

*Appendix No. 2 to the Order no. 35/2022 of the
Rector of Wrocław University of Environmental and Life Sciences
of 15 February 2022*

**Faculty report
of the Faculty Committee for Education Quality Assurance*)**

Field of study:.....

Academic year:.....

1. Report on the implementation of corrective measures recommended in the preceding academic year.
2. Assessment of verification methods for learning outcomes.
3. Analysis of the results of student surveys, class observation minutes and alumni surveys excluding their professional careers.
4. Opinion of external stakeholders, including units where field internships are carried out (opinion of the internship supervisor on the part of internship provider), regarding preparation of future alumni for professional work and the validity and correctness of the preparation of new curriculums.
5. Assessment of selected theses and the diploma process.
6. Assessment of curriculums for the cycle of education starting in the following academic year.
7. Assessment of the degree of implementation of modern teaching methods.
8. The scope of recommended corrective measures.
9. Summary and conclusions

Report prepared by:

.....
.....
.....

date and signature of the Chairman of the FC for

EQA

(*) - the text of each point should not exceed 1500 characters

The programme is co-financed by the European Social Fund under the Operational Programme "Knowledge Education Development", a non-competitive project 'Podniesienie kompetencji kadry akademickiej i potencjału instytucji w przyjmowaniu osób z zagranicy [Increasing competencies of the academic staff and the institutions' potential to receive people from abroad] – Welcome to Poland' implemented under the Measure and defined in the application for funding of the project no. POWR.03.03.00-00-PN 14/18.

APPENDICES

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Re. 2

Assessment sheet for students' assignments - learning outcomes verification assessment

Name of course, mode of classes: lecture, tutorial, seminar, etc.	
Lecturer: <i>(title/degree, name and surname, position)</i>	
Form of studies full-time/part-time	
Degree/year/semester of studies	
Assessment	
Form of phased work	
Assignments topics compliance with the course syllabus	
Correctness of selecting methods for the verification of outcomes	
Assessment validity, assessment distribution	
Remarks	

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Re. 3

The analysis of the results of student surveys is carried out on the basis of a tabulation of the results of particular surveys carried out during the academic year:

1. The tabulation of the surveys of class and lecturer assessment at first-cycle and second-cycle studies, and long-cycle Master's studies.
 - a) Number and percentage of students participating in the survey,
 - b) A summary of results relating to students' attendance at lectures, the estimated number of hours of own work required to complete the course, the assessment of conducting classes, the teaching materials, the assessment of the lecturer and the remote classes - if they were conducted in this form,
 - c) Summary of assessment frequency for the course and teaching cycle.
2. The tabulation on the survey of the assessment of the Dean's office, access to and timeliness of information, and university infrastructure.
 - a) Number of students participating in the survey,
 - b) Summary of average responses to the next survey questions.
3. A tabulation of the alumnus survey:
 - a) Number of alumni participating in the survey,
 - b) Summary of average responses to the next survey questions.
4. The analysis of the results of the student surveys should also include an assessment of the correctness of the assigned ECTS credits according to the following template:

Level of studies

Course code and name (according to the documentation of curriculum for the particular teaching cycle)	Number of hours			Number of ECTS		
	1	2	3	4	5	6
	Classes	own work	in total	according to program	actual	differenc e

Column 1 - according to the documentation of curriculum for the particular teaching cycle

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Column 2 - determined average value for the course based on the results of student surveys (average value for the ECTS course x 25)

Column 3 - sum: column 1 + column 2

Column 4 - according to the documentation of curriculum for the particular teaching cycle

Column 5 - the value from column 3 divided by 25

Column 6 - difference: column 4 - column 5

Class observation minutes

General information:

Course	
Form of classes	lecture/class* on-site/remote*
Class topic	
Lecturer: <i>(title/degree, name and surname, position)</i>	
Observed by <i>(title/degree, name and surname, position)</i>	

Date and time	
Planned duration	
Place and number of classroom/ remote education platform used*	
Number of students according to the list	
Number of present students	
Was the attendance check	

II. The assessment of classes (on a scale from 1 to 5, 1- very bad; 2 - bad; 3 - average; 4 - good; 5 - very good)

Assessment criteria for the preparation for and conducting of classes	Assessment ***
- punctuality of beginning and ending of classes	
- adapting the lecture room and its equipment to classes conducted/choosing and using the university's e-learning platforms for the classes conducted*	

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- the use of teaching aids, audio-visual means	
- compliance of the conveyed content with the curriculum (syllabus) of the course**	
- the way of specifying, conformity of the subject and the objective of the class	
- clarity and substantive correctness of the content conveyed	
- the way and ability to convey knowledge, attractiveness of classes	
- lecturer's communicativeness	
- lecturer's language correctness	
- training and improving practical skills (not applicable to lecture)	
- training and improving formal skills (reasoning, analysing)	
- getting students active and interested in the subject	
- students' opportunity to ask questions	
- ending classes with a summary to consolidate the acquired knowledge	
- adapting the pace of classes to students' abilities	

* delete as appropriate

**Note: The observer should read the course syllabus before observation.

***Note: For non-assessable criteria, answer 'not applicable'.

III. Other comments by the observer and post-observation conclusions:

.....

date and signature of the observer
lecturer

.....

date and signature of the observed
lecturer

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Lecture observation results

Number of lectures observed:

Assessment criteria for the preparation for and conducting of classes	% of positive marks*	% of negative marks*
- punctuality of beginning and ending of classes		
- adapting the lecture room and its equipment to classes conducted/choosing and using the university's e-learning platforms for the classes conducted		
- the use of teaching aids, audio-visual means		
- compliance of the conveyed content with the curriculum (syllabus) of the course**		
the way of specifying, conformity of the subject and the objective of the class		
- clarity and substantive correctness of the content conveyed		
- the way and ability to convey knowledge, attractiveness of classes		
- lecturer's communicativeness		
- lecturer's language correctness		
- training and improving formal skills (reasoning, analysing)		
- getting students active and interested in the subject		
- students' opportunity to ask questions		
- ending classes with a summary to consolidate the acquired knowledge		
- adapting the pace of classes to students' abilities		

% of the marks corresponding to the scale in Appendix 6: (positive: 5-3, negative: 2-1)

Tutorial observation results

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Number of tutorials observed:

Assessment criteria for the preparation for and conducting of classes	% of positive marks*	% of negative marks*
- punctuality of beginning and ending of classes		
- adapting the lecture room and its equipment to classes conducted/choosing and using the university's e-learning platforms for the classes conducted		
- the use of teaching aids, audio-visual means		
- compliance of the conveyed content with the curriculum (syllabus) of the course**		
the way of specifying, conformity of the subject and the objective of the class		
- clarity and substantive correctness of the content conveyed		
- the way and ability to convey knowledge, attractiveness of classes		
- lecturer's communicativeness		
- lecturer's language correctness		
training and improving practical skills		
- training and improving formal skills (reasoning, analysing)		
- getting students active and interested in the subject		
- students' opportunity to ask questions		
- ending classes with a summary to consolidate the acquired knowledge		
- adapting the pace of classes to students' abilities		

% of the marks corresponding to the scale in Appendix 6: (positive: 5-3, negative: 2-1)

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Re. 4

Minutes of the assessment of internships implementation

Level of studies	
Number of students undergoing internships	
Number of students assessed	

No.	Criterion	Yes/No (%)	Remarks
1.	Compliance of the run of internship with the curriculum in the given field and level of study		
2.	Compliance of the number of hours completed during the internship with the number of hours written in its syllabus		
3.	Compliance of the outcomes achieved during the internship with the field learning outcomes stated in its syllabus		
4.	Confirmation of the assessment of the student by the internship provider at the end of the internship		
5.	Confirmation of willingness of the internship provider to cooperate with Wrocław University of Environmental and Life Sciences in terms of internships		

Names of entities where students completed internships

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Assessment of the internship supervisor on the continuation of cooperation between Wrocław University of Environmental and Life Sciences and a given centre on the basis of all opinions of internship providers

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Detailed remarks and suggestions of the internship supervisor related to the adaptation of the curriculum and learning outcomes of the field of study to the needs and expectations of the internship provider on the basis of all the opinions of the internship providers

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Final remarks based on the opinions of all students

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Final remarks based on the opinions of all internship providers

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FINAL CONCLUSIONS

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Re. 5

Assessment of selected theses and the graduation process.

Album number:	
Level of study (first/second cycle) Mode of studies (full-time/part-time)	
Specialisation	
Title of the thesis	
Academic title/degree, name and surname of the thesis supervisor along with the grade for the thesis awarded by the supervisor	
Academic title/degree, name and surname of the reviewer and reviewer's assessment of diploma thesis	
Diploma exam grade	
Questions asked during the diploma exam shall verify the learning outcomes for the field of study	YES/NO*)
Type (nature of work) and short description of content - max 400 characters	
Assessment of compliance of the diploma thesis with the relevant requirements for the assessed field of study, level of education and profile	
Conformity of the thesis topic with the learning outcomes for the assessed field of study and its scope	YES/NO
Compliance of the content and structure of the thesis with the topic	YES/NO
Correctness of methods used, terminological and language correctness	YES/NO

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Selection of references used in the study, number of items used	YES/NO
Does the thesis meet the requirements specific to engineering theses in the case of studies leading to the degree of Engineer or Master of Engineering	YES/NO/NOT APPLICABLE
Relevance of the thesis assessment by the supervisor and the reviewer	

(*) - in case of a NO answer, please justify it briefly.

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Re. 6.

Assessment of the curriculum for the study cycle/.....

Field and level of study

Curriculum assessment criterion	Justification for meeting/not meeting the criterion*
Correctness of the assignment of ECTS credits to individual courses, taking into account the student workload	
Adequacy of the form of classes in relation to teaching content of the courses	
The module and learning outcomes are formulated in a way that is understandable and appropriate to the specifications of the field of study	
Teaching content of the courses is compliant with specifications of the field of study and learning outcomes	
Choice of forms of verification of learning outcomes during completing the phases	
Choice of forms of verification of learning outcomes during the diploma examination	
Number, rules, and form of internships	
An option to complete optional courses, in the total amount of no less than 30% of all ECTS credits, and courses in the humanities and social sciences, in the total amount of 5 ECTS	

() - the text of each line should not exceed 500 characters*

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Additional remarks, not assigned to criteria

Prepared by:

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Date and signature of the Chairman of the FC for EQA

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Re. 7.**Assessment of the degree of implementation of modern teaching methods**

Level of studies

Number of courses conducted in accordance with the relevant curriculum	
Number of courses conducted using modern teaching methods, e.g. Problem Based Learning, Project Based Learning, Science Based Learning, Challenge Based Learning, Design Thinking, mentoring, tutoring, in accordance with syllabuses for particular education cycles	

Conclusions on the implementation of modern teaching methods

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