



DEAN OF RESEARCH AND GRADUATE STUDIES
SELECTION PROCESS FOR ADMISSION TO THE GRADUATE PROGRAM IN
BIOTECHNOLOGY – 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 Biotechnology (PPGBIO) – Doctorate 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 **August 06 to September 13, 2024**. The registration's approval will be announced on **September 18, 2024**, at <https://www.ucs.br/ppgbio>.

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 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.

- Resumé (Lattes resumes for Brazilian citizens)
- Appendix I, including documentary evidence. Appendix I and the supporting documents must be sent as a single file in PDF format to ppgbio@ucs.br by the closing date for registration. For scientific articles and patents, only the first page containing the publication and authorship information must be submitted.
- Proposal of a research project related to the research lines of the Program. The proposal must be approved and signed by the candidate and the chosen supervisor. The research project must be written in the following format: (A4 pages, Arial font, size 12, 1.5 line spacing, 2.5 cm margins, and a maximum of 6 pages, including the cover page with the project information: project title, full name of the candidate and supervisor, and PPGGIO research line in which the project fits). The project should include the state of the art and justification of the proposal, objectives, main methodologies, expected results, timetable, and references consulted. In the case of projects with more than 6 (six) pages, only the first 6 (six) pages will be considered for evaluation.
- Two letters of recommendation signed by professors, researchers, or other renowned professionals in areas related to the Program. The letters of recommendation MUST be sent directly by the recommender (or their assistant) to ppgbio@ucs.br by the application deadline in order to be accepted.

2.4 Posting of documents

The documents required to proceed with the selection process must be uploaded when filling out the online form. A copy of the curriculum vitae, Appendix I and supporting documents, research project and letters of recommendation must be sent to ppgbio@ucs.br by the application deadline. Incomplete applications will not be accepted.

3. Positions

Two (2) 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 Graduate Program in Biotechnology – Doctorate, conducted by a Committee made up of teachers appointed by the Program Board for this purpose, will comprise three stages:

5.1. Stage 1: Registration approval

Analysis of the submission of the documentation required for registration, with announcement by **September 18, 2024**. This stage is eliminatory. Applications will be announced on the PPGBIO website.

5.2. Stage 2: Analysis of academic performance

This stage consists of an analysis of the curriculum vitae, in which only the items described in the table in **Appendix I** will be assessed, according to the points awarded. The candidate who obtains the highest total score will be awarded 10 points, and the scores of the other candidates will be calculated proportionally. This stage accounts for 60% of the final score.

5.3. Stage 3: Interview and Inquiry on the Proposed Research Project

This phase consists of the presentation and oral defense of the research project. It will take place between **September 23 and 26, 2024**, starting at 9 a.m. online. Candidates will be required to present their project to the selection committee in 10-15 minutes, followed by an oral presentation. This phase is worth 40% of the final grade.

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.

7. Publication of preliminary results

The names of preliminarily selected candidates will be announced on **September 30, 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 (ppgbio@ucs.br) by **October 02, 2024**. The response to the appeal will be made by **October 03, 2024**.

9. Disclosure of the final result

The selected candidates will be announced on **October 04, 2024**.

10. Enrollment

Enrollments will take place from **October 07 to 09, 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 **September 13, 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 (ppgbio@ucs.br). The Selection Committee will officially inform by **September 17, 2024**, the total, partial, or impossibility of meeting the recommended conditions.

12. Timetable

Date	Stage	Responsible / Place
From 06/08/2024 to 13/09/2024	Online registration and submission of supporting documents (Item 5.2).	Candidate: Form on the PPGGIO website and e-mail.
By 13/09/2024	Special cases – formalization of the request (Item 11)	Candidate: Request via e-mail: ppgbio@ucs.br .
By 17/09/2024	Special cases – result from the Selection Committee (Item 11)	Selection committee: reply to candidate by e-mail.
By 18/09/2024	Approval of registrations (Item 5.1).	Selection committee: Publication on the PPGGIO website.
From 23/09/2024 to 26/09/2024	Selection stages (Items 5.2 and 5.3).	Selection via Google Meet platform with date and time to be communicated to approved candidates.
By 30/09/2024	Announcement of the preliminary result (Item 7).	Selection committee: Publication on the PPGGIO website.
By 02/10/2024	Appeal request (Item 8).	Candidate: Request via e-mail: ppgbio@ucs.br
03/10/2024	Appeal result (Item 8).	Selection committee: reply to candidate by e-mail.
04/10/2024	Disclosure of the final result (Item 9).	Selection committee: Publication on the PPGGIO website.
From 07/10/2024 to 09/10/2024	Enrollment (Item 10).	Candidate: PPGGIO office and mail: ppgbio@ucs.br .

13. Validity of the selection process

The selection process is valid for 6 (six) months from the date of publication of the final result and only for admission to the Postgraduate Program in Biotechnology for the Master's Degree.

14. Final dispositions

Successful candidates who were not selected in this selection process may apply to enroll as non-regular student to take isolated courses in accordance with the PPGBIO 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, August 06, 2024.

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

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Appendix I - Analysis of academic performance

Candidate: _____ **Date:** _____

Curriculum supporting documents and corresponding scores.

Note: only scores duly supported by supporting documents for each item indicated, including professional proof, will be validated.

Items	Score	Maximum score	Score (Filled in by the candidate)
01. Published articles classified on the QUALIS System of CAPES ¹ (QUALIS levels A e B) as the first author of the study.	2.0 / publication	-	
02. Published articles classified on the QUALIS System of CAPES ¹ (QUALIS levels A and B) as co-author. ²	1.5 / publication	-	
03. Published articles classified on the QUALIS System of CAPES ¹ (Qualis ¹ levels <B3 (1° author or co-author).	1.0 / publication	-	
04. Publications in non-indexed journals.	0.5 / publication (for 1° author) 0.2 / publication (collaborator)	2.0	
05. Book chapter publications.	0.5 / publication	2.0	
06. Granted patents	1.5 / patent	-	
07. Filled patents (under the examination process)	1.0 / patent	-	
08. Abstract and/or poster presented on scientific events	0.5 / abstract (for 1° autor) 0.2 / abstract (collaborator)	5.0	
09. Complementary courses in areas related to biotechnology with a minimum of 10 hours.	0.5 / course	3,0	
10. Specialization course in a field related to Biotechnology.	2.0 / course	2.0	
11. Time taken to complete the master's degree:3 a) Up to 24 months: b) 25 to 30 months: c) over 30 months	5.0 3.0 1,0	5.0	
12. Master's degree transcripts: a) Average between 80 and 100% b) Average between 70 and 79%:	2.0 1.0	2.0	

1. New CAPES Qualis (2017-2020 quadrennium) available at: <https://www.gov.br/capes/pt-br/aceso-a-informacao/acoes-e-programas/avaliacao/avaliacao-quadrienal/metodologia-do-qualis-referencia-quadrenio-2017-2020>.

2. If the candidate is a co-author of a publication, but with a contribution designation equivalent to that of the first author, the paper will be scored in the 1st author category.

3. Candidates who are completing their master's degree may score points in this category, provided that the defense committee has been approved by the program's collegiate body, the date has been set and the dissertation document has been delivered to the

committee members. Scoring in this area is conditional on receiving an opinion from a member outside the institution attesting that the dissertation document is suitable for defense and approval.