

AU guidelines

The following rules act as guidelines if you are unsure what to do or how to judge ongoing at the Arcane University. These are guidelines, not a charter, not a constitution. AU Teachers are bound to the rules of the AU alone. AU Triumvirate are bound to the conduct of the Beyond Skyrim Charter. Let the following act as counsel when in doubt.

A) Server behavior- Skywalker

General behaviour rules, this section will cover how teachers should act and behave

Teachers must adhere to server rules, the Teacher status does not mean you are above the rules. Always remember we do this as a hobby, real life always comes first, do not feel obligated to help all the time. Teachers must treat their co-workers and students with respect. Teachers are expected to moderate the server in spirit of the rules.

When a student is new, always make them feel welcomed, this determines their activity. When giving a student feedback, always start with what you like about their work, do not be overly harsh to students, this intimidates them, and will make them scared to post. Project choice is up to the student, do not try to influence their decision in any way.

Show the student upon graduation the list of projects when a student graduates, do NOT directly send them to a dept lead. Students must go through the app process like everyone else unless they choose a Test claim exam. When a student is ready to apply, please abstain from indicating whether you have authority over the student getting accepted or not.

B) Teacher guidelines- Asher

Teachers can redirect a student to the test claim board whenever they see fit, or decide a specific task for a student according to their skill level or the teacher's discretion.

While there is no definite way of teaching in the AU, however while in the server the teachers should follow these guidelines:

-All criticism should be constructive, while the wording of it is up to the teacher in question, we highly advise against using words like "shit", "garbage" or "trash" or similar terms that could read as a derogatory when referring to students' work. Even in the case of using the terms mentioned previously, the critique should always be accompanied by an explanation of the problems in the work presented, and suggestions on how to do better. Critiques that call out student's work in negative ways but, and only in the case that they do not include said suggestions will be taken as a direct offense and the teacher will be subject to moderators' actions.

-All criticism should go to the work itself in all cases, should a teacher criticise the person directly or use a wording that comes off as a lack of respect to the person, they can be subject to the moderator's decisions.

If a discordance of teacher's methods or explanations arise, e.g. a teacher describes a workflow step but a more experienced teacher in the field believes that said workflow step is flawed they should:

- a) Make a clarification/correction in public while keeping themselves civil and with the respect to the other party, this for the sake of directing students in the best way possible. We all make mistakes and there is no shame of being corrected for them.
- b) Be discussed in private in the teachers lounge should the parties find it appropriate.

All these rules apply while an AU contexts, should a member of the teachers do training or teaching outside of the AU, the guidelines and methods are up for them or the context in which they find themselves to decide.

C) Moderation - Asher

When given their role, teachers and moderators receive the power to manage messages (pin and delete), manage roles (assign roles, remove roles and change role permission), kick, server mute, server deafen and disconnect.

A moderator is responsible to make sure that there is order maintained in their presence, this includes the learning channels of their area of expertise, and whatever voice chats they are present in.

Messages that break the rules should be deleted, and the student or responsible user should be given a warning or a kick, if they have been warned before or the gravity of the offense calls for it. It is important to report to the others in the moderation channel, and in case of a formal warning all the details should be posted in moderators_warning channel.

Moderators' also have the ability to mute, whether using the command ?mute @user time or by assigning the Muted role to the user. This measurement should be applied when it is necessary to take away the ability to post from a student, whereas being spam or rule breaking posts.

When in a voice chat, the rules as established in the rules channel apply as well, the teachers' and moderators' reserves themselves the right to mute, deafen or disconnect whoever is breaking said rules or showing a behavior that disturbs the peace of the rest of the people in the voice chat, depending of the situation. e.g. if a student is talking in a workshop interrupting the teacher or presenter, they are susceptible to be server muted until the teacher decides to revoke said mute.

They also have the obligation to post about the issues that arise in moderation chat to let the others know, just as they should tag @Moderators if a situation that calls for an instant ban or major moderation action presents itself.

D) Poaching avoidance - Firenight

General Guidelines for Teachers

1. Only influence is passive. Do not directly force a student into a project.
 - a. Passive influence is teaching and streams.
 - b. DMing a student and asking them to join a project is forbidden.
 - c. Actively pushing students into your server is not permitted.
2. A teacher is allowed to direct a student to test claims should they feel that the student is ready although they should not attempt to influence their choice.
3. Should the student ask which project to join, direct them to the BS and partner projects listed in the #partner-projects channel. (also applies for exam test claims)
4. The student is allowed to submit a direct application to whichever project they decide.
5. Pushes by projects, such as a Get It Done Week and contests, are allowed but must make sure the teachers are aware of it and in agreement with it.

If a teacher is found to be actively poaching, they will be removed from their teacher role and banned. Should it be found that an entire partner project has been actively poaching, they will be removed from the partnership.

E) Application process - by Firenight

What makes a project eligible to be partnered?

1. Must either have the ability to produce their own assets
2. Must show signs of active progress
3. The project must be able to sustain itself on its own
4. Must have at least one active teacher within the Arcane University
5. Must have at least one member of the Triumvirate within the project's dev server (So we can observe a fair flow of recruits and have a channel to contact the project directly for student and asset matters.)
6. Must be willing to adhere to the Arcane University rules and the Beyond Skyrim Charter when conducting themselves in the Arcane University.

How do projects apply to be partnered?

The project must either be invited by a member of the Triumvirate or create an application and present it to the triumvirate. It must contain basic information about the project and ensure that it meets the requirements to be partnered. Should the project be accepted by the Triumvirate, then the teachers will vote on the new project.

What happens after being accepted?

Should the project be accepted, they will be able to use the test claim board, be linked to on the Beyond Skyrim website, have access to Arcane University resources, be kept up to date with any Arcane University matters, and have student applicants.

F) Internal organisation- By Deisabri

I) How teachers/Moderators get appointed

The Teachers of the Arcane University are developers who have extended knowledge of their craft and are either part of a partnered project or a guest developer whose abilities got recognized. .

Every developer can apply to be a teacher with the triumvirate. It is expected that the applicant actively teaches for at least a week to prove themselves. The Triumvirate can invite developers to become teachers.

The Arcane University is a beyond Skyrim project. But unlike it is described in S.1 subclause 6 sentence 1 Beyond Skyrim Charter the member won't automatically become Members of Beyond Skyrim by joining the AU.

II) How Moderators get appointed:

Moderators are appointed by the Triumvirate. Moderators are handled by the rules like teachers.

III) How do Triumvirates get appointed

A new Triumvirate gets appointed when one of the existing Triumvirates decides to retire from their position. All Triumvirates can propose a candidate and together they need to decide on one candidate. The candidate has to be an active Beyond Skyrim member, a teacher for at least 3 months, has to be an active member of the Arcane University and has demonstrated to be a person always looking for the best interests of Beyond Skyrim and the AU.

IV) Tasks of the triumvirate

The Triumvirate manages the Arcane University together. They prepare the monthly teachers meetings, oversee all departments, appoint and also oversee all teachers and moderators, solve conflicts, are the representatives of the Arcane University to the projects and decide the direction and objectives of the Arcane University. All triumviris are equal.

There are specific tasks in the triumvirate. Those tasks are distributed in an open discussion in the triumvirate longue channel. One triumvir has the task to be the owner of the server, while a second one has the task to be the representative of the AU in the Beyond Skyrim Council. Whoever is the council member has the obligation to inform the other triumvirs of all important decisions and discussions in the council.

V) Internal hierarchy

The head of the Arcane University is the Triumvirate. They oversee the teachers whose task is to guide and manage the students.

The Arcane University is a Beyond Skyrim project and is represented in the Beyond Skyrim council of team leads. According to the Beyond Skyrim Charter the Arcane University is an independent project. The council can only interfere in the matters of the Arcane University if the specific subject involves the Beyond Skyrim Umbrella or it is one of the specific conflict cases described in VII) 2) Managements of complaints.

VI) Teachers meetings

Every month the teachers meet for a meeting where they discuss and decide the next objectives, changes and problems of the Arcane University. The meeting date is decided by the Triumvirate. Every member of the projects that take part in the Arcane University are invited and have a voting right. Changes of the rules, the integration of a new project into the Arcane University, new teaching structures and integral changes of the Arcane University need to be approved by the members present at the meeting. This has to be done with an open vote by all members present with a simple majority.

VII) Management of complaints

The following rules apply merely to problems that are in the scope of the Arcane University. Partner Projects or Beyond Skyrim internal problems that have no connection to the Arcane University and are not covered by the rules.

1) Internal conflict solving (Triumvirate/Teachers council)

Should a conflict arise that involves the following groups, then it will be handled by the collective of the Teachers and Triumvirates. Either in the Teachers channel or in one of the teachers meetings. Every internal conflict will be openly discussed in the teachers channel. The Triumvirate acts as impartial negotiators and mediators. The Triumvirate can call for the vote of the whole collective of the teachers to end a conflict.

Should a specific topic include sensitive personal information or is in any other way unsuitable for a public discussion in the teachers chat, then it can be privately managed by the Triumvirate should one of the affected parties request it.

- a) Teachers/Students
- b) Teacher/Teachers
- c) Teacher/Project
- d) Project/Project

e) Project/Student

2) Higher conflict solving (BS Council)

Should a conflict type that was mentioned above have a specific severity or/and has a Triumvirate included as a party, and the conflict failed to be resolved in the Arcane University internally then the matter will be brought before the Beyond Skyrim Council of team leads.

G) Member Projects

I) What are Member Projects

The core of the Arcane University are the projects involved in it. Those provide the teachers, infrastructure, PR and resources to the Arcane University to create a hub for knowledge and teaching for the whole skyrim modding community. It was founded by the Beyond Skyrim project and recently allowed new partner projects to join in the community effort.

The involved projects are all Beyond Skyrim Projects, Skywind, Skyblivion, Skygerfall, Olenveld, Thras, Alinor, Cathnoquey and Valenwood.

II) What are the responsibilities

All projects of the Arcane University can provide the following services and resources to the Arcane University. There is no obligation to do so but it is appreciated and helps the communal efforts of the Arcane Uni.

- 1) Sending teachers
- 2) Updating and managing the Wiki
- 3) Mentioning the Arcane University in their PR Material.
- 4) Sending rejected applicants to the Arcane University
- 5) Providing regular claims for the test claim board.
- 6) Allowing and judging exams.

III) What rights do the Member projects have?

In the Arcane University the member projects have the same rights and duty. Every project gets treated equally. The AU as a project, although is part of Beyond Skyrim and is considered a BS project, has no influence over Beyond Skyrim projects or partnered projects organization or decisions

The member projects can decide the amount of involvement in the Arcane University by themselves.

1) Beyond Skyrim (Relationship AU/Beyond Skyrim)

Beyond Skyrim is the mother project and founder of the Arcane University. All Arcane University infrastructure is being hosted by Beyond Skyrim (Wiki, Website, Trello, YouTube, G-drive). In the Arcane University the Beyond Skyrim projects are active and represented as the umbrella instead of the individual projects. Because of these reasons no individual

Beyond Skyrim project can be excluded from the Arcane University under any circumstances.

2) Partner Projects (Relationships AU/Partner Projects)

The partner projects are an integral part of the Arcane University. They are our connection to the whole community. A teacher/developer of a partner project has the same position and equal rights as a Beyond Skyrim teacher/developer. A partner project can be excluded from the Arcane university if there was no activity in any way for at least 3 months.

H) Students

I) General descriptions:

A Student of the Arcane University is every person that has the student role and is actively learning. The rules in the BS-Charter and the ones written above have only effects on the students if they are just positive in favor of the students.

II) Assets management

The rights to the assets of the students belong completely to the students. Should the student create an asset as a test claim and the project should accept it, then the ownership rules of the charter come into effect. It can be applied to non Beyond Skyrim projects analog.

“All completed work by Beyond Skyrim is to be released in the name of the community. When members submit any art, literary works, or any other original content not governed by Bethesda Softworks’ End User License Agreement, to be incorporated into Beyond Skyrim, they automatically grant the Beyond Skyrim community an irrevocable and perpetual license to use that work for the specific purposes of creating Beyond Skyrim only. This does not affect any other copyright they may have over their own work. Moral rights to be identified as the author of the work in question are of course reserved by the author, and must be acknowledged in the Credits of any Beyond Skyrim releases. All game assets created by members are considered donations but remain the property of the original asset authors. Asset authors/donors are solely responsible for ensuring their assets comply with copyright law. However, moral rights to integrity of the work must be partially waived by the authors, for the limited purposes of editing or re-purposing their work to produce variants, or ensure software/lore compatibility. When third parties submit content, this is subject to negotiation.”