

GUIDELINES

OF THE ST. PETERSBURG INTERNATIONAL LEGAL FORUM PRIVATE LAW PRIZE

1. GENERAL PROVISIONS

- 1.1. These Guidelines govern the procedure for the conferral of the St. Petersburg International Legal Forum Private Law Prize (“**Prize**”).
- 1.2. The Prize shall be awarded to outstanding academic works in the field of Russian and/or foreign private law or private international law. Comparative law papers are also eligible.
- 1.3. The purposes of the Prize are:
 - to promote research in the field of private law in Russia and beyond;
 - to enable the search for successful solutions to address theoretical and practical challenges in the field of private law;
 - to strengthen collaborative ties within the international academic community;
 - to popularize research in the field of private law.
- 1.4. The Prize is established by the St. Petersburg International Legal Forum (“**SPILF**”).
- 1.5. The Prize shall be conferred annually.
- 1.6. Only one Prize per year shall be conferred.
- 1.7. The beginning of nomination of academic works for the Prize shall be announced annually. An announcement of the Prize, complete with the conferral terms of the Prize, shall be posted on the official website of the St. Petersburg International Legal Forum.
- 1.8. Any individual (a Russian or foreign citizen, or a stateless person) or group of authors may contend, and win, the Prize. The individual winner shall receive the Prize Diploma and a monetary prize of ten million (10,000,000) rubles. Where the winner is a team of authors, each contributor shall receive the Prize Diploma.

The winning group of authors shall furthermore receive a monetary prize of ten million (10,000,000) rubles. The prize amount shall be divided equally between the contributors, unless the creative team requests a different method of dividing the prize amount between the team members.

- 1.9. The Prize shall not be awarded posthumously, unless the author passes away after his/her work was nominated for the Prize. In this case, the Prize Diploma shall be delivered to the author's survivors to keep as a memento, while the monetary prize shall pass to the heirs.
- 1.10. The organization and conduct of the Prize is governed by the laws of the Russian Federation.
- 1.11. In case the nominated academic works are not deemed to be worthy of the award, the Prize is not conferred.

2. PRIZE BODIES

- 2.1. Academic works submitted for the Prize shall be evaluated, and the Prize Winner shall be named, by the Prize's Committee of Experts ("**Expert Committee**"), formed specifically for this purpose.
- 2.2. The initial composition of the Expert Committee shall be determined by the SPILF.
- 2.3. The following criteria shall be applied in the process of selecting members of the Expert Committee:
 - (i) private law shall be within the field of the expert's scholarly interest;
 - (ii) the expert shall have recognized scientific achievements to his/her credit;
 - (iii) the expert shall be regarded as a formidable authority by his/her peers in the professional community;
 - (iv) the Expert Committee shall be representative of the diverse schools of legal thought existing in the world.
- 2.4. Other experts meeting the criteria set forth in para. 2.3 above may be admitted to the Expert Committee in the future, provided that their candidacy is supported by the majority of the incumbent Expert Committee members. The SPILF and/or any of the Expert Committee members may propose new candidates for the Expert Committee.
- 2.5. Members of the Expert Committee shall perform their duties throughout the term of office of the Expert Committee.
- 2.6. A member (expert) of the Expert Committee shall be at liberty at any time to resign from the Expert Committee by notice to the Academic Secretary of the Expert Committee. The duties of the resigning expert

shall cease as of the date when the Academic Secretary receives the expert's written notice of resignation from the Expert Committee.

- 2.7. There shall be no fewer than seven (7) experts on the Expert Committee.
- 2.8. Every member of the Expert Committee shall inform the Academic Secretary of the Expert Committee as to the member's areas of specialist expertise.
- 2.9. The Expert Committee shall take decisions on issues that fall under its mandate by a majority of the membership of the Expert Committee in an open vote, with the exception of decisions mentioned in para. 2.10 and 2.11 below.
- 2.10. The Expert Committee shall take decisions on the approval of new members of the Expert Committee (pursuant to para. 2.4 above) by secret ballot.
- 2.11. The Expert Committee shall take decisions on the conferral of the Prize in conformance with the procedure described in Annex No. 4 hereto.
- 2.12. The Expert Committee may hold its meetings by personal attendance (which may include collective physical presence or the use of electronic communications), or in absentia.
- 2.13. The Expert Committee shall hold its meetings at least twice annually. Meetings of the Expert Committee may be convened by its Chair as he/she in their discretion see fit, or at the request of an Expert Committee member or the Academic Secretary of the Expert Committee.
- 2.14. The Chair of the Expert Committee shall be elected by a majority vote of the membership of the Expert Committee.
- 2.15. The Chair of the Expert Committee shall be elected for a term of three years. Members of the Expert Committee are at liberty to replace their Chair at any time by a majority vote of the membership of the Expert Committee.
- 2.16. The Chair of the Expert Committee shall guide the work of the Expert Committee, shall convene meetings of the Expert Committee and chair them, and shall cause minutes to be kept of the Expert Committee meetings.
- 2.17. The Deputy Chair of the Expert Committee shall be elected by a majority vote of the membership of the Expert Committee.
- 2.18. The Deputy Chair of the Expert Committee shall be elected for a term of three years. Members of the Expert Committee are at liberty to replace their Deputy Chair at any time by a majority vote of the membership of the Expert Committee.

- 2.19. The Deputy Chair shall assist the Chair of the Expert Committee in his/her work. The Deputy Chair of the Expert Committee shall act in place of the Chair of the Expert Committee in the event of the latter being unable to perform his/her duties.
- 2.20. Resolutions of the Expert Committee shall be recorded in the minutes. The minutes of an Expert Committee meeting shall be signed by the Chair of the Expert Committee and the Academic Secretary of the Expert Committee.
- 2.21. The duties of organizational support for the work of the Expert Committee shall be vested in the Academic Secretary. The Academic Secretary is required to possess a university-level degree in law and a postgraduate degree in law.
- 2.22. The Academic Secretary is not a member of the Expert Committee.
- 2.23. The Academic Secretary shall be appointed by the SPILF for a term of three years, subject to further renewal. The SPILF may in its discretion dismiss the Academic Secretary prior to the natural expiration of his/her term.
- 2.24. It is a duty of the Academic Secretary to:
- keep minutes of the meetings of the Expert Committee;
 - receive the materials submitted by Nominating Organizations;
 - advise the Prize contenders on any questions they may have regarding the Prize;
 - forward the materials received from Nominating Organizations to members of the Expert Committee;
 - perform any other functions provided for in these Guidelines.
- 2.25. The Expert Committee shall be at liberty to develop any additional working procedures as necessary.

3. REQUIREMENTS FOR ACADEMIC WORKS

- 3.1. The requirements to be applied to academic works nominated for the Prize are listed in Annex No. 1 hereto.

4. NOMINATION OF ACADEMIC WORKS FOR THE CONTENTION OF THE PRIZE

- 4.1. Academic works may be submitted for the contention of the Prize only by Nominating Organizations, which are the educational and/or research institutions listed in Annex No. 2 hereto. The list of Nominating Organizations in Annex No. 2 is not final, and may be augmented by the Expert Committee at its discretion.

4.2. The procedure of the nomination of entries for the contention of the Prize shall be governed by the provisions of Annex No. 3 hereto.

5. DETERMINATION OF THE PRIZE WINNER

5.1. The Prize Winner shall be determined according to the procedure set forth in Annex No. 4 hereto.

5.2. The Prize Winner's details shall be recorded on a card which shall be placed in a sealed envelope and handed over for custody to the Academic Secretary of the Expert Committee, pending the Prize Award Ceremony to be held as part of the upcoming SPILF.

6. CONFERRAL OF THE PRIZE

6.1. The Prize Winner shall be named at the Solemn Ceremony.

6.2. The monetary prize, mentioned in para. 1.9 above, shall be paid to the Prize Winner in the manner outlined in Annex No. 5 hereto.

6.3. The outcome of the Prize Winner determination and the information about the Prize Award Ceremony shall be posted on the official website of the St. Petersburg International Legal Forum.

6.4. The details of the Prize entrants and Prize Winners shall be recorded in the Registry of Prize Contenders and Winners. The Registry shall be maintained by the Academic Secretary of the Expert Committee.

ANNEXES:

Annex No. 1: Requirements for Academic Works Nominated for the Prize.

Annex No. 2: List of Nominating Organizations.

Annex No. 3: Nomination of Academic Works for the Contention of the Prize.

Annex No. 4: Determination of the Prize Winner.

Annex No. 5: Disbursement of the Monetary Prize to the Prize Winner.

Annex No. 6: Author's Consent for the Nomination for the Prize and for the Processing of Personal Data (template).

Annex No. 1. Requirements for Academic Works Nominated for the Prize

1. Only published academic works on any of the topics listed in para. 1.2 of the Guidelines may be nominated for the Prize. Textbooks or commentaries may not be nominated.
2. Academic works written in any language may be nominated for the Prize.
3. There are no limitations on the number of words contained in an academic work nominated for the Prize.
4. An academic work nominated for the Prize may be the work of one or several authors. Where an entry is the collective work of a group of authors it may receive a Prize nomination only if all authors give their consent for nomination.
5. Academic works by the same entrant or academic works where the entrant is a co-author may be submitted more than once.
6. One and the same academic work may be nominated for the Prize only once.
7. The academic work written by a member of the Expert Committee or an academic work in which he/she is a co-author may be submitted for the Prize nomination. In this case, the member of the Expert Committee may not participate in the work of the Expert Committee in the respective Prize award year.
8. Academic works published at any time since 1 January 2012 may be nominated for the 2018 Prize. Publication periods eligible for Prize nomination in the subsequent years will be determined by the Expert Committee and indicated in the announcement of the Prize posted on the St. Petersburg International Legal Forum website.
9. Academic works that do not meet the above stated criteria are not admitted by the Expert Committee to the evaluation procedure.

Annex No. 2. List of Nominating Organizations

1. Alma Mater Studiorum - University of Bologna
2. Asian Academy of International Law
3. Australian National University
4. Brooklyn Law School
5. Chinese University of Hong Kong (CUHK)
6. Columbia University
7. Cornell University
8. Duke University
9. Fundação Getulio Vargas
10. Georgetown University
11. Harvard University
12. Humboldt-Universität zu Berlin
13. Kings College London
14. Korea University
15. KU Leuven (Belgium)
16. Kyoto University
17. Leiden University
18. Lomonosov Moscow State University
19. London School of Economics
20. Ludwig-Maximilians-Universität München
21. Lund University
22. Max Planck Institute for Comparative and International Private Law
23. McGill University
24. Monash University
25. National Law School of India University (NLSIU)
26. National Taiwan University
27. National University of Singapore
28. New York University

29. Peking University
30. Pontificia Universidad Católica de Chile
31. Pontificia Universidad Católica de Valparaíso
32. Queen Mary University of London
33. Ruprecht-Karls-Universitaet Heidelberg
34. Saint Petersburg State University
35. Sapienza University of Rome
36. Paris Institute of Political Studies (Sciences Po)
37. Seoul National University
38. Stanford University
39. The University of Melbourne
40. The University of Queensland
41. Toin University of Yokohama
42. Tsinghua University
43. Universidad Autónoma de Madrid
44. Universidad de Buenos Aires
45. Universidad de los Andes (Chile)
46. Universidad de los Andes (Colombia)
47. Universidad Diego Portales
48. Universidad Nacional Autónoma de México
49. Universidade de São Paulo
50. Universitat de Barcelona
51. Universität Frankfurt am Main
52. Université Panthéon-Assas (Paris 2)
53. University College London
54. University Malaya
55. University of Antwerp
56. University of Auckland
57. University of Bristol

58. University of California, Berkeley
59. University of Cambridge
60. University of Cape Town
61. University of Chicago
62. University of Edinburgh
63. University of Helsinki
64. University of Hong Kong
65. University of Michigan
66. University of Montpellier
67. University of New South Wales
68. University of Nottingham
69. University of Oxford
70. University of Pennsylvania
71. University of Pretoria
72. University of Sydney
73. University of Texas at Austin
74. University of the Witwatersrand
75. University of Tokyo
76. University of Toronto
77. University of Vienna
78. University of Zurich
79. University Paris 1 Panthéon-Sorbonne
80. Utrecht University
81. Victoria University of Wellington
82. Yale University

Annex No. 3. Nomination of Academic Works for the Contention of the Prize

1. The timeline for the nomination of academic works for the Prize, to be determined by the Expert Committee, will be indicated in the announcement of the Prize posted on the St. Petersburg International Legal Forum website. Academic works for the contention of the 2018 Prize may be nominated at any time between 1st of September and 15th of November 2017.
2. Academic works may be nominated only by Nominating Organizations, which are the educational and/or research institutions listed in Annex No. 2 to the Prize Guidelines. The list of Nominating Organizations in Annex No. 2 is not final, and may be augmented by the Expert Committee at its discretion. No academic work may be nominated by its author.
3. With every academic work nominated for the Prize, the Nominating Organization, within the time specified in para. 1 above, shall submit to the Founder of the Prize the following documents:
 - (i) The Nominating Organization's letter detailing the nomination of this particular entry for the contention of the Prize, signed by the dean of the law school or department or, if the Nominating Organization has no such office, by its head officer;
 - (ii) Full text of the academic work in .pdf format;
 - (iii) If the academic work is written in a language other than English, the Nominating Organization is required, in addition to the text of the academic work, to submit a detailed resume (10 to 15 pages) in English, explaining the key academic merits of the work. The Expert Committee reserves the right to request further relevant supporting materials for the evaluation of the academic work, including a full translation of the academic work into English.
 - (iv) The author's (authors') consent for the nomination of the work for the Prize and their consent for the processing of personal data in the format given in Annex No. 6 to the Prize Guidelines;
 - (v) An abstract of the academic work in English, reflecting the key characteristics of the paper (2 pages);
 - (vi) Details of the individual Prize entrant or each member of a team of entrants, namely:
 - given name, last name, and (if applicable) patronymic;

- citizenship (nationality);
 - details of the entrant's university degree;
 - details of educational and/or research institutions, where the entrant is on staff as a professor and/or scholar;
 - details of the entrant's postgraduate degree and/or academic title;
 - contact details of the Prize entrant or of the members of a team of entrants, if the academic work was written by two or more co-authors (email address and phone number).
4. The documents listed in para. 3 above shall be delivered to the Founder of the Prize via any of the methods listed in the official announcement of the Prize posted on the St. Petersburg International Legal Forum website.
 5. For the avoidance of doubt, any and all expenses incurred in the preparation of the requisite documents for obtaining a Prize nomination for the academic work are for the account of the author and/or the Nominating Organization.
 6. Academic works nominated for the Prize not in accordance with the above stated procedure are not admitted by the Expert Committee to the evaluation procedure.

Annex No. 4. Determination of the Prize Winner

1. Every academic work nominated for the Prize shall be evaluated by two experts: one specialist in the field of law, which is the focus of the academic work, and one specialist in private law in general.
2. The citizenship/nationality of at least one of the experts shall be different from the citizenship/nationality of the author(s).
3. Academic works due for evaluation by members of the Expert Committee shall be allocated in the following manner:
 - 3.1. the Academic Secretary of the Expert Committee will forward the list of academic works nominated for the Prize to the members of the Expert Committee;
 - 3.2. every member of the Expert Committee will select at least one academic work for evaluation, subject to the limitations prescribed by para. 1, 2, 4 and 5 hereof, and communicate their choice to the Academic Secretary of the Expert Committee;
 - 3.3. the Chair of the Expert Committee will monitor compliance by the Expert Committee members with the provisions of para. 1, 2, 4 and 5 hereof;
 - 3.4. any academic works remaining unallocated for evaluation will be distributed among the Expert Committee members by the Chair of the Expert Committee, subject to the provisions of para. 1, 2, 4 and 5 hereof and the member's consent;
 - 3.5. in the event of the Expert Committee members lacking expertise either in the field of law which constitutes the subject matter of the academic work, or in the language, in which the academic work is written, members of the Expert Committee may request an external evaluation of the academic work. The decision an external evaluation of the academic work shall be left to the discretion of the Chair of the Expert Committee. External evaluation is permitted only as an exception;
 - 3.6. the Academic Secretary of the Expert Committee will keep records of the academic works allocated to the Expert Committee members for evaluation.

4. A member of the Expert Committee may not review any academic works nominated for the Prize if the member's own academic work, or an academic work where the member is a co-author, has been nominated.
5. In the event of any conflict of interest, apart from the conflict of interest mentioned in para. 4 above, the member of the Expert Committee shall inform the other members of the Expert Committee of such conflict of interest and shall refrain from evaluating any academic works nominated for the Prize in that year.
6. Every member of the Expert Committee tasked with evaluating an academic work nominated for the Prize shall grade the academic work on a ten-point scale, awarding grades as follows:
 - I 7-10 points for an excellent academic work
 - II 4-6 points for an average academic work
 - III 0-3 points in case of outright rejection
7. The criteria to be factored into the evaluation of an academic work shall include its innovative character, significance transcending national boundaries and level of scientific rigour.
8. Every expert tasked with evaluating an academic work nominated for the Prize will prepare a written opinion of about 2 pages on the academic work reviewed. Should the expert classify the academic work into the "I" category, he/she shall prepare a more detailed substantiation.
9. A member of the Expert Committee shall be allowed 6 weeks for the review of one academic work.
10. The grades awarded by the two experts evaluating the same academic work shall be added up, yielding the academic work's aggregate final score. The aggregate scores earned by each academic work nominated for the Prize shall translate into the general rating of academic works. Works earning the highest score shall appear at the top of the rating chart.
11. The Prize shortlist shall consist of academic works occupying the top lines in the rating chart. The shortlist cut off mark (the total score an academic work must earn to make the shortlist) shall be determined by the Expert Committee members individually for each Prize, based on their review of the experts' written opinions on the academic works nominated for the Prize.

12. The academic works included in the shortlist for the Prize shall be discussed at an Expert Committee meeting, to be convened no later than the end of March of the year when the Prize is to be awarded. The Expert Committee will work to achieve a consensus in selecting the best academic work from among the academic works on the shortlist. The individual or collective author of the best academic work shall be named as the Prize Winner (Laureate).
13. The winner shall be determined before the 1st of April of the respective year. The Expert Committee's decision shall be deemed final and not subject to revision.

Annex No. 5. Disbursement of the Monetary Prize to the Prize Winner

1. In order to receive the monetary prize mentioned in para. 1.9 of the Prize Guidelines, the Prize Winner shall furnish the Prize Founder with the documents listed below within thirty (30) calendar days of the Prize Winner announcement date:
 - for Russian citizens: Russian domestic passport, taxpayer ID number (INN), social security number (SNILS), and the Prize Winner's full bank account information for the disbursement of the monetary prize;
 - for foreign citizens and stateless persons: passport or other ID, the Prize Winner's full bank account information for the disbursement of the monetary prize, and documentary evidence of tax residency (if applicable).
2. The monetary prize shall be disbursed to the Prize Winner within fourteen (14) calendar days of the date of submission by the Prize Winner of the documents listed in para. 1 above.
3. The monetary prize shall be disbursed in Russian rubles or another currency at the Prize Winner's option, in which case the amount shall be converted at the official exchange rate of the Russian Central Bank as at disbursement date.
4. The Founder of the Prize, being under Russian law a tax agent for personal income taxation in respect of the monetary prize payable to the Prize Winner, will deduct personal income tax from the amount of the monetary prize payable to the Prize Winner, and remit the same to the appropriate fiscal authority in the Russian Federation. The Prize Winner will receive the monetary prize net of income tax.
5. If the Prize Winner is not a tax resident of Russia, tax compliance in their country of tax domicile shall be personal responsibility of the Prize Winner.
6. Failure to submit the requisite information and documents within the time mentioned in para. 1 above shall be deemed to constitute the Prize Winner's waiver of the monetary prize. In this event the implications contemplated by para. 7 below shall apply.
7. Should the Prize Winner waive the monetary prize, the amount of the monetary prize shall be disposed of at the discretion of the Prize Founder.

Annex No. 6. Author's Consent for Nomination for the Prize and for the Processing of Personal Data
(template)

For the attention of the Academic Secretary
of the Expert Committee
of the St. Petersburg International Legal Forum
Private Law Prize

50 E Fontanka Embankment
St. Petersburg 191002, Russian Federation

I, the undersigned [*full name*], hereby confirm my consent for my academic work, [*title and bibliographic description of the academic work*], to be nominated for the St. Petersburg International Legal Forum Private Law Prize in 2018.

Pursuant to the provisions of Federal Law of the Russian Federation No. 152-FZ of 27 July 2006 "On Personal Data," I hereby agree and acknowledge that the Founder of the Prize (and/or any third parties engaged in the administration of the Prize) shall be at liberty to process my personal data for the purposes of the administration of the Prize and of the determination and publication of contest results, which may include the processing of any and all personal data conveyed to the Founder of the Prize and, in particular, but without limitation: my last name, given name, middle name (patronymic), passport information and any other identification details. I furthermore agree and acknowledge that the Founder of the Prize may process my personal data using any method whatsoever, with or without the use of automation solutions, such methods to include, without being limited to, the following: collection, record, organization, accumulation, storage, updating, amending, extraction, use, dissemination and transmission (including cross-border transfer), anonymization, blocking, deletion, and elimination of my personal data.

I give my consent for the processing of my personal data for the entire duration of the Prize contest.

Sincerely,

Full name, date and signature