



DIPLOMA AWARDING PROCEDURE

in

the Eugeniusz Geppert Academy of Art and Design in Wrocław

§1

1. In order to graduate, a student is required to submit, a Bachelor's diploma project (first-cycle studies) or a Master's thesis/project (second-cycle) or a uniform project for the two degrees within the required period. The student is required to complete an artistic part and/or project– (a) and a written part – in complement to the artistic work (b).

The artistic/project part is typically an independent preparation of an artistic/design work, including multimedia work. The student needs to display development of a specific issue connected with the field of study.

2. The written thesis is considered to be a summary of professional accomplishments or a description of the process of creating the artistic/project part together with photographic documentation. This may include selected issues from history or modern times, dependent on the selected topic of the project.
3. A diploma thesis can be a collaboration under the condition that this form is approved by relevant faculty members. Collaborations should be carried out with specific individual contributions by each member of the team.
4. In the case of the studies in the field of conservation and restoration of works of art, the diploma Master's project consists of two parts: a practical part and a written thesis, which constitutes its part. The written thesis should pertain to development of a selected issue connected with conservation and restoration of the object prepared for the diploma and development of a conservation and restoration documentation in compliance with the binding pattern. The scope of the practical part is subject to the curriculum in the above stated field of study.
5. The thematic scope of the thesis, the language of defense and written thesis are subject to approval by the faculty council.



6. The diploma project/thesis advisor supervises proper execution and completion of the diploma project/thesis.

§2

1. A student prepares a diploma project/thesis under the supervision of a scientific and didactic worker with the title of professor or habilitated doctor [*doktor habilitowany*].
2. The Dean, after obtaining the opinion of the faculty, may give his consent to the student being supervised by an assistant professor [*adiunkt*] or a senior lecturer.
3. Due to the individuality of artistic/design work, it is permissible to carry out work under the supervision of two advisors: the main advisor and auxiliary one.
4. In justified instances, the Dean, at the faculty council's consent, may allow an advisor from outside of the Academy to supervise the diploma project/thesis if the scope and specificity of the project/thesis exceeds the area and discipline of a given unit, and if a lecturer meets the requirements referred to in point 1.
5. In the case of a longer justified absence of an advisor, the Dean, after a prior consent of the faculty council, may entrust another advisor with supervising the work of a student.

§3

1. A written Bachelor's paper should be the author's presentation of the work/project. The paper of up to 18,000 characters should describe consecutive stages of creating a diploma artistic/design work and be characterized by clarity of wording, proper style, spelling and ability to use bibliography.
2. A written Master's thesis should contain a summary of professional accomplishments accompanied by elements from history or contemporary times, that support the diploma artistic/design project. Its content should be coherent with the artistic/design work and be characterized by clarity of wording, proper style, spelling and ability to use bibliography.

§4

1. A student is obliged to submit the topic of the diploma thesis and indicate his/her supervisor in a written form (Enclosure no. 1). This is to be approved by the faculty council a year before taking the examination in the case of uniform Master studies. In the case of the first- and second-cycle studies, not later than one semester before the



examination, and in the case of the studies in the field of conservation and restoration of works of art, a year and a half before taking the examination.

2. In justified instances, at a student's written request, the Dean may agree to a change in supervisor. The change of a supervisor may not affect the due date of the diploma project/paper defense.
3. The reviewers of the particular papers are selected and approved by the faculty council of a given organizational unit.

§5

1. In order to verify if a given paper/thesis is original and does not contain parts of the works of other authors, the paper/thesis may be subject to verification before the diploma examination using the plagiarism detection system.
2. A supervisor of a given paper/thesis decides on the need of verification of the paper/thesis using the plagiarism detection system.
3. The person responsible for verifying the paper/thesis with the plagiarism detection system is the supervisor of the paper/thesis, who after the verification decides on admitting the paper/thesis to the defense.
4. In order to verify the paper/thesis using the plagiarism detection system, the Dean reports to the IT department the need to generate an account for the paper/thesis supervisor.
5. The assessment of the scope of the used borrowings and quotations is carried out based on a probability report generated by the system (Enclosure no. 2). It is recommended that the value of the probability coefficient not be higher than 15%. In the case of the result higher than that, it is the supervisor who decides on rejecting the paper/thesis. If the indicated degree of the borrowings and quotations is justified by the character of the paper/thesis, the supervisor may submit it to the defence.
6. The supervisor agrees to submit the paper/thesis to the defense by writing a note „I give my consent” on the probability report generated.
7. In the case of a gross breach of the coefficient referred to in sec. 5 by a student, at the supervisor's request, the Dean refers the case to the disciplinary proceedings representative.

§6



1. A student is obliged to submit his/her declaration of being ready to defend his/her diploma paper/project three weeks before the scheduled date for the defense.
2. A student whose paper/thesis was designated for verification with the plagiarism detection system submits his/her written paper/thesis three weeks before the scheduled date for the defense, pursuant to §6 sec.4, together with the enclosures referred to in §8.
3. Other students submit their written papers/theses two weeks before the scheduled date for the defense together with the enclosures referred to in §8.
4. The diploma written paper/thesis is submitted in the following format:
 - a) 1 one-sided bound copy
 - b) 1 archival two-sided copy, unbound, punched and tied with a string
 - c) 1 electronic copy on a CD described as follows: student first name and surname, supervisor's/supervisors' first name and surname, title/s of the diploma paper/thesis, in a paper envelope described in the same way.
5. A student may be admitted to the defense under the condition that:
 - a) he/she has passed all curriculum courses,
 - b) he/she has obtained all ECTS points required for the study curriculum, except for the points assigned to the diploma paper/thesis,
 - c) he/she has submitted his or her course registration book with examination card/s one week before the scheduled date for the defence,
 - d) he/she has submitted a clearance form informing on substantive and financial settlements with the Academy one week before the scheduled date for the defence. Financial settlement is understood as making all statutory payments and paying the fee for issuing a diploma, confirmed by the accounting office/ cash-box of the Academy,
 - e) he/she has submitted 4 diploma photographs size 4.5 cm x 6,5 cm,
 - f) he/she has submitted a written information on artistic, scientific or sports achievements, functions held, obtained scholarships which should be included in the supplement (Enclosure no. 4).
6. In the case of a student's non-compliance with the above conditions, the Dean will postpone the defense, however no later than 30 October.



7. The Dean, at the request of a student or supervisor, may agree to postpone the defense date by the end of November due to a long-term illness of a student or supervisor. In this case a student maintains his/her student rights.
8. A student who does not submit the diploma paper/thesis on time becomes removed from the list of students.
9. A person removed from the list of student who completed all other study curriculum courses may, within a year from the date of being removed, submit and defend a diploma paper/thesis without the need to make up for curriculum differences resulting from the programme change.

§7

1. The diploma examination can be flexible. However, taking into account the specificity of the Academy, the area of study and the character of the carried out fields of study, a student may apply for an open examination carried out in compliance with §67 of the Rules and Regulations of Studies in the Eugeniusz Geppert Academy of Art and Design in Wrocław.
2. In the case a student fails to obtain a positive grade for the diploma examination, the Dean decides on another examination date, however not earlier than after a month from the date of the first examination.
3. If a student fails to pass the retake diploma examination, he/she will be removed from the list of students maintaining the rights referred to in §6 point 9.

§8

1. The following specimens of documents are introduced:
 - a specimen of a diploma card – declaration of the topic of the paper/thesis – Enclosure no. 2
 - a specimen of an assessment sheet based on the plagiarism detection system - Enclosure no. 3
 - a specimen of a student's declaration on being author of the diploma paper/thesis Enclosure no. 4
 - a specimen of an information card on student's achievements, functions held, obtained scholarships - Enclosure no. 5



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- a specimen of a title page of a written Bachelor's/Master's paper/thesis - Enclosure no. 6
- a specimen of a clearance form - Enclosure no. 7
- a specimen of an object borrowing card - Enclosure no. 7a
- a specimen of a diploma paper/thesis assessment card - Enclosure no. 8
- a specimen of diploma examination report - Enclosure no. 9
- declaration on giving informed consent to participate in a survey- Enclosure no. 10