



ESCOLA POLITÉCNICA DA UNIVERSIDADE DE SÃO PAULO
Chemical Engineering Graduate Program

PUBLIC NOTICE 2023/04: SELECTION PROCESS FOR ADMITTING REGULAR MASTER'S AND DOCTORAL STUDENTS TO THE CHEMICAL ENGINEERING GRADUATE PROGRAM – 1ST PERIOD 2024

The Coordinating Committee of the Chemical Engineering Graduate Program of Escola Politécnica of USP (PEQ-EPUSP) announces to those interested, abiding by Articles 36 to 42 of the [USP Graduate Program Regulations](#), that applications for admitting regular students to the Master's and Doctoral Programs are open; the Programs will start in the first academic period in 2024.

Information about the programs, research areas, advisors, places available, disciplines offered, regulations and calendar are available on http://sites.usp.br/peq_epusp/

1. OF THE APPLICATION IN THE SELECTION PROCESS

Applications will be accepted electronically in the period provided in item 2.6:

<https://forms.gle/xSu7KnXRSzkLGLYP6>

Questions can be sent by email to pos.pqi.poli@usp.br, or in person at the PEQ-EPUSP Secretariat, Dep. of Chemical Eng. of the Polytechnic School of USP (Av. Prof. Lineu Prestes, 580, Bloco 18, São Paulo – SP, working days from 8:00 to 16:00).

Documents for applying to the Master's program:

- Filled electronic application form, including file attachments: <https://forms.gle/xSu7KnXRSzkLGLYP6>
- Cover letter describing the motivation of the candidate for the post-graduation in chemical engineering, highlighting specific interests and relation with professional trajectory.
- Copy of personal documents: identity card; CPF; military service discharge certificate; voter's card. For non-Brazilians: copy of the valid passport with permanent or temporary visa (the visa may be presented at the moment of enrolling).
- Copy of the undergraduate degree, or an undergraduate course conclusion certificate. In case of not having completed the undergraduate course yet, candidate must present a certificate of being enrolled in the in the final period of the undergraduate program (the conclusion certificate will be mandatory for enrolling).
- Copy of the undergraduate course academic record.
- Curriculum vitae, preferably in the Lattes-CNPq format. Attaching copies of relevant publications, undergraduate research report and proof of scholarships received is recommended.
- Copy of the Master's program academic record, in case the applicant has already taken disciplines as a special student.
- A declaration by the employer authorizing the conduction of graduate activities, in the case of applicants who will keep their jobs together with partial dedication to the graduate program.
- Letter of recommendation from an undergraduate professor, preferably "scientific initiation" or course completion advisor. It must be sent by the professor directly to the email pos.pqi.poli@usp.br, with the title "Letter of Recommendation - Candidate's name", following the model available on the website.
- Certificate of proficiency in English or a letter requesting exemption according to item 2.3.

Documents for applying to the Doctoral program:

- Filled electronic application form, including file attachments: <https://forms.gle/xSu7KnXRSzkLGLYP6>



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- Cover letter describing the motivation of the candidate for the post-graduation in chemical engineering, highlighting specific interests and relation with professional trajectory.
- Copy of personal documents: identity card; CPF; military service discharge certificate; voter's card. For non-Brazilians: copy of the valid passport with permanent or temporary visa (the visa may be presented at the moment of enrolling).
- Copy of the undergraduate degree.
- Copy of the undergraduate course academic record.
- Copy of the Master's thesis (to be returned after enrolment). In case the thesis has not yet been presented, hand in copy of the text for the Master's qualification exam.
- Curriculum vitae: applicants who have taken a Master's program in Brazil or are Brazilian, should present their curricula in the Lattes-CNPq format; for non-Brazilian applicants, other formats will be accepted. Attaching copies of relevant publications and proof of scholarships received is recommended.
- Certificate of having concluded the Master's program. In case applicants are about to conclude their Master's program, proof should be presented (the conclusion certificate will be required for enrolling).
- Master's program academic record.
- A declaration by the employer authorizing the conduction of graduate activities, in the case of applicants who will keep their jobs together with partial dedication to the graduate program.
- Letter of recommendation from a postgraduate professor, preferably a master's advisor. It must be sent by the professor directly to the email pos.pqi.poli@usp.br, with the title "Letter of Recommendation - Candidate's name", following the model available on the website.
- Research project with a minimum of two and a maximum of twenty pages.
- Certificate of proficiency in English or a letter requesting exemption according to item 2.3.

Students admitted as regular to the Doctoral Program, whose master's degree has been granted outside USP, will have the copy of their Master's thesis submitted to a title acknowledgement process in the USP ambit (Articles 94 to 101 of the [USP Graduate Program Regulations](#)). Students that have obtained the title outside USP, however in Brazil, should present the title copy, academic record and diploma for verification by the MEC regulation for title acknowledgement.

Applications with incomplete documentation, that does not meet the requirements of this Notice, or with false documents and declarations will not be homologated.

2. OF THE SELECTION

The selection process will be conducted by the Program Coordinating Committee (PCC) and will consist of three assessments: 1) Document analysis, 2) Oral exam, 3) Proficiency in English.

2.1 Document analysis

The document analyses will be conducted by the Program Coordinating Committee (PCC) based on the documents handed in the application. This analysis is worth 10.0 points and its criteria are:

- Master's Program: Undergraduate academic record, concerning the grades obtained weighted average and time taken for concluding the program. Scientific, professional and extracurricular activities developed by the applicant, such as undergraduate research with scholarship and presentation of works in scientific events. Intended activities, motivation and professional plans.
- Doctoral Program: Undergraduate and graduate academic records, regarding the grades obtained, weighted average and time for concluding the programs. Scientific, professional and extracurricular



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activities developed by the applicant. Scientific and/ or technological production items. Proposal of research or pretensions, motivation and professional plans.

2.2 Oral exam

Applicants selected based on the analysis of documents will be summoned for oral examination by a board composed of the Program Coordinating Committee (PCC) and advisors based on the criteria of the document analysis. The purpose of the oral examination is to refine the assessment made in the document analysis.

In the oral examination, applicants are allowed to present electronic slides about their activities, merits, and intentions regarding the post-graduation. This exhibition should not exceed 5 min and should contain a maximum of 5 electronic slides.

Applicants to the doctoral program that have not yet defined their research project are invited to expose their motivations and intentions for the graduate program and the relation of their professional interests with the proposals of PEQ-EPUSP. These topics should be organized in project format.

The oral examinations will be conducted using internet tools like Google Meet, Zoom or Skype, according to the selection process schedule (item 2.6), as announced on http://sites.usp.br/peq_epusp/ and by email (with return receipt).

2.3 Proficiency in English

Applicants will have to demonstrate to be proficient in English by means of a valid certificate according to the minimum grades required by the table below (5 years valid).

Exam	Minimum grade	
	Master's Program	Doctoral Program
Tese Prime TEAP - Exact/Technological Sciences	50	-
Tese Prime WAP	50	60
Tese Prime PEICE	60	70
TOEFL iBT (Internet-Based Test)	60	70
TOEFL ITP (Institutional Testing Program)	460	520
TOEFL CBT (Computer-Based Test)	150	190
IELTS (International English Language Testing System)	5,0	5,5
Cambridge English	154	162
TOEIC (Test of English for International Communication)	550	630
Duolingo English Test (Certificate with Shareable Link)	95	105

Applicants that have trained or studied in an English speaking country for at least 10 months (high school or college) may be exempted from taking the English proficiency test. The letter for requesting exemption, duly followed by supporting documentation, shall be handed in by the applicant at the moment of application.

Exceptionally, proof of scheduling a proficiency exam may be accepted for enrollment in the selection process (options in the table above). The certificate of proficiency must be sent to pos.pqi.poli@usp.br within the validity period of this notice.



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2.4 Results

Applicants that obtain the minimum grade required in the evaluation will be considered apt for enrolling:

- Master's Program: minimum grade 6.0 out of 10.0.

- Doctoral Program: minimum grade 6.5 out of 10.0.

besides demonstrating to be proficient in English (item 2.3).

The selection process results will be announced according to the schedule presented in item 2.6 at the Secretariat of PEQ-EPUSP and on http://sites.usp.br/peq_epusp/.

The selection process approval is valid until enrolment for 1st period 2025.

Enrollment as a regular student is conditioned to the capacity of the PEQ-EPUSP faculty for supervision, requiring the consent of an advisor to become effective.

2.5 Scholarships

The PEQ- EPUSP counts on a limited number of CNPq and CAPES institutional scholarships for Master's and Doctoral regular students interested in conducting their research project activities in full-time regime. Candidates interested in applying for the scholarship must indicate that on the application form. The selection for scholarships will be made after the evaluation of this announcement.

2.6 Schedule

Online applications	until Jan 28 th , 2024
Announcement of the oral exams schedule	until Feb 2 nd
Oral examinations	from Feb 5 th to 9 th
Announcement of results	until Feb 16 th
Enrolment	Feb 19 th and 20 th
Beginning of classes	March, 4 th 2024

3. OF THE ENROLLMENT

For enrolling as a program regular student, the applicant must:

- 1) Have been approved in the selection process.
- 2) Have an advisor in the program, who has to sign the enrollment form.

Enrollment will be made with the Secretary of PEQ-EPUSP by email pos.pqi.poli@usp.br (with return receipt). Documents required for enrolling as a regular student:

https://sites.usp.br/peq_epusp/en/ingresso/matricula/

Optionally, applicants approved in the selection process may enroll as special students, without an advisor, to take some disciplines. Within the validity period of this selection process (1 year), under an advisor's agreement, the student may apply for a regular student status. After this period, a new selection process application will be made necessary. According to the Graduate Program Regulations, credits obtained by special students in the 36 months before enrolling as a regular student may be used, without prejudice to the term of the master's degree or Ph.D.

Documents required for enrolling as a special student:



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https://sites.usp.br/peq_epusp/en/ingresso/aluno-especial/

São Paulo, November 29th 2023
Coordinating Committee of the Chemical Engineering Graduate Program