



Negotiation Competition Rules and Procedure

2020

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Part 1: General Rules

1. Organization

- a. The Negotiation Competition (hereinafter “the Competition”, is organized by Bahrain Polytechnic in partnership with and support from key industry leaders, Ministries and international universities.
- b. All materials developed by the Organizing Committee and Executive Working Committee including, without limitation, the Rules and Guidelines, the Competition Cases, are the sole property of Bahrain Polytechnic. These materials may not be reproduced for any purpose other than participation in or administration of the Competition without the express and prior written consent of the Organizing Committee of the Competition.

2. Subject

All teams participating in the Competition are presumed to have knowledge of and shall be subject to these Rules.

3. Interpretation of the Rules

- a. The Organizing Committee has the authority to interpret and amend the provisions contained in the Rules.
- b. The Organizing Committee reserves the right to make changes at any time before the commencement of the Preliminary Round when necessary. Any changes made will be communicated to the participating teams on the competition website and social media.

Part 2: Competition Sessions & Procedure

1. About the Competition

The Competition offers students the unique opportunity to negotiate with other students from a diverse academic background.

Participating in such an event allows students to enhance several crucial skills such as team working, critical thinking, time management and problem solving. The experience and knowledge students will gain from this event is invaluable. Students will learn new skills on dispute resolution and enhance their overall negotiation skills. These are vital skills if students are expected to be “work ready” and compete with others in the local and international job market.

The competition will prepare students to successfully work with others and manage difficult situations. They will be able to identify goals, determine underlying interests as well as challenge their intellectual stamina and creative capacity.

Students will prepare an opening statement, assess strengths and weaknesses of a business issue and determine how to make mutual concessions during the negotiation.

2. Competition Objectives

- Students gain practical experience leading to academic achievement.
- Provide unmatched opportunity to develop crucial skills necessary for succeeding in the corporate world.
- Build intellectual stamina of students.
- Provide a platform for knowledge sharing inspiring innovation and collaboration to benefit students, business and the wider community.

3. Competition Language

The Competition will be conducted in English language only.

4. Session Timing

Each negotiation session will be for 60 minutes only. There will be a 10 minutes feedback from judges at the end of the negotiation.

5. Material & Handouts during negotiation session

Teams are permitted to bring during their negotiation session handouts in paper form, which can include any kind of content (pictures, diagrams, graphic representations, drawings, text or other). Laptops are not permitted to be used during the negotiation session.

6. Negotiation Material

- a. In each round of negotiations, two teams will face each other and attempt to resolve the issues presented by the scenario. Students will receive the scenario for the negotiation at least four weeks before the competition.
- b. All students will receive the same General Information, which explains what the negotiation is about and provides any other information both teams should have prior to the negotiation.
- c. Additionally, each team will then receive the Confidential Information which is information that only they are aware of and this is not to be disclosed to the other party. The Confidential Information provides the students some guidance on which points they could compromise on or not. The information is confidential in the sense

- d. that the other party is not aware of it, not in the sense that it cannot be discussed during the actual negotiation.
- e. **Any team that discloses their confidential information with another team prior to their negotiation session will be disqualified from the Competition.**
- f. Each team may request clarifications and corrections to the Case by **Thursday 5th March 2020 at 11.59pm (GMT+3)**. All requests must be submitted in writing via email at nc@polytechnic.bh

7. Observing Negotiation Sessions

- a. The Organizing Committee has discretion in deciding who can observe a negotiation session to ensure all sessions run in a fair and unbiased way.
- b. Participants/ Teams are permitted to observe a negotiation session provided they are not negotiating the same case after the observed session.

Part 3: Participation and Eligibility

1. Participation

- a. The Competition is open to all undergraduate degree level students who wish to participate and improve their negotiation skills.
- b. The negotiation competition allows students, working in teams of two, to negotiate with another team. Each team is representing their own client, and the goal is for the two sides to reach a mutually acceptable resolution while maintaining their own interests.
- c. Only actively enrolled (full time or part time) students in Bachelor are eligible to participate.
- d. Participating teams must come from the same university but do not need to be from the same discipline.
- e. Each team can represent one university only.

2. Team Composition

- a. Any changes in the team composition as it was at registration, must be submitted in writing before **23th January 2020**. Any request for changes in the team composition after this timeframe shall be rejected.

- b. However, the Organizing Committee reserves the right to allow changes in team composition after this deadline in consideration of exceptional circumstances, or the organizing Committee deems it in the best interests or fairness of the Competition.

3. Qualifying Rounds

The competition has four qualifying rounds:

- a. Preliminary Round

All teams will participate in the preliminary round. After the preliminary round, the scores of each team for its negotiation will be totaled and only 12 teams will progress to the quarter final round.

- b. Quarter Final

Following the negotiations by the teams in this round, only 4 teams will progress to the semi -final round.

- c. Semi -Final

Following the negotiations in the quarter final round, only 2 teams (4 students) will progress to the final round.

- d. Final Round

The 2 winners of the Semi-final Round will meet in the Final Round. The winners will be announced after all the rounds are completed.

Part 4: Team Registration

1. Team Registration

- a. A team can register via the Competition website Negotiation.polytechnic.bh
- b. The deadline for registration is at **11.59pm (GMT+3) on 23rd January 2020.**
- c. Each team must submit the names of two members for their registration to be considered complete.

Part 5: Judging the Competition

1. Panel of Judges

- a. The Organizing Committee shall invite duly qualified persons to act as members of the Judging panels during the Competition.
- b. The Judges shall mark the negotiations in accordance with the scoring criteria provided for in these Rules.
- c. Each panel will comprise three judges.
- d. Judges must provide each team with feedback after the negotiations and before submitting the score sheet.
- e. Judges must not reveal to any Team the results of their individual scoring and or any Team's scores.

2. Eligibility

- a. The Organizing Committee shall determine the eligibility of persons to serve as judges in the Competition.
- b. A Judge shall not be affiliated with a team participating in the Competition and shall have the duty to disclose any such affiliation.

3. Competition Moderators

- a. Moderators are volunteers nominated by the Organizing Committee.
- b. The role of the Moderator includes timekeeping, ensuring the negotiation rooms are ready, collecting score sheets and delivering them to the Organizing Committee.

4. Scoring

- a. Participants will be judged on the following criteria:
 - Teamwork
 - Relationship between the Negotiating Teams
 - Information Gathering
 - Bargaining
 - Outcome
 - Negotiation Ethics and Professionalism

5. Scoring Guideline

- a. There are six scoring criteria in this competition. Judges will decide whether the team has met the criteria to an excellent, very good, good or weak degree. Reaching an agreement by itself does not justify a high mark. When scoring the teams, the negotiation will be evaluated as whole and not just the outcome.
- b. Scoring sheet and scoring guidelines are attached to these Rules (Appendix 1 & 2)
- c. Scoring is out of 60 points.
- d. Teams progress to the next Round based on total number of overall points.

6. The Awards Categories

The following awards will be given after the Final Round:

- Winner
- Second Place
- Third Place

7. Special Awards

- a. The Special Awards will be selected from the Preliminary Rounds only.
- b. Special Awards will be provided for the following:
 - Best Creative Solution
 - Best Teamwork
 - Best Negotiators
 - Best Relationship Building with the Other Team
- c. Teams nominated for an award must be present during the award ceremony to collect their prize. If both or one member of the team is not physically present to collect their award, the award will go to the next team by default.
- d. The Organizing Committee reserves the right to accept or reject circumstances presented regarding non-attendance during the award ceremony.
- e. Special Awards scoresheet attached to these Rules (appendix 3)

8. Certifications

All participating students will receive a certificate of participation. The certificate of participation will show the names of the team members exactly as they have been registered. It is therefore incumbent on teams to ensure that names are spelt and presented correctly.

Part 6: Penalties

1. Penalties for Inappropriate Behaviour

Every team should maintain the fullest professionalism and decorum throughout the entire Competition. Inappropriate behaviour or disregard for the procedures may result in deduction of penalty points and in extreme cases to the disqualification of the team.

2. Acceptance of Competition Rules

By registering in this Competition students accept to adherence of all rules and requirements stipulated above.

Appendix 1. Judges Score Sheet

DATE:	TIME:	NAME OF JUDGE:
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Team 1:				
Criteria	Excellent	Very Good	Good	Weak
Teamwork <ul style="list-style-type: none"> - Understanding/chemistry between the team. - Clearly defined roles/ allocation of issues and sharing Responsibility. - Effectively communicating with each other and supporting each other. 	10 - 8	7 - 5	4 - 2	1 - 0
SCORE				
Relationship with the Other Party <ul style="list-style-type: none"> - The team's management of the relationship with the other team was respectful and contributed to achieving its client's best interests. - The team listened and worked with the other team's interests. 	10 - 8	7 - 5	4 - 2	1 - 0
SCORE				
Information Gathering <ul style="list-style-type: none"> - Relevant questions asked to illicit information. - Use of new information obtained from the other team to further own interests. - Demonstration of active listening skills. 	10 - 8	7-5	10 - 6	1 - 0
SCORE				
Bargaining and Advancing Interest <ul style="list-style-type: none"> - Ability to compromise where necessary to achieve key interests - Negotiating style facilitated the bargaining process. - Focus on key interest throughout the negotiation. - Ability to provide creative solutions and think outside the box. 	10 - 8	7-5	10- 6	1 - 0
SCORE				
Outcome <ul style="list-style-type: none"> - The outcome is better than the best alternative to a negotiated agreement (with this party). - The interests and key objectives of the team are met. - The outcome involves commitments that are clear, realistic and operational. 	10 - 8	7 - 5	4 - 2	1 - 0
SCORE				
Ethics & Professionalism <ul style="list-style-type: none"> - The team did not deliberately mislead the other side. - The team managed the time well and acted professionally throughout the negotiation. - Clear understanding of the case and key objectives. 	10 - 8	7 - 5	4 - 2	1 - 0
TOTAL SCORE:				

Please tick one box only (There must be a difference of at least 1 point between the two Competing Teams.
You cannot give the same number of points to both Competing Teams)



WIN



LOSE

TEAM 2:

Criteria	Excellent	Very Good	Good	Weak
Teamwork <ul style="list-style-type: none"> - Understanding/chemistry between the team. - Clearly defined roles/ allocation of issues and sharing Responsibility. - Effectively communicating with each other and supporting each other. 	10 - 8	7 - 5	4 - 2	1 - 0
SCORE				
Relationship with the Other Party <ul style="list-style-type: none"> - The team's management of the relationship with the other team was respectful and contributed to achieving its client's best interests. - The team listened and worked with the other team's interests. 	10 - 8	7 - 5	4 - 2	1 - 0
SCORE				
Information Gathering <ul style="list-style-type: none"> - Relevant questions asked to illicit information. - Use of new information obtained from the other team to further own interests. - Demonstration of active listening skills. 	10 - 8	7-5	2-4	1 - 0
SCORE				
Bargaining and Advancing Interest <ul style="list-style-type: none"> - Ability to compromise where necessary to achieve key interests - Negotiating style facilitated the bargaining process. - Focus on key interest throughout the negotiation. - Ability to provide creative solutions and think outside the box. 	10 - 8	7 - 5	4-2	1 - 0
SCORE				
Outcome <ul style="list-style-type: none"> - The outcome is better than the best alternative to a negotiated agreement (with this party). - The interests and key objectives of the team are met. - The outcome involves commitments that are clear, realistic and operational. 	10 - 8	7 - 5	4 - 2	1 - 0
SCORE				
Ethics & Professionalism <ul style="list-style-type: none"> - The team did not deliberately mislead the other side. - The team managed the time well and acted professionally throughout the negotiation. - Clear understanding of the case and key objectives. 	10 - 8	7 - 5	4 - 2	1 - 0
TOTAL SCORE:				

Please tick one box only (There must be a difference of at least 1 point between the two Competing Teams.
You cannot give the same number of points to both Competing Teams)



WIN



LOSE

Appendix 2. Scoring Guideline

Excellent	Very Good	Good	Weak
<p>Team met the criteria to an excellent standard meeting all or almost all of the requirement stipulated.</p> <p>To meet this standard, the Team must have by far excelled in a particular criteria demonstrating excellent knowledge and practice.</p>	<p>Team met the criteria to a very good standard meeting most of the requirements stipulated.</p> <p>The performance of the Team in a category was better than average.</p>	<p>Team met the criteria to a good standard. Only some of the requirements stipulated were met.</p> <p>The Team performed to an average standard.</p>	<p>Team did not meet the requirements OR barely met any of the requirements.</p> <p>The Team performed at very low standard and was not competent in demonstrating understanding or practice in a particular criteria.</p>



Appendix 3. Special Awards Score Sheet (Preliminary Rounds ONLY)

Judges can nominate any Team for a maximum of two Special Awards during the Preliminary Rounds.

Judges should nominate Teams that performed exceptionally well in the special award criteria.

Full Name of Judge:

Name of Nominated Competing Team:

Special Award Category	Please tick a maximum of two categories.
Best Creative Solution	
Best Teamwork	
Best Negotiators	
Best Relationship Building with the Other Party	