



2019 Student Prospectus
Diploma in Digital Animation

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Contact Details

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Johannesburg Campus

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Email: apply-jhb@uca.co.za

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Management and Administration Staff

Nuno Martins Director, Co-Founder &
Principal
Rhiannon Reid Director, Academic Head CPT
Bronwyn Horne Academic Head JHB
Samantha McSharry Head of Administration

Lorraine Davidovics Campus Manager JHB
Chris Bonani Recep/Admin Assistant CPT
Promise Nsele Recep/Admin Assistant JHB
Kirsty Prins Marketing & Student Recruitment – CPT
Basetsana Mabusela Marketing & Student Recruitment – JHB

Academic Staff

Nicholas Welch - 1st Year Lecturer CPT

BA Interaction Design
Dip Digital Animation

Jonathan Naidoo - 1st Year Lecturer JHB

BA (Hons) Digital Art (Current)
Dip Digital Animation

Kelly Walker - 2nd Year Lecturer CPT

MA Animation (Current)
BA (Hons) Fine Art
Nat Cert 2D Animation
Nat Cert 3D Animation & Visual Effects

Alexander Gilfillan - 2nd Year Lecturer JHB

BA (Hons) Digital Art (Current)
Nat Cert 2D Animation
Nat Cert 3D Animation & Visual Effects

Benito Kok - 3rd Year Lecturer CPT

BA Interaction Design (Current)
Dip Digital Animation

Hercules Mare - 3rd Year Lecturer JHB

BA (Hons) Digital Art (Current)
Adv Dip Animation

Shani Campbell - Story and Drawing Lecturer CPT

BA Motion Design (current)
Dip Digital Animation
Nat Cert 2D Animation
Nat Cert 3D Animation & Visual Effects

Sandile Linda - Story and Drawing Lecturer JHB

BA (Hons) Digital Art (Current)
Adv Dip Animation & New Media

Carl Visagie – 2nd Year Assistant CPT

Nat Cert 2D Animation
Nat Cert 3D Animation & Visual Effects

Mokhalaka Moteetee - 2nd Year Assistant JHB

BA (Hons) Digital Art (Current)
Dip Animation

Jarrold Hasenjager - 3rd Year Assistant Lecturer CPT

BA Motion Design (current)
Dip Digital Animation

Michael Hlatshwayo - 3rd Year Assistant Lecturer JHB

BA (Hons) Digital Art (Current)
Dip Animation

Rhiannon Reid - Guest Lecturer CPT

MA Education (Current)
ACE Education (Adult Edu)
Dip Interior Design

Bronwyn Horne - Guest Lecturer JHB

PhD (Current)
MA Digital Arts
MA Fine Arts (Cum Laude)

Legal Status

- The Animation School (Pty) Ltd is registered with the Department of Higher Education and Training until 31 December 2020 as a private higher education institution under the Higher Education Act, 1997. Registration certificate no. 2009/HE07/013. The Animation School is registered to offer the Diploma in Digital Animation at the Cape Town and Johannesburg campuses.
- The Diploma in Digital Animation is registered on the Higher Education Qualifications Sub-Framework (HEQSF) of the South African Qualifications Authority (SAQA), qualification ID 71756.
- The Animation School (Pty) Ltd is accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE) to offer the Diploma in Digital Animation at the Cape Town and Johannesburg campuses.

Our Vision

Our vision is to be internationally recognised as the leading provider of higher education in the field of animation by producing award-winning graduates who are employed by top companies worldwide.

Our Mission

We collaborate closely with our industry to develop a pool of creative talent with the knowledge, technological skills and motivation to be highly competitive in the field of animation worldwide. Our focus on student success is promoted through a culture of respect, integrity and professionalism within a creative and technologically supported learning environment.

Objectives

- Continue to build a high-profile brand by conducting all business activities with integrity and by growing relationships with the animation industry and educational partners around the world.
- Offer registered programmes that are responsive to the needs of students, employers, the community and the nation.
- Promote student diversity and widen access to higher education in the field of animation.
- Employ a team of dynamic and professional staff who are committed to the growth and development of the institution, the students and themselves.
- Promote student success by offering a high quality and vocationally orientated learning experience that integrates technology and innovative teaching, learning and assessment practices.
- Provide outstanding and accessible facilities that support student needs and reflect industry standards.
- Deliver higher education services in a manner that is efficient, coordinated, and highly accessible.

2019 Tuition Fees – South African Applicants

Payment Option 1 - Full settlement of R 70, 950.00 (R 4, 000.00 saving)

- Offered as of 1 March 2018 to 31 October 2018.
 - Deposit of R 20,000.00 on registration secures a place in the course for 2019
 - Balance of R 50,950.00 due on or before 31 October 2018
- Students registering **after** 31 October 2018 will be required to pay the full amount of R 70, 950.00 to benefit from the R 4,000.00 discount.
- Account payers to budget an additional R 5,000 per year for compulsory books, software and materials.
- For additional information please refer to Payment Rules & Regulations listed on page 6.

Payment Option 2 – Instalment plan - R 74, 950.00 (deposit + 3 instalments)

- Offered as of 1 March 2018 to 18 January 2019.
- Payable as follows:
 - Deposit of R 19, 000.00 on registration secures a place in the course for 2019
 - R 18,650.00 payable on or before 28 February 2019.
 - R 18,650.00 payable on or before 30 April 2019.
 - R 18,650.00 payable on or before 30 June 2019.
- Account payers to budget an additional R 5,000 per year for compulsory books, software and materials.
- For additional information please refer to Payment Rules & Regulations listed on page 6.

Payment Option 3 – Extended Instalment plan – R78, 950.00 (deposit + 8 instalments)

- Offered as of 1 March 2018 to 18 January 2019.
- Payable as follows:
 - Deposit of R 17, 950.00 on registration secures a place in the course for 2019
 - R 7,625.00 payable on or before 28 February 2019
 - R 7,625.00 payable on or before 31 March 2019
 - R 7,625.00 payable on or before 30 April 2019
 - R 7,625.00 payable on or before 31 May 2019
 - R 7,625.00 payable on or before 30 June 2019
 - R 7,625.00 payable on or before 31 July 2019
 - R 7,625.00 payable on or before 31 August 2019
 - R 7,625.00 payable on or before 30 September 2019
- Account payers to budget an additional R 5,000 per year for compulsory books, software and materials.
- For additional information please refer to Payment Rules & Regulations listed on page 6.

2019 Tuition Fees – International Applicants

International applicants are applicants who are non-South African and who do not have permanent residence.

Payment Option 1 – Full settlement of R 98, 450.00

- International Administration fee of R 25, 400.00
- Tuition Fee of R 73, 500.00 due on or before 31 October 2018
- Full amount payable on registration secures a place in the course for 2019.
- The above South African applicants' payment options do not apply to International applicants.
- Account payers to budget an additional R 5,000 per year for compulsory books, software and materials.
- For additional information please refer to Payment Rules & Regulations listed on page.
- Financial assistance is not available to International applicants.
- International applications close at 4pm on 31 October 2018.

Payment Rules & Regulations

Limited Space:

- The Animation School have a limited number of students per course. Students wishing to confirm their place for the 2019 intake need to register as soon as possible or they could be excluded from the 2019 academic year.
- Registration is confirmed once payment and the completed registration form have been received.

Additional Expenses:

- Tuition fees do not include compulsory books, digital drawing equipment and/or removable hard drives required to complete day to day responsibilities.
- Account payers are required to budget approximately R 5,000.00 per year for these additional expenses.
- Students are required to have their own computer to work on at home, after hours and during holidays.

Payment Notes:

- Once registered, the student/account payer are financially committed for 1 full academic year.
- The above prices include tuition for 1 academic year and are valid from 1 March 2018 to 18 January 2019.
- For the safety of our staff and students we do not accept cash payments on campus. Direct deposits or electronic transfer are accepted.
- Please note we do not have credit card facilities.

Non-Payment of Fees:

The following action will be taken if fees are not paid:

- Students will be suspended from campus and access will be revoked until payment is up to date.
- A late payment fee of R400.00 per month will be charged on all overdue amounts.
- Student results will be withheld until the account is up to date.
- The account will be handed over for debt collection and the account payer will be liable for all legal costs incurred in the collection.

Annual Fee Increase:

- Account payers are advised to budget for an annual fee increase.

Refunds and Cancellation

- Once a student has registered and paid, the tuition fee in total or part thereof is non-refundable. Voluntary withdrawal from the course or failure to attend lectures will not reduce liability of the tuition fees.
- The account payer will not be entitled to a credit, reduction or refund.

Bursaries and Financial Assistance

- Bursaries are not available to 1st year or International students, however external funding options are available and need to be applied for independently by the student.
- The National Film and Video Foundation offer bursaries to talented students from disadvantaged backgrounds which require financial assistance, for more information please visit their website for more details on how to apply: <http://nfvf.co.za/funding>
- Merit bursaries are offered to 2nd and 3rd year students with an 80% average or higher, merit bursaries are granted at the discretion of The Animation School. For more information email sam@uca.co.za

2019 Academic Calendar

Cape Town & Johannesburg Campus: 4 February to 22 November 2019

1st Term:	4 February - 29 March 2019
2nd Term:	15 April – 7 June 2019
3rd Term:	1 July – 13 September 2019
4th Term:	30 September – 22 November 2019

Lecture Times:

- 1st & 2nd year students will attend lectures either in the morning (08:00 – 12:00) or afternoon (13:00 – 17:00). This is confirmed once a student is registered. Classrooms have limited seats therefore students need to adhere to the availability on registration.
- Should a student require the popular morning session, he/she will need to register early as this session is booked up quickly. Once the morning session is fully booked students will automatically be placed in the afternoon session. No exceptions will be made in this regard.

Who Should Apply

Applicants who are passionate about developing strong drawing skills, are inquisitive about the people and world around them, have a passion for visual storytelling and are willing to put in long hours to bring characters and stories to life are invited to apply for the Diploma in Digital Animation. Experience in art and drama will support the more creative aspects of animation while mathematical and logical thinking skills will benefit those looking to focus on the technical side of animation.

Careers Available to Graduates

Graduates will be qualified to pursue a career in animation, film, TV, gaming, advertising or VFX as a generalist, concept artist, story boarder, character designer, animator, technical artist (rigging and/or rendering), lighting artist, compositor, surfacing/texturing artist, among numerous others. Alternatively, graduates may explore a career in animation for other sectors such as health and medical (simulated medical procedures), architecture (virtual tours of buildings), engineering (simulated engineering processes or 3D models), forensics (recreating crime scenes) or virtual reality (VR).

Admission Requirements

All applicants must meet the following minimum entrance requirements to be eligible for registration.

1. Portfolio of Artwork

All applicants are required to have an art background and present a portfolio of artwork for assessment, applicants without a portfolio of artwork will not be considered.

2. Computer Literacy

Applicants should be able to operate a personal computer; be familiar with a Windows and/ or Mac operating system and be able to navigate the system confidently, as well as save and retrieve files and browse the internet.

3. Minimum Qualifications

All applicants must be in possession of one of the following qualifications or in the process of completing them:

- National Senior Certificate (Grade 12) with admission to a Diploma or Bachelor's Degree.
- National Certificate (Vocational) Level 4. A student must have achieved at least 50% in three fundamental subjects including English and at least 60% in the three compulsory vocational subjects.
- All applicants who have foreign qualifications (including but not limited to Cambridge, GED, home schooling) must apply to the South African Qualifications Authority (SAQA) to have qualifications

evaluated prior to application. A foreign qualification must be equivalent to or higher than the National Senior Certificate (Grade 12) NQF level 4. SAQA Contact details: Website: <http://www.saga.org.za/> Tel: +27 12 431 5070. General information for the SAQA Online Application can be found here:

<https://dfqeas.saga.co.za/dfqeas/user/home>

- International applicants, whose first language is not English, are required to meet one of the following in English: a pass in English at A-level or O-level; a Test in English as a Foreign Language (TOEFL) score of at least 550; or a 6.5 on the International Testing System (IELTS).

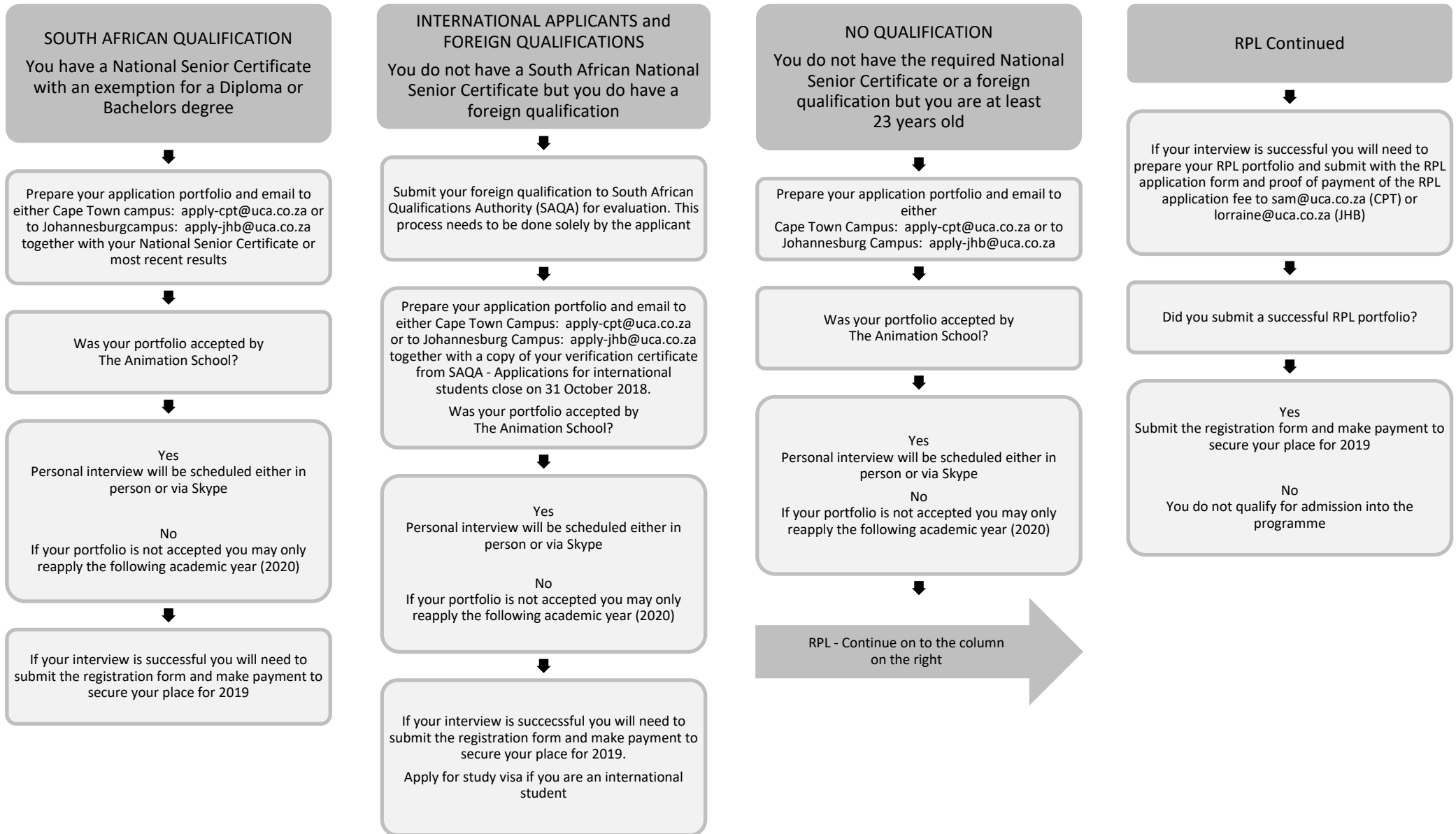
Recognition of Prior Learning (RPL)

The Diploma in Digital Animation allows for open access and may be achieved in part through the process of RPL. An applicant may apply for RPL if they do not meet the minimum entrance criteria but has suitable work-place experience and is 23 years of age or older. Applicants who qualify for RPL must follow the admission procedure and request the RPL application upon submission of portfolio. A R2,200.00 fee is applicable for processing an RPL application. Applications close for RPL on 31 October 2018.

Credit Accumulation and Transfer (CAT)

The institution will facilitate articulation by students to and from other registered institutions by way of the CAT system. Applicants wishing to transfer from another programme in animation may apply for credit accumulation and transfer. Credits will only be considered if the modules have similar outcomes, content and assessment criteria. Students must apply for exemption from such modules with an official academic record, module description and reference letter from the applicable institution. No more than 50% of the credits of a completed qualification may be transferred. A R2,200.00 fee is applicable for processing an CAT application. Applications close for CAT on 31 October 2018.

Admission Procedure



Portfolio Preparation

STEP 1: Preparing the Portfolio for submission

All applicants are required to submit a portfolio of artwork consisting of a minimum of 6 and a maximum of 12 of their own artwork. Do not submit traced pictures, copies, reproductions of artworks or photographs by others. The following pieces must be included in the portfolio:

- 1 x Comic strip (6 panels) showing how to apply to study at The Animation School (panels included on page 3 of the application form)
- 6 - 12 Additional artwork pieces which you have personally produced in the past 3 years made up of any medium; illustrations, paintings, graphic design, portrait drawing, figure drawing, sculptures, digital artwork, animations or any other medium the applicant believes will motivate his/her application

These pieces will be assessed to measure the creative output. The following are the criteria your portfolio will be assessed against:

- Proportions
- Technique
- Shading
- Story telling (comic strip)
- Overall Impression

STEP 2: Write your motivation

Write a one page (A4) motivation that addresses the following question:

- Why do you want to study at The Animation School?

STEP 3: Packaging the Portfolio

Once the applicant has selected their artwork for submission.

1. Compile a single PDF (portable document format) document that includes the following:
 - Signed application form (download from website: <http://www.theanimationschool.co.za/pages/apply/>)
 - Written Motivation
 - Most recent statement of results/ report (Final Grade 11 or Grade 12)
 - Scanned or photographed artwork
 - Links to any short films or animations created by the applicant can be added to the portfolio but this is not a requirement.
2. Label the single PDF as follows: `firstname_lastname_Campus_2019` i.e. `Joe_Soap_JHB` or `CPT_2019.pdf`
3. Portfolios received in any other format will not be considered for assessment.

STEP 4: Submitting the Portfolio via email

Once the PDF is ready for submission you will need to email the relevant campus; Cape Town or Johannesburg:

- Cape Town Applications: Email Application PDF to: apply-cpt@uca.co.za
- Johannesburg Applications: Email Application PDF to: apply-jhb@uca.co.za
- Subject line of the email: "First Name_Last Name_JHB or CPT 2019" i.e. `Joe Soap Johannesburg` or `Cape Town 2019`

STEP 5: Interview Process: Personal, Skype, or Telephonic

The applicant's portfolio will be assessed, and the applicant will be notified via email on the outcome within 2 weeks of submission. If successful, a personal interview with the applicant will be scheduled. Interviews are conducted in one of the following ways:

- a. Personal interview at The Animation School Cape Town or Johannesburg campus
- b. Skype online interview
- a. Telephonic interview

Should the interview go well, and The Animation School finds that the applicant meets all the requirements to register for the course, the applicant will be provided with a registration form. The form will need to be completed in full and must be accompanied by the following documents combined in a single PDF document in order for the student to be registered:

- a. Certified copy of the applicant's ID document
- b. Certified copy of the account payer's ID document
- c. Copy of National Senior Certificate or latest school report
- d. SAQA qualification evaluation certificate if you have an international qualification
- e. Proof of payment of either deposit or full payment

Once The Animation School receives all the required documents, including the confirmation of payment, the registration will be processed. A registration letter, invoice and statement will be sent to the listed account payer and student's email address. This process can take up to 5 working days. Should payment not be made during the registration process the applicant will not be registered and he/she will be excluded from joining the programme.

Residence Facilities & Costs – Available at the Cape Town campus only

Looking to stay in our Cape Town residence? Once an applicant is registered they are permitted to apply for residence by adding their name to the residence waiting list, it is important to remember that due to the high demand and a limited number of beds, The Animation School is unable to guarantee a place for everyone and therefore we suggest that applicants have an alternative plan regarding accommodation should their application for residence not be successful.

Our Cape Town residence consists of the following:

- 6 single and 8 shared rooms; the shared rooms accommodate no more than 2 students.
- Rooms are occupied from 3 February 2019 to 23 November 2019. The residence closes during each term break. During these breaks residents are not permitted to stay in but belongings are kept safe.
- The canteen will provide 3 meals per day at scheduled times.
 - Breakfast is self-service with an array of options available, lunch and dinner are served
- The Animation School are unable to cater for special diets such as, but not limited to, vegan, vegetarian or religious diets.
- Communal areas are; the laundry area which has a fully automatic washing machine, tumble dryer with an iron and ironing board; the dining area which has a fridge, microwave, kettle, toasters, dining tables and seating; a TV lounge equipped with seating and a television.
- The ablution facilities consist of separate Male and Female bathrooms each with showers, basins and toilets.
- Apart from 24-hour manned security a telephone for emergency numbers such as police, ambulance and armed response is accessible.

6 Single Rooms – Primarily for 2nd year students (1 student per room)

- Annual rental for a single room: R 85 000.00
- Payable in 10 equal instalments of R 8 500.00 per month starting 1 February to 1 November 2019.
- Term breaks have been taken into account.

8 Shared Rooms - 2 students per room

- Annual rental for a shared room: R 74 500.00
- Payable in 10 equal instalments of R 7 450.00 per month starting 1 February to 1 November 2019.
- Term breaks have been taken into account.

Room Deposit: New successful residence applicants are required to pay a security deposit of R 7 450.00 which is refundable, less any damages, when the resident vacates the room.

Living in the TAS Residence is a big decision. Residents are required, for 1 academic year, to abide by the rules and regulations set out in the Occupancy Agreement. All our residents must be able to cohabit respectfully and understand that our rules are in place to ensure that everyone has a positive experience in the residence. We understand that the residence does not necessarily suit everyone's style of living; nevertheless, our main aim is that we provide a space that is safe, hygienic and comfortable for all the residents.

This does not mean that you are renting an apartment or leasing a hotel room or that you will live in absolute privacy. You will share all common areas like the dining area, lounge, bathrooms and laundry area. A few key rules are:

- You will have to share a room with someone you are not familiar with at first.
- You will have to wash your own dishes after each meal and keep the communal/kitchen areas clean at all times.
- You understand that we are unable to cater for special dietary needs, such as but not limited to religious, allergy, vegetarian or vegan diets.
- Guests are not allowed to stay overnight and must leave the premises by 11pm.
- You will have to be more considerate and quieter than you might think. Quiet Hours are enforced.

Diploma in Digital Animation

Abbreviation	Dip (Digital Animation)
SAQA Qualification ID	71756
NQF Level	6
Total Credits	360
Minimum duration	3 years full -time
Mode of instruction	The mode of instruction is contact, lecture-based learning.
Accreditation status	Accredited by the Council on Higher Education

The aim of the Diploma in Digital Animation is to prepare students for a successful career in the animation industry by equipping them with the knowledge, skills, technological training and professionalism required to make a smooth transition into the work place or the opportunity to further their studies.

The programme provides students with a strong theoretical foundation in the history of animation, the principles of animation, colour theory, art direction, storytelling and pre-production, production and post-production. Students will develop detailed knowledge of the field of animation and how that knowledge relates to film and media studies, history, art and design. They will be assessed on their ability to critically analyse these principles and theories and to apply them when solving complex problems within 2D and 3D animation.

A depth and specialisation of knowledge, together with practical skills and a two-week placement in the workplace, enable successful students to select and enter one of the following career paths and to apply their learning to particular employment contexts from the outset: Animator, Character Designer, Composer, Concept Artist, Modelling TD, Rigging TD, Roto Artist to list just a few. With additional industry experience graduates will be able to move into more senior positions such as Animation Director, Art Director, Creative Director, Modelling Supervisor or related fields such as film and television, gaming and media and advertising. They may also choose to specialise as a 3D digital artist in fields such as Architecture, Forensics and Medical Research.

Course Description

1st Year Overview:

The aim of the first year is to provide an introduction to the history and development of the animation industry and to provide students with a solid grounding in the fundamentals of 2D and 3D animation. An overview of the role, responsibilities and possible specialisations of an animator and the scope of the animation sector is covered. Students are closely monitored and supported in their first year and thus are able to progress quickly and confidently while being encouraged to explore and develop new concepts and skills.

1st Year Learning Outcomes:

Upon successful completion of their first year, candidates are able to:

- Understand the role and possible specializations of a digital animator and the responsibilities associated with the profession.
- Apply appropriate research methods when gathering and selecting information, and to critically analyse, synthesise and evaluate findings.
- Understand and apply the key terms, principles and techniques of 2D and 3D animation using industry standard terminology, workflows and technology.
- Design layouts and backgrounds that incorporate principles of composition, perspective and colour, using a variety of media.

1st Year Course Structure:

Course name	Module name	Level	Credits
Y1.C1 - Introduction to Animation	Y1.C1.M1 - Animation in Context Y1.C1.M2 - History of Animation Y1.C1.M3 - Colour Theory and Composition Y1.C1.M4 - Animation Techniques Y1.C1.M5 - Introduction to Story Y1.C1.M6 - Introduction to pre-production Y1.C1.M7 - Introduction to post-production	NQF 5	15
Y1.C2 – 2D Digital Animation	Y1.C2.M1 - Drawing for Animation Y1.C2.M2 - The 12 Principles of Animation Y1.C2.M3 - 2D Digital Animation	NQF 5	30
Y1.C3 - 3D Digital Animation	Y1.C3.M1 - 3D Digital Modelling Y1.C3.M2 - Unwrapping and Texture mapping Y1.C3.M3 - Lighting and Rendering Techniques Y1.C3.M4 - Product Visualisation Y1.C3.M5 - 3D Digital Animation	NQF 5	75
First year credits			120

2nd Year Overview:

The second year of study provides the opportunity to build on the understanding of concepts and extend the abilities acquired in the first year modules. Students will be guided through all aspects of character creation and character animation. The first half of the year will cover the processes of character animation in order to help students understand what is required when creating a character from concept to completion during the second half of the year. The year will culminate in a short performance focused production in which students will have the opportunity to integrate the knowledge and skills gained in first and second year.

2nd Year Learning Outcomes:

Upon successful completion of their second year, candidates are able to:

- Evaluate, select and apply appropriate information, concepts and evidence when identifying and solving complex problems within a given brief.
- Plan, manage and apply the workflows and techniques required to creatively produce and animate characters using industry standard technology.
- Present and communicate complex ideas, emotion and intent, reliably and coherently in visual, oral and written forms.
- Create animation that incorporates the basic principles of constructive anatomy and drawing using economy of expression.
- Integrate the concepts, principles and theories involved in the physics of animation.
- Create 3D characters and environments that reflect the integration of graphic clarity, design principles, performance principles and theoretical constructs.

2nd Year Course Structure:

Course name	Module name	Level	Credits
Y2.C1 - Introduction to Production	Y2.C1.M1 Story Development Y2.C1.M2 Pre-production Y2.C1.M3 Production Design Y2.C1.M4 Acting for Animation Y2.C1.M5 Introduction to Production Management	NQF 6	35
Y2.C2 - 3D Character Animation	Y2.C2.M1 Bipedal Character Posing Y2.C2.M2 Body Mechanics Y2.C2.M3 Walk Cycle Y2.C2.M4 Force & Weight Y2.C2.M5 Facial Performance	NQF 6	20
Y2.C3 - Character Development	Y2.C3.M1 Anatomical Modelling & Topology Y2.C3.M2 The Politics of Representation Y2.C3.M3 Character Design Y2.C3.M4 Character Modelling Y2.C3.M5 Blend Shapes Y2.C3.M6 Character Texturing & Surfacing Y2.C3.M7 Rigging Y2.C3.M8 Lip Sync and Performance	NQF 6	65
Second year credits			120

3rd Year Overview:

The aim of third year is to prepare the student for the world of work by refining the acquired knowledge and skills, completing a 2-week placement within a production house and preparing a professional showreel.

The learning environment simulates that of a professional studio and students are supervised by industry professionals and the third year lecturers. Students will be introduced to the principles of production management and will produce a 3D animated short film from concept to completion as a member of a production team.

3rd Year Learning Outcomes:

Upon successful completion of their third year, candidates are able to:

- Develop and communicate a technically accurate and creatively engaging story that raises awareness of the complexity of social, cultural and ethical dilemmas.
- Plan and manage targets within the production schedule to effectively achieve completion of required tasks.
- Create an animated film, including the aspects of cinematography, art direction and editing, that utilises a range of artistic styles and techniques.
- Conduct oneself professionally within the (simulated) workplace and take responsibility for one's own decisions and actions when working independently and when collaborating with peers.
- Evaluate performance against given criteria, and accurately identify and address his or her task-specific learning needs in a given context, and to support the learning needs of others.
- Communicate detailed knowledge of the field of animation, inclusive of structure, legislation and professional practice, and how that knowledge relates to film and media studies, history, art and design.
- Identify and assess a variety of career avenues within the field of animation as well as related industries and prepare the relevant material in order to market oneself and secure employment.

3rd Year Course Structure:

Course name	Module name	Level	Credits
Y3.C1 - Production Management	Y3.C1.M1 - Production planning Y3.C1.M2 - Team and Pipeline Management	NQF 6	10
Y3.C2 – Short Film Production	Y3.C2.M1 Visual Literacy Y3.C2.M2 Pre-production Y3.C2.M3 Psychoanalytic theory and performance Y3.C2.M4 Production Y3.C2.M5 Post-production	NQF 6	90
Y3.C3 - Professional Development	Y3.C3.M1 - Experiential learning Y3.C3.M2 - Professional practice	NQF 6	20
Third year credits			120

Software

Students will develop proficiency in the following software packages as used by the animation industry. The Animation School reserves the right to change software packages at its own discretion.

- Autodesk Maya (3D Animation software)
- Adobe Photoshop (Painting & Texturing software)
- Autodesk Mudbox (3D Sculpting software)
- Adobe Premiere (Video-Editing software)
- Adobe After Effects (Special Effects software)
- Toonboom (2D Animation software)
- Houdini (Compositing/Rendering software)
- Arnold (Rendering software)
- Nuke (Compositing software)
- Shotgun (Project Management software)
- Celtx (Scriptwriting software)
- ZBrush (Sculpting Software)

Facilities

- Available to students 24 hours a day, 7 days a week
- Labs are equipped with Windows PC workstations
- Modern Residential Accommodation on Campus (Cape Town campus only)
- Library, open during office hours

Language Policy

All lectures and courseware are presented in English as it serves globally as the business language of communication. This policy aims to steer clear of obscure images, idioms and jargon. As well as avoid inappropriate language including demeaning or discriminatory language while using language to respect the social and cultural diversity of The Animation School community.

Assessment

An integrated assessment approach is adopted, and assessment shall be focused on ability of the students to apply their knowledge and practical skills to creatively produce 2D and 3D productions. In addition, students will be required to submit written essays, case studies and take part in tests and assignments. Examinations are not applied as part of the assessment strategy.

- All assessments are internally moderated and final 2nd and 3rd year productions are externally moderated.
- Assessment information will be clearly communicated to students via the online learning portal.
- Assessment rules are clearly outlined in the rules and regulations.
- An appeal policy is in place to deal with any appeals against any assessment decision.

Qualification & Progression Rules

All courses in the programme are compulsory therefore; a student must successfully complete all courses contained in the programme to be awarded the Diploma in Digital Animation. In order to progress to the next level, the student must pass all courses and achieve all relevant credits. In order to be awarded the relevant credits, a student must achieve a minimum grade of 50% for the relevant course. If a student does not qualify to progress to the successive year of the programme, then she/he will be required to apply to the Academic Board to repeat the year. Students may only repeat a year once.

Articulation Routes

Completion of the Diploma in Digital Animation meets the minimum entry requirement for admission to an Advanced Diploma or to a Bachelor's degree in Animation or another cognate programme. Accumulated credits may also be presented for advanced admission into a Bachelor's Degree in Animation. A qualification may not be awarded for early exit from a Diploma programme.

Student Support Services

We aim to enable all our students to become effective individuals who are equipped with personal social skills and who are able to adapt to changing life demands and who are ready to enter the world of work.

We are committed to assisting students by providing a variety of student support and development services including; career information and admission guidance, student orientation programmes, industry placement support, social and personal development programmes, student at risk support as well as an active student representative council. Psychological, drug or addiction counselling is not provided, however, students will be referred to an appropriate professional should the need arise.

Health & Wellness Policy

The Animation School shall ensure that sufficient support is provided to promote the physical, emotional and psychological well-being of all students. The aim of such services is to prevent unhealthy lifestyle choices and to encourage the development of effective social and personal leadership skills as well as good habits such as effective stress, health and time management skills. These services may be provided by the school in the form of training workshops, published information, referrals to professionals or other interventions that the Principal and/or Academic Head may deem necessary.

- **Counselling, psychological and psychiatric support**
Due to capacity, The Animation School does not offer counselling services but may from time to time recommend that a student consult with an appropriate professional if the relevant lecturer believes that the student may benefit from the services of a psychologist, psychiatrist, counsellor or other psychotherapeutic intervention.
- **Occupational Health and Safety**
The Animation School shall take responsibility for promoting and implementing health and safety procedures that promote student health and safety as well as being proactive in its effort to identify and prevent possible occupational accidents, injuries and the spread of disease. Students will be trained in order to increase safe working practices and reduce risk of injury and they will be encouraged to consider health and safety risks during all relevant activities. Please refer to the Occupational Health and Safety Policy of the Animation School for further details.

Disability Policy

The Animation School (Pty) Ltd will treat all employees and students with dignity and respect and will provide an environment for learning and working that is free from unlawful discrimination, harassment, bullying and victimisation.

The Animation School (Pty) Ltd is committed to an Equal Opportunities environment and recognises the importance and value of diversity. It recognises its social, moral and statutory duty to admit and employ people with disabilities.

The Animation School (Pty) Ltd would like individuals who apply to The Animation School (Pty) Ltd to be confident that they will receive fair treatment and be considered on their ability to do the job or training.

The Animation School (Pty) Ltd employment and admissions policies aim to ensure that people with disabilities receive treatment that is fair, equitable and consistent with their skills and abilities. Similarly, The Animation School (Pty) Ltd admits students to the available places on its courses based on their academic ability and motivation.

The Animation School (Pty) Ltd will make every effort, if an existing employee or student becomes disabled, to retrain and retain them wherever practicable.

Grievances & Complaints policy

The Animation School (Pty) Ltd. ensures that student complaints and grievances are processed according to Regulation 26(A) of the Amendment Regulations for the Registration of Private Higher Education Institutions (2016).

- Every student and/ or employee has the right to complain and to present their grievance.
- Every student and/ or employee will receive a verbal or written response addressing the complaint.
- Management will consider all complaints and grievances lodged in a fair and just manner.
- No investigation will proceed if the aggrieved party is not present.
- Complaints may be submitted anonymously.
- Complainants will not suffer any discrimination, victimisation or harassment by any authority as a result of their complaint.
- Complainants accept that all solutions are provided in the framework of institutional policies and procedures.
- All matters arising will be accurately documented and recorded.
- The complainant will have the right to have a representative present during any negotiations with The Animation School or its appointed representatives.
- Should a student or employee be found to abuse the grievance procedures in order to discredit students or staff then disciplinary action will be taken.
- It is the responsibility of students and employees to know and understand the policies and procedures of the institution.

Student Code of Conduct and Rules & Regulations

1. Student code of conduct

- 1.1. All staff and students are expected to behave in a helpful, professional, non-discriminatory manner, taking into account and respecting the rights of other students, staff, and clients. Neither should their behaviour be threatening, aggressive, abusive, or disruptive.
- 1.2. All staff and students shall be committed to conducting themselves in accordance with the highest standards of integrity and ethics and in compliance with any legislation as well as institutional policy and regulations.
- 1.3. Behaviour which interrupts the normal learning activity or causes undue discomfort to other individuals is not acceptable.
- 1.4. All reasonable instructions given by a lecturer or management staff of The Animation School must be carried out.
- 1.5. Attacks, whether verbal or physical and discriminatory languages are not condoned, and severe disciplinary measures will be taken.
- 1.6. Campus equipment must be handled with the necessary care and respect. Disciplinary measures will be taken for students or staff who cause wilful neglect or destruction of company property, tools, machinery etc. or who are found guilty of theft. It is the responsibility of student to safeguard their personal belongings.
- 1.7. Cellular telephones must be switched off in the classrooms and in the other areas that may cause disruption or annoyance to others. Disciplinary measures will be taken for students who use a cellular telephone during official tuition.
- 1.8. Studios must be kept in a clean and tidy state at all times. It is strictly forbidden to consume food and/or beverages in these facilities.
- 1.9. The working environment must accommodate safe and hygienic practices. All students must therefore apply to the provided safety guidelines.
- 1.10. All accidents or damage to equipment or property, even of a less serious nature, must be reported to a lecturer immediately. All safety measures and practices must be adhered to at all times.
- 1.11. A safe working environment also implies that no student may enter the premises while in possession of a firearm or dangerous weapon.
- 1.12. Safety is of utmost importance and therefore, no students may bring alcohol or non-prescription substances onto the premises or enter the Institution premises while under the influence of alcohol or any illegal drug. Disciplinary and/or counselling measures will be considered depending on the circumstances.
- 1.13. Students may be subjected to drug testing should it be suspected that she/he is under the influence of alcohol or drugs.
- 1.14. The Animation School reserves the right to refuse access to the premises to students who are suspected of being under the influence of drugs or alcohol.

1.15. In accordance with South African law, smoking is illegal inside all public buildings, as well as in "partially enclosed" public places such as covered patios, verandas, balconies, walkways and parking areas. Therefore, smoking within 5 meters of any doorway and/or window including the courtyard will not be tolerated.

2. Admission

- 2.1. Admission to the Diploma in Digital Animation is granted to all applicants who are legally permitted to study in South Africa and who meet the following minimum entrance requirements, or who follow the alternative routes of entry provided for in this policy.
- 2.2. All applicants must be in possession of one of the following qualifications:
 - 2.2.1. National Senior Certificate (Grade 12) with an achievement rating of 3 (Moderate Achievement, 40-49%) or better in four recognized NSC 20-credit subjects.
 - 2.2.2. National Certificate (Vocational) Level 4. An applicant must have achieved at least 50% in three fundamental subjects including English and at least 60% in the three compulsory vocational subjects.
 - 2.2.3. A foreign qualification that is the equivalent to the NSC or NCV level 4, as determined by SAQA.
- 2.3. Applicants must be computer literate.
- 2.4. All applicants are required to have an Art background and must present a portfolio of artwork.
- 2.5. Applicants must be proficient in English.
- 2.6. Applicants who do not meet the minimum entrance requirements for the Diploma in Digital Animation but who are 23 years of age may be granted admission to the programmes by submitting a successful RPL application portfolio.
- 2.7. Students who fail to meet the minimum entrance requirements and/or submit a successful RPL portfolio will be refused entrance into the Diploma.

3. Registration

- 3.1. A student's registration will only be secured by The Animation School once all required documentation and proof of payment is received.
- 3.2. A student is required to re-register at the end of each academic year for the following year.
- 3.3. Each student will be provided with a student registration card. If lost, the card may be replaced on payment of a prescribed fee where a student provides satisfactory evidence of the loss of the original.

4. Cancellation of registration

- 4.1. If for any reason a student will not be continuing their studies at the institution and wishes to withdraw from the Diploma programme, they are required to notify the Head of Administration in writing.
- 4.2. A student may be de-registered from the programme as a result of disciplinary action.

5. Payment of fees

- 5.1. The schedule of fees is published in the Animation School Prospectus.
- 5.2. The annual tuition fee must be paid according to the payment option selected by the account payer.
- 5.3. A student who selects to withdraw from the programme for whatsoever reason is required to settle any outstanding fees in full immediately.

6. Non-payment of fees

- 6.1. The Animation School will take the following action if fees are not paid:
 - 6.1.1. A student may be suspended from class until payment is received.
 - 6.1.2. A late payment fee will be charged per month on all overdue amounts.
 - 6.1.3. A student's results will be withheld until the account is settled.
 - 6.1.4. No qualification will be awarded to a student with fees outstanding.
 - 6.1.5. The account will be handed over for debt collection and the Account Payer will be liable for all costs incurred.
 - 6.1.6. More than 3 late payments of resident fees, will result in resident eviction.

7. Refund of fees

- 7.1. If a student is forced to terminate his/her studies at The Animation School for reasons beyond his or her control i.e. health reasons etc. she/he may apply to the Academic Board to resume studies the following year at no additional cost.
- 7.2. A student who is de-registered from any programme offered by The Animation School as a result of disciplinary action will not be entitled to a refund.
- 7.3. A student who selects to withdraw from the programme for whatsoever reason is not entitled to a refund.

8. Attendance and absenteeism

- 8.1. Attendance for all scheduled lectures, practical studio time, critique sessions, workshops and outings is compulsory unless prior arrangement has been made with the relevant lecturer.

- 8.2. Attendance will be taken by the lecturer for every class.
- 8.3. An attendance record of below 80% will result in a reduced mark for professionalism for the relevant assessment. Furthermore, the student may forfeit his/her opportunity to qualify for re-assessment opportunities and additional tuition support.
- 8.4. All students are required to be punctual for all scheduled lectures, practical studio time, critique sessions, workshops and outings. Students will not be allowed to enter the classroom once a lecture has commenced.
- 8.5. Commencement dates and class times may be altered from time to time and it is the responsibility of the student to read all communication regarding such changes.
- 8.6. Should a student fail to attend lectures for whatever reason, she/he shall in no way be entitled to a reduction in fees, nor will it absolve him/her from full liability for the payment of fees and other charges.
- 8.7. A student must provide an original valid doctor's certificate if she/he is absent for more than two consecutive days or would like to apply for an assessment extension. Original certificates will be kept by the institution for record purposes.
- 8.8. A student who fails to attend lectures will be liable to make up lectures in his/her own time.
- 8.9. Students may be required to complete assignments during the holidays and may access the facilities 24 hours a day, 7 days a week, except for one month during the official closure of the institution.

9. Communication

- 9.1. The Animation School will communicate important information regarding the programme and assessments via Portal, SMS and e-mail as well as during class.
- 9.2. Students are expected to take responsibility for keeping abreast of important information and to check the relevant information channels regularly.
- 9.3. It is the student's responsibility to inform the Head of Administration of any changes to personal or account holder contact information.

10. Assessment

- 10.1. Assessment information is provided in Portal and a detailed assessment outline will be provided to students upon commencement of an assessment task.
- 10.2. Each assessment is individually weighted and counts towards the final course grade.
- 10.3. A recorded mark of 50% or above for an assessment means that the student has passed the assessment.
- 10.4. A recorded mark of between 40% and 49% for an assessment entitles the student to a resubmission opportunity.
- 10.5. A recorded mark of 39% or below for any assessment means that the student has failed the assessment without the opportunity to resubmit the assessment.
- 10.6. A student may appeal an assessment decision made by a lecturer/assessor and must follow the procedures outlined in The Animation School grievance and complaints policy.
- 10.7. A student who is found guilty of not contributing to a group project will be awarded 0% for the relevant assessment.

11. Assessment submission deadlines

- 11.1. Students are required to submit assignments in the specified format on Portal, on or before the assessment submission date, as stipulated in the assessment outline.
- 11.2. The following penalties will be applied for late submissions:
- 11.3. 10% for assignments submitted 1 - 24 hours late
- 11.4. 20% for assignments submitted 24 – 48 hours late
- 11.5. 30% for assignments submitted 48 – 72 hours late
- 11.6. 40% for assignments submitted 72 – 96 hours late
- 11.7. 50% for assignments submitted 96 - 120 hours late
- 11.8. No assignments may be submitted more than 120 hours after the deadline and 0% will be recorded in the gradebook, unless an extension has been granted prior to the deadline date.
- 11.9. The penalty system set out here WILL BE APPLIED IN ALL INSTANCES, in order to remain consistent.

12. Assessment extensions

- 12.1. A student may apply in writing, inclusive of substantial proof, to the relevant lecturer for an extension to the assessment deadline for medical or extenuating circumstances. The following proof may be accepted:
 - 12.1.1. Illness – valid medical certificate
 - 12.1.2. Death in the family – signed letter from parent
 - 12.1.3. Extenuating circumstances – signed letter from parent
- 12.2. An application for an assessment extension must be made to the relevant lecturer prior to the submission date.

12.3. No extensions will be granted for circumstances relating to computer faults, errors or viruses. Students are advised to keep a secure backup of all work.

12.4. An application for extension may be declined by the lecturer.

13. Deferred assessments

13.1. A student may apply to complete in-class assessments, such as a test, at an alternative time if she/he is prevented through special circumstances (such as illness) to attend class on the given date/time.

13.2. Such a request must be received by the lecturer 48 hours prior to the scheduled test or assessment event.

14. Resubmission of assessments

14.1. In order to qualify to resubmit a student must have received a minimum mark of 40% for a first attempt at the assessment.

14.2. A student must resubmit an assessment on or before the resubmission deadline date specified in assessment outline on Portal.

14.3. A student does not need to apply for resubmission.

14.4. Students are encouraged to meet with the relevant lecturer to discuss the requirements for resubmission.

15. Supplementary assessments

15.1. If a student fails an assessment or resubmission opportunity, then she/he may apply to have the end of year project assessed as a supplementary assessment. i.e. the final project will be used to assess whether a student can competently demonstrate the outcomes of the module that she/he failed.

15.2. In order to qualify for a supplementary assessment a student must have achieved a minimum mark of 40% for the resubmitted assessment.

15.3. A student may only apply for 3 supplementary assessments per year.

15.4. A student must apply for a supplementary assessment in writing to the relevant lecturer within 1 week of the marks being published on portal.

16. Progression

16.1. In order to progress to the next level, students must pass all courses.

16.2. In order to pass a course a student must achieve a minimum grade of 50%.

16.3. If a student does not qualify to progress to the successive year of the programme, then she/he will be required to re-register for the whole year.

16.4. Students must provide a letter of motivation to the Academic Head in order to be permitted to repeat a year. The letter must provide evidence certain practices, such as improved time management skills and/ or the completion of a series of tutorials.

16.5. Students may only repeat a course once.

16.6. The relevant course fees will be charged.

17. Credits

17.1. Each module within a programme is assigned a number of credits, which gives an indication of how many hours the average student will take to complete the module.

17.2. One credit is equal to ten (notional) hours. Time spent by students conducting research or completing assessment tasks at home, is also calculated into the total number of credits

17.3. The student must achieve a module average of at least 50% in order to be awarded the relevant credits.

17.4. Students will not be awarded less credits if they are awarded lower marks or more credits if they achieve higher marks.

17.5. The total number of credits for the Diploma programme is 360.

17.6. Students may apply for RPL of credits (refer to RPL Policy).

18. Award of qualifications

18.1. A student will be awarded a diploma only if she/he has successfully completed all modules contained in the programme and has demonstrated that she/he is competent at all exit level outcomes.

18.2. Certificates will not be issued for incomplete qualifications and or part qualifications.

18.3. Students will not be awarded a diploma unless all fees are paid in full.

18.4. Students are awarded their diplomas at a formal graduation ceremony held annually in December.

18.5. Students may only attend the graduation ceremony upon receiving a formal invitation.

18.6. Students who are unable to attend the graduation ceremony are required to collect their certificate, or if this is not possible, then the institution will post the certificate via registered mail.

19. Cheating and plagiarism

- 19.1. Lecturers have the authority to penalise all parties involved in cheating or committing plagiarism. These acts could result in disciplinary measures with suspension as an outcome.
- 19.2. Any student caught in the act of cheating, copying or plagiarising will receive 0% for that particular assessment.
- 19.3. Any student who is aware of, allowing or assisting another student with copying, cheating or plagiarism will be seen as an accomplice and will be treated accordingly.
- 19.4. Students who use third-party copyrighted material for projects, whether submitted internally or posted online, without permission or license, will be subject to disciplinary measures and will be liable for any legal recourse.

20. Library

- 20.1. All reference material within the library is the property of The Animation School and may not be removed from the library at any time.
- 20.2. Any reference materials that are lost and/or damaged by a student must be replaced at his/her expense.

21. Facilities and equipment

- 21.1. Students may only use the computer facilities for relevant research or to execute given assessment.
- 21.2. The Animation School reserves the right to monitor internet activities.
- 21.3. Should a student abuse the network system or access offensive sites, the Institution will take disciplinary and/or remedial action.
- 21.4. Any damage or loss to equipment or any property of The Animation School caused by the student must be repaired or replaced at his/her expense within twenty one (21) days.

22. Exclusion of liability

- 22.1. Neither The Animation School (Pty) Ltd, the Directors, the Landlord, nor any of its agents, trustees or employees shall be liable for personal injury to or the death of any person or the loss of or damage to any property of whatever nature in the premises, or buildings or in the property, howsoever arising or caused and whether by reason of the default or negligence of The Animation School (Pty) Ltd, the Directors, the Landlord or of any of the said persons or otherwise.

23. Rules, regulations, policies and procedures

- 23.1. Students must abide by the rules and regulations and policies and procedures of the institution.
- 23.2. The Animation School reserves the right to make additions or amendment to the rules and regulations and policies and procedures from time to time. Students will be notified of any changes.
- 23.3. The rules, regulations, policies and procedures are available at reception. It is the responsibility of the student to know and understand the content of these documents.
- 23.4. Any student suspected of contravening any rules, regulations, policies or procedures will be subjected to disciplinary action.