



GRADUATE PROGRAM IN PRODUCTION ENGINEERING

PUBLIC CALL FOR APPLICATIONS – 2025.1

The Department of Industrial Engineering of the Pontifical Catholic University of Rio de Janeiro makes public the opening of applications for the selection of candidates for the Graduate Program in Production Engineering (Master and Doctoral levels) to begin in March 2025.

Application deadline: November 17, 2024

Required Documents

Master's degree candidates:

1. Two reference letters: In the online form, the candidate must indicate the names and emails of two contacts, and the system will send a link to them, requesting the completion of a reference letter online. **Manually** filled letters will not be accepted.
2. Curriculum Vitae: Preferably from the Lattes Platform, at https://www.cnpq.br/cvlattesweb/pkg_cv_estr.inicio (generate full version in PDF);
3. Study Plan: Fill out the form available in PESTUDOSMESTRADO.DOC and upload the PDF version in the registration system. In this form, the candidate will inform the area of interest, the research line (among the areas and research lines described in the Program's website), and the motivation for choosing the Program and the research line;
4. Undergraduate Transcript;
5. Diploma or certificate of completion of the under graduation;
6. Birth or Marriage Certificate;
7. For candidates employed by a company:
Letter from the employer, supporting the study plan and the release to comply with the minimum workload of 18 hours per week of the course; OR
Personal letter from the candidate in the documentation stating that he/she is aware of and committed to complying with the study plan, with a minimum workload of 18 hours per week.

Optional:

1. Scholarship Application Form - Fill out the form available in BOLSAESTUDOSMESTRADO.DOC (in the Program website) and upload the PDF version to the system;
2. Digital copy (in PDF) of relevant academic works - The system allows the upload of these documents in the "Other Documents" item. The completion of

undergraduate courses, articles published in scientific journals or events, or scientific initiative reports may be attached.

3. Other certificates;
4. Other documents - The system allows the upload of these documents in the "Other Documents" item.

Ph.D. Candidates:

1. Two reference letters: In the online form, the candidate will indicate the names and emails of two contacts, and the system will send a link to them, requesting the completion of a reference letter online. **Manually** filled letters will not be accepted;
2. Curriculum Vitae: Preferably from the Lattes Platform, at https://www.cnpq.br/cvlattesweb/pkg_cv_estr.inicio (generate full version in PDF);
3. Study Plan: Fill out the form available on PESTUDOSDOUTORADO.rtf and upload the PDF version to the registration system. In this form, the candidate will inform the area of interest, the research line (among the areas and research lines described on the Program's website), and the motivation for choosing the Program and the research line. It is also necessary to define, together with the future advisor, the courses to be taken.
4. Undergraduate transcripts;
5. Master's Degree Transcript;
6. Diploma or certificate of completion of the Bachelor's degree;
7. Diploma or certificate of completion of the Master's Degree;
8. Birth or Marriage Certificate;
9. For candidates employed by a company:
 - Letter from the employer, supporting the study plan and the release to comply with the minimum course load; OR
 - Personal letter from the candidate in the documentation stating that he/she is aware of and committed to complying with the study plan and the minimum workload;
10. Research Plan: Fill out the form available on FORM_ACEITAAODOUTORADO.rtf (on the program website) and upload the PDF version to the registration system. The Research Plan must be signed by the professor who will supervise the candidate in the doctorate;

Optional:

1. Scholarship Application Form - Fill out the form available in BOLSAESTUDOSMESTRADO.DOC (on the program website) and upload the PDF version to the system;
2. Papers of academic relevance - The Master's thesis and/or articles published in scientific journals and/or events authored by the candidate (all in PDF format) can be attached;
3. Other certificates of completion - Certificates that the student has completed MBA courses, specialization, among others, can be attached;



4. Other documents.

APPLICATION PROCEDURES

Registrations can be made through the address: http://www.ccpa.puc-rio.br/inscricao_pos/

The candidate must create his/her registration by filling in the following fields. Full name of the candidate; Valid e-mail address for receiving a password; Desired Course: Click on the "Master's or Doctorate" Program for which you wish to submit your application: Click on "Graduate Program in Production Engineering". After receiving the password, the candidate must enter the system again to register.

Access <http://www.ind.puc-rio.br/> for information about the program and for obtaining the forms for enrollment in master's and doctoral courses.

Vacancies

The Graduate Program in Production Engineering offers up to 15 (fifteen) vacancies for the Master's course and 15 (fifteen) for the Doctorate course.

Affirmative Action Policies

Based on MEC Normative Ordinance No. 13/2016, which provides for the adoption of affirmative actions in graduate studies, State Law 6,914/2014, which provides for the admission system for graduate courses, and Federal Law 14,723/2023, which provides for the promotion of affirmative action policies for the inclusion of black, brown, indigenous, and quilombola people and people with disabilities in *stricto sensu* graduate programs, The Selection Process for the Master's and Doctoral Courses in Production Engineering at PUC-Rio provides for quotas of 30% vacancies for black, indigenous, refugee, people with social vulnerability, and people with disabilities who are approved in the selection process, with one of the vacancies being mandatorily reserved for people with disabilities. Candidates must choose a single group of quotas in the registration application, classified in the result of the selection process in both broad competition and in the classification of affirmative action vacancies.

Candidates for the vacancies of black, indigenous, refugee, socially vulnerable, and disabled people must, at the time of registration, choose to apply for affirmative action vacancies and send the required documentation as below. Adherence to the affirmative action vacancies will take place voluntarily through the completion of a self-declaration, according to the model in Annex I.

- Candidates socially recognized as such, black or brown, will be considered black, according to article 2 of Law No. 12,990/2014. The self-declaration will undergo a complementary evaluation procedure by the PUC-Rio Heteroidentification Commission.
- Candidates recognized as such will be considered indigenous people. At the time of registration, the indigenous candidate must present a letter from his or her

- indigenous community or organization of origin, containing at least one signature of a leader attesting to his or her ethnic recognition.
- Candidates recognized as such will be considered quilombolas. At the time of registration, the quilombola candidates must present a Declaration of Belonging, issued and signed by the quilombola authority.
 - People with social vulnerability will be considered those who have attended high school in a public school or in a private school with a full scholarship, in addition to an income equal to or less than 1.5 minimum wages (one and a half minimum wages) per capita. For proof purposes, proof of scholarship (if received) and family income for the last three (3) months must be attached to the application form. Candidates who meet the requirements established by Federal Law No. 7853/1989 and Federal Decrees No. 3298/1999 and No. 5296/2004 will be considered persons with disabilities. For proof purposes, a medical report issued in the last 6 (six) months, provided by a health institution, with a descriptive opinion of the disability, under the terms of the International Classification of Diseases (ICD) and in accordance with the determinations established by Federal Law No. 7853/1989 and Federal Decrees No. 3298/1999 and No. 5296/2004, must be attached to the registration form.
 - Refugees, asylum seekers, or holders of humanitarian visas will be considered those who present official recognition of refugee status as a mandatory prerequisite. For proof purposes, the following documents must be attached to the registration form: a simple copy of the CPF, CNE, or CIE (Individual Taxpayer Registration; National Foreigner's Card; Foreigner's Identity Card or Declaration issued by CONARE (Certificate of Recognition of Refugee Status) or Refugee Request Protocol.

The information provided at the time of registration and enrollment is the sole responsibility of the candidate, who must answer for any falsehood. In the event of a false declaration, the registration of the successful candidate will be canceled at any time during the course.

In case of withdrawal of a candidate for the vacancies of black, indigenous, refugee, socially vulnerable, or disabled people in an affirmative action vacancy, it will be filled by the candidate subsequently classified and approved, among those who competed through the affirmative action system.

Candidates who have applied for affirmative action vacancies and who are also approved in the broad competition may be enrolled in the broad competition vacancy, thus allowing other candidates enrolled in affirmative action vacancies, if approved in the selection process, to occupy affirmative action vacancies.

If there are no approved candidates who opt for affirmative action vacancies in sufficient numbers to fill the reserved vacancies, the remaining vacancies will revert to broad competition and will be allocated to the other approved candidates, observing the order of classification in the selection process and distribution among the lines.



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Contact: PUC-Rio Customer Service

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ANNEX I

GRADUATE PROGRAM IN PRODUCTION ENGINEERING

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**SELF DECLARATION FOR THE PURPOSE OF COMPETING IN THE MODALITY
OF RESERVATION OF VACANCIES FOR CANDIDATES WHO ARE BLACK,
INDIGENOUS, REFUGEES, PEOPLE WITH SOCIAL VULNERABILITY AND
PEOPLE WITH DISABILITIES**

I, _____,

Date of Birth: ____/____/____, Place of birth: _____

(City, State, Country), RG: _____ Date of issue: ____/____/____, Issuing

agency: _____, C.P.F.: ____-____-____-____, Marital Status: _____,

Address: _____,

CEP _____, City: _____, State: _____,

Landline: _____, Mobile: _____, E-

mail: _____ I am aware of and agree with the rules of

the Selection Notice for the PhD 2024 from the Graduate Program in Production

Engineering at PUC-Rio, declaring myself _____ and

being socially recognized as such. For this reason, I choose to apply in the mode of

reservation of vacancies for _____.

_____, 2024

(signature)