

GRADUATE PROGRAM IN FORESTRY SCIENCES FEDERAL UNIVERSITY OF MINAS GERAIS (UFMG)

Call for Applications – Master’s Program 2025

The Graduate Program in Forestry Sciences (PPGCF) at the Institute of Agricultural Sciences of the Federal University of Minas Gerais (UFMG) is pleased to announce the opening of applications for its Master’s degree program in Forestry Sciences, under a continuous admission process, as per the guidelines outlined in this document.

1. GENERAL INFORMATION

1.1. Applications must be submitted electronically by completing the application form available on the PPGCF website: <https://cienciasflorestaisufmg.com.br/faca-aqui-sua-inscricao/>. All required documents (listed in Section 3.3) must be submitted in PDF format by **November 4, 2025, at 11:59 PM (Brasília time)**.

1.2. Contact information for inquiries:

Email: selecaoof.ufmg@gmail.com

Website: <https://www.cienciasflorestaisufmg.com.br>

Phone: **+55 (38) 2101-7748**

1.3. The program reserves the right to amend this call for applications to meet institutional or public interests. Any changes will be announced on the program’s website: <https://www.cienciasflorestaisufmg.com.br>. Candidates are responsible for monitoring updates, announcements, and communications regarding the selection process.

2. PROGRAM OVERVIEW AND AVAILABLE POSITIONS

2.1. This call governs the selection process for the Master’s in Forestry Sciences program, with enrollment taking place in 2025. Applications will be accepted from **December 4, 2024, to November 4, 2025**, and the selection process will follow the terms outlined in this document.

2.2. The program offers **16 positions** for the Master’s program in 2025 under a continuous admission system. In compliance with UFMG’s Affirmative Action Policy (Resolution No. 02/2017, April 4, 2017), **4 positions** are reserved for self-declared Black (Black or Brown) candidates.

2.3. Candidates applying for the reserved positions must submit an **Ethnic-Racial Self-Declaration Form** during the application, available on the program’s website or at the program’s office. Candidates must choose only one category of competition: **open competition** or **reserved positions for self-declared Black candidates**. Candidates

opting for the reserved positions will compete exclusively for those positions, as per the terms outlined in Section 6.5 of this document.

3. APPLICATION REQUIREMENTS

3.1. Before registering for the selection process, candidates must review the content of this Announcement, including all accompanying documents, to ensure they meet all requirements.

3.2. Candidates with undergraduate degrees in fields considered related to the intended concentration area in the master's program may participate in the selection process, subject to approval by the Graduate Program in Forest Sciences (PPGCF) Committee.

3.3. Candidates must upload the following documentation in *.pdf format to the specific fields at (<https://cienciasflorestaisufmg.com.br/faca-aqui-sua-inscricao/>), within the deadlines established in this Announcement, with names and numbering as described below:

a. File1.pdf: Lattes *curriculum* scoring sheet properly completed and signed (Appendix 1). Failure to complete and/or sign the sheet will result in exclusion from the selection process.

b. File2.pdf: Copy of undergraduate diploma (front and back in a single file), issued by an official or officially recognized institution, or certificate/declaration of course completion showing graduation date, or other document proving the candidate's ability to complete undergraduate studies before the graduate program registration period.

c. File3.pdf: Complete undergraduate academic transcript

d. File4.pdf: Proof of compliance with military obligations for male Brazilian candidates (documents with expired validity dates cannot be used. From January 1st of the year they turn 46, candidates are exempt from presenting military documentation, under articles 170 to 210 of Decree No. 57,654 of January 20, 1966).

e. File5.pdf:

- i. Copy of CPF (Brazilian tax ID)
- ii. Copy of identity card
- iii. Copy of birth or marriage certificate
- iv. Electoral compliance certificate, obtained at <http://www.tse.jus.br/eleitor/certidoes/certidao-de-quitacao-eleitoral> for Brazilian candidates (individual voting receipts not accepted)
- v. International candidates must present documents required by specific legislation (see item 7.4 of this announcement)

f. File6.pdf: Lattes curriculum (updated as exported from Lattes Platform, model available at <http://lattes.cnpq.br>), containing activities listed in Appendix 1 in order

g. File7.pdf: Supporting documentation for Lattes curriculum in the same order as items in "File 6.pdf"

h. File8.pdf: Current proof of address

i. File9.pdf: Ethnic-racial self-declaration form, available on the Program website, in accordance with CEPE/UFMG Resolution 02/2017, if the self-declared Black candidate opts for reserved spots

j. File10.pdf: Research project summary according to model in Appendix 2.

3.4. Candidates with disabilities and/or specific needs must indicate in the online registration form any special conditions needed for their participation in the selection process.

3.5. Candidates should expect to receive a confirmation email within 96 hours of submission. If no confirmation email is received, it is the candidate's responsibility to contact the PPGCF collegiate secretary (selecao cf.ufmg@gmail.com).

3.6. Each candidate is responsible for submitting the required documentation. Applications with incomplete or disorganized documentation, corrupted files, or submitted after the deadline established in this Announcement will be REJECTED. No documents may be added after submission. If a candidate submits multiple electronic applications containing the requested files, only documents in the most recent submission will be considered valid.

3.7. For project analysis, candidates will **be identified by their registration number**, generated and provided in their registration confirmation. The Examining Board is prohibited from knowing this information until the final results are announced. If a candidate self-identifies during any phase of the selection process governed by this announcement, they may be disqualified.

3.8. Registration approval will be completed within 12 days of receiving documentation. Candidates will be notified via email about the APPROVAL or REJECTION of their registration.

3.9. Appeals against registration results must be submitted within 2 (two) business days after the announcement date. Appeal requests must be written, dated, and signed by the candidate, scanned in PDF format, and sent to selecao cf.ufmg@gmail.com.

3.10. After the registration APPROVAL announcement date, the selection process must be completed within 30 days.

3.11. Information provided in the registration form is the candidate's full responsibility. UFMG reserves the right to exclude from this selection process, even if approved in all tests, any candidate who provides demonstrably false information, subject to broad defense rights as per item 6.6 of this announcement.

3.12. UFMG will not be responsible for registrations not received due to technical issues associated with computers, communication failures, line congestion, postal service issues, or any other technical reasons that prevent the transfer of data to complete registration.

4 – EXAMINING COMMITTEE

4.1. The Examining Board will consist of a minimum of 2 (two) full professors and 2 (two) alternates from the Program's faculty, appointed by the Committee. Alternate(s) will only participate in the Selection Process in case of justified impediment of a full member. The names of probable board members will be announced via email up to 48 hours before the selection process begins. If any board member has a conflict of interest or bias regarding registered candidates, the Committee will arrange for replacement by an alternate member.

5 – SELECTION PROCESS

5.1. The selection process will consist of **two stages**: first stage (evaluation of Lattes curriculum and research project summary) which is eliminatory, and a second stage (project presentation and oral examination via virtual platform) which is both eliminatory and classificatory. The selection process will begin within 30 days after receiving the candidate's complete documentation and APPROVAL of registration.

5.2. The first stage will consist of curriculum evaluation and research project summary (evaluated according to Appendix 3). The second stage will consist of project presentation and video conference examination to evaluate the candidate's technical profile. The presentation and examination will only be applied to candidates approved in the first stage. The second stage will be scheduled with at least 24 hours notice directly by the selection process examining board, via email registered in the candidate's application form, including the date, time, and digital platform to be used.

5.3. First stage - Evaluation of Lattes curriculum and research project summary, eliminatory in nature, worth 40 points, according to criteria established in appendices 1, 2, and 3. The Lattes curriculum will be worth 20 points and the research project summary 20 points. To pass this stage, candidates must achieve at least 60% of available points. Results of this stage will be announced within 7 (seven) business days on the master's program website and via candidate email.

5.4. Second stage - Project presentation and examination, eliminatory and classificatory, worth up to 60 points. The research project presentation (10 minutes, slides permitted) must include title, justification, objectives, methodology, expected results, and references. Up to 30 points will be assigned, evaluating project relevance, presentation quality, and technical mastery. During examination, the candidate's technical profile will be evaluated based on the relevance of responses to board questions. Up to 30 points may be assigned, observing fluency, communication, knowledge related to the master's in forest sciences and areas of study and professional practice. Results of this stage will be announced together with final results.

5.5. Candidates who obtain less than 60% of total points from both stages will be disqualified.

5.6. Failure to complete any stage of the selection process will result in candidate elimination.

5.7. Appeals against first stage results, with suspensive effect and without prejudice to the final appeal, must be submitted within 02 (two) business days after results are announced. Partial or final appeal requests must be addressed to the Forest Sciences Master's Program Coordination via email at selecao cf.ufmg@gmail.com.

6 - PRELIMINARY AND FINAL RESULTS

6.1. The Final Result will be announced within 5 (five) business days after selection and will consist of the sum of scores obtained in both stages of the selection process. The Final Result will be published on the Program's website.

6.2. In the final result announcement, Master's candidates will be ordered in separate lists for general competition and self-declared Black candidates, in decreasing sequence of calculated scores, according to vacancy distribution with result indication: "approved and classified" or "approved but not classified" or "failed." Approved candidates will be admitted up to the limit of vacancies available in this Announcement.

6.3. In case of a tie in the Final Result, the tiebreaker will be points obtained in the second stage. If the tie persists, the first stage Lattes curriculum will be considered, and if the tie still persists, the tiebreaker will favor the older candidate, in this order.

6.4. If a self-declared Black candidate approved for a reserved vacancy withdraws, the vacancy will be filled by the next self-declared Black candidate approved and classified in decreasing order of final score.

6.5. If there are not enough approved self-declared Black candidates to fill the reserved vacancies, the remaining vacancies will be reverted to candidates approved in general competition, filled in decreasing order of final score.

6.6. If there are not enough approved candidates to fill the general competition vacancies, the remaining vacancies will be reverted to approved self-declared Black candidates, filled in decreasing order of final score.

6.7. The deadline for appealing the Final Result of the selection process is 10 (ten) calendar days from the date of its announcement on the Program's website, under the terms of the University's General Regime and Resolution No. 13/2010 of November 11, 2010, from UFMG's University Council. Appeal requests must be addressed to the Program Coordination, in writing, dated and signed by the candidate, and delivered personally or by proxy with simple power of attorney, by protocol, to the Secretary's Office at: Graduate Secretary, CAAD Annex, UFMG Institute of Agricultural Sciences, Avenida Universitária, 1000, Bairro Universitário, Montes Claros, Minas Gerais. During the appeal period, candidates will be granted access to their evaluations.

6.8. If there is any change in candidates' general classification due to an appeal being granted, there will be a reclassification and the rectified classification will be considered valid.

7 - REGISTRATION AND ENROLLMENT

7.1. Approved and classified candidates must complete, exclusively online, within 10 (ten) business days after the final result announcement, their preliminary registration by filling out the form available at <https://sistemas.ufmg.br/cadastroprevio>. The Department of Academic Registration and Control (DRCA) will process the Academic Registration after receiving complete documentation from selected MASTER'S candidates, which will be sent to DRCA by the Program Secretary within 5 (five) business days after the preliminary registration period.

7.2. Candidates who submitted during registration a document proving their ability to complete undergraduate studies before the graduate program registration period must send to the Program Secretary by email (secpg@ica.ufmg.br) proof of undergraduate course completion (copy of undergraduate diploma from an official or officially recognized institution, or completion certificate showing graduation date) within 10 business days after the final result announcement. Declarations with expected completion or graduation dates will not be accepted, nor will certificates or declarations issued more than three years ago.

7.3. For undergraduate degrees completed abroad, candidates must submit a copy of the diploma with apostille for countries party to the Hague Convention or with consular authentication seal, as per current legislation, and with sworn translation to Portuguese, except for those issued in Spanish, French, or English. Translation must be done by a certified translator residing in Brazil.

7.4. International candidates must submit to the Program Secretary, within 10 (ten) business days after the final result, their National Foreign Registry (RNE), National Migration Registry (RNM) or Registration Certificate issued by Federal Police, passport with valid Brazilian entry visa, proof of parentage, and other documents to be specified by the Program Secretary. Details about these documents are available at: <https://goo.gl/EHUQTt>, under "Documentation."

7.5. Simultaneous academic registration in more than one undergraduate program or more than one graduate program is prohibited, as per Article 39, § 2º of UFMG's General Regiment. Classified candidates who fail to complete the Preliminary Registration by the established date or who fail to submit any documents required in this Announcement will automatically forfeit their spot and be considered formal withdrawals. Vacant spot(s) resulting from these situations will be filled by calling other approved candidates, strictly following the classification order, until the deadline for sending documentation to DRCA.

7.6. Enrollment of approved and classified candidates will be conducted in the Graduate Academic System, according to guidance from the PPGCF Secretary, on dates and times to be announced, following the University's academic calendar.

7.7. Candidate approval does not necessarily imply scholarship award.

7.8. The designation of respective advisors for approved and classified candidates will be decided by the PPGCF Committee, according to the advising capacity availability of PPGCF permanent faculty.

7.9. Upon enrollment, approved and classified candidates acknowledge their obligation to comply with UFMG's Statutory and Regimental Rules.

7.10. In compliance with Resolution No. 08/2008 of October 14, 2008, from the University's Teaching, Research and Extension Council, approved and classified students must prove English language proficiency **within 12 (twelve) months maximum from first course enrollment**. Such proof is required for continuing Master's studies. The following English language proficiency certifications will be accepted and must be submitted to the Program Secretary:

- a) Approval in English instrumental knowledge test issued by CENEX of UFMG's Faculty of Letters within the last three years, under Resolution 08/2008 of UFMG's Teaching, Research and Extension Council (minimum 60%);
- b) Approval in English proficiency tests from qualified institutions (TOEFL, TOEIC, IELTS, CAMBRIDGE and MICHIGAN), with minimum 60% of total test score;
- c) Approval (minimum 60%) in instrumental English course offered by UFMG's Faculty of Letters within the last 3 years;
- d) Approval in written instrumental English assessment conducted within the last 3 years for selective processes of CAPES-accredited graduate programs, proving performance equal to or above 60%;
- e) Other English proficiency certificates demonstrating intermediate or advanced levels may be submitted for equivalency evaluation by the Program Committee.

7.11. International students (whose native language is not Portuguese or Spanish) must prove Portuguese language proficiency within 12 (twelve) months maximum from first course enrollment. The following approvals in tests taken within the last 3 years will be accepted: (i) approval certificate in test conducted by CENEX/FALE/UFMG for Area 1: Biological Sciences, Agricultural Sciences and Health Sciences. Information about this test can be accessed at: www.cenex.ufmg.br/cenex; (ii) Certificate of Proficiency in Portuguese for Foreigners (CELPE-Bras). Information about this test can be accessed at: <http://celpebras.inep.gov.br>; other Portuguese language proficiency certificates will be evaluated by the Committee. Such proof is required for continuing Master's studies.

8 - SELECTION PROCESS SCHEDULE

Activity	Date / Period
Registration	12/04/2024 to 11/04/2025
Confirmation of documentation receipt	Within 96 hours of registration receipt
Registration approval	12 days after registration receipt
Period for appealing registration denial	02 business days after announcement of registration denial
Analysis and result of registration appeal	03 days after appeal receipt
Selection process - 1st and 2nd Stage	Up to 30 days after registration approval
Results Announcement	Up to 05 business days after selection
Appeal against selection results	Up to 10 calendar days after results announcement
Analysis and result of selection process appeal	03 calendar days after appeal receipt
Registration and enrollment	10 business days after final result announcement

Montes Claros, October 19, 2024.



Prof. Pedro Guilherme Lemes Alves

Coordinator of the Master's Program in Forest Sciences
Institute of Agricultural Sciences, Federal University of Minas Gerais

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APPENDIX 1

LATTES CURRICULUM SCORING SHEET

Note: The Lattes Curriculum is Brazil's standard academic resume format managed by the National Council for Scientific and Technological Development (CNPq).

<p>Only activities carried out in the last 10 (ten) years will be considered, according to Criteria A to E.</p> <p>Instructions:</p> <ul style="list-style-type: none"> - The verification of activities and scoring will be conducted by the Evaluation Committee;; - As specified in the Announcement, documentation must be organized according to the sequence of evaluated criteria. 	
	Score
Criterion A - PROVEN ACADEMIC EXPERIENCE (simple declarations from professors will not be considered)	
1. Paid positions as Scientific Initiation Scholar, Extension Initiation Scholar, Tutorial Education Program Scholar, Teaching Project Scholar, or Undergraduate/Graduate Teaching Assistant, proven through institutional documentation or funding agency documentation - 4.0 points/year;	
2. Volunteer positions in Scientific Initiation, Extension Initiation, Member of Tutorial Education Program, Teaching Projects, or Undergraduate/Graduate Teaching Assistant, proven through institutional documentation - 2.0 points/year.	
3. Non-paid participation in teaching, research, and/or extension projects - 1.0 point/activity or project/year.	
Criterion B - PUBLICATION OF SCIENTIFIC ARTICLES	
1. Published or accepted articles: each article will be scored according to CAPES classification / Agricultural Sciences I Area: A1 = 4,00 points; A2 = 3,75 points; A3 = 3,50 points; A4= 3,25 points; B1 =3,00 points; B2 = 2,75 points; B3 = 2,0 points; B4 = 1,5 point.	
CRITERION C - PUBLICATION OF TECHNICAL-SCIENTIFIC BOOKS AND BOOK CHAPTERS (Collections edited as a result of events will not be considered as books. Such publications will be evaluated as "complete works published in events)	
1. Authorship or Edition of complete book with ISBN - 4.0 points/each.	
2. Book chapter - 3.0 points/each	

CRITERION D - OTHER PROVEN SCIENTIFIC AND TECHNOLOGICAL PUBLICATIONS	
1. Technical bulletins: 1.5 point/each.	
2. Scientific articles published in journals without Qualis Capes ranking in Agricultural Sciences I, articles or complete works published in special issues/supplements of journals, such as event proceedings: 1.5 points/each.	
3. Works published in events as Extended Abstracts: 1.5 points/each and Simple Abstracts: 1.0 point/each.	
4. Courses taught, lectures given, or event organization - 1.5 points/activity	
CRITERION E - OTHER EXPERIENCES (proven through documents issued by competent authority of the institution or company (work card, work contract, etc.). Participation in projects of any nature will not be accepted as proof of professional experience). 1. Internship: 2.0 points for every two hundred hours (200h) of internship; 2. International experience in forestry/forest resources management and related areas.: 2.5 points/year; 3. Professional experience focused on research, compatible with the program area: 3.0 points/year.	
TOTAL (SUM OF ITEMS A+B+C+D+E) - MAXIMUM 20 POINTS	

7. DECLARATION

I declare that I am aware of and agree with the conditions established by the 2025 Selection Announcement of the Graduate Program in Forest Sciences, and that the information provided here is true.

Location:

Date: ___/___/_____

Signature: _____

Name:

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APPENDIX 2

RESEARCH PROJECT SUMMARY TEMPLATE

Project Title:
Abstract Maximum 1000 characters (without spaces). The abstract should briefly detail the introduction and justification, objectives, methodology, and expected results of the project.
References Include the 5 main bibliographic references

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APPENDIX 3

RUBRIC FOR THE RESEARCH PROJECT SUMMARY

Criteria			Valor
Topic Relevance and Currency	Importance of the research for science and society	Fully meets (4.0) Partially meets (2.0) Does not meet (0.0)	4.0
Justification	Does the justification present clear, objective language consistent with the study topic, research problem, and proposed objectives?	Fully meets (4.0) Partially meets (2.0) Does not meet (0.0)	4.0
Objectives	Are the objectives clearly formulated? Are they consistent with the research question and coherent with the project title?	Fully meets (4.0) Partially meets (2.0) Does not meet (0.0)	4.0
Methods	Adequacy of methodology. Coherence with the nature of the research.	Fully meets (4.0) Partially meets (2.0) Does not meet (0.0)	4.0
Expected Results	Clearly explains the contributions of the study consistent with the proposed research objectives?	Fully meets (4.0) Partially meets (2.0) Does not meet (0.0)	4.0
TOTAL			20.0