2016 GRADUATE SEMINAR

Guidelines for registering work

1. **General Provisions**

The Pro-Rectory of Research and Post-graduation, in use of its attributions, communicates the guidelines and regulations established for registration, presentation and evaluation of work during the **Graduate Seminar 2016,** which will be held from 04 to 08 October 2016.

The Graduate Seminar, occurring in its ninth edition at Feevale University, is an activity that aims to foster the production and socialization of knowledge among graduate students and professors. It also takes into account the relationship with the community, thus strengthening the culture of creativity, innovation and academic research, not to mention the opportunity for students to achieve and consolidate advanced studies.

The event is one of the activities of INOVAMUNDI, a program that promotes innovation and the production of knowledge. It seeks to strengthen the innovative image of Feevale University, by organizing and presenting research within a creative and systemic vision of innovation.

2. **The objective**

The objective of the event is to create opportunities to disclose scientific and technological advances generated by students in graduate L*ato and Stricto Sensu* courses and Feevale Scientific Development Program participants in the diverse areas of knowledge to contribute to the production of knowledge and innovation.

3. **Participation**

Graduated and current students of Lato and Stricto Sensu courses from Feevale University and other institutions of higher education can register at the Graduate Seminar, as well as academics who formally participated at **Feevale Scientific Development program.**

4. **Registration of work**

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 work is required, pursuant to item seven.**

The period for registering work is from **06 June to 10 August 2016, until 8 pm.** The registration will only be valid after sending the expanded abstract, filling in all of the necessary information on the event page and upon payment of the registration fee, meeting the following requirements:

- Fill in all the data in the registration form *online,* regarding the work and its author: name, date of birth, gender, civil status, nationality, state, RG, CPF, address, telephone number, email, occupation, institution, main area of the work, course level of graduation and sponsor, if any;
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- Fill in the data regarding the other authors and advising professors, namely: name, institution and email. Up to ten authors and five advising professors will be accepted per work;

- Upload the work according to the guidelines of registration established in item 7 of this documents;

- The participant may register for more than one work at the event;

- Each work must have at least one author and one advising professor;

- The order of the names of the authors and advising professors at the time of registration will be the order that will be displayed at the publication of the work and at the certificate;

- Incomplete registration will be disregarded;

- Each work should be registered individually by one of the authors. It is not allowed to register the same work by different participants;

Feevale University is not responsible for registrations via the *Internet* that will not be completed due to technical computer problems, communication failures and communication line congestion nor in function of other factors that make the transfer of 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 work.

4.2 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 payed only while the enrollment period is open. Here follows the specifications on the fees:

- **Graduate students from Feevale Unviersity:** R$ 40.00 (forty Reais) per work registered;

- **Graduate students from other institutions of higher education:** R$ 45.00 (forty five Reais) per work registered;

- **Scholarship graduate students from Feevale University:** exempt – no fees apply;

- **Participants of Feevale Scientific Initiation Program, namely, BIC, ICNR, PIBIC/PIBITI CNPq and PROBIC/PROBITI FAPERGS:** exempt – no fees apply;
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Graduate Fellows of Feevale University and participants of Feevale's Scientific Improvement Program will only be exempt from the registration fee if the author of the work makes the application in the system using his/her registration code and password.

Students from Feevale University should also pay fee to participate.

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 works that have not been accepted in the classification analysis (item 8), or who have withdrawn from presenting their work during the event.

4.3 Registration alterations:

Necessary alterations on the registration will only be accepted up to the last day of registration and can be made only by the main author via a link made available in the registration confirmation email.

5. Commitment and responsibility

The main author is responsible for the work registered in the event and, when registering, should authorize without burden of any nature:

a) the publication of the complete work in the proceedings or any other publications originated from the Graduate Seminar;

b) the disclosure of his or her photographic image and name on other disclosures, publications, printed material with or without profit, within the limits herein established.

Linguistic correction of the work 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 truth, originality and authenticity of the text and for the correction of information regarding the identification of the authors of the work.

6. Thematic areas of the event

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

1. Exact and Earth Sciences

2. Biological Sciences

3. Environmental Sciences

4. Engineering

5. Health Sciences

6. Agronomic Sciences

7. Applied Social Sciences

8. Humanities

9. Linguistics, Literature and Arts

For interdisciplinary works, the author can opt for classification in a **secondary thematic area**. However, note that, for means of publication and evaluation of the work, the main thematic area will be prioritized.

7. Guidelines for Registering the Full Work:

For submission of expanded abstracts, the registration system will direct the author to fill in general data and present the expanded abstract in a specific field within the system according to the guidelines for presentation and formatting that follow:

The expanded abstracts should follow the following requirements for presentation and formatting:

7.1. Structure:

Full papers must follow the requirements for presentation and formatting that follow:

- Be written in Portuguese, English or Spanish;

- Be written in the event letterhead in the PDF format, available on 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 following specifications, 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, to 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 also finalized with a period;

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

1. INTRODUCTION AND THEORETICAL FOUNDATION: theme, delimitation of the subject, context and justification, present the main theoretical frameworks with reasoning, comments, quotes and references to the research problem, general objective, specific objectives.

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

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

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

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

e) References: the references necessary for the foundation of the work must be included in the final standard page, separated from the rest of the Full Paper, following the ABNT.

7.2 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.

8. Presentation of the work and evaluation

Classifying analysis

Full papers will go through a classifying analysis according to the criteria defined by the event evaluation committee and if they are qualified, they will be presented in an oral presentation in the thematic session.

Evaluation criteria of the full paper:

9. Presentation on letterhead;
10. Full work;
11. Characterization as scientific research;
12. Content consistent with the thematic areas indicated;
13. Appropriate title to the content of the work;
14. Linguistic suitability;

Merit analysis (thematic sessions)

Works qualified for presentation at the event will be evaluated by means **of the full work and the oral presentation at the thematic sessions.** The work must be presented by one of the participants enrolled as an author, not necessarily the lead author. Papers that are not presented orally will be disqualified.

The thematic sessions will be done in classrooms or auditoriums at Feevale, considering the thematic areas of the event. The evaluation teams present in the sessions will be made up of two professors. The presenter of each work will have 15 minutes for their oral presentation and the examiners will have 10 minutes for discussion.

For the work presentations, audio-visual resources will be made available.

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

Requests to change the date, shift or 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 work will be disqualified.

Evaluation criteria for the oral presentation:

- Relevant research topic for the area;
- Clear objectives and consistent with the theme;
- Appropriate methodology to the objectives;
- Partial or final results consistent with the objectives;
- Analysis capacity and synthesis of results;
- Discussion of the results;
- Final considerations according to the presented results;
- Consistency in the use of references;
- Domain of the topic during the presentation;
- Resourcefulness in the presentation;
- Observance of the time for submission.

9.   Event Highlights
One work 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 add, in the merit review, the minimum score of 53 points. As a tiebreaker, the classificatory analysis will be used. Staying tie, the work will be referred for further evaluation of the Evaluation Committee in order to verify compliance with the requirements for receiving the distinction. The highlight of the work is to grant certificates to authors and mentors.

10.   Certificate
Only certificates of participation will be issued. Duplicate copies will be provided, one to the lead author and another for the advising professor. In other words, works that are not presented during the event, even though published in the proceedings, will not receive certificates.
Additional certificates will be available by request during or after the event at the Feevale Information Desk or by the Student Centre and picked up at the Feevale Information Desk within 10 days after the request. This request requires the payment of a protocoling fee.
We emphasize that the name(s) presented on the certificate will be the same as those in the registration form online.

The certificates will be delivered during the thematic session on the event days. The event annals will be uploaded to the event website.

11.Web Conference

Presentation by web conference can be used by participants from institutions outside the state or in another country who cannot be physically present at the event. To use this modality, the participant, after registering in the system, should send an email to the address: spg@feevale.br, reporting the necessity so that it can be properly forwarded.

The web conference tool used by Feevale University is the Blackboard Collaborate platform. The presenter as well as the listening participants access the tool from the web navigator without the need for specific software. The use of a microphone (internal or external) and headphones is recommended.

For access to the system, the following is necessary:

- Operational System Windows® XP (32 bits with 32 bit JVM (Java Virtual Machine)), Windows Vista, Windows 7 or Windows 8, Mac OS 10.6 or higher or Linux;
- Updated Internet navigator (Firefox, Internet Explorer, Safari or Google Chrome);
- Additional requirements: 256 MB RAM, 20 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 registered person should do a test one week before the event on a date scheduled by the event organizational 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.

11. Agreement

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

Cases of omissions will be resolved by the organizing committee of the **Graduate Seminar and the Pro-Rector of Graduate Studies and Research.**