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## CALL FOR THE SELECTION PROCESS OF THE MATERIALS SCIENCE AND ENGINEERING POSTGRADUATE PROGRAM

**CALL PPGECM 2024-01 (RECTIFICATION 01 - 11/12/2023)**

### FIRST HALF OF 2024

#### 1. Information about the postgraduate program:

**Program name:** Postgraduate Program in Materials Science and Engineering

**Center:** CCT/LAMAV

**Levels:** Master's and Doctorate degree

**Grade note:** 4 (four)

**Concentration area:** Materials, Characterization, Processing, Properties and Environment.

**Research lines:**

1. Ceramic and Sustainable Materials:
  - Cementitious, clay matrix and geopolymer materials;
  - Sustainable Materials;
  - Synthesis and Sintering of Hard and Superhard Materials.
2. Polymeric Materials and Nanomaterials.
  - Nanostructured membranes and biopolymers with nanofillers;
  - Polymeric composites with naturally occurring and/or functional fillers.

**Program website:** <http://uenf.br/posgraduacao/engenharia-de-materiais/>

#### 2. Enrollment Period:

- From 10/09/2023 (October 09<sup>th</sup>) to 11/12/2023-11/20/2023 (November 12<sup>th</sup>-20<sup>th</sup>)

- **Location:** All registrations will be received solely and exclusively via email. All registration requests, questions and appeals must be directed to the email:

selecao.ppgecm@uenf.br

Applications, appeals and/or questions directed to another e-mail address other than the one informed in this notice will not be accepted.

Contact phones: +55 (22) 2739-7822; +55 (22) 2748-6178.

E-mail: [selecao.ppgecm@uenf.br](mailto:selecao.ppgecm@uenf.br). In the email subject, follow the template: "INSCRIÇÃO\_PPGECM\_2024\_1\_COMPLETENOME". Upon the email receipt, the candidate will receive back an email a notification of the application receipt. The notification does not imply approval and/or verification of documents by the Evaluation Committee. If you do not receive the notification, check your spam box, and if you still have questions, contact the Program Secretary.

Applications received after 11:59 pm on 11/12/2023-11/20/2023 will not be accepted.

#### 3. Evaluation Committee:

**3.1.** The Evaluation Committee will be responsible for approving inscriptions, evaluating each stage, and judging the appeals presented by the candidates.

**3.2.** The Evaluation Committee will be announced by the Program Coordinating Committee within 3 (three) business days after the end of registration. It will be composed of accredited professors from the Postgraduate Program in Engineering and Materials Science.

**3.3.** Appeals against the composition of the Evaluation Committee must be filed within 5 (five) business days after the disclosure of the final registrations approval and must be evaluated by the Program Coordinating Committee before carrying out any of the selection stages.

**3.4.** Will be considered prevented from exercising the functions of a member of the evaluation committee, any member who:

- a) Is or has been a spouse, partner, relative or similar up to the third degree of any of the candidates;
- b) Is litigating judicially or administratively with any of the candidates or with any of the persons indicated in subparagraph a;
- c) Has close friendship or notorious enmity with any of the candidates, or any of the individuals mentioned in subparagraph a, and considering that the friendship/enmity directly affects the selection process;
- d) Be a member of the same company as any candidate;
- e) Be part of the board of any association of which any candidate is also a director.

**3.5.** It is permissible for any interested party to raise the impediment of a member of the evaluation committee, within the period provided for in item 3.3, by a simple request that will be evaluated by the Program Coordinating Committee, through the appeal email informed in item 2, before carrying out any of the selection steps.

**3.6.** The member considered prevented will be replaced by another professor, among the ones accredited to the postgraduate program, as designated by the Program Coordinating Committee, in the case of the president or other full members.

**3.7.** It is the candidate's duty to inform the existence of any of the links listed in item 3.4 with any of the members of the Evaluation Committee, under penalty of exclusion from the competition.

**3.8.** It is the duty of the Evaluation Committee member to inform the existence of any of the links listed in item 3.4 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. Applications:**

**4.1.** Applications may be done by candidates who reside in Brazil or abroad.

**4.1.1.** Candidates with permanent residence abroad may have a number of vacancies available exclusively, as long as they are informed in item 9 of this Call. Even so, they will be selected according to item 6 of this Notice, with the same criteria as students residing in Brazil.

**4.1.1.1.** Foreign candidates from Mercosur countries will be able to prove their proficiency in Portuguese by means of a test offered by the Program (exam to be scheduled after admission).

**4.1.1.2.** Foreign candidates from Portuguese-speaking countries do not need to present proof of proficiency in Portuguese.

**4.1.1.3.** Other foreign candidates must prove proficiency in Portuguese, by passing the **Celpe-Bras** test (<http://portal.inep.gov.br/celpebras>), up to 06 (six) months after enrolling in the Course.

**4.1.2.** Approved Master's or Doctorate foreign candidates will have to present a copy of the diploma recognized by their origin country Brazilian consulate, as well as other documents to be required by the Academic Secretariat of UENF at the time of enrollment.

**4.2.** At the time of application, the candidate must send for the email informed in this Call's Item 2, the following files in PDF format, which must be identified separately as follows: **Note: The files must be identified with the respective letter (A, B, C, D, ..., L), according to the items below, and in case of submission in disagreement, the application will not be approved:**

- a) Application form (according to Annex III's template) according to this Call's Annex III; The candidate must indicate on the Form the **line of research** of interest and potential advisors in order of preference, as per Item 9 of this Public Call. **The candidate who sent the Application Form (Annex III) with the Research Line, advisor and other information empty** will have its application rejected. Its highly recommended that candidates survey of the postgraduate program professors' profile, lines of research and curriculum lattes to choose the order of prioritization of the advisee:

Form available at <https://uenf.br/posgraduacao/engenharia-de-materiais/processos-seletivos/>

- b) Copy of full-time higher education (undergraduate) diploma or equivalent document. Candidates who have not yet completed their course at the time of application must sent a copy of a declaration signed by the Course Coordinator or Academic Secretary informing such condition and containing the expected graduation date. Upon enrollment, it will be mandatory to present a diploma or equivalent document, under penalty of losing the vacancy.
- c) For doctoral candidates, a copy of the master's degree diploma or equivalent document must be sent. Candidates who have not yet completed the course at the time of application must sent a copy of a declaration signed by the Course Coordinator, Academic Advisor or Academic Secretary informing such condition and with the expected Master's course completion date. Upon enrollment, the presentation of a diploma or equivalent document will be mandatory, under penalty of losing the vacancy;
- d) Academic transcript of the undergraduate course for candidates to the master's and doctorate, containing the GPA (Grade Point Average) obtained (in case of absence, request a statement from the candidate's university with the information);
- e) Academic transcript of the master's degree, only for doctoral candidates, containing the GPA obtained (in case of absence, request a statement from the candidate's university with the information);

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- f) **Lattes Curriculum (LC)** registered on the CNPq website (<http://lattes.cnpq.br/>). It is mandatory to send, at the time of the application, a PDF file with a copy of all supporting documentation of the items listed in the Lattes Curriculum. For the titles considered in the curriculum evaluation stage, see Item 7. Curriculum sent in a format other than Lattes will not be accepted. All supporting documents must be organized in a SINGLE PDF file, following the sequence of attributes available in the evaluation tables of Item 7. Separated files or files organized out of table sequence will be automatically disregarded for evaluation purposes.
- g) Single file containing three reference letters (following the template) signed by people linked to the candidate's university education or professional activities. The letters will be collected by the candidates and must be sent together with the other documents. Letters sent directly by the declarants will not be accepted. Template available at: <https://uenf.br/posgraduacao/engenharia-de-materiais/processos-seletivos/>
- h) An updated 3x4 photo, not being considered for this item the photo of documents, such as RG or CNH. It is mandatory to send an updated photo so the Evaluation Committee be able to currently identify the candidate;
- i) Copy of civil identity card (Brazilian and foreign candidates);
- j) For Brazilian candidates: Copy of CPF (if the number is on the civil identification document, item i, the need for CPF may be disregarded);
- k) For Brazilian candidates: Voter Title, Military Certificate (only for men), Civil Registry (birth or marriage certificate);
- l) For QUOTA SYSTEM candidates: In a SEPARATE email, files with all the documentation required in Annex I of the Selection Call for Postgraduate Programs at UENF (only for candidates opting for the quota system).

**4.2.1.** Documentation presented that does not comply with these guidelines will result in non-approval of the application.

**4.2.2.** All documents must be scanned in PDF format, with resolution quality suitable for reading.

**4.2.3.** Files in any other format will not be accepted, not even in compressed folders. Pay attention to the size limit of files to be sent. Use size reduction programs, if necessary, keeping it in PDF format and with minimum reading quality. Documents in online folders, in which access is denied or blocked, will not be accepted, and these documents will be DISREGARDED for all analysis.

**4.2.4.** The candidate, when presenting the required documentation, is responsible for the veracity of all the information provided.

**4.3.** After the deadline for receiving applications, they will be approved by the Evaluation Committee as shown in the Schedule in Annex II.

**4.3.1.** Only registrations that are accompanied by all the documents mentioned in item 4.2 will be fully approved.

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**4.3.2.** Applications that are not accompanied by the document mentioned in subparagraphs “g” of item 4.2, may be “conditionally” approved. The candidate has until the enrollment date to present the aforementioned document, under penalty of exclusion from the competition and loss of eventual vacancy in the postgraduate program.

**4.4.** The preliminary list with approved and non-approved registrations will be published on the program website (<https://uenf.br/posgraduacao/engenharia-de-materiais/processos-seletivos/>)

**4.4.1.** The list of approved inscriptions will contain the names of the candidates in alphabetical order and information regarding the status of the approval, whether it was full or conditional.

**4.4.2.** The list of non-approved applications will contain the names of the candidates in alphabetical order and the reason that led to the non-approval.

**4.5.** Candidates who do not have their applications approved may appeal to the Evaluation Committees within a period of up to 3 (three) business days from the date of publication of the lists mentioned in item 4.4.

**4.5.1.** The attachment of any of the documents listed in item 4.2 through appeal will not be accepted.

**4.6.** The evaluation committee will have a period of up to 2 (two) business days to judge the appeals presented.

**4.7.** At the end of the period mentioned in the previous item, the final lists with the approved and non-approved applications will be published on the program's website, as described in item 4.4.1, as well as the results of the appeals with their reasons.

## **5. Reservation of Vacancies**

**5.1.** In compliance with the provisions of Law No. 6914 of November 6, 2014 (<http://www.alerj.rj.gov.br>), of the total vacancies offered in this Selection Call;

I- 12% (twelve percent) for black and indigenous graduate students (quota system);

II – 12% (twelve percent) for graduate students from public and private higher education institutions.

III – 6% (six percent) for people with disabilities (under the terms of the legislation in force) and children of civil and military police, military firefighters, inspectors of security and penitentiary administration, who died or were disabled as a result of their service.

### **NOTE:**

a) Students who compete for vacancies reserved for the quota system must present not only the mandatory documents for application but also the documentation listed in **ANNEX I (DOCUMENTATION FOR PROOF OF THE SOCIOECONOMIC NEED CONDITION and DOCUMENTATION FOR PROOF OF THE CHOSEN QUOTA OPTION)**. The documentation must be sent in an email separate from the original application, whose subject should be “DOCUMENTOS\_COTA\_CANDIDATENOME”

b) The templates of the **Ethnic-Racial Self-Declaration** and the **Self-Declaration for Indigenous People** can be found on the Program's website.

c) If idle vacancies persist after the criteria mentioned in item II of Article 1 have been exhausted, the remaining vacancies must, mandatorily, be supplemented by candidates not opting for the quota system (Art. 2 of Law 6914).

d) The number of vacancies for candidates who opt for the quota system will follow the table below.

<b>Master's (30% of 30 vacancies = 9.0 vacancies)*</b>		
Quota type	Number of vacancies	Research line
Black and indigenous graduate students	12% of 30 vacancies = 3.60 vacancies ≅ 4.0 vacancies.	<ul style="list-style-type: none"> <li>• Ceramic and Sustainable Materials = 2 vacancies.</li> <li>• Polymeric Materials and Nanomaterials = 2 vacancies.</li> </ul>
Graduate students from public and private higher education institutions	12% of 30 vacancies = 3.60 vacancies ≅ 4.0 vacancies.	<ul style="list-style-type: none"> <li>• Ceramic and Sustainable Materials = 2 vacancies.</li> <li>• Polymeric Materials and Nanomaterials = 2 vacancies.</li> </ul>
People with disabilities (under the terms of the legislation in force) and children of civil and military police, military firefighters, inspectors of security and penitentiary administration, who died or were disabled as a result of their service.	6% of 30 vacancies = 1.8 vacancies ≅ 1.0 vacancies*	<ul style="list-style-type: none"> <li>• Polymeric Materials and Nanomaterials = 1 vacancy.</li> </ul>
<b>Doctorate (30% of 24 vacancies = 7.2 vacancies ≅ 8.0 vacancies)*</b>		
Quota type	Number of vacancies	Research line
Black and indigenous graduate students	12% of 24 vacancies = 2.88 vacancies ≅ 3.0 vacancies.	<ul style="list-style-type: none"> <li>• Ceramic and Sustainable Materials = 1 vacancy.</li> <li>• Polymeric Materials and Nanomaterials = 2 vacancies.</li> </ul>
Graduate students from public and private higher education institutions	12% of 24 vacancies = 2.88 vacancies ≅ 3.0 vacancies.	<ul style="list-style-type: none"> <li>• Ceramic and Sustainable Materials = 2 vacancies.</li> <li>• Polymeric Materials and Nanomaterials = 1 vacancy.</li> </ul>
People with disabilities (under the terms of the legislation in force) and children of civil and	6% of 24 vacancies = 1.44 vacancies ≅ 2.0 vacancy.	<ul style="list-style-type: none"> <li>• Ceramic and Sustainable Materials = 1 vacancy.</li> <li>• Polymeric Materials and Nanomaterials = 1 vacancy.</li> </ul>

military police, military firefighters, inspectors of security and penitentiary administration, who died or were disabled as a result of their service.		
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\*Approximation considering the reservation of total vacancies (30 MS + 24 DS = 54), with 54 vacancies x 30% = 16.20 vacancies  $\cong$  17 vacancies (9 M + 8 D).

## 6. Selection steps.

**6.1.** The selection stages will be carried out exclusively remotely, according to Annex II (schedule) of this Public Call. However, candidates must follow the selection process website daily (<https://uenf.br/posgraduacao/engenharia-de-materiais/processos-seletivos/>), as some dates can be advanced and/or postponed. In these cases, a rectification of the Public Call will be published with the updated schedule.

**6.2.** The selection process for Master's or Doctorate candidates will consist of the following steps, in the following order:

**6.2.1. Curriculum Evaluation:** Qualifying and eliminatory, it will consist of an analysis and scoring of the supporting documents presented by the candidate, at the time of application, in accordance with Items 4 and 7 of this Public Call.

**6.2.2. Academic Transcript Assessment:** Qualifying and eliminatory, it will consist of the GPA (Grade Point Average) analysis of the undergraduate course for Master's candidates, and of the Master's course for Doctoral candidates.

**6.2.3. Technical Interview:** Qualifying and eliminatory, it will consist of a remote interview to be carried out individually with each candidate, together with the presence of at least two members of the selection committee, with the possibility participation of other professors accredited to PPGECM. Questions related to the line of research in which the candidate applied will be addressed, evaluating their technical-scientific knowledge, academic maturity, and motivation to attend a postgraduate course, as well as other relevant topics, in which the Evaluation Committee deems necessary.

**6.3.** The Assessments of items 6.2.1 and 6.2.2 will be carried out simultaneously, while the Assessment of item 6.2.3 will be subsequent to the others. The result will be disclosed as per Annex II of this Public Call.

## 7. The evaluation process.

**7.1.** A grade from 0 to 10 (from zero to ten) will be assigned to each of the selection stages described in item 6.2 of this Public Call. **Only two decimal places will be considered in the grade calculation, without rounding.**

**7.2. Curriculum Evaluation:** This stage is qualifying and eliminatory.

**7.2.1. Master's Criteria:** The *Lattes curriculum evaluation* for Master's candidates will follow the criteria and values listed in the Score Table below:

N	Description	Score per item	Type of proof document	Maximum Score by Group
<b>Group I - Academic Training</b>				
1	Degree in Engineering and Materials Science or related areas (assessed by the Evaluation Committee).	3.5	Diploma and/or statement from the candidate's university	4.0
2	Undergraduate degree in other areas	2.5	Diploma and/or statement from the candidate's university	
3	Completed specialization courses related to the area of interest with a minimum workload of 360 (three hundred and sixty) hours.	0.5	Diploma and/or statement from the candidate's university	
<b>Group II - Academic/Professional Experience</b>				
4	Academic Experience (scholarships of undergraduate extension, open university, technological support and tutoring or scientific and undergraduate research project)	0.4 (1 year)	University statement or scholarship paycheck (start and end) or granting term of the scholarship (along with additive terms per year)	3.0
		0.8 (2 years)		
		1.1 (more than two years)		
5	Participation in seminars, symposia, congresses or mini courses in the area of the Materials Science and Engineering postgraduate program.	0.3 (Up to 4)	Signed certificates or declarations of participation, containing the candidate's full name	3.0
		0.5 (between 5 and 6)		
		0.8 (7 or more)		
6	Professional practice, internship or teaching in Engineering and Materials Science or related areas.	0.3 (up to 1 year)	To be proven by means of a copy of the employment contract and/or work permit.	3.0
		0.5 (between 1 year and a day and 2 years)		
		0.8 (over 2 years and a day)		
7	Participation in the organizing committee of academic events.	0.3	Certificate or declaration of participation containing the candidate's full name, type and period of event or similar document with relevant information.	3.0
<b>Group III - Intellectual Production</b>				
8	Manuscripts published in journals: classification QUALIS A – Engineering II.*	0.5 (up to 1)	Only the first page of the manuscript, which must contain the name of the candidate among the authors, name of the journal, DOI (if any) and journal's edition.	3.0
		1.0 (2 articles)		
		1.4 (3 or more)		
9	Manuscripts published in journals: classification QUALIS B – Engineering II.*	0.2 (up to 1)	Only the first page of the manuscript, which must contain the name of the candidate among the authors, name of the journal, DOI (if any) and journal's edition.	3.0
		0.4 (2 or more)		
10	Full manuscript published in annals of technical-scientific event.or in non-indexed journals or in journals classified QUALIS C – Engineering II.*	0.1 (up to 1)	Only the abstract,	3.0
		0.2 (2 articles)		
		0.3 (3 or more)		
11	Abstract published in annals of technical-scientific event.	0.1 (up to 1)	Only the abstract,	3.0



		0.2 (2 or more)	which must contain the name of the candidate among the authors, name of the event and publication date.
12	Academic/Scientific Merit Award.	0.1 (any amount)	Statement and/or other proof related to the prize.
13	Patent filing and/or granting.	0.2 (Up to 1) 0.3 (2 or more)	PDF file related to the filing of the patent at the INPI or another international body, containing the candidate as inventor.
14	Lectures given and presentation of works.	0.1 (any amount)	Presentation statement with full name, type and period of event or similar document with pertinent information.
15	Book or book chapter in the area of Engineering II with a recognized editorial board in the area ( <i>Note: do not consider an event annals as a book chapter, it is up to the Evaluation Committee to assess the quality of the editorial board</i> ).	0.1 (Up to 1) 0.2 (2 or more)	Only the first page of the chapter, which must contain the name of the candidate among the authors and name of the book, in addition to a page containing the editorial board and publisher. The committee will evaluate the relevance of the book in the evaluation area.

\*If the journal is not indexed in the present Qualis CAPES (2013-2016), the classification through the percentile or impact factor may be used by the committee, according to the rules in the new Qualis of CAPES and the area of Engineering II. This condition applies only to journals not indexed in the current Qualis (2013-2016), with no correction of the extract of journals already classified. If there is a change in Qualis CAPES until the time of evaluation, the committee will use the most updated version available on the CAPES website.

**7.2.1.1.** If the candidate has two or more graduations and specialization courses, only the one with the highest score, according to this Public Call, will be considered, in the case of graduation, and a single one, in the case of specialization.

**7.2.2. Doctoral Criteria:** The *Lattes curriculum evaluation* for Doctoral candidates will follow the criteria and values listed in the Score Table below:

N	Description	Score per item	Type of proof document	Maximum Score by Group
<b>Group I - Academic Training</b>				
1	Master's degree in Engineering and Materials Science or related areas (assessed by the Evaluation Committee).	2.5	Diploma and/or statement from the	3.0

			candidate's university	
2	Master's degree in other áreas	1.5	Diploma and/or statement from the candidate's university	
3	Completed specialization courses related to the area of interest with a minimum workload of 360 (three hundred and sixty) hours.	0.5	Diploma and/or statement from the candidate's university	
<b>Group II - Academic/Professional Experience</b>				
4	Academic Experience (scholarships of undergraduate extension, open university, technological support and tutoring or scientific and undergraduate research project).	0.3 (1 year)	University statement or scholarship paycheck (start and end) or granting term of the scholarship (along with additive terms per year)	2.0
		0.5 (more than 1 year)		
5	Participation in seminars, symposia, congresses or mini courses in the area of the Materials Science and Engineering postgraduate program.	0.1 (up to 1)	Signed certificates or declarations of participation, containing the candidate's full name	
		0.2 (between 2 and 4)		
		0.4 (5 or more)		
6	Professional practice, internship or teaching in Engineering and Materials Science or related areas.	0.2 (up to 1 year)	To be proven by means of a copy of the employment contract and/or work permit.	
		0.3 (between 1 year and a day and 2 years)		
		0.6 (over 2 years and one day)		
7	Participation in the organizing committee of academic events.	0.5 (1 year)	Certificate or declaration of participation containing the candidate's full name, type and period of event or similar document with relevant information.	
<b>Group III - Intellectual Production</b>				
8	Manuscripts published in journals: classification QUALIS A – Engineering II.*	0.5 (up to 1)	Only the first page of the manuscript, which must contain the name of the candidate among the authors, name of the journal, DOI (if any) and journal's edition	
		1.0 (2 manuscripts)		
		1.5 (3 manuscripts)		
		2.0 (4 or more)		
9	Manuscripts published in journals: classification QUALIS B – Engineering II.*	0.3 (up to 2)		
		0.6 (3 or more)		
10	Full manuscript published in annals of technical-scientific event, or in non-indexed journals or in journals classified QUALIS C – Engineering II.*	0.1 (up to 1)		
		0.2 (2 manuscripts)		
		0.3 (3 manuscripts)		
		0.5 (4 or more manuscripts)		
11	Abstract published in annals of technical-scientific event.	0.1 (up to 1)	Only the abstract, which must contain the name of the candidate among the authors, name of the event and publication date.	
		0.2 (2 or more)		

12	Academic/Scientific Merit Award.	0.1 (any amount)	Statement and/or other proof related to the prize.	5.0
13	Patent filing and/or granting.	0.2 (up to 1)	PDF file related to the filing of the patent at the INPI or another international body, containing the candidate as inventor.	
		0.4 (2 or more)		
14	Lectures given and work presentations in national and/or international congresses (undergraduate or graduate research exhibition (e.g.: UENF's CONPG) will not be counted)	0.1 (up to 1)	Presentation statement with full name, type and period of event or similar document with pertinent information.	
		0.2 (up to 2)		
		0.4 (3 or more)		
15	Book or book chapter in the area of Engineering II with a recognized editorial board in the area ( <i>Note: do not consider an event annals as a book chapter, it is up to the Evaluation Committee to assess the quality of the editorial board</i> ).	0.2 (up to 1)	Only the first page of the chapter, which must contain the name of the candidate among the authors and name of the book, in addition to a page containing the editorial board and publisher. The committee will evaluate the relevance of the book in the evaluation area.	
		0.4 (2 book chapters)		
		0.6 (3 book chapters)		
		0.8 (4 or more)		

\*If the journal is not indexed in the present Qualis CAPES (2017-2020), the classification through the percentile or impact factor may be used by the committee, according to the rules in the new Qualis of CAPES and the area of Engineering II. This condition applies only to journals not indexed in the current Qualis (2017-2020), with no correction of the extract of journals already classified. If there is a change in Qualis CAPES until the time of evaluation, the committee will use the most updated version available on the CAPES website.

**7.2.2.1.** If the candidate has two or more Master's courses, only the one with the highest score, according to this Public Call, will be considered.

**7.3. Transcript Assessment Stage:** This stage is a qualifying and eliminatory stage.

**7.3.1. Master's Criteria:** At this stage, Master's candidates will be evaluated through the following criteria:

**HEM** = grade attributed to the master's candidate's academic record. The maximum value assigned in HEM will be 10.0 points, regardless of the value resulting from the formula.

The quantification of the candidate's HEM will be done as follows:

$$\mathbf{HEM = MTF \times TGP \times CPC}$$

Where:

**MTF is the cumulative income coefficient (aka Grade Point Average)** received by the candidate during the undergraduate course.

OBS: If the Academic Transcript does not present the MTF, the commission will calculate it through the subjects related to the program following the norms of the General Regulations for Graduation of UENF. A statement from the home university informing the candidate's MTF may be attached. For candidates who are in the last semester of the undergraduate course, with expectation of graduation in 2022/2, the accumulated MTF contained in the school extract referring to the subjects effectively approved will be considered, or in case of non-existence, it will be calculated by the selection committee.

**TGP is the time to graduation:** the following value will be given to the number of semesters spent to complete the degree course:

- Up to 11 semesters (or 9, if the course is 4 years) = 1.0
- Up to 12 semesters (or 10, if the course is 4 years) = 0.8
- Up to 13 semesters (or 11, if the course is 4 years) = 0.7
- Up to 14 semesters (or 12, if the course is 4 years) = 0.6
- From 15 semesters (or 13, if the course is 4 years) = 0.5

**CPC is the Preliminary Course Concept:** the following value will be given according to the most updated CPC assigned range, made available by INEP (<https://www.gov.br/inep/pt-br/aceso-a-informacao/dados-abertos/indicadores-educacionais/indicadores-de-qualidade-da-educacao-superior>):

- CPC range 5 = 1.0
- CPC range 4 = 1.0
- CPC range 3 = 0.8
- CPC range 2 = 0.6

In the absence of an official CPC, the commission may use other official quality indicator publicly available by government agencies linked to the evaluation of undergraduate education.

**7.3.2. Doctoral Criteria:** At this stage, Doctoral candidates will be evaluated through the following criteria:

**HED** = grade attributed to the Doctoral candidate's academic record. The maximum value assigned in HED will be 10.0 points, regardless of the value resulting from the formula.

The quantification of the candidate's HED will be done as follows:

$$\text{HED} = \text{MTF} \times \text{TPM} \times \text{NCPGG}$$

**MTF is the cumulative income coefficient (or Grade Point Average)** received by the candidate during the Master's course.

OBS: If the Academic Transcript does not present the MTF, the commission will calculate it through the subjects related to the program following the norms of the General Regulations for Graduate Studies at UENF. **It is recommended that candidates check whether the MTF is included in the master's academic transcript in numerical form or request a statement from**

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**their university to be attached. In case of impossibility of calculation, as in transcripts that attribute grades, the selection committee will not be able to check the numerical index, being assigned zero grade to the candidate.**

**TPM is the titration time for the Master's degree:**

- Up to 24 months = 1.0
- Up to 30 months = 0.8
- Up to 36 months = 0.7
- Over 36 months = 0.6

**NCPPG** is the CAPES current concept grade of the most recent master's degree postgraduate program, publicly disclosed on the CAPES website.

- PPG grade 7 in CAPES = 1.6;
- PPG grade 6 in CAPES = 1.4;
- PPG grade 5 in CAPES = 1.2;
- PPG grade 4 in CAPES = 1.0;
- PPG grade 3 in CAPES = 0.8;
- PPG grade 2 in CAPES = 0.6.

In case of non-existence of a CAPES concept grade for a given postgraduate program or postgraduate programs without an incomplete, disabled, and non-existent four-year evaluation, the NCPPG applied will be 1.0.

**7.4. Technical Interview:** This stage is qualifying and eliminatory.

**7.4.1.** The technical interview will be carried out completely remotely, and the selection committee will make the access link as well as the candidates order available at least 24 hours in advance, on the website of the selection process.

**7.4.2.** The duration of the interview will be free, to be defined by the committee based on the number of applicants and logistics, with the date, time, and platform with a link to be used for all candidates being disclosed on the selection process page. In case of foreign students' application, the commission may, at its discretion, adjust the interview schedules due to the existing time zone, maintaining the same criteria and general rules.

**7.4.3.** The candidate must open his camera and microphone for the interview. The committee must be able to identify the candidate with the 3x4 photo sent at the time of application, so the photo must be updated. The commission may choose to record the interviews, being the candidate aware and in accordance with this situation.

**7.4.4.** The commission will not be responsible for connection failures or the absence of any element that is necessary for the interview, being the candidate's sole responsibility to be present in the virtual room of the interview, and to remain connected throughout its duration.

**7.4.5.** The candidate will be questioned by two or more members of the Evaluation Committee. Even though it's possible to have other professors, the candidates' marks will be assigned only by the Evaluation Committee.

**7.4.6.** Questions related to the line of research in which the candidate was selected will be addressed, evaluating their technical-scientific knowledge, maturity and motivation to attend a

postgraduate course, as well as other relevant topics, in which the Evaluation Committee deems necessary. Each evaluator will assign a grade from 0 to 10, according to the Table below (“ETEC Evaluation Sheet – PPGECEM”), and the final grade of this selection stage, called **ETEC**, will be the average of those attributed by the evaluators (2 or 3). For the interview, candidates are recommended to educate themselves about the PPGECEM research lines, projects, and professors’ curriculum in the research area, which is available on the PPGECEM page.

<b>ETEC Evaluation Sheet – PPGECEM</b>			
Candidate			
Evaluation criteria	Grade	Eval.1	Eval.2
Technical knowledge regarding the chosen research line.	0 to 3.5		
Presentation and feasibility of the proposal for the postgraduate course.	0 to 3.5		
Technical, academic, scientific, and professional motivation for the postgraduate program, and the candidate’s time available time to dedicate to postgraduate activities.	0 to 2.0		
The candidate’s oratory	0 to 1.0		
Overall	0 to 10.0		
The candidate’s final average - ETEC			

**7.4.7.** The ETC grade disclosure will only be given by the final average assigned by the evaluators. The details of the items may be requested by the candidate through the appeal, within a maximum period of 3 working days after the disclosure of this stage’s grade.

**7.4.8.** Any candidate who obtains less than 6.0 (six) average points at this stage (**ETEC**) will be eliminated from the selection process

## **8. Publication of the results of the selection stages and the final classification.**

**8.1.** Once each step is carried out, the Evaluation Committee will publish its result.

**8.1.1.** The publication of the result of each selection stage will consist of the publication of a list on the program’s website (<https://uenf.br/posgraduacao/engenharia-de-materiais/processos-seletivos/>) containing the candidates’ names. The selection stages lists will be in order of classification grade and the others lists will be in alphabetic order, containing the grade and the information "eliminated", "classified for the next stage", "disqualified" or "approved" as the case may be.

**8.2.** The final grade of each candidate will be calculated according to the criteria in item 7 of this Public Call.

**8.2.1.** For Master’s candidates, the Curriculum (CV) score (weight 3.0), the academic transcript score for the Master’s (HEM) (weight 3.0), and the Technical Interview (ETEC) score (weight 4.0) will be considered. The final average obtained by the master’s candidate (MFM) will be given by the following relationship:

$$MFM = [(CV \times 3.0) + (HEM \times 3.0) + (ETEC \times 4.0)] / 10$$

**8.2.1.** For doctoral candidates, the Curriculum (CV) score (weight 4.0), the academic transcript score for the doctorate (HED) (2.0 weight), and the Technical Interview (ETEC) score (weight 4.0) will be considered. The final average obtained by the doctoral candidate (MFD) will be given by the following relationship:

$$\text{MFD} = [(\text{CV} \times 4.0) + (\text{HED} \times 2.0) + (\text{ETEC} \times 4.0)] / 10$$

**8.3.** Only candidates who achieve, at least, a **final grade** greater than or equal to 6.0 will be considered approved.

**8.4.** The classification of selected candidates will be ranked in descending order of their **final grades**.

**8.5.** Those candidates who fill the number of vacancies offered, in descending order of classification, will be selected.

**8.6.** If selected candidates drop out, the approved candidates who applied to compete for the same concentration area according to item 9 of this Public Call may be called to fill the remaining vacancies. The ranking order will be respected within the number of vacancies offered, as per item 9 of this notice.

**8.7.** In the event of a tie, the tie-breaking criteria will be as follows:

- a) Major ETEC for Masters and Doctoral Degrees;
- b) Greater CV for master's and doctorate;
- c) Greater Academic Transcript for Master's and Doctoral Degrees;
- d) Shorter training time in the Master's course, in the case of Doctoral candidates, and in the Undergraduate course, in the case of the Master's candidate.

**8.8.** The preliminary final result will be released by the Evaluation Committee after the judgment of the last appeal referring to the last stage has been judged.

**8.8.1.** The disclosure of the preliminary final result will consist of a list with the candidates' names in the ranking order, containing the grade and the information "eliminated", "approved" or "selected" as the case may be.

**8.9.** Approved candidates within the number of vacancies offered for each area of concentration will be allocated among the advisor professors with available vacancies, according to the candidate's ranking order and the availability of vacancies in the research line. The candidate will provide an order of advisor priority at the time of application.

**8.9.1.** In case of incomplete information about the candidate's order of advisor preference, the Committee may, at its convenience, assign the candidate to an advisor in the area.

**8.9.2.** The research line and research advisor ranking order of choice will be based on the descending order of the candidate's final grade, considering their priorities, informed in the application form. The advisor assigned to each candidate will be announced together with the final classification.

## **9. Number of vacancies offered:**

**9.1.** The filling of vacancies is based on the selection criteria defined in items 6, 7 and 8 of this Public Call.

**9.2.** There will be a Waiting List and if new vacancies are available, approved candidates may be invited to fill these vacancies.

**9.3. The candidate may only apply for one Research Line**, as described in this Public Call, for which he/she will compete exclusively. The candidate's application in a Research Line not included in this Public Call or in no Research Line at all, at the time of registration, will imply in the elimination of the selection process.

**9.4. There are 30 vacancies for the Master and 24 vacancies for the Doctorate** according to the following distribution in the Research Lines:

Research Line	Professors with Availability to be Advisors	2024/1	
		MS	DS
Ceramic and Sustainable Materials	Prof. Carlos Maurício Fontes Vieira	YES	YES
	Prof. José Nilson França de Holanda	YES	YES
	Prof. Afonso Rangel Garcez de Azevedo	YES	YES
	Prof. Gustavo de Castro Xavier	YES	YES
	Prof. Jonas Alexandre	YES	-
	Prof. Markssuel Teixeira Marvila	YES	YES
	Prof. Eduardo Atem de Carvalho	YES	-
	Prof. Marcello Filgueira	YES	YES
	<b>Total</b>	<b>15</b>	<b>14</b>
Polymeric Materials and Nanomaterials	Prof. Djalma Souza	YES	YES
	Prof. Henry Colorado	YES	YES
	Prof. Rubén Jesus Sánchez Rodríguez	YES	YES
	Prof. Felipe Perissé Duarte Lopes	YES	YES
	Profª. Elaine Cristina Pereira	YES	YES
	Prof. Sergio Neves Monteiro	YES	YES
	<b>Total</b>	<b>15</b>	<b>10</b>
<b>Total Vacancies of PPGECEM</b>		<b>30</b>	<b>24</b>

**9.5.** Each candidate must indicate their order of preference of advisor, according to the availability in the table above. Candidates with higher score on the selected ranking will have priority in the choice, respecting the advisor's vacancies availability. If the candidate does not fulfill all the advisor options provided, he/she will be reassigned to an advisor depending on the availability of vacancies. If the case of insufficient vacancies available in all the options indicated by the candidate, the selection committee may appoint another advisor.

## 10. Appeals

**10.1.** Appeals will be accepted if lodged within a period of up to 3 (three) business days from the publication of the results of each stage and must be in a standard form called "Appeal in the



Selection Process for Admission to Graduate Courses/ Recurso em Processo Seletivo para Ingresso em Cursos de Pós-Graduação", available at electronic page of the Program, to be sent to the Evaluation Committee, being sent exclusively via the selection email ([selecao.ppgecm@uenf.br](mailto:selecao.ppgecm@uenf.br)). Late applications, from stages already completed or sent by another means than the digital e-mail of the selection process will not be accepted.

**10.1.1.** The Evaluation Committees must judge all appeals referring to each stage within 2 (two) business days after the end of the period indicated in the previous item.

**10.2.** The final selection result will only be eligible for appeal to the Program Coordinating Committee in the event of illegality or miscalculation within 5 (five) business days after the Preliminary Final Result is announced.

**10.2.1.** Re-discussion of the merits of the correction of the steps will not be allowed on this occasion.

**10.2.2.** Appeals against the final result must be submitted digitally, through the selection process email ([selecao.ppgecm@uenf.br](mailto:selecao.ppgecm@uenf.br)), with the petition addressed to the Program Coordinating Committee.

**10.3.** Once all appeals have been judged, the final result will be announced.

**10.3.1.** The final result disclosure will consist of the publication of a list on the program's website containing the name of the candidates in the ranking order, the registration number, the grade and the information "eliminated", "approved" or "selected" as the case may be.

## **11. Of the summons:**

**11.1.** Once the selection has been concluded and the final result has been announced, the selected candidates will be called to present themselves for enrollment within the period stipulated in this Public Call or published by the Coordination on the Program's website.

**11.2.** The summon for the selected candidates will be done through a list published on the program's website and an email message sent to the candidate's email address contained in the application form. It is important to provide an updated email and daily follow up the program's website.

## **12. Final Provisions.**

**12.1.** Will be disqualified and automatically excluded from the selection process any candidate who:

- a) Provide false statements or present fake documents in any of the selection stages.
- b) Lacks to submit all required documentation within the terms and conditions stipulated in this Call.
- c) Not confirming your participation in the Program, in case you are selected, on the date specified for enrollment.
- d) Do not attend any of the selection process stages on the dates and times scheduled. It is the candidate's responsibility to secure the internet connection for the interview stage.

**12.2.** It is the candidate's right to obtain access to documents that allow him to appeal the results of the stages during the appeal deadlines contained in this Public Call.

**12.3.** Omissions will be evaluated by the Evaluation Committee, the Program Coordinating Committee and the Research and Postgraduate Chamber according to their competences.

**12.4.** Approval and classification in this selection process does not guarantee automatic access to a postgraduate scholarship, which will be distributed according to the quota of scholarships available at the time of registration, following the selection process general classification disclosed in the final published result, regardless of candidate's line of research. For the distribution of scholarships, the information provided by the candidate in the application form will be considered, and the PPGECM may request additional documents if deemed necessary at any time.

By applying to the selection process, the candidate recognizes and accepts the rules established both in this Public Call and in the internal rules of UENF regarding postgraduate programs.

Campos dos Goytacazes, October 09, 2023

PROFESSOR CARLOS MAURICIO FONTES VIEIRA  
POSTGRADUATE PROGRAM IN ENGINEERING AND MATERIAL SCIENCE - PPECM  
UNIVERSIDADE ESTADUAL DO NORTE FLUMINENSE DARCY RIBEIRO – UENF

## **EDITAL PARA O PROCESSO SELETIVO DO PROGRAMA DE PÓS-GRADUAÇÃO EM ENGENHARIA E CIÊNCIA DOS MATERIAIS**

### **EDITAL PPGECM 01-2024 ANEXO I**

#### **INSTRUÇÕES ESPECÍFICAS PARA OS CANDIDATOS ÀS VAGAS DO SISTEMA DE COTAS**

#### **1. DAS INFORMAÇÕES COMPLEMENTARES**

1.1 Para concorrer às vagas reservadas pelo sistema de cotas, o candidato deverá:

a) preencher os requisitos indicados na Lei Estadual 6914 de 06/11/2014;

b) atender à condição de carência socioeconômica definida como renda per capita mensal bruta igual ou inferior a R\$ 1.086,00 (mil e oitenta e seis reais) das pessoas relacionadas no Formulário de Informações Socioeconômicas.

1.2 A renda per capita mensal bruta será calculada dividindo-se o somatório dos valores da renda mensal bruta, ou seja, sem descontos, de todas as pessoas do grupo familiar, pelo número de pessoas relacionadas no Formulário de Informações Socioeconômicas, inclusive as crianças e o próprio candidato.

1.3 A comprovação da condição de carência socioeconômica e dos requisitos necessários para ingressar por um dos grupos de cotas dar-se-á pela análise da documentação indicada neste Anexo, a ser encaminhada em envelope, juntamente com o Formulário de Inscrição, para ser analisada pelo Serviço Social, desta Instituição.

1.4 A análise da documentação comprobatória da carência socioeconômica e da opção de cota será realizada por comissões técnicas, respectivamente denominadas Comissão de Análise Socioeconômica e Comissão de Análise de Opção de Cota, sendo esta última subdividida por grupos de cota.

1.5 A Comissão de Análise Socioeconômica confrontará a documentação encaminhada com as informações prestadas no Formulário de Informações Socioeconômicas, podendo utilizar, também, outros instrumentos técnicos, com o objetivo de confirmar a veracidade da condição de carência socioeconômica do candidato.

1.6 Será de inteira responsabilidade do candidato o envio da documentação contendo o valor da renda bruta mensal atualizada que possibilite a realização do cálculo da renda per capita por parte da Comissão de Análise Socioeconômica e, por conseguinte, a caracterização da condição de carência.

#### **2. DA DOCUMENTAÇÃO PARA COMPROVAÇÃO DA CONDIÇÃO DE CARÊNCIA SOCIOECONÔMICA**

2.1 O candidato deverá informar, no momento da inscrição, durante o preenchimento do Formulário de Informações Socioeconômicas, os dados solicitados de todas as pessoas que residem em seu domicílio, inclusive as crianças, definindo, assim, o seu grupo familiar.

2.2 O candidato deverá apresentar, para comprovação da condição de carência socioeconômica, documentação comprobatória de identificação e de renda de todas as pessoas que integram o seu grupo familiar, bem como a situação de moradia, de Imposto Predial e Territorial Urbano (IPTU) e de energia elétrica.

2.3 O candidato que resida sozinho ou com outras pessoas (familiares ou não) que não sejam seus pais ou cônjuge/companheiro (a) deverá apresentar a documentação descrita neste Anexo, de acordo com a faixa etária e a situação de renda, tanto de sua família de origem quanto das pessoas com quem resida.

2.4 A indicação de familiares, colaterais ou agregados, no Formulário de Informações Socioeconômicas, deverá ser devidamente comprovada pela entrega da documentação descrita neste Anexo, de acordo com a faixa etária e a situação de renda.

2.4.1 Para toda pessoa maior de 18 anos indicada no Formulário de Informações Socioeconômicas, inclusive o próprio candidato, deverá ser encaminhada a fotocópia de comprovante de residência, no respectivo nome, com data anterior a outubro de 2023.

2.5 Para os casos de falecimento de um dos pais (ou de ambos), do cônjuge/companheiro(a), do padrasto ou madrasta, tanto do candidato quanto de qualquer membro do grupo familiar menor de 18 anos, deverá ser encaminhada a fotocópia da respectiva certidão de óbito.

2.6 Para os casos de ausência de um dos pais (ou de ambos), do padrasto ou madrasta, do cônjuge/companheiro(a), tanto do candidato quanto de qualquer membro do grupo familiar menor de 18 anos, por outro motivo diferente do óbito, deverá ser apresentada a fotocópia do comprovante de residência, com data anterior a outubro de 2023, em nome dos familiares ausentes, atestando que residem em outro endereço e, se for o caso, apresentar, também, a fotocópia da certidão de casamento constando a averbação da separação e/ou divórcio.

2.7 As declarações previstas neste Anexo deverão conter obrigatoriamente: data, assinatura do declarante e de duas testemunhas maiores de 18 anos e não pertencentes à família, fotocópia da carteira de identidade e do documento oficial onde conste o número do CPF das testemunhas; em caso de dúvida, o candidato poderá consultar os modelos disponíveis no endereço eletrônico [www.uenf.br/pos-graduacao](http://www.uenf.br/pos-graduacao)

2.8 Para comprovação da identificação do candidato e de todas as pessoas relacionadas no Formulário de Informações Socioeconômicas, deverão ser encaminhadas, de acordo com a faixa etária, as fotocópias das documentações a seguir:

2.8.1 Documento de identificação e do documento no qual conste o número do CPF, ambos de órgão oficial.

a) Para os casos de menores de 18 anos que residam com o candidato, sem a presença de um dos pais (ou ambos) deverá ser encaminhado, além do comprovante de residência solicitado no item 2.6, documento oficial (cartão de vacinação, cartão de Unidade de Saúde, comprovante de escola ou similar), em nome da criança/adolescente, que comprove a residência no local.

2.9 Independentemente dos documentos constantes nos itens seguintes e de acordo com a situação de cada membro do grupo familiar, todas as pessoas maiores de 18 anos (ou menores de 18 anos que exerçam atividade remunerada) deverão encaminhar fotocópia das seguintes páginas da Carteira de Trabalho e Previdência Social: “Identificação”, “Qualificação Civil”, “Contrato de Trabalho” em que conste o registro do vínculo empregatício atual ou do último vínculo de trabalho e a página seguinte em branco, “Alteração Salarial” e “Anotações Gerais”.

2.9.1 Além da Carteira de Trabalho e Previdência Social, deverão ser encaminhadas fotocópias das documentações a seguir, de acordo com a situação específica.

a) Para os desempregados: fotocópia da rescisão de contrato ou da comunicação de dispensa, em situação de desemprego recente (até seis meses) e do comprovante de recebimento de seguro-desemprego, se houver. Caso todo o grupo familiar apresente ausência de renda por desemprego, esta situação deverá ser devidamente comprovada; além disso, o candidato deverá apresentar, também, declaração informando o tempo em que a família se encontra nesta condição e como tem suprido suas necessidades financeiras.

b) Para aqueles que nunca exerceram atividade remunerada, incluindo donas de casa e estudantes maiores de 18 anos: fotocópia da Carteira de Trabalho e Previdência Social, mesmo com a primeira página do “Contrato de Trabalho” em branco.

c) Para os trabalhadores do mercado formal (celetistas, servidores públicos civis e militares): fotocópia dos contracheques dos meses de julho, agosto e setembro de 2023.

d) Para os trabalhadores formais nas categorias empregados(as) domésticos(as) ou similares: declaração datada e assinada pelo empregador informando a atividade desempenhada e o valor bruto mensal recebido e a fotocópia da Guia de Recolhimento ao INSS (GPS) com os respectivos comprovantes de pagamento dos meses de julho, agosto e setembro de 2023.

e) Para os trabalhadores prestadores de serviço, terceirizados, cooperativados e/ou contratados temporariamente: fotocópia dos contracheques dos meses de julho, agosto e setembro de 2023; na falta destes enviar declaração datada e assinada pelo empregador e/ou órgão pagador informando a atividade desempenhada e o valor bruto mensal recebido.

f) Para os trabalhadores do mercado informal: declaração de renda datada e assinada pelo trabalhador, informando a atividade desempenhada e o valor bruto mensal recebido, além do CNIS (Cadastro nacional de Informações Sociais) atualizado. Este documento poderá ser obtido junto às agências do INSS.

g) Para os trabalhadores autônomos e profissionais liberais: declaração de renda datada e assinada pelo trabalhador, informando a atividade desempenhada e o valor bruto mensal recebido, e fotocópia da Guia de Recolhimento ao INSS (GPS) com os respectivos comprovantes de pagamento dos meses de julho, agosto e setembro de 2023, além do CNIS (Cadastro nacional de Informações Sociais) atualizado. Este documento poderá ser obtido junto às agências do INSS.

h) Para os proprietários ou pessoas com participação em cotas de empresas: declaração contábil de retirada de pró-labore dos meses de julho, agosto e setembro de 2023, fotocópia de todas as páginas da Declaração do Imposto de Renda de Pessoa Jurídica (DIRPJ), referente ao ano base 2022, entregue em 2023 à Receita Federal, e do respectivo recibo de entrega.

i) Para os microempreendedores individuais: declaração datada e assinada pelo trabalhador, informando a atividade desempenhada e o valor bruto mensal recebido, além do Documento de

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Arrecadação do Simples Nacional (DAS) dos meses de janeiro, fevereiro e março de 2022 e do Certificado da Condição de Microempreendedor Individual obtido no endereço [www.portaldoempreendedor.gov.br](http://www.portaldoempreendedor.gov.br).

j) Para os aposentados, pensionistas e beneficiários de auxílio-doença (ou outros benefícios) do INSS: detalhamento de crédito (obtido no endereço [www.previdenciasocial.gov.br](http://www.previdenciasocial.gov.br)); na falta deste enviar documento no qual conste o número do benefício e o extrato bancário com valor de crédito do INSS, devidamente identificado, referente ao mês de março de 2023. Não será considerado como comprovante de pagamento o extrato bancário constando apenas a informação do valor de saque do benefício.

k) Para os aposentados e pensionistas da administração pública municipal, estadual ou federal: contracheques dos meses de julho, agosto e setembro de 2023.

l) Caso a família possua bens alugados a terceiros: fotocópia dos recibos de aluguel referentes aos meses de julho, agosto e setembro de 2023 ou de outro documento que comprove esta situação.

m) Caso o candidato e/ou outro membro do grupo familiar receba pensão alimentícia: fotocópia dos contracheques dos meses de julho, agosto e setembro de 2023 ou de outro documento que comprove o valor da pensão alimentícia; na falta destes, encaminhar declaração datada e assinada pelo provedor da pensão contendo o valor bruto mensal referente ao pagamento da pensão alimentícia.

n) Para os estagiários e bolsistas (estudantes de graduação, mestrado e doutorado) remunerados e jovens aprendizes: fotocópia do Termo de Contrato de Estágio ou documento similar, além da fotocópia dos contracheques dos meses de julho, agosto e setembro de 2023; na falta destes encaminhar declaração datada e assinada pelo empregador e/ou órgão pagador informando a atividade desempenhada e o valor bruto mensal recebido.

2.9.2 O candidato e as pessoas relacionadas no Formulário de Informações Socioeconômicas que entregaram Declaração de Imposto de Renda de Pessoa Física (DIRPF) à Receita Federal em 2023, referente ao ano base 2022, deverão encaminhar fotocópia de todas as páginas da declaração e do respectivo comprovante do recibo de entrega.

a) no caso da existência da Declaração Retificadora do Imposto de Renda de Pessoa Física, está também deverá ser encaminhada com o respectivo comprovante do recibo de entrega.

b) O candidato e as pessoas relacionadas no Formulário de Informações Socioeconômicas que constarem como dependentes ou cônjuges em alguma declaração deverão encaminhar fotocópia de todas as páginas da Declaração de Imposto de Renda de Pessoa Física (DIRPF) do declarante, referente ao ano base 2022, entregue em 2023 à Receita Federal, e do respectivo comprovante do recibo de entrega.

c) O candidato e as pessoas relacionadas no Formulário de Informações Socioeconômicas que não dispuserem da Declaração de Imposto de Renda de Pessoa Física (DIRPF) poderão obtê-la em qualquer agência da Receita Federal, não sendo aceitos o “Extrato de Processamento” e/ou o “Informe de Rendimentos Anual”.

d) O candidato e as pessoas relacionadas no Formulário de Informações Socioeconômicas que não declarar Imposto de Renda poderão obter a comprovação de não entrega acessando <http://www.receita.fazenda.gov.br>>Cidadão>Restituição e Compensação>Restituição do Imposto

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de Renda Pessoa Física-IRPF>Consulta Restituição e Situação da Declaração IRPF Renda>Consulta Restituições IRPF.

2.10 Para comprovação da situação de moradia do candidato deverão ser encaminhadas as fotocópias das documentações a seguir, de acordo com a situação específica.

a) Imóvel próprio: escritura ou promessa de compra e venda do imóvel; caso o documento não esteja em nome de uma das pessoas relacionadas no Formulário de Informações Socioeconômicas, encaminhar, também, declaração explicando os motivos deste fato.

b) Imóvel próprio em financiamento: comprovante do financiamento referente ao mês de julho, agosto e setembro de 2023; caso o documento não esteja em nome de uma das pessoas relacionadas no Formulário de Informações Socioeconômicas, encaminhar, também, declaração explicando os motivos deste fato.

c) Imóvel alugado: contrato de locação e os recibos do aluguel dos meses de julho, agosto e setembro de 2023; caso o documento não esteja em nome de uma das pessoas relacionadas no Formulário de Informações Socioeconômicas, encaminhar, também, declaração explicando os motivos deste fato.

d) Imóvel cedido: declaração datada e assinada pelo cedente informando a cessão do imóvel.

e) Imóvel de posse ou ocupação: declaração informando a situação ou declaração da Associação de Moradores.

f) Residência em hotel, pensão, alojamento ou afins: recibos de pagamento dos meses de julho, agosto e setembro de 2023; na falta destes, declaração datada e assinada pelo locador, contendo o valor do aluguel.

g) Residência no local de trabalho: declaração datada e assinada pelo empregador, explicando a situação.

h) Outra situação de moradia: declaração explicando a situação.

2.10.1 Para comprovação da situação do IPTU, deverão ser encaminhadas as fotocópias das documentações a seguir, de acordo com a situação específica.

a) Recebe cobrança de IPTU: carnê referente ao ano base 2022 (páginas de identificação do proprietário, endereço do imóvel e valor do imposto).

b) não recebe cobrança de IPTU: comprovante de isenção, referente ao ano base 2022; ou declaração explicando tal situação.

c) no caso do carnê ou do comprovante de isenção do IPTU não estar no nome de uma das pessoas relacionadas no Formulário de Informações Socioeconômicas, encaminhar, também, declaração explicando tal situação.

2.10.2 Para comprovação da situação de energia elétrica, deverá ser encaminhada a fotocópia das contas de energia elétrica referentes aos meses de julho, agosto e setembro de 2023; no caso de a conta de energia elétrica não estar no nome de uma das pessoas relacionadas no Formulário de Informações Socioeconômicas, ou outra situação qualquer, encaminhar, também, declaração explicando tal fato.

2.10.3 O candidato que não receber cobrança de energia elétrica e de IPTU deverá encaminhar outro documento de moradia atualizado, emitido por instituições, como contas de telefone, gás, etc., para fins de comprovar a residência no endereço informado no Formulário de Informações Socioeconômicas.

### **3. DA DOCUMENTAÇÃO PARA COMPROVAÇÃO DA OPÇÃO DE COTA**

3.1 Se concorrente ao grupo de cota para graduados da rede pública e privada de ensino superior, o candidato deverá encaminhar, para comprovação de sua opção de cota, a documentação especificada a seguir.

3.1.1 Para o candidato que já concluiu o ensino superior:

a) histórico escolar (fotocópia autenticada em cartório) que comprove que o candidato tenha cursado sua graduação em rede pública de todo o território nacional ou que tenha cursado sua graduação em rede privada, desde que comprove ter sido beneficiário de bolsa de estudo do Fundo de Financiamento Estudantil – FIES, do Programa Universidade para Todos – PROUNI ou de qualquer outro tipo de incentivo do governo;

b) comprovantes oficiais que indiquem que a instituição é pública estadual ou federal, caso os históricos escolares não apresentem o nome das instituições de ensino por extenso ou a clara referência de sua condição pública;

c) comprovantes oficiais que indiquem que o candidato da rede privada foi beneficiário de bolsa de estudo do Fundo de Financiamento Estudantil – FIES, do Programa Universidade para Todos – PROUNI ou de qualquer outro tipo de incentivo do governo;

d) diploma ou certificado de conclusão da graduação (fotocópia autenticada em cartório) ou, na impossibilidade de apresentação desses documentos, certidão ou declaração equivalente (original), que atestem a conclusão do ensino superior, não sendo aceitas declarações de conclusão de curso.

3.2 Se concorrente ao grupo de cota para estudantes negros e indígenas, o candidato deverá encaminhar, para comprovação de sua opção de cota, a seguinte documentação:

a) para negros – declaração, conforme o modelo fornecido pela Instituição, assinada pelo candidato.

b) para indígenas – declaração, conforme o modelo fornecido pela Instituição, assinada pelo candidato.

3.2.1. O candidato, ao assinar a declaração, estará sujeito às normas internas da UENF relacionadas à fraude no sistema de cotas.

3.3 Se concorrente ao grupo de cota para pessoas com deficiência, nos termos da legislação em vigor, ou para filhos de policiais civis e militares, de bombeiros militares e de inspetores de segurança e administração penitenciária, mortos ou incapacitados em razão do serviço, o candidato deverá encaminhar, para comprovação de sua opção de cota, a seguinte documentação:



a) para pessoas com deficiência - laudo médico, preferencialmente emitido nos últimos seis meses, fornecido por instituição de saúde, com parecer descritivo da deficiência, nos termos do Código Internacional de Doenças (CID) e de acordo com as determinações estabelecidas pela Lei Federal nº 7853/1989 e pelos Decretos Federais nº 3298/1999 e nº 5296/2004;

b) para filhos de policiais civis e militares, de bombeiros militares e de inspetores de segurança e administração penitenciária, mortos ou incapacitados em razão do serviço:

- certidão de óbito (fotocópia autenticada),
- documento com a decisão administrativa que reconheceu a morte ou incapacidade em razão do serviço (fotocópia autenticada),
- Diário Oficial com a decisão administrativa que reconheceu a morte ou a incapacidade em razão do serviço (fotocópia autenticada),
- documento de reforma ou aposentadoria por invalidez, contracheque da pensão por morte, quando for beneficiário dela, ou dos proventos da aposentadoria pagos pelo IPERJ, RIOPREVIDÊNCIA ou outra entidade afim (fotocópia autenticada).

#### 4. DO CALENDÁRIO

a) Inscrições: de **09/10/2023 a 12/11/2023**;

b) Resultado das Análises dos Pedidos: **Até 30/11/2023**;

c) Período de Recurso: **01/12/2023 a 05/12/2023**;

d) Resultado Final da Análise da Condição de Carência Socioeconômica e da Opção de Cota: **até 08/12/2023**.

#### 5. DO RESULTADO

5.1 O resultado da análise da documentação comprobatória da condição de carência socioeconômica e da opção de cota será divulgado no site do processo seletivo, após parecer das respectivas comissões sobre a situação de cada candidato.

5.2 O candidato terá indeferida a solicitação para concorrer às vagas reservadas pelo sistema de cotas e passará a concorrer às vagas não reservadas, nas seguintes condições:

- a) não atender à condição de carência socioeconômica;
- b) não encaminhar toda a documentação comprobatória da carência socioeconômica e da opção de cota, até a data prevista no calendário;
- c) apresentar documentação comprobatória da condição de carência socioeconômica e de sua opção de cota em desacordo com as exigências da Lei Estadual nº 6914/2014 e deste Anexo.

5.3 As situações de envio de documentação incompleta, de omissão, de incompatibilidade ou de inveracidade entre as informações prestadas no Formulário de Informações Socioeconômicas e a documentação apresentada também acarretarão o indeferimento da solicitação para concorrer às vagas reservadas pelo sistema de cotas, passando o candidato a concorrer às vagas não reservadas;

## **6. DO RECURSO**

6.1 Em nenhuma hipótese o candidato com solicitação indeferida por não ter enviado sua documentação para análise socioeconômica e para opção de cota poderá participar da fase de recurso.

6.2 O candidato que não concordar com o indeferimento proferido pela Comissão de Análise Socioeconômica e/ou pela Comissão de Análise de Opção de Cota poderá solicitar recurso, no prazo, local e horário estabelecidos no calendário.

6.3 O candidato nesta etapa poderá anexar documentos.

6.4 Os recursos encaminhados serão analisados pelas Comissões responsáveis, que poderão manter ou alterar o indeferimento, não havendo possibilidade de novo recurso. O envio deverá ser realizado no mesmo e-mail da inscrição.

6.5 Em nenhuma hipótese será admitida interposição de recurso e entrega de documentação fora do prazo estabelecido no calendário;

## **7. DAS DISPOSIÇÕES GERAIS**

7.1 As informações prestadas no Formulário de Informações Socioeconômicas, bem como o encaminhamento da documentação comprobatória da carência socioeconômica e da opção de cota, são de inteira responsabilidade do candidato.

7.2 A documentação comprobatória encaminhada à UENF não será devolvida.

7.3 As declarações previstas neste Anexo deverão conter obrigatoriamente os seguintes dados: data, assinatura do declarante e de duas testemunhas maiores de 18 (dezoito) anos e não pertencentes à família, fotocópia da carteira de identidade e do documento oficial no qual conste o número do CPF das testemunhas. Em caso de dúvida, o candidato poderá consultar os modelos disponíveis no endereço eletrônico [www.uenf.br/pos-graduacao](http://www.uenf.br/pos-graduacao)

## CALL FOR THE SELECTION PROCESS OF THE MATERIALS SCIENCE AND ENGINEERING POSTGRADUATE PROGRAM

### CALL PPGECM 2024-01

#### Annex II Schedule

Stage	Date
Applications	From October 09th to November 12th
Result of quota requests	Until 11/30/2023
Appeal against the results of quota requests	From December 1th to December 5th
Final results of the analysis of the quota system and the condition of socioeconomic deprivation	Until 12/08/2023
Publication of the approved and non-approved applications list	Until 12/05/2023
Curriculum and academic transcript evaluation period	From 12/12/2023
Technical interviews (ETEC) period	12/18/2023 to 12/21/2023
Grade results disclosure: Curriculum (CV), academic transcript (HEM or HED), final grades (MFM and MFD) and technical interviews (EETEC), along with the candidate's ranking.	Until 12/22/2023
Preliminary Final Result	Until 12/22/2023
Final Result	Until 01/15/2024
Expected date for the beginning of 2023/1 classes according to the academic calendar	03/11/2024

- Some results may be released before the scheduled above, so candidates are recommended to follow up the reports on the postgraduate program's website on a regular basis.
- Appeals outside the respective deadlines of this Call will not be accepted.
- All information and results of appeals and selection stages will be posted on the program website: <https://uenf.br/posgraduacao/engenharia-de-materiais/processos-seletivos/>

## **Annex III**

## APPLICATION FORM

### MANDARORY DOCUMENTS

- Copy of higher education (undergraduate) diploma or equivalent;
- Final academic transcript of the undergraduate course;
- For doctoral candidates: Copy of the master's degree diploma, for doctoral candidates;
- For doctoral candidates: Final academic transcript of the master's degree;
- *Curriculum Lattes*; along with a PDF file containing a copy of all documents supporting the Curriculum information;
- A 3x4 photo;
- Letter of recommendation from three people linked to their university education or professional activities;
- Copy of Civil Identity Card, CPF, Civil Registry, Voter Registration and Military Document;
- Proof of payment of the application fee (identified with the applicant's name).

### ATTENTION!

*All information requested is imperative for the candidate's evaluation.*

<b>INTENDED COURSE (see Call)</b>	<b>LEVEL</b>
<b>Postgraduate Programo of Materials Science and Engineering</b>	<input type="checkbox"/> M <input type="checkbox"/> D
<b>RESEARCH LINE (see Call)</b>	
<input type="checkbox"/> <b>Ceramic and Sustainable Materials</b>	<input type="checkbox"/> <b>Polymeric Materials and Nanomaterials.</b>

**1st advisor option:**

**2nd advisor option:**

**3rd advisor option:**

**4th advisor option:**

**5th advisor option:**

### CANDIDATE IDENTIFICATION

<b>FULL NAME</b>					
<b>GENDER</b>	<b>CPF</b>	<b>CIVIL IDENTITY</b>	<b>ISSUING AUTORIT</b>	<b>STATE</b>	<b>DATE OF ISSUE</b>
<input type="checkbox"/> M <input type="checkbox"/> F					__/__/__
<b>DATE OF BIRTH</b>	<b>NATIONALITY</b>	<b>PERMANENT VISA</b>	<b>EMAIL ADDRESS</b>		
____/____/____		<input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>ADRESS</b>					
<b>CITY</b>	<b>STATE</b>	<b>COUNTRY</b>	<b>ZIP CODE</b>	<b>PHONE</b>	

### FORMAÇÃO ACADÊMICA

<b>UNDERGRADUATE COURSE</b>	<b>YEAR</b>

UNIVERSITY	CITY	STATE	COUNTRY

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POSTGRADUATE COURSE	YEAR		
UNIVERSITY	CITY	STATE	COUNTRY

**PROFISSIONAL EXPERIENCES AND WORKPLACES\***

INSTITUTION	TIME		ACTIVITY TYPE
	FROM	UNTIL	

\* Teaching, research, extension, promotion and private activities. Identify, starting with the most recent, your last three paid activities.

FINANCING SOURCE OF YOUR RESOURCES
<input type="checkbox"/> I have a scholarship to be granted by the _____. <input type="checkbox"/> I will maintain an employment relationship during the course, receiving salaries. <input type="checkbox"/> I will maintain an employment relationship during the course, without receiving salaries. <input type="checkbox"/> * I have a job, but I want to apply for the program's scholarship. My last salary was R\$ _____. <input type="checkbox"/> *I do not have a job or scholarship and I wish to apply for the program's scholarship.

\* Only for Brazilian candidates.

**AGREEMENT OF THE INSTITUTION (for candidates with employment relationship)**

DATE	POSITION/FUNCTION	SIGNATURE / STAMP*
____/____/____		

\* Signature of the Director or competent hierarchical superior, expressing their agreement with the candidate's absence to take the course, if selected, on a full-time basis

DECLARATION						
I hereby DECLARE that this request contains complete and accurate information, that I accept the system and the criteria adopted by the institution to evaluate it, as well as the rules established by the UENF Postgraduate Regiment and the course.						
<table border="1"> <thead> <tr> <th>CITY</th> <th>DATE</th> <th>SIGNATURE</th> </tr> </thead> <tbody> <tr> <td></td> <td>____/____/____</td> <td></td> </tr> </tbody> </table>	CITY	DATE	SIGNATURE		____/____/____	
CITY	DATE	SIGNATURE				
	____/____/____					

TERM OF COMMITMENT						
I undertake to deliver a certified copy of the Higher and/or Master's Degree diplomas, or equivalent documents, up to the date of the initial enrollment, in accordance with the Academic Calendar. I also declare that I am aware that failure to comply with the above implies in the non-fulfillment of the enrollment mandatory documents and the consequent loss of the vacancy.						
<table border="1"> <thead> <tr> <th>CITY</th> <th>DATE</th> <th>SIGNATURE</th> </tr> </thead> <tbody> <tr> <td></td> <td>____/____/____</td> <td></td> </tr> </tbody> </table>	CITY	DATE	SIGNATURE		____/____/____	
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