



DEAN OF RESEARCH AND GRADUATE STUDIES
SELECTION PROCESS FOR ADMISSION TO THE GRADUATE PROGRAM IN
APPLIED COMPUTING – MASTERS

Public Notice 01/2024

1. Opening

The Dean of Research and Graduate Studies of the University of Caxias do Sul makes public the conditions governing the continuous admission Selection Process for admission to the Professional Master's Graduate Program in Applied Computing (PPGCA), to be carried out at Cidade Universitária, Caxias do Sul.

2. Registration

2.1 Dates and place

Registration will be carried out using an online form available on the Program's selection process webpage, from December 18, 2024 to December 17, 2025.

2.2 Registration fee

The registration fee for the Selection Process is R\$ 150.00 (one hundred and fifty Reais). Candidates who are UCS graduates will have a 30% discount on the registration fee.

2.3 Documents

The documents required to register are as follows:

- Duly completed online registration form;
- Copy of ID, CPF or National Driving License or Passport (only option for foreigners);
- Copy of Birth, Marriage or Divorce Certificate (waived for foreigners);
- Front and back copy of the Undergraduate diploma (waived for UCS graduates);
- Copy of undergraduate academic record (waived for UCS graduates);
- Front and back copy of the Specialization course certificate (if any), accompanied by the respective academic record;

Note: The diploma and transcript of undergraduate and master's degrees, whose country of origin is a signatory to the Hague Convention, must be apostilled, in accordance with CNJ Resolution No. 228, of 2016, of the National Council of Justice (available at <https://www.cnj.jus.br/poder-judiciario/relacoes-internacionais/apostila-da-haia/>) and subsequently translated by a sworn translator. Documents originating from non-signatory countries must be authenticated by a competent consular authority and subsequently translated by a sworn translator.

- Curriculum Vitae, for foreigners;
- A short cover letter (maximum of 2 A4 pages), written by the applicant in a free format, addressing their motivations for conducting advanced research and proposing a research topic (the letter must be sent to the Program's office at ppgca@ucs.br).

2.4 Posting of documents

The documentation required to participate in the selection process must be posted by uploading it when filling out the online form. Applications with incomplete documentation will not be accepted.

3. Positions

Fifteen (15) positions are offered.

4. Selection Process

The selection process for admission to the PPGCA, conducted by a Committee composed of professors appointed by the Program's Council for this purpose, will include an interview and the analysis of documents, undergraduate academic transcripts, the Curriculum, and the cover letter (as specified in the required documents).

4.1 Assessment of Academic Performance (Maximum weight 4.0 points)

It will be carried out as follows:

- Experience as undergraduate researcher and/or research and development grant holder — 1.0 point for 24 months or more, and 0.5 points for less than 24 months. Candidates without experience do not score in this category.
- Number of articles published between 2019 and the application date in international or national journals classified as A or B in the most recent Qualis Capes classification where the journal is listed — 0.5 points for two or more articles, and 0.25 points for one article. Candidates with no published and/or classified articles do not score in this category. For this category, a filed or granted patent is equivalent to a published article classified as Qualis B1 or A1, respectively.
- Grade point average (GPA) obtained in the undergraduate course — 1.5 points for GPAs between 9 and 10, 1.2 points for GPAs between 8 and 8.9, 1.0 point for GPAs between 7 and 7.9, and 0.8 points for GPAs between 6 and 6.9.

Interview — Maximum weight of 1.0 point. The Selection Committee of the Graduate Program in Applied Computing will conduct an online interview in synchronous mode, on dates to be defined by the Coordination and communicated via the email provided by the candidate during registration. The interview will last 20 (twenty) minutes and will consist of the candidate presenting their training and research intentions, professional and academic experiences, career expectations, and any questions the committee deems relevant.

5. Preliminary results and selection of those approved

The first selection process will take place on February 20, and the names of the selected candidates will be announced within two business days via the email provided by the candidate during registration.

6. Appeal

All candidates will have the possibility of filing an appeal against the decision made by the selection committee, which must be assessed and judged by a higher court than the one that made the questioned decision.

To lodge the appeal, the candidate must present a document, written by him/herself, explaining the reasons for the request.

The appeal must be sent to the email (ppgca@ucs.br) within 2 (two) days after the publication of the selection process result.

The response to the appeal will be provided within 5 (five) business days.

7. Enrollment

7.1 Enrollment will be carried out according to the instructions provided along with the selection process results.

7.2 The enrollment date and the deadlines for course completion will begin from the date the enrollment application is issued, which may or may not coincide with the start of the academic semester.

8. Special cases

Candidates with disabilities who require special conditions to participate in the selection process must, at the time of registration, formally submit a specific request to the Selection Committee, along with a report issued by a specialist detailing the nature, type, and degree of the disability, as well as the recommended conditions to facilitate their participation in the selection process. This should be sent to the email ppgca@ucs.br.

The Selection Committee will subsequently inform the candidate whether the requested conditions can be fully, partially, or not provided.

9. Validity of the selection process

The selection process outlined in this notice is valid for admission in the year 2025 to the Professional Master's Program in Applied Computing.

10. Omitted cases

Omitted cases will be evaluated by the Selection Committee, after hearing, if deemed necessary, the relevant academic bodies.

Caxias do Sul, Decemeber 18, 2024.

Prof. Dr. Everaldo Cescon
Pro-Rector of Research and Graduate Studies