
**GRADUATE PROGRAM IN AGRICULTURAL MICROBIOLOGY (PPGMBA-UFV)
SELECTION PROCESS FOR THE GRADUATE PROGRAM IN AGRICULTURAL
MICROBIOLOGY
FEDERAL UNIVERSITY OF VIÇOSA (UFV)**

MASTER AND DOCTORATE

SELECTION PROCESS 2025-1

The selection of candidates will be coordinated by the Coordinating Committee of PPGMBA/UFV, subject to the approval of the Research and Graduate Studies Office (PPG).

Beyond the rules stated in the current notice, this selection process follows the rules of the General Notice for Registration in *stricto sensu* Graduate Programs at UFV, which can be consulted on the website of Research and Graduate Studies Office (<https://ppg.ufv.br/wp-content/uploads/2024/09/Edital-Geral-da-Pos-Graduacao-2025-1.pdf>). It is the responsibility of the candidates to constantly verify all information related to this selection process, which is published on the website of the Graduate Program in Agricultural Microbiology at the Federal University of Viçosa (<https://posmicrobiologiaagricola.ufv.br/>). Information about the Program can also be obtained on the same website.

1. ABOUT THE VACANCIES

Up to 09 vacancies will be offered for the Master's degree, (02 vacance reserved for quotas*), 05 for the Doctorate (1 vacancy reserved for quotas*), to be distributed among the following research lines of the program: 1) Genetics, physiology and ecology of microorganisms; 2) Microbiological processes and products. Doctorate enrollments will be continuous throughout the 2025-1 semester, subject to the availability of scholarships. The number of vacancies may be increased, depending on the availability of supervisors, scholarships or, exceptionally, substitute candidates who have been approved and who formally undertake the course without a scholarship. The Coordinating Committee of PPGMBA/UFV emphasizes that approval in this selection process does not constitute a priori guarantee or promise or commitment to call for enrollment or grant scholarships, since PPGMBA-UFV depends on resources from funding agencies for granting these benefits. It is important to point out that the PPGMBA/UFV does not provide funds for travel and accommodation costs.

*only for Brazilian candidates.

2. CALENDAR¹

The dates for registration and their homologation, the stages of the selection process, as well as the disclosure of the respective results, are listed in the schedule below:

Date	Time (Brasília/DF Timezone)	Stage	Procedure/Location
From September 27th to November 8th, 2024	From 12 pm on September 27th to 11:30 pm on November 8th, 2023.	Registration of candidates for the selection process for the first academic semester of 2025.	Candidates must register on the website https://www.gps.ufv.br .
From November 21st to December 3rd.	From 8:00 am to 6:00 pm.	Oral argumentation. (online)	
From December 4th to December 9th.	Until 6:00 pm.	Analysis of the Curriculum Vitae summary.	
December 10th.	Until 6:00 pm on December 10th.	Announcement of the selection process results.	The result will be announced on the UFV Postgraduate Registration website (GPS) and on the Program's website. (http://www.posmicrobiologiaagricola.ufv.br/).
December 16th.	Until 12:00 pm on December 16th.	Confirmation of participation in the Program by the selected candidates.	Selected candidates must send an email to the PPGMBA Coordination (mba@ufv.br) confirming their participation in the Program.
December 18th.	Until 6:00 pm on December 18th.	Calling of alternate candidates in case of withdrawal by selected candidates.	The alternate candidates called up must send an email message to the PPGMBA Coordination (mba@ufv.br) confirming their participation in the Program.
March 6th, 2025	From 8 AM to 12 PM	Enrollment of selected candidates.	Selected candidates must deliver the authenticated documents in person or send scanned documents to the email mba@ufv.br. ²

March 10th, 2025	-	Start of classes for the first academic semester of 2025.	-
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¹Calendar subject to changes, which will be announced on the Program's website (<http://www.posmicrobiologiaagricola.ufv.br/>). It is the full responsibility of the candidates to verify any changes in the calendar or information related to the selection process.

²The enrollment procedures will be informed to the selected candidates by email.

3. APPLICATION TO THE SELECTION PROCESS

Applications for admission to the Graduate Program in Agricultural Microbiology at UFV will be made online through the UFV Graduate Program System (GPS) website: <https://www.gps.ufv.br/>.

At the time of application, the candidate must fill out the online form and attach the required documents, according to the instructions contained in the UFV Graduate Program System (GPS).

The candidate must fill out the Curriculum Vitae Summary (Annex VI), according to the form available in the online application system. All documents supporting the Curriculum Vitae Summary must be **SEQUENTIALLY NUMBERED** and attached in a **SINGLE FILE in PDF** format. Incomplete documents or those that are not properly identified and numbered in the curriculum model or that are not correctly attached to the links indicated in this Notice will not be considered for the purpose of evaluating the Curriculum Vitae Summary.

After completing the application, that is, payment of application fee, the PPGMBA/UFV program secretariat will access the application data. If any problems are found with the application, the candidate will be asked to make the necessary corrections.

Applications with errors or missing mandatory documentation will not be approved by the Graduate Program.

It is entirely the responsibility of the candidate to monitor applications through the GPS system.

PPGMBA/UFV IS NOT RESPONSIBLE FOR APPLICATIONS THAT ARE NOT COMPLETED IN GPS.

4. REQUIREMENTS FOR ENROLLMENT IN GRADUATE PROGRAM IN AGRICULTURAL MICROBIOLOGY AT UFV

Foreign candidates are eligible to participate in the selection process for the Graduate Program in Agricultural Microbiology at UFV. For the Master's program, candidates must have completed their undergraduate degree, while for the Doctorate program the candidates must hold a Master's degree. Candidates currently pursuing their undergraduate or Master's degree may also apply, once they are able to complete their degree by the second semester of 2024, according to the Graduate School Calendar approved by the Teaching, Research, and Extension Council-UFV.

Only candidates who submit the required documentation within the deadlines established in the current notice will have their applications approved by the Coordinating Committee. Candidates are responsible for the authenticity and accuracy of all documents and information provided. By applying for the selection process, candidates acknowledge and accept the selection

criteria established by the Coordinating Committee of the Graduate Program in Agricultural Microbiology at UFV, which cannot be contested on the grounds of lack of knowledge.

Candidates with employment contracts and/or who are not applying for a scholarship from the program must submit all documents required by the PPG-UFV and this notice, along with a statement from the candidate declaring their financial resources to cover their expenses at UFV throughout the duration of the course.

5. SELECTION PROCESS

The selection process (analysis of candidates' documentation and oral exam) will be organized by the Coordinating Committee of PPGMBA/UFV, which will be responsible for nominating three members: a representative of the Program Coordinating Committee, a permanent supervisor of the Program, and an Professor who is external PPGMBA member.

The selection process will take place on the dates specified in the "CALENDAR" section. Any additional information and/or procedures relevant to the selection process will be widely publicized on the Program's website (<http://www.posmicrobiologiaagricola.ufv.br/>).

5.1. STAGES OF THE SELECTION PROCESS

The selection process will consist of THREE stages. The first stage, which is eliminatory, involves analyzing and scoring each item on the Profile and Work Plan Form by each of the three members of the selection committee. These items address aspects related to the candidate's profile, academic performance, experience, and work plan (complete .doc files in Annex IV or Annex V, as appropriate). Each examiner will assign a score to each item on the form, for a total of 10 points. The final score for each candidate will be the arithmetic mean of the scores assigned by each examiner. Candidates with an average score equal or superior to 7.0 (on a scale ranging from 0 to 10) will be called for the second stage, which is an eliminatory oral exam via video conference for up to 20 minutes, conducted by the selection committee. Importantly, the candidate called for the oral exam step must join the google meet room 10 minutes before starting the oral exam, and test their microphone and video camera. The candidate must present a photo identification document before beginning the oral exam, as stated in item 5 (Selection Process). The tolerance time for starting the oral exam will be for a maximum of 5 minutes. Candidates who do not meet this deadline for any reason will be disqualified. The oral exam will be recorded in digital format. Each examiner will assign a score ranging from 0 to 10, and an average score of 7.0 or higher by all examiners will be considered as a threshold for approval in this stage. Candidates approved in this stage will have their Curriculum Vitae Summary (Annex VI) evaluated in the third stage, which is a classification step with score ranging from 0 to 10.

The average score of candidates approved in all three stages will be used for classification as "selected" or "alternate." The classification as "alternate," as well as the potential call for alternates in case of withdrawals, will be at the discretion of the Committee, taking into account the availability of vacancies, scholarships, or any other important elements to ensure adequate support for dissertation or thesis work. In case of a tie, tie-breaking criteria will follow this order: highest score in oral exam, highest score in curriculum vitae, highest score in profile and work plan analysis stage, and oldest age.

6. DISCLOSURE OF RESULTS

The results of the selection process will be available on GPS and published on the Program's website (<http://www.posmicrobiologiaagricola.ufv.br/>), as specified in the

"CALENDAR" section, and subsequently approved by UFV's Office of Research and Graduate Studies.

7. RIGHT OF ACCESS TO DOCUMENTS

Candidates have the right to appoint a representative to request a view of documents, provide and request documents, make requests or any other acts of interest related to this selection process. Candidates will be given access to their scores within five days after publication of results upon written request and sent via email to PPGMBA/UFV and with "ENROLLMENT IN THE SELECTION PROCESS" in the email subject line.

8. FINAL PROVISIONS

Will be disqualified from further consideration candidates who:

- a) fail to present all required documents within established deadlines;
- b) provide false statements or documents at any stage of selection process;
- c) present a work plan that does not fit into PPGMBA/UFV research lines presented in Profile and Work Plan Form (Annex IV or V);
- d) present a Profile Plan and Work Plan with plagiarism;
- e) fail to attend any stage of selection process on scheduled dates and times or;
- f) fail to confirm their participation in the Program on specified dates after being selected.

Candidates approved as well as alternates must keep their physical and email addresses updated. Alternates may be called upon if vacancies become available according to previously established criteria. After being called upon, alternates have 72 hours to confirm their interest in acceptance. Failure to do so within established time frame will result in disqualification and next alternate may be called upon.

Partial and final results as well as other necessary communications will be posted on the Program's website (<http://www.posmicrobiologiaagricola.ufv.br/>). Any omissions will be resolved by the Coordinating Committee of PPGMBA/UFV according to Internal Regulations of Program and General Regulations of Stricto Sensu Graduate Studies at UFV.

For additional information contact PPGMBA/UFV Graduate Program in Agricultural Microbiology Secretariat:

Secretariat of the Graduate Program in Agricultural Microbiology at the
Department of Microbiology, Chotaro Shimoya Building, Room 141,
at the Federal University of Viçosa
Address: Av. P. H. Rolfs, s/n - Campus Universitário
36570-900 – Viçosa, MG, Brazil
Phone: +55(31) 3612-5054/ Email: mba@ufv.br

Viçosa, September 27th, 2024.

Coordinating Committee
Graduate Program in Agricultural Microbiology
Department of Microbiology
Federal University of Viçosa

ANNEX I

RECOMMENDED BIBLIOGRAPHY FOR THE ORAL ARGUMENTATION

1. MADIGAN; MARTINKO; BENDER; BUCHLEY; STAHL. Microbiologia de Brock. 14a Edição. Artmed, Porto Alegre, RS, 2014, 1006 p.
2. NELSON, D.L., COX, M.M. LEHNINGER Principles of Biochemistry 6th Edition, WH Freeman Publishers, New York, NY. 2013. 1198 p.
3. ALBERTS, Bruce; JOHNSON, Alexander; LEWIS, Julian; RAFF, Martin; ROBERTS, Keith; WALTER, Peter. Biologia molecular da célula. 5. ed. Artmed, Porto Alegre, RS, 2010. 1396 p.
4. ZAHA, Arnaldo; FERREIRA, Henrique Bunselmeyer; PASSAGLIA, Luciane Maria Pereira. Biologia molecular básica. 5. ed. Artmed, Porto Alegre, RS, 2014. 403 p.

ANNEX II

EVALUATION CRITERIA FOR THE ACADEMIC HISTORY AND SUMMARY OF THE CURRICULUM VITAE (ANNEX VI) FOR APPLICANTS TO THE ACADEMIC MASTER'S AND DOCTORATE PROGRAMS.

1. ACADEMIC HISTORY*

Rated item	Score (%)
ACADEMIC MASTER'S	
The evaluation of the Academic History is based on the grades obtained in all the courses taken during the undergraduate program.	Grade range and variation A = 90 – 100 B = 75 – 89 C = 60 – 74 Score = [(A * 1.0) + (B * 0.75) + (C * 0.5)] / Total
DOCTORATE DEGREE	
The evaluation of the Academic History is based on the grades obtained in all the courses taken during the Master's program.	Grade range and variation A = 90 – 100 B = 75 – 89 C = 60 – 74 Score = [(A * 1.0) + (B * 0.75) + (C * 0.5)] / Total

2. Professional experience*

Rated item	Score	Maximum score
Internship (8 hours a week)		
Microbiology and related areas	1 semester = 1.5 point	9 points
Other areas	1 semester = 1.0 point	6 points
Scientific research (12 hours a week)		
Microbiology and related areas	1 semester = 1.5 point	9 points
Other areas	1 semester = 1.0 point	6 points
Improvement Scholarship or <i>Lato Sensu</i> Specialization		
Microbiology and related areas	1 semester = 2.0 points	6 points
Other areas	1 semester = 1.5 point	4.5 points
Teaching assistantship/monitoring		
Microbiology and related areas	1 semester = 1 point	3 points
Other areas	1 semester = 0.5 point	1.5 point
Academic performance awards	1.0 point per award	2.0 points
Awards at events	0.4 point for winning first place 0.3 point for second place awards 0.2 point per award from third place 0.1 point for honorable mention	1.2 point
Teaching experience	0.5 point for 30 hours	4 points
International Academic Experience	0.5 point per semester	1.5 point
Event organization	0.5 point per event	5 events

3. Scientific production

Item	Score ^{1, 2}
Articles published in journals with impact factor	Anexo III
Published book (with ISBN)	1.0 point
Abstracts published in events in the country as first author	0.3 point per abstract
Abstracts published in events in the country as co-author	0.2 point per abstract
Abstracts published in an international event as first author	0.5 point per abstract
Abstracts published in an international event as a co-author	0.3 point per abstract
Technical Communication as first author	0.4 point per Communication
Technical Communication as co-author	0.2 point per Communication
Book chapter as first author (with ISBN)	0.5 point per chapter
Book chapter as co-author (with ISBN)	0.25 point per chapter
Patent filing application	2.0 points per patent

² The score of the scientific articles will consider the criteria stated in Annex **III**. In the evaluation of abstracts **and book chapters, at a maximum of 6 (six) abstracts for the Master candidates and 8 (eight) abstracts for Doctorate candidates will be considered.**

³ In the analysis of both scientific articles and abstracts, it will be considered if these publications are related to the microbiology area.

4. Extension Activities

Item	Score	Maximum score
Coordinator of registered extension project at a Higher Education Institution	1.5 point	6 points
Extension Initiation Scholarship		
Microbiology and related areas	1 semester = 1.5 point	9 points
Other areas	1 semester = 1.0 point	6 points
Member of a registered extension project at a Higher Education Institution	0.8 point	2.4 points
Extension course coordinator registered at a Higher Education Institution.	1.0 point	3 points
Member of an extension course registered at a Higher Education Institution	0.4 point	1.2 point
Event coordinator registered at a Higher Education Institution.	1.5 point	4.5 points
Member of an event registered at a Higher Education Institution.	0.8 point	2.4 points

To calculate the final grade, the points obtained by each candidate will be summed, and a grade from 0 (zero) to 10 (ten) will be assigned proportionally to the maximum score of the candidate who obtained the highest score. s.

Note: The candidate who was involved in the organization of a course or an event will be considered as a member. Otherwise, participations in events and courses as a listener are not taken into account.

ANNEX III

CRITERIA FOR SCORING SCIENTIFIC ARTICLES

Impact factor	Classification of publication authorship			
	1st A/S/C*	2nd Author	3rd Author	≥ 4th Author
JCR/ISI ≥ 3.000	1.00	0.9	0.8	0.6
JCR/ISI $\geq 2.500 \leq 2.999$	0.90	0.8	0.7	0.5
JCR/ISI $\geq 2.000 \leq 2.499$	0.80	0.7	0.6	0.4
JCR/ISI $\geq 1.500 \leq 1.999$	0.70	0.6	0.5	0.3
JCR/ISI $\geq 1.000 \leq 1.499$	0.60	0.5	0.4	0.2
JCR/ISI ≤ 0.999	0.50	0.4	0.3	0.1

* **1st A/S/C** = 1st Author. Senior Author or Corresponding Author