



**DEAN OF RESEARCH AND GRADUATE STUDIES**  
**SELECTION PROCESS FOR ADMISSION TO THE GRADUATE PROGRAM IN**  
**TEACHING SCIENCE AND MATHEMATICS – PROFESSIONAL MASTERS**

**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 Teaching Science and Mathematics (PPGECiMa) – Master's Degree, 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 December 09, 2024 to February 10, 2025.

The registration's approval will be announced on february 14, 2025

at <https://www.ucs.br/site/pos-graduacao/formacao-stricto-sensu/ensino-de-ciencias-e-matematica/>

**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;
- 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);

**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.

## **2.5 Additional documentation**

The documents required for registration are the following:

- 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 transcript (not available for UCS graduates).

**Note:** The diploma and undergraduate transcript, 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.

## **2.6. Delivery of additional documentation:**

Additional documentation must be sent by email when enrolling, in accordance with the guidelines to be published with the results of the selection process

## **3. Positions**

fifteen (10) positions are offered.

## **4. Day, time and type of classes**

Classes will take place on Mondays, from 7:30 pm to 10:30 pm, in person.

## **5. Cancellation of the course offering**

The University reserves the right not to carry out the selection process referred to in this Notice, 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.

## **6. Selection**

The selection process for admission to PPGE CiMa will be conducted by a Selection Committee made up of professors appointed by the Program Board for this purpose and will comprise two stages: interview and documentary evaluation.

### **6.1 Interview**

The interview will be held on February 17, 2025, with each candidate individually, via video conference. The interview time and access link will be communicated February 14, 2025, on the Program page.

**At the time of the interview, the candidate must have the questionnaire, which is in Annex 1 of this document, completed and available in digital format to be shared with the Selection Committee.**

## **6.2 Document evaluation**

This stage consists of the analysis of the candidate's CV by the Selection Committee. The following items will be evaluated in the resume:

- titration (weight 30%)
- publications (weight 35%)
- professional experience (weight 35%)

## **7. Preliminary results and selection of those approved**

Candidates who obtain a score equal to or greater than six (6.0) will be preliminarily approved. The selection of those approved will be made in order of classification, taking into account the total score obtained in the evaluation stages. The total score, for classification purposes, will be composed as follows: 7.0 points (seven points) for the interview and 3.0 points (three points) for the document analysis. If there are withdrawals, subsequent approved candidates will be called, in order of classification, until the number of vacancies is filled.

In case of a tie in the final result, the tiebreaker criterion will be the score of the documentary evaluation.

## **8. Publication of preliminary results**

The names of preliminarily selected candidates will be announced on february 18, 2025.

## **9. Feature**

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 [ppgecima@ucs.br](mailto:ppgecima@ucs.br) by february 20, 2025.

The response to the appeal will be made by february 22, 2025.

## **10. Disclosure of the final result**

The names of selected candidates will be announced on february 24, 2025.

## **11. Registration**

Enrollments will take place from february 25th to March 6th, 2025, in accordance with guidelines to be published with the results of the selection process.

## **12. Special cases**

The candidate with a disability who requires special assistance to participate in the selection must, by february 10, 2025, 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 also the recommended conditions to enable the candidate's participation in the selection process, to the email

ppgecima@ucs.br. The Selection Committee will officially inform until february 13, 2025, the total, partial or impossibility of meeting the recommended conditions.

### 13. Schedule

Date	Stage	Place
09/12/2024 to 10/02/2025	<i>Online registration</i>	<i>Online form filling</i>
Until 02/10/2025	Special cases – formalization of the request	Via email ppgecima@ucs.br
13/02/2025	Special cases – result from the Selection Committee	Candidate's e-mail
14/02/2025	Approval of registrations	Site do PPGEiMa
17/02/2025	Interview	On Line
18/02/2024	Publication of preliminary results	Site do PPGEiMa
Until 20/02/2024	Resource – request	Via email ppgecima@ucs.br
Until 22/02/2024	Resouce - result	Via the candidate's email
24/02/2024	Disclosure of the final result	Site do PPGEiMa
02/25 to 03/06/2025	Enrollment	Guidelines will be published with the results of the selection process

### 14. Validity of the selection process

The selection process, object of this Notice, is only valid for admission in the first semester of 2025 to the Postgraduate Program in Science and Mathematics Teaching for the Professional Master's Course.

### 15. Final provisions

Candidates approved and not selected in this selection process may request enrollment as a non-regular student to study isolated subjects, in accordance with the rules of the PPGEiMa Regulations.

### 16. Missing cases

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

Caxias do Sul, December 05, 2024.

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

## ANNEX I

### QUESTIONNAIRE TO PRESENT AT THE CANDIDATE'S INTERVIEW

The questions contained in this questionnaire must be answered by the candidate prior to the selection process interview.

The document containing the answers must be in digital format to be shared with the Selection Committee during the selection process interview, which will be carried out via videoconference.

#### Questionnaire

**Name:** \_\_\_\_\_

1. The professional master's degree in Science and Mathematics Teaching is closely related to the teaching and learning processes, investigating disturbing issues in teaching, seeking to overcome difficulties and generate new perspectives and actions in favor of education. In this sense, present a situation in the educational context in which you work or would like to work, whether this is a difficulty you would like to overcome, strategies and methods for teaching or teaching materials and resources to produce, among other possibilities.

2. Could you mention some themes that could be developed in your Master's degree?

3. How do you imagine the Master's degree can contribute to your current or future professional activity?