

Graduate Program in Neuroscience and Cognition (PPGNC)

#003/2015

Application to the Master program in Neuroscience and Cognition

The Graduate Program in Neuroscience and Cognition (PPGNC) at Federal University of ABC (UFABC) is currently accepting applications to its “*stricto sensu*” Master of Science program. Guidelines for the application and admission processes are described below.

1. GENERAL DISPOSITIONS

- 1.1. The admission process will be coordinated by the admission committee, chosen by the coordination of the program and composed of the following members of the PPGNC: Daniel Carneiro Carretiero - president (Siape nº 1669152) and Maria Teresa Carthery-Goulart (Siape nº 1844585).
- 1.2. All applicants must provide evidence of completion of an undergraduate degree in any area of knowledge preferably as part of the application material, or upon acceptance into the program and in exceptional occasions, no later than the registration day (before classes commence).
- 1.3. The admission process will occur in steps over different days. Out-of-state residents may request to participate in one or more steps remotely, and the request must be indicated in the application form. The admission process will be carried out strictly in Portuguese or English, as chosen by the candidate in the application form.

1.3.1 Steps in the admission process:

- I. Written exam on Neuroscience and Cognition;
- II. English exam (proficiency in English);
- III. Interview to discuss the applicant’s research intentions and *curriculum vitae* (CV) and to check the documents providing evidence to each entry in the applicant’s CV;
- IV. Analysis of CV, academic records and recommendation letters*;

* This step will be carried out by the admission committee without the presence of the applicant.

Recommendation letters are optional.

- 1.4. Applicants participating remotely in the admission process are responsible for guaranteeing that a computer will be available to them throughout the process. The computer must have an online conference software installed (preferably Skype), a webcam and access to high-



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speed internet. Verification inquiries regarding the contents of the remote written exams may be performed during the interview to attest the candidate knowledge.

1.5. The minimum score for acceptance in each evaluation is 6.0 (six) and the minimum final score (final average) for acceptance is 7.0 (seven). The final score will consist of a weighted average of individual scores from each step, according to the following proportions:

- I. Written exam on Neuroscience and Cognition (weight 2)
- II. English proficiency exam (weight 0)*
- III. Interview (weight 1)
- IV. Analysis of CV, academic records and recommendation letters (weight 2)

*Item II is eliminatory. It is analyzed in the first phase of the selection process and is not computed for the candidates' final scores.

1.6 Each applicant must have a prospective advisor willing to be his/her mentor before applying. The prospective advisor must send an email to: ppgnc@ufabc.edu.br by the application deadline attesting his/her intention to mentor the applicant. The applicant must submit a copy of this email as part of the application materials.

1.7 There is no application fee for the admission process.

2. SCHEDULE



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I) Application submissions	September 10 to October 09, 2015
II) List of approved applications	October 16, 2015
III) Deadline to require review or appeal unapproved applications	October 17 to 21, 2015
IV) Publication of the list of approved applicants (after review or appeal)	October 23, 2015
V) Written exam on Neuroscience and Cognition	November 04, 2015
VI) English exam	November 04, 2015
VII) Interview	November 16 to 19, 2015
VIII) Analysis of CV, academic records and letters of recommendation	November 16 to 19, 2015
IX) Results (items V to VIII)	November 23, 2015
X) Deadline to require review or appeal the Result	November 24 to 28, 2015
XI) Final Result	November 30, 2015
XII) Registration	To be published later
XIII) Registration adjustments	To be published later
XV) Beginning of classes	To be published later

3. MAXIMUM NUMBER OF APPLICANTS ADMITTED



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There will be 10 (ten) openings available for master degree candidates. The exact number of applicants admitted, however, will depend on the number of qualified candidates according to the criteria herein described.

4. APPLICATIONS

4.1 The application materials consist of:

- I. Complete application form (sample form and guidelines available on the program website);
- II. Copy of CPF and RG for Brazilian citizens, or a copy of the RNE for international applicants (if the international applicant does not have an RNE identification, a copy of the passport will be accepted);
- III. Copy of undergraduate transcripts (academic record);
- IV. Up-to-date CV;
- V. Two letters of recommendation (optional, guidelines available on the program website);
- VI. Copy of English proficiency certificate or document confirming nationality or residence in an English speaking country (see Section 5.1.3)
- VII. Candidates with special needs or disabilities should attach letter with detailed information to be assisted properly in the evaluations.

4.2 All documents must be submitted electronically in a single compressed file (.zip or similar), with clear labels identifying each document within the compressed file, emailed to ppgnc@ufabc.edu.br. The subject line in the email must be: “Application - PG-NCG Master – 2015.3 – followed by the candidate’s full name”.

4.3 If the candidate finds necessary to appeal the results he can do it by sending an explanatory email to ppgnc@ufabc.edu.br. Messages sent to any other email addresses WILL NOT be processed.

4.4 The undergraduate certificate obtained abroad doesn’t need to be revalidated by a public Brazilian institution in the moment of the application for the Admission Process.

5. EVALUATION PROCESS

5.1 Criteria for admission:

5.1.1 The process for admission into the graduate program in Neuroscience and Cognition is conducted by the admission committee, chosen by – and composed of – PPGNC faculty members. Criteria for admission are based on:



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5.1.2 Written exam on Neuroscience and Cognition. The bibliography for the exam is listed on the program website.

5.1.3 English exam. If the applicant has completed a valid exam on proficiency in English within the last 5 (five) years from the application deadline, or in case of native from an English-speaking country, the applicant is dismissed from the English exam upon submitting proof of proficiency (certificate of completion of exam or proof of nationality) with the application materials. Valid exams on proficiency in English are:

- GRE General (with a minimum score in the Verbal component of 450);
- TOEFL (*Test of English as a Foreign Language*), with a minimum score of 80 if done in the online version (iBT); a minimum of 213 if done on the computer version (CBT); and a minimum of 550 if done on paper (PBT);
- IELTS, with a minimum score of 6.5.

Applicants who provide proof of residence in an English-speaking country for at least 1 (one) year do not need to present a certificate of proficiency in English. Likewise, applicants who completed an undergraduate or graduate program, conducted in English, with minimum duration of 1 year do not need to present a certificate of proficiency in English.

5.1.4 Interview. The interview will assess the applicant's motivation to join the program, and clarify any questions the admission committee might have on the applicant's CV. The committee may request that the applicant presents evidence of one or more items listed on his/her CV, such as:

- Academic titles
- Scientific productivity: articles in peer-reviewed journals, book chapters, conference abstracts, participation in scientific events, software patents;
- Additional courses or activities in topics related to the PPGNC;
- Professional experience in areas related to the PPGNC

5.1.6 Analysis of CV, transcripts and recommendation letters. This step will be held in a closed session of the admission committee members. It is recommended that applicants submit their Lattes CV (<http://lattes.cnpq.br/>). Scientific productivity will be assessed based on criteria from CAPES. Recommendation letters (optional) must be submitted via email ppgnc@ufabc.edu.br directly from the person recommending the applicant and preferably from his/her professional or institutional email account,

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with the subject line: Recommendation Letter - Master Admission Process 2016.1-, followed by the candidate's full name.

6. CRITERIA FOR DISQUALIFICATION

The applicants will be automatically disqualified and excluded from the admission process, with no right to appeal, if he/she:

- I. Provides false statements or documents in any of the steps in the admission process;
- II. Fails to submit all of the application materials as described in this document and within the specified deadlines;
- III. Is not present for the defense of the research project, interview or written exams in the specified time and location.

It is responsibility of the applicant to check for further updates, notices and communications related to the admission process posted on the university's website (www.ufabc.edu.br) and on the PPGNC website.

7. FINAL RESULTS

7.1 The final classification, ranked in order of priority for allocation of scholarships, will be posted on the PPGNC website. Any applicant may request a review or appeal related to any step of the admission process in period described in the Schedule (item 2), by sending an explanatory request via e-mail to: ppgnc@ufabc.edu.br.

7.2 The results of the review or appeal by the PPGNC will be final.

8. REGISTRATION

8.1 Approved applicants must to register in the master program in the Graduate Office (Secretaria de Pós-Graduação), located in the Santo André campus of the Universidade Federal do ABC, according to information at <http://propg.ufabc.edu.br/matriculas.html>.

8.2 The registration must be made in person or by a proxy, assigned by a simple signed handwritten declaration, upon presentation of his/her original photo ID document.



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For registration to be effected, the applicant must present all documents listed in link <http://propg.ufabc.edu.br/matriculas.html>, as well as meeting requests and observing the information contained therein regarding the 1st quarter 2016.

9. SCHOLARSHIPS

Students applying for scholarships and stating the possibility of exclusive dedication to the PPGNC program (both of which should be indicated in the registration form) will compete for scholarships. The competition will be guided by the PPGNC academic office. Scholarships will be given depending on availability and following the students' classification in the admission process. The list of students awarded scholarships will be announced with the list of applicants admitted to the PPGNC.

10. FINAL DISPOSITIONS

10.1. Entry into the admission process implies acceptance of the rules herein described and prior knowledge of the regulations by the Graduate School at UFABC.

10.2. Appeals to any of the terms of this document must be done at the time of the candidate's application, and must include a letter explaining the reasons for the appeal. Requests at any other moment will not be accepted.

10.3. It is the responsibility of the applicant to check for further updates, notices and communications related to the admission process posted on the university's website (www.ufabc.edu.br) and on the PPGNC website.

10.4. The PPGNC is not responsible for applications received after the stipulated deadlines due to circumstances outside of the university's control.

10.5. Any particular situations not specified or foreseen in this document will be evaluated by the admission committee at the PPGNC.

10.6. The applicants approved in the present Admission Process (Brazilians or Foreigners), whose undergraduate course has been obtained abroad, must present proof of having submitted the request of revalidation of this certificate in the beginning of the quarter which follows the one they have been admitted to the program.

10.7. Revalidation is mandatory for applicants approved in the Admission Process in order to have their certificates in the PPGNC issued. This revalidation must be presented in the begin-



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ning of the quarter which follows the one they have been admitted to the program. More information in:

http://portal.mec.gov.br/index.php?option=com_content&view=article&id=12405&Itemid=867

http://www.ufabc.edu.br/index.php?option=com_content&view=article&id=4712&Itemid=280

10.8. Additional information may be obtained by sending an email to: ppgnc@ufabc.edu.br.

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