



# UFES

## GUIDE FOR STUDENTS AND RESEARCHERS

International Office

**Rector**

Reinaldo Centoducatte

**Vice-Rector**

Ethel Leonor Noia Maciel

**Senior Office for Administration**

Teresa Cristina Janes Carneiro

**Senior Office for Student Affairs and Citizenship**

Gelson Silva Junquilha

**Senior Office for Extension Programs**

Angélica Espinosa Barbosa Miranda

**Senior Office for Undergraduate Courses**

Zenólia Christina Campos Figueiredo

**Senior Office for Human Resources**

Cleison Faé

**Senior Office for Planning and Institutional Development**

Anilton Salles

**Senior Office for Graduate Courses**

Neyval Costa Reis Junior

**Secretariat for Institutional Assessment**

Edebrande Cavalieri

**Secretariat for Distance Learning**

Maria José Campos Rodrigues

**International Office**

Patrícia Alcântara Cardoso

**Secretariat for Culture and Communication**

José Edgard Rebouças

**Chief of Staff at Rector's Office**

Maria Auxiliadora de Carvalho Corassa

**Ombudsman**

Ricardo Roberto Behr

**University Mayor**

Renato Carlos Schwab Alves

**Staff:**

Text: International Office (SRI) and representatives from Undergraduate and Graduate Courses  
• Translation and Revision: Felipe F. Guimaraes • Layout: Communication Secretariat/Supecc •  
Photos: Communication Secretariat/Supecc, David Protti and Tourism Office of Espirito Santo

# Welcome

The Southeastern Brazil – the most economically prosperous region in Brazil – comprises the states of Espírito Santo, Minas Gerais, São Paulo and Rio de Janeiro. Its economy is the most industrialized among the five regions of Brazil, it comprises 42,5% of Brazilian population and it is responsible for 58,7% of gross domestic product (GDP)<sup>1</sup>. The capital of Espírito Santo, Vitória, is only few hours away from the main Brazilian cities, such as São Paulo, Rio de Janeiro and Belo Horizonte.

The Federal University of Espírito Santo (UFES) is the most important educational institution in Espírito Santo, one of the best in the national rankings, and on of the most sought-after institutions by young people looking for an undergraduate degree, with an average of 30 thousand applicants each year.

Its mission is to promote scientific, technological, artistic and cultural development, through teaching, research and extension programmes, producing and socializing its knowledge for educating citizens able to implement solutions for a human sustainable development. For that UFES has a staff consisting of 1.696 professors, 2.072 administrative assistants, 20 thousand undergraduate students and 3 thousand post-graduate students.

*“The Federal University of Espírito Santo is a dynamic public institution, which plays a role towards a knowledge society, while in a continuous process of development. Due to its high academic achievement, it has become a symbol of quality education”.*

**Reinaldo Centoducatte – The Rector**

<sup>1</sup>Source: [http://www.portalbrasil.net/regiao\\_sudeste.htm](http://www.portalbrasil.net/regiao_sudeste.htm)

# Contents

<b>1. 1. THE STATE OF ESPÍRITO SANTO.....</b>	<b>5</b>
1.1. ECONOMY.....	5
1.2. TOURISM.....	6
1.3. THE CAPITAL CITY, VITÓRIA.....	7
1.4. THE CITY OF ALEGRE.....	8
1.5. THE CITY OF SÃO MATEUS.....	8
<b>2.2. THE FEDERAL UNIVERSITY OF ESPÍRITO SANTO.....</b>	<b>9</b>
2.1. CAMPUS IN GOIABEIRAS.....	10
2.2. CAMPUS IN MARUÍPE.....	10
2.3. CAMPUS IN ALEGRE.....	11
2.4. CAMPUS IN SÃO MATEUS.....	11
<b>3.3. STUDENT LIFE ON CAMPUS.....</b>	<b>12</b>
3.1. THE UNIFIED LIBRARY SYSTEM.....	12
3.2. COMMUNITY LANGUAGE CENTRE.....	12
3.3. THEATER, CINEMA AND ART GALLERY.....	12
3.4. UNIVERSITY RESTAURANT (RU).....	13
3.5. SPORTS AND PHYSICAL ACTIVITIES.....	13
3.6. PUBLIC TRANSPORT.....	14
<b>4. 4. INTERNATIONAL STUDENTS.....</b>	<b>15</b>
4.1. THE INTERNATIONAL OFFICE.....	15
4.2. GETTING AROUND CAMPUSES AND CITIES.....	15
4.3. PORTUGUESE AS A FOREIGN LANGUAGE.....	16
4.4. STUDENT HEALTH SERVICES.....	16
4.5. VISA.....	16
<b>5. 5. UNDERSTANDING POST GRADUATE COURSES AT UFES.....</b>	<b>17</b>
5.1. MASTER'S DEGREE.....	17
5.2. DOCTORAL DEGREE.....	18
5.3. HOW TO APPLY.....	18
5.4. SCHOLARSHIPS.....	18
5.5. LIST OF POST GRADUATE PROGRAMMES.....	20
<b>6.6. UNDERSTANDING THE UNDERGRADUATE COURSES.....</b>	<b>21</b>
6.1. GETTING ADMITTED.....	21
6.2. SCHOLARSHIPS.....	22
6.3. SCHOLARSHIPS FOR SCIENTIFIC RESEARCH.....	22
6.4. LIST OF UNDERGRADUATE COURSES.....	23

## 1. THE STATE OF ESPÍRITO SANTO

### 1.1. ECONOMY

**“Brazil takes off.**

**Now the risk for Latin America’s big success story is hubris**

*In fact, Brazil’s emergence has been steady, not sudden. The first steps were taken in the 1990s when, having exhausted all other options, it settled on a sensible set of economic policies. Inflation was tamed, and spendthrift local and federal governments were required by law to rein in their debts. The Central Bank was granted autonomy, charged with keeping inflation low and ensuring that banks eschew the adventurism that has damaged Britain and America. The economy was thrown open to foreign trade and investment, and many state industries were privatised. All this helped spawn a troupe of new and ambitious Brazilian multinationals. Some are formerly state-owned companies that are flourishing as a result of being allowed to operate at arm’s length from the government. That goes for the national oil company, Petrobras, for Vale, a mining giant, and Embraer, an aircraft-maker. Others are private firms, like Gerdau, a steelmaker, or JBS, soon to be the world’s biggest meat producer. Below them stands a new cohort of nimble entrepreneurs, battle-hardened by that bad old past. Foreign investment is pouring in, attracted by a market boosted by falling poverty and a swelling lower-middle class. The country has established some strong political institutions. A free and vigorous press uncovers corruption—though there is plenty of it, and it mostly goes unpunished.”*

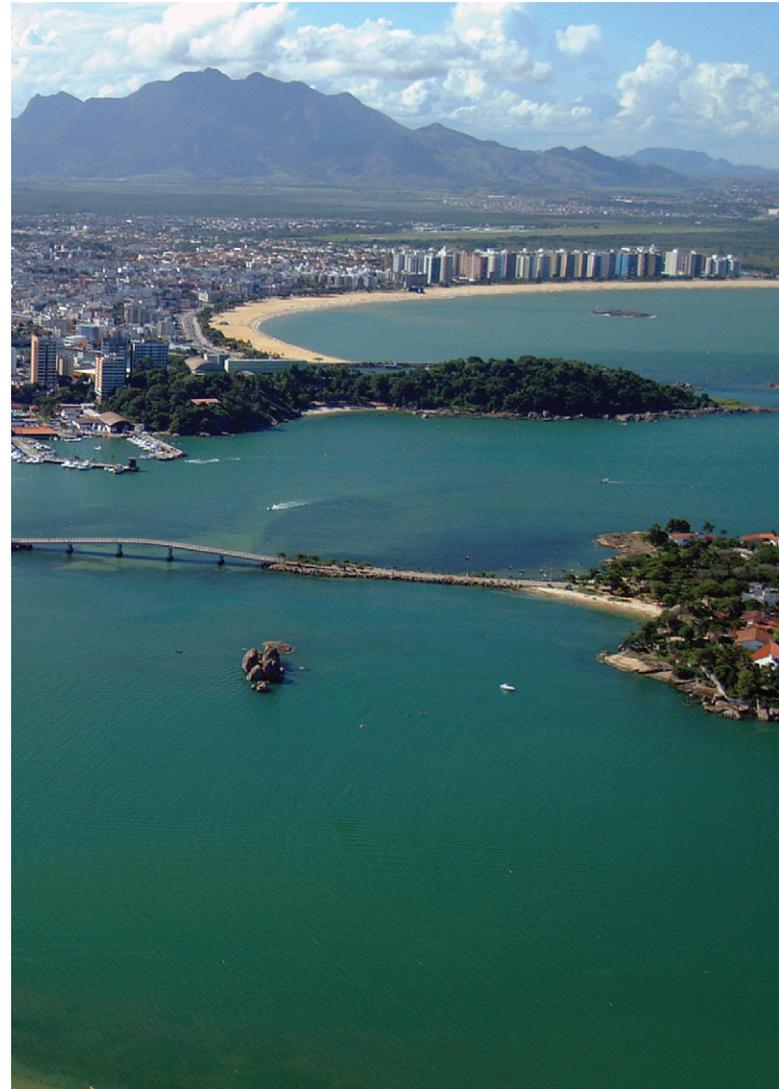
*The Economist, November 12th 2009.<sup>2</sup>*

The state of Espírito Santo is one of the fastest growing states in Brazil. Its strategic location, on the coast of Southeastern Brazil, near the biggest production and consumption centers in the country, encourages new investments both for international trade and for internal markets.<sup>3</sup>

In Espírito Santo, the Science, Technology and Innovation System (CT&I) consists of the State Secretariat for Science, Technology, Innovation, Vocational Education and Labor (Sectti), and the Foundation for Re-

search Funding in Espírito Santo (Fapes), which are institutions that follow the guidelines of the State Council for Science and Technology (Consitec), composed of representatives from the academia and non-academic sectors of society.<sup>4</sup>

Foto: Acervo Setur/ES



<sup>2</sup> Source: <http://www.economist.com/node/14845197>

<sup>3</sup> Source: [http://www.es.gov.br/InvistaES/paginas/localizacao\\_estrategica.aspx](http://www.es.gov.br/InvistaES/paginas/localizacao_estrategica.aspx)

<sup>4</sup> Source: [http://www.es.gov.br/InvistaES/paginas/inova\\_tecnologia.aspx](http://www.es.gov.br/InvistaES/paginas/inova_tecnologia.aspx)

The economy of Espírito Santo is very diverse and connected to businesses like oil, gas, steelmaking, mining, cellulose and decorative stones. It is also important to mention the agribusiness, including coffee and fruits, as well as metallurgy, mechanics, furniture, clothing, construction business, food industry, among other clusters.

The port facilities in Espírito Santo – one of the biggest in Latin America – are very important for the development of the state. The ports here are responsible for 9% of exports and 5% of imports in the country. In total, they are responsible for 45% of state GDP. Their structure allows several types of cargo handling.<sup>5</sup>

The capital city, Vitória, has the biggest Gross Domestic Product (GDP) per capita among the capital cities in the country, according to the data published by the Brazilian Institute for Geography and Statistics (IBGE) on December, 2012. According to the Jones dos Santos Neves Institute (IJSN), the GDP of the capital comes from the production of iron ore and the services available, including education, health and harbor services. The state achieved the 2nd biggest real growth in 2010. Thus, Espírito Santo is placed 6th in the national per capita GDP index.<sup>6</sup>

## 1.2. TOURISM

Tourism in Espírito Santo is divided into routes. These routes are paths where the tourist can enjoy the delights of the seaside and the religious, ecological and agricultural tourism. The dynamic economy in Vitória

allows events and business tourism, as well as nautical and culinary tourism, with several restaurants where the specialty is the moqueca capixaba (fish stew).<sup>7</sup>

Some of the main routes are:

### ***Sun and Moqueca Route***

Beautiful beaches, folk and religious traditions and a unique culinary make the Sun and Moqueca Route one of the most famous and sought for in Espírito Santo. This route gathers great features for people who like nautical, religious and historical tourism, and those who love seafood.

### ***Coast and Immigration Route***

The paths and the history of German and Italian immigrants are present on this route.

### ***Marble and Granite Route***

The economical potential of decorative stones from Espírito Santo is attractive for national and international entrepreneurs.

### ***Caparaó Route***

For the ones who like adventure, ecological and agricultural tourism, the way to go is the Caparaó Route, a natural wonder right before your eyes.

National and State Parks and Reserves are areas for nature conservancy, in order to protect relevant ecosystems and beautiful landscapes, where scientific research, educational and environmental activities are carried out, as well as leisure activities and ecological tourism.

Considered one of the cities with largest urban green space per capita, Vitória has several urban and natural parks, with appropriate facilities to welcome visitors:

Foto: Acervo Setur/ES



<sup>5</sup> Source: <http://www.es.gov.br/EspiritoSanto/paginas/portos.aspx>

<sup>6</sup> Source: [http://www.ijsn.es.gov.br/Sitio/index.php?option=com\\_content&view=article&id=1524:dois-municipios-capixabas-estao-entre-os-dez-maiores-pib-per-capita-do-pais&catid=88:destaque&Itemid=294](http://www.ijsn.es.gov.br/Sitio/index.php?option=com_content&view=article&id=1524:dois-municipios-capixabas-estao-entre-os-dez-maiores-pib-per-capita-do-pais&catid=88:destaque&Itemid=294)

<sup>7</sup> Source: <http://www.turismocapixaba.com.br/rotas-do-espírito-santo#.UNr9vpYijMY>

hiking trails, sports courts, playgrounds, woods and environmental education places.<sup>8</sup>

The coast of Espírito Santo is 470 kilometers (290 miles) long, with gentle breezes, so that the tourist can choose the beach the way he/she likes. Within 30 kilometers (18 miles), there are 30 beaches in the Greater Vitória region.

The coast of Espírito Santo is rocky at the south, with blue and crystal-clear waters and sandstone cliffs. The central part has hills and granite outcrops near the seaside. The south-central part has several coves and bays. The north part is sandy with ground vegetation and great sand dunes, mainly in Itaúnas and Conceição da Barra.<sup>9</sup> The northern beaches are wider, close to the open ocean, with warm waters. There are several types of beaches, ranging from small calm coves to big beaches with facilities for beach and nautical sports, such as windsurfing and kite surfing.<sup>10</sup>

The cuisine in Espírito Santo is special when compared to other typical foods in Brazil. The typical dishes in Vitória, as well as in other cities in Espírito Santo, are the result of a cultural blend from European immigrants, Indians and Africans. Cultural heritage and fishing traditions led to dishes which are only found here, like the Torta Capixaba (seafood salt cake) and the Moqueca Capixaba (fish stew).<sup>11</sup> Bars and restaurants are assessed by a certificate to prove their excellence and quality of services for local people and visitors.<sup>12</sup>

The state also has several cultural events and spots, like congo (folk dance), craftwork, theaters, museums, libraries and cultural areas to promote the culture.

### 1.3. THE CAPITAL CITY, VITÓRIA

Two of the four campuses of UFES – Goiabeiras e Maruípe – are located in the capital of Espírito Santo, Vitória, and they are integrated into the city landscape. The city, founded in 1551, is located on a charming island in Vitória Bay and is famous for the quality of life of its inhabitants.

The city is known for its natural wonders, traditional cultural groups and its remarkable growth (Vitória grows at a higher rate when compared to other Brazilian cities), and became an important travel destination. There are several areas suitable for events and businesses, nautical sports included.

The visitor is welcomed like a friend who comes back home, with a hospitality that is typical from the inhabitants of the city. In Vitória the tourist can find retail centers and services with quality. There are modern hotels and convention centers, and also bars and restaurants.<sup>13</sup>

Foto: Acervo Setur/ES



<sup>8</sup> Source: <http://www.vitoria.es.gov.br/agregador.php?idAgregador=16>

<sup>9</sup> Source: <http://www.turismocapixaba.com.br/praias-no-espírito-santo#.UNsKHpYijMY>

<sup>10</sup> Source: <http://www.vitoria.es.gov.br/turismo.php?pagina=turismonautico>

<sup>11</sup> Source: <http://www.vitoria.es.gov.br/turismo.php?pagina=saboretradicao>

<sup>12</sup> Source: <http://www.vitoria.es.gov.br/turismo.php?pagina=seloqualidadeturistica>

<sup>13</sup> Source: <http://www.vitoria.es.gov.br/turismo.php?pagina=acidade>

Foto: Acervo Setur/ES



#### 1.4. THE CITY OF ALEGRE

The Centre for Agricultural Sciences at UFES (CCA) is a campus of the university, located in the Municipality of Alegre, in the south of Espírito Santo, at a distance of 196 kilometers (120 miles) from the capital. The city has good urban facilities and shops. Besides, Alegre has become an important centre for teaching, research and extension programmes in the state. Nowadays this municipality hosts more than 20 undergraduate and graduate courses, ranging from Agronomy, Food Industry and Medicine to high-tech fields.<sup>14</sup>

The students make the nightlife in Alegre very lively, including its squares and bars. Several students come from other towns in need for accommodation, which makes the real state business grow fast, with the construction of medium-sized buildings.<sup>15</sup>

#### 1.5. THE CITY OF SÃO MATEUS

Another campus of UFES, the University Centre of Northern Espírito Santo (CEUNES) is located in the city of São Mateus. The local economy is diversified. Agriculture and cattle raising are very significant and the local trade is a reference for Northern Espírito Santo and Southern Bahia.<sup>16</sup>

The economy of the city of São Mateus is based on oil exploration and production. Considering the high prices of oil in the international market, Petrobras decided to create an exploration district in Espírito Santo. New roads were opened, making it easier to reach smaller villages in the area. The Northern Terminal of Espírito Santo, in São Mateus, is a project that is changing the landscape and the economy of that region. Land use in São Mateus and Conceição da Barra has been modified due to eucalyptus plantation and projects of companies such as Aracruz Celulose and Companhia Vale do Rio Doce in that region.



Foto: Acervo Setur/ES

<sup>14</sup> Source: [http://www.alegre.es.gov.br/index.php?option=com\\_content&view=article&id=144&Itemid=97](http://www.alegre.es.gov.br/index.php?option=com_content&view=article&id=144&Itemid=97)

<sup>15</sup> Source: [http://www.alegre.es.gov.br/index.php?option=com\\_content&view=article&id=144&Itemid=97](http://www.alegre.es.gov.br/index.php?option=com_content&view=article&id=144&Itemid=97)

<sup>16</sup> Source: <http://www.saomateus.es.gov.br/site/historia-sao-mateus.php>



## 2. THE FEDERAL UNIVERSITY OF ESPÍRITO SANTO

*“UFES is the 50th in the ranking of Latin-American Higher Education Institutions, according to the third edition of the Iberoamerican Ranking SIR. The report, designed in the form of multi-valued ranking, includes four bibliometric indicators that reveal the most relevant dimensions of the research activity carried out at 1,219 HEIs in Latin America.”*

***Iberoamerican Ranking SCIMAGO Institutional Ranking 2012***<sup>17</sup>

The Federal University of Espírito Santo – UFES – was founded on May 5th, 1954. Comprising four campuses – two in Vitória: Goiabeiras and Maruípe; and two in the countryside: Alegre and São Mateus – UFES is well placed in performance rankings of Brazilian Universities, as a result of its high academic achievements.

It consists of 1.696 professors, 2.072 administrative assistants, 20 thousand undergraduate students and 3 thousand post-graduate students and its administrative headquarter is located on Campus Goiabeiras, in Vitória. Besides, UFES is connected to the 78 municipalities of Espírito Santo, where it develops teaching, research and extension programmes.

All the University centers have postgraduate programmes, so that UFES is able to progress in scientific and technological research, like the ones that are developed on its Oceanographic Station in Aracruz. Its strategic goal is carrying out research, committed to sustainable development.

The administrative structure comprises the Rectorate and six senior offices: Administration, Extension Pro-

grammes, Undergraduate Studies, Research and Postgraduate Education, Planning and Institutional Development, Human Resources and Student Affairs and Citizenship. There is also the International Office, the Secretariat for Culture and Communication and the Ombudsman.

Concerning scientific and technological research, UFES has 4.327 ongoing projects and develops 704 extension programmes comprising all the municipalities in Espírito Santo and around 1,5 million people. UFES also has partnerships with public and private organizations, in order to develop teaching, research and extension programmes.

Moreover, UFES offers several services to its students and staff, and to its surrounding community, like theater, cinema, art galleries, language centre, libraries, planetarium, astronomical observatory, auditorium, gym and other sports facilities.

The university theater is the largest in Espírito Santo and became a cultural reference for the academia and for the local community, encouraging the development of arts in this state. The Unified Library System has eight branches divided into four campuses and embraces the largest collection of books in Espírito Santo, with 356,000 copies of more than 157,000 books. The Central Library in Goiabeiras is the largest in our state, with 50 thousand visitors each month.

UFES also offers health services through the University Hospital – the main facility for public health in Espírito Santo – with several branches of medical science. Besides, it became a reference for medium and high complexity medical procedures.

<sup>17</sup> Source: [http://www.scimagoir.com/pdf/sir\\_2012\\_world\\_report.pdf](http://www.scimagoir.com/pdf/sir_2012_world_report.pdf)



## 2.1. CAMPUS IN GOIABEIRAS

Goiabeiras is the main campus of UFES. Located in Vitória, it embraces the major part of undergraduate courses, master's and doctoral degree courses, their learning centers, laboratories and extension programmes. The main administrative departments, the Rectorate and its senior offices are also located in Goiabeiras.

This campus welcomes 20,000 people a day, including students, professors, administrative staff and visitors.

There is a centre for culture and leisure, including an art gallery, a café, a cinema, a theater and several libraries. "Radio Universitária" and TV UFES are the official broadcast stations at UFES. There is also a sports centre, a water park and other sports facilities. One can also find a language centre, banks, post office, planetarium and astronomical observatory. This campus is surrounded by a mangrove area, which is an environmental protection zone.

### Location:

Av. Fernando Ferrari, 514 – Goiabeiras, Vitória/ES –  
Postal Code 29.075-910  
Phone: +55 27 4009 2200 – [www.ufes.br](http://www.ufes.br)



## 2.2. CAMPUS IN MARUÍPE

Located in Vitória, in the neighborhood of Maruípe, it is the campus where the University Hospital is situated, as well as the Dentistry Institute (IOUFES) and the Centre for Health Sciences (CCS) with 8 undergraduate courses and 10 postgraduate.

HU Ufes is considered the largest public hospital in Espírito Santo, considering the number of people served, specially the ones related to high complexity procedures. HU Ufes, also known as "Hospital das Clínicas", is a Hospital School where medical doctors, nurses and other professionals are trained. It offers a wide range of health services, including several programmes related to international research institutions. Every year, HU Ufes offers services like 8,383 hospital stays, 16,684 surgeries, 1,009 childbirths, 211,775 medical appointments, 9,249 emergency procedures and 608,455 medical exams.

CCS offers undergraduate and postgraduate courses in Health Sciences, such as Physiological Sciences and Infectious Diseases.

### Location:

Av. Marechal Campos, 1.468 – Maruípe, Vitória/ES –  
Postal Code 29.040-090  
Phone: +55 27 3335 7201 – [www.ccs.ufes.br](http://www.ccs.ufes.br)



### 2.3. CAMPUS IN ALEGRE

#### **Agricultural Science and Engineering Center (CCAÉ)**

CCAÉ is located in the city of Alegre, in the south of Espírito Santo. The Center hosts undergraduate courses, the veterinary hospital and three experimental areas to support the agricultural sciences technological transfer and knowledge generation. Education, Research and extension activities are developed in the Center in partnership with the Exact, Natural and Health Science Center (CCENS).

#### **Exact, Natural and Health Science Center (CCENS)**

CCENS is also located in the city of Alegre. The Center hosts undergraduate and post-graduate courses. The research areas are in Agro-chemistry and Learning, Fundamental Education and Teacher's Degree.

#### Location:

Alto Universitário, s/nº - Caixa Postal Box 16 - Guararema - Postal Code 29.500-000

Phone: +55 28 3552 8991 - [www.cca.ufes.br](http://www.cca.ufes.br)



### 2.4. CAMPUS IN SÃO MATEUS

The University Centre of Northern Espírito Santo (CEUNES) is located in São Mateus, in the northern region of our state, where agribusiness employs around 100,000 people, and produces one third of the wealth in Espírito Santo. In this region, several activities are developed, including coffee production, fruit cultivation, forestry, pepper production and cattle raising. Within this context, CEUNES, through the participation of its professors in groups of research, seeks strategies for implementing research and postgraduate courses, in order to promote development. CEUNES offers 14 undergraduate courses and 4 master degree programs.

CEUNES hosts the Research Farm, with 196.3741 hectares, and supports teaching and research in the courses of Agricultural Sciences, as well as other courses in UFES. This farm is also used for knowledge recycling through courses, internships, seminars and guided tours.

#### Location:

Rodovia BR 101 Norte, Km 60 - Bairro Litorâneo, São Mateus/ES - Postal Code 29.932-540

Phone: +55 27 3312 1511 - [www.ceunes.ufes.br](http://www.ceunes.ufes.br)

### 3. STUDENT LIFE ON CAMPUS

#### 3.1. THE UNIFIED LIBRARY SYSTEM

([www.bc.ufes.br](http://www.bc.ufes.br))

The Unified Library System (SIB/UFES) of the Federal University of Espírito Santo has 8 units: Central Library, Technological Centre Library, Health Sciences Centre Library, CEUNES Library, Agricultural Sciences Centre Library, Arts Library, Education Centre Library and NEDTEC Library. The SIB/UFES is constantly being updated, so that one can have the most recent information for education, research, management and extension programmes at UFES. The collection of the library is available to professors and students from UFES, as well as to the surrounding community of the university. Currently, the library hosts 356.000 books and 2.358 journals, divided across its units. Besides, the libraries have computers connected to the internet, which can be used by students and professors for academic research.

The Central Library offers 2 auditoriums, a screening room (44 seats), the “Carlos Drummond de Andrade” auditorium (70 seats), and rooms for individual and group studies (minimum of 3 students per room).

#### Contact Information

Central Library (Goiabeiras):

+55 (27) 4009-2400

Health Sciences Centre Library (Maruípe):

+55 (27) 3335-7212

CEUNES Library (São Mateus):

+55 (27) 3763-8511

Agricultural Sciences Centre Library (Alegre):

+55 (28) 3552-8909

Technological Centre Library (Goiabeiras):

+55 (27) 4009-2113

Arts Library (Goiabeiras):

+55 (27) 4009-2579

Education Centre Library (Goiabeiras):

+55 (27) 4009-2400

NEDTEC Library (Jerônimo Monteiro):

+55 (28) 3558 2524



#### CAPES Website for Journals

([www.periodicos.capes.gov.br](http://www.periodicos.capes.gov.br))

The website to access scientific journals, which is made available by the Coordination for Improvement of Higher Education Staff (CAPES), is a virtual library that comprises the best of scientific international production for educational and research institutions in Brazil. Its collection has more than 33,000 full-text items, 130 research databases, 10 patent databases, books, encyclopedias and multimedia content.

### 3.2. COMMUNITY LANGUAGE CENTRE

Since 1997, UFES offers high quality language courses at affordable prices to the community. The language centre in Goiabeiras, Vitória, has 7,000 students – 10% of them with scholarships. The languages offered are: English, Spanish, French, German, Italian and Portuguese as a foreign language.

#### Contact Information

Phone: +55 27 4009 2872

[coordped@clinguas.org.br](mailto:coordped@clinguas.org.br) – [www.clinguas.org.br](http://www.clinguas.org.br)

### 3.3. THEATER, CINEMA AND ART GALLERY

The University Theater at UFES was built to meet cultural (theater, music and dancing) and academic (conferences, seminars, graduation ceremonies, etc.) demands from students, staff and the community.

With 650 seats, it is one of the largest and well equipped in our state. It is located in Goiabeiras, Vitória, in a unique zone of the city, with a big parking area. Technical, scientific and cultural events take place all year around, including local, national and international acts.

The Metropolis Cinema is a cultural and academic institution for audiovisual activities, managed by the Secretariat for Cultural Production and Promotion,

located in the recreation area of UFES, in Goiabeiras, Vitória. It conducts activities for promoting movie culture for students, staff and the community.

The Metropolis Cinema shows regional, national and international movies, with affordable tickets. Besides, it promotes movies exhibits, educational projects and other events. Every year, it becomes the stage for “Vitória Cine Video”, one of the main movie festivals in Brazil, with around 30 thousand viewers.

The Art Gallery “Espaço Universitário” is an important cultural venue in our state, divided into 3 spaces: Gallery, Collection and Educational Acts. For more than 30 years, artists from Espírito Santo, Brazil and abroad have displayed their works, within the context of contemporary arts. One of first galleries to promote guided tours, it welcomes around 10 thousand visitors per year, and it keeps the collection of works of art owned by UFES – around 2,000 works.

#### Contact Information

University Theater	<a href="mailto:leia.campos@ufes.br">leia.campos@ufes.br</a> <a href="mailto:teatrouiversitario@ufes.br">teatrouiversitario@ufes.br</a>	+55 27 3335 2953
Metropolis Movie Theater	<a href="mailto:cineclubemetropolis@yahoo.com.br">cineclubemetropolis@yahoo.com.br</a>	+55 27 3335 2376
Art Gallery	<a href="mailto:galeriaeu@yahoo.com.br">galeriaeu@yahoo.com.br</a>	+55 27 4009 2371 / 7853
<a href="http://www.secretariadecultura.ufes.br">www.secretariadecultura.ufes.br</a>		



### 3.4. UNIVERSITY RESTAURANT (RU)

UFES has restaurants on its campuses to provide partially subsidized meals for its students, professors and staff. The university restaurants are part of student assistance plans, by offering low cost meals. Underprivileged students, which are assessed by a special department, can have lunch and dinner with subsidized cost – up to 100%.

Menus are prepared by nutritionists, so that one can offer a balanced meal for the people at the university. In order to serve with quality, to offer low cost meals and to promote a good working environment for its staff, the main principles of the RU are: quality of services, motivation of staff, and social and environmental responsibility.

UFES has 4 university restaurants: Vitória (Goiabeiras and Maruípe), Alegre and São Mateus. The restaurant is open from Monday to Friday. Lunch: from 11 a.m. to 1:30 p.m. Dinner: from 5:30 p.m. to 7 p.m.

#### Contact Information

+55 27 4009 2360 – [restaurantcentral@rc.ufes.br](mailto:restaurantcentral@rc.ufes.br) – [www.ru.ufes.br](http://www.ru.ufes.br)

### 3.5. SPORTS AND PHYSICAL ACTIVITIES

The Laboratory for Exercise Physiology (Lafex) is a place for education, research and extension programmes at the Physical Education Centre of UFES. Over the years, Lafex became an important research centre, with the participation of undergraduate and postgraduate students (master's and doctoral degrees). Its main research focus is cardiorespiratory adaptations in the physical exercise. The extension programmes include cardiological, anthropometrical and exercise assessment, as well as physical conditioning programs with professionals from various fields: Medicine, Physical Education and Physical Therapy. These services are offered to students, staff and the community.

The Centre for Physical Education and Sports (CEFD) offers activities such as: swimming, ballet, capoeira, water aerobics, gymnastics, body building, and others.

Another way to practice sports in to take part in the activities of “Atlética Central da UFES” (Athletics at the University), which promotes sports among students and University Games (JUFES). To know more about it, please visit the page of “Atlética Central” on social networks.

#### Contact Information

+55 27 4009 2629 – [www.cefd.ufes.br](http://www.cefd.ufes.br)

### 3.6. PUBLIC TRANSPORT

Every student, including foreign ones, enrolled at UFES, has the right to use a monthly card for using public transport (minimum distance of 1 kilometer between home and college). The student pass allows the student to pay half of regular prices on public transport. In order to receive the card (7 days after registration), the student must register at “Loja do Estudante”, next to Metropolis Cinema – from Monday to Friday – 8 a.m. to 4 p.m. For more information, please visit: [www.gvbus.com.br](http://www.gvbus.com.br).



## 4. INTERNATIONAL STUDENTS

### 4.1. THE INTERNATIONAL OFFICE

*“To internationalize means to strengthen the links, to overcome cultural boundaries, to promote international exchange, to facilitate political and commercial relations between countries, to improve the quality of operational and manufacturing processes, to promote innovation, among other meanings. Therefore, UFES has become (1) an attractive destination for foreign students and researchers; (2) a strong and sustained leader in knowledge transfer and research development, meeting regional needs and skills; (3) an important player in research projects in partnership with teaching and research institutions worldwide; (4) a promoter of partnerships between national and international companies and local agencies; (5) a partner of institutions in several countries and continents; and (6) an ethical institution, considering its actions and decisions, taking into account the interests of students, researchers, institutions and countries”.*

**Prof. Patrícia Cardoso – Head of the International Office**

The International Office (SRI) is responsible for the internationalization policy of the University and for developing its operations worldwide. This office assists the Rector, the main departments and the teaching and research units, for international academic cooperation. SRI has the following structure:

- Division for Academic Agreements
- Division for Student Mobility (Incoming)
- Division for Student Mobility (Outcoming)
- Literacy and Languages
- Permanent committee for internationalization

UFES believes that agreements are very important for interaction with other countries, including the exchange of students and professors, and networks such as Erasmus Mundus, Coimbra Network of Brazilian Universities, Association of Universities of Portuguese speaking countries, Santander Program for Universities, among others. Moreover, there are several exchange programs supported by CAPES and CNPq, the largest one being “Science without borders”, and others supported by the Organization of American States, the Ministry of Foreign Affairs and the Ministry of Education (PEC-G and PEC-PG).

#### Contact Information

Av. Fernando Ferrari, 514 – Goiabeiras, Vitória/ES –  
Postal Code 29.075-910

Phone: +55 27 4009 2046 – [www.internacional.ufes.br](http://www.internacional.ufes.br)  
– [internacional@reitoria.ufes.br](mailto:internacional@reitoria.ufes.br)



## 4.2. GETTING AROUND CAMPUSES AND CITIES

SRI helps foreign students when they first arrive at UFES by offering tips for everyday life in Vitória, São Mateus or Alegre, depending on where the student is going to stay. Although university accommodations are not provided, voluntary Brazilian students (who have already lived abroad) help foreign students to find a place to stay in Brazil.

Foreign students are welcome to use the university restaurants.

## 4.3. PORTUGUESE AS A FOREIGN LANGUAGE

The official exam for proficiency in the Portuguese language is called “Certificado de Proficiência em Língua Portuguesa para Estrangeiros” (Celpe-Bras). Celpe-Bras Certificate is given to foreign students with satisfactory performance in a standard Portuguese language exam, developed by the Ministry of Education. This exam is offered in Brazil and other countries, with the aid of the Ministry of Foreign Affairs. Celpe-Bras is the only officially recognized Brazilian certificate for proficiency of Portuguese as a foreign language. There are four levels of proficiency: intermediate, upper intermediate, advanced and upper advanced. For more information about Celpe-Bras, please visit: [portal.inep.gov.br/celpebras](http://portal.inep.gov.br/celpebras). For locations where the exam is offered, please visit: [portal.inep.gov.br/postos-aplicadores](http://portal.inep.gov.br/postos-aplicadores).

UFES has a Community Language Centre, which offers a course of Portuguese as a Foreign Language (basic and intermediate levels), as well as other languages.

More information can be found at: [www.clinguas.org.br](http://www.clinguas.org.br) – [coordped@clinguas.org.br](mailto:coordped@clinguas.org.br) / +55 27 4009 2872.

## 4.4. STUDENT HEALTH SERVICES

The Office for Student Affairs and Citizenship has a department for student assistance and the Office for Human Resources has a department for health services, where professionals such as medical doctors, nurses, psychologists and dentists offer emergency services. After the initial care, patients are advised to seek for a specialist.

Foreign students can only use Brazilian public health services in case of emergency. Thus, UFES requires that foreign students have a health insurance plan (including repatriation), prior to their arrival in Brazil. The insurance must be valid throughout the stay in Brazil. The student is responsible for the choice of the insurance company.

## 4.5. VISA

Foreign students must have a student visa (type 4 – temporary visa). The Brazilian visa is issued by the Brazilian embassy or consulate in their homeland, to live in Brazil and to enroll at UFES. Addresses from Brazilian embassies or consulates can be found at: [www.itamaraty.gov.br](http://www.itamaraty.gov.br).

**Important notice:** it is not allowed to enroll at UFES with a tourist visa or to change the visa status after the person has arrived in Brazil or in a neighboring country. In such cases, the person must return to his/her homeland and apply for a new visa.

## 5. UNDERSTANDING POSTGRADUATE COURSES AT UFES

Postgraduate education at UFES, as well as in other Brazilian universities, is available to students who finished undergraduate courses (teacher's or bachelor degree). It is divided in 2 types: *latu sensu* courses (specialization studies) and *stricto sensu* courses (master degree and Ph.D). Specialization studies last for one year and require students to enroll in academic subjects and to produce a final course assignment (usually a review paper). Specialization studies are designed to improve the knowledge obtained in undergraduate courses.

### 5.1. MASTER'S DEGREE

Providing a good academic and scientific education is the main purpose of strict sensu postgraduate courses.

At UFES, one can find 2 types of master's degree courses: academic and professional. The academic one prepares professionals for teaching and research, while the professional one prepares human resources for non-academic purposes.

Master courses usually last around 24 months. For obtaining the diploma the students are required to complete a certain number of credits (24 to 36, depending on the course – in the first year) and to produce a final course assignment, called dissertation – by the end of the second year. In order to enroll, the candidate must have finished an undergraduate course. It is advisable that the candidate demonstrates some level of experience in research, gained during their undergraduate courses (scientific initiation, internships and research projects).

An academic master's degree course requires the student to develop research, usually conducted in a laboratory or a field research, in order to produce the dissertation. It is expected that the dissertation has enough relevance and quality, so that it can produce (at least) one article to be published in a specialized journal. In a professional master degree course, the student may develop different types of final assignment, such as developing a new product, patent or prototype. In both cases, the final assignment is assessed by a commission of 3 professors – one of them being an external examiner.



## 5.2. DOCTORAL DEGREE

Doctoral degree programmes represent a higher level of academic and scientific education. In order to enter a doctoral programme, it is advisable that the candidate has a master degree and publication in specialized journals. It is usually required for most doctoral programmes that the candidate presents a research proposal which is assessed by a commission of professors. In this proposal, the candidate should show his/her scientific skills, so that he/she can participate in a research group to develop a doctoral thesis.

Doctoral programmes usually last 4 years. It is required to complete a certain number of credits (from 36 to 48) and to develop an innovative research, which can contribute to the field of knowledge where the thesis was developed. It is also required to publish articles in scientific journals during the course. For obtaining the doctoral degree a thesis defense is also a requirement. The thesis is assessed by a commission of 5 examiners – two of them being external examiners.

## 5.3. HOW TO APPLY

Most courses work on an annual basis. The academic year is divided in 2 semesters – the first one from March to July; the second one from August to December. Each doctoral programme defines the calendar for the selection processes, but most programmes organize the selection during the second semester, and start the classes in the following year. The selection calendar, requirements and number of vacancies are shown in public notices, published by the Office for Research and Postgraduate Studies ([www.prppg.ufes.br](http://www.prppg.ufes.br)) and by the programmes in which the courses are offered. Despite some similarities in their guidelines, the rules for applying are different in each programme. Thus, foreign students interested in these courses should contact the International Office ([www.internacional.ufes.br](http://www.internacional.ufes.br)).

Foreign students interested in master and doctoral programs can also apply through the Program of Alliances for Education and Training (PAEC-OEA/GCUB). This program is a joint initiative of the General Secretariat from the Organization of American States (SG/OEA) and the Coimbra Group of Brazilian Universities (GCUB), with the objective of promoting the internationalization of postgraduate education for students who live in one of the member-states of the Organization of American States (OEA), except Brazil. For information about enrollments, vacancies, courses and scholarships, please visit: [www.grupocoimbra.org.br](http://www.grupocoimbra.org.br).

Foreign students interested in developing part of his/her master or doctoral degree courses at UFES as exchange students or double degree students should contact the international office.

The postgraduate programmes at UFES may have different requirements concerning Portuguese language proficiency.

#### 5.4. SCHOLARSHIPS

In general, postgraduate courses at UFES offer scholarships funded by CAPES, CNPq, FAPES and other institutions such as FACITEC and other companies. The availability of such scholarships will depend on the budget of funding agencies and the types of agreement between UFES and these institutions. Information about scholarships can be found with the coordination of postgraduate programs.

There is also the Student Program/Agreement for Postgraduate Courses (PEC-PG), developed by the Ministry of Foreign Affairs, along with the Ministry of Education, to offer master and doctoral degree courses for citizens of developing countries which have education-

al and cultural agreements with Brazil (specially Africa, Latin America and the Caribbean).

PEC-PG offers a monthly scholarship (same amount offered to Brazilian students): R\$ 1.500 for master degree students, up to 24 months; and R\$ 2.200 for doctoral degree students, up to 48 months, plus flight ticket back to homeland. Applications for doctoral degree scholarships should be done at CAPES website ([www.capes.gov.br](http://www.capes.gov.br)) and applications for master degree scholarships should be done at CNPq website ([www.cnpq.br](http://www.cnpq.br)). Important notice: the student must contact the postgraduate programme to obtain the acceptance letter prior to application for scholarships. For more information about application requirements, please visit: [www.dce.mre.gov.br](http://www.dce.mre.gov.br).



## 5.5. LIST OF POSTGRADUATE PROGRAMMES

Postgraduate courses offered at UFES are: (56 master degree courses and 21 doctoral degree courses [D]). The description of the postgraduate courses at UFES can be found in Annex I.

Accounting [M]	Institutional Psychology [M]
Administration [M/D]	Languages and Literature [M/D]
Agrochemical [M]	Linguistics [M]
Architecture and Urbanism [M]	Management and Water Resources Regulation in National Network [PM]
Arts [M]	Mathematics – National Network [PM]
Astrophysics, Cosmology and Gravitation [D]	Mathematics [M]
Biochemistry and Pharmacology [M]	Mechanical Engineering [M]
Biological Sciences: Animal [M/D]	Medicine [PM]
Biotechnology [M/D]	Nursing [PM]
Chemical Engineering [M]	Nutrition and Health [M]
Chemistry [M]	Pharmaceutical Sciences [M]
Civil Engineering [M]	Philosophy [M]
Civil Procedural Law [M]	Physical Education [M]
Communication and Territorialities [M]	Physics [M/D]
Computer Sciences [M/D]	Physiological Sciences [M/D]
Dentistry [PM]	Plant Biology [M/D]
Economics [M]	Plant Production [M/D]
Education [M/D]	Psychology [M/D]
Education, Basic Education and Teacher Training [M]	Public Health [M/D]
Electrical Engineering [M/D]	Public Management [PM]
Energy [M]	Social Policy [M/D]
Environmental Engineering [M/D]	Social Sciences [M]
Environmental Oceanography [M/D]	Sustainable Engineering and Development [PM]
Food Science and Technology [M]	Teaching in Elementary Education [M]
Forest Sciences [M/D]	Teaching on Physics [PM]
Genetics and Improvement [M/D]	Tropical Agriculture [M]
Geography [M]	Tropical Biodiversity [M]
History [M/D]	Veterinary Sciences [M]
Infectious Diseases [M/D]	

## 6. UNDERSTANDING THE UNDERGRADUATE COURSES

### 6.1. GETTING ADMITTED

#### Vestibular

Brazilian and foreign students interested in applying for an undergraduate course at UFES must take part in a selection process called “vestibular”, organized by the Commission for Vestibular Coordination (CCV). All the exams are offered in Brazil, in Portuguese. For more information about “vestibular”, please visit: [www.ccv.ufes.br](http://www.ccv.ufes.br).

#### Transfer

Students interested in undergraduate courses have other ways for being admitted:

- optional transfer – for students from a different institution who want to finish their course at UFES;
- new course – for those who have finished an undergraduate course and want to engage in another course at UFES;
- removal – for students from UFES who want to change campus or daytime in which the course is offered;
- new option – for students from UFES who want to change to another course at UFES;

Vacancies for those transfer options must be available and students must take part in a specific selection process. For more information, please visit: [www.psvs.ufes.br](http://www.psvs.ufes.br).

Foreign students may apply for vacancies through optional transfer or new course.

#### PEC-G

PEC-G offers the opportunity to accomplish studies in Brazilian Higher Education Institutions to students from developing countries which have educational, cultural and scientific agreements with Brazil. It is handled by the Ministry of Foreign Affairs, through the Department of Educational Issues, and by the Ministry of Education.

The application is free and should be done at Brazilian diplomatic institutions abroad, where the student lives. For more information, please visit: [www.dce.mre.gov.br](http://www.dce.mre.gov.br).

#### Student Exchange

Students interested in accomplishing part of their undergraduate studies at UFES should be registered in institutions which have agreements with our University. These students may apply for academic subjects in

undergraduate courses or develop research activities in laboratories at UFES – up to 2 academic semesters, which can be extended for 2 more semesters, if the home institution authorizes it or if there is a double degree agreement between the two institutions.

Foreign students should contact the international office at their home institution, which will contact our international office (SRI) for information about applications. Once admitted, SRI will contact the student and ask for the following documents: (1) reference letter from the home institution; (2) reference letter from a professor of the home institution; (3) copy of the transcript of records; (4) study plan for the exchange period; (5) copy of the passport – personal information pages, including expiry date; (6) digital photo .JPG – maximum 50 kbytes. These documents should be sent to the following e-mail address: [internacional@reitoria.ufes.br](mailto:internacional@reitoria.ufes.br).



Deadlines for application are usually 4 months prior to the beginning of the academic semester. Selected students must also send a copy of the passport with the temporary student visa (type 4) and a copy of the health insurance.

## 6.2. SCHOLARSHIPS

The Ministry of Education offers scholarships for PEC-G students through the “Milton Santos” Project for Higher Education (Promisae). This project offers financial support (R\$ 622) for foreign students registered in undergraduate courses at UFES. For more information about Promisae, please visit: [international.ufes.br](http://international.ufes.br).

PEC-G students can also receive two other types of scholarships from the Brazilian government, during one semester, which may be extended for 6 more months: (1) the Merit Scholarship, for students with excellent

academic performance, which includes a flight ticket back to homeland, after the course is finished; and (2) an Emergency Scholarship, if the student has an unexpected financial trouble.

## 6.3. SCHOLARSHIPS FOR SCIENTIFIC RESEARCH

The Institutional Program for Scientific Initiation (PI-IC) at UFES aims to develop the scientific skills in undergraduate students with good academic performance, in order to prepare them for postgraduate courses. Students take part in high quality research projects, under guidance for 12 months. PI-IC at UFES is subdivided into: Institutional Program for Scientific Initiation Scholarships (PIBIC) and the Voluntary Institutional Program for Scientific Initiation (PIVIC). Students should seek a professor in their field of interest to apply for these programmes. The deadlines and documents for application and information about scholarships can be found at: [www.prppg.ufes.br](http://www.prppg.ufes.br).



#### 6.4. LIST OF UNDERGRADUATE COURSES

Undergraduate courses in 57 domains are offered at UFES. These courses are distributed among the three campuses and offered either as presence-based or distance learning and diurnal or nocturnal courses. The description of the undergraduate courses at UFES can be found in Annex II.

<b>Vitória</b>	
Accounting	Library Sciences
Advertising	Management
Architecture and Urbanism	Mathematics
Archivology	Mechanical Engineering
Biological Sciences	Medicine
Chemistry	Music
Cinema and Audiovisual	Nursing
Civil Engineering	Nutrition
Computer Engineering	Occupational Therapy
Computer Sciences	Oceanography
Economics	Odontology
Education	Pedagogy
Electrical Engineering	Pharmacy
Environmental Engineering	Philosophy
Gemology	Phonoaudiology
Geography	Physical Education
History	Physical Therapy
Indigenous Education	Physics
Industrial Design	Plastic Arts
Journalism	Production Engineering
Languages - English	Psychology
Languages – French	Rural Education
Languages – Italian	Social Sciences
Languages – Portuguese	Social Service
Languages - Brazilian Sign Language	Statistics
Languages – Spanish	Technology in Industrial Maintenance
Law	Visual Arts

<b>Alegre</b>	
Agronomy	Industrial Wood Engineering
Biological Sciences	Information Systems
Chemical Engineering	Mathematics
Chemistry	Nutrition
Computer Sciences	Pharmacy
Food Engineering	Physics
Forest Engineering	Veterinary Medicine
Geology	Zootechnology

<b>São Mateus</b>	
Agronomy	Nursing
Biological Sciences	Pedagogy
Chemical Engineering	Petroleum Engineering
Chemistry	Pharmacy
Computer Engineering	Physics
Computer Sciences	Production Engineering
Industrial Mathematics	Rural Education
Mathematics	

<b>Distance Learning</b>	
Biology	Philosophy
Education	Physics
History	Visual Arts





UNIVERSIDADE FEDERAL DO ESPÍRITO SANTO

**UNIVERSIDADE FEDERAL DO ESPÍRITO SANTO**  
Av. Fernando Ferrari, 514, Goiabeiras | Vitória - ES