STUDENT SELECTION PROCESS FOR THE DOCTORAL COURSE

Please find below some important points of each stage of the selection process for the doctoral course.

1 REGISTRATION

1.1 Brazilian and international candidates may participate in the selection process, resident or not in the country, who have a Master's degree or a prediction of the title (homologation) up to the time they do the registration;

1.2 Candidates may enroll **in up to two lines of research** offered by the program, indicating the respective priorities in the registration form. On an optional basis, candidates may indicate the potential supervisor(s) of interest at the time of registration;

1.3 Only candidates with a Master's degree obtained from an undergraduate program recognised by CAPES (or with a certificate or equivalent document) may enroll in the selection process for the Doctoral Program. This rule does not apply to international applicants with a Master's degree from foreign institutions;

1.4 The registration period for the selection process is established in the activity schedule in each published call. In these notices, the selection process will be structured in two selection cycles. Thus, applications can be received continuously. However, the selection periods will occur according to the schedule attached to each notice. Entries received after the deadline will not be evaluated under the respective selection notice;

1.5 Registrations will be made online, through the registration system available on the Program website (http://www.ppgep.dep.ufscar.br/) or http://www.ppgep.dep.ufscar.br/selective_process/index.php. The online registration system must be used to fill in the registration form and the required documents for registration must be sent. Applications and/or documents delivered by any physical or electronic means, in person or by third parties, will not be accepted;

1.6 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:

1.6.1 Updated Lattes Curriculum, as available on CNPq's Lattes Platform (http://lattes.cnpq.br/) In the case of international candidates, they must register their Lattes Curriculum through the link: https://wwws.cnpq.br/cvlattesweb/pkg_cv_estr.inicio or write a resume with the same fields as the Lattes Curriculum;

1.6.2 Copy of the documents proving the scores of item 2.3

a) Certificate of completion of scientific initiation (if it was completed);

b) Certificate or declaration of completing Specialisation course (Lato Sensu);

c) Master's academic record or statement of completing courses;

d) Proof of publication (including articles in press) or acceptance of articles;

e) In the case of an article only submitted, deliver the complete article to be evaluated by the selection committee;

f) Evidence of technological or social publications;

1.6.3 Research project with the initial proposal for a thesis 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.

1.6.4 Letters of recommendation: The candidate must provide two letters of recommendation. Letters should be sent to the Program Administration Office directly by their signatories by electronic means (ppgep@dep.ufscar.br). Letters that are not received in accordance with these instructions will be disregarded. They may provide letters of recommendation from internal or external professors to UFSCar, including the Graduate Program, or other professionals who can attest to the candidate's academic or professional competence. See model of letter of recommendation in APPENDIX B;

1.6.5 Statement of link with a member of the Selection Committee;

1.6.6 **Legible copy of documents:**

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

b) **Official academic record** of the Master´s course;

c) **Master´s Diploma** recognised by CAPES (or certificate or equivalent document), or Certificate of Course Completion. International candidates can check the procedures for recognition of master's degrees at https://www.propg.ufscar.br/pt-br/diplomas/reconhecimento-de-diplomas-estrangeiros. For candidates who are still studying and have not yet completed their Master's degree, an official document from the Institution where they are enrolled will be accepted, predicting when they will finish by the date of enrollment in the course.

1.7 For candidates who are doing a Master's degree, an official document from the Postgraduate Program where they are enrolled will be accepted, with a viva provision, such as the viva schedule statement for the Master's dissertation issued by the administration of the Master's Program to which the candidate is linked. The same is true for candidates who have already completed the Master's degree, but do not have the diploma yet. In this case, a copy of the viva minutes must be delivered;

1.8 Candidates with incomplete Master's degrees may apply. In this case, the documents mentioned in item 1.6.6, items b and c must be delivered at the registration, in case of approval;

1.9 **English language proficiency certificate**. The English language proficiency certificates that will be accepted, as well as the minimum required scores, are listed in Table 1 below:

Table 1 - Accepted English proficiency certificates and minimum score

Accepted certificates	Minimum score: Candidates for the Doctoral program
TOEFL – ITP (Institutional Testing Program, Paper-based Test)	480
TOEFL – iBT (Internet Based Test)	55
Proficiency test applied by CICBEU Idiomas for PPGEP (http://www.cicbeu.com.br/)	50% with listening
IELTS – International English Language Testing System	5.0
Cambridge English: C2 Proficiency (CPE)	C
Cambridge English: B1 First (FCE)	B1
TOEIC	550

Note: The minimum scores can be changed in each doctoral selection call in a continuous flow.

1.10 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 PPGEP Coordination, if approved.

1.11 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 1.9 will not be accepted.

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

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

1.14 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 SELECTION PROCESS

2.1 The selection process consists of two stages comprising: curriculum analysis (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. In each stage, the candidate will receive a score from 0 (zero) to 10 (ten). The minimum score required in Stage I is 5.0 (five) points and in Stage II 6.0 (six) points.

2.2 The evaluations (Steps I and II) will be conducted only in Portuguese by groups of faculty members from PPGEP UFSCar who are part of the Selection Committee, consisting of at least three faculty members, one representative of each line of research indicated by the candidate and two other faculty members linked to Program, designated by CPG. If the candidate indicates a potential advisor(s) on the registration form, CPG

may appoint this faculty member(s) as one of the members participating in the evaluation process.

2.3 The Curriculum Analysis stage (Stage I) will be carried out by attributing scores based on the analysis of the documentation delivered to prove the following scores and academic records. This analysis will be made by the Selection Committee and will be done according to the following criteria:

Education (limited to 3.0 points)

• Scientific initiation: 1.5 points every twelve months (completed and certified by the funding agency);

• Specialisation (360 hours): 1.0 point in the area or correlated and 0.5 point in another area;

• Grade related to performance in the Master´s degree according to Tables 2 and 3 (Limit of 2.5 points)

Table 2 - Average grade ranges and respective scores of the Master´s program

Average grade ranges of the academic record of the Master´s program*	Score (A)
Above 8.00	2.5
From 7.0 to 7.99	2.0
From 6.00 to 6.99	1.5
Below 6.00	1.0

Where: *Average of the final grades of the courses according to the student's academic record (A = 10, B = 8 and C = 6).

Table 3 - CAPES Program grades and respective weight

CAPES program grade*	Weight (B)
Grade 5, 6 or 7	1.00
Grade 4	0.80
Grade 3	0.60
Other	0.50

Where: **Current concept of the program at CAPES.

Master's performance (MP) is calculated using Expression 1 below:

MP = Score relative to the historical average A x Weight relative to the Program score (B) **(Eq.1)**

Academic Production (limited to 6.0 points)

• Full article in a journal indexed with JCR (A1, A2 and B1): 4.0 points per article, limited to 2 articles;

• Full article in a journal indexed in the Scopus or Web of Science database (without JCR): 3.0 points per article; limited to 3 articles;

• Full article in a non-indexed journal: 1.5 points per article; limited to 3 articles; limited to 3 articles;

• Article submitted to a journal indexed in the Scopus database: 1.5 points per article. The Selection Committee will judge the quality of the work. The score will be awarded if the evaluators judge the quality of the work to be satisfactory.

• Complete article in annals of national or international congress: 1.5 points per article,

limited to 3 articles;

Note: To evaluate the classification of the journal in Qualis Reference, access the file "Classification of the journal in Qualis Reference".

Technological or social production (limited to 1.0 points)

• Product or process patent: 0.5 point per patent applied for and 1.0 point per licensed patent;

• Software developed and registered: 0.5 points per product.

• Social production resulting from the Master's dissertation: 0.5 point per product (for example, videos, webinars, lectures etc.).

• Book: 1.0 points per book as an author, co-author, coordinator, organiser or editor;

• Book chapter: 0.5 point per chapter, limited to 3.

Note: The dimensions "Education", "Academic Production" and "Technological or social production" described in item 2.3 may be subject to changes in each doctoral selection call. Other dimensions, criteria and respective weights can be added.

2.4. The oral presentation of the project (Stage II) will take place on a date and time established by the Selection Committee, in a place published on the PPGEP/ UFSCar website. 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 PPGEP/UFSCar. 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:

2.4.2.1 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);

2.4.2.2 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);

2.4.2.3 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);

2.4.2.4 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).

2.4.3 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.

Note: The criteria and weights described in item 2.4 may be subject to changes in each doctoral selection call. Other criteria and respective weights can be added.

2.4.4 Candidates who score less than 5.0 (five) in Stage 1 and score less than 6.0 (six) in Stage 2 will be considered disqualified. The candidate's final grade will be given by the average of the grades obtained in both stages. These values may change from call to call;

2.4.5 Candidates who register for a line of research that does not have a vacancy will also be disqualified. In this case, the non-availability will be communicated to the candidate before starting stages 1 and 2.

3 VACANCIES AND DEADLINES

3.1 The number of vacancies in each call will always be published on the website at PPGEP/UFSCar. It should be mentioned that in 2020, 35 total vacancies were offered for the Academic Doctoral Course at PPGEP/UFSCar. These vacancies were distributed in the following lines of research: Technological and Organisational Dynamics (03 vacancies), Agrichain Management (9 vacancies), Technology and Innovation Management (03 vacancies), Quality Management (09 vacancies) and Planning and Control of Production Systems (11 vacancies). Note: The number of places varies according to the availability of guidance from each faculty member of the program;

3.2 The enrollment of candidates for the Academic Doctoral course at PPGEP/UFSCar will be carried out continuously, but selections will follow the selection cycles whose activities and dates are provided for in the activity schedule published in each call for proposals;

3.3 At the end of each evaluation cycle, the PPGEP administration office will inform the students of the total remaining vacancies that will be available for the next selection cycle. This information will be published on the PPGEP/UFSCar website.

3.4 The activities, cycles and their respective deadlines will be in accordance with the activity schedules always presented in each selection notice.

4 APPROVAL

4.1 Only candidates who complete all stages of the selection process and are not disqualified according to the minimum scores described in Section 2 will be considered qualified;

4.2 The classification of qualified candidates will be made, by line of research, in decreasing order of the average of the grades obtained in Stages I and II;

4.3 Qualified candidates will be considered approved for admission to PPGEP/UFSCar, in the order of classification, within the maximum number of vacancies per line of research.

4.4 The final results will be published according to the dates established in the Schedule for each call for proposals at the PPGEP/UFSCar 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 Approved candidates must register within 60 days after disclosing the final result of each selection cycle and in accordance with the instructions to be disclosed on the PPGEP/UFSCar website.

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

6.3 Candidates must submit the following documents (legible copies):

  a. RG *

  b. CPF*

  c. Voter registration*

  d. Military document * (in the case of men)

  e. Birth or marriage certificate*

  f. English language proficiency certificate

  g. Undergraduate academic record

  H. Undergraduate Diploma (front and back)

  i. Master's academic record

  j. Master's Diploma (front and back), or proof of homologation of the title

  * Mandatory documents for Brazilians. International applicants must present only their passport.

7 FINAL PROVISIONS

7.1 The oral presentation of the project (Stage 2) will take place on a date and time established by the Selection Committee and published on the PPGEP/UFSCar website. This stage will take place, preferably, in person. However, due to contingencies, CPG 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 PPGEP 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 PPGEP 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 PPGEP/UFSCAR rules and instructions.

7.6 PPGEP/UFSCar 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 PPGEP/UFSCAR 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
Graduate Program in Industrial Engineering

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

FEDERAL UNIVERSITY OF SÃO CARLOS
Graduate Program in Industrial Engineering

SUMMARY

APPENDIX B - MODEL LETTER OF RECOMMENDATION

LETTER OF RECOMMENDATION

City and date

To the Postgraduate Program in Production Engineering (PPGEP)

Federal University of São Carlos - UFSCar

I, *name of the faculty member or professional, position and company*, recommend *name of the student of the Master's course* on behalf of the course as a candidate for the ACADEMIC DOCTORAL course on the Postgraduate Program in Production Engineering (PPGEP) at the Federal University of São Carlos (UFSCar).

Carefully assess the candidate's past performance, highlighting his/her potential and his/her ability to develop a program of studies at the level and area sought. It is desirable to highlight aspects such as: academic qualities of the candidate.

Answer the following questions:

1 How many years have you known the candidate?

2 How long did you spend time, socially or professionally, with the candidate?

3 In what kind of activity did you get to know the candidate best?

[ ] As their teacher in undergraduate or postgraduate courses

[ ] As their supervisor in the final project:

[ ] As their immediate boss or supervisor at *(name of company):*

[ ] As their co-worker at (name of place):

[ ] Other, please specify:

4 How would you evaluate the PhD candidate concerning the following attributes? Mark with an "X" according to the scale below:

[1] Below average [2] Average [3] Good [4] Excellent [5] Very good [DK] Don´t know how to rate

Attributes	Scale					
	[1]	**[2]**	**[3]**	**[4]**	**[5]**	**[DK]**
Intellectual skills						
Work habits						
Knowledge of the area						
Motivation for postgraduate studies						
Seriousness of proposals						
Potential contribution to the study area						
Initiative and creativity at work						
Emotional maturity						
Adaptability to new situations						
Leadership qualities						
Potential to teach						

Signature

_____
Name of person in charge of writing the letter of recommendation