



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

Public Notice __02/2024

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 **Health Sciences** (PPGCS) – Master's Degree, to be carried out at Cidade Universitária, Caxias do Sul, for admission in the second semester of 2024.

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 **May 20 to June 27, 2024**

The registration's approval will be announced on **July 3rd, 2024** at <https://www.ucs.br/site/pos-graduacao/formacao-stricto-sensu/ciencias-da-saude/>

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);
- 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;
- Lattes/CNPq CV (or Curriculum Vitae in free format, for foreigners) exported in documented PDF format (with proof of publications and participation in events over the last 5 years). All the items (CV and supporting documents) must be combined in a single file with the sequential numbering of the Lattes score sheet (Appendix I), which must be filled in the respective fields).
- A research pre-project, in PDF format, on the subject to be investigated, taking into account adherence to the Research Lines and research projects of the Program's professors.
- 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.

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

Twelve (12) positions are offered.

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 PPG **Health Sciences**, conducted by a Committee made up of teachers appointed by the Program Board for this purpose, will comprise two stages: Written Test and Assessment of Academic Performance.

5.1 Elimination stage: Evaluation of the research project

The research project is an essential requirement for registration and one of the assessment instruments. It must be drawn up according to the model available on the Program's website and clearly and objectively indicate the line of research in the Program that the candidate intends to pursue. The evaluation will be carried out by a committee appointed by the Program's collegiate body, which will look at: the clarity of language and conceptual rigor and precision; the feasibility of the research plan; the internal content, coherence and consistency; the scientific and social relevance of the research to the Program's area of concentration and lines of research. The results of the first stage will be published on this page **on July 5, 2024** and only those candidates whose names are published will go on to the next stage.

5.2 Qualifying stage: divided into two stages.

5.2.1 Evaluation of the Lattes CV

This will take into account the candidate's academic career (degrees, intellectual production, scientific initiation grants, participation in research projects, teaching experience, among other elements included in the Lattes CV). Documents will not be accepted as attachments or submitted after the deadline. At this stage, a grade from 0 to 4 will be assigned. . The result will make up 40% of the final grade for the selection process.

5.2.2 Oral test

The oral test will be held on **July 10, 2024**, at a time to be defined.

Defense of the candidate's intellectual production and the research project to be carried out in the master: Maximum weight 6,0 points. The candidate will have 15 minutes to make their presentation to the commission, in face-to-face digital format using the link to be sent to candidates approved in the 1st Stage. A grade between 0 and 6 will be assigned to the argument, which corresponds to 60% of the final grade of the selection process.

FINAL GENERAL NOTE (NGF) - The candidate's Final General Note (NGF), which will determine the order of classification for entry into the Program, will have the following composition: the oral exam will have a weight of 60% and the analysis of the Lattes Curriculum will have a weight of 40% (2nd stage).

6. Preliminary results and selection of those approved

The selection of those approved will be made in order of classification, taking into account the total score obtained in the evaluation stages. If there are withdrawals, subsequent approved candidates will be called, in order of classification, until the number of vacancies is filled.

In the event of a tie in the result, the tiebreaker criterion will be the grade of the written test (1st stage) and the questions listed in the 2nd stage in the order explained above.

7. Publication of preliminary results

The names of preliminarily selected candidates will be announced on **July 12, 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 (ppgsaude@ucs.br) from **July 17, 2024**.

The response to the appeal will be made by **July 22, 2024**.

9. Disclosure of the final result

The names of selected candidates will be announced on **July 22, 2024**.

10. Enrollment

Enrollments will take place from **July 24th to 30th, 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 **June 27, 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 ppgsaude@ucs.br. The Selection Committee will officially inform by **July 2nd, 2024** the total, partial or impossibility of meeting the recommended conditions.

12. Timeline

Date	Stage	Place
From May 20th to June 27th, 2024.	<i>Online registration</i>	<i>Online form filling</i>
Until June 27, 2024	Special cases – formalization of the request	ppgsaude@ucs.br
July 2nd, 2024	Special cases – result from the Selection Committee	Candidate's e-mail
July 3 rd , 2024	Approval of registrations	PPG site
July 5, 2024	Evaluation of the Pre Projecto – Eliminary phase	PPG site
July 10, 2024	Oral Test	On-line - Link to be sent to candidates
July 12, 2024	Announcement of the preliminary result	PPG site
July 17, 2024	Appeal request	ppgsaude@ucs.br
July 22, 2024	Appeal result	Candidate's e-mail
July 22, 2024	Disclosure of the final result	PPG site
From July 24 th to 30 th , 2024.	Enrollment	ppgsaude@ucs.br

13. Validity of the selection process

The selection process, object of this document, is only valid for admission in the second semester of 2024 to the Postgraduate Program in Postgraduate Program in Health Sciences for the for the Master's 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 PPG Health Sciences 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, May 20, 2024

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