

NOTICE 03/2025

CALL FOR APPLICATIONS TO THE ACADEMIC MASTER'S DEGREE PROGRAM FOR ADMISSION IN THE SECOND SEMESTER OF 2025

The Coordinating Committee of the Graduate Program in Food Science and Technology (PPGCTA) of the Federal University of Viçosa (UFV) hereby announces the criteria that will regulate the selection process for the filling of vacancies in the Academic Master's Program in Food Science and Technology. Applicants are also required to review the General Graduate Studies Announcement, the General Regulations for Graduate Studies, and the Internal Regulations of the PPGCTA, which will be applicable from the moment of their application submission.

01. VACANCIES

Admission to the Master's Program in Food Science and Technology will depend on the candidate's ranking in the selection process and on the availability of advising professors. A candidate will only be admitted if there is a faculty advisor available to supervise them. The number of vacancies may be increased depending on the availability of advisors and scholarships, or exceptionally, by accepting approved alternate candidates who formally commit to completing the program without a scholarship. The PPGCTA Coordinating Committee emphasizes that being accepted into the program does not imply automatic or immediate availability of scholarships for selected candidates.

1.1. Number and Allocation of Vacancies

1.1.1. In the 2025/2 Selection Process for the Master's Program, 2 vacancies will be offered under open competition. The allocation will be based on candidate ranking, advisor availability, and criteria defined by the PPGCTA, as follows:

1. Uniform distribution of advisees per advisor over the four-year period;
2. Compatibility between the candidate's academic profile and research line;
3. Advisor's agreement;
4. Order of classification in the selection process.

1.1.2. The Coordinating Committee will appoint the advisor who best matches the candidate's academic profile and research line. Candidates who do not agree with the assigned advisor must choose between keeping or forfeiting their spot.

1.1.3. Acceptance letters will only be valid for foreign candidates affiliated with institutions or those not granted scholarships.

1.1.4. The awarding of scholarships at the time of enrollment depends strictly on the release of funds by the funding agencies. It is emphasized that: (1) Admission does not guarantee the granting of a scholarship; (2) Admission does not imply automatic availability of a scholarship at any stage of the program.

1.1.5. The number of vacancies may be increased or reduced depending on the availability of scholarships and advisors. When scholarships become available, they will be distributed based on the candidate's ranking. Candidates

are advised to assess their ability to pursue the program without a scholarship. Scholarships, when available, will be granted to Brazilian candidates without employment.

1.2. Candidates with Employment or Foreign Candidates

1.2.1. Candidates with employment or foreign nationality will not be eligible for scholarships and are exempt from the written exam. They will be evaluated based on their Curriculum Vitae (template available on the PPGCTA website). They must submit, at the time of application, all documents listed in item 3.2, except the research line selection form and video link, plus: Acceptance letter from a faculty advisor; Proof of scholarship and/or income; Letter of release from their employer (for employed candidates), authorizing participation in the program. Failure to provide these documents will result in disqualification

1.2.2. Foreign candidates will have up to 90 days after enrollment to regularize their immigration status at UFV's International Relations Office. Documents should be sent by email (dri@ufv.br).

1.3. Classified Candidates Without Scholarship

1.3.1. Classified candidates not awarded a scholarship may be admitted if an advisor formally agrees in writing to supervise them. The candidate must also submit a letter (template available on the website) to tea@ufv.br affirming their financial capacity to reside in Viçosa throughout the program without a scholarship. By accepting admission without financial aid, the candidate acknowledges that future scholarships will be offered via future calls.

<https://www.gps.ufv.br/editais/1121/>

<https://www.gps.ufv.br/editais/1120/>

02. TIMELINE

DATE	STAGE	LOCATION / METHOD
04/14/2025	Publication of the Call for Applications	PPGCTA website: http://www.posalimentos.ufv.br
04/15/2025 (until 5:00 PM)	Deadline for submitting challenges to the Call or any of its items	Form available on the PPGCTA website
04/16/2025	Result of challenges and publication of the final version of the Call	PPGCTA website
04/16 to 05/23/2025	Application period for the selection process for the second academic semester of 2025	Applications via: https://www.gps.ufv.br/editais/1121/
04/16 to 05/02/2025 (until 6:00 PM)	Request for fee exemption	Request via the application system (results will be sent via the system; if not received within 24 hours, the candidate must contact the program)
04/17 to 05/28/2025	Confirmation of applications	Applicants will receive a confirmation message via the application system once documents are validated. If there are any issues, the applicant will be notified through the system.
Until 05/29/2025	Publication of approved applications (listed by application number)	PPGCTA website
06/02/2025 at 9:00 AM	General Knowledge Exam	Department of Food Technology: Auditorium (TCA III) or authorized examination venue
06/03/2025	Publication of answer key	PPGCTA website

DATE	STAGE	LOCATION / METHOD
06/04/2025	Publication of General Knowledge Exam results	PPGCTA website
06/05/2025 (until 5:00 PM)	Deadline for appeals	Fill out the appeal form (available on the website) and email it to tca@ufv.br with the subject: "Appeal submission"
06/09/2025	Publication of appeal results	Results will be published on the PPGCTA website and emailed to the candidate
06/10/2025	Publication of candidates selected for the second phase of the selection process	PPGCTA website
06/11 to 06/16/2025	Evaluation of the Curriculum Vitae of candidates who passed the General Knowledge Exam	Conducted by the PPGCTA Coordinating Committee
Until 06/17/2025	Publication of the preliminary results of the selection process	PPGCTA website
06/18/2025 (until 5:00 PM)	Deadline for appeals	Submit the appeal form via email to tca@ufv.br with the subject: "Appeal submission"
Until 06/25/2025	Publication of appeal results	Published on the PPGCTA website and emailed to the candidate
Until 07/04/2025	Publication of the final results of the selection process	PPGCTA website
Until 07/09/2025	Confirmation of interest from selected candidates	Candidate must confirm their interest via the application site. Those who do not respond will lose their spot
Until 07/15/2025	Call for alternate candidates (if selected candidates decline)	Contact will be made via email. Candidates must confirm interest through the application site
08/07/2025	Enrollment of selected candidates	Selected candidates must email certified documents to tca@ufv.br
08/11/2025	Start of classes for the second semester of 2025	—

Notes:

1. This timeline is subject to change and updates will be posted on the PPGCTA website.
2. Candidates are fully responsible for checking all information related to the process, including official confirmation of their application.
3. All information regarding documentation, payment, and procedures is available at www.posalimentos.ufv.br.
4. No documents will be accepted via email after the application deadline.
5. Incomplete applications will be rejected without the right to appeal.
6. Only online applications submitted via <https://www.gps.ufv.br/editais/1121/> will be accepted.
7. If any errors or omissions in submitted documents are identified, the candidate will be disqualified.

03. APPLICATION TO THE SELECTION PROCESS

3.1. At the time of application to the PPGCTA Selection Process, via the website <https://www.gps.ufv.br/editais/1121/>, the candidate must select the **Open Competition Application Mode**. For more information, refer to the General Graduate Studies Call.

3.2 Requirements for application to the selection process

3.2.1. Brazilian or foreign candidates holding an undergraduate degree are eligible to apply for the Academic Master's Program. Candidates currently enrolled in another Master's program may also apply, provided they complete their current program before UFV's enrollment date.

3.2.2. Applications will only be validated by the Coordinating Committee if all required documents are submitted within the deadlines established in the selection calendar for the second academic semester of 2025.

3.2.3. By applying to the selection process, the candidate acknowledges and automatically accepts all selection criteria established by the PPGCTA Coordinating Committee, and declares full agreement with the PPGCTA Internal Regulations and the General Graduate Studies Regulations, with no claim of ignorance permitted.

3.2.4. The candidate is fully responsible for the accuracy and authenticity of all documents and information provided. If, at any time during the process, any false or unverified information is discovered, the candidate will be immediately disqualified from the selection process governed by this Notice.

3.3. Documents required to apply for the selection process

- a) Copy of the undergraduate diploma or statement of completion issued prior to enrollment;
- b) Copy of undergraduate academic transcript, including the Grade Point Average (GPA), and an explanation of the grading system. If the transcript does not show the GPA, the candidate must calculate and add it. Transcripts without GPA will receive the minimum score (1.0) for this item;
- c) **Curriculum Vitae** following the template provided by PPGCTA (available on the website). Non-compliant CVs will be disqualified;
- d) Certificates/proof of all items listed in the CV, saved as a single PDF file;
- e) Evaluation Criteria Table (**ANNEX I**);
- f) 3x4 cm photo;
- g) Copy of Birth or Marriage Certificate;
- h) Copies of ID, CPF (Brazilian Individual Taxpayer Registry), and Voter Registration Card;
- i) Proof of Military Service compliance (male candidates only);
- j) Copy of passport (for foreign candidates);
- k) Research Line Selection Form;
- l) Link to a video (maximum 2 minutes), uploaded to a platform of the candidate's choice (e.g., YouTube), where the candidate must introduce themselves and explain their reasons for choosing the research line. The video link must be publicly accessible and must be included in the Research Line Selection Form;
- m) Two letters of recommendation, which must be sent directly by the referees to the email tca@ufv.br by **May 23, 2025, at 5:00 PM**, with the subject: "Recommendation Letter for Candidate";
- n) Payment slip (boleto) for the application fee in the amount of R\$ 116.00 (for Brazilian and foreign candidates). The application will only be accepted after payment confirmation;
- o) Candidates eligible for fee exemption must upload the CadÚnico certificate to the system. This document must include an electronic authenticity code or be signed by the evaluator, with the candidate's full name and an update date less than two years old. The deadline to request exemption is **May 2, 2025**, and the application will only be validated after verification of this certificate;
- p) Candidates with employment or foreign candidates must submit the documents listed above, except items **k** (Research Line Selection Form) and **l** (video link), and must also include: - Acceptance letter from a faculty member of the program (template available on the website); - Proof of scholarship and/or income; - Letter from their employer (for employed candidates), authorizing participation in the Master's program (template available on the website).

3.4. Candidates must generate a **payment slip of R\$ 116.00** (for both Brazilian and foreign applicants). Applications will only be considered complete after the fee is paid.

NOTE:

Foreign candidates residing abroad must pay the application fee via international wire transfer using the following information:

- **SWIFT code: BRASBRRJBHE (no bank account number required)**
- **IBAN: BR450000000004280003330010C1**
- **Bank: Banco do Brasil S/A**
- **Institution Name: Universidade Federal de Viçosa**
- **Address: Av. P.H. Rolfs, s/n – Campus Universitário – Viçosa-MG, ZIP code 36570-900**

3.5. Candidates may request exemption from the application fee if they:

- Belong to a low-income family, in accordance with Decree No. 6.135/2007 (family per capita income up to half the minimum wage, or total family income up to three minimum wages);
 - Are registered in the Unified Registry for Federal Government Social Programs (CadÚnico), as required by Decree No. 6.135 of 06/26/2007. The registration must be current.
- Only after exemption approval via the application system may the candidate complete the application.

04. SELECTION PROCESS

4.1. The selection process will be conducted by the PPGCTA Coordinating Committee, composed of five members: the Program Coordinator, three permanent faculty members, and one student representative. The selection process will follow the schedule outlined in item “02. TIMELINE”. Any additional information or procedures relevant to the selection will be published on the Program's website.

4.2. The selection for the Academic Master’s Degree will take place on the dates and times specified in item 2 (TIMELINE) and will consist of three stages:

- **Stage 1:** General Knowledge Exam (GKE) – 10 points (25 questions worth 0.4 points each)
- **Stage 2:** Evaluation of the Curriculum Vitae (CV) – 10 points
- **Stage 3:** Assignment of faculty advisors to the candidates selected in Stages 1 and 2

4.3. Stage 1: General Knowledge Exam (GKE)

- Total of 10 points (25 questions worth 0.4 points each)
- The exam may be administered in-person or remote in-person, both under supervision.
- The in-person exam will be held at the Department of Food Technology (TCA III Auditorium) on June 2, 2025, at 9:00 AM.
- The remote in-person exam must take place at a location approved by the PPGCTA Committee and will be supervised by a professor nominated by the candidate and approved by the Committee. The exam may be recorded or monitored online by the PPGCTA Coordinating Committee.

4.3.1. Remote In-Person Exam (held outside Viçosa, MG)

This format is only available to candidates residing more than 150 km from Viçosa, MG. Eligible candidates must notify their choice by **May 19, 2025, at 5:00 PM**, via email (tca@ufv.br), with the subject: “Remote In-Person Exam” and attach a **proof of residence in PDF format**, issued in the candidate’s name, dated no more than 60 days before the final application deadline.

Candidates must list at least **three professors** (name, phone number, and email) affiliated with educational institutions who are available to supervise the exam on the date and time specified in this notice. One professor will

be selected and contacted by the Committee to administer the test. The remote exam will take place at the approved location **at the same date and time as the in-person exam.**

Candidates will receive an email notifying them of the approval or denial of their request. It is the candidate's responsibility to contact the Program if they do not receive a response by **May 20, 2025.**

4.3.2. Procedures:

- a. The GKE is both classificatory and eliminatory. Only the **top 10 candidates** with the highest exam scores will advance to Stage 2.
- b. The maximum time to complete the GKE is **two hours.**
- c. Upon receiving the answer sheet, the candidate must identify it with their application number and signature.
- d. On the day of the exam, candidates must present a **photo ID.**
- e. Candidates arriving **15 minutes or more after the exam starts** will be automatically disqualified.
- f. The exam consists of **multiple-choice questions** covering the fields of **engineering, food science, and food technology.**
- g. The answer sheet must be completed using **black or blue ballpoint pen** only. Pencil responses will not be accepted and will result in disqualification.
- h. The use of **calculators is permitted** during the exam.
- i. The **last two candidates** must leave the exam location together.

4.4. Stage 2: Evaluation of the Curriculum Vitae (CV) – 10 points: In this stage, the candidate's Curriculum Vitae, **submitted in the format standardized by PPGCTA** (available on the program website), will be evaluated based on the **Scoring Guide (ANNEX I).**

4.4.1. Presentation and Organization

The candidate must submit the CV during the application process, fully completed and accompanied by supporting documents (authentication not required). Supporting documents must be **numbered and organized in the same order they appear in the CV.** When listing similar activities under the same item, they should be presented in **reverse chronological order** (most recent first). Candidates who fail to organize supporting documents in this manner will incur a **30% penalty** on their CV score.

4.4.2. Evaluation

- Only items supported by valid documentation will be scored.
- The CV score will reflect the sum of all documented activities completed in the last **five years (since 2020).**
- **Duplicate certificates** for the same activity will not be accepted.
- CVs not following the model in Annex I will be **disqualified.**
- **Qualis Capes 2017–2020** classification for Food Science will be used to score journal articles (Table 1).
- The Coordinating Committee may **reject documents** deemed insufficient for proof of activity.
- Incorrectly listed or miscategorized activities will be disregarded.
- No additional documents will be accepted after application submission.
- The **highest scoring CV** will be adjusted to **10.0 points**, and all others will be **scaled proportionally.**

4.5. Stage 3: Assignment of Faculty Advisors

The assignment of faculty advisors will follow these criteria:

1. Academic profile and research interests of the candidate based on the **video (item I)** and **Research Line Selection Form (item k);**
2. Even distribution of students among advisors throughout the four-year term;
3. Advisor availability and consent;
4. Order of ranking in the selection process.

The PPGCTA Committee will assign the advisor who best fits the candidate's profile. If the candidate does not agree with the assigned advisor, they must decide to either retain or forfeit their spot. The candidate will only be accepted if they have passed Stages 1 and 2 and if an advisor is available.

05. FINAL CLASSIFICATION AND GENERAL PROVISIONS

The final grade of the candidate for the Master's Program will be calculated using the following equation:

$$\text{Final Grade} = (\text{GKE Score} \times 0.5) + (\text{CV Score} \times 0.5)$$

5.1. Candidates will be selected in descending order of final classification, according to the availability of faculty advisors in each research line..

5.2. If a selected candidate withdraws, alternates will be called during the period defined in item 2 (TIMELINE) of this notice, respecting both advisor availability and the classification order.

5.3. In the event of a tie, the following tie-breaker criteria will be applied in order:

- **5.3.1.** Higher score in the Curriculum Vitae evaluation.
- **5.3.2.** Higher score in the "Publications" item.

5.4. Approval does **not guarantee** the candidate will carry out the specific research project proposed in the application form.

5.5. The candidate will be **disqualified** and all application procedures **annulled** if, at any time, any inaccuracies, irregularities in the evaluation process, or plagiarism are discovered.

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.

10. RECOMMENDED BIBLIOGRAPHY

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