

## Call for applications 14 /2021 PPGEM-UFSC

*Makes Public the Selection Process for candidates to the Master-s Course of the Graduate Program in Mechanical Engineering at UFSC for admission in the **first bimester** of 2022.*

The Coordinator of the Graduate Program in Mechanical Engineering at UFSC, in the use of his legal attributions, and in accordance with the deliberation of the Program's Delegate Collegiate on **may 02nd, 2021**, publishes the rules for the selection process to fill vacancies for the Master's Program of the Graduate Program in Mechanical Engineering at UFSC, to begin in the first bimester of the Program, **of 2022**.

### 1. Regimes of Dedication to the Master's course

The admission to the master's course may be done in the regime of exclusive dedication (ED) or in the regime of partial dedication (PD).

#### 1.1. Exclusive Dedication regime (DE)

Students in the DE regime (exclusive dedication) are characterized by: (a) maintain a workload of no less than eight hours-postgraduate classes per week in each academic period until they complete the minimum number of credits required; (b) maintain an average weekly workload of no less than forty hours of exclusive dedication to doctoral-related activities. Only students in the DE regime are eligible to receive scholarships from the program.

#### 1.2. Partial Dedication Parcial (DP)

Students who cannot meet conditions (a) and (b) of item 1.1 may only pursue their master's degree on a PD regime (partial dedication) at POSMEC. Masters students who are in this regime are typically professionals who work in companies or other organizations and, in parallel, develop their master's degree at the pace that is possible, without giving up the quality of training and the dissertation developed.

This Announcement regulates the application and selection process for admission to master's degree in POSMEC under the regime of exclusive dedication (ED). Announcement 12/2021 PPGEM-UFSC disciplines the enrollment and selection process for partial dedication (PD).

At the time of enrollment through this announcement the candidate must, obligatorily, make clear in the application form that you want to do your master's degree in the regime of exclusive dedication (ED).

### 2. Concentration Areas

The Programme is organised into six areas of concentration:

- Mechanical Analysis and Design
- Thermal Engineering & Sciences
- Manufacturing
- Metrology and Instrumentation
- Mechanical Systems Design
- Vibrations & Acoustics

More information on each concentration area and its research lines can be found at [ppgmec.posgrad.ufsc.br](http://ppgmec.posgrad.ufsc.br)



The application must indicate which of the six areas of concentration (only one) you wish to pursue your master's course in.

### 3. Required Titulation

- 3.1. To apply for a Master's degree, applicants must hold a university degree in Engineering, Mathematics, Computing, Physics or related areas, or a Technologist degree in related areas with a minimum of 2,400 hours.
- 3.2. Applicants who have not yet received their diploma must submit a statement from their university stating that they have already graduated, or that they will be able to complete the undergraduate curriculum by **March 2nd, 2022**.

### 4. The number of places available

- 4.1. The number of places available for this call for applications is **98 (ninety-eight)**.
- 4.2. Twenty percent (20%) of the above vacancies will be reserved for black and indigenous students and eight percent (8%) for physically disabled persons.
- 4.3. The number of openings in item 4.1 may be altered according to demand and the advising capacity of the professors in each research line.
- 4.4. The selection committees of each concentration area reserve the right to approve a total number of students below the number of available places, depending on the result of the technical evaluation of the candidates.

### 5. Application and Selection Process Timeline

- 5.1. Register via Internet, at: [capg.sistemas.ufsc.br/inscricao/](http://capg.sistemas.ufsc.br/inscricao/).
- 5.2. The registration period at POSMEC for this Call for Applications is from **November 17th, 2021 to February 4th, 2022**.
- 5.3. The results will be announced via Internet at POSMEC's webpage ([ppgmec.posgrad.ufsc.br](http://ppgmec.posgrad.ufsc.br)) until **February 20th, 2022**.

### 6. Application Procedure

- 6.1. Register via Internet, at: [capg.sistemas.ufsc.br/inscricao/](http://capg.sistemas.ufsc.br/inscricao/).
- 6.2. After completing the registration, the candidate must send, via digital, to the email [ppgemc@contato.ufsc.br](mailto:ppgemc@contato.ufsc.br), only the following documents:
  - Registration form (item 6.1);
  - Registration form 'Formulario-de-Inscricao-no-Mestrado', available at <https://ppgmec.posgrad.ufsc.br/formularios/>;
  - Free-format text, limited to two pages, containing: (a) Study plan with the indication of the intended area of work; (b) Presentation of the reasons motivating to carry out postgraduate studies in the selected area and (c) Brief account of the candidate's academic and professional experiences, giving highlights to the projects and research he/she has participated in. (Any excess part of the text beyond two pages will be disregarded by the examining board).
  - Certified true copy of the undergraduate diploma, front and back (or university statement, in the case of a course completed or to be completed by 26 March 2021);
  - Certified true copy of the undergraduate transcript;
  - Certified true copy of civil identity card (front and back);
  - Certified true copy of the Cadastro de Pessoa Física (CPF) (**for Brazilians**);
  - Certified true copy of birth or marriage certificate;
  - Complete and updated Curriculum Lattes ([lattes.cnpq.br/](http://lattes.cnpq.br/));
  - Candidate's photograph on the 'Application Form' (Master's application form).



- 6.3. The two reference letters (<http://ppgmec.posgrad.ufsc.br/Call-for-application-for-the-masters/>) should be forwarded to the POSMEC secretariat directly by the informants. The letters of reference should not be forwarded together with the applicant's other documents. The submission must be made via e-mail, in signed and scanned form to the e-mail [ppgemc@contato.ufsc.br](mailto:ppgemc@contato.ufsc.br), containing in the "subject" field the candidate's full name and the term 'Reference Letter.
- 6.4. Foreign applicants must send the following additional documents:
- Certified copy of the graduation diploma with the consular seal of the Brazilian Embassy on the back;
  - Certified true copy of the foreigner's identity card and
  - Certified true copy of the pages of the passport, where the applicant's details are visible.
- 6.5. Candidates applying for the black quota (black or mulatto) must submit a self-declared black statement with a notarized signature at the time of registration.
- 6.6. Candidates applying for the indigenous quota must submit, at the time of registration, either
- 6.6.1. (a) Declaration of the cacicado or other indigenous representative body, or (b) Declaration of belonging to an indigenous group.
- 6.6.2. Term of indigenous self-declaration, with signature notarized.
- 6.7. The candidate who applies for the handicap quota must submit at the time of registration a medical certificate issued within the last 12 (twelve) months, signed by a physician specializing in the area of disability claimed by the candidate, indicating the degree or level of disability. The certificate, exams and medical reports must present the ICD, the physician's legible name, stamp, CRM number and signature of the medical professional.
- 6.8. The specific documentation for quota candidates, items 6.5 to 6.7, will be confirmed by the selection committee.
- 6.9. The registration (item 6.1) and all documents mentioned in items 6.2 to 6.3 are mandatory for registration. In the case of foreign students, the documents mentioned in item 6.4 are also mandatory. In the case of quota candidates, the documents corresponding to each case, from 6.5 to 6.7, are mandatory. Incomplete applications will be automatically eliminated from the selection process, regardless of the candidate's merit.
- 6.10. Remarks:
- 6.10.1. POSMEC reserves the right to request a certified copy of original documentation, if deemed necessary.
- 6.10.2. **The complete documentation must be sent in a single file, in PDF format. The documentation must not be sent as an attachment in an email. The file must be sent via a file uploading system, such as 'wetransfer.com' or similar**, that confirms to the applicant that the file has been received. It is the candidate's responsibility to track the confirmation of receipt of their file, which is sent automatically by the system when the file is downloaded by the secretariat.
- 6.10.3. Candidates who do not see the confirmation should contact the secretariat and, still within the registration deadline, resubmit the documentation.
- 6.10.4. **Separate documentation in several e-mails will not be accepted.**
- 6.10.5. The documentation file is limited to 11 (eleven) pages, plus the Lattes curriculum vitae, the school transcript(s), possible passport, a possible second diploma.
- 6.10.6. The 'Subject' of the e-mail sending the documentation must contain the words: 'Master's degree application 2022/1-', followed by the candidate's full name.
- 6.10.7. The acknowledgement of receipt of the registration documents does not mean that the documents are complete.
- 6.10.8. Doubts and questions about the application process will only be answered via email at [ppgemc@contato.ufsc.br](mailto:ppgemc@contato.ufsc.br).

## 7. The Selection Process

- 7.1. The selection process will be carried out by Selection Committees, one for each concentration area. The evaluation will be based on the following items:
- I. Area and course of study of the candidate and its affinity with the desired training;
  - II. Academic performance of the candidate and the institution where he/she graduated;



- III. Authorship of published articles and presentation of papers in congresses;
- IV. Academic and professional experience;
- V. Performance of monitorships and scientific initiation activities;
- VI. Internships carried out;
- VII. Reference letters;
- VIII. Free-format document described in item 6.2;
- IX. Knowledge of foreign languages.

- 7.2. The same rules applied to other POSMEC students will apply to students entering by means of quotas.
- 7.3. In case there are not enough quota candidates for the places reserved for quota holders, these will be transferred to non-quota holders.
- 7.4. The evaluation of each candidate according to the criteria in item 7.1 will be converted into a grade.
  - 7.4.1. This score is used to indicate acceptance or non-acceptance into the programme.
  - 7.4.2. This score will be used to rank the applicants in ascending order.
  - 7.4.3. The elimination and ranking of candidates will be done including all candidates, both non-qualified and qualified, in an indiscriminate manner.

## 8. Results Announcement

- 8.1. The results of the selection process will be announced exclusively on the webpage of POSMEC ([ppgmec.posgrad.ufsc.br](http://ppgmec.posgrad.ufsc.br)). No information on the selection process shall be provided by telephone. Requests for clarification should be sent by e-mail to [ppgemc@contato.ufsc.br](mailto:ppgemc@contato.ufsc.br).
- 8.2. Candidates who are not approved in the selection process have 05 working days from the announcement of the results on the POSMEC website to appeal the decision by means of a written statement sent to the e-mail [ppgemc@contato.ufsc.br](mailto:ppgemc@contato.ufsc.br).
- 8.3. **The approved candidate who does not enroll by the end of the registration period for the FIRST period of 2022 will be understood as a dropout.** In order to enter POSMEC at a future date, he/she will have to be approved in a new selection process.

## 9. Enrolments

- 9.1. The enrolment must be made by the candidate of POSMEC, during the period described in the academic calendar 2022 of POSMEC.
- 9.2. Foreign students must present a valid visa - ITEM IV or Permanent Resident Visa.

## 10. Not covered cases

Omitted cases will be decided by the Delegate Collegiate of the Post-Graduate Programme in Mechanical Engineering - UFSC.

Florianópolis, November 17th 2021.

---

Prof. Paulo de Tarso Rocha Mendonça, Ph.D.  
Coordinator of Posmec