



UNIVERSIDADE DE CAXIAS DO SUL

PUBLIC NOTICE N. 001/2017 – PRAC / UCS INTERNACIONAL

SPECIAL CALL FOR SELECTION PROCESS FOR THE ADMISSION OF FOREIGNERS AT UNIVERSIDADE DE CAXIAS DO SUL IN UNDERGRADUATE COURSES

1 OPENING

UCS Academic Office, together with UCS International Office of Universidade de Caxias do Sul, publicly notices conditions the regulate enrollments for selection process for applicants to enter our Undergraduation courses, for the first semester of 2018, for foreign applicants who have concluded high school or equivalent.

1.1 OBJECTIVES

The special selection process has the aim of offering remanescent vacancies for foreigners who are not residents in Brazil and have certificates of Conclusion of High School or equivalent.

1.2 VACANCIES TABLE

COURSES	CODE	TIME	VACANCIES		LEGAL CONDITION
			2016		
Business	349	M	5	RRD	P. 706, de 19-12-2013
Agronomy	432	T, V, N	5	RRD	P. 822, de 02/01/2015
Biology Sciences	435	T, V, N	5	RRD	P. 286, de 27-12-2012
International Business	357	N	5	RRD	P. 706, de 19-12-2013
Fashion Design	256	V, N	5	RRD	P.90, de 10/12/2011
Law	327	M	5	RRD	P.623, de 26-11-2013
Environmental Engineering	132	T, V, N	5	RRD	P. 286, de 27-12-2012
Civil Engineering	165	T, V	5	RD	P. 432, de 31-07-2014
Material Engineering	140	V, N	5	RRD	P. 286, de 27-12-2012
Production Engineering	131	V, N	5	RRD	P. 286, de 27-12-2012
Pharmacy	430	T, V, N	5	RRD	P. 01, de 06/01/2012
Physiotherapy	428	M, T, V	5	RRD	P. 822, de 02/01/2015
Gastronomy	382	T, V, N	5	RD	P. 495, de 30-6-2015
Language	277	V, N	5	RRD	P. 1096, de 24/12/2015
Nutrition	431	T, V, N	5	RRD	P. 822, de 02/01/2015
Pedagogy – Teachers course	573	N	5	RRD	P. 286, de 27-12-2012
Psychology	228	M, T, V	5	RRD	P. 706, de 19-12-2013
Advertising and Propaganda	241	T, V, N	5	RRD	P. 706, de 19-12-2013
Tourism	381	N	5	RD	P. 1032, de 23/12/2015

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1.2.1 Complementary information

- a) The vacancies offered are part of annually offered academic programming.
- b) Operating shifts: M= morning, T= early afternoon, V= afternoon, N= Evening.
- c) Legal Condition (Official Act): R– Recognized; RD – Recognized for Determinate Time; A – Authorized; D – Decree; P– Executive Order MEC; RRD – Recognition Renewal for Determined Time; Res.– Resolution CEPE/CONSUNI.
- d) Classes are given in Portuguese.

2 FROM APPLICANTS

2.1 PRECONDITIONS

- a) To be a foreigner and non-resident in Brazil
- b) To bear certificate of conclusion of High School or equivalent.

3 FROM INSCRIPTIONS

Inscriptions for the selection process will be done according to instructions detailed below.

3.1 PERIOD OF RECEPTION OF APPLICATIONS

The period to receive inscriptions for the first semester of 2018 will be from December 1st of 2016 to July 21st of 2017.

3.2 REQUIRED DOCUMENTS

- a) Copy of Passport and Birth Certificate authenticated by Brazilian Diplomatic representative or agency of equivalent sphere.
- b) Authenticated certificate from the institution where the applicant attended High School or equivalent, proving qualification to enter University.

3.3 FORM OF INSCRIPTION

The applicant will send by digital means to internacionais@ucs.br the following documents:

- Colored copy of Passport and Birth Certificate or equivalent document authenticated by Brazilian Diplomatic representative or agency of equivalent sphere.

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- Authenticated certificate of the institution where the applicant attended High School, proving qualification to enter university, according to the law of the country of origin. **(APPENDIX I – proceedings for validation in Brazil);**
- When the applicant is not Portuguese or Spanish speaker: certificate of Proficiency in Portuguese Language (CILP) intermediate level OR enrollment in Portuguese (PBLE) course at UCS. **(APPENDIX II)**
- Letter of intention written in the following languages: Spanish, English or Portuguese. **(APPENDIX III)**

The applicant should also fill in the Inscription Form available in the following electronic addresses (choose option):

Portuguese:

<https://ucsvirtual.ucs.br/eventos/eventos.php?module=eventos&evento=83126&opcao=inscricao&naoEAluno=true>

Spanish:

<https://ucsvirtual.ucs.br/eventos/eventos.php?module=eventos&evento=83306&opcao=inscricao&naoEAluno=true>

English:

<https://ucsvirtual.ucs.br/eventos/eventos.php?module=eventos&evento=83768&opcao=inscricao&naoEAluno=true>

Note: when filling in the Inscription Form for Special Selection Process for Foreigners, the applicant will indicate the under graduation course (according to vacancy table in sub item 1.2); a second option of course may also be indicated. The applicant will only compete for the second option vacancy if another applicant as first option does not fill this one.

4 FROM SELECTION

4.1 COMMISSION

The Selection Process of foreign students will be done by a specific Selection Commission, constituted by a representative from Academic Pro-Rector, a representative of Course Coordinators and a representative from UCS International, all of them nominated by Academic Pro-Rector.

4.2 SELECTION CRITERIA

Analysis of the composition will be done according to evaluation criteria described in **ANNEX III**.

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Note: Academic Pro-Rectorate– PRAC is the responsible sector for classification of the applicants. Applicants with higher marks will be classified in decreasing order. In the final classification, between applicants who obtained the same mark, the criterion for tie breaking will be the age (the older candidate will be classified).

5 RESULT PUBLISHING

Classification of applicants will be homologated by Academic Pro-Rectorate Act, according to a list presented to Selection Commission and it will be informed through *site* www.ucs.br, and, also, to each of the applicants through UCS Internacional team.

6 SCHEDULE

ACTIONS	DATES
Application reception	Up to July 21 st . 2017
Result publishing	July 31 st . 2017
Beginning of regular course PBLE	February 2018
Beginning of academic semester	February 2018

7 FROM ENROLLMENT

7.1 DATE AND PLACE

Date and place for enrollment will be informed to applicants together with Selective Process results publishing, through UCS International Office.

7.2 COMPLETION

7.2.1 Document presentation

To complete the enrollment, presentation of original documents will be necessary and compulsory, as mentioned in item 3.2 of this Public Notice, with due consular authentication. Furthermore, the applicant shall prove obtainment of consular temporary



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visa (student), according to art. 4, III, together with art.13, IV of Law n. 6.815/80. The visa can be obtained in organs of representation in Brazil (embassies and consulates) in the applicant's country of origin.

7.2.2 Register of Individual Number and Foreigner National Register

Cadastro de Pessoa Física (CPF) and Registro Nacional de Estrangeiro (RNE)

Students must obtain, in Brazil, in 90 days, their register number at Cadastro de Pessoa Física (CPF), at the Ministry of Finance, through the Federal Revenue Office. Furthermore, the applicant should also request the Foreigner National Register (RNE), at Ministry of Justice, through Federal Police.

Note: the applicant who, at the time of enrollment, makes false, inexact statements, or even presents untrue or adulterated document, should have his or her vacancy cancelled, together with all the acts stemming from it. Enrollment is conditioned to regular staying of the applicant in the country, obtaining and/or validating documents required in this Public Notice and paying school fees.

8 VALIDITY

The present Selection Process is valid for initial enrollment only for the first extensive school period of 2018.

9 IMPORTANT REMARKS

a) The enrollment implies in the acceptance by the applicant of all principles, name and conditions of the selection process for foreigners, especially dispositions contained in OS n 01 of 2015 – PRAC.

b) The selected applicant will be informed by *e-mail*, and will receive (in electronic and original copy) the official letter of acceptance by Universidade de Caxias do Sul to obtain the student visa, which is a document to be compulsorily presented when arriving at the Institution.

Academic Pro-Rector will analyze c) Omitted cases, problems or doubts which may arise, and which were not previewed in this Public Notice.

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- d) The Selection Commission will exclusively do analysis of the presented documents, and no appeals to decisions will be accepted.
- e) This Public Notice will be translated to English for publishing ends. For interpretation, the version in Portuguese will prevail.
- f) Universidade de Caxias do Sul is a private institution of Higher Education and, because of this, all its students pay their fees. Therefore, the applicant to the previewed vacancies in this Public Notice will be under the same condition, and will have no benefit regarding the payment of due academic taxes charged to Brazilian students.
- g) Universidade de Caxias do Sul will not be responsible for effectuation/consolidation of enrollment, in case the applicant will not obtain (or do not get validation) the necessary documents demanded in this Public Notice at the State organs of Brazil.

Caxias do Sul, February 10th. 2017

Prof. Marcelo Rossato
Academic Pro-Rector



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ATTACHMENT I

The foreign student who was selected through Public Notice 001/2017 will have the deadline of December 2018 to present to UCS validation of studies of secondary school (high school) done abroad.

1 PROCEEDINGS FOR VALIDATION OF SECONDARY SCHOOL STUDIES OR EQUIVALENT DONE ABROAD

1.2 REQUIRED DOCUMENTS:

- a) requirement from student, directed to Presidente do Conselho Estadual de Educação (get a sample model at 4ª Coordenadoria Regional de Educação – CRE);
- b) document proving conclusion of high school studies (secondary school), containing the following information: duration; program developed, and results obtained (marks).

1.2.1 Observations

1. Documents of requirement and proof of studies done shall be sent for analysis, at least, 30 (thirty) days before the date of declaration of equivalence of studies.
2. The Diploma or Certificate obtained abroad, as well as all the applicants' documents shall be authenticated at the Brazilian Embassy or Consulate in their countries of origin or where the institution that issued the certificates is located.
3. The Diploma or Certificate and respective documents which were written in a foreign language shall be presented together with official translation made by a public authorized translator. This shall not be necessary if they are written in Spanish language.
4. For instruction of the process, it will be necessary to hand in original documents together with authenticated copies at the Registry Office.



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ATTACHMENT II

PBLE COURSE– BRAZILIAN PORTUGUESE COURSE FOR FOREIGNERS

SERVICE ORDER N 01-2015 - PRAC

Academic Pro-Rector of Universidade de Caxias do Sul, in its capacity of elaboration of inner laws and regulations and,

Considering increasing demand of foreign students to enter under graduation programs of our institution;

Considering the need to enable these students to follow classes in Portuguese language;

RESOLVES

Art.1 - PLE –Foreign Languages Program (Programa de Línguas Estrangeira da Universidade de Caxias do Sul) will make available a Brazilian Portuguese Course for foreign students (Curso de Capacitação em Português Brasileiro como Língua Estrangeira).

Art.2 – For students who enter under graduation courses at UCS, hours developed at PBLE – Português Brasileiro como Língua Estrangeira, can be validated in substitution of the subject Leitura e Escrita na Formação Universitária or equivalent.

Art.3 - PBLE course– Português Brasileiro para Estrangeiros will be taught in 2 modules: A2 or Basic Course, and B1 or Intermediate Course in 140 hours, divided into 90 hours in the classroom, and 50 hours on-line, according to attached document to this Service Order.

Paragraph 1 –Students who attended Basic Level (A2) will be accepted to initiate studies at Universidade de Caxias do Sul

Paragraph 2 – After entering an under graduation course, foreign students will continue their studies at Intermediate Level B1.

Paragraph 3 – At the end of the Brazilian Portuguese Course (Português Brasileiro como Língua Estrangeira – PBLE), students will take an exam to obtain CILP – Certificado Internacional de Língua Portuguesa - , issued by Universidade de Caxias do Sul.

Art.4 – The Brazilian-Portuguese Course (Português Brasileiro como Língua Estrangeira – PBLE) will be offered whenever there is specific demand.

Prof. Marcelo Rossato

Academic Vice-Rector
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ATTACHMENT TO SERVICE ORDER N 01/2015 – PRAC

The recommended level to enter foreign universities, according to the European Framework, is level B1. Nevertheless, as we intend to attract non-Latin students to our programs, we found that A2 level would be accepted to initiate studies at UCS. But, students should continue studying Portuguese language to take CILP exam, to achieve B1 level.

Below, there is a description of A2 and B1 levels of Portuguese Language knowledge, as presupposed by CILP exam to obtain the Certificate (Certificado Internacional de Língua Portuguesa) issued by UCS.

A2 or Basic level

Portuguese language Basic Level is a program that enables foreign students to acquire grammatical and linguistic resources, which are necessary to communicate in the studied language. It involves reading and comprehension of written and oral texts, as well as written and oral production.

Oral Production

Introducing oneself, greeting, saying good bye and introducing people;
Apologizing, asking for permission and thanking;
Describing oneself, describing what one does and where one lives;
Describing ones Family and life conditions;
Describing people, places and things in simple terms;
Making a short presentation, rehearsed and elementary about a subject that is familiar;
Expressing experiences and aptitudes;
Accepting, rejecting and making invitations;
Reporting past events;
Reporting everyday habits, informing location of stores and facilities;
Pronouncing phrases clearly enough to be understood;
Asking and giving information about times, addresses and stores or facilities (restaurants, touristic points);

Oral Comprehension

Identifying in a general way the subject of the listened or heard text;
Understanding reading of a text by a native speaker;
Understanding an oral text from electronic media;
Understanding the meaning of ideas developed in a text;

Reading Comprehension

Identifying what the text is about in general;
Understanding literary and non-literary texts;
Give meaning to some idioms and regional varieties;
Scan specific information in a text;
Stablish relationships between the text read and situations of real life;

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Recognizing the function of elements of textual cohesion (nexus, articulators) to give meaning to the text.

Written Production

Writing simple descriptions about familiar subjects;

Telling a story;

Writing an experience report describing feelings and sensations;

Writing about everyday aspects;

Explaining a touristic route in your city;

Writing short texts, giving opinions about a familiar subject. (describing, reporting and giving opinions)

B1 or Intermediate

Intermediate level for Portuguese Language learners is a program that gives the opportunity to foreign students to go deeper in linguistic and grammar resources, which are necessary for communication in the studied language, involving Reading and comprehension of written and oral texts, as well as oral and written production.

Oral Production

Describing clearly and in detail (subjects will be suggested).

Reporting lived experiences in detail.

Give opinions about (texts, films, advertisements).

Giving a clear presentation about a complex subject, developing ideas, expressing an opinion.

Oral Comprehension

Understanding standard language when following a dialog between native speakers.

Understanding and interpreting the main ideas and details transmitted in electronic media (documentaries, news, advertisements, and interviews). Understanding longer oral presentations about current subjects in lectures or other presentations, understanding logic organization and main ideas of the text.

Reading Comprehension

Understanding texts about contemporary subjects.

Understanding texts, obtaining precise information about relevant aspects.

Understanding and interpreting opinion articles, inference making and implicit perception.

Understanding and interpreting literary texts, relating fiction and reality.

Written Production

Producing advertising texts, using some resources of literary language.

Reporting and describing in detail experienced facts and events, articulating ideas coherently.

Writing expository and argumentative texts, relating ideas in a cohesive way, following the structure of the proposed genre.

Writing informative and instructional texts.

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ATTACHMENT III

ELABORATION AND EVALUATION PROCESS OF COMPOSITIONS

Compositions to be evaluated will be written in Portuguese, Spanish or English language.

Compositions should be written in the form of a letter of intentions, containing two thousand (2.000) characters minimum, and not more than two thousand and five hundred (2.500) characters, divided in 04 paragraphs, as follows:

1st paragraph: candidate's introduction

2nd paragraph: objectives. Detail the choice of the subject, area of study and its aspects, future career, personal and professional desires related to the chosen area of studies.

3rd paragraph: justification. Detail aspects, which are the base of having chosen Universidade de Caxias do Sul. Demonstrate knowledge about the university and its covering.

4th paragraph: justification. Detail factors of having chosen Brazil as your country of destiny. Talk about general knowledge aspects of Brazil.

In one hundred points, the following aspects will be evaluated, in equal weight:

- observing the subject: the applicant must understand the proposal for the composition and apply his or her knowledge to develop the subject and delimitate it;
- argumentation: the applicant must know how to relate, organize and interpret information, facts, opinions and arguments defending his or her point of view.
- structuring: the applicant must observe the requirements related to the structure of the composition.

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