

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

**Selection for the Master Program 2018 – First Semester**

The chair of the Graduate Program in Computer Science (PPGCC) of the Institute of Hard Sciences of the Universidade Federal de Minas Gerais let it be known that, **between October 9th and November 17th of 2017**, the Department of Computer Science will be receiving applications from candidates to the MASTER Program.

**1 – Preliminary Information**

1. Applications will be performed **exclusively through the Internet**, at <http://ppgcc.dcc.ufmg.br/incricao-online>. Candidates must fill up the registration form, and must submit all the required documents listed in Item 2 of this call.
2. Contact: write to [ppgcc@dcc.ufmg.br](mailto:ppgcc@dcc.ufmg.br), or visit <http://ppgcc.dcc.ufmg.br>.

**2 - Open positions.**

1. The Graduate Program in Computer Science will offer **50 (Fifty)** positions for students who will start their master in the first semester of 2018. 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. 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.
  - a. The e-form contains the following options:
    - i. “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.”
    - ii. “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.**

1. Potential candidates to the master program must fill up the e-form available at <http://ppgcc.dcc.ufmg.br/inscricao-online>. The following documents must be submitted during registration:

- a. Recent digital headshot (JPG/JPEG file, having no more than 300K);
  - b. Diploma of undergraduate program, 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 **until February 18th of 2018**. 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 courses already taken);
  - d. Curriculum-Vitae, which must be filled through an electronic form, available at <http://ppgcc.dcc.ufmg.br/editais>. Candidates should emphasize their intellectual production, such as papers already published, CS-related monographs, indexed technical reports, etc;
  - e. Birth certificate or wedding certificate;
  - f. Certificate of compliance with the military service requirement, for Brazilians only;
  - g. 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>; Individual voting receipts are not accepted.
  - h. National Identification Document;
  - i. CPF (Cadastro de Pessoa Física), for Brazilians only;
  - j. 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;
  - k. Certificate of knowledge of English. Valid certificates include documents issued by English schools, scores in tests such as TOEFL, TOEFL ITP, Cambridge, etc. Documents that provide evidence of participation in exchange programs, or private English lessons are also accepted.
  - l. Optionally, candidates that took POSCOMP (the Brazilian exam of proficiency in Computer Science) may inform their results obtained in the years of 2015, 2016 and/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).
2. Candidates that are selected for the Master Program must present hard copies of all the documents submitted electronically.
  3. **Incomplete or late applications will not be received.**

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.
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.
6. The 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.**

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.**

1. The selection process has only one phase, along which the following assessments are performed on each candidate's application:
  - a. **Academic achievement.** 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).
  - b. **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 (zero) to 100 (one hundred).
  - c. **Work Plan - filled in the application form.** 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 (zero) to 100 (one hundred).
2. The evaluation of candidates is of qualitative and comparative nature. It 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 grade of at least 70 points, considering the weighted average of items (a – Academic Achievements), (b – Curriculum-Vitae) and (c – Work Plan).

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

1. The final grade of the candidate will be the average of the grades obtained during the evaluation of the Academic Formation, Curriculum-Vitae and Work Plan. The minimum average necessary to be approved in the selection process is 70 (Seventy) points. Candidates will be ranked according to their final grades. Results will be either “**Approved and Classified**”, or “**Approved, but not Classified**”, or “**Not Approved**”. Candidates approved and classified will be accepted in the Master Program in decreasing rank order, observed the number of positions made available in this Call.
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.
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.
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.
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. Results will be announced **exclusively on the Internet**, on **December 6<sup>th</sup> of 2017**, at <http://www.ppgcc.dcc.ufmg.br>.
7. Accepted candidates will receive an email from PPGCC ([ppgcc@dcc.ufmg.br](mailto:ppgcc@dcc.ufmg.br)) with all the instructions to confirm acceptance. This e-mail will also explain candidates how to access the electronic system (DRCA), in order to start enrollment. Candidates must answer this email, confirming the intention to join the program no later than **December 18<sup>th</sup> 2016**. Candidates that do not reply on this period of time will no longer be considered prospective students. Open positions will be passed to candidates who have been classified after the 50 first, in order of classification.
8. 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.**

1. Candidates approved and classified in the selection process described in this Call must enroll in the Master Program. The enrollment period goes from **January 15<sup>th</sup> of 2018 to January 19<sup>th</sup> of 2018**. **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. These documents will be sent to DRCA by the Office of Graduate Affairs of the Department of Computer Science **until February 17<sup>th</sup> of 2018**.

2. Candidates that, instead of a Diploma, have applied with a Statement of Good Progress in an Undergraduate Program, must provide, **no later than February 16<sup>th</sup> of 2018**, 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.
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.
4. Foreign candidates must present to the Office of Graduate Affairs, **until February 16<sup>th</sup> of 2018**, 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.
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, master 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 in such way will be filled by other 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.
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 28<sup>th</sup> 2017 - Prof. Jussara Marques de Almeida Gonçalves - Chair of the Graduate Program in Computer Science - ICEx - UFMG.