



**the animation school**

Member of

**HONORIS UNITED UNIVERSITIES**

# student prospectus 2026

**Diploma in Digital Animation**



**Apply  
Today!**

Applications  
for 2026 Now  
Open!



**25 Years**  
Animation  
Education in  
South Africa



**Ranked 10th**  
Top 25  
International  
Animation  
Schools



**195+**  
Top Awards  
Won by  
Students



**Campuses**  
Cape Town  
Johannesburg  
& Online



**Fully  
Accredited**  
Diploma in  
Digital Animation

# table of contents

---

|                                                                       |    |
|-----------------------------------------------------------------------|----|
| Contact Details                                                       | 3  |
| Management and Support Staff                                          | 4  |
| Academic Staff                                                        | 4  |
| Legal Status                                                          | 6  |
| Our Vision                                                            | 6  |
| Our Mission                                                           | 6  |
| Values                                                                | 6  |
| Objectives                                                            | 6  |
| 2026 Tuition Fees – South African Applicants                          | 7  |
| 2026 Tuition Fees – Rest of Africa Applicants                         | 8  |
| 2026 Tuition Fees – International Applicants                          | 8  |
| Payment Rules & Regulations                                           | 9  |
| Refunds and Cancellation                                              | 9  |
| Bursaries and Financial Assistance                                    | 10 |
| 2026 Academic Calendar                                                | 11 |
| Who Should Apply                                                      | 11 |
| Careers Available to Graduates                                        | 11 |
| Admission Requirements                                                | 12 |
| Recognition of Prior Learning (RPL)                                   | 12 |
| Credit Accumulation and Transfer (CAT)                                | 13 |
| Admission Procedure                                                   | 14 |
| Portfolio Preparation                                                 | 15 |
| Residence Facilities & Costs – Available at the Cape Town campus only | 17 |
| Diploma in Digital Animation                                          | 18 |
| Course Description                                                    | 19 |
| Software                                                              | 23 |
| Facilities                                                            | 23 |
| Language Policy                                                       | 23 |
| Assessment                                                            | 23 |
| Qualification & Progression Rules                                     | 24 |
| Articulation Routes                                                   | 24 |
| Student Support Services                                              | 24 |
| Health & Wellness Policy                                              | 24 |
| Disability Policy                                                     | 25 |
| Grievances & Complaints policy                                        | 25 |
| Student Code of Conduct and Rules & Regulations                       | 26 |

# contact details

THE ANIMATION SCHOOL (PTY) LTD  
2004/034362/07



## Head Office: Cape Town Campus

42 Searle Street, Woodstock  
Cape Town, South Africa, 7925

**Tel:** +27 21 461 0822

**Email:** [apply-cpt@theanimationschool.co.za](mailto:apply-cpt@theanimationschool.co.za)



## Johannesburg Campus

110 Conrad Drive, Craighall Park  
Randburg, Johannesburg, South Africa, 2196

**Tel:** +27 11 886 0624

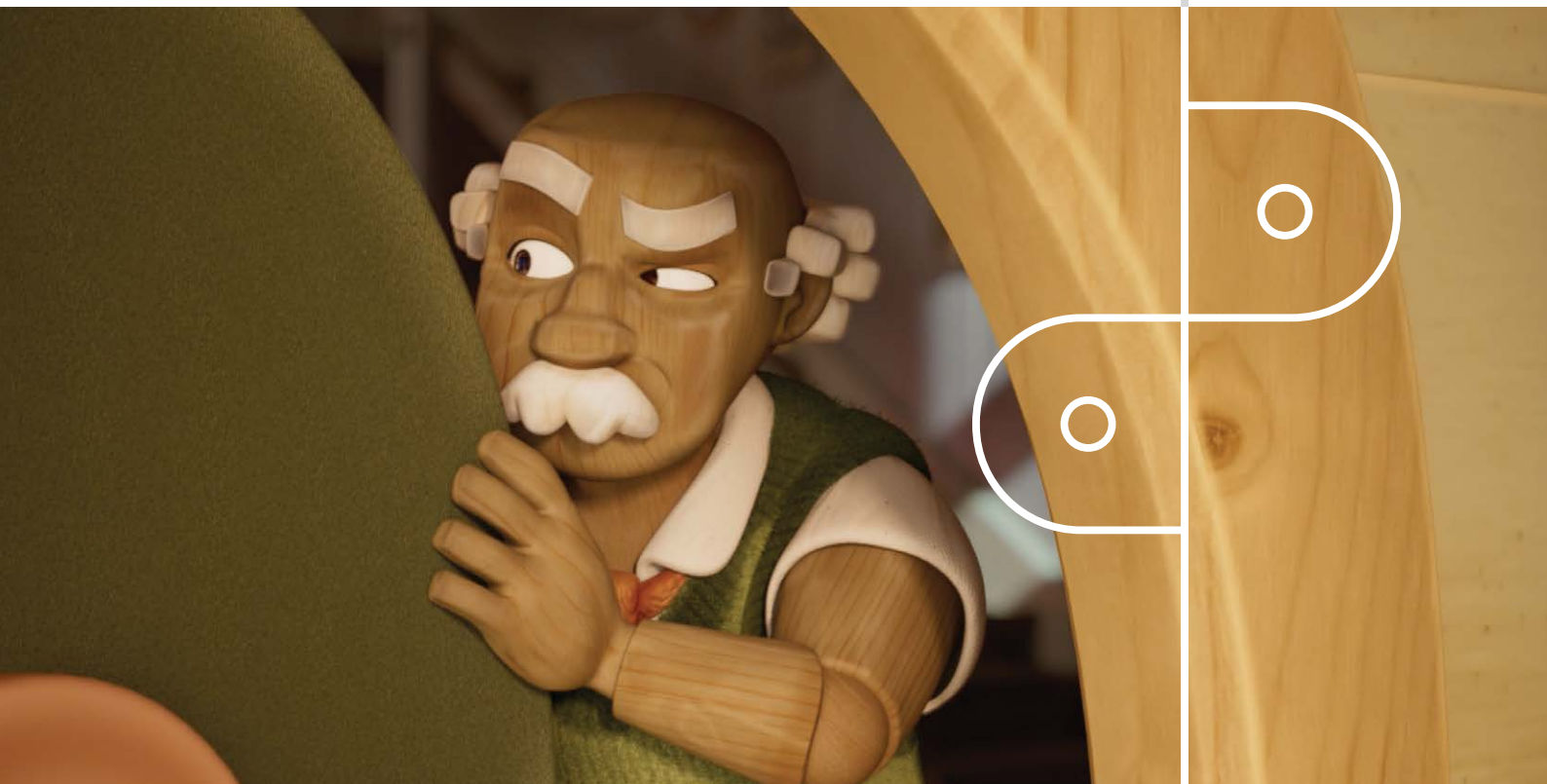
**Email:** [apply-jhb@theanimationschool.co.za](mailto:apply-jhb@theanimationschool.co.za)



## Online

**Email:** [online@theanimationschool.co.za](mailto:online@theanimationschool.co.za)

**Website:** [theanimationschool.co.za](http://theanimationschool.co.za)



## Management and Support Staff

|                            |                                                   |
|----------------------------|---------------------------------------------------|
| <b>Nuno Martins</b>        | Co-Founder, Principal & Chief Executive Officer   |
| <b>Lindi Kaplan</b>        | Head of Administration & Campus Manager Cape Town |
| <b>Lorraine Davidovics</b> | Campus Manager Johannesburg                       |
| <b>Chris Bonani</b>        | Facilities Manager & Receptionist Cape Town       |
| <b>Promise Nsele</b>       | Receptionist Johannesburg                         |
| <b>Gabriella Coppin</b>    | Marketing Manager                                 |
| <b>Megan Landman</b>       | Head of Online                                    |
| <b>Carl Visagie</b>        | IT Support Cape Town                              |
| <b>Craig Dollery</b>       | Student Advisor Cape Town                         |
| <b>Amanda Naidoo</b>       | Student Advisor Johannesburg                      |

## Academic Staff

### **Rhiannon Reid - Chief Academic Officer**

MEd Higher Education Studies  
ACE Adult Education  
Dip Interior Design

### **Bronwyn Horne - Academic Head Johannesburg**

DPhil  
MA Digital Arts  
MTech Fine Arts  
BTech Fine Arts

### **Kelly Walker - Academic Head Cape Town**

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

### **Nicholas Welch - Lecturer: 1<sup>st</sup> Year Cape Town**

BA Interaction Design  
Dip Digital Animation

### **Anel Truter - Assistant Lecturer: 1<sup>st</sup> Year Cape Town**

Dip Digital Animation

**Shani Campbell - Lecturer: 2<sup>nd</sup> Year Cape Town**

BA (Hons) - Current  
BA Motion Design  
National Cert 2D  
National Cert 3D Animation & Visual Effects

**Sarah Swanepoel - Assistant Lecturer: 2<sup>nd</sup> Year Cape Town**

BA (Hons) - Current  
Dip Digital Animation

**Roger Wellard - Lecturer: 3<sup>rd</sup> Year Cape Town**

BA Motion Design  
Dip Digital Animation

**Luke Viljoen - Lecturer: 3<sup>rd</sup> Year Cape Town**

BA (Hons) - Current  
Dip Digital Animation

**Robyn Aronstam - Lecturer: Story Cape Town**

MA Creative Writing

**Bokang Koatja - Lecturer: 1<sup>st</sup> Year Johannesburg**

BA (Hons) Fine Arts  
PGDA 3D Animation  
Master of Arts in Animation and Animated Filmmaking

**Jordan Alley - Assistant Lecturer: 1<sup>st</sup> Year Johannesburg**

Dip Digital Animation

**Mikylah Spangenberg - Lecturer: 2<sup>nd</sup> Year Johannesburg**

BTech Fine Art  
Nat Dip Fine Art  
Dip Digital Animation

**Roche Staats - Assistant Lecturer 2<sup>nd</sup> Year Johannesburg**

Dip Digital Animation

**Kay Carmichael - Lecturer: Story Johannesburg**

BA in Animation Directing and Technique

**Michael Hlatshwayo - Assistant Lecturer: 3<sup>rd</sup> Year Johannesburg**

BA (Hons) Digital Art  
Dip in Digital Animation

**Tanya Blaeser - Lecturer: 3<sup>rd</sup> Year Johannesburg**

MA Digital Arts  
BTech Multimedia  
Nat Dip Multimedia

# legal status



- The Animation School (Pty) Ltd is registered with the Department of Higher Education and Training until 31 December 2026 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.
- Toonboom Centre of Excellence (COE)



## 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.



## Values

We are guided by the following values:

1. **Creativity**
2. **Passion** including Motivation + Fun
3. **Learning** including Development + Challenge + Empowerment
4. **Dedication** including Discipline
5. **Quality** including Achievement + Brilliance
6. **Community** including Respect + Kindness + Cooperation

## 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

# 2026 Tuition Fees

## SOUTH AFRICAN APPLICANTS

### **PAYMENT OPTION 1** Full settlement of **R123,900-00** (R6,400-00 saving)

- Offered as of 1 March 2025 to 31 October 2025.
  - Deposit of **R32,000-00** on registration secures a place in the course for 2026
  - Balance of **R91,900-00** due on or before 31 October 2025 (The year PRIOR to enrolment)
- Students registering **after** 31 October 2025 will be required to pay the full amount of **R123,900-00** on registration to benefit from the R6,400-00 discount.
- Account payers to budget an additional R3,000-00 per year for compulsory books, software and materials.
- For additional information please refer to Payment Rules & Regulations listed on page 8 & 10.

### **PAYMENT OPTION 2** Instalment plan **R130,300-00** (deposit + 4 instalments)

- Offered as of 1 March 2025 to 27 January 2026.
- Payable as follows:
  - Deposit of **R22,500-00** on registration secures a place in the course for 2026
  - **R26,950-00** payable on or before 28 February 2026
  - **R26,950-00** payable on or before 30 April 2026
  - **R26,950-00** payable on or before 30 June 2026
  - **R26,950-00** payable on or before 31 August 2026
- Account payers to budget an additional R3,000-00 per year for compulsory books, software and materials.
- For additional information please refer to Payment Rules & Regulations listed on page 8 & 10.

### **PAYMENT OPTION 3** Extended Instalment plan **R135,500-00** (deposit + 10 instalments)

- Offered as of 1 March 2025 to 27 January 2026.
- Payable as follows:
  - Deposit of **R22,500-00** on registration secures a place in the course for 2026
  - **R11,300-00** payable on or before 28 February 2026
  - **R11,300-00** payable on or before 31 March 2026
  - **R11,300-00** payable on or before 30 April 2026
  - **R11,300-00** payable on or before 31 May 2026
  - **R11,300-00** payable on or before 30 June 2026
  - **R11,300-00** payable on or before 31 July 2026
  - **R11,300-00** payable on or before 31 August 2026
  - **R11,300-00** payable on or before 30 September 2026
  - **R11,300-00** payable on or before 31 October 2026
  - **R11,300-00** payable on or before 30 November 2026
- Account payers to budget an additional R3,000-00 per year for compulsory books, software, materials, etc.
- For additional information please refer to Payment Rules & Regulations listed on page 8 & 10.

# 2026 Tuition Fees

## REST OF AFRICA APPLICANTS

### **PAYMENT OPTION 1** Full settlement of **R123,900-00**

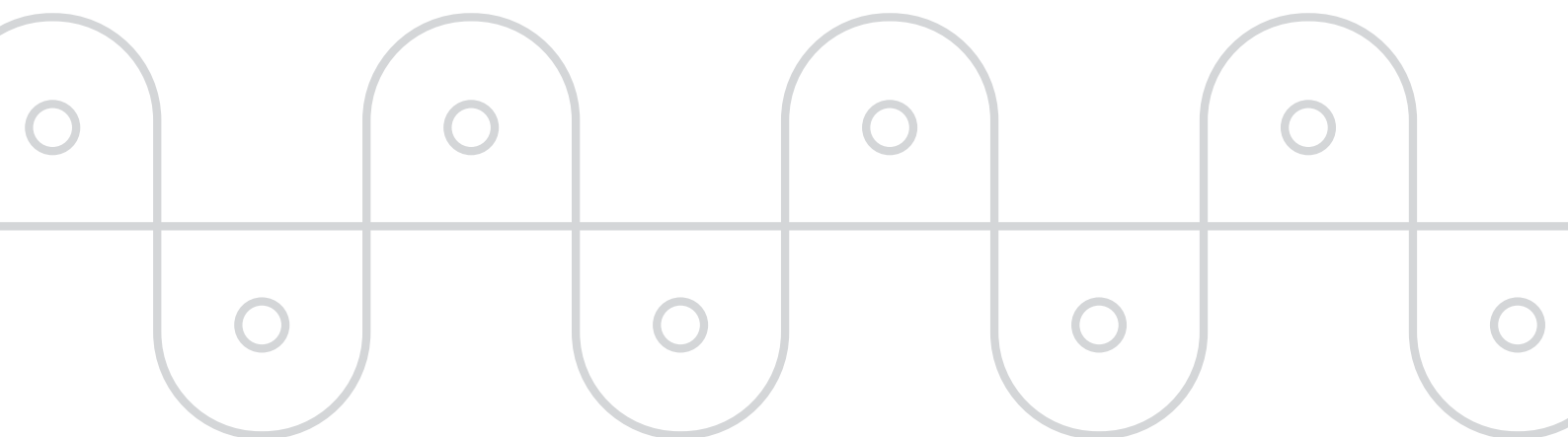
- Offered as of 1 March 2025 to 31 October 2025.
  - Deposit of **R32,000-00** on registration secures a place in the course for 2026 (Non-refundable)
  - Balance of **R91,900-00** due on or before 31 October 2025
- Students registering **after** 31 October 2025 will be required to pay the full amount of **R123,900-00** on registration.
- Account payers to budget an additional R3,000-00 per year for compulsory books, software and materials.
- The above South African applicants' payment options do not apply to International applicants.
- For additional information please refer to Payment Rules & Regulations listed on page 8 & 10.

## INTERNATIONAL APPLICANTS

This applies to applicants who are not African citizens.

### **PAYMENT OPTION 1** Full settlement of **R157,300-00** (quoted in South African Rand)

- International Administration Fee of **R 35,400-00**
  - Tuition Fee of **R113,000-00**
- Full amount payable on registration secures a place in the course for 2026.
- The above South African & Rest of African payment options do not apply to International applicants.
- Account payers to budget an additional R3,000-00 per year for compulsory books, software and materials.
- For additional information please refer to Payment Rules & Regulations listed on page 8 & 10.
- Financial assistance is not available to International applicants.
- International applications close on **31 October 2025**.



# Payment Rules & Regulations

---

## Limited Space:

- The Animation School has a limited number of students per course. Students wishing to confirm their place for the 2026 intake need to register as soon as possible or they could be excluded from the 2026 academic year.
- Registration is confirmed once payment and the completed registration form have been received.

## Additional Expenses:

- Tuition fees include free access to Autodesk Maya, Adobe Suite, and Toonboom Harmony for their studies and excludes any compulsory books, other software, digital drawing equipment and/or removable hard drives required to complete day to day responsibilities.
- Account payers are required to budget approximately R3,000-00 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 2025 to 27 January 2026.
- 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 online 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 with the exception of the following circumstances:
  - If a candidate does not have the required qualification for admission to the Diploma by the close of registration (27 January 2026) then they will be refunded their deposit and any fees paid, within 30 days of writing notification to The Animation School .

- If a candidate is unable to secure funding by the close of registration (27 January 2026) then they will be refunded their deposit and any fees paid, within 30 days of writing notification to The Animation School.
- If a student withdraws from the programme due to medical or psychological reasons then they can apply to repeat the year at a discounted rate provided that all fees are paid in full for the current year.
- 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.
- Refunds for bursaries are only paid out to the account payer once the bursary payment is received by the animation school in full.

# Financial Assistance and Bursaries

---

1. If you require funding, we recommend you contact Student Hero. Student Hero is a funding originator who acts as an intermediary between you and funding providers. For more information please contact them on [hello@studenthero.co.za](mailto:hello@studenthero.co.za) or 0615853490. Visit the Student Hero website to apply for a student loan online, calculate affordability and increase affordability.
2. The National Film and Video Foundation (NFVF) offer bursaries to talented South African students from disadvantaged backgrounds who require financial assistance, for more information please visit the NFVF website for more details on how to apply. Applications open for a 2 month window period from July, so visit the NFVF website today!
3. Oasis Group Holdings (Pty) Ltd. is responsible for the innovative development and management of several investment products that have won numerous awards from highly acclaimed rating agencies. Information on the Oasis bursary can be found here <https://www.zabursaries.co.za/general-bursaries-south-africa/oasis-bursary/>
4. The Multichoice Talent Factory Bursary Programme will consider students from qualifying institutions who meet the academic and the financial need qualifying criteria for a full 1 year tuition for 2nd year or higher. <https://multichoicetalentfactory.com/south-africa-academy#Bursary>
5. Nestlé is the world's leading food and beverage company. Through our purpose of unlocking the power of food to enhance quality for everyone, today and for generations to come, we are committed to upskilling young talent by providing bursary opportunities. Please find more information on their website.
6. The TAS Merit Discount may, at the discretion of The Animation School, be awarded to 2nd and 3rd year students with exceptional skills and an exemplary work ethic.

# 2026 Academic Calendar

---

Cape Town, Johannesburg and Online:

|           |                                 |
|-----------|---------------------------------|
| 1st Term: | 9 February – 2 April 2026       |
| 2nd Term: | 20 April – 19 June 2026         |
| 3rd Term: | 13 July – 11 September 2026     |
| 4th Term: | 28 September – 27 November 2026 |

## Lecture Times:

- 1st & 2nd year students will attend lectures either in the morning (08:30 – 12:15) or afternoon (13:15 – 17:00). This is confirmed once a student is registered. If the preferred selection is not available, the student will be placed on a waiting list as 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.
- Students are expected to complete a minimum of four hours of home study per day in addition to the scheduled lecture times.

## Who Should Apply

---

Applicants who are passionate about developing strong drawing skills, are inquisitive about the people and the 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 an international 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.saqa.org.za/> Tel: +27 12 431 5070. General information for the SAQA Online Application can be found here: <https://dfqeas.saqa.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)

---

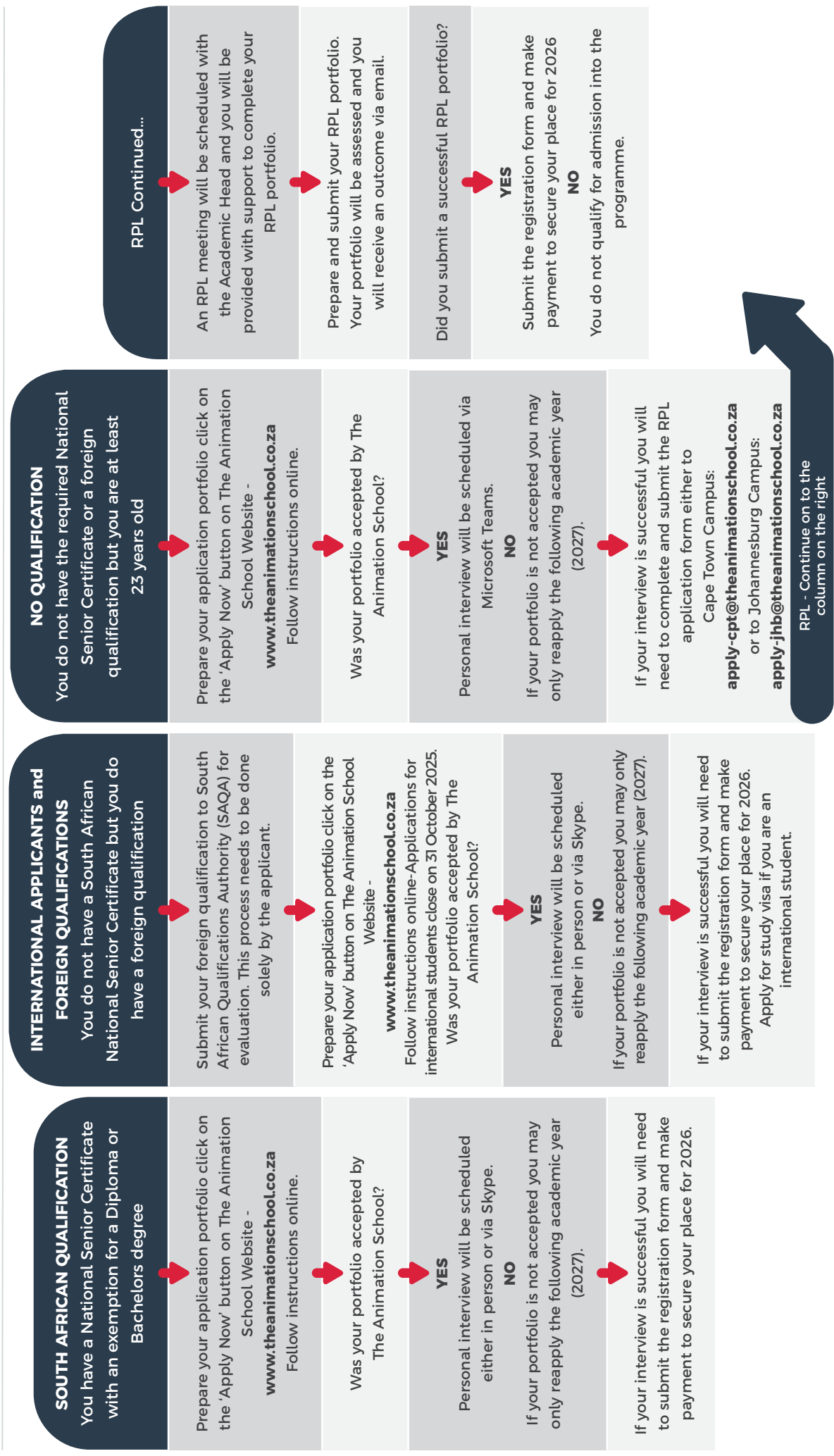
The Diploma in Digital Animation allows for open access and may be achieved in part through the process of RPL. An applicant may apply for RPL if they do not meet the minimum entrance criteria but has suitable work-place experience and is 23 years of age or older. Applicants who qualify for RPL must follow the admission procedure and request the RPL application upon submission of portfolio. Applications close for RPL on **31 October 2025**.

# 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. Applications close for CAT on **31 October 2025**.



# Admission Procedure



# Portfolio Preparation

---

## STEP 1:

### Prepare the Portfolio for submission

All applicants are required to submit a portfolio of your own artwork, consisting of a minimum of 6 and a maximum of 12 pieces. Do not submit traced pictures, copies, reproductions of artworks, photographs by others or AI artwork. 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 (download the template on the Apply Now page)
- 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:

### Compile the Portfolio

Compile a single PDF (portable document format) document that includes the following:

- Scanned or photographed artwork
- Comic strip
- Links to any short films or animations created by the applicant can be added to the portfolio but this is not a requirement

## STEP 3:

### Write a motivation letter

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

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

## STEP 4:

### Complete the online application

Once the applicant has compiled their portfolio they will need to click on the 'Apply Now' button on The Animation School Website - [www.theanimationschool.co.za](http://www.theanimationschool.co.za)

- Complete all personal details in the online application form
- Upload the motivation letter
- Upload the portfolio
- Upload national senior certificate/ statement of results/ foreign qualification
- ID photo (colour)

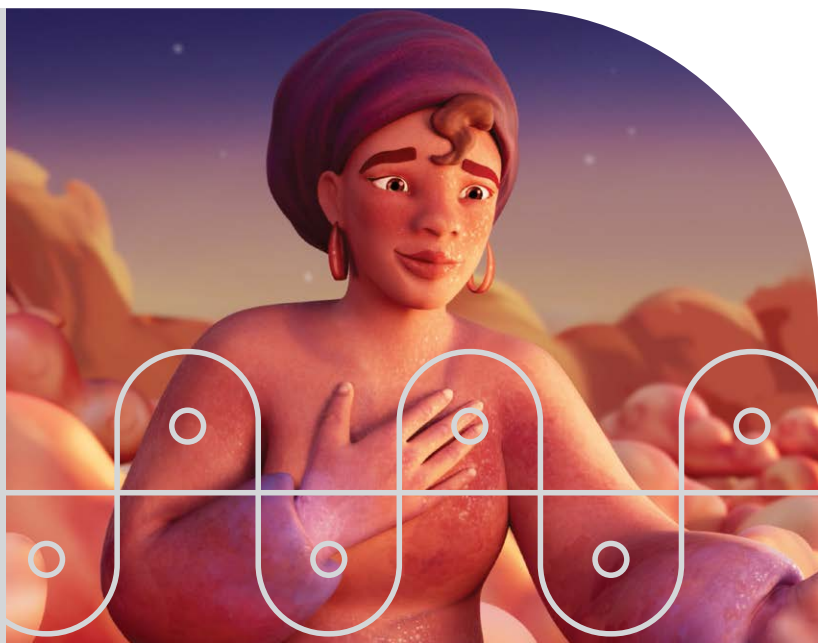
**STEP 5:****Interview Process: Online using Microsoft Teams**

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 online using Microsoft Teams.

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 **09 February 2026 to 27 November 2026**. 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, and 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: **R99,000-00** per resident
- Payable in 10 equal instalments of **R9900-00** per month starting 1 February to 1 November 2026.
- Term breaks have been taken into account.

## 8 Shared Rooms - 2 students per room

- Annual rental for a shared room: **R85000-00** per resident
- Payable in 10 equal instalments of **R8500-00** per month starting 1 February to 1 November 2026.
- Term breaks have been taken into account.

**Room Deposit:** New successful residence applicants are required to pay a security deposit of **one month's rent** 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 cohabitate 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

|                              |                                                                    |
|------------------------------|--------------------------------------------------------------------|
| <b>Abbreviation</b>          | Dip (Digital Animation)                                            |
| <b>SAQA Qualification ID</b> | 71756                                                              |
| <b>NQF Level</b>             | 6                                                                  |
| <b>Total Credits</b>         | 360                                                                |
| <b>Minimum duration</b>      | 3 years full-time                                                  |
| <b>Mode of instruction</b>   | The mode of instruction is contact, lecture-based learning, online |
| <b>Accreditation status</b>  | 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, Compositor, 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

---

## **Programme Outcomes:**

Upon successful completion of the Diploma in Digital Animation, candidates are able to:

- Apply effective research methods when sourcing and selecting appropriate visual and written information, and apply well-developed processes of analysis, synthesis and evaluation when using that information.
- Present and communicate information, creatively, convincingly and coherently using appropriate conventions, formats and technologies for the intended audience.
- Conduct oneself professionally within the (simulated) workplace and take responsibility for one's own decisions and actions to effectively and efficiently complete individual and team productions.
- Identify and assess the roles and possible career paths within the field of animation and related sectors and effectively market oneself for employment.
- Develop and communicate well-structured and creatively engaging stories that are authentic, culturally specific and raise awareness of the complexity of social, cultural and ethical dilemmas.
- Evaluate, select and apply the principles, workflows and techniques used to conceptualise, problem solve and execute 2D and 3D animated productions.

# 1<sup>st</sup> Year Overview

The aim of the first year is to provide an introduction to the animation pipeline as well as an overview of the role, responsibilities and possible specialisations of an animator and the scope of the animation sector. The program provides a solid grounding in the fundamentals of both 2D and 3D animation, as well as 3D asset development and look development. Students also learn about the history and development of the animation industry in order to provide context for their own artistic practice and are monitored closely and supported in order to empower them to progress quickly and confidently while being encouraged to explore and develop new concepts and skills.

## 1<sup>st</sup> Year Course Structure

| COURSE NAME                                        | MODULE NAME                                                                                                                                         | ASSESSMENTS                                                                                                                                                                                           | LEVEL | CREDITS |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|
| <b>Y1.C1</b><br>Introduction to Context and Story  | Y1.C1.M1 History and Contextual Studies<br>Y1.C1.M2 Short Story for animation<br>Y1.C1.M3 Storyboards and Animatics                                 | Y1.C1.A1 Modern Fairy Tale Pitch (30%) (group)<br>Y1.C1.A2 Action Sequence Animatic (40%) (group)<br>Y1.C1.A3 Dialogue Performance Animatic (30%) (group)                                             | NQF 5 | 12      |
| <b>Y1.C2</b><br>Introduction to Visual Development | Y1.C2.M1 Colour and Composition<br>Y1.C2.M2 Character, Environment and Prop Design<br>Y1.C2.M3 Introduction to Modelling<br>Y1.C2.M4 Prop Texturing | Y1.C2.A1 Composition and Colour Analysis (20%)<br>Y1.C2.A2 Character Design (15%)<br>Y1.C2.A3 Environment Design (10%)<br>Y1.C2.A4 3D Diorama Model and Texture (35%)<br>Y1.C2.A5 3D Head Model (20%) | NQF 5 | 36      |
| <b>Y1.C3</b><br>Introduction to technical artistry | Y1.C3.M1 Prop Surfacing<br>Y1.C3.M2 Introduction to Lighting<br>Y1.C3.M3 Introduction to Compositing<br>Y1.C3.M4 Introduction to Rigging            | Y1.C3.A1 3D Diorama Light, Surface & Composite (60%)<br>Y1.C3.A2 Prop Rig (40%)                                                                                                                       | NQF 5 | 36      |
| <b>Y1.C4</b><br>Introduction to Animation          | Y1.C4.M1 Animation Workflow I<br>Y1.C4.M2 Performance I<br>Y1.C4.M3 Body Mechanics I                                                                | Y1.C4.A1 2D Character Loop (35%)<br>Y1.C4.A2 3D Character Posing (15%)<br>Y1.C4.A3 3D Character Walk Cycle (50%)                                                                                      | NQF 5 | 36      |
| First year credits                                 |                                                                                                                                                     |                                                                                                                                                                                                       |       | 120     |

## 2<sup>nd</sup> Year Overview

The second year of study provides the opportunity to build on the fundamentals taught in first year and to augment existing skillsets. The curriculum includes 3D character animation, all aspects of 3D character creation from concept through modelling, texturing, surfacing and rigging and both look development and compositing, for which students create an environment for their characters to inhabit. The year culminates in a short performance focused production in which students will have the opportunity to integrate the knowledge and skills gained throughout the year into a short performance focused production. In addition to their 3D skills development, students will also study representation in film and media and they will focus on storyboarding, animatic creation and screenplay writing in order to empower them as filmmakers and to aid them in the creation of well rounded and relatable characters.

## 2<sup>nd</sup> Year Course Structure

| COURSE NAME                        | MODULE NAME                                                                               | ASSESSMENTS                                                                                                                                                           | LEVEL | CREDITS |
|------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|
| <b>Y2.C1</b><br>Story & Context    | Y2.C1.M1 Contextual Studies<br>Y2.C1.M2 Story Development<br>Y2.C1.M3 Visual Story        | Y2.C1.A1 Character and Environment Design Analysis Essay (20%)<br>Y2.C1.A2 Story Pitch (30%)<br>Y2.C1.A3 Animatic & Pitch Deck (50%) (group)                          | NQF 6 | 12      |
| <b>Y2.C2</b><br>Visual Development | Y2.C2.M1 Pre-Production<br>Y2.C2.M2 Modelling<br>Y2.C2.M3 Texturing<br>Y2.C2.M4 Surfacing | Y2.C2.A1 Character & Environment Design (20%)<br>Y2.C2.A2 Modelling: Character (30%)<br>Y2.C2.A3 Modelling: Set & Props (20%)<br>Y2.C2.A4 Texturing & Surfacing (30%) | NQF 6 | 36      |
| <b>Y2.C3</b><br>Technical Artistry | Y2.C3.M1 Character Rigging<br>Y2.C3.M2 Cinematography<br>Y2.C3.M3 Compositing             | Y2.C3.A1 Character Rig (40%)<br>Y2.C3.A2 Character Study (60%)                                                                                                        | NQF 6 | 36      |
| <b>Y2.C4</b><br>Animation          | Y2.C4.M1 Animation Workflow II<br>Y2.C4.M2 Body Mechanics II<br>Y2.C4.M3 Performance II   | Y2.C4.A1 Character Action (30%)<br>Y2.C4.A2 Character Performance (70%)                                                                                               | NQF 6 | 26      |
| Second year credits                |                                                                                           |                                                                                                                                                                       |       | 120     |

# 3<sup>rd</sup> Year Overview

The aim of third year is both to introduce students to 3D film production and to prepare them for employment after graduation. The learning environment simulates that of a professional studio, and students work in teams on the production of a short film whilst supervised by third year lecturers and receiving feedback from industry professionals. Students undertake more specialised study and select 2 elective subjects which they focus on for the duration of the year, in addition, they complete a 2-week placement within a production house (if available), prepare a professional CV and showreel and learn about tax, invoicing, freelancing and other professional development skills.

## 3<sup>rd</sup> Year Course Structure

| COURSE NAME                                    | MODULE NAME                                                                                                                                                                                                                                                                                               | ASSESSMENTS                                                                                                                                                                                                                                                                                                                                                                                          | LEVEL | CREDITS    |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------|
| <b>Y3.C1<br/>Pre-Production</b>                | Y3.C1.M1 Production Management<br>Y3.C1.M2 Pre-production for animated short films<br>Y3.C1.M3 Film Studies                                                                                                                                                                                               | Y3.C1 A1 Short Film Proposal (50%) (group)<br>Y3.C1.A2 Film Analysis (35%)<br>Y3.C1 A3 2D Animatic for 3D Production (15%) (group)<br>Y3.C1 A3 2D Animatic for 2D Production (15%) (group)                                                                                                                                                                                                           | NQF 6 | 15         |
| <b>Y3.C2<br/>Production<br/>Specialisation</b> | Students must elect at least two of the following modules (refer to rules):<br>Y3.C2.M1 3D Asset Production - Characters<br>Y3.C2.M2 3D Asset Production - Sets & Props<br>Y3.C2.M3 Look Development<br>Y3.C2.M4 Character Rigging<br>Y3.C2.M5 Animation<br>Y3.C2.M6 Compositing<br>Y3.C2.M7 2D Animation | Y3.C2.A1 3D Asset Production: Characters (45%)<br>Y3.C2.A1 3D Asset Production: Sets & Props (45%)<br>Y3.C2.A1 Look Development (45%)<br>Y3.C2.A1 Character Rigging (45%)<br>Y3.C2.A1 3D Animation (45%)<br>Y3.C2.A1 2D Animation (90%)<br>Y3.C2.A1 Compositing (45%)<br>Y3.C2.A1 2D Animation (90%)<br><br>All students must complete the following assessment:<br>Y3.C2.A2 Production report (10%) | NQF 6 | 40         |
| <b>Y3.C3<br/>Animated Short Film</b>           | Y3.C3.M1 Pipeline Management<br>Y3.C3.M2 Editing for short film<br>Y3.C3.M3 Short Film Promotion                                                                                                                                                                                                          | Y3.C3.A2 Create a Short Film (100%) (group)                                                                                                                                                                                                                                                                                                                                                          | NQF 6 | 50         |
| <b>Y3.C4<br/>Professional Development</b>      | Y3.C4.M1 Experiential learning<br>Y3.C4.M2 Professional practice                                                                                                                                                                                                                                          | Y3.C4.A1 Industry Report (50%)<br>Y3.C4.A2 Create a CV and Showreel (50%)                                                                                                                                                                                                                                                                                                                            | NQF 6 | 15         |
| <b>Third year credits</b>                      |                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                      |       | <b>120</b> |

# 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)
- Adobe Substance Painter
- Adobe Premiere (Video-Editing software)
- Adobe After Effects (Special Effects software)
- Toonboom (2D Animation software)
- Arnold (Rendering software)
- Nuke (Compositing 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)
- Canteen with coffee and a variety of sweet and savoury snacks
- 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 relevant Bachelor's degree in Animation or another cognate programme. Please note that some of these Degrees may have further pre-requisites or require a bridging course. 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, a student success programme as well as an active student representative council. Students may be referred to independent tutors should they require additional support.

## 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 are provided by the school in the form of training workshops, published information, referrals to professionals or other interventions that the counsellors may deem necessary.

- **Counselling, psychological and psychiatric support**  
Individual and group counselling is available to students free of charge and a wealth of resources to promote student mental health as part of the student wellness programme. The counsellor may refer students to external psychological and/ or psychiatric support should the need be identified.
- **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 CONDUCT

- 1.1. Students are expected to behave in a helpful, professional, non-discriminatory manner, taking into account and respecting the rights of other students, staff, and the public. Neither should their behaviour be intimidating, discriminatory, abusive, or disruptive.
- 1.2. Students should maintain appropriate professional boundaries and any public displays of affection should not interfere with the rights, and comfort of other individuals.
- 1.3. 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.
- 1.4. All reasonable instructions given by a lecturer, support staff or management staff of The Animation School must be carried out.
- 1.5. Students may not take another persons' property without permission or legal right, with or without intending to return it.
- 1.6. It is the responsibility of all students to safeguard their personal belongings.
- 1.7. Students must respect the property of others, including the campus facilities and equipment and must take care not to cause damage due to negligence.
- 1.8. All accidents or damage to equipment or property, even of a less serious nature, must be reported to a lecturer immediately.
- 1.9. Cellular telephones must be switched off in the classrooms and in the other areas that may cause disruption or annoyance to others.
- 1.10. Classrooms must be kept in a clean and tidy state. It is strictly forbidden to consume food and/or beverages in these facilities.
- 1.11. All students must abide by safety guidelines and not tamper with any fire safety equipment or emergency exits in order to ensure a safe working environment and appropriate hygiene practices. Students may not enter the canteen kitchen.
- 1.12. Students may not be in possession of a firearm or dangerous weapon when on campus. be considered depending on the circumstances.
- 1.13. Students may not be in possession or under the influence of alcohol or non-prescription substances when on the premises. Alcohol may only be consumed during official school after-hour events and at such events, students may not become drunk and disorderly.

- 1.14. Students may be subjected to drug testing should it be suspected that they are under the influence of alcohol or drugs.
- 1.15. The Animation School reserves the right to refuse access to the premises to students.
- 1.16. 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 metres of any doorway and/or window including the courtyard is not permitted. This includes the smoking of cigarettes, vapes or any form of e-cigarette.
- 1.17. The course material belongs to the institution and students may not share, alter or reproduce any materials without written permission from the institution.

## **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 minimum entrance requirements outlined in point 2.2.; 2.3. 2.4. and 2.5., or who follow the alternative routes of entry outlined in point 2.6.
- 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 programme 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 programme, they are required to complete the notice of withdrawal form available from the Campus Manager.
- 4.2. A student may be de-registered from the programme as a result of disciplinary action or non-payment of fees.

## **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 and the online learning portal 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 eviction from the student residence.

## **7. REFUND OF FEES**

- 7.1. If a student is forced to terminate their studies at The Animation School for reasons beyond their control i.e. health reasons etc. they may apply to the Principal to resume studies the following year at a discounted rate.
- 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 after the academic year has commenced, for whatsoever reason, is not entitled to a refund.

## **8. ATTENDANCE AND ABSENTEEISM**

- 8.1. Attendance for all scheduled classes, workshops and outings are compulsory, unless prior arrangement has been made with the relevant lecturer. This applies to online classes and workshops too. Outings are NA for online students.
- 8.2. Attendance will be taken by the lecturer for every class.
- 8.3. Students with a final attendance record of below 80% for the weekly story and drawing classes as well as the main curriculum will:
  - 8.3.1. not receive additional tuition support outside of class time;
  - 8.3.2. not receive a grade for their summative (end of year) assessment;
  - 8.3.3. not be permitted to submit an appeal to the academic board for any assessment related matters;
  - 8.3.4. Not be permitted to resubmit any assessments.
- 8.4. Attendance is calculated as follows:
  - 8.4.1. Present – 2 points
    - 8.4.1.1. Excused – 1 point
    - 8.4.1.2. Late – 1 point (arriving more than 15 minutes late)
    - 8.4.1.3. Left early – 1 point (leaving more than 15 minutes early)
    - 8.4.1.4. Absent – 0 points
- 8.5. Students will only be marked excused from class for the following reasons. Students are

required to submit the relevant evidence outlined below.

- 8.5.1. Illness – valid medical certificate;
- 8.5.2. Death in the family – signed letter from parent;
- 8.5.3. Extenuating circumstances – signed letter from parent outlining a valid reason for missing class;
- 8.5.4. Religious holiday – signed letter from parent.
- 8.6. Students will be marked absent if they choose to take a mental health day unless they are booked off by a medical professional. A student who can provide a doctor's letter will be excused from class.
- 8.7. Any special permission to be excused from class must be applied for prior to the relevant date of absence. Special permission to be excused from class will not be applied retroactively.
- 8.8. It is the student's responsibility to ensure that their attendance has been correctly recorded on the attendance register and that any errors are timeously reported to the lecturer.
- 8.9. Students are required to be punctual for all scheduled classes. Students who arrive more than 15 minutes late will be marked 'Late' on the register. Students who regularly arrive late for class face disciplinary procedures.
- 8.10. Students are required to attend the full duration of all classes. Students who leave more than 15 minutes early will be marked as 'Left early' on the register.
- 8.11. Students are required to attend any classes that may be scheduled on a Saturday or during the holidays from time to time.
- 8.12. 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.

## **9. DULY PERFORMED REQUIREMENTS**

- 9.1. All first and second year students must maintain a Duly Performed (DP) Record of a minimum of 80%.
- 9.2. DP marks are awarded per assessment for the following criteria:
  - 9.2.1. Correct submission format (specified in the brief);
  - 9.2.2. Preparation for and participation in the final crit
- 9.3. DP marks are awarded for selected quizzes and tests. Students will be informed in advance of any quizzes and tests that earn DP marks. Students whose DP points fall below the minimum percentage will be placed on the student performance programme.
- 9.4. First- and second-year students whose DP points fall below the minimum percentage will be placed on the student performance programme.
- 9.5. Students with a final DP record of below 80% will:
  - 9.5.1 not receive additional tuition support outside of class time;
  - 9.5.2 not receive a grade for their summative (end of year) assessment;
  - 9.5.3 not be permitted to submit an appeal to the academic board for any assessment related matters;
  - 9.5.4 not be permitted to resubmit any assessments.

## **10. COMMUNICATION**

- 10.1. The Animation School will communicate important information regarding the programme and assessments via Portal, MS Teams and e-mail as well as during class.
- 10.2. Students are expected to take responsibility for keeping abreast of important information and to check the relevant information channels regularly.
- 10.3. It is the student's responsibility to inform the Campus Manager of any changes to personal or account holder contact information.

## **11. DRESS CODE AND HYGIENE**

- 11.1. Students must dress appropriately and respectfully for the academic environment while also reflecting their personal style and expression.
- 11.2. Students are expected to wash daily, use deodorant and wear clean clothing to reduce the chance of body odor.
- 11.3. Shoes must be worn at all times.
- 11.4. Clothing with offensive or discriminatory messages may not be worn.
- 11.5. Students are expected to dress more formally for special occasions such as formal presentations and school events.

## **12. ASSESSMENT**

- 12.1. Assessment information is provided in Portal and a detailed assessment brief will be provided to students upon commencement of an assessment task.
- 12.2. Each assessment is individually weighted and counts towards the final course grade. The course grade is calculated according to the weighted average of all assessments within the course. The assessment weights are noted in the assessment brief and in the gradebook.
- 12.3. 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.
- 12.4. A recorded mark of between 40% and 49% for an assessment may qualify a student for assessment resubmission, provided that they meet the resubmission criteria and should the brief allow for re-submissions. Refer to 14 Resubmission of assessments for more information.
- 12.5. A recorded mark of 50% or above for an assessment means that the student has passed the assessment.
- 12.6. A recorded mark of 80% or above for an assessment means that a student achieves a distinction for the specific assessment.
- 12.7. 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.
- 12.8. A student who is found guilty of not contributing to a group project will be awarded 0% for the group work criteria for the relevant assessment. In the case of an assessment that is entirely group-based (and has no individual criteria) this will result in receiving 0% for the assessment.
- 12.9. Late submission penalties are applied according to the criteria set out in 11 Assessment Submission Deadlines.
- 12.10. Students who do not submit their assessment in alignment with the stipulated submission requirements will lose DP points according to the criteria set out in the Duly Performed section within the Assessment Rules and Regulations.
- 12.11. Students who do not attend or do not have work to show during final crit will lose DP points according to the criteria set out in the Duly Performed section within the Assessment Rules and Regulations. This penalty will not apply to students who are marked excused from class with a valid reason

## **13. ASSESSMENT SUBMISSION DEADLINES**

- 13.1. Students are required to submit assessments in the specified format on Portal, on or before the assessment submission date, as stipulated in the assessment brief.
  - 13.1.1. The following penalties will be applied for late submissions:
    - 13.1.2. - 10% for assessments submitted 1 - 24 hours late
    - 13.1.3. - 20% for assessments submitted 24 - 48 hours late
    - 13.1.4. - 30% for assessments submitted 48 - 72 hours late
    - 13.1.5. - 40% for assessments submitted 72 - 96 hours late

- 13.1.6. - 50% for assessments submitted 96 - 120 hours late
- 13.2. No assessments 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.
- 13.3. A student who is unable to submit an assessment due to being suspended for non-payment of fees and/ or disciplinary procedures, must meet with the academic head when their suspension is lifted to determine a catchup plan and must submit a letter of motivation to the Academic Board for an assessment extension.
- 13.4. The penalty system set out here WILL BE APPLIED IN ALL INSTANCES, in order to remain consistent.

#### **14. ASSESSMENT EXTENSIONS**

- 14.1. A student may apply to the relevant lecturer for an extension to the assessment deadline for medical or extenuating circumstances. The following proof may be accepted:
  - 14.1.1. Illness - valid medical certificate;
  - 14.1.2. Death in the family - signed letter from parent;
  - 14.1.3. Extenuating circumstances - signed letter from parent.
- 14.2. An application for an assessment extension must be made to the relevant lecturer prior to the submission date, by completing the 'Application for assessment extension' form and attaching the relevant supportive documents.
- 14.3. If the assessment extension is granted, then the student must upload the completed 'Application for assessment extension' form together with the relevant supportive documents and the assessment to Portal by the agreed upon date.
- 14.4. 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.
- 14.5. An application for extension may be declined by the lecturer.

#### **15. DEFERRED ASSESSMENTS**

- 15.1. A student may apply to complete in-class assessments, such as a test, at an alternative time if they are prevented through special circumstances (such as illness) to attend class on the given date/time.
- 15.2. Such a request must be received by the lecturer 48 hours prior to the scheduled test or assessment event.

#### **16. RESUBMISSION OF ASSESSMENTS**

- 16.1. Students are permitted to resubmit ONE assessment completed during the first three terms of the year provided that the student qualifies for resubmission.
- 16.2. To qualify for resubmission, a student must have received a mark of between 40% and 49% for a first attempt at the assessment before any penalties for late submission are deducted.
- 16.3. A student must resubmit an assessment on or before the resubmission deadline date and upload to Portal together with the original assessment.
- 16.4. A student does not need to apply for re-submission.
- 16.5. Students are encouraged to meet with the relevant lecturer to discuss the requirements for resubmission.
- 16.6. A student must make corrections to their original assessment according to the verbal and written feedback provided by the lecturer.
- 16.7. Late submissions for resubmission are not permitted and a student will receive 0% if they do not submit by the resubmission deadline.
- 16.8. The highest mark out of the two submissions shall stand.

## **17. SUPPLEMENTARY ASSESSMENTS**

- 17.1. A student may apply for a supplementary assessment if they are unable to complete the standard assessment because of illness, learning or physical disabilities.
- 17.2. A student must complete the 'Application for supplementary assessment' form and submit it to the Academic Head together with substantive proof.
- 17.3. An application for a supplementary assessment may be declined by the Academic Head.

## **18. PROGRESSION**

- 18.1. In order to progress, students must pass all courses included in the current level of study.
- 18.2. In order to pass a course a student must achieve a minimum grade of 50%.
- 18.3. First and second year students who do not qualify to progress to the successive year of the programme will be required to re-register for the whole year.
- 18.4. Third year students who do not qualify to graduate will be required to repeat the relevant course.
  - 18.4.1. Third year students who failed the pre-production course are only required to repeat the pre-production course and will be assigned to a team.
  - 18.4.2. Third year students who failed the production specialization course are only required to repeat the production specialisation course and do not need to be assigned to a team. They can choose to repeat the same electives as their first attempt or select alternative electives provided that they meet the relevant elective requirements.
  - 18.4.3. Third year students who failed the create a short film course are required to repeat the create a short film as well as the production specialization course.
  - 18.4.4. Third year students who failed the professional development course only need to repeat the professional development course.
- 18.5. Students must apply to the Academic Head with a letter of motivation to repeat the relevant year/ course. The letter must provide evidence that the student is committed to their studies and has agreed to apply certain practices, such as improved time management skills and/ or the completion of a series of tutorials.
- 18.6. An application to repeat may be rejected by the Academic Head.
- 18.7. Students may only repeat a course once.
- 18.8. The relevant course fees will be charged.

## **19. CREDITS**

- 19.1. Each course 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 course.
- 19.2. 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.
- 19.3. The student must achieve a course average of at least 50% in order to be awarded the relevant credits.
- 19.4. Students will not be awarded less credits if they are awarded lower marks or more credits if they achieve higher marks.
- 19.5. The total number of credits for the Diploma programme is 360.
- 19.6. Credits may be awarded through the Recognition of Prior Learning (RPL) process and/ or exempt from requiring certain credits through the or Credit Accumulation and Transfer (CAT) process (refer to the RPL & CAT Policy).

## **20. AWARD OF QUALIFICATIONS**

- 20.1. A student will be awarded a qualification only if they have successfully completed all

courses contained in the programme and have demonstrated that they are competent at all exit level outcomes.

- 20.2. Certificates will not be issued for incomplete qualifications and or part qualifications.
- 20.3. Students will not be awarded a qualification unless all fees are paid in full.
- 20.4. Students are awarded their qualification at a formal graduation ceremony held annually in March.
- 20.5. Students may only attend the graduation ceremony upon receiving a formal invitation and have settled all their outstanding fees.
- 20.6. 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.

## **21. CHEATING, PLAGIARISM AND COPYRIGHT INFRINGEMENT**

- 21.1. Should any student be suspected of plagiarism or infringement of the copyright law, disciplinary steps will be taken according to the Disciplinary code of conduct – students.
- 21.2. 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.
- 21.3. 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.
- 21.4. It is the responsibility of the student to familiarize themselves with the institution's policy on cheating, plagiarism and copyright and to speak to their lecturer if they do not understand how to correctly apply the relevant procedures.

## **22. LIBRARY**

- 22.1. All library books, journals, magazines, and DVDs are the property of The Animation School and may not be removed from the premises without permission.
- 22.2. Selected books and DVD's may be signed out by the student and signed back in on their return.
- 22.3. Any books, journals, magazines and DVD's that are lost and/or damaged by a student must be replaced at their expense.
- 22.4. Library resources are also available online.

## **23. FACILITIES AND EQUIPMENT**

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

## **24. RESIDENCE**

- 24.1. Refer to the residence occupancy agreement.

## **25. OWNERSHIP OF WORK**

- 25.1. The Animation School reserves the right to use and/ or alter student work for promotions, exhibitions, and marketing or in any way to benefit the Institution.
- 25.2. Any income generated from the distribution of graduate films will only be used towards funding student bursaries.

## **26. PROTECTION OF PERSONAL INFORMATION**

- 26.1. Students must respect the privacy of others and the protection of personal information and may not distribute any personal information without the prior written consent of the relevant person(s).
- 26.2. Students may request access to personal information that the institution has on record.
- 26.3. The institution may collect, store and share the personal information of students and will only do so in accordance with the POPI Act and the relevant privacy notice that is provided to the student when information is collected. The notice outlines how information will be used, managed and shared.
- 26.4. Students and/ or account payers will be notified of any security breaches that involve unauthorized access to, or acquisition of personal information by an authorized person.

## **27. EXCLUSION OF LIABILITY**

- 27.1. 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.

## **28. RULES, REGULATIONS, POLICIES AND PROCEDURES**

- 28.1. Students must abide by the rules and regulations and policies and procedures of the institution.
- 28.2. 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.
- 28.3. 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.
- 28.4. Any student suspected of contravening any rules, regulations, policies or procedures will be subjected to disciplinary action.