

Attachment 2. Graduation Regulations

1. Background and objectives

1-1. To establish graduation rules and enforce them to ensure that they are applied correctly. It aims to foster human resources that can adapt to the industrial environment and produce talented people who lead the creative content development environment, and to allow students' unique capabilities to be maximized.

2. Main Contents

2-1. Applying contents that reflects the specificity of each major and industry convergence education to its regulation. It is designed to strengthen Education, Research and Development, and industry-university cooperation.

2-2. Considering students major, skills, industry and employment conditions, students need to evaluate their final result by expressing at least one specialized area portfolio with related graduation project work.

- A. The graduation assessment consists of two stages: First assessment and a final assessment.
- B. The first assessment is a preliminary assessment in preparation for the final
- C. The Final assessment means the final graduation evaluation

2-3. Composition of Graduation Assessment Committee

- A. In order to establish and implement proper graduation situation, "Graduation Assessment Committee" is formed every year.
- B. Graduation Assessment Committee Chairperson: With the approval of the dean, the IC(International College) head professor appoints one of the graduation assessment committees as the chairman of the graduation assessment committee.
- C. Graduation Assessment Committee: The Chairman of the Graduation Assessment Committee elects at least one professor or expert in the relevant major to analyze the policy of the major and proceed with evaluating students graduation projects.
- D. Representative of prospective Graduates: One representative of each prospective graduate by major should be selected and recommended by the track professor so that graduation work (communication, preparation, progress, etc.) can be supported.
- E. Administrative Officer: The designated administrative assistant will assist the administrative process necessary for the graduation of the prospective student in accordance with the decision of the Graduation Assessment Committee.
- F. At least three assessment committee members for each major are selected for the first, and final review.

2-4. Duties of the Graduation Assessment Committee and Graduation Assessment Chair Person

- A. Plan and announce the schedule and contents for the first and final assessment
- B. Promote examination work such as first and final assessment

3. Preparation for graduation application

3-1. Contents of preliminary review of qualifications for graduation work

- A. Portfolio(Specific major): Student need to choose specific major related to the industry which has been approved by the academic advisor.

- B. Graduation Project: Student can choose between Animation Short Film, Industry-University Cooperation, Brand project, or Thesis which has been approved by the academic advisor.

Graduation Project	Detail Area Definition
Animation Short film	·Create animated shorts that can be submitted to International Festivals
Industry-University cooperation Project	·Cooperation or joint development under the supervision of industry and development and progress of the project with the purpose of commercialization.
Brand Project	·The brand project is a special purpose project and aims to raise the status of the major and the department. Contribute to the growth potential as a special purpose project with clear objective of strategic value for detail major development.
Thesis	·SCI, Scopus, and KCI quality journals.

3-2. Exceptions

- A. Students who are unable to participate in the production of graduation works due to reasons recognized by the graduation assessment committee may qualify for graduation after satisfying the conditions of the works and thesis set by the committee.
- B. In the event of exceptional circumstances (public contest, awards, etc.) that are not specified in this document, they may be eligible for graduation through deliberation by the Graduation assessment Committee.

3-3. Portfolio Course Substitution Policy

- A. Students who meet the eligibility criteria for the internship program may replace the Portfolio course with an approved internship experience.
- B. To qualify for this substitution, students must:
- Successfully complete an internship at an approved company.
 - Submit the final internship project as a portfolio video in accordance with the graduation requirements.
 - Attach the required internship documents as outlined in Attachment 3: Internship Description.
- C. If a student does not meet the internship eligibility criteria, they must complete the Portfolio course as part of the graduation requirements.
- D. Students who fail to meet the portfolio standards through the internship substitution will not pass the course and must retake it in the following academic year.

4. Method and contents of the application for graduation assessment

4-1. Prospective graduates must apply for graduation assessment at least one semester before the scheduled date of graduation by the provisions specified below.

- A. Prepared prospective graduates shall apply for and receive evaluations, First ⇨ Final, etc., according to the specified contents in chapter 7. Graduation Work Evaluation Table
- B. The application for graduation review will be completed by submitting the materials required by the graduation assessment committee to the International College.

4-2. Submissions and review stage

- A. First assessment
- a. Portfolio: Portfolio and Portfolio Document
 - b. Graduation Project(Bachelor thesis):Graduation Project and Graduation Project Document

- Portfolio and Graduation Project: Video Final output: Mov(HD : 1080 × 720 / Codec : H.264) : half size

- Portfolio Document & Graduation Project Document: PDF

※ The submitted materials that don't meet the specification will not be judged.

B. Final assessment

a. Portfolio: Portfolio and Portfolio Document

b. Graduation Project(Bachelor thesis):Graduation Project and Graduation Project Document

-Portfolio and Graduation Project: Video Final output: Mov(HD: 1920 × 1080 / Codec: H.264)

-Portfolio Document & Graduation Project Document : PDF

※ The submitted materials that don't meet the specification will not be judged.

5. Criteria for graduation assessment

5-1. Prospective graduates are evaluated through 2 regular evaluations (First, Final) which consist of the assessments.

- A. First assessment is the review of the development stage for the final evaluation and does not affect the final assessment.
- B. If the total score for each category of the Portfolio and the Graduation Project(Bachelor Thesis) is less than 35 points in the final Assessment, the student will be eliminated and will have to go through the regular examination process again next year.
 - a. If there is no request for conditional amendment by the 'Graduation Assessment Committee,' a retrial is not conducted.
 - b. If there is a request for a conditional retrial by the 'Graduation Assessment Committee,' the conditions must be satisfied within the prescribed procedure and period.

5-2. Announcement of the results of graduation Assessment

- A. The final results of the graduation Assessment committee are not open to the public and the chairman of the graduation Assessment committee will notify the International College.
- B. International College provides administrative notices to the students according to the set academic schedule.

6. Regulations on ownership of graduation works and on-campus works, and other matters

6-1. The copyright of the graduation work content belongs to the student, and the department holds the neighboring rights.

6-2. In the case of video among graduation works, Dongseo University Symbol Logo must be inserted.

7. Graduation work evaluation table

Category	Elements	Max Score
Portfolio	A. Portfolio	40
	B. Portfolio Document	10
Graduation Project (Bachelor Thesis)	C. Graduation Project	40
	D. Graduation Project Document	10
	Total	100

8. Graduation Work Score Table

Category	Elements	Max Score	Assessment				Score	Evaluator Remarks
			Excellent (A)	Good (B)	Sufficient (C)	Fail (D-F)		
Portfolio	A. Portfolio	40	36-40	32-35	28-31	0-27		
	B. Portfolio Document	10	9-10	8	7	0-6		
Graduation Project (Bachelor Thesis)	C. Graduation Project	40	36-40	32-35	28-31	0-27		
	D. Graduation Project Document	10	9-10	8	7	0-6		
	Total	100						

※ Portfolio Document: Include Portfolio study, Resume, Job research(At least five)

※ Graduation Project Document for Animation Short Film: Include Festival certificate of entry(At least five)

9. Graduation Assessment Guidelines

Category	Elements	Assessment Criteria
Portfolio	A. Portfolio	<p>General Definition</p> <p>A demo reel, also known as a show reel or video reel, is a compilation of short clips that highlight an individual's skills and abilities in a particular field, typically intended to impress potential employers or clients. It serves as a personal portfolio in video format, showcasing work such as animation, visual effects, cinematography, or any creative output relevant to the industry. This concise format allows professionals to demonstrate their expertise effectively and efficiently.</p> <p>Specialty Skills</p> <p><u>Specialty Skills: Concept Design(specific to Concept Design students)</u></p> <ul style="list-style-type: none"> -Show proficiency in life drawing with basic knowledge of the human anatomy. -Experiment with visual ideas through elements of art and principles of design -Propose creative visions in color blending, value, lighting, and composition. -Create characters from different perspectives and angles, including various lighting setups, and lay them out in multiple views as demonstrated in a character turnaround sheet. -Create environments, vehicles, and props as thumbnails, wireframes, and detailed drawings and paintings. -Show solid drawings of characters through specific poses and expressions to articulate both the physical and emotional aspects. -Envision story ideas from the animation or film script using visual elements as a 'concept painting' to show the overall mood and tone of the character within a specific environment. <p>Specialty skills</p> <p><u>Specialty Skills: Modeling(specific to Modeling students)</u></p> <p>To align with the current industry standards and expectations for 3D modelers, the following elements are recommended</p>

for inclusion in the Modeling Portfolio. These requirements are derived from the hiring needs of companies in 2025.

1. Portfolio Requirements

- Students who choose Environment Modeling or Character Modeling must include at least three finished pieces in their chosen focus.
- Each piece must be accompanied by:
 - A turntable showcasing the model from all angles.
 - A lighting setup that enhances the presentation.
 - A final rendered version for a polished and professional appearance.
- Prop Modeling is optional and will not count as part of the three main required pieces.

2. Additional Skills (Optional but Beneficial)

- Pipeline Integration: Ensure models integrate seamlessly with other departments, including rigging, texturing, and surfacing.
- Texturing Knowledge: Familiarity with texturing workflows and tools like Mari and Substance Painter to complement modeling work.
- Software Expertise: Proficiency in Maya, ZBrush, and additional tools like Blender, Houdini, or real-time engines (e.g., Unreal Engine).
- Realistic and Stylized Assets: Ability to adapt to various styles, from hyper-realistic designs to stylized, production-specific aesthetics.

3. Professional Expectations

- Problem-Solving: Address technical challenges in modeling and propose effective solutions.
- Feedback Implementation: Actively refine and improve models based on supervisor or lead direction.
- Cross-Department Collaboration: Collaborate closely with texture, surfacing, and rigging teams to deliver production-ready assets.

Specialty Skills

Specialty Skills: Rigging(specific to Rigging students)

To align with current industry standards and expectations for rigging artists, the following elements are recommended for inclusion in the Rigging Portfolio section: These requirements are based on current rigging job hiring trends from companies globally.

Total of more than three are required from the following Sections 1 and 2.

1. Portfolio Requirements

- Complex character rigs (both human and creature-based).
- Facial rigs showing a range of expressions, including lip-sync, blinking, and emotive animations.
- Rigged props, vehicles, or mechanical setups.
- Any additional work related to simulations, such as cloth or hair.

2. Extra credits

- Creating tools using Python and API that will help riggers, animators and artists.
- Experience in real-time simulation workflows or advanced rigging techniques (e.g., destruction, VFX, and physics-based simulations).
- Familiarity with tools and platforms like Houdini, Blender, or MotionBuilder.

3. Evaluation Criteria

- Technical complexity and problem-solving ability.
- Creativity and innovation in rig design.
- Relevance to industry needs, including game and film workflows.
- Quality of presentation, including documentation and communication of rigging processes.(Portfolio document)

Specialty Skills

Specialty Skills: Animation(specific to Animation students)

- Body mechanics- At least one full body shot
- Solid understanding of weight, timing, and applying 12 principles of animation

		<ul style="list-style-type: none"> •Acting skills interaction with other characters •Lip sync and facial animation •Extra credits -Ability to modify modeling and rigging skills to improve the shape of the animation is a plus -Dealing with motion capture (game and VFX industry). <p><u>Specialty Skills: Visual Effects</u></p> <ul style="list-style-type: none"> •Combine digital effects and elements from diverse sources to create a fine degree of visual believability and consistency (specific to Compositing students) •Apply appropriate integration dynamics into professional-quality shots or sequences (specific to Dynamics students) •Exhibit an understanding of how VFX pipeline skills and tools support animation by clearly and effectively presenting project management work samples (specific to Producing students) 	
	B. Portfolio Document	<ul style="list-style-type: none"> •Portfolio study : A document that summarizes the research conducted and the knowledge acquired to create a portfolio appropriate for your specific major. •Resume : Resume for your future employment and further education activities •Job research : A document that organizes and analyzes job requests from representative companies for which you wish to work in relation to your major (At least five). <p>*Evaluated according to degree of relevance to specific major, expertise, and completeness.</p>	
Graduation Project (Bachelor)	C. Graduation Project	Animation Short Film	Graduation projects, particularly animation short films, should align with the standards of international festivals such as Annecy, SIGGRAPH, and BIAF. Key evaluation criteria include originality, technical proficiency, storytelling excellence, and audience engagement. Students are encouraged to review festival guidelines for detailed benchmarks to enhance the global competitiveness of their work.

Thesis)			<p>Storytelling and Originality: Evaluate the clarity and engaging nature of the storyline. Assess the originality and innovation in the narrative.</p> <p>Visual Appeal and Animation Quality: Assess the overall visual appeal and artistic style. Evaluate the smoothness and technical skill in animation.</p> <p>Sound and Cinematic Elements: Evaluate the integration and quality of sound effects, music, and voiceovers. Assess shot composition, camera movement, and editing.</p> <p>Character Design and Development: Evaluate the consistency and expressiveness of character design. Assess character development and relatability.</p> <p>Overall Impact and Audience Engagement: Assess the emotional impact and memorability of the animation. Evaluate overall audience engagement and entertainment value.</p>
		Industry-University Cooperation Project	<p>Project Understanding: Assess the student's understanding of the project goals and objectives.</p> <p>Technical Application: Applies relevant technical skills to address project requirements.</p>

		<p>Innovative Solutions: Proposes and implements creative and innovative solutions within the project scope.</p> <p>Project Management: Manages project tasks effectively, meeting milestones and deadlines.</p> <p>Industry Integration: Aligns project work with industry needs, demonstrating practical relevance.</p> <p>Collaboration with Industry: Effectively collaborates with industry partners, incorporating feedback and suggestions.</p> <p>Documentation and Reporting: Maintains thorough and organized project documentation. Provides regular and comprehensive progress reports.</p> <p>Communication Skills: Clearly communicates project ideas, updates, and outcomes to both team members and industry stakeholders.</p> <p>Problem Resolution: Identifies and addresses project challenges promptly with effective solutions.</p> <p>Adaptability: Demonstrates the ability to adapt to changing project requirements and industry dynamics.</p>
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	Brand Project	<p>The brand project aims to enhance the status of the major as a special purpose project. Development and progress of projects necessary to improve major performance ability and contribute to growth potential.</p> <p>Creative Application: Evaluate the student's creativity and innovation in applying branding concepts.</p> <p>Communication and Presentation: Assess how well the student communicates and presents brand ideas effectively.</p> <p>Problem-Solving and Adaptability: Evaluate the student's ability to identify and solve branding challenges, adapting to evolving needs.</p> <p>Impact on Brand Perception: Assess the overall impact of the student's work on enhancing the brand's image and perception.</p>
	Thesis	<p>Published in a quality journal such as SCI, SCIE, A&HCI, ESCI, Scopus, or KCI</p>

	<p>D. Graduation Project Document</p>	<ol style="list-style-type: none"> 1. Documentation detailing the procedures and processes for your work. 2. Demonstrate an understanding of the production pipeline through successful participation in the collaborative/pipeline process if needed 3. Interpretation of in-depth studies. 4. A narrative that is unique and will help you land a job in the industry. <p>※ Graduation Project Document for the Animation Short Film: Include the Festival certificate of entry (At least five)</p>	