

Call for applications 13/2022 PPGEM-UFSC (2022.4/2)

*Makes Public the Selection Process for candidates to the Doctorate Course of the Graduate Program in Mechanical Engineering at UFSC for admission at or after the **fourth 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 March 10th, 2021, publishes the rules for the selection process to fill vacancies for the Doctoral Program of the Graduate Program in Mechanical Engineering at UFSC, to begin at or after the **fourth bimester of the Program.**

1. Regimes of Dedication to the Doctorate

Admission to the doctoral program may be on either the exclusive dedication regime (ED) or the partial dedication regime (PD). The choice of regime must be made at the time of registration.

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 in the PD regime (partial dedication) are characterized by not meeting at least one of the conditions that characterize the DE regime. Only candidates who, at the date of enrollment, have already completed the minimum number of credits required for the PhD, which must be validated by the Selection Committee, may be considered for admission in the PD regime.

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

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

3. Required titulation

- 3.1. To apply for the Doctoral program, the candidate must hold a degree in Engineering, Mathematics, Computing, Physics or related areas.

4. The number of places available

- 4.1. The number of available places for this call for applications is 20 (**twenty**).
- 4.2. Twenty percent (20%) of the places indicated above will be preferential for Black and Indigenous students and eight percent (8%) preferably for physically disabled persons who, at the same time, meet all the other quality requirements established by this Announcement.
- 4.3. 4.3. The number of openings under item 4.1 may be altered depending on demand and the advising capacity of the professors in each research line.
- 4.4. 4.4 The selection committees of each concentration area reserve the right to approve for admission a total number of students below the number of available places, depending on the results of the technical evaluation of the candidates.

5. Application and Selection Process Timeline

- 5.1. The registration period at POSMEC for this **Call for Applications is from September 01st, 2022 to October 02nd, 2022.**
- 5.2. The results will be announced via Internet at POSMEC's webpage (ppgmec.posgrad.ufsc.br) until **October 17th, 2022.**

6. Application Procedure

- 6.1. Registration via the Internet at: capg.sistemas.ufsc.br/inscricao/;
- 6.2. After completing the registration, the candidate must send, via digital format, to the email Chefia.ppgemc@contato.ufsc.br, the following documents:
- Registration form (item 6.1);
 - Doctorate registration form 'Application-form', available at <https://ppgmec.posgrad.ufsc.br/formularios/>;
 - Document containing: (a) Research Plan; (b) Presentation of the reasons motivating to undertake a doctorate 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.
 - Digital copy of the graduation diploma(s), front and back;
 - Digital copy of the undergraduate transcript(s);
 - Candidates with master's degree, include digital copy of the diploma and history of the Master's degree;
 - Digital copy of the civil identity card (front and back)
 - Digital copy of the Individual Taxpayer Registry (CPF) (for Brazilians)
 - Digital copy of birth or marriage certificate;
 - Complete and updated Curriculum Lattes (lattes.cnpq.br/);
 - Candidate's photograph on the 'Application Form';
 - Copy of the first page of published articles, and proof of other productions.
- 6.3. The two reference letters (<http://ppgmec.posgrad.ufsc.br/Call-for-application-for-the-doctorate/>) 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 chefia.ppgemc@contato.ufsc.br, containing in the "subject" field the candidate's full name and the term 'Reference Letter'.
- 6.3.1. Letter from the Doctoral Advisor, with statement of acceptance of the applicant's orientation in the topic described in the Research Plan in item 6.2.
- 6.4. Foreign candidates must send the following additional documents:
- Digital copy of the under graduation diploma with the consular seal of the Brazilian Embassy on the back;
 - Digital copy of the foreign identity card and



- Digital copy of the pages of the passport where the applicant's details are visible.
- 6.5. Candidates applying for the black quota (black or brown) must submit a self-declared black statement with a notarized signature at registration.
- 6.6. Candidates applying for the indigenous quota must submit, at the time of registration, either
 - (a) Declaration of the cacicado or other indigenous representative body, or (b) Declaration of belonging to an indigenous group.
 - Term of indigenous self-declaration, with signature notarized.
- 6.7. Candidates who apply for the handicapped 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 the 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, in addition to the registration (item 6.1) and all documents mentioned in items 6.2 to 6.3, the documents corresponding to each case, from items 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 the presentation of original documentation in physical form, if deemed necessary.
 - 6.10.2. **The complete documentation must be sent in SINGLE PDF file. The documentation must not be sent as an email attachment. The file must be sent via a file uploading system, such as 'wetransfer' or similar, that confirms receipt of the file to the applicant. 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 of receipt must contact the secretariat and, within the application deadline, resubmit the documentation.
 - 6.10.4. **Separate documentation in multiple shipments will not be accepted.**
 - 6.10.5. The 'Subject' of the e-mail in which the documentation is sent must contain the words: 'Enrollment for Doctoral Program 2022/1-', followed by the candidate's full name.
 - 6.10.6. The confirmation of receipt of the registration documents does not mean that the documents are complete.
 - 6.10.7. Doubts and questions about the application process will only be answered by email, at the address chefia.ppgemc@contato.ufsc.br.

7. The Selection Process

7.1. The selection process will be carried out by Selection Committees, each composed of three professors accredited at POSMEC, appointed in sufficient number to meet the demand and the specificities of the candidates. The evaluation will be based on the "Guidelines for Selection of Candidates for Master's and Doctoral Degrees and for their Classification in the Process for the Granting of Scholarships", transcribed in Annex I, which becomes an integral part of this Announcement. The guidelines consider in the analysis the following items:

- I. Candidate's academic transcripts.
- II. Courses and institutions of origin.
- III. Qualifications:
 - monitoring activities;
 - scientific initiation activities;
 - publications;
 - undergraduate courses;
 - post-graduation courses;



- extracurricular courses, including languages;
 - extracurricular experiences;
 - professional experience;
- IV. Letters of Reference.
- V. Work Plan.

7.2. The same requirements and rules that apply to other candidates apply to candidates who apply for admission through quotas.

7.3 In case there are not enough quota candidates in number or qualification for the preferential places reserved for quota holders, these will be made available for non-quota holders who meet the qualification requirements.

7.4 The evaluation of each candidate according to the criteria in 7.1 will be converted into a score on a scale of 0 (zero) to 10 (ten), which will be used to establish the overall ranking of the candidates.

7.4.1 Applicants with a score of less than 8.0 (eight point zero) will not be accepted into the programme, whether or not they apply for enrolment through quotas.

8. Results Announcement

8.1. The results of the selection process will be announced **exclusively** on the POSMEC website (ppgmec.posgrad.ufsc.br). Information on the selection process will not be provided by telephone. Requests for clarification should be sent by e-mail to chefia.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 chefia.ppgemc@contato.ufsc.br.

8.3. The approved candidate who does not enroll **within 24 months from the announcement of the results shall be considered a withdrawal**. In order to join POSMEC at a future date, the candidate must 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 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 at UFSC, POSMEC.

Florianópolis, May 17th, 2022.

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Coordinator of Posmec