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**The Best Business Ethics Project Competition 2016:**

**Entrepreneurship, Business Ethics and Corporate Social Responsibilities**

**Guidelines**

(Post-Secondary Institution)

Chu Hai College of Higher Education is pleased to announce that our project “Enhancement of Learning Good Practices in Business Social Responsibility” is funded by the Education Bureau under the Quality Enhancement Support Scheme. This Competition is one of the major activities supported by the project. The competition aims to encourage insights of Business Ethics and Corporate Social Responsibilities, to strengthen links between communities and enterprises, and to develop a more harmonious and equal society. The competition serves as a platform to bring the young people of Hong Kong together to exchange and share their experiences, new ideas and studies. Furthermore, it allows the young people to discuss practical challenges encountered and solutions adopted in the aspects of entrepreneurship, business ethics and corporate social responsibilities. Participants will be well awarded with certificates, gifts and / or prizes. So, grab your gear and take this opportunity to learn, participate and experience the excitement!

This competition is segregated into two sections: (a) Post-secondary Institutions and (b) Secondary Schools. The two segments are mutually exclusive. Each section may have slightly different requirements and awards and participants shall compete within its own section.

This is an **OPEN INVITATION** TO **ALL** undergraduates of post-secondary institutions in Hong Kong with rules and regulations as follows:

1. **ENTRY REQUIREMENTS**
2. Undergraduate students currently pursuing full or part-time Degree, Associate Degree, Higher Diploma, or equivalent, of Universities, Colleges, or other institutions in Hong Kong can form a team from the same institution. The number of members per team should be between 4 and 6.
3. Any one student can join **one team only**, but there is no restriction on the number of entries from each school.
4. Those intending to participate in the competition should fill in the entry form and non-plagiarism declaration forms, which can be downloaded from the website of the organizer (http://www.chuhai.edu.hk/ccesr/main/competition.html).
5. Entry of this competition is **free of charge**.
6. **REPORT**

In carrying out the competition report, participants should pay attention to the following points:

1. **Title**. Participants must select a title **related** to the theme of this competition. Title should be properly chosen to reflect the aims and contents of the study.
2. **Name of Participants and Affiliation.** Full names of all participants and affiliated school should be included after the title.
3. The competition should be submitted in the form of a written report. In the report, the aims and background of the study should be properly stated and introduced. Rationale and analysis, if any, should also be clearly stated with conclusions or suggestions summarized.
4. The language of the competition is in **ENGLISH or CHINESE**.
5. Suggested contents for a report
6. Title
7. Full names of all participants and affiliation
8. Abstract
9. Introduction
10. External environment
11. Internal environment
12. Existing plan, policies or activities with examples
13. Evaluate the efficacy and outcome of existing plan, policies or activities
14. Recommendations
15. Limitations
16. Conclusions

*Note: The contents are for reference only. Participants may like to write any format related to ethics and social responsibilities*

1. The report should be in Times New Roman, double line and MS word form. The title of the report should be in size of font 16 and the article should be in the size of font 12 using A4 size paper.
2. **PARTICIPATION PROCEDURES**
3. Each team should submit a **PROPOSAL** (of 1-2 pages) together with completed **ENTRY FORM** to the organizer by **MARCH 1, 2016**.
4. Each team should nominate a team leader. The team leader shall act as coordinator between the Organizer and the team members.
5. Upon acceptance of the proposal, your team should submit your **FINAL REPORT** (of about 15-20 pages), together with completed **NON-PLAGIARISM DECLARATION FORM** by **JUNE 15, 2016**.
6. The decisions of the judging panel shall be final. Awards and gifts will be given to the participants according to the decisions.
7. **Judging Standard**
8. The participating reports will be evaluated by a judging panel which comprises of academics from Universities and professionals.
9. The reports will be assessed on the following criteria:
10. Ability to identify problems, to explain rationale, and to present the findings, suggestions and conclusions in a precise and concise manner;
11. Clarity of organization structure
12. Relevancy to the competition theme
13. Practicability and feasibility of the suggestions
14. Depth and coverage of analysis
15. Creativity and originality of opinions
16. Fluency of language
17. The evaluation will comprise two stages:
    * + 1. In the first stage, the organizer will examine each proposal to determine whether it fits the scope of the competition or not. Qualified projects will be invited to join the second stage.
        2. In the second stage, the judging panel will examine the final reports according to the above mentioned criteria and will determine the winners.
18. **AWARDS**
19. After you submit your **PROPOSAL**, each participant will be awarded a **CERTIFICATE OF PARTICIPATION**.
20. If your **FINAL REPORT** is shortlisted, except the first three teams, each team will be awarded a **CERTIFICATE OF MERIT** and each participant will be awarded a **BOOK COUPON OF HK$100**.
21. Based on **the final decision** of the judging panel, **PRIZES** will be awarded to the top three teams with prizes as follows:

**1st PRIZE: Certificate and HK$5,000 (per team)**

**2nd PRIZE:** **Certificate and HK$3,000 (per team)**

**3rd PRIZE:** **Certificate and HK$1,500 (per team)**

1. **IMPORTANT DEADLINES**

Submission of PROPOSAL and ENTRY FORM: **MARCH 1, 2016**.

Submission of FINAL REPORT and NON-PLAGIARISM DECLARATION FORM: **JUNE 15, 2016**

1. **SUBMSSIONS OF WORKS**
2. Each team should submit each document for your works only **ONCE** by the team leader.
3. All work should be submitted through email or mail to:

Mr. Michael Chan

Email: [ccesr@chuhai.edu.hk](mailto:ccesr@chuhai.edu.hk)

Address: Centre for Corporate Ethics and Social Responsibilities, Chu Hai College of Higher Education, Yi Lok Street, Rivera Gardens, Tsuen Wan, New Territories, Hong Kong

Please put ‘**Project Competition (Secondary School)**’ on the top right corner of your report and bottom right corner of your envelope (if applicable).

1. Entries that are without the completed Entry or Non-plagiarism declaration forms would be **disqualified**.

1. **ENQURIES**

For enquiries, please contact Mr. Michael Chan (Tel: 24088949; email:ccesr@chuhai.edu.hk)

1. **MEMBERS OF JUDGING PANEL**

Chairperson:

Dr. Haitian Lu, Associate Professor and Associate Head, School of Accounting and Finance, The Hong Kong Polytechnic University

Members: (in alphabetical order)

Dr. Eva Chan, Chief Executive Officer, Hong Kong Institute of Marketing

Ms. Mary Choy, Vice Chairman, The Chartered Institute of Marketing, Hong Kong

Dr. John Leung, EMBA Programme Director and Associate Professor, Department of Marketing, City University of Hong Kong

Mr. Alexander Wong, Unit Manager, Manulife (International) Ltd

Dr. William Yu, Founder & Chief Executive Officer, World Green Organisation (WGO)

1. **disclaimer**
2. Participants should fully agree that the Organizer has the right to use reports of the entries for advertising, promotion or education purposes. The Organizer also has the right to use submitted works of entries without any liability to pay to the participants or any other parties.
3. Participants should ensure that their entries have not infringed the copyright of works of any persons or organizations. The Organizer assumes no responsibility for the copyright infringement of entries.
4. The Organizer reserves the right to make amendments on the rules and regulations without further notice.