

*Note: This is a largely unreviewed machine translation of the official version of the Call (Edital). Please get in touch with the coordination of the program if parts of this translate are unclear.*

**MINISTRY OF EDUCATION  
Federal University of ABC Foundation**

**PUBLIC NOTICE No. 02/2024**

*Rules of the Selection Process for the Graduate Program in Neuroscience and Cognition regarding admission in the second four months of the year 2024 for candidates to the Academic Master's and Doctorate Stricto Sensu Course.*

The Graduate Program **in Neuroscience and Cognition** (PPG-NCG) of the Federal University of ABC makes public the opening of applications for the selection of candidates for admission to the Academic Master's course and the *Stricto Sensu* Doctorate course and establishes the rules and procedures for the selection process.

**1. GENERAL PROVISIONS**

**1.1** The selection process will be carried out by a Selection Committee, to be appointed by the Coordination.

**1.2** The conduct of the selection process will be supervised by the Coordination of the Graduate Program in Neuroscience and Cognition at UFABC, hereinafter referred to simply as Coordination.

**1.3** There is no registration fee for the selection process referred to in this notice.

**1.4** The selection and classification criteria are based on staged evaluation procedures. The steps are as follow:

**First step:**

- I. Proof of specific knowledge in the area of Neuroscience and Cognition;
- II. Proof of English proficiency.

**Second step:**

- I. Proof of argument about the research project presented at the time of registration with the consent of the future advisor;
- II. Interview about curriculum vitae and supporting documents; Analysis of resume, academic transcripts and optional letters of recommendation.

**1.4.1** The stages will be carried out in Portuguese or English, to be defined by the candidate in the application form, which can only be completed in these languages.

**1.4.2** The tests of the first stage will be held in person; Candidates not domiciled in the Metropolitan Region of São Paulo may request to take the tests of the first stage remotely. The second stage is carried out remotely with videoconferencing tools.

**1.4.3** Candidates approved in the first stage of the selection process may submit an updated version of the research project, if they so prefer, with the consent of the advisor, within the deadline established in the schedule, by attachment to an e-mail addressed to the Selection Committee with an e-mail from the PPG Coordination in copy.

**1.5** To carry out remote stages, candidates must be responsible for the availability of a computer capable of using videoconferencing applications informed by the Portal, a webcam, a microphone and a stable broadband Internet connection. The steps carried out through videoconference will be recorded in audio and/or video, unless there is a technical impediment, for internal evaluation purposes, as provided for in item 5.1.1 of this notice. The audiovisual record will be deleted within one week after the final results are announced.

## **2. CALENDAR OF THE SELECTION PROCESS**

**2.1** The calendar for registration, selection and start of classes related to this selection process is presented below:

Inscription	<b>01/02 to 01/03/2024</b>
Dissemination of topics and suggested bibliography of the knowledge test	<b>01/02/2024</b>
Analysis of applications	<b>04 to 08/03/2024</b>
Disclosure of accepted and rejected applications	<b>08/03/2024</b>
Dissemination of the guidelines for the specific knowledge and English tests	<b>08/03/2024</b>
Deadline for appeal of rejected applications	<b>09 to 11/03/2024</b>
Result of the appeal of the registrations	<b>12/11/2024</b>
Tests of specific knowledge and English	<b>13/03/2024</b>
Results of the specific knowledge and English tests	<b>21/03/2024</b>
View of the specific knowledge and English tests	<b>22/03/2024</b>
Deadline for appealing the results of the specific knowledge and English tests	<b>23 to 25/03/2024</b>
Result of the appeal of the specific knowledge and English tests	<b>28/03/2024</b>
Disclosure of the guidelines for the questioning and interview test	<b>02/04/2024</b>
Deadline for submission of an updated version of the research project to the Selection Committee (optional)	<b>02/04/2024</b>
Review of resume, transcripts, and letters of recommendation	<b>03 to 11/04/2023</b>
Questioning and interview	<b>09 to 11/04/2024</b>
Disclosure of partial results	<b>12/04/2024</b>
Deadline for appeal of partial result	<b>13 to 15/04/2024</b>
Bottom line	<b>18/04/2024</b>
Request for enrollment in courses	<b>14 to 17/05/2024</b>
Start of classes	<b>03/06/2024</b>

### **3. VACANCIES OFFERED**

**3.1** The total number of vacancies is 7 (seven) **Master's vacancies and 7 (seven) Doctorate vacancies**. The Coordination may increase the number of vacancies at each level by up to three (3) if recommended by the Selection Committee.

**3.2** Of the total number of vacancies mentioned in 3.1, **3 (three)** are reserved per level for black (black and brown) candidates.

**3.2.1** If the number of successful candidates in this category is less than the number of reserved vacancies, the remaining vacancies will revert to the broad competition and will be filled in the order of classification.

**3.2.2** Black or brown candidates will compete concurrently for the reserved vacancies and for the vacancies intended for broad competition, according to their classification in the selection process.

**3.2.3** Black and brown applications that are approved within the number of vacancies offered for broad competition will not be computed for the purpose of filling the reserved vacancies.

**3.2.4** Black candidacies must have their self-declaration confirmed by the Selection Committee, supported by the Hetero-Identification Commission of the Dean of Community Affairs and Affirmative Policies (ProAP).

**3.3** Five (5) extra vacancies will be offered, and the following are reserved at each level:

Paragraph 1 - 1 (one) vacancy for candidates who declare themselves indigenous;

Paragraph 2 - 1 (one) vacancy for candidates who declare themselves to be a person with disabilities;

Paragraph 3 - 1 (one) vacancy for candidates who declare themselves quilombolas;

§ 4 - 1 (one) vacancy for candidates who declare themselves as trans persons (transsexuals, transgenders and transvestites);

Paragraph 5 - 1 (one) vacancy for candidates who declare themselves as refugees or asylum seekers.

**3.3.1** Persons who wish to apply for the vacancy/over-vacancy reservations must select their option during the registration period, indicating the type of reservation and, when required, presenting the required documents.

**3.3.2** These vacancies will not be counted as part of the total number of vacancies.

**3.4** CPG Resolution 78/2021 (<https://propg.ufabc.edu.br/wp-content/uploads/resolucao78-2021-cpg.pdf>) regulates the conditions of items 3.2 and 3.3, including the required documents.

#### **4. REGISTRATION**

**4.1** To enroll in the selection process, the candidate must access the Program's application form available on the <http://propg.ufabc.edu.br/processos-seletivos/> website, answer the questionnaire and attach copies of the following documents (mandatorily in PDF format):

- I. A declaration of acceptance from a faculty member who is accredited in the PPG-NCG for the current selection process. When the acceptance is of a collaborating professor, it is up to the Selection Committee to confirm with the Coordination the fulfillment of the criteria for orientation. The document consists of a declaration of acceptance of the candidate's supervision and must be sent by institutional e-mail to the following addresses: e-mail of the candidate, [npg.processoseletivo@ufabc.edu.br](mailto:npg.processoseletivo@ufabc.edu.br), and [ppgnc@ufabc.edu.br](mailto:ppgnc@ufabc.edu.br). A copy of the message or document in PDF format must be attached by the applicant to the electronic application form;
- II. Research project with the consent of the supervisor. The project must follow the template found at the <https://fapesp.br/253/projeto-de-pesquisa> address and have the first page signed by the supervisor. The signature can be replaced by an agreement to the project through the institutional email of the advisor to the electronic addresses mentioned in item I, in the same e-mail referred to in item I or in a separate e-mail, in which case a copy in PDF format must be attached by the applicant to the electronic application form;
- III. Copy of the RG for candidates of Brazilian nationality (CNH will not be accepted);
- IV. Copy of the National Migration Registry (RNM) or National Registry of Foreigners (RNE) card, in the case of candidates of foreign

- nationality (if you do not have the RNM or RNE, a copy of the identification page of the passport will be accepted);
- V. Graduation Diploma or Certificate of Completion, or certificate with a forecast of its completion by the date of enrollment and the respective academic transcript;
- SAW. Certificate(s) of completion of Postgraduate Course(s) and respective history(s), where applicable;
- VII. Copy of the candidate's updated Lattes Curriculum, or, in the case of foreign candidates, equivalent, containing the following topics selected for printing, when applicable: Academic background/degree; Professional performance; Areas of expertise; Projects; Awards and titles; Full papers published; Articles accepted for publication; Books and chapters; Papers published in conference proceedings; Texts in a newspaper or magazine; Presentation of work and lecture; Other bibliographic productions; Technological extension; Computer program without registration; Goods; Processes; Technical works; Patents and registrations; S&T Education and Popularization; Guidance and supervision; Events; Stalls; Other relevant information - topics not included in the reproduction will be considered not applicable;
- VIII. Structured presentation of relevant items of the history, in a spreadsheet made available by the PPG portal, along with the proof of the elements cited, in a single file (zip or multipage PDF format);
- IX. Optionally, the applicant may request relevant reference persons for this purpose to forward a letter of recommendation exclusively through the form available on the Program Portal (through the menu, "Documents/Forms"), directly forwarded to them e-mail addresses cited in I, excluding the candidate;
- X. In the event of a request for exemption from the English and/or knowledge test, proof of justification (see item 5.3 for conditions of dismissal);
- XI. In case of registration in the supervacancy categories, it is necessary to attach the corresponding document, according to CPG Resolution 78/2021.

**4.2** In the Registration Form, candidates who wish to apply for the **INDIGENOUS** vacancy modality, provided for in CPG Resolution 78/2021, must:

- a) To declare themselves indigenous;

- b) Indicate the ethnic group of which they belong;
- c) Present a document that proves the link to the indicated ethnicity based on the procedures for assessing affiliation defined by the group itself: videos prepared by leaders, notary certificates or issued by FUNAI, such as the Administrative Registration of Indigenous Birth/RANI (mandatorily in pdf).

**4.3** In the Registration Form, **candidates who** wish to apply for the **QUILOMBOLA** vacancy modality, provided for in CPG Resolution 78/2021, must:

- a) Self-declare Quilombolas;
- b) Submit a declaration of belonging (mandatorily in pdf) issued by their communities of origin based on their own ethnic-racial measurement mechanisms (videos produced by leaders, notary certificates, declaration signed by leaders or issued by the Palmares Cultural Foundation).

**4.4** In the Registration Form, candidates who wish to apply for the **PEOPLE WITH DISABILITIES (PwD)** vacancy modality, provided for in CPG Resolution 78/2021, must:

- a) Self-declare Persons with Disabilities (PwD);
- b) Submit (mandatorily in pdf) an original and legible medical report, attesting to the type and degree or level of the disability, with express reference to the corresponding code of the International Classification of Diseases (ICD-10), containing the name of the specialist doctor, his/her signature and registration with the Regional Council of Medicine (CRM).

Paragraph 1 - Applications for the reservation of vacancies for Persons with Disabilities (PwD) may request specific adaptations to carry out the stage(s) of the selection process, informing the resources of accessibility, assistive technology or any necessary differentiated treatment, according to the deadline and procedures determined in the notice of the selection process;

Paragraph 2 - Except for the specific conditions provided for the performance of the stage(s) of the selection process for Persons with Disabilities (PwD), there will be equal conditions, with regard to the time of the tests, the place, the content, the approval criteria and all other rules governing the selection process.

**4.5** In the Registration Form, candidates who wish to apply for the **TRANS PEOPLE (transsexuals, transgenders and transvestites)** vacancy modality, provided for in CPG Resolution 78/2021, must self-declare as such.

**4.6** In the Registration Form, candidates who wish to apply for the vacancy modality of **REFUGEES OR ASYLUM SEEKERS**, provided for in CPG Resolution 78/2021, must:

- a) Prove the refugee status recognized by the National Committee for Refugees (CONARE) or present the refugee request protocol, in accordance with the procedures regulated by Law 9.474/07;
- b) Proof of completion of an undergraduate degree or its equivalent.

**Sole paragraph.** In the absence of documentation of schooling, it will be up to CONARE to certify the required schooling.

**4.7** The absence of any of the documents indicated in the items of art. 4.1, 4.2, 4.3, 4.4, 4.5 and 4.6 and compliance with its requirements will result in the rejection of the application.

**4.8** The Selection Committee and the Coordination will not be responsible for registrations initiated and not completed during the period provided for in items 2.1 of this Notice.

**4.9** Registrations made through any channels not provided for in this Notice will not be accepted.

**4.10** It is the candidate's sole responsibility to correctly fill out the application form, as well as to send the documents provided for in the terms of this application Edict.

## **5. EVALUATION PROCESS**

**5.1** Selection criteria:

**5.1.1** The selection process for admission to the program is prepared and carried out by the Selection Committee. The selection tests in the knockout phase consist of items I and II, and the criteria in the classification phase consist of items III, IV and V of this set:



- I. Proof of specific knowledge in the area of Neuroscience and Cognition, based on bibliography published on the Program's website on the scheduled date. The knowledge test consists of essay questions related to the knowledge of relevant contents, including methodological and ethical aspects, as well as more specific contents of the themes of (i) biological aspects of the nervous system, (ii) functional and cognitive aspects, and (iii) formal bases of modeling and data analysis within the scope of studies in Neuroscience and Cognitive Sciences. The candidate may omit the questions of one of these three specific themes in the test, as long as they are not related to the general knowledge content, or choose to omit a corresponding number of questions of different themes. The test is individual and without consultation. The answers will be evaluated by two evaluators per statement; The final grade is obtained by the arithmetic average, respecting the weighting of each statement. In the event of a difference of more than 50% between the highest and lowest score for an item, if this difference is relevant to the classification, the score of a third evaluator will be obtained, and the most discrepant score will be discarded for the computation of the final arithmetic mean;
- II. Proof of English proficiency. The English proficiency criterion corresponds to the Common European Framework of Reference (CEFR) level B2 ('Independent User'). The answers will be evaluated by two (two) evaluators per statement; The final grade is obtained by the arithmetic average, respecting the weighting of each statement. In the event of a difference of more than two points, out of a maximum of ten, between evaluators, when relevant to the classification, the score of a third evaluator will be obtained, and the most discrepant score will be discarded for the computation of the final arithmetic mean;
- III. The Argumentation. This consists of the oral presentation of the research proposal presented in the registration, lasting up to 15 (fifteen) minutes. The test will be accompanied by a panel of two (two) UFABC professors and will deal with the research project, its framing in the Program's research lines, its presentation, the candidate's knowledge in relation to the proposed theme and other aspects considered relevant to the Research Project by the board. The committee will evaluate the candidate's organizational capacity, clarity, objectivity and relevance of the content presented in relation to the research proposal, general and specific knowledge related to the project, argumentation capacity and critical vision. Each evaluator will assign a grade from 0 (zero) to 10 (ten),

obtaining the final grade by the arithmetic average of the grades. In the event of a discrepancy greater than two points between the individual grades of the evaluators, a third evaluator will score this item from the recorded test, and the average for the test will be calculated by discarding the most divergent score;

IV. The purpose of the interview is to ascertain the information presented at the time of registration, as well as clarifications of the motivation, training and experience of the candidate. During the interview, candidates may be asked questions about any aspect relevant to the selection. Examiners may request to view copies of supporting documents;

V. The analysis of the curriculum, academic transcripts and any letters of recommendation are intended to evaluate the candidate's education, experience, and academic productivity. This analysis will be carried out in a closed session where only the evaluators will be present.

**5.1.2** The minimum grade for approval in the partial evaluations is 6.0 (six). The minimum grade for approval in the final weighted average is 7.0 (seven).

**5.1.3** Items I and II of 5.1.1 are analyzed in the first stage of the selection process and are eliminatory.

**5.1.4** The final grade will be obtained by the weighted average of the partial grades, considering the following weights:

- I. Set of interview, resume analysis, academic transcripts and letters of recommendation: weight 2;
- II. Argument of the research project: weight 1.

**5.2** The evaluation of the answers to the test items, the partial grades, and the final grades of each candidate will be published on the program's public portal.

**5.3** Candidates may request exemption from the specific knowledge test, or proof of English proficiency, subject to the following conditions. Proof must be submitted along with the registration documents.

**5.3.1** Candidates who meet the following conditions are exempt from the specific knowledge test:

- a) Candidates who have been approved with grade A or B in at least two subjects of mandatory sets different from the PPG-NCG (see Portal of the Program, item "Frequently Asked Questions");
- b) Candidates with a diploma or certificate of completion of the Bachelor's Degree in Neuroscience dated no more than ten years before the date of publication of this notice;
- c) Candidates who participated in the specific knowledge test in a previous selection process with a score sufficient for approval, on a date no more than 24 months before the date of publication of this notice.

**5.3.2** Candidates who demonstrate proficiency in English according to the following criteria are exempt from the English proficiency test. With the exception of place of birth, the conditions are valid for a period of five years prior to the publication of this notice.

- a) Nationality of a country with English as the official language throughout the territory;
- b) Residence in a country with English as an official language throughout the territory for a period of at least six months;
- c) Proof of completion of an undergraduate or graduate course, lasting at least one year, taught and evaluated entirely in English;
- d) General GRE Exam, with a minimum score of 450 Verbal;
- e) TOEFL (Test of English as a Foreign Language), with a minimum score of 80 points if performed over the Internet (iBT), 213 points if performed by computer (CBT) or 550 points if on paper (PBT);
- f) IELTS (International English Language Test), with a minimum of 6.5 points;
- g) Cambridge Qualification Test, with a score or level equivalent to *B2 First*.
- h) Participation in an English proficiency test in a previous selection process with a score sufficient for approval, on a date no more than 24 months prior to the date of publication of this Notice.

**5.3.3** Candidates for the Doctorate who have completed the Master's Degree in Neuroscience and Cognition in the ten years prior to the date of publication of this Call for Proposals are exempt from both exams of the first stage.

**5.4** There will be an online view of the knowledge and English tests on the date scheduled in the schedule, as detailed by the Selection Committee at the time of the instructions.

## **6. DISQUALIFICATION CRITERIA**

**6.1** Candidates will be disqualified and excluded from the selection process if they:

- I. Provide false statements or present documents at any of the stages of the selection;
- II. Failure to submit all the required documentation within the deadlines and conditions stipulated in this notice;
- III. Submit documents as a research project without the consent of a faculty advisor where documentation is required;
- IV. Failure to attend the tests and interview on the specified date, time and place (possibly virtual);
- V. Committing plagiarism, use of digital assistance tools, or other type of fraudulent action in one of the tests of the selection process.

**6.2** It is the candidate's responsibility to monitor the publication of all acts, notices and communications related to this process published on the official website of UFABC and on the Program's portal.

## **THE RESOURCE**

**7.1** Any appeals to the partial or final results must be made exclusively through a reasoned message sent exclusively through the candidate's e-mail to the following addresses: [ncg.processoseletivo@ufabc.edu.br](mailto:ncg.processoseletivo@ufabc.edu.br) and [ppgnc@ufabc.edu.br](mailto:ppgnc@ufabc.edu.br), within the deadline provided for in the schedule.

**7.2** Appeals will be judged by the Selection Committee. At the discretion of the Selection Committee, it may transfer the decision to the Course Coordination.

**7.3** Under no circumstances will there be an appeal against the outcome of an appeal.

## **8. REGISTRATION**

**8.1** For the enrollment to be effective, the classified candidate must follow the instructions in the link <http://propg.ufabc.edu.br/matriculas/> on the scheduled date, as well as attend to the requests and observe the information contained in the procedures detailed at this address.

**8.2** Candidates approved in the selection process and who have not yet duly graduated should pay attention to the terms of CPG Resolution No. 03/2014, available at: <http://propg.ufabc.edu.br/legislacao/>.

**8.3** All graduated and approved candidates, including foreigners, must present their diploma and transcript at the time of enrollment. The diploma and academic transcript issued abroad must be legalized with a Hague Apostille or with a Consular Seal in the country of origin of the document (<http://portal.mec.gov.br/revalidacao-de-diplomas/homologacao-legalizacao-eapostilamentode-documentos>). We also remind you that the Letters of Acceptance of Foreigners must be provided as soon as the result of the selection process is announced, speeding up the provision of documentation.

## **9. SCHOLARSHIPS**

**9.1** The Master's and PhD scholarships available, whose allocation is under the responsibility of the Program Coordination, will be distributed in this selection process, respecting the specifications of the funding agencies involved.

**9.1.1** The distribution of the scholarships referred to in this item is exclusively intended for candidates who are in a condition of exclusive dedication, that is, without income for paid work, on the date of admission to the course, with validity conditioned to the criteria stipulated in ProPG Ordinance No. 3706/2023, available on the program's Portal (Documents – Standards menu) and in CPG Resolution No. 99/2023, available on the website of the Dean of Graduate Studies (menu Master's and Doctorate – Legislation).

**9.2** The available scholarships will be distributed among candidates belonging to the vacancy reservation categories, eligible and classified, according to the classification given by the final score of the selection process.

**9.3** Remaining scholarships after allocation to eligible candidates and classified according to 9.2 will be distributed among eligible candidates and those classified in the broad competition category, according to the classification given by the final score of the selection process.

**9.4** If there is availability of scholarships with different monthly values or durations, the preference of candidates with priority according to the order of classification will prevail, as long as they are compatible with the specific rules of the modality in question.

**9.5** The coordination cannot be held responsible for the eventual unavailability of the scholarships provided for in this Notice. **9.6** The scholarship allocation criteria stipulated in this section are only valid for scholarships available as part of the admission selection process. Scholarships made available at later dates will be distributed according to the rules established within the scope of the PPG.

## **10. FINAL PROVISIONS**

**10.1** The candidate's registration implies the acceptance of the selection rules contained in this notice and prior knowledge of the UFABC Graduate Regulation and the Affirmative Action Policy for access and permanence in UFABC's stricto sensu Graduate courses (CPG Resolution 78/2021).

**10.2** The candidate who requests the challenge of any of the clauses must do so at the time of registration, stating in his/her referral letter the reasons for doing so. You will lose the right to challenge a candidate who fails to do so at that time. Under no circumstances will there be an appeal against the outcome of an appeal.

**10.3** It is the candidate's responsibility to monitor the publication of all acts, notices and communications related to this process, mainly through the Program's portal.

**10.4** The Program Coordination is not responsible for registration requests not received within the stipulated deadline for reasons that do not depend on UFABC. Documents submitted outside the standards indicated in this Notice will be considered invalid.

**10.5** Omitted cases, not foreseen by this notice and exceptional, will be resolved by the Selection Committee. At its discretion, the Selection Committee may refer the resolution to the Program Coordination.

**10.6** Requests for additional information should be sent to the e-mail [ncg.processoseletivo@ufabc.edu.br](mailto:ncg.processoseletivo@ufabc.edu.br) and simultaneously to the e-mail of the Program Coordination, [ppgnc@ufabc.edu.br](mailto:ppgnc@ufabc.edu.br).

**São Bernardo do Campo, January 22, 2024.**

**PETER MAURICE ERNA CLAESSENS**