**GUIDELINES FOR THE STUDY CYCLE OF THE POSTGRADUATE STUDIES PROGRAM IN CHEMISTRY – DEPARTMENT OF CHEMISTRY – FACULTY OF PHILOSOPHY, SCIENCES AND LETTERS OF RIBEIRÃO PRETO, UNIVERSITY OF SÃO PAULO - 2015**

**GENRAL GUIDELINES**

1. The postgraduate student at the Ph.D. level that intends to present their seminar must participate in a meeting scheduled by the examination board in the beginning of the semester, when they will be informed about the presentation guidelines and assessment criteria.
2. In this meeting, the postgraduate student must present the title of their seminar and state which area of Chemistry (Biochemistry, Physical Chemistry, Analytical Chemistry, Inorganic Chemistry) it matches. The postgraduate student that does not provide the title or the area of their seminar at this time will not be allowed to present the seminar during that semester.
3. The postgraduate student is free to choose the topic they will speak about. Nevertheless, given the new guidelines for the qualification exam of the Program,
	1. it is recommended that the postgraduate students matriculated under the new guidelines present a seminar on their respective research project and/or the results of their doctorate research;
	2. the postgraduate students matriculated under the previous guidelines *may* present a seminar about a topic related to their doctorate research work WITHOUT explicitly presenting or discussing their results.
4. The aim of the examination board is to assess the **postgraduate** **student’s** knowledge and their performance while transmitting this knowledge. **It is not the role of the examination board** to judge the merit of the postgraduate student’s research project.
5. The postgraduate student must hand in a summary of the seminar at the office of the Postgraduate Studies Program one week before the presentation.
6. After the presentation, the audience will be allowed to ask questions to the presenter. After all the questions have been answered, the examination board will ask questions to the postgraduate student.
7. The postgraduate student’s advisor **must not** speak up or make a stand by any other means during the presentation and while the postgraduate student is answering the examination board’s questions.
8. After the postgraduate student finishes answering the examination board’s questions, the postgraduate student and the audience must leave the presentation room for the examination board to make their decision. Then, the postgraduate student must be invited to enter the presentation room, where they will be informed about their performance. At this moment and in the presence of all the examination board members, the postgraduate student may ask for suggestions and clarification regarding the assessment.
9. The postgraduate students that need to present their seminar again can do so in the same semester or in the following semester as long as the due date for them to finish their Ph.D. studies is taken into consideration.

**GUIDELINES ABOUT THE SEMINAR FORMAT**

1. The postgraduate student will be allowed a minimum of 45 minutes and a maximum of 60 minutes to present the seminar. The number of slides is optional. However, the allowed time must be observed.
2. During the presentation, the language must follow the formal norms of the Portuguese language and the technical aspects of the chemical language, such as the norms of nomenclature.
3. Seminars that are **not** related to the speaker’s Doctorate Project must start with a general presentation of the Project.
4. Apart from the presentation of slides, other resources (like the board and books) can be used.
5. The postgraduate student does not need to present to the examination board the reference articles that they intend to use while planning their seminar. However, it is essential that the references are suitable for the doctorate level in a *stricto sensu* postgraduate studies program. If employed, citation of non-academic publications (e.g., magazines like Super Interessante and National Geographic, among others) and non-academic websites (like YouTube) must be kept to a minimum. The references and/or citations must be described along and at the end of the seminar.
6. It is recommended that the postgraduate student ‘rehearses’ for the presentation by delivering the seminar to colleagues, so that they can make amendments in terms of content, format, and language errors, for instance.

**ASSESSMENT CRITERIA**

 The postgraduate student will be assessed during the PRESENTATION and while ANSWERING THE QUESTIONS, according to the following criteria:

1. Observation of the seminar minimum and maximum duration (PRESENTATION).
2. Adequacy of the language to the formal norms of the Portuguese language (PRESENTATION and while ANSWERING THE QUESTIONS). In case the postgraduate student has any doubts concerning the translation of technical terms, they should refer to the examination board or use the original term inside ‘inverted commas’, mentioning the fact that there is no corresponding term in the Portuguese language.
3. Criteria regarding the slides: pay attention to the quality (resolution) of the figures and avoid excessive writing on the slides.
4. About the contents of the presentation (PRESENTATION and while ANSWERING THE QUESTIONS):
	1. Remember that this is an academic presentation. Generalities and curiosities about the topic must be kept to a minimum and not juxtapose the respective formal content.
	2. The postgraduate student will have to answer questions made by the examination board at a deeper level within the **topic of the seminar** and the area it belongs to. The questions will consider the information regarding the seminar provided by the postgraduate student during the initial meeting of the Study Cycle. However, the examination board will also ask questions about basic and general concepts of all the areas of Chemistry.
5. There will be a form (see attachment) listing objective criteria to assess the aforementioned items. The form will be filled in by each examination board member and will serve as the basis for the final concept that will be awarded to each postgraduate student’s seminar.
6. Postgraduate student’s performance and how it is related to each score given to each assessment criterion:

|  |  |
| --- | --- |
| Performance\* | AVERAGE SCORE |
| Pass | Higher or equal to 7 |
| Fail | Less than 7 |

\* The postgraduate students that fail can present their seminar again. The due date for them to finish their Ph.D. studies must be taken into consideration.

**Norms approved during the 75th Ordinary Meeting of the Postgraduate Studies Committee held on 02/June/2015.**

 FORM FOR ASSESSMENT OF SEMINARS PRESENTED DURING THE STUDY CYCLE

 DEPARTMENT OF CHEMISTRY – FFCLRP – USP

PRESENTER’S NAME:

DATE: \_\_\_/\_\_\_/2019 **- 14h – Room 11 of the Didactic Building of the Department of Chemistry**

TITLE:

1. PRESENTATION DURATION (1.0 point): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. LANGUAGE (maximum of 2.0 points): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. SLIDES (maximum of 1.0 point): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. REFERENCES (maximum of 1.0 point): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. CONTENT (maximum of 5.0 points): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GENERAL COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FINAL RESULT:**

**Table of Scores and Concepts**

A= 9.0 – 10.0

B= 8.0 – 8.9

C= 7.0 – 7.9

Less than 6.9 = Failed

Score: \_\_\_\_\_\_\_\_

[ ] Pass [ ] Fail

EXAMINATION BOARD MEMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_