

FACULTY OF PHARMACEUTICAL SCIENCES OF RIBEIRÃO PRETO-USP
POSTGRADUATE PROGRAM IN PHARMACEUTICAL SCIENCES
PPG-CF NOTICE 01/2024 SELECTION FOR ADMISSION IN THE 2nd SEMESTER 2024

The Faculty of Pharmaceutical Sciences of Ribeirão Preto - USP makes public the opening of registrations for the selection of candidates for the Master's Courses (25 vacancies), Doctorate (20 vacancies), and Direct Doctorate (2 vacancies) for the second semester of 2024, of the Graduate Program in Pharmaceutical Sciences, Areas of Concentration: "Drugs and Cosmetics" and "Natural and Synthetic Products".

From the inscriptions:

1. The conditions for registration are:

1.1. Have been approved in the proficiency exam in a foreign language - English, according to item 13 of this Notice;

1.2. Have voted in the last election or have justified it under the terms of the law;

1.3. Be the holder of a graduation diploma or declaration that you will graduate, before the enrollment date, in a higher education course recognized by the State Council of Education and/or by the Ministry of Education and Sports;

1.4. Graduate students will not be admitted to enroll in a short-term course.

2. Registration will be carried out exclusively by e-mail, from **May 13th to 31st, 2024 until 11:59 pm** (Brasília time). All necessary documentation must be submitted digitally and legibly to the e-mail address of the program **ppg.cfrp@usp.br**, with the subject line stating: **"Registration Notice 01/2024 PPG-CF – 2nd semester of 2024"**.

The PPG em Pharmaceutical Sciences will not be responsible for applications not received within the deadline due to any eventualities (e.g., possible technical problems, congestion in communication lines, or other factors that make data transfer impossible).

3. All documentation that requires a signature described in items 4 and 17 must come with recognized electronic signatures (gov.br/ Docsign/UP sign), which allows us to certify the signatures.

4. To register, the candidate must send, by email, the following documents:

- Form **"Registration form for Selection Exam"**, with **photo**. Model available on the website: <https://fcfrp.usp.br/pt/ensino/pos-graduacao/ciencias-farmaceuticas/pcf-processo-seletivo/>

- Copy of **birth or marriage certificate**;

- Copy of **Passport**, for foreign candidates;

- Copy of **Identity Card – RG** (front and back) (National Driving License – CNH will not be accepted for academic purposes);

- Copy of **CPF**;

- Copy of **voter registration card** (front and back) and proof of voting in the last election or justification following the law;

- Copy of proof of **discharge from military service** (front and back) (if male);
- **Declaration of awareness and agreement** of the selection process in a remote system (online). Model available at <https://fcrp.usp.br/pt/ensino/pos-graduacao/ciencias-farmaceuticas/pcf-processo-seletivo/>;
- **Documented CV with photo** (copies of diplomas, certificates, first page of publications, and other documents): **Lattes** (Brazilian candidates) **or Curriculum Vitae** (foreign candidates). The CV must emphasize information about training and professional experience. Proofs must be organized by topic and numbered in chronological order, following the order in which they are mentioned in **Annex A**. Information present in the curriculum and not proven **will not be considered** in the evaluation;
- **Annex A** completed according to the documented curriculum and the scores established in the annex <http://fcrp.usp.br/pg/pcf/selecao/>;
- Proof of **proficiency in a foreign language – English**;
- For foreign candidates, proficiency in English according to item 13 (if it is not the official language of your country).

4.1. Specific documents for enrolling in the Master (readable):

- **All documents** described in **item 4**;
- **Graduation diploma** (front and back), the declaration that you will graduate in a Higher Education Course before the established date of enrollment, see **item 17**, attesting that the Course is Recognized by the State Education Council and/or the Ministry of Education and Sports;
- **Complete undergraduate transcript**.

4.2. Specific documents for enrollment in the Doctorate (readable):

- **Master's Diploma** or certificate of course completion;
- **Complete academic record** of the Master's degree;
- **Research project**, following the FAPESP model (<http://www.fapesp.br/253>), containing a maximum of twenty (20) pages;
- If the candidate is a Master's student, it is necessary to present **a letter from the current supervisor specifying** that the Master's Thesis will be completed in time for enrollment to take place by **09/06/2024**;
- Master's degrees obtained in Brazil that do not have national validity will not be accepted, that is, only those that are recognized or recommended by CAPES with an evaluation equal to or greater than 3 will be accepted. Present proof that the course is recognized or recommended by CAPES.

4.3. Specific documents for enrollment in the Direct Doctorate (readable):

- **All documents** described in **items 4 and 4.1.**;
- **Research project**, following the FAPESP model (<http://www.fapesp.br/253>), containing a maximum of twenty (20) pages.

5. Upon registration, the candidate will be able to apply for the selection exam in English.

From the selection:

6. All selection steps will be carried out online and recorded using the Google Meet platform. The first stage of the selection exam will be held on **June 17, 2024, at 9:00 am**. The remaining stages will be carried out between **June 20 and 21, 2024**, according to the schedule to be published on the Program's website for candidates approved in the first stage.

7. The merit selection steps and criteria consist of:

7.1. Master's degree:

7.1.1. First stage of selection:

a) Proof of specific knowledge in Pharmaceutical Sciences, in the area of concentration in which the candidate enrolls, of an **eliminary and classificatory** nature. The minimum grade to pass this stage is 5.0 (five) out of a total of 10.0 (ten). The weight of the written test is 0.7 for calculating the final average. The master's test may be based on scientific articles from the respective area of concentration.

7.1.2. Second stage of selection:

a) **Analysis and discussion of the Curriculum Lattes** (in the case of Brazilian candidates) **or Curriculum Vitae** (in the case of foreign candidates) **documented and the candidate's argument**, with an **eliminary and classificatory** nature, will be expressed through an **overall score**, awarded after the argument of all candidates approved for the second stage, which must reflect the performance in the examination, as well as the merit of the candidates. The criteria for analyzing the curriculum and their respective scores are detailed in **Annex A** of this Notice. The maximum grade value in this stage will be 10.0 (ten). The weight of the second stage will be 0.3 for calculating the final average;

b) The **minimum final grade for approval will be 5.0** (five) and will be calculated through the weighted average of the grades obtained in the two assessments.

7.2. Doctorate and Direct Doctorate:

7.2.1. First stage of selection:

a) **Test of specific** knowledge in Pharmaceutical Sciences, in the concentration area chosen by the candidate with both eliminary and classificatory purposes. This test will be based on scientific articles from the respective area of concentration. The topics for the specific knowledge test are available at <https://fcfrp.usp.br/pt/ensino/pos-graduacao/ciencias-farmaceuticas/pcf-processo-seletivo/>. The minimum grade to pass this stage is 5.0 (five) out of a total of 10.0 (ten). The weight of the written test is 0.45 for calculating the final average.

7.2.2. Second stage of selection:

a) **Presentation and interview of a research project** to be developed in the doctorate containing a maximum of 20 pages, with both eliminary and classificatory nature. The candidate will give a presentation to the Examining Committee **of a maximum of 15 minutes regarding their research project**, by the Google Meet platform. Subsequently, they will be questioned by the Examining Committee about the project, for approximately 15 minutes. The maximum grade to be awarded in this stage will be 10.0

(ten). The weight of the research project presentation is 0.25 for calculating the final average;

b) Analysis and interview of the candidate about the Curriculum Vitae documented, will be expressed through an **overall score**, assigned after the questioning of all candidates approved in the second stage, reflecting both the performance in the interview as well as the merit of the candidates. This stage has both eliminatory and classificatory nature. The maximum grade value in this stage will be 10.0 (ten). The weight of the second stage will be 0.3 for calculating the final average. The items to be considered in the analysis of the curriculum and respective scores are included in Annex A of this Notice;

c) The minimum final grade for approval will be 5.0 (five) and will be calculated through the weighted average of the grades obtained in the three assessments.

8. In the event of a tie in the classification, the highest score from the Curriculum Vitae will be considered.

9. The **partial result** will be published on the Program website until **June 24, 2024**, with the possibility of appeal.

10. Candidates may file an appeal against the result. For this, the candidate will send an email to: ppg.cfrp@usp.br, by **June 25th, 2024 at 11:59 pm**, with the subject of the email **“Appeal to the PPG-CF Notice 01/2024”**.

11. The **final result** will be published in the Official Gazette and made available on the Program website (<http://fcfrp.usp.br/pg/pcf/selecao/>) until **June 28, 2024**.

12. The Program Coordinating Committee will designate the Selection Committee, composed of Program advisors. At the end of the Selection process, the Program Coordination must forward the result to the Postgraduate Committee for approval.

Foreign language proficiency:

13. Candidates must demonstrate proficiency in the English language for both the Master's and the Doctorate or Direct Doctorate.

a) For the **Master's degree**, the candidate must demonstrate proficiency in English, which allows him, at a minimum, to read and understand texts in English. The minimum grades or concepts for acceptance of the aforementioned exams are described below:

- **TOEFL** – “Test of English as a Foreign Language”: **70 points** for the “Internet-based Test” (**iBT**) and **Level B1 – 530 points** for the “Institutional Testing Program” (**ITP**);

- **IELTS** - “International English Language Testing System”: **4.0 points**;

- **TEAP** - “Test of English for Academic and Professional Purposes”: **60 points**;

- **WAP** – “Writing for Academic and Professional Purposes”: **50 points**;

- **University of Cambridge exams: Level B1** - “Pass with merit” in the “Preliminary English Test” (**PET**); **Level B1** in the “First Certificate in English” (**FCE**), **Grade C**, Score: **60-74**, **Level C1** in the “Certificate in Advanced English” (**CAE**);

- Exams at the **University of Michigan** - **65%** correct for - **ECCE** - Examination for the Certificate of Competency in English.

b) For the **Doctorate and Direct Doctorate**, the candidate must demonstrate proficiency in the English language that allows him, at a minimum, to interpret and write texts in English. The minimum grades or concepts for acceptance of the aforementioned exams are described below:

- **TOEFL** – “Test of English as a Foreign Language”: **70 points** in the “Internet-based Test” (iBT) and **Level B2 – 530 points** in the “Institutional Testing Program” (ITP);
- **IELTS** – “International English Language Testing System”: **6.0 points**;
- **WAP** – “Writing for Academic and Professional Purposes”: **60 points**;
- Exams at the **University of Cambridge**: **Level B2** in the “First Certificate in English” (FCE); **Grade B, Score: 75-79, Level C1** in the “Certificate in Advanced English” (CAE), minimum score **60 points**;
- Exams at the **University of Michigan** - **65%** correct for - **ECPE** - Examination for the Certificate of Proficiency in English;
- **TEAP** - “Test of English for Academic and Professional Purposes”: **75 points**.

14. Proficiency exams will be accepted in both the Master's and Doctorate or Direct Doctorate courses, such as TOEFL, IELTS, TEAP, WAP, Cambridge, Michigan, taken up to 5 (five) years before the student's registration date for the selection exam. **Other exams** will be evaluated by the Program Coordinating Committee, **upon request from the candidate before submitting their application**.

To **request validation of the proficiency certificate**, it is necessary to send an **email at least 3 days before submitting your registration documents**, containing: **letter requesting said validation and the certificate to be validated**. Candidates who **do not request validation** of English proficiency certificates obtained in other exams not listed, before submitting their application, **will have their application rejected**.

15. Foreign candidates, native to a country whose official language is English, are exempt from presenting proof of proficiency in the English language.

From registration:

16. Candidates approved and classified in the entrance exam will be invited to enroll, according to the number of open places and the approval of the Program advisors, in agreement with the Program Coordinating Committee.

17. In compliance with CoPGr Resolution No. 8524, of November 14, 2023, **registration will be carried out in 2 stages:**

a) 1st stage (virtual) in the period from 07/01/2024 to 07/31/2024 until 11:59 pm (Brasília time): all registration documentation required in this notice must be sent to the program email (**ppg.cfrp@usp.br**) with the following subject: **“Documentation for registration, course: (Master’s, Doctorate or Direct Doctorate), (candidate’s name) for the 2nd Semester of 2024”**.

The documents that must be sent in this first stage are:

- Copy of **personal documents**: Birth or marriage certificate, Passport (for foreigners), ID, CPF, Voter ID with certificate of discharge from the TSE, Reservist Certificate (for male candidates);
- **Initial Registration Application**, dated and signed by the candidate and supervisor;
- **Study Program** (subjects to be taken) of the Candidate, dated and signed by the candidate and supervisor;
- Copy of the **Attestation or degree certificate or duly registered graduation diploma**, obtained on a course recognized, for candidates approved in the Master's or Direct Doctorate course;
- Copy of the **Attestation or certificate of defense or Minutes of the defense or diploma of the Master's degree**, obtained in a course recognized, for candidates approved in the Doctorate course, the approval of the Minutes of defense may be presented in the second stage (in person) of the registration;
- **Science term (OGM)** dated and signed by the candidate.

b) 2nd stage (in person) in the period from 07/15/2024 to 09/06/2024, from 11:00 am to 4:00 pm (Brasília official time): **the documents originals** submitted in the previous stage, **must be presented by the student, or his/her proxy (duly registered with a notary) at the secretariat of the Postgraduate Program in Pharmaceutical Sciences, of the Faculty of Pharmaceutical Sciences of Ribeirão Preto, to check and confirm the candidate's registration.**

- For **research projects** involving human beings or animals, they must present the project submission protocol to the Ethics Committee of the Unit to which the responsible researcher is linked, **within a maximum period of 30 days, after their registration has been completed.** To master's degree candidates: submit a research project following the FAPESP model, with a maximum of 20 pages, within 30 days of your enrollment being confirmed.

- **Foreign candidates** must also comply with the provisions of **article 39 of the Postgraduate Regulations**: “Article 39 – Foreign candidates can only be enrolled in Postgraduate courses offered by USP when they present a valid identity document and temporary or permanent visa that authorizes them to study in Brazil”. (Res. CoPGr 7493, of 03/29/2018). Therefore, these candidates must also present, in this second stage of registration:

- Simple and legible copy of the **temporary or permanent visa protocol (category IV – student) carried out at the Federal Police.** At each visa renewal, the foreign student must submit a legible copy of the document to the Postgraduate Program Secretariat. If the candidate **fails to complete any registration steps or does not present the required documentation on the established dates, their registration will be canceled.**

18. Simultaneous enrollment in more than one Postgraduate course at the University of São Paulo is prohibited. According to the USP Postgraduate Regulations, the period for completing the Master's, Doctorate or Direct Doctorate course is calculated based

on initial enrollment, that is, the candidate's connection with the Program begins from the date of enrollment.

19. Candidates approved for admission to the Master's, Doctorate, or Direct Doctorate Courses, who have not yet completed their degree or defended their Master's Thesis at the time of enrollment, will be able to do so until the deadline for enrollment in the program. If the **graduation or the defense and approval of the Master's Dissertation, duly approved by the competent body of the Institution**, have not occurred by the deadline for registration, at the stipulated time, the candidate's right to enroll is canceled and the candidate may submit a new selection.

20. Candidates with incomplete documentation or any irregularities will not be enrolled.

21. Acceptance by the supervisor or approval in the Selection Process **does not guarantee the candidate** an institutional scholarship to the candidate.

- The **program's institutional scholarships** will be offered to candidates, according to availability and following the placement ranking in the selection process - starting with first place until reaching the number of available quotas. The **research project submission protocol to FAPESP is a mandatory document for granting an institutional scholarship**. Therefore, it is recommended to submit it in the second stage of registration.

- **The program's institutional scholarships will be awarded to candidates who complete both stages of enrollment.**