



## BVA Essay Award Rulebook

### Candidates

#### *Article 1*

Participation in the BVA Essay Award is allowed for any graduating student with a master or a PhD degree from a Belgian university.

#### *Article 2*

By participating in this BVA Essay Award, candidates are presumed to be aware of the content of this rulebook and agree to be bound by its terms.

#### *Article 3*

Participation in the BVA Essay Award is not allowed for any relatives of jury members of the BVA Essay Award.

### Assignment

#### *Article 4*

The BVA VZW has created the BVA Essay Award to foster academic studies on the industry, which the BVA represents. Entries are evaluated among others on the basis of the following criteria:

1. Academic quality;
2. Originality;
3. Accessibility of the choice of subject;
4. Usefulness of the study for the industry the BVA represents.

### Rights

#### *Article 5*

Entering an essay does not imply any transfer of copyright and/or any other related ownership rights in relation to the essay by its author, with exception of what is specified in article 6. The author is solely responsible for the content of the submitted essay.

#### *Article 6*

The BVA reserves the right to use the entered essays and/or the executive summaries for publication, whether on its website or otherwise, so as to make it available for BVA members and/or the public at its own discretion, with explicit reference to the author. The participant shall indemnify the BVA against all claims by third parties in relation to copyright issues with respect to his/her essay.

#### *Article 7*

Essays and accompanying materials that are submitted will not be returned.

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## Judging

### *Article 8*

Each year, the Chairman of the BVA appoints the jury and its president, such appointment reflecting the criteria mentioned in article 4. The members of the jury will declare to be bound by this rulebook. A member of the jury who has participated in the review of a submitted essay at university level will communicate this to the president of the jury who will decide, taking all aspects into consideration, whether that member can still take part in the judgment process and if so, under what circumstances. The president's decisions will be binding to that member, who has the right to resign in case he/she does not agree with that decision.

### *Article 9*

Essays are only qualified for evaluation by the jury when they:

1. Have been evaluated with "distinction" ("*onderscheiding, cum laude*") by a Belgian university before they are submitted;
2. Comply with the requirements of article 12.

### *Article 10*

The jury has the right not to award the BVA Essay Award in case of insufficient quality of the submitted essays.

### *Article 11*

The jury has the right to seek the advice of external experts when judging the essays, provided these persons declare to be bound by this rulebook. The jury is allowed to ask oral presentations from the candidates having submitted an essay, but has no obligation to do so nor to hear all candidates. It also has the right to enter into contact with the professors or lecturers having reviewed the candidates' essays. The jury does however have the obligation to uphold a fair judgment process for all candidates.



## Execution

### *Article 12*

Essays must be:

1. Submitted in either Dutch, French or English with an executive summary in at least the same language;
2. Submitted electronically by the date set each year by the BVA Essay Award jury (by email to the BVA, Mrs. Hilde Vandermeulen, hilde@bva.be);
3. Accompanied by proof that the essay was evaluated with “distinction” (“*onderscheiding, cum laude*” or similar quotation) or higher grade by a Belgian university at the most one year before the submission date;
4. Accompanied by a recommendation letter by a university professor or lector (having participated in the evaluation of the essay as mentioned in sub paragraph 3 above);
5. First time submissions to the BVA Essay Award;
6. Accompanied by a letter including at least the following information: first name and surname of the author, full address, telephone number, e-mail address and teaching institute.

The jury is allowed to derogate from the principles set out in this article 12 in a discretionary manner.

### *Article 13*

Participants receive a confirmation of receipt of their entry and whether such essay fulfilled all criteria for submission. Before the final judgment is made public, the participants will be informed whether or not they are nominated for the “shortlist”. The final results are made public at the BVA Presidents’ Meeting of March and will be made public through the website of the BVA or other means.



## **Award**

### *Article 14*

The winner of the BVA Essay Award receives the amount as set forth each year by the BVA Board, which could also decide to provide an award to the other nominees. The winner agrees to provide his/her assistance to the jury or the BVA, to a reasonable extent, to make publicity for his/her essay.

The jury has no obligation to motivate the granting of the BVA Essay Award to a certain candidate, but is entitled to do so. The jury has no obligation to enter into discussions with any candidate. Candidates accept the judgment of the jury as final and binding, and will refrain from making comments about it in public or taking any other action.

## **Final clause**

### *Article 15*

The president of the jury is competent to make any decision in relation to any event or circumstance not provided for in this rulebook after consultation with the BVA President. The BVA board is always allowed to make any amendments to this rulebook, such amendments taking immediate effect. Any discussions about the BVA Essay Award, this rulebook or its application can only be submitted to the BVA board which has no obligation to rule on it or to comment on any decision it would take in such matter. Neither the rulebook nor the organization of the BVA Essay Award can create any obligation or liability for the BVA, or any of its members or agents. All costs for the organization of the BVA Essay Award will however be borne by the BVA or an entity which it designates, provided that such costs were made with the explicit prior approval of the BVA or the designated entity.

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