

2018 Graduate Seminar
Guidelines for registering

1. General Provisions

The Pro-Rector Office of Research, Graduate Studies and Extension, in use of its attributions, communicates the guidelines and regulations established for registration, presentation and evaluation of papers during the **Graduate Seminar 2018**, which will be held from 22 to 27 October 2018.

The Graduate Seminar is an activity that aims to promote the production and socialization of knowledge among students and professors of Graduate and Post-Graduate Courses. It also considers the relationship with the community, thus strengthening the culture of creativity, innovation and academic specialization, besides consolidating the student's advanced studies.

The event is one of the activities of INOVAMUNDI, a program that fosters the production, sharing and discussion of scientific, technological and social knowledge originated from the participation of students in extension projects.

2. The objective

The event aims to provide opportunities for the production and dissemination of scientific and technological advances generated by Graduate courses and Feevale Scientific Improvement Program in the various areas of knowledge.

3. Participation

Graduated and current students from Feevale University and other institutions of higher education can register at the Graduate Seminar, as well as academics who formally participated at Feevale's Scientific Improvement Program.

4. Registration

4.1 Registration

Authors should register for the event using the electronic registration form available on the seminar page (www.feevale.br/spg). For registration, the submission of a complete paper is required, pursuant to item seven. Any paper sent by email won't be accepted.

The period for registering is from **25 June to 13 August 2018, until 7 p.m.** The registration will only be validated after the complete paper is sent, all the necessary information is filled out on the event's website and upon payment of the registration fee, meeting the following requirements:

- fill in all the data in the registration form *online*, regarding the paper work and its author: name, date of birth, gender, civil status, nationality, state, passport number, address, telephone number, email, occupation, institution, main area of the paper work, course level of graduation and sponsor, if any;
- fill in the data regarding other authors and advising professors, namely: name, institution and email;
- up to 5 (five) authors per paper will be accepted. Authors order will be determined by the registering participant in the electronic registration form. The first placement should be given to the author responsible for the registration and the other shall be filled out in the sequence;

- up to 2 (two) advising professors will be accepted, given that the 1 placement in the registration form will indicate the advising professor and the second placement will indicate the co-advising professor;
- authors name order and advising professors at the time of registration will be the order that will be displayed at the publication and at the certificate;
- the participant may register for more than one paper at the event;
- incomplete registration will be disregarded;
- multiple registrations of the same paper will be prohibited.

Feevale University is not responsible for registrations via the internet that were not completed due to technical computer problems, communication failures and communication line congestion nor in function of other factors that make the transfer of any data impossible.

At the end of the registration process, the main author and advising professor will receive an electronic message in their registered email address indicating the successful submission of the paper.

4.2 Authors and advisors

Up to five (5) authors per paper work will be accepted. The authors' order will be made in the electronic form of inscriptions by the person in charge of the registration. Ordering 1 (one) should be attributed to the author responsible for the registration and the other authors should be sequentially ordered.

The person responsible for the registration must register as an author. If your name does not appear in the list of authors, you will not receive the event certificate and the name will not appear in the publications related to the event.

Up to two (2) counselors per paper will be accepted and ordering 1 (one) will indicate the advisor and ordering 2 (two), the co-supervisor.

Authors and advisors name order at the time of registration will correspond to the order that will appear in abstracts publications and the certificates.

4.3 Registration confirmation

The registration will only be confirmed after the registration fee is paid, which can be done by credit card or bank slips, which will be issued upon the completion of the registration. The fee can be paid only while the enrollment period is open. Here it follows the specifications on the fees:

- graduate students from other institutions of higher education: R\$ 45.00 (forty-five Reais) per paper;
- graduate students from Feevale University: R\$ 40.00 (forty Reais) per paper;
- scholarships: graduate students from Feevale University and other scholarships such as PROSUP/CAPES, CNPq, PEC-PG, employee scholarship, professor internal scholarship: free of charge;
- participants of Feevale Scientific Initiation Program: free of charge;
- graduaters from Feevale University and participants of Feevale's Scientific Improvement Program will only be exempt from the registration fee if the author does the application in the system using his/her registration code and password.

If necessary, it will be possible to issue a duplicate copy of the bank slip until the last day of enrollment, with an updated expiration date.

If the payment is not confirmed up to the final date of validity, the registration will be automatically canceled.

Values received regarding registrations will not be reimbursed, even to authors of papers that have not been accepted in the classification analysis (item 8), or who have withdrawn from presenting their paper during the event.

4.4 Registration alterations

Necessary alterations on the data of the registered authors and advising professors as well as other information regarding the paper will only be accepted up to the last day of registration and may only be requested by the main author through a link made available in the registration confirmation email.

5.Submission of International papers

Authors must register for the event through the electronic Google Forms, available at SPG page (www.feevale.br/inovamundi). For registration, it is required to submit a summary, according to item 8 (eight).

The period of registration will be from May 28 to September 17, 2018 until 7p.m. (Brasília time). Entries will be validated only after abstract submission and provided information in the application form.

International papers will have no charges in the registration fee at the event.

Paper summary shall be submitted in accordance with the rules of submission established in item 8 (8) of this regulation.

At the end of the registration process, the author responsible for the registration and the supervisor will receive an electronic message at the registered e-mail address, indicating the success of the submission.

The stages of evaluation will be governed according to items 8, 9 and 10 of this regulation.

International papers presentations will take place via web conference, using Blackboard Collaborate

system. A platform access link will be available to subscribers.

Technical information about the web conference system is available in item 13 of this regulation.

6.Commitment and responsibility

The author responsible for the registration, when submitting the paper authorizes without charge of any nature:

- a) the publication of the complete paper work in the proceedings or any other publications originated from the Graduate Seminar 2018;
- b) the disclosure of the photographic images of the paper work and his/her name on other disclosures, publications, printed material with or without profit, within the limits herein established.

Linguistic correction of the paper is the responsibility of its authors; the seminar's organizational committee is not responsible for correction of published abstracts.



The registering student is responsible for the veracity, originality and authenticity of the text and for the correction of information regarding the identification of the authors.

The registering author is responsible for the communication, to the other authors and advisors, about all the information given by the event organization.

7. Thematic areas of the event

The themes of the papers submitted to the **Graduate Seminar** should be categorized under a main thematic area, according to the following list, considering CAPES guidelines:

Study Areas	Thematic Areas
Agrarian Sciences	Food Science Veterinary Medicine Animal Husbandry Fishing Resources
Biological Sciences	Biology Biodiversity
Health Sciences	Physical Education Nursing Pharmacy Medicine Nutrition Dentistry Collective Health
Exact and Earth Sciences	Astronomy / Physics Computer Science Geosciences Mathematics / Statistics Chemistry
Engineering	Engineering
Multidisciplinary areas	Biotechnology Environmental Sciences Teaching Interdisciplinary Materials
Human Sciences	Anthropology / Archeology Political Sciences and International Affairs Sciences of Religion and Theology Education Philosophy Geography History Psychology Sociology
Social Applied Sciences	Business and Public Administration Accounting and Tourism Architecture and Urbanism Design Communication and Information Law Economy Urban e Regional Planning / Demography Social Service
Linguistics, Languages and Arts	Linguistics Arts Literature

8.Guidelines for Registering the Complete Paper

Complete papers should follow the requirement for presentation and formatting below.

8.1. Structure:

- be written in Portuguese, English or Spanish;
- be written in the event letterhead in the format .docx, available in the event website and in the registration system (www.feevale.br/inovamundi);
- the size of the file to be attached to the registration form should not exceed 3MB;
- contain the specifications below, in the following order:

a) title, with a maximum of 20 words;

b) name (s) of the author (s) and the initials of the originating institution, on the top right of the page;

The author(s) mini-curriculum(s) should be found as a footnote with a maximum of two lines per author (approximately 200 characters with spaces), starting with the highest degree completed followed by the other relevant academic information and lastly, their activities in the institution.

c) three to five key words separated by commas and in alphabetical order;

d) the body of the text should contain the following topics:

1. INTRODUCTION: theme, delimitation of the subject, context and justification, general objective, specific objectives.

2. THEORETICAL FOUNDATION: main theoretical frameworks with reasoning, comments, quotes and references to the research problem.

3. METHODOLOGY: explain the methodological procedures used in the research.

4. RESULTS: present the results already obtained, even if they are initial/partial.

5. DISCUSSION: found the results based on the theoretical assumptions that support the study.

6. FINAL CONSIDERATIONS: mention the main conclusions and future developments of the paper work.

e) References: the references necessary for the foundation of the paper must be included in the final standard page, separated from the rest of the paper work, following the Brazilian Association of Technical Standards (ABNT) formatting rules.

8.2 Formatting

- page size: A4 (21 x 29,7cm);
- orientation: portrait;
- margins: superior 3cm; inferior 2cm; left 3cm; right 2cm;

- number of pages: maximum six pages (including text, tables and/or figures, not including bibliographic references);
- title: font *Times New Roman*, body 14, centralized, bold, uppercase;
- key words: font *Times New Roman*, body 12, left-aligned;
- title of the topics in the body of the text: font *Times New Roman*, body 12, left-aligned, bold, uppercase;
- Body of the text: font *Times New Roman*, body 12, justified, paragraph, 1.5 line spacing;
- Footnotes: font *Times New Roman*, body 10, justified, 1.0 line spacing;
- Short direct quote text with up to three lines: they should be contained within quotation marks;
- Long direct quote text with more than three lines: font Times New Roman, body 10, justified to 4 cm from the left margin, 1.0 line spacing.

9. Presentation and evaluation

Papers will be evaluated in three different stages, as specified below.

9.1 Pre-analysis

- The complete paper will be eliminated if the following criteria are not met:
- presentation using the stamped sheet of the current edition of the event;
 - full text characterization;
 - obey the minimum number of four pages and a maximum of six pages;
 - text resulting from scientific research.

9.2 Classifying analysis

Complete papers will go through a classifying analysis according to the criteria defined by the Evaluation Committee. If qualified, they should be presented in an oral presentation at a thematic session.

Evaluation criteria of the complete paper work:

- consistency of content with the thematic areas indicated;
- title appropriate to the content of the paper;
- adequacy and linguistic correction.

9.3 Merit analysis (thematic sessions)

Paper works qualified for presentation at the event will be evaluated by **the full paper work and the oral/sign language presentation at the thematic sessions.**

The paper must be presented by one of the authors, not necessarily the one responsible for the registration. Papers that are not presented orally will not be considered for the Highlights of the event.

Thematic sessions will take place at classrooms or auditoriums at Feevale, considering the thematic areas of the event. The presenter of each paper will have 15 minutes for the oral presentation and the Examining Board will have 10 minutes for discussion.

The Examining Board will be consisted of two professors/PhDs.

For the presentation of papers, audiovisual resources will be made available.

International presentations may be presented in Portuguese, Spanish or English.

Requests to change the date, shift of schedule of the presentations won't be accepted. In the absence of the presenter (main author or one of the secondary authors) on time and pre-defined location for the oral presentation, the paper work will be disqualified, hence won't be considered for the Highlights of the event.

In the merit analysis the following criteria will be considered:

9.3.1 Evaluation of the complete paper:

- relevant research topic for the area;
- clear objectives consistent with the proposed theme;
- theoretical reference consistent with the proposed theme;
- methodology appropriate to the objectives;
- partial or final results consistent with the objectives;
- capacity for analysis and synthesis of results;
- discussion of results;
- final considerations appropriate to the results presented;
- consistency in the use of references.

10. Event Highlights

A single paper by thematic area will be selected as a Highlight, according to the merit analysis. In all subject areas, to be awarded as a Highlight, the academic should reach, in the merit review, the minimum score of 53 points. As a tiebreaker, the classificatory analysis will be used. Should the tie remain, the paper will be referred for further evaluation by the Evaluation Committee in order to verify compliance with the requirements for receiving the distinction.

The Highlight consists of the possibility of having the complete article published in the magazine *Conhecimento Online*, in the fast-track mode, and in the granting of certificates to authors and advising professors. The articles will be published, aiming at the promotion and dissemination of academic papers.

The submission of the complete article implies the express acceptance and authorization of publication of the paper, as well as the images contained in the article.

11. Certification

Only certificates of participation will be issued. Papers that are not presented during the event, even having been published in the event's proceedings, will not be certified.

Certificates will be issued in the on-line format and will be sent to the authors and advising professors after the event, to the email indicated in the registration form, in the date to be determined by the organizing committee.

Names displayed in the certificate will be according to the ordination informed in the registration form.

12. Web Conference

Web conference presentation may be requested by participants who are not physically present at the event, preferably those from outside institutions that are not located in the Metropolitan Region, Sinos Valley, Paranhama Valley and Serra do Rio Grande do Sul State.

The web conference tool used by Feevale University is the Blackboard Collaborate Ultra. Participants access the tool from the web browser without the need for downloading a software. It is recommended to use a microphone (internal or external) and headphones.

For access to the system, the following is necessary:

- operational system Windows® XP (32 bits com 32 bit JVM (Java Virtual Machine), Windows Vista, Windows 7, Windows 8 e Windows 10, Mac OS 10.6 ou superior e Linux.
- access the system through an updated web browser. Although Collaborate is compatible with all browsers, using Chrome™ provides you with a better experience.
- additional requirements: 256 MB RAM, 60 MB free disc space and broadband Internet access.

A broadband Internet connection is necessary since the quality and communication speed will depend on the Internet band on both ends, the national and international connections.

The participant should perform a test one week before the event on a date scheduled by the organizing committee. The institution is not responsible for eventual connection problems that make the student's presentation impossible.

On the day of the presentation, the participant should access the session address 10 minutes before it begins in order to perform the audio and video tests. At the end of the presentation, the participant should wait for the moderator to mediate questions.

13. Publications

Papers that score 28 (twenty-eight) in the merit evaluation criteria will be published in the Annals of the event. Annals will be published on the event page (www.feevale.br/spg) after the event.

14. Agreement

Registration implies agreement and acceptance of all the established clauses and conditions.

Cases of omissions will be resolved by the organizing committee of the Graduate Seminar, along with the Pro-Rector Office of Research, Graduate Studies and Extension.