

2022 EXTENSION PROGRAMS

Guidelines for work registration

1. General provisions

The Pro-Rector Office for Research, Graduate Studies and Extension sets the guidelines and the established conditions for registration, presentation and evaluation of works in the **2022 Extension Programs (SE)**, which will take place from November 8th to 12th, 2022.

The SE brings together actions related to University Extension through the presentation of processes or results of university extension practices. Within the scope of this event, extension practices are defined as results of educational, cultural and scientific processes that articulate with teaching and research in an inseparable way. Thus, through integral education, the transformative relationship between university and society is enabled, therefore, contributing to overcoming inequality and social exclusion and to building a more just, ethical, and democratic society.

The event integrates the activities of INOVAMUNDI, a program that seeks to stimulate the production, dissemination, and discussion of scientific, technological and social knowledge developed in the university context. The opening lecture will take place on October 7th and the other activities will take place from November 3rd to 12th.

2. Objective

The event aims at fostering a space for the socialization of community actions and results of these actions, allowing, thus, the exchange of experiences and the dissemination of knowledge produced in University Extension.

For the presented works to be categorized as extension works they may be derived from:

- a) extension programs and projects;
- b) teaching practices¹ and internships;
- c) undergraduate curriculum component activities;
- d) undergraduate final works focused on the social aspect;
- e) research projects.

3. Participation

Students from Feevale and other higher education institutions may register and submit undergraduate work under the guidance of professors.

People holding an undergraduate degree may also submit works, provided that these

¹ Field visits and observations are not included.

come from their activities as undergraduate students.

4. Work submission

4.1 Registration

Authors must register for the event using the electronic form, available on the website www.feevale.br/se, with a form for national registrations (form in Portuguese) and another for international registrations (form in English). For registration, the submission of an **abstract** is required, as explained in item 8 (eight) of these guidelines. Papers sent by email will not be accepted. There is no longer the need to submit posters referring to the works for the event.

The abstract registration period is from **June 14th to August 16th, 2022, until 9 p.m.** Applications will be validated upon payment of the application fee and meeting the following requirements:

- a) filling in the data concerning the work and the author responsible for the registration: name, date of birth, gender, marital status, country, state and city, RG, CPF, address, state, telephone, thematic area, course, origin of the work, and, if there is, funding body;
- b) submitting the abstract, in accordance with the rules of submission established in item eight of this guideline;
- c) filling in the data regarding other authors and advisors: name, institution, and e-mail.

Considering the mentioned requirements, incomplete registration forms will be disqualified. The participant may register more than one work in the event; however, multiple registrations of the same work are prohibited. Each work can only be subscribed once, regardless of which event or events (SE, SPG or FIC) the author is participating.

Feevale University is not responsible for registrations that are not received due to technical problems with computers, communication failures or congestion of communication signals, as well as other factors that make it impossible to transfer data.

At the end of the registration process, the responsible author and the advisor will receive an email confirming the work submission.

4.2 Authors and advisors

Up to six authors will be accepted for each work. The order of the authors' name will be responsibility of the person in charge with the registration, to be appointed in the electronic form. Author number one should be the person responsible for the registration and the other authors should be sequentially ordered.

The person responsible for the registration must be registered as author. If the name does not appear in the list of authors, the person will not receive a certificate and the name will not appear in the publications resulting from the event.

Up to two advisors will be accepted for each work, being the first one used to indicate the

advisor and the second, the co-advisor.

The order given to the names of the authors and advisors at the time of registration will correspond to the order in which the names that will appear in the publication of the abstracts and the certificates.

4.3 Intellectual Property

In this edition of Inovamundi, the Innovation and Technology Transfer Center (NITT), along with the authors and advisors involved in the event, will analyze projects that have the potential to become patents. This analysis will occur based on the indication of the author, who must answer the question “Does this work have potential for being patented?” in the application form. If the answer is positive, members of the NITT will accompany the work presentation in the merit analysis and, upon fulfillment of all the prerequisites and interests of those involved, the projects will be forwarded to the Brazilian National Institute of Industrial Property (INPI).

Patent is the title issued by INPI, which recognizes that the object under analysis is truly an invention and not a mere discovery. The requirements for the project to be patented are novelty, inventive activity, and industrial application.

4.4 Registration confirmation

Registration will only be confirmed after payment of the registration fee,² which is to be made through a bank slip issued after the completion of the electronic registration form. The fee must be paid within the registration period and be in accordance with the following specifications:

- a) students from other higher education institutions: **R\$ 50.00 (fifty Reais per submitted work);**
- b) undergraduate students at Feevale: **R\$ 45,00 (forty-five Reais) per submitted work;** and
- c) international students, participants in Feevale's Scientific Initiation Programs (in-class and online courses), undergraduate students with an external funding grant linked to a research project; students participating in extension projects, students with an innovation grant, from the Esporite Universitário program, from PIBID and from PET-Interdisciplinary, as well as students enrolled in undergraduate courses at Feevale University: **exempt.**

If payment is not made, the registration will be automatically cancelled.

The exemption will be granted when the author responsible for the abstract registration is linked to one of the mentioned modalities, accessing the registration system through the option “I am registered at Feevale and I have a Feevale password”.

Registration fees will not be refunded to authors of abstracts not accepted in the classification analysis (item 10.1) or who have given up on presenting their work at the event.

Any questions on this item should be addressed to the email se@feevale.br.

² The registration fees do not comply with the PROPAD/PROACOM Resolution n. 05/2013.

4.5 Changes in registrations

Necessary changes in the data of registered authors and advisors and other information related to the work will only be accepted until the last day of registration and can be carried out only by the responsible author, through a link available on the registration confirmation e-mail.

5. International works

International works are those whose main author or co-author comes from a higher education institution abroad.

The abstract registration period is from **June 14 to September 08, 2022, until 9 p.m. (Brasília time zone)**.

The rules provided for in the regulation will be valid for international abstracts, except for filling in the data referring to the work and the author responsible for the registration, namely: RG and CPF, according to item 4.1 a) of this regulation. According to item 4.4. international entries are fee exempt.

The submission of international abstracts may be in Portuguese, English or Spanish, and presentations and evaluations will take place in the language in which the abstract was submitted.

Presentations of international abstracts will take place via web conference, using the Blackboard Collaborate system. A link to access the platform will be made available to subscribers when the date and time of the presentation are announced.

Technical information about the web conferencing system is available in item 12.1 of these guidelines.

All communication with the event organizers must be done by the email inovamundi-internacional@feevale.br.

6. Commitment and responsibility

The author responsible for the registering, when doing so, authorizes, without charges of any nature:

- a) the publication of the abstract in the proceedings or in any other publications originating from the SE, and
- b) the disclosure of photographic images and names in other publicity, publications, printed, non-profit or profit-seeking within the limits hereby established.

Proofreading of the works is responsibility of the authors. The organization committee of the event is not responsible for proofreading the published abstracts.

The author is responsible for the veracity and authenticity of the text and for correcting the information regarding the identification of the other authors.

The author responsible for the registration must provide, at the time of registration, a valid

e-mail that is frequently accompanied by him or her, as this will be the communication channel of the event organization with the participant.

The author is responsible for forwarding to all other authors and advisors the information received from the event organization via e-mails.

7. Work thematic areas

The themes of the works submitted to the Extension Programs must be registered in one of the following areas, in accordance with the National University Extension Program (RENEX):

- a) Communication;
- b) Culture;
- c) Human Rights and Justice;
- d) Education;
- e) Environment;
- f) Health;
- g) Technology and Production;
- h) Labor.

8. Guidelines for abstract submission

Abstracts should follow the presentation and formatting requirements below:

a) be written in the national language or, alternatively, for international presentations, in Spanish or English;

b) be sent in the event template, in .doc or docx format, according to the file available on the official website and in the registration system (www.feevale.br/se);

c) the size of the file to be attached to the registration form must not exceed 3MB;

d) document must contain, in the order in which they are presented, the elements specified below:

I. Title with a maximum of 300 characters;

II. name(s) of the author(s) and supervisor(s) and the abbreviation of their home institution, on the right of the page;

III. the mini-resumé(s) of the author(s) must appear in a footnote with a maximum of 2 lines per author (approximately 200 characters with spaces), starting with the maximum degree completed, followed by other relevant academic information and, finally, their performance at the institution;

IV. keywords, from three to five and separated by a period; and

V. text must have between 900 and 2500 characters with spaces and contain the elements specified below: justification, objective(s), methodology, partial or final results and final considerations (it is recommended to follow this order, without being explicitly named in the body of the text).

9. Work presentation and evaluation stages

The works will be evaluated in two different stages.

9.1 Classification analysis

The abstracts registered will undergo a classification analysis, in accordance with the criteria defined by the scientific committee of the Event, which are,

- a) summary that characterizes an extension practice; and
- b) cohesive, coherent and linguistically adequate text.

Abstracts that do not meet these criteria will be disqualified. The classifieds, in turn, must be presented orally in a thematic session.

9.2 Merit analysis (thematic sessions)

The works accepted for presentation in the event will be evaluated based on its abstract, virtual poster, and the oral/sign language presentation in the online thematic sessions.

The work must be presented by one of the students registered as author, but not necessarily by the author responsible for the registration. Works that are not presented orally will not be certified and will not be eligible for the highlight award.

The thematic sessions will be held, in person, in classrooms or in Feevale auditoriums, organized according to the thematic areas of the event, with the availability of audiovisual resources. The presenter of each work will have a maximum of 10 minutes for presenting and the panel will then have another 10 minutes in total for discussions.

The examination boards will be composed of two evaluators who must be professionals specialized in the area, professors and/or doctoral students from Feevale or from other institutions.

Requests to change the date, time or schedule of the presentations will not be accepted. In case of absence of the presenter (author responsible for the registration or one of these secondary authors) at the predefined time and virtual environment for the oral/sign language presentation, the work will be disqualified; thus, the authors will not receive a certificate nor will be eligible for the highlight award .

For the merit analysis, the criteria presented below will be considered:

9.2.1 Abstract evaluation

- a) a) Topic relevant to the area;
- b) appropriate title to the content of the work;
- c) clear objectives and consistent with the proposed theme;
- d) methodology appropriate to the objectives;
- e) partial or final outcomes consistent with the objectives;
- f) ability to analyze and summarize the results; and
- g) keywords appropriate to the theme.

9.2.2 Oral/sign language presentation evaluation

- a) Mastery of the theme during the presentation;
 - b) resourcefulness during the presentation
 - c) observance of the time limit of the presentation;
- ability to debate with the evaluating board.

10. Awards

10.1 Event Highlights

The highlight award is the recognition of the works with the best performance according to the merit analysis. Thus, one work per thematic area will be selected, namely: Agrarian Sciences, Biological Sciences, Health Sciences, Exact and Earth Sciences, Engineering, Multidisciplinary, Human Sciences, Applied Social Sciences, Linguistics, Literature and Arts. To be nominated by the evaluating panel, the work must reach the minimum score of 80 (eighty) points in the merit (one nomination per session).

The tiebreaker criteria will be as follows:

- 1) highest score in the abstract evaluation;
- 2) highest score in the oral presentation;
- 3) association of the work presented with a research/extension project with external funding;
- 4) association of the work presented with a research/extension project with institutional funding;
- 5) the student has an external funding scholarship;
- 6) the student is a masters or doctorate scholarship holder of any source;
- 7) the research is associated with a masters or doctorate project, in cases of a tie in the item before.

10.2 First place award

Among the highlights, the best work will be selected. To define the first place, a session will be held to present the outstanding works for new evaluators. The following criteria will be considered in the second evaluation:

- a) mastery of the topic during the presentation;
- b) clarity of presentation;
- c) adequate use of presentation time; and
- d) ability to argue with the evaluation panel.

The student awarded 1st place in SE 2022 will be able to choose between two awards: 60% (sixty percent) discount on a Stricto Sensu Postgraduate course or 100% (one hundred percent) on a Lato Sensu Postgraduate course from Feevale University. The period to make use of the award is 2 years from the award date, maximum. If the recipient chooses not to proceed,

he/she must sign a term giving up receiving the award and it will be granted to the second author of the work, according to the order registered in the registration system. If the second author also declines, it will pass to the third author, and so on.

11. Certificates

Certificates will be issued only to authors who have had submitted and presented works in the event.

The certificates will be issued in an online format and will be sent to the e-mail appointed in the registration form, to the authors and advisors up to 75 days after the event, on a date to be determined by the Organization Committee.

The author responsible for the work is responsible for forwarding the certificate to the other registered authors.

The name(s) presented on the certificate will be the same informed on the registration form and in the same order.

12. Web conference

The presentation by web conference may be requested by participants who cannot be physically present at the event, preferably those coming from external institutions from other States or who are not located in the Metropolitan Region, Vale do Sinos, Paranhana and Serra of Rio Grande do Sul.

To use this modality, the participant, after registering in the system, must send an email to se@feevale.br, requesting this modality, for evaluation. If the request is granted, the appropriate referrals will be made.

The deadline for requesting a presentation by web conference is September 23, 2022.

12.1 Technical requirements for web conference

The tool used for the web conferences by Feevale University is the Blackboard Collaborate Ultra. Both the presenter and the listeners will have an access link. The use of microphone (internal or external) and headphones or earphones is required. The web conference access link will be made available to the participants by e-mail, along with the disclosure of the date and time of their presentations.

To access the system, it is necessary to:

- a) Have a Windows® 7-8 or Mac OS 10.13 operating system or higher and LinuxUbuntu, Android™ 8 and Chromebook, iOS® 11 and iPadOS;
- b) Access the system through an updated web browser. Although Collaborate is compatible with Chrome™, Firefox®, Safari® e Microsoft Edge® Beta, using Google Chrome™ gives you a better experience;
- c) Additional requirements: 256 MB RAM, 60 MB free disk space, broadband internet connection.

On the day of the presentation, it is recommended that the participant:

- a) checks the time of the presentation taking under consideration the time zone. The following website may be used: <https://www.timeanddate.com/worldclock/>;
- b) accesses the link provided for the web conference at least 15 minutes prior to the presentation;
- c) uses the Google Chrome™ browser since it has a better compatibility with the Blackboard Collaborate system;
- d) uses headphones with a microphone (cell phone headsets can be used);
- e) prepares a Power Point presentation without animated transitions, which will be made available for the evaluators by the web conference system;
- f) is in a silent location which has good broadband internet connection.

14. Proceedings

Works accepted in the evaluation criteria will be published in the proceedings of the event. The proceedings will be published on the event website (www.feevale.br/se).

15. Agreement

The completion of the registration implies the agreement and acceptance of all conditions established in the previous items.

Cases not mentioned will be analyzed by the Inovamundi Organization Committee and by the Scientific Committee and by the **Pro-Rector Office for Research, Graduate Studies and Extension**.

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