



Secretaria de Estado de Ciência, Tecnologia e Inovação - SECTI
Universidade Estadual do Norte Fluminense Darcy Ribeiro – UENF
Centro de Ciência e Tecnologia - CCT
Programa de Pós-graduação em Ciências Naturais - PGCN



POSTGRADUATE PROGRAM IN NATURAL SCIENCES - PPGCN

SELECTION NOTICE PPGCN-2022-1- SELECTION PROCESS: MASTER AND DOCTORATE DEGREES

1. General information about the postgraduate program

Program Name : Postgraduate Program in Natural Sciences - PPGCN

University/Center/: UENF/CCT/

Degrees: Master and Doctorate (Recognized by CAPES).

Classification Level: 4 (four).

Concentration Area: Natural Sciences

Program Website: <https://uenf.br/posgraduacao/ciencias-naturais/presentation/>

2.1. Applications: From 11/01/2021 to 11/30/2021

2.2. Modalities and documents for application:

2.2.1. Applications can be made in person at PPGCN Secretary from Monday to Friday from **9:00 am to 12:00 pm** or via electronic application through the available link at [SELECTION PROCESS WEBSITE](#) until 11:55 pm on the deadline for registration in accordance with item 2.1.

2.2.2. Upon registration, candidates must personally deliver the forms and copies of the forms and documents listed in item 2.2.2.1 or, if they have chosen to apply via electronic form, attach: 4 PDF files (1 form and 3 documentation files) for master level candidates or 5 files (1 form and 4 documentation files) for doctorate level candidates. Forms, Templates and Instructions indicated by an asterisk (*) can be obtained at [SELECTION PROCESS WEBSITE](#).

2.2.2.1 - Forms and documents:

1 - Form 1* - (in case of electronic submission, name the file as "Form-1-PGCN-2022-1-candidate-full-name". Indicate in the form only one Line of Research.

2 - Documentation 1 (copy) from items "a" to "d" with each document on a page sorted in the order below (in case of electronic submission, naming the file as "Documentation-1-PGCN-2022-1-candidate-full-name"):

a) Graduate degree certificate (full course) or equivalent document (front and back copy).

b) Master Certificate or equivalent document (Letter from advisor or other evidential document written on the letterhead of the institution properly dated, signed, and stamped attesting the date and approval of candidate Dissertation defense). This item applies only for the candidates to doctorate level (front and back copy).

c) Graduate Academic Record for the candidates to master and doctorate levels (front and back copy).

d) Master Academic Record for candidates to doctorate level (front and back copy).

3 - Documentation 2 (copy) from items "e" to "f" with each document on a page sorted in the order below (in case of electronic submission, name the file as "Documentation-2-PGCN-2022-1-candidate-full-name"):

e) Curriculum Vitae Score Table (available in **ANNEX 4** for candidates to Master Level or **ANNEX 5** for candidates to Doctorate Level) *. Observe the correct completion of the candidate's self-assessment column for each item and according to the evidential documents.

f) *Curriculum vitae* in [Lattes Format](#) with copies of the evidential documents MANDATORILY ordered and numbered according with the Score Table (item e).

4 - Documentation 3 (copy) from items "g" to "o" with each document on a page sorted in the order below (in case of electronic submission, name the file as "Documentation-

3-PGCN-2022-1-candidate-full-name”):

- g) Two photos 3x4 in color and with a white background.
 - h) Civil Identification Document if Brazilian candidates or passport if foreign candidates (copy).
 - i) CPF if Brazilian Candidates (copy).
 - j) Voter Registration Card (only for Brazilian Candidates (copy).
 - k) Civil Registry: Birth or Marriage Certificate (copy).
 - l) Military Certificate (copy) (only for Brazilian male candidates)
 - m) Work Card - CTPS (copy of the 2 pages of identification and contracts pages or copy of the paycheck(s) referring to the last month of salary earned (only for candidates with employment relationship).
 - n) Letter from the company/institution with which the candidate maintains the labor relationship, explaining the terms of release from normal activities for dedication to the course. Dedication to Graduate Studies must be full time and exclusive, but exceptional cases may be evaluated by the program's coordinating committee (only for candidates with employment relationship).
 - o) GRE - Proof of payment of the registration fee in the amount of R\$ 50.00 (fifty reais) to be made at any BRADESCO agency - See Instructions (**ANNEX 1**). In exceptional cases, the PPGCN coordinating committee may grant exemption from the payment of the registration fee upon formal request by the candidate in a specific form available on the program's website. The candidate must fill in the justifications and attach the proofs that may justify the exemption within 15 days before the registration deadline (item 2.1). The request can be delivered in person or sent to the program's e-mail address: pgcn@uenf.br. The PPGCN coordinating committee will release the results of the requests within 5 days before the registration deadline (item 2.1). Applications from candidates who have the application rejected and who do not present proof of payment of the GRE will not be approved.
- 5 - Documentation 4** (only for doctorate candidates) - item “p” (in case of electronic submission, name the file as “Documentation-4-PGCN-2022-1-candidate-full name”).
- p) Research Project Proposal * to be prepared in accordance with the instructions of the **ANNEX 6 (only for doctorate candidates)**.

2.2.3. Candidates must send three RECOMMENDATION LETTERS (in UENF format) * sent by persons related to the candidate's University Education or professional activities. The letters (in pdf format) must be delivered in a sealed envelope at the time of registration or sent directly by the declarant to the e-mail: pgcn@uenf.br until the deadline for registration in accordance with item 2.1. (**Subject: Recommendation Letter PPGCN-2022-1 – Candidate full name.**)

2.2.4. Candidates who wish to apply for the quota system, within the number of vacancies made available for this purpose, must submit the documentation required in **ANNEX 2** at the time of registration. The documentation must be organized in the order shown in **ANNEX 2** (in case of electronic submission, name the file as “Documentation-quota-PPGCN-2021-1-candidate-full-name”). Only for Brazilian candidates.

2.2.4.1 In the absence of any of the documents required in **ANNEX 2**, the candidate's application will be processed as a normal application.

2.2.4.2 Applications to compete under the quota system will be conditionally approved and the final approval of applications and final approval of the candidate's classification in the selection process will be made after the analysis carried out by technical committees, respectively referred to as the Socio-Economic Analysis Committee and the Quota Option Analysis Committee.

2.2.4.3 After analysis by the Socioeconomic Analysis Committee and the Quota Option Analysis Committee, candidates that do not meet the criteria in **ANNEX 2** will be eliminated from the selection process.

2.2.5. Master level candidates who have not yet graduated must send a statement from their Institution or University containing the probable date of graduation. The declaration will be considered as a document equivalent to item 2.2.2.1 (3-a). Applications will be conditionally approved, and the final approval of applications and final approval of the candidate's classification in the selection process will be made after proof of the

candidate's graduation. Candidates who do not present proof of graduation by the enrollment date will be eliminated from the selection process.

- 2.2.6.** Doctorate level candidates who have not yet defended the master's dissertation must send a statement from their Institution or University containing the probable date of the dissertation's defense. . The declaration will be considered as a document equivalent to item 2.2.2.1 (3-b). Applications will be conditionally approved, and the final approval of applications and final approval of the candidate's classification in the selection process will be made after proof of defense and approval of the candidate's dissertation. Candidates who do not present proof of defense and approval of the dissertation by the enrollment date will be eliminated from the selection process.
- 2.2.7.** Documents from items 2.2.2.1 (3a and 3b) (Graduate Degree Certificate and Master Certificate) if obtained in Brazil, must contain proof that the IES is recognized by MEC (Graduate and postgraduate studies). For certificates obtained abroad, the official translation and/or revalidation of the diploma by a Brazilian University must be presented up to the enrollment date.
- 2.2.8.** Documents from items 2.2.2.1 (3c and 3d) - Academic Records) must contain the date of graduation or the date of dissertation defense respectively and/or the date of emission of the respective certificates. These documents must be dated and signed on a letterhead paper by the issuing Institution or University.
- 2.2.9.** Candidates who, at the time application to this call, do not have a definitive academic record may send a provisional one, conditioned on the presentation of the definitive document until the date of enrollment in the Program. The candidate with an Academic Record issued abroad may send the version emitted in the country of origin, subject to the presentation of the official translation and/or revalidation of the Academic Record by a Brazilian University up to the enrollment date.
- 2.2.10.** The candidate, by submitting the required documentation, is responsible for the veracity of all the information provided.
- 2.2.11.** After enrollment, candidates will have up to 6 months to submit to UENF Academic Secretary all formal registration documentation that may have been accepted as an equivalent document.
- 2.2.12.** After the end of deadline for applications, the Coordinating Committee of PPGCN will carry out the evaluation for the purposes of approval of the applications within a period of up to 3 (three) business days.
 - 2.2.12.1.** Only the applications that are accompanied by all documents or their equivalents provided for in item 2 may be fully approved.
 - 2.2.12.2.** Applications that come unaccompanied by the documents provided for in items 2.2.2.1(3a and 3b) may be approved "with a condition", and the applicant is obliged to present these documents by the date of registration, under penalty of exclusion of this selection process.
 - 2.2.12.3.** Preliminary lists with approved applications and non-approved applications will be published on the program's website in accordance with the schedule of the selection process (**ANNEX 7**).
 - 2.2.12.4.** The list of approved applicants will contain the names of the candidates sorted in alphabetical order with information on the type of approval (whether the approval was full or with a condition).
 - 2.2.12.5.** The list of non-approved applications will contain the names of candidates sorted in alphabetical order with the reason that led to non-approval.
 - 2.2.12.6.** Candidates who do not have their applications approved may file an appeal with the Selection Process Appeals Committee in accordance with the selection process schedule (**ANNEX 7**).
 - 2.2.12.7.** The attachment of any of the documents listed in item 2.2.2 will not be accepted by means of an appeal.
 - 2.2.12.8.** The final lists of approved applications, after judgment of the appeals, will be published on the program website containing the approved applications and the non-approved applications, as described in items 2.2.12.4 and 2.2.12.5, and the results of the appeals in accordance with the schedule of the selection process (**ANNEX 7**).
 - 2.2.12.9.** Candidates included in the final list in accordance with item 2.2.12.8 with approved

registration (full or conditional) will be automatically called to carry out the phases of the Selection Process

- 2.2.12.10.** The registration fee will not be refunded in the cases of non-approved applications.
- 2.2.13.** Candidates who have any type of disability or special need to carry out the phases of the selection process must inform in the application form the type of disability and any special needs so that the PPGCN Coordinating Committee will provide the necessary adjustments to the participation of the candidate in the selection process.
- 2.2.14.** Approved and selected candidates who are called for enrollment must submit to the program secretariat all the originals referring to the documents required in item 2.2. which were presented in copies at the time of in person application. Candidates who have submitted documentation by electronic file must present the originals of the forms; present a copy of each of the documents sent via electronic files and submit all originals for validation. Failure to present any of the documents and their respective original evidential will lead to the disqualification of the candidate in the selection process.
- 3.1.** In compliance with the provisions of Law No. 6914 of November 6, 2014 (<http://alerj.rj.gov.br>), of the total vacancies offered in this Selection Notice the following are reserved for the quota system to attend graduate candidates, in socioeconomic need and that meet the following conditions:
- 12% (twelve percent) for black and indigenous graduate students.
 - 12% (twelve percent) for graduate students from public and private higher education
 - 6% (six percent) for people with disabilities, in accordance with current legislation; persons whose parents worked on civil and military police, military firefighters, security and prison administration inspectors, and are dead or incapacitated due to service.
- 3.1.1.** Competition for reserved vacancies is subject to compliance with the criteria established in paragraphs 1 and 2 of Article 1 of the afore mentioned Law.
- 3.2.** Candidates who wish to apply to compete for the Quota System Reserved Vacancies, must proceed in accordance with item 2.2 regarding the submission and requirements for approval of submissions for the Quota System.
- 3.3.** The Ethnic-Racial Self-Declaration and Self-Declaration for Indigenous templates are found in **ANNEX 2**
- 3.4.** If vacancies remain vacant after exhausting the criteria referred to in item II of article 1, the remaining vacancies must, obligatorily, be supplemented by candidates not opting for the quota system (Article 2 of Law 6914).
- 4.1.** The PPGCN Coordinating Committee will be responsible for analyzing and approving applications and for constitute the Evaluation Committees for each phase of the selection process and the Appeals Committee.
- 4.2.** Each Evaluation Committee will be responsible for evaluating a specific phase of the selection process
- 4.3.** The Appeals Committee will be responsible for evaluating and judging the appeals.
- 4.4.** The Evaluation Committees are sovereign as to the application of the evaluation criteria of the selection process defined by the Coordinating Committee of the Postgraduate Program in Natural Sciences and disclosed in this selection notice
- 4.5.** The Appeals Committee are sovereign as to the application of the appeal criteria of the selection process defined by the Coordinating Committee of the Postgraduate Program in Natural Sciences and disclosed in this selection notice
- 4.6.** The Evaluation Committees will be composed by accredited Professors of the Postgraduate Program in Natural Sciences and an evaluation committee being constituted for each phase of the selection process.

- 4.7. The Appeals Committee will be composed by accredited Professors of the Postgraduate Program in Natural Sciences.
- 4.8. The members of the Evaluation Committees and the Appeals Committee will be designated by the PPGCN Coordinating Committee according to the schedule of the selection process (**ANNEX 7**).
- 4.9. Each Evaluation Committee and the Appeals Committee will consist of at least 3 full Professors and one alternate, with its presidency appointed by the PPGCN Coordinating Committee.
- 4.10. Appeals against the composition of the Evaluation Committees and Appeals Committee must be filed within the deadlines established by the selection process schedule (**ANNEX 7**) and must be evaluated by the PPGCN Coordinating Committee before performing any of the selection phases.
- 4.11. A professor will be considered unseemly to participate of an Evaluation Committees and/or the Appeals Committee if:
- a) Whether or has been a spouse, partner, relative or similar up to the third degree of any of the candidates.
 - b) Is litigating judicially or administratively with any of the candidates or with any of the persons mentioned in item 4.11-a.
 - c) Have close friendship or notorious enmity with any of the candidates, or any of the individuals mentioned in item 4.11-a.
 - d) Be a member of the same business company as any candidate.
 - e) Be a member of a director board of an entity of any nature in which any candidate is also a director.
- 4.12. It is an obligation of the candidates to inform the existence of any of the personal, professional, and academic ties listed in item 4.11 with any of the members of the Evaluation Committees and Appeals Committee, under penalty of exclusion from the selection process.
- 4.13. It is lawful to any interested party to raise an impediment to the participation of any member in the Evaluation Committees and Appeals Committee, by simple petition, within the deadlines defined by the schedule of the selection process (**ANNEX 7**). The petition will be evaluated by the Program Coordinating Committee before performing any of the phases of the selection process.
- 4.14. The member considered unseemly to participate of an Evaluation Committee or Appeals Committee will be replaced:
- a) By another professor, among the full members, as designated by the Program Coordinating Committee, in the case of the president.
 - b) By one of the alternate members, in the case of regular members
- 4.15. Exceptionally and with due justifications and, at the discretion of the PPGCN Coordinating Committee, faculty members from other UENF postgraduate programs or from other institutions may be indicated as members of the Evaluation Committees and Appeals Committee.

5. Vacancies offered for master and doctorate levels

- 5.1. The occupation of vacancies is based on the selection criteria defined in items 6, 7 and 8 of this Selection Notice.
- 5.2. **32** vacancies for the Masters level and **19** vacancies for the Doctorate level are offered according to the distribution in the Lines of Research, Advisor and Themes listed in **ANNEX 3**.

- 5.3.** Candidates may only apply for a single vacancy defined by the Research Line, advisor and research topic, for which they will compete exclusively. The candidate's application for a Line of Research not included in this selection notice or, the lack of indication of the Line of Research, Advisor or Theme in the application form, will imply in the non-approval of the application.
- 5.4.** There will be a waiting List and, in case there is availability of new vacancies for the same line of research, advisor and theme chosen at the time of application in accordance with **ANNEX 3** of this selection notice. Unclassified Approved candidates will make up a waiting list and may be called to fill these vacancies according to the deadline established by the selection process schedule (**ANNEX 7**).

6. Phases of the selection process

6.1.

- 6.2.** The phases of the selection process may occur entirely in presential mode, entirely in virtual mode or mixed (presential and virtual modes) as established in item 6.3. The phases that occur virtually will use digital information and communication technologies available at PPGCN and accessible to candidates through their own internet connection.

6.2.1. Upon application, the candidate may request authorization from the PPGCN Coordinating Committee to carry out one or more presential mode phases in virtual mode, provided that he/she presents the relevant justifications for his/her request, such as: health issues, mobility difficulties and distance from the Campus of UENF that make it unfeasible to carry out the phase(s) in presential mode. The request must be made through an electronic form available on the website of the selection process, and the candidate must attach the documents that prove the need to carry out in virtual mode the referred phase(s). After analysis by the PPGCN Coordinating Committee, the candidate will be informed about the approval or not of his request

6.2.2. The PPGCN Coordinating Committee can decide on the completion of all phases of the selection process in virtual mode in case there are situations that make it impossible to carry out the phases of the selection process in presential mode.

- 6.3.** To enable participation in virtual mode phases of the selection process, candidates must have or provide access to the internet according to the dates and times established in the schedule (**ANNEX 7**). The PPGCN Coordinating Committee will provide the necessary information so that candidates can access the environments and tools to be used in the various phases of the selection process.

- 6.4.** The selection process will comprise the following steps, modes and character:

PHASE	MODE	CHARACTER
Curriculum and Academic Record Analysis	Virtual - By the Evaluation Committee	Eliminatory Master < 4,0 Doctorate < 6,0
General Knowledge Test	Presential (virtual in special situations and upon request)	Eliminatory Master < 6,0 Doctorate < 6,0
Foreign Language (English)/Interpretation of Scientific Article Test	Presential (virtual in special situations and upon request)	Eliminatory Master < 4,0 Doctorate < 6,0
Candidates Interview	Virtual	Eliminatory Master < 6,0 Doctorate < 6,0
Presentation/Argumentation of Research Project Proposal (only for doctorate candidate)	Virtual	Eliminatory Master < 6,0 Doctorate < 6,0

6.4.1. Curriculum and Academic Record Analysis: The curriculum and Academic Record Analysis will be based on the evidential documents presented by the candidate at the time of application (item 2.2) and according to the score table provided in **ANNEX 4** (Master Level Candidates) and **ANNEX 5** (Doctorate Level Candidates) of this selection notice. In the evaluation, filling out the candidate's self-assessment and the correct ordering of the evidential documents will be observed in accordance with items 8.1.2.1 and 8.2.2.2.(Master Level) and 8.2.2.1 and 8.2.2.2 (Doctorate Level). This phase of the selection process will be eliminatory for the master and doctorate level candidates..

6.4.2. General Knowledge Test: The General Knowledge Test will be carried out with candidates for master and doctoral levels who have been classified in phase 6.3.1. The questions of the general knowledge test will be based on legislation, regulations, rules and resolutions related to postgraduate studies in Brazil, UENF and PGCN, and scientific article(s) of a general and interdisciplinary nature available in [SELECTION PROCESS WEBSITE](#) for prior reading. The test will last 3 (hours), and will be held according to the date and time established in the selection process schedule (**ANNEX 7**). The General Knowledge Test phase will be eliminatory for Masters and Doctoral Level candidates.

6.4.2.1. In case of virtual application, the link and platform will be informed in advance and made available on the program's website. The test will last 3 hours, according to the date and time established in the selection process schedule (ANNEX 7). To take the test, access to the virtual environment with a video camera and a microphone activated will be required.

6.4.3. Foreign language (English)/Scientific Article Interpretation Test: The Foreign Language (English)/Scientific Article Interpretation Test will be carried out with candidates for the master and doctoral level who have been classified in phase 6.3.2.. The interdisciplinary scientific article(s) in English will be made available at the time of the test application. The article(s) will be in Whitten English, the questions will be made in written English and answers should be made in written English. The test will last 3 (hours), and will be held according to the date and time established in the selection process schedule (ANNEX 7). Candidates will be able to consult an English/English dictionary. The Foreign Language (English)/Scientific Article Interpretation Test phase will be eliminatory for Master and Doctoral level candidates. The result of this test may be used as an equivalent for the foreign language proficiency requirement in case of enrollment in the program and if reached the minimum score established for equivalence.

6.4.3.1. In case of virtual application, the link and platform will be informed in advance and made available on the program's website. The test will last 3 hours, according to the date and time established in the selection process schedule (**ANNEX 7**). To take the test, access to the virtual environment with a video camera and a microphone activated will be required. Candidates will be allowed to consult an English/English dictionary. Consultations on internet pages or electronic translators will not be allowed during the exam.

6.4.4. Candidate Interviews: The interviews will be carried out with candidates for the master' and doctorate level who have been classified in phase 6.3.3. The order, date and time of the candidates' interviews will be drawn and disclosed according to the schedule of the selection process (**ANNEX 7**) and cannot be changed under any circumstances. The interview will last from 15 to 20 minutes. The interview will be conducted through a videoconference applicative whose date, time and link will be informed in advance to candidates and made available on the program's website. To carry out the interview, the candidate must access the videoconference link provided with an activated video camera and microphone. The interview phase will be eliminatory for candidates for master and doctorate level.

6.4.5. Presentation/Argumentation of Research Project Proposal (for doctorate candidates only): The presentation/argumentation of the research project proposal will be carried out with the doctoral candidates classified in step 6.3.4. The order, date and time of the candidates' presentation will be drawn and disclosed according to the selection process schedule (**ANNEX 7**) and cannot be changed under any

circumstances. For the presentation, the candidate will have a maximum of 15 minutes followed by an inquiry for up to 10 minutes. The presentation/argumentation of a research project proposal will be carried out through a videoconference applicative whose date, time and link will be informed in advance to the candidates and made available on the program's website. To carry out the presentation/argumentation of a research project proposal, access to the videoconference link provided with an activated video camera and microphone will be required. The presentation/argumentation of a research project proposal phase will be eliminatory and will be carried out only by doctoral candidates.

7. Schedule

- 7.1. All phases and steps of this selection process will follow the schedule established in **ANNEX 7**.

8. Evaluation and Classification

8.1. MASTER LEVEL

- 8.1.1. A delay of more than 10 minutes by the candidate will not be tolerated in order to establish access to any phase of the selection process, with absence being attributed and a score of 0.0 (zero) for the respective phase(s) in which the delay limit is exceeded.
- 8.1.2. The Curriculum and Academic Record phase will be carried out in accordance with the schedule presented in **ANNEX 7**. Candidates with an average grade of less than 4.0 (four) in this phase of the evaluation will be eliminated.
- 8.1.2.1. It is mandatory for the candidate to present the Curriculum in the LATTES format and sort the evidential documents in numerical order according to the score table in **ANNEX 4**. If there is more than one document in the same category, the number must be followed by a letter, for example: 1st , 1b, 1c; 3a, 3b, 3c...
- 8.1.2.2. Only items duly proven by copy will be scored in the curriculum and Academic Record analysis
- 8.1.3. The General Knowledge Test stage will have a maximum score of 10.0 (ten). Candidates with an average grade of less than 6.0 (six) in this phase of the evaluation process will be eliminated
- 8.1.4. The phase of Foreign Language (English)/Scientific Article Interpretation Test will have a maximum score of 10.0 (ten). Candidates with an average grade of less than 4.0 (four) in this stage of the assessment will be eliminated.
- 8.1.5. In the interview phase, the candidate will be asked about his academic and scientific background, as well as about his prospects for entering the course, research line, advisor and chosen theme, with a score from 0.0 (zero) to 10.0 (ten) for each member of the evaluation committee. The candidate's grade in this stage will be the arithmetic average of the grades given by the members of the evaluation committee. Candidates with an average grade of less than 6.0 (six) in this phase of the evaluation process will be eliminated.
- 8.1.6. The Final Grade of the Master Level selection process will result from a weighted average of the grades obtained, applying the weights established according to the table below:

Evaluation Phase	Weight	Character
Curriculum and Academic Record Analysis	2	Eliminatory (<4,0)
General Knowledge test	3	Eliminatory (<6,0)
Foreign Language (English)/Scientific Article Interpretation Test	3	Eliminatory (<4,0)
Candidate Interviews	2	Eliminatória (<6,0)

- 8.1.7. The final classification will be by vacancies according to the option of Line of Research /Advisor/Theme chosen at the time of submission by the candidate. There will be a waiting list for approved but unclassified candidates within the same Line of Research

/Advisor/Theme option. Under no circumstances can a candidate be classified or reassigned to another vacancy other than the one chosen at the time of submission.

- 8.1.8.** Candidates who obtain a Final Grade lower than 6.0 (six) will be eliminated from the selection process and cannot be on the waiting list.
- 8.1.9.** Candidates who obtain a Final Grade equal to or greater than 6.0 (six) will be listed in descending order of the final grades within the Line of Research line/Advisor/Theme vacancy option.
- 8.1.10.** In case of equality of grades, the following tiebreakers will be successively adopted:
- Grade in The Foreign Language (English)/Scientific Article Interpretation
 - Grade in General Knowledge Test
 - Grade in Curriculum and Academic Record Analysis
 - Grade in Candidate Interviews
- If there is still an equality, the age criterion will be used, giving preference to the older candidate
- 8.1.11.** The vacancies will be filled according to the order of classification of the candidates, after applying the tie-breaking criteria, until the total number of vacancies offered is filled, with the creation of a waiting list for approved but not classified candidates.
- 8.1.12.** If there are scholarships available for the program, the priority classification for granting scholarships will be made based on the general classification scores for each of the levels (master and doctorate), observing the criteria, rules and resolutions regarding the granting of scholarships by PPGCN, UENF and Development Agencies.

8.2. DOCTORATE

- 8.2.1.** A delay of more than 10 minutes by the candidate will not be tolerated in order to establish access to any phase of the selection process, with absence being attributed and a score of 0.0 (zero) for the respective phase(s) in which the delay limit is exceeded.
- 8.2.2.** The Curriculum and Academic Record phase will be carried out in accordance with the schedule presented in **ANNEX 7**. Candidates with an average grade of less than 6.0 (six) in this phase of the evaluation will be eliminated.
- 8.2.2.1.** It is mandatory for the candidate to present the Curriculum in the LATTES format and sort the evidential documents in numerical order according to the score table in **ANNEX 5**. If there is more than one document in the same category, the number must be followed by a letter, for example: 1st , 1b, 1c; 3a, 3b, 3c...
- 8.2.2.2.** Only items duly proven by copy will be scored in the Curriculum and Academic Record analysis
- 8.2.3.** The General Knowledge Test stage will have a maximum score of 10.0 (ten). Candidates with an average grade of less than 6.0 (six) in this phase of the evaluation process will be eliminated.
- 8.2.4.** The phase of Foreign Language (English)/Scientific Article Interpretation Test will have a maximum score of 10.0 (ten). Candidates with an average grade of less than 6.0 (six) in this stage of the assessment will be eliminated.
- 8.2.5.** In the interview phase, the candidate will be asked about his academic and scientific background, as well as about his prospects for entering the course, research line, advisor and chosen theme, with a score from 0.0 (zero) to 10.0 (ten) for each member of the evaluation committee. The candidate's grade in this stage will be the arithmetic average of the grades given by the members of the evaluation committee. Candidates with an average grade of less than 6.0 (six) in this phase of the evaluation process will be eliminated.
- 8.2.6.** In the presentation/argument of research project proposal phase, the candidate will be evaluated in relation to his/her ability to propose, understand and defend a research project related to the line of research and theme of the applied vacancy, being assigned a grade of 0, 0 (zero) to 10.0 (ten) for each member of the evaluation committee. The candidate's grade in this stage will be the arithmetic average of the grades given by the members of the evaluation committee. Candidates with an average grade of less than 6.0 (six) in this phase of the evaluation process will be eliminated.
- 8.2.7.** The Final Grade of the Doctorate Level selection process will result from a weighted average of the grades obtained, applying the weights established according to the table

below:

Evaluation Phase	Weight	Character
Curriculum and Academic Record Analysis	3	Eliminatory (<6,0)
General Knowledge test	1	Eliminatory (<6,0)
Foreign Language (English)/Scientific Article Interpretation Test	2	Eliminatory (<6,0)
Candidate Interviews	2	Eliminatory (<6,0)
Presentation/argumentation of the research project proposal	2	Eliminatory (<6,0)

8.2.8. The final classification will be by vacancies according to the option of Line of Research /Advisor/Theme chosen at the time of submission by the candidate. There will be a waiting list for approved but unclassified candidates within the same Line of Research /Advisor/Theme option. Under no circumstances can a candidate be classified or reassigned to another vacancy other than the one chosen at the time of submission.

8.2.9. Candidates who obtain a Final Grade lower than 6.0 (six) will be eliminated from the selection process and cannot be on the waiting list.

8.2.10. Candidates who obtain a Final Grade equal to or greater than 6.0 (six) will be listed in descending order of the final grades within the Line of Research line/Advisor/Theme vacancy option.

8.2.11. In case of equality of grades, the following tiebreakers will be successively adopted:

- Grade in The Foreign Language (English)/Scientific Article Interpretation
- Grade in General Knowledge Test
- Grade in Curriculum and Academic Record Analysis
- Grade in Candidate Interviews

If there is still an equality, the age criterion will be used, giving preference to the older candidate.

8.2.12. The vacancies will be filled according to the order of classification of the candidates, after applying the tie-breaking criteria, until the total number of vacancies offered is filled, with the creation of a waiting list for approved but not classified candidates.

8.2.13. If there are scholarships available for the program, the priority classification for granting scholarships will be made based on the general classification scores for each of the levels (master and doctorate), observing the criteria, rules and resolutions regarding the granting of scholarships by PPGCN, UENF and Development Agencies.

9. Appeals

9.1. The appeals must be made through the form made available for this purpose on the website of the Selection Process in accordance with the deadlines established in the schedule **(ANNEX 7)**.

9.2. The Appeals Committee will judge all appeals by the deadline indicated in this selection notice and according to the established schedule **(ANNEX 7)**.

9.3. Appeals concerning the final results of the selection process in cases of illegality or miscalculation will be made to the Program Coordinating Committee within 2 (two) business days after the disclosure of the Preliminary Final Result

9.3.1. New appeals referring to the evaluations of the concluded phases will not be accepted on this occasion, with the appeals in each phase being destined for this purpose.

9.3.2. Appeals concerning the final result must be presented through a petition in 2 (two) copies of equal content addressed to the Coordinating Committee of the PPGCN

9.4. Appeals against the final result must be presented through 2 (two) copies of equal content of petition addressed to the Coordinating Committee of the PPGCN.

9.5. After the judgement of all appeals, the Final Result will be disclosed

9.6. The final result will consist of the disclosure of lists by level (master and doctorate) and by Research Line/Advisor and Theme of each vacancy, with the names of candidates in descending order of classification, the corresponding final grade and, the information "Approved/Classified" ; "Approved/Not classified" or "Eliminated" as the case.

10. Call of approved and classified candidates

10.1. Once the selection process is concluded and the final result has been announced, the selected candidates will be invited to present themselves for enrollment within the period stipulated by the UENF Graduate Academic Calendar.

10.2. Candidates will be called by publication of the notice on the Selection Process website and an electronic message will be sent to the e-mail address provided by the candidates in the application form.

10.3. The Postgraduate Program in Natural Sciences works on an exclusive dedication basis (40 hours/week). At the discretion of the Coordinating Committee, part-time students may be accepted (with a minimum of 30 hours/week dedicated to the Program). In the act of convening the candidates approved for enrollment, forms will be made available for declaring the existence or not of an employment relationship and requesting partial dedication to the program. Students approved in the selection process who request authorization for part-time will only be able to enroll after the request has been granted. In cases of rejected application, the candidate will be eliminated from the selection process and the next candidate for a vacancy on the waiting list will be called.

11. Final dispositions

11.1. Will be eliminated and automatically excluded from the selection process the candidate who:

- Make statements or present false documents at any of the selection phases.
- Do not submit all required documentation within the terms and conditions stipulated in this Notice.
- Do not enroll in the Program on the date specified by the UENF Graduate Academic Calendar.
- Do not attend any of the phases of the selection process on the schedule dates and times.

11.2. The documentation of not classified or eliminated candidates, presented in copies upon the presential submission, will remain at the Program Secretariat for a period of up to 3 (three) months after the disclosure of the final result, and may be withdrawn by the candidate during this period.

11.3. It is the candidate's right to obtain access, upon request, to the mirrors and other documents that allow him to appeal the results of the phases during the appeal deadlines according with established schedule of the selection process (**ANNEX 7**).

11.4. Situations not foreseen in this notice will be resolved by the Program Coordinating Committee, by the UENF Research and Postgraduate Chamber or by the Superior Deliberative Councils of the University, according to their competences

Campos dos Goytacazes, XX de xxxxxxxx de 2021

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COORDINATOR
POSTGRADUATION PROGRAM IN NATURAL SCIENCES
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