



SciFest@College 2018

Guidelines for Teachers Submitting Online Entries

SciFest@College will take place in the Institutes of Technology, DCU and St Mary's College, Derry during April, May and June 2018. Dates of SciFest@College STEM fairs are posted [here](#) as they become available.

Closing date for receipt of entries to SciFest@College 2018 **has been changed to Friday 16 March 2018** except in the case of SciFest@NorthWest in St Mary's College where the entry date is Friday 11 May 2018.

How to Enter Projects Online

1. Log on to www.scifest.ie. Click on [SciFest@College](#) and then on [Entry Forms](#) or follow this [link](#).
2. Download the photograph/video release form; the form may also be accessed [here](#). (Some schools may already have appropriate signed forms on file and it may not be necessary to obtain additional permissions.)
3. Have photograph/video release forms signed by parents/guardians and retain on file. You must have a signed release form for all participating students.
4. Before your students can enter their projects you must register your contact details on the system; the registration form can be accessed from the Online Entries [webpage](#). When you register you will receive an email with a link to the SciFest Teacher Portal; you can also access the portal through the Online Entries webpage. In your teacher portal you can amend your contact details, view your students' entries and 'sign off' on your students' entries; you can also withdraw/delete an entry or change the venue, teacher name or student name(s). Registration is a once-off process; your details remain on the system until deleted by you. Your contact details will be stored on a highly secure server.
5. The student entry form is accessed from the Online Entries webpage; it may also be viewed [here](#). The link to the form is also in the Student Guidelines. The form can be saved and retrieved for completion/amendment at any stage until it is submitted. It may also be printed off. However, once the Submit Entry button is clicked the form cannot be retrieved for further editing. Please ensure that your students are aware of the importance of having the form checked before clicking the Submit Entry button.
6. When your students have submitted their projects log on to your portal and, for each project, tick the two boxes that confirm that you have the student(s)' signed photograph/video release form(s) and that you will inform your Principal (see point 7) of the student(s)' participation. The students' entries will not be accepted by the SciFest@College venue until you tick the two boxes. **It is therefore essential that you complete this process as soon as possible but, in any event, within three days after the final entry date.**
7. Your portal includes a button to download a list of your students' projects. If more than one teacher has entered projects from your school all of the school's projects are on one sheet which can be downloaded by any of the registered teachers.
8. Remember to check the website www.scifest.ie regularly for updates.

Who Can Enter SciFest?

Any second-level student may enter. Each student may enter only one project but a school may enter as many projects as they wish. A student may enter their project in only one venue but schools may submit projects to as many venues as they wish. Entries will be judged in the following categories:

Age Category:	Junior			Intermediate		Senior	
	RoI	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	6 th Year
	NI	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Project Type:	Individual			Group (Max. 3 students per group – all group members must be in attendance at the exhibition)			
	Physical Sciences			Life Sciences		Technology	

Physical Sciences

This category includes projects in physics, chemistry, mathematics, meteorology, earth science, geophysics, space science, astronomy, computer science, engineering, etc.

Life Sciences

This category includes projects in botany, agriculture, forestry, horticulture, genetics, biochemistry, physiology, microbiology, food science, environmental science, psychology, sociology, etc.

Technology

This category includes projects that directly apply scientific principles to solve a problem or improve an existing solution to a problem. Relevant areas include electronics, communications, aeronautics, chemical and electrical technologies, biotechnology, sound, robotics, etc. Projects in this category should normally include a working model or prototype.

If a project is entered in the wrong category the judges reserve the right to move the entry to the correct category.

NOTE:

- A student may not enter more than one project in SciFest@College in a given year
- A student may not enter their project in more than one venue in a given year
- Each project must have a separate entry form
- Plagiarism is strictly prohibited
- Where a student carries out work in an institution other than his/her school and/or under the supervision of someone other than his/her teacher this must be acknowledged in the report book; the acknowledgement must include the name and contact details of the person providing the supervision and of the institution, if applicable
- A student(s) whose project has been accepted for exhibition and who subsequently finds that they are unable to exhibit their project should inform the organisers of their intention to withdraw as soon as possible but, in any event, not later than two weeks before the date of the STEM fair in which they entered. Failure to comply with this requirement may result in the school's access to the competition being restricted in future years

What Your Students Need to Bring with Them on the Day of the STEM Fair

1. Project Report Book
2. Visual Display

For more information go to www.scifest.ie – Resources/SciFest STEM Fairs Toolkit/SciFest@College/Project Report Book and Presentation or click on this [link](#).

NOTE:

- **The size of the display boards may vary depending on the venue; information on board size, etc. will be sent out by the relevant venue before the exhibition**
- **Exhibitors are asked to refrain, where possible, from using brand names of firms/sponsors on their display board; reference to brands or firms should only appear in the Report Book**

Judging

The judges' decision in all matters relating to the award of prizes will be final.

- The judges reserve the right to change the entry classification of a project where appropriate or to withhold awards in the event of projects not reaching a satisfactory standard.
- If a project has not adhered to all the rules and regulations of this competition the judges have the right to withhold awards or exclude the project at any stage during the judging process.
- SciFest Ltd reserves the right to rescind an award at any time subsequent to the making of the award if it is established that the project has not adhered to all the rules and regulations of the competition.

BT Young Scientist and Technology Exhibition (BTYSTE)

Students awarded any of the prizes listed below in the BTYSTE in 2018 **may not enter the same project in SciFest@College 2018.**

Main Awards	Category Winners
BT Young Scientist(s)	1 st in Category
Best Individual or Group	2 nd in Category
Runner-up Individual	3 rd in Category
Runners-up Group	

Students who exhibit at the BTYSTE 2018 but **who do not receive any of the awards listed above** are welcome to enter their project in SciFest@College 2018. However, such students are expected to have carried out **additional work on their project** before entering it in SciFest.

Continuation Projects and Other Science Competitions

- SciFest encourages students to enter projects which are a continuation (continuation projects) of a previous SciFest entry. These projects must document that the additional research is an expansion of prior work (e.g. testing a new variable or new line of investigation, etc.). Increasing sample size and repeating previous experimentation with exactly the same methodology and research question are examples of unacceptable continuations.
- SciFest encourages all students who exhibit at SciFest to continue to develop their projects, carry out additional research and enter other science competitions such as the Google Science Fair, the BTYSTE, the Sentinus Young Innovators and CREST.

Live Animals

Students whose projects involve studies of live animals must ensure that such studies are carried out in conformity with the statutory regulations. Copies of the regulations are available from the Department of Health, Hawkins House, Dublin 2. Online guidance from the Department of Health can be accessed [here](#). Guidance on acceptable practices can also be obtained [here](#) and [here](#).

Health, Safety and Ethical Issues

Before a project involving potentially dangerous, pathogenic, toxigenic or allergenic organisms (animals/insects, plants or microorganisms) is undertaken a competent expert must be consulted to advise on health and safety issues. Where projects involve human participants appropriate permission must be obtained and their wellbeing and privacy must be ensured.

Personal Belongings

SciFest will not accept responsibility for damage to, or loss of, projects or personal belongings. Exhibitors are advised to remove valuable equipment from unattended stands. Projects are the property of the exhibitors but project content and material may be used by SciFest for exhibition or publication.

Patents

If contestants have an entry that can be used commercially and for which they seek patents they should have it registered before the STEM fair.

Visit: <http://www.patentsoffice.ie> for more information on this.

School Visits to SciFest STEM Fairs

The majority of SciFest@College venues are unable to accommodate school visits during SciFest STEM fairs so please check with the local organisers to avoid disappointment.

Supervision of Participating Students

Students are expected to attend talks and to participate in all activities organised for them on the day by the College hosting the SciFest@College fair.

Participating students must be accompanied by at least one teacher and **supervised at all times.**

Use of Photographs/Videos

By registering their contact details on the SciFest Teacher Registration form a teacher grants to SciFest, or anyone authorized by SciFest, the irrevocable right to use any photograph/video taken of them while participating in SciFest. Such photographs/videos may include their name, title of project(s), prize information, name of school, etc., and may be used on the SciFest and related websites, including social media websites, and in related marketing materials, without media, time, use or geographic limitation. It is understood that SciFest is not obligated to use the photograph/video in any way. By signing the SciFest release form a parent/guardian grants similar rights in respect of their child (see [Guidelines for Online Entries – Students](#), page 5).

Use of Project Material

SciFest retains the right to publish details of projects that have been exhibited in a SciFest STEM fair. This information may be used in related publications, including on the SciFest and related websites, including social media websites, and in marketing materials, without media, time, use or geographic limitation.

Safety at a SciFest STEM Fair

- ❖ Live mammals, birds, amphibians, reptiles or Agar plates containing micro-organisms will not be allowed into the exhibition hall.
- ❖ Exhibitors will not be permitted to have dangerous equipment, explosive or irritant chemicals, naked flames or any pathogenic, toxigenic or allergenic organism (animals/insects, plant or micro-organisms) on their stand during the exhibition.
- ❖ Exhibits must be safely designed and constructed.
- ❖ No sharp objects such as syringes or needles will be permitted in the exhibition hall.
- ❖ Exhibitors should behave responsibly and remain at their stands to speak to the judges and visitors.

**Closing Date for Receipt of Entries:
Friday 9 MARCH 2018 (11 May in St Mary's College)**