



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

Public Notice 01/2025

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 Biotechnology (PPGBIO) – Master's Degree, to be carried out at Cidade Universitária, Caxias do Sul, for admission in the second 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 April 14 to June 2, 2025. The registration's approval will be announced on June 6, 2025, at <https://www.ucs.br/ppgbio>.

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.

- Resumé (Lattes resumes for Brazilian citizens)

- Appendix I, including documentary evidence. Appendix I and the supporting documents must be sent as a single file in PDF format to ppgbio@ucs.br by the closing date for registration. For scientific articles and patents, only the first page containing the publication and authorship information must be submitted.

- Proposal of a research project related to the research lines of the Program. The proposal must be approved and signed by the candidate and the chosen supervisor. The research project must be written in the following format: (A4 pages, Arial font, size 12, 1.5 line spacing, 2.5 cm margins, and a maximum of 6 pages, including the cover page with the project information: project title, full name of the candidate and supervisor, and PPGBIO research line in which the project fits). The project should include the state of the art and justification of the proposal, objectives, main methodologies, expected results, timetable, and references consulted. In the case of projects with more than 6 (six) pages, only the first 6 (six) pages will be considered for evaluation.

- Two letters of recommendation signed by professors, researchers, or other renowned professionals in areas related to the Program. The letters of recommendation MUST be sent directly by the recommender (or their assistant) to ppgbio@ucs.br by the application deadline in order to be accepted.

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

Eight (8) 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 Graduate Program in Biotechnology – Masters, conducted by a Committee made up of teachers appointed by the Program Board for this purpose, will comprise four stages:

5.1 Stage 1: Registration approval

Analysis of the submission of the documentation required for registration, with announcement by June 6, 2025. This stage is eliminatory. Applications will be announced on the PPGBIO website.

5.2 Stage 2: Analysis of academic performance

This stage consists of an analysis of the curriculum vitae, in which only the items described in the table in Appendix I will be assessed, according to the points awarded. The candidate who obtains the highest total score will be awarded 10 points, and the scores of the other candidates will be calculated proportionally. This stage accounts for 30% of the final score.

5.3 Step 3: Written test

This stage consists of analyzing a technical-scientific article related to the field of biotechnology. This evaluation will take place between June 10 and 13, 2025, at a time to be established by the selection committee and will be conducted remotely through the Google Meet platform. Candidates will be observed via the Google Meet platform with their webcam on. Access to the platform and a link to view the test will be emailed to all participants in the selection process. To take the online exam, candidates must have a computer (desktop or notebook) with a fully operational camera and microphone. The candidate may not take the exam on any mobile device, such as a cell phone, smartphone, or tablet. The score for this section is worth 40% of the final score.

5.4 Stage 4: Interview and Inquiry on the Proposed Research Project

This stage consists of a 20-minute interview with the candidate by the selection committee, including questions on the proposed research project. It will take place between June 10 and 13, 2025, starting at 9 am, online. This phase is worth 30% of the final grade.

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.

7. Publication of preliminary results

The names of preliminarily selected candidates will be announced on June 27, 2025.

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 (ppgbio@ucs.br) by June 30, 2025. The response to the appeal will be made by July 3, 2025.

9. Disclosure of the final result

The names of selected candidates will be announced on July 4, 2025.

10. Enrollment

Enrollments will take place from July 7 to 11, 2025, 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 June 2, 2025, 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 (ppgbio@ucs.br). The Selection Committee will officially inform by June 5, 2025, the total, partial, or impossibility of meeting the recommended conditions.

12. Timetable

Date	Stage	Place
From 14/04/2025 to 02/06/2025	Online registration	Online form filling
By 02/06/2025	Special cases – formalization of the request	ppgbio@ucs.br
By 05/06/2025	Special cases – result from the Selection Committee	ppgbio@ucs.br

By 06/06/2025	Approval of registrations	PPGBIO Website
From 10/06/2025 to 13/06/2025	Selection stages	Link to be sent to candidates with approved registration
By 27/06/2025	Announcement of the preliminary result	PPGBIO Website
By 30/06/2025	Appeal request	ppgbio@ucs.br
By 03/07/2025	Appeal result	Candidate's email
By 04/07/2025	Disclosure of the final result	PPGBIO Website
From 07/07/2025 to 11/07/2025	Enrollment	ppgbio@ucs.br

13. Validity of the selection process

The selection process is valid for 6 (six) months from the date of publication of the final result and only for admission to the Postgraduate Program in Biotechnology for the Master's Degree.

14. Final dispositions

Successful candidates who were not selected in this selection process may apply to enroll as non-regular student to take isolated courses in accordance with the PPGBIO 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, April 14, 2025

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

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Appendix I - Analysis of academic performance

Candidate: _____ **Date:** _____

Curriculum supporting documents and corresponding scores.

Note: only scores duly supported by supporting documents for each item indicated, including professional proof, will be validated.

Items	Score	Maximum score	Score (Filled in by the candidate)
01. Professional or scientific experience of at least 1 year related to Biotechnology.	1.0 / year	3.0 (3 years maximum)	
02. Published articles classified on the QUALIS System of CAPES ¹ (QUALIS levels A e B) as the first author of the study.	2.0 / publication	-	
03. Published articles classified on the QUALIS System of CAPES ¹ (QUALIS levels A and B) as co-author. ²	1.5 / publication	-	
04. Published articles classified on the QUALIS System of CAPES ¹ (Qualis ¹ levels <B3 (1º author or co-author).	1.0 / publication	-	
05. Publications in non-indexed journals.	0.5 / publication (for 1º author) 0.2 / publication (collaborator)	1.0	
06. Book chapter publications.	0.5 / publication	2.0	
07. Patent applications	1.5 / patent	-	
08. Abstract and/or poster presented on scientific events	0.5 / abstract (for 1º autor) 0.2 / abstract (collaborator)	3.0	
09. Complementary courses in areas related to biotechnology with a minimum of 10 hours.	0.5 / course	1.5 (3 courses maximum)	
10. Specialization course in a field related to Biotechnology.	2.0 / course	2.0	
11. Expediente acad�mico: Media entre 80 y 100% Media entre el 70 y el 79%:	2.0 1.0	2.0	

¹ Nuevo Sistema Qualis CAPES (cuatrienio 2017-2020) disponible en: <https://www.gov.br/capes/pt-br/aceso-a-informacao/acoes-e-programas/avaliacao/avaliacao-quadrienal/metodologia-do-qualis-referencia-quadrienio-2017-2020>.

² Si el candidato es coautor de la publicaci n, pero con la designaci n de contribuci n equivalente a la del primer autor, el trabajo se puntuar  en la categor a de primer autor.