

**Universidade Federal de Minas Gerais  
Institute of Hard Sciences  
Computer Science Graduate Program**

**Selection for the PhD Program 2018**

The chair of the Computer Science Graduate Program (PPGCC) of the Institute of Hard Sciences of the Universidade Federal de Minas Gerais let it be known that, **between November 6<sup>th</sup> 2017 and October 31<sup>th</sup> of 2018**, the Department of Computer Science will be receiving applications from candidates to the PHD Program.

**1 - Preliminary information.**

1.1 - Applications will be performed **exclusively through the Internet**, at <http://ppgcc.udcc.ufmg.br/editais/>. Candidates must fill up the registration form, and must submit all the required documents listed in Item II of this call. All the documents, except those listed in items “a” and “m” must be submitted in PDF format.

1.2 – Contacts: e-mail [ppgcc@dcc.ufmg.br](mailto:ppgcc@dcc.ufmg.br), web page <http://ppgcc.dcc.ufmg.br>.

**2 - Open positions.**

2.1 - The Graduate Program in Computer Science will offer **50 (Fifty)** positions for students in 2018, and candidates can apply at any time of the period. Observing the Resolution 02/2017 (passed on April 4<sup>th</sup> 2017), from the Teaching, Research and Extension Council of UFMG, 10 (ten) out of 50 (fifty) positions will be reserved to candidates who declared themselves black.

2.2 - The self-declaration, and the implied option for the quota system, will be chosen during registration in the selection process. Candidates must opt for unrestricted evaluation, or affirmative action (quota system). Thus, candidates cannot apply on both systems. Candidates that opt for the affirmative action will apply exclusively to positions reserved in the quota system, unless they fit some of the criteria specified in the items 6.3, 6.4 and 6.5 of this call for application.

2.2.1 - The e-form contains the following options:

2.2.1.1 - “I shall not opt for one of the positions available in the quota system adopted by PPGCC/UFMG as part of its policy of affirmative action.”

2.2.1.2 - “I shall opt for one of the positions available in the quota system adopted by PPGCC/UFMG as part of its policy of affirmative action; thus, declaring myself as a person of black skin.”

**3 - Requirements for Candidacy.**

3.1 - Potential candidates to the PhD program must fill up the electronic form available at <http://ppgcc.dcc.ufmg.br/inscricao-online>. This form contains basic information that referees must know about candidates to assess their academic skills, including their Work Plan. In addition to the electronic form, candidates must

submit all the following documents, except the recommendation letters listed in item “m”, which are submitted separately by referees appointed by the candidates:

- a) Recent digital headshot (JPG/JPEG file, having no more than 300K);
- b) Undergraduate diploma, issued by an official institution. In the absence of the diploma, the candidate can submit a document that states that he or she will conclude his or her undergraduate program before registering for the PhD. If approved, the enrollment of the candidate will be conditioned to the presentation of proof of conclusion of an undergraduate course;
- c) Transcript of the undergraduate course (and any graduate course already taken);
- d) Curriculum-Vitae, which must be filled through an electronic form, available at [www.dcc.ufmg.br/pos/selecao/downloads/curricula.doc](http://www.dcc.ufmg.br/pos/selecao/downloads/curricula.doc). Candidates should emphasize their intellectual production, such as papers already published, CS-related monographs, indexed technical reports, etc;
- e) Certificate of exemption from military service, for Brazilians only;
- f) Certificate of participation in the last two elections, for Brazilians only, which can be obtained at <http://www.tse.jus.br/eleitor/certidoes/certidao-de-quitacao-eleitoral>;
- g) Birth certificate or wedding certificate or National Identification Document;
- h) CPF (Cadastro de Pessoa Física), for Brazilians only;
- i) Proof of address, e.g., phone/electricity/internet/taxes bill, with address. This document must bear the name of the candidate or of his/her relatives;
- j) Certificate of knowledge of English. Valid certificates include documents issued by English schools, scores in tests such as TOEFL, TOEFL ITP, Cambridge, etc, as long as presenting a minimum score of 60%.
- k) Course plan, containing at most 10 (ten) pages, signed by the candidate. The plan should present the area of knowledge and describe the research that the candidate is willing to undertake, as well as the courses to be attended to further his expertise on the area. The list of faculty in the CS graduate program is available at: <http://ppgcc.dcc.ufmg.br/docentes>.
- l) Optionally, candidates that took POSCOMP (the Brazilian exam of proficiency in Computer Science) may inform their results obtained in the years of - either - 2015, 2016 or 2017.
- m) Two recommendation letters. These letters are confidential, and should be sent in a separate form, which **the referee appointed by the candidate must fill up**. Referees will receive a link to prepare these forms, no later than at the end of the registration period.

n) Candidates who have opted for the quota system must provide a letter that fundamentals the self-declaration, as required by the Resolution 02/2017. This signed document must provide the identification of the candidate, stating his/her name, personal ID and CPF (the CPF applied for Brazilians only).

3.2 - Candidates that are selected for the PhD Program must present hard copies of all the documents submitted electronically.

3.3 - **Incomplete or late applications will not be received.**

3.4 - Once candidates file their application, they will receive an identification number. This number will be used to anonymize the evaluation of their Work Plan.

3.5 - Candidates with special needs must indicate, in the application form, which conditions the Department of Computer Science must provide so that they can enroll in the Master Program.

3.6 - Universidade Federal de Minas Gerais will not be held accountable for applications received after the submission deadline, even if delays are due to technical hazards in the university's equipment.

4 - **The Evaluation Committee.**

4.1 - Candidates will be evaluated by a committee appointed by the Office of Graduate Affairs. The rules that govern the appointment of the evaluation committee are available at <http://ppgcc.dcc.ufmg.br/editais>. The names of the members of the committee will be announced in the Graduate Program's webpage no later than 48 hours before the beginning of the selection process. Referees bearing conflicts of interest with potential candidates are not allowed in the committee.

5 - **The Selection Process.**

5.1 - The selection process has only one phase, and will begin upon the reception of the complete documentation of the candidate, in which the following assessments are performed:

5.1.1 - **Academic achievements.** This evaluation has weight of 4 in the final grade of the candidate. It assesses the proficiency of the candidate in Computer Science. At this moment, referees use as metrics the academic transcript of candidates, and their grades in Computer Science evaluation exams of recognized importance taken in Brazil (POSCOMP) or abroad. Results are given in a scale from 0 (zero) to 100 (one hundred).

5.1.2 - **Curriculum-Vitae.** This evaluation has weight of 3 in the final grade of the candidate. In this stage, referees look for academic and technical skills in computer science. Evidence of such skills includes publications in indexed venues, research

projects, academic and professional internships. Results are given in a scale from 0 to 100.

5.1.3 - **Work Plan.** This evaluation has weight 2 in the final grade of the candidate. Referees assess the knowledge and motivation of the candidate to carry out advanced academic work in the proposed field of research. Results are given in a scale from 0 to 100.

5.2 - The evaluation of candidates is of qualitative nature, and takes into account the existence of researchers in the department that could potentially advise them in case they are accepted. To be approved, a candidate must obtain a mean grade of at least 70 points in the assessments above.

## **6 - The final result.**

6.1 - The candidate's final grade will be given by the average obtained during the evaluation of the Academic Achievements, Curriculum-Vitae and Work Plan. The minimum average necessary to be approved in the selection process is 70 (Seventy) points. Results will be announced right after the evaluation of each candidate, respecting the order of application and the number of positions in this call.

6.2 - Ties will be broken by the grades obtained in the evaluation of (a) transcript, (b) Curriculum-Vitae and (c) Work Plan, in this order.

6.3 - If a candidate who opted for the quota system withdraw his/her application after being selected, then his/her position will be given to the next candidate self-declared as black, according to his/her rank in the selection process, until November 30th 2018.

6.4 - In the absence of a sufficient number of candidates approved in the quota system, the remaining positions shall be reverted to the unrestricted application system, until November 30th 2018.

6.5 - In the absence of sufficient number of candidates approved in the unrestricted system, the remaining positions shall be used in the quota system.

6.6 - Results will be announced at <http://www.ppgcc.dcc.ufmg.br>, up to five days after the Office of Graduate Affairs approves the result, and the result will be communicated to the-mail address informed by the candidate during the registration of his/her application. Two lists of approved candidates will be provided: those approved in the quota system and those approved in the unrestricted system.

6.7 - Candidates will have 10 (Ten) days - after the announcement of results - to appeal said results. Appeals must be presented to the Collegiate of Graduate Affairs. Candidates will have access to their evaluation during the period of arbitration and settlement, via written request sent to [ppgcc@dcc.ufmg.br](mailto:ppgcc@dcc.ufmg.br). Information shall be disclosed under the terms of the Resolution 13/2010 (November 11<sup>th</sup> 2010) of the University Council.

## **7- Enrollment.**

7.1 - Candidates approved and classified in the selection process described in this Call must enroll in the PhD Program. The enrollment **should be performed on the**

**five days following the announcement of the results. Enrollment is done exclusively on the Internet**, via an electronic form available at <https://sistemas.ufmg.br/cadastroprevio>. This process is managed by the Department of Academic Registry and Control (DRCA), which will be in charge of receiving and archiving the documents sent by the accepted candidates. The complete documentation of the candidate will be sent to DRCA by the Office of Graduate Affairs of the Department of Computer Science **up to three days after the enrollment period**.

7.2 - Candidates that, instead of a Diploma, have applied with a Statement of Good Progress in an Undergraduate Program, must provide, **no later than five days after the announcement of the results**, document that gives proof of conclusion of their undergraduate course. Valid documents are (i) copy of Graduation Diploma **or** (ii) statement from home institution **or** (iii) commencement certificate. Documents stating an expected date of Graduation will not be accepted.

7.3 - If the candidate has concluded his or her undergraduate course abroad, then he or she must provide a translation to Portuguese of the Diploma or Certificate of Conclusion of Undergraduate Program. The translation, which must bear the stamp of a Registered Translator, is necessary for every candidate, unless his or her documents are written in Spanish or Portuguese.

7.4 - Foreign candidates must present to the Office of Graduate Affairs, **until 5 days after the announcement of the results**, the RNE (Registry of Foreigner in Brazil), or valid passport with either a valid permanent Visa or a valid student Visa. Additionally, candidates must present their birth certificate. Eventually the Office of Graduate Affairs may request further documents, to ensure that the candidate bears legal status while residing in Brazil.

7.5 - According to the terms of item 39.II in the General Statute of UFMG: "Each student is entitled to only one Academic Record, which corresponds to only one position in the course in which he or she has been admitted to the university". Therefore, graduate students in the Department of Computer Science cannot be enrolled in other undergraduate or graduate programs offered by Universidade Federal de Minas Gerais. Candidates that do not carry out their registration, or that do not present valid documents within the deadline will be considered decliners. Positions made available due to such withholding will be filled by other classified candidates. In this case, candidates will be called according to the rank defined during the selection process. After the deadline set by DRCA to enroll students, vacant positions will no longer be filled.

7.6 - The enrollment of approved candidates will be performed in the Academic System of the Office of Graduate Affairs, in a period yet to be announced, given the academic calendar of the university.

Belo Horizonte, September 22<sup>th</sup> 2017 - Prof. Jussara Marques de Almeida - Chair of the Graduate Program in Computer Science - ICEX - UFMG.