

TERMS AND CONDITIONS REGARDING THE DEFENCE OF BACHELOR THESIS AT THE WARSAW FILM SCHOOL

§1

INTRODUCTION

The Terms and Conditions regarding the defence of the Bachelor thesis specify in detail types of work performed by the student while preparing for the diploma examination and specify the rules, organisation, course and evaluation of the diploma examination.

§2

GENERAL RULES FOR DEFENDING BACHELOR THESIS

- 2.1. The Bachelor thesis defence is carried out in the form of an examination.
- 2.2. For the Film and Multimedia major, the diploma examination is oral and consists in the presentation of the Bachelor thesis and answering the committee's questions.
- 2.3. In the New Media Acting major, the diploma examination consists in assessing the role in the diploma work.
- 2.4. The diploma examination may be divided into separate parts and planned for more than one day.
- 2.5. The diploma examination takes place in front of a committee appointed by the Rector.

§3

FILM DIRECTING

- 3.1. For the Film and Multimedia major, Film Directing specialisation, the Bachelor thesis shall take the form of a diploma work, which may be a film or other audio-visual piece of work.
- 3.2. An obligatory attachment to the Bachelor thesis is an analytical description of the diploma thesis with a volume of 5-20 typescript pages in A4 format. The thesis supervisor may allow more volume of the description.
- 3.3. Required parts of the Bachelor thesis:
 - a. treatment;
 - b. screenplay;
 - c. director's explication;
 - d. shooting script in a written form or in the form of drawings; complete or in relation to selected scenes;
 - e. casting materials, photos of actors;
 - f. set designs and materials from set design documentation, their context and final solutions;

- g. film stills from the set, documenting the characteristic stages of the production;
- h. analytical description of the diploma film production: pre-production stage, production stage post-production stage. The description of development and picture production including assumptions, expectations and results – 5-10 pages.

3.4. Director's explication should include:

- a. title, description of the film;
- b. specification of the film genre (comedy, psychological drama, horror, etc.);
- c. elements of creation – proposed artistic solutions;
- d. specification to which audience the film is addressed;
- e. acting cast – explanation of the selected cast according to artistic criteria;
- f. justification of the chosen topic,
- g. explanation of the film message.

3.5. The work should include a bibliography that shall prove the knowledge of the topic under study.

3.6. The final shape of the bachelor thesis shall be approved by the supervisor of the Bachelor thesis.

3.7. Bachelor thesis and director's explication shall be subject to anti-plagiarism verification.

3.8. Bachelor thesis as well as director's explication are to be prepared in accordance with recommendations from §17.

3.9. Questions asked during the diploma examination for Film Directing specialization include:

- a. the history of the film;
- b. the history of art;
- c. topics closely related to the specialization of studies and Bachelor thesis.

At least 3 questions shall be asked for each field of the diploma examination. Should there be any doubts regarding the final grade, the committee may ask additional questions from each of the fields.

§4

FILM DIRECTING & VIDEO GAMES

4.1. In the Film and Multimedia major, for the specialization of Film directing & Video Games, the Bachelor thesis shall take the form of a diploma work, which may be a film or other audio-visual piece of work.

4.2. The obligatory attachment to the Bachelor thesis in the form of a diploma work is an analytical description of the diploma film production with a volume of 5-20 typewritten pages in A4 format. The thesis supervisor may allow a larger volume of the analysis.

4.3. Attachments to the Bachelor thesis in the form of a film or other audio-visual work are:

- a. treatment;
- b. screenplay;

- c. director's explication;
- d. shooting script in a written form or in the form of drawings;
- e. photos from the casting and documentation, their context in relations to the final solutions;
- f. film stills from the set, documenting the characteristic stages of the production.

4.4. The Director's explication should include:

- a. the title and the description of the film content;
- b. specification of the film genre (comedy, psychological drama, horror, etc.);
- c. elements of creation – proposed artistic solutions;
- d. specification to which audience the film is addressed;
- e. acting cast – explanation of the selected cast according to artistic criteria;
- f. justification of the chosen topic,
- g. explanation of the film message.

4.5 The analytical description of the diploma film production should include:

- a. a short description of the diploma work (title and topic, assignment to a given film genre, characteristic genre features, information about the authors, crew, co-producers, etc.);
- b. identification of creative problems related to the preparation of the diploma thesis and methods of solving them;
- c. description of the formal staging and set design assumptions (together with the justification);
- d. description of production and post-production stage (if the project has been produced);
- e. analysis of the final version of the diploma work in the context of the original assumptions, including the author's assessment and the author's conclusions (if the project has been produced);
- f. the explication should include a bibliography that shall prove the degree of knowledge of the topic under study.

4.6. The final shape of the thesis and explication is approved by the supervisor of the thesis.

4.7. Bachelor's thesis and explication will be subject to anti-plagiarism verification.

4.8. The Bachelor thesis and explication should be prepared in accordance with the recommendations included in §17.

4.9. Questions asked during the diploma examination for Film Directing & Video Games specialization include:

- a. the history of the film;
- b. the history of art;
- c. topics closely related to the specialization of studies and Bachelor thesis.

At least 3 questions shall be asked for each field of the diploma examination. Should there be any doubts regarding the final grade, the committee may ask additional questions from each of the fields.

§5

FILM PICTURE PRODUCTION

5.1. In the Film and Multimedia major, for the Film Picture Production specialization, the Bachelor thesis is a diploma work, which may take a form of a diploma film or other audio-visual work or pictures for a diploma film or other audio-visual work.

5.2. The obligatory attachment to the thesis is an analytical description of 5-20 pages of typescript in A4 format (cinematographer's explication). The supervisor of the thesis may allow a larger volume of explication.

5.3. The attachments to the Bachelor thesis may be:

- a. treatment or a screenplay;
- b. shooting script in a written form or in a form of drawings;
- c. characteristic fragments of storyboard;
- d. photos from documentation and relevant final solutions;
- e. stills from film set documenting characteristic moments of production (technological solutions).

5.4. Cinematographer's explication should:

- a. contain a short description of the diploma work (title and topic, assignment to a given genre and its characteristic genre features, information about the authors, crew, co-producers, etc.);
- b. define the inspiration and genesis of the idea;
- c. specify the formal and shooting script's assumptions;
- d. include location documentation and the description of their possibilities;
- e. present technological documentation, taking into account the description of image carriers, light sources, camera movement;
- f. contain the description of production and post-production process, including editing stage, colour correction and digital effects;
- g. contain an analysis of the final version of the diploma work in the reference to the original production assumptions, including the author's evaluation of the project and conclusions from its production.

5.5. Explication should include bibliography, which shall prove the level of knowledge of the subject under study.

5.6. The final shape of the Bachelor thesis and its explication are to be approved by the supervisor of the thesis.

5.7. The Bachelor thesis and explication shall be subject to anti-plagiarism verification.

5.8. The Bachelor thesis and explication should be prepared in accordance with the recommendations included in §17.

5.9. Questions asked during the diploma examination for Film Picture Production specialization include:

- a. the history of the film;
- b. the history of art;
- c. topics closely related to the specialization of studies and Bachelor thesis.

At least 3 questions shall be asked for each field of the diploma examination. Should there be any doubts regarding the final grade, the committee may ask additional questions from each of the fields.

§6

CINEMATOGRAPHY & POSTPRODUCTION

6.1. In the Film and Multimedia major, for the Cinematography & Postproduction specialization, the Bachelor thesis is a diploma work, which may take a form of a diploma film or other audio-visual work or pictures for a diploma film or other audio-visual work.

6.2. The obligatory attachment to the Bachelor thesis in the form of a diploma work is cinematographer's explication of 5-20 pages of typescript in A4 format. The supervisor of the thesis may allow a larger volume of explication.

6.3. The attachments to the Bachelor thesis in the form of a diploma work may be:

- a. treatment;
- b. screenplay;
- c. shooting script in a written form or in form of drawings;
- d. photos from casting and documentation and well as documentation and their context with final solutions;
- e. stills from the film set documenting characteristic moments of production.

6.4. Cinematographer's explication should:

- a. include a short description of the diploma work (title and topic, assignment to a given film genre, characteristic genre features, information about the authors, crew, co-producers, etc.);
- b. specify the inspiration and genesis of the idea;
- c. specify the formal and shooting script's assumptions;
- d. include documentation of the locations and the description of their possibilities;
- e. present technological documentation, taking into account the description of image carriers, light sources, camera movement;
- f. contain the description of production and post-production process, including editing stage, colour correction and digital effects (if the project has been produced);
- g. contain an analysis of the final version of the diploma work in the reference to the original production assumptions, including the author's evaluation of the project and conclusions from its production (if the project has been produced).

6.5. Explication should include bibliography, which shall prove the level of knowledge of the subject under study.

6.6. The final shape of the Bachelor thesis and its explication are to be approved by the supervisor of the thesis.

6.7. The Bachelor thesis and explication shall be subject to anti-plagiarism verification.

6.8. The Bachelor thesis and explication should be prepared in accordance with the recommendations included in §17.

6.9. Questions asked during the diploma examination for Cinematography and Postproduction specialization include:

- a. the history of the film;
- b. the history of art;
- c. topics closely related to the specialization of studies and Bachelor thesis.

At least 3 questions shall be asked for each field of the diploma examination. Should there be any doubts regarding the final grade, the committee may ask additional questions from each of the fields.

§7

FILM EDITING

7.1. In the Film and Multimedia major, for the Film Editing specialization, the Bachelor thesis may be:

- a. editing own film or other audio-visual work;
- b. editing a film or other audio-visual work made by a third party;
- c. editing an experimental film from archival materials (found footage).

7.2. The obligatory attachment to the thesis is an analytical description of 5-20 pages of typescript in A4 format (explication). The supervisor of the thesis may allow a larger volume of explication.

7.3. Attachments to the Bachelor thesis may be literary works that are the prototype of a film or other audio-visual work.

7.4. The explication should include the following elements:

- a. short description of the diploma project (specification of the genre, type, characteristics of the plot or structure, indication of convergent parts and differences in relation to the literary prototypes, etc.);
- b. initial assumptions: the description of the idea, screenplay, shooting script or storyboard with examples,
- c. workshop analysis of the project - internal division of the material (scenes, sequences), types of editing (narrative parallelism, linear editing, flashbacks), the use of stylistic figures and their theoretical foundations;

- d. documentation of the creative process (editing from the rough cut to the final cut on the basis of selected scenes or film fragments, editing problems resulting from production errors on the film set);
- e. description of the assembly process in terms of technology (off-line, on-line, negative cutting, preparing master copy of digital clips, export for sound processing, colour correction and visual effects);
- f. author's comments and evaluation of the work performed within the scope of this project, taking into consideration the significance of the problems encountered while editing, as well as their influence on the future professional work.

7.5. Explication should include bibliography, which shall prove the level of knowledge of the subject under study.

7.6. The final shape of the Bachelor thesis and its explication are to be approved by the supervisor of the thesis.

7.7. The Bachelor thesis and explication shall be subject to anti-plagiarism verification.

7.8. The Bachelor thesis and explication should be prepared in accordance with the recommendations included in §17.

7.9. Questions asked during the diploma examination for Film Editing specialization include:

- a. the history of the film;
- b. the history of art;
- c. topics closely related to the specialization of studies and Bachelor thesis.

At least 3 questions shall be asked for each field of the diploma examination. Should there be any doubts regarding the final grade, the committee may ask additional questions from each of the fields.

§8

PHOTOGRAPHY

8.1. In the Film and Multimedia major, for the Photography specialisation, the Bachelor Thesis is an artistic work in the field of photography or video form.

8.2. The obligatory attachment to the thesis is an analytical description of 5-20 pages of typescript in A4 format (explication). The supervisor of the thesis may allow a larger volume of explication.

8.3. The explication should:

- a. contain a description and detailed assumptions of the artistic work with justification;
- b. present the socio-cultural context of the artistic work;
- c. present the artistic and aesthetic problems of the subject of the work;
- d. present the technical assumptions of the work, such as: the technique applied, work parameters, materials used, instrumentation and programs used.

8.4. Explication should include bibliography, which shall prove the level of knowledge of the subject under study.

8.5. The final shape of the Bachelor thesis and its explication are to be approved by the supervisor of the thesis.

8.6. The Bachelor thesis and explication shall be subject to anti-plagiarism verification.

8.7. The Bachelor thesis and explication should be prepared in accordance with the recommendations included in §17.

8.8. Questions asked during the diploma examination for Photography specialization include:

- a. the history of the film;
- b. the history of art or history of photography, according to the student's choice;
- c. topics closely related to the specialization of studies and Bachelor thesis.

At least 3 questions shall be asked for each field of the diploma examination. Should there be any doubts regarding the final grade, the committee may ask additional questions from each of the fields

§9

VIDEO GAME CREATION

9.1. In the field of Film and Multimedia, for the specialization Video Game Creation, the Bachelor thesis consists in the implementation of a video game project (build) for any desktop or mobile platform.

9.2. Mandatory attachments to the Bachelor thesis are: an analytical description of 10-20 pages (written project documentation with a description of own experiences, conclusions and individual role in the team) and a short video film recorded directly from the game.

The thesis supervisor may allow for a larger volume of analytical description of the thesis. Each team member prepares a separate, independently written work, containing a description of individual experiences, their own conclusions.

9.3. Video game (build) should:

- a. be created in the UNITY engine (it is possible to develop the game in a different engine after the consent of the thesis supervisor);
- b. be playable, free from critical bugs, such as blockers, especially within the main track;
- c. include sound – a fragment of the game should be voiced;
- d. have at least 30 frames per second;
- e. have a menu opening the game;
- f. have a dedicated tutorial (introducing the player to the rules of the game and the goal of the game);
- g. should have at least one self-made and animated model;
- h. should implement a previously accepted idea, the goal of the game should be testable;

- i. last at least 15 minutes, and a maximum of 30 minutes;
- j. The game must have a clearly defined vision, including:
 - the beginning and the end (it has to be clear and understandable what the game is about and when it ends);
 - it must make sense and bring some message across;
 - the game must have a clearly defined idea and pacing;
 - all of the above features must be included in the game build (they must be easily understandable with no explanation necessary).
- k. Control:
 - the game must work on the keyboard and mouse;
 - control on the pad would be welcome (optional).
- l. Gameplay:
 - the gameplay of the game is designed to be smooth and polished. The game must not cause any problems while being played (ideally when the gameplay is intuitive enough without translation);
 - if there are UI panels in the game, they must pause the game underneath and be easy to use;
 - there may be some bugs in the game, but they cannot block the gameplay.
- m. Art:
 - the graphic style of the game is free, but it must correspond with the idea for the design of the game;
 - the graphics must not interfere with the perception of the game.
- n. Optimization:
 - the game must run at 30fps on an average quality PC.
- o. Sound:
 - the beginning of the game must be voiced to give an example of the final quality.
- p. Scope:
 - the maximum game time is 30 minutes in which one can view all the implemented elements of the game;
 - if the idea for the game is bigger, then the playable part should contain the beginning and the end and convey the meaning of the whole game (it must be a sample of the quality of the whole game).
- q. The quality of workmanship is valued the most: refining the gameplay elements and audiovisual setting over the multitude of features and their extension.

9.4. Written project documentation should (each Student writes independently):

- a. be original, primary design documentation (the so-called Game Design Document);
- b. include a description of the game mechanics;
- c. include a description of the plot assumptions and artistic style of the game;
- d. present the scope of work assumed under the project and the accompanying production plan;
- e. present documentation of the course of the project, taking into account the changes taking place;
- f. while working on the project, compared to the original assumptions and plan;

- g. include an analysis of the problems encountered during the production and the lessons learnt during the design of the project that may affect future artistic endeavors;
- h. provide a detailed description of Student's individual role in the team and the tasks performed;
- i. include a bibliography that proved the level of knowledge of the topic under study.

9.5. The video game film should:

- a. be recorded using a selected video capture program (it is unacceptable to record a movie from the screen, e.g. using a phone);
- b. be free from any watermarks, e.g. frames per second, or markings of test versions of video capture programs (there are free applications and solutions built into the operating system – e.g. “Game Bar” in Windows 10 launched with the WIN+G shortcut);
- c. present a representative portion of the game (however, the game menu should not be displayed longer than 15 seconds);
- d. be 3 to 5 minutes long;
- e. have a minimum resolution of 1920 x 1080 pixels (or 1080 x 1920 in portrait orientation);
- f. have 30 or 60 frames per second;
- g. be in MP4, h.264 or h.265 format;
- h. be free from authors' comments;
- i. include audio (part of the game should be voiced).

9.6. The final shape of the Bachelor thesis and its explication are to be approved by the supervisor of the thesis.

9.7. The Bachelor thesis and explication shall be subject to anti-plagiarism verification.

9.8. The Bachelor thesis and explication should be prepared in accordance with the recommendations included in §17.

9.9. Questions asked during the diploma exam for Video Game Creation specialization include:

- a. the history of the film;
- b. the history of art;
- c. topics closely related to the specialization of studies and Bachelor thesis.

At least 3 questions shall be asked for each field of the diploma examination. Should there be any doubts regarding the final grade, the committee may ask additional questions from each of the fields.

§10

PRACTICAL FILM STUDIES

10.1. In the Film and Multimedia major, for the Practical Film Studies specialty, there are to possibilities for a Bachelor thesis:

- a. written academic dissertation,
- b. a film or other audio-visual work.

10.2. The default formula for a bachelor thesis is a written dissertation.

10.3. A student who would like to make a film or other audio-visual work as a Bachelor thesis submits a written application to the Dean's Office for the consent to prepare a film or other audio-visual work as the Bachelor thesis by the end of August during the second year of studies.

10.4. A written Bachelor thesis in the form of a dissertation should:

- a. concern the problem area selected in consultation with the thesis supervisor;
- b. have analytical-interpretative, comparative or critical character;
- c. be an independently developed research problem using a selected methodology.

10.5. The Bachelor thesis in the form of a dissertation should include 30-60 pages of typescript in A4 format. The thesis supervisor may allow larger volume of the Bachelor thesis.

10.6. The Bachelor thesis should include bibliography, which shall prove the level of knowledge of the subject under study.

10.7. The Bachelor thesis in the form of a film or other audio-visual work shall be prepared in accordance with the guidelines included in §3 of these Terms and Conditions.

10.8. The final shape of the Bachelor thesis and its explication are to be approved by the supervisor of the thesis.

10.9. The Bachelor thesis and explication shall be subject to anti-plagiarism verification.

10.10. The Bachelor thesis and explication should be prepared in accordance with the recommendations included in §17.

10.11. Questions asked during the diploma examination for Practical Film Studies specialization include:

- a. the history of the film;
- b. the history of art;
- c. topics closely related to the specialization of studies and Bachelor thesis.

At least 3 questions shall be asked for each field of the diploma examination. Should there be any doubts regarding the final grade, the committee may ask additional questions from each of the fields.

§11

FILM AND TV PRODUCTION ORGANIZATION

11.1. In the Film and Multimedia major, for the specialization Film and TV Production Organization, the Bachelor thesis constitutes a presentation of a film project. Two variants of Bachelor thesis presented below shall be accepted.

11.2. Bachelor thesis in the Film and Multimedia major, for the specialization Film and TV Production Organization may consist in presenting the course of production of a yearly or diploma film produced in the Warsaw Film School, which during the internal examination in the School received at least good grade and has a documented (or planned) festival path.

11.3. The Bachelor thesis prepared in accordance with sec. 11.2 shall consist of two complementary parts described below.

- a. Multimedia presentation – presentation should last up to 15 minutes. The presentation should include the description of the school film production at the development stage and in the production stage (the period of preparation, shooting, postproduction and final works) as well as schedule and description of the activities conducted by the head of production in each of the stages. The presentation should include photos from the film set, photos documenting locations, actors, crew, etc. Another significant element of the presentation are the thoughts and conclusions of the head of production after producing the film; discussing the problems and ways of solving them. The student gives the presentation in front of the Bachelor examination committee.
- b. Written description of the course of film production should consist of not less than 30 pages of typescript in A4 format with attachments. The description should include the following elements:
 1. a brief description of the entire project (the title and topic of the film, assignment to a given genre, characteristic genre features of the project, information about the authors, crew and co-producers, etc.);
 2. literary works: treatment, screenplay (if available) or a short summary of the film's storyline;
 3. report from the film production (schedule, production board, work plan, production plans);
 4. description of the works performer in the development and production phases with particular emphasis on the activities of the head of production in each of these stages;
 5. conclusions of the head of production after the project, presentation of problems and ways of solving them;
 6. moodboard;
 7. film output materials, art-logo design, film poster design;
 8. description of film promotion and advertising campaign;
 9. information on the distribution of the film;
 10. information about the festival path and awards.

The description may also include the entire or selected parts of the planned production cost estimate and the final cost estimate together with the summary and the list of concluded contracts together with characteristics of the key production contracts.

11.4. Bachelor thesis in the Film and Multimedia major, for the specialization Film and TV Production Organization may also take a form of pitching development of a film or multimedia project (feature film, documentary film, TV series or others).

11.5. Bachelor thesis prepared in accordance with sec. 11.4. consist of two complementary parts, described below:

- a. Pitching the project in the form of a multimedia presentation; time of the presentation – up to 15 minutes. The student presents in front of the bachelor examination committee.
- b. Written description of the project, not less than 30 typescript pages in A4 format with attachments. The description should consist of the following elements:
 1. short description of the project, producer's explication;
 2. literary works: treatment, screenplay (if available) or short summary of planned project;
 3. description of a given genre, its specification in relation to the project in question;
 4. moodboard;
 5. description of artistic and economic values and justification (e.g., in the case of a difficult film);
 6. cost estimate for the development of the project (for film projects according to the current template of Polish Film Institute);
 7. list of activities planned to be implemented at the project development stage;
 8. description of the planned key producer contracts;
 9. promotion plan.

11.6. The written part of the thesis should include bibliography, which shall prove the level of knowledge of the subject under study.

11.7. The final shape of the Bachelor thesis and its explication are to be approved by the supervisor of the thesis.

11.8. The Bachelor thesis and explication shall be subject to anti-plagiarism verification.

11.9. The Bachelor thesis and explication should be prepared in accordance with the recommendations included in §17.

11.10. Questions asked during the diploma examination for Film and Multimedia major, Film and TV Production Organization specialization include:

- a. the history of film,
- b. copyright and commercial law
- c. topics closely related to the specialization of studies and Bachelor thesis.

At least 3 questions shall be asked for each field of the diploma examination. Should there be any doubts regarding the final grade, the committee may ask additional questions from each of the fields.

12.1. In the Film and Multimedia major, for the specialization Sound Creation: Film, TV, Games, the Bachelor thesis may be:

- a. sound production for a film work with a minimum length of 15 minutes;
- b. sound production for any film act;
- c. sound production for a computer game;
- d. production/recording illustrative music for a selected film or game.

12.2. The obligatory attachment to the thesis is an analytical description of 5-20 pages of typescript in A4 format (explication). The supervisor of the thesis may allow a larger volume of explication.

12.3. The analytical description of the Bachelor thesis should:

- a. define the inspiration and Genesis of the idea;
- b. contain a description of the formal assumptions made (along with justifications);
- c. contain a description of the production and post-production stage of the Bachelor thesis;
- d. present creative problems related to the preparation of a Bachelor thesis and methods of solving them;
- e. contain the analysis of the final version of the Bachelor thesis in the context of the original assumptions, including the author's assessment of the project and conclusions from its production.

12.4. The analytical description of the thesis should include bibliography, which shall prove the level of knowledge of the subject under study.

12.5. The final shape of the thesis and explication is approved by the supervisor of the thesis.

12.6. Bachelor's thesis and explication will be subject to anti-plagiarism verification.

12.7. The Bachelor thesis and explication should be prepared in accordance with the recommendations included in §17.

12.8. Questions asked during the diploma examination for Sound Creation: Film, TV, Games specialization include:

- a. the history of the film;
- b. the history of art;
- c. topics closely related to the specialization of studies and Bachelor thesis.

At least 3 questions shall be asked for each field of the diploma examination. Should there be any doubts regarding the final grade, the committee may ask additional questions from each of the fields.

§13

NEW MEDIA ACTING

13.1. In the New Media Acting major, the Bachelor thesis is the role of the student in a diploma work.

§14

EVALUATION OF BACHELOR'S THESIS

14.1. 14.1. The bachelor's thesis is evaluated by the bachelor's thesis supervisor and subjected to anti-plagiarism verification in accordance with the "Procedure for verification of diploma theses by the anti-plagiarism system", constituting Annex No. 1 to these Regulations.

14.2. The Bachelor thesis is assessed and reviewed by the reviewer of the Bachelor thesis.

14.3. The review form and the reviewing standards are established by the Rector.

14.4. Issuing a review with an unsatisfactory grade should be accompanied by a written justification that constitute guidelines for the author of the thesis regarding the required corrections and completion.

14.5. In the event of the situation described in paragraph 14.4 the second reviewer of the thesis shall be appointed.

§15

DIPLOMA EXAMINATION

15.1. The date of the diploma examination is set by the Rector.

15.2. The Rector may set the dates of diploma examinations in advance for a given academic year for students of a given major or specialization.

15.3. The condition for the admission to the diploma examination is:

- a. obtaining credits and positive grades for examinations in subjects provided for a given field of study and specialization in the course of studies,
- b. submitting to the dean's office the Bachelor's thesis with attachments in 2 copies, approved for defence by the Bachelor thesis supervisor or the supervisor and artistic mentor (or artistic mentors) no later than 6 weeks before the scheduled date of the diploma examination.

15.4. The student is notified about the date of the diploma examination by phone or email by an employee of the Rector's office.

15.5. The members of the examination committee are appointed by the Rector or the authorized vice-rector, no later than 5 days before the date of the diploma examination.

15.6. The examination committee consists of at least 3 members.

§16

FINAL GRADE FOR THE DIPLOMA EXAMINATION

16.1. The final grade for the diploma examination in the Film and Multimedia major consists of:

- a. grade from the presentation of the thesis – 60%
- b. grades average from the course of studies – 10%
- c. average grade obtained from answers to examination questions – 30%

16.2. In the case of the diploma examination in the New Media Acting major, the final grade for the diploma examination is not the average of the partial grades, but the grade for the diploma role in a diploma work, determined jointly by all members of the examination committee.

16.3. The following ranges are adopted for individual grades for the purpose of calculating the average of partial grades:

0.00-2.80 unsatisfactory (2.0)

2.81-3.45 satisfactory (3.0)

3.46-3.80 satisfactory plus (3.5)

3.81-4.30 good (4.0)

4.31-4.60 good plus (4.5)

4.61-5.00 very good (5.0)

16.4. The examination committee, taking into account the outstanding artistic achievement of a student, may decide to award the student with a diploma with honours.

16.5. In the event of an unsatisfactory grade for the examination or unjustified failure to take the examination, the examination shall be considered as failed. The second date of the diploma examination is appointed by the Rector and the result of it is considered final.

§17

PREPARATION OF THE THESIS TO BE SUBMITTED IN THE SCHOOL'S DEAN'S OFFICE

17.1. A written work (explication with attachments, analytical description with attachments, written project documentation, academic dissertation) should take a compact form (bound) and should be provided with a title page according to the template provided below. Pages should be numbered, with a table of contents.

17.2. Practical work (film or other audio-visual work, photographs, video game project, multimedia presentation) should be presented on a CD or in the form of a printout, depending on its type.

17.3. The practical work should be included in the table of contents of the written work and attached to it. The CD containing the practical work should be signed with the name and surname of the student and the title of the Bachelor thesis and should be in an envelope or compartment attached/stapled to the entire documentation, e.g., on a separate page or on the back cover. The printout of the practical work should be bound together with the written work or as a separate whole.

17.4. Editorial guidelines regarding the written works:

- a. white paper, A4 size, single-sided printing,
- b. top, bottom and right margin 2.5 cm; left margin – 3.5 cm,
- c. font type: Times New Roman,
- d. font size:
 - chapter titles - 18 points,
 - subsection titles - 16 points,
 - text - 12 points,
 - tables, charts, illustrations – 12 points or less,
- e. line spacing – 1.5,
- f. numbering: sequential page number at the bottom of each page (in the middle), the title page is the first page.

17.5. The Student shall be obliged to carefully correct linguistic errors in the text of written papers and the supervisor and reviewer are obliged to take into account linguistic correctness when verifying and assessing the work.

17.6. Template of the first page of the Bachelor's thesis:

- a. top of the page (font size 14):

Warsaw Film School in Warsaw

Major of studies:

Specialization:

- b. in the middle of the page:

name and surname of the author

Bachelor thesis entitled: (font 20)

- c. below, on the right:

Bachelor thesis supervisor: academic title with the name and surname (font 18)

Bachelor thesis approved for defence on (date).....

Supervisor's signature (font 12)

d. below, in the middle:

Warsaw, (year) (font 14)

17.7. Template of the first page of analytical description/explication/written project documentation:

a. top of the page:

Warsaw Film School in Warsaw

Major of studies:

Specialization: (font 14)

b. in the middle of the page:

name and surname of the author

Analytical description of the Bachelor thesis entitled: (font 20)

c. below in the right:

Supervisor of the Bachelor thesis: academic title with the name and surname (font 18)

Artistic mentor of the Bachelor thesis: academic title with the name and surname (font 18)

Bachelor thesis with description approved for defence on (date)

Supervisor's signature (font 12)

Artistic mentor's signature (font 12)

d. below in the middle:

Warsaw, (year) (font 14)

Annex No. 1 to the Regulations for the defense of bachelor's theses
at the Warsaw Film School

PROCEDURE FOR VERIFICATION OF DIPLOMA THESES
BY THE ANTI-PLAGIARISM SYSTEM

1. The mode and principles of operation of the Procedure for the verification of diploma theses by the anti-plagiarism system (anti-plagiarism procedure) and the manner of using the Uniform Anti-plagiarism System (JSA) by the University are specified.
2. The purpose of introducing the anti-plagiarism procedure is to counteract the infringement of copyright and unauthorized use of third parties' intellectual property.
3. The anti-plagiarism procedure applies to all written diploma theses created at the University, and a positive result of this check is a condition for admitting the work to the diploma examination (defense).
4. The text of the diploma thesis in its final version, admitted to the diploma examination (defense), must be submitted to the Dean's Office of the University, in the form of a computer printout and an electronic file in ODT (Open Office Document), DOC and DOCX (Microsoft Word) or PDF (editable version only) format delivered on a CD or DVD.
5. The text of the thesis for analysis in the JSA is entered by the Dean's Office employees.
6. The thesis is subject to verification only in its entirety.
7. A Report is generated for each verified thesis.
8. The main indicator of the Percentage Similarity Distribution (PRP) is the indicator for phrases consisting of 10 or more words, which cannot exceed 30%.
9. The result of the anti-plagiarism test does not constitute a final decision on the issue of the originality of the diploma thesis.
10. The Supervisor inspects the Report for the presence of unauthorized borrowings and attempts to manipulate the text, in particular determining whether the PRP indicators do not exceed the established tolerance thresholds.
11. If, as a result of the inspection of the Report, the work is deemed to be beyond doubt, the Supervisor accepts the Report in the system, then signs the printed Report, and the work is admitted to defense.
12. If, as a result of the inspection of the Report, the work is deemed to be questionable, requiring additional assessment from the point of view of the presence of impermissible borrowings, the Supervisor generates a Detailed Report.
13. By analyzing the Detailed Report, the Supervisor assesses whether the work does not contain unauthorized borrowings (plagiarism) or whether the correctly marked borrowings (quotations)

contained in it do not raise doubts as to the independence of the diploma thesis prepared by the student.

14. When conducting the analysis, the supervisor should pay particular attention to whether:

- a) the work does not contain extensive text fragments (at least 50 words) identified by the System as "similar";
- b) there is not too many potential borrowings from one source;
- c) there is no particular convergence of the subject matter of the work being examined with potential sources of borrowings.

15. If the supervisor's final analysis indicates that the work does not contain unacceptable borrowings, the Supervisor accepts the Report in the system and then signs the printed Report. Such a work is considered qualified for defense.

16. If the supervisor's analysis shows that the work does not contain premises for plagiarism by its author, but the excessive number of quotes indicates a low degree of independence - the work is not accepted for defense. After consultation with the supervisor, the student corrects the work, for which another attempt is made for the same study. JSA allows for a maximum of 3 attempts for a given study.

17. If the supervisor's analysis shows that the thesis is plagiarism, it is not allowed to be defended, the supervisor does not accept the report in the system and notifies the Rector of the University about the suspicion that the student committed an act consisting in attributing authorship of a significant fragment or other elements of someone else's work, attaching to the notification the Report, Detailed Report and a declaration completed by the student about writing the thesis independently. 18. Within 14 days of receiving the notification, the Rector shall initiate disciplinary proceedings.