

**UNIVERSIDADE FEDERAL DE VIÇOSA
CENTRO DE CIÊNCIAS BIOLÓGICAS
DEPARTAMENTO DE ENTOMOLOGIA
PROGRAMA DE PÓS-GRADUAÇÃO EM ENTOMOLOGIA**

**Criteria for the selection of candidates for the Graduate Program in Entomology at UFV
through the Regular Selection Process**

Academic Master's and Doctoral Degrees - First Semester 2023

ENT/UFV General Notice No. 01/2023

1 - PREAMBLE

1.1 The Graduate Program of Entomology of the Federal University of Viçosa (UFV) publishes the rules of the regular selection process to fill the vacancies of the Graduate Program of Entomology for the Academic Master's Degree and Doctoral Degree for the first academic semester 2023, based on the General Notice of the Graduate Program (<https://ppg.ufv.br/wp-content/uploads/2022/09/Edital-Geral-da-Pos-Graduacao-2023.I.pdf>).

1.2 The applicant who is to be admitted must perform the following actions ethically:

1.2.1. Evaluate scientific problems in a rational, critical manner, taking into account the larger theoretical context;

1.2.2. Develop high-level research, beginning with the identification of scientific and/or technological problems, through the acquisition and management of funds and the conduct of research, to the dissemination of results through scientific articles;

1.2.3. Communicate orally and in writing in Portuguese and English in a correct, clear, and concise manner;

1.2.4 Prepare to work in a variety of settings, including research, teaching, and industry.

1.3. For information about the program, visit the website <http://www.pos.entomologia.ufv.br/> or send an email to ent@ufv.br.

2 - SCHEDULE

2.1 This schedule may be subject to change, in which case it will be published on the Program page under the "News" link. Applicants are responsible for constantly reviewing the information regarding the Selection Process.

2.2 The schedule is based on the time zone of Brasilia:

I- Opening of the General Notice – 09/23/2022;

II- Enrollment – 09/26/2022 (from 8:00 a.m.) to 10/26/2022 (until 11:30 p.m.);

III- Written test - 11/01/2022;

IV- Publication of the result of Master's candidates and test results of the Doctoral candidates (<http://www.pos.entomologia.ufv.br/>) - from 11/11/2022;

V- Oral presentation (for doctoral degree only) - 11/17/2022;

VI- General Notice of the result of the doctorate - from 11/21/2022;

VII- Beginning of classes - March 2023.

2.3. Selected foreign candidates have up to 90 days after enrollment to regularize the information about their immigration status at the International Relations Office (DRI).

3 - ENROLLMENT

3.1 - Brazilian and foreign candidates who have completed higher education and whose profile meets requirement 1.2 of this notice may apply for the selection process.

3.1.1 Academic Master's Degree - Applicants who have already completed or are in the process of completing an undergraduate degree program. **If selected, you can enroll as long as you have a degree.**

3.1.2 Doctoral Degree - Candidates who have already completed or are in the process of completing the master's degree program. **If selected, you can enroll as long as you have defended the master's thesis.**

3.2. Applications for the selection process must be submitted through the website <https://www.gps.ufv.br/>.

4 - NUMBER OF VACANCIES

Degree	General selection vacancies	Affirmative action policy vacancies (only for Brazilians)	Total
Master's degree	8	2	10
Doctoral degree	4	-	4

4.1. The number of scholarships available depends on the amount provided by the funding agencies (CAPES, CNPq or FAPEMIG). Thus, the amount mentioned in this General Notice may vary.

5 - REGISTRATION

5.1 Documents or paperwork required for registration:

5.1.1. Recent 3x4 photograph;

5.1.2. Birth or marriage certificate or identity or copy of passport;

5.1.3. Diploma or declaration of completion of undergraduate degree or declaration of possible conclusion by the date of enrollment at UFV for Master's candidates. Final diploma and degree or declaration of completion of the master's program or declaration of possible defense of the dissertation by the date of enrollment at UFV for doctoral candidates;

5.1.4. Academic record of undergraduate degree with explanation of the evaluation system for candidates for the master's degree. Academic record of undergraduate and master's degree, with explanation of the evaluation system, for doctoral candidates;

5.1.5. *Curriculum vitae*;

5.1.6. Summarized CV: Summarized CV and CV Scoring Worksheet (<http://www.pos.entomologia.ufv.br/selecao/inscricao/>);

5.1.7. File containing all certificates and evidence from the Curriculum Summary and Scoring Worksheet, recorded in a single document and in the same order as the items on this sheet. Files compiled in a different order will not be considered in the evaluation;

5.1.8. Work plan - for doctoral candidates only (<http://www.pos.entomologia.ufv.br/selecao/inscricao/>).

5.2. The foreign applicant residing abroad must pay the application fee by means of wire transfer:

R\$ 116,00

SWIFT: BRASBRRJBE (No need to inform bank account number)

IBAN: BR450000000004280003330010C1

BANK: Banco do Brasil S/A

Institution: Federal University of Viçosa

Address: Av. P.H. Rolfs, s/n - University Campus - Viçosa-MG, ZIP Code 36570-900

5.3. Optionally, up to 3 (three) letters of recommendation may be submitted (form available at: http://www.ppg.ufv.br/?page_id=258), completed by persons related to the candidate's academic background or professional activity. The letter is confidential. It must be sent by the evaluator to ent@ufv.br by 10/26/2022 in **PDF format only**.

5.4. Only those candidates who submit the required documents within the deadline specified in item "2. SCHEDULE" will have their registration approved.

5.5. The candidate is responsible for the truthfulness of all information when submitting the required documents.

5.6 By applying, the candidate acknowledges and accepts the criteria established by the Coordinating Committee of the Graduate Program in Entomology at UFV.

6 - EVALUATION

6.1. Master's: the selection of candidates consists of a Written Exam (Qualifying) and Curriculum Analysis.

6.2. Doctorate: the selection of candidates consists of a Written Exam (Eliminatory), Curriculum Analysis, and Oral Presentation (based on the work plan).

7 - STEPS

7.1. Written Test - the written test consists of the interpretation of a scientific article written in English (example at <http://www.pos.entomologia.ufv.br/selecao/>).

7.1.1 The test is the same for Master's and Doctoral degrees and is administered using Google Forms. It starts at 8:00 am and ends at 11:30 am (Brasilia time). Instructions will be sent by email to candidates with confirmed registration. A score from zero (0.0) to ten (10.0) points will be awarded. The candidate who does not obtain a score of at least 5.0 (five) points will be eliminated.

7.2 Evaluation of the academic record and curriculum: consists of the analysis and evaluation of the summary curriculum submitted at the time of registration. The summary curriculum is submitted using a special worksheet for the Graduate Program in Entomology. Completion of this worksheet is also a form of evaluation. The candidate is responsible for the information contained therein. Failure to insert the summary curriculum at the time of registration will result in a zero grade for the curriculum.

7.3 Candidates for the doctorate who have been admitted in the written examination will be subjected to an interview based on the work plan and profile (item 1.2).

7.3.1 The interview will be held via Google Meet - the meeting link will be communicated to the selected candidates and the session will be recorded. Candidates can choose not to have their video recorded. A score from zero (0.0) to ten (10.0) points will be awarded. The candidate who does not achieve a score of at least 5.0 (five) points is eliminated.

7.3.2 The technical and scientific skills and professional aptitude for admission to the doctoral program are evaluated.

8 - FINAL CLASSIFICATION

8.1 The final grade is obtained from the weighted average of the scores obtained in the tests, each test being weighted as follows:

8.1.1. Master's degree: written test - weight 2.0 (two); evaluation of academic record and curriculum - weight 1.0 (one).

8.1.2. Doctoral degree: written test - weight 1.0 (one); evaluation of academic record and curriculum - weight 1.0 (one); oral argument - weight 1.0 (one).

8.2 Descending order of final grades will be considered in ranking admitted candidates.

8.3 If admitted candidates drop out, other admitted candidates may be called in at the discretion of the Program Coordinating Committee to fill the remaining vacancies, following the ranking order.

9 - FINAL PROVISIONS

9.1 Disqualified and automatically excluded from the selection process are those who:

9.1.1 Fail to submit all required documents within the deadlines and conditions specified in the selection process.

9.1.2. Make statements and/or submit false documents, using illegal means to carry out any of the selection stages.

9.1.3. Fail to confirm their participation in the program by the specified date if selected.

9.2. Successful applicants must keep their contacts up to date.

9.3. Omissions will be decided by the Coordinating Committee of the Graduate Program in Entomology in accordance with the Program Regulations and the UFV Academic Graduate Regulations.

Coordinating Committee of the
Graduate Program in Entomology