

The following rules should be read and accepted before submitting an entry.

1. All entries should be submitted to the APM Branches Team using the correct Entry Form
2. All entrants must be currently classed as a student (not in full time employment)
3. The same project and its material may not be submitted as the basis for more than one candidate
4. Entries should follow the set stipulations for word count and submitted using the template
5. Entries that exceed the size or are not within the word count could be subject to a deduction of marks
6. The candidate must have been responsible for the work described within the submission
7. Entries submitted after the deadline will not be considered
8. Entries will only be accepted when submitted in the English language (in first person)
9. The content of all the submission remains, at all times, the copyright of the advocate or candidate as appropriate, but APM may wish to reproduce some content for the purpose of promotional materials such as – Entrant Case Studies/Articles, PR or other. If an advocate or candidate does not give permission for material to be reproduced without prior discussion, this must be noted on the Entry Form.
10. APM Branches reserves the right to accept or decline any entries, and/or not make award, as circumstances dictate
11. Submissions must be made via Microsoft Word or PDF format and submitted by email unless otherwise advised in advance
12. The email address that entries must be submitted to is [branchawards@apm.org.uk](mailto:branchawards@apm.org.uk)
13. All finalists will be required to prepare a short presentation for delivery. These presentations may be judged as part of the submission in the event of extremely close scoring.
14. The judging panel will consist of individuals who are experienced APM Full Members and or Branch Committee Members (volunteers).
15. Please make APM Branches aware if you have any professional relationship with any judges or Branch Committee Members (to avoid conflict of interest)
16. The Judges decision is final. No correspondence concerning their decision will be entered into.
17. The project entered must either be finished and the end of the project not more than 12 months prior to the submission deadline, or a significant phase completed by the submission deadline.
18. Student of the Year Awards Entrants - entries by candidates must be based upon work completed during the period of their study
19. All entries are made at the expense of the entrant. No submission will be returned once the judging process is complete.
20. APM Board Members, Committee Members, Members of other APM Groups, Staff and Judges are subject to Association of Project Management (APM) conflict of interest policy, Board Member Code of Conduct and the APM Code of Professional Conduct. Any breaches will be addressed through the existing mechanisms, including the APM Professional Conduct Procedural Rules.

If you have any questions related to the above rules please make contact with APM Branches Team.