

Procedures for formalization of Cooperation Agreements

1. Expression of interest from institutions involved

Will occur through contacts via e-mail between the partner institutions. In this negotiation should be discussed common interests for the initial collaboration, as well as adjustments to the cooperation agreement.

2. Elaboration of proposal for a Cooperation Agreement

The proposal should be prepared in Portuguese and in a foreign language that best suits the country (Portuguese, English, French or Spanish). The UERJ has a model approved by the the university's legal department and is available on our website. In case of model proposed by the foreign institution, must be submitted to the Department of International Cooperation of UERJ for consideration.

Important information that the proposal must observe:

A – the term of the Cooperation Agreement is up to 5 years;

B – the teachers / researchers and students should hire an international medical and hospital insurance coverage and repatriation during their stay abroad;

C – the resources necessary for the development of collaboration (airfare, lodging, etc.) must come from external sources.

To begin the formalities of the process is necessary to send the DCI, by e-mail, the file of the proposal cooperation agreement and letter of motivation for this partnership.

All documentation will be forwarded to the UERJ legal department for review and approval. Subsequently, after approval, will be signed by both universities.