



**DEAN OF RESEARCH AND GRADUATE STUDIES
SELECTION PROCESS FOR ADMISSION TO THE GRADUATE PROGRAM IN
PROCESS AND TECHNOLOGY ENGINEERING – DOCTORATE**

Public Notice 03/2024

1. Opening

The Pro-Rector of Research and Graduate Studies of the University of Caxias do Sul makes public the conditions governing the Selection Process for admission to the Graduate Program in Process for Technology Engineering (PGEPROTEC) – Doctorate, to be carried out at Cidade Universitária, Caxias do Sul, for admission in the first semester of 2025.

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 October 25th to November 14th, 2024.

The registration's approval will be announced on November 21th, 2024 at <https://www.ucs.br/pgeprotec>

2.2 Registration fee

The registration fee for the Selection Process is R\$ 200.00 (two hundred 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;
- 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 Master's degree obtained from a course recognized by CAPES, or a declaration from the Institution that the candidate met all the requirements to obtain the degree (waived for UCS graduates);
- Front and back copy of the Master's academic record (exempt 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 in free format for foreigners;
- Two letters of recommendation signed by professors, researchers or other renowned professionals in areas related to the Program or a brief description (maximum of 1 A4 page), prepared by the candidate, of their previous experience in research as a junior research fellow and/or research and development in a company. The description must be accompanied by a receipt issued by the higher education institution or company indicating the period of experience.
- Research project (maximum 5 A4 pages, Arial font, size 12, 1.5 line spacing and 2.5 cm margins) containing: state of the art and justification, objectives, proposed methodology, expected results, schedule and references consulted, prepared by the candidate, addressing what she/he intends to develop as a research project for her/his thesis, with an option for one of the program's research lines. In the case of projects with more than 5 pages, only the first 5 pages will be considered for evaluation purposes.

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

Ten (10) positions are offered for the research lines of: Chemical and Physical Processes and Biomass Energy and Environment Processes, according to the availability of guidance from the program's professors.

4. Cancellation of course offering

The University reserves the right not to carry out the selection process referred to in this document, if the number of applicants is considered insufficient to carry out the course. Any suspension of the Selection Process will be communicated in advance, in which case registered candidates will be guaranteed a refund of the registration fee.

5. Selection

The selection process for admission to the PGEPROTEC, conducted by a Committee made up of teachers appointed by the Program Board for this purpose, will comprise two stages: Analysis of documentation and interview of the candidate, evaluation of the defense of the academic and professional trajectory, in addition to letters of recommendation.

5.1 Analysis of documentation:

It will consist of an analysis of the Lattes CV, the undergraduate academic transcript and the master's transcript. The evaluation criteria established by the Program for this stage are described in item 5.1.1 of this notice. The weight of this stage in the final grade will be 50%.

5.1.1 CANDIDATE RESUME SCORING CRITERI:

P1: POINTS IN SUBJECTS TAKEN IN THE MASTER'S DEGREE

Grades obtained in the subjects taken in the Master's degree – P1.

The candidate must provide the academic transcript, informing all the subjects taken (including the grade or grade received in each subject), and submit it together with the registration documentation. If the average grade is higher than 8.0 (on a scale of 0 to 10) the candidate will receive 2 points. If the average grade is higher than 7.0 (on a scale of 0 to 10) the candidate will receive 1 point.

P2: POINTS FOR TIME TO COMPLETE THE MASTER'S DEGREE

Time to complete the master's degree – P2.

The candidate must complete Table P2 (below) and include it in the online form along with the registration documentation. The start date must be the first day of the month of the first academic term of the first enrollment, used to obtain credits for the Master's course. The end date must be the day of the Master's dissertation defense.

Table P2: Score related to time of completion of master's degree.

Defense time:	Points
Up to 15 months + 5 days	25

Between 15 months + 6 days and 18 months + 5 days	20
Between 18 months + 6 days and 21 months + 5 days	15
Between 21 months + 6 days and 24 months + 5 days	10
Defense time between 24 months + 6 days and 30 months + 5 days	5
Time Greater than 30 months + 6 days	0

P3: PRODUCTION POINTS IN PUBLICATIONS AND PATENTS

Production in Publications and Patents – P3

The candidate must complete Table P3 (specified below) and submit it together with the registration documentation, attaching a copy of his/her production, which includes data on its actual publication. In the case of articles accepted for publication, attach a copy of the acceptance letter. PUBLICATIONS: articles (already published or with proof of definitive acceptance for publication, formalized in writing) will be considered; papers and abstracts already published in annals of local, national or international events; book chapters and books. The points to be attributed to these publications are listed below, and the number of authors must be considered later, as described.

Table P3: Score per publication, considering the classification of journals by CAPES in the Engineering II Area:

Journal article	Item Scoring
Articles in A1 and A2 journals	20 points/article
Articles in A3 and A4 journals	15 points/article
Articles in B1 and B2 journals	5 points/article
Articles in B3 and B4 journals	2 points/article
Paper or abstract at a conference	
Complete paper (minimum 3 pages) on an International Event (and text in a foreign language)	5 points/work
Complete paper (minimum 3 pages) at an International Event, but in Portuguese. NOTE: "International Event" means scientific meetings of international scope (and importance)	2 points/work
Complete paper (minimum 3 pages) on National Event	2 points/work

Complete paper (minimum 3 pages) at a Regional Event NOTE: "Regional Event" is understood to be scientific meetings of regional scope (and importance), therefore, of smaller scope than the "National Event"	1 points/work
Abstracts (up to 2 pages) at events (regional/national/international)	0,1 point/summary
Score by book chapter	
Chapter of Books (in a foreign language) (maximum 20 points in this item)	10 points/chapter
Book Chapter (in Portuguese) (maximum 10 points in this item)	5 points/chapter
NOTE: A book chapter will not be considered, nor will a paper presented at a scientific event whose proceedings were published as a book	
Score by book:	
Book (in foreign language)	20 points/book
Book (in Portuguese)	10 points/book
Patents*	
Patent (in the broad area of Engineering) requested and not yet granted	5 points/rank
Patent (in the broad field of Engineering) granted	20 points/rank

* IMPORTANT: If the candidate is the first author or patent applicant, he/she will receive the full score. If the candidate is not the first author or patent applicant, the points will be divided by the total number of authors of each publication/patent, except for abstracts, which will count as 0.1 point regardless of the order and number of authors. Publications from events that are republished in another format will only be scored once, using the highest value classification.

FINAL CLASSIFICATION SCORE (PF): $PF = (P1 + P2 + P3)$

5.2 Candidate interview, assessment of academic and professional trajectory defense, as well as letters of recommendation:

The interview will be scheduled for November 22, 2024. The interviews will take place on November 25, 2024. On the day of the interview, the candidate must prepare a presentation of no more than 15 minutes, describing his/her academic and professional background, and his/her research expectations for the doctorate.

At this stage, the candidate's letters of recommendation, sent by professors, researchers or other qualified professionals from higher education institutions, will also be evaluated. The weight of this stage in the final grade will be 50%.

6. Preliminary results and selection of those approved

Candidates who obtain a minimum final grade of 7.0 (70% of the total score), on a scale of 0 to 10, as established in article 203 of the UCS General Regulations, will be considered approved. In the event of withdrawals, subsequent approved candidates will be called, in order of classification, until the number of vacancies is completed.

7. Publication of preliminary results

The names of preliminarily selected candidates will be announced on November 26th, 2024.

8. 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 by email (pgeprotec@ucs.br) from November 28th, 2024.

The response to the appeal will be made by November 29th, 2024.

9. Disclosure of the final result

The names of selected candidates will be announced on December 02th, 2024.

10. Enrollment

Enrollments will take place from December 03th to 06th, 2024, in accordance with guidelines to be published with the results of the selection process.

11. Special cases

The candidate with a disability who requires special assistance to participate in the selection must, by November 14, 2024, formalize a specific request to the Selection Committee, as well as present a report issued by a specialist, explaining the nature, type and degree disability and the recommended conditions to enable the candidate's participation in the selection process, to the email (pgeprotec@ucs.br). The Selection Committee will officially inform by November 21, 2024, the total, partial or impossibility of meeting the recommended conditions.

12. Timeline

Date	Stage	Place
25/10/2024 a 14/11/2024	<i>Online registration</i>	<i>Online form filling</i>
Until 14/11/2024	Special cases – formalization of the request	<i>E-mail</i> pgeprotec@ucs.br
21/11/2024	Special cases – result from the Selection Committee	Candidate's e-mail
21/11/2024	Approval of registrations	https://www.ucs.br/pgeprotec
25/11/2024	Candidate Interview	Link to be sent to candidates with approved registration
26/11/2024	Announcement of the preliminary result	https://www.ucs.br/pgeprotec
Until 28/11/2024	Appeal request	<i>E-mail</i> pgeprotec@ucs.br
29/11/2024	Appeal result	Candidate's e-mail
02/12/2024	Disclosure of the final result	https://www.ucs.br/pgeprotec
03/12/2024 a 06/12/2024	Enrollment	<i>E-mail</i> pgeprotec@ucs.br

13. Validity of the selection process

The selection process, object of this document, is only valid for admission in the first semester of 2025 to the Postgraduate Program in Process for Technology Engineering for the Doctorate Course.

14. Final dispositions

Successful candidates who were not selected in this selection process may request enrollment as a non-regular student to study isolated subjects, in accordance with the PGEPROTEC Regulations.

15. Omitted cases

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

Caxias do Sul, October 24th 2024.

Prof. Dr. Everaldo Cescon

Pro-Rector of Research and Graduate Studies