



**Serviço Público Federal
FUNDAÇÃO UNIVERSIDADE FEDERAL DO ABC
Reitoria**

Official Public Notice of General Conditions nº 96/2013 of August, 8, 2013*

General conditions of the public service examination for the position of adjunct professor rank a – level I, of the career of higher Education

The Vice-Rector of Fundação Universidade Federal do ABC, exercising the power conferred upon him makes public the substitution of the Official Public Notice of General Conditions published on the Official Gazette of the Federal Government on June 27, 2011, section 3, pages 29, 30 and 31, and amendments, which governs the Public Service Examination by means of tests and analysis of curricula intended to fill the vacant positions of Adjunct Professor Rank A – Level 1 of the Career of Higher Education at Universidade Federal do ABC – UFABC, to be performed in the manner, terms, instructions and rules established herein.

1. PRELIMINARY PROVISIONS

1.1. The examinations governed by this Official Public Notice will have the written test applied in person in the city of Santo André and the other stages carried out in the same way or remotely, using communication technology resources, as provided in the call notice.

1.2. The candidate's application will imply acknowledgement and tacit acceptance of the rules and conditions established herein, having, therefore, no right to plead ignorance.

1.2.1. The basic procedures of this public examination will be implemented by Superintendência de Gestão de Pessoas - SUGEPE - (Human Resources Office), Divisão de Concursos (Division of Civil Servant Examinations).

1.3. The dates, times, and venues of examinations will be disclosed by means of Official Public Notice to be published on the website www.ufabc.edu.br

1.4. It is the sole responsibility of the applicant to follow up all public notices regarding the civil servant examination and no kind of ignorance whatsoever can be claimed.

1.4.1. Brasilia time will be the reference for all schedules established, or what the Examination Committee will establish.

1.5. For the applicant's safety, any other information regarding the examination, except for those mentioned under items 1.3 and 1.4, shall be obtained at Divisão de Concursos (Division of Civil Servant Examinations) of UFABC through the e-mail concursos@ufabc.edu.br

1.6. Any of the stages of the examination, described under item 4 of this Official Public Notice, may be conducted either in Portuguese or in English.

1.6.1. As an essential condition for approval at the Probationary Period, the appointed and inaugurated applicant, who has been examined at any of the phases in English, shall present a proficiency certificate of the Portuguese language recognized by the Ministry of Education.

2. WORK REGIME

2.1. In accordance with Article 20 of Law no. 12.772/2012, the work regime will be of forty (40) hours per week, full-time, with exclusive dedication to teaching, research and outreach activities and institutional management.

2.1.1. The regime of forty (40) hours with exclusive dedication prevents the exercise of another paid public or private activity, with the exceptions provided for under Law no. 12.772/2012 and Provisional Measure no. 614/2013.

2.2. Bearing in mind the interdisciplinary and multicampi nature of UFABC, the competent bodies will be in charge of assigning subjects to be taught.

3. ASSIGNMENTS OF THE POSITION

3.1. The main duties of the position are: to plan, prepare, perform, coordinate, and evaluate activities related to the teaching-learning process, and to perform research and outreach activities.

3.2. Furthermore, according to Article 43 of the Law no. 9.394/96, the teaching staff is obliged to:

- a) stimulate cultural creativity and the development of scientific spirit and reflective thinking;
- b) qualify graduates in the different areas of knowledge, who are able to be introduced into professional sectors to participate in the development of the Brazilian society and collaborate in its continuous education;
- c) encourage the work of research and scientific investigation, aiming at the development of science and technology as well as cultural creation and diffusion, and, in doing so, developing the understanding of mankind and the environment in which they live;
- d) promote the disclosure of cultural, scientific and technical knowledge that are a human heritage and communicating knowledge by means of teaching activities, publications or other forms of communication;
- e) raise the permanent desire for cultural and professional development, allowing the corresponding implementation and integrating knowledge that is being acquired in a systematizing intellectual structure of knowledge of each generation;
- f) stimulate the understanding of world problems, in particular national and regional ones, providing specialized services to and establishing a relationship of reciprocity with the community; and
- g) promote outreach activities opened to the population's participation aiming at the disclosure of achievements and benefits resulting from the cultural creation and scientific and technological research generated in the Institution.

4. PHASES OF THE EXAMINATION

4.1. The Civil Servant Examination for the Higher Education Teaching Career at UFABC involves the following steps:

- 4.1.1. Application – subject to approval.
- 4.1.2. (I) Written Test – of qualifying and classifying character.
- 4.1.3. (II) Analysis of Curriculum Vitae – of classifying character.
- 4.1.4. (III) Defense of Research Project – of qualifying and classifying character.
- 4.1.5. (IV) Test of Teaching Skills – of qualifying and classifying character.
- 4.2. The Analysis of Curriculum Vitae (II) will become the last stage of the examination whose Tests III and IV are called to be carried out remotely from May 1st, 2023 on.

5. REQUIREMENTS TO BE INSTALLED IN OFFICE

- 5.1. To have been approved in the examination.
- 5.2. Having Brazilian or Portuguese nationalities; in the case of being a Portuguese citizen, the applicant will be supported by the statute of equality between Brazilians and Portuguese, with recognition of enjoyment of political rights, pursuant to paragraph 1 of article 12 of the Federal Constitution.
 - 5.2.1. The foreign candidate, legally qualified, must present the permanent visa at the time of admission, unless he/she is a Portuguese citizen with duly recognized equal rights.
- 5.3. Having a nationally valid PhD at the time of the admission. Foreign diplomas must be revalidated (recognized) by a public Higher Education Institution under the Ministry of Education, which makes it officially valid in the Brazilian territory. Such revalidation (recognition) is in compliance with the provisions of Article 48 of Law nº 9.394, Guidelines and Bases of the National Education, of December 20, 1996.
- 5.4. To be in good standing with electoral duties, in case of Brazilian applicants.
- 5.5. To present Military Service Status Certificate or a Certificate of Discharge from Service, in case of male Brazilian applicants.
- 5.6. To be physically and mentally fit to perform the position's duties.
- 5.7. To present documents that may be required at the time of admission.
- 5.8. To sign a statement declaring not to be serving a penalty for disreputability, applied by any public agency or entity of the federal, state or municipal governments.

6. APPLICATION FOR THE CIVIL SERVANT EXAMINATION

6.1 Application will be made during the period defined in the specific Public Notice exclusively via the electronic application form available at <http://sig.ufabc.edu.br/sigrh/public> (Menu Concursos / Concursos Abertos).

6.1.1 The following documents in digital format are required for registration:

- I. Copy of personal identification document;
- II. Copy of proof of payment of the registration fee according to the amount informed in the Specific Public Notice;
- III. Curriculum Vitae or Lattes;

IV. Listing of up to 30 (thirty) most relevant items in the curriculum;

V. copy of supporting documents referring to each of the up to 30 (thirty) items listed as most relevant in the curriculum;

VI. Memorial with a maximum of 8 (eight) pages commenting on the candidate's main achievements, emphasizing scientific productivity, ability to produce didactic material and ability to work in interdisciplinary groups; and

VII. Research Project correlated, referenced and contextualized to the contemporary trends of the intended area/subarea, as well as to the UFABC Pedagogical Project - available on the website www.ufabc.edu.br - with a maximum of 12 (twelve) pages.

6.1.1.1 The List provided for in item IV must follow the model provided in the Specific Public Notice.

6.1.1.2 Any excess pages of the documents listed in items VI and VII will be disregarded.

6.1.1.3. The documentation listed in item 6.1.1 must be submitted exclusively in PDF format, under penalty of disregard, with the exception of the list provided for in section IV, which must follow the model and format set out in the specific notice.

6.1.2 In order to pay the application fee, the candidate must issue the Union Collection Guide (Guia de Recolhimento da União - GRU) through the electronic address of the National Treasury, as published in the specific Public Notice section on UFABC website, with the following data:

a) UG/Management code: 154503/26352;

b) payment code: 28883-7;

c) reference number composed of 620 and the three identification digits of the specific public notice (example: for Public Notice nº 123/2023, reference 620123);

d) month of deposit (month);

e) expiry date: (date of deposit);

f) applicant's CPF(individual Taxpayers Registry);

g) applicant's name; and

h) main value and total value corresponding to that it was defined in the specific official notice.

6.1.3. The G.R.U. must be paid in advance in the event the due date is a holiday.

6.2. UFABC will reserve a minimum percentage of 5% (five percent) of the vacancies that are opened or that will be opened to people with disabilities, pursuant to paragraph 2, article 5, of Law no. 8.112, of December 11th, 1990, of Decree no. 9.508, of September 24th, 2018, and its amendments, and Law no. 13.146, of July 6th, 2015, without prejudice to the possibility of establishing a higher reserve percentage in a specific official notice, in accordance with the guidelines of the Vacancy Commission.

6.2.1. To compete as a person with a disability, the candidate must inform his/her disability in the registration form and attach it, in a specific field, a scanned copy of a detailed and recent medical report, which indicates the type and degree or level of the disability and its probable cause or origin, with express reference to the International Classification of Diseases (ICD) code, obligatorily accompanied, in cases of hearing or visual impairment, by the test results that supported it.

6.2.2. If the application of the percentage referred to in item 6.2. results in a fractional number, this must be increased to the first subsequent whole number, provided that it does not exceed 20% (twenty percent) of the vacancies offered, pursuant to paragraph 2, article 5, of Law no. 8.112/1990.

6.2.3. Applicants with disabilities will participate in the examination on equal terms with the other applicants with regards to the start time, place, content, and correction of tests, as well as the evaluation and approval criteria.

6.2.4. The vacancy reserved, but not filled by an applicant with special needs, may be occupied by another applicant in strict compliance with the ranking of the examination.

6.3. Applicants with disabilities requiring adaptation to examination conditions shall state them clearly at the time of application; adaptation requests will be attended to within the criteria of feasibility and reasonableness.

6.4. To apply, the applicant must:

I. Issue the Union Collection Guide (GRU) according to item 6.1.2;

II. Collect the registration fee at Banco do Brasil within the registration period defined in a specific official notice;

III. Organize the documentation listed in item 6.1.1, identifying each file and grouping them all in a single compressed folder in ZIP format, with a maximum size of 200 MB;

IV. Complete the electronic registration form available at <http://sig.ufabc.edu.br/sigrh/public> (Menu Concursos / Concursos Abertos) attaching the zipped folder containing the required documentation.

6.5. The choice of examination area/sub-area cannot be changed after completion of application.

6.6. The application cannot be made in person, by fax and/or electronic mail.

6.7. All information provided in the application form is the sole responsibility of the applicant. The applicant who provides false information may be excluded from the examination at any time.

6.8. The application means automatic acceptance and declaration that the documents required in this Official Public Notice, supporting basic and indispensable requirements to take office, will be presented on the occasion of inauguration.

6.9. Applicants who enroll for more than one vacancy should be aware that UFABC does not handle possible problems regarding coinciding dates and/or schedule of tests.

6.10 The candidate must check the data recorded in his/her application, as well as all the documentation submitted before the end of the application period, by accessing the candidate's area on the website <http://sig.ufabc.edu.br/sigrh/public> (Menu Concursos /Candidate Area), where the candidate can also, during the registration period, rectify the application data and/or update the documentation that was sent.

6.11. In accordance with Law no. 12.990/2014, UFABC reserves a percentage of twenty percent (20%) of the existing vacant positions, as well as those that may be created during the period in which the civil servant examination is valid, for candidates who are black or of mixed black race, provided they declare so at the time of application.

6.11.1 This reservation will be applied whenever the number of positions offered in the civil servant examination is equal to or greater than 3 (three).

6.11.2. In order to compete for vacancies reserved for candidates who are black or of mixed black race according to the race/color item used by IBGE (Brazilian Institute of Geography and Statistics), the applicant must self-declare as such at the time of application.

6.11.2.1. If false information is provided, the applicant may be excluded from the examination and, having already been assigned for the position, will be subject to the annulment of the admission to public service, after undergoing administrative procedure in which thorough rights of defense are ensured, not excluding any other penalties applicable under legislation.

6.11.3. The criteria for competition for reserved vacancies and vacancies offered for broad competition, as well as the alternation and proportionality criteria for nominating approved candidates will follow the provisions of Articles 3 and 4 of Law no. 12.990/2014.

6.11.4. The list of candidates who declared themselves to be black, pursuant to Law no. 12.990/2014, will be published in the Official Public Notice that approves the registrations on UFABC website (Official Public Notice no. 193/2014 rectifies Official Public Notice no. 96/2013).

6.11.5. Approved candidates who declared themselves black, under Law no. 12.990/2014, will be submitted to a complementary phenotype procedure, according to Normative Ordinance of the Ministry of Planning, Development and Management / Personnel Management Secretariat No. 4, dated April 6th 2018.

7. EXEMPTION OF APPLICATION FEE

7.1. The exemption of application fee can be requested by the candidate who:

a) belongs to a family enrolled in the Single Registry for Social Programs (CadÚnico), of the Federal Government, whose monthly family income per capita is less than or equal to half a national minimum wage;

b) is a bone marrow donor for entities recognized by the Ministry of Health.

7.1.1. Without prejudice to the applicable criminal penalties laid down, a candidate who provides false information in order to enjoy the application fee exemption dealt with in item 7.1 shall be subject to:

I - cancellation of the registration and exclusion of the examination, if the falsity is verified before homologation of its result;

II - exclusion from the list of approved, if the falsity is verified after the homologation of the result and before the appointment to the position;

III - declaration of nullity of the act of admission, if the falsity is verified after its publication.

7.1.2. The application fee exemption must be requested by the time the application form is being filled, which is available on: www.ufabc.edu.br , with a Social Identification Number (NIS) attributed by CadÚnico and a declaration by the candidate that he / she is a member of a low income family or a proof that he/she is a bone marrow donor.

8. VALIDATION OF APPLICATION

8.1. The Rector of UFABC will forward the documents received to the Commission for Validation of Applications appointed by him. This Commission is obliged to check, within a maximum of ten (10) working days from the closing of applications, whether the Official Public Notice's conditions have been met. By means of a detailed opinion, the confirmation of the intended application will be recommended or not.

8.2. The application will be denied to applicants submitting documents that are incomplete, incorrect or incompatible with those required. The same provision shall be applied if deadlines for application and submission of documents are not complied with.

8.3. The list of candidates whose applications have been approved will be published on the website www.ufabc.edu.br .

9. SUPPORTING DOCUMENTS

9.1. The scanned supporting documents referred to in item V of item 6.1.1 are an indispensable condition for participation in the Curriculum Analysis Test and may consist of documents commonly used in academic practice, such as declarations, certificates, among others.

9.1.1. In the case of books and other printed publications with more than 50 (fifty) pages, files with partial digitization of the content may be accepted provided that it contains, at least, the set of pages consisting of cover, catalog sheet with the International Standard Book Number (ISBN), synopsis and table of contents, if any, and the first page of content.

9.2. The prior authentication of supporting documents of the curriculum vitae is waived, and the applicant is incumbent upon the authenticity of documents and truth of the information provided.

9.3. It is recommended that applicants do not send original documents.

9.4 Items listed in the list referred to in item IV of item 6.1.1 without the respective supporting documents will not be considered in the Curriculum Analysis Test.

9.5. revoked.

9.5.1. revoked.

10. EXAMINATION COMMITTEE

10.1. The Examination Committee for each area/sub-area will consist of at least 3 (three) members and 2 (two) substitutes, all of which must have a PhD degree. It will be approved by the Committee for Academic Vacancies and Hiring of Professors and appointed by the Rector, who will also appoint the chairman.

10.2. The Judging Committee will be responsible for preparing and correcting the written test, questioning and evaluating the Research Projects, preparing the topics mentioned in item 14.1, questioning and evaluating the Didactic Test, evaluating the titles presented and judging any appeals or requests for information under its competence.

10.3 The Examination Committee shall issue as many minutes as may be necessary to record all activities and grounds used in the development of the examination.

11. WRITTEN TEST

11.1. The Written Test, with qualifying and classifying nature, will award grades from zero (0) to ten (10), concerning the syllabus of the area/sub-area chosen at application. It may be composed of objective and/or open questions, displaying the maximum score of each question. The test composed of one single dissertation will be graded pursuant to Annex I.

11.1.1. The duration of the Written Test will be established by the Examination Committee at the beginning of the test, with a maximum duration of four (4) hours. This test weighs one (1) in the calculation of the final score and will be made without identifying the applicant in the answer sheet, so that the correction is carried out blindly whenever possible.

11.1.2. The Written Test shall be worded clearly and legibly using blue or black ballpoint pen.

11.1.3. During the Written Test, the applicant is not allowed to do bibliographic research and to use calculators or any kind of electronic equipment.

11.2. The candidate must attend the designated test location, at least 30 (thirty) minutes in advance, following the determinations contained in the summons instrument and with an official identity document in perfect conditions and other documents eventually requested, in order to allow his/her identification.

11.3. The Written Test is designed to evaluate the applicant's competence in the use of concepts, techniques and their interrelationships, according to the area/sub-area of knowledge under exam and assess his/her ability to debate and critique, conceptual mastery and vocabulary of the area/sub-area, also considering:

- a) presentation (introduction, development and conclusion);
- b) content (development of the subject, organization, coherence and clarity of ideas);
- c) language (proper use of technical terminology, property, clarity, precision and grammar).

11.4. The applicant cannot plead ignorance about the place, date and time of the examination as justification for his/her absence.

11.5. The applicants will be excluded from the Civil Servant Examination if they:

- a) present themselves after the start time or not attend on the date of the tests, for whatever the reason given;
- b) research printed or electronic materials;
- c) do not deliver the sheets of the Written Test;
- d) do not present an official identity document (a police report must be presented in the event of loss);
- e) leave the examination room, before the end, without due authorization;
- f) use any type of electronic communications equipment or similar;
- g) carry weapons of any type, even if allowed to do so;
- h) use illegal means to obtain advantages during the examination;
- i) disturb the order or act with discourtesy towards any person involved in carrying out the tests.

11.6. The candidate who obtains a score equal to or greater than 6.0 (six point zero) in the Written Test will be classified for the next stage of the civil servant examination.

11.6.1 The classification of the candidates in the written test will follow the descending order of grades and will be limited as provided:

I. In civil servant examinations with 1 (one) single vacancy, up to 6 (six) candidates will be classified; and

II. In civil servant examinations with 2 (two) or more vacancies, candidates will be classified in a quantity equivalent to up to three times the number of vacancies.

11.6.2. At least half of the total number of approved candidates provided for in item 11.6.1 will be reserved for candidates who have declared themselves to be black, according to item 6.11.2.

11.6.3. If there are no self-declared black candidates qualified at this stage in a number equivalent to half of the total number of approved candidates provided for in item 11.6.1, the remaining balance of vacancies will be reverted to wide competition.

11.6.4. Self-declared black candidates who obtained a sufficient score to qualify in wide competition at this stage will not be counted in the number of classifications reserved for black people.

11.7 The result of the Written Test, as well as the time of the subsequent tests, will be communicated in a specific section of the website www.ufabc.edu.br

11.7.1. Applicants not approved to participate in the remaining tests will be automatically eliminated from the examination.

12. ANALYSIS OF CURRICULUM VITAE

12.1. The Curriculum Analysis Test will consist of the validation and evaluation of the supporting documents associated with the area/subarea of the civil servant examination presented in the application.

12.2. The Analysis of Curriculum Vitae has a classifying character.

12.2.1. For grading purposes, only the items listed under Annex II of this Official Public Notice will be taken into account, with respect to the maximum score therein stated.

12.3. The Examination Committee of each area/sub-area will establish the time and place of the Analysis of the Curriculum Vitae in a non-public session.

12.4. The Analysis of Curriculum Vitae will be awarded grades from zero (0) to ten (10), and the final grade of each applicant is the arithmetic average of the grades assigned by each Member, with weight 3 (three) for the calculation of the final average.

13 DEFENSE OF RESEARCH PROJECT

13.1. The Research Project Defense Test, an eliminatory and qualifying part of the examination, will be carried out in a voice and/or video recording session, for the purpose of registration and evaluation.

13.1.1. The applicant may choose how to address and present the Defense of the Research Project.

13.1.2 UFABC provides multimedia projection equipment (Datashow) for face-to-face presentations; if the candidate chooses to use another type of audiovisual resource, it must be

provided by the candidate himself; in the case of a telepresence test, the summons will indicate the tool and its user manual.

13.1.2.1. The applicant is responsible for the handling of equipment and software compatibility.

13.1.3. Each evaluating member will award a grade from zero (0) to ten (10) to the Defense of the Research Project according to Annex III, and the final grade of each applicant is the arithmetic average of the grades assigned by each member, with weight 3 (three) for the calculation of the final average.

13.2. When more than one applicant is classified for the Defense of Research Project, the criteria established for the sequence of the presentation will be the number of the application stated in his/her validation.

13.3. The Research Project Defense Test will be subject to social control under Law no. 12.527 of November 18th, 2011 and will be held without the presence of spectators.

13.4. The Research Project Defense Test will consist of an oral presentation, lasting from 15 (fifteen) to 20 (twenty) minutes; it is provided to the the Judging Committee a period of up to 20 (twenty) minutes for asking questions to the candidate.

13.4.1. It will not be allowed to exceed the time limit for test taking.

13.5. The examiners will evaluate:

- a) work plans in teaching, research and outreach, including objectives and methodology;
- b) ability to reflect on his/her own academic life.

14. TEST OF TEACHING SKILLS

14.1. The Test of Teaching Skills, with qualifying and classifying character, will address topics referring to the programmatic content of the chosen area/sub area at the moment of application. A grade from zero (0) to ten (10) will be awarded according to Annex IV, and the final grade of each applicant is the arithmetic average of the grades assigned by each member, with weight 3 (three) for the calculation of the final average.

14.1.1. The draw of the subject matter to be presented will be made by each applicant, with minimum advance of twenty-four (24) hours of the first presentation.

14.1.2. The test will be carried out in a voice/or video recording session, for registration and evaluation purposes.

14.2. The order of the applicants for the Test of Teaching Skills will be the same as the one for Defense of the Research Project.

14.3. The Didactic Test will be subject to social control under the terms of Law no. 12.527 of November 18th, 2011 and will be held without the presence of spectators.

14.4. Each applicant will have from forty (40) to fifty (50) minutes rigorously timed to present the class.

14.4.1. The candidate who does not comply with the minimum time established will lose points in the evaluation of the Didactic Test.

14.4.2. It will not be allowed to exceed the time limit for test taking.

14.5. It is the applicant's responsibility to choose how to address and present the chosen topic,

as well as to use audiovisual resources.

14.5.1. UFABC provides multimedia projection equipment (Datashow) for face-to-face presentations; if the candidate chooses to use another type of audiovisual resource, it must be provided by the candidate himself; in the case of a telepresence test, the summons will indicate the tool and its user manual.

14.6. The applicant who does not attend the Test of Teaching Skills at the established time will not have another chance to take the test.

14.7. The Examination Committee may carry out an oral examination of up to ten (10) minutes about the content of the Test of Teaching Skills.

14.8. The Test of Teaching Skills aims at assessing the applicant's:

- a) familiarity with the subject;
- b) ability of communication and organization of thought;
- c) planning and presentation of class; and
- d) educational attitude.

15. FINAL RANKING IN THE EXAMINATION AND TIE-BREAKING CRITERIA

15.1. Each member of the Examination Committee will assign to the applicant a grade from zero (0) to ten (10) at the end of each one of the tests.

15.2. The scores of each test will be assigned individually by the members of the Examination Committee.

15.2.1. At the end of each session, it will be up to the President of the Judging Committee to collect all forms with the scores and deliver them to the test inspector.

15.3. For each test, the applicant will be awarded a final grade that will be the simple arithmetic average of the grades assigned by examiners, calculated up to the nearest second decimal, without rounding.

15.4. The applicant's final grade (NF), will be obtained by the weighted average from the formula $NF = [(1 \times \text{Test I}) + (3 \times \text{Test II}) + (3 \times \text{Test III}) + (3 \times \text{Test IV})] / 10$, calculated up to the nearest second decimal, without rounding.

15.5. The result of the civil servant examination will be published in a specific section of the website www.ufabc.edu.br after calculating the final grades.

15.6. The applicants who comply with all criteria below will be considered qualified:

Test I	Test III	Test IV	Final Grade
Minimum grade 6.0 (six)	Minimum grade 7.0 (seven)	Minimum grade 7.0 (seven)	Minimum grade 7.0 (seven)

15.6.1. The qualified applicants will be ranked, within each area/sub-area, in descending order from the highest to the lowest obtained grade.

15.7. In the event of a tie in the final grade, preference will be given, for classification purposes, to the candidate who successively:

- I. Is 60 (sixty) years of age or older, according to the Elderly Person Statute;
- II. Has the highest score in the Didactic Test;
- III. Has the highest score in the Research Project Test;
- IV. Has the highest score in the Curriculum Analysis Test;
- V. Has served for a longer period of time as a member of the Sentencing Council of the Jury Court, pursuant to art. 440 of the Criminal Procedure Code;
- VI. Has provided a polling station or voluntary service under the terms of item I of art. 18 of Decree no. 9.906/2019 for a longer period;
- VII. Is the oldest.

16. APPEALS

16.1. The interpolation of appeals must be formalized using the electronic form available at <http://sig.ufabc.edu.br/sigrh/public> (Division of Civil Servant Examinations/ Candidate Area), within 1 (one) business day from the disclosure of the examination result.

16.2. Appeals against the results of the Curriculum Analysis Test or against the final results will be decided by the Rector, after listening to the members of the Judging Committee.

16.3. The opinions and decisions of the Examination Committee will be subject to appeal only in case of legal irregularities and non-compliance with relevant standards contained in this Official Public Notice.

16.4. Extemporaneous and inconsistent appeals, which do not meet the requirements and specifications set out in this Official Public Notice, or other notices related to this examination and that will be published, will be preliminarily denied.

16.5. Under no circumstances, requests for review of appeal and/or appeal on appeal will be accepted.

16.6. The result of the appeal will be available in the Candidate Area of the system mentioned in item 16.1 or, if this is unavailable, by the applicant candidate's email address.

17. APPROVAL OF RESULTS AND GRANTING OF POSITIONS

17.1. The final result of the examination will be confirmed by means of Official Public Notice published in the Federal Official Gazette (D.O.U.), informing the list of applicants approved in the civil servant examination process with the respective ranking.

17.1.1. Candidates who were not classified in the maximum number of approved applicants referred to in Annex II of Decree no. 9739/2019, even if they have reached the minimum grade, will be automatically rejected in the civil servant examination process.

17.1.2. None of the applicants tied up in the last place will be deemed eliminated.

17.2. The granting of positions will be made at UFABC's sole discretion, and will be performed by an act of the Rector, in compliance with the ranking of applicants approved by area/sub-area of the examination, provided that they are deemed to be physically and mentally fit to exercise their office.

17.2.1 Candidates classified in excess of the number of vacancies, in the interest of the Administration, can be called by another federal educational institution to fill the position, obeying the order of classification, the position identical to the one for which they were approved, with the same academic and professional qualification requirements, the same denomination and description of the position and involving the same attributions, competences, rights and duties, according to Normative Decision no. 212/1998 TCU and Judgment no. 569/2006 TCU.

17.2.1.1 The candidate who accepts to be called to fill the position in another institution will no longer compose the list of candidates approved in the Official Public Notice of UFABC.

17.2.1.2 If the candidate refuses the vacancy offered by another institution, his/her name will remain on the approved candidates list of UFABC.

17.2.1.3 The refusal to fill the position in another institution authorizes the call for the next candidate on the list.

17.3. UFABC reserves the right to make appointments in a number that meets the interests and needs of the service, in accordance with budgetary availability and number of open positions.

17.4. Applicants who will be appointed and sworn, will be subject to the Legal Framework of Civil Servants of the Federal Government, established by Law n° 8112, of December 11, 1990, and subsequent amendments, and by the regulations in force at UFABC.

18. FINAL PROVISIONS

18.1. At any time, the applicant's enrollment, tests, appointment, and admission may be annulled in the event any misleading representation and/or irregularity in the tests and/or documents presented is verified.

18.2. UFABC is not responsible for any expenses arising from the participation of the applicant at any stage and/or procedure in the Civil Servant Examination.

18.3. The period of validity of the Civil Servant Examination will be of twelve (12) months from the date of publication of the validation of the results in the Official Gazette of the Federal Government, renewable for an equal period, according to Article 37, (III), of the Federal Constitution.

18.4. During the period of validity of the selection process, in the event new positions are open, another call of approved applicants may be made, according to the ranking.

18.5. The applicant shall maintain his/her mailing and electronic addresses updated, as well as contact phones, while participating in this Examination process and in the subsequent period,

if approved by UFABC. Any damages arising from the applicant's failure to maintain contact details updated are the sole responsibility of the applicant.

18.6. Legislation that takes effect after the date of publication of the Specific Notice, as well as changes in subsequent legal and regulatory provisions, will not be subject to evaluation in the Civil Servant Examination process.

18.7. The applicant will not be provided with any document confirming the approval or classification, the publication in the Official Gazette of the Federal Government is valid for this purpose.

18.8. Cases not covered in this Official Public Notice will be arbitrated by Superintendência de Gestão de Pessoas - SUGEPE - (Human Resources Office).

**GUSTAVO MARTINI DALPIAN
VICE-REITOR**

**This version contains the updates made by the following official public notices:*

[n.º 025/2014;](#)

[n.º 191/2014;](#)

[n.º 193/2014;](#)

[n.º 004/2015;](#)

[n.º 139/2015;](#)

[n.º 071/2018;](#)

[n.º 008/2022;](#)

[n.º 029/2023; e](#)

[n.º 066/2023.](#)

Annex I
Score Table for the Written Test

Description	Maximum Score (10)
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Group I – Presentation (a maximum of 2 points)

Introduction	0.5
Development	1.0
Conclusion	0.5

Group II – Content (a maximum of 6 points)

Development of theme	2.0
Organization	2.0
Coherence	1.0
Clarity of ideas	1.0

Group III – Language (a maximum of 2 points)

Use of adequate technical terminology	0.5
Propriety	0.5
Clarity	0.5
Grammar accuracy and correction	0.5

Annex II
Assignment of Grades for the Analysis of Curriculum Vitae

The Analysis of Curriculum Vitae will be based on the allocation of points to functions performed and the applicant's intellectual production, related to the examination area/sub-area. This score will be marked by the following parameters:

Description	Maximum Score (10)
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Group I – Technical-professional activities (a maximum of 1 point)

Coordination of projects or courses
Administrative and/or lobbying activities

Group II – Scientific, artistic, technical, cultural production (a maximum of 6 points)

Articles in indexed domestic journals
Articles in indexed international journals
Complete works presented at domestic events
Complete works presented at international events
Books
Book chapters

Group III – Teaching activities (a maximum of 3 points)

Teaching at Elementary or High Schools, or at Higher Education Institutions
Supervision
Outreach courses

Annex III

Score Table for the Test of Defense of Research Project

Description	Maximum Score (10)
Relevance of the research project and conformity with the Pedagogic Project of UFABC	3.0
Relevance and timeliness of the research project theme, as well as knowledge, methodology, technical and scientific production in area	3.0
Viability of the research project and its technical and social impact at local, regional, national and international	2.0
Projection and quality of expected results	2.0

Annex IV

Score Table for the Test of Teaching Skills

Description	Maximum Score (10)
Capacity to plan class	3.0
Knowledge of the theme of the class	3.0
Communication and synthesis of the subject	4.0