*Attachment No. 2 to Order No. 434/2020*

Departmental report

of the Faculty Committee for Education Quality Assurance (FC for EQA)

Field of study: ..................................

Academic year: ..................................

1. Report on the repair programme implementation adopted in the previous academic year. \*)
2. Assessment of methods of verification of learning outcomes.
3. Analysis of the results of student’s questionnaires, reports on class inspection and graduate student’s questionnaires, excluding their professional careers.
4. Opinion of external stakeholders, including units where student internships are served (opinion of an internship supervisor), on preparing future graduates for professional work and the legitimacy and correctness of developing new study programmes.
5. Assessment of the procedure for awarding a degree.
6. Giving opinions on study programmes for the cycle of education commencing the next academic year.
7. The scope of repair actions and their schedule, including individual fields of study and the entire faculty.
8. Summary and final conclusions.

The report was drawn up by:

……………………………………………

……………………………………………

……………………………………………

……………………………………………

Date and signature of the Chairman

of the Faculty Committee for Education Quality Assurance

*\*) - the number of characters in individual points should not exceed 1,500*

**ATTACHMENTS**

**Annotation 2**

**Assessment sheet for student mid-term papers**

|  |  |
| --- | --- |
| Name and form of the subject (lecture, class, seminar, laboratory class, foreign language course, etc. |  |
| Academic title/degree, full name of a university teacher conducting classes |  |
| Form of studies: full-, part time |  |
| Level of studies/year of study/semester |  |
| **Grade** |
| Forms of mid-term papers |  |
| Compliance of the paper subject with the syllabus |  |
| Correctness of selection of methods of learning outcomes verification |  |
| Validity of assessment, distribution of grade |  |

**Annotation 3**

**The analysis of results of student questionnaires is conducted based on a tabular summary of results of individual questionnaires conducted in a given academic year.**

1. Tabular summary of assessment of classes and teachers at the first-, second- and long-cycle studies:
2. quantitative characteristics of students participating in the survey;
3. summary of results concerning student attendance at lectures, the estimated number of hours of student’s own work needed to complete a given course, assessment of classes and teachers;
4. summary of grade distribution depending on the subject and teaching cycle.
5. Tabular summary of assessment of classes and teachers at the first-, second- and long-cycle studies and classes conducted with the use of methods and techniques for distance learning:
6. quantitative characteristics of respondents;
7. summary of results concerning a given university teacher’s assessment, the estimated number of hours student’s own work needed to complete the course, the assessment of on-line classes, teaching materials, and the number of assignments to do while learning remotely;
8. summary of grade distribution depending on the subject and teaching cycle.
9. Tabular summary of assessment of a dean’s office operation, access to information and its topicality as well as the University infrastructure.
10. quantitative characteristics of respondents,
11. summary of average responses to subsequent questions.
12. Tabular summary of graduate student’s questionnaire:
13. quantitative characteristics of respondents,
14. summary of average responses to subsequent questions.
15. The analysis of results of student questionnaires referred to in points 1 and 2 should also include an analysis of correctness of assigning ECTS points in accordance with the following formula:

Level of studies ...............

Number of students / number of respondents ............... / ...............

|  |  |  |
| --- | --- | --- |
| **Subject code and name\*** | **Number of hours** | **Number of ECTS** |
|  | **of classes** | **of student’s own work** | **in total** | **actual** | **according to the programme** | **difference** |
|  |  |  |  |  |  |  |

**Report on class inspection**

1. General information:

|  |  |
| --- | --- |
| Name of the class |  |
| Form of the class |  |
| Topic |  |
| University teacher: *(academic title and degree, full name, position)* |  |
| Class inspector: *(academic title and degree, full name, position)* |  |

|  |  |
| --- | --- |
| Date and time |  |
| Planned duration |  |
| Place, room number |  |
| Number of students according to the list |  |
| Number of students attending classes |  |
| Was the attendance in class checked? |  |

1. Grade given to the class (on a scale from 1 to 5, where: 1 – poor; 2 – below average; 3 – fair; 4 – above average; 5 – excellent)

|  |  |
| --- | --- |
| Assessment criteria for preparation for classes and conducting them | Grade |
| * compliance of the content with the subject programme (syllabus)\*
 |  |
| * relevance and clear definition of the class topic
 |  |
| * adjusting classroom and its equipment to classes
 |  |
| * use of teaching aids and audio-visual aids
 |  |
| * clarity and accuracy of the content provided
 |  |
| * the way and ability to share knowledge, attractiveness of classes
 |  |
| * the use of students’ knowledge transferred in the previous period of study
 |  |
| * punctuality (did the classes begin and finish on time?)
 |  |
| * acquiring and improving practical skills (does not apply to lectures)
 |  |
| * acquiring and improving formal skills (reasoning, analysing)
 |  |
| * ending classes with a summary of acquired knowledge
 |  |
| * motivating students and making them interested in the subject
 |  |
| * allowing students to ask questions
 |  |
| * communication skills
 |  |
| * linguistic correctness
 |  |
| * adjusting the pace of classes to students’ abilities
 |  |

\*Note: A class inspector should read the subject syllabus prior to inspection.

1. Other comments from an inspector and post-inspection conclusions:

……………………………………………………………………………………………………………………………………………………………………………………………………

|  |  |
| --- | --- |
| Date and signature of an inspector | Date and signature of an inspected teacher |
|  |  |

**The results of lectures’ inspection**

Number of inspected lectures : ………………………

|  |  |  |
| --- | --- | --- |
| **Assessment criteria for preparing for lectures and conducting them** | **% of positive opinions** | **% of negative opinions** |
| * compliance of the content with the course programme (syllabus)\*
 |  |  |
| * relevance and clear definition of the lecture topic
 |  |  |
| * adjusting lecture room and its equipment to lectures
 |  |  |
| * use of teaching aids and audio-visual aids
 |  |  |
| * clarity and accuracy of the content provided
 |  |  |
| * the way and ability to share knowledge, attractiveness of lectures
 |  |  |
| * the use of students’ knowledge transferred in the previous period of study
 |  |  |
| * punctuality (did the lectures begin and finish on time?)
 |  |  |
| * acquiring and improving formal skills (reasoning, analysing)
 |  |  |
| * ending lectures with a summary of acquired knowledge
 |  |  |
| * motivating students and making them interested in the subject
 |  |  |
| * allowing students to ask questions
 |  |  |
| * communication skills
 |  |  |
| * linguistic correctness
 |  |  |
| * adjusting the pace of lectures to students’ abilities
 |  |  |

% of grades corresponding to the scale in Attachment No. 6: positive: from 5 to 3; negative: from 2 to 1

**The results of classes’ inspection**

Number of inspected classes : ………………………

|  |  |  |
| --- | --- | --- |
| **Assessment criteria for preparing for classes and conducting them** | **% of positive opinions** | **% of negative opinions** |
| * compliance of the content with the course programme (syllabus)\*
 |  |  |
| * relevance and clear definition of the class topic
 |  |  |
| * adjusting classroom and its equipment to classes
 |  |  |
| * use of teaching aids and audio-visual aids
 |  |  |
| * clarity and accuracy of the content provided
 |  |  |
| * the way and ability to share knowledge, attractiveness of classes
 |  |  |
| * the use of students’ knowledge transferred in the previous period of study
 |  |  |
| * punctuality (did the classes begin and finish on time?)
 |  |  |
| * acquiring and improving practical skills (reasoning, analysing)
 |  |  |
| * acquiring and improving formal skills (reasoning, analysing)
 |  |  |
| * ending classes with a summary of acquired knowledge
 |  |  |
| * motivating students and making them interested in the subject
 |  |  |
| * allowing students to ask questions
 |  |  |
| * communication skills
 |  |  |
| * linguistic correctness
 |  |  |
| * adjusting the pace of classes to students’ abilities
 |  |  |

% of grades corresponding to the scale in Attachment No. 6: positive: from 5 to 3 negative: from 2 to 1

**Report on inspection of classes conducted with the use of distance learning methods and techniques**

|  |  |
| --- | --- |
| Name of the class |  |
| Form of the class |  |
| University teacher |  |
| Class inspector |  |
| Date of class inspection |  |
| Check list | Yes | No |
| Is it a lecture? |  |  |
| Is it a class? |  |  |
| Is the teacher an author of the basic materials used in classes? |  |  |
| Does the teacher provide extra activities?  |  |  |
| Is the course schedule up-to-date? |  |  |
| Have the method, time, and place of contact with students been defined? |  |  |
| Have the rules for assessing student work been defined? |  |  |
| Does the teacher use and recommend:1. applications that enable the co-creation and sharing of resources?
2. mailing lists?
3. multimedia content distribution platforms, e.g. YouTube?
4. websites that provide open educational resources and e-courses?
5. other ……………………………………………..
 | Yes | No |
|  |  |
|  |  |
|  |  |
|  |  |
| Assessment of the method of conducting classes (on a scale from 1 to 5: 1 – poor; 2 – below average; 3 – fair; 4 – above average; 5 – excellent) |
| Compliance of the basic course materials with the course programme (syllabus) |  |
| Adequacy of the selected activities to the content presented |  |
| Defining the course objectives and its individual parts  |  |
| The role of the course summary (if any) in organizing the knowledge on the subject presented |  |

|  |  |
| --- | --- |
| ……………………………………………..Date and signature of an inspector | …………………………………………..Date and signature of an inspected teacher |

**The results of inspection of classes conducted with the use of distance learning methods and techniques**

Number of inspected classes : ………………………

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Yes (in % in total)** | **No (in% in total)** |
| Is it an e-lecture? |  |  |
| -Is it an e-classes? |  |  |
| Is the teacher an author of the basic materials used in classes? |  |  |
| Does the teacher provide extra activities?  |  |  |
| Is the course schedule up-to-date? |  |  |
| Have the method, time, and place of contact with students been defined? |  |  |
| Have the rules for assessing student work been defined? |  |  |
| Does the teacher use and recommend: | X | X |
| 1. applications that enable the co-creation and sharing of resources?
 |  |  |
| 1. mailing lists?
 |  |  |
| 1. multimedia content distribution platforms, e.g. YouTube?
 |  |  |
| 1. websites that provide open educational resources and e-courses?
 |  |  |
| 1. other
 |  |  |
|  | % of positive opinions\* | % of negative opinions |
| Compliance of the basic course materials with the course programme (syllabus) |  |  |
| Adequacy of the selected activities to the content presented |  |  |
| Defining the course objectives and its individual parts  |  |  |
| Usefulness/validity of the course summary (if any) in organizing the knowledge on the subject presented |  |  |

\*% of points corresponding to the scale:

positive: 5-3

negative: 2-1

**Annotation 4**

**Report on assessment of student internship**

|  |  |
| --- | --- |
| **Cycle of studies** |  |
| **Total number of students** **serving internship** |  |
| **Number of assessed students**  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Criterion** | **Yes/No (%)** | **Comments** |
| **1** | Compliance of student internship with the internship regulations applicable in a given field of study |  |  |
| **2** | Compliance of the number of hours of internship with the number of hours provided for in the internship syllabus |  |  |
| **3** | Compliance of effects obtained during the internship with effects provided for in the internship syllabus |  |  |
| **4** | Confirmation that an entity offering internship has issued an opinion to the student after serving the internship |  |  |
| **5** | Confirmation that an entity offering internship wishes to cooperate with of the Wrocław University of Environmental and Life Sciences in the area of student internship |  |  |

|  |
| --- |
| **Names of entities where students served their internships, along with students’ comments** |
|  |

|  |
| --- |
| **Opinion of an internship supervisor on the continuation of cooperation of the Wrocław University of Environmental and Life Sciences with a given entity based on all opinions provided by such entities**  |
|  |

|  |
| --- |
| **Detailed comments and suggestions of an internship supervisor regarding the adjustment of the study programme and learning outcomes to the needs and expectations of entities offering internship, based on all opinions provided by such entities**  |
|  |

|  |
| --- |
| **Closing remarks based on interns’ opinions** |
|  |

|  |
| --- |
| **Closing remarks based on opinions of entities offering internship**  |
|  |

|  |
| --- |
| **FINAL CONCLUSIONS** |
|  |

**Annotation 5**

**Assessment of selected dissertations**

|  |  |
| --- | --- |
| Transcript of Records No. |  |
| Cycle of studies (first-/second-cycle studies)Form of studies (full-time/part-time) |  |
| Specialization |  |
| Title of dissertation |  |
| Academic title/degree, full name of dissertation supervisor and grade given by him/her |  |
| Academic title/degree, full name of dissertation reviewer and grade given by him/her |  |
| Grade from diploma examination |  |
| Questions asked during diploma examination check the learning outcomes for a given field of study | YES/NO\*) |
| Type (nature of dissertation) and a short description of the content (a maximum of 400 characters) |  |
| **Assessment whether dissertation meets requirements typical of****the assessed field of study, level, and profile of education** |
| Compliance of the dissertation subject with the learning outcomes for the assessed field of study and with its scope  | YES/NO |
| Compliance of the dissertation content and structure with its subject | YES/NO |
| Correctness of methods, terminology, and language | YES/NO |
| Selection of literature used in dissertation; number of books used | YES/NO |
| Does the dissertation meet requirements appropriate for engineering dissertations (for studies ended with the professional title of an engineer or master engineer)? | YES/NO / DOES NOT APPLY |
| Validity of dissertation grades given by a supervisor and a reviewer |  |

\*) - if the answer “NO” is given, it should be briefly justified.