



Universidade Federal do ABC

FEDERAL UNIVERSITY OF ABC
GRADUATE COURSE IN NEUROSCIENCE AND
COGNITION

Graduate Program in Neuroscience and Cognition (PPGNC)

55/2017

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 conducted by the admission committee chosen by the Directors of the Graduate Program in Neuroscience and Cognition (PPGNC) according to PROPG/DAP n° 015 de 13/03/2017 and published in UFABC legislation report (Boletim de Serviço) n° 636 on the 17th of March, 2017.

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, or yet, in exceptional cases, no later than the registration day (before classes commence).

1.3 The admission process will occur in phases that might take place over different days. Out-of-state residents may request to participate remotely in one or more phases of the admission process, but such request must be indicated in the application form. The admission process will be carried out strictly in Portuguese or English and the candidate must indicate his/her language preference in the application form.

1.3.1. Phases of the admission process:

I. Written exam on Neuroscience and Cognition*;

If the applicant has attended at least two mandatory courses of the PPGNC, and has been approved in those courses with grade A or B, the applicant may request a waiver of the written exam on Neuroscience and Cognition. In case of a request for a waiver of the written exam on Neuroscience and Cognition, the applicant must attach proof of having been approved in the aforementioned courses with final grade A or B.

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 of each entry in the applicant's CV;



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IV. Analysis of the CV, academic records, and recommendation letters.

This phase 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-speed internet. Verification inquiries regarding the content of the remote written exams may be performed during the interview to attest the candidate's knowledge.

1.5. The minimum score for acceptance in each evaluation phase is 6.0 (six) – out of 10.0 (ten) – 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 obtained in each phase of the admission process, according to the following proportions:

- I. Written exam on Neuroscience and Cognition (weight 0);
- II. English proficiency exam (weight 0);
- III. Interview, analysis of the CV, academic records, and recommendation letters (weight 2);
- IV. Research project discussion (weight 1)

1.5.1. The final score is obtained by the weighted average grades.

1.5.2. The items I and II are eliminatory. They are analyzed in the first stage of the selection process and are not computed in the candidates' final scores.

1.6. A statement of acceptance from the applicant's potential advisor is required and must be attached to the electronic application form.

1.7. There is no application fee for the admission process.

2. SCHEDULE

I) Application submissions	August 30 to September 28, 2017
II) List of approved applications	October 5, 2017
III) Deadline to require review or appeal unapproved applications	October 8, 2017



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IV) Publication of the list of approved applicants (after review or appeal)	October 11, 2017
V) Written exam on Neuroscience and Cognition	October 13, 2017
VI) English exam	October 13, 2017
VII) Interview	October 23 and 24, 2017
VIII) Analysis of the CV, academic records, and letters of recommendation	October 23 and 24, 2017
IX) Results	October 25, 2017
X) Deadline to request a review or appeal the result	October 27, 2017
XI) Final results	October 30, 2017

3. NUMBER OF APPLICANTS ADMITTED

3.1. There will be 10 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. To register for the selection process, the applicant must access, from May 11 to June 09 (2017), the registration form available on the program website:

<http://propg.ufabc.edu.br/processos-seletivos/>, answer to the questionnaire, and attach copies of the following documents (PDF format only):

- 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



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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. A statement of acceptance from the potential advisor

VI. Two letters of recommendation (optional; guidelines available on the program website);

VII. Copy of English proficiency certificate or document confirming nationality or residence in an English speaking country (see Section 5.1.1.3)

VIII. Research project with the approval of the potential advisor (The project should follow the model described at: <http://www.fapesp.br/253>).

4.2. Applicants who, at the time of enrollment, claim to be people with special needs, should indicate the equipment necessary to carry out the selection process and attach the certificate or document proving this need.

4.2.1. The indication of equipment needed to perform all the phases of the selection process (as indicated in the Registration Form) will serve to enable the availability of these equipments by UFABC; eventual unavailability of service will be communicated to the applicant via e-mail.

4.3. An undergraduate diploma obtained abroad does not 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 admission process for the PPGNC is conducted by the admission committee (item 1.1). Criteria for admission are based on:

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

5.1.1.2. English exam. If the applicant has passed a valid exam of proficiency in English within the last 5 (five) years from the application deadline, or in case of being native from an English-speaking country, the applicant will be waived of the English language exam upon submission of a proof of proficiency (a certificate of having passed an exam of proficiency in English or proof of nationality) along with the application materials. Valid exams of proficiency in English are:



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- 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.

5.1.1.3. 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.

5.1.1.4. Discussion of the research project. The voice-recorded discussion session of the proposed research project will evaluate the applicant's knowledge on the proposed subject of study, as well as the project's compatibility to the PPGNC. The defense will consist of a 10-15 (ten to fifteen) minute oral presentation to two selected faculty members of UFABC. The program offers multimedia projector for presentation. The faculty members (2 members) will evaluate the applicant's organization, clarity, objectivity skills, and the adequacy of the content presented in the project. Each faculty member will assign a score to each presentation ranging from 0 (zero) to 10 (ten), and the final score will be computed as the arithmetic mean of the two scores from the faculty members.

5.1.1.5. The interview will immediately follow the defense of the research project and 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

5.1.1.6. Analysis of the 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:



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ppgnc@ufabc.edu.br directly from the person recommending the applicant and preferably from his/her professional or institutional email account, with the subject line: “Recommendation Letter - Admission Process 2017.3–, followed by the candidate’s full name”.

6. CRITERIA FOR DISQUALIFICATION

6.1 The applicant 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 stages of 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.

6.2 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 (<http://neuro.ufabc.edu.br/pos>).

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

8. REGISTRATION

8.1. Approved applicants must 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, Building B, 4º floor, 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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9. SCHOLARSHIPS

9.1. 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 situation 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 diplomas have been obtained abroad, must present proof of having submitted the request of revalidation of such diplomas in the beginning of the term 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 beginning of the term 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



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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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