



**DEAN OF RESEARCH AND GRADUATE STUDIES  
SELECTION PROCESS FOR ADMISSION TO THE GRADUATE PROGRAM IN  
ADMINISTRATION – MASTERS**

**Public Notice 06/2024**

## **1. Opening**

The Pro-Rector of Research and Graduate Studies of the University of Caxias do Sul makes public the conditions governing the Selection Process for admission to the Graduate Program in Administration (PPGA) – Master's Degree, to be carried out at Cidade Universitária, Caxias do Sul, for admission in the first semester of 2025.

## **2. Registration**

### **2.1 Dates and place**

Registration will be carried out using an online form available on the Program's selection process webpage, from September 5th to November 5th, 2024.

The registration's approval will be announced on November 11, 2024 at <https://www.ucs.br/ppga>

### **2.2 Registration fee**

The registration fee for the Selection Process is R\$ 150.00 (one hundred and fifty Reais).

Candidates who are UCS graduates will have a 30% discount on the registration fee.

### **2.3 Documents**

The documents required to register are as follows:

- Duly completed online registration form;
- Copy of ID, CPF or National Driving License or Passport;
- Copy of Birth, Marriage or Divorce Certificate (waived for foreigners);
- Front and back copy of the Undergraduate diploma (waived for UCS graduates);
- Copy of undergraduate academic record (waived for UCS graduates);
- Front and back copy of the Specialization course certificate (if any), accompanied by the respective academic record;

**Note:** The diploma and transcript of undergraduate and master's degrees, whose country of origin is a signatory to the Hague Convention, must be apostilled, in accordance with CNJ Resolution No. 228,

of 2016, of the National Council of Justice (available at <https://www.cnj.jus.br/poder-judiciario/relacoes-internacionais/apostila-da-haia/>) and subsequently translated by a sworn translator. Documents originating from non-signatory countries must be authenticated by a competent consular authority and subsequently translated by a sworn translator.

- Curriculum Vitae, for foreigners;
- Two letters of recommendation signed by professors, researchers or other renowned professionals in areas related to the Program or a brief description (maximum of 1 A4 page), prepared by the candidate, of their previous experience in research as a junior research fellow and/or research and development in a company. The description must be accompanied by a receipt issued by the higher education institution or company indicating the period of experience;
- Research project (maximum 10 A4 pages, Arial font, size 12, 1.5 line spacing and 2.5 cm margins) containing: state of the art and justification, objectives, proposed methodology, expected results, schedule and references consulted, prepared by the candidate, addressing what she/he intends to develop as a research project for her/his thesis, with an option for one of the program's research lines.

#### **2.4 Posting of documents**

The documentation required to participate in the selection process must be posted by uploading it when filling out the online form. Applications with incomplete documentation will not be accepted.

### **3. Positions**

Thirty (30) positions are offered.

### **4. Cancellation of course offering**

The University reserves the right not to carry out the selection process referred to in this document, if the number of applicants is considered insufficient to carry out the course. Any suspension of the Selection Process will be communicated in advance, in which case registered candidates will be guaranteed a refund of the registration fee.

### **5. Selection**

The selection process for admission to the PPGA, conducted by a Committee made up of teachers appointed by the Program Board for this purpose, will comprise three stages: Research Project, Interview and Curriculum Vitae/Resumé.

#### **5.1 Research Project (4 points)**

Research project (maximum 10 A4 pages, Arial font, size 12, 1.5 line spacing and 2.5 cm margins) containing: state of the art and justification, objectives, proposed methodology, expected results, schedule and references consulted, prepared by the candidate, addressing what she/he intends to develop as a research project for her/his thesis, with an option for one of the program's research lines.

## **5.2 Interview (3 points)**

The interview will be held online, in synchronous mode, on November 14, 2024, at a time to be defined, and will be qualifying. In the interview, the student will be asked about the reasons that led them to take the Master's degree, the curriculum, the pre-project, and the conditions for developing the Master's.

## **5.3 Curriculum Vitae/Resumé (3 points)**

Academic background; Scientific production: articles in journals, books, book chapters, and works published in scientific events annals; Technical production: research orientation (undergraduate and postgraduate) or internship, participation in scientific events, consultancies in the areas of Administration or related areas; Research: participation in projects; Professional experience in teaching or the job market.

## **6. Preliminary results and selection of those approved**

The selection of those approved will be made in order of classification, taking into account the total score obtained in the evaluation stages. If there are withdrawals, subsequent approved candidates will be called, in order of classification, until the number of vacancies is filled.

In the event of a tie in the final result, the tiebreaker criterion will be the interview score.

## **7. Publication of preliminary results**

The names of preliminarily selected candidates will be announced on November 21, 2024.

## **8. Appeal**

All candidates will have the possibility of filing an appeal against the decision made by the selection committee, which must be assessed and judged by a higher court than the one that made the questioned decision.

To lodge the appeal, the candidate must present a document, written by him/herself, explaining the reasons for the request.

The appeal must be sent by email (ppga@ucs.br) by November 22, 2024.

The response to the appeal will be made by November 25, 2024.

## **9. Disclosure of the final result**

The names of selected candidates will be announced on November 27, 2024.

## **10. Enrollment**

Enrollments will take place from December 2nd to 9th, 2024, in accordance with guidelines to be published with the results of the selection process.

## **11. Special cases**

The candidate with a disability who requires special assistance to participate in the selection must, by November 5, 2024, formalize a specific request to the Selection Committee, as well as present a report issued by a specialist, explaining the nature, type and degree disability and the recommended conditions to enable the candidate's participation in the selection process, to the email ([ppga@ucs.br](mailto:ppga@ucs.br)). The Selection Committee will officially inform by November 11, 2024, the total, partial or impossibility of meeting the recommended conditions.

## 12. Timeline

| Date                | Stage   | Place   |
|---------------------|---|---|
| From 09/05 to 11/05 | <i>Online registration</i>                          | <i>Online form filling</i>                                    |
| Until 11/05         | Special cases – formalization of the request        | <a href="mailto:ppga@ucs.br">ppga@ucs.br</a>                  |
| 11/11               | Special cases – result from the Selection Committee | Candidate's e-mail  |
| 11/11               | Approval of registrations                           | <a href="https://www.ucs.br/ppga">https://www.ucs.br/ppga</a> |
| 11/14               | Interview   | Link to be sent to candidates with approved registration      |
| 11/21               | Announcement of the preliminary result              | <a href="https://www.ucs.br/ppga">https://www.ucs.br/ppga</a> |
| Until 11/22         | Appeal request                                      | <a href="mailto:ppga@ucs.br">ppga@ucs.br</a>                  |
| Until 11/25         | Appeal result                                       | Candidate's e-mail  |
| 11/27               | Disclosure of the final result                      | <a href="https://www.ucs.br/ppga">https://www.ucs.br/ppga</a> |
| From 12/02 to 12/09 | Enrollment  | <a href="mailto:ppga@ucs.br">ppga@ucs.br</a>                  |

## 13. Validity of the selection process

The selection process, object of this document, is only valid for admission in the first semester of 2025 to the Postgraduate Program in Administration for the Master's Course.

## 14. Final dispositions

Successful candidates who were not selected in this selection process may request enrollment as a non-regular student to study isolated subjects, in accordance with the PPGA Regulations.

## 15. Omitted cases

Omitted cases will be evaluated by the Selection Committee, after hearing, if deemed necessary, the relevant academic bodies.

Caxias do Sul, September 05, 2024.

Prof. Dr. Everaldo Cescon  
Pro-Rector of Research and Graduate Studies