1ST NOTICE OF THE SELECTION PROCESS FOR ENROLLMENT IN HAYEK AMERICAN COLLEGE FOR THE 2ND SEMESTER OF 2025.

HAYEK GLOBAL COLLEGE, accredited by Ministerial Ordinance No. 143 of March 11, 2021, published in the D.O.U on March 15, 2021, is a higher education institution maintained by **AGATTI EDUCACIONAL LTDA**., a private legal entity. Its Executive Director turns the regulations that govern the Selection Process public, for admission to the vacancies offered for the **2ND SEMESTER OF THE 2025** in its **Higher Technology Course in Human Resources Management**, offered in the **distance learning modality,** considering the provisions of the institution's Bylaws, Law No. 9.394/1996, and other complementary legal provisions.

1. REGISTRATION

1.1 Candidates who have completed or will complete High School (or equivalent) by the final date established for the registration of approved candidates, according to the norms of this Notice, can register for the **Selection Process** for the **Higher Technology Course in Human Resources Management** offered in the distance learning modality.

1.2 Registrations mentioned in item 1.1 must be carried out exclusively on the College's portal, available at https://www.hayekcollege.com/american-college, with access also through the electronic address https://apv4g4tt4jf.typeform.com/hayekamcollege.

1.3 Registrations for the selection process provided for in items 1.1 and 1.2 must be carried out by completing the registration form in full during the periods disclosed in this Notice and the payment of the registration fee.

1.4 The candidate will have their registration approved only and exclusively after receiving confirmation of payment of their registration fee.

1.5 **Registrations for participation in the selection process** can be made on the dates according to the selection process calendar in item 9 of this Notice.

1.6 The registration fee for participation in the selection process is R$ 300.00 (three hundred reais).

1.7 **HAYEK GLOBAL COLLEGE** is not responsible for registration requests that were not received due to technical failures of microcomputers, communication failures, power outages, or other technical factors that prevent data transfer and completion of registration carried out with incomplete data or incorrect information.

1.8 Candidates with disabilities or reduced mobility who require special conditions to participate in the Selection Process

must indicate them on the **registration form** so that procedures can be adjusted to meet their needs.

2. COURSES, OFFERED VACANCIES AND LEGAL CONDITIONS

2.1 The following course and vacancies are offered for admission via the **Selection Process,** taught in **distance learning modality**:

HAYEK GLOBAL COLLEGE					
COURSE CODE (MEC)	COURSE	ATO AUTORIZATIVO	CONCEITO DO CURSO	VAGAS DISPONÍVEIS	SEMESTRES PARA INTEGRALIZAÇÃO
1471653	**Higher Technology Course in Human Resource Management**	**MEC ordinance nº 240, of 16/03/2021, published in D.O.U on 19/03/2021**	**4**	**25**	**4**

2.2 The classes and any other scheduled activities for the **Higher Technology Course in Human Resource Management** is dimensioned for **classes of 32 students each**. following course and vacancies are offered for admission via the **Selection Process,** taught in **distance learning modality**:

3. PHASES OF THE SELECTION PROCESS

3.1 The **selection process** described in this Notice will be carried out in **2 (two) phases** with the following characteristics:

a) **1st PHASE, eliminatory**: **Scheduled Selection Process,** to be held on a day and time chosen by the candidate according to the calendar provided by **HAYEK GLOBAL COLLEGE**, stated in item 9 of this Notice.

b) **2nd PHASE, classification: The following will be considered: High School Academic Record; Student Portfolio; 3-minute Video Pitch; and Simulated Class Activity.**

4. LOCATIONS, DAYS AND TIMES FOR EXAMS AND OTHER ACTIVITIES WITHIN THE SELECTION PROCESS

4.1 The exams of the 1st PHASE of the **Scheduled Selection Process**, as well as the remaining activities planned for in the 2nd PHASE of the Process, will be applied and carried out, according to the choice of the candidate, either at the facilities of **HAYEK GLOBAL COLLEGE**, located at Ed. ION SGAN 601 Bloco H ION Asa Norte Brasília/DF, CEP: 70.830-018, or through a video call, according to the day and times in the registration and established in this Notice.

4.2 The exams within the **Scheduled Selection Process** can be scheduled only after confirmation, which will be made by the college's registration system and by email, and the dates in which exams can be taken are listed in the selection process

calendar in item 9 of this Notice.

5. FIRST PHASE OF THE SELECTION PROCESS

5.1 The first phase of the **Scheduled Selection Process** consists of Exams to be taken either **in person or online** by the registered candidates, aiming to in person to assess **proficiency in mathematics, English, language, and text interpretation**, whose results will indicate the candidate's classification or not for the **2nd PHASE of the Selection Process**.

5.2 The Exams of the 1st PHASE of the selection process, to be taken by registered candidates, will consist in:

- 20 multiple-choice question to test English proficiency
- 20 multiple-choice questions to test mathematics proficiency
- 2 open-ended questions to test writing and text interpretation skills.

5.3 The contents to be covered in the evaluations will be those common to High School.

5.4 Candidates who have verifiably taken any of the following standardized tests with positive results or who possess credits with minimum approval criteria will be exempt from taking the English and/or Mathematics exams according to the conditions and minimum results established in the following table:

WAIVER for the exam in the 1st PHASE	Exam/Credits	Score (Minimum Score for Waiver)
For English	SAT	540
	ACT	21
	IELTS	6.5
	TOEFL	60
	Cambridge B2	180
	Duolingo	90
	IB credits	NA
	AP credits	NA
For Mathematics	SAT	580
	ACT	21
	ENEM	540
	IB credits	NA

	AP credits	**NA**

5.5 Proof of the taken tests/exams and their results must be presented by the candidate to the College at the time of registration for the selection process through an attachment to the electronic application form.

5.6 In the **Scheduled Selection Process,** the date and time of the exams will be scheduled individually through the registration form with each candidate and confirmed via email, with the exam having a **maximum duration of 2h30min (two hours and thirty minutes).**

5.7 To take the exam, candidates must present themselves at the campus of **HAYEK GLOBAL COLLEGE** on the day and time previously scheduled with the following materials:

a) Approved registration proof or payment proof of the registration fee;

b) Original Identity Document used in the Selection Process registration;

c) Blue or black ballpoint pen;

5.8 If candidates opt to take the exam online, they must access the **link to the platform** in which the exam will be taken. The link to the platform and scheduled time will be confirmed via e-mail. It is also necessary to: Também é obrigatório:

a) Present the registration and proof of payment of invoice;
b) Present the original of identification used at registration in the selection process;
c) Film the environment in which the candidate will take the exam;
d) Share the screen, audio and video during all time while taking the exam

5.9 To take the exams, the candidate must present the **original identity document used for registration purposes** in the Selection Process. Documents indicating illiteracy or with an outdated photograph of the candidate will not be accepted.

5.10 The following documents are considered for identification purposes: **Identity Card issued by the State Public Security Secretariats, Armed Forces, or Military Police, National Driver's License** (provided it has a photograph and signature), **Passport**, or a **card issued by Orders or Councils created by federal law** and **regulating professional practice,** provided it contains a photograph and the number of the identification document that originated it.

5.11 A **protocol for the issuance** of any of the documents provided in clause 5.9 will not be accepted as an identity document.

5.12 Only candidates who achieve a grade and **performance equal to or greater than 70% (seventy percent) in each of the Exams applied in the 1st PHASE** and/or **satisfactory results or grades in standardized tests** as stipulated in clause 5.4 will be considered qualified and classified for the **2nd PHASE of the Selection Process.**

5.12.1 Candidates who present a **performance inferior than 70%** (seventy percent) in either of the exams, may **conditionally** participate of the 2nd PHASE of the Selection Process. In case they are approved in the 2nd PHASE of the Selection Process,

they will have to take a **leveling course at the beginning of the semester**.

5.13 Candidates not classified in the 1st PHASE of this Selection Process can only participate in future selection processes and are prohibited from re-registering in this same selection process. (for entry in 2025.2).

6. SECOND PHASE OF SELECTION PROCESS

6.1 In the **2nd PHASE of the Selection Process**, of a **classificatory** nature, candidates will be classified based on a joint assessment of performance in the following activities and respective weights according to the table below:

Activity	Weight
High School Academic Record or equivalent	20%
Student portfolio	30%
3-minutes vídeo pitch	20%
Simulated class activity	30%

6.2 The **high school academic record** or equivalent, the **video pitch**, and the **student portfolio** will be submitted by **candidates classified for the 2nd PHASE of the selection process** within the deadlines stated in the Selection Process calendar in this Notice.

6.3 The **simulated class activity** will be conducted **online** on a day and time to be informed by the College's Management to candidates classified for the **2nd PHASE of the Selection Process**.

6.4 **High School Academic Record or equivalent:** The analysis of the High School Academic Record will be carried out systematically, considering the grades, results, and attendance obtained by the candidate throughout High School or equivalent. The assessment of performance will help understand the candidate's likelihood of success in Higher Education.

6.5 The **High School Academic Record** or equivalent must be submitted as a **.pdf** file with validation/certification from the originating Educational Institution or by a State body and sent by the candidate within the indicated deadline through the institutional website in the appropriate fields.

6.6 **Student portfolio**. The student portfolio should be submitted by the candidates as a .pdf file, organized according to the candidate's preference, and must include the following information:

a. **In-class activities:**

✔ A **sample of a project** that demonstrates a significant portion of the work the candidate completed

during a course. Acceptable projects include: research projects; a group work in which you can demonstrate your individual contributions; laboratory activity reports; or any other substantial project that showcases the candidate's ability to apply theoretical knowledge to practical situations.

- ✔ A **sample of written text** that demonstrates the candidate's ability to communicate effectively. Acceptable samples include: essays; research papers; reports; or any other written communication activity that demonstrates the candidate's analytical and communication skills.

2. **Extracurricular Activities:** Demonstrate involvement in extracurricular activities such as sports, music, volunteer work, part-time jobs, or others. The candidate should provide details and evidence, such as photos, videos, and certificates of these extracurricular activities and achievements.

3. **Other Optional Materials:**

   a. The candidate may optionally submit up to 3 (three) letters of recommendation from teachers, counselors, or mentors, who can present the candidate and describe their academic skills, character, and potential.

   b. The candidate may write a motivation letter, with a maximum of 750 words, highlighting the reasons why the course aligns with their aspirations. They should emphasize personal qualities and experiences that make them a strong candidate in this process. The use of AI for writing is allowed, but the candidate needs to be specific about their own motivations, examples, and history.

6.7 **Student portfolio**. The Student Portfolio must be submitted within the indicated deadlines, through the institutional website, in the designated fields.

6.8 **3-Minute Video Pitch.** In the **3-minute video pitch,** the candidate must record a video of themselves, with a maximum duration of 3 minutes, addressing the following questions:

a. Why are you interested in enrolling at Faculdade HAYEK GLOBAL COLLEGE?

- ✔ Briefly comment on why you are interested in the institution and the course, including your expectations regarding the faculty, curriculum, or international opportunities.

b. Why do you consider yourself a good candidate?

- ✔ Highlight your key qualities that align with the college's mission and demonstrate how you will contribute to and benefit from our academic community.

6.9 The **3-minute Video Pitch** must be submitted within the indicated deadlines, through the institutional website, in the designated fields.

6.10 Simulated Class Activity. To prepare for the simulated class activity, the candidate will receive a text that must be

read and prepare an assigned activity related to the text.. Candidates will then schedule a day and time in a synchronous web conference to present their solution to a Hayek admissions staff member.

7. APPROVAL CRITERIA AND PUBLICATION OF RESULTS

7.1 The best-ranked candidates in the **2nd Phase of the Selection Process** will be approved in the **1st call**, up to the limit of vacancies offered through this Notice.

7.2 The ranking of candidates after the **2nd Phase of the Selection Process** will be announced in **descending order of the score obtained.**

7.3 In case of a tie in the scores between one or more candidates, the following **tiebreaker criteria** will be considered:

a. International students from outside of Brazil. To be eligible the candidates must not have resided in Brazil within the last 5 years

b. Higher GPA in the highschool transcript

c. Birthday, with priority to older candidates (art.27 of Law nº 10741, of 1º/10/2003)

7.4 The results, listing the candidates approved and classified for enrollment in the **1st call**, will be announced on the date according to the selection process calendar in item 9 of this Notice, on the website of **HAYEK GLOBAL COLLEGE** (https://www.hayekcollege.com/american-college), under the terms of Law No. 13,826 of May 13, 2019.

7.5 Once the deadline granted by the College for the enrollment of those classified in the 1st call has passed, the College may, if there are remaining vacancies, proceed to announce the classified candidates for enrollment in the 2nd call, according to the Selection Process calendar stated in this Notice.

8. ENROLLMENT

8.1 The candidate approved in the 1st call of the **Selection Process** must complete their **enrollment in person,** on the date according to the selection process calendar in item 9 of this Notice, **during commercial hours established by the College**, by filling out the **enrollment application**, **signing the Educational Services Contract, paying the first monthly fee,** and providing **copies of the following documents**:

a. Identity card;
b. Personal CPF (Individual Taxpayer Registry);
c. Voter Registration Card (proof/justification of the last vote);
d. High School transcript or equivalent;
e. High School completion certificate or equivalent;
f. Military enlistment or exemption certificate (for Brazilian men);
g. Proof of residence (water, electricity, or telephone bill).

8.2 If the approved candidate is a foreigner, they must present the RNE (National Foreigner Registration) in place of the Identity Card.

8.3 Approved candidates who completed high school abroad must present a Declaration of Equivalence of High School Studies issued by the State Department of Education or the regional Teaching Delegation in Brazil.

8.4 Candidates who do not present the High School Completion Certificate or equivalent at the time of enrollment must sign a Commitment Term, pledging to present the referred document, or completion certificate, by the start date of classes for the second semester of 2025. If the approved candidate does not fulfill this requirement, they will be automatically disqualified from the selection process.

8.5 Candidates under 18 must be accompanied by their legal guardian (parent or guardian) to sign the contract. In this case, the legal representative must present the original Identity and CPF documents.

8.6 Adult candidates who cannot attend to complete the enrollment may be represented by a specific power of attorney with a notarized signature, along with all the documents provided in item 8.1, and additionally items 8.2 and 8.3, if applicable.

8.7 The first monthly fee must be paid to the College at the time of enrollment. Enrollments made without proof of payment will be canceled after 10 (ten) days of delay.

8.8 Candidates who fail to present any of the required documents at the time of enrollment, except for what is described in item 8.4, will not be enrolled.

8.9 Candidates who do not complete their enrollment within the stipulated period, at the time of the call, will lose the right to do so.

8.10 If there is a withdrawal after the initial enrollment, the student will lose their link with the College and must go through another selection process for future admission.

8.11 A confirmed enrollment is understood to be one in which the Educational Institution has accepted the school documents and the payment of the first installment of the student's semester fee.

8.12 In the event of the announcement of a list of candidates classified for enrollment in the 2nd call, all the clauses established for the enrollment of those classified in the 1st call are equally valid.

9. SCHEDULE OF THE SELECTION PROCESS

PHASE	DEADLINE
Registration period	**17/03 to 09/05/2025**
Application of Scheduled Exams (1st PHASE)	**Starting on 24/03/2025**
Publication of the relation of classified candidates for the 2nd PHASE	**Starting on 31/03/2025**
Submission of documents and activities of the 2nd PHASE	**Starting on 07/04/2025**
Publication of the relation of the approved candidates and convocation for enrollment	**16/05/2025, at 6PM**
Enrollment of the approved candidates in 1st call	**Up to 5 days after the publication of results of the selection process**
Onboarding activity and reception of new students	**15/08/2025, at 9 AM**
Start of classes of 2025.2	**18/08/2025**

10. TUITION FEES

10.1 The values of the semester and monthly school fees are those stated in the **Tuition Fees Ordinance published on the College's website**, fixed based on Law No. 9,870, of November 23, 1999.

11. VALIDITY OF THE SELECTION PROCESS

11.1 Approval in the selection process, the object of this notice, is valid exclusively for enrollment in the 2nd academic semester of 2025. Its effects become null if the classified candidate fails to request it or, in doing so, does not present the complete documentation within the established deadlines and/or does not pay the first monthly fee by the due date stipulated in the bank slip.

12. GENERAL PROVISIONS

12.1 HAYEK GLOBAL COLLEGE reserves the right not to form a class if the **minimum number of 15 enrolled students** is not reached. In this case, the candidate may request the return of the amounts paid under the terms of this notice.

12.2 Hayek Global College adheres to the Program Universidade para Todos - PROUNI. Major information may be accessed at: https://hayekcollege.com/index.php/prouni-2025-1-eng

12.3 If the candidate does not have internet access, they may go to the facilities of **HAYEK GLOBAL COLLEGE**, located at Ed. ION, SGAN 601, Block H ION, Asa Norte, Brasília/DF, CEP: 70.830-018, and use the microcomputers available specifically for completing the registration.

12.4 Under no circumstances will the registration fee be refunded, regardless of the reason given.

12.5 There will be no revision or viewing of exams and/or answer keys for this selection process.

12.6 **Classes and other academic activities** for the 2nd academic semester of 2025 **will begin** on **August 18, 2025**.

12.7 The **Higher Technology Course in Human Resource Management** at **HAYEK GLOBAL COLLEGE** is offered in the **distance learning modality**, considering various teaching methodologies as established in the **Pedagogical Project of the Course** and the **Institutional Development Plan of the College**.

12.8 The **face-to-face activities** planned within the curricular proposal will be developed on the campus of **HAYEK GLOBAL COLLEGE** located at Ed. ION, SGAN 601, Block H ION, Asa Norte, Brasília/DF, CEP: 70.830-018 or, in the future, at duly registered **CAMPI**.

12.9 Omitted cases in this **NOTICE** will be resolved by the General Direction of **HAYEK GLOBAL COLLEGE**.

12.10 This Notice is an integral, accessory, and inseparable part of the Educational Services Contract, complying in all cases with the Resolutions and Internal Regulations issued and published by **HAYEK GLOBAL COLLEGE**, under the terms of Article 2 of Law No. 9,870/99.

Brasília/DF, February 17, 2025.

Edson Agatti Lima
General Director of **HAYEK GLOBAL COLLEGE**