

INSTRUCTIONS FOR SENDING DOCUMENTS AND COMPLETING THE QUESTIONNAIRE IN THE FUVEST REGISTRATION SYSTEM

SELECTION PROCESS PPG-EM – 2025/2º sem.

Candidate Data

Candidate data must be entered in the corresponding form in the Candidate Area of the FUVEST website (<https://www.fuvest.br/> - “Área do candidato”).

For foreign applicants who do not have an Individual Taxpayer Registry (CPF), to start their registration, must contact FUVEST via the customer service system “Fale Conosco” (https://app.fuvest.br/faleconosco_contato) using the CPF: 999.999.999-99 (the step-by-step procedures are available on the website: www.eesc.usp.br/ppgem).

Foreign applicants are exempt from paying the application fee. When finishing the application, send an email to: posgrem@sc.usp.br requesting the exemption.

Advisors

You can nominate up to two advisors and their corresponding Area of Concentration. The chosen advisors must provide a letter expressing interest, according to the model available on the website (<https://ppg-sem.eesc.usp.br>). When registering, indicate the order of preference of supervisors (1st Option/2nd Option).

Documents

Scanned copies of the following documents must be submitted. Relevant information must be highlighted with a highlighter, or another similar method.

If any requested document does not apply to a specific candidate, present a scanned document in the registration system with the text: “**Not applicable**”.

- 1) Copy of the **Graduation Diploma**, front and back. If you do not yet have a diploma, present a document stating the date of graduation.
- 2) Copy of the **Graduation Transcript** indicating the **Weighted Average** (including failures) obtained by the student, even if incomplete for graduating students. **Highlight the average obtained with a highlighter, or another similar method.**
- 3) Declaration stating the **weighted average** including failures, if the academic record does not present this information. Referring to item 1 of the Questionnaire.
- 4) Document from the Educational Institution of the Undergraduate course stating the **minimum passing grade and the maximum grade that can be achieved**, if this

information is not included in the academic record. Referring to items 2 and 3 of the Questionnaire.

- 5) **Declaration informing the date of graduation**, if it is not included in the academic record.
- 6) Copy of the **Postgraduate (Master's) Academic Transcript** indicating the **Weighted Average** (including failures) obtained by the student. Include a separate statement showing the weighted average including failures, if the academic record does not present this information. Referring to item 4 of the Questionnaire. **Highlight the average obtained with a highlighter, or another similar method.**
- 7) Document from the Educational Institution of the Graduate course stating the **minimum passing grade and the maximum grade that can be achieved**, if this information is not included in the academic record. Referring to items 5 and 6 of the Questionnaire.
- 8) **Letters expressing interest in orientation** (according to the model available on the Program's website and on the FUVES website referring to the notice) provided by up to two advisors accredited in the Program. The candidate must indicate when registering the order of preference of supervisors (1st option/2nd option).
- 9) **Declaration by the candidate informing the employment situation and place of residence expected for the period of the course** (according to the model available on the Program's website), for the purpose of distributing scholarships.
- 10) Copy of **CPF**.
- 11) Copy of **ID Card**.
- 12) Copy of **Voter ID**, for Brazilian candidates.
- 13) Copy of the **Reservist Certificate**, for Brazilian candidates.
- 14) Copy of **Birth or Marriage Certificate**.
- 15) Copy of **RNM (Registro Nacional Migratório - National Migration Registry) or Passport**, for foreign candidates
- 16) Document confirming the **Scientific Initiation**, referring to **item 7 of the Questionnaire**.
- 17) **Publication 1**, referring to **items 8, 9 and 10 of the Questionnaire**.
- 18) **Publication 2**, referring to **items 8, 9 and 10 of the Questionnaire**.
- 19) **Publication 3**, referring to **items 8, 9 and 10 of the Questionnaire**.
- 20) **Publication 4**, referring to **items 8, 9 and 10 of the Questionnaire**.
- 21) **Document proving item i) of the Notice** (graduation classification, double graduation diploma or scientific initiation) for candidates for the **Direct Doctorate**. Document proving the classification of your performance coefficient in the graduating class; or document proving

completion of a double degree with part of the degree completed abroad; or document proving completion of at least 1 year of Scientific Initiation or research activity with a scholarship.

Questionnaire

The information presented here **must be proven** according to the documentation to be inserted in the **Documents** area.

1 - **Weighted Average** of the Graduation course, obtained by averaging the credits of all grades in the undergraduate course, including failures, if any. This information must be documented by the student's complete academic record, with the average already calculated, or through a specific document from the Educational Institution. In the case of grades in the form of concepts, the average may also be given in the form of a concept, observing the necessary rounding.

2 - **Minimum grade to pass graduation.** This information must be proven by a document from the Educational Institution of the Undergraduate course stating the minimum passing grade and the maximum grade that can be achieved, if this information is not included in the academic record.

3 - **Maximum grade that can be achieved in graduation.**

4 - **Weighted Average of the Master's degree**, obtained by averaging the credits of all grades in the master's course, including failures, if any. This information must be documented by the student's complete academic record, with the average already calculated, or through a specific document from the Educational Institution. In the case of grades in the form of concepts, the average may also be given in the form of a concept, observing the necessary rounding.

5 - **Minimum grade to pass the Master's degree.** This information must be proven by a document from the Educational Institution of the Postgraduate course stating the minimum passing grade and the maximum grade that can be achieved, if this information is not included in the academic record.

6 - **Maximum grade that can be achieved in the Master's degree.**

7 - **Total number of semesters of Scientific Initiation (maximum 4)**, carrying out a scientific initiation project. The maximum period that can be considered in this regard is a total of 4 semesters for the sum of the projects presented. This information must be confirmed with an official document issued by the Educational Institution (for example, Research Committee or similar from the Institution) or Funding Agency declaring the validity of the Scientific Initiation Project (IC). Letters from IC advisors will not be accepted.

Publications. According to the notice, only the candidate's most important publications will be considered. Publications in which the candidate appears among the first two authors will be prioritized and fully counted (1.0 point). Publications in which the candidate is not among the first two authors will be partially counted (0.5 points).

The candidate must ONLY present the four publications (for Doctorate candidates) and the two publications (for Master's and Direct Doctorate candidates) that he deems most relevant, indicating the corresponding quantities in the items below.

8 - Number of articles published in indexed journals or patents granted or licensed. According to the notice, AP = Number of articles published (or accepted for publication) in journals indexed in the ISI Web of Knowledge or SCOPUS or patents granted or licensed.

9 - Number of articles published in conference proceedings, in non-indexed journals, book chapters or patents filed. According to the notice, AC = Number of articles published in conference proceedings (e.g. COBEM, DINAME, ENCIT, COBEF, CILAMCE or higher) or in journals not indexed in the ISI Web of Knowledge or SCOPUS; book chapters or filed patents.

10 - Number of articles or abstracts published in conference proceedings aimed at undergraduate studies. ACG = Number of articles or abstracts published in the annals of undergraduate conferences (e.g. SIICUSP, CREEM and similar).

11 - Candidate for a scholarship? Inform YES if applying for the scholarship and NO otherwise.

12 - Will you take the GRE to replace the Admission Exam? Informing YES will present the GRE results and NO otherwise.