



FEDERAL UNIVERSITY OF VICOSA  
FOOD SCIENCE AND TECHNOLOGY  
DEPARTMENT



### Secretary of Food Science and Technology graduate program

Campus Universitário - 36570-900 Viçosa, Minas Gerais – Tel.(31) 3612-6705/6723 – Email: [tca@ufv.br](mailto:tca@ufv.br)

### Admission Notice 02/2022

## ADMISSION NOTICE FOR FOREIGN STUDENTS - DOCTORAL APPLICATIONS FOR THE SECOND SEMESTER OF 2022

The coordination of the Food Science and Technology graduate department at the Federal University of Viçosa publishes the requirements for the admission process for 1 application for foreign students in the graduate program of Food Science and Technology for a doctoral position in the **second semester of 2022**.

For the applicants, it is important to read all the information in “**Admission Notice for Foreign Students for Doctoral Application for the Second Semester of 2022**”, available on the website of the graduate program. The admission notice is available [here](#).

### 1. POSITIONS

The doctoral position will be offered according to the availability of a professor in the research area selected by the student in the Form for Advisor's Choice and also with the agreement of the correspondent professor. In this admission notice 2022/2, 1 position will be offered for the doctoral program. This position is exclusive to foreign students.

### Scholarships

The scholarship will be implemented according to the score obtained by the student. The PPGCTA program will offer one scholarship from the FAPEMIG sponsorship agency, which will be implemented for the period determined by the agency.

### 2. SCHEDULE

DATE	TIME	STEP	SITE
01/08-17/08/2022	Until 5 pm	Application period	Applicants must apply on the website: <a href="https://www.gps.ufv.br/editais/357/">https://www.gps.ufv.br/editais/357/</a>
01/08-18/08/2022		Application confirmation	PPGCTA office
Until 19/08/2022		List of the confirmed applications	Available on the website: <a href="http://www.posalimentos.ufv.br/">http://www.posalimentos.ufv.br/</a>
22/08-24/08/2022		Curriculum evaluation	PPGTA coordination
Until 26/08/2022		Final result of the application process	Available on the website: <a href="http://www.posalimentos.ufv.br/">http://www.posalimentos.ufv.br/</a>
01/09/2022		Enrollment of the selected applicants	

05/09/2022		Classes begin	
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#### Notes

1. This schedule can be altered. Any possible changes will be available on the website: (<http://www.posalimentos.ufv.br>).
2. The applicants are responsible for checking all the information and deadlines related to the admission process, including the confirmation of the application. The PPGCTA program will not be responsible for any technical problems related to the application process.
3. All the information regarding the application process, including the documents, payment, and any other procedures will be available on the website: [www.posalimentos.ufv.br](http://www.posalimentos.ufv.br)

**The applications will be exclusively online.**

### 3. REQUIREMENTS FOR THE APPLICATION

Foreign students can only apply to this process if the requirements described below are met (Art. 4º):

Art. 4º - The doctoral graduate program approves 1 extra scholarship for foreign students only. The foreign student must not hold a Brazilian citizenship along with others, having permanent residence in a foreign country. The student must hold a valid temporary student visa given by the Brazilian government and must have a residence in Minas Gerais state during the whole Doctoral graduate course.

The applications will only be confirmed for students who present all the documents required on the correct dates established in the schedule of this admission notice. When applying to this position, it will be assumed that the student accepts and agrees with all the criteria established in this admission notice published by the PPGCTA program.

The applicant will be responsible for the veracity of all the information and documents provided. The application will be only accepted for students with a permanent residence in a different country. The applicants who are currently attending a Masters graduate program in Brazil will not be accepted in this admission notice.

#### 3.1. Required documents for the application

- a) Copy of the diplomas of the undergraduate and graduate (Masters) degree, or a certificate stating the conclusion of the Masters graduate program;
- b) Academic transcript stating the GPA of the undergraduate and graduate programs, with the description of the evaluation system. For exceptional cases, the student must add the GPA to the document;
- c) Curriculum vitae (CV) in the standard model described by the PPGCTA program;
- d) Certificate of the items described in the Curriculum vitae, in PDF format;
- e) Table of the evaluation criteria for the Curriculum Vitae;
- f) One 3 x 4 photo;
- g) Birth or Marriage certificate;
- h) Passport copy or CPF;
- i) Receipt of the payment of the application fee (R\$ 116.00). The application fee bill will be generated once the application is finished on the website;
- j) Acceptance letter. Attach the document during the application in the field "Form for choosing the advisor", ("Formulário para definição do orientador");
- k) Two reference letters that must be signed by the responsible for writing the letters. The letters should be sent to the email ([tca@ufv.br](mailto:tca@ufv.br)) by August 17<sup>th</sup>, 2022 at 5 pm, with the subject "Reference letter for the applicant".

The applicant must be responsible for all the veracity of the information and documentation provided. If any information or documentation provided is not accurate, the applicant will be declassified.

## 4. EVALUATION SCORE

### 4.1. Evaluation of the documents in the Curriculum vitae and recommendation letter (100 points)

#### Evaluation of the curriculum:

4.1.1. The evaluation of the curriculum will be based on the GPA, received scholarships, works presented and published, teaching assistant activities, internships, professional experience, experience in foreign languages, specializations courses, and graduate courses completed, according to the alignment to the research areas of this graduate program.

4.1.2. The evaluation of the curriculum will be calculated by summing up all the activities performed by the student **over the last 5 years**, according to the criteria established in the Evaluation Score Table, detailed in Attachment 1 of this Admission Notice. The Evaluation Committee will not be responsible for any missent documents, or for any curriculum that does not meet the standard model provided in this Admission Notice.

4.1.3. It is obligatory that the student present the Curriculum vitae standard model accordingly fulfilled and with the certificates of proof, in chronological order, numbered and ordered in the same order that they are cited in the curriculum. Only the items proven with the certificates will be evaluated.

4.1.4. For the articles, the Capes Qualis from 2016 of Food Science and Technology will be used as standard. If the journal is not available in the Capes Qualis 2016 database, the applicant must convert the Qualis according to the impact factor of the journal, according to the Attachment Table A2.

4.1.5. The final score of the curriculums will be adjusted in a way that the highest score will be 100 points and the others will be converted proportionally.

**Applicant selections:** The applicant will be selected only if they are classified **and if the indicated advisor is available to advise the student**, according to the area of expertise and the research area that the student suggested with the agreement of the advisor.

## 5. FINAL CLASSIFICATION AND GENERAL INFORMATION

5.1. The applicant will be classified, by descending order of classification, to assume the position offered by the graduate program, according to the availability of the advisor in different areas of expertise.

5.2. If the classified applicant declines the position, the others will be nominated to assume the position according to the classification order and availability of the advisor.

5.3. In case of a tie in the classification, the highest score in publications will be the decisive factor for the classification of the applicant.

5.4. The documents can be declined by the coordination committee if they are considered insufficient as proof for the respective item.

5.5. Activities misplaced in the curriculum or in an item not related to the activity will not be considered.

5.6. No documents can be added to the application after the deadline, as established in the Schedule of this Admission Notice

5.7. The approval of the applicant is not a guarantee that the research paper will be executed. The theme of the research is discussed together with the advisor.

5.8. The applicant will be declassified if any irregularity in the application procedures, information, or plagiarism is detected at any time.

## **6. FINAL RESULT**

The final result will be published on PPGCTA website (<http://www.posalimentos.ufv.br>) and in the system where the applications were made, as established in item 2 of the schedule.

After that, the final result will be ratified by the Graduate and Research Committee at the Federal University of Viçosa.

## **7 ADDITIONAL INFORMATION**

The applicant will be declassified if:

- The documents are not presented on the correct dates established in this Admission Notice;
- Provides fake information and/or documents in any of the steps of the application process;
- Does not confirm their participation in the Graduate Program on the specified date of this schedule

The approved and classified applicants must keep their physical and electronic addresses updated. The classified applicants, when appropriate, will be nominated to assume the position in case of any declines. The final results, as well as the other necessary information, will be published on the website of the program (<http://www.posalimentos.ufv.br>). Any exceptions will be analyzed by the Food Science and Technology Program, according to the internal rules of the Program.

**PPGCTA Commission Committee**  
**Food Technology Department**  
**Federal University of Viçosa**

**ATTACHMENT 1**  
**EVALUATION CRITERIA OF GPA AND CURRICULUM VITAE OF THE APPLICANTS FOR THE DOCTORAL PROGRAM**

**Tabela A1. Scientific production – DOCTORAL**

<b>IDENTIFICAÇÃO</b>				
<b>Applicant name:</b>				
	<b>Maximum score (10,0)</b>	<b>SCORE INFORMED BY THE APPLICANT</b>	<b>SCORE VALIDATED BY THE COMMITTEE</b>	<b>DETAILED SCORE FOR EACH ITEM</b>
<b>1. Masters Transcript</b>	<b>30% of total</b>	<b>Consider the maximum score for each item</b>		
1.1. Masters GPA	<b>2,0</b>			GPA $\geq$ 0.90: <b>2.0</b> 0.76 $\leq$ GPA $\leq$ 0.89: <b>1.5</b> GPA $\leq$ 0.75: <b>1.0</b>
1.2. Time of completion of the Masters degree	<b>1,0</b>			Masters completion: - Up to 24 months: <b>1.0</b> - Up to 30 months: <b>0.75</b> - Up to 36 months: <b>0.50</b> - Up to 42 months: <b>0.25</b> - More than 42 months: <b>0</b>
<b>2. Curriculum vitae</b>	<b>70% of total</b>	<b>Consider the maximum score for each item</b>		
<b>2.1. Teaching assistant during the Masters</b>	<b>0,1</b>			Please, sum <b>0.05</b> for each semester completed
<b>2.2. Publications</b>				<b>Consider the maximum score for each item</b>
2.2.1. Articles published in journals	<b>2,8</b>			Please, sum it up for each published paper: - <b>1,0</b> (if first author) multiplied by the equivalent <b>A1</b> , according to <b>Table A4</b> - <b>0,7</b> (if coauthor) multiplied by the equivalent <b>A1</b> , according to <b>Table A4</b>
2.2.2. Work published in national or	<b>0,6</b>			Sum 0.1 for each work published in national or international

international conferences				conferences Attach the complete work.
2.2.3. Work published in local conferences	<b>0,2</b>			Sum <b>0.05</b> for each work published in local conferences It will be considered up to 3 works per conference Attach the complete work
2.2.4. Abstract published in national or international conferences	<b>0,2</b>			Sum <b>0.05</b> for each abstract published in national or international conferences Attach the presented abstract
2.2.5 Abstract published in local conferences	<b>0,1</b>			Sum <b>0.05</b> for each abstract published in local conferences Attach the presented abstract
2.2.6. Work presentation in national or international conferences	<b>0,3</b>			Sum <b>0.05</b> for each work presented in local conferences
<b>2.3. Published books</b>	<b>0,7</b>			Sum <b>0.7</b> for each book published in the Food Science and Technology area
<b>2.4. Book chapters published</b>	<b>0,3</b>			Sum <b>0.1</b> for each book chapter published in the Food Science and Technology area
<b>2.5. Professor at the University or Superior Institutes</b>	<b>0,6</b>			Sum <b>0.2</b> for each year of the job contract
<b>2.6. Job applications approval</b>	<b>0,2</b>			Sum <b>0.1</b> for each job application approval for <b>professor/technician</b>
<b>2.7. Summer or winter courses after the undergrad degree</b>	<b>0,2</b>			Sum <b>0.05</b> for each course
<b>2.8. Professional experience in the Food Science area</b>	<b>0,2</b>			Sum <b>0.1</b> for each year of experience
<b>2.9. <i>Latu sensu</i> specialization</b>	<b>0,3</b>			Sum <b>0.1</b> for each specialization
<b>2.10. Academic awards related to the Food Science area</b>	<b>0,2</b>			Sum <b>0.1</b> per award. It will be considered: - Works presented in national or international conferences
<b>TOTAL</b>				

**Tabela A2. Article score based on Capes Qualis criteria or impact factor**

Capes Qualis criteria		Criteria: Impact factor	
Classification	A1 Equivalent	JCR/SJR	A1 Equivalent
A1	1,00	JCR > 3,411	1,00
A2	0,85	2,660 < JCR < 3,411	0,85
B1	0,70	1,121 < JCR < 2,659	0,70
B2	0,55	0,402 < JCR < 1,120	0,55
B3	0,40	0,000 < JCR < 0,401 ou SJR >0,270	0,40
B4	0,30	0,000 < SJR < 0,269 Or two index journals*	0,30

\*FSTA, SCIELO, CAB ou BIOSIS.