



CFA Institute®

Faculty Advisor Guidelines

Overall

- The Faculty Advisor serves as not only the primary advisor to the student teams, but also runs the team selection process and serves as the primary university contact with the local level Host of the CFA Institute Research Challenge.
- Teams that have done well in past competitions have been teams that have received a strong degree of involvement and support from the university's faculty and administration.
- Teams will also be paired with an industry professional that will serve as a mentor. The primary responsibility of this individual is to instill a "real-world" industry perspective into the students' theoretical knowledge base, not to teach students how to construct models or perform other fundamental analysis. The Faculty Advisor should ensure that students have a firm grasp of the basic analytical techniques necessary for this project.
- Successful teams often have great support from their Faculty Advisor and Industry Mentor. It is best to work strategically with the Industry Mentor throughout the season.

Team Selection

- Teams consist of three to five members and may include graduate and/or undergraduate students. CFA Charterholders and students who are or have been employed in a role whose primary duty involves fundamental company analysis are not eligible. Alternates are not allowed. Please see the Official Rules for more details.
- The selection method is up to the individual university; there have traditionally been three methods: a) select the top students in the finance or investment classes; b) hold an internal competition for teams of students; c) hold an internal competition for individual students, then form a team from the top finishers.

Time Commitment

- Total faculty involvement with the student teams in an advisory capacity must not exceed ten hours prior to submission of the students' written reports. Logistical work such as arranging meeting space, etc., for the team does not count toward the ten hours. Faculty Advisors may spend an additional three hours for each local, sub-



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regional, regional or global final (presentation) in which the team participates (local, sub-regional, regional, and global levels).

Research Process and Evaluation

- Faculty Advisors may not contact the Subject Company, or any of its affiliates, distributors, suppliers or competitors within the context of the CFA Institute Research Challenge, with the exception of supervising student contacts.
- Students are preparing the reports and presentations from the perspective of a sell-side analyst. They can read existing research on the company, but all analysis should be their own. They cannot cut and paste analysis from another source into their written reports or presentations. The data sources for all tables, graphs, etc. must be cited.
- The local winner will be selected based on the combined scores received for the written reports and the presentations. The scores will be weighted 50% for the written report and 50% for the presentation.

Written Reports

- The written reports are a key component of the team's scoring. Many Hosts use the written report scores as a means to select the finalist teams who present to the panel of judges. In addition, the research performed by the students in preparing the report serves as the basis of their oral presentations.
- Faculty Advisors should advise students on their research methods and analysis but cannot perform any research or write any portion of the report.

Presentations

- Part of the presentation scoring is Team Involvement in the presentation and Q&A. Teams that have all of their members present and answer questions tend to make a better impression on the panel of judges and score better overall.