

## APM Yorkshire and North Lincolnshire Branch “Undergraduate Student of the Year” 2018

The Association for Project Management (APM) is the Chartered body for the project profession. A registered charity with over 23,800 individual and 553 corporate members the APM is the largest professional body in the United Kingdom developing and promoting the professional disciplines of project management and programme management.

The APM Yorkshire and North Lincolnshire Branch represents and supports local APM members and are supporting the development of the profession amongst students by holding a Student of the Year competition, open to Higher Education Institutions (HEI's) in the Yorkshire and North Lincolnshire Branch region.

An HEI can make submissions for each course/module that they run. Any individual student's work will be considered as long as it was submitted by an undergraduate student for assessment between Sept 2016 and Jan 2018.

Submissions should be made by an academic at the HEI using the supplied pro-forma. All submissions should be made by January 29<sup>th</sup> 2018. There is no limit on the number of entries from each HEI, although each entry must be submitted on a separate form. The Yorkshire and North Lincolnshire Branch Committee will consider and judge applications in February 2018. Judging criteria will include:

- Reference to APM Body of Knowledge and Competencies
- Applicability or benefit to business/industry
- Lessons learned for future projects
- Innovations or overcoming challenges during project delivery

Finalists will give a presentation of their work at a presentation evening in March 2018, alongside the finalists of the APM Yorkshire and North Lincolnshire Branch Young Project Manager of the Year Award 2018. Marks from the presentation will be added to the marks already awarded for the written submission to provide an overall winner. The winner will be announced at the end of the evening. The prizes for the winner will be in the form of Amazon voucher to the value of £150 plus free individual membership for a year of the APM.

Please find attached the submission form for each student which will need to be completed in accordance with the timescales shown. Submissions should be sent as PDF attachments to [soyynl@apm-yorksnlincs.org.uk](mailto:soyynl@apm-yorksnlincs.org.uk). Please advise if you wish to submit by any other format. Please do not submit any other documents.

For further information please go to the APM website branch community page and to the APM [Body of Knowledge](#).

Kind Regards,

*H.A. Pattison*

**Hilary Pattison**  
Corporate Liaison Committee Member  
APM Yorkshire and North Lincolnshire Branch



## Cover Sheet for Undergraduate Student of the Year 2018

Please use this Pro-Forma to accompany each submission to the Undergraduate Student of the Year – Yorkshire and North Lincolnshire Branch. The deadline for entries is January 29<sup>th</sup> 2018.

<b>Nominating Institution:</b>		
<b>Nominating Academic:</b>	<b>Name:</b>	
	<b>Email:</b>	
	<b>Tel:</b>	
<b>Name of nominated student:</b>		
<b>Date work submitted for assessment:</b>	NB: To be eligible, the academic work must be submitted for assessment between Sept 2016 and Jan 2018.	<b>Date:</b>
<b>Students Course or Programme of Study:</b>	Please enter details of the course the student is studying	<b>Course:</b>
<b>Judging Criteria:</b>	<p>The applications will be initially assessed on the above four equally weighted criteria. Further information may be requested by the judging panel to assist in making a decision regarding submissions.</p> <p>The judging panel will be comprised of APM project management practitioners and chaired by a member of the APM Yorkshire and North Lincolnshire Branch Committee.</p>	
<b>Please indicate any current APM committee members with whom you have a prior relationship:</b>		

## APM Undergraduate Student of the Year 2018 – Yorkshire and North Lincolnshire Branch

Each of the criteria is scored 0-25 and each section is given equal weighting

The APM judges are looking for the story behind the person who has delivered the greatest benefit to their clients, project teams and wider stakeholders.

The criteria for these categories puts a greater emphasis on the positive contribution the project professional has made to the outputs and outcomes of their project(s), programme(s), and/or portfolio(s) whilst recognising the essential role that the project management techniques have in delivering success. Project management criteria are based on the APM Body of Knowledge 6th edition.

### Title of Assessment

### Summary overview of the work submitted (max 100 words)

	Weighting
Has this work already benefitted an employer or if not, how could this work benefit an employer? (max 250 words)	25%

Why is this work applicable to the APM and to Project Management - What areas of the APM Body of Knowledge does this work support?  
(max 250 words)

25%

What 'Lessons Learned' have been captured for future application?  
(max 250 words)

25%

What innovations have been used or proposed as part of this work and what challenges have been overcome in delivery of this project:  
(Max 250 words)

25%

## Rules of Entry

1. All entries must be submitted with an APM Yorkshire and N Lincs Branch cover sheet.
2. The same project and its material may not be submitted as the basis for entry for more than one candidate.
3. Question sheets form part of the entry and should be utilised for the submission. Entries should contain no more than 8 sides of A4 in Arial 10 font, not including the cover sheets. The entire submission including the cover sheet should have a maximum file size of 5MB.
4. Entries that exceed the size requirement or page count will be subject to a mark deduction. NB: Any supporting diagrams and images must be included within the stated page count if they are part of the entry.
5. The candidate must have been responsible for the work described within the submission.
6. The deadline for submission of entries is midnight on 29 January 2018.
7. Entries submitted after the deadline will be rejected.
8. Entries will only be accepted when submitted in the English language.
9. The content of all submissions remains, at all times, the copyright of the advocate or candidate as appropriate, but APM Yorkshire and N Lincs Branch may wish to reproduce some content for the purpose of promotional materials such as: winner case-study, PR or other. If an advocate or candidate does not give automatic permission for material to be reproduced without prior discussion, this must be noted on the cover sheet.
10. APM Yorkshire and N Lincs Branch reserves the right to accept or reject entries, and/or not make an award, as circumstances dictate.
11. Submissions must be in PDF format and submitted by email unless otherwise advised in advance. The maximum submission size is 5MB inclusive of all documentation.
12. The email address that entries must be submitted to is [soyynl@apm-yorksnlincs.org.uk](mailto:soyynl@apm-yorksnlincs.org.uk)
13. All finalists must prepare a ten minute presentation for delivery on awards night, for which marks will be awarded.
14. The judging panel will consist of individuals who are both experienced APM Full Members and Yorkshire and N Lincs Branch committee members.
15. The judges' decision is final. No correspondence concerning their decision will be entered into.
16. The project described 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.
17. Entries by candidates must be based upon work completed during the period of their undergraduate study.
18. All entries are made at the expense of the HEI member organisation. No submission will be returned once the judging process is complete.
19. APM board members, committee members, members of other APM groups, staff and judges are subject to the association's 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.