

Terms & Conditions

Organizer

- The Department of English Logo Design Competition (hereafter “Competition”) is hosted by the Department of English (hereafter “ENGL”) of The Hong Kong Polytechnic University (hereafter “PolyU”).
- By joining the Competition, participants will be deemed to be bound by the Terms and Conditions contained hereinafter and ENGL reserves the right to exclude any entry from the Competition at any time if it has reasons to believe that a participant has breached the rules.

Eligibility

- The Competition is open to all PolyU staff, students, and alumni of ENGL.
- However, members of the judging panel are not eligible to join the Competition.
- ENGL has the final decision on the eligibility of the participants.

Competition Period

- The Competition will only accept entries submitted from 26th February to 26th March 2021 (both days inclusive, Hong Kong time). The entry submission time will be based on the server’s record. Late submission will not be accepted.

Entry Submission

- All entries must comply with the submission requirements and formats as stated below, failing which, ENGL reserves the right to disqualify the participant at any stage of the Competition and will not be held liable for submissions received.
- **Submission requirements:**
 - The values and mission of the Department and its commitment to excel in teaching and research in the two aspects as reflected in its retitled name, i.e., “English” and “Communication”.
 - This logo will be used alongside the official PolyU logo and tagline and needs to be complementary to these. Currently, the Department’s tagline is “Excelling in Professional Communication” and it needs to be part of the new logo.
 - Each entry must include a brief description (no more than 300 words in English), illustrating the design concept.
- **Submission formats:**
 - All entries must be presented in A4 (210mm x 297mm) document size, in vector PDF format with 300 dpi output resolution or Adobe Illustrator compatible formats. Both colour and black/white versions must be included on the same page.
 - Entries of scanned or photographed hand-drawn works will not be accepted.
 - Hard-copy prints and editable digital files of the shortlisted entries will be requested at a later date.

- **Submission method:**
 - Email:
 - Submit the entry via email to egadmin@polyu.edu.hk with the information listed below:
 - Name of participant (as stated on the identification document)
 - Phone number
 - Indicate if you are a PolyU student, staff, or alumni of ENGL
 - Text description of the logo design concept (no more than 300 words in English)
 - The attachment(s) should not exceed 30MB in total
- Each person may submit more than one entry. All entries must be the original work of the participant. The participant must be the sole owner of the entire copyright in all entries entered.
- The participants are advised to retain a duplicate copy of their submissions in case of any unforeseen conditions which may lead to loss or damage of the entries.
- All entries must not have been submitted for any other competition or provided to any party for any purpose before submitting to us.
- No application fee is applied. However, all costs required for submissions will be borne by the participant.
- ENGL accepts no responsibility for any data submission delay, lost, error, non-recognizing etc. situations due to computer, network, and other technical issues. The proof of dispatch cannot be accepted as proof of delivery or successful transmission of the entry. All participants in the Competition are on a voluntary basis. ENGL will be exempted from all legal liability, compensation and responsibility that may be caused by the competition and/or the prize.
- Submitted entries will not be returned to participants and will be properly destroyed one month after all Competition-related activities end.
- The decision of ENGL in all matters relating to this Competition, including whether the winning submission be adopted as the logo for the Department is final.

Results Announcement

- The winning results will be announced on this website and the Facebook page of the Department of English on 30th April 2021. The winner will also be notified individually by email.

Intellectual Property Rights

- All participants who submit entries to the Competition, agree to assign the intellectual property rights of the winning design to ENGL.
- By the act of entering the submission, each eligible participant is assigning a perpetual, royalty free, unlimited, unconditional use and reproduction rights of his/her submission(s) to ENGL.
- All submissions must be original and free from infringement of any existing intellectual property rights.
- The participants shall bear full legal and related responsibilities arising from any possible breach of intellectual property rights in respect of their entries, and shall indemnify ENGL and other concerned parties against any claims and liabilities arising from any such breach.

- If a participant is found to have disposed of to a third party, such as by assignment, transfer or provision as security, or is making application or registration procedures, etc., for all or any part of the intellectual property rights or any other rights concerning the submitted entry after the submission, the submission will be made invalid.
- The winning designs are subject to investigations regarding originality and eligibility for trademark registration. If they do not comply with the requirement, ENGL has the discretion to forfeit the prize involved without any liability to the selected participant or any other persons, and other entries may be selected as the winning designs.
- ENGL shall not be obliged to accept or approve any entry, should they consider that none of the entries submitted is appropriate.
- When the logo is adopted, ENGL reserves the right to modify the winning logo professionally and/or develop different versions of the logo with relation to its colours, size, form, resolution, and all other features, with or without the consent of the creator of the winning entry.
- By joining the Competition, the participants agree to accept that ENGL has the right to display or publish selected designs from the Competition for the following purposes: (i) printed publication; (ii) online publication; and (iii) promotion of ENGL and PolyU in any other media.

Judging Panel

- The judging panel will be comprised of the following individuals from the Department of English, an alumnus from the Departmental Advisory Committee, and a member of the School of Design.

Selection Criteria

- All entries will be assessed by the Judging Panel based on the following criteria:
 - Originality
 - Aesthetic quality
 - Creativity
 - Scalability
 - Reproducibility

Prizes and Awards

- **Winner:** Cash prize of HK\$1,000
- The prize given out by ENGL is non-transferable and the winner may not be exchanged for other service(s).
- The winner must collect the prize in person. In the event that the winner is unable to claim the prize in person, s/he may authorize a delegate to claim the prize on his/her behalf.

Use of Personal Information

- Any information supplied by the participants for the purpose of the Competition will be treated as confidential, and will not be released by ENGL and any third parties without the participant's permission. Personal information of participants will only be used for communications regarding the submission and selection and otherwise to the extent

necessary for administrative matters for the selection. If you have any questions about the use of your personal information in relation to this Competition, please send email to egadmin@polyu.edu.hk.

Others

- Decision made by the panel of judges shall be final. Any objection of the participants will not be considered. In case of any dispute, ENGL reserves the final decision, including the right to suspend, change or terminate the Competition and any of its terms and conditions without prior notice.