



KONICA MINOLTA INTERNATIONAL UNIVERSITY CONTEST

TERMS & CONDITIONS

1. UNIVERSITY

1.1. The universities shall support the contest by:

- full co-operation and support of its participating team(s) and participation on all levels of the institution and its staff;
- offering reasonable research opportunities to the students as and when required within the set time frame of the contest;
- allowing students to initiate and create innovative ideas, which can/will assist all parties involved; and to observe systems and their performance in relation to quality, productivity and effectiveness, and provide possible feedback to all parties involved;
- promotion and support of the Konica Minolta University Contest through all available channels (in the event that the university conducts any promotional activities in connection with the contest in addition to or aside from the promotional activities conducted by KONICA MINOLTA, all costs and expenses incurred in connection with such additional promotional activities shall be borne by the university);
- evaluation of the proposals and selection of the best three to represent the university, if there are more than 3 teams participating.
- allowing Konica Minolta to use the universities signs, names and logos in the form of success stories, testimonials, or statements to promote the contest during the term, and for a period of up to one year following the expiry of this Cooperation Agreement, unless notified in writing to the contrary

1.2. KONICA MINOLTA and its staff will fully support the contest by:

- briefing the universities and their teams about the contest's conduct;

- communicating with participating universities and teams about questions and/or results of the contest and related events and activities;
- promoting and supporting the contest and the participating universities and teams through all available channels.

2. TEAMS

- 2.1. Only students matriculated at the participating universities during the course 2017-18 can take part in the contest.
- 2.2. Each team should have a minimum of three and a maximum of five members, and can include one member of the university staff (e.g. a lecturer), but this is not a requirement.
- 2.3. To participate the teams have to officially register before 12 noon on 15 December 2017 (local time) via e-mail to the local project manager.
- 2.4. For the registration each team must submit the following documentation in PDF format:
 - registration form including name, department and position (student/staff) of the participants;
 - an e-mail contact address for the communication with the team;
 - acceptance of these Terms & Conditions signed by all participants
- 2.5. Konica Minolta will confirm the reception of the registration to all teams via e-mail to the team contact address before 12 noon of 20 December 2017.

3. ENTRIES

- 3.1. The teams will analyse an information workflow inside their university.
- 3.2. KONICA MINOLTA proposes 3 different areas for the analysis:
 1. **Student life cycle:**
Administrative processes related to the academic life of students – from application, freshers' weeks-, communication of marks and course details, to alumni management processes.
 2. **Academic services and learning:**
Transmission and sharing of information and knowledge as well as collaboration between teaching staff and students – the core activities of a university.
 3. **Campus/city life and/or student services:**
This relates to all the accompanying activities developed or offered by a university, e.g. accommodation, libraries, transport, cultural activities, sports, etc.

- 3.3. Every team will prepare a document with their findings, recommendations and solutions as a concept for improvement. This document may contain a maximum of 6,000 words excluding appendices (font size 10) and be written in English or in a local official language.
- 3.4. The main criteria for a successful proposal are:
- depth of analysis and understanding of the analysed information workflow;
 - proposal of an innovative solution;
 - benefits of the proposal for the university in terms of quality, effectiveness, flexibility, costs, etc.;
 - feasibility of the proposal for the university;
 - originality.
- 3.5. The teams will submit the document before noon on 28th February 2018 (local time) via e-mail to the local project manager.
- 3.6. If KONICA MINOLTA receives more than three proposals from one university, it will ask the university to preselect three until 7th March 2018.
- 3.7. It is understood that any copyrights and intellectual property rights vested in the proposals shall remain with the University. The University herewith grants to KONICA MINOLTA the royalty-free, irrevocable and worldwide right to use and exclusively exploit the proposal's contents commercially for a duration of three years after the expiry of which said exploitation right shall be non-exclusive. Nothing of the foregoing shall prevent the University from using the proposals of its own students for internal purposes, i.e. for the implementation of the elaborated processes within its organization. The University furthermore waives any copyrights and intellectual property rights in any pieces of software and hardware developed or services performed by KONICA MINOLTA based on or in connection with the proposal's contents. In return, KONICA MINOLTA will offer any such hardware, software or service at a discount from the regular price.
- 3.8. The university warrants that all submitted proposals have been elaborated by their students and do not infringe upon any intellectual property rights of third parties. KONICA MINOLTA does not assume any liability for the infringement of third party rights and any affected university shall hold KONICA MINOLTA harmless from any related third party claims.
- 3.9. KONICA MINOLTA may freely publish the proposals, any summaries thereof or conclusions therefrom. If necessary, all connected consents in terms of data protection or secrecy obligations shall be deemed given.

4. THE JURY

- 4.1. All entries received in compliant time and form will be evaluated by a national jury. This jury will comprise of the following members:
- Representative of the academic world

- Representative of the business world
 - Local Project Manager from KONICA MINOLTA
- 4.2. In case of more than 20 different entries, the national jury will make a first selection of 15 finalists to be invited to the National Award Event. Konica Minolta will communicate the names of the preselected teams 3 weeks before the event.
- 4.3. All participating teams (or if Clause 4.2 applies: the preselected teams) will be invited to the National Award Event in March 2018. During the event, the jury will honour the National Champion.
- 4.4. The proposals of all National Champions will be evaluated by an international jury. This jury will comprise of the following members:
- Representative of the academic world
 - Representative of the business world
 - Representative from KONICA MINOLTA
 - Representative from KONICA MINOLTA Business Innovation Center Europe
- 4.5. All National Champions will be invited to the International Award Event during April 2018 at a location to be confirmed. During the event, the jury will honour the International Champion.

5. PRIZES

- 5.1. All students submitting proposals for the contest and one representative of their university will receive the Konica Minolta certificate of participation. All team members (if applicable: of the preselected teams) will receive the invitation to the National Award Ceremony-Event to take place during March 2018 at a location to be confirmed.
- 5.2. The prize for the national winning team is
- Certificate for all team members;
 - 3-day trip to attend the International Awards Ceremony Event including:
 - flights to and from the location;
 - airport transfers to and from the hotel;
 - 2-night hotel accommodation on bed and breakfast basis;
- 5.3. Prize for the international winning team will be confirmed by Konica Minolta no later than March 2018.
- 5.4. Not included in the prizes are travel and health insurances and any additional costs other than those expressly mentioned in these Terms and Conditions.

- 5.5. The enjoyment of the prizes may not be transferred to any other person than the members of the winning teams.
- 5.6. Cash reimbursements of the prizes or a substitution of the prizes are not possible under any circumstances.
- 5.7. Konica Minolta reserves the right to suspend, at any time, temporarily or permanently, this competition or modify the terms and conditions thereof. In case of any modification an announcement will be published on <http://iuc.konicaminolta.eu>.

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