



R U L E S

FuturEU Competition 2024

**CIVICA shaping the EU of
tomorrow**

**WRITTEN BY:
The futurEU Initiative**

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Section §1

DEFINITIONS

1. The futurEU competition is further referred to as the **competition**.
2. The CIVICA member universities are further referred to as **Universities** (or singularly University) and include the following academic institutions:
 - a. Bocconi University (Italy);
 - b. Central European University (Austria and Hungary);
 - c. European University Institute (intergovernmental);
 - d. Hertie School (Germany);
 - e. IE University (Spain)
 - f. National University of Political Studies and Public Administration (Romania);
 - g. Sciences Po (France);
 - h. SGH Warsaw School of Economics (Poland)
 - i. Stockholm School of Economics (Sweden);
 - j. The London School of Economics and Political Science (United Kingdom).
3. The CIVICA partner universities are further referred to as **Partner Universities** (or singularly as **Partner University**) and include the following academic institutions:
 - a. National University of Kyiv–Mohyla Academy (Ukraine)
 - b. Ukrainian Catholic University (Ukraine)
 - c. Vasyl' Stus Donetsk National University (Ukraine)
 - d. Kyiv National Economic University (Ukraine)
 - e. Kyiv School of Economics (Ukraine)
4. The Jacques Delors Centre in Berlin is further referred to as the **Centre**.
5. The Hertie School is also individually referred to as the **hosting institution**.
6. The futurEU student initiative team, based at the hosting institution, is further referred to as the **Administrator**.

Section §2

OBJECT AND SPIRIT

1. The competition aims at reaching the following objectives:
 - a. Create a unified, collegiate atmosphere among the student body of the Universities;
 - b. Promote awareness of CIVICA within the Universities as part of the European Universities Initiative;
 - c. Foster dialogue and discourse on the future of the European Union;
 - d. Include the perspective of students and PhD researchers in the development of the academic and public discourse in interest areas of the Universities.

Section §3

STRUCTURE

1. The launch of the competition and the rules are public on the futurEU website.
2. The competition will develop in two rounds: a written and an oral round. The latter includes two phases: a semi-final and a final. The Administrator will also offer workshops throughout the competition.
3. In the first round, all participants prepare and submit a campaign proposal with either an infographic (i.e. poster) or a short one-minute video. More information can be found in §8. A pre-selection round will occur through popular vote. The judges will then evaluate the proposals, according to the grading scheme provided by the Administrator. The Administrator admits the best teams, in the ranking order, to the semi-final of the second round.
4. In the second round's semi-final, the selected teams will expand on and present their proposal to the judges, who will evaluate the teams, according to the grading scheme provided by the Administrator. The first two teams in the ranking order are admitted to the final of the second round.
5. At the stage of the final of the second round, the two selected teams will present their proposal to a wider audience. The judges will evaluate the proposals according to the grading scheme and announce the winning team.
6. Any further questions on the structure and the rules of the competition can be sent to the Administrator via email at any time during the competition. The contact email address is made public with the publication of the rules.

Section §4

ELIGIBILITY

1. The competition is open to any individual enrolled at University or Partner University for the academic year 2023-2024. The enrolment must be for the attainment of a bachelor's degree, a master's degree, or a PhD.

REQUIREMENTS

1. At the time of registration, participants in the competition are required to submit a document proving their enrolment at one of the CIVICA Universities.
2. This document can include, but is not limited to:
 - a. student cards
 - b. transcripts
 - c. proof of enrollment.

TEAM COMPOSITION

Section §5

REGISTRATION

1. Participants shall register as teams by the deadline.
2. Registration and participation in the competition is free of charge for all participants.
3. At an earlier stage, the Administrator will provide the possibility for individuals without a team to meet other fellow students and to independently form teams. It is important to bear in mind that participation as an individual is not allowed in the competition. The Administrator will form teams on the individuals' behalf if an individual registrant consents.
4. The registration will be carried out via the futurEU website.
5. After the registration, the Administrator will send an email of receipt for the registration. After the deadline, the Administrator will review the registration and the attached documents and send an email of confirmation for the registration.
6. Upon receiving the registration confirmation, participants registered as teams are officially enrolled in the competition. At this stage, changes in the composition of the team can only happen in extraordinary circumstances and must be approved by the Administrator. Any change without the consent of the Administrator constitutes grounds for disqualification.

Section §7

JUDGES

1. The judges of the competition for the first and second rounds are selected after careful consideration. The judges' panel is composed of early-stage researchers, experts, and faculty of CIVICA and/or the Centre. The administrator aims to ensure the judges' panel is well-versed on the issues of the European Union.
2. The judges shall act individually and independently. The grading will be standardized and kept on official grading sheets.
3. The decisions of judges are unappealable and the results of the competition in both rounds are final.

Section §8

FIRST ROUND

1. For the first round, the teams must prepare and submit a campaign proposal and either an infographic or a short one-minute video of their campaign ideas within the deadline for the submission announced on the futurEU website.
2. After the expiration of the deadline, teams are not allowed to, alter, delete, or/and resend their submissions in any manner.

CAMPAIGN PROPOSAL

1. A campaign proposal is a document that outlines the rationale for choosing a particular campaign. It communicates the objectives, and strategies of candidate members of the European Union Parliament. The purpose of the proposal is to convince fellow students – as their constituencies – of the urgency of the current problem, and the need to adopt an alternative course of action. For additional resources on writing a campaign proposal, the Administrator encourages teams to look at the website of the International Centre for Policy Advocacy and their [advocacy planning framework](#) and to participate in the workshops organized.
2. The campaign proposal must be submitted with the following contents:
 - a. A cover page, including the names of the team members, Universities, and the word count. Please only include this information on the cover page, to ease the anonymization process.
 - b. A title,
 - c. A brief executive summary
 - d. The body of the proposal including subheadings (i.e. target audience, strategy, policy recommendations)
 - e. In-text references using the team's preferred referencing style
 - f. Page numbers
3. The proposal should not **exceed 750 words** (10% +/-), excluding headings and references.

Section §8

AUDIO OR/AND VISUAL DOCUMENT

1. The team is required to send an infographic or a short one-minute video visual (i.e. poster, video, ...) recording explaining the campaign proposal briefly and developing how the ideas are relevant and important. The team is free to choose the format.
2. You must remain anonymous (no names, university mentions, or country), but can pretend to be another person.

SELECTION

1. The selection process of the first round will happen in a two-fold way. Firstly, universities and mixed teams will be assigned to pools. Through a popular vote, the best three teams will be selected. Their campaign proposal will then be sent to the Judges who will select a winner per pool. The grading of the campaign proposal will happen anonymously. All winners will then be invited to Berlin, given available funding.
2. The judges for the first round will grade the proposals with a maximum score of one hundred (100) points, attributed along the following dimensions:
 - a. Originality;
 - b. Depth and breadth;
 - c. Relevance;
 - d. Logical rigour;
 - e. Presentation and clarity;
 - f. Special mention.
3. The Administrator will apply the following penalties to the grading score for the infraction of the rules in the first round:
 - a. Non-conformity with the formatting requirements amounts to a deduction of ten points;
 - b. Identity disclosure that is not compliant amounts to a deduction of ten points.
4. At the end of the first round, the Administrator will collect grading sheets and apply penalties, where applicable, to the scores of the teams. Based on a ranking of the scores, the Administrator will communicate to the best teams their admission to the semi-final of the second round.

Section §9

SECOND ROUND

1. The second round will take place at the hosting institution, if funding is available, at a date announced by the Administrator on the website of the competition.
2. All members of teams admitted to the second round will have their accommodation costs covered for at least two nights in Berlin.
3. All members of teams admitted to the second round will have their travel expenses to Berlin reimbursed up to a certain amount. If no travel option is available within this price, please contact us at info@futurEU-initiative.org
4. For the semi-finals of the second round, the selected teams will present a policy brief, expanding on their campaign proposal. At the end of their presentations, the teams answer questions.
5. In the semi-final, the teams may, and are encouraged to use a slide presentation as a supporting visual instrument.

Section §9

POLICY BRIEF

1. The policy brief is a document that outlines the rationale for choosing a particular policy alternative or course of action in a current policy debate. The purpose of the policy brief is to convince the target audience – in this case an EU audience or subset thereof – of the urgency of the current problem and the need to adopt the preferred alternative or course of action, and, therefore, to serve as an impetus for action. For additional resources on writing a policy brief, the Administrator encourages teams to look at the website of the International Centre for Policy Advocacy, [the essential guide published](#), and to participate in the workshops organized.
2. The policy brief must be submitted with the following contents, in this order:
 - a. A cover page, including the names of team members, the Universities of enrolment, the level of educational attainment, and the word count. These personal details can only be inserted on the cover page to ease the process of anonymization;
 - b. The title of the policy brief, following the cover page;
 - c. An executive summary not exceeding 120 words;
 - d. The body of the policy brief with subtitles (typically includes background, analysis, recommendations);
 - e. A list of references is presented in the team's preferred style.
3. The **policy brief** cannot exceed the word count of a thousand five hundred **(1500) words**. In the calculation of the word count, the cover page, the executive summary, and the list of references are not considered.

Section §9

GRADING AND FINALS

1. The judges for the semi-final of the second round will grade presentations with a maximum score of one hundred (100) points, attributed along the following dimensions:
 - a. Argumentation;
 - b. Style;
 - c. Mastery;
 - d. Responsiveness;
 - e. Delivery.
2. For the final of the second round, the selected two (2) teams each present their policy proposal, giving special emphasis to the improvements considering the feedback from the semi-final. At the end of their presentations, the teams answer questions.
3. At the end of the second round, the Administrator will collect the grading sheets. The judges will then announce the winning team.

Section §10

WORKSHOPS

1. In the spirit of the competition, the Administrator will offer workshops, given by external guests, to students. This will help them improve their skills and guide them during the competition.
2. At least one participant of each team must attend one of the workshops offered. The failure to do so is grounds for dismissal from the competition.

PRIZE

1. The winner of the competition is awarded a plaque and the opportunity to work towards the policy brief getting published.
2. Arrangements, including the cost of an accommodation solution in Berlin for at least two nights, will be covered as part of the prize of the competition, under the availability of funding this component of the prize is subject to §16.
3. In any case, the prize is non-transferable and non-refundable.
4. All the teams qualified for the semi-final will receive a certificate attesting their participation.

Section §11

ETHICAL CODE

1. Participants are expected to present fair conduct throughout the competition.
2. The work submitted should be original and independent. Plagiarism is prohibited and will be subject to strict evaluation. Plagiarism entails the wrongful appropriation of ideas, writings, or language of others while passing them off as one's own. The intellectual property rights of others must be respected.
3. Participants are expected to present collegiate conduct with any other individual and to stay away from unfair strategies. Should any participant have a complaint regarding the conduct of a fellow participant, they are encouraged to approach the Administrator. Good sportsmanship and fair play shall be a guiding principle throughout the competition.
4. Any severe violation may be sanctioned with a disqualification of the team at any stage. The Administrator will take a final decision in this regard.

DATA PROTECTION & PRIVACY

1. To the extent of their application, the competition is subject to the requirements of the EU General Data Protection Regulation (GDPR) 2016/679.
2. The Administrator is committed to respecting and protecting the privacy of participants. The processing of personal information will be carried out in a fair and lawful fashion, in compliance with applicable privacy laws.

Section §12

COPYRIGHTS AND OWNERSHIP

1. The Administrator will have a nonexclusive right to reproduce the policy briefs or any part of the policy briefs at the Administrator's discretion.
2. The non-exclusivity clause allows participants to publish their work elsewhere and grants the Administrator the right to reproduce their work for publishing and promotional material.

RESTRICTIVE MEASURES

1. The Administrator has the priority of safeguarding the health of every party involved in the competition. While the Administrator intends to host the second round and to award the prize in Berlin, the Administrator recognizes that restrictive health measures implemented on German territory and at the borders might constitute grounds for a change in the organization of the competition.
2. If necessary, the Administrator is ready to move the second round to an online environment in case of a public health crisis or lack of funding.

Section §13

MISCELLANEOUS

- 1.The Administrator does not accept any responsibility for or liability arising from the competition or for participants taking up or not taking up the prize.
- 2.The Administrator reserves the right to void, cancel, suspend, or amend the rules of the competition, including the prize, where it becomes necessary to do so.
- 3.To the fullest extent permitted by law, the Administrator will not be liable where a participant has breached local laws and regulations in connection with the competition

TERMS AND CONDITIONS

- 1.By registering for the competition, participants agree to accept and be bound by the rules of the competition hitherto detailed.
- 2.By registering for the competition, participants acknowledge that failure to comply with the rules of the competition may result in a disqualification of the team.
- 3.It is the responsibility of participants to ensure that they can take part in the competition in compliance with local laws and regulations.



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