

2022 GRADUATE SEMINAR

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 Graduate Seminar (SPG)**, which will take place from November 3rd to 5th.

The Graduate Seminar (SPG) is an activity to stimulate the production and socialization of knowledge among graduate students and professors, also considering their relationship with the community, thus strengthening the culture of creativity and innovation and academic specialization, in addition to consolidating advanced studies by students.

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 November 7th and the other activities will take place from November 3rd to 12th.

2 Objective

The event aims at providing opportunities for the production and dissemination of scientific and technological advances generated within the scope of the *Lato* and *Stricto Sensu* postgraduate courses and the Feevale Scientific Improvement Program, in the various areas of knowledge.

3 Participation

Regular students and graduates of *Lato* and *Stricto Sensu* postgraduate courses, as well as residents, from Feevale and other higher education institutions and students who formally participate in Feevale's Scientific Improvement Program or equivalent programs at other institutions.

4 Work submission

4.1 Registration

Authors should register for the event through an electronic form, available on <https://www.feevale.br/se>. One of the forms is in Portuguese for national registrations and the other is in English for international registrations. For registering, an **abstract** should be submitted, as explained in item 8 (eight) of these guidelines. Submissions by e-mail will not be accepted.

The registration period for works is from **June 14th to August 16th, 2022, until 9 p.m. (Brasilia time zone)**. Registrations will be validated after the payment of the registration fee and provided that the following requirements are met:

- 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 full work, 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 email.

Considering the mentioned requirements, incomplete registration forms are 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 (SPG, FIC or SE) 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 advisers

Up to 6 (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 advisers 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 advisers 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), alongwith the authors and advisers involved in the event, will analyze projects that have the potentialto 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. Ifthe answer is positive, NITT will accompany the presentation of the work in the merit analysis and, upon fulfillment of all prerequisites and interest 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 aninvention 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,¹ 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) Regularly enrolled or graduated students from other higher education institutions: **R\$ 50.00 (fifty Reais per submitted work);**
- b) Regularly enrolled in graduate programs or graduated students at Feevale: **R\$ 45,00 (forty-five Reais) per submitted work;**

¹ The registration fees do not comply with the PROPAD/PROACOM Resolution n. 05/2013.

- c) Students awarded with Feevale Internal Scholarship, Partnership Organizations and other types of scholarships and financial incentives: **R\$ 45,00 (forty-five Reais) per submitted work;**
- d) Graduate students at the Feevale University, financed by the funding agencies, CAPES, CNPq and FAPERGS, student participating in Feevale's Scientific Improvement Program and international participant: fee-exempted.

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

Fee-exemption will be granted when the author responsible for the abstract registration is under one of the aforementioned modalities. They must access the registration system by selecting on the option "I am enrolled at Feevale and I have a Feevale password".

Registration fees will not be refunded if the work gets rejected in the work selection process (item 9.1) or if the author gives up the work presentation in the event.

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

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 registration period for abstracts is from **June 14th to September 8th, 2022, until 9 p.m. (Brasilia time zone).**

The rules provided for in the regulation will be valid for international works, 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. As per item 4.4, international submissions are fee exempted.

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

Presentation of the international abstracts will take place via online conferencing, through the Blackboard Collaborate. An access link will be sent to participants together with the date and time of the presentation.

Technical information regarding the web conferencing system are available on item 12.1 below.

All communication with the organizers of the event should be carried out by the following e-mail: 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 annals or in any other publications

originating from the SPG, 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 works.

The author is responsible for the veracity and authenticity of the text and for correcting the information regarding the identification of the work's 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 Graduate Seminar should be included in a theme area, in accordance with the classification used by the Brazilian Federal Agency for Support and Evaluation of Graduate Education (CAPES), as per Table 1:

Table 1 – Work thematic areas

Areas of Study	Theme Areas
Exact and Earth Sciences	Astronomy / Physics Computer science Geosciences Mathematics / Probability and Statistics Chemistry
Biological Sciences	Biodiversity ² Biological Sciences I ³ Biological Sciences II ⁴ Biological Sciences III ⁵
Engineering	Engineering I ⁶ Engineering II ⁷ Engineering III ⁸ Engineering IV ⁹
Health Sciences	Physical Education

² Ecology, Oceanography, Botany, Zoology.

³ General Biology, Genetics, Molecular Biology.

⁴ Morphology, Physiology, Biochemistry, Biophysics, Pharmacology.

⁵ Immunology, Microbiology, Parasitology.

⁶ Civil Engineering, Sanitary Engineering, Transport Engineering.

⁷ Mining Engineering, Materials and Metallurgical Engineering, Chemical Engineering, Nuclear Engineering.

⁸ Mechanical Engineering, Production Engineering, Naval and Ocean Engineering, Aerospace Engineering.

⁹ Electrical Engineering, Biomedical Engineering.

Areas of Study	Theme Areas
	Nursing Pharmacy Medicine I ¹⁰ Medicine II ¹¹ Medicine III ¹² Nutrition Dentistry Collective Health
Agrarian Sciences	Food Science Agricultural Sciences I Veterinary Medicine Zootecnics / Fishery Resources
Applied Social Sciences	Public and Business Administration, Accounting and Tourism Architecture, Urbanism and Design Communication and Information Right Economy Urban and Regional Planning / Demography Social Service
Humanities	Anthropology / Archeology Political Science and International Relations Education Philosophy Geography History Psychology Sociology Theology
Linguistics, Portuguese and Arts	Arts / Music Portuguese / Linguistics and Literature
Multidisciplinary	Biotechnology

¹⁰ Internal Medicine, Angiology, Dermatology, Cancerology, Endocrinology, Cardiology, Gastroenterology, Pulmonology, Nephrology, Psychiatics, Forensic Medicine, Deontology.

¹¹ Allergology and Clinical Immunology, Hematology, Neurology, Pediatrics, Infectious and Parasitic Diseases, Rheumatology, Maternal and Child Health, Psychiatry, Pathological Anatomy and Clinical Pathology, Medical Radiology.

¹² Gynecology and Obstetrics, Ophthalmology, Orthopedics, Surgery, Plastic and Restorative Surgery, Otorhinolaryngology Surgery, Ophthalmologic Surgery, Cardiovascular Surgery, Thoracic Surgery, Gastroenterological Surgery.

Areas of Study	Theme Areas
	Environmental Sciences Interdisciplinary Teaching Materials

8. Abstract submissions

Works should follow the presentation and formatting requirements that follow:

- a) Be written in 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/spg);
- c) the size of the file to be attached to the registration form must not exceed 3MB; and
- d) contain, in the order presented, the elements specified below:
 - I. Title, with a maximum of 300 characters;
 - II. name(s) of the author(s) and the advisor(s) and the acronym of their home institution, to the right of the page;
 - III. the author(s) mini-resumé(s) must appear in a footnote, with a maximum of 2 lines per author (approximately 200 characters with spaces), start with the maximum title completed, followed by other relevant academic information and, finally, their role in the institution
 - IV. keywords, from three to five, separated by a period; and
 - V. abstract must have between 900 and 2500 characters with spaces and contain the following elements: justification, objective(s), methodology, partial or final results and final considerations (it is recommended in 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, as follows.

9.1 Classification analysis

Submitted abstracts will undergo a classification analysis, in accordance with criteria defined by the scientific committee of the Event, namely,

- a) abstract that characterizes the result of scientific research; and
- b) cohesive, coherent and linguistically appropriate text.

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

9.2 Merit analyses (thematic sessions)

The works accepted for presentation in the event will be evaluated based on the full work and the oral/sign language presentation in the online thematic sessions.

The selected works 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 in the event highlight competition.

Thematic sessions will be held in a virtual environment (see item 12.1), organized

according to the thematic areas of the Event. The presenter of each work will have a time limit of 10 minutes for presenting and the examination board will have 10 minutes, subsequently, for discussing it.

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 the 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 compete for the highlight of the event.

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

9.2.1 Abstract evaluation

- a) research topic relevant to the area;
- b) clear objectives and consistent with the proposed theme;
- c) methodology appropriate to the objectives;
- d) partial or final outcomes consistent with the objectives;
- e) ability to analyze and summarize the results;

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;
- d) 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 participant awarded the 1st place in the SPG 2022 will participate in the Meeting of the Brazilian Society for the Progress of Science (SBPC) within two years after the award, and Feevale will pay for the registration, 3 days of accommodation and the tickets airlines. The period to redeem 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 do Estado of Rio Grande do Sul.

To use this modality, the participant, after registering in the system, must send an e-mail to the address spg@feevale.br, informing this need, for evaluation. If the request is granted, the appropriate steps will be taken.

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:

- i. Have a Windows® 7-8 or Mac OS 10.13 operating system or higher and Linux Ubuntu, Android™ 8 and Chromebook, iOS® 11 and iPadOS;
- ii. 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;
- iii. 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;

13 Annals

Works accepted in the evaluation criteria will be published in the annals of the event. The annals will be published on the event page (www.feevale.br/spg).

14 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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