

Attachment No. 4 to Order No. 434/2020

Detailed rules of operation of the Faculty Committee for Education Quality Assurance

Annual work schedule

Period	Range of actions
February - March	Assessing methods of verification of learning outcomes in the winter semester, assessment of dissertations defended in the winter examination session
March	Choosing classes for inspection in the summer semester in agreement with the dean
March	Giving opinions on study programmes for the cycle of education commencing the next academic year
April - May	Inspecting classes in the summer semester
September - October	Assessing methods of verification of learning outcomes in the summer semester, assessment of dissertations defended in the winter examination session
October	Inspecting classes in the winter semester in agreement with the dean
November	Compiling faculty reports
November - January	Inspecting classes in the winter semester
December	Compiling departmental report
December - January	Organizing a departmental meeting

1. Assessing methods of verification of learning outcomes

- 1.1. The purpose of assessing methods of verification of learning outcomes is to determine whether methods mentioned in the syllabus allow university teachers to effectively verify whether a given student achieved learning outcomes.
- 1.2. The assessment must be carried out after each academic semester, with particular emphasis on (i) subjects that were inconsistent with the syllabus, (ii) distribution of grades significantly different from normal distribution, and (iii) subjects that were introduced to the study programme for the first time.
- 1.3. The university teacher is required to: (i) submit documentation (i.e. all papers delivered by students in a given semester) to the FC for EQA within 7 days of receiving information sent in electronic form, and (ii) provide the necessary information on the methods of

assessing learning outcomes. For each assessed subject, a report contained in Attachment No. 2 is prepared.

2. Analysis of the results of student's questionnaires concerning classes, availability and topicality of information, infrastructure, and administrative service

- 2.1. The results of questionnaires concerning classes are preliminarily compiled by the Department for Student Affairs and submitted to the FC for EQA by September 30.
- 2.2. The results of questionnaires concerning availability and topicality of information, infrastructure and administrative service are preliminarily compiled by the Department for Student Affairs and submitted to the FC for EQA by October 15.

3. Class inspections and analysis of inspection reports

Principles of class inspection

- 3.1. Class inspections are an instrument for assessing the quality of education and cover all university teachers, PhD students and other teachers.
- 3.2. Inspections are obligatory if a teacher conducting classes has been negatively assessed in student's questionnaires. Classes conducted by university teachers with a short experience, for the first time, and by PhD students should be inspected two years after they started teaching.
- 3.3. If the assessment of the last inspection is negative, and students' opinion expressed in student's questionnaires or in another form reveals irregularities in conducting classes, the next inspection is carried out no later than within one year of receiving such an assessment or opinion.
- 3.4. Classes are inspected by members of the FC for EQA; in special cases the Chairman of the FC for EQA may ask the dean, vice-dean, or an experienced academic teacher to participate in an inspection.
- 3.5. The dean, in agreement with the Chairman of the FC for EQA, is responsible for assigning classes for inspection.
- 3.6. As for classes conducted with the use of distance learning methods and techniques, class inspections are attended by an employee of the Centre for Resources and Teaching Support.
- 3.7. A report is drafted after each inspection according to the template constituting Attachment No. 2.
- 3.8. A person inspecting the class is obliged to discuss the report with a teacher being inspected within a week after the inspection, which the latter confirms with his/her signature on the report.
- 3.9. The reports on inspections are confidential, and only members of the FC for EQA, the dean, individuals authorized by the dean and an immediate superior of a teacher being inspected have access to them.

3.10. The results of class inspections are compiled in the form of reports constituting Attachment No. 2.

4. Analysis of results of graduate student's questionnaires

The results of questionnaires carried out in the Ankieter system are preliminarily compiled by the Department for Student Affairs and submitted to the FC for EQA by October 15.

5. Assessing the procedure for awarding a degree

- 5.1. Dissertations defended at the first- and second-cycle studies in a given academic year are subject to assessment.
- 5.2. The compliance of the dissertation subject with the field of study and specialization is subject to assessment.
- 5.3. For the purpose of assessment, it is recommended to select dissertation rated differently by a supervisor and a reviewer (extremely high or low).
- 5.4. Dissertations are assessed on the basis of a report constituting Attachment No. 2.

6. Compilation of questionnaires concerning internship

The internship supervisor is responsible for compiling the results of questionnaire concerning internship in the form of a report constituting Attachment No. 2. The analysis covers at least 10% of randomly selected questionnaires of students of a given field of study who served their internship in a given year. The final report on individual fields of study should be submitted to the Chairman of the FC for EQA by October 31.

7. Assessment of PhD studies

The head of doctoral studies is responsible for conducting the questionnaire and compiling its results in the form of a report constituting Attachment No. 3. The final report should be submitted to the Chairman of the FC for EQA by October 31.

8. Assessment of postgraduate studies

The head of postgraduate studies is responsible for conducting the questionnaire and compiling its results in the form of a report constituting Attachment No. 3. The final report on individual postgraduate studies should be submitted to the Chairman of the FC for EQA by October 31.