

ANNOUNCEMENT N° 01/2022

SELECTION OF CANDIDATES FOR THE POSTGRADUATE PROGRAM IN ADMINISTRATION FOR ACADEMIC MASTER'S AND DOCTORATE COURSES FOR THE 2022 ACADEMIC PERIOD - SPECIFIC VACANCIES FOR CANDIDATES WITH PERMANENT RESIDENCE ABROAD, POLITICAL REFUGEES AND HUMANITARIAN VISA HOLDERS' RESIDENT IN BRAZIL

1. PREAMBLE

1.1 The Coordinator of the Postgraduate Program in Administration, in the use of his legal attributions, makes public and establishes the rules for the selection process for filling vacancies in the Academic Master's and Doctorate courses of the Postgraduate Program in Administration (PPGA), in accordance with the requirements of the PPGA Regulation and Resolution No. 80/2017 of the Teaching, Research and Extension Council of UnB.

1.2 The Announcement was approved by the Collegiate Board of the Graduate Program in Administration, at a meeting held on 11/23/2021, and by the Chamber of Research and Graduate Studies of the University of Brasília.

1.3 The Selection Process for the Academic Master's and Doctorate courses in the Postgraduate Program in Administration will be carried out through 5 (five) vacancy systems, namely: a) Wide Competition System; b) Affirmative Action Policy System for Black People; c) Affirmative Action Policy System for Indigenous People and Quilombolas; d) Vacancy Reservation System for People with Disabilities; and e) Vacancy Reservation System for Transsexuals and Transvestites.

1.4 Information about the Program and Courses can be obtained from the PPGA website: <https://www.ppga.unb.br/>, or at the Program secretariat, by e-mail: posadm@unb.br.

2.10 SPECIFIC VACANCY FOR CANDIDATES WITH PERMANENT RESIDENCE ABROAD, POLITICAL REFUGEES AND HUMANITARIAN VISA HOLDERS' RESIDENT IN BRAZIL

2.10.1 - Academic Doctorate: 2 (two) vacancies, one for English and one for English or Spanish.

2.10.2 - Academic Masters: 2 (two) vacancies, one for English and one for English or Spanish.

2.10.3 Candidates with a degree in any area of knowledge may participate in the selection process for the Academic Master's course. For the Academic Doctorate, candidates with a bachelor's and master's degree in any area of knowledge may participate in the selection process.

2.10.3 Candidates for Master's and Doctorate courses must meet the following requirements:

- a) have permanent residence abroad; or being a resident in Brazil, with the condition of a political refugee by the Brazilian authorities, or being the bearer of a humanitarian visa in Brazil;
- b) Not being a Brazilian citizen, even if binational, nor having a Brazilian mother or father;
- c) Have curriculum registered and updated on CNPq's Lattes Platform, freely accessible in: https://www.cnpq.br/cvlattesweb/pkg_cv_estr.inicio
- d) Be financially responsible for the onward ticket to Brazil, for your own maintenance and for the maintenance costs of any family member that accompanies you during your entire stay in Brazil.

2.17 FINANCING AND SCHOLARSHIPS FOR CANDIDATES WITH PERMANENT RESIDENCE ABROAD, POLITICAL REFUGEES AND HUMANITARIAN VISA HOLDERS' RESIDENT IN BRAZIL

2.17.1 The PPGA-UnB courses are free of charge and, therefore, there are no fees.

2.17.2 The UnB does not offer scholarships or financial resources to cover the personal expenses of approved or matriculated students, whether from Brazil or abroad.

2.17.3 The candidate must present their own funding conditions during the selection process and after matriculated in the course, bearing various expenses, such as visa issuance fees, document translations/recognitions, tickets, housing, accommodation, food, etc.

2.17.4 Candidates/students may benefit from scholarship programs granted by Brazilian or foreign organizations, being the application, hiring, issuing of technical reports, among other procedures, exclusive attributions of the candidate/student, without any type of obligation on the part of the PPGA-UnB.

2.17.5 Once approved in the selection process, the student will be able to apply for the remaining scholarships Announcements, under the same conditions as other regular students.

3. REGISTRATION IN THE SELECTION PROCESS

3.1 Applications for the selection process of candidates for the Academic Master's and Doctorate courses of the Postgraduate Program in Administration, for the 2022 Academic period will start at 00:00 on February 15th, 2022 and end at 23:59 on March 31st, 2022, and it will be carried out exclusively through the following link: <http://inscricaooposgraduacao.unb.br>.

3.2 Candidates residing in Brazil or abroad may apply. Candidates with permanent residence abroad have a specific number of vacancies, as set out in item 2.10 of this Announcement, and will be selected according to a specific process, in accordance with items 4.3 and 5.3 of this Announcement.

3.3 Ethnic-racial self-declaration and the option to reserve vacancies in the Affirmative Action Policy must be made at the time of registration, according to a specific form available in the electronic registration submission system, and addressed using the copies also provided for in the Announcement.

3.4 Upon registration, the candidate must inform, in a specific form available in the Announcement the type of disability (s)he presents, whether the candidate needs assistance and what measures are necessary to carry out the tests.

3.5 Candidates in the process of completing an undergraduate course will be able to apply in the selection process for the Academic Master's Course; and academic candidates at the conclusion of the Master's course may apply in the selection process for the Doctoral course, provided they can complete the courses by the first day of the Academic Period, in accordance with the Academic Calendar approved by the Teaching, Research and Extension of UnB, in compliance with items 3.9 to 3.11 of this Announcement.

3.7 Upon registration, candidates with permanent residence abroad, political refugees and humanitarian visa holders residing in Brazil must attach the following documents:

3.7.1. Registration form, available at: http://www.ppga.unb.br/index.php?option=com_content&view=article&id=28&Itemid=678, in the submission system <http://inscricaooposgraduacao.unb.br>.

3.7.2 Copy of identity document (RNE or Passport);

3.7.3 Document that proves the refugee status (or humanitarian visa) in Brazil, if applicable;

3.7.4 Letter addressed to the Postgraduate Program in Administration containing: name of the candidate and declaration of time and financial resources availability to attend the Masters or Doctorate courses in UnB, written in Portuguese or English or Spanish;

3.7.5 Lattes curriculum generated through the form and system available at the address <http://lattes.cnpq.br/>.

3.7.6 Copies of the Graduate and Master's Diploma (if applicable), and respective transcripts. If they are not issued in Portuguese, ~~or~~ English or Spanish, they must be accompanied by a translation into Portuguese;

3.7.7 Proof of intellectual production, experience in research and teaching in higher education, as provided for in Annex 2 for doctoral and master's degrees of this Announcement;

3.7.8 Research Preliminary Project as established in item 4, written in Portuguese, English or Spanish;

3.7.9 Declaration of consent to participate in a Portuguese course for foreigners offered by the Teaching and Research Program in Portuguese for Speakers of Other Languages (PEPPFOL), at the University of Brasília.

3.8 Any error in the organization of the registration documents is the sole responsibility of the candidate. The PPGA is not responsible for registration requests not received due to technical reasons of computers, communication failures, congestion of communication lines or other factors that prevent the transfer of data.

3.9 The candidate, by submitting, exclusively by electronic means, the required documentation, is responsible for the veracity of all the information provided.

3.10 The admission of selected candidates to the course will take place through their registration with the Secretariat of Academic Administration (SAA). For registration, candidates must submit the following documents (original or copy) to the PPGA Secretariat:

- a) Undergraduate Diploma and Transcripts, for the Master's;
- b) Master's Diploma and transcripts, for the Doctorate;
- c) ID card;
- d) CPF;
- e) Valid passport and valid Brazilian visa, including parents' names OR Registro Nacional de Estrangeiro (RNE) (just for foreign candidates);
- f) Título de Eleitor com último comprovante de votação ou Certidão de quitação eleitoral (just for Brazilian candidates);
- g) Certificado de Reservista (just for Brazilian male candidates).

3.11 Concurrent registration in more than one stricto sensu postgraduate course at UnB will not be allowed.

3.12 Candidates that applied in the selection process for the Master's Course nearing the conclusion of the Undergraduate Course, and that applied for the Doctoral Course nearing the completion of the Master's course, if selected, must present a diploma or certificate of completion of the respective course at the time of registration by the Secretariat of Academic Administration (SAA) of UnB.

4. THE STEPS OF THE SELECTION PROCESS

4.3 Selection steps for candidates with permanent residency abroad, political refugees and humanitarian visa holders residing in Brazil

4.3.1 Research Proposal Evaluation of Master's Candidates: The Research Proposal must contain the following items: research line and research theme, proposal title, research problem (justification of the choice of theme, question and research objective); presentation and justification of the proposal's theoretical framework; and indication of at least 05 (five) scientific references. The Proposal must have a minimum of 03 (three) and a maximum of 05 (five) pages in A4 format, with 1.5 lines spacing, font Times New Roman 12. This file must not contain the name and any other information that identifies the candidate, in order to allow blind

review. The evaluation criteria for this test are explained in item 5.3 of this Announcement. The text can be in Portuguese or English or Spanish.

4.3.2 Preliminary Project Evaluation of Doctoral Candidates: The Preliminary Project must contain the following items: research line and research theme, proposal title, research problem (justification of the choice of theme, question and research objective); justification of the proposed study; Theoretical Reference; methodology; and indication of at least 10 (ten) scientific references related to the proposed study. The Preliminary Project must have a minimum of 05 (five) and a maximum of 10 (ten) pages in A4 format, with 1.5 lines spacing, font Times New Roman 12. This file must not contain the name and any other information that identifies the candidate, in order to allow blind review. The evaluation criteria for this test are explained in item 5 of this Announcement. The text can be in Portuguese or English or Spanish.

4.3.3 Curriculum Assessment: It will consist of verifying the proof of intellectual production, experience in research and teaching in higher education of the candidates by the selection committee.

4.3.4 Oral test: The Oral test will be carried out digitally, on a platform previously informed by the PPGA at www.ppga.unb.br. The oral test will have a maximum duration of 30 (thirty) minutes. The criteria for the oral exam will be explained in item 5.1.3 of this Announcement. Compliance with the requirements and formalities for regular access to the platform, on the dates and times designated for the stage, are the full responsibility of the candidate. The oral test can be in Portuguese or English or Spanish.

5. EVALUATION OF CANDIDATES

5.3 Form of evaluation:

5.3.1. Research Proposal Evaluation of Master's Candidates: This stage is eliminatory and qualifying, with the minimum passing grade being 70 (seventy) points. The evaluated aspects will be:

- (i) clarity in formulating the research problem;
- (ii) academic relevance of the chosen research topic;
- (iii) organization and relevance of the theoretical framework; and
- (iv) articulation between the sections of the Proposal.

5.3.2. Preliminary Project Evaluation of Doctoral Candidates: This stage is eliminatory and qualifying, with the minimum passing grade being 70 (seventy) points. The evaluated aspects will be:

- (i) clarity in formulating the research problem;
- (ii) academic relevance of the chosen research topic;
- (iii) organization and relevance of the theoretical framework;
- (iv) relevance of the chosen research method;
- (v) articulation between the method and the research problem; and
- (vi) articulation between the sections of the Preliminary Project.

5.3.3. Curriculum Assessment: This stage is qualifying, with no minimum passing grade. The Annex 2 of this Announcement contains the tables for scoring the curriculum, transformed into a grade, with the grade 10(ten) for the candidate with the highest production in the period, and the grades for the other candidates adjusted proportionally.

5.3.4. Oral test: This stage is eliminatory and qualifying, with the minimum passing grade being 70 (seventy) points. The oral test can be made in Portuguese, English or Spanish. The following aspects will be addressed:

- (i) resourcefulness and clarity in the presentation of the Research Proposal/Preliminary Project;
- (ii) ability to discuss and deepen the proposed research topic;
- (iii) potentiality and originality of the theme and research problem;

- (iv) connection of the research topic with the candidate's trajectory;
- (v) disposition and availability of time to carry out the course.

6. FINAL CLASSIFICATION

6.1 The final grade of each candidate will be the weighted average of the grades obtained in the steps, with the weights of each step being as follows:

6.1.3 A nota final de candidatos com residência permanente no exterior, refugiados políticos e portadores de visto humanitário residentes no Brasil será a média ponderada das notas obtidas nas provas, sendo os pesos de cada uma das provas os seguintes:

- a) Research Proposal Evaluation of Master's Candidates or Preliminary Project Evaluation of Doctoral Candidates: 30%.
- b) Curriculum Assessment: 30%.
- e) Oral Test: 40%.

6.2 Only candidates who reach at least 50 (fifty) points in the final grade will be considered approved.

6.3 The classification of successful candidates will be done in descending order of the candidates' final grades.

6.5 In case of a tie in the final score, the tie-breaker criteria will obey the following order:

- b) highest grade on the Curriculum Assessment; and
- c) Highest grade on Research Proposal Evaluation of Master's Candidates or Preliminary Project Evaluation of Doctoral Candidates.

6.6 In case of selected candidates drop out, other approved candidates may be called to fill the remaining vacancies, always respecting the final ranking order and the number of available vacancies in the research line indicated in the application, at the discretion of the PPGA.

7. SCHEDULE

7.1 The dates of application, stages of the selection process, as well as the disclosure of notes, are shown in the table below, being identical for the academic Master's and Doctorate courses.

Schedule	
Dates	Activity
02/15/2022 to 03/31/2022	Application period
04/01/2022 (probably date)	Disclosure of application approval and distribution of vacancies by research lines, considering the vacancies destined to affirmative action policies.
04/04/2022 to 04/05/2022	Deadline for filing an appeal for application approval
04/05/2022	Disclosure of the appealing result about the applications approval
04/05/2022 to 04/12/2022	Research Proposal/Preliminary Project Evaluation Period
04/12/2021 (probably date)	Disclosure of the Research Proposal/Preliminary Project notes
04/13/2022 to 04/14/2022	Period for filing an appeal against the Research Proposal/Preliminary Project notes
04/14/2022	Disclosure of the Research Proposal/Preliminary Project notes appeal.
04/14/2022 to 04/21/2022	Period for Curriculum evaluation
04/14/2022 to 04/21/2022	Period for taking the oral test
04/22/2022 (probably date)	Disclosure of the provisional result

04/27/2022 to 04/29/2022	Period for filing an appeal against the provisional result
04/29/2022 (probably date)	Disclosure of the appeal results and the final result of the selection process
05/02/2022 to 05/06/2022	Period for confirmation of admission to the course by selected candidates

7.2 The results of all stages of the selection will be published on the PPGA website: www.ppga.unb.br

8. APPEALS

8.1 Requests for reconsideration and appeals must be sent to the PPGA Secretariat via the following email: posadm@unb.br

8.2 Appeals and requests for reconsideration will be analyzed if required within the deadlines informed in the schedule of this Announcement. The appeals must be submitted in 2 (two) copies of equal content of the standard form called "*Requerimento de Reconsideração ou Recurso em Processo Seletivo para Ingresso em Cursos de Pós-Graduação*", available on the website: https://dpg.unb.br/images/atividadesdodecanato/recurso_pos.pdf and on the website: <https://www.ppga.unb.br/>

8.3 The final result will only be possible to appeal to the Program Board and the Chamber of Research and Graduate Studies (CPP) of the Graduate Deanship in the event of malpractice, within 10 (ten) business days after the disclosure of the Final Results, as provided for in Article 61 of the General Regulations of the University of Brasília.

8.4 Requests for reconsideration and appeals addressed to the Graduate Program Collegiate must be sent by the candidate or by his/her legal representative to the following email: posadm@unb.br

8.5 The appeals addressed to the Chamber of Research and Graduate Studies of the University of Brasília must be presented by the candidate or by his/her legal representative at the Program Secretariat, sent to the following email: posadm@unb.br. The appeals will be sent, via the SEI system, to the Graduate Deanship, the administrative unit responsible for the Executive Secretariat of the CPP.

9. FINAL PROVISIONS

9.1 Candidates will be disqualified and automatically excluded from the selection process, when:

9.1.1. Make statements or present false documents in any of the selection stages.

9.1.2. Do not submit all required documentation within the terms and conditions stipulated in this Announcement.

9.1.2.1 If the candidate is unable to present, on the day of the interview, an original identity document, due to loss, robbery or theft, a document must be presented attesting to the registration of the occurrence with a police agency, issued for a maximum of 90 (ninety) days, at which time it will be submitted to special identification, comprising data collection, signatures and fingerprints in a proper form.

9.1.3. Do not confirm your own participation in the Program, on the date specified in this Announcement, if selected.

9.1.4. Do not attend any of the stages of the selection process on the dates and times scheduled.

9.2 Omissive cases will be resolved by the Selection Committee, by the Collegiate of the Graduate Program, and by the Graduate Deanship in accordance with the Program regulations and CEPE Resolution 80/2017, according to their respective competences.

9.3 At the discretion of the Selection Committee, vacancies may be reallocated between the research lines, and from the Master's to the Doctoral course, or vice versa, as long as there are candidates approved under the terms of this Announcement. If there are no candidates residing abroad, the vacancies may be occupied by candidates residing in Brazil, respecting the order of classification.

9.4 The results of the selection steps and other communications will be posted on the page:
<https://www.ppga.unb.br/>

9.6 Candidates must attend the selection steps (by going to the link provided by the PPGA), 5 (five) minutes before the scheduled start time, with an official identity document with a photograph, and keeping the camera on at all times.

9.7 Candidates who applied for affirmative action are subject to the evaluation criteria described in item 5.

9.8 When candidates apply for this selection process, they recognize and accept the rules established in this Announcement and in the regulations of the Graduate Program in which they are applying.

Brasília, DF, February 1st, 2022.

Prof. Dr. Edgar Reyes
Coordinator of the Graduate Program in Administration
(PPGA/UnB)

Attachment 1. Research Lines and Number of Academic Masters and Doctorate Vacancies at PPGA-UnB for the first academic term of 2022.

Research Lines	Descriptor	Vacancies	
		M	D
Organizational Studies and People Management - EOGP	Well-being at work and people management	2 (S/E)	1 (S/E)
Strategy, Marketing and Innovation - EMI	Innovation in Public and Private Services; Interactive formation of value in service marketing.	1 (S)	
	Sustainability	1 (E)	1(E)

Note 1: S: Spanish language, E: English language, and S/E: English or Spanish language.

Note 2: Information about the PPGA faculty, including Lattes curricula with academic production and indications of research topics of interest, can be obtained from the following link: https://ppga.unb.br/index.php?option=com_content&view=article&id=11&Itemid=683

Attachment 2. Tabela de Pontos para Prova de Avaliação de Currículo

I – CANDIDATES TO THE ACADEMIC COURSE OF MASTER IN ADMINISTRATION			
Theme	Item	Item Score	Total Score
Intellectual production published from 2018	Author of articles published in journals classified in QUALIS/CAPEs, in the area of Public and Business Administration, Accounting and Tourism	- Journals in strata equal to or greater than B2: 50 points per article - Journals in strata between B5 and B3: 20 points per article	
	Complete articles published in scientific event proceedings with ISBN	5 points per article	
	Abstract published in scientific event proceedings with ISBN	1 point per abstract	
	Poster presented at scientific event with ISBN.	1 point per poster	
Research experience from 2018	Acting during the undergraduate course, in a scientific initiation project; or in a project financed by a teaching and research development agency	10 points for every six-month period, up to a maximum of 40 points	
	Acting, as a scholarship holder, after graduation, as a technician in a research project financed by a teaching and research development agency	10 points for each six-month period, up to a maximum of 40 points	
Participation in scientific events from 2018	Presentation of work at a scientific event with ISBN	1 point per presentation up to a maximum of 10 points	
	Participation in a scientific event with ISBN, without presentation of work	1 point per participation up to a maximum of 5 points	
Experience in teaching and research at university from 2018	Teaching or tutoring in an undergraduate course in Administration or related area.	2 points per block of 60 class hours up to 20 points	
	Acting as monitor in an undergraduate course discipline	1 point for each semester of monitoring up to 10 points	
Total Score			

II – CANDIDATES TO THE ACADEMIC COURSE OF DOCTOR IN ADMINISTRATION			
Theme	Item	Item Score	Total Score
Intellectual production published from 2018	Author of an article published in a journal classified in strata A1 and A2 in QUALIS/CAPEs, in the area of Public and Business Administration, Accounting and Tourism.	50 points per article	
	Author of an article published in a journal classified between strata B1 to B2 in QUALIS/CAPEs, in the area of Public and Business Administration, Accounting and Tourism.	25 points per article	
	Author of an article published in a journal classified between strata B3 to B5 in QUALIS/CAPEs, in the area of Public and Business Administration, Accounting and Tourism	5 points per article	
	Complete articles published in scientific event proceedings with ISBN	1 point per article	
Experience in university teaching and research from 2018	Teaching in an undergraduate or MBA course in Administration or a related field	2 points for each block of 60 class hours up to 20 points	
	Supervision of the final work of an undergraduate or specialization or scientific initiation course in Administration or a related field	2 points per supervision up to 20 points	
Total Score			

Note.: articles and other academic works approved for publication in journals and scientific events, but not yet published, may be scored as long as the approval is confirmed by means of an acceptance letter or similar document.