

*Appendix No. 4 to the Order no. 35/2022 of
the Rector of Wrocław University of Environmental and
Life Sciences
of 15 February 2022*

detailed operating principles of the Faculty Committee for Education Quality Assurance

Annual work schedule

Period	Scope of activities
February-March	The assessment of verification methods for learning outcomes in the winter semester, the assessment of diploma theses defended in the winter exam session
March	The appointment of classes to be observed in the summer together with the dean
March	Providing an opinion on curriculums for the educational cycle starting in the following academic year
April - May	Classes to be observed in the summer semester
September - October	The assessment of verification methods for learning outcomes in the summer semester, the assessment of diploma theses defended in the summer exam session
October	The appointment of classes to be observed in the summer semester
November	Compilation of directional reports
November - January	Classes to be observed in the winter semester
December	Compilation of a faculty report
December - January	Organising a faculty meeting

1. The assessment of verification methods for learning outcomes

- 1) The assessment of verification methods for learning outcomes is to determine whether the assessment methods in the course description sheet (syllabus) allow for an effective assessment of student's achievement of the expected learning outcomes.

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2) The assessment shall be carried out after each academic semester, with particular attention to subjects for which inconsistencies in the syllabus, grade distribution significantly deviating from the normal distribution and subjects which have been introduced into the curriculum for the first time.

3) The academic teacher responsible for the subject is obliged to provide the Faculty Committee for Education Quality Assurance with documentation - all students' assignments from a given semester within 7 days of receiving the information sent electronically and to provide necessary information on methods for assessing learning outcomes. Minutes shall be drawn up for each subject assessed, as set out in Appendix 2.

2. The analysis of the results of student surveys concerning: teaching activities, availability and timeliness of information, infrastructure and the assessment of administrative services.

1) The results of the conducted teaching surveys are compiled by the Centre for Student Affairs and forwarded to the Faculty Committee for Education Quality Assurance by 30 September.

2) The results of the surveys conducted on the availability and timeliness of information, infrastructure and assessment of the administrative service are initially compiled by the Centre for Student Affairs and forwarded to the Faculty Committee for Education Quality Assurance by 15 October.

3. Class observations and the analysis of inspection minutes.

1) Class teaching observations are an instrument of educational quality assessment and include all academic teachers and doctoral students as well as other persons conducting classes.

2) Observation is obligatory when the lecturer has been negatively assessed in the student survey. Academic staff with short academic experience, teaching a subject for the first time and doctoral students should be observed in the second year after they start teaching.

3) If the assessment of the last observation is negative, and the renewed opinion of students expressed in student surveys or in another form indicates

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irregularities in the implementation of classes, the next observation shall be carried out no later than within one year of obtaining that the assessment or opinion.

- 4) Inspections are conducted by members of the Faculty Committee for Education Quality Assurance, in special cases the Chair of the Faculty Committee for Education Quality Assurance may ask a dean, a vice-dean or an experienced academic teacher to participate in observations.
- 5) Lecturers scheduled for observation are appointed jointly by the Chairman of the Faculty Committee for Education Quality Assurance and the Dean.
- 6) Minutes of each observation conducted shall be drawn up in accordance with the template in Annex 2,
- 7) Within one week of the observation, the observer shall discuss the content of minutes with the observed person, which shall be confirmed by the observed person's signature on minutes,
- 8) Observation minutes are confidential and can be accessed only by members of the Faculty Committee for Education Quality Assurance, the Dean, persons authorized by the Dean and the direct supervisor of the observed person,
- 9) The results of class observation shall be compiled in the form of reports featuring Appendix 2.

4. Alumni Survey Analysis

The results of the conducted surveys are compiled by the Centre for Student Affairs and forwarded to the Faculty Committee for Education Quality Assurance by 15 September.

5. Assessment of selected theses and the graduation process.

- 1) Theses defended during the first and second cycle studies in a given academic year are subject to assessment,
- 2) The assessment is based on the compatibility of the topic of the thesis and the examination questions with the course of study and the specialisation,
- 3) It is advisable to select for assessment theses with varying tutor and reviewer assessment; theses rated exceptionally high or low,
- 4) The assessment of papers is based on the minutes featuring Appendix 2.

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6. The compilation of internship surveys

The supervisor of the internship is responsible for compiling the results of the internship survey in the form of the report in Appendix 2. At least 10% of randomly selected surveys of students in a given field of study who have completed internship in a given year are included in the analysis. The compiled report for each field of study is to be submitted to the Chairman of the Faculty Committee for Education Quality Assurance by 31 October.

7. The assessment of doctoral studies conducted in the faculty

The head of doctoral studies is responsible for the survey and for compiling its results in the form of a report featuring Appendix 3. The compiled report shall be submitted to the Chairman of the Faculty Committee for Education Quality Assurance by 31 October.

8. The assessment of postgraduate studies conducted in the faculty

The head of postgraduate studies is responsible for the survey and for compiling its results in the form of a report featuring Appendix 3. The compiled report for each postgraduate programme should be submitted to the Chairman of the Faculty Committee for Education Quality Assurance by 31 October.

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