

## Public Notice (Abridged Version)

(Also consult the unabridged version: “Bolsa de Monitoria”, Edital nº 14/2024)

**Area:** English

**Adviser:** Prof. Ricardo Madureira

Positions: 2 (one non-remunerated, that is to say, volunteer)

## Application Procedures

Dear candidates, all the information you need comes in this order:

**Who can apply?**

**When can candidates apply?**

**How to apply (and Acknowledgment to Conditions)**

**What will the selection exam look like?**

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- **Who can apply?**

Any student regularly registered on one of the courses at IF Sudeste MG, Campus JF.

Carefully note that: It is indispensable for the selected candidate to have a 10-hour availability per week, of which 3 hours (minimum) must be on Fridays, starting as of 13h (or 14h). The remaining 7 hours will be allocated in an agreement between the adviser and the selected candidate. If you do not have such availability, we would kindly advise against your enrollment.

- **When can candidates apply?**

Application takes place from the 09<sup>th</sup> to the 10<sup>th</sup> of July, only at this address:

ricardo.madureira@ifsudestemg.edu.br (Carefully note that no applications will be accepted outside this period.)

When writing your e-mail, in the space where one reads “subject”, write: application.

- **How to apply (and Acknowledgment to Conditions)**

Simply copy and paste the whole text within the box below and send it to the e-mail given above.

Please send attached a CV (Curriculum Vitae), or *résumé*, describing your English studies/qualifications (it must be a file, preferably PDF-type). Please be aware that the CVs will only be analyzed in the event of the selection ending in a tie. They do not count as mark(s) in any way.

Text to be copied and pasted (within the box) and sent as your application.

My name is —. I am regularly registered on the (course's name in Portuguese) course (registration number: —) and would like to apply for the "teaching assistant scholarship" position ("bolsa de monitoria") under Prof. Ricardo Madureira's advising. Upon signing up, I declare that I have read the "Acknowledgment to Conditions" term below and therefore I am fully aware of the rules of this Public Notice, by which I willingly abide. I am also aware that these conditions/rules are not to be called into question. Also note that other conditions throughout this document will apply.

#### Acknowledgment to Conditions

- 1- It is mandatory for the candidates to be registered on one of the courses at IF Sudeste MG, Campus Juiz de Fora.
- 2- Candidates must have the availability required in this Public Notice, as established by the adviser.
- 3- After the result is made public, if candidates wish to, they are allowed to take a look at their examination, in which case they must reach the adviser at the same e-mail address above and make an appointment.
- 4- During the examination, candidates are not allowed to copy or photograph the examination booklet (either in parts or integrally).
- 5 – The examination booklet might not be returned to the candidates (not even after marking and/or publication of the results). The material will be later sent to recycling.
- 6 – If the selected candidate's availability is not ideal to meet both the adviser's and the students' needs, the second candidate may be called instead (if the second candidate's availability is equally unsatisfactory, the third candidate will be called), and so on. Such availability takes into account the teaching assistant's ("monitor") needs, as determined by the Public Notice ("Edital 14/2024"); naturally, there needs to be a consensus between the selected candidate and the adviser.
- 7- Candidates who succeed in passing the examination (but are not entitled to the remunerated position) may request a "Declaração" for *résumé* (Curriculum Vitae) purposes. Please send a message to the adviser (via the same application e-mail), showing your interest, within one month's time (counting as of the publication of results).
- 8- The candidate's approval in the selection only creates an expectation of fulfilling the position. In case of decisions that are beyond the adviser's and/or the committee's discretion (for example, resulting in the selection being declared null and void), the selected candidate is not entitled to any kind compensation whatsoever.
- 9- Volunteer candidates must abide by exactly the same rules as those valid for the remunerated position.
- 10- Any candidates who fail to observe the rules above and/or do not conduct themselves appropriately during the exam administration may be disqualified (again, without any compensation rights).

- **What will the selection exam look like?**

The examination is based on the proficiency (and other tests) from the university of Michigan (United States of America), containing a mix of questions ranging from level B2 (high-intermediate) to C1 (Advanced) (ECCE) and C2 (Mastery/Expert) (ECPE). Since the selection examination is based on such exams, there is not a syllabus (nor is there, for that matter, a bibliography for previous study). It aims to test the candidates' skills as a whole, not on discrete items of language/ grammar, etc. Carefully note that the selection exam may be similar, not entirely the same level/format of Michigan University exams.

Last, but not least, candidates should be aware that the selection exam will be taken under a very strict time limit, which means they need the ability to think fast and write their answers down just as fast (no extra time will be given). To save candidates' time, the answers will be written on the booklet, not on a separate answer sheet (which also means that the candidates must hand in the booklet to the proctor/administrator when they have finished). Additionally, a pencil may be used (instead of a pen), if the candidate wishes to, as this will save precious test-taking time.

Remember: you do not have much time to think very hard about a question. The answer must come out as quickly as possible (in other words: there is not much room for guessing and hesitation, but candidates are strongly encouraged not to leave any questions in blank, by making a sensible guess, if that is at all necessary).

Please carefully note that candidates do not need to have any of the aforementioned certificates (Michigan University/ ECCE, ECPE), nor do they need to have attended any preparatory courses for them.

- **Scoring: Who is entitled to the scholarship?**

Candidates must score 60% (or more) to be eligible. The candidate who scores the highest is the one entitled to the remunerated scholarship.

- **Score Untying Criteria**

Should the selection happen to end in a tie, which is unlikely, the candidates' CVs will be analyzed (the ones sent attached to the application e-mail).

Please note that you do not need to include in your CV information about English you have studied at regular school/university (either private or public). It does not count towards the untying procedure result. If there are no applicable/relevant CV data to untie the score, the selected candidate will be the one who performs better in the most relevant aspects of the test. It is entirely up to the adviser's discretion to decide which aspects are more relevant.

## WARNING

If there is any inconsistency between this Public Notice version (abridged) and the unabridged version, the latter is the one that will prevail.

- **Exam Date**

July 12<sup>th</sup> (from 13:30 to 17:30) at “Bloco E” (more information will be available prior the the exam.)

- **Further Inquiries**

Should candidates have any further inquiries before the exam date, please send an e-mail (given above), like so:

Subject: Inquiry

(You may send it either in Portuguese or English).

I'll be glad to help sort it all out.

Thank you all most sincerely for your interest in the post.

Best wishes,  
Prof. Ricardo Madureira