



PRO-RECTORY OF RESEARCH AND GRADUATE STUDIES

CONTINUOUS SELECTION PROCESS FOR ADMISSION TO THE GRADUATE PROGRAM

IN HISTORY – PROFESSIONAL MASTER’S AND DOCTORATE DEGREES - PPGHIS

Notice N° 01/2025

1. Opening

The Pro-Rector of Research and Graduate Studies at the University of Caxias do Sul (UCS) makes public the conditions governing the **continuous** selection process for admission to the Graduate Program in History – Professional Master's and Doctorate Degrees, to be held at the Headquarter Campus, from the first semester of 2025.

2. Applications

2.1 Period and location

Applications will be made through an online form, available on the Program's selection process page, from January 22 to December 19, 2025.

2.2 Application Fee

The application fee for the Master's Selection Process is R\$150.00 (one hundred and fifty reais).

The application fee for the Doctorate Selection Process is R\$200.00 (two hundred reais).

Candidates who are UCS graduates will receive a 30% discount on the registration fee.

2.3 Documentation

2.3.1 Documents required for application

The documents required for the application are as follows:

- Completed online registration form;
- Copy of ID, CPF or National Driver's License or Passport;
- Lattes/CNPq Resumé (or resumé in free format, for foreigners);
- Letter of intent (Appendix 1)

- Copy of Birth, Marriage or Divorce Certificate (not required for foreigners);
- Copy of the front and back of undergraduate diploma (not required for UCS graduates);
- Copy of undergraduate academic transcript (not required for UCS graduates);

***Note:** The diploma and academic transcript of undergraduate studies whose country of origin is a signatory to the Hague Convention must be apostilled, per 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-haial/>) and subsequently translated by a sworn translator. Documents originating from non-signatory countries must be authenticated by the competent consular authority and subsequently translated by a sworn translator.*

2.4 For the Doctorate Program, in addition to the documentation requested above, the following will be required:

- Written presentation of a Research Project (in place of the Letter of Intent), indicating the line of research and the supervisor chosen by the candidate. The project must follow ABNT standards;
- Copy of the front and back of the Academic or Professional Master's degree obtained in a course recognized by CAPES, or a statement from the Institution stating that the candidate met all the requirements for obtaining the degree (not required for UCS graduates);
- Copy of the front and back of the Master's transcript (not required for UCS graduates);
- Letter of acceptance from the supervisor

2.5 Posting of documents

The documentation required to participate in the selection process must be uploaded when completing the online form.

Applications with incomplete documentation will not be accepted.

3. Selection process

The selection process for admission to the PPGHIS will be conducted by a Committee of 3 (three) professors that integrate the Program's Permanent Teaching Body, duly designated by the Program Board for this purpose, and the Coordinator, will comprise the analysis of documents and the Lattes Resumé and the letter of intent or research project (as per mandatory documents); and interview.

3.1 Analysis of Lattes Resumé and letter of intent or research project

The first stage will consist of the analysis of the letter of intent or the research project, as appropriate (3 points), analysis of the Lattes Resumé (2 points).

The analysis of the letter of intent or the research project will be carried out according to the following criteria:

Academic trajectory 1.0;

Explanation of reasons and objectives that lead you to apply to study for a Master's in History/UCS 1.0;

Clarity and correctness of language 1.0.

The Lattes Resumé will be evaluated according to the following criteria:

Graduate education at the Specialization level: 0.25

Professional teaching experience: 0.25 (1-5 years); 0.5 (+ 5 years)

Bibliographic production (extended abstract: 0.1 (up to 3) article: 0.2 (up to 2)

Publication in proceedings 0.15 (up to 2)

Participation in events (communications) 0.05 (up to a maximum of 5)

3.2 Interview

The second stage will consist of an interview (5 points).

The Selection Committee of the Graduate Program in History will conduct a synchronous online interview, on dates to be defined by the Coordination and informed via the email registered in the application form by the candidate.

The interview will last 20 (twenty) minutes. It will consist of the candidate presenting their training and research intentions, their professional and academic experiences, future career expectations, and questions the panel considers pertinent.

4. Announcement of the final result

The names of the selected candidates will be announced within two business days after the selection process, via the email registered in the application form by the candidate.

5. Appeal

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

To file an appeal, the candidate must submit a self-written document, explaining the reasons for the request.

The appeal must be sent to the email address ppghis@ucs.br within 2 (two) days after the publication of the final result.

The response to the appeal filed will be made within 5 (five) days.

6. Enrollment

6.1 Enrollment will take place according to guidelines to be published with the results of the selection process.

6.2 Enrollment and course completion deadlines will begin on the date the enrollment application is issued, and may or may not coincide with the start of academic semesters.

7. Special cases

Candidates with disabilities who require special assistance to participate in the selection process must, upon registration, formalize a specific request to the Selection Committee, as well as present a report issued by a specialist, explaining the nature, type, and degree of the disability and also the recommended conditions for enabling the candidate to participate in the selection process, to the email ppghis@ucs.br. The Selection Committee will inform in due time whether the recommended conditions are fully or partially met or whether it is impossible to meet the recommended conditions.

8. Validity of the selection process

The selection process, which is the object of this Notice, is valid for admission in the year 2025 to the Graduate Program in History - Professional Master's and Doctorate Courses.

9. Omissions

Omissions will be assessed by the Selection Committee, after consulting, if deemed necessary, the relevant academic instances.

Caxias do Sul, January, 22, 2025.

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

Appendix 1
LETTER OF INTENT

What is a letter of intent?

It is a formal document that enables the candidate to describe their personal and academic/professional background and their research proposal. The letter should be a summary of your story and not an overview like your resumé.

- Start by presenting your academic trajectory (area in which you graduated; year of completion; provide the title of your Course Conclusion Work, if you developed it; monitoring; scientific initiation scholarship; extension activities; technical production; professional experience, etc.);
- Explain the reasons that led you to choose PPGHIS/UCS, your expectations regarding the Course and your objectives;
- Explain the line of research you intend to develop in your study;
- Briefly present your research proposal, the intended theme, the justification for the project highlighting in detail the study sources, the objectives of the work, and a very brief bibliographic review related to the theme.

_____, ____ of _____ of _____.
(City) (day) (month) (year)

Candidate's signature

Appendix 2

Operation of PPGHIS

Classes in the Graduate Program take place predominantly from Monday to Thursday, from 7:40 p.m. to 10:30 p.m. Some events may take place at other times, days and shifts of the week, according to the availability of the invited professional.

Other information about the Program:

<https://www.ucs.br/site/pos-graduacao/formacao-stricto-sensu/historia/>

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