STUDENT SELECTION PROCESS FOR THE MASTER'S COURSE

Please find below some important points of each stage of the regular selection process for Brazilian or international candidates, resident or not in the country.

1 REGISTRATION

1.1 The following Brazilian or international candidates, resident or not in the country, may participate in the selection process for the **Academic Master's course in Production Engineering**: (i) candidates who hold a higher education diploma or, provisionally, a certificate or equivalent document that enables the candidate to attend *stricto sensu* postgraduate programs, from Higher Education Institutions recognised by the Ministry of Education; or (ii) are in the final phase of the undergraduate course, provided that they can complete the respective course in progress until the beginning of the next official the Graduate Program academic period, as observed by the documentation required in Item 1.4 of this call.

1.2 The registration period for the selection process typically takes place from September to October of each year, and the candidate must confirm the date when the selection process starts for the current year on the Program website.

1.3 Registrations must be made online, through the registration system available on the Program website (http://www.ppgep.dep.ufscar.br/). The online registration system must be used to fill in the Registration Form and send the necessary documents for registration.

1.4. After completing the Registration Form, the candidate must scan and attach the following documents (in pdf format) to request his/her registration in the selection process:

> 1.4.1 **Updated Lattes Curriculum**, as available on CNPq's Lattes Platform (http://lattes.cnpq.br/). In the case of international candidates, the candidate must register their Lattes Curriculum through the link: https://wwws.cnpq.br/cvlattesweb/pkg_cv_estr.inicio or write a curriculum containing all the fields of the Lattes Curriculum.

> 1.4.2 **Research project Research project** with the initial proposal for a dissertation project (maximum of 10 (ten) pages). It is recommended that candidates who register for two lines of research submit projects that are aligned with the themes of the selected lines. See "Guidelines for preparing the research project" to write the research project to be submitted in APPENDIX A.

> 1.4.3 Statement of link with a member of the Selection Committee.

> 1.4.4 **Legible copy of documents:**

>> • **CPF and RG** (driver's license will not be accepted); International students may submit a copy of their passport (personal information only).

>> • **Official academic record** of the undergraduate course

>> • **Undergraduate Diploma** recognised by the Ministry of Education, or Certificate of Course Completion. For candidates who are studying, but have not yet completed their undergraduate course, an official document from the institution where they are enrolled will be accepted, predicting when they will finish by the end of the first academic semester of Program. International candidates can check the procedures for diploma recognition at the following link: https://www.propg.ufscar.br/pt-br/diplomas/reconhecimento-de-diplomas-estrangeiros. For candidates who are studying but have not yet completed their undergraduate degree, an official document of the institution where they are enrolled will be accepted, predicting when they will finish by the date of enrollment in the course.

1.4.5 **English language proficiency certificate.** The English language proficiency certificates that will be accepted, as well as the minimum required scores, are listed below:

Accepted certificates	Minimum score: Candidates for the Master´s program
TOEFL – ITP (Institutional Testing Program, Paper-based Test)	460
TOEFL – iBT (Internet Based Test)	50
Proficiency test applied by CICBEU Idiomas for PPGEP (http://www.cicbeu.com.br/)	40% with listening
IELTS – International English Language Testing System	4.0
Cambridge English: C2 Proficiency (CPE)	C
Cambridge English: B2 First (FCE)	C
TOEIC	500

In exceptional cases, CPG authorises candidates to present the English language proficiency certificate during the registration period or on another date to be stipulated by the Program Coordination, if approved.

1.5 Enrollments will not be accepted from candidates who do not present an English language proficiency certificate or present an English language proficiency certificate with a score below the minimum required unless the certificate delivery deadline has been extended by the Program coordination due to contingencies such as the Covid-19 crisis. In addition, proficiency certificates not listed in item 1.4.5 will not be accepted.

1.6 Registrations that are not accompanied by legibly scanned copies of the required documents will be rejected.

1.7 Registrations that are not accompanied by the documents required in the current call will be rejected.

1.8 Candidates must declare on the Registration Form their affinity with up to two lines of research. The lines of research and their respective faculty members are established in Section 2 of this call. The description of each line of research and research groups is available on the Program website. There is no guarantee that the candidate's will be allocated to the line of research they applied for as this condition depends on the faculty's supervision capacity.

1.9 Candidates who have special educational needs must inform the Selection Committee on the Registration Form, the type and degree of need and disability. In the absence of this information, the candidate will not have guaranteed his/her right to be evaluated in Stages I and II in a place prepared for his/her special condition, as there will not be enough time to adapt and prepare the environment. This will involve taking the test under conditions identical to those of the other candidates.

2 THE SELECTION PROCESS

2.1 The selection process consists of two stages comprising: a specific knowledge test (Stage 1); and an oral presentation of the project (Stage 2). All stages are eliminatory, and the result will be given only at the end of the selection process, so that all candidates can go through all the stages. All stages are in Portuguese.

2.2 In each stage, the candidate will receive a score from 0 (zero) to 10 (ten).

2.3 The specific knowledge test (Stage 1) is related to the Program research line chosen by the candidate at the time of registration. It will consist of 02 (two) essay questions, lasting 02 (two) hours. The grade of this test will compose the grade of the candidate in Stage 1, having an eliminatory character;

2.3.1 The specific knowledge test will be carried out on the date foreseen in the activity schedule of the current public call and will be prepared from the bibliography indicated in the same public call.

2.3.2 The specific knowledge test will be evaluated for content and use of language when answering questions correctly. The content evaluation (development of topic, logical consistency and clarity) will be carried out according to the minimum bibliography suggested in the current call, with a score from 0 (zero) to 10 (ten) for this criterion. This score will also take into account the proper use of language (technical terminology, clarity, precision and grammatical correctness).

2.3.3 Candidates who apply for two lines of research must take specific tests in these two areas.

2.4 The oral presentation of the project (Stage 2) will be carried out on the dates and times established, according to the activity schedule of the current call. Each candidate will have up to 15 minutes for the presentation. The candidate must present his/her project in the first 10 (ten) minutes, which is then followed by faculty members´ questions. The oral presentation and the questions will be recorded and stored at Program. By registering for the selection process, the candidate certifies that he/she agrees with this recording.

2.4.1 The questions concerning the research project may be made by any member of the Selection Committee, with at least three faculty members.

2.4.2 The evaluation of the research project will result in a score from 0 to 10, and is the responsibility of the faculty members who participated in the questions, who will comply with the following criteria:

2.4.3 Adherence of the project with the line of research chosen by the candidate, as well as with the availability and capacity of supervision of the faculty members in the line of research, also taking into account the adherence of the project to the topics already supervised by the faculty members in the line of research, graded from 0 (zero) to 5 (five);

2.4.4 Analysis of the relevance and timeliness of the research project topic, as well as text evaluation in relation to the literature review, methodology, and schedule presented; graded from 0 (zero) to 2 (two);

2.4.5 Analysis of the feasibility of the project by the candidate, based on his/her technical and scientific production in the area, with a score from 0 (zero) to 1.5 (one point five);

2.4.6 Evaluation of mastering the project's content by the candidate during the oral presentation, considering the clarity and objectivity in developing answers to the questions, with a score from 0 (zero) to 1.5 (one point five).

2.4.7 The candidate's score in the presentation of the research project will be determined by the simple average of the scores attributed by the evaluators, resulting in the candidate's grade in Stage 2 of the selection process.

2.4.8 Candidates who apply for two lines of research must carry out oral presentations in these two areas.

2.5 Candidates who score less than 6.0 (six) in stages 1 or 2 will be considered disqualified.

3 NUMBER OF VACANCIES

3.1 The number of vacancies for Academic Master's courses is conditioned to the number of vacancies that Program faculty members may offer each year, to be disclosed on the Program website (it should be mentioned that 41 places were offered in 2020 for the Academic Master´s Course).

4 APPROVAL

4.1 Only candidates who complete all stages of the selection process (stages I and II) and are not disqualified according to the minimum scores described in Section 2 will qualify;

4.2 The classification of qualified candidates will be made in decreasing order of the average of grades obtained in stages 1 and 2;

4.3 Qualified candidates will be considered approved for admission to Program, in the order of classification, within the maximum number of places.

4.4 The final results will be published according to the dates established in the schedule of the current public call at the Program Administration Office and on the program's website.

5 APPLICATION FOR APPEAL

5.1 During the selection process, any candidate who believes that he/she has had a right suppressed or violated may proceed to appeal. The timetable for each public call provides for these situations and stipulates deadlines for doing so.

6 ENROLLMENT

6.1 Successful candidates must enroll in the first or second academic semester of the year following the selection process. The enrollment period for the first semester is usually in the first week of March, while for the second semester it is usually in the first week of July. The specific dates of each year and the instructions for registration to successful candidates will be published on the Program website.

6.2 Successful candidates who, within the deadline for registration, do not enroll at Program, will be considered a dropout.

7 FINAL PROVISIONS

7.1 The two stages of the selection process for the Academic Master's Degree (specific knowledge test and an oral presentation of the project) will be carried out on a date and time established by the selection committee in a place published on the Program website. These stages will take place, preferably in person. However, due to the contingencies of the Covid-19 Crisis, the Program coordination may decide to carry it out remotely (via web conference). In this case, the candidate will be informed of the procedures and will receive a link from Program to do the presentation.

7.2 It is the candidate's responsibility to provide his/her Internet access and support for camera, microphone and audio output (computer, tablet or cell phone) to participate in the web conference.

7.3 The Program will not be responsible for any technical problems on the part of the candidate, not fulfilling the right to reschedule in case of connection problems or signal quality, which may make it impossible to conduct the interview at the scheduled time.

7.4 All interviews will be recorded and stored.

7.5 The candidate's registration implies his/her acceptance of the Program rules and instructions.

7.6 The Program does not guarantee scholarships for new candidates. The scholarships depend on the availability to be consulted at the time of enrollment, according to the current rules of the program. The scholarships will be awarded based on a specific system, the standard of which is presented on the Program website.

APPENDIX A - GUIDELINES FOR PREPARING A RESEARCH PROJECT

GUIDELINES FOR CONTENT OF A RESEARCH PROJECT

The sections of your research project must be numbered according to the model below.

1 **Introduction** (approximately 1 page)

The introduction should contain an overview of the investigation, including the main controversies or gaps in the literature, such that it contextualises the research problem. At the end of the introduction, the research problem must be established. What research question (s) do you intend to answer?

2 **General and specific objectives** (approximately ½ page)

Identify what you want to achieve by carrying out the research. The general objective(s) must be the one(s) necessary to obtain a satisfactory answer(s) for the research problem(s). Specific objectives lead to meeting the general objective(s). Objectives are formulated using verbs in the infinitive: to contribute, analyze, describe, investigate, compare, etc.

3 **Justification** (approximately 1 page)

The justification should describe the expected results of the investigation and their importance. Depending on the type of research, the justification may contain: (a) a brief description of the sector or industry, region, population or technology and its importance; (b) gap identified in the literature; (c) outline of the approach that will be used; (c) identification of the possible benefits of the results for public policy, theory and for private agents´ actions.

4 **Summary of theoretical framework** (approximately 4 pages)

Present the main issues, schools of thought and gaps in the literature, and then briefly justify some questions or hypotheses that may be the focus of the research. The main concepts and definitions must be presented.

5 **Research method** (approximately 2 pages)

Outline the unit of analysis, the instruments to be used, the variables and how the data will be collected. Indicate the ways of accessing the data (primary and secondary) and the collection instruments. Point out the possible forms of data analysis (for example, statistical methods, constructing indicators, methods for analysing qualitative data, etc.).

6 **Chronogram** (approximately ½ page)

The schedule of activities to be developed may include: submission of the project to funding agencies; course credits; theoretical review and research outline; specification of the methodology; data collection, processing and analysis; qualification exam; final writing up of the text; and viva. The doctoral thesis must be completed in 4 years or 8

semesters. The first three semesters will be dedicated to the fulfilling credits, preparing the project to be submitted to the agencies and funding, the literature review and specifying the methodology; ending with a presentation of a consolidated research project in the course Seminars II (end of the third semester). The following semesters are dedicated to the collecting, processing and analysing data, writing up the thesis, qualification exam and viva. The master's dissertation must be completed in 2 years, fulfilling credits from courses in the first year.

7 References (approximately 1 page);

GUIDELINES FOR LAYOUT:

- Maximum size of the project: 10 pages, excluding the Cover and the Summary (optional), See APPENDIX A1.

- Source: Times new roman

- Text: use justified text

- Font size: 11 or 12

- Paragraph: 1.25 cm

- Page numbers: start from the Introduction. Position in the upper right corner.

- Spacing: Free

- Print (if necessary): front only

- Listing references: please access the "Manual para elaboração de referências, de acordo com NBR 6023/2018 at: https://www.bco.ufscar.br/arquivos/manual-bco-nbr-6023-2018.pdf or The American Psychological Association publishes the Publication manual at: www.apastyle.org

- Citing authors in the text: adopt the Author-Data System. See the "Manual para padronização de citações, de acordo com NBR 10520/2002 at: https://www.bco.ufscar.br/arquivos/manual-bco-nbr-10520-2002.pdf or The American Psychological Association publishes the Publication manual at: www.apastyle.org

FEDERAL UNIVERSITY OF SÃO CARLOS (UFSCar)
EXACT SCIENCES AND TECHNOLOGY CENTRE (CCET)
Graduate Program in Industrial Engineering

CANDIDATE'S NAME

Research Project Title

APPENDIX A1 - TEMPLATE FOR RESEARCH PROJECT

Research Project submitted to the Postgraduate Program in Production Engineering (PPGEP) selection process, São Carlos Campus - SP.

Course: [　] Master's [　] Doctorate

Line of research:

Priority 1:

Priority 2:

Research Topic:

SÃO CARLOS-SP

2021

SUMMARY