

REPLAY

THE EUROPEAN MASTER IN GAMES

STUDENT HANDBOOK NORMS & REGULATIONS

OCTOBER 2024

Version 1.2

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LUSOFONA UNIVERSITY

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OVERVIEW

REPLAY is a very intensive program aimed at devoted students who are committed to taking advantage of the learning opportunities provided, to attain and improve specialized skills in terms of theoretical knowledge and practical experience in the wide field of games and its specialization paths.

In the Lisbon introductory semester, we emphasize the practical approach by means of mandatory exercises, teamwork, and regular tutoring. We believe that game design maturity is achieved through continuous practice, reflection on the processes, and discussion. All assigned exercises are important to accomplish those objectives, along with individual participation in class activities and group discussions.

We all should learn from each other, both instructors and students, since **REPLAY** grants us all the opportunity to congregate for some time as a community of different people, coming from different cultures and backgrounds, with individual voices and particular visions that we want to nourish. We consider this to be one of the core assets of the program, which certainly will enrich the unique experience of being part of it.

REPLAY PROGRAM STRUCTURE AND CURRICULUM

Students must complete their studies at the end of the 2 (two) years and all curricular units as the tables below. Students, who fail a study unit and students willing to improve their grade, will have the opportunity to resit before this timeframe at the university that is offering the module, following its rules. The mark obtained on the second examination session will replace the one of the first take. If a student fail on his/her master thesis, REPLAY Academic Board will define a new examination in the timeframe that must not go beyond the 2 (two) years since his/her enrollment.

1st Semester // Lusófona University

ECTS

Experimental Play Lab	12
Design Sprint I	9
Critical Play	6
Game Seminars I	3

2nd Semester // LUCA

Play in Context	12
Design sprint II	9
Speculative Design	6
Game Seminars II	3

3rd Semester // Aalto

Learning with Game Industry Professionals	12
Games Now! Community	<small>X: 8,81 cm Y: 11,67 cm</small>
Game Project Seminar	6
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4th Semester // Lusófona University, LUCA, Aalto

Thesis and Game Project

STUDY AT LUSÓFONA UNIVERSITY

1ST SEMESTER

The study time comprises an intensive schedule due to the practical and project-oriented nature of this Master's programme. The curricular units take place sequentially, with specific timetables that adapt to the unique nature of **REPLAY**'s degree, which is geared towards sprint projects, game jams, and enhanced by meaningful insights from industry experts and guest lectures.

Therefore, the first three months will be more focused on game development, freeing up the last month for the **REPLAY** final project proposal (master's thesis and game), which should be pitched again at the beginning of the second semester at LUCA University.



STUDY AT LUSÓFONA UNIVERSITY

1ST SEMESTER AT LUSÓFONA UNIVERSITY

GAME SEMINARS I

Prof. Micaela Fonseca, Prof. Phil Lopes and invited lectures

Freeform module taught by invited lecturers, consisting of high-intensity short-duration workshops, field-trips, and self-directed study, oriented towards group discussions, networking, and mutual learning support.



EXPERIMENTAL PLAY LAB

Prof. Wilson Almeida, Prof. Filipe Luz and invited lectures

Module oriented towards realizing design fictions for games, interrogating conventions and creating prototypes for participation in a public venue or showcase.

CRITICAL PLAY

Prof Pedro Neves, Prof. Carla Sousa, Prof. Filipe Luz

Module oriented towards critical play and reflective practice as game designers, where students write design diaries to situate themselves in relation to stakeholders and their design process for creating interventive or radical game designs pertaining to current issues and topics.

DESIGN SPRINT I

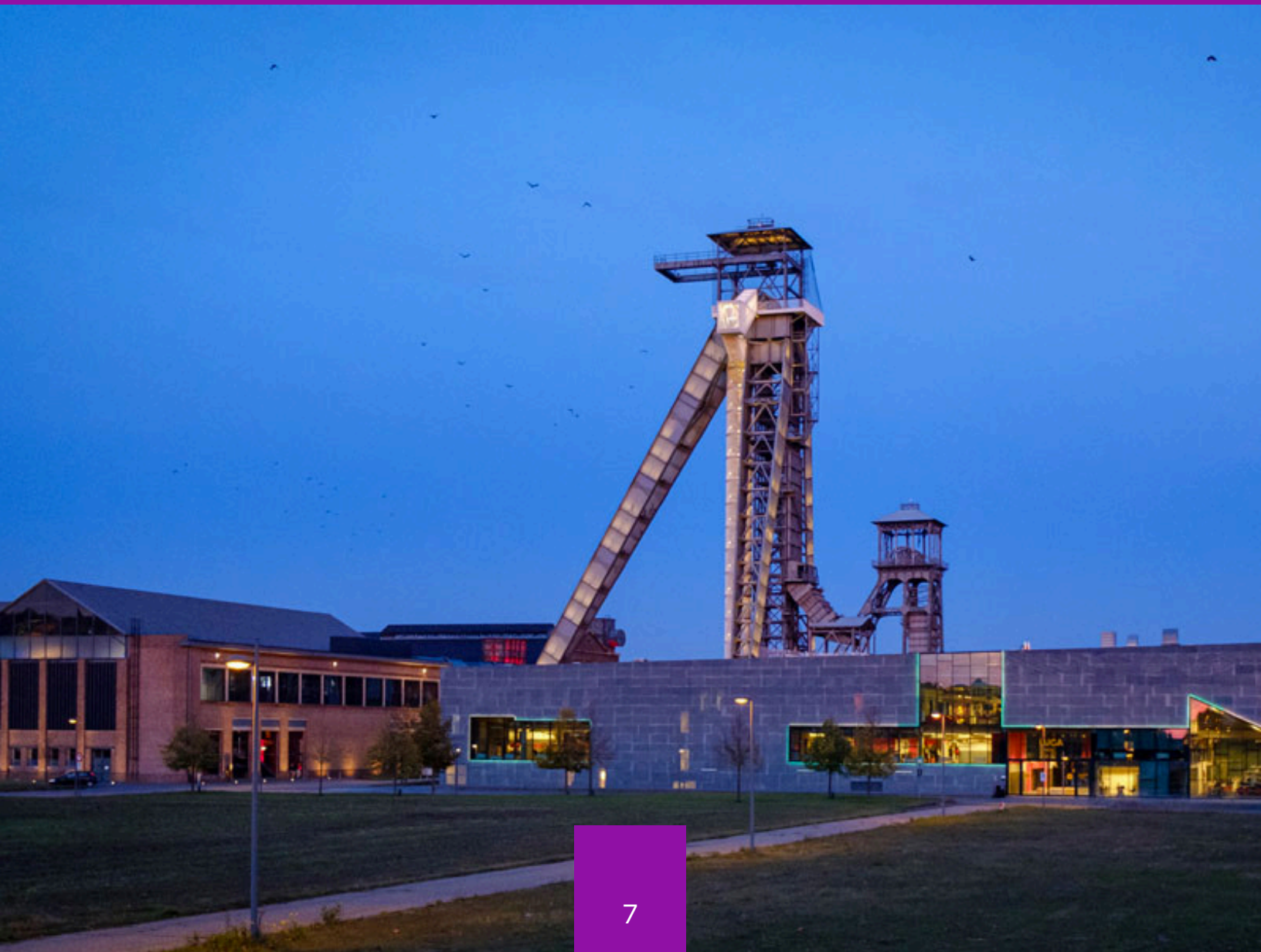
Prof. Filipe Luz, Prof. Wilson Almeida

Thesis-oriented experimental module where students carry out ideation and research (including design-research) eye towards finding their final thesis concept, using local resources and networking.

STUDY AT LUCA SCHOOL OF ARTS

2ND SEMESTER

To ensure this **REPLAY** vision there's a high need for jointness and integration. **REPLAY** ensures this through a structure in which the programme design reflects each consortium member's core competencies. Contents, methods and mobility paths have been designed with this complementarity in mind. The proposed structure reflects a common didactic approach with a double-sided methodology. LUCA's core areas of expertise were considered when defining both the mobility scheme and the subjects to be taught at the 2nd semester.



STUDY AT LUCA SCHOOL OF ARTS

2ND SEMESTER

GAME SEMINARS II

Prof Nicky Vreys and invited lectures

A lecture series of local professionals and companies is organized on a regular basis, to give them an overview of the Belgian game companies and their expertise, that will help students throughout their career.

PLAY IN CONTEXT

Prof Nicky Vreys, Prof. Robby Clerebout

Play in context is an overarching module in which we offer two courses that explore play from opposing angles. The two modules will be situated on the opposite end of the spectrum of personal versus public. Each module will cover a specific subset of game design and will start with an in depth lecture series regarding the subject followed by a practical project in which the students are challenged to explore the subject through game projects.



SPECULATIVE DESIGN

Prof Nicky Vreys, Prof. Robby Clerebout

students will learn about design thinking and different design methodologies. As game designers we are familiar with using design to solve problems and answer questions. We create entertainment focused work or create products that offer solutions in specific contexts such as education.

DESIGN SPRINT II

Prof Nicky Vreys, Prof. Robby Clerebout

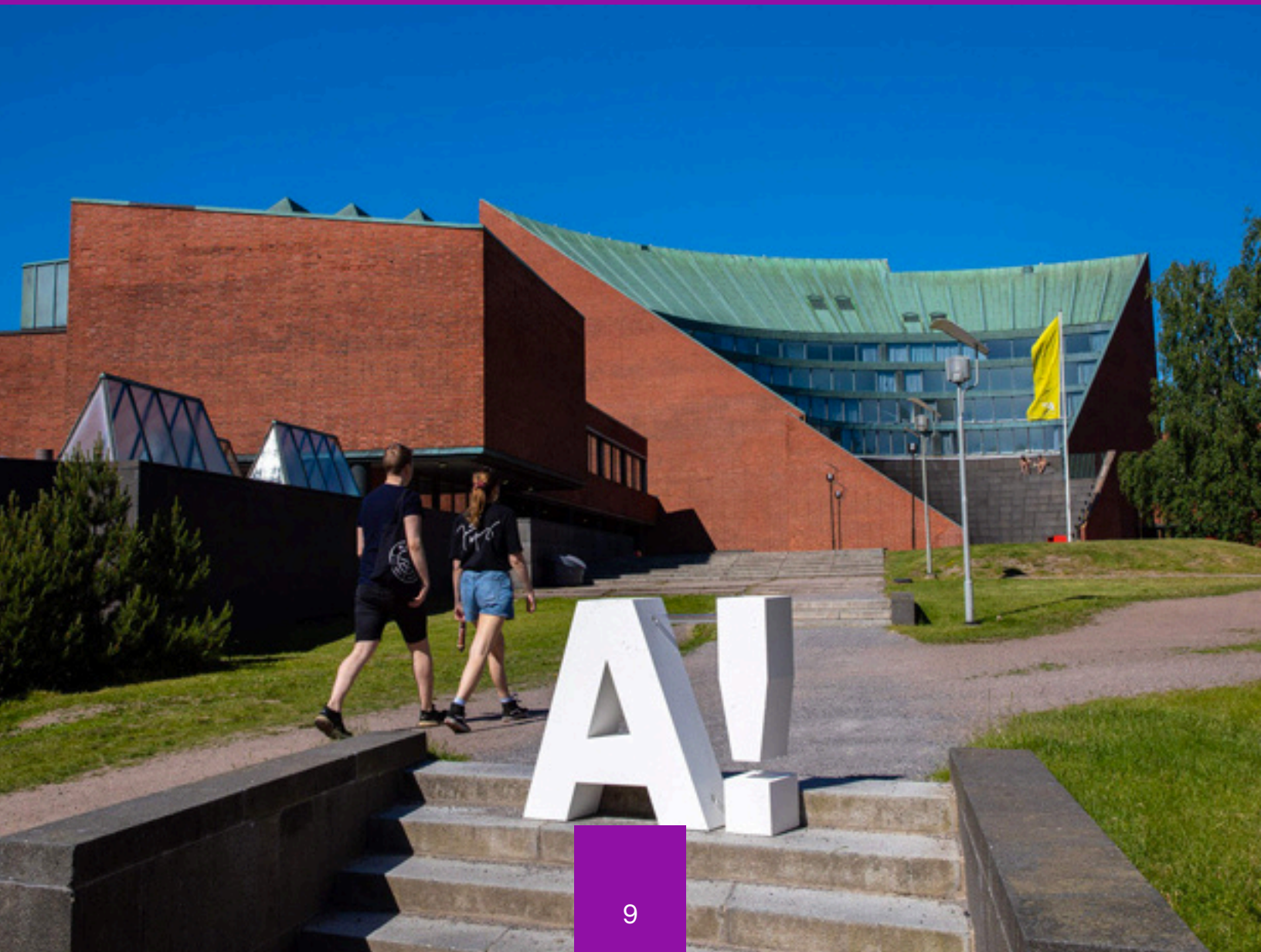
Design sprint is the module in which students will be able to research the ideas they want to develop for their master thesis during the third and fourth semester and reflect on their views on game design. This will happen through a series of recurring work sessions each week during which no other courses are planned or taught.

STUDY AT AALTO UNIVERSITY

3RD SEMESTER

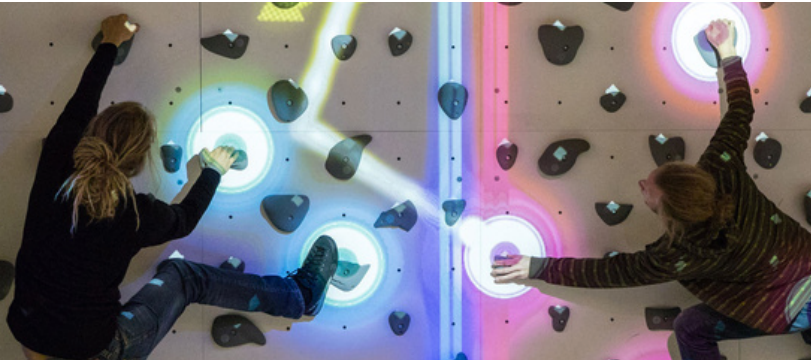
The **REPLAY** curriculum was designed to guarantee academic excellence. The programme proposal has been built with a strong focus on a number of core subjects that cover the main areas of games studies, creation and production, delivering insights into the many artistic, economic, cultural, financial, and social impacts that video games have on European society. The 3rd Semester of the **REPLAY** Masters curriculum aims to consolidate the main **REPLAY** learning outcomes, which are oriented towards three interconnected conceptual pillars:

1. Cultural Diversity of Games and Play
2. Games as a Broad Medium
3. Self-learning skills and Production



STUDY AT AALTO UNIVERSITY

3RD SEMESTER



GAME PROJECT SEMINAR

Prof. Annakaisa kultima and invited lectures

Students start working on their final projects. Students will be introduced to the basic requirements of the final project report, they are given practice in presenting their work in spoken and in written format, and are given reading assignments to support their work.

GAMES NOW! COMMUNITY

Prof. Annakaisa kultima and invited lectures

"Games Now!" is an open lecture series and learning community that delves into the evolving dynamics of the gaming industry. In this course, students actively engage with the GN! learning community by attending lectures and events, nurturing their involvement with the GN!

LEARNING WITH GAME INDUSTRY PROFESSIONALS

Prof. Annakaisa kultima and invited lectures

Students establish a personal learning goal and participate in a series of mentoring sessions aimed at nurturing, guiding, and evaluating their progress toward achieving that goal. The chosen learning objective is strategically aligned to support the culmination of the students' final project, and their independent learning journey is subject to ongoing feedback from instructors, peers, and industry experts in an iterative manner.

GAME JAM

Prof. Annakaisa kultima and invited lectures

students immerse themselves in Arctic themes via co-creative game development practices. Students work together to develop games in collaboration with individuals representing diverse Arctic perspectives, including scientists, indigenous communities, tourism stakeholders, local artists, and other relevant stakeholders.

FINAL SEMESTER AT REPLAY UNIVERSITIES

4TH SEMESTER

In the fourth semester, The study mobility is defined by the Student's fields of expertise, and they will be allocated to one of the schools of the consortium, accordingly with:

- 1.the nature and needs of the projects to be developed by each student and the student's thesis:
- 2.a balanced allocation of students between the 3 institutions. This is a decision taken by the Academic Board after the Student pitches the project, who will immediately inform the students. It is compulsory that the Student take the mobility as decided and any change to it must be very well explained and documented.

THESIS

Replay Tutors

The Thesis In REPLAY should be consider as:

1. one individual or collective project ("vertical slice") consisting of a playable demonstration that is highly-representative of an envisioned final-product and suitable for dissemination and promotion.
2. Producing individually a theoretical and critically grounded report / project dossier that frames and reflects upon the "Vertical Slice" project.



ATTENDANCE TO CLASSES

- **Attendance:** Attendance of all classes in the curriculum of the semester is mandatory, as also the participation in the REPLAY events. Students are required to sign a specific log sheet in every class, which certifies their attendance as the course official record. Non-attendance of class is only accepted if authorized by the course director or consortium coordinator. Non-justifiable absences will affect the student's final grading.
- **Late Entries:** Students must be in the classroom at least 5 minutes prior to the beginning of every class. Late entries are disruptive and disrespectful.
- **Class Breaks:** In every class of more than two hours, a short break of 15 minutes will be set. Late entries after breaks will not be tolerated.

ABSENTEEISM OR ILLNESS DURING THE CURRICULAR OR EXAMS PERIODS

A prolonged absence due to exceptional circumstances satisfactorily proven (e.g., illness) requires the authorization of the course director, upon valid written justification.

For students with an Erasmus scholarship, absences can result in scholarship reduction or suspension, so please also check this with the Consortium Coordinator.

Students should ask their doctor for a medical certificate of illness and submit it to the course secretariat, also emailing a copy to the course director without delay.

Absence from any examination (such as assigned exercise presentations or paper submissions) without a valid reason results in a failure to complete the given course. In the case of illness or other exceptional circumstances, the instructor may grant an extension to the submission date, and the course director may warrant a supplementary examination to be held as appropriate.

ONLINE PLATFORMS

ACADEMIC PLATFORMS AND BIBLIOGRAPHY

MOODLE

The pedagogical platform teachers will use to share information and files. You can access it with the login details provided by Paula Martins.

NETPA

Platform where you can access your student academic information (units, marks, etc.) with the same login and password.

BIBLIOGRAPHY

When not specified in the course's syllabus, bibliography will be given during classes by email or via Moodle. All students are welcome to use the University's Library.

Courses

- Bachelors
- Integrated Masters
- Masters
- Erasmus Mundus Masters
- PhD
- Post-graduation
- Lifelong Training
- Lusófona X - Digital Academy

Lusófona University

- Academic Calendars
- Open Positions
- Faculties and Schools
- Gender and diversity plan
- Course Fees
- Reasons to Attend
- Quality
- About Us
- Pay us a visit

Resources

- Library
- Click - e-Learning Portal
- Documents
- FAQ - Help Center
- Welcome Guide
- Logos and Graphic Identity
- Lost and Found
- Regulations
- Reshape
- Services
- Theses & Dissertations Standards

International

- Brazilian Students
- International Students
- FILMEU - European University
- Student Mobility



STUDENT'S GOOD PRACTICES IN THE UNIVERSITY FACILITIES

Most of the classes in Replay Lisbon will be held in the Building U.

Please be aware that eating, drinking, and smoking are not allowed in the classrooms, auditoriums, or the library. Additionally, please ensure you dispose of your litter in the trash bins before leaving any of these rooms.

You may use the room for work outside of class hours. Please check with Paula Martins for room availability and obtain permission to access the keys.

TEAM WORK IN ASSIGNED EXERCISES

When teaming up with your classmates, you will always have individual responsibilities, which sometimes should complement those of your partner. We prefer that students collaborate with different classmates across various exercises, as this method has proven to enrich the teamwork experience.

Even in cases of creative disagreements or difficulties in navigating personal idiosyncrasies within the team, less favorable experiences can serve to enhance your understanding of how to handle similar situations in the future, especially in professional settings. People are diverse and operate differently, so learning how to effectively collaborate with them is essential to harnessing their best abilities.





ASSESSMENT & GRADING

Student will be graded accordingly each University standards, for diploma purposes. Nevertheless, in order to standardise the assessments within REPLAY programme, the work grades will be given according to the A to F scale and then converted into the different diplomas according to the internal rules of each REPLAY universities (Lusófona, Luca and Aalto).

FINAL MARKS

Besides the marks given to submitted paper assignments and practical exercises, other relevant instances of evaluation will be considered by the instructors when determining your final mark in each course, according to the instructor's decision and the course specifics.

These additional evaluation factors may include your regularity in class attendance, your qualitative participation in class activities and assignments, the evolution of your performance and learning progress throughout the semester, and other applicable pedagogical criteria.





PLAGIARISM

Many incidents of plagiarism result from students' lack of understanding about what constitutes plagiarism. However, you are expected to familiarize yourself with UCF's policy on plagiarism. All work you submit must be your own scholarly and creative efforts. UCF's Golden Rule defines plagiarism as follows: "whereby another's work is used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own."

Plagiarism is everyone's business. Students who earn their degrees honestly by engaging in the scholarly work that develops the skills and knowledge the UCF degree symbolizes are affected by their peers' plagiarism and cheating. Such cheating and plagiarism is unfair to those who work to earn their grades and degrees honestly, and is contrary to the values expressed in the UCF Creed.

Whenever you submit work for academic credit, your instructor should be able to trust that it is the result of your own scholarly and creative efforts. In most cases it is appropriate to use others' work to support your academic work. In fact, the ability to use others' ideas, expressions, arguments, images, or data to support your work is an important aspect of academic research.

However, whenever you use another's work to support your own, you must give a full citation that credits the original source. Not giving credit to the original author creates the false impression that work you present for academic credit represents the results of your efforts to master the skills and knowledge that is the purpose of the academic exercise.

You must clearly identify which parts of your work are delivered from each source, using in-text citations, footnotes or endnotes. Ending with a list of "works consulted" is not sufficient. Ask your instructor about appropriate citation style. See UCF library's guides to citing sources.

Furthermore, a significant portion of your work must be the result of your own scholarly efforts. A succession of quotations with a few of your own comments to string them together is unlikely to be considered acceptable scholarship.

PLAGIARISM

UCF's Golden rule defines plagiarism as the following: "whereby another's work is used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own."

Thus you commit plagiarism whenever you use in your academic work any argument, image, expression or other element of another's work that is not common knowledge and is not clearly credited to its original author.

Common knowledge is difficult to define precisely. Consider as a rough guideline that you do not necessarily need citations for facts that anyone could reasonably be expected to know. If in doubt, err on the side of being helpful to your reader, though. If it is possible that a classmate who reads your paper finds a statement of yours to be interesting, surprising or otherwise useful, and the reader is interested in investigating further, give them a citation that directs them to your sources.

Self-plagiarism also undermines the academic purpose of the exercise of working on course assignments. You plagiarize yourself if you submit for university credit a piece of work that is the same or substantially similar to work for which you have already gained or intend to gain university credit, at this or any other university. To avoid self-plagiarism, you must have prior permission from the relevant instructor(s) and give full attribution to the source (i.e yourself).

Any expression you use that is identical to one in the original source must be presented using "quotation marks," and the source should be clearly identified.

Any other aspect of another's work you use that is not a direct quotation should be a paraphrase or summary in your own words. Simply rearranging the wording of sentences or replacing words with synonyms (changing "occasionally" to "sometimes") does not qualify as an adequate paraphrase in your own words. See this [link](#) for advice about acceptable paraphrasing.

Plagiarism is a serious academic offense. Typical penalties may be either loss of credit for the assignment or a failing grade in the course. Serious cases can lead to academic probation, suspension, expulsion from the University, or the revocation of a degree.

EVALUATION OF COURSES AND UNIVERSITY SERVICES

Following the completion of each course module, students will be asked to fill out an internal survey concerning their evaluation of the module lessons and its organization. This feedback is important for the course quality monitoring by the university.

STUDENT REPRESENTATIVE & ACADEMIC BOARD MEETINGS

During the first month of academic activities, it is expected that all students nominate three delegates, who will represent the class of students in all academic board meetings and/or pedagogical councils to which they are called to participate in, at least one per semester.

The three delegates must be chosen in a way that during the fourth semester, when the class is divided between the three schools, there is one student in each school. If necessary, a new nomination should happen.

The delegates cease their functions when the first of the following events happens:

- The delegate graduates;
- The delegate asks to be dismissed;
- The Academic Board decides to dismiss the delegate due to bad conduct.

It is expected that the nominated delegates take responsibility for:

- Promote any action that can resolve problems of pedagogical or conduct nature of the all class.
- Be the contact person between the students of the class and the academic board.
- Participate in all meetings and councils to which the delegates are called for, contribute and collaborate indecisions that comes from it.
- Ensure close follow-up of all matters pending and needed of attention.
- When required, take part on any Quality Assurance methodology in place.

SUPPORT

STUDENT SUPPORT

The local course director ([Filipe Luz](#)) is the person to whom students should refer curricular and course organization-related queries.

Logistical queries should be addressed to the course's secretariat ([Pedro Caetano](#) and [Paula Martins](#)) or, in their absence, to the consortium coordinator ([Sandra Rocha](#)) who is also responsible for all management and the consortium related questions.

For equipment and technical support, students should address to the course's tech supervisor ([Filipe Vale](#)).

It's important to address only the competent person in order to ensure adequate replies, and to avoid unwanted noise resulting from wrong or multiple communications, which may imply delay in answering.

APPEALS AND COMPLAINTS

- **Academic Decisions:** Students can appeal academic decisions by responding to a given instructor and informing the course director with a written substantiation within 24 hours of receiving the outcomes. You should ensure that your appeal is based on objective evidence rather than subjective opinion.
- **Complaints Procedure:** Complaints should first be addressed at the course director level. If unresolved, they should be referred to the Replay Consortium Coordinator (represented by Sandra Rocha) by the students' representative.

COMPLETION AND DIPLOMA

Students must complete their studies at the end of the two years, passing all curricular units. The Replay Multiple Diploma will be awarded to students who pass every Course Unit of the 4 semesters. Exam conditions are decided individually for each course unit, with the fourth semester's units graded by a committee from the three consortium schools.

MOBILITY AND THESIS

The study mobility is defined by the student's fields of expertise, with specific allocations for each semester at different institutions. For the thesis, students must produce an individual dissertation and design a game prototype, subject to rules defined by the Academic Board. (Please see also page 10 of this handbook).

INTELLECTUAL PROPERTY AND PROJECT DISTRIBUTION



Intellectual Property: The student-author owns the intellectual property rights of produced game prototypes. The Replay consortium retains rights to archive and use the property for promotional purposes.

Project Submissions: Students must inform the consortium before submitting projects to festivals or public shows. All projects must reference REPLAY and Erasmus Mundus in their credits.

CONTACTS

STAFF

Consortium Coordinator: Sandra Rocha – sandra.rocha@ulusofona.pt

Course secretariat: Paula Martins – replaymasters@ulusofona.pt

Equipment: Filipe Vale – filipevale@ulusofona.pt

COURSE DIRECTORS

Lusófona

Filipe Luz – filipe.luz@ulusofona.pt

Wilson Almeida – p5633@ulht.pt

Luca

Nicky Vreys – nicky.vreys@luca-arts.be

Robby Clerebout – robby.clerebout@luca-arts.be

Aalto

AnnaKaisa Kultima – annakaisa.kultima@aalto.fi


USEFUL LINKS

Office 365: <https://www.ulusofona.pt/office365>

Moodle: <https://secure.grupolusofona.pt/ulht/moodle/>

Library (online resources): <http://biblioteca.ulusofona.pt/>

Discord Channel: (Link Provided by Paula Martins)



STUDENT HANDBOOK (NORMS & REGULATIONS)
REPLAY - THE EUROPEAN MASTER IN GAMES

OCTOBER 2024

