



**National Student Television Association**  
**Award Entry Rules & Criteria**  
**Version 2.0**

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Date of last amendment: 21.10.19 by Haaris Qureshi (Trustee)

## **Clause 1 Definitions**

1. The NaSTA Awards: NaSTA's annual awards which are awarded at the NaSTA Conference. These awards are judged by media professionals chosen by the NaSTA Conference Host Station.
2. The NaSTA People's Choice Awards: NaSTA's annual awards which are awarded via a live stream produced by the NaSTA People's Choice Host Station. These awards are voted on by NaSTA affiliated stations.
3. Twelve (12) months: The period since the first deadline for the previous year's NaSTA award entries.
4. Completed for viewing: Has been broadcast', either as a live programme, or as a piece of content delivered either through Video on Demand services or pre-recorded content broadcast being broadcast live. The intention behind this is that all entries should be comprised from content delivered to viewers in some fashion within the last year.
5. Visual archive content: Any video or graphics content that is either produced by your station prior to the last 12 months or produced by any other content creator.

## **Clause 2 NaSTA Awards Entry Rules**

1. Stations affiliated to NaSTA may enter each category only once. Stations may choose not to enter any category of their choosing.
2. All entries must have been comprised from content produced (i.e. finalised and completed for viewing) since last year's awards submissions deadline.
3. The use of visual archive content will be permitted where that content does not comprise more than 10% of the programme, or where the Host Station or Executive Committee rules that the submitted awards entry would not work without the use of that archive content. In regard to any decisions made regarding 'fair use' of archive content, the National Executive Committee's decision will be the final arbiter.
4. The use of video content that your station is not entitled to, including, but not limited to, video footage from other stations or broadcasters, is strictly forbidden.
5. Audio content including music and sounds effects are not subject to the archive content rules. Entries may contain audio content produced outside of your station.
6. It is expected that stations should not submit the same entry to more than one year's awards. This will be assessed on a case by case basis by the Host Station or National Executive Committee, and the judge may be informed, or depending on severity, the entry may be disqualified.
7. Stations may repeat clips, but each entry must contain 90% unique footage that cannot then be repeated in any other category. However, this excludes:
  - 7.1. A Title Sequence entry, which may be taken from a programme that is then submitted for another category.
  - 7.2. A Best Writing entry, which may be taken from a programme that is then submitted for another category.

- 7.3. Entries for Best Dramatic Performance and On-Screen Talent, Best Broadcaster, Best Cinematography, and Station Marketing, which may make use of clips from entries in other categories.
- 7.4. A Best Live entry, which may contain content from a programme that is then submitted for another category. These entries should be fundamentally different and not the same edit submitted twice for two categories, however they may share the same content.
- 7.5. The Mars El Brogy Award for Multimedia Content, which may be taken from a programme that is then submitted for another category.
- 7.6. A Post Production entry, which may be taken from a programme that is then submitted for another category.
8. All entries must be original works produced for your student television station, by members of your student television station. This excludes entries to the Mars El Brogy Award for Multimedia content where entries are allowed to be collaborations between a NaSTA affiliated station and another media department within their Students' Union.
9. When submitting a programme that has been co-produced by two or more stations, the entry is subjected to the following rules:
  - 9.1. A programme jointly produced by two, or more, stations can only be entered into ONE category, which all stations involved must agree on. All stations involved must independently submit identical entries to this category, clearly stating that they wish the entry to be considered as a joint submission. No station may enter the co-produced programme into any category individually with the following exceptions:
    - 9.1.1. The use of footage from the programme is permitted by any of the stations involved in any of the following categories: Best Dramatic Performance and On-Screen Talent, Best Broadcaster, Best Cinematography, and Station Marketing.
  - 9.2. A single station may only individually submit the programme if the programme has not been co-produced, but another station's members has been involved in the production (for example provided crew members or equipment) or if the other station is not an affiliated member of NaSTA. This must be agreed by all stations involved.
10. No entries may contain content that has been written or produced as a part of any piece of assessed coursework, exam or other academic work submitted and assessed for a qualification.
11. The time and word limits for each category are the absolute maximums (excluding title slides and cover pages). If your entry exceeds the given time or word limit, the entry will be cut (working back from the end of the video or document) to fit the allowed limit, and no appeal will be permitted. Cut material will not be judged. Stations may submit an entry of less than the specified time or length.
12. All video entries must meet one of the NaSTA Technical Specifications.
13. Permission to enter despite breaking any entry rules, due to mitigating circumstances, may be granted at the discretion of the NaSTA Executive Committee, as set out in the rule-break procedure.

### **Clause 3 NaSTA People's Choice Awards Entry Rules**

1. Entries for the NaSTA People's Choice Awards must abide by all relevant clauses of the NaSTA Awards Entry Rules.
2. Stations are permitted to enter one award per category.
3. The Host Station and Executive must abide by the following timeframe for showcasing and submissions of awards:
  - 3.1. Announce PCA Host at AGM or when subsequently elected
  - 3.2. 3 weeks before PCA - Submissions must open no later than this
  - 3.3. Four days later - Submissions close, rule break procedure is followed
  - 3.4. 1 week before PCA - voting opens
 

Any affiliated station of NaSTA of that year is permitted to vote for any station in each category, including their own station. Only one member per station can vote
  - 3.5. 48 hours before PCA - voting closes, votes are counted and verified before the PCAs.
4. Voting procedure:
  - 4.1. Stations will rank their top five favorite entries for each award category
  - 4.2. The following points will be awarded for each category by each station:
    - 4.2.1. Entry ranked 1st: 5 points
    - 4.2.2. Entry ranked 2nd: 4 points
    - 4.2.3. Entry ranked 3rd: 3 points
    - 4.2.4. Entry ranked 4th: 2 points
    - 4.2.5. Entry ranked 5th: 1 point
  - 4.3. Points from all voting stations will be combined, and the station and entry with the most points will receive the award for that category.

### **Clause 4 Reporting issues during submission**

1. All issues must be reported to the Returning Officer and the Host Officer.
2. These must only be communicated via email, directed towards the NaSTA email accounts for the above officers.
  1. No other form of communication will be accepted as valid.
3. Issues faced during submissions should be reported before the deadline of the respective award. Issues raised after the deadline may only be accepted by the appeal board as evidence by their discretion.
4. As much evidence and screenshots must be provided as possible.
5. Both the Returning Officer and Host Officer must keep each other included in all replies to emails sent in reporting issues (unless extenuating and sensitive issues arise, in which the matter must be handed over to the Returning Officer to decide on how to proceed).

### **Clause 5 NaSTA Rule Break Procedure**

1. The NaSTA Rule Break Procedure must be followed for both the NaSTA Awards and the NaSTA People's Choice Awards.
2. All entries will be assessed for rule-breaks by the Returning Officer.

3. Details of any entries found to be in breach of any entry rules will be sent to the NaSTA Executive Committee with a recommendation by the Returning Officer on a suitable course of action.
4. The following timetable must be followed for the Rule Break and Appeals procedure:
  - 4.1. The NaSTA Host Station must send details of all potential rule breaks to the NaSTA Returning Officer and NaSTA Executive within two days of the final submissions deadline.
  - 4.2. The NaSTA Executive must notify both the host station and all stations affected of the outcome of each rule break within a further two days (four days after submissions close).
  - 4.3. The NaSTA Executive may ask the submitter of an appeal for additional information, which they have 24 hours to submit from the time of the request.
  - 4.4. Affected stations then have three days to appeal to the NaSTA Trustee Board.
  - 4.5. The NaSTA Trustee Board have a further three days to consider all appeals information before notifying the affected stations and NaSTA Host Station.
  - 4.6. The NaSTA Trustee Board may ask the submitter of an appeal for additional information, which they have 24 hours to submit from the time of the request.
  - 4.7. The Rule Break and Appeals process must be completed within two weeks of the final submissions deadline.
5. The NaSTA Executive Committee will decide whether or not to follow the recommendation of the Returning Officer or follow another course of action. The options available are:
  - 5.1. Allow the entry to stand
  - 5.2. Withdraw the entry
  - 5.3. Allow the video entry to stand but withdraw supporting documents (where applicable)
  - 5.4. Allow part of the video entry to stand (and state the timecode of the allowed entry). In this case only the allowed part of the entry will be viewed by the adjudicators.
  - 5.5. Allow the entry to stand with the removal and resubmission of any sections or aspects of the content which breaches either the entry rules or NaSTA's equal opportunities policy or constitution.
  - 5.6. Allow the entry on condition that the entrant re-encodes the entry to meet the NaSTA Technical Standards and resubmits within a set timeframe.
6. The following grounds may be considered as mitigating circumstances for late entries:
  - 6.1. An error with NaSTA's submission form or NaSTA supplied files (e.g. title cards)
  - 6.2. A problem caused by the upload and submission system (not including files taking too long to upload unless the submissions system has significantly slowed the upload process)
  - 6.3. Loss of power or network connectivity or access to a building which houses a station's editing, file storage or other related facilities.
  - 6.4. Severe technical issues beyond the control of the station which results in a loss of data and/or access to or impaired operation of editing facilities
  - 6.5. An error in communication between a NaSTA representative and a member station which caused failure in the submission process.
  - 6.6. Any other circumstances which the NaSTA Executive or Trustee Board believe to be completely outside the control of the station.
7. The spirit in which these rules should be interpreted is that any problems which are caused by the creation and uploading of entries e.g. slow rendering, running out of storage space, editing software crashing, illness or unavailability of station members (except in extreme

circumstances) should not be grounds for mitigating circumstances as they are problems faced by all stations in their day to day activities. Catastrophic technical failures and problems truly beyond the control of the station, such as those outlined in 2.3 above, that could not be planned for or avoided should be grounds for mitigating circumstances to be considered.

8. Entries for any award category should be sent to the relevant judges as soon as the appeals process for that category has been completed.
9.
  - 9.1. If an entry is withdrawn after the appeals process, the judging process will continue as normal with the entry receiving feedback and a final score. The entry will be withdrawn from the judge's final scoring only once judging is complete.
  - 9.2. If a Host Station is uncertain of an entries admission, they must confirm it with the Executive Committee before forwarding any entry.
  - 9.3. If a Host Station, for any reason, does not send an admitted entry forward to the judge, the NaSTA Executive has the power to personally send all the entries forward.
10. The responsibilities of matters concerning the Rule Break and Appeals process is as follows:
  - 10.1. The host station will at the time of sending off potential rule breaks to the Returning Officer and the Executive Committee every station that has submitted entries to inform them of the current status of each of their entries.
  - 10.2. The host station shall if requested provide any additional information to the Executive Committee or Trustee Board which may help them to carry out the Rule Break and Appeals procedure in a fair manner.
  - 10.3. Except from the above, all communication regarding the Rule Break procedure is the sole responsibility of the Returning Officer who will communicate with the relevant stations directly and keep the host station informed.
  - 10.4. The Returning Officer shall communicate the relevant Trustee Board email address to any station that has had an entry disqualified through the normal Rule Break procedure to allow the station to choose to appeal this decision.
    - 10.4.1. Stations must address all appeals to the Returning Officer, copying in the Trustee Board.
  - 10.5. Except from the above, all communication regarding the Appeals procedure is the sole responsibility of the Trustee Board who will communicate with the relevant stations directly and keep the host station and Executive Committee informed.
  - 10.6. All communication must be by email and using the NaSTA email addresses of the Returning Officer, Host Officer, Executive Committee and Trustee Board.

## **Clause 5 NaSTA Technical Standards**

1. All NaSTA awards entries requiring a video submission must conform to one of three NaSTA approved technical standards. The station submitting for an entry may choose which standard to use for each entry and may use a different choice for each entry if desired / required.
2. All video entries are required to be in a 16:9 (widescreen) format, regardless of the original source's aspect ratio. If your source footage in a old aspect ratio (4:3, 14:9) please use the N-SD export standard otherwise if your edit / render is in a different aspect for stylistic

reasons (4:3, 14:9, 2.35:1) then please use either N-FHD or N-HD and export to 16:9 with appropriate boxing (Letter box or Pillar box).

3. Any entry which does not conform to one of these standards may face sanctions or be disqualified as a result of failing to comply with entry requirements.
4. The three NaSTA Technical Standards are: N-FHD, N-HD & N-SD

Video Specification	N-FHD	N-HD	N-SD
Resolution	1920 x 1080	1280 x 720	1024 x 576
Frame-rate	25 FPS	25 FPS	25 FPS
Field Order	Progressive	Progressive	Progressive
Aspect	Square Pixels (1.0)	Square Pixels (1.0)	Square Pixels (1.0)
TV Standard	PAL	PAL	PAL
Codec	H.264 MP4 Container	H.264 MP4 Container	H.264 MP4 Container
Encoder Profile	High	High	High
Encoder Level	4.1	4.1	4.1
Bitrate Encoding	VBR, 2 Pass	VBR, 2 Pass	VBR, 2 Pass
Target Bitrate *	10 Mbps	5 Mbps	3 Mbps
Max Bitrate *	15 Mbps	10 Mbps	5 Mbps

Audio Specification	N-FHD	N-HD	N-SD
Audio Codec	AAC-LC	AAC-LC	AAC-LC
Sample Rate	48 kHz or 44.1 kHz	48 kHz or 44.1 kHz	48 kHz or 44.1 kHz
Channels	Stereo	Stereo	Stereo
Audio Bitrate (Target)	192 kbps	192 kbps	192 kbps

5. \* A host station may wish to use alternative target and / or maximum settings depending on playout systems, storage allocations, etc. However the host station must seek approval from the NaSTA Technical Officer before any temporary exceptions to these standards are granted.
6. Note for N-SD users: The PAL standard has been through many versions in the UK. Due to the fact all NaSTA submitted content will be viewed and played out via computer systems we have opted for a square pixel aspect over the PAL D1/DV Widescreen aspect of 1.4587. You should check that your output looks correct when exported to the N-SD format of 1024x576.

## Clause 6 NaSTA Award Categories

1. **Best Broadcaster**
  - Video entry limit of 10 minutes.
  - Written entry limit of 500 word.
  - A showreel demonstrating the range, quality and skills of the station and its programming, to be accompanied by a written report, with details of the operation of the station and contributions made which may not necessarily appear on screen.



## 2. Jisc award for Special Recognition

- No video entry.
- Written entry limit 750 words.
- Skype call between representatives from Jisc and the entering station.
- This category looks for a station worthy of special recognition for outstanding achievement, especially with respect to the station's commitment to overcoming challenging circumstances and achievement through innovation in the past year.

## 3. Best Dramatic Performance

- Video entry limit of 5 minutes.
- A showreel demonstrating the on-screen acting skills, styles and techniques of a particular Individual in any form of fictional production. This showreel may be made up of content from multiple productions or episodes.

## 4. Best On-Screen Talent

- Video entry limit of 5 minutes.
- A showreel demonstrating the on-screen skills, styles and techniques of a particular individual in any production excluding fictional content. This showreel may be made up of content from multiple productions.

## 5. Station Marketing

- Video entry limit of 10 minutes.
- Written entry limit of 500 words.
- Recruiting and retaining members, and building an audience are two of the biggest challenges faced by student TV stations. This award recognises the efforts that stations go to to ensure that they have an active membership and that their content is watched and valued by their university, local and national viewers.
- A video submission demonstrating the achievements of your station's marketing recognising how your station recruited members and built audiences across your campus and online, incorporating special events, advertising, social media and on-air branding and idents. The submission must be accompanied by a written document detailing marketing strategies, tools, and techniques used by your station.

## 6. Technical Achievement

- No video entry.
- Written entry limit of 500 words (excluding captions and tables).
- A report which gives an account of any technical achievement(s) and/or developed to support your station's output. Entries will demonstrate both the technical challenges faced and overcome, and the benefits this brought to the production(s).

## 7. Freshers' Coverage

- Video entry limit of 10 minutes.
- This category recognises the quality and diversity of a station's covering of their campus' Freshers' week(s) activities. This category also includes all including all freshers' themed content.

## 8. Animation

- Video entry limit of 10 minutes.
- A single animation programme (or a shortened edit from an episode or series), or an original piece of animation of any type, which has been produced by the station. This can include but is not limited to: Cartoons, Computer generated images, Title sequences.

## 9. News and Current Affairs

- Video entry limit of 10 minutes.
- A single programme (or a shortened edit from an episode or series) that demonstrates coverage of university, local community, national or international news. It demonstrates an understanding of television journalism and utilises, where appropriate, the skills of video journalism.

## 10. The Mars Elkins El-Brogy Award for Multimedia Content

- Video entry limit of 10 minutes.
- A showreel demonstrating effective, innovative and strong use of multimedia content with an accompanying document.

## 11. Writing

- Video entry limit of 5 minutes for reference, demonstrating how the script has been visualized.
- Written entry limit of 30 pages of text at font size 12. This will be what is judged.
- A script in any genre or format, for any kind of show produced by the station. This can include, but is not limited to, fictional teleplays, factual links and features, documentary scripts, live scripts, news piece, etc. Writing may be from a single programme or shortened from an episode or series.

## 12. Live Broadcast

- Video entry limit of 10 minutes.
- A single programme (or a shortened edit from an episode or series) that has been broadcast live or shot as-live by your station. Entries for this category must not have had any audio or video processing applied after transmission. Entries may be edited in post production to produce a showreel e.g. any part of the broadcast edited together to music, but must not have processing to fix technical problems that were present during the broadcast e.g. edit music from a multitrack recording, compressors/gates applied, colour correction, exposure changes, filters.
- Entries should not include more than a minute of footage from any one VT, and no more than 50% of the entry should be of pre-recorded footage - usage of VTs should be included to showcase their usage and supplement to the live broadcast, rather than the production quality of the VT independently.

## 13. Cinematography

- Video entry limit of 10 minutes.

- An opportunity for filmmakers to showcase their best work, demonstrating a knowledge of appropriate lighting, camera moves and other associated techniques of the craft, and how well these things are implemented in film or television. This showreel should be made up of content from a single programme (or a shortened edit from an episode or series)

#### 14. Light Entertainment

- Video entry limit of 10 minutes.
- A single programme (or a shortened edit from an episode or series) intended as light entertainment.

#### 15. Title Sequence

- Video entry limit of 90 seconds.
- Written entry limit of 100 words, not judged but allowed to help judge how well the entry introduces the program. This is supplementary evidence and not judged in itself.
- The introductory sequence to one of your station's programmes. The very beginning of an exemplar programme may be included. This entry must be a complete video not a cut down video or an edited highlights reel.

#### 16. Comedy

- Video entry limit of 10 minutes.
- A single programme or series episode that aims to make the viewer laugh, including, but not limited to: Sitcoms, Comedy Dramas, Stand-up, Sketch Shows.

#### 17. Drama

- Video entry limit of 10 minutes.
- A single programme (or a shortened edit from an episode or series) of original scripted dramatic production. Note: Sitcoms or dramatic productions which are primarily comedic should be entered for the Comedy category.

#### 18. Documentary & Factual

- Video entry limit of 10 minutes.
- A single programme (or a shortened edit from an episode or series) featuring factual material, presented in any format.

#### 19. Sport

- Video entry limit of 10 minutes.
- Coverage of a sporting event or a single programme (or a shortened edit from an episode or series) which features live or recorded sport, and/or comments on sport or sports facilities.

#### 20. Post Production Award

- Video entry limit of 10 minutes.
- A single programme (or a shortened edit from an episode or series) showreel demonstrating excellent post production and editing skills

## Clause 7 NaSTA People's Choice Award Categories

### 1. Open

- Video entry limit of 10 minutes.
- Any video content can be entered into this category.

### 2. Live Broadcast

- Video entry limit of 10 minutes.
- A single programme (or a shortened edit from an episode or series) that has been broadcast live or shot as-live by your station. Entries for this category must not have had any audio or video processing applied after transmission. Entries may be edited in post production to produce a showreel e.g. any part of the broadcast edited together to music, but must not have processing to fix technical problems that were present during the broadcast e.g. edit music from a multitrack recording, compressors/gates applied, colour correction, exposure changes, filters.
- Entries should not include more than a minute of footage from any one VT, and no more than 50% of the entry should be of pre-recorded footage - usage of VTs should be included to showcase their usage and supplement to the live broadcast, rather than the production quality of the VT independently.

### 3. Content Innovation

- Video entry limit of 10 minutes.
- A single programme (or a shortened edit from an episode or series) showreel demonstrating innovative content.
- This can be an innovative show format, innovation in the use of features or segments, or innovative ways of engaging with your audience.

### 4. Technical Innovation

- No video entry.
- Written entry limit of 500 words (excluding captions and tables).
- A report which gives an account of any technical innovation developed to support your station's output. Entries will demonstrate both the technical challenges faced, the innovative way(s) in which they were overcome, and the benefits this brought to the production(s).
- It is expected that entries for this award demonstrate some technical development by your station, either in software (including online) or hardware, rather than use of existing technical solutions.

### 5. Visual Creativity & Quality

- Video entry limit of 10 minutes.

- A single programme (or a shortened edit from an episode or series) showcasing excellence in the following areas: cinematography, editing, animations and visual effects.

#### 6. Best On-Screen Talent

- Video entry limit of 5 minutes.
- A showreel demonstrating the on-screen skills, styles and techniques of a particular individual in any production excluding fictional content. This showreel may be made up of content from multiple productions.

#### 7. Best Dramatic Performance

- Video entry limit of 5 minutes.
- A showreel demonstrating the on-screen acting skills, styles and techniques of a particular Individual in any form of fictional production. This showreel may be made up of content from multiple productions or episodes.

#### 8. Un-Sung Hero

- No video entry.
- Written entry limit of 500 words
- This award recognises the contribution of an individual to their station and/or the NaSTA community.
- Entries for this award must nominate a person who is a current member of your student TV station or who was a member within the last twelve months.
- Entries for this award may include contributions from the nominee's whole time as a member of your station, not limited to the last twelve months. However it is intended that a major part of the contribution has taken part in the last twelve months.

#### 9. Station Of The Year

- Video entry limit of 10 minutes.
- Written entry limit of 500 word.
- A showreel demonstrating the range, quality and skills of the station and its programming, to be accompanied by a written report, with details of the operation of the station and contributions made which may not necessarily appear on screen.