

UNIVERSITY CHALLENGE SERIES 24 (2017) CAMPAIGN LETTER

September 2016

Dear **UNIVERSITY CHALLENGE team liaison**

The search is now underway for student teams to compete in the 2017 series of University Challenge. This letter will tell you what you need to know about entering a team.

The application process requires each individual team member plus the reserve member to fill out their own Application Form, but please return to us all five completed Application Forms and the completed Application Test as a collective submission in the Freepost envelope supplied. **NO OTHER ADDRESS IS REQUIRED – YOU DO NOT NEED TO ADD ANY OTHER ADDRESS DETAILS.**

You are required to enter as a complete team rather than as individuals. Please ensure that each member of your team, plus the reserve member, reads, completes and signs their Application Form.

HOW TO ENTER

Every university or university college in the UK is eligible to enter a team, and each institution may enter more than one team, although only one team from an institution may appear on the series. We are sometimes asked by students if their institution has university status; if you are in any doubt about this, please check with your own administrative staff.

FORMING YOUR TEAM

University Challenge is currently the only programme on British television to showcase the UK's student population, and we believe the programme should reflect the diversity of the student population. We therefore encourage applications from across your university or university college.

We strongly advise each team to represent as broad a range of knowledge as possible, and we recommend you include a scientist. If this is difficult you may want to consider what science subjects prospective team members studied at school.

THE CLOSING DATE

Please return the completed Application Forms to be received at the University Challenge office by Wednesday 23 November 2016. If you are unable to meet this date but still wish to enter a team, please call the University Challenge office on 0161 952 1015 or email universitychallenge@bbc.co.uk and we will be happy to advise you.

INTERVIEWS

After submitting the Application Forms to us, teams may be invited for an interview with members of the University Challenge production team. This is likely to take place in January 2017. The interviews will be held either at or near your university. They will last up to an hour and will be an opportunity for us to tell you more about taking part in the series.

We will also ask you during the interview to take a test, which comprises forty questions. Team members and the reserve member will answer the test individually, and the team's aggregate score will be calculated from those individual tests. For the teams that achieve the required pass mark, a discretionary selection process will be implemented in order to select the teams who will compete in the series and this will be discussed at the interview.

SELECTION

Once teams have been selected we will inform you by telephone if you are successful and this will be confirmed in writing. A Contestant Agreement incorporating the University Challenge Eligibility Requirements and University Challenge Rules must be read and signed by each team member plus the reserve member.

Unsuccessful teams will be informed by letter.

We will also contact the university registrars of all selected team members and the reserve member to confirm their eligibility to take part. We have attached a consent form to the Application Form to enable the Registrar (or equivalent) of your University to pass on to ITV Studios Limited information relating to you in order that ITV Studios Limited can satisfy itself that you qualify as a "student" as set out in its eligibility requirements.

THE RECORDINGS

We intend to record the 2017 Series on dates between February and April 2017. The expected dates, for which you would be required, are included within the Application Form. Your team members and reserve member should be aware of these dates and take them into consideration in case they clash with holidays, courses abroad etc. WE DRAW YOUR ATTENTION TO ELIGIBILITY REQUIREMENT 4, "Team members and the reserve member must be available to attend all the recordings of University Challenge on the dates notified to them by the University Challenge producer."

It is presently intended that recordings will take place at Dock10, The Studios, MediaCityUK, Salford, M50 2HQ. We expect the series to begin transmitting in Summer 2017.

Reasonable expenses properly incurred by team members and the reserve member in the course of taking part in the recordings of University Challenge to which we have given our prior approval will be met by the production, and we will arrange and pay for hotel accommodation for the recordings should it be required. The areas of expenditure which may be claimed back will be discussed with each team before they come to our studios.

It is of paramount importance to us that all contestants enjoy the experience of taking part in the programme, and feel respected at all times. Contestants should be aware that, as a high-profile institution, University Challenge often attracts media attention. Such attention is usually positive, and reflects the esteem in which the programme is held. Some attention, including social media attention, may not always be positive, and hostile comments, although very rare, cannot be ruled out. It is important that selected team members are able to handle these potential pressures. We at ITV Studios and the BBC advise that any contestant who receives negative attention refrains from responding, and contacts the ITV Studios production team immediately.

UNIVERSITY CHALLENGE ELIGIBILITY REQUIREMENTS

University Challenge is a competition for teams of students. WE DRAW YOUR ATTENTION IN PARTICULAR TO ELIGIBILITY REQUIREMENT 3, WHICH SETS OUT THE DEFINITION OF "STUDENT" FOR THE PURPOSES OF UNIVERSITY CHALLENGE.

Please note, if the eligibility of any applicant changes then that applicant should immediately notify the University Challenge producer as per the Eligibility Requirements.

These are the Eligibility Requirements for University Challenge Series 24 (2017):

1. A team consists of four team members and one reserve member, subject to Eligibility Requirement 10 below.

2. Team members and the reserve member must not have appeared on the televised version of University Challenge for any university or university college on any previous occasion.
3. University Challenge is a competition for teams of students. For the purposes of University Challenge, we are defining a “student” as a person:
 - (a) who has enrolled with a university or university college; and
 - (b) who is following a recognised course of study at that university or university college; and
 - (c) whose final award in respect of that course of study has not yet been communicated by that university or university college.
4. Team members and the reserve member must be available to attend all the recordings of University Challenge on the dates notified to them by the University Challenge producer.
5. At the time of completing the Application forms, and throughout all recording all team members and the reserve member must be students at the UK university or university college which is named on their Application form and which will be named on the desk at which they sit to compete in the studio recordings of University Challenge.
6. Both undergraduate and postgraduate students are eligible to participate in University Challenge, subject to following a course of study at level 6 or above within the Framework for Higher Education Qualifications as at August 2015, encompassing:
 - (a) Bachelor’s Degree;
 - (b) Graduate Certificate;
 - (c) Graduate Diploma;
 - (d) Master’s Degree;
 - (e) Postgraduate Certificate;
 - (f) Postgraduate Diploma;
 - (g) Doctorate,

as set out at the following web page: <https://www.gov.uk/what-different-qualification-levels-mean/compare-different-qualification-levels>.
7. Students on both full-time and part-time courses are eligible to participate in University Challenge.
8. If an overseas student is studying at a UK university or university college as part of their course, they will be eligible to participate in University Challenge, but only if they are studying at that UK institution for the whole period of recording.
9. Students who are undertaking a sabbatical, whether paid or unpaid, are not eligible to participate in University Challenge if the period during which they undertake their sabbatical coincides with any of the recording dates for University Challenge.
10. All team members and the reserve member must be students at the UK university or university college which is named on their Application Form for each separate recording in which they appear during the series of University Challenge.

If a team member ceases to be a student (as defined in Eligibility Requirement 3 above) prior to or during the recordings of the programme, they must inform the University Challenge producer immediately when they cease to be eligible to take part.

If a team member becomes ineligible to participate prior to the commencement of recording, they may be replaced by an eligible reserve member who must be part of the initial team selection process.

If a team member becomes ineligible after the recording has commenced then the team may have to withdraw from the competition. Only in exceptional circumstances will the University Challenge producer consider a reserve member replacing a team member who is no longer eligible. Please note the University Challenge producer's decision is final in this regard.

11. Once the Application Forms have been submitted, if prior to or during the recording of University Challenge a team member or the reserve member transfers from one university or university college to another, they must inform the University Challenge producer at the first opportunity. They will cease to be eligible to play for the institution under whose name they have applied or competed up to that point, and will not be eligible to play for the institution to which they transfer. This rule applies to transfers from one university to another. It also applies to transfers from one college to another within a collegiate university system.
12. If a reserve member takes over from a team member they do so for the full duration of the recordings in which the team participates and the replaced team member can no longer participate in any further recordings for this or any other university or university college.
13. Subject to Eligibility Requirement 9 above, being in employment as well as being a student does not preclude a team member or reserve member from entering or appearing on University Challenge provided they satisfy Eligibility Requirement 3 above. However all employment details must be provided in the relevant section of the Application Form. If, after having completed the Application Form and whilst still participating in University Challenge, a team member or the reserve member takes on employment, they must at their first opportunity inform the University Challenge producer of their change in circumstances. Provided they continue to satisfy Eligibility Requirement 3 above, they will still be eligible to participate in the programme.
14. It is the team member's responsibility to ensure that the information given in the statement they make on screen at the beginning of each recording of University Challenge, which may include but is not confined to their name, place of birth and course of study, is accurate and reflects their status as a student at the time of each recording.
15. There is no upper or lower age limit on contestants participating in University Challenge; however, if a team member or reserve member is under the age of 16, their participation may be subject to: (i) the consent of their parent or guardian, and their parent or guardian may be required to accompany such contestant to the studio recording(s); and (ii) obtaining all necessary permissions and licences (including but not limited to permission from the local education authority).
16. ITV Studios Limited has the right at its sole discretion to add to, delete from, modify or amend these Eligibility Requirements and to select participants for University Challenge. In all circumstances concerning the interpretation and application of these Eligibility Requirements, ITV Studios Limited's decision will be final.

If you would like any more information about taking part, please contact the University Challenge production office by phone, email or letter and we will be happy to advise you.

GOOD LUCK!

Yours sincerely,

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Producer, University Challenge

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