Appendix 1 to the CUT Senate resolution 63 / d / 09/2022 of September 28, 2022.

**Detailed provisions to the Study Regulations at Cracow University of Technology in force at the Faculty of Architecture of Cracow University of Technology regarding the procedure of obtaining diplomas of completing full-time and part-time second-cycle studies in the field of architecture in Polish and in English**

CONTENTS:

[§ 1. Diploma 3](#_Toc119144423)

[§ 2. Supervisor and co-supervisor 3](#_Toc119144424)

[§ 3. Choosing a supervisor 3](#_Toc119144425)

[§ 4. Faculty Diploma Committee 4](#_Toc119144426)

[§ 5. Reviewer 4](#_Toc119144427)

[§ 6. Specialist consultations for the diploma thesis 4](#_Toc119144428)

[§ 7. Subject of the diploma thesis 5](#_Toc119144429)

[§ 8. The scope of the diploma thesis 5](#_Toc119144430)

[§ 9. Admission to the diploma examination, thesis assessment 6](#_Toc119144431)

[§ 10. Diploma examination 7](#_Toc119144432)

[§ 11. Exhibition of diploma theses 7](#_Toc119144433)

[§ 12. External examiner 8](#_Toc119144434)

[§ 13. External rapporteur 8](#_Toc119144435)

[§ 14. Diploma examination in a foreign language 8](#_Toc119144436)

[§ 15. Final provisions 9](#_Toc119144437)

# § 1. [Diploma](#_bookmark2)

1. The confirmation of graduating from the second-cycle studies in the field of architecture at the Faculty of Architecture of Cracow University of Technology (hereinafter referred to as CUT’s FA) is a diploma certifying the title of Master of Science in Architectural Engineering.
2. The master's thesis in the field of architecture is a design and research work consistent with the knowledge, skills and social competences of the guidelines of education standards preparing to perform the profession of an architect and these detailed provisions.

# § 2. Supervisor and co-supervisor

1. The student performs the diploma thesis under the supervision of an academic teacher - supervisor.
2. The supervisor of the master's thesis in the field of architecture is expected to be an academic teacher, architect employed at the CUT'S FA, with scientific achievements that constitute a significant contribution to the development of the scientific discipline - architecture and urban planning or unlimited construction licence within the scope of architecture and significant design achievements, in particular:
	1. with at least the academic title of habilitated doctor obtained in the academic discipline of architecture and urban planning;
	2. holding at least a doctoral degree obtained within the scientific discipline of architecture and urban planning, employed as a professor of CUT and having unlimited construction licence within the scope of architecture;
	3. holding at least a doctoral degree in the scientific discipline of architecture and urban planning, employed as an adjunct and having unlimited construction licence within the scope of architecture, subject to the written consent of the Dean.
3. The auxiliary co-supervisor of the master's thesis in the field of architecture is expected to be:
	1. an academic teacher employed at the CUT'S FA - architect, not having the supervisor's rights (in accordance with the provisions above);
	2. an academic teacher from another Polish or foreign unit cooperating with the CUT'S FA - an architect with at least a doctoral degree or employed as a university professor;
	3. an academic teacher, holding at least a doctoral degree, active in a different discipline, if the subject of the thesis so requires.
4. In special cases, such as a double diploma carried out on the basis of international agreements, the master's thesis may be carried out under the supervision of two supervisors: one from the CUT's FA and one from the cooperating university.
5. After determining the scope of substantive care, the CUT'S FA supervisor should obtain the Dean's approval for their cooperation with the external supervisor or co-supervisor from outside the Faculty.
6. The Dean shall announce to the students the list of supervisors of the master's theses in a given academic year, no later than 30 days from the beginning of that academic year. The list also includes no more than two research areas declared by particular supervisors.
7. In a given academic year, the supervisor conducts no more than ten diploma theses (in total for the first-cycle and second-cycle studies). The supervisor admits graduate students taking into account the number of first-cycle graduate students promoted in a given academic year.

# § 3. Choosing a supervisor

1. The student selects the master's thesis supervisor from the list of supervisors announced by the Dean.
2. The student reports the willingness to do the diploma thesis to the supervisor, along with the specific topic of the thesis, by submitting an application to the thesis supervisor, hereinafter referred to as the "Application", the template of which is included in Appendix 1 to these regulations.
3. The Application, signed by the supervisor, is submitted by the student to the diploma unit by the end of the semester preceding the diploma semester. The student submits the original Application, while the supervisor keeps a copy of it at least until the day following the diploma examination.
4. The diploma unit sends summary lists of applications to the supervisors (including the limit) along with the original applications to the Dean’s Office no later than on the day of closing the registration.
5. The Dean's Office provides the Dean with information on the number of students assigned to individual supervisors, along with their assignment to the area, within seven working days from the end of the registration.
6. Failure to send the Application referred to in paragraph 3 within the time limit specified in paragraph 5 shall mean the student resigns from taking up the diploma thesis 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.
7. The final list of diplomas, i.e., graduates assigned to individual supervisors along with their assignment to areas, is established by the Dean and published in the form of an announcement in the virtual Dean’s office system (eHMS) within 30 days from the beginning of the last semester of studies.
8. The final list of graduate students is also available in the form of a printout, available for inspection by all authorized persons interested in the Dean's office within the time limit specified in paragraph 7.

# § 4. Faculty Diploma Committee

1. The Faculty Diploma Committee supervises the implementation of the provisions of these regulations.
2. The Faculty Diploma Committee is appointed annually, within 30 days from the start of the final semester.
3. The Faculty Diploma Committee includes the Dean, acting as the chairman of the committee, the vice-dean, responsible for the diploma at the second cycle of studies, and three academic teachers, architects, holding at least a postdoctoral degree obtained in the academic discipline of architecture and urban planning, indicated by the Dean.
4. The basic tasks of the Faculty Diploma Committee include:
	1. checking compliance and consistency of the submitted diploma thesis topics with the guidelines of these regulations;
	2. appointing the reviewers of the diploma theses in specific areas;
	3. substantive supervision over the implementation of the exhibition of diploma theses;
	4. determining potential candidates for members of the diploma examination committees appointed by the Dean;
	5. in justified cases, in consultation with the supervisor, resolving disputes, such as ambiguities regarding the definition of the subject/topic, change of assigning the diploma thesis to the area.

# § 5. Reviewer

1. The reviewers of the papers are appointed by the Faculty Diploma Committee based on the list of submitted papers and the declared topics in specific research areas.
2. The provisions regarding the supervisor, as specified in § 2 section 2 of these regulations, apply accordingly in relation to the reviewer of the master's thesis.
3. The reviewer assigned to the diploma thesis must not be employed in the diploma unit.
4. The reviewer is selected for a given academic year and cannot hold this function for more than two consecutive years. The interval between assignments must be at least one year.
5. The Faculty Diploma Committee announces the list of reviewers within 30 days of the announcement of the list of diplomas.
6. The number of diploma theses entrusted to the reviewer for evaluation should amount to approximately 20 papers.

# § 6. Specialist consultations for the diploma thesis

1. The diploma thesis should be consulted by a specialist in the field directly related to its subject matter in accordance with the applicable study program. The detailed subject and scope of the consultation are determined by the supervisor, with the proviso that the master's thesis in which architectural problems are solved should be consulted by specialist construction consultants.
2. The supervisor and the reviewer are not allowed to consult the thesis as specialist consultants.

# § 7. Subject of the diploma thesis

1. The diploma thesis consists of the theoretical research part and the practical design part.
2. The research part of the work is a theoretical elaboration of a research problem.
3. The design part is a practical development of the research problem.
4. The thesis submitted for implementation should be assigned to one of the research areas:
	1. architectural and urban design;
	2. conservation of monuments of architecture and urban planning;
	3. spatial planning and urban planning.
5. The Dean reserves the right to submit the requested research topics once a year within the above-mentioned areas. Additional information on the implementation of the diploma thesis as part of the ordered subject will be specified by the Dean in the announcement no later than 30 days from the start of the semester preceding the diploma semester.
6. The student declares the will to do the diploma thesis to the supervisor, along with the specific topic of the thesis, by submitting the Application, the template of which is included in Appendix 1 to these regulations.

# § 8. The scope of the diploma thesis

1. The diploma thesis consists of the theoretical research part and the practical design part.
2. The diploma thesis is prepared in the Polish language. Preparing a thesis in a foreign language is allowed, provided that the conditions described in § 14 are met.
3. The design part of the diploma thesis in the field of architectural and urban design is to apply to a building with a usable area of not less than 2,500 m².
4. The design part of the diploma thesis cannot be related to the topics of projects made at the CUT'S FA as part of the didactic classes.
5. The drawing part of the master's thesis should be made and printed on boards in the format agreed with the supervisor, in the number ensuring a legible presentation of the diploma project and filling the scope of its development, corresponding to at least eight 100x70 cm boards in the case of an individual work and fourteen 100x70 cm boards in the case of team work performed by two students.
6. The drawings should be made in a way that ensures an unambiguous reading of the idea of the project and the adopted spatial, functional and technical solutions.
7. Presentation views of the project must be presented (minimum two perspective shots) with a size of not less than 50x70cm.
8. Diploma theses on architectural objects and monument conservation should contain presentations of solutions proving the knowledge of contemporary construction techniques and technologies, monument conservation, in the case of works related to it, and knowledge of construction law.
9. One or more boards should present construction drawings of selected parts of the building in an appropriate scale and solutions of technical details. The minimum scope is the vertical cross-section of the external wall, on a scale of 1:20, in the most characteristic place for the designed building.
10. In theses in the field of urban planning and spatial planning, the solutions mentioned in paragraphs 5-6 correspond to the urban details presented in the appropriate scales.
11. The way of presenting the diploma project: unrestricted, any unambiguously presenting the concept, permanent technique, while the basic drawings (land development design, projections, sections, elevations or urban drawing and the land development design or basic planning drawing) should be presented in appropriately selected scales.
12. In the diploma theses in the field of architecture and town planning, as well as in the field of town planning, it is obligatory to present the idea of the project using a mock-up of an appropriately selected scale. This element is not subject to assessment by the supervisor and reviewer as part of the opinion on the project.
13. The written part of the diploma thesis should include the research and design part, prepared according to the following guidelines:
	1. the research part develops the undertaken research topic, and its detailed scope is agreed upon with the supervisor. It should be a scientific work in formal terms: layout, footnotes, illustrations, bibliography, etc.;
	2. the design part should present the idea and design solutions, including:
		* a brief description of the project idea,
		* analysis of the location, spatial conditions and others - depending on the topic of the diploma thesis,
		* technical description for the diploma project, in accordance with the applicable regulations regarding the detailed scope and form of the construction project,
		* all the diploma project boards reduced to A4 format.
14. The volume of the written part of the diploma thesis should amount to about 40 pages of text with illustrations (at least 60,000 characters with spaces, i.e., 1.5 publishing sheet), except for the diploma project boards. The description should not exceed two publishing sheets. The descriptive part should be supplemented with copies of the boards of the design part in A3 format.
15. A specimen of the title page of the written part of the diploma project in Polish and English is included in Appendix 3 to these regulations.
16. The written part of the diploma thesis should initially include an abstract in Polish and English, a total of approximately 3,600 characters with spaces.
17. At CUT'S FA, the subject of a master's thesis may be carried out by two students in a team. The team implementation of the master's thesis requires a written consent from 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. Teamwork should be developed and presented in a way that makes it possible to clearly define the parts of the work performed jointly and individually by individual graduates.

# § 9. Admission to the diploma examination, thesis assessment

1. The conditions for being admitted to the diploma examination are as follows:
	1. obtaining credit for all semesters according to the study plan;
	2. submitting an application to the Dean's office for admission to the diploma examination (by submitting an application for admission to the diploma examination, the specimen of which is included in Appendix 2 to these regulations) within the time limit set by the Dean. The application includes the graduate's declaration of the completion of the diploma project, certified by the supervisor, as well as confirmation of the completion of specialist consultations with a positive result;
	3. submission of the thesis in the ASAP system within the time limit specified in the schedule of the diploma session;
	4. obtaining the approval of the supervisor and positive evaluations from the supervisor and reviewer.
2. Submitting the application referred to above is tantamount to completing the diploma dissertation.
3. The supervisor and the reviewer evaluate the diploma thesis independently.
4. The diploma dissertation is assessed using the "Supervisor's/reviewer's opinion about the diploma dissertation" form available in the ASAP system.
5. The diploma thesis is assessed on the basis of a document uploaded to the ASAP system, no later than 14 days from the date of uploading theses by the graduates.

# § 10. Diploma examination

1. The diploma examination is conducted on the date set by the Dean. The detailed schedule of the diploma examinations along with the composition of the diploma examination board is announced in the virtual Dean’s office (eHMS) no later than 7 days before the examinations begin. During this period, the external examiner referred to in § 12 may not be indicated by name and surname. The schedule of diploma examinations is also available in the form of a printout, available for viewing by all authorized persons in the Dean's office.
2. The student takes the diploma examination before the diploma examination board appointed by the Dean. The committee is chaired by the Dean, vice-dean or a professor, CUT professor or assistant professor with the degree of habilitated doctor appointed by the Dean..
3. There are two parts to the diploma examination:
	1. presentation of the diploma thesis by the graduate student - at this stage the commission may require additional explanations from the graduate student related to the presentation of the diploma thesis;
	2. answers to the diploma examination board's questions. The questions asked by the committee are related to the subject of the project submitted by the graduate student as a diploma dissertation, taking into account the learning outcomes to be achieved according to the study program. The Committee asks three questions and the answers to these questions are assessed. The grading scale is specified in § 17 section 1 of the Study Regulations at Cracow University of Technology.
4. The course of the diploma examination is recorded in accordance with the provisions of the Study Regulations at Cracow University of Technology.
5. If, at the request of the student or supervisor, the diploma examination is open, the provisions of paragraphs 1-5 shall apply with the proviso that the data disclosed as part of the open diploma examination may not violate specific regulations in this regard in force at Cracow University of Technology.

# § 11. Exhibition of diploma theses

1. An integral part of the diploma process is the (stationary or online) exhibition of master's theses (drawings of the design part) organized by all diploma units.
2. All diploma theses admitted to the diploma examination are displayed at least seven days before the planned diploma examination.
3. The duration of the exhibition of diploma theses should be consistent for all diploma units.
4. No other exhibitions are to be organized for the duration of the exhibition.
5. If it is not possible to display all thesis boards, limiting the number of boards is allowed, but to not fewer than four boards.

# § 12. [External examiner](#_bookmark13)

1. An architect with unlimited construction licence within the scope of architecture is invited to the diploma examination board as an external examiner, who is not an employee of the Faculty of Architecture of the CUT or another university, who is a member of the Małopolska Regional Chamber of Architects of the Republic of Poland (MPOIA).
2. External examiners are appointed under separate agreements.
3. The external examiner is a full member of the diploma examination board.
4. The external examiner expresses their opinion on the diploma dissertation (on a form prepared by the CUT'S FA) for each graduate student taking the diploma examination in front of an examination board whose members include an external examiner.
5. Upon completion of the diploma examination board work, the external examiner fills in a questionnaire, according to the template prepared by the CUT'S FA. The survey covers the entire diploma examination conducted by a given committee. The information contained in the survey may be used internally by:
	1. CUT’s Faculty of Architecture;
	2. Małopolska Regional Chamber of Architects of the Republic of Poland (MPOIA).;
	3. for accreditation purposes.
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 forwards these comments to the MPOIA.

# § 13. External rapporteur

1. An external rapporteur may observe the diploma examinations.
2. The external rapporteur is an architect with unlimited construction licence within the scope of architecture, many years of professional experience, delegated by MPOIA. The rapporteur may not be employed by any higher education institution.
3. An external rapporteur takes part in at least half of the diploma examinations in a given session.
4. The rapporteur does not participate in the work of the examination board and is not a member of it.
5. The rapporteur is not appointed to the position of an external examiner while performing their function and one year before and for one year after the termination of this function..
6. Upon completion of a given session of the diploma examinations, the rapporteur prepares a report:
	1. the template of the report is prepared by the CUT'S FA;
	2. the report is prepared in both Polish and English;
	3. the report is sent by an external rapporteur to the Royal Institute of British Architects (RIBA) and to the Dean;
	4. the report is confidential;
	5. the report does not mention persons by name and surname or any information that may be used to identify the graduate or a member of the examination board;
	6. the report is prepared for the purposes of RIBA accreditation.
7. The procedure for appointing, dismissing, and the manner and amount of remuneration of the external rapporteur are specified in separate regulations and agreements.

# § 14. [Diploma examination in a foreign language](#_bookmark15)

1. The diploma examination may be conducted in a foreign language in the following cases:
	1. in the M.Scs. in Eng studies in architecture in English - a diploma examination conducted in English;
	2. as part of the implementation of diplomas under international agreements;
	3. at the request of a student who is not a Polish citizen, supported by the supervisor, subject to approval by the Dean;
	4. in other special cases approved by the Dean.
2. In order for the diploma examination to be conducted in a foreign language, the graduate and all the members of the examination board are required to be fluent in the language in which the examination is conducted in both speech and writing.
3. All documents related to the completion of the diploma procedure in a foreign language, in particular:
	1. Application to the supervisor;
	2. application for admission to the diploma examination;
	3. supervisor and reviewer evaluation protocols;

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

1. The provisions of § 31 section 10 of the Study Regulations at Cracow University of Technology apply to the protocol of the diploma examination.
2. If the language of the diploma examination is not English:
	1. the title of the diploma thesis should be translated into Polish and English;
	2. on the title page of the diploma thesis, the title of this thesis should be written in the language of the diploma examination, in Polish and in English;
	3. descriptions of the drawing parts of the diploma thesis should be made in the language of the diploma examination with a translation into Polish or English;
	4. the descriptive part of the thesis should be permanently attached with an abstract in Polish and English of a maximum of three A4 pages.

# § 15. [Final provisions](#_bookmark16)

1. Distinctions and honours are awarded on the principles set out in § 37 of the Regulations of studies at Cracow University of Technology.
2. The granting of other awards for diploma theses is regulated by separate regulations.
3. In matters not covered by these rules, the provisions of the Study Regulations at Cracow University of Technology apply.
4. These specific provisions shall enter into force on 1 October 2023.

APPENDICES:

1. Application to the supervisor of the thesis.
2. Application for admission to the diploma examination.
3. Title page of the diploma thesis.

### Wydział Architektury Faculty of Architecture

**ZGŁOSZENIE DO PROMOTORA PRACY DYPLOMOWEJ**

## DECLARATION OF APPLYING TO A DIPLOMA PROMOTER

**Kierunek** / **Study Programme: Studia** / **Course: Rok akademicki** / ***Academic year*:**

**Student: Promotor** / ***Promoter*: Promotor pomocniczy** / ***Co-promoter*: Jednostka dyplomująca** / ***diploma unit*: Konsultacje specjalistyczne** / ***specialist consultations*:**1

**Tematyka pracy dyplomowej będzie dotyczyła** / ***The topic of the diploma project will fall within the scope of*:**

**Obszar badawczy** / ***Research area:***

##### Oświadczam, że zapoznałam/em się2 z załącznikami do Zarządzenia nr 15 Rektora PK z dnia 18 lutego 2022 r. w sprawie wprowadzenia Regulaminu antyplagiatowego oraz Procedury weryfikacji i archiwizacji prac dyplomowych w Akademickim Systemie Archiwizacji Prac na PK, z późn. zm.

##### Kraków, dnia (on)

Podpis studenta

*Student’s signature*

Podpis promotora

*Promoter’s signature*

Akceptacja Dziekana dot. współpracy z promotorem lub promotorem pomocniczym spoza WA PK.

##### Kraków, dnia (on)

Miejscowość, data

*City, date*

Podpis Dziekana

*Dean’s signature*

1 Osobę przeprowadzającą konsultacje specjalistyczne wskazuje promotor w przypadku pracy dyplomowej, której tematyka nie obejmuje obiektów architektonicznych. Nie wypełnienie tego pola oznacza wskazanie konsultacji specjalistycznych konstrukcyjnych. / *The person to provide specialist consultations should be specified by promoter only when the subject of the*

*diploma does not refer to architectural objects; if not filled in*1*–*0*the construction consultations should be executed.*

2 Niepotrzebne skreślić.

### Wydział Architektury Faculty of Architecture

**PODANIE O DOPUSZCZENIE DO EGZAMINU DYPLOMOWEGO**

## APPLICATION FOR ADMISSION TO A DIPLOMA EXAM

**Kierunek** / **Study Programme: Studia** / **Course: Rok akademicki** / ***Academic year*:**

**Dyplomant / Graduate student: Ulica / *Street*: Nr domu / *Home nr:* Miasto / *City*: Kod / *Postal code:* Tel. / Phone: e-mail:**

### DZIEKAN WYDZIAŁU ARCHITEKTURY PK

#### DEAN OF FACULTY OF ARCHITECTURE CUT

Przedkładam magisterską pracę dyplomową / *I hereby submit the master diploma thesis.*

##### Zwracam się z uprzejmą prośbą o dopuszczenie mnie do egzaminu dyplomowego w:

###### I’m kindly asking for admission to a diploma exam on:

**Promotor** / ***Promoter*: Promotor pomocniczy** / ***Co-promoter*: Jednostka dyplomująca** / ***diploma unit*: Tytuł pracy dyplomowej** / ***Thesis title*:**

**Obszar badawczy** / ***Research area:***

##### Kraków, dnia (on)

Miejscowość, data

*City, date*

Podpis dyplomanta

*Graduate student’s signature*

**Konsultacje specjalistyczne (Specialist’s consultations)**

Potwierdzam zaliczenie konsultacji specjalistycznych.

I hereby confirm completion of the specialist’s consultations

podpis / *signature*

**Promotor (Promoter):** Potwierdzam przyjęcie i całkowite ukończenie pracy dyplomowej.

I hereby confirm admission and completion of the thesis.

podpis / *signature*

* Wnoszę o przeprowadzenie egzaminu dyplomowego

w trybie otwartym.

podpis / *signature*

(dyplomanta lub promotora)

### Wydział Architektury Faculty of Architecture

### Dyplomant / Graduate student: Nr albumu / ID Number:

## Tytuł w języku polskim

## Title in English

**Promotor** / ***Promoter*: Promotor pomocniczy** / ***Co-promoter*: Jednostka dyplomująca** / ***diploma unit*: Obszar badawczy** / ***Research area:* Kierunek** / ***Study Programme*: Rok akademicki** / ***Academic year*:**