



Realização:



Coperve

CALL FOR APPLICATIONS No. 5/2024/COPERVE

Admission selection process for refugees, low-income asylum seekers and humanitarian visa holders
UFSC 2024

The Universidade Federal de Santa Catarina (UFSC), through the Permanent Commission for the Vestibular (Coperve), announces the rules and procedures regarding the admission selection process for refugees, low-income asylum seekers and humanitarian visa holders 2024, for which applications are open **from 18 April to 14 May 2024**. This selection process will fill remaining places from the UFSC Entrance Examination - Vestibular 2024 and the Unified Selection System – Sisu UFSC 2024, for the second academic semester of 2024, in accordance with the Normative Resolution no. 126/2024/CGRAD, of 10 April 2024 and Normative Resolution no. 151/2021/CUn, of 16 July 2021.

1. VALIDITY

1.1. The result of the admission selection process for refugees, low-income asylum seekers and humanitarian visa holders 2024 is only valid for admission in the second academic semester of 2024, in the undergraduate programs offered on the UFSC Araranguá, Blumenau, Curitibanos, Florianópolis and Joinville campuses, according to the **General Table of Programs** in Annex I to this Call for Applications.

2. APPLICATION PROCESS

2.1. The application for the UFSC admission selection process for refugees, low-income asylum seekers and humanitarian visa holders 2024 is **free** and must be made exclusively **via internet**.

2.2. The UFSC admission selection process for refugees, low-income asylum seekers and humanitarian visa holders 2024 will follow this schedule:

| | |
|---|------------------------------|
| Application start date | 18 April 2024 (Friday) |
| Application end date | 14 May 2024 (Thursday) |
| Request for special condition to take the admission test (including the use of hearing aid - Ordinance no. 02/2024/Coperve) | From 18 April to 14 May 2024 |
| Results of the analysis of the special condition requests | 27 May 2024 |
| Confirmation of FINAL application, containing the test location information | 10 June 2024 |

2.3. To apply, the applicant must do the following:

- access** the website www.refugiados2024.ufsc.br between **18 April and 14 May 2024**, complete the Application Form and submit it (by clicking the “*Enviar*” [send] button) by **11:59 pm on 14 May 2024**.

b) **print or save** the confirmation of Application Form submission.

2.3.1. The information provided in the Application Form is the sole responsibility of the applicant.

2.4. The applicant who does not proceed strictly according to **item 2.3** will not have their application considered.

2.5. COPERVE/UFSC will not be responsible for applications not completed due to communication failure, network congestion or other technical factors that make it impossible to transfer data or print documents referred to in **item 2.3** of this Call for Applications.

2.6. Application will only be considered completed after submission of the Application Form. The Application Form is the proof of application.

2.7. Each applicant may apply only once. If more than one application is submitted, only the latest application will be considered.

2.8. Applicants must inform their Individual Taxpayer Identification Number (CPF) in the Application Form. Additionally, in order to prove the condition of refugee, low-income asylum seeker or humanitarian visa holder, they must inform the number of a photo identification document: Passport or National Foreigner Registration (RNE) or National Migrant Registration (RNM) or Provisional National Migrant Registration Document (DPRNM) or National Driver's License (CNH) or, exceptionally, another photo identification document.

2.8.1. As provided for in [Decree No. 8727/2016](#) and [Normative Resolution No. 59/CUn/2015](#), trans people (transvestites, transsexuals and transgenders) will be able to inform, at the time of application, their **social name**, with which they will be identified in the lists of approved applicants and subsequent calls.

2.9. During the application period, the applicant may change their personal information, except the CPF, in the system available on the Admission Selection Process' website, under the menu option "Application".

2.9.1 The information provided in the application, the verification of the information and the changes made, if any, are the sole responsibility of the applicant.

2.9.2 After the application period, the information provided will be considered final.

2.10. When applying, applicants must choose one of the undergraduate programs listed in the **General Table of Programs** provided in Annex I to this Call.

2.11. Refugees, low-income asylum seekers and humanitarian visa holders, coming from any educational background and who have completed or will complete secondary school or equivalent education until the date of enrollment at UFSC, may apply for this Admission Selection Process.

2.12. Applicants who need special conditions to take the test must request these conditions upon application and must prove their needs in accordance with the Ordinance No. 02/2024/Coperve.

2.12.1. For the purposes of this Call for Applications, the **use of hearing aid** is also considered a special condition.

2.12.2. The medical report and/or other supporting documents may be sent in Portuguese, English, French, or Spanish.

2.13. The applicant whose application is completed according to **item 2.3** of this Cal will have access to their **Confirmation of Preliminary Application**, from **15 May 2024**, on the Admission Selection Process' website, by clicking on the link "*Confirmação de Inscrição Preliminar*" [Confirmation of Preliminary Application], in order to verify their information.

2.14. The **Confirmation of Final Application**, indicating the location where the applicant will take the admission test, will be available on the Admission Selection Process' website by **5 June 2023**. We advise applicants to bring a **printed copy of the Confirmation** on the test day.

2.15. The submission of the application implies knowledge and tacit acceptance of the conditions established in the entire content of this Call for Applications (including all the information in the Annexes), of which the applicant cannot claim ignorance.

3. AVAILABLE PROGRAMS AND PLACES OFFERED

3.1. In this selection process, 10 (ten) remaining places from the UFSC Entrance Examination – Vestibular 2024 and/or from the Unified Selection System – Sisu UFSC 2024 will be offered for the second academic semester of 2024, according to the **General Table of Programs** in Annex I to this Call for Applications.

3.2. Refugees, low-income asylum seekers and humanitarian visa holders may apply for the places offered in Annex I to this Call for Applications. The places will be filled according to the applicants' overall position in the admission test, observing the limit of 1 (one) place per undergraduate program.

3.2.1. Those wishing to apply for places in this selection process must indicate, in the application form, their condition, as follows:

I – people whose refugee status has been recognized by the National Committee for Refugees (CONARE) or a competent federal agency;

II - people who have claimed asylum with CONARE or a competent federal agency, whose per capita family income (gross) is equal to or less than one and a half minimum wage;

III – people holding a humanitarian visa; and

IV – people entering the country due to family reunion in accordance with the conditions in items I and III above.

3.2.2. The approved applicants must, at the time of enrollment at UFSC, prove their condition indicated in the application form, according to item **3.2.1**, to an institutional committee appointed by the Prorectorate for Affirmative Action and Equity (Proafe).

3.2.3. The committee will decide whether the applicant meets the requirements established for this type of reservation of places.

3.2.4. The applicant may appeal the decision of the committee by filing an appeal with the committee itself.

3.2.5. The committee's decision may be appealed to the Undergraduate Studies Council only in cases of a strict claim of illegality, and the appeal must be filed within 48 hours from the publication of the corresponding decision.

3.2.6. The applicant who does not have the documentation referred to in **Annex II** to this Call for

Applications, validated by the Prorectorate for Affirmative Action and Equity (Proafe), will be disqualified.

3.3. According to the Normative Ordinance No. 18, of 11 October 2012, altered by the Normative Ordinance No. 9, of 5 May 2017, from the Ministry of Education, the provision of false information by a student, detected after enrollment, guaranteeing the right to due process of law, will cause the cancellation of the student's enrollment at the institution, without prejudice to any possible criminal sanctions.

4. THE TEST

4.1. The admission test will take place on **23 June 2024**, in one single stage, following the schedule below:

| GATE OPENING: 1 pm GATE CLOSURE: 1:45 pm | |
|---|--|
| Date and time | Subjects |
| 23 June 2024 from 2 pm to 6 pm | Portuguese Language - 10 (ten) objective questions. General Knowledge - 17 (seventeen) objective questions. Foreign Language - 3 (three) objective questions. Essay |

4.1.1. The test will draw on the topics contained in the Test Content Outline, available on the Admission Selection Process' website.

4.1.2. The objective questions will have 5 (five) possible answers ("A" to "E"), out of which only 1 (one) will be correct.

4.1.3. The General Knowledge test will include knowledge of Biology, Chemistry, Mathematics, Physics, History and Geography.

4.1.4. For the Foreign Language test, the applicant will choose one of the following languages: Spanish, French or English.

4.1.5. The test will be written in Portuguese, except for the Foreign Language questions.

4.2. The test will take place on the UFSC campuses in Araranguá, Blumenau, Curitibanos, Florianópolis and Joinville, in Santa Catarina State.

4.2.1. An applicant can only take the test in the city they have indicated in the Application Form.

4.2.2. No applicant will be allowed to take the test outside the premises defined by Coperve.

4.3. Access to the test location on the test day will be allowed from **1 pm** to **1:45 pm**.

4.3.1. The applicant who arrives at the test location **after 1:45 pm will not be allowed to enter** the location, regardless of the alleged reasons.

4.4. Entry and stay in the test location are restricted to the applicants approved to take the test.

4.5. Upon entering the test location, the applicant must immediately go to the group/room to which they were assigned to take the test.

4.5.1. The applicant will have access to their group/room upon presenting the original copy of the photo identification document indicated in the Application Form: Passport or National Foreigner Registration (RNE) or National Migrant Registration (RNM) or Provisional National Migrant Registration (DPRNM) or National Driver's License (CNH) or, exceptionally, another photo identification document.

4.5.2. The applicant who does not present the original copy of photo identification document indicated in the Application Form, due to loss, theft or misplacement, must present a report produced by a competent police authority, issued no later than 90 (ninety) days prior to the test day. In this case, the applicant will be submitted to a special identification, consisting of data collection, signature and fingerprint on a specific form.

4.5.3. Special identification will also be required in cases where there are doubts regarding the face or signature of the applicant on the identification document, as well as in any other situations that do not allow the identification of the applicant.

4.6. Upon entering the group/room and during the test, the following will not be allowed: communication of any kind between applicants; possession/use of teaching materials, hats, caps, beanies and other head accessories, sunglasses, cell phone, watch (any type), remote control, electronic vehicle keys, earphones, electronic cigarette, weapon, calculator, tablet, USB flash drive, or any type of electronic device, except in cases where special conditions to take the test were granted by Coperve. It is recommended that the applicant avoid taking the objects described above to the test location.

4.6.1. If the applicant shows up at the test location carrying objects mentioned in **item 4.6** (except weapons), as well as bags, backpacks and other belongings, these must be kept under the applicant's desk/chair before the start of the test. Electronic objects (of any kind) must remain **turned off**.

4.6.2. Weapons will not be allowed in the test locations.

4.6.3. Applicants who are public security professionals, have a legally registered weapon, and need to bring their weapon to the test location, must proceed as follows:

a) send a fully justified request to Coperve up to 5 working days before the test takes place, by email at coperve@coperve.ufsc.br, presenting their employee identification, under penalty of being prevented from entering the test location;

b) if authorized by Coperve, on the test day, enter the location immediately after the gate is open and go to the unit coordination office, present their employee identification and leave the weapon in their care, picking it up at the end of the test. Refusal to adopt the aforementioned procedure will result in the impossibility of taking the test and the consequent summary dismissal of the applicant.

4.7. The test will start precisely at **2 pm** and will last **4 (four) hours**.

4.8. The applicant is responsible for checking the details on their answer sheet.

4.9. To transfer the answers of the objective test to the answer sheet and to complete the essay sheet, the applicant must use a **black-ink (preferably) or blue-ink** transparent ballpoint pen.

4.10. When solving the test (draft sheet), the applicant may use a pencil, eraser (without cover), sharpener and mechanical pencil (made of transparent material).

4.11. Applicants will be allowed to eat during the test, provided that they eat food items that are easy to handle and do not disturb other applicants.

4.12. Applicants will be allowed to carry an unlabeled water bottle during the test.

4.13. The answer sheet will be the only valid document for calculating the applicant's score in the objective questions. **The applicant will be responsible for filling out the answer sheet**, according to the instructions specified in the test book and in the answer sheet itself. Under no circumstances will the answer sheet be replaced due to an error in filling it out or to any damage caused by the applicant.

4.13.1. The answer sheet must be filled out within the duration of the test.

4.14. The essay must be written in Portuguese and transferred to the official essay sheet within the duration of the test. The official essay sheet will be the only valid document for evaluating the essay.

4.14.1. The essay must be written within the space delimited on the official essay sheet. Excerpts written outside the delimited space or on the back of the page will **not** be evaluated.

4.15. The applicant may only leave the test group/room permanently **after 4 pm**.

4.16. No less than 3 (three) applicants may remain in the test group/room. The remaining applicants must sign the minutes, indicating their departure time.

4.16.1. If the group/room has less than 3 (three) applicants, they must wait until everyone has finished the test, sign the minutes and leave the room together.

4.17. Applicants will be excluded from the selection process if, during the test, they:

- a) borrow anything or use other illegal means;
- b) are caught providing and/or receiving assistance for completing the test;
- c) are caught in the act of attempting to cheat the test, by using any means, or are responsible for false personal identification;
- d) are caught using or carrying any of the objects listed in **item 4.6**, regardless if they are turned on or off.
- e) disturb, in any way, the order of the work, incurring wrongful conduct;
- f) leave the room, during the test, without a supervisor;
- g) leave the test location permanently before 4 pm without Coperve's authorization;
- h) refuse to hand over all test material to the group/room supervisor at the end of the time allocated for its completion;
- i) do not return the answer sheet, the test book and the official essay sheet to the group/room supervisor;
- j) refuse to participate in the procedures mentioned in **item 10.1**.

4.17.1. The applicant who is dismissed from the selection process before 4 pm must remain inside the test premises, accompanied by a supervisor, until the time allowed to leave the premises, according to item **4.15** of this Call for Applications.

4.18. The preliminary answer key for the objective questions will be published on the Admission Selection Process' website **from 7 pm on 23 June 2024**.

4.18.1. Applicants may appeal against the **content of the test questions** and the **preliminary answer key for the objective questions**, as specified in items 8 and 9 of this Call for Applications.

4.19. After calculating the scores for the objective questions and evaluating the essays, Coperve will

release the **Preliminary Individual Performance Report**, containing the scores obtained in each test subject and in the essay, as well as a copy of (access to) the answer sheet of the objective test and the official essay sheet.

4.19.1. The copy of the essay sheet will be made available on the Admission Selection Process' website for consultation and download **until 30 August 2024**. After this period, it will no longer be available.

4.20. Access requests and appeals regarding the scores obtained in the Preliminary Individual Performance Report may be made according to **item 8** of this Call for Applications.

5. QUESTIONS AND ESSAY SCORES

5.1. The objective questions whose answers match the official answer key will be worth 1.00 (one) point each; the others will not be scored.

5.1.1. Only the answers to the objective questions transferred to the answer sheet with a black-ink (preferably) or blue-ink ballpoint pen will be considered.

5.1.2. An objective question that is not marked on the answer sheet, that contains more than one answer marked, alteration or erasure, or whose answer does not match the official answer key will be assigned **zero** points.

5.1.3. In case a question gets cancelled, the corresponding score will be computed in favor of all applicants.

5.2. The essay will be scored from zero to 10.00 (ten) and will be evaluated for its content and writing quality regarding:

- a) adequacy to the proposal – theme and genre (from 0.00 to 2.50 points);
- b) use of the written modality in the standard variety (from 0.00 to 2.50 points);
- c) coherence and cohesion (from 0.00 to 2.50 points);
- d) level of informativeness and argumentation or narrativity, according to the proposal (from 0.00 to 2.50 points).

5.2.1. Only essays written in Portuguese, transferred legibly to the **official essay sheet** within the 30-lines limit, according to the specifications in **item 4.14** of this Call for Applications, will be evaluated. Essays written in pencil and essays written on the scratch sheet, as well as text written on the back of the official essay sheet will **not** be evaluated.

5.2.2. If an applicant writes the essay with printed letters, they must clearly distinguish between uppercase and lowercase letters.

5.2.3. The essay must be the result of the applicant's production and creativity.

5.2.4. An essay will score zero points if it:

- a) is completely off-topic;
- b) results from plagiarism;
- c) is written in verse;
- d) identifies the applicant;
- e) has symbols and drawings;
- f) is not written in Portuguese.

5.3. Only the essays of the applicants who meet the requirements in items **6.2-a** and **6.2-b** will be evaluated.

6. APPROVAL AND RANKING

6.1. The total score of the applicants will be the sum of the scores obtained in the objective questions and in the essay.

6.2. Applicants will be approved and ranked in the selection process if they obtain:

- a) score greater than zero in the objective questions on General Knowledge;
- b) score greater than zero in the objective questions on Portuguese Language;
- c) score greater than zero in the essay.

6.2.1. The approved applicants will be ranked in descending order of the total score obtained. If there are applicants with identical scores, the tie-breaker criteria will be the following:

- a) higher score in the essay;
- b) higher score on the General Knowledge subject;
- c) older age.

6.3. The 10 (ten) applicants who are best positioned in the general ranking list will be ranked, respecting the maximum limit of 1 (one) place per undergraduate program.

6.3.1. The **approved** applicants who are **not ranked** will be placed on a waiting list.

6.4. The list of ranked applicants will be published in alphabetical order.

7. ENROLLMENT

7.1. All applicants ranked in the selection process must complete enrollment at UFSC in accordance with the dates, locations, procedures and rules contained in the Enrollment Ordinance issued by the Prorectorate for Graduate Studies and Basic Education - PROGRAD and the Prorectorate for Affirmative Action and Equity (PROAFE), and published on the Admission Selection Process' website.

7.1.1. The ranked applicant who does not complete enrollment within the deadlines established in the Enrollment Ordinance mentioned in **item 7.1.** will lose the right to the place for which they were ranked and will be replaced by the subsequent applicant on the waiting list.

7.1.2 All documents required for enrollment are listed in Annex II to this Call for Applications.

8. APPEALS

8.1. Applicants may appeal against the **rejection of a special condition request** to Coperve until 6 pm on 28 May 2024, according to the procedures specified in item 9 of this Call for Applications.

8.1.1. The response to the appeal against the **rejection of a special condition request** will be individualized and made available, for exclusive access by the applicant, on the Admission Selection

Process' website by 03 June 2024.

8.2. Applicants may appeal against the **content of the test questions** and the **preliminary answer key for the objective questions** to Coperve **until 6 pm on 24 June 2024**.

8.2.1. Each appeal must:

- a) refer to a single question;
- b) be in accordance with what is specified in item 9 of this Call for Applications.

8.2.2. Appeals that are not presented in accordance with the provisions of item **8.2.1** of this Call for Applications will be rejected.

8.2.3. If there is a change in the preliminary answer key or cancellation of questions as a result of appeals, the final result will be processed according to the final answer key. Scores for cancelled questions will be counted in favor of all applicants.

8.2.4. The result of the appeals and the final answer key will be published on the Admission Selection Process' website when the Preliminary Individual Performance Report is published.

8.2.5. The response to the appeal(s) will be individualized and made available, for exclusive access by the applicant, on the Admission Selection Process' website.

8.2.6. The decision of Coperve on cancelled questions and/or on changes in the preliminary answer key cannot be appealed.

8.2.7. After the evaluation of the appeals, the final answer key will be published on the Admission Selection Process' website. The Preliminary Individual Performance Report and a copy of (access to) the answer sheet of the objective test and the essay will also be made available on the website.

8.2.8. For the purpose of appeals, a copy of the answer sheet with the score obtained in the objective test, as well as a copy of the essay with the spreadsheet containing the items evaluated and the respective scores, will be made available on the Admission Selection Process' website for exclusive access by the applicant.

8.3. Applicants may **appeal** against the **score obtained in the objective test** and/or against the **score obtained in the essay** to Coperve until 6 pm on the day following the release of the **Preliminary Individual Performance Report**.

8.3.1. Each appeal must:

- a) refer to the objective test or to the essay (not both);
- b) be in accordance with what is specified in item 9 of this Call for Applications.

8.3.2. Appeals that are not presented in accordance with the provisions of item **8.3.1** of this Call for Applications will be rejected.

8.3.3. The response to the appeal(s) will be individualized and made available, for exclusive access by the applicant, on the Admission Selection Process' website, when the result of the selection process is announced.

8.4. The decision of Coperve on the response to the appeals cannot be appealed.

9. APPEAL PROCEDURES

9.1. To appeal, the applicant must:

- a) access a specific system available on the Admission Selection Process' website;
- b) substantiate the appeal with logical and consistent arguments;
- c) complete, print and sign the appeal request;
- d) send (upload), through the system, the completed and signed request as well as other documents that they deem necessary to complement the arguments;
- e) submit the appeal request.

9.2. Appeals regarding the test content, the preliminary answer key and the preliminary performance report, specified in items **8.4** and **8.5**, must be **written anonymously**, that is, they cannot mention the name, application number or any other information that identifies the applicant **in the argument field** or in any additional document attached to the appeal.

9.2.1. Appeals relating to the test questions and/or essays in which the applicant identifies themselves in the argument field or in any additional document attached to the appeal will be rejected and will not be evaluated by the examining committee.

9.3. Appeals that are not in accordance with the provisions of items **9.1** and **9.2** will be rejected.

10. GENERAL AND FINAL PROVISIONS

10.1. To ensure the integrity and security of the selection process, during the admission test, Coperve may use metal detectors or other electronic equipment and may identify the applicant(s) by their fingerprints, as well as carry out a rigorous inspection of them. Applicants are entirely responsible for any inconvenience that they cause in these procedures.

10.2. Any applicant who was proven to have used false documents and/or information or other illegal means to participate in the selection process will be excluded at any time, even after enrollment.

10.3. Coperve will not be responsible for the loss of any objects or values carried by the applicants during the test.

10.4. Access to the test groups/rooms will only be allowed to the applicants assigned thereto and to persons authorized by Coperve.

10.5. Coperve will publish, whenever necessary, calls for applications, supplementary rules and official notices about this selection process, and it is the applicant's responsibility to become aware of their content by visiting the Admission Selection Process' website.

10.6. The official list of ranked applicants by undergraduate program and the applicants' final individual performance report will be published on the Admission Selection Process' website.

10.7. Until the result of the selection process is published, in case of a change of phone number or electronic address (email), the applicant must communicate the new phone number or electronic address (also informing their respective application number) to Coperve by email at coperve@coperve.ufsc.br.

10.7.1. If this change of phone number or electronic address occurs after the publication of the final result by Coperve, the ranked applicant must communicate the Student Administration Department (DAE/UFSC) by email at dae@contato.ufsc.br.

10.8. The applicant who, at the time of the test, have an infectious disease or find themselves in another situation that requires special medical care must communicate their condition to Coperve by phone at +55 48 3721-9951 or by email at coperve@coperve.ufsc.br. Coperve will evaluate the possibility of meeting the specific needs of the communicated condition.

10.9. Based on article 207 of the Constitution of the Federative Republic of Brazil, Coperve reserves the right to keep the test books under its custody for a period of 120 (one hundred and twenty) days from the publication of the selection process results. After this period, they will be destroyed.

10.10. Failure to comply with the provisions and instructions contained in this Call for Applications and in the resolutions guiding it, as well as in the test books, supplementary rules, and official notices that may be published by Coperve, may result in the exclusion of the applicant from the selection process.

10.11. The times contained in this Call for Applications refer to the Brasilia official time, which can be checked at <http://pcdsh01.on.br/HoraLegalBrasileira.php>.

10.12. Unforeseen situations will be resolved by Coperve.

Florianópolis, 18 April 2024.

MARCOS ANTONIO ROCHA BALTAR
President of Coperve/UFSC