

**FEDERAL UNIVERSITY OF RIO DE JANEIRO - UFRJ
ALBERTO LUIZ COIMBRA INSTITUTE
FOR GRADUATE STUDIES AND RESEARCH IN ENGINEERING**

**PEC/COPPE/UFRJ n° 473/2017:
SELECTIVE PROCESS OF CANDIDATES FOR APPLICATION TO THE
ACADEMIC MASTER'S DEGREE AND DOCTORAL DEGREE COURSES
OF THE CIVIL ENGINEERING PROGRAM OF COPPE/UFRJ FOR THE
ACADEMIC YEAR 2018**

**Warning: this is a simple translated version of the
Notice. In case of divergence, the original one, in
Portuguese, should be used.**

1. PREAMBLE

1.1. The Coordinator of the Civil Engineering Program (PEC, Portuguese acronym) of the Alberto Luiz Coimbra Institute for Graduate Studies and Research in Engineering, also known as Coordination of Graduate Studies and Research in Engineering (COPPE, Portuguese acronym), of the Federal University of Rio de Janeiro (UFRJ), in exercise of his powers, foreseen in article 7 of the Regulation of Graduation Courses of COPPE/UFRJ, and considering article 12, paragraph I, of the Regulation of the Committees for *Stricto Sensu* Graduate Studies and Research and the Deliberative Committees of Graduate Programs of UFRJ (Appendix to CEPG Resolution N° 3, from December 11, 2009), makes it public to whom are interested in the selection process for the Academic Master's Degree and Doctoral Degree Courses that apply to fill the vacancies for the academic year 2016 is already available.

1.2. This Notice is governed by the relevant university legislation, notably Resolutions of the National Council of Education/ Council of Higher Education (CNE/CES, Portuguese acronym), of the Ministry of Education (MEC, Portuguese acronym), General Regulations of *Stricto Sensu* Graduation of UFRJ, Resolutions of the Teaching Council for Undergraduates (CEPG, Portuguese acronym) of UFRJ, Regulations of the Committee of Graduate Studies and Research (CPGP, Portuguese acronym) of COPPE/UFRJ, rules and guidelines from PEC, as well as norms from the Coordination for the Improvement of Higher Education (CAPES, Portuguese acronym) and the National Scientific and Technological Development Board (CNPq, Portuguese acronym), for international agreements on educational cooperation, of which Brazil is a signatory.

1.3. Foreign candidates who wish to apply for the selection process of the Academic Master's Degree and Doctoral Degree Courses of PEC, and require scholarship through the Students Program – Graduation Agreement (PEC-PG, Portuguese acronym), or Covenant with TWAS ("THE WORLD ACADEMY OF SCIENCES for the advancement of science in developing countries"), as well as other International Cooperation Agreements or Programs offered by development agencies, should observe the norms and notices of CAPES or CNPq, available on the web in the following addresses: <http://www.capes.gov.br> and <http://www.cnpq.br/>, or, even, in the respective funding agency.

1.4. The present Notice was approved by The Board of PEC on August 16, 2017 and it was ratified by COPPE's Committee of Graduate Studies and Research (CPGP) on August 29, 2017.

1.5. Information on Civil Engineering Program (PEC) and its Academic Master's Degree and Doctoral Degree Courses can be obtained through the Program's web page, or at the Department, on the address and timetable specified in the Appendix of the present Notice

2. ABOUT THE VACANCIES

2.1. The number of vacancies offered by research area, for the Course of Academic Master's Degree of PEC is defined in the table below:

PEC's Research Area	Number of Vacancies
Structures and Materials	15
Oil and Gas (see 2.1.1)	22
Computational Mechanics	6
Computational Systems	6
Geotechnics	25
Water Resources and Environmental Studies (see 2.1.2)	13

Note: Admission to PEC Academic Master's Degree Course will only occur in the first academic period of 2018.

2.1.1 The number of vacancies offered for the Oil and Gas research area is divided by research lines according to the table below:

Research Lines on Oil and Gas	Number of Vacancies
Offshore Structures and Systems Structural Integrity applied to the Oil and Gas Industry Concretes and Refractories for the Oil Industry	14
Petroleum Systems Radar Remote Sensing with focus in the Oil Industry Migration and Imaging in Oil and Gas Geophysics	8
TOTAL	22

2.1.2 The number of vacancies offered for the Water Resources and Environment research area is divided by research lines according to the table below:

Research Lines on Water Resources and Environmental Studies	Number of Vacancies
Water Resources and Environmental Management Modeling in Water Resources and Environment Hydro-Environmental Monitoring	08
Atmospheric Sciences in Engineering Environmental Geotechnics Environmental Acoustics Sustainable Materials Environmental Modeling oriented to the Petroleum, Gas, and Energy Industry	05
TOTAL	13

2.2. The number of vacancies by research area for the Doctoral Program at PEC and for the three academic quarters of 2018 is defined in the table below:

PEC's Research Areas	Number of Vacancies		
	1 st /2018	2 nd /2018	3 rd /2018
Structures and Materials	15	10	5
Oil and Gas			
Computational Mechanics			
Computational Systems			
Geotechnics			
Water Resources and Environmental Studies			

2.3. In addition to the vacancies mentioned in the tables above, PEC may, at its discretion, accept foreign applicants through the Student Program- Graduation Agreement (PEC-PG) from CAPES/CNPq, as well as other international educational cooperation agreements, the number of vacancies being limited to 5 (five) for the Academic Master's Degree Course and 5 (five) for the Doctoral Degree Course for the academic year 2018. Foreign applicants should meet the specific rules of CAPES, or CNPq, or the international agreement to which they are linked, in addition to the rules set out in this Notice.

2.4. The admission of students to the vacancies of the Doctoral Degree Course in each area of focus is conditioned to the advising capacity of the Civil Engineering Program (PEC), as provided in the General Regulation of *Stricto Sensu* Graduation studies of UFRJ (Appendix to Resolution CEPG N° 1, from December 1st, 2006), and to the number of vacancies defined in paragraph 2.2 of this Notice.

2.5. The Program Board can decide to increase, decrease or reallocate the vacancies offered in paragraphs 2.1 to 2.3 of this Notice, for the use of applicants deemed suitable, as foreseen in article 12, paragraphs III and IV, of the Regulation of the Committees for *Stricto Sensu* Graduate Studies and Research and the Deliberative Committees of Graduate Programs of UFRJ (Appendix to CEPG Resolution N° 3, from December 11, 2009).

3. ABOUT THE APPLICATION TO THE SELECTION PROCESS

3.1. To apply to the selection process of PEC Academic Master's Degree Course, in the academic year 2018, candidates must:

- (a) Have a Degree, legally registered, in Engineering or fields related to PEC fields of concentration defined in the Appendix of this Notice
- (b) Be an Undergraduate student who will complete, during the current academic year, the Engineering Course or fields related to PEC fields of concentration.

- (c) Former COPPE/UFRJ student, not having finished his Master Course and meeting the deadline requirements under the regulation of Graduation Courses of COPPE/UFRJ.
- (d) Have a Degree in Engineering or fields related to PEC fields of concentration issued by a foreign institution.

3.2. To apply to the selection process of PEC Doctoral Degree Course, in the academic year 2018, candidates must:

- (a) Have an Academic or Professional Master's Degree, legally registered, in Engineering or fields related to PEC fields of concentration, acknowledged by CAPES/MEC.
- (b) Have a Degree and complete until the academic period of admission at COPPE, the Course of Master in Engineering, or fields related to PEC fields of concentration, acknowledged by CAPES/MEC
- (c) Former COPPE/UFRJ student, not having finished his Doctoral Degree Course and meeting the deadline requirements under the Regulation of Graduation Courses of COPPE/UFRJ.
- (d) Have a Master's Degree in Engineering or fields related to PEC fields of concentration issued by a foreign institution.

3.3. Applications should only be made online, on <http://www.coc.ufrj.br> web page, where the application form and filling instructions can be found.

3.4. Former COPPE/UFRJ students, who for any reason have been dismissed from the same academic program for which they are applying, will be considered candidates for re-enrollment in the course. The candidates must inform the condition of former COPPE/UFRJ student in the application form.

3.5. After the online application is completed, the candidate should save a pdf file with the application code and form, which must be printed and presented, together with the ID or passport, if foreigner, whenever requested by PEC.

3.6. PEC is not responsible for any error, loss or delay in the submission of the Application Form or of the general and academic documents over the Internet due to technical problems of Information Technology, communication failures, congestion of communication lines, or other factors that prevent data transfer. It is the applicant's responsibility to check with the PEC's Technical Support if the Application Form and other documents submitted online were properly received within the deadline established in the time schedule provided in the Appendix of this public call.

3.7. Candidates who do not fill the required fields, or supply incomplete or incorrect information in the Application Form, and/or send the Application Form after the deadline established in the time schedule provided in the Appendix of this Notice, will not be considered in the selection process. Candidates who do not properly upload any of the files to be attached to the Application Form, as specified on Chapters 4, 5, and 6 of this Notice, will not be considered in the selection process as well.

4. ABOUT THE GENERAL DOCUMENTS REQUIRED TO APPLY FOR THE SELECTION PROCESS – ACADEMIC MASTER AND DOCTORATE:

When applying online to the selection process, the candidate to PEC Academic Master or Doctorate, when filling the Application Form, should attach a "pdf" ("portable document format") file of each of the documents listed below:

4.1. Digital copy, front and back, of ID and Individual Taxpayer Enrolment (CPF), or,

if foreigner, of Passport. PEC will not accept National Driver's License (CNH), class council cards or others as identification of the candidate.

4.2. Digital copy, front and back of Voter's registration, except when Foreigner or over 65 (sixty-five) years old.

4.3. Digital copy, front and back of the Reservist Certificate or Certificate of Exemption from Military Service, for Brazilian males.

4.4. Curriculum Lattes of the applicant, in "pdf" file, which can be filled in CNPq web page, through Lattes Platform, at address: <http://lattes.cnpq.br>. Foreign applicants will fill the fields relating the passport data in the identification module of the Curriculum Lattes.

4.5. Dated and signed Letter of Intent, addressed to PEC's Coordinator, requesting application in the selection process and explaining the reasons that motivate the candidate to pursue an Academic Degree of Master's of Science or Doctoral of Science at PEC.

4.5.1 In the Letter of Intent, the candidate should indicate the desired research area and research line. PEC's research areas and their respective research lines can be found on the program website (www.coc.ufrj.br).

4.5.2 Applicants for re-admission must inform date and reasons of abandonment of the previous course in the Letter of Intent. Applicants for re-admission must send a digital copy of the Academic Transcript of the incomplete course.

4.6. Applicants who has employment or statutory contract must submit a digital copy of a letter from the organization where they work, on letterhead, issued by the Director or Head of the Human Resources Department, authorizing the applicants' absence from the place and working time, to dedicate to the classes, studies and researches of PEC Academic Master's Degree and Doctoral Degree Courses he is applying to, and specifying the number of hours per week that will be made available for that purpose.

4.7. At the end of the form, the candidate must agree with the terms of the Declaration of Accuracy of the data provided.

5. ABOUT THE ACADEMIC DOCUMENTS REQUIRED TO APPLY TO THE MASTER'S DEGREE COURSE

In addition to the general documents described in chapter 4 of this Notice, applicants for PEC Academic Master's Degree Course, must attach a "pdf" ("portable document format") file of each of the academic documents listed below:

5.1. Digital copy, front and back of the Degree, legally registered, in Engineering or fields related to PEC fields of concentration.

5.2. Digital copy of the Academic Transcript of the Undergraduate Course, with date of conclusion.

5.2.1 The cumulative GPA has to be presented in the Academic Transcript or in other official document provided by the candidate.

5.3. A digital copy of the English Proficiency Certificate.

5.4. The applicant from a Brazilian Higher Education Institute (IES, Portuguese acronym) whose Degree has not yet been issued at the moment of applying for the selection process may apply, if he presents a digital copy of the Certificate of Conclusion of the Undergraduate Course, as well as a copy of the Academic Transcript of the Undergraduate Course.

5.5. The applicant who is concluding the Undergraduate Course in Engineering or related fields to PEC fields of concentration, in a Brazilian IES, with conclusion scheduled in the second academic semester of 2016, must submit a digital copy of an IES declaration, stating that he is enrolled in the last semester of the course indicating the probable date of Undergraduate conclusion, as well as copy of the Academic Transcript of the Undergraduate Course, including the records of the semesters already approved.

5.6. The applicant who presents academic documents issued by a foreign institution, which are not written in English, French or Spanish, must attach, in addition to the digital copy of the original document, the documents translated into one of those languages or the Portuguese.

6. ABOUT THE ACADEMIC DOCUMENTS REQUIRED TO APPLY TO THE DOCTORAL DEGREE COURSE

In addition to the Application Form and the documents described in chapter 4 of this Notice, applicants to PEC Doctoral Degree Course, must submit, at the moment of the application, a "pdf" ("portable document format") file of each of the academic documents listed below:

6.1. Digital copy, front and back of the Degree, legally registered, in Engineering or fields related to PEC fields of concentration.

6.2. Digital copy, front and back of the Master's Degree, legally registered, in Engineering or fields related to PEC fields of concentration.

6.3. Digital copy of the Academic Transcripts of the Undergraduation and Master Courses.

6.3.1 The cumulative GPA must be presented in the Academic Transcript or in other document provided by the candidate.

6.4. Digital copy of the Certificates of Proficiency in a Foreign Language, if available.

6.5. Research Proposal for the Doctoral Degree, according to model available on the PEC website, in which the candidate must indicate between 4 and 6 courses to be taken.

6.5.1 The candidate should choose an advisor. The list of options takes into account the availability of each Professor. The candidate should care about the research areas of the chosen advisor. In order to write the work plan, we encourage the candidate to talk to the chosen advisor.

6.5.2 The work plan should be written by the candidate and it will be considered an attempt. If the candidate is approved, the work plan and chosen courses can be modified by the advisor.

6.6. Applicants whose Master's Degree has not yet been issued by Higher Education Institution (IES) at the moment of applying for the selection process, may submit a digital copy of the Minutes of the Dissertation Defense.

6.7. Applicants who are concluding the Master's Degree in Engineering Course, or fields related to PEC fields of concentration, acknowledged by CAPES/MEC, must submit a declaration from the IES, indicating the date foreseen for the dissertation defense.

6.8. The applicant who presents academic documents issued by a foreign institution, which are not written in English, French or Spanish, must attach, in addition to the digital

copy of the original document, the documents translated into one of those languages or the Portuguese.

7. ABOUT THE SELECTION PROCESS

7.1. The stages of the selection process comprise:

- (a) Online application;
- (b) Evaluation of General and Academic Documents;
- (c) Disclosure of the Result of the Evaluation stage;
- (d) Request for Reconsideration;
- (e) Disclosure of the Result of the Reconsideration
- (f) Second stage of the selection;
- (g) Disclosure of the Result of the Selection Stage;
- (h) Request for Reconsideration
- (i) Disclosure of the result of reconsideration
- (j) Ratification of the Results by the Board of PEC;
- (k) Confirmation of interest by selected applicants;
- (l) Disclosure of reclassifications;
- (m) Confirmation of interest by reclassified applicants;

7.2. The time schedules and assessment and selection criteria of the selection process for PEC academic Master's Degree and Doctoral Degree Courses are included in the Appendix of this Notice.

7.3. The applicant evaluation will be conducted through the analysis of the General and academic documents, according to the criteria defined in the Appendix of this Notice.

7.4. In the evaluation stage, applicants will be classified as fit or unfit to proceed to the selection stage, based on a minimum score established by the criteria defined in the Appendix of this Notice. Applicants may be considered fit and not be selected due to the number of vacancies and advising capacity of the Civil Engineering Program (PEC).

7.4.1 Applicants who submit application form or documents with erasures or incomplete or incorrect information, will be classified as unfit, as specified on item 3.8 of this Notice.

7.4.2 The Undergraduate Degree issued by a foreign institution, which has not been previously revalidated, according to CNE/CES Resolution nº 08, from October 04, 2007, will be considered by the PEC Selection Committee, according to CPGP/COPPE Resolution nº 02, from July 07, 2009.

7.4.3 Master Degree issued by a foreign institution, which has not been previously acknowledged by IES in Brazil will be considered by the PEC Selection Committee according to the provisions of CPGP/COPPE Resolution nº 02, from June 12, 2012.

7.5. In the first stage of selection, the board considers that candidates with score greater than 7 fit for the Academic Master's or Doctoral's Degree Course.

7.6. The applicants that fit for the Academic Master's Degree Course will be classified by the descending order of the overall score obtained by the applicants in the evaluation stage to fill all the vacancies offered by PEC.

7.7. In the second stage, the work plans of the candidates that fit for Doctoral Degree Course will be evaluated. After that, the applicants will be classified by the descending

order of the overall score obtained by the applicants in the assessment stage, as well as by the advising capacity of the Civil Engineering Program (PEC) and the vacancies offered by PEC.

7.8. The Selection Committee provides the final decision with respect to the application of the evaluation and selection criteria defined in this Notice and its Appendix.

8. ABOUT THE RESULTS AND THE CLASSIFICATION

8.1. The result of the assessment stage will be presented as a table containing the list of applicants ordered by application code, the respective scores and the classification as fit or unfit.

8.2. The result of the selection stage will be presented as a table containing the nominal list of selected applicants by alphabetical order, according to the provisions of this notice and its Appendix.

8.3. The results will be available on the PEC Academic Department and disclosed on the Program's web page.

8.4. Selected applicants must confirm their interest in enrolling in PEC Academic Master's Degree or Doctoral Degree Course, through a Request as prescribed in paragraph 12.6, by the deadline established in the time schedule set out in the Appendix of this Notice.

8.5. Selected applicants who do not confirm their interest in enrolling in PEC Academic Master's Degree or Doctoral Degree Course will lose the right to the opening which will be then available for applicants deemed fit but not classified, according to the provisions of this notice and its Appendix.

9. ABOUT THE RECLASSIFICATION

9.1. In case of existence of remaining vacancies, the Selection Committee may reclassify fit applicants, as provided in paragraphs 7.5 and 7.6, to fill all the vacancies offered on paragraphs 2.1 to 2.3 of this Notice. The reclassifications will be disclosed according to calendar provided in the Appendix of this Notice.

9.2. The result of the reclassification will be available on the PEC Academic Department and disclosed on the Program's web page according to calendar provided in the Appendix of this Notice.

9.3. Reclassified candidates that are selected must confirm their interest in enrollment in the Academic Master's or Doctoral Degree Courses

9.4. Selected applicants who do not confirm their interest in enrolling in PEC Academic Master's Degree or Doctoral Degree Course will lose the right to the vacancy which will be then available for candidates deemed fit, to fill all the vacancies offered in this Notice, considering the advising capacity of Civil Engineering Program (PEC) and the deadline for enrollment provided in COPPE academic calendar for the academic year 2018.

10. ABOUT THE APPEALS

10.1. Each applicant may have access only to the documents relating to his application,

and if desired, request from PEC coordinator, a copy of the material available at the Program Academic Department.

10.2. Applicants may appeal in standard form, called "Request for Reconsideration on the Selection Process for the Academic Master's and Doctoral Degree Courses", available on the Program's web page, subject to paragraph 12.6 of this Notice.

10.3. The Board is the decision making body within PEC scope, and must declare, as first instance, its position in relation to the "Request for Reconsideration on the Selection Process for the Academic Master's and Doctoral Degree Courses", as provided in article 7, of the General Regulation for *Stricto Sensu* Graduation of UFRJ (Appendix to CEPG Resolution N° 1, from December 1st, 2006), as well as in article 3, of the Regulation of the Committees for *Stricto Sensu* Graduate Studies and Research and the Deliberative Committees of Graduate Programs of UFRJ (Appendix to Resolution CEPG N° 3, from December 11, 2009).

10.4. The decision of The Board of PEC will be available at the Academic Department and on the Program's web page.

10.5. The decision of The Board of PEC is subject to Administrative Appeal directed to the Committee of Graduation and Research– CPGP, of COPPE/UFRJ, within 30 (thirty) days, from the disclosure at the Academic Department and on the Program's web page.

10.6. The administrative appeal filed against the decision of the Board of PEC has devolutive effect and does not suspend the completion of the selection process as provided in this Notice and its Appendix.

10.7. CPGP/COPPE must pronounce as intermediary instance, as provided in article 8, § 2º, paragraph III, of the General Regulation for *Strictu Sensu* Graduation of UFRJ (Appendix to CEPG Resolution N° 1, from December 1st, 2006), as well as in article 2, paragraph IV, of the Regulation of the Committees for *Stricto Sensu* Graduate Studies and Research and the Deliberative Committees of Graduate Programs of UFRJ (Appendix to Resolution CEPG N° 3, from December 11, 2009).

10.8. CPGP decision will be ratified by COPPE/UFRJ Deliberative Board, as established in article 5, line "a" of its Regulation.

10.9. The decision of CPGP, ratified by COPPE/UFRJ Deliberative Board is subject to Administrative Appeal directed to the Undergraduate Teaching Board within 30 (thirty) days, from the disclosure at the Academic Department and on the Program's web page, as established in CEPG/UFRJ Regulation.

10.10. While the administrative appeal filed by the appellant against the results of the selection process is not judged by all academic higher instances, in the form provided in the above paragraphs, the Board of PEC will ensure the applicant the right to participate, separately, of the selection process, as provided in this Notice and its Appendix.

10.11. The Board of PEC, supported by CPGP opinion, will ensure the appellant the right to enroll in the subsequent period to the beginning of the Academic Master's Degree or Doctoral Degree Course, considering the academic period for which the applicant applied in the selection process, and the date of the favorable decision, in any administrative or judicial instance, acknowledging the right of being selected in the selection process as provided in this Notice and its Appendix.

11. ABOUT THE ENROLLMENT

11.1. The selected candidates will perform the enrollment at the deadlines set in

COPPE/UFRJ academic calendar and disclosed at the PEC Academic Department and on the Program's web page. The enrollment is free of charge.

- (a) For enrollment purposes, the selected applicants must submit all the documentation mentioned in chapters 4, 5 and 6, certified.
- (b) The Civil Servants have public trust and can certify the copies of the documents provided that the originals are submitted at PEC Academic Department.

11.2. PEC will accept conditional enrollment of candidates in the situation foreseen in line (b) of paragraph 3.1, upon presentation of Certificate of Undergraduate Conclusion.

11.3. The final deadline for selected applicants, who made a conditional enrollment in the Academic Master's Degree Course, to submit their Undergraduate Degree to PEC Academic Department is 8 (eight) months from the beginning of the course, scheduled in COPPE/UFRJ academic calendar for the academic year 2018.

11.4. PEC will accept the conditional enrollment of applicants in the situation foreseen in line (b) of paragraph 3.2, and who has not yet defended the dissertation until the date of the beginning of the Doctoral Degree Course, provided in COPPE calendar for the academic year 2018, if they present an official statement from the IES where they are attending the Master's Degree Course, attesting that the defense will be held within that period.

11.5. Selected candidates who confirmed their interest in enrolling in PEC Doctoral Degree Course must make the enrollment in the period for which they applied in the selection process in order not to lose the opening.

12. ABOUT GENERAL PROVISIONS

12.1. By applying to the selection process, the applicants acknowledge and accept the terms and conditions of this Notice and its Appendix.

12.2. Candidates with special needs must contact the PEC Academic Department, to provide the necessary adaptation. This contact must be made during the application period.

12.3. Candidates that:

- (a) Fail to comply this Notice and its Appendix, and
- (b) Provide false statements or submit false documents

will be automatically disqualified and excluded from the selection process.

12.4. The electronic files of all general and academic documents of non selected candidates will be stored in the PEC system for a period of 30 (thirty) days from the date of disclosure of the end of the selection process. Thereafter, the files will be discarded.

12.5. This Notice will be published in the Brazilian Federal Register and in UFRJ Bulletin, and will be disclosed at the PEC Academic Department and the Program's web page.

12.6. Any request or communication of the applicant should be made in writing, by letter, dated and signed by the applicant, addressed to PEC Coordinator, which can be scanned and sent, through a file in "pdf" ("portable document format") format, as an attachment to an electronic message (e-mail), provided that the deadlines fixed in the time schedule provided in the Appendix of this Notice are met, and the original copy is registered

at PEC Academic Department or sent by mail within 5 (five) days from the date of the e-mail.

12.7. The selection of the applicant in the selection process, as provided in this Notice and its Appendix, does not ensure the approval of the scholarships granted by development agencies.

12.8. Students selected for the Doctoral Degree who do not present an English proficiency certificate (as specified on paragraph 6.4) during the application process should present the certificate up to 18 months for full-time students and 30 months for part-time students from the application date.

12.9. The validity of the selection process will expire after filling the vacancies foreseen in paragraphs 2.1 and 2.3 of this Notice, or the enrollment period for the Courses of Academic Master's Degree and Doctoral Degree, as established in COPPE/UFRJ academic calendar for the academic year 2017.

12.10. Each applicant may submit only one application for the PEC selection process.

12.11. Omissions in this Notice and its Appendix will be solved by The Board of PEC, CPGP of COPPE/UFRJ, and CEPG/UFRJ, according to their competencies and the relevant university legislation.

APPENDIX TO PEC/COPPE-UFRJ NOTICE nº 473/2017

1. INTRODUCTION:

1.1. This Appendix to PEC/COPPE-UFRJ Notice Nº 473/2017 provides the time schedules, applicant evaluation and selection criteria in the selection process for the Academic Master's Degree and Doctoral Degree Courses, Related Fields and information on the Graduate Civil Engineering Program (PEC) at COPPE/UFRJ for the academic year 2018.

2. TIME SCHEDULE AND STAGES:

2.1. The time schedules of the selection process to be followed in accordance with the provisions of PEC/COPPE-UFRJ Notice Nº 473/2017 are established in the tables below:

SELECTIVE PROCESS FOR THE ACADEMIC MASTER'S DEGREE COURSE:

STAGES OF THE SELECTIVE PROCESS:	DEADLINE:
Digital application of the Candidate	11/09/2017 a 06/10/2017
Evaluation of General and Academic Documents	09/10/2017 a 10/11/2017
Disclosure of the Result of the Evaluation stage	15/11/2017
Request for Evaluation Reconsideration	15/11/2017 a 17/11/2017
Disclosure of the Result of the Evaluation Reconsideration	22/11/2017
Applicant Selection	22/11/2017 a 24/11/2017
Disclosure of the Result of the Selection Stage	29/11/2017
Request for Selection Reconsideration	29/11/2017 a 01/12/2017
Disclosure of the Result of the Reconsideration	08/12/2017
Ratification of the Results by the Board of PEC	13/12/2017
Selected applicant confirmation of his interest in the opening	13/12/2017 a 20/12/2017
Disclosure of the 1 st reclassification	09/01/2017
Reclassified applicant confirmation of his interest in the opening	09/01/2017 a 13/01/2017
Disclosure of the 2 nd Reclassification	10/01/2018
Reclassified applicant confirmation of his interest in the opening	10/01/2018 a 12/01/2018

SELECTIVE PROCESS FOR THE DOCTORAL DEGREE COURSE:

STAGES OF THE SELECTIVE PROCESS / PERIODS:	1st/2018	2nd/2018	3rd/2018
Digital application of the Candidate	11/09/2017 to 06/10/2017	05/03/2018 to 30/03/2018	18/06/2018 to 13/07/2018
Evaluation of General and Academic Documents	09/10/2017 to 10/11/2017	02/04/2018 to 13/04/2018	16/07/2018 to 27/07/2018
Disclosure of the Result of the Evaluation stage	15/11/2017	18/04/2018	01/08/2018
Request for Evaluation Reconsideration	15/11/2017 to 17/11/2017	18/04/2018 to 20/04/2018	01/08/2018 to 03/08/2018
Disclosure of the Result of the Evaluation Reconsideration	22/11/2017	25/04/2018	10/08/2018
Applicant Selection	22/11/2017 to 24/11/2017	25/04/2018 to 30/04/2018	10/08/2018 to 20/08/2018
Disclosure of the Result of the Selection Stage	29/11/2017	02/05/2018	22/08/2018
Request for Selection Reconsideration	29/11/2017 to 01/12/2017	02/05/2018 to 04/05/2018	22/08/2018 to 24/08/2018
Disclosure of the Result of the Reconsideration	08/12/2017	12/05/2018	29/08/2018
Ratification of the Results by the Board of PEC	13/12/2017	23/05/2018	29/08/2018
Selected applicant confirmation of his interest in the opening	13/12/2017 to 20/12/2017	23/05/2018 to 25/05/2018	29/08/2018 to 31/08/2018
Disclosure of the reclassification	10/01/2018	31/05/2018	05/09/2018
Reclassified applicant confirmation of his interest in the opening	10/01/2018 to 12/01/2018	31/05/2018 to 02/06/2018	05/09/2018 to 07/09/2018

2.2. The stages of the selection process of applicants to PEC Academic Master's Degree and Doctoral Degree Courses have eliminatory and classifying character.

3. EVALUATION CRITERIA FOR ACADEMIC MASTER'S DEGREE IN THE CIVIL ENGINEERING PROGRAM (PEC):

3.1. The evaluation for admission at PEC for the Academic Master's Degree course will be held through examination of the general and academic documents, provided in chapters 4 and 5 of this Notice, assigning to the applicant a score, totaling at the most, 10 (ten) points, according to the criteria below:

Evaluation criteria	
For applicant general classification, scores will be attributed to the following items	
<ul style="list-style-type: none">• Evaluation of the Undergraduate Academic Transcript (6 points)<ul style="list-style-type: none">○ Accumulated CR (performance coefficient achieved by the Candidate) in the Undergraduate Course, considering also the official evaluation index of the Candidate 's Undergraduate academic program	
<ul style="list-style-type: none">• Evaluation of the Resume (4 points):<ul style="list-style-type: none">○ Applicant's Undergraduate Degree (professional training)○ Specialization Courses and/or Professional experience○ Scientific Initiation○ Publications in conferences, journals, book chapters, books, etc.	

3.2. Applicants who do not achieve a minimum rate of **7 (seven) points** in the sum of the above evaluation criteria will be classified as unfit in the evaluation, as provided in the Notice.

3.3. For Undergraduate Programs of Brazilian universities that are not evaluated by the official evaluation index and for foreign Undergraduate Programs, the PEC/COPPE Academic Committee will evaluate such Programs in a comparative manner based on the evaluation of similar Brazilian Programs.

3.4. The availability of time offered by the company to attend the Graduate Course will be considered in the evaluation of applicants with permanent employment.

3.5. The evaluation of former students who wish to apply to the selection process for re-admission to the Academic Master's Degree Course will take into account the Academic Transcript and the CR (Portuguese acronym for performance coefficient) of his previous studies in COPPE.

3.6. The selection process for admission to the Academic Master's Degree Course will be held and disclosed by research field, subject to the number of vacancies provided in PEC/COPPE-UFRJ Notice N° 261/2015.

3.6.1. Indicating the research area in the application for the selection process constitutes the applicant's commitment to elaborate the Master's thesis on a topic of interest of the indicated area, being bound for the duration of the course, not being possible to change the research area.

3.6.2. For the research lines with specific vacancies, as specified in items 2.1.1 and 2.1.2 of the public call PEC/COPPE/UFRJ N° 261/2015, the indication of the research line also constitutes the applicant's commitment to elaborate the Master's thesis on a topic of interest of the indicated research line, being bound for the duration of the course, not being possible to change the research line.

3.7. The Selection Committee may require the applicant to submit, during the stage of Evaluation of General and Academic Documents, copies of the scientific production listed in his Curriculum (papers, books, chapters of books, etc.).

4. EVALUATION CRITERIA FOR DOCTORAL DEGREE IN THE CIVIL ENGINEERING PROGRAM(PEC):

- 4.1. In the first stage, the evaluation for admission at PEC for the Academic Doctoral Degree course will be held through examination of the general and academic documents, provided in chapters 4 and 5 of this Notice, assigning to the applicant a score, totaling at the most, 10 (ten) points, according to the criteria below:

Evaluation criteria (N1)
For applicant general classification, scores will be attributed to the following items
<ul style="list-style-type: none">● Evaluation of Academic Transcripts (6 points)● Cumulative GPA (performance coefficient achieved by the Candidate) in the Undergraduate Course, considering also the official evaluation index of the Candidate´s Undergraduate academic program● Cumulative GPA (performance coefficient achieved by the Candidate) in the Master Course, considering also the official evaluation index of the Candidate´s Master academic program (provided by CAPES or international ranking)
<ul style="list-style-type: none">● Evaluation of the Resume (4 points):<ul style="list-style-type: none">○ Professional experience○ English Proficiency○ Publications in conferences, journals, book chapters, books, etc.

- 4.2. Applicants who do not achieve a minimum score of 7 (**seven**) points in the sum of the above evaluation criteria will be classified as unfit in the evaluation, as provided in the Notice.

- 4.3. For Undergraduate courses of Brazilian or foreign universities that are not evaluated by the official evaluation index, the PEC/COPPE Academic Committee will evaluate such programs in a comparative manner based on the evaluation of similar Brazilian Universities.

- 4.4. For Master´s Programs of foreign universities, the PEC/COPPE Academic Committee will evaluate such programs in a comparative manner based on the evaluation of similar Brazilian Universities.

- 4.5. In the second stage, the evaluation for admission at PEC for the Academic Doctoral Degree course will be held through examination of working plan and intention letter, totaling at the most, 10 (ten) points, according to the criteria below:

Evaluation criteria (N2)
For applicant general classification, scores will be attributed to the following items
<ul style="list-style-type: none">● Work plan and intention letter (10 pontos):<ul style="list-style-type: none">○ Quality and viability of the proposal;○ If the profile of the candidate is suitable for the chosen and research area○ If the chosen research area is suitable for the research interests of the chosen advisor

- 4.6. The final score will be the average of N1 and N2.

- 4.7. If the candidate has a job, his or her availability provided by the employer will be considered.

4.8. Former COPPE/UFRJ students, who for any reason have been dismissed from the same academic program for which they are applying, will have his or her CR (GPA) in this Program considered.

4.9. The selection process for admission to the Doctoral Degree Course will be held by research field, subject to the number of vacancies provided in the Notice and the number of vacancies available for the faculty members of the program.

4.9.1. Indication of the research field in the application for the selection process constitutes the applicant's commitment to elaborate the Doctoral thesis on a subject of the interest of the indicated field, being bound for the duration of the course, not being possible to change the research area.

4.9.2. For the research lines with specific vacancies, the indication of the research line also constitutes the applicant's commitment to elaborate the Doctoral dissertation on a topic of interest of the indicated research line, being bound for the duration of the course, not being possible to change the research line.

4.10. The Selection Committee may require the applicant to submit, during the stage of Evaluation of General and Academic Documents, copies of the scientific production listed in his Curriculum (papers, books, chapters of books, etc.).

5. RELATED AREAS:

5.1. According to Resolution Nº 2 of June 18, 2007 of the National Council on Education – Higher Education Chamber published in the Brazilian Federal Register No 116, Tuesday, June 19, 2007, which provides for minimum workload and procedures in relation to the integration and duration of the Undergraduate Courses, Bachelor Degree, with class attendance, the Undergraduate Courses and respective workloads required for applying to PEC are listed in the table below:

<i>Course</i>	<i>Minimum workload (hours)</i>
<i>Architecture and Urbanism</i>	<i>3.600</i>
<i>Computing and Computer Science</i>	<i>3.000</i>
<i>Engineering</i>	<i>3.600</i>
<i>Statistics</i>	<i>3.000</i>
<i>Physics</i>	<i>2.400</i>
<i>Geology</i>	<i>3.600</i>
<i>Mathematics</i>	<i>2.400</i>
<i>Meteorology</i>	<i>3.000</i>
<i>Oceanography</i>	<i>3.000</i>
<i>Chemistry</i>	<i>2.400</i>
<i>Information System</i>	<i>3.000</i>

5.2. Applicants with Undergraduate or Master's Degree in other related fields to those listed in the table provided in paragraph 5.1, but included in CNE/CES Resolution nº 2, from June 18, 2007 may send a request, addressed to the Coordinator of the Program, requiring their application and proving the relevance between their academic training and field of concentration of the research he intends to apply for in PEC selection process.

5.2.1. The request foreseen in paragraph 5.2 above may be made in the text of the **S t a t e m e n t o f I n t e r e s t**, as established in paragraph 4.5, chapter 4, of this Notice.

5.2.2. All other general or academic documents must be submitted, together with the Application Form and the request, in accordance with the provisions of the Notice and this Appendix.

6. ENGLISH PROFICIENCY CERTIFICATE:

6.1 The English Proficiency Certificate mentioned in paragraph 6.4 of this Notice will be accepted when administered by recognized institutions.

6.2 The proficiency tests accepted by PEC are: IELTS – International English Language Testing System; TOEFL - Test of English as a Foreign Language – IBT e ITP; FCE - Cambridge English: First, Advanced ou Proficiency; TOEIC - Test of English for International Communication; TAPI - Academic Exam on Language Proficiency (Teste Acadêmico de Proficiência em Idiomas). Other English proficiency certificates may be considered, according to the PEC/COPPE Academic Committee´s judgment.

6.3 The minimum scores accepted by PEC/COPPE for each proficiency test are listed on the table below:

IELTS	TOEFL/IBT	TOEFL/ITP	FCE CAE CPE	TOEIC	TAPI Average of A, B and C parts
5,0	86	500	A-B-C	600	50

6.4. The English proficiency certificate may be replaced by a proof that the student has been enrolled for at least 12 (twelve) months in an Undergraduate or Graduate Program at an English-based university or has participated as an intern in an English-speaking country.

7. INFORMATION:

7.1. Academic Department address:
Programa de Engenharia Civil da COPPE/UFRJ
Av. Horácio Macedo nº 2030,
Prédio do Centro de Tecnologia Bloco
B, Sala B-101
Cidade Universitária – Ilha do Fundão CEP
21941-972, Rio de Janeiro - RJ

7.2. Telephones and Facsimile:
Phone: (0xx)(21) 3938-7390
Fax.: (0xx)(21) 3938-8464
Phone: (0xx)(21) 3938-8465 (support)

7.3. Business hours of PEC Academic Department:
Monday to Friday from 8am to 4pm.

7.4. PO Box address:
Programa de Engenharia Civil da COPPE/UFRJ
Caixa Postal nº 68506
CEP: 21941-972, Rio de Janeiro – RJ

7.5. Address of Electronic Message (e-mail):
e-mail: academica@coc.ufrj.br

7.6. PEC web page:
<http://www.coc.ufrj.br>

7.7. The Fields of Concentration and research lines of COPPE/UFRJ Civil Engineering Program are available at:
<http://www.coc.ufrj.br>.