

**Annex No. 1 to the Rector's Ordinance No. 01/09/2023  
of 4 September 2023**

**Regulations on Financing Diploma Films  
at the Warsaw Film School**

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**§1**

1. The University is the producer of diploma films made by students/participants of the University as part of the approved course of study. Within this role, the University decides whether a diploma film project is referred to production and provides organizational and equipment support, and may also provide financial support.
2. The University may co-finance the production of film projects realized as diploma films within the course of bachelor's studies or postgraduate studies, provided that they have been reviewed during a committee examination and have received a grade of at least **good**.
3. Film projects realized as diploma films within the course of bachelor's studies or postgraduate studies that have been reviewed during a committee examination and have received a grade of **satisfactory** or lower are not eligible for financing.
4. The examination referred to in point 2 is scheduled on the basis of a written application submitted by the student and endorsed by the film supervisor.

The application must be accompanied by materials describing the film, collected in a presentation in PDF format – a pitch book.

The pitch book must include:

- a) the first and last name of the student/participant – the author of the project;
  - b) the first and last name of the lecturer – the artistic supervisor of the film;
  - c) the title of the film;
  - d) the genre classification of the film;
  - e) the length of the film;
  - f) the final version of the screenplay, signed by the supervisor;
  - g) the screenplay paradigm (division of the screenplay into acts), regardless of the type of project (fiction or documentary);
  - h) a shooting schedule broken down into shooting days (without dates), including transfers and accommodation for location shoots;
  - i) a cast list approved and financially agreed upon;
  - j) a list of locations approved and financially agreed upon;
  - k) the total production budget of the film.
5. The application together with the complete set of documents must be submitted by the student to the Production Department no later than **15 June** of the final year of studies.
  6. The decision to grant or refuse financing is made by the examination committee, which includes the Chancellor and lecturers of the Warsaw Film School.
  7. The examination committee may decide to refer the project for revision and set a second examination date for the given project.

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## §2

1. The amount of production financing is determined individually for each film project, and the granted financing does not have to cover the total production costs of the film.
2. The University supports the production of film projects realized as diploma films within the course of bachelor's studies or postgraduate studies by providing access to equipment facilities.
3. Students whose film projects have been referred to production are supervised and receive assistance from a production manager representing the University, who oversees film productions and, depending on the project, may perform a supervisory and support role or may also act as the production manager of the given project.
4. The University's producer supervision consists of: support and consultations in creating the production schedule, including the production calendar plan of the film; approval of the production schedule; preparation and approval of the film budget; contacting or assisting in contacting companies or specialists who may cooperate in the realization of the film; as well as support, consultations, and supervision during the shooting period and at the post-production stage.