

REGULATIONS

SCHEDULE

<p>ENROLLMENT FOR PRE-PROJECTS:</p> <ul style="list-style-type: none"> - Pedagogical and/or Course Coordinator - Spell checking / Corrections 	<p><i>FROM APRIL 02ND TO MAY 02ND</i></p>
<p>PERIOD OF PROJECT SELECTIONS (EVALUATION COMMISSION)</p>	<p><i>MAY 03RD TO JUNE 03RD</i></p>
<p>ANALYSIS OF PROJECT OCUMENTATION BY THE SCIENTIFIC REGULATORY COMMISSION</p>	<p><i>JUNE 03RD TO JUNE 30TH</i></p>
<p>ANNOUNCEMENT OF SELECTED PROJECTS</p>	<p><i>JULY 23RD</i></p>
<p>UPLOAD FOR PUBLICATION(S):</p> <p>BANNER UPLOAD</p> <p>ABSTRACT UPLOAD</p> <p>VIDEOS UPLOAD</p> <p style="text-align: right;">*see Tutorial</p>	<p><i>JULY 23RD TO AUGUST 20TH</i></p>
<p>FINAL ASSESSMENT (COMMISSION FROM FETEPS EVALUATORS)</p>	<p><i>AUGUST 20TH TO SEPTEMBER 20TH</i></p>
<p>PROJECT VIRTUAL PRESENTATIONS THROUGH SITE</p>	<p><i>SEPTEMBER 01ST TO OCTOBER 31ST</i></p>
<p>ANNOUNCEMENT OF AWARDED PROJECTS</p>	<p><i>OCTOBER 01ST TO OCTOBER 31ST</i></p>
<p>FETEPS AWARD AT ADMINISTRATION HEADQUARTERS – São Paulo/SP, Brazil</p>	<p><i>NOVEMBER 23TH</i></p>

1. ENROLLMENT

- 1.1 Students of the Technological Schools or Institutes, High School or Technical and Technological from Centro Paula Souza and Federal Institutes of Education, Public National Institutions, and International Institutions and Universities can enroll FETEPEPS 2018, upon presentation of selected projects in accordance with the rules of this Regulation.
- 1.2 Each registered project can have a maximum of three students -authors, with the participation of a mentor teacher and optionally a co-mentor. FETEPEPS will not accept projects developed and presented for more than three students –authors
- 1.3 The project guiders must be teachers or assistants (teaching assistants, instructors, etc.) in the institution in which the student- authors are enrolled. The co-mentor may be from other public or private educational institutions or research institute.
- 1.4 Each student may enter only **one** project written together with co-authors up to two other co-mentors. The project must be developed in the last year or been underway with completion expected **by June 30, 2018**.
- 1.5 There is no limit to the number of projects registered at FETEPEPS by School Unit, since each mentor or co-mentor gets responsible for up to 03 registered projects
- 1.6 Projects must be entered electronically at FETEPEPS.cps.sp.gov.br , indicating the main theme and area, as described in Annex I of this Regulation, **without the use of acronyms or abbreviations**. The projects must have the Pedagogical Coordinator technical **advice** and his **evaluation** together with the **validation** of the School Unit Headmaster.
- 1.7 In the projects presented in thematic area 01 (**Arts, Culture and Design**) and involving presentations and parades, dances or singing, authors may include the participation of other non-members students of the project as support staff during settled schedules for evaluation
- 1.8 The present regulations define Social Action Projects and Services Extension Projects as the ones which are unique and exclusively directed to the community interests. It is an action in society that provides voluntary services of a social and educational nature that offers general facilities or assist the community and technical / technological advice in several areas. Social Action projects are not tied to the inclusion or accessibility projects.

- 1.9 The project design can be migrated between the themes as from analysis of FETEPS Commission 2018. The title and summary for publication may be subject to corrections and adjustments in language and meaning.
- 1.10 Projects involving humans, animals, handling of potentially hazardous biological agents, substances and/or controlled equipment will first be reviewed by the Scientific Regulatory Committee (SRC). This procedure aims to ensure that the development of research is in accordance with the standards established by Brazilian law and international law. The details of these rules can be found in Safety Rules in the FETEPS site.
- 1.11 The products served for tasting must obey the rules of hygiene and food safety, under the laws of ANVISA (SVS / MS No. 326/97, 275/02 and RDC RDC No. 12/01) and the Health Surveillance Center, Secretary of Health (CVS- 5/2013). In these cases, the project supervisor must sign technical term of responsibility, ensuring the standard of quality of the product offered.
- 1.12 FETEPS Scientific Regulatory Committee is responsible for assessing compliance with the safety rules and ethical and legal provisions, regarding research on human beings and animals to adhere to the rules on biological agents or potentially dangerous controlled substances, proper supervision of evidence in conducting of the project, significant progress check on continuation of previous projects, the information filled in the forms, signatures and project completion dates.
- 1.13 FETEPS will consider the Project **enrolled** in the system **after School Headmaster validation**, expressing therefore his acceptance.
- 1.14 The authorship and veracity of the information entered in the registration FETEPS site, in addition to those disclosed during the Fair, provided the organization of the event, will be the sole responsibility of the participants.

2. PROJECTS SELECTION

- 2.1 Only projects that apply all the required data and documents and meet the explicit rules to all items of the FETEPS Regulation will be selected. No project application will be accepted in violation of the rules of FETEPS.
- 2.2 Three projects, at most, in each School Unit will be selected, as long as they are enrolled in different themes/areas.

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- 2.3 In case there is no registration and selection of at least three (03) projects in one or more theme(s)/areas listed in Annex I, these themes/areas will not be represented at the Fair.
- 2.4 The submitted projects will be evaluated according to the following criteria: date of commencement and completion of work, justification, objective, necessary resources, creativity, problem solving, clarity in the description of the project, consistent with chosen topic and methodology, creative economy, innovation, description of the presentation of the work during the Fair and achieved results.
- 2.5 The student should include reference and required credits in all content inserted in the project that is not of their own making, identifying the authors and the sources of these references. If detected copied and pasted content, setting up plagiarism, the **project will not be selected**.
- 2.6 The **selected projects for FETEPS VIRTUAL** will be announced at FETEPS.cps.sp.gov.br, on the date specified in the schedule.
- 2.7 FETEPS will NOT select for the fair projects presented in previous years.

3. CONTINUING PROJECTS

- 3.1 Continuing Projects may be entered if they have been started in the same research area or using the same theoretical basis. Projects undertaken by students from other researcher's work are not considered "Previous Project Continuation", unless the student clearly demonstrates the elements of the work that he developed and which parts are by another researcher, citing appropriate sources.
- 3.2 The project continuity report should highlight activities carried out by the student and the activities for which they were obtained outside help. The documentation should focus on the latest phase of the project citing previous years briefly, without going into details to contextualize the project presented.

4. VIRTUAL PRESENTATION

This year the projects will be presented **virtually**.

- 4.1 The students whose projects are approved for virtual presentation must upload in FETEPS website: a) two videos - one of 30 seconds and another of 3 minutes, according to the Tutorial that the International Relations Office will send them; b) the abstract for inserting the virtual banner; c) the Project in PDF format.

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- 4.2 The students whose projects are approved for virtual presentation must fill in a 'learning dairy' (daily diary of the project) in the system for assessment and evaluation.
- 4.3 It will not be allowed on video: dissected specimens or parts, vertebrates or preserved invertebrates (including embryos), use of living organisms, plants that produce illicit and toxic substances, human parts, specimens or parts of specimens preserved through taxidermy, animals or body fluids, poison, illegal drugs, controlled substances, hazardous substances and materials, dry ice or other solid sublimated, fire or highly flammable materials, equipment that do not follow the safety rules, firearms, weapons, or any apparatus deemed unsafe by FETEPEPS Organizing Committee.
- 4.4 The institution, from which students and mentors are, is responsible for the expenses for participating in the day of the award at Centro Paula Souza Administration Headquarters, in São Paulo.
- 4.5 It is mandatory for students/mentors to wear FETEPEPS 2018 T-shirt OR an apron with the logotype of the institution during the video presentation, according to the model inserted in the Fair site.
- 4.6 Students and Mentors who do not follow the activities and deadlines presented in the schedule at FETEPEPS website (FETEPEPS.cps.sp.gov.br) will have their projects disqualified, as well as those that would have evidence of more than three students involved in the project elaboration or design. Another reason for disqualification would be inadequate posture of any member of the group that might compromise the development of the 12nd FETEPEPS 2018 (to be judged by the Organizing Committee Fair).

5. PROJECTS' EVALUATION AND AWARD

- 5.1 During the Fair all projects will be evaluated by FETEPEPS Evaluation Committee according to the following criteria: creativity and innovation, scientific knowledge of the problem and the proposed solution, the way project data was raised and how the search was conducted. It will also be assessed the methodology used (Scientific Method), the depth and scope of the research, the clarity of the oral presentation, attitudes, applicability, punctuality in meeting deadlines Regulation, daily diary of the project, video presentation and compliance with established rules and routines.

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- 5.2 FETEPS will NOT award the students who are part of the support team of projects registered in the themes/area 01.
 - 5.3 FETEPS will NOT award cultural performances.
 - 5.4 The Organizing Committee of FETEPS 2018 will announce the classification of the three best projects and award the first project of each thematic area, considering they are in accordance with the rules presented for the 12nd FETEPS 2018 contained in this Regulation. There will be an extra prize for the projects related to inclusion of people with disabilities and an extra prize for innovation.

6. GENERAL RULES

- 6.1 In case of a selected Project does not meet the deadline for uploading (inserting) the link for the video, the institution it represents shall have its participation in the next FETEPS denied.
- 6.2 All students, mentors and co-mentors of projects selected as finalists will receive a project development certificate, being them fulfilled the criteria and met the deadlines.
- 6.3 The personal data filled in the virtual form, at the enrollment site, will be for the exclusive use of the FETEPS 2018.
- 6.4 The Organizing Committee of FETEPS reserves the right to include, adapt or modify the provisions of this Regulation and other rules of the Fair, announcing them to interested parties through the site.
- 6.5 The Organizing Committee of FETEPS may recommend or perform necessary corrections and standards in the title, banners and summaries and other materials related to the projects presented in FETEPS. If the recommendations are not accepted by the author(s), the Commission reserves the right to omit the project from the Fair publications.

Organizing Committee
FETEPS 2018

Annex I

AREAS / THEMES:

Projects must be enrolled in one of the areas/themes, according to its main objective:

- 01. Arts, Culture and Design** - topics related to high school and technical and technological courses: Drama; Singing; Visual communication; Dance; Design and Decoration Products outfits; Interior Design; Furniture design; Manufacture of Musical Instruments; Clothing modeling; Multimedia; museology; Landscaping; Photographic processes; Audio and Video Production; Regency and Phonographic production.
- 02. Management and Economics Sciences** - issues related to secondary education and technical and technological courses: Administration; Office automation; Airports; Trade; Foreign trade; Accounting; finances; Commercial management; Business management; Financial management; Port Management; Management of Industrial Production; Human Resources Management; Service management; Information Technology Management; Business Management and Innovation; Tourism management; Management of Public Policy; Legislative; Logistics; Marketing; Secretariat; Juridical services; Insurance and Real Estate Transactions.
- 03. Biological and Agricultural Sciences** - topics related to high school and technical and technological courses: Agriculture; Agroecology; Agribusiness; Poultry; Coffee Culture; Forestry; Environmental management; Hydrology; Environment; Water resources; Zootechny.
- 04. Informatics and Computing Sciences** - topics related to high school and technical and technological courses: Analysis of Systems and Information Technology; Analysis and systems development; Database; Library; Computing; Computing for Internet; Industrial Computers; Business Computers; Digital games; Data processing; Information Technology Management; Telecommunications; Maintenance and Support in Computer Science; Digital Games programming; Computer network; Information Security and Internet Systems.
- 05. Industrial Mechanical Technology** - issues related to secondary education and technical and technological courses: Industrial Automation; Automation and Digital Manufacturing; Aeronautical and Welding; Mechanical Manufacture Materials (Polymer, Ceramic or Metal); Instrumentation; Mechanical (all modes); structures; Metallurgical Processes; Industrial production; Shoes projects; Timber processing; Manufacturing Aeronautics; Automotive Maintenance; Aircraft Maintenance; mechatronics; Agricultural mechanization;; Mechanical Design; Textile; Metallurgy (Steel and Metal Parts Production); Industrial maintenance; Mechanization in Precision Agriculture and Clothing.

- 06. Electric Industrial technology** - topics related to high school and technical and technological courses: Electronics; Electrical Engineering; Electromechanical; Electronics; Automotive Electronics; Industrial Electronics; Materials; Microelectronics; Processes and Electronic Components; Telecommunications; Textile.
- 07. Health and Safety** - topics related to high school and technical and technological courses: Elderly Care; Nursery; Pharmacy; Nutrition and Dietetics; Orthotics and Prosthetics; Oral Health; Dental Prosthetics; Chemical Dependents' Rehabilitation; Occupational Health and Safety; Radiology and Biomedical Systems; Community Orientation.
- 08. Chemical Technology, Food, the Agribusiness and Bioenergy** - issues related to secondary education and technical and technological courses: Sugar and Alcohol; agribusiness; Foods; Biofuels; Biotechnology; Biochemistry; Cellulose and paper; Cosmetics; Geoprocessing, Tanning; Mining; Production of cane sugar; Chemistry; Baking; Polymers and Chemical Processes; Meat Processing; Viticulture and Enology.
- 09. Infrastructure** - topics related to high school and technical and technological courses: Surveying; Works control; Hydraulic and Environmental Sanitation; Construction (Movement of earth and paving and buildings mode); Building construction; Shipbuilding; Civil construction design; buildings; Sanitation; Subway-railroad transport; Road transport; Marine systems; Land transport and ports.
- 10. Tourism, Hospitality and Leisure** - issues related to secondary education and technical and technological courses: Travel Agency; Kitchen; Events; Tour guide; Tourism management; Accommodation; Recreation; Sports Organization; Restaurant and bar services and incoming tourism.
- 11. Social Action and extension services** - projects of social or cultural interest to the community; to provide volunteer services to social and educational purposes; general service provision or partnerships that meet the community and technical / technological consultation in diverse areas.

CULTURAL ACTIVITIES:

Dance, show, theater, musical performance, artistic performances in general and other cultural activities, which will be presented on virtual stage, with registration and prior appointment.