

KPMG BUSINESS ADMINISTRATION PAPER 2011

RULES AND REGULATIONS

1. Eligibility for Entry

- 1.1 All full-time business undergraduates from City University of Hong Kong, Hong Kong Baptist University, Hong Kong Shue Yan University, Lingnan University, The Chinese University of Hong Kong, The Hong Kong Polytechnic University, The Hong Kong University of Science and Technology, The Open University of Hong Kong and The University of Hong Kong 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 from the nine universities fore-mentioned in 1.1 are eligible when teaming with business undergraduate(s).

2. General Requirements

A participating team must fulfill the below two requirements:

- Having at least **ONE** representative to attend the Opening Ceremony and Training Sessions and the number of attendance stated in the application form must not change unless justifiable reason is provided; AND
- Handing in Executive Summary by **24th October 2011**

Teams that fail to commit to the above requirements will be **disqualified**.

The best three teams from each university will be awarded certificates of merit in the Oral Presentation Day on 29th January 2012.

3. Requirements and evaluation procedures for the competition

There will be three evaluation sections: the Internal Assessment, the Semi-Final and the Oral Presentation Day.

3.1 Internal Assessment

Participants will be required to submit an executive summary to the HKFBS website [http://www.hkfbs.org.hk/](http://www.hkfbs.org.hk) on or before 24th October, 2010. **One** team from each university will be selected.

Specifications of the executive summary:

- 3.1.1 The executive summary should be written in English.
- 3.1.2 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.
- 3.1.3 The executive summary should be submitted in softcopy in **MS Word format**.
- 3.1.4 Times New Roman with **font size 12** and **double lined spacing** are required.
- 3.1.5 **ONLY** the **name of the university** and the **team number** are to be placed on the cover page for identification. Cover page is excluded from the maximum page requirement.

3.2 Semi-Final ~ 14 January, 2012

The winning team from each of the nine universities is required to submit a detailed report with a maximum of **20 pages** and a PowerPoint slide show to the HKFBS website [http://www.hkfbs.org.hk/](http://www.hkfbs.org.hk) on or before **27th December, 2011**. The **four teams** with the highest scores will enter the final round selection - the Oral Presentation Day.

Specifications of the report:

- 3.2.1 The report should be written in English.
- 3.2.2 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**.
- 3.2.3 The report should be submitted in both hardcopy (printed on A4 papers) and softcopy (by email) in MS Word format.
- 3.2.4 Times New Roman with **font size 12** and **double lined spacing** are required.
- 3.2.5 **ONLY** the **team number** is to be placed on the cover page for identification.

Specifications of the presentation:

- 3.2.6 The whole event will be conducted in English.
- 3.2.7 Each team will be given a maximum of **10 minutes** for presentation.
- 3.2.8 There will be around 8-10 minutes for the Q&A section for each team. The questions will be raised by the Evaluation Committee members.
- 3.2.9 There will be around 3-5 minutes for the Evaluation Committee to comment on the report and presentation for each team.
- 3.2.10 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 in the Semi-Final have to be submitted on or before **27th December, 2011** together with the report.
- 3.2.10 A laptop computer installed with MS PowerPoint will be available for presentation. No other technical support will be provided.

3.3 Oral Presentation Day ~ 29th January, 2012

The 4 finalist teams will be required to submit their final version of written reports and PowerPoint slide show on or before **19th January 2012** and conduct a presentation on the Oral Presentation Day. One team will be selected as the Champion. The First Runner-Up, the Second Runner-Up, Best Audience Choice and the Best Presenter Award will also be presented.

Specifications of the report:

- 3.3.1 The report should be written in English on A4-sized papers.
- 3.3.2 The length of the report should not exceed **20 A4-sized pages** and the length of the optional appendix should not exceed **10 A4-sized pages**.
- 3.3.3 The report should be submitted in both hardcopy (on A4 paper) and softcopy (by email) in MS Word format.
- 3.3.4 Times New Roman font (**sized12**) and **double lined spacing** are required.
- 3.3.5 **ONLY the name of the university** is to be placed on the cover page for identification.

Specifications of the presentation:

- 3.3.6 The whole event will be conducted in English.
- 3.3.7 Each team will be given a maximum of **10 minutes** for presentation.
- 3.3.8 There will be around **15 minutes** for the Q&A section for each team. The questions will be raised by the Evaluation Committee members.
- 3.3.9 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 on or before 21st January 2012 together with the final written report.

- 3.3.10 A laptop computer installed with MS PowerPoint will be available for presentation. No technical support will be provided.

4. 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.

4.1 Internal Assessment

Each university will carry out the evaluation of this section independently.

One team from each university will be nominated by a professor from the same university.

4.2 Semi-Final

The Evaluation Committee members from the academic field will be responsible for selecting the 4 finalists among the 9 semi-finalists based on the elaborated reports submitted.

4.3 Oral Presentation Day

The Evaluation Committee will be responsible for marking the reports submitted and nominating the Champion as well as the winners of other prizes on the Oral Presentation Day.

5. Regulations and Responsibilities

- 5.1 Each team should be comprised of 2 to 4 students from the same university.
- 5.2 No participant may submit more than one executive summary.
- 5.3 The executive summary and report submitted must be original work done by the team without commitment of plagiarism and should not be published before.
- 5.4 Infringing copyright will lead to disqualification.
- 5.5 HKFBS will reserve the ultimate right to use and publish any submitted papers.
- 5.6 All papers submitted are non-returnable.
- 5.7 The Evaluation Committee reserves the ultimate right to disqualify any teams.
- 5.8 The finalist teams must attend the Oral Presentation Day on 29th January, 2012.
- 5.9 All papers should be directly submitted to HKFBS. HKFBS will then transfer the papers to the respective Evaluation Committee members.
- 5.10 Any discordance will be subject to the final decision of the Chairperson of the

Evaluation Committee.

- 5.11 HKFBS reserves the ultimate right to disqualify any participants violating any of the rules and regulations stated herein.
- 5.12 HKFBS reserves the ultimate right to amend any of the rules or regulations without prior notice.

6. **Deadlines**

6.1 Executive Summary

The executive summary should be submitted to HKFBS on or before 24th October, 2011 by 23:59 p.m.

6.2 Elaborated Report and computer-aided presentation material (if any)

The elaborated report and any computer-aided presentation material should be submitted to HKFBS on or before 27th December, 2011 by 23:59 p.m.

6.3 Photos

Passport-sized photos of all semi-finalists should be submitted on or before 14th January, 2012.

6.4 Finalized report and computer-aided presentation material (if any)

The finalized report and any computer-aided presentation material to be used on the Oral Presentation Day should be submitted on or before 21th 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.

7. **Methods of submission**

For softcopies, please upload to the HKFBS website <http://www.hkfbs.org.hk/> (please use your assigned group number as the file name)

For hardcopies, please submit by hand to HKFBS. Arrangement will be announced in the later days.