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

Study Programme
The Bachelor of Animation

Contents:

The Legal Foundation for the Study Programme:

Executive Order no 151 on the Bachelor´s Degree Programme in Animation. BEK no. 151 of 25/02/2011

Executive Order no, 1016 on Tests and Exams for Vocational Educations. BEK no. 1016 of 24/08/2010

Executive Order no. 262 on Grading Scale and other forms of assessments. BEK no. 262 of 20/03/2007

Executive Order no. 636 on Business Academy Educations and Professional Bachelor's Degree Programmes. BEK no. 363 of 29/06/2009

Executive Order no. 87 on Admission, Enrolment and Leave of Absence and more at certain further educations. BEK no 87 of 07/02/2011

Law on Business Academy Educations and Professional Bachelor's Degree Programmes. Law no. 207 of 31/03/2008

Study Programme for the Bachelor's Degree Programme in Animation
The Animation Workshop VIA University College, September 2011

Preface
Animation and CG Arts are key skills in contemporary modern culture which to a high degree defines its identity through the production of animated pictures in not only games, films and TV-programs, but soon to come, all kinds of visual art for cross media based production; any kind of moving pictures that can be shown on any size screen.

The Animation Programme is a high-level training programme designed specifically for the rapidly changing commercial world of media. The Programme is designed for film, television and advertising production, computer games and other digital media areas, which base their production on animation and computer graphics - or where these are part of the production process. The education gives the student the means to produce end express visual arts with visual supremacy.

The Bachelor of Arts in Animation produces Visual Artists - craftsmen whose skills cover a wide range of knowledge about communication, culture and the financial conditions prevailing in the international media market. Future creators of animation and CG arts should be professional team workers and be able to express originality in their work, according to the supply and demand of the market. They should also be able to express their intrapersonal and interpersonal skills with a view to communicating professionally and successfully in a team work situation and with clients and colleagues.

By means of animation and computer graphics these visual artists are able to express themselves in a clear and audience oriented visual language. Furthermore, the character animators and CG artists master the artistic processes, which enable them to facilitate the development of concepts, ideas and expressions within the IT based visual arts for the international media business.

Not only should the trained creator of animation and CG art be able to further develop his/her skills to meet current market demands; s/he should also be in the vanguard of development processes, and able to create new products and new conceptual approaches.

The Bachelor of Arts in Animation aims at providing the students with a broad, professional foundation which makes further education possible in a variety of areas within communication and media production.

The Animation Workshop has seven departments all devoted to different aspects of animation and CG arts, and an increasing number of professional animation related companies are located on campus, close to TAW. Being a student on the Animation Programme at The Animation Workshop you will find yourself at the centre of a highly international hyperactive venue where 450 people are all focused on working with, teaching, conceptualising or creating professional visual art.

Viborg, Denmark, September 2011

Morten Thorning   Michelle Nardone
General Director   Director of the Bachelor Department
The **Animation Workshop** VIA University   **The Animation Workshop** VIA University
College   College
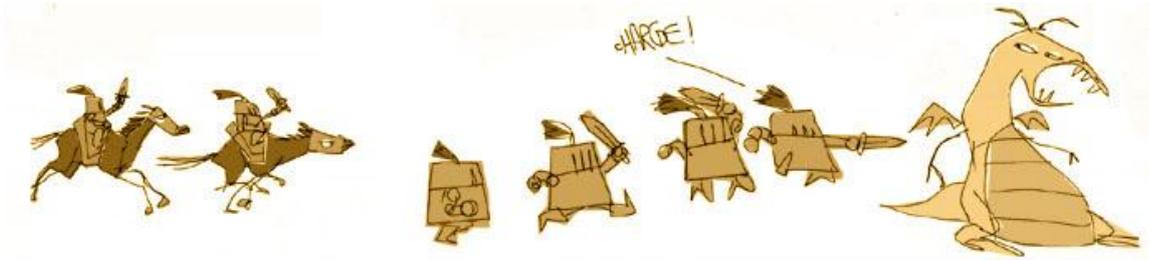
According to the Ministry of Education's Executive Order no. 151 from 25th February 2011 concerning the Bachelor of Animation, the following regulations are hereby laid down regarding the Study Program at The Animation Workshop in Viborg:

Chapter 1: Name of Education and Title of Graduates

The name of the education is Bachelor's Degree Programme in Animation and graduates may use the title Bachelor in Animation (in Danish: *professionsbachelor i animation*.

Chapter 2: Programme Objectives

The objective of the Bachelor's Degree Programme in Animation is to qualify the graduate to independently carry out idea development, design and implementation of complex 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.
The students should also be able to express their intrapersonal and interpersonal skills with a view to communicating professionally and successfully in a team work situation and with clients and colleagues.

The Bachelor of Animation has 2 study lines: Character Animation and Computer Graphic Arts.

Objectives for learning output for the Bachelor's Degree Programme in Animation

Objectives for learning output 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 as well as most recent 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) and understanding of production planning and the relation to the economic conditions of the animation industry, nationally as well as internationally, and
5) applied methods and techniques within related subjects that have a pertinent relevance for imation.

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 central techniques within post-production and the significance of this for character development.

Furthermore, the Bachelor of Animation, *Computer Graphic Artist*, has knowledge of
    1) applied methods and central techniques within 3D Arts, including modelling, rigging, texturing, shading, light and rendering as well as composition,
    2) the principles of design, including lines, form, colour, texture and more, including understanding how CG techniques may be employed in order to communicate a good design, and
    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 create the visual expression,
    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, and
    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 both users and customers.
    8)

Furthermore, the Bachelor of Animation, *Character Animation*, is able to
    1) master specialized techniques within character animation, from traditional Cel-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.

Furthermore, the Bachelor of Animation, *Computer Graphic Artist*, is able to
1) master specialized techniques within 2D film, 3D film, game production and visual effects as well as explore problems related to working with different distribution platforms, and
2) analyse 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, including combining knowledge and methods from animation technique, visual and graphic communication and assessing the relation between quality and resources with relation to a pre-defined framework,
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, and
5) navigate flexibly, 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, and
2) examine and implement animation references which are relevant for the production they are working on

Furthermore, 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, and
2) examine and implement CG references which are relevant for the production they are working on

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.

Individuals who successfully complete either the study line programme in Character Animation or in Computer Graphic Arts will be able to meet the highest international standards for 2D animation and digital 3D productions.

Chapter 3: Admission
(Cf. the Ministry of Education's Executive Order no. 87 from 7th February 2011 concerning admission, enrolment and leave etc. for certain further educations, enclosure 1)

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 1st 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 task and an interview. The objective of the admission test is to verify the applicant's artistic talent, drawing skills, visualisation 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 Programme
The Programme 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 game media. An exchange of values, knowledge and methodologies from the profession will be infused throughout the education from the 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 Programme is 3½ years in duration with a total of 210 credits in the European Credit Transfer System (ECTS).

There are 2 set study lines that each corresponds to 90 ECTS credits.

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
Animation History and Cultural studies
Production Methods
Film Analysis
Introduction to Filmmaking
Film Production Methods
Adobe Software
Character Design
Design
Drawing
Introduction to MAYA
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 objective of the teaching in the **Character Animation** study line is to give the student knowledge of theory and methods for making and mastering narrative, animated sequences within the 2D and 3D mediums. From the development phase through to the finished output, all aspects related to Character Animation will be addressed.

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

The Character Animation students go to the National Danish Film School for 8 weeks on their 6th semester. They will either work on the Film School's mid-term Film Production or their final Film Production.

The National Danish Film School: Mid-term or Final Film Production:
Objective: To give the student a practical introduction to the production practices of a short film based project. Underlining the teamwork skills required of roles covered with in the curriculum related to the production. The role will be determined by the film director's needs and the student's focal area and approved by the supervisors.

Content: Under the guidance of students of Animation Direction from the Danish National Film Institute, the participants will produce character animation or other tasks related to the production for the mid-term and final examination movies.

Form: An 8 week 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 individually in the form of written comments by students of Animation Direction from the Danish National Film Institute.

The individual study line Computer Graphic Arts: 90 ECTS
The objective of the teaching in **Computer Graphic Arts** is to provide the student with the knowledge and theory needed to develop strong storytelling components of images using computer graphics as the medium. The CGA student will among other subjects focus on art, design and graphics in order to help them communicate in various visual ways.

Classes may include the following subjects:
Concept Design
Sculpture
Anatomy
Modeling
UV Mapping
Surfacing
Lighting
Rendering
Compositing
FX
Dynamics
Digital Layout
Environment Design and Construction
Rigging
CGI Production
Asset Building

Internship   - Commercial Film Production Internship at an approved Company: 30 ECTS
The **Internship Period** 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 school will in collaboration with the internship place define a specification of the period regarding role, tasks and dates. The school must approve 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 as well as defining a goal for interns within their company through an agreement made between the placement company and the school.

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.

For both Character Animation and Computer Graphic Arts students, the study programme also encompasses work practices consisting of **External Productions**:

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 participating on a production where communication with the team members and problem solving their tasks within a time frame of the production deadlines are the main points of focus. All students must attend production courses; unless otherwise dispensed for significant reasoning determined by the supervisor. The external productions could for example be:

Commercial project; informational spot for an NGO
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 role will be determined by the student's focal area and approved by the supervisors.
Content: Under the guidance of students of an external client, and director/supervisor the students will produce a 30 second spot for an NGO.
Form: A 5-6 week 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.

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 Programme 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 education aims to encourage the personal development of the student and contribute to developing the student's interest and ability to participate actively in a democratic society. This may be initiated by individual projects, self studies, exchange programs and /or the participation of the student council.

Elective Courses
In the 3rd year of study while participating in the Bachelor Productions, the student chooses the areas of **elective courses** s/he will engage in depending on the role and intention of their 3rd year of study. **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. For example students can choose to work with stop motion animation on their 4th semester. All requests 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, trainee period, portfolio and the Bachelor project. All ECTS credits of each module will be approved by the subject area teachers in conjunction with the coordinator, based on attendance, effort, completion and skill level. All ECTS points must be earned in order to be able to attend an exam.

Procedures for year-end exams

In order to be able to continue in the Programme, the first year's examination must be passed. The Director determines the specific rules for enrolment deadlines, exemption rules and deadlines for re-examinations due to e.g. illness.

For Ministry purposes, the exam after 1st and 2nd year is pass/ fail, but in order for the student to have an idea of her/his skill level, the student will be given an unofficial grade according to the Danish grading system. Objective of the exam: To test the student's knowledge of the Programme's first year syllabus in order to assess teaching outcomes. By means of problem-solving, the student should demonstrate her/his ability to apply and combine the knowledge acquired so far.

The student must register for the year-end exams. The class coordinator will provide the exam details (time, date, etc.), requirements and registration form. In order to be able to register for the exams, the student must have completed the assignments and earned the ECTS credits as mentioned in the respective sections. The student is also expected to hand in a show reel showcasing that the assignments have been completed throughout the school year and a written reflection of the semester. Guidelines will be provided.

The coordinator will prepare the exam assignment and criteria, and the student will have approximately one week to complete and hand in the test for assessment.

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 show reel, the censor may pose relevant questions based on the knowledge of the curriculum to be answered 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 development throughout the year. After the review, the student will receive her/his grade and individual feedback by email.

Later, the student will be given a final grade that will be based on her/his completed assignments (viewed in the show reel), the mid-year test (CA only) and the year-end exam.

The student's final grade is distributed (by class) with the following percentages:

Character Animation	Computer Graphic Arts
Show reel = 50% total grade	Show reel = 50% total grade
Mid-year test = 20% total grade	Final exam = 50% total grade
Final exam = 30% total grade	

Please note that 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 2nd attempt, which takes place the week following the last day of school. If the student fails the 2nd attempt, the 3rd attempt will take place during the 2nd 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 4th attempt. This dispensation can only be given by the Director of the Education.

Bachelor Project
The Education culminates in the making of a Bachelor Project (10 ECTS points).
The Portfolio and Bachelor Project must be made within one of the 3 main areas of the contents.

The **Portfolio** will be made during the third year and may be the basis for the student when aiming his/her work toward the Bachelor Project, trainee period and further work experience he/she will seek in the industry.

The portfolio will take the form of an electronic portfolio.
The student's portfolio should contain the following two elements:
1) One portfolio containing illustrations and drawings
2) One reel containing relevant excerpts from assignments and productions

The students will receive supervision and consulting towards the relevant development of their portfolio in consideration to their individual professional goals.

The Programme will be completed by a **Bachelor Project**, which will be the student's own final assignment based upon the Bachelor production which takes place during the 3rd year. The student will create a presentation, both written and visual, demonstrating the culmination of her/his talent and competencies within the animation and/or CG arts field using scientific methods.

The student starts working on the project during the 5th term of the education with the description of the problem they wish to explore, their role, plan of action, and medium. This must be presented to the Bachelor Project Committee which must then in turn approve the project. The Project will then commence being developed, researched and processed at given times during the 3rd and 4th years of the education.

The student must produce work at the level equivalent to developed competences. The project may result from work within an internal production and/or in relation to results which they have set for their final portfolio.

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.

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

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 and/ or the Director of the Bachelor's Degree Programme in Animation as well as two external examiners at the end of the 7th 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 no. 1016 (August 24, 2010), concerning e.g. 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

According to Executive Order no. 636 on Business Academy Educations and Professional Bachelor's Degree Programmes the student is required to be active during the education, as it is organized by the institution.

The Animation Workshop expects a high level of student activity which includes active participation in projects and other kinds of teaching. Emphasis is placed on the fact that the student is responsible for her/his own professional and personal development through participation in the teaching and in cooperation with the other students.

Failed or incomplete assignments

The student is expected to complete and pass all assignments throughout the year. There will be checkup points during each semester by the class coordinator to assure that this happens. In the event that the student does not pass or complete an assignment, she/he will meet with the class coordinator to discuss a plan of action. The student can and should make up any assignment during her/his spare time and may receive feedback based on the agreement with the class coordinator. Nevertheless, the student is allowed up to two failed or incomplete assignments per year in the case of illness or other approved, excused absences.

Please keep in mind that assignments needed for other courses later in the year must be made up before that course begins. Also, in the case of long-term assignments or projects, the student must either make up her/his part prior to the final deadline or consult with the class coordinator/ class/group to adjust the responsibilities and distribute the work accordingly.

All cases are subject to individual evaluation by the coordinator and administration.

Absences and Tardiness

Due to the intensity of the program, it is essential that the student attends her/his classes. It is also expected that the student arrives on time in order to eliminate disruptions to the teachers and fellow classmates. If the student arrives late, she/he must wait until the break to enter the classroom.

Nevertheless, we understand that the student may need to take time off due to illness or other obligations, but it is expected that the student informs the class coordinator (and teachers or group members, as needed) of the absence or late arrival before the workday begins. However, in the event of excessive absences or tardiness, academic probation is a possibility.

The absence and tardiness policy is as follows:

- More than **3** unexcused absences or late arrivals per year results in a meeting with your coordinator.
- More than **5** unexcused absences or late arrivals per year results in academic probation.
- More than **18** total absences per year results in a discussion regarding the possibility of academic probation or a long-term leave.

Again, all cases are subject to individual evaluation by the coordinator and administration.

Chapter 8: Internationalisation
Different activities are included in the Education Programme which among other things are designed to increase the understanding of how similar programmes 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 4th semester. The exchange stay should take place at an institution which 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 No. 361 (May 24, 2005), 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.

Academic probation and dismissal
A student may be placed on academic probation based on his/her attendance, incompletion of assignments and/or misconduct within a course as stated by the teachers. The class coordinator and administrator of the Bachelor Education decide if the student goes on Academic Probation.

The student will have an agreed time of probation to fulfil goals outlined suiting each individual case. Thereafter, if the student succeeds in the goals outlined, the teachers, coordinator and the administrator must agree to take the student off academic probation.

If the student does not meet the goals, the teachers, coordinator and Director may agree to dismiss the student from the programme.

The student may complain to the Director of the education in case she/he does not agree with the decision. The complaint must be handed in to the Director of the Bachelor Department and the General Director of the Animation Workshop no later than two weeks after the notification of the decision.

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 Programme. 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 to The Animation Workshop no later than two weeks after notification of the decision to the student concerned. When the complaint concerns legal questions, the decision of The Animation Workshop may be submitted to the Danish Ministry of Education.

With regard to complaints about examinations, reference is made to the Ministry of Education's Executive Order no, 1016 on Tests and Exams for Vocational Educations.

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 finalised, 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

General Director
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