

**UFSJ/CCO/ PPGBiotec Call No. 003/2019, September 11th, 2019**

The Biotechnology Graduate Program Board at Centro-Oeste Dona Lindu *Campus*, of the Federal University of São João del-Rei –UFSJ–, makes public, by this Call, the opening of the application, selection and enrollment processes for foreign, non-Brazilian resident candidates for the Biotechnology Doctorate Course, from the period of March 2020 to February 2024, observing the following aspects to be named as well as those contained in Resolution No. 042, of October 2, 2012 (Modified by Res. 035/2014), CONSU/UFSJ, available at the following web address:

[http://www.ufsj.edu.br/portal2-repositorio/File/prope/Res042Consu2012\\_AdReferendum\\_NormasEditaisMestradoDoutorado\\_Modificada\(1\)\(3\).pdf](http://www.ufsj.edu.br/portal2-repositorio/File/prope/Res042Consu2012_AdReferendum_NormasEditaisMestradoDoutorado_Modificada(1)(3).pdf)

## 1 VACANCIES

**Art. 1** The total number of offered vacancies will be **02 (two) vacancies** linked to the advisers accredited by the Program and distributed according to **ANNEX I**.

## 2 APPLICATIONS

**Art. 2** Applications will be held from September 19th to 20th, 2019.

**Art. 3** The application must be exclusively done through electronic means, by e-mail ([ppgbiotec@ufsj.edu.br](mailto:ppgbiotec@ufsj.edu.br)), submitted to the Biotechnology Graduate Program Secretariat. The e-mail must be submitted by the final day of the application deadline, provided in Article 2 of this Call.

**Art. 4** At the time of application, the candidate shall submit the documentation described in Article 7. All documentation must be signed (when necessary) and digitized.

**Art. 5** The original supporting documentation required for the application shall be presented at the time of enrollment, if the candidate is approved, together with the Brazil residence visa and Travel Insurance. Additional information may be obtained from the Program Secretariat by e-mail: [ppgbiotec@ufsj.edu.br](mailto:ppgbiotec@ufsj.edu.br), or from the UFSJ Office of International Affairs by phone +55 (32) 3379 5812; e-mail: [assin@ufsj.edu.br](mailto:assin@ufsj.edu.br).

### 2.1 APPLICATION REQUIREMENTS

**ART. 6** Foreign graduate and masters candidates may register for courses in areas related to Biotechnology, holders of a higher education diploma and master's degree.

**Art. 7** For the application the candidate shall submit, through e-mail ([ppgbiotec@ufsj.edu.br](mailto:ppgbiotec@ufsj.edu.br)), the following documents in digital form:

I. Application form signed by the candidate (**ANNEX II**)

II. Application declaration (**ANNEX III**)

III. Passport copy showing the candidate's identification data;

IV. Copy of Diploma or Undergraduate Course Certificate of Conclusion issued by the Institution from where the degree was obtained, and legally recognized in the country of origin.

V. Copy of Master's Diploma (or another document indicating the expected date of conclusion) issued by the Institution where the degree was (or will be) obtained and legally recognized in the country of origin.

**NOTE:** Diplomas presented in languages other than Portuguese, Spanish, English and French must include an official translation to Portuguese.

VI. Copy of undergraduate and master's transcript.

VII. Curriculum Vitae.

VIII. Proof of knowledge of the English language.

\* Proof of knowledge of the English language must be presented by the date of enrollment (in the case of approved candidates).

\* If the candidate does not have proof of Proficiency in English, verification of Sufficiency in English will be carried out by the examining board, at the time of the oral presentation of the research pre-project (stage II of the selection process). If the candidate is not considered suitable, proof of knowledge of the English language must be presented by the date of enrollment.

IX. Research pre-project in English (electronic version). The document must contain at most 10 pages (including a 48-month schedule). The candidate's name, as well as the advisor's, should not be included in the project. Coding will be used to protect the identity of candidates.

**NOTE:** Only entries accompanied by all of the documents described in Article 7 will be accepted.

## 2.2 APPROVAL OF APPLICATIONS AND APPEALS

**Art. 8** Application requests will be analyzed beforehand by the Biotechnology Graduate Program Board, to verify the fulfillment of the requirements.

**Art. 9** Approval of applications by the Biotechnology Graduate Program Board will be made available on the Program homepage, on September 24th, 2019.

**Single paragraph** - Candidates whose applications are rejected may appeal the decision, by sending a claim to the Biotechnology Graduate Program Board, on the day of September 25th, 2019, through the e-mail: [ppgbiotec@ufsj.edu.br](mailto:ppgbiotec@ufsj.edu.br). **For Appeal decisions, no new Appeals will be allowed.**

## 3 SELECTION PROCESS AND ASSESSMENT OF CANDIDATES

**Art.10** The selection of candidates will be made by the Biotechnology Graduate Program Selection Committee, and will consist of 03 (three) stages, which are:

**I. Stage I (eliminary and classificatory)** Evaluation of the research pre-project in accordance with the criteria contained in **ANNEX IV**. This stage will be held on September 30th, 2019.

**II. Etapa II (eliminary and classificatory):** Presentation of the research pre-project. The candidate will have a **maximum of 15 minutes** to present the research project to be developed in the doctorate program, and the examining board will have up to 30 minutes to argue the candidate regarding the pre-project. **This stage will be recorded.** For the purpose of evaluating the pre-project presentation, the criteria defined in **ANNEX V** of this call will be considered. This stage will be held on October 4th, 2019. The presentation will be made by videoconference at a time to be defined later, according to the time availability of the candidate and the board.

**III. Stage III (classificatory):** evaluation of Curriculum Vitae.

§1 In each of the stages (Stages I, II and III), scores will be given in the evaluation from 0.0 (zero) to 10.0 (ten) points.

§ 2 Candidates that receive a score greater than or equal to 6.0 in Stage I will be eligible to complete Stage II.

§ 3 Candidates that receive a score greater than or equal to 6.0 in Stage II will be eligible to complete Stage III.

§4 The place and time for the completion of Stage II will be disclosed on the Program homepage.

§5 In stages I and II, candidates will have their identities protected, with each candidate being identified by a code.

**Art. 11** Candidates that receive a score greater than or equal to 6.0 (six) in stages I and II will be considered approved.

§ 1 The final score (FS) for candidate classification purposes will be calculated by the simple sum of the scores received in stages I, II and III.

§ 2 The candidate may be approved, but not selected, depending on the number of vacancies made available by each adviser in accordance with Article 1 of this Call.

**Art. 12** The candidates will be selected by descending order of classification, according to the final score, and according to the number of offered vacancies by each PPGBiotec adviser.

§ 1 If there is not a sufficient number of approved candidates to fill the vacancies offered by the adviser, there may be unfilled vacancies at the end of the selection process.

§ 2 If the candidate is approved but does not have the necessary classification to be appointed to the indicated advisor, the relocation of candidates to a new advisor will be allowed, if there is an agreement between both parties and if the new advisor has not filled yet the number of vacancies offered in this Call

## 4 RESULTS AND APPEALS

**Art.13°** The Biotechnology Graduate Program Selection Committee will disclose the results of Stage I on the day of October 1th, 2019, Stage II on October 10th and Stage III on October 14th. The candidate may appeal the result of any stage, by a signed and digitized claim to be submitted by e-mail to [ppgbiotec@ufsj.edu.br](mailto:ppgbiotec@ufsj.edu.br), addressed to the Biotechnology Graduate Program Board, within 48 hours of the disclosure of the result of this stage. For Appeal decisions, there will not be new Appeals.

## 5 APPROVAL OF THE FINAL RESULT

**Art. 14** The final result will be approved by the Selection Committee, and will be disclosed by the Program Secretariat at Centro-Oeste Dona Linda *Campus*, on the Program *homepage*, on the day of October 15th, 2019.

## 6 ENROLLMENT AND COURSE START

**Art.15** The candidates who are approved and classified by the advisor will have the right to enrollment, respecting the established vacancy limits in Article 1 of this Call.

**Art.16** The enrollment of selected candidates will be made in the Secretariat of Coordination of the Biotechnology Graduate Program, according to UFSJ Graduate calendar, available on the program page.

**§1** At the time of enrollment, the candidate shall present all original documents submitted in digitized form, **in addition to the Brazil residence visa and Travel Insurance**. If the original documents, the visa and Travel Insurance are not presented, the candidate will not have his/her enrollment processed. There can be no pending submission of documents.

**§2** In case of cancelled enrollment, there will be a summon for approved candidates, considering the order of classification by each advisor..

## 7 FINAL PROVISIONS

**Art. 17** The Biotechnology Graduate Program will not make available for foreign students Program scholarships received from Brazilian national funding agencies. If approved, the candidate must have the financial means to stay in Brazil throughout the entire doctorate period. The candidate must also provide his/her Brazil residence visa and present it at the time of enrollment.

**Art. 18** The application of the candidate will imply the knowledge and acceptance of the rules and conditions established in this Call.

**Art. 20** Candidates will be excluded from the selection process in the following cases:

I. Missing a stage of the selection process;

II. Displaying behavior considered incompatible with the standards of the process, to exclusive criterion of the Selection Committee.

**Art. 21** The selection exam will only be valid for the Program that begins in **2020**.

**Art. 22** Changes related to the dates and times of exams, program content and scoring will be published by the same means used for the disclosure of this Call.

**Art. 23** Candidates registered in the selection process shall recognize and accept the rules established in this call, in RESOLUTION No. 042 of October 2nd, 2012 (Modified by Res. 035/2014) CONSU/UFSJ and in the regulations of the Graduate Program to which they have applied.

**Art. 24** In order for candidates with special, temporary or definitive needs to participate in the selection process, a confirming medical report must be presented at the time of application. The use of hearing devices will only be allowed for those candidates who have proof of hearing needs at the time of application (medical report). The device may only be used at times determined by the board, when verbal communication is required.

**Art. 25º** Any omissions in this Call will be resolved by the Biotechnology Graduate Program Selection Committee.

**Divinópolis, September 11th, 2019.**



**Prof. Ana Hortência Fonseca Castro**  
President of the PPGBiotec Board  
Federal University of São João del-Rei

## ANNEX I

**UFSJ/CCO/ PPGBiotech Call No. 003/2019, September 11th, 2019**

### AREAS OF STUDY/RESEARCH LINE/ADVISORS/VACANCIES

AREAS OF STUDY	RESEARCH FIELD		Vacancies
Health-Applied Biotechnology	Molecule Isolation and Liberation for Human Health Application	Paulo Afonso Granjeiro	01
		Rosy Iara Maciel de Azambuja Ribeiro	01
<b>Total Vacancies</b>			<b>02</b>

**UFSJ/CCO/ PPGBiotec Call No. 003/2019, September 11th, 2019**  
**BIOTECHNOLOGY GRADUATE PROGRAM**  
**SELECTION PROCESS– 2020 - APPLICATION FORM – DOCTORATE**

<b>1. PERSONAL INFORMATION</b>		
Full name:		
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:	Civil Status:
Birth city:	Nationality:	
Passport Number:	Issuing Country:	
<b>2. HOME ADDRESS</b>		
(St./Av.)		
Neighborhood	City	
Phones:	e-mail:	
<b>3. ACADEMIC INFORMATION</b>		
Undergraduate Course - please mention the major(s):		
Institution:	Year:	
Master's Course:		
Institution:	Year:	
<b>4. APPLICATION FOR THE BIOTECHNOLOGY DOCTORATE</b>		
AREA:		
RESEARCH FIELD:		
Name of possible Advisor:		
<b>5. ADDITIONAL INFORMATION</b>		
Does the candidate have any professional activity?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Occupation:	Paid? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Institution:		
I declare, under penalty of the law, that the information provided in this form is true, and I agree with the rules established in this Selection Call.		
Divinópolis, ___/___/20___	Candidate's Signature:	
<b>(TO BE FILLED-IN BY THE PROGRAM STAFF)</b>		
<b>PRESENTED DOCUMENTS</b>		
OBSERVATIONS:	<input type="checkbox"/> 1 3x4 photograph <input type="checkbox"/> Civil Registration Certificate <input type="checkbox"/> Identification Card (For Brazilian only) <input type="checkbox"/> CPF <input type="checkbox"/> Diploma or equivalent (Undergrad) <input type="checkbox"/> Diploma or equivalent (Master's) <input type="checkbox"/> Transcript (Undergrad) <input type="checkbox"/> Transcript (Master's) <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Pre-project	<input type="checkbox"/> Voting Card (For Brazilians only) <input type="checkbox"/> Elector Discharge (For Brazilians only) <input type="checkbox"/> Proof of application fee payment <input type="checkbox"/> Army Reserve Certificate (For Brazilians only) <input type="checkbox"/> Letter of Attorney <input type="checkbox"/> Via Postal <input type="checkbox"/> Passport and Brazil residence visa (mandatory for foreigners) <input type="checkbox"/> Travel Insurance (mandatory for foreigners) <input type="checkbox"/> Proof of Proficiency (mandatory until enrollment date)
Divinópolis, / / 20___	Signature of the PPGBiotec Secretariat:	

## ANNEX III

UFSJ/CCO/ PPGBiotec Call No. 003/2019, September 11th, 2019

### BIOTECHNOLOGY GRADUATE PROGRAM

### APPLICATION DECLARATION

**(THIS DOCUMENT IS A MODEL. THE DECLARATION MUST BE WRITTEN BY HAND AND SIGNED).**

By this declaration, I, name, nationality, civil status, profession, passport and address, declare that the documents (describe the copied documents submitted), sent by the e-mail address [ppgbiotec@ufsj.edu.br](mailto:ppgbiotec@ufsj.edu.br) are true.

I further declare that if I am approved in the Selection Process 2020- Call 003/2019 I will present the original documents for conference at the time of enrollment.

I declare to the Biotechnology Graduate Program of the Federal University of São João del-Rei, Centro-Oeste Dona Lindu Campus, Divinópolis, Av. Sebastião Gonçalves Coelho, 400 - Chanadour - Zip Code: 35501-296, Room 301 - Block C, that the above information is correct and I assume that in the event that this declaration is false, I will be subject to the applicable administrative, civil and penal sanctions.

Date and place

\_\_\_\_\_  
Full Name and Candidate signature



## ANNEX IV

### UFSJ/CCO/ PPGBiotec Call No. 003/2019, September 11th, 2019 CRITERIA AND WRITTEN PRE-PROJECT EVALUATION REPORT

Selection Process::	<b>UFSJ/CCO/ PPGBiotec Call No. 003/2019, September 11th, 2019</b>
Candidate Code:	
Project Title:	
Examining Board Member:	
Date:	___/___/2019

Development	Maximum Score	Score Received	Observation
1. Contextualization of the topic for one or more research lines in the Biotechnology Graduate Program	1.0		
2. The clear sequential presentation of content (introduction, objective, development and conclusion)	2.0		
3. Project feasibility, taking into consideration adequacy to the advisor's profile, time and funding	2.0		
4. Accuracy and mastery of written exposition content	2.0		
5. Fluency and adequacy of language and spelling	2.0		
6. Quality and topicality of information, such as the indication and updating of bibliographical references.	1.0		
<b>Total</b>	<b>10.0 points</b>		

## ANNEXO V

UFSJ/CCO/ PPGBiotec Call No. 003/2019, September 11th, 2019

### CRITERIA AND EVALUATION REPORT OF CANDIDATE'S PRE-PROJECT PRESENTATION

Selection Process:	UFSJ/CCO/ PPGBiotec Call No. 003/2019, September 11th, 2019
Candidate Code:	
Project Title:	
Examining Board Member:	
Date:	___/___/2019

Criteria Evaluated	Maximum Score	Score Received	Observation
1. Knowledge, originality and relevance of the proposed project topic.	2.5 points		
2. Clarity, objectivity and topicality in the project presentation and responses during argumentation.	2.0 points		
3. Articulation of the proposed project with the area and activities developed in the UFSJ Biotechnology Graduate Program.	1.5 points		
4. Project feasibility and adequacy for the implementation period.	1.5 points		
5. Methodology adequacy for the proposed objectives.	1.5 points		
6. Adequacy of the time provided for the presentation.	1.0 points		
7. Correct use of the English language and scientific-technical language.	APT/NOT APT	-	
<b>OBS:</b> Tempo de apresentação: máximo 15 minutos e 00 segundos. Caso o tempo seja ultrapassado o candidato <u>será imediatamente interrompido</u> .			
<b>NOTE:</b> Presentation time: maximum 15 minutes and 0 seconds. If the time is exceeded the candidate <u>will be immediately interrupted</u> .			
<b>Total</b>	<b>10,0 pontos</b>		