



**CFA Society  
Singapore**

# **CFA SOCIETY SINGAPORE UNIVERSITY ETHICS CHALLENGE - A NEW APPROACH TO ETHICS PEDAGOGY**

## **OFFICIAL RULES 2018**

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**CFA SOCIETY SINGAPORE UNIVERSITY ETHICS CHALLENGE –  
A NEW APPROACH TO ETHICS PEDAGOGY**

**RULES & REGULATION**

**RULE 1: PARTICIPATING UNIVERSITIES**

- 1.1 The 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”) will have 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 CFAS.
- 2.2 The faculty advisor/professor may guide the team/makes recommendations. They cannot complete work for the team.
- 2.3 **Preliminary round competition:** Teams may spend up to 10 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 **Final National round:** The faculty adviser may contribute an additional two hours with teams advancing to the Final National round.

**RULE 3: TEAM COMPOSITION**

- 3.1 Each team must have three to five (3-5) students. It is recommended that teams consider diversity when selecting team members.
- 3.2 All competing team members must complete the official registration form.
- 3.3 Team members must be from the same university but may consist of students from different faculties.
- 3.4 Before the case is distributed, team members can be changed by notifying CFAS in writing and completing the official online registration form for the new team members.
- 3.5 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 three (3) 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 (Preliminary or National), that team will not be disqualified provided that there are still at least three (3) official members on the team.

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

Each team member must:

- 4.1 Currently be enrolled at the participating university when the ethics case study is distributed (full or part-time status permitted).
- 4.2 Complete the official online registration.
- 4.3 Accept the terms of the participation agreement upon registration.
- 4.4 Agree to abide by the CFA Institute Code of Ethics and Standards of Professional Conduct.
- 4.5 Complete the online course prior to the Preliminary round Competition: CFA Institute: Ethics and Standards of Practice

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

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

- 5.1 are or were a CFA charterholder;
- 5.2 have been sanctioned by the CFA Institute Professional Conduct Program; and/or

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

- 6.1 In the **Preliminary round**, teams will have 14 days to work on an ethics case. Teams will submit a written report consisting of analysis and recommendations to CFAS via email. The report shall not be longer than 5 pages, with appendix not more than 10 pages. There is no presentation in the preliminary round.
- 6.2 In the **Final National round**, teams will have 24-hours to work on a new case and then presentations are given live to a judging panel of CFA Charterholders. 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.
- 6.3 Final round teams must prepare an executive summary to be submitted along with the presentation (maximum of 1,000 words) to be shared with the judges. It will be used for information purposes only and will NOT be considered in the overall score.
- 6.4 Teams must be sequestered in another room so they cannot see or hear other teams make their presentation before they have presented.

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

- 7.1 CFAS shall recruit three to five (3-5) judges for the competition. There must be at least three (3) panel judges for the final round competition.
- 7.2 Judges cannot be currently employed by a participating university.

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

- 8.1 In the **Preliminary round**, the scoring will solely be based on each team's written report.
- 8.2 In the **Final National round**, the scoring will solely be based on each team's presentation and its responses to the judges' questions.
- 8.3 Scorecards must be filled out by judges (see Attachment B). The scores are then used to determine each judge's presentation ranking. See Attachment A for the scoring instructions.
- 8.4 CFAS will tabulate all the rankings to determine a winner.
- 8.5 If there is a tie the score each team receives from "Course of Action and Solution" will determine the winner. If there is still a tie the scores from each team should be reviewed in the following categories until the tie is broken and a winner is determined.

Tie breaker rankings:

1. Course of Action and Solution
2. Questions
3. Violations to the Code of Ethics & Standards of Professional Conduct
4. Duties to Clients
5. Duties to Employers
6. Conflicts of Interest
7. Compliance
8. Team Involvement/Poise
9. Materials

**RULE 9: FINAL NATIONAL ROUND CASE PREPARATION**

- 9.1 Teams will be given the case at 1700 hours 2 days prior to the Final National round presentation day.
- 9.2 Teams will have to send in and submit the presentation materials at 1700 hours on the prior day to the Final National round presentation day.
- 9.3 The Final National round presentation will commence at 0800 hours on the designated day.
- 9.4 Teams are expected to use PowerPoint for preparing slides and presentations. Use of animations, video 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 provided that 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 Conflicts 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. 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.

10.4 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 Singapore laws and regulations.

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