



UNIVERSIDADE FEDERAL DE SÃO CARLOS
CENTRO DE CIÊNCIAS AGRÁRIAS
Graduate Program in Plant Production and
Associated Bioprocesses – PPGPVBA
www.ppgpvba.ufscar.br – ppgpvba@ufscar.br



Via Anhanguera, km 174 - CP. 153. CEP 13600-970 – Araras (SP) — Phone/Fax 55 (19) 3543-2582

**SELECTION NOTICE FOR ADMISSION IN 2021 TO THE GRADUATE
PROGRAM IN PLANT PRODUCTION AND
ASSOCIATED BIOPROCESSES (PPGPVBA-Ar) OF THE UNIVERSIDADE
FEDERAL DE SÃO CARLOS - ACADEMIC MASTER'S DEGREE**

The Coordination of the Graduate Program in Plant Production and Associated Bioprocesses (PPGPVBA-Ar) makes public the opening of applications and establishes the rules for the selection of candidates for the Master's degree program in Plant Production and Associated Bioprocesses to be offered at Universidade Federal de São Carlos (UFSCar), *Campus Araras*

I. About the vacancies. This selection offers 24 places for the Master's program. Classified applicants will be assigned to advisors, in the order of students' classification.

II. About the Selection. The selection consists of three stages, one eliminatory (project evaluation) and two classificatory (project defense and curriculum analysis).

1. THE SELECTION COMMITTEE

1.1 The present selection process will be conducted by a Selection Committee to be composed of members appointed among the professors listed below, all professors accredited to PPGPVBA-Ar at UFSCar.

1.2 Each registered candidate shall inform in a specific declaration on the application form, if he/she has links with any of the members of the PPGPVBA-Ar faculty that may interfere with the result of the selection process, if that professor is appointed to the Selection Committee.

1.3 Depending on the information collected in the candidates' declarations, the Graduate Committee (CPG), after proceedings to clarify what is necessary, will decide on the constitution of the Selection Committee, disclosing its decision on the PPGPVBA-Ar website, as provided for in the Schedule (Annex I) of the selection process.

1.4 List of professors accredited to PPGPVBA-Ar:

1. Prof. PhD. Alfredo Seiiti Urashima
2. Prof. PhD. Anastácia Fontanetti
3. Prof. PhD. Ane Hackbart de Medeiros
4. Prof. PhD. Eduardo Dal´Ava Mariano
5. Prof. PhD. Evandro Henrique Schinor
6. Prof. PhD. Fernando César Sala
7. Prof. PhD. Helvécio Della Coletta-Filho
8. Prof. PhD. Jean Carlos Cardoso
9. Prof. PhD. Márcia Maria Rosa Magri
10. Prof. PhD. Mariana Altenhofen da Silva
11. Prof. PhD. Marco Aurélio Takita
12. Prof. PhD. Mariangela Cristofani-Yaly
13. Prof. PhD. Monalisa Sampaio Carneiro
14. Prof. PhD. Reinaldo Gaspar Bastos
15. Prof. PhD. Rodrigo Gazaffi
16. Prof. PhD. Sandra Regina Ceccato Antonini

2. APPLICATION TO THE SELECTION

2.1. Eligibility to apply to the selection of the Master's Program in Plant Production and Associated Bioprocesses at UFSCar - Campus Araras, depends on having completed a higher education degree in the areas of Agrarian Sciences, Biological Sciences, Biotechnology, Chemistry, Chemical Engineering, Food Engineering, and others whose formation theme is consistent with the Lines of Research of the Master's program.

2.2. The registration will be done exclusively by email. The documents required for registration should be sent to the email ppgpvba@ufscar.br within the period described in Schedule (Annex I). The documents should be scanned and sent along with the registration form. Each file should be nominated with the document type followed by

the candidate's name, as following: Registration form_candidate's name; Undergraduate records_ candidate's name; Undergraduate diploma_candidate's name; Curriculum_ candidate's name; Identity documents_ candidate's name; Project_ candidate's name.

23. The following documents must be presented:

2.3.1. Registration form available at the PPGPVBA-Ar/CCA/UFSCar website (Annex II - <http://www.ppgpvba.ufscar.br/processo-seletivo>);

2.3.2. Copy of the Undergraduate records, with all subjects taken, including withdrawals and failures;

2.3.3. Copy of the undergraduate diploma and/or undergraduate certificate. In the case of candidates who will complete their undergraduate studies at the end of 2020 or beginning of 2021, it is mandatory to present a copy of the document that proves that the candidate is able to graduate before the start date of the program, and, in the case of approval in the selection, to present the undergraduate diploma or certificate upon enrollment. Due to the pandemic of the new coronavirus and the suspension of face-to-face activities at Universities, the candidate selected in the present selection process will be able to start activities in the Master's course from August 2021 provided that he/she presents a University document attesting that the candidate will be able to complete the credits of the undergraduate course until July 2021 and estimating the date of degree.

2.3.4. *Curriculum vitae* (CNPq Lattes model).

2.3.5. The curriculum in a model other than the Lattes Platform will not be accepted. All activities registered in the curriculum must be accompanied by supporting documents (copies of the originals, without the need for certification). Only activities proven with documents will be considered for the purpose of analyzing the curriculum. All supporting documents must be numbered and included according to the sequential order of the criteria described in the notice for curriculum assessment - Annex III, separating the set of documents for each item by a blank sheet ("Research activities", "Published articles", "Abstracts and full papers", "Other academic and professional activities" and "Other publications and participation in events and courses", "Specialization program", "Master's degree"). Applicants who do not have a Lattes Curriculum can register at the website: https://www.cnpq.br/cvlattesweb/pkg_cv_estr.inicio. The curriculum and supporting documents must be combined into a single PDF document.

2.3.6. Copies of the RG and CPF (the national driver's license will not be accepted). In the case of a foreign candidate, send a certified copy of the RNE.

2.3.7. Research project pertaining to one of the two lines of research of the PPGPVBA-Ar, in its own model (according to Annex IV). The project should not reveal the name of the possible advisor. The project presented will not necessarily be the project that the student will develop if he/she is approved in this selection.

2.3.8. Conditional registration is prohibited.

24. Candidates will have their application for registration previously reviewed by CPG for the purpose of checking the documentation required for registration. Applicants who submit incomplete documentation will be denied registration.

25. After analyzing the registration documents, CPG will publish on the graduate program website:

- a) the list of candidates whose applications were accepted;
- b) the list of candidates whose applications were rejected, in which a brief explanation will be given in relation to each candidate whose name appears on such list, as for the reason(s) for the rejection of the application; and
- c) the names of the members of the Selection Committee.

26. From the date of disclosure of the list of candidates whose applications were rejected, those whose names appear on that list will have a period of 9 days to appeal against the rejection of their application. The appeal should be sent to the email ppgpvba@ufscar.br.

27. Under penalty of summary dismissal of the appeal, the applicant who appeals must point out the reasons that justify it as well as attach any documents relevant to the case.

28. Once the appeals have been analyzed, the CPG will deliberate and publish the result of the decision on the graduate program website, succinctly pointing out the reasons for granting or dismissing the appeal.

29. On the same date, a definitive list of registered candidates will also be released.

3. IMPUGNATIONS WITH RESPECT TO MEMBERS OF THE SELECTION COMMITTEE

3.1. From the date of publication of the definitive list of registered candidates (see Schedule in Annex I), those candidates whose names appear on the list will have a period of 9 days to present a objection in view of the participation in the Selection Committee of any of its members.

3.2. Under penalty of summary dismissal of the objection, the candidate will expressly point out to whom it is addressed and the reasons that justify it, in particular pointing out, depending on the case, the existence between a member of the Selection Committee and a candidate participating in the selection process, of relationships or bonds that may interfere with the result of the selection process.

3.3. If no objection is made within the stated period, the candidate will lose the right to do so.

3.4. Objections will be judged by the CPG. In case of acceptance of any of them, CPG will adopt the necessary measures to replace the member(s) of the Selection Committee considered impeded or suspected, and will also disclose the result of the judgment and the composition of the Selection Committee on the graduate program website, according to the schedule (Annex I).

4. SELECTION PROCESS

4.1. The selection process consists of three stages: Stage 1 (eliminary) - evaluation of the project; Stage 2 (classification) - defense of the project; and Stage 3 (classificatory) - curriculum analysis.

4.2. Stage 1 will consist of the evaluation of the project submitted by the candidate at the time of registration. The project will be evaluated by the Selection Committee and by specialists indicated by it in the project subjects, according to established criteria and included in Annex III. A score from 0 to 10 (zero to ten) will be assigned to the project, with one decimal place.

4.3. Candidates who score 6.0 or higher in Stage 1 will be classified for Stage 2, which will consist of defending the project before the Selection Committee. The candidate will be challenged by the Selection Committee through a session via Google Meet, according to the schedule to be made available on the date set in the schedule (Annex I). The candidate will be given a score from 0 to 10 (zero to ten) by each member of the

Committee, to one decimal place. The criteria for awarding grades are set out in Annex III.

44. In Stage 3, the curriculum will be analyzed by the Selection Committee based on the documentation delivered by the candidate upon registration, according to criteria established by CPG and contained in Annex III. A score from 0 to 10 (zero to ten) will be given, to one decimal place.

45. The final weighted average of each candidate will be calculated as follows: (Project grade \times 0.2) + (project defense grade \times 0.4) + (curriculum analysis grade \times 0.4).

46. The candidate who does not participate in the defense of the project will be given a score of zero in this stage.

47. Candidates who receive a weighted final average greater than or equal to 6.0 will be classified. After disclosing the results and classification, the Selection Committee will consult the approved candidates as to the advisor to be appointed, in the order of classification, in the period established in the Schedule (Annex I). This consultation will be made by email registered in the Registration Form. If the candidate is not interested in the available advisors, the candidate must sign a vacancy waiver form.

48. After the distribution of the total vacancies available, if there are still classified candidates, these can be called in case of dropouts during the registration period.

49. Successful candidates who will complete their graduation by July 2021 can only be enrolled in August 2021, after delivery of the document attesting the completion of their degree. In case of student withdrawal or in case the student does not present the necessary documentation for enrollment, the vacancy will be considered as remaining and may be part of the vacancy bank for the next selection process.

4.10. Only candidates who decided for the advisor will be able to enroll in PPGPVBA-Ar on the date established in the schedule (Annex I)

4.11. The final classification of the selected candidates will be established based on the final average (in descending order). In the event of a tie in the final average, the score of the project defense will be used for the tiebreaker.

5. APPROVAL

51. Only candidates who were not disqualified in the selection process described in item 4 of this Notice will be considered approved.

52. The final results will be published on the dates established in the Schedule (Annex I) at the website <http://www.ppgpvba.ufscar.br/processo-seletivo>.

6. APPEAL REQUEST

61. During the periods provided for in the Schedule (Annex I), the appeal request must be sent to the email ppgpvba@ufscar.br and sent by the email registered in the registration form. The appeal request should include what the Selection Committee wants to review, as well as the justification for the request.

62. If there is no request for appeal within the periods provided for in the Schedule, the Selection Committee will issue a memorandum stating that there was no request for appeal and ratifying the result initially disclosed.

7. ENROLLMENT

71. Enrollments will take place from February 15 to 19, 2021. Instructions for enrollment will be sent to selected candidates.

72. Candidates who do not enroll in the PPGPVBA-Ar at UFSCar within the aforementioned deadline will be considered a dropout, unless they have submitted a document proving completion of the degree by July 2021.

8. VACANCES NOT FILLED IN THE SELECTION PROCESS

8.1 If the vacancies provided for in this Selection Process are not filled, there may be another Selection Process for entry in August 2021.

9. FINAL PROVISIONS

9.1. The candidate registration implies his/her acceptance of the rules and instructions for the selection process, contained in this notice and in the communications issued.

ANNEX I

Schedule	
About the Registration	
Public Notice	14/08/2020
Deadline for challenging the Public Notice or requesting clarification in relation to the text of the Public Notice	24/08/2020
Disclosure regarding the challenge or request for clarification on the Notice	25/08/2020
Registration period	26/08 to 18/10/2020
Publication of the members of the Selection Committee	20/10/2020
Publication of the list of accepted and rejected entries	20/10/2020
Deadline for appealing rejected applications	21/10 to 30/10/2020
Deadline for challenging members of the Selection Committee	21/10 to 30/10/2020
Definitive list of deferred registrations and result of rejected registration appeals	03/11/2020
Publication of the final composition of the Selection Committee	03/11/2020
About the Selective Process	
<u>Stage 1</u> : Evaluation of the project by the Selection Committee	04 to 06/11/2020
Disclosure of the results of Stage 1	09/11/2020
Deadline for appeal to results of Stage 1	10 to 19/11/2020
Disclosure of the appeal decision of Stage 1	20/11/2020
Disclosure of the schedule for the project defense via Google Meet	20/11/2020
<u>Stage 2</u> : Project defense via Google Meet	24 to 25/11/2020
<u>Stage 3</u> : Curriculum analysis	26 to 27/11/2020
Disclosure of the results of Stages 2 and 3 and classification of candidates	03/12/2020
Deadline for requesting appeal to the results of Stages 2 and 3	04 to 14/12/2020
Disclosure of the appeal decision of Stages 2 and 3	15/12/2020
Disclosure of the final result	15/12/2020
Deadline for the candidate to confirm interest in the advisor	16 to 17/12/2020
Definitive list of selected candidates and respective advisors	21/12/2020
Enrollment of selected students	15 to 19/02/2021

ANNEX II
REGISTRATION FORM FOR ADMISSION TO THE ACADEMIC MASTER'S
PROGRAM IN PLANT PRODUCTION AND ASSOCIATED BIOPROCESSES
- UFSCar - IN THE 1ST SEMESTER 2021

Personal data:

Name: _____

Request the use of Social Name: () Yes () No

If yes, Social Name: _____

Address: _____ Number: _____ Complement: _____

ZIP Code: _____ City: _____ State: _____

Home phone: () _____ Cell phone: () _____

email address: _____ Marital status: _____

Date of birth: ____/____/____ Nationality: _____ Place of birth: _____

Mother's name: _____

Father's name: _____

RG (or RNE): _____ Issuing agency: _____ CPF: _____

University education:

Course: _____

Institution: _____

Year of entry: _____ Year of diploma: _____

Link with program professors

See Annex V and the List of professors accredited to PPGPVBA-Ar (see in the notice item 1.4). Indicate only the link type number.

Professor PhD _____ Link(s):

Professor PhD _____ Link(s):

Professor PhD _____ Link(s):

I declare to be aware of the terms contained in the Selection Notice for Admission to the Academic Master's Degree Program in Plant Production and Associated Bioprocesses - Center for Agricultural Sciences - Federal University of São Carlos - in the first academic semester of 2021, published at <http://www.ppgpvba.ufscar.br/processo-seletivo>

Araras, Month, Day, Year

Signature of Applicant

ANNEX III
CRITERIA FOR EVALUATION OF THE PROJECT - STAGE 1

Item	Maximum score
Content: clarity, correctness and cohesion	1.5
Novelty	1.5
Relevance of the proposal to the lines of research of the program and feasibility	3.0
Objectives: precision and consistency	2.0
Writing: mastery of language use, structure and conciseness	2.0
Total	10

The project will receive a score of zero in the case of plagiarism.

CRITERIA FOR ASSIGNING A SCORE TO THE PROJECT DEFENSE – STAGE 2

Item	Maximum score
Clarity in responses	2.0
Basic knowledge	4.0
Specific knowledge (project)	4.0
Total	10

CRITERIA FOR CURRICULUM ANALYSIS– STAGE 3

Item	Score by activity	Maximum score
Research activities as scientific initiation (undergraduate) ¹	0.75 point per semester	3.0
Articles published or accepted for publication in scientific journals ²	0.5 point per article	2.0
Abstracts and full papers presented at scientific meetings ³	0.10 point per simple abstract 0.15 point per expanded abstract 0.25 point for full paper	1.75
Other academic and professional activities (courses, lectures, internships, etc.)	0.25 point for every 30h	1.25
Other publications and participation in technical and scientific events and short courses	0.1 point per activity	0.5
Specialization course <i>lato sensu</i>	0.5 point for completed specialization	0.5
Master's program <i>stricto sensu</i>	1.0 point for completed master's degree	1.0
Total	10	

¹ The following can be presented as proof of scientific initiation, in PDF: copies of certificates or attestations of execution of the activity containing the name of the project, the period of execution, the advisor and the institution where it was carried out, duly signed; document issued by a teaching or research institution containing information about the scientific initiation activity; certificates or evidence of scientific initiation scholarships issued on behalf of the candidate containing the project information, as well as the period of execution.

² Scientific articles must be proven by sending the PDF file of the article or the first page of the article, provided that it contains the information such as: Title, Names of the authors, Name of the journal, volume, number and pagination of the published article (if available, the Doi number of the article). If the article has been accepted by the Journal, but has not yet been published, attach the acceptance letter signed by the Journal editor or confirmation email, placing the article information, as well as the first page.

³ Simple abstracts, expanded abstracts or complete papers must be presented in PDF format, with a minimum requirement of the summary or paper containing the pages, the cover of the event proceedings and the page containing the bibliographic information of the event, such as ISBN, year and location of the event, among other relevant information.

ANNEX IV
MODEL FOR PRESENTING A MASTER'S DEGREE PROJECT
AT PPGPVBA-Ar

The research project (in English or Portuguese) must be presented in a clear and concise manner, occupying a maximum of 20 pages typed in double space, 11-point Arial Font. The project (DOC document) must be delivered with the rest of the documentation upon registration.

The project must comprise:

- Cover containing the project title and the candidate's name;
- Abstract (maximum 20 lines);
- Introduction and justification, with summary of the basic literature;
- Objectives (general and specific);
- Work plan and execution schedule;
- Material and methods;
- Form of data analysis;
- Literature cited.

ANNEX V

Types of links

- I- Professor who is or has been a spouse or partner, even if separated, or divorced in court;
- II- Professor who is ascendant, descendant, or collateral kin, up to the third degree, whether related by consanguinity or affinity;
- III- Professor who has close friendship or notorious enmity to the candidate or to the respective spouses, companions, consanguineous relatives and the like up to third degree;
- IV- Professor who is a partner in the same business as the registered candidate;
- V- Other situations of impediment or suspicion provided for by law.