Appendix 3 to the Senate Resolution No. 34/d/04/2020 of 22 April 2020

**Detailed provisions to the Regulations of Study**

**at Tadeusz Kościuszko Cracow University of Technology**

**in force at the Faculty of Architecture of Cracow University of Technology**

**regarding the procedure of award of university graduation diplomas**

**at full-time and part-time second-cycle degree programmes in Architecture**

**in Polish and English**

**valid from 1 October 2020**

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**§1 Master of Architecture Graduation Diploma**

1. The confirmation of the completion of the second-cycle degree programme at the Faculty of Architecture of Cracow University of Technology (hereinafter referred to as the FA or the FA of CUT) in *Architecture* shall be the graduation diploma certifying award of the title of Master of Architecture.

2. The diploma project in *Architecture* shall be a design project.

**§2 Supervisor**

1. The master diploma project shall be prepared by the student under the supervision of an academic teacher – the supervisor.

2. The supervisor of the master diploma project in *Architecture* may be:

1) an academic teacher employed at the FA of CUT - an architect with scientific accomplishments that constitute a significant contribution to the development of the scientific discipline of Architecture and urban planning, or holding an unlimited construction licence in architectural design and with significant design accomplishments and at least the academic title of *doctor habilitatus* within the scientific discipline of *Architecture and Urban Planning*,

2) an academic teacher - an architect, employed at the FA of CUT as a university professor holding an unlimited construction licence in architectural design and with significant design accomplishments and at least a doctoral degreewithin the scientific discipline of *Architecture and Urban Planning*,

3) an academic teacher - an architect, employed at the FA of CUT as a research associate holding an unlimited construction licence in architectural design and with significant design accomplishments and at least a doctoral degreewithin the scientific discipline of *Architecture and Urban Planning*, upon the Dean’s written consent and after being entered in the list of supervisors referred to in Section 6.

3. The co-supervisor of the master diploma project in *Architecture* may be an academic teacher - an architect, employed at the FA of CUT, with at least a doctoral degreewithin the scientific discipline of *Architecture and Urban Planning.*

4. The co-supervisor of the master diploma project may also be an academic teacher – an architect cooperating with the FA of CUT, with at least a doctoral degree, from another Polish or foreign university. The supervisor from the FA of CUT should obtain the Dean's approval for his/her cooperation with a co-supervisor not employed at the FA of CUT.

5. In special cases, such as awarding dual degrees implemented under international agreements, the diploma project may be supervised by two supervisors: one from the home university and one from the cooperating university. The supervisor from the FA of CUT should obtain the Dean's approval for his/her cooperation with a co-supervisor not employed at the FA of CUT.

6. The Dean shall announce the list of supervisors for the master diploma projects for student information, valid in a given academic year, not later than 30 days after the commencement of a given academic year.

7. Supervisors holding at least a post-doctoral degree (*doctor habilitatus*) or employed at least as university professors may appoint co-supervisors. The appointment of a co-supervisor requires the Dean’s approval and the specification of the scope of substantive supervision to be performed by the supervisor and co-supervisor.

**§3 Selection of Supervisor**

1. The student shall select the diploma project supervisor from the list of supervisors announced by the Dean.

2. At the Faculty of Architecture, a supervisor shall supervise no more than 10 diploma projects in a given academic year (jointly in the first-cycle and the second-cycle degree programmes). The supervisor shall admit graduate students taking into account the number of undergraduate students promoted in a given academic year. In particularly justified cases, the Dean may consent to a different number of candidates assigned to a given supervisor or supervisors, taking into account the total number of graduates in a given academic year. The dean's office shall provide the Dean with information on the number of students registered with individual supervisors, immediately after they have enrolled.

3. The student shall report to the supervisor his/her willingness to prepare a diploma project, together with the pre-defined topic of the project, by submitting the appropriate form (Application to the diploma project supervisor, hereinafter referred to as the “Application”, attached as Appendix 1 hereto).

4. The Application signed by the supervisor shall be submitted by the student to the dean's office by the end of the resit examination session after the penultimate semester of study, in accordance with the hours of admission to the dean's office. The student shall submit the original Application to the dean's office, and the supervisor shall keep a copy of it at least until the day following the diploma examination.

5. Failure to submit the Application referred to in section 3 within the time limit specified in section 4 shall mean the student resigns from undertaking the diploma project in a given academic year. In justified cases, the Dean may consent to the submission of the Application by the student later than specified in these provisions.

6. The final list of graduate students assigned to individual supervisors shall be established by the Dean and published in the form of an announcement in the virtual dean's office system no later than 30 days from the beginning of the last semester of studies.

7. The final list of graduate students shall be also available in the form of a printout, for inspection by all authorised and interested persons in the dean's office, within the time limit specified in section 6.

**§4 Reviewer**

1. Supervisors shall be authorised to appoint reviewers.

2. With regard to the reviewer of the master diploma project, the provisions set out in §2 shall apply accordingly.

3. The student may apply to the Dean in writing regarding the appointment of the proposed reviewer. The decision in this regard shall be made by the Dean in consultation with the supervisor.

**§5 Diploma design and specialist consultations**

1. The diploma project should be subjected to specialist consultations in the field directly related to its subject, in accordance with the applicable course curriculum. The detailed subject and scope of the consultations shall be determined by the supervisor, with the stipulation that master diploma projects which solve architectural problems should be given specialist construction consultations.

2. Neither the supervisor nor the reviewer of the diploma project can be a consultant.

3. Completion of the course “*Diploma Design*” must be preceded by previous credits and records of the grades for all other courses included in the course curriculum being entered into the virtual dean's office system.

**§6 Topic of Diploma Project**

1. Topics of master diploma projects may refer to:

1) architectural design,

2) architectural and urban design,

3) urban design,

4) conservation of architectural and urban monuments,

5) spatial planning,

subject to §1 section 2 above.

2. The general scope of the topics of diploma projects shall be communicated to students by the supervisors within the time limit enabling the correct submission of the Application referred to in §3 section 3 above. The topics should define theoretical tasks as well as design task.

**§7 Scope of Diploma Project**

1. The diploma project shall consist of a drawing part and a descriptive (written) part. The student shall solve both theoretical and design problems.

2. The drawing part of the diploma project should be prepared on sheets in the format agreed with the supervisor, in the number ensuring a legible presentation of the diploma project and completing the scope of its preparation, corresponding to at least eight 100x70 cm sheets for an individual project and fourteen 100x70 cm sheets for a team project prepared by two students.

3. The drawing part should be prepared in a way that ensures an unambiguous understanding of the design idea and the adopted spatial, functional and technical solutions.

4. It shall be obligatory to present the idea of the diploma project by means of a hand-drawn perspective drawing with dimensions of at least 50x70 cm.

5. Diploma projects regarding architectural objects and monument conservation should contain presentations of the solutions proving the knowledge of contemporary construction techniques and technologies, the conservation of monuments in the case of related projects, as well as the knowledge of the construction law, and in this respect the following requirements should be met:

1) one or more sheets should present construction drawings of selected parts of the building at a relevant scale as well as solutions of technical details. The minimum scope is the vertical cross-section of the outer wall of the building, in a characteristic place of the designed building, at a scale of 1:20,

2) the technical description for the diploma design project should comply with the Regulation of the Minister of Transport, Construction and Maritime Economy of 25 April 2012 on the detailed scope and form of the construction design (Journal of Laws of 2018, item 1935), hereinafter referred to as the “Regulation”, to the extent agreed with the supervisor,

3) land development plan and its description should comply with the Regulation, to the extent agreed with the supervisor.

6. In the diploma projects related to urban and spatial planning, the solutions mentioned in section 5 above correspond to the urban details presented at relevant scales.

7. The manner of the presentation of the diploma project: arbitrary, unambiguously presenting the concept, permanent technique; however, the basic drawings (as-built surveys, projections, sections, facades or an urban drawing and a land development plan or a basic planning drawing) should be presented at relevant scales.

8. For diploma projects in *Architecture and Urban Planning* and in *Urban Planning*, it shall be obligatory to present the idea of the project using a mock-up at a relevant scale.

9. The descriptive part of the diploma project should present the idea as well as design solutions, and should include in particular:

1) a scientific essay related to the topic of the problem being solved, with its detailed scope agreed with the supervisor,

2) a brief description of the project idea,

3) an analysis of the location, spatial conditions and others - depending on the topic of the diploma project,

4) a technical description to the design project in accordance with the requirements specified above,

5) all the design project sheets should be reduced to A4 format.

10. The volume of the descriptive part should be at least 40 pages of the normative text of the typescript (except for possible illustrations and sheets of the design project).

11. The descriptive part of the diploma project should have a title card in Polish and English, prepared according to a specific template (Template of the title card of the diploma project - Appendix 3).

12. The descriptive part of the diploma project should include an abstract in Polish and English.

13. The descriptive part of the diploma project should be submitted in 2 (two) copies: 1 copy shall be submitted by the candidate to the dean's office and 1 copy to the awarding unit. The copy submitted to the dean's office should be bound in a soft cover and fastened with a slip-on strip. Two-sided printing shall be required. Permanent page stapling shall not be allowed.

14. The descriptive part of the diploma project should be accompanied by two copies of its digital record, with PDF format being obligatory. Other additional formats, possible to use e.g. for publishing or exhibition purposes, shall be agreed with the supervisor. The digital record of the diploma project should be submitted on a CD or DVD or on a USB data carrier. One copy should be submitted to the dean's office, and one copy should be submitted to the didactic unit of the FA where the diploma project is prepared.

15. The Faculty of Architecture allows the subject of the diploma project to be carried out in teams, by two (and in justified cases by a larger number of) students. The team preparation of the diploma project shall require the written consent of the Dean. The application for the Dean's consent in this regard, supported by the supervisor, should be submitted no later than seven days before the beginning of the last semester of studies. The team work should be developed and presented in a way that allows for unambiguous definition of the part of this work performed jointly and individually by the candidates.

**§8 Diploma Examination A**

1.The provisions of this section shall apply to second-cycle degree students for whom the scheduled date of the completion of studies is not later than 30 September 2021 and who shall complete their studies on the scheduled date, as well as to students who shall not complete their studies on the scheduled date, and whose date of the completion of studies is not later than 30 September 2021.

2. The diploma examination shall be conducted on the date set by the Dean. A detailed schedule of diploma examinations, together with the composition of the diploma examination committees, shall be announced in the virtual dean's office (eHMS) no later than 7 days prior to the commencement of the examinations. The external examiner referred to in §10 must not be indicated by name and surname on that date. The schedule of the diploma examinations shall be also available at the dean's office of the FA of CUT in the form of a printout, for all authorised and interested persons.

3. The necessary condition for admission to the diploma examination shall be obtaining credits for all semesters in accordance with the course curriculum, submitting an application for admission to the diploma examination to the dean's office for student affairs and submitting the project for approval by the supervisor in the anti-plagiarism system (ASAP) by the date specified in the diploma session schedule, as well as obtaining this approval. The application (according to the template: Application for admission to the diploma examination - Appendix 2) should be submitted within the time limit set by the Dean. The application includes the candidate’s declaration of the completion of the diploma project, certified by the supervisor and reviewer, as well as confirmation of the completion of specialist consultations with a positive result.

4. The student shall take the diploma examination before the examination committee appointed by the Dean. The committee shall be chaired by the Dean, Vice-Dean or a professor appointed by the Dean, a professor of CUT or *doctor habilitatus.*

5. The diploma examination shall consist of two parts:

1) presentation of the diploma project by the candidate - at this stage, the committee may require additional explanations related to the presentation of the diploma project;

2) answering the examination committee's questions. The questions asked by the committee are related to the subject of the project submitted by the candidate as a diploma project, taking into account the learning outcomes to be achieved according to the course curriculum. The committee shall ask three questions from the list of questions defined by the Dean, and the answers to these questions are evaluated. The grading scale is specified in the Regulations of Study at Cracow University of Technology.

6. The course of the diploma examination shall be recorded in accordance with the provisions of the Regulations of Study at Cracow University of Technology.

7. On the day of the diploma examination, all diploma projects subject to evaluation by the appropriate diploma committee shall be displayed simultaneously, provided that the layout of the room where the diploma examinations are held allows it.

**§9 Diploma Examination B**

1.The provisions of this section shall apply to second-cycle degree students for whom the scheduled date of the completion of studies is later than 30 September 2021 as well as to students who shall not complete their studies on the scheduled date, and whose date of the completion of studies is later than 30 September 2021.

2. The diploma examination shall be conducted on the date set by the Dean. A detailed schedule of diploma examinations, together with the composition of the diploma examination committees, shall be announced in the virtual dean's office system no later than 7 days prior to the commencement of the examinations. The external examiner referred to in §10 must not be indicated by name and surname on that date. The schedule of the diploma examinations shall be also available at the dean's office of the FA of CUT in the form of a printout, for all authorised and interested persons.

3. The necessary condition for admission to the diploma examination shall be obtaining credits for all semesters in accordance with the course curriculum, passing the comprehensive examination referred to in §13 with a positive result, submitting an application for admission to the diploma examination to the dean's office and submitting the diploma project for approval by the supervisor in the anti-plagiarism system (ASAP) by the date specified in the diploma session schedule, as well as obtaining this approval. The application (according to the template: Application for admission to the diploma examination - Appendix 2) should be submitted within the time limit set by the Dean. The application includes the candidate’s declaration of the completion of the diploma project, certified by the supervisor and reviewer, as well as confirmation of the completion of specialist consultations with a positive result.

4. The student shall take the diploma examination before the examination committee appointed by the Dean. The committee shall be chaired by the Dean, Vice-Dean or a professor appointed by the Dean, a professor of CUT or *doctor habilitatus.*

5. The diploma examination shall consist of two parts:

1) presentation of the diploma project by the candidate - at this stage, the committee may require additional explanations related to the presentation of the diploma project;

2) answering the examination committee's questions. The questions asked by the committee are related to the subject of the project submitted by the candidate as a diploma project taking into account the learning outcomes to be achieved according to the course curriculum. The grading scale is specified in the Regulations of Study at Cracow University of Technology.

6. The course of the diploma examination shall be recorded in accordance with the provisions of the Regulations of Study at Cracow University of Technology.

7. On the day of the diploma examination, all diploma projects subject to evaluation by the appropriate diploma committee shall be displayed simultaneously, provided that the layout of the room where the diploma examinations are held allows it.

**§10 External Examiner**

1. An architect holding a licence for unlimited practice of architecture, who is neither an employee of the Faculty of Architecture of CUT nor of the faculty of architecture of another university, and is a member of the Małopolska Regional Chamber of Architects of the Republic of Poland (MPOIA), shall be invited to the examination committee as the external examiner.

2. The external examiner shall be appointed under separate agreements.

3. The external examiner shall be a full member of the examination committee.

4. The external examiner shall express his/her opinion on the diploma project (on a form prepared by the FA of CUT) of each candidate taking the diploma examination before the committee which the external examiner is a member of.

5. Upon the completion of the work of the examination committee, the external examiner shall fill in a questionnaire according to the template prepared by the FA of CUT. The questionnaire refers to the entire diploma examination conducted by a given committee. The information contained in the questionnaire may be used for internal purposes by:

1) the Faculty of Architecture of CUT,

2) the Małopolska Regional Chamber of Architects of the Republic of Poland,

3) for the accreditation of the Royal Institute of British Architects (RIBA).

6. Any comments on the work of the external examiner shall be submitted by the chairman of the examination committee in writing to the Dean. The Dean shall submit these comments to the Małopolska Regional Chamber of Architects of the Republic of Poland.

**§11 External Rapporteur**

1. Diploma examinations may be observed by the external rapporteur.

2. The external rapporteur shall be an architect holding a licence for unlimited practice of architecture, many years of professional experience and highly recognised by the architectural community, delegated by the Małopolska Regional Chamber of Architects of the Republic of Poland. The rapporteur may not be an employee of any university.

3. The external rapporteur shall take part in at least half of the diploma examinations of a given session.

4. The rapporteur shall not participate in the work of the examination committee and shall not be a member of it.

5. The rapporteur shall not be appointed to the position of the external examiner during the performance of his/her function and one year before and for one year after the termination of this function.

6. Upon the completion of a given diploma examination session, the rapporteur shall prepare the report:

1) the report template shall be prepared by the FA of CUT,

2) the report shall be prepared in Polish and English,

3) the report shall be sent by the external rapporteur to RIBA and to the Dean of the FA of CUT,

4) the report shall be confidential,

5) the report shall not mention persons by name and surname, or any information that may be used to identify any graduate student or member of any examination committee,

6) the report shall be prepared for the purposes of RIBA accreditation.

7. The procedure for appointing, dismissing, the manner and amount of remuneration of the external rapporteur are specified in separate regulations and agreements.

**§12 Diploma Examination in Foreign Language**

1. The diploma examination may be conducted in a foreign language in the following cases:

1) the long-cycle degree programme with the degree course in *Architecture* in English - the diploma examination shall be conducted in English,

2) with the Dean's consent, as part of the implementation of the procedure of awarding dual degrees based on international agreements signed by the FA,

3) with the Dean’s consent, a joint supervision of the diploma project carried out by a supervisor from a foreign university with a supervisor from the FA,

4) at the request of a student who is a non-Polish citizen, supported by the supervisor, subject to the Dean's approval,

5) in other special cases recognised by the Dean.

2. The condition for conducting the diploma examination in a foreign language shall be fluency in speech and writing of the language in which the examination is to be conducted by the diploma candidate and all members of the examination committee.

3. All documents related to the completion of the diploma awarding procedure in a foreign language, in particular:

1) application to the diploma project supervisor,

2) application for admission to the diploma examination,

3) supervisor and reviewer evaluation reports,

should be prepared in the language of the diploma examination and in Polish.

4. The provisions of §31 section 10 of the Regulations of Study at Cracow University of Technology shall apply to the diploma examination report.

5. Should the language of the diploma examination not be English:

1) the title of the diploma project should be translated into Polish and English,

2) on the title card of the diploma project, the title of this project should be written in the language of the diploma examination, in Polish and in English,

3) descriptions of the drawing part of the diploma project should be made in the language of the diploma examination together with a translation into Polish or English.

4) the descriptive part of the project should be permanently accompanied by an abstract in Polish or English, with a maximum size of three A4 pages.

**§13 Comprehensive Examination**

1. The comprehensive examination is an examination summarising the learning outcomes of the second-cycle degree programme with the degree course in *Architecture* (in Polish and in English).

2. The comprehensive examination is a written examination, supervised and evaluated by the Examination Board (hereinafter referred to as the Board).

3. The Examination Board shall be appointed by the Dean of the FA of CUT not later than 60 days prior to the date of the comprehensive examination.

4. The Examination Board shall be chaired by the Dean of the FA or the Vice-Dean of the FA appointed by the Dean.

5. Apart from the chairman referred to in section 4 above, the Examination Board shall consist of at least 3 research and teaching staff members employed at the Faculty of Architecture of CUT, holding at least the academic title of *doctor habilitatus* awarded in the academic discipline of *Architecture and Urban Planning*, or teaching staff members employed at least as professors of CUT at the Faculty of Architecture.

6. The examination questions shall be prepared by the teachers responsible for the courses included in the curriculum. These questions are reviewed by the Board and approved by the Dean of the FA. The written form shall be binding in this respect.

7. The comprehensive examination shall be carried out in two dates:

1) at the first sitting,

2) at the second sitting.

8. The dates referred to in section 7 shall be announced by the Dean of the FA of CUT, not later than 60 days after the commencement of the last semester of studies. A detailed schedule of comprehensive examinations shall be announced in the virtual dean's office not later than 14 days prior to the date of the examination referred to in section 7 clause 1 above. The schedule shall include the assignment of students to examination rooms. The schedule shall be also available in the form of a printout, for viewing by all authorised and interested persons at the dean's office.

9. The date of the examination referred to in section 7 clause 2 above shall be announced not earlier than after the lapse of 14 days from the date referred to in section 7 clause 1. The examination schedule shall include the assignment of students to examination rooms.

10. All eligible students shall take their comprehensive examination on one day. This applies to both the first sitting and the second sitting.

11. The student shall pass the examination if at least 51% of the answers to the exam questions given by the student are correct. The percentage of correct answers shall be converted into grades according to the following rules:

1) Less than 51% of correct answers - grade 2.0;

2) 51% -60% of correct answers - grade 3.0;

3) 61% -70% of correct answers - grade 3.5;

4) 71% -80% of correct answers - grade 4.0;

5) 81% -90% of correct answers - grade 4.5;

6) 91% -100% correct answers - grade 5.0;

The grading scale is specified in the Regulations of Study at Cracow University of Technology.

12. The grade for the comprehensive examination constitutes 60% of the grade for the diploma examination referred to in §35 section 2 clause 3 of the Regulations of Study at Cracow University of Technology.

13. Should the student obtain a negative result of the comprehensive examination, both at the first sitting and at the second sitting, the Dean of the FA may set an additional date for the examination, to be conducted before an examination board. It shall be an oral exam. This examination cannot be held later than 30 days prior to the date of the diploma examination session set out in the resolution of the College of the FA of CUT on the organisation of the last semester in a given academic year. The date of the examination before an examination board shall be announced in the virtual dean's office system no later than 7 days before the examination. The examination shall be deemed passed subject to the examination board accepting the answers to the questions in accordance with the provisions contained in section 11.

14. The student should submit the application for admission to the examination referred to in section 13 to the dean's office immediately after obtaining a negative result of the comprehensive examination referred to in section 7 clause 2.

15. A negative result of the comprehensive examination shall prevent the student from taking the diploma examination.

**§14 Final Provisions**

1. A graduation diploma with honours shall be awarded on the terms specified in §37 sections 2 and 3 of the Regulations of Study at Cracow University of Technology.

2. The granting of other awards for diploma projects shall be governed by separate regulations.

3. In matters not specified herein, the provisions of the Regulations of Study at Cracow University of Technology shall apply.

4. These detailed provisions to the Regulations of Study at Cracow University of Technology in force at the Faculty of Architecture of CUT shall enter into force on 1 October 2020. To the cases initiated before this date, the current guidelines of the Dean of the Faculty of Architecture of CUT shall apply.

5. The provisions of §13 shall apply to the students referred to in §9 section 1.

**Appendixes**:

1. Application to the diploma project supervisor

2. Application for admission to the diploma examination

3. Template of the title card of the diploma project