FEDERAL UNIVERSITY OF SÃO CARLOS
**Graduate Program in Industrial Engineering**

**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 |
| | $1.1 \leq$ Enade concept $\leq 2.0$ | 2 |
| | $2.1 \leq$ Enade concept $\leq 3.0$ | 3 |
| | $3.1 \leq$ Enade concept $\leq 4.0$ | 4 |
| | $4.1 \leq$ Enade concept $\leq 5.0$ | 5 |
| Global Average of the Undergraduate Course | Average grade $\leq 7.0$ | 0.25 |
| | $7.1 \leq$ Average grade $\leq 8.0$ | 0.50 |
| | $8.1 \leq$ Average grade $\leq 9.0$ | 0.75 |
| | $9.1 \leq$ 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 **Qualis REFERENCE** 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 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[1] | Average Grade $\leq 7.0$ | 0.25 |
| | $7.1 \leq$ Average grade $\leq 8.0$ | 0.50 |
| | $8.1 \leq$ Average grade $\leq 9.0$ | 0.75 |
| | $9.1 \leq$ Average grade $\leq 10$ | 1.0 |
| Specialisation Course (360 hours) | - | 1.0 |
| Scientific Initiation - SI (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: [1]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 **Qualis REFERENCE** 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 PPGEP 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 PPGEP 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 A1articles 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);

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 ).

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)

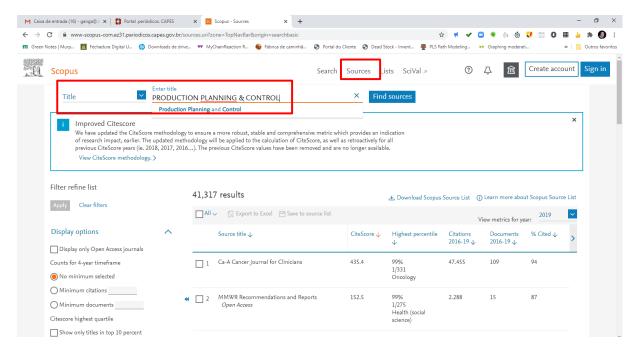| Activity | Dates |
|---|---|
| Disclosure of this Notice | 13/10/2020 |
| Period for enrollment in the Scholarship Award Process | 14/10 to 05/11/2020 |
| Disclosure of the preliminary list of approved entries | 09/11/2020 |
| Disclosure of the definitive list of accepted entries | 16/11/2020 |
| Dissemination 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 |

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).

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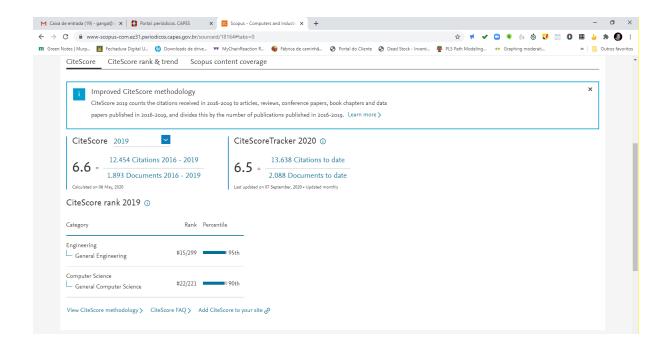


The percentile of the journal in SCOPUS is 92%, therefore it is A1. As it is already A1 in SCOPUS, you do not need to consult WoS (JCR).

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



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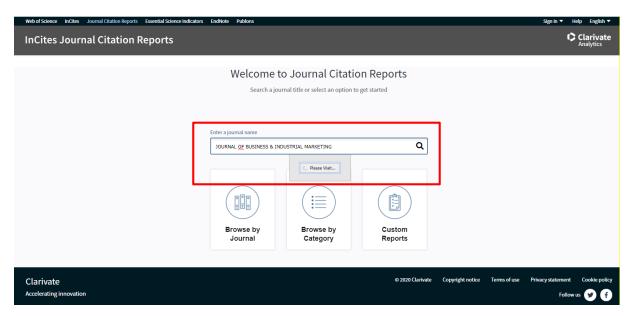
**b) To find the percentile of the Journal of Business and Industrial Marketing on the Web of Science (WoS)**
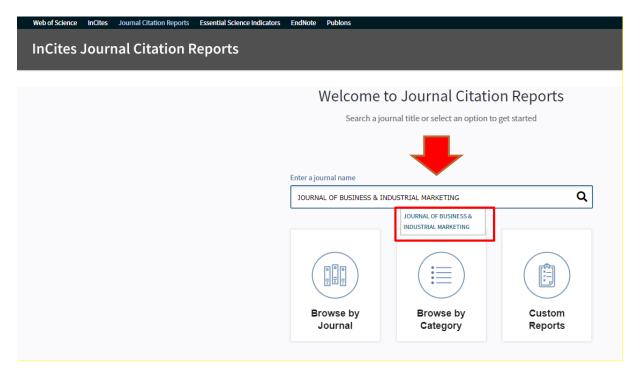
Procedure:

1. Access Capes Journals via Cafe and search the Web of Science database;

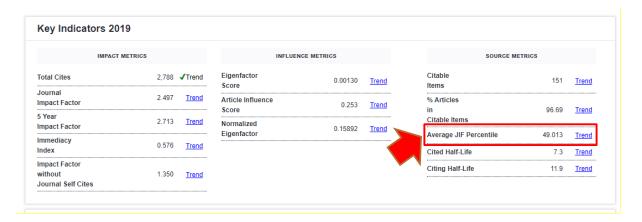2. On the main page, choose "Journal citation reports" at the top;

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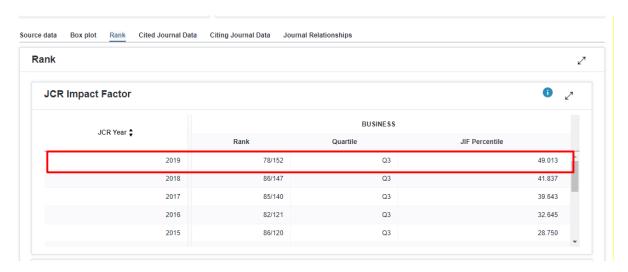


4. The name of the journal will appear. Click it to open the report:

5. In the report, look for the "Key Indicators 2019" section. The percentile of the journal is given: "Average JIF Percentile":



6. Or, click on "rank":



The JCR percentile is 49%, therefore it is B1. In this case, we get the highest percentile of SCOPUS, 80%, therefore it is A2.