



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

Anhanguera Highway, km 174 – 13604-367 – Araras (SP). Phone 55 19 3543 2582

**SELECTION NOTICE FOR ADMISSION IN 2024 (1st SEMESTER) 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 20 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. Dânia Elisa Christofolletti Mazzeo Morales
3. Prof. PhD. Eduardo Dal’Ava Mariano
4. Prof. PhD. Evandro Henrique Schinor
5. Prof. PhD. Fernando César Sala
6. Prof. PhD. Helvécio Della Coletta-Filho
7. Prof. PhD. Jean Carlos Cardoso
8. Prof. PhD. Márcia Maria Rosa Magri
9. Prof. PhD. Mariana Altenhofen da Silva
10. Prof. PhD. Marco Aurélio Takita
11. Prof. PhD. Mariângela Cristofani-Yaly
12. Prof. PhD. Monalisa Sampaio Carneiro
13. Prof. PhD. Reinaldo Gaspar Bastos
14. Prof. PhD. Rodrigo Gazaffi
15. Prof. PhD. Sabrina Gabardo
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; Curriculum score sheet_candidate’s name; Corroborative documents_candidate’s name.

2.3 The following documents must be presented:

2.3.1 Registration form available at the PPGPVBA-Ar/CCA/UFSCar website (Annex II - https://www.ppgpvba.ufscar.br/en/selection-process/regular-students?set_language=en);

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 December 2023, 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.

2.3.4 *Curriculum vitae* (CNPq Lattes model). The curriculum in a model other than the Lattes Platform will not be accepted. Applicants who do not have a Lattes Curriculum can register at the website: https://www.cnpq.br/cvlattesweb/pkg_cv_estr.inicio.

2.3.5 Curriculum score sheet. The curriculum evaluation will be based on the information inserted in the score sheet available at the website. The instructions for completing the score sheet are described in the document 'Tutorial para preenchimento da planilha de pontuação do CV' also available at the website. The curriculum score sheet and the instruction document are not available in English.

2.3.6 Curriculum corroborative documents. All the information inserted in the curriculum score sheet as in the item 2.3.5 should have corroborative documents (copy of the original document, no need for authentication). Only the activities proven with documents will be considered for the analysis of the curriculum. The instructions for the organization of the file containing the documents are described in the file 'Tutorial para preenchimento da planilha de pontuação do CV'.

2.3.7 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.

2.3.8 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.

2.3.9 Conditional registration is prohibited.

2.4 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.

2.5 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.

2.6 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 10 days to appeal against the rejection of their application. The appeal should be sent to the email ppgpvba@ufscar.br

2.7 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.

2.8 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.

2.9 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 10 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 or in person, at the candidate's choice, 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.

4.4 In Stage 3, the curriculum will be analyzed by the Selection Committee based on the

Curriculum score sheet and in the file containing the corroborative documents. The Selection Committee will check the information inserted and the corroborative documents. The criteria to be evaluated are contained in Annex III. A grade ranging from 0 to 3.00 (zero to three) will be attributed depending on the final score of the curriculum, as following: 0 – grade 0; 0.05 to 2 – grade 0.75; 2.05 to 5.00 – grade 1.5; 5.05 to 10.00 – grade 2.25; above 10.00 – grade 3.00.

4.5 The final weighted average of each candidate will be calculated as follows: (Project grade x 0.3) + (project defense grade x 0.4) + curriculum grade. The curriculum weight in the final average is 30%, so the curriculum grade ranges from 0 to 3.00, according to item 4.4.

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

4.7 Candidates who receive a weighted final average equal to or greater than 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.

4.8 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.

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

4.10 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

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

5.2 The final results will be published on the dates established in the Schedule (Annex I) at

the website https://www.ppgpvba.ufscar.br/en/selection-process/regular-students?set_language=en.

6. APPEAL REQUEST

6.1 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 e-mail registered in the Registration Form. The appeal request should include what the candidate wants the Selection Committee to review, as well as the justification for the request.

6.2 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

7.1 Enrollments will take place in March 2024 in date to be informed to the candidates and included in the academic calendar 1st Semester 2024 to be published at the site of the Program (<https://www.ppgpvba.ufscar.br/pt-br/documentos/informacoes-academicas>).

7.2 Candidates who do not enroll in the PPGPVBA-Ar at UFSCar within the aforementioned deadline will be considered a dropout.

8. FINAL PROVISIONS

8.1 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	10/10/2023
Deadline for challenging the Public Notice or requesting clarification in relation to the text of the Public Notice	20/10/2023
Disclosure regarding the challenge or request for clarification on the Notice	23/10/2023
Registration period	24/10 to 30/11/2023
Publication of the list of accepted and rejected entries	01/12/2023
Publication of the members of the Selection Committee	01/12/2023
Deadline for appealing rejected applications	02 to 11/12/2023
Definitive list of deferred registrations and result of rejected registration appeals	14/12/2023
Deadline for challenging members of the Selection Committee	15 to 24/12/2023
Publication of the final composition of the Selection Committee	26/12/2023
About the Selection Process	
<u>Stage 1</u> : Evaluation of the project by the Selection Committee	03 to 10/01/2024
Disclosure of the results of Stage 1	11/01/2024
Deadline for appeal to results of Stage 1	12 to 21/01/2024
Disclosure of the appeal decision of Stage 1	22/01/2024
Disclosure of the schedule for the project defense via Google Meet or in person	22/01/2024
<u>Stage 2</u> : Project defense via Google Meet or in person	23 and 24/01/2024
<u>Stage 3</u> : Curriculum analysis	25 and 26/01/2024
Disclosure of the results of Stages 2 and 3 and classification of candidates	30/01/2024
Deadline for requesting appeal to the results of Stages 2 and 3	31/01 to 09/02/2024
Disclosure of the appeal decision of Stages 2 and 3	15/02/2024
Disclosure of the final result	15/02/2024
Deadline for the candidate to confirm interest in the advisor	19 and 20/02/2024
Definitive list of selected candidates and respective advisors	21/02/2024
Enrollment of selected students	28/02 to 01/03/2024

ANNEX II

REGISTRATION FORM FOR ADMISSION TO THE ACADEMIC MASTER'S PROGRAM IN PLANT PRODUCTION AND ASSOCIATED BIOPROCESSES – UFSCar – IN THE 1st SEMESTER 2024

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): _____

Option for project defense – Step 2 (in case of approval in Step 1)

() By Google Meet

() In person (At UFSCar – Araras *campus*)

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 2024, published at https://www.ppgpvba.ufscar.br/en/selection-process/regular-students?set_language=en

Araras, Month, Day, 2023.

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	10.0

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	10.0

CRITERIA FOR CURRICULUM ANALYSIS – STAGE 3

Item (<i>insert the activities in the score sheet</i>)	Score for each activity
Research – Scientific Initiation ¹	0.10 per month (without scholarship) 0.20 per month (with scholarship)
Research – Article published or accepted for publication in scientific journals ²	0.50 per article
Research – Abstracts and complete papers presented in scientific events ³	0.10 per simple abstract; 0.15 per expanded abstract; 0.25 per complete paper
Extension – Internship ⁴	0.25 per internship (minimum of 30 h per activity)
Extension – Participation in technical-scientific events and short courses ⁵	0.10 per activity
Extension – Other activities ⁶	0.25 per activity
Professional activity ⁷	0.25 per activity
Specialization course <i>lato sensu</i> ⁸	0.50 per concluded course

¹ The following can be presented as proof of scientific initiation (activities carried out during undergraduate studies): 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 proved or with the abstract/complete paper with the event information such as name, year and location of the event or with the certificate of presentation issued by the event organizer with the event information and title of the abstract/complete paper.

⁴ The internship certificates should contain the name of the institution/company in which it was carried out, the period and number of hours. Contracts, professional card registration with the details of the internship or other documents issued by the institution/company with the above information will be accepted. Internship carried out as part of the mandatory internship should not be included.

⁵ Certificates of participation in events and short courses issued by the organizing committee containing the name of the event, period, number of hours (in case of short courses) and location of the event will be accepted.

⁶ In this category, the participation in study groups, extension projects, junior company, academic center or other extension activities not described in the previous items may be included. The certificates should contain the type of activity, location, period and number of hours.

⁷ In this category, professional activities in companies, schools, associations may be included, with presentation of documents such as certificates, professional card registration, contracts, etc. Courses (minimum of 30 h) and lectures (any number of hours) taught may also be included, with the certificates issued by the institution that makes the invitation.

⁸ Certificate of conclusion of the specialization course *lato sensu* containing the promoting institution, number of hours and period should be presented.

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.