



UNIVERSIDADE FEDERAL DO RIO GRANDE - FURG
RIO GRANDE, RS, BRAZIL
INSTITUTE OF ECONOMICS, MANAGEMENT AND ACCOUNTING
MANAGEMENT GRADUATE PROGRAM
<http://www.ppga.furg.br>

PUBLIC NOTICE N. 004/2021-PPGA/ICEAC/FURG FOR FOREIGN STUDENTS

The Management Graduate Program at FURG (PPGA/FURG) announces the Admission public notice for foreign students informing the criteria for the selection process of candidates for the Master's in Administration – 2021/2.

1. COURSE INFORMATION: MASTER SCIENCES IN ADMINISTRATION

1.1 FIELD OF KNOWLEDGE: Organizational Management

1.1.1 Research Lines:

- (1) Organizations, Market and Work
- (2) Managerial Technologies

1.2 GENERAL INFORMATION

The course of Master's in Administration is a program length of 2 academic years, offered in Portuguese. The subjects and academic activities may be offered in the morning, afternoon and evening shifts, from Monday to Friday, in online environment. The classes start on August 16th, 2021.

1.3 TARGET AUDIENCE:

Foreign candidates graduated on any Higher Undergraduate and/or Postgraduate Course.

1.4 LANGUAGE

1.4.1 The language of the course is Portuguese, being the Program able to offer academic disciplines and activities in other languages.

1.4.2 The candidate will not be required to master the Portuguese or English language when entering the Program.

1.4.3 Successful candidates must prove at least an upper-intermediate level of Portuguese through a Certificate of Proficiency in Portuguese Language for Foreigners (CELPE-BRAS) or certification equivalent, at the university's discretion, as a prerequisite for dissertation presentation.

1.4.4 Once enrolled at the Institution, the approved candidate must follow the course requirements related to English language proficiency.

1.5 APPLICATION AND TUITION FEES

The Masters in Administration course is free as well its application in this public notice.

2. MINIMUM REQUIREMENTS TO PARTICIPATE IN THE SELECTION PROCESS

Applicants must be non-Brazilian citizens, holding a higher education diploma who have a passport or identity document valid in their country of origin.

3. VACANCIES

The University offers two (02) vacancies, one for each research line.

- a) "Organizations, Market and Work" – 01 vacancy.
- b) "Managerial Technologies" - 01 vacancy.

(1) Organizations, Market and Work: consists of studies on “investigating organizations, marketing opportunities and people management from different epistemological, theoretical and methodological perspectives, dealing with themes such as organizational studies, social management, work relationships, people management, organizational learning, managerial competencies, entrepreneurship, tourism management, marketing, strategy, and finance”.

(2) Managerial Technologies: consists of studies on “innovation management, knowledge management, operational research, management control, management information systems, logistics, operations, and innovation in the supply chain”.

3.2. ALLOCATION OF VACANCIES

The vacancies will be distributed among the course's professors, according to their area of expertise, alignment of project proposals and availability for supervision. If any of the vacancies reserved for each research line is not filled, this can be redistributed to the other one, if there is availability of a professor for supervision.

4. APPLICATION

4.1 ENROLLMENT

The enrollment will be held from July 1st to July 18th. Applicants should e-mail to the Coordination of the Graduate Program in Administration (ppga.coordenacao@furg.br) and submit all the necessary application documents strictly as required.

4.2. REQUIRED DOCUMENTS FOR APPLICATION:

The documents required for registration (except the electronic form to be filled out) must be scanned (using a scanner or other means) and attached to the e-mail sent to the Coordination of the Graduate Program in Administration (ppga.coordenacao@furg.br). Scanned documents do not need authentication.

Attention: All files must not exceed 30MB. If the uploaded files are too large, try converting to cheaper formats such as .jpg and .pdf. This will make the process easier.

4.3. DOCUMENTATION REQUIRED FOR APPLICANTS:

- a) online application form, duly completed;
- b) copy of identity document (nationality document, passport or national identity document);
- c) "Documented" Curriculum Vitae (CV), containing the workload and period of each activity (eg. teaching, professional card, etc.). Thus, in addition to the CV file, the candidate must assemble and provide a single file with the digital copies that prove the CV activities, in order of their citation in the CV. The documents in relation to the CV are: copies of the professional portfolio, contracts or certificates that allow proof of teaching and non-teaching professional experience, internships, monitoring, tutoring, scholarships and participation in research projects; copy of the 1st. page of articles, abstracts or other documents published or produced;
- d) copy of the Higher Education Diploma (undergraduate) or certificate of completion of higher education, signed by the competent body;
- e) copy of the Academic Transcripts of the graduation (bachelor's degree) and of Postgraduate, when applicable (disciplines taken and grades);
- f) research project in pdf format, between 8 and 15 pages, 1.5 spacing (one comma five), font Times New Roman n° 12, containing: Cover (the cover must contain: title, author and, optionally, the research line*), Introduction, Delimitation of the research problem, Objectives, Justification, Theoretical framework, Methodology, References, presented according to current ABNT or APA standards. The project can be written in Portuguese, English or Spanish.
- g) Candidate's Letter of Intent with justification and declaration of availability to carry out the activities proposed by the Course.

* If the research line is not informed, the Selection Committee is responsible for framing the project according to its analysis. This classification will not be subject to further appeal.

Attention: The application form must be filled in by the candidate, with the files containing the requested documents attached, and e-mailed to the Coordination of the Graduate Program in Administration. The Coordination will reply the email sent; if this does not occur, the candidate is advised to forward another e-mail and the documentation to the Coordination.

4.4 ADMISSION HOMOLOGATION

Applicants will be informed about their application until July 18th. The results for the aforementioned admission process will be published on the PPGA website www.ppga.furg.br.

5. SELECTION PROCESS AND SELECTION CRITERIA:

5.1 STAGE 1 - SCHOOL PERFORMANCE (classifying)

The final score of the school performance will be converted into a grade from zero to ten. In the case of the use of concepts, they will be transformed into grades according to the convention used by the Graduate Program in Administration

5.2 STAGE 2 - CURRICULUM ANALYSIS (classifying):

Criteria for evaluating the "Curriculum Vitae":

Schooling:

	Item	Score
1	Bachelor in Management	2.0 points
2	Bachelor in other course	1.0 point, maximum 2.0 points
3	MBA or similar in Management	1.0 points
4	MBA or similar in other courses/areas	0.5 points, maximum 1.0 point

Teaching or Professional Experience:

	Item	Score
1	Teaching experience in higher education	1.0 point per semester, maximum 5.0 points
2	Teaching experience in technical courses	0.5 points per semester, maximum 1.0 point
3	Monitoring/Tutoring in Distance Learning	0.5 points per semester, maximum 1.0 point
4	Professional experience/Internship	0.5 points per year, maximum 3.0 points

Participation in Research Projects:

	Item	Score
1	Participation in research projects financed by government, scientific or private agencies	1.0 point per year, maximum 5.0 points
2	Participation in research projects as a volunteer (with no financial support)	0.5 points per year, maximum 2.5 points

Scientific Production* (Since January 1st, 2016):

	Item	Score
1	Published papers (or accepted for publication with DOI) in scientific journals in Management, Accounting or Tourism areas classified as Qualis A1 or A2	5.0 per publication
2	Published papers (or accepted for publication with DOI) in scientific journals in Management, Accounting or Tourism areas classified as Qualis B1 or B2	3.0 per publication
3	Published papers (or accepted for publication with DOI) in scientific journals in Management, Accounting and Tourism classified as Qualis B3, B4 or B5	1.5 per publication
4	Presentation in conferences and similar with complete work published in the annals (maximum 5 papers)	1.0 per publication

5	Presentation in congresses and similar with abstract published in the annals (maximum 5 papers)	0.5 per publication
6	Books and book chapters with Editorial Board, not exceeding 2.0 points by the same book (maximum 4 chapters)	2.0 per item

A1 = JCR > 1.4 or H-Scopus > 24; A2 = JCR between 1.4 and 0.7 or H-Scopus between 9 and 24; B1 = JCR between 0 and 0.7 or H-Scopus between 0 and 9; B2 = indexing on Redalyc; B3/B4/B5 = having ISSN.

* Papers accepted, but not yet published, will be counted – according to their QUALIS – since a document confirming the approval is presented in the documents.

** Omitted cases will be decided by the Selection Committee.

The score of the Curriculum Vitae will be converted into a grade from zero to ten. For the purposes of this conversion, a score of ten will be assigned to the candidate with the highest total score in the Curriculum Vitae among all candidates, by research line. For all other candidates, the simple rule of three for the attribution of the Curriculum Vitae applies.

5.3 STAGE 3 - RESEARCH PROJECT ANALYSIS (classifying)

Research Project Evaluation Criteria:

Items	Score
Adequacy to the research line	2.0 points
Adequacy to the research themes of the professors of the indicated research line	2.0 points
Writing and formatting	1.0 point
Clarity of objectives	1.0 point
Adequacy of the methodological approach to the proposed objectives	1.0 point
Relevance of the Theoretical Foundation	2.0 points
Project feasibility in relation to time, objectives and methodology	1.0 point

* The research project will be evaluated by at least two (02) professors of the research line to which the candidate wishes to apply. Candidates are encouraged to contact their prospective supervisors prior to application or check their research topics (available on <http://ppga.furg.br/index.php/ppga/professores.html>).

5.4 STAGE 4 - INTERVIEW (classifying)

Interview Evaluation Criteria:

Items	Score
Possibility of Dedication to the Course	3.0 points
Domain of Tools and Specific Knowledge of the research line	2.0 points
Motivation for Advanced Studies	2.0 points
Coherence of answers to the questions	2.0 points
Expression Capacity	1.0 point

* The interview will be carried out by, at least, two PPGA professors, through web conference, whose virtual room will be informed to the candidates later.

5.4.1 Interview date

On July 20th, time and location of the interview will be announced on the PPGA website (www.ppga.furg.br) and by e-mail. Interviews will be held from 27 to 29 July 2021.

6. SCORES AND RANKING

6.1 CRITERIA FOR CLASSIFICATION: Final scores and ranking by research line will be determined by the weights obtained in academic performance, curriculum vitae, research project, and interview as shown in the table below:

Item	Weight
Academic performance	3.0
Curriculum Vitae	2.0
Research project	2.0
Interview	3.0

6.2 FINAL SCORE: The final score (FS) of the candidate will be calculated based on the following equation:

$$FS = \left[\frac{(academic\ performance * 3.0) + (curriculumvitae * 2.0) + (researchproject * 2.0) + (interview * 3.0)}{10} \right]$$

6.2.1 The minimum Final Score (NG) for classification will be six (6.0) points.

6.2.2 In case of a tie, the candidate with the best performance in the analysis of the “Curriculum Vitae” will be chosen. Maintaining the tie, the older candidate will be chosen.

6.3 ANNOUNCEMENT OF RESULTS: The list containing the selected candidates will be published until August 2th on the PPGA’s website (www.ppga.furg.br).

7. REGISTRATION

Admitted applicants should confirm their enrollment by e-mail addressed to the Coordination of the Graduate Program in Administration (ppga.coordenacao@furg.br) until August 10th. The documents required for enrollment will be informed by e-mail after the disclosure of the final list.

8. SCHOLARSHIPS

The Program has a limited number of scholarships provided by official funding agencies. Scholarships will be awarded in a process independent of the selection process, in accordance with rules to be defined by a commission specially constituted for this purpose, respecting the rules of the development agencies, according to the availability of scholarships in the Program for the year. Given the limited number of scholarships, the Graduate Program in Administration cannot guarantee the award of a scholarship.

9. SCHEDULE

STAGE	DATE	DISCLOSURE
Public notice	June 28 th	www.ppga.furg.br
Enrollment	From July 1 st to 18 th	ppga.coordenacao@furg.br
Announcement of results of the homologation	July 19 th	www.ppga.furg.br
Appeal to homologations	July 19-20	ppga.coordenacao@furg.br
Disclosure of interview dates	July 21 th	www.ppga.furg.br
Interviews	From July 27 th to 29 th	webconference
Announcement of results	August 2 nd	www.ppga.furg.br
Deadline to appeal to the results	August 2-3	ppga.coordenacao@furg.br
Announcement of the final results	August 6 th	www.ppga.furg.br
Registration	August 10 th	ppga.coordenacao@furg.br
Beginning of the semester	August 16 th	online platform

Rio Grande, RS, June 28th, 2021.

Prof. Dr. Guilherme Costa Wiedenhoft, Ph. D.
President of the Selection Board

Prof. Dr. Lucas Santos Cerqueira, Ph. D.
Member of the Selection Board - (Organizations, Market and Labor Research Line)

Prof. Angélica Conceição Dias Miranda, Ph. D.
Member of the Selection Board - (Managerial Technologies Research Line)