



# INTER-COLLEGIATE BUSINESS COMPETITION

## INTER-UNIVERSITY ROUND COMPETITION RULES

- The competition is open to all full-time Undergraduate Business students from invited universities. No Masters candidates are eligible.
- Each school shall select the teams they wish to enter in I.C.B.C. 2010. The following are the number of competitors required for each event:

Accounting	2
Business Policy	3
Finance	2
Human Resources	2
Marketing	2
MIS	2
Ethics Event	2
Debating	2

- The Inter-University Round includes the first seven events listed above. (Debating is not included in the Inter-University Round.)
- The top six teams in each of the first seven events will be invited to the final round.
- The six schools with the highest cumulative score will be invited to bring a two-person Debating team to the final round (*See 'Basis for Determining Debating Participants'*).
- No one person may participate in more than one event. However, people will be eligible to participate in the Debating event if they competed on a team in the Inter-University Round that did not qualify for the Final Round.
- No substitutions of team members will be accepted for the Final Round.
- **Each competing team is on its own and is not to ask for advice, nor receive advice on how to proceed with the report – other than establishing logistical or library services and copy support if needed.**
- No one other than the competing team for each event is permitted to read the case, intermediate analysis, or submission until the complete reports are sent to the I.C.B.C. 2010 Executive.



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- Competitors **MUST** read and sign the Pre-Case Ethical Standards and Guidelines before opening the case envelope. Please return these forms by mail or fax to the I.C.B.C. 2010 Executive by **October 9, 2009**.

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## *Submitting Specifications:*

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- Two (2) copies of the Preliminary Round completed case submissions must arrive at the I.C.B.C. 2010 Office in Kingston no later than 5:00 p.m. Eastern Standard Time on **October 30, 2009**. It is the responsibility of each school to submit their solutions by this date. However, we will accept entries postmarked no later than October 27, 2009. **Please use a courier service and obtain a tracking number.** Please **DO NOT** use Canada Post Express service because mail often takes time to be redirected from the central Campus Mail Centre to the School of Business.
- NO faxed solutions will be accepted.

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## *Document Specifications:*

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- Each school should identify its case submission by using the cover sheet provided.
- The name of your school and your personal names should **NOT** appear anywhere else in the case submission, which includes all appendices, text, title pages, headers and footers, and table of contents.
- The full report (*excluding the Executive Summary and exhibits*) is limited to 8 pages in 12 pt. Times New Roman Font, on 8½” by 11” white paper, double-spaced, with 1” margins.
- Where appropriate, exhibits are recommended; they must not exceed 12 pages including the Executive Summary. These pages are in addition to the 8-page maximum for the written report, and must also be in 12 pt. Times New Roman Font, on 8½” by 11” paper, with 1” margins. For these Exhibits and the Executive Summary, you are permitted to use single-spacing.
- Page limits for submissions do not include the cover page, title page or table of contents.
- All case submissions should be bound with white ½-inch binding, clear plastic cover, with a white back cover.



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## BASIS FOR DETERMINING FINALISTS

1. Queen's professors (Undergraduate and Post-Graduate) will mark submissions for each of the functional areas (Accounting, Business Policy, Ethics, Finance, Labour Arbitration, Marketing, and MIS). There will be at least two markers per event, and markers' identities will be kept anonymous.
2. Markers will be asked to assign a mark out of a possible 100 points to each submission, and then rank each school's submission relative to those submitted by other schools in the same area of study. Marks will be allocated at the discretion of the markers, dependant on the major issues of the case and your analysis.
3. Failure to comply with any of the attached Document Specifications will result in a deduction of point(s), a drop in rank, or disqualification, depending on the frequency and severity of infractions committed.
4. Results of the Inter-University Round will be announced online November 25, 2009. Results will be mailed out to all universities on November 27, 2009 along with feedback forms for each submission. These copies will not display the school rank in the event. I.C.B.C. 2010 reserves the right to deny requests for rank information in order to maintain equal standing in the Final Round. Case feedback forms will, however, include comments pertaining specifically to each submission.
5. The top six (6) teams will qualify for the Final Round of I.C.B.C. 2010 held January 7 through 9, 2010.

## BASIS FOR DETERMING DEBATING PARTICIPANTS

1. Each team will be given points based on their ranking in each event in the Inter-University Round. The point allocation is as follows:
  - 7 points – 1<sup>st</sup> place finish in an event
  - 6 points – 2<sup>nd</sup> place finish in an event
  - 5 points – 3<sup>rd</sup> place finish in an event
  - 4 points – 4<sup>th</sup> place finish in an event
  - 3 points – 5<sup>th</sup> place finish in an event
  - 2 points – 6<sup>th</sup> place finish in an event
2. In addition to the above points, each school receives 1 point for each event that they participated in during the Preliminary Round.
3. The top six teams in aggregate points will be invited to bring a debating team to the Final Round.  
EXAMPLE:  
A school participated in two events in the Inter-University Round. They place first in one event and third in the other. Thus, they receive 14 points.
  - 7 (first place)
  - 5 (third place)
  - 2(for participating in two events)



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14 total

I.C.B.C. *may* use your case submission to post on our website *after* the completion of the Inter-University Round as an example of a submission. The case submission writers will be kept entirely anonymous, with no reference made to their names or their university.