Submission Guidelines

Student Submissions and Management

1. eWorks submission is only open to students with accounts at Hong Kong Education City. Once a student submits their work, they automatically become eligible for prizes under the Creative Awards Programme.
2. Students can enter the "Management" page to submit new works. They must accept the submission rules of eWorks before submitting their works.
3. After entering the details and content of their works, select "review", then "submit".
4. Students can choose the submission category for their work, such as novels or a writing series. Works can be sorted by submission date and time.
5. During submission, students can fill in or update their account details, including pen name, personal profile, and profile picture, which will be displayed in the "About Author" page.
6. In the "My Submissions" page, students can view their submissions by date, category, featured works, and series. They can also resubmit their works.

Notes on submission:

1. All submitted work will be kept on the eWorks website for five academic years.
2. Submitted works must not have been publicly published in any form or awarded in previous competitions. Works that are unpublished, circulated privately, published through school media, participated in internal school competitions, or reviewed and corrected by schoolteachers are exempt from this restriction.
3. Personal information provided by the student will only be used for submission purposes, except for the student's name and school. Personal data is voluntarily provided by students, however, if students cannot provide the required information, they will not qualify for submission.
4. Unless consent is obtained from the individual concerned or required by law, The Organiser will not disclose participants' personal data to third parties. All personal data will be destroyed six months after the scheme concludes or deleted immediately upon request from the individual concerned.
5. Upon submission, the participant agrees to grant copyright of the work to The Organiser for educational purposes. The Organiser reserves the right to use or allow other organisations to use the submitted work or to use the submitted work in other education-related competitions without seeking the participant's consent or paying any fees.
6. The content of the submitted work and the participant's personal data cannot be modified after submission. The Organiser reserves the right to revise, edit,

publish, republish, reproduce, as well as conduct statistical analysis and research on the work without prior notice.

7. If the submission is done using different encoding, resulting in garbled text, The Organiser will not be responsible for resolving the issue.
8. The results of the submissions will be decided by The Organiser, which reserves the right to modify the judging criteria, award lists, and prize arrangements without prior notice. The Organiser does not provide a channel for appeals.
9. Submitted works must not contain any obscene, abusive, violent, or defamatory content.
10. Participants must ensure that their works do not infringe any intellectual property rights and do not violate any laws of the Hong Kong Special Administrative Region (including but not limited to National Flag and National Emblem Ordinance, National Anthem Ordinance, Hong Kong National Security Law, and Regional Flag and Regional Emblem Ordinance). In the event of any disputes or legal violations arising from submitted works, the participant shall bear responsibility, and The Organiser shall not be held liable.
11. The Organiser reserves the right of final decision, including but not limited to the right to modify submission rules, suspend or disqualify the entrants. Any changes will be announced on the eWorks website.
12. If students wish to republish the submitted work elsewhere, they must contact The Organiser by email to obtain written consent.

Teachers' Management Page

1. Teachers can log into eWorks using their Hong Kong Education City accounts. They can browse student submissions from their respective schools in the "Teacher Management" page.
2. Teachers can search and view students' works by date, keywords, form, class, submission category, featured works, and submission status.
3. The "Data Report" provides teachers with statistics on student submissions and allows them to download relevant report files.

In case of any disputes regarding the submission arrangements and programme content, the decision of the Hong Kong Education City shall be final.

For enquiries about eWorks, please contact Hong Kong Education City at 2624 1074.