

Kingdom of Artemisia University Handbook



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Table of Contents

1. Introduction	3
1.1. Purpose of this Handbook	3
1.2. Purpose of the University of ARTemisia	3
2. What counts for credit in the University?	3
2.1. To qualify for credit in the University:	3
2.2. Examples of classes that do not qualify	3
3. Administration	4
3.1. Class Registration Form	4
3.2. Where to Send Registration Form	4
3.3. Self-reporting of Classes	4
3.4. Viewing Your Transcript	4
4. Colleges of the University	5
4.1. College of Apothecary and Culinary Sciences	5
4.2. College of Culture	5
4.3. College of Hard Sciences	5
• Colors: Vert and Argent	5
4.4. College of Heraldic Arts	5
4.5. College of History	5
4.6. College of Military Sciences	5
4.7. College of Non-Textile Arts	6
4.8. College of Performing Arts	6
4.9. College of Textile Arts	6
4.10. College of Visual Arts	6
5. Degrees and Recognition	7
5.1. Student Recognition	7
5.2. Teacher Recognition	7
6. Badges of the University	8
7. Other Information	9
7.1. On Collegiums	9
7.2. Questions	9

1. Introduction

1.1. Purpose of this Handbook

The purpose of this Handbook is to highlight the University of ARTemisia, including what counts toward University credits, how credits are organized, how recognitions are earned, and how information is reported.

1.2. Purpose of the University of ARTemisia

The purpose of the University of ARTemisia is to recognize both students and teachers who spread knowledge and skills within the Society for Creative Anachronism

2. What counts for credit in the University?

2.1. To qualify for credit in the University:

- The class must be led by one (or more) instructors about a specific topic
- The class must cover at least one of the following:
 - Historical context of the subject - What, when, where, why, who and/or how the subject was used/done/know pre-1600.
 - Current Middle Ages context of the subject - This can be practices and culture of the Society for Creative Anachronism.
- The class must be offered by the SCA at one of the following:
 - Any official SCA Event - Can be Local, Kingdom or Inter-Kingdom level events
 - Out of Kingdom SCA Events are eligible (but will need to be self-registered)
 - At a non-event SCA activity
 - Must be open to the SCA public
 - Must be appropriately communicated beforehand
 - Must be about a specific topic and instructor led

2.2. Examples of classes that do not qualify

- General sessions, like a Needleworker's Guild meeting, that are not covering a specific topic and/or without a specific instructor(s)
- Classes that are closed to the SCA public, like a closed household function
- Classes about entirely modern subjects (and not covering the SCA) with no relevant context (such as a class on Selling on Etsy)
- Classes, even about medieval topics, taken outside of the SCA (such as a weaving class at a local non-SCA fiber group)

3. Administration

3.1. Class Registration Form

- During event classes and other SCA-public, instructor-led workshops, teachers should ensure that the Class Registration Form is available to sign-in.
- Class Registration Forms can be found on the ARTemisia Arts & Sciences website, under *University - Handbook and Files*.
 - At an SCA event, it is the responsibility of the local Arts & Sciences officer and/or the Event Steward to provide Class Registration Forms for teachers.
 - At a (non-event) SCA-public, instructor-led workshop it is the responsibility of the teacher to provide a Class Registration Form.

3.2. Where to Send Registration Form

- After the class, the sheet should be returned to the local Arts & Sciences officer to either
 - Scan/photograph and send to the Chancellor of the University: chancellor-university@artemisia.sca.org
 - Enter information into Artemisa Class Credit - Bulk Submission spreadsheet found on the ARTemisia Arts & Sciences website, under *University - Handbook and Files* and email to the Chancellor of the University: chancellor-university@artemisia.sca.org

3.3. Self-reporting of Classes

- If your class meets University Guidelines but did not have a Class Registration Form, you may enter the information yourself at the University of ARTemisia Class Credit form found on the ARTemisia Arts & Sciences website, under *University - Class Credit Submission*.
- If there was a Class Registration Form, but more than a month has gone by without the class being added to your transcript, check with the teacher, event steward or local Arts & Sciences officer to ensure that the form is present and being added. It is preferable to have information added from the form to avoid duplicated information. If the form is missing, continue with the self-entered Class Registration Form.

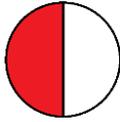
3.4. Viewing Your Transcript

- To see what credits have been assigned to you, search the Lookup table found at the ARTemisia Arts & Sciences website under *University - Class Credit Lookup*.
- If you see any significant errors (such as with SCA Name, Home Group, Credits or duplications), please contact the University Chancellor (chancellor-university@artemisia.sca.org) or the Kingdom Arts & Sciences Officer (arts@artemisia.sca.org) with details and we will work to get it fixed!

4. Colleges of the University

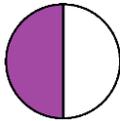
The University of ARTemisia is a collection of ten Colleges of learning: Hard Sciences, Apothecary & Culinary Sciences, Culture, Heraldic Arts, History, Military Sciences, Non-Textile Arts, Performing Arts, Textile Arts, and Visual Arts

4.1. College of Apothecary and Culinary Sciences



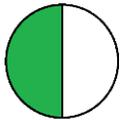
- Includes: Cooking, brewing, candle making, distillations, and oils
- Colors: Gules and Argent

4.2. College of Culture



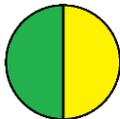
- Includes: Linguistics, fief holding and animal husbandry, period beliefs and practices, and other aspects of day-to-day life (as well as modern SCA culture)
- Colors: Purpure and Argent

4.3. College of Hard Sciences



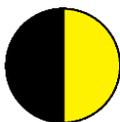
- Includes: Astronomy, medicine, mathematics, scientific tools and any other hard sciences
- Colors: Vert and Argent

4.4. College of Heraldic Arts



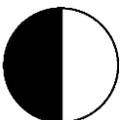
- Includes: Processions, banners, orders of precedence, other use of heraldry, or any other aspect of heraldic design and display
- Colors: Vert and Or

4.5. College of History



- Includes: Specific battles, scenes, or other occurrences or any other historical-event based information
- Colors: Sable and Or

4.6. College of Military Sciences



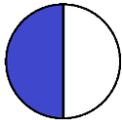
- Includes: Historical and SCA fighting techniques, armoring, weapon making, tactics, and strategy
- Colors: Sable and Argent

4.7. College of Non-Textile Arts



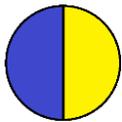
- Includes: Material endeavors in non-fiber or paper media such as wood, metal, enameling, ceramic, leatherworking, glass, stone, and bone
- Colors: Gules and Or

4.8. College of Performing Arts



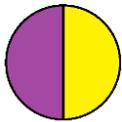
- Include: Juggling, singing, storytelling, dancing, acting, and any other aspects of performance
- Colors: Azure and Argent

4.9. College of Textile Arts



- Includes: Spinning, weaving, embroidery, costuming, and anything involving thread, fibers and/or fabric
- Colors: Azure and Or

4.10. College of Visual Arts



- Includes: Illumination, calligraphy, drawing, book-binding, printing, and other typically paper, parchment or canvas based arts
- Colors: Purpure and Or

5. Degrees and Recognition

The University of ARTemisia offers recognition for students as well as for teachers

5.1. Student Recognition

There are 3 levels of recognition within the University of ARTemisia for students of the Colleges.

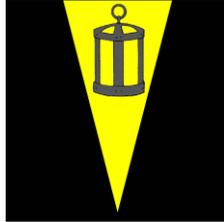
- A **Lector of the University** is one that achieves a Degree of Sciences. The Degree of Sciences involves the completion of ten credits in four of the five following Colleges:
 - Hard Sciences,
 - Apothecary & Culinary Sciences
 - Culture
 - History
 - Military Sciences
- A **Prior of the University** is one that achieves a Degree of Arts. The Degree of Arts involves completion of ten credits in four of the five following Colleges:
 - Heraldic Arts
 - Non-Textile Arts
 - Performing Arts
 - Textile Arts
 - Visual Arts
- A **Philosopher of the University** is one that completes ten credits in each of the ten Colleges of the University.

5.2. Teacher Recognition

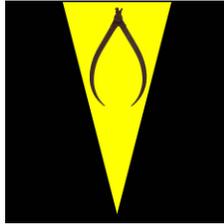
- A **Fellow of the University** is a teacher that teaches three credits of classes in each of three separate Colleges, recognized with a Fellowship.
- A **Senior Fellow of the University** is a teacher that teaches three credits of classes in each of six separate Colleges, recognized with a Senior Fellowship.
- A **Fellow Emeritus of the University** is a teacher that teaches three credits of classes for each of ten separate Colleges, recognized with an Emeritus Fellowship.

6. Badges of the University

- The badge of the University of ARTemisia is: *Sable, on a pile Or, a lantern sable paned Or*. Students of the University may wear this badge signifying their participation in the University.



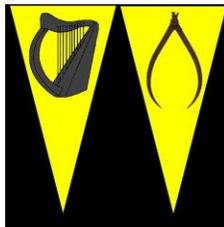
- For every college completed (with 10 total hours in that college), a braid in the colors of the appropriate College may be displayed on the badge. A badge included with the University badge shows recognition of degrees.
 - A degree of Sciences allows the Lector to display a badge, *Sable, on a pile Or, a pair of calipers sable*.



- A degree of Arts allows the Prior to display a badge, *Sable, on a pile Or, a harp sable*.



- Philosophers of the University may wear both badges displayed impaled.



- Teachers of the University who receive Fellowships may attach tassels of the colors of the Colleges in which they received their Fellowship to their University badge.
- The Chancellor of the University may display the badges of the Degree of Sciences and the Degree of Arts quarterly with the badge of the University.

7. Other Information

7.1. On Collegiums

Useful information about running a Collegium can be found in the Kingdom of Artemisia Arts & Sciences Officer Handbook.

7.2. Questions

If you have questions on the University that are not answered in this Handbook, contact:

- Chancellor of the University: chancellor-university@artemisia.sca.org
- Kingdom Arts & Sciences Officer: arts@artemisia.sca.org