

# TRUEMAX

COPENHAGEN ACADEMY  
GAMES, ANIMATION & VISUAL EFFECTS

## *Student Handbook*

**Version 1.2 2017**

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## *Welcome to Truemax*

Congratulations on becoming a Truemax student. We are proud and happy to have you here – and confident that your years at Truemax will have a great impact on your career and life.

This folder will inform you about Truemax, which rules and regulations you must follow and what the teachers expect of you as a student.

Any student who does not respect the regulations may be subject to disciplinary action, which could result in dismissal from the semester. These regulations and other associated policies may from time to time be amended or varied as the school directs. Notice of any changes will be communicated to all students in writing.

The schedule that is given to you is subject to change as well.

You will be introduced to new topics and working methods continuously throughout the education and the teachers will give you valuable training and feedback. **You** are responsible for your own learning and you decide what you achieve from the program. However, have in mind, that when you don't show up for class or you don't meet your deadlines it does not only affect you, it will also have an impact on your fellow students and/or group members. This might influence the entire class, your success in the school and in the end your future career.

## *Services*

The school has a small library situated where you can loan books. Max. 3 books at a time for one month. You pick the book yourself and bring it to the Administration that will give you a note to sign with a return date on it.

There are two **vending machines** at the school; One coffee machine where you can buy hot drinks at a reasonable prices (water is free), and one with both soft drinks and snacks.

The administration/**Student Service** is open from 09-10 and 13-14 every weekday. If you need assistance outside of these hours you can write an email to the administration who will get in touch with you as soon as possible within next opening hours ([info@truemax.com](mailto:info@truemax.com)). The administration is the place to go if you have any questions regarding the study program, SU grants, tuition fees, materials, suggestions and complaints.

## *Communication platform*

All information regarding the school will be announced in the class rooms, by your Truemax e-mail.

We will also post important information, assignments, social events etc. on a physical board.



A copy of a lost key is 200 DKK. If a locker is damaged the fee is 500 DKK for replacing or repairing it. It is strictly forbidden to store perishable food items in the locker. If the school is forced to open and clean and disinfect the locker we will charge you 200 DKK.

The access card that you are given has the value of 200 DKK if lost. It must be returned by the end of the 6th semester.

You will get a wacom board or similar on the first semester. From there on, it is your responsibility to take care of both the pen and the board and replace it if it is stolen or damaged.

## *Attendance and access to the school*

In general, Truemax operates a five-day week from 09.00-15.00 and it is not possible to access the school during weekends and holidays. Unless there is an agreement either with one of the teachers or the Course Coordinator, students must leave the school no later than 22.00. The school will be open in the morning from 8.30. The closing hours might change during production periods, but every deviation has to be arranged with the administration.

Regular and punctual attendance is essential, both for effective learning and for the proper functioning of courses and production projects. It is mandatory to be present in periods with teaching. The instructor will mark the register each day; the maximum absence level throughout each semester is 20%. By pronounced absence or lack of respect for being in the class on time you will get a written warning. Three written warnings lead to exclusion from the semester and you will not be able to attend the exam that term. During weeks of self study you have to do your work at home, and turn in your assignments on time to your teacher.

## *Exams and re-exams*

Your exams will be held in accordance with the exams described in the Truemax study program. If for some reason you are prevented from attending the exam or you fail, you will have to retake it before you are allowed to continue on in the education.

If you fail to show up without explanation or are late for your exam, we consider your exam failed (grade – 3). If you fail to pass the exam with a grade of 2 or above, you will have to re-take the exam. In these instances the price of a re-exam is 2000 DKK as we will have to call in a censor for a second exam-session.

If you are ill you are required to present a doctor's note to the course coordinator, who will then arrange a re-exam as soon as possible, free of charge.

The re-exam will have the same form as the original exam, but might not have the same content. That is dependent on which semester you are on as well as what your teacher decides.

Please note that ***in order to be accepted on to the next semester, you have to pass your exam with a grade of 2 or above!***

## **STUDENT DELIVERIES**

The final assignment must be delivered at a pre-decided and fixed deadline. Usually it is at a Friday with a delivery deadline at 12AM.

Guest teacher assignments must be delivered in following folder on the student drive:  
S:year/studentShared/project/\_presentation/date

Example: S:2012-2015/studentShared/characterAnimation/\_presentation/141126

Naming convention using camel casing: YourNameTask

Example: AndersHansenCharacterAnimation

Video format: 1280x720 Quicktime. H264 or Sorensen3 codec. 25 FPS (European animation standard) or 24 FPS (European movie standard)

Stills/picture format: 1280x720 TGA (targa file. No layers) or a JPG.

## **GRADING OF STUDENT WORK**

Student productions must be graded at the end of the course using the Danish grade system. The grade will be given for the final hand in.

**7-point scale, introduced in 2007, contains the grades:**

- 12 is given for an excellent performance
- 10 is given for a very good performance
- 7 is given for a good performance
- 4 is given for a fair performance
- 02 is given for an adequate performance
- 00 is given for an inadequate performance
- -3 is given for an unacceptable performance

Grade 02 is the pass mark. If several characters included, have passed if the average is 2.0 without rounding. This means that if an average calculated in accordance with applicable rules end up at 1.99, then you cannot round it up to 2.0. Thus the student have failed.

Comparison with the British/American grade system

12: A, 10: B, 7: C, 4: D, 02: E, 00: Fx, -3: F.

Assignments that are not delivered in at all is failed and will be graded with the -3 (F) grade.

Assignments that are delivered in late gives -1 to their grade (this means that an assignment that would have been graded with a 7 (C) for its quality. But was delivered in too late will now be graded with a 4 (D)

Assignments that has been delivered in time but are delivered in the wrong file type or using a wrong naming convention. -1 to their grade.

## *Rules for ownership of student work*

Truemax has the full right to use all student created material, (short movies, animation previews, still images, character concepts, concept drawings, 3D models etc.), to promote the school, both in the written media, TV and online. The instructors of the school have the full right to use former student work in everyday lectures as examples and to boost inspiration.

The students have the full right to use their own work for their own portfolio, on their private homepage, in their own job/internship applications etc.

Neither the school or the students can or may use assets produced on the schools computers/licenses for commercial purposes. This means that you are not allowed to sell any models, animations, character concepts, etc., which have been produced using our educational software licenses.

When the students/school co-work with a commercial production company, all parties must abide by the ownership and disclosure rules as agreed for that production. For example a release-date, due to a film festival, cinema release etc.

If you are in doubt about any of the above rules don't hesitate to ask the administration or your teacher.

## *Absence rules*

The regulations described below only take effect during teaching, that is whenever there is not self study or group work that doesn't require presence in the class room (this must always be arranged with the teacher). In general we distinguish between reported and unreported absence.

### **REPORTED ABSENCE**

Reported absence is when you inform the course coordinator or the teacher before 10 am on the first day of absence (by email or telephone; Facebook is not sufficient). If you have more than 20% reported absence during the semester, you will be asked to come to a talk with the teacher and the course coordinator, and an agreement will be made.

### **UNREPORTED ABSENCE**

Unreported absence is when you don't show up for class without informing the school at 70 27 77 87 at 9:00 am. If you have unreported absence the following procedure will be applied:

- 1<sup>st</sup> time: Reprimand (oral from the teacher)
- 2<sup>nd</sup> time: First written warning (meeting with admin and teacher)
- 3<sup>rd</sup> time: Second written warning (meeting with admin and teacher)
- 4<sup>th</sup> time: The consequences described below take effect

A written warning will automatically be issued if you do not show up for consecutive days without calling or writing us. We will try to get in touch with you on the 1<sup>st</sup> day of absence.

You must keep the set deadlines, catch up the work you might have lost and keep the promises or agreements that have been made during the absence meetings.

Both reported and not reported absence should not be more than 20% per semester.

### **Absence during subject-weeks with guest-teachers**

When you have special subject weeks with guest-teachers, the same rules apply, *but for the subject-weeks' duration*. That is, if you have 3 consecutive subject weeks about Z-brush with a guest instructor, the 20% absence rule will apply to those 3 weeks. This means that you really shouldn't have more than one day's absence a week during your subject weeks.

### **CONSEQUENCES**

1. semester: Self study at home and you must take the same exams as the active students
2. semester: You are asked to leave the group project, and will be given an equivalent home assignment to be finished before the start of the next semester.
3. semester: You will be banned from attending the remainder of the subject in question. You will also have to work on your assignment at home and hand it in without the instructions and feedback from the guest teachers. The exam is the same as the one the rest of the students are taking. Except you will not have access to the help and instruction of your teacher.
4. semester: You will be taken off the class project, and will be given an equivalent home assignment to be finished before the start of the next semester.
5. semester: If you are on DADIU, their rules apply (max. 20% absence. If you have more than that, you are required to hand in an individual post mortem-like essay). If you are part of a game project organized by Truemax, similar rules apply as for the 2. and 4. semester.
6. semester: The absence rules of the internship will apply

For all semesters: It will be written on the graduation diploma that the graduate has not participated in the group projects, etc. on the same terms as the regular students. Truemax does not encourage students to be left out of the group projects, as they are one of the cornerstones and the strengths of the 3D Digital Artist program. Neither do we encourage students to work on their own, as this means that they are missing out on vital feedback and learning experiences. To obtain graduation diploma, students must have paid for their semesters.

### **ARRIVING LATE**

Truemax strongly encourages you to arrive on time. The teacher decides what measures to take if arriving late is ongoing and disturbing. The teacher has the right to issue a warning if he decides. It is expected that you make up for lost time, either at home or at the school, and that deadlines are kept.

Truemax welcomes you to tell the teacher if it disturbs or distracts you that other students arrive late and are unstable.

## *General warnings*

The teachers also have the right to issue a warning if a student comes to school, but is not participating actively in class, or in the group work. A warning can also be issued if a student's behaviour is inappropriate or in some other way unacceptable.

## *Rules of conduct*

### Class rooms

The consumption of food in the classroom is NOT allowed. Bottles, coffee cups, etc. with the top screwed on are allowed in the classroom. Beverages without a lid are not to be taken into the classrooms. You may leave your cup, water bottle and one extra bottle on your desks when you leave in the afternoon. However, on Fridays your computers and tables will be cleaned in the afternoon. Therefore we kindly ask you to remove everything from the table, your chair and the computer. We recommend you store these items in your locker for the weekend. Should you not remove your items, this will be done by the staff and you can pick it up in the admin area.

You may bring personal items to make the classroom look more homely and to help create an inspiring environment. However, do know that at times the school has classes or events in the evening so please have in mind that others might be using your seat and also be considerate of the persons sitting next to you.

All personal belongings, including the ones you are given or have borrowed from the school, are your responsibility, and should be replaced and/or secured by you. If you want to make sure they are not lost or broken, please take them with you or leave them in your locker.

At the end of every semester please remember to empty both classroom and your computer drives for things you want to keep. We will only store them until two weeks after the new semester has begun.

### Fridge

You may use the fridge which is situated at the school area, and the micro wave to be found at the canteen shared with KEA. Every Friday afternoon all food items which are perishable (that can go stale) and containers must be thrown away by the students (milk, yoghurt, cold cuts, vegetables, fruit, bread, etc.). For longer holidays, the administration will clear the fridge of all food. Also show consideration for your fellow students and don't bring an entire supermarket to school!

### Student conduct

- Please make sure that your cell phone is on silent mode and that vibration is off in the class/theatre room.
- Show consideration for others who work or are in a teaching situation.  
If you open the windows, please make sure that you or someone else close them

The last student in every class must make sure that the lights is turned off and that all windows are closed.

### **Entrance to the school**

Students must enter Truemax through the student entry. Visitors must go through the administration. This includes also former students.

### **Alcohol and drugs**

Drugs and alcohol are strongly prohibited inside the school's premises.

### **Social activities**

Truemax arranges events during the daytime, for instance cinema visits, lectures, and picnic/sporting events. Parties, celebrations and "fredagsbar" must be arranged privately and outside the school area as we do not have the capacity to clean up and secure the school out of office hours.

### **Smoking**

Smoking is not allowed in the building. You may smoke outside the student entrance. Use the ashtray for cigarettes and matches.

## ***IT regulations***

The purpose of the regulations is to ensure that only authorized persons have access to Truemax's internal systems. Furthermore, the regulations shall prevent virus and hacker attacks against Truemax. Finally, the regulations are used as a tool to describe how you have to treat the IT-equipment at Truemax.

### **General regulations**

- All equipment at Truemax must be treated with respect.
- It is allowed to use DVD/CD's, floppy disks, USB-keys or any other media on the computer according to agreement with the Administration/IT-responsible.
- Do not fiddle with the computer wires to the monitor, mouse, keyboard, network or anything else without permission from the IT-responsible.
- If you need technical assistance please contact the administration.
- Truemax has the copyright on all materials made during the study period. This means that Truemax at any time has the right to show the students' materials at festivals, on the web page, on TV and similar relevant places.
- The student has the right to show their materials anywhere. Please note that material made at Truemax is not to be used for commercial purpose.

- It is allowed to bring files in and out of Truemax using an USB/DVD/CD. Truemax is not responsible for any damage done to files that are brought in and out of Truemax. It is your responsibility to backup your files. It is also your responsibility to secure and ensure that the USB/DVD/CD or similar media is not infected by virus or software that might damage the computers.
- Even though an anti-virus program is installed, please DO NOT open suspicious files from the internet or other sources.

### Drives

Each user will be assigned 2 network drives by logon:

**L:** Library drive: For sharing materials with the entire school  
**S:** Student drive: Student and project work space, shared for each class

### Printer

There is a **printer** called "Brother MFC-8820D USB Printer on tm-svr-master. Use it sensibly and for school matters only. There is a more advanced printer and scanner in the administration.

### Use of the internet

Use of your private e-mails, Facebook, etc. at school hours should be within reason. Pornographic or similar sites are strongly prohibited. Misuse of the internet of any kind is strongly prohibited.

## *Tuition fees and obligations*

Payment for the education is split into installments to be paid 10 weeks before each semester start.

See current prices at [www.truemax.com](http://www.truemax.com)

In addition there is a registration fee of 5.000 DKK.

We reserve the right to change pricing and correct errors.

A yearly price increase of up to 3% must be expected.

Tuition fees are always transferred to this account:

#### **Danske Bank**

Frederiksberg Department  
 Falkoner Alle 55  
 2000 Frederiksberg  
 Denmark  
**Reg.nr:** 3001

**Account Nr:** 0016995487

**IBAN:** 0930 0000 1699 5487

**SWIFT:** DABADKKK

The exact dates for the semesters are subject to change; especially the ones marked in red as they depend on external resources. The deadline for payment, however, is always **10 weeks** before a semester starts.

Delay of payment, or of application for another payment plan, must be directed to the administration in writing at least 2 weeks before payment deadline, and it must be done for every semester. Unless exceptional circumstances have been identified and individual arrangements agreed in advance with the school's administrative staff, students who have not paid the fee by the due date will not be able to attend classes.

Tuition fees will not be refunded to students who withdraw from the course after payment deadline. If a student fails an exam after one re-exam, or after a substitute exam in case of illness, it is not possible to get a refund of the tuition or retake the semester without paying for it.

Leave of absence can - due to the semester schedules and the fast moving areas of study - only be given for an entire academic year and only once during the education program. In case of specific health reasons, job situation, pregnancy/child birth, or other personal reasons. Please send an application well in advance to the school's administration.

In general, if you have any questions or concerns, the administration/Student Service is here to help and assist you. Don't hesitate to get in contact with us – it is our biggest wish that your life as a Truemax student is at top.

Kind regards,

Truemax, Copenhagen Academy of games, animation and visual effects.

# TRUEMAX

## COPENHAGEN ACADEMY

GAMES, ANIMATION & VISUAL EFFECTS

### Contact information

Student Service/Administration

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Fax. +45 70 27 77 67

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[www.truemax.com](http://www.truemax.com)

Truemax

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### Staff

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