



Secretaria de Estado de Ciência, Tecnologia e Inovação - SECTI  
Universidade Estadual do Norte Fluminense Darcy Ribeiro – UENF  
Centro de Ciência e Tecnologia - CCT  
Programa de Pós-graduação em Ciências Naturais - PGCN

## POSTGRADUATE PROGRAM IN NATURAL SCIENCES - PPGCN

### SELECTIN NOTICE PPGCN-2025-1

### ACADEMIC MASTER AND DOCTORATE

#### General information about the postgraduate program

**Program name:** Postgraduate Program in Natural Sciences - PPGCN

**Institution/Center/:** UENF/CCT/

**Level:** Master and doctorate (Accredited by CAPES).

**Note/Concept CAPES:** 5 (five).

**Área of concentration:** Natural Sciences.

**Program Eletrônico page:** <https://uenf.br/posgraduacao/ciencias-naturais/>

**1.1** Students with an undergraduate degree (master's degree candidates) or a Master's degree (doctorate candidates) in Natural Sciences or related areas may apply for the selection process. Related areas in this notice are considered to be those that integrate one of the following major areas of knowledge established by the table of areas of knowledge: [CAPES](#):

- Exact and Earth Sciences
- Biological Sciences
- Engineering
- Health Sciences
- Agricultural Sciences

**1.2** Candidates with undergraduate education (Master's degree candidates) or Master's degree (Doctorate candidates) in other areas of knowledge not listed in item 1.1 may have their applications approved after detailed analysis and deliberation by the Program Coordinating Committee and the Appeals Committee.

**1.3** It is recommended that candidates consult the program website and contact their intended advisors so that they can obtain additional information about the subjects offered by the program, the line of research, the proposed theme and possible projects within the theme.

## 2 Applications

**2.1 Períod:** From 10/21/2024 to 11/19/2024 (non-extendable)

### 2.2 Registration methods and submission documents:

**2.2.1** Registrations will be made only electronically through the link available at [SELECTION PROCESS ELETRONIC PAGE](#). The candidate must have a GMAIL email account.

**2.2.2** At the time of registration, candidates must submit the forms and documents required in accordance with item 2.2.2.1. Forms, Models and Various Instructions indicated by an asterisk (\*) can be obtained at [SELECTION PROCESS ELETRONIC PAGE](#). The forms submitted must maintain the original formatting of the electronic forms provided. Re-edited or scanned forms will not be accepted. Upon completion of submission via the electronic system, the candidate will receive a confirmation message. If the candidate does not receive this message within 5 minutes after submission, they must submit the form again until they receive the confirmation message. There will be a maximum tolerance of 10 minutes in the final registration deadline established for submission of the application. It is the candidate's responsibility to anticipate any connection problems that may occur at the time of completing their application that may prevent the correct submission of the documents within the established deadlines.

### **2.2.2.1 Forms and documents:**

**2.2.2.1.1 Form 1\*** - Registration (name the file as: "Form-1-PGCN-2025-1- Full name of the candidate". Indicate only one Line of Research on the form.

**2.2.2.1.2 Documentation 1** - Digital copy in pdf format) of the items below, each document on one page, presented in the order below (name the file as: "Documentation-1-PGCN-2025-1-Full-name-of-the-candidate").

**a)** Undergraduate diploma (copy front and back) (or equivalent official document from the institution of origin) for master and doctorate candidates

**b)** Final academic transcript of the undergraduate course (copy front and back) (or equivalent official document from the institution of origin) for master and doctorate candidates.

**c)** Master's degree diploma duly dated, signed and stamped (copy and back) or equivalent official document from the institution of origin attesting to the defense date or the expected date for the defense of the dissertation, for doctorate candidates.

**d)** Definitive academic transcript of the master's degree (copy front and back) or equivalent official document from the institution of origin for doctoral candidates.

**2.2.2.1.2.1** Candidates for a master's degree whose final undergraduate diploma or academic transcript have not yet been issued must submit an official statement from the institution of origin containing information about the degree conferral or the probable date of the degree conferral and the provisional academic transcript. The statement and the provisional transcript will be considered as documents equivalent to items 2.2.2.1.2 (a) and 2.2.2.1.2 (b). Applications will be approved conditionally. Candidates who do not submit proof of degree conferral and the final academic transcript by the date of enrollment will be eliminated from the selection process.

**2.2.2.1.2.2** Doctorate candidates whose final master's degree diploma or transcript have not yet been issued must submit an official statement from their home institution containing information about the approval of the dissertation defense or the probable date of the dissertation defense and a provisional transcript. The statement and the provisional transcript will be considered as equivalent documents for items 2.2.2.1.2 (c) and 2.2.2.1.2 (d). Applications will be approved conditionally. Candidates who do not submit proof of defense and approval of the dissertation and the final transcript by the date of enrollment will be eliminated from the selection process.

**2.2.2.1.2.3** The documents listed in items 2.2.2.1.2 (a and c - Undergraduate and Master's degrees), if obtained in Brazil, must contain proof that the course is recognized by the Ministry of Education (undergraduate and postgraduate). For degrees obtained abroad, a certified translation and/or revalidation of the degree at a Brazilian institution up to the date of enrollment must be provided by the date of enrollment

**2.2.2.1.2.4** The documents listed in items 2.2.2.1.2 (b and d - Academic Transcripts) must contain the date of graduation and the date of the dissertation defense, respectively, and/or the date of issuance of the respective diplomas. These documents must be dated and signed by the issuing institution on headed paper.

**2.2.2.1.2.5** Final approval of the application for the selection process is subject to the submission of the respective documents by the date of enrollment in the Program. Candidates with transcripts obtained abroad may submit the version from their country of origin, subject to the presentation of a sworn translation and/or revalidation at a Brazilian institution by the date of enrollment. If these documents or any justifications are not accepted by the program's coordinating committee, the candidate will be retroactively eliminated from the selection process.

**2.2.2.1.3 Documentation 2** (digital copy in pdf format) of items "e" and "f", each document on one page presented in the order below (name the file as: "Documentation-2-PGCN-2025-1-Full-name-of-the-candidate").

**e) Score table (available in ANNEX 3 for master's degree candidates and in ANNEX 4 for doctorate candidates).** Candidates must ensure that the self-assessment column is correctly filled out for each item and in accordance with the supporting documents submitted. **All supporting documents must correspond to the respective entries in the Lattes CV or equivalent CV for foreign candidates who do not have a Lattes.**

**f) Lattes CV or equivalent CV for foreign candidates** who do not have a Lattes CV. In both cases, CVs must be accompanied by scanned copies of the supporting documents, **ordered and numbered MANDATORY in accordance with the scoring table in Annexes 3 or 4** (item e).

**2.2.2.1.4 Documentation 3** (digital copy in pdf format) of items "g" to "n", each document on one page presented in the order below (name the file as: "Documentation-3-PGCN-2025-1-Full-name-of-the-candidate").

**g)** 3x4 color photo with white background (scanned).

**h)** Civil identity card for Brazilian candidates or passport for foreign candidates.

**i)** Individual Taxpayer Registry (CPF), for Brazilian candidates

**j)** Voter Registration Card, for Brazilian candidates.

**k)** Civil registration: Birth or marriage certificate

**l)** Military Certificate, for Brazilian male candidates)

**m)** Employment Record or contract (copy of the 2 identification pages and the contract pages) or copies of the pay slip(s) corresponding to the last month's salary received (for candidates with an employment relationship).

**n)** Letter from the company/institution with which the candidate is employed, explaining the terms of the release from normal activities to dedicate 30 hours to the course. The dedication to the Postgraduate Program must be full-time, but in exceptional cases the program's coordinating committee may assess the dedication of at least 30 hours (only for candidates with an employment relationship).

**2.2.2.1.5 Documentation 4 (only for doctoral candidates)** - item "o" (name the file as: "Documentation-4-PGCN-2025-1-Candidate's-full-name").

**o)** Research Project, in pdf format (prepared in accordance with the instructions in **ANNEX 5**).

- 2.2.3** Candidates must provide three **LETTERS OF RECOMMENDATION\*** (in the UENF format) sent by people linked to the candidate's university education or professional activities. The letters, in PDF format, must be sent directly by the declarant to the email: [pgcn@uenf.br](mailto:pgcn@uenf.br) by the deadline for registration according to item 2.1 (**Subject: Letter of Recommendation PPGCN-2025-1 – Candidate's full name**).
- 2.2.4** Brazilian candidates who wish to apply under the quota system must submit the documentation required in **ANNEX 6** at the time of registration. The documentation must be organized in the order set out in **ANNEX 6** (name the file as: "Documentação-Quotas-PPGCN-2025-1-Nome-completo-do-(a)-candidato(a)").
- 2.2.4.1** In the absence of any of the documents required in **ANNEX 6**, the candidate's application will be processed as open competition.
- 2.2.4.2** Applications to compete under the quota system will be conditionally approved. The final approval of applications and the final approval of the candidate's classification in the selection process will be made after analysis carried out by the institutional technical committees, respectively called the Socioeconomic Analysis Committee and the Quota Option Analysis Committee.
- 2.2.4.3** Candidates who do not meet the criteria in **ANNEX 6** after analysis by the Socioeconomic Analysis Committee and the Quota Option Analysis Committee will be eliminated from the selection process.
- 2.2.5** The candidate, when sending the required documentation, is responsible for the veracity of all information provided.
- 2.2.6** After the deadline for receiving applications has ended, the PPGCN Coordinating Committee will carry out an assessment for the purpose of approving the applications within a period of up to 3 (three) business days.
- 2.2.6.1** Only applications that are accompanied by all documents or their equivalents provided for in item 2.2.2 may be fully approved. The forms submitted must maintain the original formatting of the electronic forms provided; re-edited or scanned forms may not be submitted..
- 2.2.6.2** Applications that are not accompanied by the documents provided for in items 2.2.2.1.2 (a, b, c or d) may be approved "conditionally", provided that they are accompanied by the respective declarations provided for in items 2.2.2.1.2.1 and 2.2.2.1.2.3 for the master's degree or items 2.2.2.1.2.2 and 2.2.2.1.2.4 for the doctorate, with the candidate being required to submit the aforementioned documents by the date of registration, under penalty of exclusion from the selection process.
- 2.2.6.3** The preliminary lists with approved and non-approved applications will be published on the selection process electronic page in accordance with the selection process schedule (**ANNEX 2**).
- 2.2.6.4** The list of approved applications will contain the names of candidates in alphabetical order with information on the type of approval (whether the approval was full or conditional).
- 2.2.6.5** The list of non-approved applications will contain the names of the candidates in alphabetical order with the reason for non-approval.
- 2.2.6.6** Candidates whose applications are not approved may appeal to the Selection Process Appeals Committee in accordance with the selection process schedule (**ANNEX 2**).
- 2.2.6.7** The submission of any of the documents listed in item 2.2.2. by means of an appeal will not be accepted.
- 2.2.6.8** The final lists of approval of applications, after the appeals have been judged, will be published on the selection process electronic page containing the approved applications and the non-approved applications, in the manner described in items 2.2.6.4 and 2.2.6.5, in accordance with the selection process schedule (**ANNEX 2**).
- 2.2.6.9** Candidates included in the final list in accordance with item 2.2.6.8 with approved

registration (full or with conditions) will be automatically called to carry out the next phases of the Selection Process.

**2.2.7** Candidates who have any type of disability or special need to complete the phases of the selection process must inform the type of disability and any special needs on the registration form so that allow the PPGCN Coordinating Committee provide the necessary adjustments for participation in the selection process.

**2.2.8** Approved and selected candidates who are called to enroll must submit to the program secretariat all originals of the documents required in item 2.2.2.1. Failure to submit any of the documents and their respective supporting documents will lead to the candidate's disqualification in the selection process.

### **3 Vacancies Reservation for the Quota System (ANNEX 6) – only for Brazilian Candidates**

#### **4 Evaluation Committees and Appeals Committee**

**4.1** The PPGCN Coordinating Committee will be responsible for analyzing and approving applications and for indicating the Appeals Committee and the Evaluation Committees for the selection process.

**4.2** The Evaluation Committees will be responsible for the preparation, monitoring and evaluations that make up the selection process.

**4.3** The Appeals Committee will be responsible for evaluating and judging appeals, after consulting the respective Evaluation Committee.

**4.4** The Evaluation Committees are sovereign regarding the application of the evaluation criteria of the selection process, defined by the Coordinating Committee of the Postgraduate Program in Natural Sciences and published in this notice.

**4.5** The Appeals Committee has sovereign power over the application of the selection process appeal criteria defined by the Coordinating Committee of the Postgraduate Program in Natural Sciences and published in this notice.

**4.6** The Evaluation Committees and the Appeals Committee will be composed of Accredited Professors of the Postgraduate Program in Natural Sciences.

**4.7** Each Evaluation Committee and the Appeals Committee will be made up of at least 3 (three) full members and one alternate, with their presidency being appointed by the PPGCN Coordinating Committee.

**4.8** Appeals against the composition of the Evaluation Committees and Appeals Committee must be filed within the deadlines established by the selection process schedule (ANNEX 2) and must be evaluated by the PPGCN Coordinating Committee before any of the selection phases are carried out.

**4.9** A Professor will be considered prevented from exercising the functions of member of the Evaluation Committees and Appeals Committee if:

**a)** Be or have been a spouse, partner, relative or in-law up to the third degree of any of the candidates;

**b)** Is in legal or administrative dispute with any of the candidates or with any of the persons indicated in item a);

**c)** have a close friendship or notorious enmity with any of the candidates, or any of the individuals mentioned in item a);

**d)** Be a partner in the same business corporation as any candidate;

**e)** Be part of the board of directors of an entity of any nature of which a candidate is also a director.

**4.10** It is the candidate's duty to inform the existence of any of the personal, professional and

academic ties listed in item 4.9 with any of the members of the Evaluation Committees and Appeals Committee under penalty of exclusion from the selection process.

**4.11** It is the duty of the members of the Evaluation Committee and the Appeals Committee to inform the existence of any of the personal, professional and academic ties listed in item 4.9 with any of the candidates under penalty of incurring serious misconduct under the terms of the sole paragraph of art. 18 of state law no. 5.427/2009.

**4.12** Any member deemed unable to participate in an Evaluation Committee or the Appeals Committee will be replaced:

- a) By another professor, from among the full members, as designated by the Program Coordinating Committee, in the case of the president;
- b) By one of the alternate members, in the case of full members

**4.13** Exceptionally and with due justification and at the discretion of the PPGCN Coordinating Committee, faculty members of other postgraduate programs at UENF or other institutions may be appointed as members of the Evaluation Committees or the Appeals Committee

## **5 Vacancies offered for master's and doctorate degrees**

**5.1** The filling of vacancies is based on the selection criteria defined in items 6, 7 and 8 of this Selection Notice.

**5.2** A total of 55 (fifty-five) vacancies are offered, 30 (thirty) vacancies for the Master's degree and 25 (twenty-five) vacancies for the Doctorate degree, according to the distribution in the research lines, advisor and research topics listed in **ANNEX 1**.

**5.3** Candidates may only apply for a single vacancy defined by the Research Line, advisor and research topic for which they will be competing exclusively. Candidates who register for Research Lines that are not included in this notice or who do not choose the Research Line, Advisor or Topic in the application form will not be considered for approval.

**5.4** There will be a waiting list within the same line of research, advisor and research topic chosen by the candidate at the time of registration in accordance with **ANNEX 1**. The Program Coordinating Committee must identify and approve the availability of new vacancies within a maximum period of 30 days after the publication of the final result of this notice. The approved and unqualified candidates will be part of the waiting list and may be called to fill these vacancies in accordance with the deadlines established by the selection process schedule (**ANNEX 2**).

## **6 Phases of the selection process**

**6.1** The phases of the selection process may take place entirely in person, entirely remotely or in a mixed mode (in person and remotely) as established in item 6.3. The phases that take place remotely will use digital information and communication technologies available at PPGCN and accessible to candidates through their own internet connection.

**6.1.1** The PPGCN Coordinating Committee may decide to carry out some phase of the selection process remotely if there are situations that make it impossible to carry out the phase of the selection process in person.

**6.2** To enable participation in remote phases of the selection process, candidates must have or provide access to the internet in accordance with the dates and times established in the schedule (**ANNEX 2**). The PPGCN Coordinating Committee will provide the necessary information so that candidates can have access to the environments and tools to be used in the various phases of the selection process.

**6.3** The selection process will comprise the following phases , forms and characters:

PHASE	FORM	CHARACTER	MINIMUM GRADE FOR APPROVAL
Curriculum and Academic Record Analysis	<b>Remoto</b> - Evaluation Committee	Eliminatory	Master: 4,0 Doctorate: 6,0
Knowledge Tests being: 1) General Knowledge Test (PCG) and; 2) Foreign Language Test/Scientific Article Interpretation (English) (PLIAC)	<b>In person at UENF</b> (candidates residing in Brazil) and <b>In person Abroad</b> (candidates residing abroad)	Eliminatory	PCG test: Master: 4,0 Doctorate: 4,0 PLIAC test: Master: 4,0 Doctorate: 4,0 Average in the phase: .....Master: 5,0 .....Doctorate: 6,0
Interview/Research Project - Master Interview - Doctorate/Research Project Interview	<b>In person at UENF</b> (candidates residing in Brazil) and <b>Remoto</b> (candidates residing abroad)	Eliminatory	Master: 6,0 Doctorate: 6,0

**6.3.1 Phase 1: Analysis of CV and academic transcript:** The analysis of the CV and academic transcript will be based on the documents and evidence submitted by the candidate at the time of registration (item 2.2.2.1) and in accordance with the scoring table available in **ANNEX 3 (master's degree)** and **ANNEX 4 (doctorate)** of this selection notice. This phase of the selection process will be eliminatory for master's and doctorate degrees candidates.

**6.3.2 Phase 2: Knowledge tests:** The knowledge test phase will be held with candidates for the master's and doctorate programs who have been classified in **Phase 6.3.1**. In this phase, two tests will be applied: General Knowledge Test and Foreign Language Test (English)/Interpretation of Scientific Article. The knowledge test phase will be eliminatory for master's and doctorate candidates. For foreign candidates residing abroad, the knowledge tests will be administered at a university abroad by a person appointed by the PPGCN Coordination. For foreign candidates residing abroad, the schedule time established in **Annex 2** may be adapted due to possible time zone compatibility needs.

**6.3.2.1 General Knowledge Test:** The questions in the general knowledge test will be based on general and/or interdisciplinary scientific articles and specific articles related to the line of research chosen by the candidate and available on the [SELECTION PROCESS ELETRONIC PAGE](#), for prior reading. The test will last 3 (three) hours and will be held according to the date and time established in the selection process schedule (**ANNEX 2**). When registering, foreign candidates residing abroad may choose to take the General Knowledge Test in Spanish or in English.

**6.3.2.2 Foreign Language Test (English)/Scientific Article Interpretation:** The questions in the Foreign Language Test (English)/Scientific Article Interpretation will be based on general and/or interdisciplinary scientific articles in English that will be made available at the time of the test. The articles will be written in English, the questions may be written in English or Portuguese (English/Spanish or English/English (native English speakers) for foreign candidates residing abroad) and the answers may be written in English or Portuguese (English/Spanish or English/English (native English speakers) for foreign candidates residing abroad). The test will last 3 (three) hours and will be held according to the date and time established in the selection process schedule (**ANNEX 2**). Candidates may bring and consult an **English/English dictionary** during the test. The result of this test may be used as an equivalent for the purpose of meeting the foreign language proficiency requirement if the candidate enrolls in the program and has achieved the minimum score established for equivalence.

**6.3.3 Phase Interview/Research Project:** The Interview/Research Project phase will be held with

Master's and Doctorate candidates who have been classified in **Phase 6.3.2**. In this phase, for Master's candidates only an Interview will be held. For Doctorate candidates, in addition to the interview the candidate will be questioned about the research project presented. The Interview/Research Project stage will be eliminatory for Master's and Doctorate candidates.

**6.3.3.1 Master's Interview:** The order, date, location and time of the candidates' interviews will be announced according to the selection process schedule (**ANNEX 2**). Candidates must attend on the date and time established in the notice. Failure to attend will result in the candidate being eliminated. The interview will last up to 20 minutes. If takes place remotely, the interview will be conducted via a videoconferencing application and the date, time and link will be informed in advance to candidates and made available on the selection notice electronic page. In this case, in order to conduct the interview, the candidate must access the videoconferencing link provided with a video camera and microphone activated. The interview phase will be eliminatory for candidates for the master's degree.

**6.3.3.2 Doctorate Interview/Reserach project (only for doctorate candidates):** The order, date, location and time of the Doctorate interview/Research Project for doctorate candidates will be announced in accordance with the selection process schedule (**ANNEX 2**). Candidates must attend on the date and time established in the notice. Failure to attend will result in the candidate being eliminated. The interview will last up to 35 minutes. The candidate will have a maximum of 15 minutes to present the project, followed by an interview and discussion for up to 20 minutes. If the interview takes place remotely, it will be conducted via a videoconferencing application and the date, time and link will be informed in advance to the candidates and made available on the selection notice electronic page. The interview/research project phase will be eliminatory for doctorate candidates.

## 7 Schedule

7.1 All phases and stages of this selection process will follow the schedule established in **ANNEX 2**, with adjustments being possible when necessary.

## 8 Evaluation and classification

### 8.1 MASTER

**8.1.1** Candidates will not be allowed to be late for more than 10 minutes to gain access to any phase of the selection process. Candidates will be considered absent and will receive a grade of 0.0 (zero) for the phase(s) in which the delay limit is exceeded.

**8.1.2** The phase of analysis of the documented Curriculum Vitae and Academic Transcript will be carried out in accordance with the table presented in **ANNEX 3**. Candidates with an average grade lower than 4.0 (four) at this phase will be eliminated.

**8.1.2.1** **Candidates must submit their LATTES CV or equivalent for foreign candidates who do not have a Lattes CV and arrange the documents in numerical order according to the scoring table in ANNEX 3.** If there is more than one document in the same category, the number must be followed by a letter, for example: 1a, 1b, 1c; 3a, 3b, 3c...

**8.1.2.2** **Only items filled in by the candidate, duly proven by means of a digital copy and which correspond to the respective entries in the Lattes Curriculum or equivalent for foreign candidates, will be scored in the analysis of the curriculum and academic record.**

**8.1.3** The Knowledge Test phase will have a maximum score of 10.0 (ten) and will be the arithmetic mean of the scores of the General Knowledge Test (PCG) and the Foreign Language Test (English)/Scientific Article Interpretation (PLIAC). Candidates with a score lower than 4.0 (four) in the PCG or PLIAC tests will be eliminated. Candidates with an average score lower than 5.0 (five) in the Knowledge Test Stage will be eliminated.

**8.1.4** In the Master's Interview phase, the candidate will be interviewed and asked any information that the evaluation committee deems relevant and will be asked about his/her academic and



scientific history, as well as about his/her prospects for admission to the course, line of research, advisor and chosen theme, being evaluated in relation to his/her answers mainly in relation to the coherence between training, knowledge of the program and line of research and theme for which he/she applied. This stage will have a maximum score of 10.0 (ten) and is constituted by the arithmetic average of the scores from 0.0 (zero) to 10.0 (ten) awarded by each member of the evaluation committee. Candidates with an average score lower than 6.0 (six) in this phase of the evaluation will be eliminated.

**8.1.5** The Final Grade for the Master's selection process will result from a weighted average of the grades obtained, applying the weights established in accordance with the table below:

Phase of evaluation	Weight	Character
Curriculum/Academic Transcript Analysis	4	Eliminatory (<4,0)
Knowledge tests	4	Eliminatory (<5,0)
Master's Interview	2	Eliminatory (<6,0)
<b>Final grade (weighted average)</b>		<b>Eliminatory (&lt; 6,0)</b>

**8.1.6** The final classification will be by vacancies according to the research line/advisor/research topic option chosen by the candidate at the time of registration. There will be a waiting list for approved and unclassified candidates within the same research line/advisor/topic option. Under no circumstances may a candidate be classified or reassigned to another vacancy other than the vacancy chosen at the time of registration.

**8.1.7** Candidates who obtain a Final Grade lower than 6.0 (six) will be eliminated from the selection process and cannot be placed on the waiting list.

**8.1.8** Candidates who obtain a Final Grade equal to or greater than 6.0 (six) will be listed in descending order of final grades within the research line/advisor/theme option.

**8.1.9** In case of equal scores, the following tie-breaking criteria will be adopted successively:

- Grade for the Knowledge Test phase
- Grade for the Curriculum/Academic transcript phase
- Grade for Master's Interview phase

If there is still a tie, the age criterion will be used, giving preference to the oldest candidate.

**8.1.10** Vacancies will be filled according to the order in which candidates are ranked, after applying the tiebreaker criteria, until all vacancies offered are filled, with a waiting list being created for approved and unranked candidates.

**8.1.11** If there are scholarships available for the program, the priority classification for granting scholarships will be based on the overall classification grades for each level (master's and doctorate), observing the criteria, rules and resolutions regarding the granting of scholarships from the PPGCN, UENF and the respective Funding Agencies.

## 8.2 DOCTORATE

**8.2.1** Candidates will not be allowed to be late for more than 10 minutes to gain access to any phase of the selection process. Candidates will be considered absent and will receive a grade of 0.0 (zero) for the phase(s) in which the delay limit is exceeded.

**8.2.2** The phase of analysis of the documented Curriculum Vitae and Academic Transcript will be carried out in accordance with the table presented in **ANNEX 4**. Candidates with an average grade lower than 6.0 (six) at this phase will be eliminated.

**8.2.2.1** **Candidates must submit their LATTES CV or equivalent for foreign candidates who do not have a Lattes CV and arrange the documents in numerical order according to the scoring table in ANNEX 3.** If there is more than one document in the same category, the number must be followed by a letter, for example: 1a, 1b, 1c; 3a, 3b, 3c...

**8.2.2.2 Only items filled in by the candidate, duly proven by means of a digital copy and which correspond to the respective entries in the Lattes Curriculum or equivalent for foreign candidates, will be scored in the analysis of the curriculum and academic record.**

**8.2.3** The Knowledge Test phase will have a maximum score of 10.0 (ten) and will be the arithmetic mean of the scores of the General Knowledge Test (PCG) and the Foreign Language Test (English)/Scientific Article Interpretation (PLIAC). Candidates with a score lower than 4.0 (four) in the PCG or PLIAC tests will be eliminated. Candidates with an average score lower than 6.0 (six) in the Knowledge Test Stage will be eliminated.

**8.2.4** In the Interview/Research project phase, the candidate will be interviewed and asked any information that the evaluation committee deems relevant and will be asked about his/her academic and scientific history, as well as about his/her prospects for admission to the course, line of research, advisor and chosen theme, being evaluated in relation to their responses and their ability to propose, understand and defend a research project related to the line of research and theme of the vacancy for which they applied. This phase will have a maximum score of 10.0 (ten) and is constituted by the arithmetic average of the scores from 0.0 (zero) to 10.0 (ten) assigned by each member of the evaluation committee. Candidates with an average score lower than 6.0 (six) in this stage of the evaluation will be eliminated.

**8.2.5** The Final Grade for the Doctorate selection process will result from a weighted average of the grades obtained, applying the weights established in accordance with the table below:

<b>Phase of evaluation</b>	<b>Weight</b>	<b>Character</b>
Curriculum/Academic Transcript Analysis	4	Eliminatory(<6,0)
Knowledge tests	3	Eliminatory (<6,0)
Interview/Research project	3	Eliminatory (<6,0)
<b>Final grade (weighted average)</b>		<b>Eliminatory (&lt; 7,0)</b>

**8.2.6** The final classification will be by vacancies according to the research line/advisor/research topic option chosen by the candidate at the time of registration. There will be a waiting list for approved and unclassified candidates within the same research line/advisor/topic option. Under no circumstances may a candidate be classified or reassigned to another vacancy other than the vacancy chosen at the time of registration.

**8.2.7** Candidates who obtain a Final Grade lower than 7.0 (seven) will be eliminated from the selection process and cannot be placed on the waiting list

**8.2.8** Candidates who obtain a Final Grade equal to or greater than 7.0 (seven) will be listed in descending order of final grades within the research line/advisor/theme option.

**8.2.9** In case of equal scores, the following tie-breaking criteria will be adopted successively:

- Grade for the Curriculum/Academic transcript phase
- Grade for Doctorate Interview/Research project phase
- Grade for the Knowledge Test phase

If there is still a tie, the age criterion will be used, giving preference to the oldest candidate.

**8.2.10** Vacancies will be filled according to the order in which candidates are ranked, after applying the tiebreaker criteria, until all vacancies offered are filled, with a waiting list being created for approved and unranked candidates.

**8.2.11** If there are scholarships available for the program, the priority classification for granting scholarships will be based on the overall classification grades for each level (master's and doctorate), observing the criteria, rules and resolutions regarding the granting of scholarships from the PPGCN, UENF and the respective Funding Agencies.

## 9 Appeals

- 9.1** Appeals must be made using the form provided for this purpose on the Selection Process electronic page, in accordance with the deadlines established in the schedule (**ANNEX 2**). The forms submitted must maintain the original formatting of the electronic forms provided. Re-edited or digitalized forms will not be accepted.
- 9.2** The Appeals Committee will judge all appeals by the deadline indicated in this notice and in accordance with the established schedule (**ANNEX 2**).
- 9.3** The selection Preliminary Final result may be appealed to the Program Coordinating Committee in the event of illegality or calculation error within 2 (two) business days after the publication of the Result.
- 9.3.1** No new appeals will be accepted on this occasion regarding the evaluations of the completed phases, with the appeals in each stage being allocated for this purpose.
- 9.4** After all appeals have been judged, the Final Result will be published. Após julgados todos os recursos será divulgado o Resultado Final Definitivo.
- 9.4.1** Appeals against the Final Result must be submitted in 2 (two) copies of the same petition addressed to the PPGCN Coordinating Committee.
- 9.4.2** No new appeals will be accepted on this occasion regarding the evaluations of the completed phases, with the appeals in each stage being allocated for this purpose.
- 9.5** The final result will consist of the publication of lists by level (masters and doctorate) and by Research Line/Supervisor and Theme of each vacancy, with the names of the candidates in descending order of classification, their respective final grade and the information “Approved / Classified”; “Approved / Not classified”; “Waiting list” or “Eliminate” as the case may be.

## 10 Calling of approved and classified candidates

- 10.1** Once the selection process is complete and the final result is announced, the selected candidates will be called to present themselves for enrollment within the deadline stipulated by the UENF Postgraduate Academic Calendar.
- 10.2** Candidates will be called by publishing the call notice on the Selection Process electronic page and an electronic message will be sent to the email address provided by candidates in the registration form.
- 10.3** The Graduate Program in Natural Sciences operates on a full-time basis (40 hours/week). At the discretion of the Coordinating Committee, students may be accepted on a part-time basis (with a minimum of 30 hours/week dedicated to the Program). When the successful candidates are called for enrollment, forms will be made available to declare whether or not they have an employment relationship and to request part-time dedication to the program. Students approved in the selection process who request authorization for part-time dedication may only enroll after their request has been approved. In cases where the request is denied, the candidate will be eliminated from the selection process and the next candidate on the waiting list will be called.

## 11 Final Provisions

**11.1** Candidates will be disqualified and automatically excluded from the selection process. If:

- a) Making false statements or presenting false documents at any stage of the selection process.
- b) Failure to submit all required documentation within the deadlines and conditions stipulated in this Notice.
- c) Failure to enroll in the Program on the date specified in the UENF Postgraduate academic calendar.
- d) Failure to attend any of the phases of the selection process on the dates and times scheduled for its start.

**11.2** The candidate has the right to obtain access, upon request, to the test mirrors and other documents that allow him/her to appeal the results of the stages during the deadlines established in the selection process schedule (**ANNEX 2**).

**11.3** Under no circumstances will it be permitted to change or alter the line of research chosen by the candidate at the time of registration to another line of research, either during the selection process or after the candidate has entered the program.

**11.4** Situations not covered by this notice will be resolved by the Program Coordinating Committee, the UENF Research and Postgraduate Studies Chamber or the University's Higher Deliberative Councils, according to their competencies.

Campos dos Goytacazes, October 8th, 2024

Prof. Dr. Sergio Luis Cardoso  
POSTGRADUATE PROGRAM IN NATURAL SCIENCES - COORDINATOR  
UNIVERSIDADE ESTADUAL DO NORTE FLUMINENSE DARCY RIBEIRO - UENF