

**Attachment no. 1 to the Rector's Resolution no. 30/2017
of 1st October 2017**

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

§1

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 exam and specify the rules, organisation, course and evaluation of the diploma exam.

§2

1. For the *Film and Multimedia* major, specialisation *Film Directing*, the Bachelor thesis shall take the form of a diploma film or other audio-visual piece of work.
2. An obligatory attachment to the Bachelor thesis shall be:
 - 1) analytical description of the Bachelor thesis (director's explication).
3. To the Bachelor thesis may also be attached:
 - 1) script for the short film,
 - 2) shooting scripts in writing or drawings,
 - 3) photographs from the casting as well as documentation, their context and final solutions,
 - 4) film stills from the set, which document the characteristic stages of the production.
4. Director's explication should:
 - 1) specify the inspiration and origin of the idea;
 - 2) specify the artistic problems related to preparations of the film and the ways of solving them;
 - 3) include the description of adopted the formal assumption, and assumptions regarding the stage production and scenography (with the justification);
 - 4) include the justification of the choice of actors and/or characters;
 - 5) include the description of the time of production and post-production;
 - 6) include the analysis of the final version of the film in the context of adopted initial assumptions and expectations, including the project assessment and the conclusions drawn by the author from the project and its implementation.
5. For the *Film and multimedia* major, specialty *Cinematography*, the Bachelor thesis takes the form of diploma film or other audio-visual piece of work, or the picture for a diploma film or other audio-visual piece of work.
6. To the Bachelor thesis must be attached:
 - 1) analytical description of the Bachelor thesis (cinematographer's explication).
7. To the Bachelor thesis may be attached:
 - 1) shooting scripts in writing or drawing,
 - 2) characteristic passages of the story-board,
 - 3) photographs from the documentation and the corresponding final effects,

- 4) film stills from the film set, which document the characteristic passages of the production (technological solutions).
8. Cinematographer's explication should:
 - 1) specify the inspiration and the origin of the idea;
 - 2) specify both the formal assumptions, as well as the ones related with the shooting script,
 - 3) include the documentation regarding the location and the description of its possibilities
 - 4) present the technological documentation with detailed description of picture carriers, sources of lights, camera movement,
 - 5) include the description of the production and post production time, including the editing and digital effects,
 - 6) include the analysis of the final version of the film in the context of the initial assumptions regarding the production, including the project evaluation by its author and the conclusions drawn from the production.
9. For the major *Film and Multimedia*, specialization *Film Editing*, the Bachelor thesis shall constitute a film or other audio-visual piece of work or editing a film or other audio-visual work.
10. To the Bachelor thesis must be attached:
 - 1) analytical description of the Bachelor thesis.
11. To the Bachelor thesis may be attached:
 - 1) literary works, which constitute the prototype of the film or other audio-visual work.
12. Analytical description of the film or other audio-visual piece of work should:
 - 1) include the description of the Bachelor thesis: specification of the genre, type, specification of the plot or structure, indicating the convergent part as well as the differences in comparison to the literary prototypes,
 - 2) present the initial assumption: the description of the idea, script, shooting script, storyboard with the examples,
 - 3) present the analysis of the project: internal division of the material (scenes, sequences), types of editing (parallel narration, linear editing, flashbacks), stylistic figures and the theoretical basis,
 - 4) present the documentation of the artistic process: from the first film montage to the final version of the film, based on the chosen scenes or film passages, editing problems resulting from the production mistakes on the film set;
 - 5) present the description of the editing process from the technological and technical perspective: off-line, on-line, preparation for the negative cutting or doing the master copy from the digital clips, export for sound editing, colour correction, visual effects,
 - 6) own comments and author's evaluation of the project, taking into consideration the importance of the problems encountered while editing and their impact on the future professional career.
13. For the major *Film and multimedia*, specialisation *Photography*, the Bachelor thesis shall constitute an artistic work in the area of photography or video.
14. To the Bachelor thesis must be attached:
 - 1) analytical description of the Bachelor thesis.
15. Analytical description of the artistic works should:

- 1) include the description and detailed assumptions of the artistic work with the justification,
 - 2) present the socio-cultural context of the artistic work,
 - 3) present the artistic and aesthetic complexity of the work,
 - 4) present the technical assumptions of the work, such as the technique applied, the parameters, used materials, equipment and software.
16. For the major *Film and Multimedia*, specialisation *Video Games Production*, the Bachelor thesis shall be the production of a video game project for a chosen stationary or mobile platform.
17. To the Bachelor thesis must be attached:
- 1) analytical description of the work (written project documentation).
18. Written project documentation should:
- 1) be an original project documentation (so-called Game Design Document),
 - 2) contain the description of the planned game,
 - 3) contain the description of the game mechanics,
 - 4) contain the description of the plot and artistic style of the game,
 - 5) present the scope of work expected under this project and the parallel production plan.
 - 6) present the documentation regarding the course of the project, taking into consideration the ongoing changes during the works on the project in comparison to the initial plan.
 - 7) contain the analysis of the problems encountered during the production and the conclusion drawn from the work on the project which may influence the future artistic undertakings.
19. For the major *Film and multimedia*, specialisation *Practical Film Studies*, the Bachelor thesis shall be one of the two:
- 1) diploma film or other audio-visual piece of work,
 - 2) written assignment in the form of a scientific essay.
20. The possibility of choosing the type of the Bachelor thesis referred to in Section 19 above shall be dependent on the educational results achieved by the student in the course of studies.
21. Student, who received at least the grade “good” from the practical classes related to the film art, may apply for the possibility to produce a diploma film or other audio-visual material as a Bachelor thesis.
22. Student should by the end of June in the second year of studies submit a request for accepting the production of a diploma film or other audio-visual work as their Bachelor thesis.
23. To the request must be attached an opinion of the lecturer responsible for the practical classes in film art on the second year of studies, including the lecturer’s approval of the change of the Bachelor thesis form from the academic essay into a practical work, that is the production of diploma film or other audio-visual material.
24. To the Bachelor thesis in the form of diploma film or other audio-visual works must be attached:
- 1) analytical description of the Bachelor work (director’s explication).
25. To the Bachelor thesis in the form of diploma film or other audio-visual film may be attached:
- 1) script to the short film,
 - 2) shooting script in writing or drawing,

- 3) photographs from the casting and the documentation with the context and final solutions,
 - 4) film stills from the film set, which document characteristic passages of the production.
26. Director's explication should:
- 1) specify the inspiration and origin of the idea;
 - 2) specify the artistic problems related to preparations of the film and the ways of solving them;
 - 3) include the description of adopted the formal assumption, and assumptions regarding the stage production and scenography (with the justification);
 - 4) include the justification of the choice of actors and/or characters;
 - 5) include the description of the time of production and post-production;
 - 6) include the analysis of the final version of the film in the context of adopted initial assumptions and expectations, including the project assessment and the conclusions drawn by the author from the project and its implementation
27. Students, who do not request the chance of Bachelor thesis' form into the practical one as a diploma film or other audio-visual work, shall prepare a theoretical Bachelor thesis in the form of an academic essay.
28. Written Bachelor thesis in the form of academic essay should:
- 1) concern one specific area of problems, chosen in consultation with the Promoter,
 - 2) have analytical and interpretative, comparative or critical character,
 - 3) constitute an independently analysed research problem, with the use of a chosen methodology.
29. For the major *Film and Multimedia*, specialisation *Film and TV Production Organization*, the Bachelor thesis shall be a project presentation which consists of the complete production process of a feature film, consisting of two complimentary parts:
- 1) multimedia presentation, held in front of the diploma exam commission, using multimedia techniques of the allowed duration of 20 minutes (should the presentation exceed the time limit, the commission may ask the student to finish the presentation). The presentation should be prepared in accordance with one of the following contemporary standards (PowerPoint, PDF) and shall be an effective and valuable illustration of the content included in the written part.
The presentation should contain the description of film production process: the development stage, production stage (preparation, shooting, postproduction, final works) and the schedule with the description of producer's activities regarding every stage, plan of hiring the main producers and film crew with a short description of contracts (type, time, remuneration), plan of main roles, and other activities related to production.
 - 2) Written description of the undertaking, which shall constitute the topic of the Bachelor thesis, consisting of the following elements:
 - a. short description of the entire undertaking – maximum 1 page of typescript in A4 format,
 - b. summary of the film plot – maximum 3 pages of typescript in A4

format,

- c. description of the given film genre and its specification in the project, based on specialised bibliography – maximum 1 page in A4,
- d. complete cost estimation regarding the film in the extended form according to the PISF template, including the production financing plan from the public and non-public sources (including the material and financial input),
- e. description of the concluded producer's contracts, including the donation agreement, coproduction agreements with at least one subject and one sponsor (or investor),
- f. description of planned distribution channels (windowing) and the relevant starting material for the film, art-logo project and film poster,
- g. original promotion and advertising plan for the film (media plan) taking into account the new media,
- h. describing the forecast for film exploitation results in specific research with the figures indicating the profitability of the film and calculation of the film budget,
- i. plan for participating in film festivals.

30. The Bachelor thesis should meet the following requirements:

1) the Bachelor thesis shall be based on an original initiative, with own concept and idea,

2) the initiative, which is the topic of the Bachelor thesis should be an idea which has not been used before nor has been a subject of analysis during the studies.

31. The written description should be bound and start with a title page compliant with the template given by the School. Pages shall be numbered, the thesis shall include the table of content. One of the elements emphasised in the table of content should be the content of the presentation – on a CD or in a printed form. CD attached – if included in the documentation – shall be signed with student's name and surname and the title of the Bachelor thesis and be put in an envelope or a pocket attached to the rest of the documentation, e.g. to the separate page or the back cover of the Bachelor thesis.

32. For the major *Film and multimedia*, for the specialty *Sound Creation: Film, TV, Games*, the Bachelor thesis shall take the form of a short film of at least 15 minutes, or the sounding of the act from a chosen feature film or computer game or producing/recording music which illustrates a chosen film picture or game.

33. To the Bachelor thesis must be attached::

1) analytical description of Bachelor thesis.

34. Analytical description of the Bachelor thesis should:

1) specify the inspiration and the origin of the idea;

2) specify the artistic problems, connected with the preparations of the Bachelor thesis and the methods of solving them;

3) contain the description of the formal assumptions (together with the

justification);

4) contain the description of the Bachelor work's production and postproduction period;

5) contain the analysis of the final Bachelor thesis in the context of adopted initial assumptions, including the artistic evaluation of the projects and the conclusions drawn.

35. For the major *New Media Acting*, Bachelor thesis should the student's role in a diploma piece of work.

§3

1. The Bachelor thesis in the form of an academic essay should consists of 40-70 pages.
2. The analytical description of the Bachelor work should consists of 20-60 pages (for the specialty *Sound Creation: Film, TV, Games* between 10 and 20 pages).
3. Promotor of the Bachelor thesis may allow bigger volume of the written thesis in the case when the decision is justified with the unique perspective towards the subject and high content-related and cognitive quality of the work or its description.
4. Analytical description of the Bachelor work may omit some of the element referred to in para 2 or include some elements not mentioned in para 2, in the case when such a choice is justified and approved by the Bachelor thesis' promotor.
5. Bachelor thesis and the analytical description of the Bachelor thesis shall include the bibliography, which shall prove the level of proficiency in the given subject.
6. The Bachelor thesis and the analytical description of the Bachelor thesis shall be verified against plagiarism.
7. Should the Terms and Conditions stipulate the obligatory attachments to the Bachelor thesis, the Bachelor work may be seen as completed only if it contains all the required attachments and shall be subject to evaluation only with the complete set of obligatory attachments.

§4

1. The Bachelor thesis shall be evaluated by the Promoter of the Bachelor thesis.
2. The Bachelor thesis shall be evaluated and reviewed by the Reviewer of the Bachelor thesis.
3. The review forms and standards shall be set by the Rector.
4. The Reviewer shall be designated by the Rector or Prorector for Education.
5. Issuing a review with the unsatisfactory grade shall contain a written justification. The justification shall include guidelines for the author of the Bachelor thesis which indicate the necessary changes and required improvements.
6. In the case that a situation referred to in Section 5 above arises, Rector or Prorector for Education shall assign another Reviewer for the Bachelor thesis.

§5

1. The date of the diploma exam shall be set by the Rector.
2. The conditions for setting a diploma exam date shall be following:
 - 1) the student has obtained all credits and positive grades from exams and subjects in a given major and specialty of studies;
 - 2) the student has submitted at the Dean's office the Bachelor thesis together

with the required attachments in three copies, approved for the defence by the promotor of the Bachelor thesis or the artistic mentor (artistic mentors).

3. The student shall be informed about the date of the diploma exam via e-mail or phone call by the Dean's Office employee.
4. Rector may set the dates of the diploma exam in advance for the given academic year, major and specialty.
5. Should the provision from the Section 4 above be applies, the condition for taking the diploma exam by the student is:
 - 1) obtaining all credits and positive grade from the exams and subjects for a given major and specialty in the course of studies,
 - 2) submitting the Bachelor thesis with the attachments approved for the defence by the promotor or the artistic mentor (mentors) at the Dean's office not later than 6 weeks before the set date of the diploma exam.

§6

1. Defence of the diploma thesis shall take the form of an exam.
2. The defence exam may include a presentation and evaluation of the diploma thesis.
3. The diploma exam may include answering questions from the given areas of knowledge.
4. The diploma exam may be divided into separate parts and may be planed for more than one day.
5. The diploma exam takes place in front of a commission, chosen by the Rector, consisting of at least three persons.
6. In the major *Film and Multimedia* the diploma exam shall be oral and shall consist of:
 - 1) presentation of the Bachelor thesis,
 - 2) answers to the commission's questions.
7. For the major *Film and Multimedia*, specialisation *Practical Film Studies*, in the case of the Bachelor thesis compliant with the para. 2 Section 19, point 2, the diploma exam shall be oral and shall include:
 - 1) oral or multimedia presentation by the author of the Bachelor thesis, which brings closer the main subject of the thesis. The presentation should last no longer than 10 minutes.
 - 2) answering questions from the commission.
8. For the major *Film and Multimedia*, for the specialty *Film Production Organisation*, the diploma exam is oral and consists of:
 - 1) presentation of the Bachelor thesis. The presentation should take no longer than 20 minutes.
 - 2) answering the commission's questions,
9. In the major *New Media Acting* the diploma exam shall be the role in a diploma piece of work subject to evaluation.

§7

1. The commission shall be chosen for the exam no later than 7 days before the set exam date.
2. The exam commission must consist of at least 3 persons.

1. For the major *Film and Multimedia*, specialisation *Film Directing*, the exam questions may regard:
 - 1) history of film,
 - 2) history of art,
 - 3) questions regarding strictly the specialisation of studies and the Bachelor thesis.
2. For the major *Film and Multimedia*, specialisation *Cinematography*, the exam questions may regard:
 - 1) history of film,
 - 2) history of art,
 - 3) questions regarding strictly the specialisation of studies and the Bachelor thesis.
3. For the major *Film and Multimedia*, specialisation *Film Editing*, the exam questions may regard:
 - 1) history of film,
 - 2) history of art,
 - 3) questions regarding strictly the specialisation of studies and the Bachelor thesis.
4. For the major *Film and Multimedia*, specialisation *Photography*, the exam questions may regard:
 - 1) history of film,
 - 2) history of art or history of photography, up to the author's choice
 - 3) questions regarding strictly the specialisation of studies and the Bachelor thesis.
5. For the major *Film and Multimedia*, specialisation *Video Games Production*, the exam questions may regard:
 - 1) history of film,
 - 2) history of art,
 - 3) questions regarding strictly the specialisation of studies and the Bachelor thesis.
6. For the major *Film and Multimedia*, specialisation *Practical Film Studies*, the exam questions may regard:
 - 1) history of film,
 - 2) history of art,
 - 3) questions regarding strictly the specialisation of studies and the Bachelor thesis.
7. For the major *Film and Multimedia*, specialisation *Film Production Organisation*, the exam questions may regard:
 - 1) history of film,
 - 2) history of art,
 - 3) questions regarding strictly the specialisation of studies and the Bachelor thesis.
8. For the major *Film and Multimedia*, specialisation *Sound Creation: Film, TV, Games*, the exam questions may regard:

- 1) history of film,
 - 2) history of art,
 - 3) questions regarding strictly the specialisation of studies and the Bachelor thesis.
9. During the exam shall be asked not less than 3 question from each of the areas.
10. Should there be any doubts regarding the final grade, the commission might decide to ask additionally not more than 2 questions per each commission member from each of the areas.

§9

1. The exam shall be considered as passed if the average grade from all answers given to the exam questions is 3.0 or more. In the base of the diploma exam for New media acting, the exam is considered as passed, if the role in the diploma piece of work is graded for at least 3.0
2. In the case of an unsatisfactory grade or justified failure to take the exam, Rector shall assign another date of the exam. The results of the second exam shall be seen as final.

§10

1. The final grade from the diploma exam shall be dependent on the grade average for the answers given during the exam. The following scale shall be used for the specific 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)
2. In the case of the exam for *New Media Acting*, the final exam grade shall not be a grade average from the separate grade, but the grade obtained for the role in the diploma piece of work, established jointly by all members of the exam commission.

§11

1. Editorial recommendations regarding the Bachelor thesis and the analytical description of the work:
 - 1) white paper, A4 size, one-sided printing, bound
 - 2) upper, lower and right margin - 2.5 cm, left margin – 3.5 cm,
 - 3) font type: Times New Roman,
 - 4) font size:
 - a) titles of chapters - 18 points
 - b) titles of subchapters - 16 points
 - c) text - 12 points
 - d) tables, charts, illustrations – 12 points or less
 - 5) line spacing – 1.5
 - 6) numbering: subsequent page numbers at the bottom (in the middle) of the page, the first page is the title page,

2. A student shall be obliged to make a careful correction of any language mistakes in the Bachelor thesis or in the analytical description of the work, and the Promotor and the Reviewer shall be obliged to take the language correctness into consideration while verifying and evaluating the thesis.

§12

Template of the first page in the Bachelor thesis:

- 1) at the top of the page:

Warsaw Film School

Major of Studies:

Specialisation:

(font size 14)

- 2) in the middle of the page:

Name and surname of the author of the thesis

Bachelor thesis: (title of the thesis)

- 3) down on the right:

Promotor of the Bachelor Thesis: academic degree, name and surname

(font size 18)

Bachelor thesis approved for the defence exam on (date)

Promotor's signature

(font size 12)

- 4) down in the middle: Warsaw, year

(font size 14)

§13

Template of the first page of analytical description of the Bachelor thesis:

- 1) at the top of the page:

Warsaw Film School

Major of studies:

Specialisation:

(font size 14)

- 2) in the middle of the page:

Name and surname of the author of the thesis

Analytical description of the Bachelor thesis (title of the thesis)

.....

(font size 20)

- 3) down on the right:

Promotor of the Bachelor thesis: academic degree, name and surname

Artistic mentor of the Bachelor thesis: academic degree, name and surname

(font size 18)

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

Promotor's signature

Artistic mentor's signature

(font size 12)

- 4) down in the middle: Warsaw year

(font size 14)