

O QUE É O ACORDO DE MOBILIDADE?

The Mobility Agreement is a type of instrument that enables the execution of concrete actions involving academic mobility between UFLA and foreign institutions. Through it, it is possible to promote the exchange of undergraduate and postgraduate students, faculty members, and administrative staff, as well as facilitate the development of joint research within the context of these mobilities.

The instrument is usually accompanied by a Work Plan, which outlines the details and deadlines of the activities to be carried out.

INSTRUMENT TEMPLATE:

The development of a Mobility Agreement involves aligning expectations and objectives between the participating institutions regarding the actions related to academic mobility (i.e., which audience is targeted and how the exchange program activities can be effectively carried out).

The DRI has its own template, to which a Work Plan is attached, detailing the format of the mobilities, as well as the specific actions to be carried out and their respective estimated deadlines.

QUESTIONS:

Questions regarding the formalization of a Mobility Agreement should be sent via email to ir@ufla.br.

CHECKLIST

MOBILITY
AGREEMENT



- STEP 1:** Send the cooperation proposal to the e-mail ir@ufla.br.
- STEP 2:** Complete the interest [form](#) provided by DRI.
- STEP 3:** Monitor the direct negotiation conducted by the DRI with the institution of interest through this email.
- STEP 4:** Develop the Work Plan provided by DRI, detailing the activities to be developed.
- STEP 5:** Forward the Work Plan to DRI for review and wait for feedback on the final versions of the documents.
- STEP 6:** Following guidance from the DRI, submit the final documents for review by the Departmental Council.
- STEP 7:** Request the Department to initiate a process in SEI to be submitted to the DRI regarding the Departmental Council's Resolution containing the approval of the partnership and your appointment as coordinator.
Note: in this process, the final approved versions of the draft and the Work Plan must also be submitted.
- STEP 8:** Await the continuation of the process. (After the analysis, the DRI will forward the process to review by the Academic Unit Board.)
- STEP 9:** Once the process is completed, sign the Work Plan in accordance with DRI instructions.