



## ESCOLA POLITÉCNICA DA UNIVERSIDADE DE SÃO PAULO

### Chemical Engineering Graduate Program

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#### **PUBLIC NOTICE 2024/03: SELECTION PROCESS FOR ADMITTING REGULAR MASTER'S AND DOCTORAL STUDENTS TO THE CHEMICAL ENGINEERING GRADUATE PROGRAM – 1<sup>ST</sup> PERIOD 2025**

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 1<sup>st</sup> academic period in 2025.

The present notice contemplates wide competition and through affirmative action policies. The results will be valid for one year after the disclosure of results. There is no subscription fee.

Information about the programs, research areas, advisors, places available, disciplines offered, regulations and calendar are available on [http://sites.usp.br/peq\\_epusp/](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](mailto: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, or, if not possible, from a superior/boss in a professional position. It must be sent by the professor directly to the email [pos.pqi.poli@usp.br](mailto: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 2.2.



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Documents for applying to the Doctoral 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.
- 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, or, if not possible, from a superior/boss in a professional position. It must be sent by the professor directly to the email [pos.pqi.poli@usp.br](mailto: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 2.2.

Students admitted as regular to the Doctoral Program, whose master's degree has been granted outside USP, will have their academic record and the copy of their Master's thesis submitted to a title acknowledgement process in the USP ambit considering degree equivalence (Articles 94 to 96 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 and oral exam, 2) Proficiency in English.

### 2.1 Document analysis and oral exam

The document analysis and oral exam will be conducted by the Program Coordinating Committee (PCC). This analysis is worth 10.0 points and its criteria are:



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- a) 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.
- b) Doctoral Program: Undergraduate and graduate academic records, regarding the grades obtained, weighted average and time for concluding the programs. Scientific, professional and extracurricular activities developed by the applicant. Scientific and/ or technological production items. Proposal of research or pretensions, motivation and professional plans.

- 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/](http://sites.usp.br/peq_epusp/) and by email.

## 2.2 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). Other certificates that are not listed below will not be accepted.

Exam	Minimum grade	
	Master's Program	Doctoral Program
Tese Prime TEAP - Exact/Technological Sciences	60	not accepted
Tese Prime WAP	60	70
Tese Prime PEICE	70	80
TOEFL iBT (Internet-Based Test)	60	70
TOEFL ITP (Institutional Testing Program)	500	520
TOEFL CBT (Computer-Based Test)	170	190
IELTS Academic (International English Language Testing System)	6,0	6,5
Cambridge English (First)	140	150
TOEIC Listening & Reading	570	not accepted
Duolingo English Test (Certificate with Shareable Link)	100	110

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



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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](mailto:pos.pqi.poli@usp.br) within the validity period of this notice.

### 2.3 Affirmative action policies

The inclusion policies through affirmative actions practiced on this public notice is characterized as a 20% bonus on the grade given on the “document analysis and oral exam” (item 2.1) for Black, Brown and Brazilian indigenous candidates. In addition to enabling these candidates to reach the minimum grade for approval on this selection process (2.4), the bonus helps them with a better ranking for those who want to plead for institutional scholarship (item 2.5).

The candidates who in voluntary and self-manifested way declare themselves as black or brown must include on their documents for application the self-declaration form properly filled attached with a recent photography (with no accessories and filters, taken on a plain background with good lighting). The confirmation of the self-declaration will be performed by a Heteroidentification Committee assigned by EPUSP, that will only use phenotypical criteria to proceed with the evaluation, disregarding, for that, genetic and ancestry factors.

To the Brazilian indigenous candidates, it is required to present on their application a copy of their “Registro Administrativo de Nascimento de Indígena” (RANI FUNAI) (Administrative Record of Indigenous Birth), or a document of acknowledgement of this identity by the leader of the Indigenous Community of origin, according to the section 3 of the Brazilian Law 6.001/73.

### 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 2.2).

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/](http://sites.usp.br/peq_epusp/).

The selection process approval is valid until enrolment for 1<sup>st</sup> academic period 2026.

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



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Online applications	until November 10 <sup>th</sup>
Announcement of the oral exams schedule	until November 17 <sup>th</sup>
Oral examinations	from November 18 <sup>th</sup> to 26 <sup>th</sup>
Announcement of results	until December 06 <sup>th</sup>
Enrolment	<i>to be defined</i>
Beginning of classes	<i>to be defined</i>

### 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, which has to sign the enrollment form.
- 3) Have an activities plan (having a courses program, research theme, activities chronogram, according to the template available on the website), signed by the candidate and supervisor.

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

[https://sites.usp.br/peq\\_epusp/ingresso/matricula/](https://sites.usp.br/peq_epusp/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:

[https://sites.usp.br/peq\\_epusp/ingresso/aluno-especial/](https://sites.usp.br/peq_epusp/ingresso/aluno-especial/)

São Paulo, August 28<sup>th</sup> 2024  
Coordinating Committee of the Chemical Engineering Graduate Program