



**DEAN OF RESEARCH AND GRADUATE STUDIES**  
**SELECTION PROCESS FOR ADMISSION TO THE GRADUATE PROGRAM IN**  
**PRODUCTION ENGINEERING – PROFESSIONAL MASTER’S**

**Public Notice 01/2025**

## **1. Opening**

The Pro-Rector for Research and Graduate Studies at the University of Caxias do Sul announces the conditions governing the Continuous Flow Selection Process for admission to the Graduate Program in Production Engineering (PPGEP) – Professional Master's Degree, starting in the first semester of 2025.

## **2. Applications**

### **2.1 Period and Location**

Applications will be submitted through an online form available on the Program's selection process webpage, from **January 22, 2025, to December 12, 2025**.

### **2.2 Application Fee**

The application fee for the Selection Process is R\$ 150.00 (one hundred and fifty Brazilian reais). Candidates who are alumni of UCS will receive a 30% discount on the application 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;
- Statement of Intent (request the template via email: [ppgep@ucs.br](mailto:ppgep@ucs.br)), detailing in approximately 2,000 words what is intended to be studied and how the problem is planned to be addressed.

## **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. Selection Process**

The selection process will be conducted via videoconference for students who have already completed their undergraduate studies and will follow these steps:

- a) **Step 1:** Analysis and scoring of the documented Lattes/CNPq curriculum – Weight: 20%;
- b) **Step 2:** Analysis and scoring of the Statement of Intent – Weight: 50%;
- c) **Step 3:** Interview\* – Weight: 30%.

- The interview will be conducted through a videoconference system, and the link will be sent in advance by email. Scheduling will be handled by the PPGE/UCS Office via email or phone contact.

Incoming students will be subject to the Regulations of the Graduate Program in Production Engineering.

## **4. Appeals**

All candidates will have the opportunity to file an appeal against the decision issued by the selection committee, which will be reviewed and judged by a higher authority than the one that issued the contested decision.

To file an appeal, the candidate must submit a document, written by themselves, explaining the reasons for the request.

The appeal must be sent to the email [ppgep@ucs.br](mailto:ppgep@ucs.br) within 2 (two) days after the announcement of the final results.

The response to the appeal will be provided within 7 (seven) days.

## **5. Announcement of Final Results**

The list of selected candidates will be announced within 5 (five) business days after the selection process, through direct contact with the student.

## **6. Enrollment**

6.1 Enrollment will be carried out in accordance with the guidelines to be provided along with the results of the selection process.

6.2 The enrollment and the course completion deadlines will start from the date of the enrollment request issuance, which may or may not coincide with the beginning of academic semesters.

## **7. Special Cases**

Candidates with disabilities who require special accommodations to participate in the selection process must formally submit a specific request to the Selection Committee. They must also provide a report issued by a specialist, detailing the nature, type, and degree of the disability, as well as the recommended conditions to enable their participation in the selection process. The request should be sent to [ppgep@ucs.br](mailto:ppgep@ucs.br).

The Selection Committee will officially inform the candidate about the feasibility of fully, partially, or not meeting the recommended conditions.

## **8. Validity of the Selection Process**

The selection process, as outlined in this notice, is valid for admission in the year 2025 to the Graduate Program in Production Engineering – Professional Master's Degree.

## **9. Omitted cases**

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

Caxias do Sul, January 22 st 2025.

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