

Universidade Federal de Minas Gerais
Institute of Biological Sciences
Graduate Program in Biochemistry and Immunology

Selection notice for admission in 2023 - Master and Doctorate degrees - for the broad selection process and self-declared Black candidates

The coordination of the Graduate Program in Biochemistry and Immunology of the Institute of Biological Sciences of the Universidade Federal de Minas Gerais DISCLOSES that, **from 06:00h on December 31st, 2022, until 23:59h on January 19th, 2023**, will be open the applications for the selection of candidates for the **MASTER'S DEGREE and DOCTORATE**.

1. - PRELIMINARY INFORMATION

1.1. – Applications will be made **exclusively by e-mail**, by the Program's website: <http://www.pgbic.icb.ufmg.br>. Candidates must fill in the application form and submit the scanned documents requested in item 3.1 of this Notice. The application form, duly completed, and the documents requested in this Notice must be sent unfailingly by 11:59 pm on January 19, 2023 (Brasilia time).

1.2. - Contacts: e-mail pg-biq@icb.ufmg.br

1.3. - The Coordinating Committee of the Graduate Program may, at its discretion, and to meet the public interests, make changes to this Public Notice, published on the Program's website - <http://www.pgbic.icb.ufmg.br>, on time, employing additional notices or rectifiers. It is the sole responsibility of the candidate to monitor the publication of all acts, public notices, and communications referring to the selection process.

2. - ABOUT THE VACANCIES

2.1 – This Notice rules the selection process for the Master's degree and Doctorate in Biochemistry and Immunology, aiming at the admission of students at two different times: the first and second semesters of the year 2023. Applicants interested in participating in the selection for the first semester of 2023 must register in the selection process according to the schedule outlined in this notice. Applicants interested in participating in the selection process for admission in the second half of 2023 must register for the selection process on dates to be announced in advance, according to the schedule to be published later on the Program's website. Enrollment will remain open for at least 15 days, and the selection process will be ruled by the terms of this Notice, subject to the available vacancies limit. If vacancies offered for the Master's and Doctorate are not filled in the selection referred to in this notice. At the discretion of the Program Committee, a new selection may occur with remaining vacancies on dates announced in advance, according to the schedule announced on the Program's

website. Enrollment will remain open for 15 days, and the selection process will be ruled by the terms of this notice, subject to the limit of vacancies available.

2.2.1. Applicants approved in the selection processes, first and second semesters, will be classified within the quota of vacancies offered.

2.2.2. The distribution of vacancies between the first and second semesters is independent. Therefore, applicants approved and not classified in the first semester who want to participate in the selection for the second semester must register again.

2.2 – MASTER'S DEGREE – First semester: Twelve vacancies for the Master course will be offered for enrollment in the first semester of 2023. In compliance with Resolution No. 02/2017, of April 4, 2017, of the Council for Teaching, Research, and Extension of UFMG, which provides for an Affirmative Action Policy at UFMG, **03** of the 12 vacancies will be reserved for self-declared black candidates in the **first** semester.

2.3 – MASTER'S DEGREE – Second semester: Eight vacancies for the Master course will be offered for enrollment in the second semester of 2023. In compliance with Resolution No. 02/2017, of April 4, 2017, of the Council for Teaching, Research, and Extension of UFMG, which provides for an Affirmative Action Policy at UFMG, **02** of the 08 vacancies will be reserved for self-declared black candidates in the **second** semester.

2.4 – **DOCTORATE**: Twenty-five vacancies for the Doctorate course will be offered in 2023. In compliance with Resolution No. 02/2017, of April 4, 2017, of the Council for Teaching, Research, and Extension of UFMG, which provides for an Affirmative Action Policy at UFMG, **05** of the 25 vacancies will be reserved for self-declared black candidates. At the discretion of the Program Collegiate, if the vacancies in the DOCTORATE selection mentioned in this notice are not filled, selection may occur in May, August, and November 2023, on specific dates announced at least 15 days, according to schedules published on the Program's website. Applications will remain open for at least 15 days, and the selection process will be ruled by the terms of this public notice, subject to the available vacancies limit.

2.4.1 - The areas of concentration of the Master's course are: Biochemistry and Immunology and of the Doctorate are: Biochemistry, Immunology, and Molecular Biology.

2.5 - The Ethnic-Racial Self-Declaration and the option to reserve vacancies must be made at the time of registration, according to the specific application form, available on the Program's website. Applicants must choose one of the modalities: broad competition **OR** reservation of vacancies for blacks, forbidding the applicant to enroll in more than one competition modality foreseen in this public notice. Those opting to participate in the selection process in the modality for self-declared black candidates will compete exclusively for reserved vacancies, except in the case specified in item 6.4 of this public notice.

3 – APPLICATION REQUIREMENTS

3.1 – Applications will be made exclusively by completing the online Application Form on the website (<http://www.pgbiq.icb.ufmg.br>) and submitting the following scanned documents directly on the Program's website, all in PDF format, except for the 3x4 photo, which has to be in JPEG format. Documents must be in order, numbered, and organized as specified below. This must be done during **the registration period specified** in the preamble of this notice.

a) Document 1: Application form duly completed, accompanied by a recent 3x4 photograph in JPEG format;

b) Document 2: Undergraduate degree diploma (front and back of the document in a single file) issued by an official or officially recognized establishment, or document issued by an official or officially recognized establishment, that proves the candidate is in a position to graduate before the academic registration period in the Postgraduate Program, registration is conditioned to proof of degree completion. Graduates in Medicine, Pharmacy, Dentistry, and Veterinary or other courses to which the law applies must observe whether the document has the applicable information on the communication of completion of graduation or incorporation, in compliance with §3 of Art. 75 of Law n° 4.375, of August 17, 1964 (Military Service Law), which determines that those completing these courses that have the Certificate of Exemption from Incorporation must have the same revalidated by the respective military region, with the ratification of the dismissal;

c) Document 3: *Curriculum vitae* summarized according to the model available on the Program website or *Curriculum vitae* registered on the Lattes platform (<http://lattes.cnpq.br/>), updated with **proof documents**. **All proof documents relevant to the curriculum score sheet must be numbered and ordered as described in the curriculum vitae. The document number must be specified in the curriculum vitae.** Candidates must attach the completed curriculum score sheet form, which is available on the program page (<http://www.pgbioquimica.icb.ufmg.br/selecao.php>). Failure to present the proofs will lead to the elimination of the candidate;

d) Document 4: Personal Documents: Proof of being up to date with military service and electoral obligations, in the case Brazilian candidates (copy of Reservist Certificate or other document - documents with an expired validity date cannot be used. As of January 1 of the year in which they turn 46 years of age, applicants will be exempt from presenting the military document, according to articles 170 to 210 of Decree No. 57,654, of January 20, 1966) and a copy of the discharge certificate election to be obtained at <http://www.tse.jus.br/eleitor/certidoes/certidao-de-quitacao-eleitoral> (individual voting slips will not be accepted); copy of the CPF, Identity Card, Birth or Marriage Certificate, and, in the case of being a foreign candidate, the documents required by the specific legislation;

e) Document 5: Two letters of recommendation in the format found on the program website (<http://www.pgbiq.icb.ufmg.br/selecao>), signed by the issuer. The letters must be sent by the issuer to pgbiq@icb.ufmg.br (required). Failure to send both letters of recommendation will result in rejection of application.

f) Document 6: Proof of address;

g) Document 7: Undergraduate and graduate records (if any); the Master's degree will be considered and worth points in the curriculum analysis.

h) Document 8: Proof of proficiency in English: One of the following proofs will be accepted, obtained in the last three years, or within the validity period of the tests with the respective minimum scores.

TEST	Minimum score
CENEX-FALE-UFGM carried out for Area 1: Biological Sciences, Agricultural Sciences, Health Sciences (Faculty of Letters – UFGM)	60
TOEFL ITP (Institutional Testing Program TOEFL)	400
TOEFL iBT (Internet Based Test TOEFL)	50
IELTS (International English Language Testing System)	6,0
University of Cambridge – FCE (First Certificate in English) ou CAE (Cambridge Advanced English)	A, B or C
TEAP	55 Doctorate

i) Document 9: Self-declared black candidates who opt for selection by affirmative action must submit the Ethnic-Racial Self-Declaration Form, following Resolution No. 02/2017 of CEPE/UFGM, available on the Program website. All documents required for this item are on the program page: <http://www.pgbiq.icb.ufmg.br/selecao>.

3.2 – Applicants who do not present proof of proficiency in English at the time of registration may take the written test of the English language. The test will be applied by a Program professor, according to item 5.3.2 of this announcement.

3.2.1 Applicants who presented, at the time of registration, one of the proofs **described in item 3.1 - letter h**, applicants whose native language is English, and applicants who have attended an undergraduate course in English, will be exempt from taking this test.

3.3 – Applicants with disabilities or specific needs must indicate, in the application form, the special conditions necessary for their participation in this examination.

3.4 – After registration, each applicant will be assigned an identification number that will be used to maintain their anonymity during the correction of the written tests.

3.5 – The proof of registration (which is your identification number on the cover page) must be written on the cover page of the tests, question sheet, and answer sheet of the General Knowledge and English Tests.

3.6 – Only application requests that meet the requirements of this notice will be accepted. **To grant the registration, the documents listed in items (a) to (i) must be presented legibly and according to the organization described in item 3.1.**

3.7 – The Graduate Program in Biochemistry and Immunology will not be responsible for the registration of candidates who have not communicated the non-receipt of the message confirming the GRANTING of their registration until **23/01/2023**.

3.8 – UFMG will not be responsible for applications not received for reasons of a technical nature associated with computers, communication failures, congestion of communication lines, and for any other technical reasons that make it impossible to transfer data for consolidation of the application. Applicants are suggested to register in advance and not in the last few days to avoid overloading the system.

3.9 – The Graduate Program in Biochemistry and Immunology informs that technical problems were detected with the e-mail accounts of the yahoo.com and yahoo.com.br domains. It is recommended to indicate an alternative e-mail.

3.10 – The registration approval will be announced on **23/01/2023** on the Program website.

3.11 - The appeal request against the result of the registration approval must be sent up to 02 (two) consecutive days after the date of registration approval disclosure. Requests for appeals must be made in writing, dated and signed by the applicant, and sent via e-mail to the Program (pg-biq@icb.ufmg.br).

3.12 - The information provided in the application form is the sole responsibility of the applicant. The UFMG has the right to exclude applicants from this contest, even if they have been approved in all the tests, regardless of any notice or diligence, the one who provides data that is proven to be untrue, in this case, complete defense is under item 6.6 of this public notice.

4 – THE SELECTION COMMITTEE

4.1 - The Selection Committee will be appointed by the Program and will be composed of at least three professors with permanent accreditation in the Program, who, during the correction of the written tests, will not have access to the identity of the applicants. The nominal list of the Selection Committee will be published, on the Program website, up to 48 hours before the start of the selection process, together with the declaration of the non-existence of impediment and suspicion of each member of the committees due to applicants enrolled in this selection process.

5 - SELECTION PROCESS - MASTER / DOCTORATE

5.1 - The Master's and Doctorate selection tests will be held from **26/01//2023, in-person**, at a place and time to be announced on the Program's website (www.pg.biq@icb.ufmg.br), until **25/01/2023. Corrections will be of coded tests.**

5.2 – Foreign and Brazilian applicants residing abroad or Brazilian applicants residing more than 100 km away may take the written knowledge and English language tests in places defined by the Program Selection Committee, accompanied by a Professor from a Higher Education Institution, provided that the applicant communicates his intention and sends a plausible justification until the last day of registration by e-mail (pgbiq@icb.ufmg.br). It is the applicant's responsibility to indicate the institution closest to their location and the professor who will administer the test. In exceptional cases and with prior approval of the collegiate, the discussion on the curriculum vitae may be carried out on a digital platform, according to a schedule to be informed by the Program (<http://www.pgbiq.icb.ufmg.br>).

5.3– The selection process for the MASTER AND DOCTORATE will consist of:

5.3.1– (a) Knowledge test that may be multiple choice question or open-form or mixed-form, based on the content of Biochemistry, Molecular Biology, and Immunology. A list of topics related to the test syllabus will be available to applicants on the Program website (<http://www.pgbiq.icb.ufmg.br/docs/topicos2017.pdf>). This **test is eliminatory and classificatory**, and the applicants must obtain at least 60% of the distributed points. The test will take place from **26/01/2023**, at a place and time published on the Program website until **25/01/2023**. The applicant who does not put the identification number in the test will be eliminated from the selection process. The result of this stage will be announced on **27/01/2023** on the Program's website. **Only applicants approved in this test (stage) will participate in the next stage.** The Program is not responsible for problems accessing the test site.

5.3.2 – **(b) English writing test, exclusively eliminatory.** This test aims to verify text comprehension in that language, except for electronic dictionaries, the use of a dictionary is allowed. This test will be prepared following Resolution No. 08/2008 of the Council for Teaching, Research, and Extension of UFMG and will be applied on **30/01/2023**, after the

disclosure of the result of the previous stage. Grades from 0 to 100 will be assigned to this test, requiring a score equal to or greater than 60 points for approval. The result of this stage will be disclosed on the Program's website before the next stage takes place. The grade obtained in the English language test will not be included in the calculation of the final average for the applicant's approval, but it is a requirement for admission to the course. **Only applicants who pass this stage will proceed to the next selection stage.**

5.3.3 – (c) **Analysis of the *Curriculum vitae*, elimination, and classification stage**, in which the intellectual production, the development of academic monitoring activities, scientific initiation and supervised internship, relevant teaching or professional activities, awards and degrees, specializations, master's degrees. The curriculum score sheet of this evaluation will be disclosed on the Program's page until the day registrations begin. Applicants must obtain at least 60% of the distributed points in this stage. **The result of this step will be published together with the result of the next stage.**

5.3.4– (d) **Oral presentation and discussion on Curriculum vitae, professional experience, and aspects related to the scientific background and applicant perspectives, elimination, and classification stage.** The score will be calculated according to the specific curriculum score sheet that will be presented until the day of the beginning of registration. **Applicants must obtain at least 60% of the distributed points in this stage. The result of this stage will be published together with the final result.**

5.3.5 – Only applicants approved in the stage provided for in items 5.3.1 and 5.3.2 will be called for the next stages 5.3.3 and 5.3.4.

5.4– The result of steps 5.3.1, 5.3.2, 5.3.3, and 5.3.4 may be appealed, with suspensive effect, without prejudice to the final appeal. The partial and final appeals must be sent to the Program Coordination, through the program's e-mail (pgbiq@icb.ufmg.br).

6 - PRELIMINARY FINAL RESULT

6.1 – The final average of each applicant will be calculated as follows: For the Master, the Biochemistry, Molecular Biology, and Immunology test will be worth 50 points, the analysis of the *Curriculum Vitae* 25 points, and the discussion on the *Curriculum Vitae* 25 points. For Doctorate applicants, the Biochemistry, Molecular Biology, and Immunology test will be worth 40 points, the *Curriculum Vitae* analysis, 30 points, and the discussion on the *Curriculum Vitae*, 30 points. When publishing the final result, applicants for the Master's and Doctorate will be ordered in separate lists for wide competition and self-declared black applicants, by descending order of the final averages calculated, with the indication of the result: **“approved and classified”** or **“approved, but unclassified”** or **“reproved”**. Approved and classified candidates will be admitted to the Master's and Doctorate, in descending order of the final average calculated up to, at most, the number of vacancies available in this notice. In the event of a tie in the final average, it will be used as a

tiebreaker, at both levels, and in the order: the grades obtained in a) Biochemistry, Molecular Biology, and Immunology test, b) *Curriculum vitae* analysis, c) oldest applicant.

6.2 – In case of withdrawal of a self-declared black applicant approved in a reserved vacancy, the vacancy will be filled by self-declared black applicants approved and classified in descending order of final grade.

6.3 – If there are no self-declared black applicants approved in a sufficient number to fill the reserved vacancies, the remaining vacancies will revert to the applicants approved in a broad competition, being filled in descending order of final grade.

6.4 – If there are not enough approved candidates to fill the vacancies in broad competition, the remaining vacancies will revert to approved self-declared black candidates, being filled in descending order of final grade.

6.5 – The final results, with the grades of each item evaluated, will be published on **07/02/2023**, on the Program website <http://www.pgbiq.icb.ufmg.br>.

6.6 – According to the General Regulations of the University and Resolution n° 13/2010, of November 11, 2010, of the University Council of UFMG, the deadline for requesting appeals to the Collegiate against the result of the selection process is ten consecutive days from the publication of the final result. During the appeal period, applicants will have access to their assessments. Appeals must be sent by email (pg-biq@icb.ufmg.br). If there is a change in the overall classification of candidates due to the disposition of the request, there will be reclassification, and the rectified classification will be considered valid.

7 - ENROLLMENT

7.1 - The applicants approved and classified in the selection process referred to in this notice, must enroll **exclusively via the internet, from 07/02/2023 to 16/02/2023**, after receipt of an e-mail from the program informing step by step, for filling out the Prior Registration Form available on the website <https://sistemas.ufmg.br/cadastroprevio>. The Academic Registration and Control Department (DRCA) will take steps to carry out the Academic Registration after receiving the complete documentation of the selected applicants, in the required form (legible copies and without erasures) and the completion of the Prior Registration Form by the qualified applicant. The complete documentation of those selected will be sent by the Program Secretariat to the DRCA by **17/02/2023**.

7.2 – The applicant who presented, during the registration period, a document proving that he is in a position to conclude the undergraduate course before the period for academic registration in the postgraduate course, must send it to the Program, via e-mail pg-biq@icb.ufmg.br, by **16/02/2023**, a document proving completion of the undergraduate course (copy of the undergraduate diploma, issued by an official or officially recognized establishment or declaration of completion of the course containing the date of graduation).

Statements with a forecast of completion or graduation will not be accepted, as well as certificates or statements issued more than three years ago.

7.3 – In the case of an undergraduate course completed abroad, a copy of the undergraduate course diploma must be presented with an apostille in the case of a signatory country of the Haia Convention or with a consular authentication seal, under current legislation and a sworn translation into Portuguese of the graduation course diploma, except for those issued in English, Spanish and French. The translation must be done by a public translator residing in Brazil.

7.4 - Foreign applicants must present to the Secretariat of the Program, by **16/02/2023**, the National Foreigner Registry (RNE), National Migratory Registry (RNM), or Registration Certificate issued by the Federal Police and a passport with a valid entry visa in Brazil, document proving affiliation and other documents to be informed by the Program Secretariat. Details about these documents are available on the website <https://goo.gl/EHUQTt>, in the topic “Documentation”.

7.5 - Simultaneous registration in more than one undergraduate or graduate course or at both levels is forbidden, following the provisions of art. 39, § 2 of the General Regulations of UFMG, “each student will be entitled to a single academic record, corresponding to a single vacancy in the course in which he was admitted to UFMG”.

7.6 The qualified candidate who does not complete the Prior Registration on the date set for carrying out this procedure or who does not submit any of the documents requested in this Notice will automatically lose the right to the vacancy and will be considered formally withdrawn. The vacancy resulting from these situations will be filled by calling other approved candidates, strictly observing the order of classification according to the descending order of points obtained in the selection process until the deadline for sending the documentation to the DRCA.

7.7 – Enrollment of approved and classified candidates will be carried out in the Postgraduate Academic System, following the guidelines of the Program Secretariat, on a date to be announced, according to the University's academic calendar.

7.8– Admission to the Masters and Doctorate does not automatically imply the granting of a scholarship.

7.9– The Program's lines of research are on the website: <http://www.pgbiq.icb.ufmg.br>.

Belo Horizonte, December 26, 2022.

Dr. Leda Quercia Vieira

Coordinator of the Postgraduate program in Biochemistry and Immunology

