

FEDERAL UNIVERSITY OF RIO GRANDE DO SUL  
SCHOOL OF PHARMACY  
GRADUATE PROGRAM IN PHARMACEUTICAL SCIENCES



## DOCTORATE SELECTION PROCESS NOTICE, YEAR 2021 - CONTINUOUS FLOW

The Coordination Office of the Graduate Program of Pharmaceutical Sciences (PPGCF) at the Federal University of Rio Grande do Sul (UFRGS), in due accordance with its Internal Regulations and following a resolution taken by the Graduate Programs Committee (CPG), hereby announces the beginning of the Selection Process for a Doctorate in Pharmaceutical Sciences, in a continuous flow modality, from January 10, 2020 to December 5, 2021, which shall be governed by the following regulations:

### I - Places available

**Article 1-** Forty-seven places shall be made available, and the availability of advisors with regard to the lines of research available in the Program for the period referred to in the Selection Process Notice must be observed.

**Article 2-** The information about the places available according lines of research and advisors is periodically updated and made available at graduate program's office and on the website of the Graduate Program in Pharmaceutical Sciences (<http://www.ufrgs.br/ppgpcf>).

### II - Application

**Article 3-** The applications referred to in this Selection Process Notice must be received by the PPGCF Office from the 10th to the 25th of each month from 8:00 AM to 12:00 PM, **and students must send the documents to the PPGCF Office via email** within the time frame corresponding to the application.

Paragraph 1 - The selection process shall be carried out in the following month, by an examination board designated by the PPG Coordinating Committee. Applications submitted and received after the 25th shall be assessed in the following month.

Paragraph 2 - If the 25th of the month in question falls on a weekend or is a public holiday, the receipt of applications shall take place on the first following business day.

Paragraph 3 - The application may be carried out by filling out the forms attached hereto, and shall only be effective when the required documents are completely and correctly received.

**Article 4 -** We shall accept applications from candidates who:

- (a) Have completed and graduated from a Master's degree program in Pharmaceutical Sciences or other related areas;
- (b) Submit their final dissertation for such Master's degree program in Pharmaceutical Sciences or other related areas until the last day of the month they intend to submit to the selection process;

- (c) Have a university degree in Pharmacy or other related area and are either currently pursuing or have pursued Scientific/Technological Initiation or research activities at a Higher Education or Research Institution, or Research and Development activities in Industry, these activities having been formally registered, for at least four semesters.

Paragraph 1 - The documents required for all candidates are the following:

- (a) **Application Form (ATTACHMENT 1)**
- (b) **Preliminary Thesis Project** (three copies) with 10 to 15 pages, typed in Arial 12 font and with 1.5 spacing, as well as a four-year execution schedule. The preliminary project must be accompanied by an abstract in Portuguese and another abstract in English, with a maximum limit of 15 lines each. The preliminary thesis project must necessarily be related to the lines of research of the Program and the areas of activity of the intended advisor. The candidate shall be solely responsible for preparing this preliminary project.
- (c) **ID card** (copy), or **Passport** for foreign candidates not residing in the country, or a **Foreigner ID card (RNE)** for foreign candidate residing in the country;
- (d) **Individual Taxpayer Registration** (CPF - copy) for Brazilian candidates;
- (e) **Curriculum Vitae**: Printed copy of the updated Lattes curriculum vitae, or other format for foreign candidates;
- (f) a recent 3x4 **photo**;
- (g) proof of payment (original) of the **Application Fee** in the amount of BRL 250,00 (two hundred and fifty Brazilian reais). Foreign candidates who do not have a CPF are exempt from paying the Application Fee.
- (h) Foreign candidates must submit a Portuguese Language Proficiency (CELPE-BRAS) certificate, except when Portuguese is the official language of their country of origin, or in accordance to specific legislation.
- (i) For supplementary purposes, a **letter of confidential recommendation** from the advisor of the candidate's Master's degree dissertation, Final Project or Scientific Initiation must be submitted as well. This letter must be signed and sent directly to the Program's Office (via email and in PDF format). Receipt of such letter shall be communicated to the candidate upon enrollment or by the Selection Committee.

Paragraph 2 - Candidates who fall under Article 4, items a) or b) must, in addition to the documents required in Article 4 - paragraph 1, submit the following documents:

- a) **Academic Transcript** for a completed or nearly-completed Master's degree program (copy);
- b) **Master's degree diploma** or corresponding official statement (copy);
- c) Proof of article submitted, accepted or published in a scientific journal with an editorial board, or proof of patent filed or licensed with the INPI, verified through the candidate's documented curriculum vitae;
- d) For candidates who have not completed their master's degree program: a document issued by the respective Graduate Program attesting that it has received copies of their dissertation and/or that the presentation date is scheduled to take place until the last working day of the month in which the candidate intends to participate in the selection process. If a dissertation is to be presented before PPGCF-UFRGS and if it is

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impossible to submit copies of the dissertation in a timely fashion, we may accept documentary evidence attesting the composition of an examination board as provided for on the Student Portal - UFRGS, and this documentary evidence must attest that the presentation is scheduled to take place until the last business day of the month in which the candidate applies for the selection process, or a formal statement signed by the student and their advisor attesting that the presentation shall take place until the aforementioned period.

Paragraph 3 - Candidates who fall under Article 4, item c) must, in addition to the documents required in Article 4 - paragraph 1, submit the following documents:

- a) **Academic Transcript** for a completed Undergraduate Program in Pharmacy or other related areas (copy);
- b) **Certificate of Completion** of an Undergraduate Program in Pharmacy or other related areas or an official statement attesting that the student is about to complete their undergraduate program and stating a tentative graduation date (such graduation must take place before the student enrolls in the Graduate Program) (copy);
- c) Institutional documentary evidence attesting the performance of Scientific Initiation or research activities, and informing the period in which such activities were performed; and/or a certificate signed by the officer responsible for such research and development activities, indicating the period in which such activities were performed and activities developed;
- d) Proof of article submitted, accepted or published in a scientific journal with an editorial board, or proof of patent filed or licensed with the INPI, verified through the candidate's documented curriculum vitae.

Paragraph 4 - The application fee shall be paid via a FEDERAL PAYMENT SLIP, as specified below. Each candidate must pay the BRL 250,00 application fee, except in cases of exemption requests, as provided for in Paragraph 5, only in the case of Brazilian candidates; foreign candidates without a CPF number are exempt from paying the application fee. Payment shall be made by following the steps below:

Candidates must access the UFRGS website ([www.ufrgs.br](http://www.ufrgs.br)), click on "SERVIÇOS" (Services) and then on "GUIA DE RECOLHIMENTO DA UNIÃO" (Federal Payment Slip). Please correctly enter the following information:

Taxpayer's name:

Taxpayer's CPF:

Due date: payment date

Document amount: BRL  
250.00.

Payment description: **Search for** – Taxa de Inscrição Concurso e Processos Seletivos (Admission and Selection Process Application Fee)

Unidade gestora (Managing Unit): **Search for** – 153313 – Faculdade de Farmácia (School of Pharmacy)

General notes: **Please write the following** – Taxa de inscrição, referente ao Edital de Seleção de Doutorado no PPGCF 2021 (Application fee referring to the PPGCF Doctorate Selection Process Notice - Year 2021).

Paragraph 5 - Requests for application fee exemption shall be submitted and received until 8 business days before the before the initial application period by filling out the form found on the PPGCF website (<http://www.ufrgs.br/ppgcf>), (**ATTACHMENT 2**). The results of such request will be notified via email 6 working days before the initial application period. Any appeals in relation to the possible rejection of the application fee exemption request must be submitted 4 days before the initial application period and the publication of the final result regarding the application fee exemption requests shall be notified via e-mail 2 business days before the initial application period.

**Article 5** - Afterwards, the applications shall be ratified by the CPG after compliance with the requirements set forth herein has been attested. The ratification results shall be made available on the PPGCF website (<http://www.ufrgs.br/ppgcf>) and at the PPGCF Office within three business days after the application period.

Sole paragraph - Eventual appeals shall be received by the PPGCF Office within two working days after the results are released, during its business hours, via email addressed to the PPGCF Office. Documents must be signed and scanned for submission.

### **III - Selection**

**Article 7**- Candidates whose applications have been ratified shall participate in the Selection Process, which shall be carried out between the 8th and 18th of the month following the month of application.

Paragraph 1 - The schedule of the Selection Process shall be made available at the PPGCF Office and on the PPGCF website (<http://www.ufrgs.br/ppgcf>) at least 24 hours in advance.

Paragraph 2 - The Selection Process shall consist of the candidate's oral presentation of their scientific production and their preliminary project for a maximum of 20 minutes (10 minutes for their scientific production and 10 minutes for their preliminary project), followed by 30 minutes of questions posed by the Selection Committee to the candidate. The assessment of their scientific production shall take into account the quantity and quality of production, but more especially the candidate's involvement and ability to argument and present it (according to the criteria established in **ATTACHMENT 3** of this Notice). The preliminary project's assessment items, which must be related to the lines of research of the Program, shall consist of the preliminary project's relevance/merit, clarity in the definition of its goals, the relevance of the proposed methodologies, the appropriateness of the proposed schedule, feasibility, use of language scientific, mastery of the literature on the topic and the candidate's ability to answer questions, according to the attached script (**ATTACHMENT 3**). The oral presentation sessions regarding their scientific production, the presentation of the preliminary project and the discussion with the Selection Committee shall be public and held via Mconf or other **remote** platform, the day and time being announced by the PPGCF Office website (<http://www.ufrgs.br/ppgcf>). The instructions for the oral presentation shall be provided once the selection process schedule is published. The candidate is responsible for establishing contact via Mconf or other remote platform at the scheduled time for their oral presentation.

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Paragraph 3 - The Selection Committee shall issue an opinion stating the candidate's approval or rejection, according to the assessment items for the candidate's scientific production and preliminary project (written and oral presentation) found in this notice. Candidates who are given an average grade equal to or higher than 7 by the three evaluators shall be deemed approved (**ATTACHMENT 4**). The PPGCF Coordinating Committee shall prepare a list of candidates deemed approved, which shall be made available on the Program's website and at its Office.

Paragraph 4 - If the number of approved candidates for a given advisor exceeds the number of places available for such advisor, candidates shall be chosen according to decreasing order of their final grade, defined based on the candidates' performance according to the criteria specified in paragraph 2 of this article and listed in **ATTACHMENT 3**.

Paragraph 5 - It is not mandatory to fill all places available indicated in the Notice.

#### **IV- Results**

**Article 8-** The list of approved candidates shall be published on the program's website (<http://www.ufrgs.br/ppgcf>) and at the PPGCF Office in print until the 20th of the month in which the selection process takes place, or on the first following business day.

**Article 9** - Eventual appeals shall be received by the PPGCF Office within two working days after the results are released, during its business hours, via email addressed to the PPGCF Office. Documents must be signed and scanned for submission.

**Article 10-** The final results of the selection process shall be made available on the program's website and at the PPGCF Office in print until the 27th of the month in which the selection process takes place, or on the first following business day.

Paragraph 1 - This Selection Process Notice does not encompass the assignment of Scholarships, the criteria for which shall be defined and published in a specific Notice, to be released after the completion of the Selection Process governed by this Notice.

Paragraph 2 - Under no circumstances shall the Program be responsible for any kind of financial compensation for candidates approved within the scope of this Notice and who are willing to take the doctorate program without a scholarship.

#### **V - Admission**

**Article 11** - For admission to the Doctorate Program in Pharmaceutical Sciences, the selected candidates must enroll in it from the 1st to the 5th of the month following the selection process, according to the schedule approved by the CPG, with the Program's Office.

**Article 12** - The candidate shall present, at the time of enrollment, the advisor's acceptance statement (**ATTACHMENT 5**); data form for registration with the Graduate System (POSGRAD) (**ATTACHMENT 6**) and the Acknowledgment of Understanding of the Regulations of the Program and Ethical Aspects (**ATTACHMENT 7**). Candidates who have notified, at the time of enrollment, that the presentation of their Master's degree dissertation

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## **VI – Selection Committee**

**Article 13** - The Selection Committee shall be appointed by the CPG and published on the PPGCF page (<http://www.ufrgs.br/ppgcf>) along with the selection process schedule.

Paragraph 1 - The Selection Committee shall be appointed by the CPG and made by 03 (three) members and 01 (one) alternate member chosen among the professors accredited for doctoral advising at PPGCF/UFRGS, as follows: the intended advisor; 01 (one) professor working in the same research group or area related to the intended advisor; and 01 (one) teaching staff member belonging to the CPG. The CPG member shall be the chairperson of the Committee and the intended advisor shall initiate the process.

Paragraph 2 - The alternate professor shall be responsible for replacing the full-time professor belonging to the same research group or area related to the intended advisor or the intended advisor in case they are prevented from participating.

## **VII – General Provisions**

**Article 14** - The results of each monthly Selection Process shall only be valid until the enrollment of the candidates approved in each respective process; from this date onwards, any related rights or duties shall cease.

**Article 15** – Omissions or cases not provided for in this notice will be resolved by the CGP of this Graduate Program.

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Please find below the summary table with important dates regarding this selection process:

<b>Activities</b>	<b>Periods/Term (2021)</b>
1. Publication of the Selection Process Notice	From December 2020 onwards
2. Application fee exemption request	Until 8 days before the application deadline
3. Announcement of the results of application fee exemption requests	Until 6 days before the application deadline
4. Appeals regarding the rejection of the application fee exemption request	Until 4 days before the application deadline
5. Announcement of the final results of application fee exemption requests	Until 2 days before the application deadline
6. Selection process application	From the 10th and to the 25th of each month
7. Application ratifications	Until 3 days before the application deadline
8. Appeals regarding application ratification	Until 2 days after application ratifications are announced
9. Publication of Schedule and Selection Committee	Until 24 days prior to the start of the selection process
10. Selection Process	Between the 8th and the 18th of the month following the application
11. Publication of the Selection Process Results	Until the 20th* of the month following the application
12. Appeal requests regarding the results of the Selection Process	Up to two working days after the results are published
13. Publication of the final results of the Selection Process on the PPGCF website	Until the 20th* of the month following the application
14. Enrollment with the PPGCF (submission of documents to the Program Office)	Between the 1st and the 5th* of the month following the publication of the final results
15. Course enrollment period (on "Portal do Aluno" (Student Portal))	To be determined.
16. Validity of the Selection Process	Until December 5th, the date of the last enrollments for the candidates selected in November who applied until October 25th.

\*Or the following business day

Porto Alegre, December 01, 2020.

Professor Leticia Scherer Koester, PhD.

Coordinator of the Graduate Program in Pharmaceutical Sciences

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ATTACHMENT 1 – Application form for the 2021 Doctorate program.

ATTACHMENT 2 – Application fee exemption request form

ATTACHMENT 3 - Road map regarding the candidate's assessment, to be followed by the selection committee

ATTACHMENT 4 - Candidate's final grades sheet by the selection committee

ATTACHMENT 5 – Advisor's acceptance letter

ATTACHMENT 6 – Data form for registration with the Graduate System (PSGRAD)

ATTACHMENT 7 – Acknowledgment of Understanding of the Regulations of the Program and Ethical Aspects

***Attachments 3 – 7 must be accessed in the Portuguese version of this Notice***

***([https://www.ufrgs.br/ppgcf/wp-content/uploads/2020/12/edital-doutorado-ppgcf\\_2021\\_fluxo-continuo-APROVADO-CAMPG-1.pdf](https://www.ufrgs.br/ppgcf/wp-content/uploads/2020/12/edital-doutorado-ppgcf_2021_fluxo-continuo-APROVADO-CAMPG-1.pdf))***

***Foreign applicants are exempt from paying applications fees; thus, they shall not fill out Attachment 2.***



**ANEXO 1 (ATTACHMENT 1)**

Fotografia (Photography)



**PPGCF**

**FICHA DE INSCRIÇÃO PARA SELEÇÃO DE DOUTORADO 2021  
EM FLUXO CONTÍNUO  
REGISTRATION FORM FOR DOCTORATE SELECTION 2021  
CONTINUOUS FLOW**

**Candidato(a) (Applicant):** \_\_\_\_\_

E-mail: \_\_\_\_\_

Telefone celular (DDD) (Mobile Number): \_\_\_\_\_

Telefone fixo (DDD) (Telephone Number): \_\_\_\_\_

Filiação (Parents' Names): Pai (Father's Name): \_\_\_\_\_

Mãe (Mother's Name): \_\_\_\_\_

Data de nascimento (Date of Birth): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Sexo (Gender): ( ) Masculino/Male ( ) Feminino/Female

Naturalidade (Place of Birth): \_\_\_\_\_

(Cidade/City) (Estado/State) (País/Country)

CPF (Individual Taxpayer Registration): \_\_\_\_\_ Identidade nº (ID Number): \_\_\_\_\_

Órgão exp. (Issuing Authority): \_\_\_\_\_ Data (Date): \_\_\_\_\_

Estado civil (Marital Status): \_\_\_\_\_

Endereço residencial (Residential Address): \_\_\_\_\_

\_\_\_\_\_

Bairro (District): \_\_\_\_\_ Cidade (City): \_\_\_\_\_

CEP (Zip Code): \_\_\_\_\_ Estado (State): \_\_\_\_\_

**Professor(a) orientador(a) pretendido(a):** \_\_\_\_\_

**(Intended Academic Advisor)**

**Forma de apresentação da defesa oral: à distância**

**(Oral defense presentation form: online)**

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**ANEXO 1/ATTACHMENT 1 (Continuation)**

FORMAÇÃO ACADÊMICA (Undergraduate formaton):

Curso de graduação (Undergraduate program):

Título obtido (Title obtained): \_\_\_\_\_ Conclusão (Year of Conclusion): \_\_\_\_\_

Faculdade (School): \_\_\_\_\_ Universidade (University): \_\_\_\_\_

Cursos de pós-graduação (Graduate programs):

Título obtido (Title obtained): \_\_\_\_\_ Conclusão (Year of Conclusion): \_\_\_\_\_

Faculdade (School): \_\_\_\_\_ Universidade (University): \_\_\_\_\_

Título obtido (Title obtained): \_\_\_\_\_ Conclusão (Year of Conclusion): \_\_\_\_\_

Faculdade (School): \_\_\_\_\_ Universidade (University): \_\_\_\_\_

ATIVIDADES PROFISSIONAIS ATUAIS (Current Professional Activities)

1 – Docência (Teaching):

Instituição (Institution): ( ) UFRGS ( ) Outra IES/Another IES ( ) Escola Particular/Private School

( ) Escola Municipal/Municipal School ( ) Escola Estadual/State School

Nível (Level): ( ) Superior ( ) 2º Grau ( ) 1º Grau ( ) Técnico ( ) Outros/Others

Nome do empregador (Employer's Name): \_\_\_\_\_

Endereço (Address): \_\_\_\_\_

Cidade (City): \_\_\_\_\_ CEP (Zip Code): \_\_\_\_\_

Estado (State): \_\_\_\_\_ Fone (Phone Number): \_\_\_\_\_

Código DDD (Phone code): \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail institucional (Institutional e-mail): \_\_\_\_\_

Tempo de exercício nesta atividade (employment time): \_\_\_\_\_

Horário de trabalho (Work Schedule): \_\_\_\_\_

2 - Outras atividades profissionais atuais (Other current professional activities):

Quais (Specify): \_\_\_\_\_

\_\_\_\_\_

ANEXO 1/ATTACHMENT 1 (Continuation)

3 - Manterá vínculo de trabalho durante o curso?  
(Will you maintain employment bond during the course?)

Sim/Yes       Não/No

4 - Pretende realizar seu curso com dedicação exclusiva?  
(Do you intend to take exclusive dedication during the course?)

Sim/Yes       Não/No

5 - Pretende candidatar-se a bolsa de estudos junto ao PPG em Ciências Farmacêuticas (CAPES/CNPq)?

[(Do you intend to apply for a scholarship with the PPG in Pharmaceutical Sciences (CAPES/CNPq)?]

Sim/Yes       Não/No

6 - Pretende realizar o curso mesmo na eventualidade de não ser contemplado com bolsa de estudos?

(Do you intend to take the course even if not being awarded a scholarship?)

Sim/Yes       Não/No

Obs.: A seleção dos candidatos para ingresso neste PPG não está vinculada à concessão de bolsas, ficando claro que serão liberadas à medida que os bolsistas atuais defenderem, não havendo previsão de ampliação das quotas.

(Note: The selection of candidates for admission to this PPG is not linked to the granting of scholarships, making it clear that they will be released as current scholarship students conclude the course, and there is no provision for further scholarships)

7 – Declara alguma necessidade especial de acessibilidade para realização das provas?  
(Enquadramento nas categorias discriminadas no Artigo 4º do Decreto nº 3298 de 20/12/1999).  
{Do you declare any special needs for accessibility to take the tests?

Sim/Yes       Não/No

Especificar e Justificar (Specify and justify):

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Obs: O atendimento à necessidade especial especificada será feito levando em consideração as possibilidades, a razoabilidade do pedido e as disposições deste Edital. A homologação da inscrição estará condicionada a este atendimento.

**ANEXO 1/ATTACHMENT 1 (Continuation)**

*(Note: The specified special needs will be met taking into account the possibilities, the reasonableness of the request and the provisions of this Notice. The registration approval will be conditioned to this attendance)*

Porto Alegre, \_\_\_ de \_\_\_\_\_ de 20\_\_.

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