2.1 Only the candidate who meets the following criteria may apply:

(a) Teachers, researchers, and employees of teaching and research centers and professionals of NGOs living abroad and who are not natives of Brazil.

2.2 The candidate must be aware of the languages in which the course is offered, which are: Portuguese, English and Spanish for MBA courses in Agribusiness, MBA in Business Management and MBA in Project Management, and Portuguese and English in the MBA in Data Science and Analytics. All of the aforementioned courses are offered in Portuguese, with subtitles in other languages, as indicated. The material is translated, except for the supplementary material. The other MBA courses are offered in Portuguese, exclusively.

2.3 The candidate must have a higher education diploma (or equivalent to a Brazilian university degree) and must not be a citizen or native of Brazil.

2.4 The candidate already included in the MBA USP/ESALQ Scholarship Program will not be able to apply for a new scholarship concurrently.

2.5 The candidate cannot apply for a scholarship if they are taking another MBA course at USP/ESALQ.

2.6 The candidate will not be able to apply for another course or in another modality, in the same selection process, even if its process in a given course has been denied.

2.7 If the candidate has already been awarded a scholarship, on another occasion, and has given up, canceled, or has not completed the course, they may apply for a new scholarship only after 24 (twenty-four) months after the scholarship was awarded.

3 APPLICATION

The selection process

3.1 Mandatory steps in the selection process are:

(a) Register through electronic means (on the website: <https://bolsas.mbauspesalq.com/modalidades/international-student>), filling out the application form. After filling out the online form, wait for the responsible team to contact you regarding the Scholarship Program via email. Note: Make sure to check out the email informed during the form's filling out, we will contact you through it. After the application, we will contact you via

email providing the academic system's login data. Once the system is accessed, the candidate should attach the required documents in both the enrollment and scholarship processes.

b) Attach mandatory documents for enrollment approval:

- Passport and/or the National Foreigner Registry (RNE) or National Migration Registry (RNM). In the absence of any of the documents, attach the identification document of your country (DNI).
- Official Higher Education Diploma and Higher Education Records (with the workload/credits of the subjects taken).

The Academic Secretariat may request additional information or documents and sworn official translation of the documents, which are deemed necessary at its discretion.

c) Attach the documents to apply for scholarships in the “Scholarship Process” - "Manage Files"). Relation follows:

- Proof of employment and income bond (if you do not have a paid activity, send a letter informing so);
- Letter of interest: the candidate should express the reason for the decision to attend the USP/ESALQ MBA and how the course would contribute to their country. A model is available in annex II.

(d) Insert in “Edit Profile” (available field in the upper right corner of your Dashboard/Student Area) the following registration data: Name, Surname, Date of Birth, Nationality, Place of Birth, Country, State, City, and Mother's Name.

Sole Paragraph: All the steps described above are mandatory and the lack of any or the accomplishment after the deadline will result in the grant application being denied. The submission of documents for the scholarship process does not exclude the need to attach personal documents in the student's area for approval of the enrollment.

The period

3.2 Applications for the 1st semester of 2022 will take place from November 17, 2021 until the deadline for the end of enrollment provided in the link: <https://bolsas.mbauspesalq.com/modalidades/international-student>.

3.3 The candidate must follow the steps following the deadlines for applications and submission of documentation, until 11:59 pm, respecting the official time of Brasilia UTC -3.

3.4 The opening hours of the team responsible for the Scholarship Program are from 8:00 am to 5:00 pm, respecting the official Brasilia time UTC -3.

3.5 Applications will not be accepted outside the deadlines mentioned above.

3.6 It is up to the candidate the exclusive responsibility regarding the follow-up of their application, as well as the conference that they carried out all the steps of the scholarship request process and delivered the complete documentation required in this document, within the previously established deadlines.

3.7 Candidate application processes that have completed all steps of the process and have approved enrollment documentation in the system will be evaluated.

The documentation

3.8 Essential documents for application in the scholarship granting process are:

(a) The documents referring to the approval of the enrollment, by attaching the Passport and/or the National Foreigner Registry (RNE), official Higher Education Diploma, and Higher Education Records in the student area (in the "Personal Documents" tab) after the enrollment by specific link of the course;

IMPORTANT: Eventually, the secretariat may request additional documents for the approval of the enrollment. In case of doubts, the candidate is requested to contact the Scholarship Committee.

(b) The documents related to the scholarship process:

- Proof of employment and income bond (if you do not have a paid activity, send a letter informing so).

- Letter of interest: the candidate should express the reason for the decision to attend the USP/ESALQ MBA and how the course would contribute to their country. A model is available in annex II.

3.9 All items in the list of documents are mandatory and the lack of any document will result in the grant application being denied.

3.10 All documentation must be attached in the academic system, in **PDF format**.

3.11 The submission of the documentation is the sole responsibility of the candidate.

3.12 The absence of any documents disqualifies the application.

3.13 At the discretion of the Scholarship Program Committee, other documents may be requested at the time of the analysis.

3.14 In cases of additional request for documents, these must be submitted within the deadline set by the team by email. Failure to meet the deadline will result in the grant being denied.

3.15 Under no circumstances will submission of mandatory documents be allowed later, except if the Institution requests additional documents.

3.16 The previous receipt of documents by the MBA USP USP/ESALQ Scholarship Program does not imply granting of the scholarship, since the material analysis of the documents will take place later. Therefore, the candidate must pay attention to the requirements of the selection process.

The application fee

3.17 **There is no registration fee** to participate in the selection process, as well as no installment charges at this moment.

4 SELECTION CRITERIA

4.1 The selection process will be carried out by the Scholarship Program Committee, which will analyze the candidate's information and data.

4.2 The evaluation criteria will consider the candidate's expectations regarding the course and the Scholarship Program, as well as the possibility of the course being disseminated by the candidate in their country.

4.3 The evaluation criteria will consider:

- (a) the documentation presented;
- (b) the candidate's expectations in relation to the Scholarship Program and the MBA;
- (c) the candidate's performance and how he can act to spread the course in their country.

Tie

4.4 In the event of a tie, tiebreaker criteria shall be considered:

- a) The length of employment, giving preference to the candidate with the longest period of employment;
- b) If the tie persists, the age of the candidate will be considered as a tiebreaker criterion, giving preference to the older age.

5 INTERVIEWS

5.1 After the submission of the documentation, the candidate may be submitted to the interview, at a previously defined date and time.

5.2 The interview will be held by Skype and will be scheduled if the Scholarship Program Committee considers it necessary to clarify the process.

5.3 The interview aims to know in detail the social context in which the candidate is inserted. During this stage, if deemed necessary, the team may request additional documents, in order to clarify different situations related to the candidate's profile, and these will positively or negatively influence the result of the analysis.

5.4 The candidate who has the interview scheduled and cannot attend it, must justify his / her reasons within a maximum period of 48 (forty-eight) hours in advance, under penalty of denial of the request.

5.5 The candidate not summoned for the interview must wait for the results to be released on the date specified in this document.

6 DISCLOSURE OF RESULTS

6.1 The result will be released via email until 11:59 pm, respecting the official time of Brasília UTC -3, with 07 (seven) days in advance of the beginning of the course you applied for

6.2 The opening hours of the team responsible for the Scholarship Program are from 8:00 am to 5:00 pm, respecting the official Brasilia time UTC -3.

6.3 If the contemplated candidate does not take up the scholarship by the deadline stipulated via the result release email, for any reason, the benefit will be canceled and cannot be passed on to another candidate, as this is not transferable.

6.4 The unconsidered candidate may request the termination of enrollment via email at no cost within 7 days from the date of release of the result.

7 VALIDITY OF THE SCHOLARSHIP

7.1 The scholarship is granted for the duration of the course for which the student signed up, provided that the requirements for the permanence of the scholarship are fulfilled (Item 8 of this document).

8 REQUIREMENTS FOR THE PERMANENCE OF THE SCHOLARSHIP

8.1 The candidate awarded the scholarship will be monitored and evaluated as to academic performance and attendance, not having the right to replace activities or tests.

8.2 Specialization courses have three modules. The scholarship student who does not reach the general average, per module, equal to or higher than 7.0 (seven), will have their scholarship terminated.

8.3 The scholarship student who does not reach, at least, 75% (seventy-five percent) of attendance in classes, will have their scholarship terminated. Class attendance is counted from the performance of the tests.

8.4 The scholarship student who interrupts the course or requests a transfer of course or class, will lose the benefit of the scholarship.

8.5 The scholarship student does not have the right to extend the term to complement their programs or present their final paper.

The benefit of the scholarship is non-transferable. It is forbidden to transfer the scholarship to both fruition in another institution or by another student or other course.

8.7 The scholarship student agrees to assign, in an irrevocable, irreversible, and free manner, the right to use his name and image, directly or through a contracted advertising agency, for use in their advertising and/or promotional campaigns regarding the granting of scholarships, as well as for fundraising campaigns for the Scholarship Fund and for accountability to donors, in any form of media, whether printed, electronic and/or online.

8.7.1 The use of the name and image of the scholarship student should be carried out for the purposes set up herein, being certain that any use in a different way will depend on prior and express authorization by the Student.

8.8 The scholarship student also undertakes to:

- (a) when requested, give statements regarding your experience as a scholarship student;
- (b) authorize Pecege to use curriculum information about it, including informing its grades in evaluations and attendance in classes to interested institutions such as donors and other scholarship program participants;

9 SCHOLARSHIP TERMINATION

9.1 The scholarship will be terminated if:

(a) the omission or falsification of the information provided during the application process is verified, either through complaints from third parties, inference from documentary analysis, or through consultation with public and private bodies;

(b) the scholarship student does not comply with the performance requirements or academic attendance or any other conditions described in the MBA USP/ESALQ Internal Regulations;

(c) the scholarship student demonstrates school conduct incompatible with ethical principles and academic dignity.

9.2 The student whose benefit is terminated:

(a) will become responsible for paying all the installments generated from enrollment to the last installment of the school period;

(b) will be prevented from applying for a new scholarship during the period of 24 (twenty-four) months;

(c) you will be protected as to the right to cancel the enrollment from the moment you are informed about the loss of the benefit.

9.3 In the cases listed in item 9.1, specifically item a, candidates may respond criminally if they fall under art. 299 of the Brazilian Penal Code.

10 CONTACT

10.1 If you need more information, contact the corresponding course via e-mail:

- MBA in Agribusiness: bolsasagronegocios@pecege.com
- MBA in Data Science and Analytics: bolsasdata@pecege.com
- MBA in Business Management: bolsasnegocios@pecege.com
- MBA in Project Management: bolsasprojetos@pecege.com

11 FINAL PROVISIONS

11.1 The student awarded the scholarship shall:

(a) comply with the MBA USP/ESALQ Internal Regulations;

(b) publicize the MBA USP/ESALQ course in their country;

11.2 The Institution shall:

(a) release the results of the selection to the candidates within the deadlines established in this document;

(b) guarantee the value of the scholarship awarded until the end of the course of the student receiving the scholarship.

11.3 The candidate's participation in the selection process implies acceptance of the rules established in this document.

11.4 Any exceptional situations not foreseen in this document must be dealt with specifically by the Scholarship Program Committee by the course e-mail.

Let it be known all the requirements/information and proceed with the fulfillment of the established.

Piracicaba, November 27, 2021.

ANNEX I - LIST OF DOCUMENTS REQUIRED FOR APPLICATION IN THE SCHOLARSHIP PROGRAM FOR MBA USP/ESALQ COURSES - MODALITY: INTERNATIONAL STUDENTS

GENERAL GUIDELINES:

Read all the items in this list carefully. The absence of any documents can disqualify the candidate from the selection process. The MBA USP/ESALQ Scholarship Program is exempt from the responsibility of asking for missing documents.

If the candidate has any questions, it may be directed to the email of the corresponding course:

- MBA in Agribusiness: bolsasagronegocios@pecege.com
- MBA in Data Science and Analytics: bolsasdata@pecege.com
- MBA in Business Management: bolsasnegocios@pecege.com
- MBA in Project Management: bolsasprojetos@pecege.com

1 CANDIDATE PROFILE IDENTIFICATION

- a) Proof of employment;
- b) Cover letter: the candidate must express the reason for the decision to take the MBA USP/ESALQ and how the course can contribute with its country. The model is available in Annex II.

ANNEX II – COVER LETTER

- 1) For what reason did you decide to take an MBA course at USP/ESALQ?
How can the USP/ESALQ MBA course contribute at your country?
(MANDATORY FILLING)**

(We want to know what motivated you to decide to take an MBA. Why do you think an MBA is suitable for your current moment of life? What benefits would you have in doing an MBA now? What changes do you expect in your professional life after completing the MBA? How can the MBA USP/ESALQ contribute at your country? These are some questions to help you in preparing your answer).

MBAUSP ESALQ

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