



## Process to award Scholarships to Regular Students from the Master's and Doctoral Courses of the Graduate Program in Industrial Engineering at UFSCar

### 1 SCHOLARSHIP AWARD COMMISSION

The selection process will be conducted by a **Scholarship Award Commission** to be constituted by a representative from each of the lines of research of the Graduate Program;

### 2 NUMBER OF SCHOLARSHIPS AVAILABLE FOR AWARDS

Those students who are interested will apply for CAPES and CNPq scholarships available for the Graduate Program in Industrial Engineering;

The number of scholarships that will be awarded to approved Master's and Doctoral students will depend on the availability of scholarships at the Graduate Program.

The available Master's Scholarships and the Doctoral Scholarships available will be awarded depending on the Academic Performance Assessment results.

### 3 ACADEMIC PERFORMANCE ASSESSMENT

The Academic Performance Assessment will be based on the assessment of the enrolled applicant's documented curriculum.

#### 3.1 Applying for Master's scholarships

To apply for the Master's degree scholarship, the assignment of the grade and ranking will consider the score described in Tables 1-3.

Table 1 - Academic Background

| Criteria   | Scales  | Score                                    |
|--|---|--|
| Last Enade Concept (continuous) of the course in which the student graduated | No concept                                      | 0  |
|  | Enade concept $\leq 1.0$                        | 1  |
|  | $1.1 \leq \text{Enade concept} \leq 2.0$        | 2  |
|  | $2.1 \leq \text{Enade concept} \leq 3.0$        | 3  |
|  | $3.1 \leq \text{Enade concept} \leq 4.0$        | 4  |
|  | $4.1 \leq \text{Enade concept} \leq 5.0$        | 5  |
| Global Average of the Undergraduate Course                                   | Average grade $\leq 7.0$                        | 0.25                                     |
|  | $7.1 \leq \text{Average grade} \leq 8.0$        | 0.50                                     |
|  | $8.1 \leq \text{Average grade} \leq 9.0$        | 0.75                                     |
|  | $9.1 \leq \text{Average grade} \leq 10$         | 1.0                                      |
| Scientific Initiation - SI (by SI year)                                      | Certificate and Scholarship from funding agency | 1.5                                      |
|  | Certificate                                     | 1.0                                      |
| Participation in national and international congresses                       | Not applicable                                  | 0.50 point for participating in an event |

Source: Proposed by the PPGEP Selection Committee.

Table 2 - Scientific Publications

| Indicators  | Types / Bands | Score                            |
|---|---------------|----------------------------------|
| Articles published or accepted for publication in journals of selective editorial policy (compute higher evaluation in <b>Qualis REFERENCE</b> for the journal in which it was published) | A1            | 5.0 points for published article |
|   | A2            | 4.0 points for published article |
|   | A3            | 3.0 points for published article |
|   | A4            | 2.0 points for published article |
|   | B1            | 1.0 point for published article  |
|   | B2            | 0.5 point for published article  |
|   | B3            | 0.5 point for published article  |
| Articles published in national or international congresses  | -             | 0.5 point for published article  |

Source: Proposed by the PPGEP Selection Committee.

Please see the “How to Search Journal Rankings in the Qualis Reference” in Appendix B to proceed with ranking journals in the Qualis Reference.

Table 3 - Technological production

| Indicators  | Score                                |
|---|--------------------------------------|
| Product or process patent applied for                 | 0.50 point per patent                |
| Licensed product or process patent                    | 1.0 point per patent                 |
| Software developed and registered                     | 0.5 point per software               |
| Book published in the field of production engineering | 1.0 point per published book         |
| Book Chapter Published in any area                    | 0.5 point per published book chapter |

Source: Proposed by the PPGEP Selection Committee.

### 3.1 Applying for Doctoral scholarships

To apply for the Doctoral scholarship, the assignment of the grade and ranking will consider the score described in Tables 4-6

Table 4 - Academic Background

| Criteria   | Scales  | Score                                    |
|--|---|--|
| Grade from the Master's Program at Capes                     | No concept                                      | 0  |
|  | Grade 1   | 1  |
|  | Grade 2   | 2  |
|  | Grade 3   | 3  |
|  | Grade 4   | 4  |
|  | Grades 5,6 or 7                                 | 5  |
| Average of the applicant on the Master's Course <sup>1</sup> | Average Grade $\leq 7.0$                        | 0.25                                     |
|  | $7.1 \leq \text{Average grade} \leq 8.0$        | 0.50                                     |
|  | $8.1 \leq \text{Average grade} \leq 9.0$        | 0.75                                     |
|  | $9.1 \leq \text{Average grade} \leq 10$         | 1.0                                      |
| Specialisation Course (360 hours)                            | -   | 1.0                                      |
| Scientific Initiation - SI<br>(by SI year)                   | Certificate and Scholarship from funding agency | 1.50                                     |
|  | Certificate                                     | 1.0                                      |
| Participation in national and international congresses       | -   | 0.50 point for participating in an event |

Where: <sup>1</sup>Grades will be converted: A (9 and 10), B (7 and 8), C (5 and 6), D (3 and 4) and E (1 and 2).

Table 5 - Scientific Publications

| Indicators  | Types/Bands | Score                            |
|---|-------------|----------------------------------|
| Articles published or accepted for publication in journals of selective editorial policy (compute higher evaluation in <b>Qualis REFERENCE</b> for the journal in which it was published) | A1          | 5.0 points for published article |
|   | A2          | 4.0 points for published article |
|   | A3          | 3.0 points for published article |
|   | A4          | 2.0 points for published article |
|   | B1          | 1.0 point for published article  |
|   | B2          | 0.5 point for published article  |
|   | B3          | 0.5 point for published article  |
|   | B4          | 0.5 point for published article  |
| Articles published in national and international congresses   | -           | 0.5 point for published article  |

Source: Proposed by the PPGE Selection Committee.

Table 6 - Technological production

| Indicators  | Score                                |
|---|--------------------------------------|
| Product or process patent applied for                 | 0.50 point for patent                |
| Licensed product or process patent                    | 1.0 point for patent                 |
| Software developed and registered                     | 0.5 point for software               |
| Book published in the field of production engineering | 10 points for published book         |
| Book Chapter Published in any area                    | 0.5 point for published book chapter |

Source: Proposed by the PPGE Selection Committee.

Only works published, in press or accepted (in the last five years and confirmed in the documented curriculum) will be considered;

The following will be considered: an international congress; events that have an organisation and /or evaluation committee comprising members of institutions from different countries, regardless of the language used;

The following will also be considered: national congresses; events that have an organisation and /or evaluation committee comprising members from different institutions;

In the event of a tie between the applicants, the criterion of the number of A1 articles published will be used for a tiebreaker. In case of a new tie, the largest number of articles classified as A2 will be used, and so on;

Losses arising from failure to deliver the documentation required for the Academic Performance Assessment will be the sole responsibility of the applicant. Documents delivered late will also not be accepted;

Applicants will be classified in decreasing order of the total points obtained in the analysis of academic performance;

Note: The procedure described refers to the 2021 scholarship award notice. Changes may be made at any time, that is, new dimensions of evaluation, as well as criteria and weights may be incorporated or revised.

#### 4 REGISTRATION FOR SCHOLARSHIPS

Students interested in competing for CAPES and CNPq scholarships available for the Graduate Program in Industrial Engineering must complete an application form, published on the Program website ([www.ppgep.ufscar.br](http://www.ppgep.ufscar.br));

Students already enrolled in Program can participate in the award process for the Master's course (regular students up to one year after entry) and for the Doctorate course in Industrial Engineering (regular students up to two years after entry). Applicants already approved or those who are participating in the selection process for the Master's and Doctorate courses will also be able to register;

Applicants must meet the requirements of Ordinance No. 76, CAPES, or RN-017/2006 - CNPq Scholarships in the Country, from CNPq;

A student who is employed may apply for the scholarship. However, the applicant must prove leave without pay, when given the scholarship. In any case, the applicant must follow the rules established by the funding agency that will award the scholarship.

The Scholarship Award Process will be carried out according to the current public notice schedule, as disclosed on the Program website. Entries must be made by sending the registration form and required documentation (Academic Performance Evaluation) to the PPGEP administration email ([ppgep@dep.ufscar.br](mailto:ppgep@dep.ufscar.br)).

The applicant must send the following documents to apply for registration in the Scholarship Award Process:

**Application Form, duly signed by the applicant**

**Copy of Curriculum Vitae;**

**Documents that prove the score of the items described in Tables 1-3 or 4-6;**

## **5 RESULTS**

The Scholarship Award Committee will publish the results (Ranking List) for both the Master's and Doctorate Scholarships according to the Schedule of Activities of the current public notice (the 2020 public notice is available in Appendix A for information only)

Scholarships will be awarded following the order of ranking.

Considered students will have scholarships awarded until the regulatory deadline for completing their respective courses, following the current rules of the PPGEP.

Students must provide the required documentation to be considered for a Master's or Doctoral scholarship.

### **APPENDIX A - ACTIVITY SCHEDULE FOR 2020 (Example)**

| <b>Activity</b>  | <b>Dates</b>        |
|--|---------------------|
| Disclosure of this Notice                              | 13/10/2020          |
| Period for enrollment in the Scholarship Award Process | 14/10 to 05/11/2020 |
| Disclosure of the preliminary list of approved entries | 09/11/2020          |
| Disclosure of the definitive list of accepted entries  | 16/11/2020          |
| Dissemination of results - Academic Evaluation         | 07/12/2020          |
| Deadline for making an appeal regarding the results    | 07/12 to 09/12      |
| Disclosure of final results                            | 11/12/2020          |

## APPENDIX B - How to Search Journal Rankings in the Qualis Reference

Journals in the Qualis Reference are ranked based on the percentile of the following table:

| Percentile |   | Level | Percentile |      |
|------------|---|-------|------------|------|
| 87.5       | ≤ | A1    | <          |      |
| 75.0       | ≤ | A2    | <          | 87.5 |
| 62.5       | ≤ | A3    | <          | 75.0 |
| 50.0       | ≤ | A4    | <          | 62.5 |
| 37.5       | ≤ | B1    | <          | 50.0 |
| 25.0       | ≤ | B2    | <          | 37.5 |
| 12.5       | ≤ | B3    | <          | 25.0 |
|            |   | B4    | <          | 12.5 |

Consult the percentile of the journal in the SCOPUS and Web of Science (JCR) databases and choose the highest percentile according to the table above.

### a) To find the percentile of the Journal on the SCOPUS:

1) To check the level of the journal in SCOPUS: Go to “Sources”, choose the title of the journal and click to search (Find sources).

The screenshot shows the Scopus Sources search interface. The search bar contains the text "PRODUCTION PLANNING & CONTROL". The "Sources" tab is selected. Below the search bar, there is a notification about the updated CiteScore methodology. The results section shows 41,317 results. The table below displays the top two results:

| Source title   | CiteScore | Highest percentile                         | Citations 2016-19 | Documents 2016-19 | % Cited |
|--|-----------|--|-------------------|-------------------|---------|
| Ca-A Cancer Journal for Clinicians                     | 435.4     | 99%<br>1/331<br>Oncology                   | 47.455            | 109               | 94      |
| MMWR Recommendations and Reports<br><i>Open Access</i> | 152.5     | 99%<br>1/275<br>Health (social<br>science) | 2.288             | 15                | 87      |

2) After clicking on the name of the journal, choose the option “CiteScore rank & trend”

The screenshot shows the Scopus journal page for "Production Planning and Control". The "CiteScore rank & trend" tab is selected and highlighted with a red box. Below this, a table shows the journal's performance metrics:

| Rank       | Source title                    | CiteScore 2019 | Percentile      |
|------------|---------------------------------|----------------|-----------------|
| #33<br>427 | Production Planning and Control | 6.9            | 92nd percentile |

To the right, a "CiteScore trend" chart is visible, showing a line graph of CiteScore values over time and a bar chart of the percentile.

The percentile of the journal in SCOPUS is 92%, therefore it is A1. As it is already A1 in SCOPUS, you do not need to consult WoS (JCR).

**Example 2:** Search for the percentile of the Computers & Industrial Engineering journal in SCOPUS

The screenshot shows the Scopus search results for "Computers and Industrial Engineering". A red box highlights the following data row:

| Rank | Source title                         | CiteScore | Highest percentile                      | Citations 2016-19 | Documents 2016-19 | % Cited |
|------|--------------------------------------|-----------|---|-------------------|-------------------|---------|
| 1    | Computers and Industrial Engineering | 6.6       | 95%<br>15/299<br>General<br>Engineering | 12,454            | 1,893             | 77      |

The left sidebar contains filter and display options, and a notification banner at the top regarding updated CiteScore methodology.

The percentile of this journal in SCOPUS is 95%, therefore it is A1. As it is already A1 in SCOPUS, you do not need to consult JCR. It should be noted that even in SCOPUS, there are different areas. Please consider the highest.

**Improved CiteScore methodology**  
CiteScore 2019 counts the citations received in 2016-2019 to articles, reviews, conference papers, book chapters and data papers published in 2016-2019, and divides this by the number of publications published in 2016-2019. [Learn more](#)

**CiteScore 2019**  
6.6 =  $\frac{12.454 \text{ Citations 2016 - 2019}}{1.893 \text{ Documents 2016 - 2019}}$   
Calculated on 06 May, 2020

**CiteScoreTracker 2020**  
6.5 =  $\frac{13.638 \text{ Citations to date}}{2.088 \text{ Documents to date}}$   
Last updated on 07 September, 2020 • Updated monthly

**CiteScore rank 2019**

| Category         | Rank    | Percentile |
|------------------|---------|------------|
| Engineering      | #15/299 | 95th       |
| Computer Science | #22/221 | 90th       |

[View CiteScore methodology](#) [CiteScore FAQ](#) [Add CiteScore to your site](#)

**b) To find the percentile of the Journal of Business and Industrial Marketing on the Web of Science (WoS)**

Procedure:

1. Access Capes Journals via Cafe and search the Web of Science database;
2. On the main page, choose “Journal citation reports” at the top;

Web of Science | InCites | Journal Citation Reports | Essential Science Indicators | EndNote | Publons | Kopernio | Master Journals | [Fazer login](#) | Ajuda | Português

Web of Science **Clarivate Analytics**

Ferramentas | Pesquisas e alertas | Histórico de pesquisa | Lista marcada

Selecione uma base de dados:

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3. The following screen will open. Enter the name of the journal. You do not need to click on the search tool. The system automatically recognises the journal's name:

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4. The name of the journal will appear. Click it to open the report:

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