

British Academy Television Awards

Rules and Guidelines 2017

British Academy of Film & Television Arts

British Academy Television Awards

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A. INTRODUCTION & TIMETABLE

The British Academy Television Awards are presented annually to recognise, honour and reward individuals for outstanding achievement in television. The awards categories reflect the wealth and diversity of British television.

The Academy also honours individuals with awards in recognition of their contribution to the television industry. These awards are in the gift of the Academy: they are approved by the Television Committee and ratified by the Board of Trustees.

2016

Thursday 27 October	Entry site opens
Wednesday 16 November	Viewing site opens
Friday 2 December	Submission deadline for performers and programmes broadcast 1 January - 30 November 2016 (17:00 GMT) <i>Series, News and Current Affairs that will continue to transmit after this time have until Monday 9 January to make their final entries.</i> <i>Programmes yet to be transmitted may be entered but will not be made available for viewing until after transmission</i>

2017

Monday 9 January	Submission deadline for programmes broadcast 1 - 31 December 2016, including performance categories (17:00 GMT)
Monday 13 February	Round One voting opens (12:00 GMT)
Thursday 23 February	Round One voting closes (12:00 GMT)
Monday 27 February	Broadcaster entries invited
Friday 3 March	Deadline for broadcaster entries and for video submissions (12:00 GMT)
Monday 27 March	Juries begin
Friday 31 March	Juries end
Tuesday 11 April	Nominations announcement – live at 195 Piccadilly, London
Thursday 20 April	Nominees Party (TBC)
Sunday 14 May	British Academy Television Awards

B. ELIGIBILITY

Production and performance categories

- Programmes must have had their first transmission in the UK between 1 January and 31 December 2016 on terrestrial, cable, satellite or digital channels, including web based broadcasters who commission content (e.g. Netflix)
- Programmes may be regional or networked
- Programmes will be considered for one category only
- For a programme to qualify for the Television Awards the programme must have had the worldwide premiere transmission in the UK
- The programme should have been initiated and developed in the UK with creative control residing within the UK and/or a UK broadcaster must have the primary editorial control over the programme
- Where your programme falls outside of this eligibility, it can only be considered in the International category
- Programmes that have previously entered BAFTA's Children's or Film Awards are not eligible for the Television Awards
- Programmes that are self-commissioned and published are not eligible for the Television Awards

If you are in any doubt about the eligibility for your programme please contact the Awards department on awards@bafta.org.

OTHER BAFTA AWARDS CEREMONIES

BAFTA also presents awards for film (the British Academy Film Awards), for games (the British Academy Games Awards) and awards for work made for children (the British Academy Children's Awards).

Programmes entered into the Television Awards cannot also be entered into these other awards.

Programmes that are commissioned by the children's department and/or are intended for an audience of 16 and under should be entered for the Children's Awards.

Dramas or documentaries of over 70 minutes may be eligible for the Film Awards and the Television Awards, but cannot be entered for both. If a work is eligible for both, first exhibition (anywhere in the world) will be used to define which awards it should be entered into.

- If the work receives its first exhibition theatrically (including at Festivals), it should be entered to the Film Awards.
- If the work receives its first exhibition as a television broadcast or via digital distribution, it should be entered to the Television and/or Television Craft Awards*.
- If the work is released into cinemas and on television or via digital distribution on the same day, the entrant may choose which ceremony to enter.

For details of eligibility to the Film Awards, please see separate rules and guidelines

Work which receives its first exhibition theatrically, but is not eligible for the Film Awards may be eligible for the Television Awards if subsequently broadcast in the UK.

Programmes that have previously had a theatrical release and then re-cut for television are ineligible unless a significant amount of new material has been shot specifically for the television broadcast.

C. ENTRY

- All entries should be made via the entry site <https://entry.bafta.org/>. Full instructions about the entry process can be found at <http://bit.ly/TelevisionEntry> and more information about the video specifications can be found on page 6 of this document.
- The BAFTA Awards entry website will be open for entries from Thursday 27 October until 17:00 on Friday 2 December 2016. Entries for programmes that are broadcast 1 January – 30 November received after the deadline will not be accepted or eligible for future awards, with the exception of News and Current Affairs. Supporting videos should also be uploaded by this date.
- The deadline for programmes that are transmitted 1-31 December is 17:00 on Monday 9 January 2017.
- On the entry website a synopsis of no more than 1,000 characters will also be requested. This should be a factual synopsis of the episode or the series. It should not include any details of other awards won, ratings or media quotes. BAFTA reserves the right to edit text that does not meet these criteria.

Production Categories

- There is a fee per entry of £414.00.00 (£345.00 + £69.00 VAT)
- Entries for the production categories can be submitted by producers, directors, broadcasters, independent production companies and BAFTA members.
- Specials or one-offs from series with continuing narratives and/or characters should be categorised in the same way as an episode from the series would have been.
- At the entry stage, entrants will be asked to propose names of up to four individuals who would be listed as nominees if the programme receives a nomination. These are the 'candidates for nomination'. Failure to propose names may render your entry invalid.
 - There must be careful consideration of who is proposed for nomination candidates as changes cannot be made once nominations have been announced.
 - The names submitted must be those that have made the most creative contribution. If there is any uncertainty around those names BAFTA will revert to those names that have been credited on the episode submitted, as this is the episode that the work is being judged upon. For scripted pieces, the BAFTA Television Committee would expect the writer, director and producer to be credited.
 - When supplying the names of the candidates for nomination BAFTA will only accept names if they are part of the creative production team. Commissioning editors and executives who work within the broadcaster commissioning teams will not be accepted.
 - If it is not possible to decide upon four names, you may opt to list 'Production Team' as the nomination credit. In this case, you will be asked to supply up to four names of representatives from the team, along with their role on the project. These representatives will be the person/s who receives the nomination certificate/s and, should the programme go on to win, they will also be presented with the winner certificate/s and award/s. Please note that these individuals will not be able to refer to themselves as BAFTA winners: the programme will be BAFTA-winning, not the individuals.

Performance Categories

- There is no entry fee for performance categories.
- Entries for the performance categories can be submitted by producers, directors, broadcasters, independent production companies and BAFTA members. Entry deadline is 17:00 on Friday 2 December except for BAFTA members, who have until 17:00 Monday 9 January 2017 to make an entry.

- For the Lead and Supporting Actor and Actress categories, the category in which individuals are placed is determined by the voters' selection in Round One voting: the performer will be placed in the category in which they received the largest proportion of votes. All votes cast for that individual in both the supporting and leading categories will be counted.
- Our voting system does not permit voters to cast more than one vote per performer (i.e. place a performer in both the leading and supporting categories). The entrant may indicate which category they wish a performer to be considered for on the entry form and this may be taken into consideration.

Correct entry information is the responsibility of the entrant. BAFTA is not liable for errors in listings that are the result of incorrect information being submitted on the entry form. BAFTA cannot be held responsible for programmes being entered in the wrong categories.

MAKING PROGRAMMES AVAILABLE TO VOTERS AND JURORS

Round One Voting

- Entrants should make their programmes available to BAFTA members for review via BAFTA's viewing and voting website. DVD screeners may not be sent to voters.
- The viewing site is available to BAFTA members from Wednesday 16 November 2016. We strongly encourage all entrants to upload videos supporting their entries as early as possible, as this will give BAFTA members a greater opportunity to view all material under consideration.
- The viewing site is username and password-protected via 2-step verification, and is only accessible by BAFTA members eligible to vote in the Television and Television Craft Awards. Videos may be available to either stream or download until Thursday 23 February 2017. After this date, video will only be available to BAFTA jurors. For further information on the security controls in place to protect streamed and downloaded content, please contact awards@bafta.org.

Jury Shortlist

If shortlisted for jury consideration, programmes must be made available to jurors to download via the viewing site by Friday 3 March 2017.

Technical Specification

The BAFTA Awards Entry System aims to provide the best possible viewing experience for your content. In order to achieve this, we request that you provide a high quality version of your file. Our preferred video specification is shown below. Please use our preferred specification where possible, however if your original best quality video is in another format, we would prefer to receive it with minimum encoding to preserve quality.

Contact awards@bafta.org with any questions:

	Preferred specification
File format	.mp4 / .mov
Video codec	H.264 (AVC)
Audio codec	Stereo, 48Khz audio is preferred, in formats: AAC (256k or higher) or Linear PCM
Bit rate	15 – 20 mbps
File size	File sizes up to 100 Gigabytes are supported.
Frame rate	Same as source
Note	Please DO NOT add letter-box or pillar-box to your video. All videos will display correctly.

BAFTA accepts no liability for any file created to the wrong specification and is therefore not available to be viewed in the viewing or voting site. It is the entrant's responsibility to make sure the file is created to the correct format, to check their video once it has transcoded and to confirm the video is associated with the correct entry

D. AWARD CATEGORIES

AWARDS IN THE GIFT OF THE ACADEMY

These awards are presented at the discretion of the Television Committee; therefore they may not all be presented in any given year.

1. FELLOWSHIP

- The Fellowship is the highest accolade the Academy can bestow. It is presented to an individual with a substantial body of work in recognition of an outstanding and exceptional contribution to television

2. WRITER AWARD

- The purpose of the award is to honour the talent of individuals who have made a significant writing contribution to television
- Presented in honour of Dennis Potter

3. OUTSTANDING CREATIVE CONTRIBUTION TO TELEVISION

- Presented in honour of Alan Clarke

4. MOST IMPORTANT CONTRIBUTION ON-SCREEN IN FACTUAL TELEVISION

- The purpose of the award is to honour the year's most important contribution on screen in factual television
- Presented in honour of Richard Dimbleby

PRODUCTION CATEGORIES

5. SINGLE DRAMA

- This should be a single, self-contained drama, with a minimum running time of 30 minutes
- When part of a strand, the umbrella title should also be listed
- The full programme should be uploaded for viewing purposes

6. MINI-SERIES

- A drama of between two and five episodes
- Only one episode of a series may be entered and uploaded for viewing

7. DRAMA SERIES

- A drama of between six and nineteen episodes
- Only one episode of a series may be entered and uploaded for viewing

8. SOAP & CONTINUING DRAMA

- A drama transmitted for a minimum of 20 episodes throughout the year
- Up to four episodes of a series may be entered and uploaded for members' viewing, one from each quarter of the calendar year
- The episodes submitted must not be consecutive
- One episode submitted may be a special
- A supporting statement of up to 10,000 characters should also be provided. This statement should include a précis of the year, including the context of the storyline(s) submitted, the

challenges faced and any other information relevant to the creative achievement over the past 12 months

9. INTERNATIONAL

- For a single programme or series of any genre acquired from the international marketplace
- Only one episode of a series may be entered and uploaded for viewing.

10. FACTUAL SERIES

- More than one factual programme linked through a unified approach, narrative or the thematic development of a subject matter
- Includes 'reality' programmes where the formatting consists only of setting up an initial situation, which is then observed unfolding without further intervention
- Excludes 'reality' programmes which employ further rules, intervention and/or introduces challenges. These 'reality' programmes should be entered in to the Reality & Constructed Factual category
- Excludes strands such as Cutting Edge or One Life (individual episodes of strands can be entered for the Single Documentary category)
- Excludes arts, religion, history, natural history and science series which are eligible in the Specialist Factual category
- Only one episode of a series may be entered and uploaded for viewing

11. SPECIALIST FACTUAL

- Specifically for arts, religion, history, natural history and science programmes or series and includes both factual and performance programmes
- Excludes entire strands such as The South Bank Show or Horizon but includes individual programmes from those strands
- 'Factual drama' is only admissible when the drama content closely and accurately recreates specific historical events and identified individuals
- Dramas that are presented as 'factual' on the basis they broadly represent historical events should be entered into the drama categories
- Only one episode of a series may be entered and uploaded for viewing

12. SINGLE DOCUMENTARY

- For one-off documentaries only
- Includes individual episodes of documentary strands (such as Cutting Edge or Modern Times)
- Excludes individual episodes of documentary series; these should be entered in to the Factual Series category
- May be presenter-led. However, if the presenter is an established news and current affairs reporter, then the film must be entered in the Current Affairs category
- If the programme is primarily concerned with science, natural history or history, or is an episode from an established specialist factual strand, it should be entered in the Specialist Factual category
- If shortlisted, the full programme should be uploaded for jury consideration

13. FEATURES

- Includes factual programmes not included in any other categories including cookery & cookery competitions, gardening, property, fashion and all other lifestyle programming and studio discussions

- Excludes 'reality' programmes in which the formatting consists ONLY of setting up an initial situation which is then observed unfolding without further intervention, such as The Family which would be eligible in the Factual Series category
- Excludes overall strands
- Only one episode of a series may be entered and uploaded for viewing

14. REALITY & CONSTRUCTED FACTUAL

- Programmes where participants are put into an environment or format and then observed interacting in situations devised by the producer. This can include anything from shows where in a single episode subjects act according to format rules (e.g. Don't Tell the Bride) to longer form real life soap operas when there is significant production intervention or staging (e.g. The Only Way Is Essex) to bigger scale formats where large casts of contestants perform elaborate tasks often living together within a constructed universe (e.g. I'm a Celebrity.... Get Me Out of Here!, The Apprentice)
- Only one episode of a series may be entered and uploaded for viewing

15. CURRENT AFFAIRS

- For single films, or films from a strand that are primarily concerned with unfolding current affairs. Films from established current affairs strands such as Dispatches, Exposure, This World, Unreported World, Panorama, etc. should normally be entered into this category. If a film is strongly observational in character, entrants can make a case for a film to be entered as a Single Documentary, but the final decision on categorisation will rest with BAFTA
- The winner will demonstrate a commitment to original journalism of the highest order and will aim to provide revelation, fresh insight and analysis. It will have moved on the agenda and debate. It will promote new understanding through analysis or reportage, and will be representative of journalism that makes a difference
- It may or may not have an on-screen reporter. Films led by an established current affairs reporter must be entered into this category
- In the event of being shortlisted the complete single film or one episode from the strand must be provided

16. NEWS COVERAGE

- An individual news programme in its entirety
- In the case of 24-hour news channels, the broadcaster is permitted to submit news programming of up to one hour's duration, running continuously without any internal editing
- One hour of the coverage should be uploaded for jury viewing

17. SPORT

- For the television coverage of a sporting event, up to one hour of the entered programme must be uploaded for jury viewing with a 10,000 character supporting statement. This statement should include the techniques used, whether the footage is taken from a feed and any other relevant production information that will assist the juries. It cannot include any quotes or ratings about the programme
- The hour footage must be as broadcast, but can be segmented to reflect different elements of the footage. The footage must be linear, be clear that it's not continuous footage and be from the same programme
- Where the minimum numbers of entries (eight) are not met in this category, the entered programmes will be added to the Live Event category, irrespective of if the minimum entries have been met within the Live Event category

18. LIVE EVENT

- For the television coverage of a live event. Up to one hour of the entered programme must be uploaded for jury viewing
- The hour footage must be as broadcast, but can be segmented to reflect different elements of the footage. The footage must be linear, be clear that it's not continuous footage and be from the same programme
- Where the minimum numbers of entries (eight) are not met in this category, the entered programmes will be added to the Sport category, irrespective if the minimum entries have been met within the Sport category

19. ENTERTAINMENT PROGRAMME

- Includes quizzes, game shows, talent shows, music specials and all general entertainment programmes e.g. Strictly Come Dancing, X Factor, Pointless, Million Pound Drop and The Cube
- Comedy based panel and chat shows should be put forward for Comedy and Comedy Entertainment Programme e.g. Alan Carr Chatty Man, Have I Got News for You
- Only one episode of a series may be entered and uploaded for viewing

20. COMEDY & COMEDY ENTERTAINMENT PROGRAMME

- This includes programmes that capture the idea of comedy being central to the editorial of the programme and includes panel-led shows, chat shows where comic content plays a big part, stand-up and comedy clip shows, e.g. A League of Their Own, The Graham Norton Show, Alan Carr Chatty Man
- Only one episode of a series may be entered and uploaded for viewing

21. SCRIPTED COMEDY

- This covers both situational comedies and scripted comedy sketch shows
- Only one episode of a series may be entered and uploaded for viewing

E. PERFORMANCE CATEGORIES

In all cases, where a performer appears in a series, only one episode of that series may be entered and uploaded for viewing.

22. LEADING ACTRESS

23. LEADING ACTOR

24. SUPPORTING ACTOR

25. SUPPORTING ACTRESS

- All individual performers are eligible for consideration in these categories
- The category in which individuals are placed is determined by the voters' selection in Round One voting: the performer will be placed in the category in which they received the largest proportion of votes. All votes cast for that individual in both the supporting and leading categories will be counted
- Our voting system does not permit voters to cast more than one vote per performer (i.e. place a performer in both the leading and supporting categories). The entrant may indicate which category they wish a performer to be considered for on the entry form and this may be taken into consideration

26. ENTERTAINMENT PERFORMANCE

- Includes stand-up

27. FEMALE PERFORMANCE IN A COMEDY PROGRAMME

- Includes comedy programmes, sketch shows and situation comedies.

28. MALE PERFORMANCE IN A COMEDY PROGRAMME

- Includes comedy programmes, sketch shows and situation comedies

Where the minimum number of entries in any category is not reached, BAFTA, at its discretion, may choose not to present any of the above awards at the Television Awards ceremony, or announce fewer nominations in any category

The BAFTA Television Committee is the arbiter of all category eligibility

F. VOTING PROCESS

- The Fellowship, Writer Award, Outstanding Creative Contribution to Television and award for Most Important Contribution On-Screen in Factual Television are in the gift of the Academy and are not open to voting by members at any stage
- Nominations and winners of all other awards are decided by the television voting members and by juries
- Prior to the first round of voting, all voting members are informed of voting rules and must vote or register their abstention. They may vote for up to six programmes/individuals per category but may register their abstention from any category where they feel unqualified to vote. The top six go forward for jury consideration
- If there are ten entries or fewer in any category then this will not go to a membership vote. Instead the category will go straight to jury consideration
- Voting in Round One is restricted to registered voters. Voting is conducted online
- All voting is authenticated by BAFTA's appointed scrutineers

Broadcaster Entries

After the first round of voting each broadcaster has the opportunity to enter an additional programme per category, per terrestrial channel. In the case of terrestrial channels that have digital channels, the broadcaster can only choose one of their digital channels in which to put a programme forward; this does not affect their right to enter their terrestrial channels. The deadline for this entry is **12:00 on Friday 3 March 2016**. Broadcaster entries will not be accepted in categories that go direct to jury for consideration. For further information on entering please contact Pruthvi Pandit (see [CONTACT LIST](#)).

Juries

The top six, as voted for by the membership, is compiled with the broadcaster entries to form the jury shortlist. The juries then decide the four nominations and overall winner in each category.

All decisions made by BAFTA and its juries are final and no correspondence will be entered into as to why particular entries were or were not nominated

G. LONGLIST, NOMINATIONS AND WINNERS

- The nominations for each category will always be listed in alphabetical order
- Nominations will be announced approximately four weeks before the ceremony
- The winners press release is the definitive source of award winners information
- All individual named nominees will receive a certificate of nomination
- All individuals named as award winners will receive a BAFTA award and a winner's certificate
- The BAFTA award or logo may not be reproduced or used in any commercial manner unless prior permission has been obtained from BAFTA
- The BAFTA award remains the property of the British Academy of Film and Television Arts, to remain in the care of the recipient or his/her descendants. Should the award leave the care of the recipient or his/her descendants, the Academy reserves the right to purchase the award back for a fee of £1. The award must not be sold on to any third party
- Award winners unable to collect their BAFTA award(s) on the night of the ceremony must arrange collection from BAFTA within 12 months of the ceremony
- BAFTA does not issue replicas of the award
- Certain companies directly involved with the winning programmes in certain categories could be eligible to purchase a duplicate winner certificate so that they can have a record of their involvement. No duplicate nomination certificates can be issued

H. CLIP USAGE – NOMINATED TELEVISION PROGRAMMES

- Clips from nominated programmes will be shown at the British Academy Television Awards ceremony and these clips may form part of the television and online broadcast of the ceremony in the UK and Japan
- BAFTA commits that it will not select any clip which could be construed as a 'spoiler' for any viewer who has not yet seen the programme, but otherwise requires the freedom to select suitable clips to illustrate the craft or the individual nominated and to complement the clips selected for the other nominated titles/individuals
- Part of BAFTA's charitable remit is to promote excellence to as large an audience as possible. In order to fulfil this, BAFTA intends to make clips of the nominated films available to the public on BAFTA's websites and social media channels
- Owners of nominated programmes are obligated to submit to BAFTA a copy of the programme. BAFTA and/or their production company will maintain such tapes under tight security and return them immediately following the ceremony broadcast
- By entering a programme for consideration, the programmes owners are deemed to have conveyed to BAFTA the right to choose excerpts from the programme at BAFTA's sole discretion for incorporation into the television broadcast of the ceremony and on the BAFTA website and associated websites (including, but not limited to, www.bafta.org/awards, guru.bafta.org; www.youtube.com/BAFTAonline and www.facebook.com/BAFTA) for non-commercial purposes in the context of the Awards for one year from May 2016
- Upon entering a programme via <https://entry.bafta.org/> for the British Academy Television Awards consideration, the entrant will be asked to confirm the following
 - That he/she has the authority, on behalf of the programme and programme makers, to agree to grant the above licence
 - That he/she agrees to grant the above licence

If you foresee any problems with the granting of this licence, please contact awards@bafta.org before entering.

I. BAFTA LOGOS

- All requests for logos are made via www.bafta.org/press/logos
- Entrants may use the 'British Academy Television Craft Awards', 'BAFTA Nominee' or 'BAFTA Winner' logos online, in print and in broadcasts only once a programme has been nominated for or won an award
- Logos are available from BAFTA before nominations and winners announcements for advance artwork preparation, but may only be used if the entry receives at least one nomination or award
- Cropping or altering the logos in any way is prohibited
- Each instance of logo use must be approved by BAFTA, with proofs of the logos in situ sent by email
- Contact Nick Williams (see [CONTACTS](#)) for more information

J. PIRACY

- The Academy takes a very serious view of piracy and will work with broadcasters and production companies to help prevent it
- All BAFTA voters sign up to a code of conduct setting out their responsibilities regarding piracy. This code is available upon request awards@bafta.org

K. CONTACT LIST

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Logos/permission agreements

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