



Guidelines for the diploma project and the diploma examination on Graphic Arts, postgraduate course, taught in Polish and English 2022/2023

§ 1 General provisions

1. The resolution conceptualises the method and magnitude of the diploma project and the assessment procedure of aforementioned diploma on the course accredited in two languages - Polish and English: grafika/Graphic Arts, postgraduate studies.

§ 2 Guidelines for executing the diploma project

1. The diploma project being an art diploma, is carried out as part of Masters diploma workshop.
2. Art diploma is accomplished by a Masters student under the supervision of an academic staff, with PhDs or higher degrees, later referred to as project supervisors.
3. In exceptional cases, the Faculty management may authorise an expert from outside of the university to supervise a Bachelors or Masters diploma project.
4. Students may choose their Masters workshop and diploma project supervisor at the end of their penultimate year.
5. Enrolment to workshops takes place in the Dean's office.
6. Limits of students accepted into each workshop are determined by the Dean based on the guidelines on the numbers of students in each lab group, development strategies for each course and department capabilities to fill teaching positions.
7. A list of staff authorised to teach workshops is accredited by the Faculty management ahead of students' enrolment.
8. Descriptive part of the diploma project is carried out as a part of Masters seminar taught by the project supervisor or another staff member.
9. The subject of the art diploma is decided on by the supervisor in agreement with the student.
10. Subjects of art diplomas are recorded by supervisors, and subsequently approved by the Dean's Board at the beginning of the last term.
11. In a case of the Dean's Board raising substantive or formal objections regarding projects' subjects, suggestions of any changes are referred to project supervisors. Updated versions are analysed and approved anew by the Dean's Board on the next possible date.
12. A change of the diploma project's subject is based on the request submitted by the student and approved by the supervisor. Every change of the diploma subject requires an approval of the Dean's Board.
13. A change of the supervisor is possible in justified cases. The change is approved by the Dean based on request submitted by the student or by the initial supervisor.

§ 3 Diploma project

1. The diploma project is an art diploma constituting of an artwork/series of artworks alongside descriptive part.
2. The art diploma is an independent artistic accomplishment presenting general knowledge, skills, and competences of the student in accord with studied course's content, its level of advancement and speciality.
3. In the completion of the art diploma the student should demonstrate an ability to formulate and carry out an artistic issue within the scope of their course and an ability to interpret it in the descriptive part taking in consideration aspects such as: sources of inspiration, context, procedure of carrying out the diploma project, technical matters, personal contemplations and conclusions. The descriptive part should follow publication guidelines (annotations, bibliography).
4. The student is admitted to the examination based on the decision of the supervisor.
5. The art diploma is assessed by the supervisor and another reviewer proposed by the supervisor and approved by the Dean.
6. The student and the supervisor provide the reviewer with access to the diploma project and the documentation at least one week before the reviewer's deadline to submit their reviews to the Dean's office.

§ 4 Diploma project documentation

1. The deadline to submit the documentation of the project to the Dean's office is determined each year within diploma examination timetable.
2. The diploma project documentation is placed within the Archive of Diploma Projects (APD) after antecedent plagiarism check.
3. Upon approval of the final version of the project by the supervisor, the student prints the diploma project documentation in two copies in required format and submits it to the supervisor and Dean's office.
4. The diploma documentation submitted to the Dean's office includes both digital and printed documentation.
5. Digital documentation recorded on DVD disc/pendrive contains documents such as:
 - 1) The supervisor's review (doc/docx or PDF format), file name: supervisor's grade, surname and name of the student, year
 - 2) The reviewer's review (doc/docx or PDF format), file name: reviewer's grade, surname and name of the student, year
 - 3) The documentation of the diploma project generated by APD (PDF file named: the student's surname and name, current year), includes:
 - title page (following standard UMCS format)
 - abstract
 - keywords
 - table of contents
 - the description of the diploma project
 - reproductions of the artwork/series of artworks constituting the diploma project – each reproduction on a separate page - labelled as following:
 1. Artwork title 1, technique, height x width cm, year 2.
 - Artwork title 2, technique, height x width cm, year
 3. Artwork title 3, technique, height x width cm, year

- 4) Folder named: documentation of the diploma project, surname, name, year, including reproductions/photographs of the diploma artworks in high resolution in JPG format; reproductions named as followed:
 - 1_ Surname Name Artwork title 1_ technique _height x width cm year
 - 2_ Surname Name Artwork title 2_ technique _height x width cm year
 Folder with documents may include other files depending on the characteristics of particular project, such as a book (PDF format), video/ other digital media, presentation for the Masters project defence; name of in the same format as above.

6. A printed documentation of the diploma constitutes of:
 - 1) The supervisor's review (signed), in two copies,
 - 2) The reviewer's review (signed), in two copies,
 - 3) The diploma project documentation generated by APD and printed in A4 format (thermal binding or slide binder),
 - 4) The supervisor's statement on the correctness of submitted documentation
 - 5) The student's statement of agreement to display the diploma project or parts of it in public by UMCS, providing the authorship of the student
 - 6) The student's statement of agreement to display their name and surname in the timetable of project defences.

7. Documentation of the diploma project printed and generated by APD and printed and signed supervisor's and reviewer's reviews are presented during the diploma assessment.

8. Examples of the diploma project documentation (grades form, title page format, outline format) are available on the faculty webpage in the section '**Diploma Project Examination**'.

§ 5 Annex to the diploma project

1. The student may include annex to the diploma, which is created as a part of a workshop other than the speciality/course diploma workshop or as a part of an artistic module studied for at least one term under the supervision of a chosen annex supervisor.
2. The student submits the documentation of the annex alongside the documentation of the art diploma to the Dean's office.
3. The annex is submitted alongside with student's outline and review of the supervisor. The annex is not assessed by the reviewer.
4. The documentation of the annex (with the reviewer's grade left out) is submitted in both digital (DVD) and printed version following standard guidelines for the art diploma, in which the term 'diploma project' is substituted with the term 'annex' and instead of a documentation generated by the APD, student's outline is required.
5. The annex to the diploma is assessed during the diploma examination. The grade of the annex is determined by the committee following the same criteria as the art diploma is assessed by, with accuracy of two decimal points.
6. The information about the annex is placed in the appendices to the diploma.

§ 6

The rules of the diploma project examination

1. The Masters Diploma Project Examination takes place after the completion of taught modules on two dates set in yearly diploma timetable – in June/July and September.

2. Only students who submit required documents before the deadline may be admitted to the examination. Following documents must be submitted to the Dean's office:
 - a) four photographs in 4,5 cm x 6.5 cm format,
 - b) a proof of required payment for the diploma,
 - c) two copies of the diploma project – in accordance with APD guidelines,
 - d) a statement generated by APD system.

3. Examination procedure:
 - 3.1. The examination committee for the art diploma on a course or speciality is designated by the Dean and consists of: the chairman, the diploma supervisor, the reviewer and at least three lecturing staff with the title of a professor or habilitated doctor.
 - 3.2. The role of the chairman is fulfilled by a lecturer with the title of a professor or habilitated doctor designated by the Dean.
 - 3.3. In justified cases the examination committee may include a staff member with a doctorate degree.
 - 3.4. In the case of the chairman is also fulfilling the role of the art diploma supervisor, their role is taken over by another independent member.
 - 3.5. In the case of unforeseen absence of the board member, the Dean designates another staff member with at least a doctorate degree to replace the absent board member.
 - 3.6. The diploma project exam is an oral exam.
 - 3.7. **The diploma project examination is public and all interested persons are entitled to participate in it.**
 - 3.8. **Participants of the examination who are not members of the Commission may participate in the discussion, which is not minuted.**
 - 3.9. The student is not allowed to participate in the committee's discussion of assessing the exam.
 - 3.10. The exam should include aspects such as:
 - a) presenting reviews submitted by the supervisor and the reviewer
 - b) the student's statement on the presented project
 - c) the student's answers to the committee's questions.
 - 3.11. The diploma examination may take place at the Faculty of Arts or at another place notified to the Dean's Office at the time of submitting the diploma documentation.

4. The procedure of assessing the diploma project and the exam
 - 4.1. At the end of the diploma exam during the unseen part the committee decides:
 - a) a grade of the diploma project (based on the grades proposed by the supervisor and the reviewers, within two decimal points);
 - b) a grade of the art diploma and the diploma exam by the committee in accordance with the following criteria:

GRADING CRITERIA FOR THE ART DIPLOMA:		CRITERION'S WEIGHT
		Masters degree
1	an ability to define the concept of the artwork, formulate an idea	++

2	originality of the project	++
3	technical and workshop skills	++
6	a degree of creative maturity and consciousness	+++
7	an ability to verbalise concepts of the project during the defence	++
8	quality of the display of the project	++

4.2. The grade of the art diploma occurs right after the exam and is conducted without the presence of the student and audience. The examination committee members after a discussion, they grade the project openly.

4.3. Based on the grades decided by the committee members an average is calculated within two decimal points. The final grade of the art diploma is determined by the following criteria:

average from 2,75 to 3,24 - satisfactory (3,0),
 from 3,25 to 3,74 - satisfactory plus (3,5),
 from 3,75 to 4,24 - good (4,0), from 4,25
 to 4,74 - good plus (4,5), from 4,75 to
 5,00 – excellent (5,0).

4.4. The final grade of the degree is calculated considering the grades from diploma project by the supervisor and the reviewer, the diploma exam, and average grade from all the modules.

4.5. The examination committee is obliged to draw up an exam protocol following UMCS standard format alongside recording the questions to the student and the grades.

4.6. The print of the protocol together with a calculated average grade of the degree within two decimal points is prepared by the Dean's office.

4.7. Right after the defence the committee informs the student about their positive or negative results.

4.8. Grades from the diploma examination are announced to students after each defence cycle (e.g. after an entire day of defences).

4.9. The announcement of the results is accompanied by providing the student with their entire degree's final grade and information on the achievement of the Master of Arts title (in accordance with current regulations).

5. Calculating the final grade from the degree:

5.1. The course is finalised by the completion of the diploma examination.

5.2. The graduate receives a diploma of completion of an university degree with a Master of Arts degree (in accordance with current regulations).

5.3. The date of completion of the degree is the date of passing the diploma examination. Following the submission of the diploma examination the graduate loses student rights.

5.4. The diploma includes the final grade of the degree which is an average of all the grades in accordance with following weight guidelines:

GRADES CONSITUTING THE FINAL GRADE	WEIGHT
average grade from taught modules	3

grades by the project supervisor and the reviewer	1
the grade from the project and the diploma examination by the examination committee (in the case of a diploma with an annex: diploma – weight 4 plus annex – weight 2)	6

- 5.5. The final grade for the degree is round up in accordance with following rules:
to 3,20 - satisfactory (3,0),
from 3,21 to 3,70 - satisfactory plus (3,5), with an average grade from taught modules from 3,26,
from 3,71 to 4,20 - good (4,0), with an average grade from taught modules from 3,51,
from 4,21 to 4,50 - good plus (4,5), with an average grade from taught modules from 3,76,
from 4,51 – excellent (5,0), with an average grade from taught modules from 4,19.
- 5.6. The round up concerns only a record on the diploma. Every other statement contains the detailed final grade, calculated based on criteria listed above.

§ 7 Distinctions and awards

1. The examination committee for the art diploma, considering all diploma works graded as excellent, assigns distinctions.
2. An art diploma may receive a distinction only with an average grade above 3.76 from taught modules.
3. The examination committee's meetings regarding distinctions take place after the defence period is over in June/July and September.
4. After the defence period is over on all of the fine arts courses, the Best art diploma is chosen within fine arts courses at the Faculty of Arts of UMCS.
5. The Faculty of Arts organises an exhibition of the best art diplomas on a yearly announced date and place. The supervisors of chosen art diplomas are responsible for organising the display.

§ 8

Evaluation of the rules for the diploma project and diploma examination

1. The Dean, the Diploma Committee members, and academic staff teaching workshops and seminars are responsible for the maintenance of the rules for the diploma project and diploma examination.
2. The rules for the diploma project and diploma examination are a subject to students and the faculty staff's evaluation. Supervisors of written thesis, art diplomas and the Chairman of the Diploma Committee are principally involved in the process of evaluation. All the students and academic staff may submit their written reviews and evaluations regarding the rules for the diploma work and diploma examination to the Faculty's Board for Quality of Teaching.
3. The Faculty's Board for Quality of Teaching prepares an evaluation of the rules for the diploma work and diploma examination alongside suggestions regarding possible improvements and presents it to the Dean's Board. The evaluation is based on the demonstrated results of student questionnaires, reviews and evaluations submitted to the Faculty's Board for Quality of Teaching by students and academic staff, and other available resources.

4. The rules for the diploma work and diploma examination are made public on the faculty's webpage, instantly upon confirmation.