

Postgraduate Program in Neuroscience and Cognition (PPGNC)

003/2012

Selection Process for PhD in Neuroscience and Cognition

The Postgraduate Program in Neuroscience and Cognition (PPGNC) at the Federal University of ABC (UFABC) announces the opening of the registration for the selection of candidates for admission to the Doctorate "*stricto sensu*", and establishes standards and procedures for the selection process.

1. GENERAL DISPOSITIONS

1.1. To register for the selection process, applicants must provide a certificate of conclusion of a university degree. Exceptionally, the certificate may be presented by the date of enrollment in the course.

1.2. Selection and classification criteria are based on steps which may be accomplished in person or remotely (stages I, II and III). The event will be held solely and exclusively in Portuguese or English, as requested by the candidate on the registration form. The steps of this process include:

- I. Test of English proficiency;
- II. Discussion on the research project, to be presented at registration;
- III. Interview about CV and certificates;
- IV. Analysis of curriculum, academic grades and recommendation letters*.

* *the candidate does not participate in this stage.*

1.3. The candidate who, in the registration form, opts for the test without attending in person is responsible for the availability of a computer capable of running videoconference software, preferably Skype, as specified at time of registration, a webcam and broadband Internet connection.

1.4. The minimum passing grade on the partial evaluations is 6.0 (six). The minimum passing grade on the final average is 7.0 (seven). The following proportions are applied:

English proficiency (weight 0)

Project discussion (weight 2)

Interview (weight 1)

Analysis of curriculum, academic records and recommendation letters (weight 2)

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1.5. The acceptance by a supervisor is necessary, to be forwarded in writing by the supervisor via institutional e-mail to: ppgnc.selecao@ufabc.edu.br until the application deadline. Upon enrollment, the applicant must present a printed copy of the e-mail sent by the supervisor.

1.6. There is no registration fee for this selection process.

1.7. The selection process will be coordinated by the Selection Committee.

2. SCHEDULE

2.1 The time schedule for application, selection and start of the classes is presented below.

Deadline for registration: June 4 to July 6, 2012

Disclosure of approved applications: July 10, 2012

English proficiency test: July 13, 2012

Project discussion and Interview: July 18-20, 2012

Analysis of curriculum, academic records and recommendation letters: July 10-23, 2012

Disclosure of final results: July 24, 2012

Enrollment: September 10-14, 2012

Adjustment of enrollment: September 17-19, 2012

Approval of enrollment: September 20-21, 2012

Classes start: September 17, 2012

3. VACANCIES

3.1 Three (3) doctorate vacancies are available. The exact number of vacancies may be altered depending upon the availability of eligible candidates.

4. REGISTRATION

To register for the selection process, the applicant must submit the following documents:

- I. Application form duly completed, according to the document in the program website;
- II. Copy of CPF and RG; RNE, in the case of foreign applicant (in case the applicant does not possess an RNE identification, a copy of the passport will be accepted for registration);

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- III. Copy of academic grade record;
- IV. If the applicant has completed courses in graduate school (i.e., post-bachelor level), copy of certificate(s) and academic record(s);
- V. Updated resume of the candidate;
- VI. Optionally, up to two letters of recommendations, instructions available on the web-site;
- VII. Research project, with approval from the supervisor;
- VIII. In case of request for waiving of the English proficiency test, certificate of justification.

The cited documents should be sent in digital format in a single compressed file (.zip or similar), using document file names clarifying the contents, to the e-mail ppgnc.selecao@ufabc.edu.br. The subject line should be "Doctoral selection: registration" followed by the full name of the candidate.

5. EVALUATION PROCESS

5.1. Selection criteria:
The selection process for the Postgraduate course in Neuroscience and Cognition (PPGNC) is prepared and conducted by the Selection Committee composed of program faculty members. The criteria for selection and classification are based on:

5.1.1. English proficiency test: The test will be applied in the premises of the UFABC. If the applicant has an accepted certificate of English proficiency, he/she must present it with the application documents, dated maximally 5 (five) years before the date of registration, or alternatively a proof of birth in English-speaking country and Portuguese proficiency. The following will be accepted as proof of English proficiency:

- GRE General Exam (with minimum score of 450 Verbal);
- TOEFL (*Test of English as a Foreign Language*) with minimum score of 80 points if performed over the Internet (iBT), and of 213 points on computer (CBT) or 550 points on paper (PBT);
- IELTS, with a minimum of 6.5 points.

Applicants who prove residence in an English-speaking country for at least 1 (one) year do not need to present a certificate of proficiency. Candidates that conclude graduation or post-graduation courses, entirely taught and evaluated in English, with a duration of at least 1 (one) year do not need to present a certificate of proficiency.

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5.1.2. The project discussion, which will be held in voice recorded session, will focus on the candidate's knowledge of the proposed theme and on its compatibility with the research program of PPGNC. The program will provide a multimedia projector for the presentation. The test will consist of the oral presentation of the research proposal submitted in writing at registration for the selection process, which should last between 10 (ten) and 15 (fifteen) minutes, to be held to a board composed of 3 (three) members. Examiners will evaluate: organizational skills, clarity, objectivity and relevance of the presented content. Each examiner will assign a grade from 0 (zero) to 10 (ten), from which the final grade is obtained by simple arithmetic average.

5.1.3. The interview will be held immediately after the project discussion and aims to determine any questions regarding documentation submitted by the candidate, which will be based on the analysis of the curriculum submitted upon registering, and considering the following items:

- Academic titles;
- Scientific production: articles in scientific journals, book chapters, abstracts in conference proceedings, presentations at scientific or academic meetings, participation in scientific event, registered software and patents;
- Courses and complementary activities related to the theme of the PPGNC;
- Work experience in areas related to the PPGNC.

5.1.4. The analysis of curriculum, academic records and recommendation letters will be held in closed session in which only members of the selection committee will participate. It is suggested that candidates register in the Lattes system and that the CV follows the formatting as produced by Lattes (<http://lattes.cnpq.br/english/index.htm>). The evaluation of scientific productivity will be based on CAPES criteria. Candidates should provide copies of certificates of items in the CV. Failure to submit evidentiary documentation for items presented in the curriculum at the time of registration will result in the corresponding item being considered as missing and unscored. The optional recommendation letters should be sent directly to ppgnc.selecao@ufabc.edu.br by the person recommending the candidate, preferably through a professional or institutional email account. The subject line should be "PhD Recommendation" followed by the full name of the candidate.

6. CLASSIFICATION OF CANDIDATES

6.1 Candidates of the selection process will be automatically disqualified and excluded, without right to appeal, if they:

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- I. make false statements or submit false documents in any of the stages of selection;
- II. do not submit all documentation required under the terms and conditions set forth in this notice;
- III. do not present themselves for the project discussion at the specified, time and location specified.
- IV. do not present themselves for the interview at the specified date, time and location.

It is the responsibility of the applicant to monitor the publication of all acts, notices and communications related to the process disclosed in the official webpage of the Universidade Federal do ABC and on the website of the PPGNC.

7. FINAL RESULT

The final classification and order of priority for allocation of scholarships will be published on the internet site of the PPGNC. The applicant may request a review or appeal of any stage of the competition in the selection process not later than 48 hours after the publication of the results on the site. To do so, the applicant should send a request explaining the reasons of appeal via e-mail to: ppgnc.selecao@ufabc.edu.br.

8. ENROLLMENT

Selected candidates should enroll in the Graduate Office, located on the campus of St. André - Universidade Federal do ABC - Block B, 8th floor, at the specified date. The complete list of documents required for enrollment is available at the UFABC post-graduation website.

9. SCHOLARSHIPS

Students applying for scholarships and indicating the possibility of exclusive dedication to the course (both on the registration form) compete for scholarships administered by the coordination of the course, provided by agencies. The scholarships will be allocated as available and in accordance with the classification of the candidates, based on the selection process. Disclosure of the list of students awarded scholarships is scheduled to occur at the same time as the release of the list of students who passed in the selection process.

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10. FINAL DISPOSITIONS

10.1. Registration implies acceptance of the selection rules contained in this notice and prior knowledge of the Regulations of the Graduate Programs at UFABC (ProPG).

10.2. The candidate who requests an appeal of any of the terms should do so at the time of registration, providing, in writing, in the cover letter the reasons for this. Not doing so at this moment will cancel the right to challenge the terms.

10.3. It is the responsibility of the applicant to monitor the publication of all acts, notices and communications regarding this process, especially through the portal of the program.

10.4. The Coordination of the course is not accountable for requests not received within the stipulated time for reasons that do not depend on the UFABC.

10.5. Cases not covered and not foreseen in this document will be judged by the Coordination of the PPGNC.