

# KPMG BUSINESS ADMINISTRATION PAPER 2011

## RULES AND REGULATIONS (FOREIGN TEAM)

### 1. Eligibility for Entry

- 1.1 All full-time business undergraduates are eligible.
- 1.2 The Executive Committee members of the Hong Kong Federation of Business Students (“HKFBS”) are not allowed to apply.
- 1.3 All full-time non-business undergraduates are eligible when teaming with business undergraduate(s).

### 2. Requirements and evaluation procedures for the competition

There will be two evaluation sections: the 1<sup>st</sup> round selection and the 2<sup>nd</sup> round selection.

#### 2.1 1<sup>st</sup> round selection

Participants will be required to submit an executive summary to [bapaper@hkfbs.org.hk](mailto:bapaper@hkfbs.org.hk) on or before 7<sup>th</sup> November, 2011. Please use the team number as the subject of email. 8 teams will be selected to participate in the 2<sup>nd</sup> round selection.

Specifications of the executive summary:

- 2.1.1 The executive summary should be written in English.
- 2.1.2 The length of the executive summary should not exceed five A4-sized pages. The length of the optional appendix should not exceed two A4-sized pages.
- 2.1.3 The executive summary should be submitted in softcopy in MS Word format.
- 2.1.4 Times New Roman with font size 12 and double lined spacing are required.
- 2.1.5 The name of the region, the name of the university, the team number and the names of each member should be placed on the cover page for identification. Cover page is excluded from the maximum page requirement.

#### 2.2 2<sup>nd</sup> round selection

The 4 semi-finalists are required to submit a detailed report with a maximum of 20 pages, a 10 minutes video recording of presentation and passport photos of team members to [bapaper@hkfbs.org.hk](mailto:bapaper@hkfbs.org.hk) on or before 29<sup>th</sup> December, 2011. The winning team with the highest scores will be granted the champion and will be invited to **deliver a presentation in the Oral Presentation Day on 29<sup>th</sup> January, 2012.**

**Specifications of the report:**

- 2.2.1 The report should be written in English.
- 2.2.2 The length of the report should not exceed 20 A4-sized pages. The length of the optional appendix should not exceed 10 A4-sized pages.
- 2.2.3 The report should be submitted in both hardcopy (printed on A4 papers) and softcopy (by email) in MS Word format.
- 2.2.4 Times New Roman with font size 12 and double lined spacing are required.
- 2.2.5 The name of the region (e.g. Beijing, Shanghai, Macau or Taiwan), the name of the university, the team number and the names of each member should be placed on the cover page for identification. Cover page is excluded from the maximum page requirement.

**Specifications of the presentation:**

- 2.2.6 They should be conducted in English.
- 2.2.7 The presentation should not exceed 10 minutes.
- 2.2.8 The presentation could be conducted in PowerPoint slideshow, video or any other appropriate means.

**2.3 Oral Presentation Day ~ 29<sup>th</sup> January, 2011**

The winning teams will be required to submit their PowerPoint slide show on or before 20<sup>th</sup> January, 2012 and conduct a presentation on the Oral Presentation Day.

**Specifications of the presentation:**

- 2.3.6 The whole event will be conducted in English.
- 2.3.7 A maximum of 15 minutes will be given for presentation.
- 2.3.9 The presentation may be conducted in the form of slide show (e.g. PowerPoint), video or any other means the participant teams deem appropriate. Such materials to be used on the Oral Presentation Day have to be submitted by 20<sup>th</sup> January, 2011 by email.
- 2.3.10 A laptop computer installed with MS PowerPoint will be available for presentation. No technical support will be provided.

**3. Evaluation Committee**

The Evaluation Committee, which consists of representatives from the academic field and the business field, will be responsible for evaluating the performance of the participants in the competition.

#### **4. Regulations and Responsibilities**

- 4.1 Each team should be comprised of 2 to 4 students.
- 4.2 No participant may submit more than one executive summary.
- 4.3 The executive summary and report submitted must be original work done by the team without commitment of plagiarism and should not be published before.
- 4.4 Infringing copyright will lead to disqualification.
- 4.5 HKFBS will reserve the ultimate right to use and publish any submitted papers.
- 4.6 All papers submitted are non-returnable.
- 4.7 The Evaluation Committee reserves the ultimate right to disqualify any teams.
- 4.8 The winning team must attend the Oral Presentation Day in 30<sup>th</sup> January, 2011.
- 4.9 All papers should be directly submitted to HKFBS. HKFBS will then transfer the papers to the respective Evaluation Committee members.
- 4.10 Any discordance will be subject to the final decision of the Chairperson of the Evaluation Committee.
- 4.11 HKFBS reserves the ultimate right to disqualify any participants violating any of the rules and regulations stated herein.
- 4.12 HKFBS reserves the ultimate right to amend any of the rules or regulations without prior notice.

#### **5. Deadlines**

##### **5.1 Executive Summary**

The executive summary should be submitted to HKFBS on or before **7<sup>th</sup> November, 2011 by 23:59 p.m.**

##### **5.2 Elaborated Report**

The elaborated report should be submitted to HKFBS on or before **29<sup>th</sup> December, 2012 by 23:59 p.m.**

##### **5.3 Computer-aided presentation material**

The computer-aided presentation material to be used on the Oral Presentation Day should be submitted on or before **20<sup>th</sup> January, 2012 by 23:59 p.m.**

**Note: HKFBS will assume that the participant wishes to withdraw from the competition if there is a delay in submission of any required items.**

## ***6. Method of submission***

Please submit the files by email to [bapaper@hkfbs.org.hk](mailto:bapaper@hkfbs.org.hk) (please use your assigned group number as the file name)

## ***7. Awards***

The winning team will be awarded:

- **4-day-3-night Accommodation**
- **Up to \$10,000 Travel Subsidy to Hong Kong**
- **Jewellery**
- **Trophy**
- **Meeting with Hong Kong Business Elites**

The best team from each region will be awarded certificates of merit.

## ***8. For inquiries, please contact:***

[bapaper@hkfbs.org.hk](mailto:bapaper@hkfbs.org.hk)