



Governo do Estado do Rio de Janeiro  
Secretaria de Estado de Ciência e Tecnologia  
Universidade Estadual do Norte Fluminense Darcy Ribeiro – UENF  
Pró-Reitoria de Pesquisa e Pós-Graduação - PROPPG  
Programa de Pós-Graduação em Produção Vegetal

## **SELECTION NOTICE FOR GRADUATE PROGRAMS AT UENF GRADUATE PROGRAM IN PLANT PRODUCTION**

### **Entry in the First Semester of 2026**

The Graduate Program in Plant Production at the State University of Northern Fluminense Darcy Ribeiro (UENF) announces the guidelines for applications to the selection process for 30 vacancies for an academic Master's degree and 19 vacancies for a Doctorate degree, initiating from the First Semester of 2026.

#### **1. Information about the graduate program:**

Name of the program: Graduate Program in Plant Production (PGPV)

Center: Center for Agricultural Sciences and Technologies (CCTA)

Level: Academic Master's degree (recommended by CAPES in March 1997)

Doctorate (recommended by CAPES in August 1999) LEVEL 5, for the four-year period 2017-2020

#### **Area of concentration: Plant Production**

Research Lines: a) Irrigated Agriculture; b) Engineering and Economics in Agriculture; c) Plant Protection; d) Plant Physiology; e) Plant improvement; f) Management, Plant Propagation and Quality Control of Seeds and Grains; g) Soils and Plant Nutrition; h) Food Technology and Plant Chemical Constituents.

#### **2. Registration Period and Schedule: **REGISTRATION EXTENDED****

- Period: September 29, 2025 to November 15, 2025

- Information: e-mail: [posgpveg@uenf.br](mailto:posgpveg@uenf.br)

- Program Electronic Address: <https://pgpv.uenf.br/general-4>

a. Master's degree applications accompanied by the specified documentation must be submitted through the program's website, via the link <https://forms.gle/vFviNDLPCvASPqTJA>, until October 30, 2025 by 12:00 (Brasília time).

b. Doctoral degree applications accompanied by the specified documentation must be submitted through the program's website, at the <https://forms.gle/vCt42mSUas9Ns6o69>, until October 30, 2025 by 12:00 (Brasília time).



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c. If you have any questions or difficulties, please contact us by email: [pospveg@uenf.br](mailto:pospveg@uenf.br)

ATTENTION: Before starting your application, reread item 3.0 and additional information, item 8.0. Online applications must be submitted using a **Gmail email** address to facilitate the application (first stage of the selection process) and the interviews (second stage of the selection process), if approved in the first stage. The documents submitted as attachments at the time of application must be submitted to the Program Coordination after the selection process is completed, including originals or certified copies of diplomas. Delivery must take place at the time and place indicated by the coordination via email to the selected candidates.

- Candidates with special needs must contact the Program Coordination via email at [posgpveg@uenf.br](mailto:posgpveg@uenf.br)
- Letters of reference must be sent by the professionals to the email: [posgpveg@uenf.br](mailto:posgpveg@uenf.br)

### 3. Documentation Required for Registration:

- Registration application (specific model) – Annex I
  - Two 3 cm x4cm photos
  - Copy of identity card or passport
- Registration form with indications of the Curriculum vitae and the area of activity for which you wish to apply – Annex II for the Master's degree and Annex III for the Doctorate. All documents must be in a single file. The score will be counted according to Annexes II and Annex III. Incorrect indications according to the item or with a document that does not prove the qualification will not be considered. Failure to submit any of the documents and/or requirements above will result in the elimination of the candidate.
  - Documented curriculum vitae (proof of each item on your CV)
  - Copy of the higher education diploma or equivalent document
  - Academic transcript (Grade points) of the higher education course
- Three letters of reference (specific template) signed by professionals connected to the candidate's university education or professional activities (forwarded to the Program Coordination by the declarant regarding the candidate's references via email: [posgpveg@uenf.br](mailto:posgpveg@uenf.br) with a copy to [posgpveg@gmail.br](mailto:posgpveg@gmail.br)) - Annex IV
- Document, with two pages (Arial font, size 12, 1 space, 2.5 cm margins) describing the reasons for choosing the area of activity and experience in the line of research (short description) - Annex V



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### **3. Evaluation Committees:**

3.1. The Evaluation Committees will be responsible for approving applications, evaluating the stages and judging the appeals submitted by candidates.

3.2. The Evaluation Committees will be composed of professors or researchers holding a doctorate degree. The Committees will be appointed by the Coordinating Committee of the Postgraduate Program in Plant Production, after the application period.

3.3. Appeals against the composition of the Evaluation Committees must be filed within 3 (three) business days after the announcement of the final approval of applications and must be evaluated by the Coordinating Committee of the Program before any of the selection stages are carried out.

3.4. For each LINE OF RESEARCH, the following Professors will be considered unable to serve on the Evaluation Committees:

- a) Is or has been the spouse, partner, relative or in-law up to the third degree of kinship of any of the candidates; b) Is involved in legal or administrative litigation with any of the candidates or with any of the individuals indicated in item a;
- c) Has a close friendship or notorious enmity with any of the candidates, or any of the individuals mentioned in item a;
- d) Has published, disseminated or presented scientific, technical or artistic-cultural work in co-authorship with any candidate;
- e) Has been an academic advisor or co-advisor of any candidate, at the undergraduate, lato sensu or stricto sensu postgraduate level;
- f) Is a partner in the same business corporation as any candidate;
- g) Is a member of the board of directors of an association of any nature of which any candidate is also a director.

3.5. Any interested party may raise the impediment of a member of the Evaluation Committee, within the period provided for in item 4.3, by simple petition that will be evaluated by the Program Coordinating Committee before any of the selection stages are carried out.

3.6. The member considered to be prevented from participating will be replaced:



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a) By another professor, a member of the Evaluation Committee, as designated by the Coordinating Committee of the Graduate Program in Plant Production, in the case of the president;

b) By other professors duly accredited by the Graduate Program in Plant Production.

3.7. It is the candidate's duty to inform in the application form (Annex I) the existence of any of the personal, professional and academic ties listed in item 4.4 with any of the members of the Evaluation Committees, under penalty of exclusion from the selection process.

3.8. It is the duty of the member of the Evaluation Committees to inform the existence of any of the personal, professional and academic ties listed in item 4.4 with any of the candidates, under penalty of committing a serious offense under the terms of the sole paragraph of art. 18 of state law no. 5,427/2009.

### **3. Selection criteria:**

3.1. Candidates residing in Brazil or abroad may apply.

5.1.1 Foreign candidates who are approved to take the Master's degree will have to present a copy of a diploma recognized by the Brazilian consulate in their country of origin, as well as other documents to be requested by the UENF Academic Secretariat at the time of enrollment.

5.2. Criteria for evaluating candidates for the Master's degree:

Candidates for the Master's degree will be evaluated based on the following criteria and values:



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### FIRST PHASE:

ITEM	Criteria for selection of masters candidates		Points	Max points
1) Academic degree (MAX = 35 PTS)	1.1 Graduation*		18	18
			14	
			10	
			0	
		Grade point average in graduation above 8.5	17	17
		Grade point average 7.5 to 8.5	15	
		Grade point average 6.5 to 7.4	13	
		Grade point average below 6.5	0	
	1.2 Specialization <i>Lato Sensu</i> in related areas	300 h course minimum - 1.0 per course		2



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2) Academic experience (MAX = 26PTS)	2.1 Employment in the area of teaching, research, extensionism or in the line of research of interest.	0.25 points per month of proven experience		6
	2.2 Scientific Initiation Scholarship or Voluntary Scientific Initiation experience, or technician Scholarship	0.25 per month of proven experience		12
		0.12 per month of proven voluntary experience		
	2.3. Extensionist grant	0.12 per month of proven experience		5
	2.4 Monitor with grant of voluntary monitor	0.12 per month of proven experience		5
		0.08 per month of proven voluntary experience		
	2.5 Institutional TCT (Technician grants) Programs (supporting documents must be issued by the Institution - Grant term may be used). No other documents will be accepted	0.25 per month of proven experience		12
	2.6 Extracurricular activities at a different faculty to that where you studied	Minimum of 200 h	2	2
	2.7 Overseas work experience in the area of research	Minimum of 200 h	2	2
3) Publications (max = 19 pts)	3.1 Scientific articles published or in press (accepted) in journals with a	1st, 2nd or 3rd autor	3.0 per paper	6



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	Capes reference percentile equal to or greater than 50% (stratum A1 to A4) ( <a href="https://www.scopus.com/source">https://www.scopus.com/source</a> )	Other positions	1.5 per paper	
	3.2 Scientific articles published or in press (accepted) in journals with Capes reference percentile, between $\geq 37.5$ and $< 50.0$ (stratum A5) ( <a href="https://www.scopus.com/source">https://www.scopus.com/source</a> )	1st, 2nd or 3rd author	2.0 per paper	5
		Other positions as co-authors	1.0 per paper	
	3.3 Scientific articles published or in press (accepted) in journals with Capes reference percentile, between $\geq 0.1$ to $< 37.5$ (stratum A 6 to A8) ( <a href="https://www.scopus.com/source">https://www.scopus.com/source</a> )	1st, 2nd or 3rd author	1,0 per paper	1.0
		Other positions as co-authors	0.5 per paper	
	3.4 Books publised with ISBN	Any postion as author	2.0 per book	2
	3.5 Book chapters with ISBN	1st or 2nd author	1.0 per book chapter	1.0
		Other positions as author	0.5 per book chapter	
	3.6 Patents filed or cultivar registered	Per Patent or Cultivar	3.0	3.0
		1st, 2nd or 3rd author	0.5 per abstract	3.0



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	3.7 Simple abstract or extended abstract published at a scientific event	Other positions as author	0.2 per abstract	
4) Others (max = 10 pts)	4.1) Participation in events presenting your work	Oral (talk) presentation	0.5	3.0
		Poster presentation	0.2	
	4.2) Participation in events but with no presentations	Per evento or course	0.2	2.0
	4.3) Classes given	Hours per class	0.05	2.0
Result of the first phase	Candidates for the master's degree who do not achieve 35 points in the sum of the items (Academic Training + Academic Experience + Publications + Others) will be eliminated. Candidates who achieve 35 points or more will be classified for the second phase.			

\*For courses without ENADE assessment results, the most recent IGC/MEC result of the institution that offered the course in question will be used. For candidates who completed their undergraduate studies abroad, an international ranking will be used that includes the institution and compares it with the IGC/MEC concept of a Brazilian university that appears closest in the aforementioned international ranking.

### SECOND PHASE:

5) Oral exam (max = 10 pts)	To be carried out by Evaluation Committees. An essay on the topic or area of activity to be developed in the ACADEMIC MASTER'S DEGREE may be required at the discretion of the evaluators. The interview will be based on the candidate's Curriculum Vitae, the chosen area of activity, basic concepts of scientific research, evaluation and quality of scientific journals and Capes criteria for evaluating Postgraduate Programs in the area of Agricultural Sciences in Brazil.	Up to 10 points
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Results of the second phase	Candidates for the academic master's degree vacancy who do not achieve 6.5 points at this stage will be eliminated.
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NOTE: Oral exams will be held via videoconference from NOVEMBER to DECEMBER 2025 and must be recorded. The schedule will be published on the Program website.

Final Score for the Master's Degree

The final score, by AREA OF ACTIVITY desired by the candidate, will be obtained by adding up the scores from the two evaluation phases.

### 3.1. Criteria for evaluating candidates for the Doctorate

Candidates for the Doctorate will be evaluated based on the following criteria and scores:

#### FIRST PHASE:

Evaluated items	Doctorate selection criteria		Points	Max points
1) Academic degrees (MAX = 20 PTS)	1.1 Masters			12



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		Grade point average in the masters of above 9.0	10	12
		Grade point average in the masters 8 to 8.9	8	
		Grade point average in the masters of 7.0 to 7.9	6	
		Grade point average in the masters of below 6.9	0	
	1.2 Specialization <i>Lato Sensu</i> in related areas	300 h course minimum - 1.0 per course		2
2) EXPERIÊNCIA ACADÊMICA (MAX = 25 PTS)	2.1 Employment in the area of teaching, research, extensionism or in the line of research of interest.	0.25 points per month of proven experience		8
	2.2 Scientific Initiation Scholarship or Voluntary Scientific Initiation experience, or technician Scholarship	0.25 per month of proven experience		8
		0.12 per month of proven voluntary experience		
	2.3. Extensionist grant	0.12 per month of proven experience		5
	2.6 Overseas work experience in the area of research	Minimum of 200 h		2
		1st, 2nd or 3rd autor	3.0 per paper	16



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3) PUBLICAÇÕES (max = 35 pts)	3.1 Scientific articles published or in press (accepted) in journals with a Capes reference percentile equal to or greater than 50% (stratum A1 to A4) ( <a href="https://www.scopus.com/source">https://www.scopus.com/source</a> )	Other positions	1.5 per paper	
	3.2 Scientific articles published or in press (accepted) in journals with Capes reference percentile, between $\geq 37.5$ and $< 50.0$ (stratum A5) ( <a href="https://www.scopus.com/source">https://www.scopus.com/source</a> )	1st, 2nd or 3rd author	2.0 per paper	10
		Other positions	1.0 per paper	
	3.3 Scientific articles published or in press (accepted) in journals with Capes reference percentile, between $\geq 0.1$ to $< 37.5$ (stratum A 6 to A8) ( <a href="https://www.scopus.com/source">https://www.scopus.com/source</a> )	1st, 2nd or 3rd author	1,0 per paper	3.0
		Other positions as co-authors	0.5 per paper	
	3.4 Books publised with ISBN	Any postion as author	2.0 per book	2.0
	3.5 Book chapters with ISBN	1st or 2nd author	1.0 per book chapter	1.0
		Other positions as author	0.5 per book chapter	
	3.6 Patents filed or cultivar registered	Per Patent or Cultivar	3.0	3.0
		1st, 2nd or 3rd author	0.5 per abstract	3.0



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	3.7 Simple abstract or extended abstract published at a scientific event			
4) OUTROS (max = 10 pts)	4.1) Participation in events presenting your work	Oral (talk) presentation	0.5	3.0
		Poster presentation	0.2	
	4.2) Participation in events but with no presentations	Per evento or course	0.2	2.0
	4.3) Classes given	Hours per class	0.05	2.0
Results of the first phase	Candidates for a DOCTORATE position who do not achieve 35 points in the sum of the items (Academic Training + Academic Experience + Publications + Others) will be eliminated. Candidates who achieve 40 points or more will be classified for the second phase.			

## Second phase:

5) Oral exam (max = 10 pts)	To be conducted by an Evaluation Committee appointed by the Coordination of the Postgraduate Program in Plant Production. An essay on the theme or area of activity to be developed in the DOCTORATE may be required, at the discretion of the evaluators. The interview will be based on the candidate's Curriculum Vitae, the chosen area of activity, basic parameters on scientific research, evaluation and quality of scientific journals and Capes criteria for evaluating Postgraduate Programs in the area of Agricultural Sciences in Brazil.	Up to 10 points
Result of the second phase	Candidates for the doctoral position who do not achieve <b>6.5 points</b> at this stage will be eliminated.	



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NOTE: Interviews will be conducted by videoconference in NOVEMBER to DECEMBER 2025 and must be recorded. Interviews may be conducted by videoconference. The schedule will be announced on the Program website.

Final Classification for the Doctorate

The final classification, by Area of Activity desired by the candidate, will be obtained by adding up the points from the two evaluation phases.



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### 3. Reservation of Places

6.1. In compliance with the provisions of Law No. 6914 of November 6, 2014 (<http://www.alerj.rj.gov.br>), of the total number of places offered in this Selection Notice:

I - 12% (twelve percent) for black and indigenous graduate students;

II - 12% (twelve percent) for graduates from public and private higher education networks;

III - 6% (six percent) for people with disabilities, in accordance with current legislation, children of civil and military police officers, military firefighters and security and prison administration inspectors, who died or became incapacitated due to service.

**OBS:**

1) Candidates applying for places reserved for quotas must submit, in addition to the documentation described in item 4.2, the documentation listed in ANNEX VII (included at the end of this notice), at the end of the application form.

2) The models for the Ethnic-Racial Self-Declaration and the Self-Declaration for indigenous people are available on the website of the Pro-Rector for Research and Graduate Studies (PROPPG) (website: <http://uenf.br/posgraduacao/formularios/>).

3) If vacant places remain after the criteria set out in item II of article 1 of Law No. 6914 have been exhausted, the remaining places must be filled by candidates who have not opted for the quota system (Art. 2 of Law No. 6914). 4) The table with the number of vacancies for candidates who opt for the quota system can be found in this notice.

### 3. Number of vacancies offered

3.1. Academic Master's degree: 31 vacancies, distributed as follows:

- Vacancies for Quota 1 (12%) = 4 vacancies
- Vacancies for Quota 2 (12%) = 4 vacancies
- Vacancies for Quota 3 (6%) = 2 vacancies
- Vacancies for A. C. (70%) = 21 vacancies

3.2. Doctorate: 20 vacancies, distributed as follows:

- Places for Quota 1 (12%) = 2 vacancies
- Places for Quota 2 (12%) = 2 vacancies
- Places for Quota 3 (6%) = 1 vacancies
- Places for A.C. (70%) = 15 vacancies



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LEGEND
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A.C. = Broad competition

Quota 1 – Underprivileged students, black and indigenous graduates;

Quota 2 – Underprivileged students, graduates from public and private higher education networks (provided that the latter have been beneficiaries of FIES, PROUNI or any other type of government incentive;

Quota 3 – Underprivileged people, with disabilities, in accordance with current legislation, children of civil and military police officers, military firefighters and security and prison administration inspectors who died or were incapacitated due to service.



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**3.1. Distribution of vacancies by area of activity and possible recommended supervisor:**

<b>Prof. Orientador</b>	<b>Área de Atuação</b>	<b>DS</b>	<b>MS</b>
JOSE CARLOS MENDONCA	Agrometeorology	1	2
ARNOLDO ROCHA FACANHA	Bioenergetics and Ionic Signaling in Plant and Fungal Systems	1	2
RICHARD IAN SAMUELS	Biological Control of Pests and Vectors		1
VICTOR HABER PEREZ	Development of Biotechnological Processes for Obtaining Products of Interest in the Food Industry	2	2
ELIEMAR CAMPOSTRINI	Ecophysiology of Tropical and Subtropical Plants		1
ALESSANDRO COUTINHO RAMOS	Ecophysiology and Microbiome of Plant-Microorganism Interaction		1
GERSON ADRIANO SILVA	Agricultural Entomology	2	2
BRUNO CLARKSON MATTOS	Systematic Entomology and Coevolution		1
GERALDO DE AMARAL GRAVINA	Agricultural Experimentation		1
ANTONIO CARLOS DA GAMA RODRIGUES	Soil Fertility and Nutrient Cycling	1	1
CLAUDETE SANTA CATARINA	Physiology of Plant Growth and Development	1	
JURANDI GONCALVES DE OLIVEIRA	Postharvest Physiology of Fruits and Vegetables	3	2
ALMY JUNIOR CORDEIRO DE CARVALHO	Fruit growing		1
ELIAS FERNANDES DE SOUSA	Irrigation Management		1
EMANUELA FORESTIERI DA GAMA RODRIGUES	Organic Matter and Soil Biology		1
ANTONIO TEIXEIRA DO AMARAL JUNIOR	Popcorn Breeding	1	
MEIRE LELIS LEAL MARTINS	Industrial and Food Microbiology	3	1
MARTA SIMONE MENDONCA FREITAS	Plant Mineral Nutrition	1	1
HENRIQUE DUARTE VIEIRA	Seed Production and Technology	1	1
DANIELA BARROS DE OLIVEIRA	Food Chemistry/Natural Products	1	1
IVO JOSE CURCINO VIEIRA	Natural Products Chemistry		1
LUCIANO PASQUALOTO CANELLAS	Chemistry and Bioactivity of Humic Substances	2	2
DEBORAH GUERRA BARROSO	Forestry		2





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EDER DUTRA DE RESENDE	Post-Harvest Technology/Use of Agro-industrial Residues	1	1
ROBERTO RAMOS SOBRINHO	Plant Virology		1

#### 4. Appeals against the results published

4.1. Appeals will be accepted if filed within 3 (three) business days from the publication of the preliminary results of each stage and must be submitted electronically, sent to the e-mails [posgpveg@uenf.br](mailto:posgpveg@uenf.br) with a copy to [posgpveg@gmail.br](mailto:posgpveg@gmail.br) using the standard form called “Appeal in the Selection Process for Admission to Postgraduate Courses”, available on the Program's website (<http://uenf.br/pos-graduacao/producao-vegetal/>), (Annex VI) before the Program's Coordinating Committee at the following address:

4.2. The Program's Coordinating Committee must judge all appeals related to each stage within 3 (three) business days after the end of the deadline indicated in the previous item.

4.3. Any appeal filed during the selection process must be filed in person or by proxy.

4.4. The preliminary final results may only be appealed in the event of illegality or calculation error within 3 (three) business days after their publication.

4.5. The merits of the correction of the stages will not be discussed again at this time.

#### 5. Publication of Results:

5.1. The result will be published on the website <http://uenf.br/pos-graduacao/producaovegetal/>

First stage: By November 24, 2025

Final result: By December 10, 2025

3.2. If within a maximum period of three business days, immediately after the announcement of the results on the website <http://uenf.br/pos-graduacao/producao-vegetal/>, there is no explicit expression of interest from the approved candidate in taking a Stricto Sensu Postgraduate course in the Postgraduate Program in Plant Production at UENF, via email: [posgpveg@uenf.br](mailto:posgpveg@uenf.br), another candidate will be called, if there is one on the waiting list for the same Line of Activity.

3.3. After the first official registration period at UENF, in the event of withdrawal by the candidate called, at least one more call for substitute candidates will be made, in the same area of activity as the missing candidate, within three business days after the deadline for the first registration.

3.4. The removal of the documentation from the Secretariat of Postgraduate Studies in Plant Production is the sole responsibility of the unsuccessful candidate. The deadline is 60 (sixty) days after the announcement of the results on the website, <http://uenf.br/posgraduacao/producao-vegetal/>, after which the documentation will be incinerated.



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## Final Provisions

### 3.5. The candidate who:

- i Presents false statements or documents in any of the selection stages will be disqualified and automatically excluded from the selection process.
- ii Does not present all the documentation in accordance with this Notice.
- iii Does not confirm, as per item 10.2 of this notice, by contacting by e-mail, the intention to enter the Postgraduate Program in Plant Production, if selected.
- iv Does not attend any of the stages of the selection process on the dates and times scheduled for its beginning.

3.6. At the discretion of the Coordinating Committee of the Postgraduate Program in Plant Production, with the approval of the Research and Postgraduate Studies Chamber, unfilled vacancies may be reallocated between areas of activity, within the same Research Line and between research lines.

3.7. By registering for the selection process, the candidate acknowledges and accepts the rules established in this Notice and in the internal rules of UENF that govern the matter.

## 4. Scholarships

- a) The selection and enrollment of the student do not guarantee the obtaining of a scholarship;
- b) If available, for the distribution of scholarships, the following will be considered: students admitted through affirmative action without an employment relationship with exclusive dedication, and students admitted through broad competition without an employment relationship with exclusive dedication.

## 5. Tiebreaker Criteria:

In the event of a tie, the following items will be considered as tiebreaker criteria:

- 1. Number of publications, as first author, in scientific journals with concept A in Qualis/CAPES;
- 2. Score obtained in the “Interview”, with the candidate with the highest number of points being selected;
- 3. Oldest Candidates

## 6. Omissions:

The omissions regarding this announcement will be resolved by the Coordinating Committee of the Graduate Program in Plant Production and, at a higher level, by the Research and Graduate Studies Chamber of UENF.

This announcement was approved by the Coordinating Committee of the Graduate Program in Plant Production of UENF on April 28, 2025.



Governo do Estado do Rio de Janeiro  
Secretaria de Estado de Ciência e Tecnologia  
Universidade Estadual do Norte Fluminense Darcy Ribeiro – UENF  
Pró-Reitoria de Pesquisa e Pós-Graduação - PROPPG  
Programa de Pós-Graduação em Produção Vegetal

Prof. Dr. Daniela Barros de Oliveira  
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## **ANNEX VII**

### **SPECIFIC INSTRUCTIONS FOR CANDIDATES APPLYING FOR SPOTS UNDER THE QUOTA SYSTEM**

#### **1. ADDITIONAL INFORMATION**

1.1 To apply for the spots reserved by the quota system, the candidate must:

a) meet the requirements set forth in State Law 6914 of 11/06/2014;

b) meet the socioeconomic need condition defined as a gross monthly per capita income equal to or less than R\$1,431.00 (one thousand, four hundred and thirty-one reais) of the people listed in the Socioeconomic Information Form.

1.2 The gross monthly per capita income will be calculated by dividing the sum of the gross monthly income values, that is, without discounts, of all people in the family group, by the number of people listed in the Socioeconomic Information Form, including children and the candidate.

1.3 Proof of socioeconomic need and the requirements necessary to enter one of the quota groups will be provided by analyzing the documentation indicated in this Annex, to be sent in an envelope, together with the Registration Form, to be analyzed by the Social Service of this Institution.

1.4 The analysis of the documentation proving socioeconomic need and the quota option will be carried out by technical Committees, respectively called the Socioeconomic Analysis Committee and the Quota Option Analysis Committee, the latter being subdivided by quota groups.

1.5 The Socioeconomic Analysis Committee will compare the submitted documentation with the information provided in the Socioeconomic Information Form, and may also use other technical instruments to confirm the veracity of the candidate's socioeconomic need.

1.6 The candidate is solely responsible for submitting documentation containing the updated monthly gross income that will enable the Socioeconomic Analysis Committee to calculate the per capita income and, consequently, characterize the need.

#### **2. DOCUMENTATION TO PROVE THE CONDITION OF SOCIOECONOMIC NEED**

2.1 The candidate must provide, at the time of registration, when filling out the Socioeconomic Information Form, the requested data for all people living in their household, including children, thus defining their family group.

2.2 The candidate must present, to prove the condition of socioeconomic need, documentation proving the identification and income of all people who make up their family group, as well as the housing situation, Urban Property and Land Tax (IPTU) and electricity bills.

#### **8. GUIDELINES FOR UPLOADING FILES**

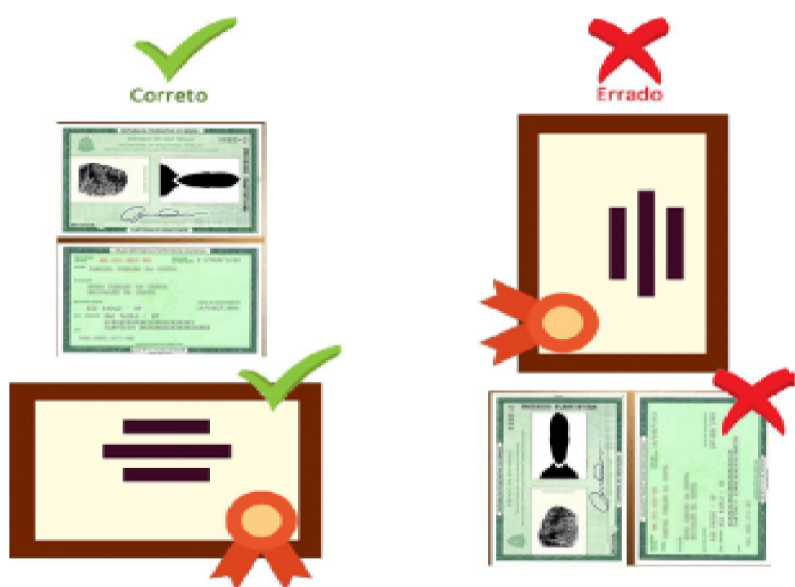
8.1 Registered e-mails must be g-mail, applicants must have access to google drive;

8.2 The upload of all documents must be in PDF;

8.3 The upload of the files must be as shown in figure 1 below:



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**FIGURE 1: Instructions on the orientation of documents**

8.4 Annex I – upload with a maximum size of 100 Mb and PDF extension;

8.5 Annex II must contain the personal supporting documents, as indicated in the notice, the CV preferably lattes with the information duly proven. All documents referring to Annex II must be in a single file. Maximum size 1 GB and PDF extension;

8.6 Annex V – upload with a maximum size of 100 Mb and PDF extension;

8.7 Annex VIII – upload with a maximum size of 100 Mb and PDF extension.