

## NOTICE 04/2025

### CALL FOR APPLICATIONS TO THE ACADEMIC DOCTORAL DEGREE PROGRAM FOR ADMISSION IN THE SECOND SEMESTER OF 2025

The Coordinating Committee of the Graduate Program in Food Science and Technology (PPGCTA) at the Federal University of Viçosa (UFV) hereby announces the criteria that will govern the selection process for admission to the Doctoral Program in Food Science and Technology. Applicants must also read the General Graduate Studies Call, the General Graduate Regulations, and the Internal Regulations of the PPGCTA, which they automatically agree to upon submitting their application.

#### 01. VACANCIES

Admission to the Doctoral Program in Food Science and Technology depends on the candidate's classification in the selection process and the availability of academic advisors. Selected candidates will only be admitted if an advisor is available to supervise them. The number of available spots may be increased if there is advisor availability, funding availability, or in exceptional cases, approved alternate candidates who formally agree to undertake the program without a scholarship. The PPGCTA Coordinating Committee emphasizes that being selected does not guarantee automatic or immediate availability of scholarships..

##### 1.1. Number and Allocation of Positions

1.1.1. In the 2025/2 Doctoral Selection Process, **five (5)** positions will be offered. These will be divided between the general pool and affirmative action policies. Allocation will be based on candidate ranking, advisor availability, and the following criteria defined by the PPGCTA:

1. Even distribution of advisees among faculty throughout the four-year term;
2. Assignment limit of one new advisee per advisor;
3. Match between candidate's academic profile and research line;
4. Advisor's agreement;
5. Candidate's ranking in the selection process.

1.1.2. The Coordinating Committee will assign the most appropriate advisor based on the candidate's academic profile and chosen research line. If the candidate disagrees with the assignment, they must either accept or forfeit the spot.

1.1.3. Letters of acceptance will only be valid for foreign candidates affiliated with institutions or not receiving a scholarship.

1.1.4. Granting of scholarships at enrollment time depends strictly on the release of funds by research funding agencies. It is emphasized that: Selection does not imply commitment by the PPGCTA to provide a scholarship; Selection does not imply automatic availability of a scholarship at any stage of the program.

1.1.5. The number of positions may be increased or decreased depending on availability of scholarships and advisors. If scholarships become available, they will be awarded in order of ranking. Candidates must evaluate their ability to pursue the program without a scholarship. Scholarships, when available, will be awarded to Brazilian candidates without formal employment.

## 1.2. Candidates with Employment or Foreign Candidates

1.2.1. Employed candidates or foreign candidates with funding from their home countries or without scholarships will not be eligible for scholarships under this selection process. They are exempt from submitting and presenting a Work Plan and will be evaluated solely on their Curriculum Vitae (template available on the PPGCTA website). Upon applying, they must upload all documents listed in item 3.2, except for the Research Line Form and Video Link, and include: Acceptance letter from a program faculty member; Proof of scholarship and/or salary; Authorization letter from the immediate supervisor (for employed candidates), granting permission to pursue the doctoral program. Candidates in these categories who do not submit the required documents will be disqualified.

1.2.2. Foreign candidates will have up to 90 days after enrollment to regularize their immigration status through UFV's International Relations Office. Documents must be sent to: [dri@ufv.br](mailto:dri@ufv.br).

## 1.3 Candidates Classified Without a Scholarship

1.3.1. Candidates selected without a scholarship may be admitted if a faculty advisor formally agrees to supervise them. The candidate must also email a signed statement (template on the PPGCTA website) to [tca@ufv.br](mailto:tca@ufv.br) affirming they have the financial means to reside in Viçosa for the duration of the program without a scholarship. By agreeing to begin the program without a scholarship, the candidate understands that any scholarships awarded later will be allocated through future calls for applications.

## 02. TIMELINE

DATE	STAGE	LOCATION / METHOD
04/14/2025	Announcement of the Call for Applications	PPGCTA website: <a href="http://www.posalimentos.ufv.br">http://www.posalimentos.ufv.br</a>
04/15/2025 until 5:00 PM	Deadline for challenges to the Call or any of its items	Form available on the PPGCTA website
04/16/2025	Result of challenges and publication of final version of the Call	PPGCTA website
04/16 to 05/23/2025	Application period	<a href="https://www.gps.ufv.br/editais/1120/">https://www.gps.ufv.br/editais/1120/</a>
04/16 to 05/02/2025 until 6:00 PM	Application fee waiver request period	<a href="https://www.gps.ufv.br/editais/1120/">https://www.gps.ufv.br/editais/1120/</a>
04/17 to 05/28/2025	Confirmation of applications via system	Automatic message sent to candidate through the application system
By 05/29/2025	Publication of approved applications (by registration number)	PPGCTA website
05/30 to 06/04/2025	Evaluation of documents (CV and supporting materials)	Conducted by PPGCTA Coordinating Committee
By 06/05/2025	Publication of curriculum scores and preliminary ranking	PPGCTA website
06/06/2025 until 5:00 PM	Deadline for appeals	Send the appeal form to <a href="mailto:tca@ufv.br">tca@ufv.br</a> (subject: "Appeal submission")
By 06/10/2025	Publication of appeal results and final list for Stage 2	PPGCTA website and via email

DATE	STAGE	LOCATION / METHOD
06/16 to 06/18/2025	Work Plan presentation	PPGCTA Coordinating Committee
By 06/25/2025	Publication of preliminary results	PPGCTA website
06/26/2025 until 5:00 PM	Deadline for final appeal	Send appeal form to <a href="mailto:tca@ufv.br">tca@ufv.br</a>
By 07/01/2025	Publication of final appeal results	PPGCTA website and email
By 07/04/2025	Publication of final result	PPGCTA website
By 07/09/2025	Confirmation of interest by selected candidates	Via the application site
By 07/15/2025	Call of alternate candidates if applicable	By email, must confirm interest via system
08/07/2025	Enrollment of selected candidates	Send documents to: <a href="mailto:tca@ufv.br">tca@ufv.br</a>
08/11/2025	Start of second semester 2025 classes	—

#### Important Notes:

1. This schedule is subject to change and updates will be posted on the PPGCTA website.
2. It is the candidate's responsibility to check all communications and updates.
3. Full details on documents, payment, and procedures are at: [www.posalimentos.ufv.br](http://www.posalimentos.ufv.br)
4. No documents will be accepted by email after the application deadline.
5. Incomplete applications will be rejected without appeal.
6. Only applications made online through the official site will be accepted.
7. If any document is missing or incorrect, the candidate will be eliminated.

### 03. APPLICATION TO THE SELECTION PROCESS

3.1. Applications must be submitted via <https://www.gps.ufv.br/editais/1120/>, and the applicant must choose one of the following **application categories**:

- **3.1.1. General Competition**
- **3.1.2. Reserved Quota for Affirmative Action:**
- Black (Black and Brown), Indigenous, and/or Disabled candidates must self-identify and provide supporting documentation:

a) Ethnic-racial self-declaration (Annex I of the UFV Graduate General Regulations);

b) For Indigenous candidates: RANI (Birth Registration for Indigenous People) or a declaration from their community leadership;

c) For persons with disabilities: Medical certificate issued within the last 12 months describing the condition.

These candidates will undergo validation through specific UFV committees (for racial or disability identification).

Selected candidates in this category must upload a video and photo according to instructions provided through the registration system. Only Brazilian nationals are eligible for racial quota admission under Law No. 12.711/2012.

#### 3.2. Requirements for Application

**3.2.1.** Brazilian or foreign applicants with an undergraduate degree are eligible. Applicants currently completing a Master's degree may apply if the degree is completed by the time of enrollment.

**3.2.2.** Only candidates who submit all required documents by the deadline will have their applications approved.

**3.2.3.** By applying, the candidate agrees to all rules of this Call and declares knowledge and acceptance of all relevant regulations.

**3.2.4.** Any false or unverified information will result in disqualification at any time.

#### 3.3. Required Documents:

- a) Copies of undergraduate and Master's diplomas or proof of defense before enrollment;
- b) Transcripts from both degrees, including GPA (if not present, the candidate must calculate it);
- c) Curriculum Vitae using the PPGCTA model (noncompliant CVs will be disqualified);
- d) All supporting documents in a single PDF file;
- e) Scoring table (Annex I), filled out;
- f) 3x4 cm photo;
- g) Copy of Birth or Marriage Certificate;
- h) Copies of ID, CPF, and Voter Card;
- i) Proof of Military Service (for male candidates);
- j) Copy of passport (foreign candidates);
- k) Research Line Selection Form;
- l) Video link (max 2 minutes) hosted on an accessible platform (e.g., YouTube), where the candidate introduces themselves and explains the choice of research line;
- m) Work Plan (model available on the website), following the selected research line;
- n) Two recommendation letters to be sent directly to: [tca@ufv.br](mailto:tca@ufv.br) by 5:00 PM on **11/12/2024**, with the subject: "Recommendation letter for candidate";
- o) Fee waiver candidates must upload the **CadÚnico** certificate (electronically authenticated or signed, updated within two years);
- p) Employed or foreign candidates with external scholarships must also submit:
  - Acceptance letter from advisor (model on website);
  - Proof of funding or salary;
  - Employer's authorization letter (model on website).

### 3.4. Application Fee

A **BRL 116.00** fee is required. The application will only be processed after payment.

**For foreign candidates residing abroad:** payment must be made by **international wire transfer:**

- **SWIFT:** BRASBRRJBHE
- **IBAN:** BR4500000000004280003330010C1
- **Bank:** Banco do Brasil
- **Institution:** Federal University of Viçosa
- **Address:** Av. P.H. Rolfs, s/n – Campus Universitário – Viçosa–MG, 36570-900

### 3.5. Fee Waiver

Candidates may request an exemption if they:

- Are from a low-income family (per Decree No. 6.135/2007);
- Are registered in the Cadastro Único for Federal Social Programs.

Only after waiver approval through the system can the candidate complete their application.

## 04. SELECTION PROCESS

**4.1.** The selection process will be conducted by the Coordinating Committee of the PPGCTA, composed of five members: the Program Coordinator, three permanent faculty members from the Program, and one student representative. The selection process will take place on the dates specified in the "SCHEDULE" section. Any additional information and/or procedures relevant to the selection process will be widely disseminated on the Program's website.

**4.2.** The selection for the Academic Doctorate will be conducted according to the dates and times specified in item 2 (SCHEDULE) and will consist of three stages:

Stage 1: Evaluation of the Curriculum Vitae (CV): classificatory and eliminatory (10 points);

Stage 2: Evaluation of the Work Plan (WP) and its presentation: classificatory and eliminatory (10 points); present an Identity Document to make the presentation;

Stage 3: Indication of supervising professors for candidates selected in stages 1 and 2.

#### **4.3. Stage 1: Evaluation of the Curriculum Vitae (CV) (10 points):**

**4.3.1.** The evaluation of the CV will be based on the academic transcript, scholarships received, scientific productions, patents filed/granted, presentation of scientific papers, monitoring activities during the Master's program, awards, professional experience, and specializations related to Food Science and Technology. The top 15 (fifteen) CV scores among the candidates for the Doctorate will be classified for the second stage.

#### **4.3.2. Presentation and organization**

The candidate must present, at the time of registration, the Curriculum Vitae, following the PPGCTA model, duly filled out and with supporting documentation (no need for notarization). The supporting documents must be numbered and ordered in the sequence in which they are mentioned in the CV. In the case of common activities within the same item, the presentation of activities should follow a reverse chronological order (from the most recent to the oldest activity). The Evaluation Committee will not be responsible for materials submitted in a disorganized manner. CVs that do not follow the model presented in Annex I will be disqualified. Candidates who submit supporting documents out of order will be penalized with a 30% reduction in their CV score.

#### **4.3.3. Evaluation**

a. Only items that have supporting documentation will be scored.

b. The CV score will be calculated based on the sum of points for all activities performed by the candidate in the last 5 (five) years (since 2020), according to the criteria established in the Ranking Criteria for CVs, detailed in Annex I of this Notice.

c. Candidates are prohibited from submitting duplicate certificates for the same activity.

d. CVs that do not follow the model presented in Annex I will be disregarded.

e. For article scoring, the Qualis Capes 2017-2020 for the Food Science area will be used, as outlined in Table 1. To access the Sucupira Platform: Qualis, [click here](#).

f. Supporting documents may be rejected by the Coordinating Committee if they are considered insufficient to prove the respective activity.

g. Activities incorrectly listed on the CV or in an irrelevant item will be disregarded.

h. It will not be allowed to include documents after registration.

i. The final CV score will be adjusted so that the highest score corresponds to 10 points, and others will be proportionally converted.

#### **4.4. Stage 2: Evaluation of the Work Plan (WP) and its presentation.**

##### **4.4.1. Evaluation of the Work Plan**

The Work Plan must be written in no more than 2 pages (font size 12 and single spacing). It should contain justification and relevance of the proposal with the main bibliographical references, objectives (general and specific), expected outcomes, and a schedule of activities. To access the Work Plan.

**4.4.1.1.** Candidates who submit Work Plans that do not strictly follow the model and standards outlined in item 4.4.1 will be disqualified.

**4.4.1.2.** The Work Plans will be evaluated according to the following guidelines:

a) Justification and relevance of the proposal:

- Clarity and structure of the proposal
- Suitability of the proposal to the scientific lines of the PPGCTA/UFV
- The scientific and/or technological problem raised, as well as the proposed solution
- Relevant and up-to-date references

b) Objectives

- Clarity in defining the objectives
- Connection between objectives and justification
- Technical feasibility of the proposed objectives

c) Expected outcomes:

- Consistency and adequacy of the outcomes to the proposal and the doctoral course at PPGCTA/UFV

d) Activity schedule:

- Technical feasibility of the schedule
- Alignment with objectives and expected outcomes
- Suitability to the doctoral course at PPGCTA/UFV

#### **4.4.2. Evaluation of the Work Plan Presentation**

The presentation of the work plan aims to assess whether the candidate demonstrates knowledge and interest in fulfilling the requirements of PPGCTA-UFV and whether their expectations align with the program's objectives and goals. During the presentation, lasting 10 +/- 2 minutes (8 to 12 minutes), the candidate must technically present the written work plan, also optionally informing about the choice of research line, CV, and previous experience in the proposed field of work. The evaluation committee will be responsible for timing the presentation.

**4.4.2.1** The presentation will be conducted remotely (Google Meet or similar). Each presentation will be evaluated by the members of the PPGCTA Coordinating Committee. The platform used and other connection details will be sent to the email indicated by the candidate during registration, one day before the presentation. It is important to note that the candidate must have their webcam on, without makeup, positioned in a well-lit location, with no shadows on their face. The presentation will be recorded. When presenting the Work Plan, the candidate must show their Identity Card.

**4.4.2.2** It is the candidate's responsibility to be present at the exact scheduled time for the presentation and to ensure a quality internet connection (a 10-minute tolerance time is allowed).

**4.4.3** A candidate who does not attend the Work Plan presentation stage or fails to meet the requirements described in this notice for the preparation and presentation of the work plan will be eliminated from the selection process.

**4.4.4.** The evaluation of the Work Plan (WP) and its presentation is purely evaluative and does not imply that the approved candidate will carry out research based on the proposed and presented plan.

#### **4.5. Stage 3: Indication of supervising professors**

In this stage, the indication of supervising professors will be carried out as follows:

1. Evaluation of the candidate's academic profile and research line through the "Video" (item l - item 3.2 of this notice), the "Research Line Definition Form" (item k - item 3.2 of this notice), and the "Work Plan" (item m - item 3.2 of this notice).
2. Uniform distribution of students among supervisors over the four-year period.
3. Availability and agreement of the supervisor.
4. Limit of one student assigned to each supervisor.
5. Order of classification in the selection process.

The PPGCTA Committee will be responsible for indicating the supervisor who best matches the candidate, considering the criteria described above. The candidate who disagrees with the indicated supervisor must choose whether to maintain or withdraw from their place. The candidate will be selected only if they were classified in stages 1 and 2 and if a supervisor is available for their guidance

## 05. FINAL CLASSIFICATION AND GENERAL PROVISIONS

The final score of the Doctoral candidate will be calculated using the following equation:

$$\text{Final Score: (CV score}0.6) + (WP \text{ score}0.4)$$

**5.1.** The candidate who, according to the descending order of classification, fills the vacancy offered by the Program will be selected.

**5.2.** In case of resignation of the selected candidate, alternates will be called in the period established in item 2 (Schedule) of this notice, to occupy the remaining vacancies, respecting the order of classification.

**5.3.** In case of a tie, the tie-break criteria will follow the order:

**5.3.1.** Highest score in the Curriculum Vitae evaluation.

**5.3.2.** Highest score in the “Publications” item.

**5.4.** The approval of the candidate does not guarantee the full or partial execution of the work plan.

**5.5.** The candidate will be eliminated, and all registration procedures will be annulled if, at any time, inaccuracies in information, irregularities in the evaluation process, or plagiarism are found.

## 06. ENROLLMENT

The following documents must be sent to the email **tca@ufv.br** at the time of enrollment:

- Copy of the undergraduate diploma;
- Copy of the undergraduate transcript;
- One 3x4 cm photo;
- Copies of Birth or Marriage Certificate, ID card, CPF, and Voter Registration Card;
- Military Service document (for male candidates only).

Enrollment will **not** be permitted after the date and time established. **Proxy enrollment** will **not** be accepted for candidates applying under affirmative action policies, as self-identification (ethnic or disability-based) must be verified in person through specific documentation.

The candidate is fully responsible for ensuring the authenticity of the documents submitted, and assumes **full civil, criminal, and administrative liability** before the Program Coordination.

## 07. PUBLICATION OF RESULTS

The final result of the selection process will be published on the **PPGCTA website**, according to the schedule in item 2 (TIMELINE), and will subsequently be validated by the **Office of Research and Graduate Studies (PRP) of UFV**.

## 08. RIGHT TO APPEAL

Appeals must be submitted in writing using the official form available on the PPGCTA website, signed by the candidate, and sent via email to **tca@ufv.br** within the period specified in item 2 (TIMELINE) of this notice. The result will be published on the PPGCTA website and also sent to the candidate by email.

## 9. FINAL PROVISIONS

- **9.1. The candidate will be disqualified and automatically excluded from the selection process if they:**
  - **9.1.1. Fail to submit all required documents within the stipulated deadlines and conditions;**

- **9.1.2. Provide false information or documents at any stage of the selection process;**
- **9.1.3. Fail to confirm their participation in the Program on the specified date if selected.**

**9.2.** All selected candidates, including foreigners, must participate in courses offered in the language and modality made available. The Program does **not guarantee** that courses will be offered in English to meet the demand of international students.

**9.3.** Approved and alternate candidates must keep their **physical and email addresses updated**.

**9.4.** Alternate candidates will be called in the event of withdrawals and/or additional scholarships, respecting previously established criteria. They must confirm their participation via email to the PPGCTA Coordination (tca@ufv.br) and also confirm interest in the spot through the system: <https://www.gps.ufv.br/editais/1121/>.

**9.5.** The final result and any additional communications will be published on the Program's website.

**9.6. If a candidate who receives a scholarship fails to complete the program, they must reimburse the funding agency for the total amount received.**

**9.7.** Any omitted cases will be resolved by the PPGCTA Coordinating Committee in accordance with the Program's Internal Regulations and the General Graduate Regulations of UFV.

**Coordinating Committee of the PPGCTA  
Department of Food Technology  
Federal University of Viçosa**

