

## Study Program - The Bachelor of Animation

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## The Legal Foundation for the Study Program:

This curriculum is based on the following legal documents:

- The Academy Profession Programs and Bachelor Programs Act (467 from 08-05-2013)
- Ministerial Order no 1521 from 19-12-2013 on Academy Profession Programs and Bachelor Programs
- Ministerial Order on the Bachelor in Animation (order no 151 from 25-02-2011]
- Ministerial Order no 223 from 11-03-2014 on Admission to Academy Profession Programs and Bachelor Programs
- Ministerial Order no 1519 from 19-12-2013 on Examinations on Professionally Oriented Higher Education Programs
- Ministerial Order no 262 from 20-03-2007 on Marking Scale and Assessment in Educational Programs under the Ministry of Higher Education and Science
- Ministerial Order no 597 from 08-03-2015 on Talent Initiatives in Education Programs under the Ministry of Higher Education and Science

Study Program for the Bachelor's Degree Program in Animation

**The Animation Workshop** VIA University College, September 2011.

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According to the Ministry of Education's Executive Order no. 151 from 25<sup>th</sup> February 2011 concerning the Bachelor of Animation, the following regulations are hereby laid down regarding the Study Program at The Animation Workshop, VIA University College, Viborg

## **Chapter 1: Name of Education and Title of Graduates**

The name of the education is Bachelor's Degree Program in Animation. The program has two lines, Character Animation and CG Arts. The graduates may use the title Bachelor in Animation, Character Animator or Bachelor in Animation, CG Artist (in Danish: *Professionsbachelor i Animation*).

## **Chapter 2: Program Objectives**

The objective of the Bachelor's Degree Program in Animation is to qualify the graduate to independently carry out idea development, design and implementation animation projects for film, advertising, television and various digital media platforms as well as working with animation-related communication. The education aims at occupation within the film, advertising, television, and computer game industry, nationally as well as internationally.

According to the overall strategy of VIA University College, the Bachelor Education in Animation also has as an objective to raise the students' personal and professional awareness.

The students will develop their intrapersonal and interpersonal skills with a view on communicating professionally and successfully in a teamwork situation and with clients and colleagues.

### **Learning Objectives for the Bachelor's Degree Program in Animation**

Learning objectives comprise the knowledge, skills and competencies, which a Bachelor of Animation must obtain during the education.

#### **Knowledge**

The Bachelor of Animation has knowledge of:

- 1) practice, applied theories and central concepts as well as knowledge of methods and tools of animation production, including both traditional and state of the art methods.
- 2) the development in animation film history and its modern cultural relevance,
- 3) relevant design and composition theories and the ability to reflect on the implementation of these theories within animation media,
- 4) an understanding of production planning and the relation to the economic conditions of their own productions as well as familiar with the animation industry, nationally and internationally,
- 5) applied methods and techniques within related subjects that have a pertinent relevance for animation.

Furthermore, the Bachelor of Animation, *Character Animation*, has knowledge of:

- 1) applied theories, methods and techniques within 2D and 3D animation,
- 2) fundamental principles of physics as forms of expression and understanding how to apply these within character animation, and
- 3) applied methods and the significance of post-production.

The Bachelor of Animation, *Computer Graphic Artist*, has knowledge of:

- 1) applied methods and central techniques within CG Arts, including modelling, rigging, texturing, shading, light and rendering as well as compositing,
- 2) the principles of design, including understanding how CG techniques may be employed in the design process,
- 3) the theories and periods of fashion design, set design and architecture that are relevant to CG Arts.

### **Skills**

The Bachelor of Animation is able to:

- 1) analyze the animation film medium and animation products using the relevant vernacular and frame of reference,
- 2) carry out animation processes in media productions where the interaction between animation, dramaturgy, acting, music, graphics and aesthetics on the one hand and productivity and technology on the other hand,
- 3) employ the theories, work methods and techniques of the profession, including being able to integrate traditional work methods with current digital practices and relating them to relevant and related subject areas,
- 4) plan and deliver a production within a defined quality and budget framework,
- 5) assess practice-related and theoretical problems in connection with animation and production processes as well as substantiate and choose relevant solutions,
- 6) express themselves in a distinct visual language which clearly communicates its message,
- 7) communicate practice-related and professional problems and solutions in the different stages of an animation production using the relevant vernacular as well as establishing professional communication with clients.

Furthermore, the Bachelor of Animation, *Character Animation*, is able to:

- 1) master specialized techniques within character animation, from traditional animation to digital 2D media and CGI animations as well as explore problems related to working with different distribution platforms, and
- 2) stage and pose characters, including utilizing acting theories in the performance of their characters.

While the Bachelor of Animation, *Computer Graphic Artist*, is able to:

- 1) utilize techniques within 2D film, 3D film, game production and/or visual effects as well as explore problems related to working with different distribution platforms, and
- 2) analyze and implement a pipeline with a view to optimizing the work procedures of a production

### **Competencies**

The Bachelor of Animation is able to

- 1) independently and in cooperation with others manage the development of concepts, ideas and new graphic expressions within the animation media and reflect upon their own intentions with the visual communication,

- 2) plan and carry out complex development tasks within the animation field, combining knowledge and methods from animation technique, visual and graphic communication, assessing the relation between quality and resources with relation.
- 3) independently form part of a professional and cross-functional collaboration, including giving and receiving professionally substantiated and constructive critique with regard to both work procedures and product,
- 4) identify their own learning needs and further develop their own skills and competencies within the various forms of expression and subject areas of the animation media, and within related subject areas,
- 5) navigate adaptably, actively and innovatively in the professional field in an international and commercialized market and undertake responsibility within the framework of the professional ethics.

Furthermore, the Bachelor of Animation, *Character Animation*, is able to

- 1) keep the visual communication of a character within the framework of the overall production and within the framework of the narrative,
- 2) examine and implement animation references which are relevant for the production they are working on.

While the Bachelor of Animation, *Computer Graphic Artist*, is able to

- 1) keep the visual essence of the narrative they are working on with regard to the overall production and the framework of the narrative,
- 2) examine and implement CG references which are relevant for the production they are working on.

### **Chapter 3: Admission**

Application for admission to the Programme takes place through KOT. Qualified portfolios will be selected for admissions test and interview by the Admissions Board, which consists of: the Director, the 1<sup>st</sup> year course coordinators and an external consultant.

Applicants must document high school or secondary education certificate, including level of English skills (Danish: B-level; all other nationalities must present documentation of IELTS (with a minimum test score of 6) or TOEFL tests (or the like) according to the Code of Conduct , which applies to all institutions of higher education under the Ministry of Education,).

Current rules and portfolio requirements for admissions are available on The Animation Workshop's website.

The admission test consists of a drawing, creative, teamwork tasks and an interview. The objective of the admission test is to verify the applicant's artistic talent, drawing skills, visualization talent, commitment, and personal maturity. The Admissions board evaluates if the applicant has a realistic approach to the field and if her/his energy and ambition are sufficient to cope with the requirements of the Programme and the animation field. English is required for the admission test.

## Chapter 4: Content of the Program

The program consists of both theory and practical work spanning traditional methods through to new technologies within the field of animation; this may include film, TV, advertising, web, visual effects, and/or game media. An exchange of values, knowledge and methodologies from the profession will be infused throughout the education from the part time and guest teachers who bring their experience with them to the classroom.

The course structure is designed to be successive with the contents increasing in difficulty and complexity in its duration. The continuity will be overviewed by the course coordinator to be thorough and relevant.

Ultimately, the theoretical and practical parts of the study programme shall contain teaching methods and learning environments that aim to make the student independent, cooperative, reflective and innovative.

### Structure of subject areas and subjects

The Bachelor of Arts in Animation Study Program is 3½ years in duration with a total of 210 credits in the European Credit Transfer System (ECTS).

The Study Programme comprises 5 main areas:

1) Obligatory / common modules:	60 ECTS
2) Individual study line: CA or CGA modules:	90 ECTS
3) Internship	30 ECTS
4) Elective Courses:	20 ECTS
5) BA Project	10 ECTS

### Obligatory / Common modules: 60 ECTS

The obligatory subject areas are organized within the following core areas:

- 1) Character animation and CG Arts
- 2) Visual Communication and Presentation
- 3) Animation production, technology and understanding the industry.

Classes may include the following subjects:

Animation History and Cultural studies

Production Methods

Film Analysis

Introduction to Filmmaking

Film Production Methods

Adobe Software

Character Design

Design

Drawing

Storyboard

Color Theory

Digital Painting  
Matte Painting  
Script Writing  
Idea Creation  
Pitch Presentation  
Internship Preparation  
Layout

**The individual study line Character Animation: 90 ECTS**

The individual study line of character Animation's core areas are:

- 1) 2D Animation
- 2) 3D Animation
- 3) Principles of Physics

Classes may include the following subjects:

Animation Basics  
Drawing for Animation  
Animation Physicality  
Acting  
Acting Animation  
Introduction to 2D digital animation methods  
Animation Assisting  
Flash Introduction to 3D animation  
Quadruped Animation production  
Pre-production  
Asset creation  
Shot production

The Character Animation students attend the National Danish Film School for 3- 8 weeks on their 5th or 6<sup>th</sup> semester, depending upon whether they are working on the mid-term film production (5th) or their final film production (6th).

**The individual study line Computer Graphic Arts: 90 ECTS**

The individual study line of character Animation's core areas are:

- 1) CG Character Development
- 2) CG Environment
- 3) CG production

Classes may include the following subjects:

Pre - production  
Concept Design  
Sculpture  
Anatomy  
Modeling  
UV Mapping  
Surfacing  
Lighting

Rendering  
Compositing  
FX  
Dynamics  
Digital Layout  
Environment Design and Construction  
Rigging  
Asset Building  
Shot Production

### **Internship - Internship: 30 ECTS**

For both Character Animation and Computer Graphic Arts students, the study program encompasses a work practice consisting of **External Production** with and NGO (commercial Project) 10 ECTS

The **External Productions** may be planned jointly with other institutions and companies. The aim of this period is to give the students an experience of working for a client as an ad agency and production studio.

Objective: To give the student a practical introduction to the production practices of a commercial based project. Working with a client in outside of the school environment the students learn to take direction and work within guidelines of the message of the client's interest.

Underlining the teamwork skills required of a character animator/CG Artist or other roles covered within the curriculum related to the production.

The team members will problem solve their tasks within a time frame of production deadlines. All students must attend production courses; unless otherwise dispensed for significant reasoning determined by the supervisor.

Content: Under the guidance of a direction supervisor and production supervisor(s) the students will produce a 30 second spot for an NGO client.

Form: A production of 2D or 3D animation based on hand drawn animation and/or digital tools. The placing of the project is evident from the annually revised curriculum.

Evaluation: The student's work is evaluated by the external director and client in regards to the communication of the product in regards to the clients intention. The team's collaboration and communication with the client, director and within the group will also be evaluated via a group analysis paper and individual reflection paper as well as a post-mortem.

The **External Productions and Internship Periods** are planned so that the students will progress toward being able to work independently.



To the relevant extent, the Study Program will contain issues on the environment and the interaction between different cultures, such as in collaborative projects and exchanges. National and international research results relevant to the profession will be integrated into the education.

The **Internship at a Studio**, 20 ECTS introduces the student's to the professional environment as they work under the guidance of a production supervisor to fulfil defined tasks. The student must produce a portfolio of their work thus far and write a description of their goals and intentions during their internship period.

The student will be under the guidance of the school during the process of finding their internship placement. The student will in collaboration with the internship place define their learning objectives and specify of the period regarding role, tasks and dates. The school must approve the agreement and all internship placements.

The school will present a list of companies verified by the institution, their contacts and/or teachers within the animation industry as appropriate placement locations. This is defined by knowledge of the studio working in an ethical manner and at professional standard. The students may also propose companies for their internship.

The Animation Workshop supervises the student's work during the vocational Internship Period. However, it is the student's responsibility to report any unusual situations during the period. The placing of the vocational Internship Periods is determined when the annual Curriculum is laid down.

The Internship Period will be evaluated with a written report and a confirmation from the company which will be graded as either *passed* or *not passed*. The company will be asked to file a written assessment on the student's experience. The student is entitled to continue in one new vocational Internship Period in case of a negative evaluation. The whole class will evaluate the internship and network their findings at the debriefing following the internship period.

### **Elective Courses**

In the 4th, 5th and 6th semesters the student chooses the areas of **elective courses** as a means to research specialized areas of the curriculum further or to deepen their skill within a specialized area. **The elective courses** will correspond to 20 ECTS points.

#### **Classes may include the following subjects:**

- Pipeline
- Art Direction
- Advanced Storyboarding
- Advanced Character Design
- Advanced Location Design
- Direction
- Production Management
- Editing
- Sound Design

Advanced Digital Layout  
Technical Art Direction  
CG Generalist  
Shot Production: 2D Animation  
Shot Production: 2D Backgrounds  
Advanced CGI Shot Production  
Advanced Compositing  
Advanced Rigging  
Story and Concept Development  
Game arts and animation  
Motion graphics  
Production  
Graphic Narrative  
Stop Motion Animation  
Motion Capture  
Scientific Visualization  
Documentary Animation  
Animation Pedagogics  
VFX for CG Artists  
VFX for Animation  
Entrepreneurship

It is also possible for students to work with other subjects than the ones listed above if applied for as a dispensation. All requests for electives must be approved by the institution.

## **Chapter 5: Examinations, Bachelor Project and Portfolio**

### **Earning Credits**

Students earn European Credit Transfer System points (ECTS points) for each course module, external production, internship period, portfolio and their bachelor project. One full year of study is equivalent to 60 ECTS points, which corresponds to 1650 work hours. On average, 1 ECTS point is equivalent to 27.5 hours of work. ECTS credits are earned by attending the classes, completing assignments and passing exams. ECTS credits of each course are approved by the subject area teachers in conjunction with the coordinator, based on attendance, participation, effort, completion and skill level. All ECTS points must be earned in order to be able to attend an exam.

Students are expected to be study active and hand in an assignment(s) for each course or project in the appropriate Assignment Presentation folder in order to earn credits, using the naming convention outlined by the class coordinator for handing in all assignments in order to receive credit for the assignment.

Further information for participation of exams if the attendance and assignment requirements have not been met can be found in Chapter 7: Requirement regarding Student Activity.

### **Procedure for mid-year test and review**

For both CGA and CA classes, there is a mid-year test and semester review. At the semester review the class coordinator and censor will together go over the student's the test, semester and showreel. The coordinator will go more in depth with the student on the semester reflection, professionalism and comments from the teachers.

The mid-year test assignment and criteria will be based on the curriculum from the fall semester. You will have to either do an oral test or complete an assessment. Specific guidelines will be given prior to the test period so the students know precisely what will be assessed. The test is for the students and staff to know how the students and class are doing thus far in the program on specific topics.

The students will receive their grade by email. She/he will be given an unofficial grade according to the Danish grading system. The results are not included on your official transcripts. For the official documentation the tests are pass/fail.

The student must keep all completed assignments from each course or project during the semester to create semester showreel. Further guidelines will be given on how to complete the showreel.

The students must also write a reflection paper on the previous semester for this review meeting. Guidelines will be given about the topics that the document should cover.

### **Professional assessment**

The professionalism assessment is an overall look at the students transferable skills; attendance, punctuality, attitude, engagement, communication, collaboration, meeting deadlines and participation in/completion of lectures, courses and assignments. This may fluctuate throughout the school year based on the level of professionalism that the student shows towards their classmates, teachers and coordinators. A professional work ethic is equally as valuable as a high skill level.

### **Procedures for year-end exams**

At the end of the 1<sup>st</sup> and 2<sup>nd</sup> year, the student will have an exam. The official grade of the exam is pass/fail, but in order for the student to have an idea of their skill level, she/he will be given an unofficial grade according to the Danish grading system.

Objective of the exam: To test the student's knowledge of the Program's syllabus in order to assess teaching outcomes. The student should demonstrate her/his ability to apply and combine the knowledge acquired so far via either an oral or assignment based exam. Specific guidelines will be given prior to the exam period so the students know precisely what will be assessed.

After the exam, the student will have a review meeting with the coordinator and a censor. During this, the censor and coordinator will go through the exam assignment as well as the student's showreel and provide the student with general feedback. The student and the

class coordinator will also discuss the student's reflection on the semester, the teachers' comments and the student's professional development throughout the year. After the review, the student will receive her/his grade via email.

If the exam is handed in past the deadline, it is regarded as a failed exam.

### **Failed exams**

If the student fails an exam and intends to continue to the next year of the Bachelor's Degree Programme, the student must take the 2<sup>nd</sup> attempt, which takes place the week following the last day of school. If the student fails the 2<sup>nd</sup> attempt, the 3<sup>rd</sup> attempt will take place during the 2<sup>nd</sup> week of August.

The student has 3 attempts in all to pass the exam. If the student fails all 3 attempts, she/he can apply for a dispensation to have a 4<sup>th</sup> attempt. This dispensation can only be given by the Director of the Education.

### **Bachelor Project**

The Programme will be completed by a **Bachelor Project**, which will be the student's own final assignment based upon the production(s) or research projects which takes place during the 3<sup>rd</sup> year. The student will create a presentation, both written and visual, demonstrating the culmination of her/his talent and competencies within Animation and/or CG Arts.

The student starts working on the project during the 5<sup>th</sup> term of the education with the description of the core area(s) of the study program they wish to research and develop, their role, plan of action, and medium. This must be presented to the Bachelor Project Committee which must then in turn approve. The Project will then commence being developed, researched and processed at given times during the 3<sup>rd</sup> and 4<sup>th</sup> years of the education.

The student is entitled to receive supervision during the Bachelor Project period. The supervision consists of both group and individual supervision. The teachers will be split into supervisor teams and the supervision will first take place during a series of group meetings, after which the students will have individual supervisors for specific, assigned tasks for the remainder of the period. It is expected that both peer learning and independent research and study will be part of the project.

The specific rules for enrolment deadlines, exemption rules and deadlines due to e.g. illness are determined by the Director.

Further information is outlined in the Bachelor Project Handbook.

### **Bachelor Examination**

The examination is conducted as an individual oral and visual presentation, based on a written analysis and making of film is to be evaluated by the Production Supervisor as well as one internal examiner and one external censor at the end of the 7<sup>th</sup> semester.

The marks will appear in the final certificate and the student must pass her/ his Bachelor Project with an average mark of at least 02. Moreover, reference is made to the Ministry of Education's

Executive Order concerning the possibilities for re-examination at certain higher institutes of education.

The examination will include an evaluation of the student's spelling and formulation skills. However, this element of the evaluation cannot cause a presentation, which has been given the mark 02 or more, to finally get the mark 00 or less, when including spelling and formulation skills.

## **Chapter 6: Credit Transfer**

The Animation Workshop may, in each separate case or in general, approve of replacing completed programme elements or parts thereof from other Danish or foreign higher institutes of education with educational elements or parts thereof detailed in this Curriculum. The application for credit transfer should be submitted containing all relevant information as well as documentation for the education programme in question. Subsequently, decisions will be made on the basis of a professional assessment of the equivalency between the educational elements in question.

The Animation Workshop will decide whether a credit transfer may be granted. In certain cases due to facility shortages, The Animation Workshop retains the right to reject applicants who have already obtained approval for credit transfer.

## **Chapter 7: Requirement regarding Student Activity**

### **Obligation to attend and participate actively**

It is a requirement that the student is active in the study program. A student of the Bachelor in Animation Program is considered active, as long as he/she

- Meets the obligation to attend classes
- Meets timely and prepared for the scheduled teaching activities
- Participates actively in the study environment
- Submits the mandatory assignments
- Participates in the exams of the study program

### **Obligation to attend classes**

Obligation to participate/attend classes in the Bachelor in Animation program is defined as attending all lectures, classes, scheduled group work and presentations within school hours.

The official school hours are:

Monday 9:30-16:30

Tuesday – Friday: 9:00-16:00

**Requirements: Attending all classes with 90% or more.** For lectures, classes, group work and presentations, a minimum of 90% attendance throughout the semester is required. The attendance is measured continuously. The percentage assessed on the Monday of the weeks:

Week 43

Week 1

Week 13

Week 22

Absence due to sickness must be reported by email to the class coordinator no later than 30 minutes before class begins. If the student is sick more than 5 consecutive days, the coordinator may request documentation (doctor's declaration or other documentation, e.g. transcript of a medical record).

Fulfilling the obligation of more than 90% presence is a prerequisite to take the exam concluding the semester.

### **Compensation options**

If the attendance requirement is not met, and the absence exceeds 10%, measured within one quarter, the student cannot take the exam concluding the semester in question, unless he/she hands in a compensation assignment. The assignment consists of a written paper (3 pages of 2400 characters/page) on a subject defined by the class coordinator within the area of professionalism. The paper must be approved by the class coordinator. The student will be given 9 days to complete the assignment.

If the student does not complete the compensation assignment, or if the assignment is not approved by the coordinator, the student will be given a 3<sup>rd</sup> option to qualify for the end of term exam. This option consists in a second assignment based on the same themes as the first compensation assignment, but must followed by a presentation and reflection conversation with the coordinator.

If the student fails to complete or pass the second assignment, he or she has exhausted the possibilities of taking the exam and will be terminated from the education.

### **Obligation to be on time (avoid tardiness)**

Class begins when the classroom door closes (Monday: 09:30, Tue-Friday: 09:00). Tardiness is defined as entering the classroom after class begins.

Tardiness can be informed (the student informs the coordinator per email that he/she will be late), or uninformed.

5 cases of *informed* tardiness will count as 1 day of absence. Any incident of *uninformed* tardiness, will count a half a day of absence. The tardiness will be added to the calculation of absence as described in the section above.

### **Compensation options**

If the tardiness related absence exceeds the 10% absence limit, the student cannot take the exam concluding the relevant semester, without filling the consequently assignments. In order to qualify for exam, the student must demonstrate 100% attendance for the rest of the quarter. This includes

- No tardiness at all
- Informing the coordinator about any excusable absence within that period of time. The coordinator must be informed about and approve the absence before day of the absence.
- If the absence is due to illness, the coordinator may request documentation (doctor's declaration or other documentation, e.g. transcript of a medical record).

If the student does not meet the requirement of 100% attendance, he/she will be given a 3<sup>rd</sup> option to qualify for the end of term exam.

The assignment consists of a written paper (3 pages of 2400 characters/page) on a subject defined by the class coordinator within the area of professionalism. The paper must be approved by the class coordinator. The student will be given 9 days to complete the assignment.

The assignment is followed by a presentation and reflection conversation with the coordinator.

If the student fails to complete or pass the third assignment, he or she has exhausted the possibilities of taking the exam and will be terminated from the education.

### **Obligation to hand in assignments**

All assignments must be handed in as defined in the course curriculum of each course. The assignments must be handed in before the deadline given by the course teacher of the relevant course, and must be passed by the course teacher. Written assignments and showreels must be marked "passed" by the class coordinator. The criteria for passing the individual assignments are specified in the course curriculum, which is handed out at the beginning of each course.

In case of sickness or other unusual circumstances, the student may apply to the class coordinator for an extended deadline or dispensation for handing in an assignment. The application must state the reason for the need for the extended deadline or dispensation and must be handed in and approved before the deadline of the given assignment. The coordinator may request doctor's documentation for sickness. The approval of the extension must be in writing.

Fulfilling the obligation to handing in assignments is a prerequisite for participating in all exams in the Bachelor in Animation program.

### **Compensation options**

If a student fails to meet the requirements described above, he/she cannot take the exam concluding the semester in question, unless he/she completes a replacement assignment. The replacement assignment must have the same extend and cover the same subject area as the assignment that was failed or not handed in. The replacement assignment must be marked passed by the class coordinator, or a teacher appointed by the class coordinator.

Last hand in date for the 1<sup>st</sup> quarter of the academic year: Monday after Autumn break

Last hand in date for the 2<sup>nd</sup> quarter of the academic year: Monday after Christmas break.

Last hand in date for the 3<sup>rd</sup> quarter of the academic year: Tuesday after Easter break

Last hand in date for the 4<sup>th</sup> quarter of the academic year: May 21<sup>st</sup>

If the replacement assignment is not approved, the student will be given a 3<sup>rd</sup> option to qualify for the end of term exam. This option consists in a second replacement assignment, based on the

same criteria as the previous assignment, which must be handed in before the semester ends, and approved before the exam begins. If the assignment cannot be given, handed in and assessed within that deadline, the students' exam will be rescheduled accordingly.

### **Obligation to contribute actively to the study environment**

The study program is organized around numerous group projects and assignments. Therefore, it is a part of the overall learning objective of the program to teach the student to actively participate in and contribute to the learning environment of the institution. The obligation to contribute actively to the study environment is met, when the student's participation in each course is approved by the subject area teachers in conjunction with the coordinator, based on attendance, participation, effort, completion and skill level.

### **Obligation to participate in exams**

A student must participate in exams in order to be considered active. It is a prerequisite that the student is in good standing, meaning having met the obligations assignments as described above, before being allowed to take the end of the term or end of the year exam.

If a student does not participate in exams or does not hand in the exam assignment on time, it is considered an attempt. If a student fails 3 attempts to participate in an exam *or* if a student fails 3 attempts to pass an exam, the student is no longer considered active, and will be terminated from the program.

### **Study activity**

A student is actively studying as long as the obligation to attend to and participate in classes. Failing to meet this obligation can affect a student's right to the Danish Grants and Loans Scheme (SU).

A student who has not passed at least 1 exam within a period of 1 year will be terminated from the program in accordance with the rules in the Ministerial Order on Admissions to Academy Profession Program and Bachelor Program. A student will be notified in due time before the termination.

A student can at any time enquire as to the current status of his/her study activity by contacting the class coordinator or the study administration of the Bachelor in Animation program.

## **Chapter 8: Internationalization**

Different activities are included in the Education Programme which among other things are designed to increase the understanding of how similar programs are implemented in other countries and under what kind of conditions:

- A study trip to a professional conference or festival dealing with business-related matters outside the borders of Denmark. The aim is to give the student an understanding of the market mechanisms and production opportunities within the animation field. The trip may be combined with company visits. Upon return a study report must be submitted.



- The majority of the teachers in the Programme are of nationalities other than Danish. All lessons will be taught in English. It is expected that a network will be created between teachers, the business enterprises which they represent, and the students.
- It is possible for students to go on an exchange semester on the 4<sup>th</sup> semester. The exchange stay should take place at an institution that the Animation Workshop approves. The student must hand in a written application to the relevant class coordinator. The application will also be considered as an application to have preliminary approval of credit transfer. If the exchange stay takes place at one of TAW's partners, TAW will help with finding information and applying for the exchange stay, as well as with applying for an Erasmus scholarship to cover some of the expense costs. If the student chooses an institution that is not one of TAW's partners, the student is responsible her/himself for contacting the institution, for acquiring sufficient documentation of the relevance of the chosen subjects/ study, as well as applying for a credit transfer – also see Chapter 5 on Credit Transfer.
- In addition, the School encourages and strives to help those students who wish to include a stay abroad during their Internship Period

## **Chapter 9: Other rules**

### **Leave of absence**

The Ministry of Education's Executive Order concerning admission, enrolment and leave of absence, etc. at higher institutes of education states that students may be granted a leave of absence from an educational programme in accordance with the rules laid down by the Director, according to the Study Board. Normally, a leave of absence cannot be approved before the student has participated in the examinations after the first study year.

### **Changing Study Lines**

It is possible to switch study lines, from Character Animation to Computer Graphic Art (or vice versa) if the student applies to switch no later than the first 6 weeks of study, and provided there is a seat available.

If the student has passed the 1<sup>st</sup> year of study, the student can apply to take one year from the other study line as his/her 2<sup>nd</sup> study year before moving to third year. They must re-apply following the admission process and be assessed with the incoming class through an internal application for transfer of program.

### **Exemptions**

The Animation Workshop may grant exemptions from the rules laid down in the Curriculum, which have entirely been determined by The Animation Workshop. Exemptions may be motivated by certain elements of the Program. In addition, exemptions may be motivated by educational pilot schemes described in advance. Exemptions are made by the Director in accordance with the Advisory Board.

### **Complaints**

Complaints concerning decisions made by The Animation Workshop in accordance with the Education act and this Curriculum, including rules established in accordance with the Curriculum, are submitted in writing to The Animation Workshop no later than two weeks after notification of the decision to the student concerned.

### **Curriculum Modifications**

After having submitted the matter to the Advisory Board, the Curriculum will be approved by the Rector of VIA University College, so that any changes will take effect at the beginning of the study year or at the start of new classes. Before the Curriculum is finalized, and subsequently in case of significant changes, The Animation Workshop will contact potential clients.

### **Transitional Arrangements**

With regard to changing the placing of specific courses, including vocational training periods, any modifications of the Curriculum can only affect students who are enrolled in the Animation Programme after the application of the changes. However, students may apply to be included in the latest effective curriculum. Application should be addressed to Director of the Bachelor Department.

### **Chapter 10: Effective Date**

This document should hereby be taken into effect from August 2011 (edited September 2016).

Administrator

**The Animation Workshop** VIA University College  
Katrine Frausig

Educational Leader of the Bachelor in Animation  
**The Animation Workshop** VIA University College  
Michelle Nardone