

EDICT 001/2021

Selection Process for admission in the Postgraduate Program in Operational Research (PPG-PO)

2nd Semester 2021

The Postgraduate Program in Operational Research (PPG-PO), an association of the Federal University of São Paulo (UNIFESP) with the Technological Institute of Aeronautics (ITA) makes public the opening of applications and rules for the Selection Process for admission to the course of Master's and Doctorate in Operational Research offered at the São José dos Campos (Brazil) campus of UNIFESP and ITA, starting in the second semester of 2021. The Selection Process will be conducted according to appropriate procedures by the Commission for Postgraduate Education in Operational Research (CEPG-PO), respecting the general rules in force in the Internal Regulations for Graduate Studies and Research of UNIFESP and ITA.

TIMETABLE

16/Mar to 30/Apr	Application period
20/May to 24/May	Online examination (inspired on GMAT questions)
25/May to 05/Jun	Phase I: Analysis of the documentation submitted by the candidate
14/Jun	Result of Phase I
15/Jun to 20/Jun	Period to appeal for the results of Phase I
15/Jun to 23/Jun	Phase II: Interview the candidates selected in Phase I with emphasis on the research project and English or Portuguese proficiency
24/Jun	Publication of the list of successful application for the Master's, Doctorate and Special Student places
25/Jun to 30/Jun	Period to appeal for the results of Phase II
01/Jul to 02/Jul	First registration to PPG-PO of the successful candidates to the Master's, Doctorate and Special Student places
From August	Classes kick off

1. DEFINITIONS

- 1.1. **Operational Research Graduate Program (PPG-PO)** is a *stricto sensu* graduate teaching program, at the master's and doctoral level, in which both theoretical and applied research stand out.
- 1.2. **Regular Student** is a full-time student with a formal registration to the PPG-PO. You must comply with the terms and conditions of this notice and the rules and regulations of both Institution: UNIFESP and ITA.
- 1.3. **Special Student** is a part-time student who wishes to attend the PPG-PO classes on a part-time basis due to employment or other factors that prevent her/his full dedication to the program. The special student will not have a formal relationship with the PPG-PO, but he can sum up the credits obtained by taking modules.

2. GENERAL INFORMATION

- 2.1. The PPG-PO Masters and Doctorate courses are aimed at holders of undergraduate degrees, awarded by a Higher Education Institution (IES) recognized by the Ministry of Education (MEC) in Brazil.
 - 2.1.1. In the event that the Higher Education Institution (IES) has not issued the undergraduate diploma to which the candidate is entitled, at the time of the first registration, an IES declaration indicating the date of completion of the undergraduate course and the placement of students will be accepted
 - 2.1.2. It is the responsibility of diploma holders not granted by IES recognized by MEC to pay attention to the deadlines and rules in force for recognition of the diploma.
- 2.2. The Masters and Doctorate courses work full-time, therefore, it is necessary to dedicate the regular students to the PPG-PO in order to fulfill its credits.
- 2.3. The Special Student will be entitled to the declaration of approval in the discipline, which will be issued by the PPG-PO.
- 2.4. The Special Student is allowed to apply for a Regular Student status during the Master and Doctorate Selection Process (defined in the PPG-PO Calendar), whether the supervisor of the special student recommends CEPG-PO to accept the student as a regular one, and the student has fulfilled the credit requirements in 5-credit subjects, with a historical records greater than 1.4. The application must be made by the special student, in a particular period of the calendar defined by the CEPG-PO.
 - 2.4.1. At the first registration, the Special Student may sum up to 20 credits for Master's and up to 35 credits for Doctorate, within a maximum period of 4 (four) years after the conclusion of the discipline.
- 2.5. The Selection Process will be conducted by the Selection Committee of the Postgraduate Program in Operational Research (PPG-PO).

3. PLACES

- 3.1. A maximum of 6 places at the master's level, 8 places at the doctoral level and 10 places for special students will be offered, not being mandatory to fill them all.
 - 3.1.1. Among the places, 2 master's and 1 doctorate are reserved, respectively for people with black African heritage, Indigenous peoples of the Americas heritage or disabilities.
 - 3.1.2. In the event that there is insufficient approval of candidates to fill the reserved places, the remaining places will be reverted to wide competition.

4. THE APPLICATION

- 4.1. The application form must be submitted from 12:01 AM on 16th March 2021 to 11:59 PM on 30th April 2021.
- 4.2. The application will be made through during the above period, through the online form available on <https://forms.gle/cAtiMmhQdin3kqdD9>
 - 4.2.1. International students are allowed to apply in a specific form in English, available on <https://forms.gle/uKRR4CqcK4K83LhT8>
- 4.3. Required documentation for the application:
 - 4.3.1. A filled and submitted online application form containing a digital copy (.pdf file format, limited to 10MB) of the following documents:
 - a) 1-page cover letter;
 - b) Academic CV;
 - c) 3-page preliminary research project
 - d) 1-page self declaration letter stating that you have black African heritage, Indigenous peoples of the Americas heritage and/or disabilities (optional)
 - e) Complete undergraduate historical records

f) Complete postgraduate historical records (optional)

4.3.2. Two recommendation letters from academics, preferably from the area of Operations Research or related area.

4.3.2.1. The recommendation letters must be filled out using a specific form, available at <https://www.unifesp.br/campus/sjc/selecao-ppgpo/mestre.html>, directly by the candidate's referees and using his institutional email until 11:59 PM on 30th April 2021.

4.4. To apply for places reserved for people with black African heritage, Indigenous peoples of the Americas heritage or disabilities, the candidate must attach a self-declaration letter to the application form.

4.5. The application is free of charge.

5. THE SELECTION PROCESS

5.1. The Selection Process will consist of two phases: Phase I - Evaluation of the candidates' documentation and online test with questions inspired on the GMAT (Graduate Management Admission Test); Phase II - Interview with emphasis on the candidate's academic records and research project.

5.2. Phase I of this Selection Process is eliminatory one, and will consist of the analysis of the complete academic record (including failures), curriculum vitae, research project, online test, letters of recommendation and the cover letter of each candidate with reviews from the academic staff of the PPG-PO. The online test will be for qualifying purposes only, not eliminatory. The final evaluation will be carried out by the PPG-PO Selection Committee.

5.2.1. The candidate is responsible for the technical conditions and suitable infrastructure for taking the online test, and no new application is allowed after the beginning of the same.

5.2.2. The test will have a maximum duration of 30 minutes and will be applied online through Google Forms. Internet, calculators, and other teaching materials are not allowed during the test.

5.3. Phase II of the Selection Process will be aimed at candidates qualified in Phase I.

5.3.1. Phase II of this Selection Process is for candidates for the Master, Doctorate and Special Student, has an eliminatory and classificatory characteristics, and will consist of interviews with the candidates regarding the documentation presented in Phase I with emphasis on the candidate's research project.

5.3.2. Phase II will be conducted by the Selection Committee that will schedule the interviews with the candidates (in person or via videoconference). Not to attend the interview will result in the elimination of the candidate.

5.4. At the end of Phases I and II, only the list of approved candidates will be released at <https://www.unifesp.br/campus/sjc/ppgpo.html>, respectively, for the next phase or in the selection process. The times and days of the interviews will also be posted on the same page.

5.5. The Selection Committee may request to the candidate, a proof of some or total of the items present on her/his Academic CV, being disqualified from the Selection Process whoever does not present the requested proof (s).

6. INTERNATIONAL CANDIDATES

6.1. International candidates to PPG-PO must meet the following requirements:

6.1.1. To prove an undergraduate course, at the time of the application to this selection process.

6.1.2. To have an undergraduate diploma accepted by the selection process committee, on the occasion of her/his application as a Special Student.

6.1.3. To have an undergraduate diploma recognized by some Higher Education Institution (IES) recognized by the Ministry of Education (MEC) in Brazil, according to the current rules, at the time of granting and homologating Master's or Doctorate degrees.

6.1.4. To demonstrate proficiency in Portuguese or English during Phase II of this selection process, throughout interviews with candidates.

6.2. Letters of recommendation and academic records for this selection process are free-form and may be written in English, Spanish or Portuguese.

7. FINAL CLASSIFICATION AND SCORES

7.1. In Phase I, a score from 1 (one) to 5 (five) will be attributed to the candidate, with an approximation to the first decimal.

7.1.1. Each academic staff involved in this selection process will assign a score from 1 (one) to 5 (five) for each assessment item in Phase I, being 1 - insufficient; 2 - regular; 3 - good; 4 - very good; 5 - excellent. The items letter of recommendation and cover letter have a weight of 1 in the final score, the other items have a weight of 2.

7.1.2. Candidates with a final grade greater than 3.0 will be classified for Phase II.

7.2. In Phase II, an average score from 1 (one) to 10 (ten) will be attributed to the candidate, with an approximation to the first decimal.

7.3. The successful candidates will be ranked in descending order based on the average of the final scores of Phase I and II of the Selection Process.

7.4. The top-ranked candidate among those with the same grade will be the one with the highest score in the first of the following criteria: the amount of compulsory modules taken at PPG-PO - Unifesp/ITA with grade 'A'; the amount of elective modules taken at PPG-PO - Unifesp/ITA with grade 'A'; the amount of compulsory modules taken at PPG-PO - Unifesp/ITA with grade 'B'; and the amount of elective modules taken at PPG-PO - Unifesp/ITA with grade 'B'.

7.4.1. If there remains a tie of candidates, the preference is going to be given to whom applied first.

7.5. The candidate who obtains a score less than or equal to 3.0 (three) in Phase I or a score less than or equal to 6.0 (six) in Phase II will be eliminated from the Selection Process.

7.6. The final classification of the candidates will be announced on 24th June 2021, through publication on the website: <http://www.ppg.unifesp.br/po> and in the Postgraduate office of ICT-UNIFESP and ITA.

7.7. This will be eliminating of this selection process the candidate that:

7.7.1. Make a false statement, declaration or present false documents, at any stage of this selection process

7.7.2. Make a No-show for the Phase II interview on the date scheduled by the selection committee.

8. APPEALS

8.1. The appeals must be sent to the selection committee through the email ppgpo@unifesp.br from 15th of June to 20th of June and 15th of June to 30th of June, respectively, for Phases 1 and 2 of the selection process.

8.2. This will be up to the selection committee to analyse appeals.

9. PERIOD

9.1. The Selection Process available to this Edict will be valid until the date of publication of the next edict for the selection of regular students at the PPG-PO.

9.2. The final results of this Selection Process are valid only for registration in the Postgraduate Program in Operational Research in the 2nd semester of 2021.

10. REGISTRATION

10.1. Candidates selected in the selection process must register themselves at the Postgraduate office of Unifesp and at the Postgraduate Office of ITA..

Unifesp – Av. Cesare Mansueto Giulio Lattes,1201, Eugênio de Melo, São José dos Campos - SP.
Tel.: (12) 3924 9500 (ramal 9531)

ITA – First floor, building of the Fundamental Sciences Division, F1-102 room.
Tel.: (12) 3305-8547

10.2. The registration must be made from July 2021 in a period to be defined by the PPG-PO and informed to the approved candidates.

10.3. No registration in the defined period will result in the desistancy for the place which the candidate has been selected.

10.4. The Special Student must have a supervisor (an academic staff accredited at PPG-PO) at the time of registration, who will indicate the modules in which he/she can enroll for, and accompany his/her research work.

10.5. Candidates for a doctorate must deliver, at the time of registration, a certificate of proficiency in English (TOEIC, TOEFL, IELTS or FCE), according to the minimum requirements required to take English language exams defined in the PPG-PO. Candidates for a master's degree have until the end of the second semester after the first registration to PPG-PO to present a certificate of proficiency in English or pass the internal exam of the English-language applied by the PPG-PO.

11. STUDENTSHIPS

11.1. The successful application in this selection process does not imply any sort of studentships to the selected candidates.

12. FINAL REMARKS

12.1. Omissions and cases not provided for in this Edict will be resolved by the Selection Committee.

12.2. The application to this selection process implies that the candidate is aware of and in accordance with the contents of this Edict, as well as the PPG-PO Rules and the rules established in the Unifesp Postgraduate and Research Rules (available at <http://www.ppg.unifesp.br/po>) and in the ITA's Postgraduate and Research Rules.

12.3. It is under the candidate's responsibility to monitor the publication of all communications related to this selection process published on the PPG-PO page (<http://www.ppg.unifesp.br/po>), including dates and times of interviews, corrections in the notice or eventual requisitions.

São José dos Campos, 21th March 2021

E-mail: ppgpo@unifesp.br