



Case Study Competition in the Field of Integrity in Business -

Caucasus Partner Institutions

Terms and Conditions

1. General Provisions

- 1.1. This Concept Note establishes and regulates terms and conditions of the Competition to be held among the teachers of partner universities of Integrity Action in Georgia. The subject matter of the Competition shall be the best case studies on business integrity (hereinafter referred to as '**Competition**').
- 1.2. The functions of the Organizing Committee of the Competition shall be incumbent on the Business Advisory Committee in Georgia.
- 1.3. The Competition is held with a view of popularization of the active methods and practical tools of teaching business integrity, and introduction thereof into the higher education system, also in the form of hands-on case studies toward inculcation of integrity in business organizations.
- 1.4. Eligible for participation in the Competition are academics and practitioners specializing in teaching business management, economics and subjects related to these fields.
- 1.5. A Competition Committee comprised of expert academics and business leaders shall rate the cases submitted to the Competition and determine the Competition winners.
- 1.6. The Competition winners shall be awarded with honoraria to the amount of \$500 for the first place; \$300 for the second place; \$200 for the third place, to be given at the termination of the Competition.

Honorable Mention awards will go to additional worthy cases.

2. Basic Terms of Competition

- 2.1. To be admitted to the Competition, the participants shall fill in the entry form (Appendix 1)
- 2.2. Mandatory requirements for entry submission:
 - the cases submitted shall not be previously published in their existing or analogous form, or be pending for the purposes of publication
 - all cases shall bear authorizing signatures of all authors

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- submission of a case study to the Competition includes permission given by the authors for Integrity Action to publish the case on its online library under a joint copyright of the authors and Integrity Action, for use in educational, non-commercial purposes only by Integrity Action and its partner institutions of the Integrity Education Network, with full attribution to the authors. For further details see section 5.1.
- all cases will be judged according to the Rating Criteria detailed in section 4

3. Competition Period and Choice of Winners

- 3.1. Entries for participation in the Competition are accepted by the Organizing Committee from March 15 through April 15, 2013. All entries must be submitted as a PDF or MSWORD file to Mr David Matsaberidze:
david.matsaberidze@integrityaction.org

If electronic submission is problematic, please contact Mr David Matsaberidze
Mobile: 555 22 00 50 for alternative means of submission.

- 3.2. The entries received by the end of April 15, 2013 shall be judged by the expert members of the Competition Committee. The decisions of the 3 best entries shall be finalized by May 15, 2013.
- 3.3. Judging will be conducted anonymously.

4. Case Rating Criteria

- 4.1 While reviewing the cases the Committee shall take into account the usefulness of the case as a teaching tool to develop students' analytical skills related to integrity issues. Other elements include: relevance to integrity principles, comprehensiveness, readability, degree of creativity, logic and feasibility of implementation of the proposed problem's solution.

4.2 Elements of the Case:

- Each case shall 'tell the story' of a complex, real-life integrity-related situation (problem) confronted with by an organization/person.
- The case shall present only the information known to each person involved in the case at the time the events were taking place.
- To make the case more readable and realistic, we encourage the use of writing techniques such as telling the story through one individual's perspective, including direct quotes from individuals or conversations/meetings, describing the

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characters' personalities or illustrating their personality through their behaviour, providing some organizational context, providing data that need to be analysed in order to understand why a specific decision was made, etc.

- A group or individual should be identified as the 'decision-maker' unless this lack of clarity is an element of the case.
- The case should enable study and analysis based only on the information provided to develop possible alternatives towards a solution to the problem raised in the case.
- A solution can be provided either in the basic case itself, or if this is a true case and a decision was actually implemented, as an 'Epilogue', to be revealed and discussed only after students have proposed their own solutions.
- Note that any solution provided is only one possible solution. We encourage promoting solutions taken that may or may not be the most logical, or well-thought through, but that appropriately reflect the character of the decision-maker.

4.3 Format:

- The accepted language of each case study is Georgian.
- As a rule, the text shall be a minimum of 3 pages single-spaced, up to a maximum of 10 pages single-spaced, in PDF or MSWORD format, inclusive of supporting data.
- If electronic submission is problematic, please contact Mr David Matsaberidze Mobile:555 22 00 50, email: davidmatsaberidze@integrityaction.org for alternative means of submission.
- A case, depending on content, may contain color illustrations or include audio-video materials, whether CD or DVD.
- Some interactive cases may be formatted electronically.
- Cases may also contain methodological teaching notes for the teachers/trainers, not to exceed 5 pages of A4 format.
- Each author may submit up to 2 case study entries.

4.4 The cases shall be related to one of the critical problems relating to integrity in business administration, which may arise in the activities of a business entity.

4.5 Criteria for Assessing Case Studies

- Compliance with the principles of case-study writing: title, context, characters, events, questions;
- Level of comprehensiveness (e.g., sufficient information and logical support of the characters' actions, inclusion of teaching notes, etc);
- Feasibility of alternative options in problem-solving;
- Reality (believability of the situation);



- Importance (significance of the problem);
- Complexity (due regard to different aspects of the problem);
- Readability for students;
- The case problem arouses interest with students;
- Technique and style of case presentation.
- Sufficient information provided about the characters' personalities for the decision maker to formulate a solution;
- A targeted solution could be provided, whether in the case itself or as an epilogue. Solutions can be provided only in the teaching notes, with or without justification.

5. Case Authorship

- 5.1. The submission of the entry to the Organizing Committee shall be viewed as the conclusion of an agreement with the author/authors of the case in order to establish a set of rights which the author/authors deem possible to transfer to the Organizing Committee, in particular, the right:
 - i. To store the electronic version of the case study in Integrity Action's database of educational materials;
 - ii. To publish the case study on the Internet for educational, non-commercial use by Integrity Action and its partner institutions;
 - iii. To provide users with online access to the text that will be protected protected from alteration, with a clear statement of copyright;;
 - iv. To use for educational, non-commercial purposes only by Integrity Action and its partner institutions, with full attribution to the authors.
 - v. To publish the case, with full attribution to the authors.
- 5.2. The author reserves all the rights to alternative publication and dissemination of the case through periodicals, compendia, or registration in other (including foreign) databases.



APPENDIX 1 - GEORGIA

Entry Form – Please attach Case Study

1. **Case Study Title:** _____

2. **Full name of Author/s:** By filling out and signing this section, I confirm that I am the author of the above-named submitted original case study.

1. Title _____ (Prof, Dr, Mr, Mrs, Ms,...)

First Name _____

Family Name _____

Signature _____

2. Title _____ (Prof, Dr, Mr, Mrs, Ms,...)

First Name _____

Family Name _____

Signature _____

3. **Workplace:** _____

Job title: _____

4. **Contact telephone number:** _____

5. **E-mail:** _____

6. **Mailing address:** _____
