



## **CFA Society Singapore University Ethics Challenge 2021**

### **Official Rules**

#### **RULE 1: PARTICIPATING UNIVERSITIES**

1.1 The CFA Society Singapore University Ethics Challenge (“Challenge”) is designed for universities who are part of the CFA Institute University Affiliation Program.

1.2 If the university is NOT an affiliated school, the school is recommended to have a strong focus on ethics in their curriculum. CFA Society Singapore (“CFAS”) has full discretion on the eligibility of the universities to participate in the Challenge.

#### **RULE 2: FACULTY ADVISOR/PROFESSOR**

2.1 The faculty advisor/professor of each participating universities is the main point of contact for individual Societies.

2.2 The faculty advisor/professor may guide the team/makes recommendations. They are not supposed to and cannot participate in any actual work for the team.

2.3 Teams may spend up to two (2) hours with the faculty advisors/professor prior to submitting the presentation. Logistical work, such as arranging meeting space and times and class attendance, does not count toward the time limit. Failure to abide by these time limits will result in the team’s and faculty advisor’s disqualification from the competition.

2.4 Should a university not have a faculty advisor/professor, a designated person from CFAS may be appointed in place of a faculty advisor/professor to fulfil duties in clause 2.2.

#### **RULE 3: TEAM COMPOSITION**

3.1 Each team must have three (3) students.

3.2 Team members must be from the same university but may consist of students from different faculties.

3.3 After the case has been distributed, if a team member is formally dismissed from or voluntarily quits the team, and the remaining team comprises less than two (2) members, that team will no longer be eligible to participate in the competition. If, because of extenuating circumstances, such as travel visa denial or serious illness/injury, less than three members of a team are able to attend one of the in-person events, that team will not be disqualified provided that there are still at least two (2) official members on the team.

#### **RULE 4: TEAM MEMBER REQUIREMENTS**

Each team member must be:

4.1 Currently be enrolled at the participating university when the ethics case study is distributed (full or part-time status permitted).

4.2 Accept the terms of the participation agreement upon registration.

4.3 Agree to abide by the CFA Institute Code of Ethics and Standards of Professional Conduct.

#### **RULE 5: INELIGIBILITY**

An individual is ineligible to be a team member if they:

5.1 are or were a CFA® charterholder;

5.2 are prize winners from previous University Ethics Challenge;

5.3 have been sanctioned by the CFA Institute

#### **RULE 6: COMPETITION FORMAT**

6.1 Each team has 72-hours to work on a case; and then presentations are given live (in-person or via an e-platform) to a judging panel of CFA charterholders or equivalent. The competition is 100% presentation based; which includes: a 10-minute presentation of analysis and recommendations to the panel of judges and an additional 10-minutes to respond to questions from the judges.

6.2 Teams must be sequestered in another room or equivalent so they cannot see or hear the other team's presentation.

#### **RULE 7: JUDGES**

7.1 CFAS shall recruit at least two to five (2-5) judges for the competition. There must be at least two (2) panel judges for the competition.

7.2 Judges cannot be currently employed by a participating university.

#### **RULE 8: SCORING**

8.1 In the final round, the scoring will solely be based on each team's presentation and its responses to the judges' questions.

8.2 Scorecards must be filled out by judges. The scores are then used to determine each judge's ranking.

8.3 CFAS will tabulate all the rankings to determine a winner.

8.4 If there is a tie, the panel of judges will go through a final round of moderation to ascertain the final winner. After the final round of moderation, the results shall be final.

#### **RULE9: CASE PREPARATION**

9.1 Teams will be given 72-hours prior to the start of the Challenge.

9.2 Each team must submit their completed presentation slides at least 24 hours before the official starting time of the Challenge.

9.3 The presentation will commence on a designated day.

9.4 Teams are expected to use PowerPoint for preparing slides and presentations. Use of video and/or audio features will not be permitted nor will any add-ons to standard PowerPoint features. Manual animation of slides or building of slides (bringing in one bullet at a time or one element at a time) is allowed. The use of graphics beyond what is available in the Microsoft Office package is not permitted. However, charts and tables are permitted if they are created using tools available within Microsoft Office.

9.5 There are no limits to the number of slides and exhibits used to support the presentation to the judges. The relevance, clarity, and cohesiveness of the exhibits will be a factor in the judges' evaluations. Additional exhibits may be prepared at the team's discretion in anticipation of questions from the judges' panel. Cue cards and personal notes are allowed for use by the teams during their presentations. All exhibits must be prepared during the allocated preparation time and no material prepared prior to the competition is permitted.

## **RULE 10: GENERAL PROVISIONS**

10.1 Conflict of Interest - All participants in the Challenge, including hosts, teams, team members, faculty advisors and judges have an obligation to avoid actual or potential conflicts of interest with their participation. A conflict of interest is any matter that could reasonably be expected to impair an individual's independence and objectivity or interfere with an individual's duties.

A conflict may be actual or perceived. As an example, a conflict of interest may exist when a participant or a participant's family member or close friend is involved in activities that affect the participant's ability to perform his or her role fairly and impartially, but conflicts of interest can arise even without a personal relationship.

To avoid any actual or perceived conflicts of interest, each participant, faculty advisor and/or judge must disclose to CFAS in writing any potential conflicts, including but not limited to any close personal or professional relationships with team members, judges or faculty advisors.

CFAS will investigate any disclosures of actual or potential conflicts of interest. If a conflict of interest is found to exist and cannot be reasonably and timely settled, the individual with the conflict of interest will be disqualified from participation.

If CFAS determines that it is necessary to protect the integrity of the competition, CFAS may disqualify a team from the competition if any team member or faculty advisor is found to have a conflict of interest that is incapable of being reasonably and timely settled.

The decision of CFAS regarding the existence of a conflict of interest and its determination regarding the disqualification of any individual or team are final and binding.

10.2 Plagiarism - Plagiarism is prohibited. Plagiarism is defined as copying or using in substantially the same form materials prepared by others without acknowledging the source of the material or identifying the author and publisher of such material. Sourced information should be properly cited using a generally accepted citation system.

Teams found guilty of plagiarism will be disqualified. The team's university may also be ineligible to participate in the following year's competition. The decision of CFAS regarding plagiarism is final and binding.

10.3 Intellectual Property - Presentation materials must not infringe the intellectual property rights of any third party. Each student represents and warrants that appropriate acknowledgement has been given and consent has been obtained for quotes or extracts from other sources and that, except as noted, all presentation materials are original and their use and publication by CFAS will not expose CFAS to any claim or liability for breach of confidence or copyright. CFAS reserves the right to assess all presentation materials for content that potentially infringes on any third party's intellectual property rights and may disqualify any team that submits such content.

Each student grants CFAS a non-exclusive, sub-licensable right to produce, reproduce and publish materials created by the student as part of the Challenge. CFAS is authorized to make minor revisions to such materials

that it may deem necessary, in its sole discretion, for the purpose of such publication. Each student further agrees to waive any associated moral rights that she or he may have in respect of such materials.

10.4 By participating in the Challenge, each student grants CFAS the sub-licensable right to print, publish, broadcast and use worldwide in all media without limitation at any time a student's full name, portrait, and/or biographical information for the purpose of promoting the Challenge.

10.5 Any disagreements about matters related to the Challenge shall be determined by CFAS in its sole discretion, and such decision will be final. In the event of a dispute regarding prize recipients, CFAS reserves the right to award or not award the prizes in its sole discretion. CFAS reserves the right to disqualify any student whose participation or conduct appears in any way to: inhibit the enjoyment of others; tamper with the Challenge; violate these rules or any other applicable law or regulation; infringe on the rights of third parties; or act in an unsportsmanlike or disruptive manner.

10.6 If for any reason the Challenge is not capable of running as planned, CFAS reserves the right, at its sole discretion, to cancel, terminate, modify, or suspend the Challenge. If CFAS elects to cancel or terminate the Challenge, CFAS will not retain any rights in any submitted materials.

10.7 By entering into the Challenge, each student and faculty advisor/professor agrees to be bound by these rules and the decisions of CFAS and/or the judges, which shall be final on all matters related to the Challenge. CFAS and/or the judges may modify these rules and create and enforce such other rules and measures as may be deemed advisable for the orderly conduct, quality, integrity and reputation of the Challenge or to correct deficiencies in the Challenge. Modifications shall not violate the spirit of these rules or the best interests of the Challenge. Failure by CFAS to enforce any provision of these rules shall not constitute a waiver of that provision.

10.8 The Challenge is subject to all applicable laws and regulations in Singapore.