



**MINISTRY OF EDUCATION  
FEDERAL UNIVERSITY OF JUÍZ DE FORA  
FACULTY OF ADMINISTRATION AND ACCOUNTING SCIENCES  
ACADEMIC MASTER'S IN ADMINISTRATION**

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**PUBLIC NOTICE 03/2020**

The Collegiate of the School of Administration and Accounting Sciences (FACC) Graduate Program in Administration (PPGA) publicizes the selective process for filling the remaining vacancies of the Academic Master's Course in Administration, 2021 class, regulated by this notice.

**1. THE COURSE AND VALIDITY**

- 1.1. The Graduate Program in Administration aims to provide critical formation of people capable of strengthening Administration education and research, as well as improving the management of public private and non-state public organizations.
- 1.2. The course has a concentration area, **Organizational Management**, divided into two research lines: **Line 1 - Management, Technologies and Organizational Processes**, which studies and researches the questions that aims economic, social, environmental and human developments of private, public and public non-state organizations, involving areas such as marketing, finance, production, logistics and sustainability, with the improvement of generic and functional strategies, focused on entrepreneurs and innovators business, considering the competitive business environment and **Line 2 - Individual, Organizations and Society**, which privileges, through historical, interpretative and critical studies, the understanding of micro and macroenvironmental processes in private, public and public non-state organizations. Such processes condition individual and institutional identities; shape power relationships, many of which express the antagonistic interaction between capital and labor; reinforce or mitigate social differences; delimit public policies, as well as coordinated movements of the civil society, in contexts marked by contradictions, complexity and plurality of actors.
- 1.3. The course is regularly offered in presential modality, but will be offered at Emergency Remote Teaching modality, according to the current rules, while endure the suspension of presential classes determined by the UFJF Superior Council, due to the pandemic of the new coronavirus.



- 1.4. The course is entirely taught in Portuguese.
- 1.5. The selection, from the approval, will be valid until the opening of a new selection.

## 2. VACANCIES

- 2.1. 15 vacancies will be offered, distributed among the categories: Wide Competition (7 vacancies), Quotas (2 vacancies), Foreign students (6 vacancies), as shown in Table 1.
- 2.2. Vacancies for the Quotas category are part of the inclusion and diversity policy of the PPGA, based on the Normative Ordinance of the Ministry of Education nº 13, of 11/05/2020, which regulates the induction of affirmative actions in graduate school; in the Brazilian Law of People with Disabilities Inclusion (Law No. 13,146 of 07/06/2015); and Law No. 13,005 of 06/25/2014, which institutes the National Education Plan (art. 2, items III and X and Annexes - Goal 14, Strategy 14.5).
- 2.3. Vacancies for the Quotas category are equally intended for the following groups, there being no subdivision among them:
  - I. People with African descent (People with African descent and mixed race Brazilians) and indigenous people, according to ethnic-racial self-classification.
  - II. People with disabilities, thus considered those who have a long-term disability of physical, mental, intellectual or sensory nature, which, in interaction with one or more barriers, can obstruct their full and effective participation in society in equal conditions with other people (Law 13.146, of 06/07/2015). If there is the necessity of biopsychosocial assessment of disability, this will be carried out by an UFJF multidisciplinary and interdisciplinary team.
  - III. Transvestites, transsexuals and transgenders, according to the self-declaration of gender identity.
- 2.4. Candidates who choose the Quotas category and do not qualify in the requirements expressed in items I, II and III of item 2.3, will be eliminated from the selective process or will have their registration canceled at any time.
- 2.5. Vacancies for the Foreign Students category are part of the PPGA's internationalization policy, in line with the Resolution of the UFJF Sectorial Council for Graduate Studies and Research No. 11 of 05/09/2018, which ratifies the UFJF Institutional Plan for Internationalization.

- 2.6. Vacancies for the Foreign Students category are exclusively for people born and residents outside of Brazil, and this condition must be proven, upon registration, by consular document.
- 2.7. When registering, the candidate must choose one of the three categories of vacancies, being the registration of more than one category prohibited, under penalty of elimination in the selection process.
- 2.8. If the total number of vacancies destined to the Broad Competition or Quotas would not be completed, these may be mutually interchangeable, at the discretion of the Collegiate.
- 2.9. Vacancies for the Foreign Student category can only be filled by foreigner candidates approved, not being interchangeable with the other categories.
- 2.10. The provision of false information by the candidate, ascertained after academic registration, will cause his/her cancellation at UFJF, without prejudice to suitable criminal sanctions.

**Table 1 – Vacancies per PPGA teacher advisor**

| Line 1 – 06 (six) vacancies (Wide competition and quota) + 04 vacancies (Foreign student)                                 |  |           |   |   |
|---|--|-----------|---|---|
| Professor   | Areas and Themes of Interest   | Vacancies |   |   |
|   |  | W         | Q | F |
| Danilo de Oliveira Sampaio<br><a href="http://lattes.cnpq.br/0823851256773575">http://lattes.cnpq.br/0823851256773575</a> | Particularly interested in topics on sustainable consumption, consumer behavior, marketing and sales, in the context of micro, small and medium-sized local companies, as well as from the perspective of the individual. In this context, researches that has links to the UN Sustainable Development Goals and the theories: <i>Theory of Planned Behavior</i> (TPB), hedonic and utilitarian consumption, <i>Transformative Consumer Research</i> (TCR) are welcome.                          | 1         | 1 | 2 |
| Flávia Vital Januzzi<br><a href="http://lattes.cnpq.br/2029670870081936">http://lattes.cnpq.br/2029670870081936</a>       | The main research focuses are within the scope of capital markets (fixed and variable income and investment funds) as they encompass aspects related to Corporate Finance (investment decisions, financing and dividend distribution of publicly traded companies). The main researches developed at the moment include the study of the opacity (use of derivatives) in Brazilian investment funds and the relationship between performance and risk assumed by the managers of American banks. | 1         | - | - |
| Gilmar José dos Santos<br><a href="http://lattes.cnpq.br/1202770345848362">http://lattes.cnpq.br/1202770345848362</a>     | Especially interested in studies based on Institutional Theory and the Theories of Agenda Setting, Spiral of Silence and Newsmaking. Main themes: integrated marketing communications; corporate and institutional communication; relationships between organizations, media and society; and management of communication companies. The professor is also willing to guide works about methods and techniques of qualitative and quantitative research in marketing.                            | 1         | 1 | 1 |

|   |  |   |   |   |
|---|--|---|---|---|
| <p>Lupércio França Bessegato</p> <p><a href="http://lattes.cnpq.br/1996265064545965">http://lattes.cnpq.br/1996265064545965</a></p> | <p>Interested in research aimed at: i) studies of economic or statistical planning in control systems, monitoring and improvement of industrial processes, with an emphasis on computational search procedures by means of evolutionary algorithms; and ii) the behavior of economic agents modeling from large databases, using machine learning methodologies.</p> | 1 | - | 1 |
|---|--|---|---|---|

**W: Wide Competition    Q: Quotas    F: Foreign students**

| <b>Line 2 – 03 (three) vacancies (Wide competition and quota) + 02 vacancies (Foreign student)</b>                              |  |                  |          |          |
|---|--|------------------|----------|----------|
| <b>Professor</b>  | <b>Areas and Themes of Interest</b>  | <b>Vacancies</b> |          |          |
|   |  | <b>W</b>         | <b>Q</b> | <b>F</b> |
| <p>Angelo Brigato Ésther</p> <p><a href="http://lattes.cnpq.br/1831223995652576">http://lattes.cnpq.br/1831223995652576</a></p> | <p>Operates in the field of Organizational Studies, within a historical, interpretative and critical perspective, in which the Brazilian university, especially the public one, is the object and the privileged field of investigation. The topics of interest are interrelated and involve concepts and issues such as identity (in its various forms), power and labor relations, public policies, governance, internationalization. In theoretical terms, he deals preferably with sociological and psychological approaches, in addition to authors from the history of education and higher education. He has sought to develop studies from a decolonial and post-colonial perspective.</p> | -                | -        | 1        |
| <p>Denis Alves Perdigão</p> <p><a href="http://lattes.cnpq.br/6211019088745037">http://lattes.cnpq.br/6211019088745037</a></p>  | <p>Researcher in the field of Organizational Studies from a perspective structural-constructivist criticism. His researches themes are power relations, social inequalities, labor relations, ordinary management, daily life and organizational history. In theoretical terms, it has been based on Pierre Bourdieu's sociological approach, on Critical Management Studies, on post-structuralism and on interpretativism to understand the social phenomena arising from the complexity of social relations.</p>  | 1                | -        | -        |
| <p>Elcemir Paço Cunha</p> <p><a href="http://lattes.cnpq.br/8165092346693284">http://lattes.cnpq.br/8165092346693284</a></p>    | <p>Main research project at the moment: Inflections of the technical basis in dependent accumulation. He deals with the scope of Organizational Studies, based on materialism and criticism of political economy. Topics of interest: Historical Formation of Capitalism in Brazil; Administration Theories as Ideology and Administration Theories in Brazil; Critique of Political Economy and Critique of Political Administration; Critique of the Economics of Organizations; Accumulation of Capital, New Technologies, Organization and Work Process; Capital Managers; Crisis and Financialization; Critical Brazilian Studies and Scholars of Administration; Historical Materialism.</p> | 1                | -        | -        |



|  |   |   |   |   |
|--|---|---|---|---|
| <p>Thiago Duarte<br/>Pimentel<br/>http://lattes.cnpq.br /98<br/>41188234449467</p> | <p>He deals with the areas of Sociology, Administration and Tourism, with emphasis on the following lines of research and thematic fields: (1) Social-Ontology Theory, Epistemology, Methodology, Critical Realism and Hermeneutics; Sociology of Knowledge; Sociology of Work; Collective Action and Social Movements; (2) Administration - Organizations Theory; Public and Social Management; Public policy; Development; (3) Tourism - Sociology of Tourism; Explanatory History and Models; Tourist Space; Education and Professional Training; Tourism Space Planning and Management; Territorial Governance in Tourist Destinations. He developed his own explanatory model of the "Structuring of the Organized Collective Action" based on a re-reading of the French School of Sociology of Organizations from a re-reading paradigmatically informed by Critical Realism. Themes of greatest interest: public policies as an object of dispute (focus: Pierre Bourdieu); analysis of formal research structures at universities (focus: sociology of knowledge); analysis of organized collective action forms (focus: critical realism); symbolic effectiveness and mechanisms of legitimation (focus: Institutional Theory).</p> | 1 | - | 1 |
|--|---|---|---|---|

W: Wide Competition Q: Quotas F: Foreign students

### 3. APPLICATION

- 3.1. Application is open for the graduates in any courses recognized by the Ministry of Education (MEC), from any area of knowledge. Applicants with a diploma obtained abroad must provide recognition in Brazil.
- 3.2. The announcement of this selection notice will take place exclusively via the internet, and it will be available on the UFJF Graduate Program in Administration website: (<https://www2.ufjf.br/ppga/>).
- 3.3. The registration period will be from **04/01/2021** to **28/01/2021**.
- 3.4. Applications must be made exclusively by the Internet, **from 12:00 on 04/01/2021 until 23:45 on 28/01/2021 (Brasília time)**, accessing the electronic address <https://forms.gle/tJDMwQtn93kW6fH98>, filling the application form and submitting all documents requested in item 4.1 of this Notice, in files with Portable Document Format (PDF). The documents must be sent in separate files and named in the same way as the words underlined in each topic of item 4.1 of this Notice, during the term of the applications.
- 3.5. After completing the registration form, an electronic confirmation message will be sent to the e-mail address provided by the candidate, along with his / her application code.
- 3.6. The adhesion by the candidate to compete for the vacancies reserved for the quotas will occur voluntarily when filling out the self-declaration form according to the available model attached to this notice, and when choosing this option in the application form.



- 3.7. There will be no registration fee charged for this notice.
- 3.8. The candidate must apply for the vacancies offered by **only one supervising professor** mentioned in Table 1 of this notice. **In case of registration of more than one supervising professor, the candidate will be disqualified.**
- 3.9. The disabled person (PWD), even if he/she does not opt for the reserved places in the Quotas category, must inform his/her condition, at the time of registration, in order to be provided the conditions of accessibility and others conditions that enable his/her participation with equality in the selection.
- 3.10. The candidate's registration will imply his/her knowledge and tacit acceptance of the rules and conditions contained in this Notice, in relation to which he/she cannot claim ignorance.

#### **4. REQUIRED DOCUMENTATION**

- 4.1. The relevant documentation for application in the selection process must be inserted in the registration process by means of the available form, uploading the files. The candidate must attach the following documents (**in PDF format**):
  - a) Copy of National Identity Card or Driver's License, or Foreigner Identity Document, with all information in the same file.
  - b) CPF (Individual Taxpayer Register), which is not necessary if the number is included in the identity document.
  - c) Certificate of electoral discharge  
  
(<http://www.tse.jus.br/eleitor/certidoes/certidao-dequitacao-eleitoral>), in the case of Brazilian candidates.
  - d) For male candidate, certificate of reservist or certificate of exemption from incorporation, or certificate issued by the website of the Superior Military Court (<https://www.stm.jus.br/servicos-stm/certidao-negativa/emitir-certidao-negativa>) in the case of a Brazilian candidate.
  - e) Self-declaration form for the quota system applicants.
  - f) Diploma of the Undergraduate Course, recognized by the MEC, front and back, or Declaration of undergraduate degree, issued and signed by the responsible organ of the educational institution, together with a document showing the solicitation of the diploma,

or a certificate that shows that the candidate will be graduated, at most, until the registration date, signed by the person responsible for the educational institution.

- g) Transcript of records of the Undergraduate Course.
- h) Full curriculum vitae from the Lattes Platform (<http://lattes.cnpq.br>), duly proven. Only activities with proof will be computed, and copies of these must be attached in the order in which they appear in the curriculum, digitalized in PDF format; Foreign candidates who do not have the curriculum according to the Lattes platform standard must organize the curriculum according to the information that will be analyzed and scored in accordance with Table 5.
- i) Proof of the result of the Anpad Test - Test of the National Association of Postgraduate Studies and Research in Administration - with at least 250 points in the Portuguese test and 250 points in the English test.
- j) Alternatively to the Anpad Test, the following English language proficiency tests are accepted, including for foreigners whose official language is not English: i) FCE - First Certificate in English (University of Cambridge - GB); ii) CAE - Certificate of Advanced English (University of Cambridge - GB); iii) CPE - Certificate of Proficiency in English (University of Cambridge - GB); iv) TOEFL - Test of English as a Foreign Language: Paper Based Test with a minimum of 500 points, or Computer Based Test with a minimum of 213 points, or Internet Based Test with a minimum of 80 points; v) GRE - Graduate Record Examination; vi) TOEIC - Test of English for International Communication, with at least 600 points; g) IELTS - International English Language Testing System - British Council, overall band, with a minimum of 6.0 points; vii) Foreign Language Proficiency Test Certification (English) formulated and applied by a Federal Higher Education Institution (language test), with a minimum score of 7.0 (seven) out of a total of 10.0 (ten) points, or if this exam is given in percentage, 70% (seventy percent) if the test has a total of 100% (one hundred percent).
- k) If a foreigner comes from a country whose official language is not Portuguese, the candidate must also attach proof of proficiency in the Portuguese language, accepting the Certificate of Proficiency in Portuguese for Foreigners (CELPE-BRAS), intermediate or higher level, or a diploma of stricto sensu undergraduate or graduate course held in Brazil. He/she must also attach a valid identity document. Temporary or permanent visa is only necessary if approved and enrolled in the course.
- l) Master's Research Proposal (pre-project), in portuguese, from 5 (five) to 8 (eight) pages, except the cover page, Times New Roman font, size 12, spacing between lines 1.5, top, bottom, right and left 2.5 cm, containing the following sequence: **(1) On the first page (cover)**: Title of the Research Proposal, full name of the candidate and indication of the chosen supervising professor; **(2) Second page onwards**: Title, theme and justification for it; **(3)** research problem, general and specific objectives, and theoretical basis; **(4)**



methodological aspects; **(5)** expected academic and social contributions; **(6)** schedule; **(7)** references, in accordance with the rules of the Brazilian Technical Standards Association (ABNT).

- m) If a foreigner comes from a country whose official language is not Portuguese, the candidate must also attach proof of proficiency in the Portuguese language, accepting the Certificate of Proficiency in Portuguese for Foreigners (CELPE-BRAS), intermediate or higher level, or a diploma of stricto sensu undergraduate or graduate course held in Brazil. He/she must also attach a valid identity document. Temporary or permanent visa is only necessary if approved and enrolled in the course.

## 5. REGISTRATION APPROVAL

- 5.1. Applications with incomplete documentation or that do not meet the requirements of this notice will be rejected.
- 5.2. The preliminary result related to the registration approval, the ANPAD Test, English language proficiency, and the research proposal will be published on **01/02/21**, on the PPGA website.
- 5.3. The homologation may be appealed, by means of an appropriate electronic form, until **11:45 pm, Brasília time**, in the period from **02/02/2021 to 03/02/2021**, containing: 1) Candidate's full name; 2) Reasons for non-compliance.
- 5.4. The result of the appeal, as well as the final result of the registration approval, will be published on **04/02/2021**, on the PPGA website.

## 6. SELECTION

- 6.1. The selection will consist of the following elements: 1) Anpad Test, which has an eliminatory nature; 2) analysis of the research proposal, which has an eliminatory and classificatory character; 3) defense of the dissertation proposal, which has an eliminatory and classificatory character and 4) curriculum analysis, which has a classificatory character.
- 6.2. The Anpad Test is developed and applied by the National Association of Graduate Studies and Research in Administration. The candidate will be responsible for registering and sending the Anpad Test grade to the PPGA. More information can be found on the Anpad Test website ([www.anpad.org.br/~anpad/teste\\_anpad.php](http://www.anpad.org.br/~anpad/teste_anpad.php)).





6.2.1. The Anpad Test will be an eliminatory step, being selected for the next step all those who have achieved at least 250 points in the Portuguese test and 250 points in the English test (or minimum score according to the alternative English proficiency exams expressed in 4.1 - item i.).

6.2.2. Candidates who obtain grade lower than the minimum required in the Portuguese and English tests will be eliminated.

6.2.3. Candidates who obtain a score of 0 (zero) in any of the tests will be eliminated, even if they have obtained a sufficient score in the tests of Portuguese and English (Anpad or alternative English language test).

6.2.4. If there is a need for a tiebreaker, the following criteria will be used: a) highest score in the Portuguese test; b) highest grade in the English test; c) older candidate.

6.2.5. The result of the Anpad Test will be appealed, exclusively in cases of mistakes in the transcription of notes or similar, since the Anpad Test is organized and applied by a specific organization without PPGA interference or control, with the period for filing an appeal limited between **02/02/2021 to 03/02/2021**.

6.2.6. The final result with the first stage results (Anpad Test), after the appeal requests, and with the locations and the schedule of the interviews (academic merit) will be released on **04/02/2021**.

6.2.7. The foreign candidate is exempted from taking the Anpad Test. Conversely, he/she must present proof of proficiency in Portuguese, according to item “k” in 4.1, and, in the case of foreigners whose country does not have English as the official language, he/she must present proof of English proficiency as per item j, of 4.1 .

6.3. The dissertation proposal defenses will be carried out **remotely** from **05/02/2021 and 08/02/2021**. The places and the schedule will be published on **04/02/2021**, in the PPGA website.

6.3.1. This stage will be recorded by devices that capture sound, with guaranteed storage, including backups, according to Resolution nº 06/2013 published by the UFJF Sectorial Council for Research and Graduate Studies (CSPP).

6.3.2. Candidates will be scored according to the criteria in Table 2, specified in Tables 3, 4 and 5:



| <b>Table 2 - Academic Merit Scoring Criteria</b> |                 |
|--|-----------------|
| <b>Criteria</b>                                  | <b>Scoring</b>  |
| Evaluation of the dissertation proposal          | Up to 30 points |
| Defense of the dissertation proposal             | Up to 20 points |
| Curriculum Analysis                              | Up to 50 points |

| <b>Table 3 - Criteria for analysis of the written document of the dissertation proposal (Eliminatory and classificatory)</b> |                 |
|--|-----------------|
| <b>Criteria</b>  | <b>Scoring</b>  |
| Justification of the theme and alignment with the research of the chosen line and the supervising professor                  | Up to 10 points |
| Clarity and feasibility of the research problem and objectives   | Up to 10 points |
| Coherent and correctly explained methodological aspects  | Up to 10 points |

Obs.: Candidates with less than 21 points will be eliminated from the selection process, not being called to defend the dissertation proposal.

| <b>Table 4 – Criteria for analysis of the oral presentation and defense of the dissertation proposal (Eliminatory and classificatory)</b> |                 |
|---|-----------------|
| <b>Criteria</b>   | <b>Scoring</b>  |
| Clarity in presentation and ability to respond to questions from the Examining Board  | Up to 20 points |

Obs.: Candidates with less than 14 points will be eliminated, not being approved for the next stage (curriculum analysis).

| <b>Table 5 - Criteria for analysis of the proven curriculum<br/>(Classificatory)</b>  |                       |                          |
|---|-----------------------|--------------------------|
| <b>Criteria</b>   | <b>Scoring</b>        | <b>Maximum per group</b> |
| <b>GROUP 1: ACTIVITIES AS STUDENT</b>   |                       |                          |
| Monitoring and/or PET<br>[Programa de<br>Educação Tutorial]   | 2 points per semester | 12 points                |
| Scientific Initiation and/or<br>university<br>extension   | 2 points per semester |                          |
| <b>GROUP 2: TEACHING EXPERIENCE</b>   |                       |                          |
| Teaching or tutoring in high<br>school or higher  | 2 points per semester | 10 points                |
| <b>GROUP 3: ACADEMIC PRODUCTION</b>   |                       |                          |
| Publication or acceptance of an<br>article in a journal -<br>Classification in Qualis<br>/ Capes B2 or higher<br>(Administration,<br>Accounting and<br>Tourism) | 2 points per article  | 20 points                |
| Publication or acceptance of<br>articles in other ISSN journals<br>and annals of scientific<br>congresses   | 1 point per article   |                          |
| Publication of book with ISBN<br>(authorship)   | 2 points per book     |                          |
| Publication of book with ISBN<br>(organization)   | 1 point per book      |                          |
| Publication of book<br>chapter with ISBN  | 2 points per chapter  |                          |
| <b>GROUP 4: ACADEMIC EDUCATION</b>  |                       |                          |
| Lato Sensu graduate course<br>completed   | 1 point per course    | 2 points                 |
| Master's course<br>completed  | 1 point per course    |                          |



| <b>GROUP 5: PROFESSIONAL EXPERIENCE</b>   |                    |          |
|---|--------------------|----------|
| Professional experience in the management area<br>(Analyst, supervision, management or direction positions) | 1 point per year   | 6 points |
| Professional experience in other positions in the Administration area                                       | 0,5 point per year |          |

6.3.3. For classification purposes, only the score according to the criteria in Table 2 will be considered, discarding the scores obtained in the Anpad Test.

6.3.4. The preliminary evaluation result of academic merit will be published on the **10/02/2021**, on the PPGA website, containing the classification order and the candidate's number of application, the total grade and the grades achieved in each of the criteria evaluated.

6.3.5. The academic merit grade may be appealed by means of an appropriate electronic form, which must be sent until **11:45 pm, Brasília time, from 11/02/2021 to 12/02/2021**.

6.3.6. The final result of the appeals, as well as the selection process, will be published on **19/02/2021**, on the PPGA website, containing the classification order of the candidates by the registration number, with a total grade and the grades achieved in each of the criteria evaluated.

6.3.7. If there is a need for a tiebreaker, the following criteria will be used: a) higher grade in the defense of the dissertation project and b) older candidate.

6.3.8. An examining board will be composed by PPGA professors for evaluating the defense of research proposals.

6.3.9. The designated examining boards have didactic-pedagogical autonomy to conduct the evaluation process at all stages.

## **7. FINAL RESULT**

7.1. Up to 15 (fifteen) candidates will be selected, according to the distribution shown in Table 1. Approved candidates but not classified, may be invited by supervising professor in case of no enrollment effectuation concerning approved and classified candidates.



- 7.2. Regular vacancies unfilled by a teacher may be transferred to another teacher of the same line, after the conclusion of the selection process, at the discretion of the PPGA Board.
- 7.3. Vacancies in the quota system will be filled according to the classification obtained by the candidates. In case of no enrollment effectuation concerning approved candidate, classified candidates may be invited to fill vacancies.

## 8. APPEALS

- 8.1. The candidate may appeal at any stage of the selection process. At each stage of publication of results, an access link will be published to submit the appeal in a specific online form. In the event of any operational difficulties, the candidate should contact the e-mail [mestrado.admacad@ufjf.edu.br](mailto:mestrado.admacad@ufjf.edu.br) within the deadline, always in accordance with Brasilia time.
- 8.2. The deadline for filing an appeal is up to 2 business days from the date of disclosure of the results of each stage.
- 8.3. Appeals will not be accepted after the stipulated date and documents sent with the appeal will not be analyzed.
- 8.4. The result of the appeals will be published within 2 (two) business days after the end of the appeal interposition period.

## 9. ENROLLMENT

- 9.1. On **19/02/2020**, the **Enrollment Notice** will be published on the PPGA website, and the candidate must meet the deadlines and follow the procedures established there, under penalty of losing the vacancy.
- 9.2. Enrollments will take place between **22/02/2021 and 26/02/2021**.
- 9.3. To complete the enrollment, the applicant must submit a document that proves that he/she has a degree. Failure to submit it will make enrollment impossible, and the candidate will be excluded from the process.
- 9.4. In case of admission of foreign students, the necessary documents for the effective enrollment must be translated into Portuguese, and in accordance with the provisions of Ordinance / SEI n°. 1046, of 16/09/2020 (<https://www2.ufjf.br/prograd/wp-content/uploads/sites/21/2020/09/Potaria-conjunta-1.pdf>). During the course offer in remote



emergency teaching mode, the student will be exempted from presenting proof of regular migratory status while remaining outside Brazilian territory.

## 10. FINAL DISPOSITIONS

- 10.1. The omitted cases will be judged by the Collegiate of the Academic Master's Course in Administration, responsible for resolving the issues related to this notice.
- 10.2. Questions regarding this notice must be sent exclusively to the e-mail [mestrado.admacad@ufjf.edu.br](mailto:mestrado.admacad@ufjf.edu.br). **Guidance or previous evaluations on the Dissertation Project and on the Interview, concerning the Academic Merit stage, will not be provided.**
- 10.3. Academic guidance for the preparation of the dissertation pre-project is forbidden to the potential supervising professor.
- 10.4. For all purposes, any complementary notices or official announcements that may be published by the Course Coordination / Collegiate will be incorporated into this Notice, on the PPGA website.
- 10.5. The candidate who makes a false or inaccurate statement in any document, even if verified later, will be excluded from the Selection Process or from the Course, in the event of having already been enrolled, without excluding the civil and criminal sanctions to which he/she will be subject.



## 11. SELECTION PROCESS SCHEDULE

|   |  |
|---|--|
| Publication of the notice   | <b>By 04/01/2021</b><br>On this website <a href="http://www.ufjf.br/mestradoadm">http://www.ufjf.br/mestradoadm</a>                                |
| Application   | <b>04/01/2021 to 28/01/2021</b>  |
| Result of approval of the ANPAD Test and analysis of the pre-project  | <b>01/02/2021</b><br>On this website <a href="http://www.ufjf.br/mestradoadm">http://www.ufjf.br/mestradoadm</a>                                   |
| Period for appeals  | <b>02/02/2021 to 03/02/2021</b><br>by 11:45 pm, Brasília time zone<br>Document available at the same address when the result is published.         |
| Publication of the results of appeals and list of the day and time for the dissertation project's defenses  | <b>04/02/2021</b><br>On this website <a href="http://www.ufjf.br/mestradoadm">http://www.ufjf.br/mestradoadm</a>                                   |
| Period of the dissertation project defenses and curriculum analysis   | <b>05/02/2021 to 08/02/2021</b>  |
| Preliminary result publication  | <b>10/02/2021</b><br>On this website <a href="http://www.ufjf.br/mestradoadm">http://www.ufjf.br/mestradoadm</a>                                   |
| Period for appeals  | <b>11/02/2021 to 12/02/2021</b> by<br><b>23h45min</b> , Brasília time zone<br>Document available at the same address when the result is published. |
| Appeals results publication and release of the final result and publication of the <b>Enrollment Notice</b> | <b>19/02/2021</b><br>On this website <a href="http://www.ufjf.br/mestradoadm">http://www.ufjf.br/mestradoadm</a>                                   |
| Registrations period  | <b>22/02/2021 to 26/02/2021</b><br>On this website <a href="http://www.ufjf.br/mestradoadm">http://www.ufjf.br/mestradoadm</a>                     |

Collegiate of the Graduate Program in Administration (PPGA)  
Coordination of the Academic Master's Course in Administration (CMAA)  
Faculty of Administration and Accounting Sciences (FACC)

*Evaluated by the PROPP Academic Advisory – Notice Analysis 46/2020 – 28/12/2020*



**ANNEX TO THE NOTICE 03/2020 - PPGA / FACC / UFJF**

**SELF-DECLARATION FORM FOR APPLYING IN THE VACANCY  
RESERVATION MODE FOR QUOTA CANDIDATES**

I, \_\_\_\_\_, bearer of the official identity document of type \_\_\_\_\_, number \_\_\_\_\_ issued by \_\_\_\_\_, with the CPF number \_\_\_\_\_, am aware of the Notice 03/2020 terms published by the UFJF Graduate Program in Administration, which I have read and agreed with, and I declare myself as:

- Person with African descent / Mixed
- Indigenous
- Transsexual
- Disabled person

For this reason, I choose to apply for the vacancies reserved to candidates that are part of the group of quotas above in the PPGA/UFJF selection.

I also declare to be aware that, in the process of academic registration at UFJF, I will be able to be convened by specific university committees to verify the statement contained in this Declaration.

In these terms, ask granting,

Juiz de Fora, \_\_\_\_\_ 2021.

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Candidate's Signature

**This form must be typed, signed and digitized for submission (upload) during the registration process.**