

Universidade Federal de Minas Gerais
Institute of Biological Science
Graduate Program In Genetics

ORDINARY NOTICE OF 2019 SELECTION PROCESS – DOCTORATE

The Coordinator of the Graduate Program in Genetics of the Institute of Biological Science of the Universidade Federal de Minas Gerais DECLARES that, from **03 (third) December 2018** registrations will open for the selection of candidates for the **DOCTORATE** course – on an ongoing basis, in accordance with the selection schedule of the year, to be disclosed in a timely manner by the course secretariat and on the website of the Program (www.pggenetica.icb.ufmg.br). The opportunity to apply remotely will be available only and exclusively for Brazilian or foreign candidates **residing abroad**.

1. PRELIMINARY INFORMATION

1.1 Applications must be made by completing the **electronic registration form**, available on the web page of the Program (<http://www.pggenetica.icb.ufmg.br/selecao/>) and through the delivery of the complete documentation requested in item 4.1 of this Notice: **(a)** online (files in PDF format via the site *<http://www.pggenetica.icb.ufmg.br/>*) for candidates resident in Brazil or abroad; or **(b)** by Sedex, or by international courier for candidates residing abroad, before the deadline for sending applications **on January 7 (seven) 2019**, to the following address: Programa de Pós-Graduação em Genética (Seleção de Doutorado), Instituto de Ciências Biológicas, Bloco L3/ 317, Universidade Federal de Minas Gerais, Av. Antônio Carlos, 6627 - Campus UFMG Pampulha, CEP: 31 270-901 - Belo Horizonte, Minas Gerais.

1.2 The Program Coordination may, at its discretion, and in order to meet the public interest, **make amendments** to this Notice, which will be disclosed on the website of the Program, in a timely manner, by means of complementary or rectifying notices.

1.3 It is the entire responsibility of the candidate to accompany the publication of all acts, notices and announcements regarding the selection process.

1.4 Additional information may be obtained from the Program Secretariat by phone (+ 55 31) 3409-2570 or by e-mail: pg-gen@icb.ufmg.br.

1.5 The areas of specialization of the Program are as follows: Area 1 - EVOLUTIONARY AND POPULATION GENETICS; Area 2 - MOLECULAR GENETICS, MICRORGANISM AND BIOTECHNOLOGY GENETICS; Area 3 - GENOMICS AND BIOINFORMATION.

1.6 Places will be awarded to passing candidates with the highest scores, subject to the maximum place limit set out in this notice, regardless of the area of specialization.

1.7 Candidates may request exemption from the English and genetics knowledge tests, in accordance with items 6.3.2; 6.4.3 and 6.4.4.

2. REGISTRATION FEE

2.1 Foreign applicants should contact the secretariat of the Graduate Program to confirm the registration fee once they have successfully passed the selection process.

3. PLACES

3.1 **Thirty-two (32) places** will be offered for admission in the 1st (first) semester of 2019 for the Doctorate level – on an ongoing basis. In accordance with Resolution No. 02/2017 dated April 4, 2017, of the UFMG Teaching, Research and Extension Course Board, which sets out the Affirmative Action Policy of UFMG, **seven (7)** such places will be reserved for self-declared Afro-descendant candidates.

3.2 Ethnic-Racial self-declaration and the option to apply for the reserved places must be made at the **time of registration**, using the applicable form available on the website of the Program. Candidates must opt for one of the following modalities: **open competition or reservation of places for Afro-descendants**, or in other words, the registration of a candidate in more than one of the competition modalities set out in this Notice is prohibited. Those who choose to participate in the selection process through the places reserved for Afro-descendants modality shall compete for such reserved places only, except in the cases of exception established in item 7.6 of this notice.

4. REGISTRATION REQUIREMENTS

4.1 The following documents are required for registration:

- (a) proof of payment of the registration fee or exemption from payment of the same via FUMP;
- (b) a completed registration form, available on the Program web page, accompanied by one (1) recent photo (3x4 cm) pasted to the form (or attached, if online);
- (c) copy of undergraduate degree certificate (front and back), or equivalent document, issued by an officially recognized institution, or document proving that the candidate shall graduate prior to the period of matriculation for the postgraduate course, registration always being subject to completion of the undergraduate course;

(c.1) for doctorate candidates, a copy of a master's degree and/or specialization course diploma (front and back), together with;

(d) a copy of the academic contents of the undergraduate and, where applicable, the graduate course;

(e) a complete *curriculum vitae*, using the Lattes/CNPq model, available at: <http://lattes.cnpq.br/> containing all necessary, fully-indexed supporting documents of the curriculum.

(e.1) for candidates who choose to deliver their documents to the program secretariat, three (3) bound copies of their complete *curriculum vitae*, based on the Lattes/CNPq model, are required, one of which should include all supporting documents of the curriculum, as set out in item **4.1/ e.3**.

(e.2) candidates residing abroad shall be permitted to complete their curriculum on the Lattes/CNPq platform, provided that the same contains all the information indicated by the Lattes model (Professional training, publications, patents, presentations and participation in conferences, awards, etc.) to which all the supporting documents of the curriculum shall be indexed in accordance with item **4.1/e.3**.

(e.3) the supporting documents must be organized and presented in the order indicated in the curriculum. The items in the curriculum must indicate the corresponding page(s) in the supporting documents (**i.e. the supporting documents must be numbered based on the order in which they are cited in the curriculum**);

(f) evidence of current fulfilment of military and electoral obligations, including, for Brazilian candidates: certificate of military reserve status or equivalent document and certificate of discharge of voting obligations, which can be obtained at <http://www.tse.jus.br/eleitor/certidoes/certidao-de-quitacao-electoral>. Individual proof of having voted will not be accepted. Foreign applicants must submit the documents required by the relevant legislation;

(g) copy of identity card, birth or marriage certificate, CPF and proof of address, for Brazilian candidates, or passport (for foreign candidates);

(h) draft thesis plan (scientific project) of a maximum of five (5) pages in length, space 1.5, arial font, using the form available on the web page of the Program. The draft thesis plan should include a cover page (which does not count as a page and should not be bound together with the draft), providing the title of the draft and the name and signature of the candidate. The

candidate's name should not be included in any of the copies of the draft. Failure to comply with this requirement shall result in disqualification;

(h.1) for candidates who choose to submit the documents to the program secretariat, three (3) bound copies of the draft;

(i) a confidential letter of recommendation in Portuguese, Spanish or English, from a suitable individual who knows the candidate in a professional capacity, in accordance with the template available on the Program web page;

(i.1) if the documentation is provided in electronic format, the letter of recommendation should be sent exclusively by e-mail to pg-gen@icb.ufmg.br, directly by the individual providing such recommendation. In case of delivery to the Program secretariat, the letter must be delivered in a sealed envelope;

(j) self-declared Afro-descendant candidates, who opt to apply through the reserved places, must provide a completed Ethnic-Racial self-declaration form, according to the provisions of CEPE/UFMG Resolution 02/2017, available on the Program website;

(k) it is **ESSENTIAL** that applicants who request exemption from the English language test and/or the test of knowledge in genetics submit proof of English proficiency and the corresponding completed form available at <http://www.pggenetica.icb.ufmg.br/selecdown.php>, **in accordance with Annex I**, if requesting exemption from the Genetics test. **Requests in any other format will be ignored.** The exemption request will be analyzed and may or may not be accepted, and the result will be made available together with the deferred applications;

(k.1) in the case of foreigners or Brazilians residing abroad, the document of proficiency may be substituted by presenting the argument for the draft thesis plan in English via Skype;

(l) application for distance sitting of test. Requests to carry out stages of the selection process at distance shall be made at the time of registration (Annex II), and the granting of such requests shall be dependent on analysis by the Program collegiate. The result of this analysis will be announced together with the list of candidates with registration deferred. The stages of selection may be performed at distance only by foreign or Brazilian candidates resident outside Brazil, with the tests applied (provided that the request is approved) in the location where the candidate resides. The test may be written or oral (oral argument). For other candidates residing in Brazil, the selective stages will take place in the host city of the Graduate Program, Belo Horizonte, Minas Gerais.

4.2 Candidates with disabilities and/or special needs must indicate, in the application form, the special conditions required for their participation in this application process.

4.3 If more than one registration is made by the same candidate, in the same selection process, only the registration entry received within the deadline established by the relevant notice shall be considered.

4.4 UFMG shall not be responsible for registrations not received due to reasons of a technical nature associated with computers, communication failures, the congestion of lines of communication and for any other technical reasons that make it impossible to transfer data to complete such registration.

4.5 After analysis of the documentation presented, the Collegiate Board will decide whether or not to grant applications, as well as requests for exemption from tests of English and Genetics, and the resulting homologation shall be published in the Secretariat of the Program **by 23 (twenty-third) January 2019.**

4.6 Only applications that comply with all the requirements of this Notice shall be accepted..

4.7 After registration, candidates will be identified by a number to maintain their anonymity during the evaluations of all stages of the selection process, except for the final result, where names shall be used.

5. EXAMINING BOARD

5.1 The examining board of the selection exam will be nominated by the Collegiate Board of the Graduate Program in Genetics and will be composed of at least three (3) faculty members with permanent accreditation or collaboration within the Program, and alternates, if necessary. The names of the Examining Committee will be disclosed in the Secretariat and on the website of the Program no later than two (2) business days prior to the start of the selection process, together with the absence of any impediment or conflict of interest of each member of the board in relation to the candidates enrolled in the application process.

6. SELECTION PROCESS – DOCTORATE

6.1 The selection of candidates will be carried out on an ongoing basis and the dates, times and locations will be announced in the Secretariat and on the Program web page, with at least fifteen (15) days prior notice.

6.2 For candidates residing **outside Brazil**, the selection process can also be carried out at distance, via Skype, as long as permission for the same is requested at the time of registration using the application form, indicating the candidate's Skype address. The candidate will be

responsible for testing the internet connection with the Secretariat of the Program, when requested, ensuring internet bandwidth with sufficient speed for the transmission of sound and images in real time. The Program will not be responsible for problems in connection when communicating with the candidate. The results of this stage will be announced together with the final result.

6.3 1st STAGE: WRITTEN ENGLISH TEST, of an exclusively **eliminatory nature**: interpretation of a text of scientific literature, with permission to use the candidate's own dictionary in printed form, requiring a grade of 60% or higher for the candidate to pass to the next phase of the selection. This test will be carried out in accordance with Resolution 08/2008 of the Teaching, Research and Extension Course Board of UFMG. The date, place and time of the test will be announced no later than 15 (fifteen) working days prior to the beginning of the selection process.

6.3.1 The grade of this test will not be included in the calculation of the final average of the candidate's application, but is an indispensable requirement for admission to the course. The result of this stage will be announced by 2:00 pm on the day after the test is held, in the Secretariat and on the Course website. Only candidates who are successful at this stage will participate in the next step.

6.3.2 Candidates who provide, at the time of registration, one of the following proofs of **proficiency** in English, shall be exempt from the English language test:

- 1) Test of English as Foreign Language – TOEFL (minimum of 213 points in CBT TOEFL; 550 points in traditional TOEFL - PBT; 80 in iBT TOEFL; 406 points in TOEFL ITP) taken in the previous ten years;
- 2) International English Language Test – IELTS (minimum of 6.0 points), taken in the previous ten years;
- 3) First Certificate in English of the University of Cambridge, within the period of validity of the same;
- 4) TESE Prime (minimum of 85 points) taken in the previous ten years;
- 5) other equivalent, based on the approval of the Course Coordination, within the validity period of the test;
- 6) Pass certificate in the instrumental English exam of CENEX-FALE-UFMG (minimum 60 points), taken in previous three years,
- 7) Certificate (s) attesting to the passing of an English test in the previous three years for selection to *stricto sensu* postgraduate courses recognized by CAPES, in which the candidate obtained a grade of 60%;
- 8) Candidates who can prove residency in countries where the native language is English for a minimum of 12 months will be exempt from the requirement to provide certification attesting to their knowledge of English.

8.1) Candidates resident outside Brazil will not need to provide supporting documents if their argument is presented English. However, in the case of a candidate residing in a country where English is not the official language, he or she must instead provide proof of fluency in English or,

instead, agree to present his or her argument (via Skype) in English.

6.4 2nd STAGE: WRITTEN TEST OF KNOWLEDGE IN GENETICS TO UNDERGRADUATE LEVEL, of exclusively **eliminary character**. The grade of this test will not be included in the calculation of the candidate's final average. This test will be based on the program available on the website. The recommended bibliography is as follows: GRIFFITHS, J.F., Susan R. Wessler, Richard C. Lewontin, Sean B. Carvalho Introduction to Genetic Analysis, 10th edition. Rio de Janeiro, Ed. Guanabara Koogan, 2013, or PIERCE, B. A. Genetics: a conceptual approach. 5th edition. São Paulo. Ed. Saraiva, 2016. A **grade of 60% or higher** is required for the candidate to pass to the next stage of the selection process

6.4.1 The date, place and time of the test will be announced within 15 (fifteen) working days of the beginning of the selection process. The results of this stage will be announced within 24 hours of the test, in the Secretariat and on the website of the Course.

6.4.2 Only successful candidates in the written English and knowledge in Genetics at undergraduate level tests will be invited to the next stage, on a classificatory and eliminary basis.

6.4.3 Candidates who have previously passed Proficiency Tests in the English Language and Genetics of the Graduate Program of UFMG, as evaluated by the Collegiate Board of the Program, may have their grades in such tests considered as substitutes for the sitting of new tests, provided that such grades were obtained within the previous 4 years (unless otherwise decided by the Board in specific cases). The same is true for candidates from other Graduate Programs in Genetics or related areas of Biological Sciences with a CAPES score of 5 or more.

6.4.4 For Brazilian or foreign applicants who have taken post-graduate courses in universities outside Brazil, the possible equivalence of such postgraduate programs outside Brazil with CAPES programs with a score equal to or greater than 5 within the country will be evaluated. After this analysis, such candidates may be exempted from undertaking the 2nd stage (Genetics test). Furthermore, Brazilian or foreign candidates residing outside Brazil will be able to perform the selection stages at distance, presenting their argument online via Skype in English. This will result in exemption from stage 1 – English test), provided that such requests are made by the candidate at the time of registration.

6.5 Appeals against the results of the eliminary stages of the selection process (1st and 2nd Stage) shall be allowed, with a suspensive effect, without prejudice to any final appeal. The results of the following steps will be announced with the final result. Such appeals, partial and final, must be addressed in writing to the Coordination of the Program and delivered, in person or by a legal representative granted power of attorney, to the address and within the hours of opening to the public of the Secretariat of the Program, according to item 1.4.

6.6 3rd STAGE: ANALYSIS OF CURRICULUM VITAE PROVIDED, of a classificatory and eliminary

character, in which academic production (articles, patents, book chapters and abstracts, internships and professional experience, extracurricular courses, *lato* and *stricto sensu* graduate courses, participation in events, awards and university distinctions among other items listed on the scale). The scale will be made available on the website of the Program no later than 48 (forty-eight) hours before the beginning of the Selection Process. This stage will occur concomitantly with the 4th STAGE. The date, place and time will be announced no later than 15 (fifteen) business days prior to the beginning of the selection process. A 60% or higher score is required for the candidate to pass to the next stage. The result of this stage will be announced together with the final result.

6.7 4th STAGE: EVALUATION OF DRAFT THESIS PLAN AND ORAL ARGUMENT, of a classifying and eliminatory nature. The step will consist of the evaluation of the manuscript presented in both written and oral form. The manuscript will be evaluated for scientific relevance (30%), theoretical basis (30%), adequacy of the methodology for the proposed objectives, feasibility and practicability within a maximum period of 48 months (40%). At this stage a score of 60% or higher is required for the candidate to pass.

6.7.1 For oral evaluation, also of a classificatory and eliminatory character, the candidate will have ten minutes to perform an oral presentation of the draft, followed by examination by the examining board. The use of PowerPoint slides is recommended in the oral presentations and an overhead projector will be provided by the Program. The presentation will be evaluated for: reasoning ability (50%), command of subject (30%), synthesis ability (20%). A 60% or higher score is required for the candidate to pass. Knowledge of the ethical conduct requirements set out in the "Conduct Guidelines" available on the webpage of the Postgraduate in Genetics Program (see item 9.9 of this Notice) will be necessary. The result of this stage will be announced together with the final result.

6.7.2 For Brazilian or foreigner candidates residing outside Brazil, there will be the possibility of presenting the argument at distance, as described in item 6.4.4.. This will be carried out on the same days as the on-site candidates.

6.8 Failure to complete any stages of the selection process will automatically result in the elimination of the candidate.

7. FINAL RESULT

7.1 The final result of the candidates who participate in all the stages will be obtained by calculating the weighted arithmetic mean of the following evaluations: i) Doctorate: curricular analysis, evaluation of the proposed draft plan in written form and by oral presentation of the same followed by the argument, with the weighting - 2 (two), 1 (one), 2 (two), respectively.

7.2 In the disclosure of the final result, candidates will be ranked in **separate lists** for open competition and self-declared Afro-descendant candidates, in descending order of the grades obtained, indicating the result: "failed" or "passed, but did not qualify" or "passed and qualified". Only candidates approved and qualified within the maximum number of places set out in this Notice may register and enroll on the course. In case of a tie, the tiebreaker will be based on the grade of the Curricular Analysis stage.

7.3 The final result with the grades of each stage evaluated will be announced by the Program Secretariat on the Program website and posted on the noticeboard, no later than two (2) working days following the end of the final selective phase.

7.4 If there is a withdrawal of a self-declared Afro-descendant candidate who has passed and qualified for a reserved place, the place will be filled by the next qualified self-declared Afro-descendant candidate in descending order of final grade.

7.5 If there are insufficient qualified self-declared Afro-descendant candidates to fill the reserved places, the remaining places will be allocated to qualified candidates from open competition, and will be filled in descending order of final grade.

7.6 If there are insufficient candidates to fill the open competition places, the remaining places will be allocated to qualified self-declared Afro-descendant candidates, and will be filled in descending order of final grade.

7.7 The remaining places provided in items 8.5 and 8.6 will be distributed in descending order of final grade.

7.8 The deadline for lodging appeals is 10 (ten) consecutive days, in accordance with the General Regulations of the University and Resolution 13/2010, dated November 11, 2010, of the University Board of UFMG, following the announcement of the final grade. Appeals should be directed in writing to the Program Coordination and sent to the email pg-gen@icb.ufmg.br.

7.9 If there is a change in the general classification of candidates by virtue of the provision of an appeal, a reclassification will be carried out and the rectified classification will be considered valid.

7.10 Failed and passing, but non-qualifying candidates and those who did not have their registration homologated can withdraw their documents from the Course Secretariat within 30 (thirty) days of the deadline for the final appeal. After this date, unsolicited documentation will be disposed of. The documents of passing candidates will remain with the secretariat, except for two copies of the curricula and draft thesis plans which may be reclaimed by the new students

8. MATRICULATION.

8.1 Candidates who pass and qualify for a place through the Doctorate selection process established by this Notice must perform, via internet only, **up to 5 (five) business days after the announcing of the final result**, their pre-registration, by filling out the form available on the website <https://sistemas.ufmg.br/cadastraprevio>. The DRCA will arrange for the Academic Registration to be completed upon receipt of the complete documentation of the selected candidates, in the required form (legible and unmarked copies) and completion of the Pre-registration Form by the qualified candidate. The complete documentation of the selected candidates will be sent to the DRCA by the Course Secretary within two (5) days of the pre-registration.

8.2 Candidates who presented, during the registration period, a document certifying that they were in a position to complete their undergraduate course prior to the academic enrollment period of the postgraduate course, shall submit to the Program Secretariat, within 05 (five) days of the publication of the final result of the Doctorate selection process, a document proving the completion of the undergraduate course (copy of degree certificate, issued by an official or officially recognized institution or declaration of completion of the course which includes the date of collection of degree certificate). Declarations with estimated or predicted dates of course conclusion or degree certificate collection shall not be accepted.

8.3 In the case of an undergraduate course completed abroad, a copy of the degree certificate of the course with a seal of consular authentication must be provided – in accordance with current legislation – along with a certified translation into Portuguese of the degree certificate, excepting certificates issued in Spanish, English or French. The translation should be carried out by a certified public translator resident in Brazil.

8.4 Foreign applicants must submit to the Program Secretary **within 05 (five) calendar days** of the final result of the Doctorate selection process, their National Student Registration (*Registro Nacional de Estudante*, or RNE), or passport with valid Permanent or Temporary Student Visa, a document proving filiation and other documents as disclosed by the Program Secretary.

8.5 Simultaneous academic registration in more than one undergraduate or postgraduate course or in both levels is prohibited.

8.6 Candidates who do not complete Pre-Registration on the date set out for this procedure or who do not provide any of the documents requested in this Notice will automatically lose their right to a place and qualified candidates will be considered formally withdrawn. Additional places arising from such situations will be filled by other candidates based on classification in

descending order of grades obtained in the application process, until the deadline for sending documentation to the DRCA is met.

8.7 Matriculation of passing candidates who have qualified for a place will be carried out via the Postgraduate Academic System, according to the guidelines of the Program Secretariat, on a date to be disclosed, observing the academic calendar of the University.

8.8 The Graduate Program in Genetics is available from in the Secretary and on the Program website, which stipulates the rules of ethical conduct.

Belo Horizonte, 30 November 2018.

Prof. Dr. Evanguedes Kalapothakis

PPG Coordinator in Genetics/ICB/UFMG

ANNEX II

REQUEST TO CARRY OUT SELECTION STAGES AT DISTANCE

EXCLUSIVELY FOR DOCTORATE LEVEL – FOREIGN OR BRAZILIAN CANDIDATES RESIDENT ABROAD, IN ACCORDANCE WITH ITEM 6.4.4.

DETAILS OF EDUCATIONAL ESTABLISHMENT FOR THE APPLICATION OF THE TEST (EXCEPT IN CASES WHERE CANDIDATE IS EXEMPT):

NAME AND EMAIL OF PROFESSOR/SUPERVISOR OF FOREIGN INSTITUTION OF HIGHER EDUCATION RESPONSIBLE FOR APPLICATION OF TEST:
