

STUDENT HANDBOOK

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Chapter 1 – Being a student at CADA Truemax

This handbook provides information and guidelines about being a student at CADA Truemax.

1.1 The culture

CADA Truemax is a higher educational school with about 100 students, and the environment at the school is open, inviting, and creative. The school is meant to be a great place for everyone, and it is run on a set of common values based on trust, transparency, respect for the individual, and for multicultural diversity. We consider failing okay, and we speak to, and not about, each other.

As the school is a relatively small educational unit, we encourage the students to engage in social events with other students and to seek professional advice from senior students.

During the education the students will be introduced to new topics and working methods, and they will be given valuable training and feedback from the teachers. The students are expected to take active part and respect deadlines, for their own and for their fellow students' sake.

1.2 Student Council

CADA Truemax aims for an open dialogue amongst our students, teachers, and the school's administration. This is formalized through the student council, where students can express wishes and bring major and minor issues to debate, offering an opportunity to have positive impact on the school.

The student council consists of two representatives from each class, a teacher, and a representative from the administration.

Each class elects two representatives before the end of August.

Meetings are normally held every second week.

The administration convenes the student council meetings. Each meeting starts with participating parties adding issues to the agenda.

1.3 Morning assembly

Every Monday morning all students and employees gather for a brief meeting. Here common information is shared, and often the assembly acts as a platform for screening the prior week's student work.

At these meetings students will also have the possibility to bring up subject matters or ask questions.

Chapter 2 – Guidelines

It is very important that students, as well as staff, care for the school's premises and facilities, keeping it a nice and inspiring study environment.

2.1 Classroom

- Cell phones are on silent mode and vibration is switched off during class.
- Students show consideration for their fellow students and respect their need for a calm and focused study environment.
- The last student in every class makes sure that the lights are turned off, and that all windows in the classroom are closed.

2.2 Belongings

The students are responsible for personal belongings, including the IT package they receive from the school when they start the education. In case any of those things are damaged or lost, they are not repaired or replaced by the school.

At the end of every semester the students bring everything of personal value with them, after having emptied both their desk in the classroom and their computer drive. It is important that all students make sure to have a copy of all locally stored personal files from the school's computers, as the computers are wiped clean and rebooted after each semester.

2.3 Alcohol and drugs

Drugs and alcohol are strongly prohibited at CADA Truemax's premises.

2.4 Smoking

Smoking, including e-cigarettes, is not allowed inside the building.

Chapter 3 – Administrative information

Our administration is there to support and help you if you have any questions regarding the Study Programme, SU grants, tuition fees, materials, general suggestions, or complaints.

The administration is open on weekdays from 9am – 3pm, except from Friday 9am-2pm.

Outside of these hours the administration staff can be reached by writing to them on the intranet.

3.1 Student agreement

The Student Agreement is intended to provide students with a clear understanding of their entitlement and responsibilities. The student and the school enter into this agreement before the student starts the education.

3.2 Attendance to the school

Lessons take place at CADA Truemax within the timetable 9am – 3pm. Attendance to all classes is mandatory, with the exception of 6. semester, where only scheduled meetings with staff and supervisors have mandatory show.

3.3 Access to the school

In general, there is free access to the school between the hours of 8:45 and 21:00 Monday to Sunday. There may from time to time be other opening hours.

On Saturdays and Sundays, students need to bring an access key.

The school is closed in the summer holiday.

3.4 Access keys

The students can borrow access keys, when staying at the school outside of office hours.

3.5 Lunch

The students eat lunch in the lunch area, where they have access to a microwave oven, fridge and coffee machine. The students clean up in the lunchroom, by turns.

3.6 Communication platform

All information is shared on CADA Truemax's intranet.

All students at CADA Truemax will be provided with an account to access the intranet, as well as an email account.

It is the students' own responsibility to keep up to date daily on the intranet.

The intranet is used by the administration and teaching staff to communicate all relevant information about time-schedule changes, deadlines, exam times and dates for education or social events.

It is also mandatory to keep up to date daily on the intranet, even when not being at CADA Truemax daily, for example during the time allotted to write a main project paper, out on practical work experience or working on a production at the Danish Film School, DADIU or with another external partner.

3.7 Contact to the staff

The intranet is the main communication tool between students and staff.

Answers to requests and questions can be expected on weekdays between 9am – 3pm.

3.8 First aid kit

There is a first aid kit available in the lunch area. Notice that it is green with a white cross, in which it reads 'Cederroth'.

Chapter 4 – IT regulations

The main purpose of the regulations is to ensure that only authorized persons have access to CADA Truemax's internal systems.

In addition, the regulations describe how IT-equipment must be handled at CADA Truemax.

4.1 General regulations

- All equipment at CADA Truemax must be treated with respect.
- The use of USB-keys or any other physical media on the computer is only allowed in accordance with agreements made with the administration/IT manager.
- Computers, wires, mouse, keyboard, network, or anything else should not be rearranged without permission from the IT manager.
- The students can get technical assistance by contacting the IT manager.
- CADA Truemax owns the copyright of all materials made during the study period. This means that CADA Truemax has the right to show the students' materials at festivals, on the web page, on TV and similar relevant places.
- Students have the right to show their materials anywhere. Please note that material made at CADA Truemax is not to be used for commercial purposes.
- It is allowed to bring files in and out of CADA Truemax using any media. CADA Truemax is not responsible for any damage done to files that are brought in and out of CADA Truemax.
- All student work is backed up for 90 days. It is however the student's own responsibility to back up the personal user folder.
- The computers must always be clear of personal belongings, making it easy for the IT manager to access the machines for repair and alike.

4.2 Use of the internet

- Use of 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, this also includes bringing/installing/downloading copyrighted material/software to the computers. The students can ask staff if they are unsure.
- Please DO NEVER open suspicious files from the internet or other sources. The students can ask the IT manager if they are unsure about a link.

4.3 Software

- The computers are always provided with the needed software.
- Installation of software is not allowed without the acceptance of the IT administration. The students must ask if they need anything installed.
- It is encouraged to bring software issues, plugin requests and alike to the IT administration instead of working around them, so that potential bugfixes, plugins etc. can be applied for everyone.

4.4 PC and IT package

When starting the education at CADA Truemax, students will have access to a PC and receive a personal IT package containing the most common tools, e.g. keyboard, mouse, headset. It is the student's responsibility to take care of the personal IT package and replace it, if stolen or damaged.

Chapter 5 – Studying

The current curriculum and Study Programme for all semesters is accessible online.

Students are advised to familiarise with the content of the Study Programme, especially the detailed descriptions of individual semesters, including exams, subject and learning objectives. The Study Programme will be revised in line with development in the industry.

5.1 Study Guide

The head of education guides students concerning professional issues. He can be contacted for an individual appointment by writing to him on the intranet.

For guidance about any administrative questions, such as SU, student fee payments, sickness, or absence, students can make an appointment with one of the coordinators in the administration by contacting them on the intranet. They are also available for conversation about the students' general well-being.

5.2 Information and evaluation

Each semester starts with a kick-off event, where important information about the upcoming semester is shared. This includes semester plans, learning outcomes, technical content, list of guest teachers and speakers, important deadlines, and information about upcoming exams.

Each semester also includes two formal evaluations, a mid-semester evaluation and an end of semester evaluation.

The mid-semester evaluation is organized as an individual session for the student, where his/her progression is evaluated. The teacher responsible will send out the learning outcomes of the specific semester prior to the session.

During the session the student will evaluate if he/she has met the learning outcomes. In addition, the teacher provides an academic/artistic evaluation of the student's work. The student and the teacher will formulate a set of focus areas for the remains of the semester, which the student will list on a standardized formular. Later on, this will be used by both teacher and student to assess if the agreed targets are met.

At the end of every semester an evaluation of the whole term will be carried out.

The student will evaluate the semester by filling out a standardized formular, assessing whether the content of the semester is in line with the learning outcomes.

5.3 Student deliveries

Each semester has a set of defined assignments, that needs to be handed in. Assignments must be submitted in the right format, or it will affect the assessment.

If the file cannot be opened, the assignment will be judged as not delivered.

Should the deadline for the delivery of the assignment be overdue, the assignment will be considered not delivered. Depending on which semester the student is attending, and the assignment in question, the consequence for the student will be one of either

receiving a warning or failing the exam. More information can be found in the Study Programme.

5.4 Exams and re-exams

The exams are held in accordance with the CADA Truemax Study Programme. To pass an exam, a student must get a grade of 2 or above.

If a student does not pass, the student will have to redo the exam before the student can continue with the studies.

If a student fails to show up to an exam without a reasonable explanation, if a student shows up late for the exam, or if a student does not hand in an exam assignment in time – the exam is also considered failed (grade – 3) and the student will have to retake the exam.

There is a maximum limit of three attempts for each exam. All re-examinations count as one attempt.

The price of a re-examination is between 1500 and 2500 DKK, depending on the exam in question, as the school will have to call in a censor for this second exam-session.

In case of illness on the day of examination, the student may be allowed to retake the exam. It requires that the student presents a doctor's note to the administration. When the administration receives the correct documentation, the school will arrange for a re-examination, free of charge, as quickly as possible.

Tragic event in the student's close relations, accidents, and the like, are considered on equal terms with illness.

A re-exam will have the same form as the original exam, but it might not have the same content. This will depend on which semester the student is following, as well as the teacher's recommendations.

Please note, that to be accepted into the next semester, students must pass their exam with a grade of 2 or above.

5.5 Grading of student work

Assignments will be evaluated, and students will receive feedback. Exams are graded using the Danish grading system or by giving the evaluation of either a pass or failed.

The 7-point scale 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. The student will pass if several marks have been included, and the average degree is around or above 2.0 without rounding up. But if an average calculated in accordance with applicable rules ends up at 1.99, the student cannot round it up to 2.0. Thus, the student has 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 handed in, will be regarded as failed and will be graded with the -3 (F) grade.

5.6 Rules for ownership of student work

CADA Truemax has full access rights 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 written media, on TV, and online. The instructors at the school have full access rights to use the works of former students in their everyday lectures as examples and to boost inspiration.

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

Neither the school nor the students can or may use assets produced on the school's computers/licenses for commercial purposes. This means that the students are not allowed to sell any models, animations, character concepts etc., which have been produced by using our educational software licenses.

This also entails that software cannot be used in any type of commercial production format.

When the students/school take part in a project in collaboration with a commercial production company, all parties must abide by the ownership and disclosure rules as agreed on for that production. For example, a release date, due to a film festival, cinema release etc.

If a student is uncertain about any of the above-mentioned rules, do not hesitate to ask for advice from the administration or a teacher.

Chapter 6 – Attendance, absence and warnings

6.1 Mandatory attendance

Attending classes is mandatory every weekday from 9am to 3pm, except for 6th semester, where only scheduled meetings with staff and supervisors have mandatory show.

6.2 Reporting absence

When absent, students must give notice to the class teacher and the administration on the intranet.

6.3 Showing up too late

Showing up after 9am but before 12pm, will count as half a day of absence.

6.4 Leaving too early

Leaving in the time frame from 12pm to 3pm will count as half a day of absence.

6.5 Warnings given regarding absence

- 10 % absence: First written warning + absence meeting with the administration
- 15 % absence: Second written warning + absence meeting with class teacher and administration
- 20 % absence: Third written warning.

6.6 After the third written warning

- The student is called to a meeting with the teacher, the headmaster, and a representative from the administration.
- If the absence is due to sickness, the student must show a doctor's note.
- At the meeting the student can present other causes to explain the absence – for example hospital stays, deaths in the family, or other special situations which might justify the absence.
- At the meeting an individual assessment, about whether the student can continue his/her studies at CADA Truemax, will be determined.
- If the student continues the studies, an individual plan will be made, illustrating how the student can catch up on the academic content, and finish the exams or the semester with a satisfying result.

6.7 General warnings

General warnings can be given for the following reasons:

- If a student comes to school but does not participate actively in class or in the group work.
- If a student's behavior is inappropriate or in some other way unacceptable.
- If the student doesn't hand in assignments on time.

General warnings count as much as other warnings, such as warnings given due to absence. This means, that the student will be called to a meeting after the third warning, no matter what the reason was behind the given warning.

CADA Truemax reserves the right to, without any previous warning, break off any collaboration with a student if the student is assessed as clearly incapable of continuing their studies or demonstrates difficult or inappropriate conduct.

6.8 Responsibility for catching up

In case of absence, the student is solely responsible for catching up with the missed training. The school does not have the resources for the teachers to run through the material individually later.

Kommenterede [CB1]: Fint.

6.9 Leave of absence

It is possible, only once, during the course to apply for a leave of absence from the education. Due to the semester schedules and the fast-moving areas of study, leave of absence can only be given for an entire academic year and on the condition, that there is a spot for the student in the class below.

Application for a sabbatical can be applied for, based on a multitude of reasons e.g.: specific health reasons, a job opportunity, pregnancy or childbirth, or for other personal reasons. Please send an application, well in advance, to the school's administration.

Chapter 7 – Tuition fees and obligations

7.1 Tuition fee

- The course price is divided into 41 monthly instalments and requires registration with PBS.
- The course fee and the amount of the rates are calculated, with an added expected price increase of up to 3 % p.a.
- If the full price of the course is paid along the way, this can be done at any time and will result in a 5 % discount.
- 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.

Any problems regarding the payment needs to be announced to the administration as soon as possible.

7.2 Lack of payment

Students that do not comply with the payment agreements, may be excluded from the education.

- By lack of payment within the payment deadline, up to three collection notices will be sent every ten days, with an interest and collection fee added to the lacking amount.
- If the amount has not been settled after 30 days, CADA Truemax reserves the right to expel the student, and terminate any agreement of further education. Subsequently, the student is obliged to settle the outstanding invoice, and the claim may be forwarded to legal collection.

7.3 Termination

If the education is terminated before time, e.g. due to a leave of absence or other cause, the student must:

- Settle the full amount per initiated semester.
- Give the administration a notice of termination no later than ten weeks before the end of semester.

Tuition fees will not be refunded to students who withdraw from the course after payment deadline.

7.4 Student trip

During 6th semester there is a student trip, e.g. to FMX, which is a conference on animation, effects and games in Stuttgart - with participant payment.

7.5 Transportation expenses

Classes may at times be taught at locations outside of CADA Truemax, such as e.g. The Danish Film School or DADIU. In these cases, transport expenses will not be refunded by CADA Truemax.

Long-term study visits arranged by e.g. Aalborg University in Aalborg, representing an external party other than CADA Truemax, is an exception to this rule. In such cases, the transport expenses between Aalborg and Copenhagen will be refunded by the external part.

Students with a youth card must remember to have the zones adjusted well in advance before starting at CADA Truemax, as the procedure can take a while.

Contact information

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