

	
Federal University of Viçosa Department of Physical Education	Juiz de Fora Federal University Faculty of Physical Education and Sports

## GENERAL INFORMATION FOR ADMISSION TO MASTER AND PHD COURSES

**Note:** This document contains general information about admission procedures to the Master/PhD courses. Under no circumstances this is the official notice.

The admission procedures to the Postgraduate Program in Physical Education is annual, with the Public Notice launched in March / April, with applications in April / May, selection in June / July and beginning of classes in August (these periods are defined in the Public Notice and may change).

Vacancies for Master and PhD courses are defined by each advisor, according to the Program's criteria.

All the procedures take place in a single city (Juiz de Fora or Viçosa), according to the Program's criteria. The location of the selection, as well as the registration, is informed in the Public Notice.

The Post-Graduate Program in Physical Education is structured in the Concentration Area entitled "Exercise and Sport", with the following research line:

- a) Physical activity and health - Study of the effects of physical activity and physical inactivity in different population groups.
- b) Studies of sport and its manifestations - Study of physiological, sociocultural, historical, psychological aspects and how they affect or are affected by sport.

### 1. Target Community

Holder of under graduation title document (see item 7 of this Document), issued by a recognized program by the Ministry of Education or foreign duly revalidated certificate.

### 2. Subscription Procedures and Documents

The enrollment will be carried out in person by the candidate or his / her representative at the Post-Graduate Office in Physical Education at the Faculty of Physical Education and Sports of the Federal University of Juiz de Fora. Registration can also be carried out by delivering the documentation via post, mandatorily via SEDEX/FEDEX/DHL or others, with postmark within the period specified for registration.

Address: Office of Postgraduate Program in Physical Education, Faculty of Physical Education and Sports, Rua José Lourenço Kelmer, s / n, University Campus, Bairro Martelos UFJF, CEP: 36036-330, Juiz de Fora, Minas Gerais, Brazil.

Mandatory documents at the time of registration for candidate (deliver all documentation in an envelope identified with the name of the candidate):

- Two legible copies of the Registration Form available on the websites [www.ufjf.br/pgedufisica](http://www.ufjf.br/pgedufisica) and [www.ppegfi.ufv.br](http://www.ppegfi.ufv.br);

- Readable copy of the intended graduation diploma (Bachelor or Licentiate degree), front and back, or certificate of the Hague Convention;
- Readable copy of the intended Master Level diploma, front and back, or certificate of the Hague Convention (ONLY FOR PhD candidates);
- Readable copy of the Curriculum Vitae, with the respective copies of the vouchers. The Curriculum Vitae must be structured with the same items and in the same sequence of the criteria presented for scoring described in item 5, Third Stage, of this document;
- Two photos size between 1" and 3/8";
- Readable copy of the Birth Certificate or ID;
- Legible copy of passport with a visa attesting to your legal stay in national territory;
- Readable copy of the Research Project. The Research Project will follow the script described in item 9 of this document.
- Readable copy of at least one published or accepted scientific paper, as author or co-author, in a journal classified in the most current *Webqualis* (Coordination for the Improvement of Higher Education Personnel Score, Brazil) of Physical Education Assessment Area as B2 or superior (ONLY FOR PhD candidates);

Note: If necessary, the candidate must inform the Post graduate Program, at the time of registration, through the registration form, if he / she needs accessibility conditions and others that enable his participation with equality in the selection.

### ***Guide for drafting the Research Project (for Master and PhD)***

The Research Project must follow the following script, restricted to a maximum of 7 (seven) pages typed on A4 paper, Times New Roman font, size 12, 1.5 spacing:

#### Cover

- Project Title;
- Candidate's CPF or Passport Number. Note that the board will receive a copy of the research project without the cover, so the candidate will not be identified. In this way, it is necessary to inform again the title of the project and the name of the advisor intended in the Introduction.
- Name of the advisor to whom the project will be submitted.

Note: The cover does not count as the number of pages in the established limit.

#### Introduction

The first line of the introduction should include the title of the project and the name of the desired advisor. Briefly report the problem situation addressed, citing data or information that may delimit your context. Justify your defense and line of action / theme (What? Why?). Present an updated bibliographic review that objectively justifies the execution of the proposal.

#### Objectives

State the objectives to be achieved by the project.

#### Methods

Explain how you intend to achieve the determined objectives (subjects, procedures and statistical treatment). In addition, schedule and financial viability should be described.

#### References

List the sources cited in the body of the project

Note: References do not count as number of pages within the established limit. Consider 30 the number of maximum references that should be cited in the project. In addition, attachments do not count as the number of pages in the established limit.

### 3. Faculty Advisors who can offer positions for Master/PhD Courses

Each faculty advisor publishes at the admission notice the numbers and the level course of available positions

Faculty Advisors	Main Workplace
Prof. <sup>a</sup> Dra. Andréia Cristiane Carrenho Queiroz	UFJF - Governador Valadares
Prof. Dr. Antônio José Natali	UFV
Prof. <sup>a</sup> Dra. Clara Mockdece Neves	UFJF - Governador Valadares
Prof. Dr. Ciro José Brito	UFJF - Governador Valadares
Prof. Dr. Daniel Godoy Martinez	UFJF
Prof. <sup>a</sup> Dra. Eveline Torres Pereira	UFV
Prof. <sup>a</sup> Dra. Fernanda Karina dos Santos	UFV
Prof. Dr. Israel Teoldo da Costa	UFV
Prof. Dr. Jeferson Macedo Vianna	UFJF
Prof. Dr. João Carlos Bouzas Marins	UFV
Prof. Dr. Jorge Roberto Perroux de Lima	UFJF
Prof. <sup>a</sup> Dra. Lílian Pinto da Silva	UFJF
Prof. <sup>a</sup> Dra. Luciana Moreira Lima	UFV
Prof. <sup>a</sup> Dra. Ludmila Nunes Mourão	UFJF
Prof. <sup>a</sup> Dra. Maria do Carmo Gouveia Pelúzio	UFV
Prof. <sup>a</sup> Dra. Maria Elisa Caputo Ferreira	UFJF
Prof. Dr. Mateus Camaroti Laterza	UFJF
Prof. Dr. Miguel Araújo Júnior	UFV
Prof. Dr. Moacir Marocolo Júnior	UFJF
Prof. Dr. Paulo Roberto dos Santos Amorim	UFV
Prof. Dr. Pedro Henrique Berbert de Carvalho	UFJF - Governador Valadares
Prof. Dr. Thales Nicolau Prímola Gomes	UFV

### 4. Selection procedures for master course

#### *First Stage - Eliminary and Qualifying*

Written test, with a score from 0 to 100 points, evaluated by an examining board composed of two professors, with an eliminary character for a score lower than 70.0 points and a classification for a score equal or higher than 70.0

points. In case the candidate does not appear in the written test, he / she will be eliminated. The candidate who signs the test or identifies himself will be disqualified. For this reason, the candidate will, at the time of this step, receive an identification number and write it on the cover of this written test. For this stage, the candidate must present an official photo ID.

The written test and, consequently, the total score of this stage (100 points) will consist of:

- Twenty objective questions, worth 1.0 points each, totaling 20.0 points. These questions will be elaborated based on the bibliography described in item 10 of this document.
- Three discursive questions, based on the theme of the guiding professor indicated in the registration form, totaling 80.0 points (the individual value will be described at the end of each question). The basic bibliography for the discursive questions will correspond to that indicated in item 11 of this document by each guiding professor.

### *Second Stage - Eliminary and Qualifying*

Evaluation of the Research Project, with a score from 0 to 100 points, with an eliminary character for a score below 70.0 points and a classification for a score equal to or greater than 70.0 points. The evaluation of the Research Project and, consequently, the total score of this stage (100 points) will be composed of the simple sum of the following two items:

- Item 1: Evaluation of the Research Project in written form, totaling 30.0 points, per examining board composed of two professors. The criteria for evaluating the Research Project will be: 1) Theoretical foundation; 2) Objectives and / or hypotheses; 3) Quality and feasibility of the method; 4) Timeliness of bibliographic references; 5) Schedule; and 6) Financial viability. Each evaluation criterion presented will be worth 30.0 points and, for the final grade of this item, the arithmetic average of the grades obtained in each evaluation criterion will be calculated.
- Item 2: In-person submission of the Research Project, totaling 70.0 points, per examining board composed of two professors. The candidate will be questioned about the Research Project by the following criteria: 1) Theoretical basis; 2) Objectives and / or hypotheses; 3) Quality and feasibility of the method; 4) Timeliness of bibliographic references; 5) Schedule; 6) Financial viability; and 7) Skills and abilities to carry out the proposed Research Project. Each evaluation criterion presented will be worth 70.0 points and for the final grade of this item, the arithmetic average of the grades obtained in each evaluation criterion will be calculated. In the event that the candidate fails to appear in the Research Project (Item 2), he will be disqualified from the selection process. This stage will be recorded in audio with guaranteed storage and privacy.

### *Third Stage – Qualifying*

Evaluation of the Curriculum Vitae, by an examining board composed of two professors.

## **5. Selection Procedures for PhD Course**

### *First Stage - Eliminary and Qualifying*

Evaluation of the Research Project, by an examining board composed by two professors, with a score from 0 to 100 points, with an eliminary character for a score lower than 70.0 points and a classification for a score equal or higher than 70.0 points. The evaluation of the Research Project will be carried out on the following criteria: 1) theoretical foundation; 2) Objectives and / or hypotheses; 3) Quality and feasibility of the method; 4) Timeliness of bibliographic references; 5) Schedule; and 6) Financial viability. Each evaluation criterion presented will be worth 100 points and for the final grade of this Stage, the arithmetic average of the marks obtained in each evaluation criterion will be calculated. Classification will be carried out from highest to lowest grade, separately by the advisor indicated on the registration form. A maximum of 3 candidates per faculty position available will move on to the second stage, following the order from highest to lowest score obtained in the first stage.

Note: For this stage the applicant presence will not be necessary.

## *Second Stage - Eliminary and Qualifying*

Oral presentation of the Research Project (maximum of 20 minutes), to an examining board composed by two faculty members, with a score from 0 to 100 points, with an eliminary character for a score lower than 70.0 points and a classification for a score equal or higher than 70.0 points. After the oral presentation, the candidate will be accused of the Research Project by the following criteria: 1) Theoretical basis; 2) Objectives and / or hypotheses; 3) Quality and feasibility of the method; 4) Timeliness of bibliographic references; 5) Schedule; 6) Financial viability; and 7) Skills and abilities to carry out the proposed research project. Each evaluation criterion presented will be worth 100 points and, for the final grade of this item, the arithmetic average of the grades obtained in each evaluation criterion will be calculated. In the event that the candidate fails to appear in the Research Project, he / she will be disqualified from the selection process.

Note: For the oral presentation of the Research Project referred to in this Step, the computer may be used. The University will not make the computer available, and this resource will be a candidate responsibility. This stage will be recorded in audio with guaranteed storage and privacy.

## *Third Stage - Qualifying*

Evaluation of the Curriculum Vitae, by an examining board composed of two professors.

## ***Guide for curriculum vitae organization and scored items (for Master and PhD)***

The organization of the curriculum must, necessarily, follow the script described below. The corroborative documents must be attached in the same sequence as the CV. The structuring and scoring of the Curriculum Vitae will follow the following criteria:

### 1. Formal Education and Training (Total up to 30.0 points):

- 1.1- PhD (30.0 points each).
- 1.2- Master's degree (15.0 points each).
- 1.3- Latu Sensu Specialization (10.0 points each).
- 1.4- Undergraduate Scientific Initiation Scholarship (5.0 points each).
- 1.5- Tutorial Education Program scholarship or similar (5.0 points each).
- 1.6- Student Teacher Monitor Programs (5.0 points each).
- 1.7- Community Projects Programs (5.0 points each).

### 2. Research Activities - Papers published and / or accepted for publication (Total up to 40.0 points):

- 2.1- Scientific papers in indexed journals (10,8,6,4,2,1,0.5 points each, respectively for articles classified in the most current Webqualis (Coordination for the Improvement of Higher Education Personnel Score, Brazil) of Physical Education Assessment Area, such as A1, A2, B1, B2, B3, B4 and B5).
- 2.2- Full Scientific articles in congress proceedings (0.5 points each).
- 2.3- Abstracts in journals and annals of congresses / symposia (0.25 points each, totaling up to 2.0 points).
- 2.4- Book chapter (4.0 points each).
- 2.5- Book (10.0 points each).

### 3. Extension or Community Activities (Total up to 20.0 points):

- 3.1- Courses and lectures given (2.0 points each, up to 10 points).
- 3.2- Participation in courses, congresses, symposia, lectures or similar (0.5 points each, totaling up to 10.0 points).

4. Professional Activities (Total up to 10.0 points):

4.1- Teaching in higher education level (1 point every 30 hours, totaling up to 10.0 points).

4.2- Teaching elementary and high school and technical courses (1.0 point per year, totaling up to 5.0 points).

4.3- Professional registration in official working documents in clinics, gyms and clubs (1.0 point per year, totaling up to 5.0 points).

Note: For this stage the applicant presence will not be necessary.

## 8. Bibliography (for Master course exam)

### General

McARDLE WD; KATCH FI; KATCH VL. Fisiologia do Exercício: Energia, Nutrição e Desempenho Humano. 6º ed. Rio de Janeiro, Guanabara Koogan, 2011, Chapters 3, 7, 9, 10, 17, 21, 22, 23, 31.

Bibliography by Advisor (for specific exam): will be published at the admission notice)

**More information about the complete admission notice could be find at:**

[www2.ufjf.br/pgedufisica](http://www2.ufjf.br/pgedufisica)

[www.ppgEFI.ufv.br](http://www.ppgEFI.ufv.br)

News wall at Post-Graduation in Physical Education at UFJF and UFV.