

Federal University of Minas Gerais
School of Architecture
Graduate Program in Built Environment and Sustainable Heritage
Regular Selection Call 2021 --- Master and Doctorate

The Coordinator of the Graduate Program in Built Environment and Sustainable Heritage at the School of Architecture of the Federal University of Minas Gerais does know that, from **August 2nd to September 2nd, 2020**, registration will be open for the selection of candidates for the vacancies in the Master's and Doctorate courses in the Program.

1. PRELIMINARY INFORMATION

- 1.1. Additional information can be requested from the Secretariat of the Graduate Program in Built Environment and Sustainable Heritage by email macps@arq.ufmg.br with copy to comunicacaopacps@gmail.com, and will be answered during opening Secretariat, available on the website <https://sites.arq.ufmg.br/pos/ambienteconstruido/>
- 1.2. The value of the registration fee, as established by Resolution No. 30, of December 13, 2007, of the UFMG University Council is R\$ 172.35 (one hundred seventy-two reais and thirty-five cents). Payment of this fee must be done through the Union Collection Guide (GRU), according the GRU, <https://sistemas.ufmg.br/sisarc/emissaogru/gerir/geriremissaogru.seam?codigo=mPKsBeZwF>, in accordance with **Annex I**. Applicants whose economic situation justifies their exemption free of charge will be exempt from paying this fee, which must be requested from the Fundação Universitária Mendes Pimentel FUMP, at least 15 days before the end of the enrollment period in the selection process. Information regarding the exemption request process must be obtained at www.fump.ufmg.br. Except in case of cancellation or annulment of the selection process, under no circumstances will the amount of the registration fee be refunded.
- 1.3. The Program Coordination may make changes to this Notice, which will be disclosed on the Program website --- <https://sites.arq.ufmg.br/pos/ambienteconstruido/>, in a timely manner, through complementary notices or rectifiers. It is the candidate's full responsibility to monitor the publication of all acts, notices and communications relating to the selection process.

2. ADMISSION

- 2.1. For entry into the **second semester of 2021, 30 (thirty) places for the Master's and 24 (twenty-four) for the Doctorate** will be offered, distributed without distinction between the Program's Research Lines: 1) Memory and Cultural Heritage; 2) Landscape and Environment; 3) Technology of the Built Environment. If the vacancies offered for the master's and doctorate are not filled in the selection dealt with in this Notice, in the judgment of the Program Collegiate, a new selection may occur with the remaining vacancies on dates to be disclosed on the Program's website, with up to 30 days in advance of the selection process, the selection process of which will be governed under the terms of this Notice, subject to the limit of places available.
- 2.2. The **Ethnic-Racial Self-Declaration** and the option to reserve places must be made at the time of registration, according to the specific form, available on the Program website and at the Program Secretariat. Candidates must choose one of the modalities: wide competition OR reservation of places, that is, the candidate is prohibited from enrolling in more than one type of competition provided for in this Notice. Those opting for participation in the selection process in the modality of vacancy reservation for self-declared black candidates will compete, exclusively, for reserved vacancies, except in the case mentioned in item 6.8 of this notice.

3. REGISTRATION REQUIREMENTS

- 3.1. Before registering, the candidate must be aware of the contents of this Notice, including the other documents that comprise it, to make sure that it fulfills all the required requirements.
- 3.2. The candidate must complete the Electronic Registration Form on the PACPS website and attach the

following documents, scanned or generated electronically, always in pdf format:

- a) Proof of payment of the registration fee or its exemption by FUMP;
- b) 3x4cm Photography
- c) Diploma of the undergraduate course (front and back) issued by an official or officially recognized institution, or of another document that proves that the candidate is able to complete the undergraduate course before the period for academic registration in the graduate course, such record being conditioned to the proof of graduation completion;
- d) Electronic address of the dissertation (access link to the digital library of the University or body that maintains the dissertation available), if any. If not, the candidate must submit a pdf copy of the dissertation for the purposes of the Commission's analysis;
- e) Copy of CPF, if Brazilian;
- f) Copy of Identity Document, if Brazilian (RG, RIC, Card issued by a class body with national validity, Work Card (identification page), CNH within validity and accompanied by another document stating the place of birth, Identity issued by the Military Ministry or Military Police Identity);
- g) Copy of Birth or Marriage Certificate, if Brazilian;
- h) Certificate of electoral discharge, if Brazilian, issued by the Electoral Registry Offices or on the TSE and TRE websites <http://www.tse.jus.br/eleitor/certidoes/certidao-de-quitacaoeleitoral> , (individual proofs of voting);
- i) Copy of Military Document, for a Brazilian male candidate. Only those who complete 46 years of age in the year of entry to the course are exempt from presenting it, pursuant to art. 170 and 210 of Decree nº 57.654, of January 20, 1966;
- j) Proof of residence;
- k) Foreign candidates must present the documents required by specific legislation;
- l) Research Plan, which should have a maximum of 10 (ten) pages for a master's degree and 15 (fifteen) pages for a doctorate, including illustrations, tables, graphs and bibliographic references. The Research Plan must be submitted according to the Research Plan Template available on the Program website, with a cover indicating three Terms of Reference among the terms indicated in the model;
- m) **Curriculum Vitae**, completed and updated in 2021 on the Lattes Platform (registration and filling in the Lattes model website <http://www.cnp.br>), if Brazilian. Foreign applicants must use an alternative model available on the program's website;
- o) **Scoreboard** completed and duly punctuated, according to the model available on the Program website, plus the supporting documents used in the punctuation, ordered as indicated by Barema for the purpose of proof, such as: diplomas and certificates; documents for participation in projects financed or not by funding agencies; proof of professional experience; proof of academic-scientific written production (copy of cover and page containing ISBN or ISSN, initial and final pages). Unproven curriculum items will not be considered for scoring purposes);
- p) Self-declared black candidates, who opt for selection by reserving vacancies, must submit the Ethnic-Racial Self-Declaration form, in accordance with the provisions of CEPE / UFMG Resolution 02/2017, available on the Program website.

3.3. Only applications for registration that meet the requirements of this Notice and that have complete documentation and the deadline will be accepted. After checking the documentation, the granting of the application for registration will be published on the website <https://sites.arq.ufmg.br/pos/ambienteconstruido/> on **September 3, 2021**. There will be no recourse to the absence of any of the documents listed above. Appeals against the result of the registration approval must be presented within 03 (three) consecutive days after the date of their disclosure. Appeal requests must be made on the Appeal Form --- Selection Process, available at <https://sites.arq.ufmg.br/pos/ambienteconstruido/index.php/formularios/> , dated and signed by the candidate and sent to the email of Secretaria --- macmacps@arq.ufmg.br --- with copy for the Communication Sector --- comunicacaopacps@gmail.com , until 6:00 pm (BRAZILIAN TIME) on **September 6, 2021**, list of candidates will be published on the website <https://sites.arq.ufmg.br/pos/ambienteconstruido/> **September 8, 2021**. No information will be given

over the phone about granting or rejecting applications.

- 3.4. After granting the registration, each candidate will be assigned an identification number that will be used to maintain their anonymity throughout the evaluation in the stages.
- 3.5. Candidates with disabilities and / or specific needs must indicate, on the application form, the special conditions necessary for their participation in this competition.
- 3.6. UFMG will not be responsible for registration not received due to technical reasons associated with computers, communication failures, congestion of lines of communication and for any other technical reasons that make it impossible to transfer data to consolidate the registration.

4. THE EXAMINATORS

- 4.1. The examining board responsible for the selection process will be composed of professors accredited by the Program and appointed by the Collegiate of the Graduate Program in Built Environment and Sustainable Heritage. The nominal list of the examining board will be published, on the Secretariat's notice board and on the website www.ufmg.br/pos/ambienteconstruido , up to 48 hours before the start of the selection process, accompanied by a declaration of absence of impediment and suspicion of each member of the board. bank in relation to the candidates registered in this competition.

5. SELECTION PROCESS

- 5.1. The selection process will consist of three stages, each of which is evaluated in 100 (one hundred) points. Yield equal to or greater than 70% (seventy percent) is required at each stage, all eliminatory and qualifying. Candidates who fail in the specific stage will not be evaluated in the next stage.
- 5.2. **Stage 1 --- Examination of the Curriculum Vitae (Master and Doctorate)**, of an eliminatory and classificatory character, which will consider: academic performance, scientific and technical experience, artistic production, indexed publications and awards presented in the Curriculum Lattes and confirmed by the portfolio, whose Barema will be available on the website <https://sites.arq.ufmg.br/pos/ambienteconstruido/> . Curriculum Vitae and Scoreboard for foreigners can be written in English or Spanish. The result of this stage will be available on **September 10, 2021** on the website <https://sites.arq.ufmg.br/pos/ambienteconstruido/> . To pass this stage, the candidate must obtain at least 60 points out of a total of 100.
- 5.3. **Stage 2 --- Examination of the PROJECT (Master and Doctorate)**, eliminatory and classificatory, according to the available model, which will evaluate in the written project: the candidate's ability to organize and expose his ideas about the content (20 points) on a methodological-conceptual basis of the proposed research (20 points) linguistic adequacy, use of ABNT and organization of the text (20 points) the relevance of the proposal in relation to the research lines of the Program (20 points) the relevance of the study and its physical and financial viability within 24 hours (twenty-four) months for the Master's and 48 (forty-eight) months for the Doctorate (20 points). To be approved at this stage, the candidate must obtain at least 70 points out of a total of 100. The Research Plan may be written in English or Spanish, for foreigners. The result of this stage will be made available on **September 13, 2021** on the website <https://sites.arq.ufmg.br/pos/ambienteconstruido/>.
- 5.4. **Stage 3 --- Presentation of the PROJECT (Master and Doctorate)**, eliminatory and classificatory. This exam will consist of an oral presentation before the Examining Board, in a limited time of 10 (ten) minutes, without the use of audiovisual resources, followed by an argument, limited to 10 (ten) minutes, with up to 5 (five) minutes for responses. Will be evaluated: the candidate's ability to organize and expose his ideas about the content (25 points) the mastery of the methodological-conceptual basis of the proposed research (25

points) the ability to link his project to the research lines of the Program (25 points) a ability to demonstrate feasibility and commitment to meeting the research deadline in 24 (twenty four) months for the Master and 48 (forty eight) months for the Doctorate (25 points). To be approved at this stage, the candidate must obtain at least 70 points out of a total of 100. The Research Plan may be defended in English or Spanish, for foreigners. Candidates will take this exam using the Videoconference System. The candidate will be responsible for testing the connection with the Program Collegiate, ensuring internet bandwidth with compatible speed for sound and image emission in real time. The Program will not be held responsible for connection problems on the part of the candidate, which, if the exam occurs and makes the exam unfeasible within the stipulated period, will disqualify the candidate. The table, containing the timetable and link to the research plan's complaint, will be published at <https://sites.arq.ufmg.br/pos/ambienteconstruido/> on the website, on **September 14, 2021**. This stage will be held from **16 to 17 September 2021**, eliminating the candidate who does not appear on the day and time stipulated. The result of this stage will be available on **September 20, 2021** on the website <https://sites.arq.ufmg.br/pos/ambienteconstruido/>.

- 5.5. After the disclosure of the results of each stage, the candidate will be guaranteed the right to appeal based on legality and merit, with suspensive effect, forwarded to the Secretariat email macps@arq.ufmg.br --- with a copy for the Sector of Communication --- comunicacaopacps@gmail.com .

6. RESULTS

- 6.1. The FINAL SCORE of the candidates who participated in all stages will be the simple arithmetic average obtained in the set of exams. In the dissemination of the final result, candidates for the Master's and Doctorate degrees will be ordered, in separate lists for wide competition and self-declared black optants in decreasing sequence of the FINAL NOTE, according to the distribution of vacancies made available in this notice, with the following result indication: " approved and rated "or" approved but not rated "or" disapproved " .
- 6.2. Candidates approved and classified will be admitted to the Postgraduate Program in Built Environment and Sustainable Heritage, observing the number of vacancies available in this Notice. In the event of a tie, the tiebreaker will take place successively by the marks obtained in each of the scored exams, in the following order: 1) Examination of the Curriculum Vitae 2) Examination of the Research Plan and 3) Submission of the Research Plan. If the tie persists, the longest-standing candidate will be admitted, while the tie will persist, the oldest candidate will be admitted. The final result will be published on the website <https://sites.arq.ufmg.br/pos/ambienteconstruido/> on **September 20, 2021**.
- 6.3. Against the result of the selection process, appeals may be filed. The appeal period is 10 calendar days from the date of disclosure of the final result, under the terms of the General Rules of UFMG and Resolution no. 13/2010, of November 11, 2010, of the University Council of UFMG. The candidate who appeals must indicate precisely the questioned item or criteria, rationally and consistently substantiating his arguments and attach supporting materials, if applicable. Each resource must be sent in the form of a typed letter or in legible handwriting, containing the candidate's name, registration number, contested item, argument and signature of the candidate. The appeal must be sent by email to the Secretariat of the Graduate Program in Built Environment and Sustainable Heritage. The results of the resources, as well as the new result, when applicable, will be published on the website <https://sites.arq.ufmg.br/pos/ambienteconstruido/>.
- 6.4. During the appeal period, candidates will be given access to their respective assessments.
- 6.5. If there is a change in the general classification of candidates due to the provision of some resource, a reclassification will occur and the rectified classification will be considered valid.
- 6.6. If a self-declared black candidate, approved in a reserved vacancy, withdraws, the vacancy will be filled by the approved self-declared black candidate and classified in decreasing order of final grade.
- 6.7. In the absence of self-declared black candidates approved in sufficient numbers to fill the reserved vacancies, the remaining vacancies will be reverted to the candidates approved in wide competition, being filled in decreasing order of final grade.
- 6.8. If there are not enough approved candidates to fill vacancies in wide competition, the remaining vacancies will revert to approved self-declared black candidates, being filled in decreasing order of final grade.

6.9. The remaining vacancies provided for in items 6.7 and 6.8 will be distributed in decreasing order of final grade.

7. REGISTRATION AND ENROLLMENT

7.1. The candidate approved and classified in the selection process dealt with in this Notice must perform, exclusively on the internet, on **September 30th to October 1st, 2021**, by filling in the form available on the website <https://www2.ufmg.br/drca/drca/Home/Pos-Graduacao/Ficha-de-Cadastro-Previo>. The DRCA will take steps to make the Academic Registration after receiving the complete documentation of the selected candidates and the completion of the Previous Registration form by the classified candidate. The complete documentation will be sent to the DRCA by the Program Secretariat, on **October 2nd, 2021**.

7.2. In the case of an undergraduate course completed abroad, a copy of the diploma must be presented during the undergraduate course with a consular authentication stamp, in accordance with current legislation, and a sworn translation into Portuguese of the diploma, except those diplomas issued in Spanish, English and Portuguese. French. The translation must be done by a public translator resident in Brazil.

7.3. **Foreign applicants must submit to the Program Secretariat, on September 28, 2021**, the National Student Registry (RNE), National Migratory Registry (RNM) or Certificate of Registration issued by the Federal Police and the passport with a valid entry visa in Brazil, document proving affiliation and other documents to be informed by the Program Secretariat. Details on these documents are available on the website <https://goo.gl/EHUQTt>, in the Documentation topic.

7.4. Simultaneous academic registration is forbidden in more than one undergraduate, graduate or both levels, according to the provisions of article 39, § 2 of the UFMG General Regulation: "each student will be entitled to a single academic record, corresponding to only one place in the course in which he was admitted to UFMG". The candidate will automatically lose the right to a vacancy and will be considered formally withdrawn if the candidate who fails to make the Prior Registration on the date set for this procedure or who does not present any of the documents requested in this Notice. The filling of vacancy (s) resulting from these situations will be done by calling other approved candidates, strictly observing the ranking order according to the decreasing order of points obtained in the competition, until the deadline for sending the documentation to the DRCA.

7.5. The registration of the approved and classified candidates will be carried out in the Academic System of the Graduate Program, according to the guidance of the Program Secretariat, on a date to be released, observing the academic calendar of the University.

8. LANGUAGE EXAMINATION

8.1. In compliance with Resolution 08/2008, of October 14, 2008, of the University Teaching, Research and Extension Council, selected masters and doctoral students must demonstrate knowledge of foreign language (s) within a maximum period of 12 months for the Master student and 24 months for the Doctorate student, counting from the first enrollment in the courses. Such proof is a requirement for the continuation of studies in the master's and doctorate. Master students must demonstrate knowledge of English and PhD students, in addition to knowledge of English, must demonstrate knowledge of Spanish or French;

8.2. For proof of English proficiency, the candidate can take the CENEX / FALE / UFMG exam, Area 3: Human Sciences, Applied Social Sciences, according to the announcement and calendar published on the website <https://cenex.letras.ufmg.br/proficiency-exams/post-graduation>. Candidates can also present one of the following certificates, provided they are obtained after March 27, 2017: CAMBRIDGE, IELTS, MICHIGAN,

TOEFL, TOEIC, in the case of the English language DALF and DELF, in the case of the French language DELE , in the case of the Spanish language higher education diploma in any area of knowledge, in which teaching has been taught in English or Spanish or French, upon proof of completion of a higher education course in Letters (Qualification in English and / or Spanish and / or French), Licenciatura or Bachelor, upon proof;

- 8.3. Foreign students** (who do not have Portuguese mother tongue) must prove, within a maximum period of 12 (twelve) months for the master's degree and 24 (twenty-four) months for the doctorate, from the first enrollment in the course, knowledge of Portuguese language . Information about this test can be accessed at: <http://www.lettras.ufmg.br/cenex>; (ii) Certificate of Proficiency in Portuguese for Foreigners (CELPE-Bras). Information about this test can be accessed at: <http://celpebras.inep.gov.br>; another certificate of knowledge of the Portuguese language will be evaluated by the Board. Such proof is a requirement for continuing studies in the Master's or Doctorate.

SCHEDULE

08/02 – 08/18	Request for exemption from the FUMP registration fee
08/02 – 09/02	Application in the selection process
09/03	Partial result and confirmation of registrations
09/03 – 09/06	Questions about registry results
09/08	Final list of candidates
09/10	Result Stage 1 - Examination of the Curriculum Vitae (Master and Doctorate)
09/13	Result Stage 2 - Examination of the PROJECT (Master and Doctorate)
09/14	Spreadsheet with time and link to the presentation of the research plan https://sites.arq.ufmg.br/pos/ambienteconstruido/
09/16 – 09/17	Stage 3 - Presentation of the PROJECT (Master and Doctorate)
09/20	Result Stage 3 - Presentation of the PROJECT (Master and Doctorate)
09/20	Final Result
09/30 – 10/01	Registration

Belo Horizonte, August 10, 2021.

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