



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

Public Notice 06/2024

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 Tourism and Hospitality (PPGTURH) – 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 September 24 to November 11th, 2024**.

The registration's approval will be announced on **Nov 14, 2024** at <https://www.ucs.br/ppgturh>

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 or National Driving License or Passport;
- Front and back copy of the Undergraduate diploma (waived for UCS graduates);
- Copy of undergraduate academic record (waived for UCS graduates);

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.

- Front and back copy of the Specialization course certificate (if any), accompanied by the respective academic record;
- Documented Curriculum Vitae, in free format;
- Research project of 5 to 10 pages (attached guidelines), on the topic to be investigated, observing adherence to the Lines of Research and the research projects of the Program's teachers.

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

Twenty (20) positions are offered. This number may be increased during the registration process.

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 PPGTURH, conducted by a Committee made up of teachers appointed by the Program Board for this purpose, will comprise three stages: Written Test, Oral Test and Documentary Assessment - Research Project and Curriculum Vitae.

5.1 Written test (3 points)

The written test will be held online, in synchronous mode, on **November 18, 2024**, starting at 2 pm and ending at 6 pm (Brasilia time). The written test will consist of 02 (two) text interpretation questions and will last 4 hours (four hours). The questions aim to assess the ability to understand scientific text and produce writing with coherence and correctness, and APA standards must be observed in citations. The link to access the virtual room will be disclosed to the candidate, via

email, on **November 18, 2024**. If the candidate does not receive the link by 1:30 pm (Brasilia time), they must contact, by telephone, +55 54-3218-2621, with the PPGTURH Secretariat.

5.2 Oral Test (3 points)

The oral test will be made online, in synchronous mode, in which they will present their Research Project, within 10 minutes. They will be argued by two professors from the Program. The time for the oral test, together with the link to access the virtual room, will be published individually (via email) by the Program Secretariat on **November 18, 2024**, after the end of the written test. To carry out this stage, to be carried out from **November 19, 2024**, the order of registration number in the Selection Process will be strictly observed.

Assessment criteria: The candidate's mastery of the presented Research Project and their argumentative capacity will be assessed in relation to: the adherence of their proposal to one of the PPGTURH research lines and the research project(s) developed by professor(s) of the Program; the chosen theme and the question to be investigated; the selected theoretical references; to the proposed objectives and the planned methodological procedures.

5.3 Documentary Assessment: Research Project and Documented Curriculum Vitae

5.3.1. Research Project (2 points)

The Project must contain: definition of the study object, research question, general and specific objectives, theoretical framework, methodology, schedule and bibliographic references.

5.3.2. Documented Curriculum Vitae (2 points)

The Curriculum Vitae will be evaluated using a score pre-established by the Selection Committee, considering: academic-scientific publications; technical production, participation in coordination or organization of technical-scientific events and participation in research projects.

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 case of a tie in the final result, the tiebreaker criterion will be the Curriculum Vitae.

7. Publication of preliminary results

The names of preliminarily selected candidates will be announced on **November 22, 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 ppgturh@ucs.br by **November 25, 2024**.

The response to the appeal will be made by **November 26, 2024**.

9. Disclosure of the final result

The names of selected candidates will be announced on **November 29, 2024**.

10. Enrollment

Enrollments will take place from **December 05th to 06th, 2024**, in accordance with guidelines to be published with the results of the selection process. To enroll, **all candidates must present their undergraduate diploma**. If this is still in the preparation phase, a statement from the respective institution must be submitted with information in this regard.

11. Special cases

The candidate with a disability who requires special assistance to participate in the selection must, **by nov 11, 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 ppgturh@ucs.br. The Selection Committee will officially inform **by nov 14, 2024**, the total, partial or impossibility of meeting the recommended conditions.

12. Timeline

Date	Stage	Place
24/09 to 11/11/24	<i>Online registration</i>	<i>Online form filling</i>
11/11/24	Special cases – formalization of the request	ppgturh@ucs.br
14/11/24	Special cases – result from the Selection Committee	Candidate's e-mail
14/11/24	Approval of registrations	https://www.ucs.br/ppgturh
18/11/24	1 st Stage - written test	Link to be sent to candidates with approved registration
19/11/24	Assessment of academic performance	
22/11/24	Announcement of the preliminary result	https://www.ucs.br/ppgturh

25/11/24	Appeal request	ppgturh@ucs.br
26/11/24	Appeal result	Candidate's e-mail
29/11/24	Disclosure of the final result	https://www.ucs.br/ppgturh
05 to 06/12/24	Enrollment	ppgturh@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 Tourism and Hospitality 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 PPGTURH 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, September 24, 2024.

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

GUIDELINES FOR PREPARING THE RESEARCH PROJECT

[5 to 10 pages]

1. Title

2. Focus of the study - sentence summarizing the research - maximum 3 lines

3. Introduction - presentation of the research subject, including the context of the theme, the researcher's trajectory and personal connection with the research project.

4. Research objectives - general and specific.

5. Problematization and theoretical framework - text detailing the research subject, based on theories, concepts and/or other research already carried out on the topic.

6. Methodology - presentation of a proposal regarding the set of research strategies and procedures to be used to carry out the investigation - how the research will be carried out.

7. Bibliographic References

Observation: bibliographic references must be in accordance with American Psychological Association (APA).