



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

PUBLIC NOTICE 05/2026

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 2027**.

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 15nd to November 3th, 2026**.

The registration's approval will be announced on **November 9, 2026** 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;
- Front and back copy of the Undergraduate diploma (waived for UCS graduates);
- Copy of undergraduate academic record (waived for UCS graduates);

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.

CAMPUS-SEDE

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- Curriculum Vitae, for foreigners;
- 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 16, 2026**, 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.

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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 23, 2026**.

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 24, 2026**.

The response to the appeal will be made by **November 25, 2026**.

9. Disclosure of the final result

The names of selected candidates will be announced on **November 30, 2026**.

10. Enrollment

Enrollments will take place from **December 1st to 4th, 2026**, 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 3, 2026**, 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). The Selection Committee will officially inform by **November 9, 2026**, the total, partial or impossibility of meeting the recommended conditions.

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12. Timeline

Date	Stage	Place
From 09/15 to 11/03	<i>Online registration</i>	<i>Online form filling</i>
Until 11/03	Special cases – formalization of the request	<i>ppga@ucs.br</i>
11/09	Special cases – result from the Selection Committee	Candidate's e-mail
11/09	Approval of registrations	https://www.ucs.br/ppga
11/16	Interview	Link to be sent to candidates with approved registration
11/23	Announcement of the preliminary result	https://www.ucs.br/ppga
Until 11/24	Appeal request	<i>ppga@ucs.br</i>
Until 11/25	Appeal result	Candidate's e-mail
11/30	Disclosure of the final result	https://www.ucs.br/ppga
From 12/01 to 12/04	Enrollment	<i>ppga@ucs.br</i>

13. Validity of the selection process

The selection process, object of this document, is only valid for admission in the **first semester of 2027** 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 15, 2026.

Prof. Dr. André Felipe Streck
Pro-Rector of Research and Graduate Studies

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