



SPOŁECZNA AKADEMIA NAUK

**EDUCATION QUALITY
MANAGEMENT SYSTEM
AT THE UNIVERSITY OF SOCIAL
SCIENCE**

- PROCEDURES -

effective from 01.10.2021

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UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-01
PROCEDURE: ACQUISITION OF CANDIDATES FOR STUDIES

Purpose of the procedure.

The purpose of the procedure is to ensure that the process of recruiting candidates for a degree programme is correct and compliant with legal regulations and principles adopted at the University.

Scope of the procedure.

The subject of this procedure is the principles and procedures for the recruitment of students to degree programmes.

Contents of the procedure.

1. Approval of recruitment conditions and appointment of the Recruitment Committee.
 - 1.1 The conditions and procedure as well as the date of commencement and completion of the recruitment process shall be determined, by resolution, by the University Senate.
 - 1.2 The resolution shall be made public no later than 30 June of the year preceding the academic year in which recruitment is to take place
 - 1.3 In the case of launching a new course of study, the Senate shall adopt a resolution and make it public immediately.
 - 1.4 Following the approval of the resolution, the Rector, by means of an ordinance, appoints Recruitment Committees and sets the conditions for the recruitment of students.
2. Qualification procedure of the Recruitment Committee.
 - 2.1 The Recruitment Committee reads the content of the "Application/questionnaire for admission to the degree programme" previously filled in by the candidate for the degree programme.
 - 2.2 The Recruitment Committee reads the documents submitted by the candidate for a degree programme as specified in the Senate's resolution on the rules of recruitment in the given academic year.
 - 2.3 While submitting the documents, the Recruitment Committee may conduct an examination or an interview with the candidate for a degree programme.
 - 2.4 The Recruitment Committee evaluates the documents submitted by candidates for a degree programme.
 - 2.5 The Recruitment Committee familiarises itself with the results of the language test organised for candidates for a degree programme, if it is included in the admission rules.
 - 2.6 The Recruitment Committee selects candidates for a degree programme in accordance with the criteria and conditions established by the Senate in the relevant resolution published in a publicly accessible ordinance.
 - 2.7 The Recruitment Committee decides whether to admit a candidate for a degree programme and enter him in the record of the admission procedure, which is part of the "Application/Questionnaire for Admission to a Degree Programme".
 - 2.8 Students' appeals against the decision of the Recruitment Committee shall be directed to the Academic Appeals Committee of the Rector of the University.

3. Ensuring the flow of information during the recruitment period.
 - 3.1 Every potential candidate for a degree programme is ensured access to full and comprehensive information on the recruitment process at every stage of the recruitment process.
 - 3.2 Staff members of the Recruitment Department (or any other unit designated as responsible for recruitment) make available to candidates for a degree programme information guides on the University and its courses of study.
 - 3.3. Staff members of the Recruitment Department (or another unit designated as responsible for recruitment) provide candidates for a degree programme with full information on the mode of recruitment, i.e. enrolment conducted electronically in the online registration system on the USS website.
 - 3.4 Staff members of the Recruitment Department (or another unit designated as responsible for recruitment) inform the candidates of the documents required by the Recruitment Committee.
 - 3.5 Staff members of the Recruitment Department (or another unit designated as responsible for recruitment) shall inform the candidates of the date and place of the interviews conducted by the Recruitment Committee (if such interviews are conducted).
 - 3.6 The Recruitment Committee shall establish lists of persons admitted to the degree programme.
 - 3.7 The Recruitment Department (or another unit designated as responsible for recruitment) provides candidates with information concerning their admission to the degree programme.



SPOŁECZNA AKADEMIA NAUK

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-02
PROCEDURE: ESTABLISHING AND IMPROVING CURRICULA AND ASSIGNMENT OF TEACHING STAFF

Purpose of the procedure.

The purpose of the procedure is to ensure the proper development and improvement of curricula and the appropriate staffing of classes conducted at the University.

Subject and scope of the procedure.

The subject of this procedure are the rules and procedures for ensuring the proper staffing of classes, the development of educational concepts and the development, approval, verification and modification of curricula.

Contents of the procedure.

1. Developing the concept and design of a curriculum.
 - 1.1 The University Senate adopts (approves) the learning outcomes for a given field of study. The consultative role is performed by the Curriculum Committee, which makes recommendations in this respect.
 - 1.2 A draft curriculum is developed by the Curriculum Committee.
 - 1.3 Authors of the draft curriculum may be:
 - ☞ research-and-teaching and research staff with at least a doctoral degree or a professorial degree,
 - ☞ representatives of the social and economic environment (external stakeholders).
 - 1.4 Co-authors of the project may include: research-and-teaching and research staff, teaching staff and representatives of the social and economic environment (external stakeholders).
 - 1.5 The basis for the design of the curriculum are second-cycle characteristics of learning outcomes for qualifications at levels 6-8 of the Polish Qualification Framework and the learning outcomes defined in the educational standards for regulated fields of study.
 - 1.6 When designing a curriculum, the following should also be taken into account:
 - ☞ guidelines of the Senate,
 - ☞ the mission and development strategy of the University,
 - ☞ expectations of the labour market and needs of the socio-economic environment,
 - ☞ results of labour market research and consultations with employers/Business Council,
 - ☞ suggestions of students reported by the Student Self-Government,
 - ☞ international patterns,
 - ☞ conclusions from analyses and quality studies conducted on a given faculty (if education is already provided on it).
 - 1.7 When drafting a curriculum, the following should be taken into account:
 - ☞ characteristics of the studies,
 - ☞ description of the offered specializations,
 - ☞ assignment to scientific discipline/disciplines, indicating the leading discipline to which the learning outcomes refer,
 - ☞ the matrix of learning outcomes,

- ☞ a set of syllabuses for individual subjects prepared in accordance with the binding pattern.
- 1.8 In developing the design of a module/subject within a given curriculum, all components of the syllabus according to the model in force at the University should be taken into account.
- 1.9 Students who participate in the meetings of the Curriculum Committee are involved in the development of the concept and curriculum.
- 1.10 External stakeholders (including employers and/or graduates) are involved in the development of the curriculum and concept of study, and participate in the meetings of the Curriculum Committee.
- 2. Approval of the curriculum for implementation.
 - 2.1 The curriculum and study plan are reviewed by the Student Government.
 - 2.2 The Curriculum Committee presents the programme to the Senate for approval.
 - 2.3 The Senate determines and approves the curriculum for implementation.
 - 2.4 The Senate may request the Curriculum Committee to make changes to the submitted draft curriculum.
- 3. Review and improvement of the curriculum.
 - 3.1 The Curriculum Committee and/or persons involved in the implementation of the curriculum, based on:
 - ☞ observations made in the course of teaching, e.g., in terms of monitoring the learning outcomes achieved by students,
 - ☞ results of research and analysis of the quality of education,
 - ☞ suggestions from experts and/or results of labour market research,
 - ☞ recommendations of external stakeholders involved in the development and improvement of curriculums (including employers and graduates)
 - ☞ suggestions and proposals made by students of a given faculty,
 - ☞ possible changes in legislation,
 - ☞ the latest developments in a given scientific discipline,propose changes to the curriculum (including the assumed learning outcomes) in order to improve and/or update it.
 - 3.2 Each new version of the curriculum shall be submitted to the Senate for approval.
 - 3.3 The Senate shall determine and approve the curriculum for implementation.
- 4. Publication of information about the curriculum.
 - 4.1 Information on the curriculum, including syllabuses shall be made available to students electronically on the University's website.
 - 4.2 Syllabuses in hard copy shall be made available to students at the Dean's Office and the Library.
 - 4.3 Availability of information on the curriculum is assessed by students in the study of the adaptation of the teaching facilities to the needs of the study process, administrative service, student support and organisation of the study process.
- 5. Staffing of teaching classes.
 - 5.1 Heads of Establishments/Departments/Institutes are responsible for the appropriate staffing of classes and for assessing the competencies of research-and-teaching staff to achieve the learning outcomes assumed in the programme.
 - 5.2 Heads of Establishments/Departments/Institutes commissioned to teach at other Organisational Units of the University (Branches, Faculties and others) staff the classes in consultation with the Head of the unit commissioning the classes.

- 5.3 The staffing of teaching classes shall take into account such criteria as: field-related education, academic and research achievements, practical achievements/professional experience gained outside the University, student evaluation results (expressed in questionnaire surveys on the fulfilment of academic staff duties related to education), results of lesson observation and periodic evaluation.
- 5.4 In justified cases, the Dean, in consultation with the Head of the organisational unit, may make changes to the staffing proposal.
- 5.5 The Head of the Establishment/Department/Institute is responsible for any changes in staffing due to organizational and random reasons during the academic year.
- 5.6 The University Quality of Education Committee analyses the results of the questionnaires, lesson observations and periodic assessment and may recommend changes in the staffing of classes.



SPOŁECZNA AKADEMIA NAUK

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-03
PROCEDURE: DEVELOPMENT OF TEACHING MATERIALS

Purpose of the procedure.

The purpose of the procedure is to ensure high quality teaching materials to support and steer the learning process.

Subject and scope of the procedure.

The subject of this procedure are the rules and ways of proceeding in the development of teaching materials.

Contents of the procedure.

1. Design of teaching materials.
 - 1.1 Authors of teaching materials may be:
 - scientific, teaching and research staff members with a scientific degree of at least doctor or professor title,
 - teaching staff members with a doctoral degree or higher
 - teaching staff with a master's degree (with extensive professional experience in the field of study to which the materials relate),
 - external stakeholders.
 - 1.2 The author prepares a draft of the teaching material, which he/she consults with the Head of the Establishment/Department/Institute.
 - 1.3 The teaching material may take various forms, e.g. a scenario or a course outline, multimedia presentation, case studies, list of problems to be solved, methodological guidelines for self-study, publications, etc.
2. Review and revision of draft teaching materials.
 - 2.1 The author submits a draft of the teaching material for review and revision by the Head of Establishment/Department/Institute.
 - 2.2 The Head of Establishment/Department/Institute reviews the draft and verifies its compliance with the curriculum (its objectives, content, methodological guidelines, expected learning outcomes and course credit requirements) and meets other quality standards for teaching materials.
 - 2.3 The Head of the Establishment/Department/Institute may request the Author to make changes to the draft presented to him/her.
3. Approval of teaching materials for use.
 - 3.1 After positive verification of the teaching material by the Head of the Establishment/Department/Institute, the teaching material is approved for use.
4. Improvement and updating of teaching materials.
 - 4.1 The author of the educational material, based on:
 - observations made during teaching,

- results of actions taken as part of teaching quality assessment, including students' opinions,
 - possible changes in the curriculum,
 - recommendations of external stakeholders involved in the development and improvement of curricula,
 - possible changes in legislation,
 - latest developments in a given discipline,
- makes changes to the material aimed at improving and/or updating it.
- 4.2 Each new version of the teaching material shall be submitted by the author for review and revision to the Head of the Establishment/Department/Institute, who shall decide whether to allow its use.



SPOŁECZNA AKADEMIA NAUK

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-04
PROCEDURE: SCIENTIFIC AND DIDACTIC DEVELOPMENT OF ACADEMIC STAFF, PARTICIPATION IN INTERNAL TRAINING AND DOCUMENTATION OF SCIENTIFIC AND DIDACTIC DEVELOPMENT

Purpose of the procedure.

The purpose of the procedure is to define the principles and conditions of scientific and didactic development of research-and-teaching and research staff and to define the principles of providing information on scientific and didactic achievements of academic staff and documenting them.

Scope of the procedure.

The subject of this procedure are the rules and procedures for:

- obtaining academic degrees,
- preparation of scientific publications,
- participation in scientific conferences,
- conducting research projects,
- participation of staff in internal training,
- providing data on scientific and teaching achievements and documenting them.

Contents of the procedure.

1. Obtaining a doctoral degree by master students employed as assistants.
 - 1.1 A research-and-teaching and research staff member admitted as an assistant at USS may only be employed in his/her primary place of work.
 - 1.2 An assistant who has chosen his/her dissertation topic and supervisor may apply for a PhD scholarship for a period of 3 to 5 years.
 - 1.3 The assistant shall apply for the scholarship through and with the opinion of the Head of the Establishment/Department/Institute to the Rector of the University.
 - 1.4 The application of the assistant who has received the promoter's support shall be the basis for drawing up a "Scholarship Agreement" between the USS represented by the Rector and the assistant.
 - 1.5 During the period of receiving the PhD scholarship, the assistant is obliged to actively participate in monthly internal PhD seminars. This participation means: presentation of conducted research demonstrating progress in the doctoral thesis, participation in discussion of other doctoral students' projects.
 - 1.6 If, during the period of the contract, the doctoral student has fulfilled the terms of his/her scholarship agreement and obtained the doctoral degree, the procedure required for the transition to the position of assistant professor is launched.
 - 1.7 If, after 4 years, the doctoral student has not defended his/her doctoral thesis, he/she may apply for an extension of the scholarship agreement for a period of 3 years. The basis for extension of the scholarship agreement by the Rector is the application for renewal of the agreement and its support from the dissertation supervisor.

- 1.8 If an assistant fails to defend his/her doctoral thesis within the stipulated time, his/her employment contract may be terminated at the request of the Head of the Establishment/Department/Institute.
- 1.9 Matters relating to a research scholarship for those preparing a doctoral thesis are set out in the Regulations for the award of research scholarships from the USS's own scholarship fund.
2. Acquisition of a postdoctoral degree by academic staff with a doctoral degree.
 - 2.1 A USS research-and-teaching and research staff member holding a doctoral degree and employed at their primary place of work may apply for a postdoctoral scholarship.
 - 2.2 The staff member shall apply for the scholarship through and with the opinion of the Head of the Establishment/Department/Institute.
 - 2.3 The staff member's application with the support of the Head of the Establishment/Department/Institute is the basis for the drawing up of a "Scholarship Agreement" between the USS represented by the Rector and the staff member.
 - 2.4 The rules and conditions for awarding a research scholarship for persons holding a doctoral degree and undertaking activities to obtain achievements entitling them to apply for habilitation proceedings are specified in the Regulations for awarding research scholarships from USS's own scholarship fund.
3. Development of scientific publications.
 - 3.1 Every USS research-and-teaching and research staff member shall publish a minimum of two publications per year (affiliated to the University of Social Sciences).
 - 3.2 The procedure for publishing in the Publishing College of the University of Social Sciences is part of the procedure established by the College.
 - 3.3 Valuation of publications is in accordance with the principles of parametric evaluation of the University within scientific disciplines adopted by the Ministry of Education and Science (formerly: Ministry of Science and Higher Education).
 - 3.4 The number of scientific publications and the score obtained for scientific publications are one of the criteria for periodic evaluation of a staff member.
 - 3.5 A person preparing a publication for inclusion in a peer-reviewed national or international scientific journal may apply for a scientific scholarship. The rules for applying for such a scholarship are set out in the Regulations for awarding research scholarships from the USS's own scholarship fund.
4. Participation in scientific conferences.
 - 4.1 Each research-and-teaching staff member of the University of Social Sciences should actively participate in a minimum of one scientific conference per year.
 - 4.2 The course of action related to participation in a scientific conference organised by the USS is determined separately by the organising committees of the conference.
 - 4.3 A research-and-teaching and research staff member applies for participation in a scientific conference organized outside USS together with a paper proposal and submits it to his/her supervisor (Head of the Establishment/Department/Institute or Dean).
 - 4.4 After obtaining the approval of the supervisor (Head of the Establishment/Department/Institute or the Dean), in the case of a conference organized by USS, the staff member submits an appropriate application to the conference organizing committee or, for conferences organized outside USS, the staff member submits an appropriate application to the Vice-Rector for Science and Internationalization of USS in order to obtain funding to cover the costs of the conference.
 - 4.5 A person preparing a presentation for a national or international scientific conference may apply for a scientific scholarship. The rules for applying for such a scholarship are set out

in the Regulations for awarding research scholarships from the USS's own scholarship fund.

5. Conducting research projects.

5.1 All research-and-teaching and research staff of USS should participate in research projects conducted by Establishments/Departments/Institutes or project teams of the University.

5.2 A research-and-teaching and research staff member shall develop a research project and submit it in the form of a narrative or proposal appropriate to the type of project (e.g. EU funded project).

5.3 A research-and-teaching and research staff member - the author of a research project - presents the project for recommendation to his/her supervisor (Head of Establishment/Department/Institute or Dean of the Faculty).

5.4 A research-and-teaching and research staff member - the author of a research project has the right to apply for funding for the project. To this end, he/she submits an "Application for Research Project Funding" to the Vice-Rector for Science and Internationalisation.

5.5 The competition for USS research grants is held once a year, in June. Applications are submitted to the Vice-Rector for Science and Internationalisation between 1 and 30 June each year.

5.6 In reviewing applications, the Vice-Rector for Science and Internationalisation may consult with the Head of Establishment/Department/Institute on the matter.

5.7 The final decision to grant funding is taken by the Rector.

5.8 Matters relating to the research scholarship for researchers are set out in the Regulations for the Award of Research Scholarships from the USS's own Scholarship Fund.

6. Participation of academic staff in training courses and the annual teaching conference.

6.1 All research-and-teaching staff members and teaching staff should participate in periodically organised training courses to improve their teaching and professional skills.

6.2 Research-and-teaching staff teaching specialised and practical skills shall develop their professional competences through training, certification of professional competences.

6.3 The course of action related to these trainings is coordinated by the Vice-Rector for Development.

6.4. Research-and-teaching and research staff members shall be informed of the organised training courses, their objectives and conditions of participation.

6.5. All academic and other teaching staff shall be invited to the annual teaching conference.

7. Provision of data on and documentation of academic achievements.

7.1 Each research-and-teaching and research staff member shall submit electronic or hard copy information regarding his or her scholarly achievements to the Human Resources Department and to other units whose duties require the use of such data.

7.2 Each research-and-teaching and research staff member shall enter the data on academic achievements into the University database.

7.3 Each research-and-teaching and research staff member shall update the documentation of his/her scientific achievements at least once per academic year within the deadline indicated by internal regulations, e.g. Rector's Order.

8. Providing data on and documenting teaching and professional achievements.

8.1 Research-and-teaching staff shall submit information on the development of their teaching achievements, i.e. participation in trainings, teaching conferences, authorship of teaching materials.

- 8.2 Research-and-teaching staff shall submit information on the development of their professional achievements, i.e. participation in trainings, conferences, certification of competences, professional achievements.



SPOŁECZNA AKADEMIA NAUK

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-05
PROCEDURE: EVALUATION OF ACHIEVEMENTS AND REWARDS FOR ACADEMIC TEACHERS AND RESEARCH AND TEACHING STAFF

Purpose of the procedure.

The purpose of the procedure is to determine the principles for evaluating the achievements of academic staff and awarding them.

Subject and scope of the procedure.

The subject of this procedure is the procedure for:

- evaluating the scientific, didactic, organisational and professional achievements of academic staff
- rewarding academic staff,
- evaluating the development of scientific and teaching units.

Contents of the procedure.

1. Periodic evaluation of academic staff.
 - 1.1 Academic lecturers are subject to periodic evaluation by the Rector at least once every four years.
 - 1.2 Periodic evaluation of academic staff's performance concerns the following areas of their activity:
 - scientific and research,
 - teaching and educational
 - organisational,
 - professional (professional experience gained outside the University, especially with respect to academic staff conducting classes on the practical profile, including those forming practical skills).
 - 1.3 The evaluation concerns the period of the last 4 years and is conducted at the end of the academic year.
 - 1.4 Academic staff employed on a full-time basis are subject to evaluation.
 - 1.5 The evaluation is carried out by Vice-Rectors, Deans, Heads of Establishments/Departments/Institutes.
 - 1.6 The Rector is not subject to evaluation.
 - 1.7 The periodic evaluation of academic staff is based on the following partial assessments:
 - evaluation of scientific and teaching achievements and involvement in the organisational matters of the University (presented in the form of a completed pre-prepared staff member evaluation sheet),
 - evaluation of practical/professional experience gained outside the University (e.g. development of professional qualifications), in particular in the case of teaching staff conducting classes of the practical profile, including those shaping practical skills,
 - results of lesson observations,
 - results of student evaluations.
2. Procedure for periodic evaluation.

- 2.1 The human resources department shall prepare a list of academic staff subject to periodic evaluation in a given year.
- 2.2 At the request of the supervisor (Head of Establishment/Department/Institute or Dean of the Faculty), the staff member shall complete the staff member evaluation sheet.
- 2.3 Based on the sheet completed by the staff member and additional documents (student evaluation results and/or lesson observations sheet), the supervisor (Head of Establishment/Department/Institute or Dean) evaluates the staff member and makes a proposal regarding his/her continued employment.
- 2.4 The evaluation is reviewed by the Ethics and Staff Member Evaluation Committee, which may make recommendations to the appraised individual.
- 2.5 The evaluation of the Committee and the supervisor (Head of Establishment/Department/Institute or Dean) is approved by the Rector of the University.
- 2.6 The evaluation shall be delivered to the academic staff member in writing. The academic staff member acknowledges having read it by signing the evaluation sheet.
- 2.7 The evaluation may be appealed to the Rector within 14 days of its delivery to the staff member.
- 2.8 In the case of an appeal against the evaluation, the Rector consults the immediate supervisor (Head of Establishment/Department/Institute or Dean of the Faculty) and on this basis decides the outcome of the appeal.
3. Collection of interim evaluation data.
 - 3.1 Originals of periodic evaluations of academic staff and lesson observation sheets are retained at the Establishments/Departments/Institutes.
 - 3.2 Copies of periodic evaluations of academic staff are provided to the Educational Quality Department in the so-called Establishment files.
 - 3.3 Copies of periodic evaluations of academic staff are collected in the Human Resources Department.
 - 3.4 Once every 2 years (at the end of the academic year), the Department of Educational Quality (DEQ) reviews the received periodic evaluation sheets of academic staff and prepares a summary statement for the University's Educational Quality Committee.
4. Use of periodic evaluation results.
 - 4.1 Periodic evaluation serves to monitor the scientific, didactic, organisational and professional development of academic staff.
 - 4.2 The conclusions of the periodic evaluation of academic staff are discussed at meetings of the University's Education Quality Committee, Curriculum Committee and at meetings of Establishments/Departments/Institutes.
 - 4.3 The result of the periodic evaluation of academic staff is taken into account by the Head of the Establishment/Department/Institute in planning the teaching staffing, and by the University Authorities in the promotion policy.
 - 4.4 In the event of a negative evaluation, the University analyses the reasons for it and may initiate actions leading to non-renewal of the employment contract with the academic staff concerned.
5. Rewarding of academic staff.
 - 5.1 The grounds for applying for the Rector's Award of the University of Social Sciences are outstanding achievements in terms of:
 - publications released,
 - scientific and research work,
 - organisational work,

- teaching work.
- 5.2 Candidates for the Rector's Award are proposed by the Head of the Establishment/Department/Institute. Notwithstanding these nominations, every research-and-teaching staff member with a postdoctoral degree or a professorial title has the right to present a candidate (his/her own person or others) for the Rector's Award of the University of Social Sciences.
- 5.3 The Ethics and Staff Evaluation Committee is entitled to give its opinion on the applications for the Rector's Award of the University of Social Sciences.
- 5.4 The final decision on the award and the amount of the awards is made by the Rector by the end of October each year.
- 6. Evaluation of the scientific achievements of the units (Branches, Divisions/Establishments/Departments/ Institutes and others).
- 6.1 Heads of Establishments/Departments/Institutes are required to submit a report on the academic achievements of the unit at the end of the academic year. Aggregate reports are made by the Dean of the University's organizational unit.
- 6.2 Staff members of research-and-teaching units are required to complete the data on scientific achievements on an ongoing basis and to update them at the end of each calendar year (within two months of the end of the calendar year).
- 6.3 Assessment of the scientific achievements of research-and-teaching units is carried out once a year and the results are presented at the annual Teaching Conference of the University of Social Sciences.
- 6.4 The results of the evaluation may be published on the University's website or on the website of the Educational Quality Department.



SPOŁECZNA AKADEMIA NAUK

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-06
PROCEDURE: TEACHING FACILITIES, STUDENT SUPPORT, ORGANISATION AND IMPLEMENTATION OF EDUCATION PROCESS

Purpose of the procedure.

The purpose of this procedure is to ensure that the educational process runs smoothly and according to the plan and curriculum, and also to ensure appropriate conditions for its implementation in terms of the teaching facilities, support for students and organisation of the educational process.

Subject and scope of the procedure.

The subject of this procedure are the principles and procedures concerning the organisation and realisation of the educational process, as well as defining the requirements concerning the infrastructure ensuring the proper realisation of the learning outcomes within the scope specified in the curricula.

Contents of the procedure.

1. Planning of courses.
 - 1.1 The implementation of classes is planned by the Head of the Establishment/Department/Institute in consultation with the Dean of the University Organisational Unit and the Planning Department.
 - 1.2 The Head of the Establishment/Department/Institute allocates teaching classes taking into account:
 - the academic staff's competences - their degree/title, professional title, academic achievements, practical experience and teaching preparation,
 - the number of hours constituting the teaching load,
 - the results of the periodic evaluation (including the results of the lesson observations and the evaluation of academic staff in terms of fulfilling their educational responsibilities by students).
2. Organisation of the educational process.
 - 2.1 The lecturer conducts classes in accordance with the number of hours and type of classes allocated to him/her by the Head of the Establishment/Department/Institute.
 - 2.2 The lecturer conducts classes at the appointed times and observing the allotted time for classes.
 - 2.3 The lecturer conducts classes according to the syllabus and the guidelines in the course syllabus.
 - 2.4 The lecturer implements the classes using the teaching materials that support the curriculum.
 - 2.5 The lecturer orders from the building administrator or the Information Department the equipment necessary for the teaching process.
 - 2.6 The University provides conditions and appropriate software for conducting classes in the system of remote education using electronic means of communication.
 - 2.7 The Education Quality Department or another unit designated by the Chairman of the University's Education Quality Committee may conduct monitoring of randomly selected classes, particularly in a situation where there is a suspicion that they are conducted in a

- manner inconsistent with the quality standards adopted at the University of Social Sciences.
- 2.8 Where it is necessary to cancel classes, the immediate supervisor (Head of Establishment/Department/Institute or Dean) and the Planning Department shall be informed.
 - 2.9 Classes missed are made up at the appointed time.
 3. Documentation of teaching activities conducted.
 - 3.1 The Planning Department shall make an annual summary of the conducted teaching activities, which shall be forwarded to the respective Dean and Heads of Establishments/Departments/Institutes.
 4. Ensuring adequate teaching facilities.
 - 4.1 The University shall provide students with appropriate infrastructure for the implementation of the educational process, including, inter alia, didactic rooms, laboratories of a size corresponding to the number of students and equipped with appropriate specialist equipment and computer software to the extent provided for in the curriculum, as well as enabling participation in remote learning.
 - 4.2 The University shall provide students with access to a library adequately equipped with a library and information system and library resources.
 - 4.3 The work of the library is supervised by the Library Council, which gives its opinion on plans for the purchase of books and journals, submits proposals to the Rector for the supplementation of resources and makes comments on the functioning of the library and information system.
 - 4.4 Proposals for supplementing the resources are submitted on an ongoing basis by the Curriculum Committee and academic staff.
 - 4.5 Proposals for supplementing the resources may be made by students.
 - 4.6 The teaching facilities are subject to regular evaluation by students (Assessment of the adjustment of the teaching facilities to the needs of the educational process, administrative service, support for students, and organisation of the educational process).
 5. Conducting consultations for students.
 - 5.1 Each contracted teaching staff member shall at the beginning of each semester schedule a consultation for students to be held during each working week of the academic year.
 - 5.2 The total minimum weekly consultation hours shall be determined by the Dean.
 - 5.3 Consultation hours are adapted to the mode of study in which the staff member teaches; consultations for part-time students are held in the afternoon and/or on weekends. In the distance learning system, consultations may also be held remotely at times to suit students' needs.
 - 5.4 The Education Quality Department or another unit designated by the Chairman of the University's Education Quality Committee may conduct monitoring for compliance with the plan, of randomly selected consultations.
 - 5.5 Information about the hours of consultations shall be posted on the University's website, as well as in display cabinets at the University/Branch.
 6. Duty hours of University Authorities and Authorities of its Organisational Units.
 - 6.1 At the beginning of each academic year, the Authorities of the University and the Organisational Units of the University shall set consultation hours for students.
 - 6.2 Information about the hours of consultation shall be posted on the University's website and in display cabinets at the University.

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-07
PROCEDURE: ASSESSMENT OF THE ADJUSTMENT OF THE TEACHING FACILITIES TO THE NEEDS OF THE EDUCATIONAL PROCESS, ADMINISTRATIVE SERVICE, SUPPORT FOR STUDENTS, AND ORGANISATION OF THE EDUCATIONAL PROCESS

Purpose of the procedure.

This procedure serves the purpose of assessing the teaching facilities necessary for the execution of the educational process, the quality of administrative services, information flow, and support for students.

Subject and scope of the procedure.

This procedure defines the procedure for adjusting the teaching facilities to the needs of the educational process, quality of administrative service, support for students, organisation of the educational process, as well as for the making use of the obtained results to improve the quality of the University's functioning in these areas.

Contents of the procedure.

1. Carrying out of the survey on adjusting the teaching facilities to the needs of the educational process, including remote education, administrative service, support for students, and organisation of the educational process.
 - 1.1 The survey shall be carried out at least once every 2 years by the Department of Educational Quality in liaison with the Students Board.
 - 1.2 The survey may be carried out electronically.
 - 1.3 Responsibility for developing the tools, collecting students feedback and compiling the results shall rest with the Department of Educational Quality.
2. Publication and use of the results of the assessment of the adjustment of the teaching facilities to the needs of the educational process, administrative service, support for students, and organisation of the educational process
 - 2.1 The results of the survey shall be used to streamline the functioning of the University and its organisational units with regard to teaching facilities, administrative services, support for students, and organisation of the educational process
 - 2.2 The results of the assessment of the adjustment of the teaching facilities to the needs of the educational process, in the form of a final report, shall be submitted to the University Authorities, the University's Education Quality Committee, administrative units subject to evaluation and other interested persons.
 - 2.3 The Chairperson of the University's Education Quality (or a person indicated by it) shall present the conclusions of the survey at the meeting of the University's Education Quality Committee.
 - 2.4 The Chairperson of the University's Education Quality Committee or a representative of the Department of Educational Quality shall present the survey results and recommendations at the annual Teaching Conference.
 - 2.4 Information summarising the survey results shall be published on the website of the Department of Educational Quality.

- 2.5 Based on the survey results, recommendations for improvement and corrective actions shall be developed – the University’s Education Quality Committee shall prepare a time schedule for the implementation of these actions across the entire University.



SPOŁECZNA AKADEMIA NAUK

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-08
PROCEDURE: CONDUCTING TEACHING CLASSES OBSERVATIONS

Purpose of the procedure.

This procedure serves the purpose of ensuring high-quality teaching classes at the University and its systematic improvement.

Subject and scope of the procedure.

The subject of this procedure is to define the way of conduct to be followed in the planning and execution of teaching classes observations and the method of making use of their results.

Contents of the procedure.

1. Planning and execution of teaching classes observations.
 - 1.1 Teaching classes observations are a form of monitoring the quality of the educational process.
 - 1.2 Teaching classes observations shall be conducted for all types and forms of study, including remote classes.
 - 1.3 All academic teachers and other persons conducting teaching classes (both full-time and part-time) shall be subject to teaching classes observations.
 - 1.4 The Head of the Unit/Department/Institute, when planning teaching classes observations for a given semester or academic year, may use the “Plan of teaching classes observations”.
 - 1.5 In the case of full-time employees, the Head of the Unit/Department/Institute shall plan at least one teaching classes observation during two academic years, selecting the type of classes (lectures, exercises, laboratories, workshops, projects). In the case of other employees conducting extracurricular classes, the Head of the Unit/Department/Institute shall decide on the frequency of their observations.
 - 1.6 In addition to the teaching classes observations planned at the beginning of the semester, extra-scheduled observations may be conducted in the event where, for instance:
 - ☞ the results of the student evaluation are recognised by the University’s Education Quality Committee, the Dean or the Head of the Unit/Department/Institute as inconsistent with the standards adopted at the University, or
 - ☞ students lodge complaints about an academic teacher.
 - 1.7 Teaching classes observations shall be unannounced in nature. They shall be conducted in line with the plan of teaching classes observations presented to the employees of the Unit/Department/Institute by its Head at the beginning of the semester; nonetheless, the academic teacher shall not be informed beforehand about the date of the classes which shall be subject to observation.
 - 1.8 Teaching classes observations may be conducted by the Dean, Vice-Dean, Head of the Unit/Department/Institute or a person designated by it, provided that it holds at least a doctoral degree.
 - 1.9 The person conducting teaching classes observations shall prepare documentation relating to them using the “Teaching classes observations sheet”.

- 1.10 The Head of the Unit/Department/Institute shall conduct a post-observation interview, during which it shall get the teacher acquainted with the entry made in the "Teaching classes observations sheet".
- 1.11 Should the observed academic teacher not agree with the content of the report, it may appeal directly to the Dean or, if it has been observed by the Dean, to the Rector within 14 days.
2. Way of conduct to be followed in the event of being evaluated negatively.
 - 2.1 In the event of being evaluated negatively, the teacher shall prepare an action plan to be presented during an interview with the immediate superior to help it achieve better teaching results of its work.
 - 2.2 Should an academic teacher or other person conducting the classes be evaluated negatively, next teaching classes observations shall be conducted within 6 months.
 - 2.3 Should subsequent teaching classes observations be negative again, the University Authorities shall analyse the reasons for the situation and may initiate actions leading to non-renewal of the employment contract with the employee concerned.
3. Use of results of teaching classes observations.
 - 3.1 At least once a semester, the Head of the Unit/Department/Institute shall arrange a meeting for the employees of the Unit/Department/Institute, summarising the teaching classes observations and serving to improve the educational process in the fields of study concerned.
 - 3.2 The conclusions of the results of the teaching classes observations conducted shall be presented and discussed through at meetings of the University's Education Quality Committee.
 - 3.3 The results of the conducted teaching classes observations shall be taken into account in the interim appraisal of employees, in the promotion policy and in planning the staff for teaching classes.
4. Collection of data concerning the results of teaching classes observations.
 - 4.1 Original copies of plans and teaching classes observation sheets shall be retained in respective Units/Departments/Institutes.
 - 4.2 Copies of plans and teaching classes observation sheets shall be delivered to the Department of Educational Quality in the so-called folders of Units/Departments/Institutes.
 - 4.3 Once every 2 years (at the end of the academic year), the Department of Educational Quality (DEQ) shall review the received sheets and prepare a summary statement for the Chairperson of the University's Educational Quality Committee. It shall indicate the compliance with the rules for conducting teaching classes observations, i.e. maintenance of a 2-year cycle of observing teaching classes delivered by academic teachers and the obligation to observe teaching classes conducted by persons who have been evaluated negatively by students.

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-09
PROCEDURE: EVALUATION OF THE QUALITY OF TEACHING CLASSES AND WORK OF ACADEMIC STAFF CARRIED OUT BY STUDENTS (SURVEYING)

Purpose of the procedure.

This procedure serves the purpose of ensuring high-quality teaching classes at the University and of striving for their systematic improvement, as well as of providing conditions for the evaluation of academic teachers in the scope of fulfilling their educational duties.

Subject and scope of the procedure.

This procedure defines the way of conduct to be followed when evaluating the quality of teaching classes, including those conducted remotely, and the work of academic teachers, as well as the use of the obtained results to improve the quality of work of academic staff.

Contents of the procedure.

1. Carrying out of the evaluation of the quality of teaching classes and the work of academic teachers.
 - 1.1 The survey shall be carried out at the end of each semester or academic year by the Department of Education Quality in liaison with the Students Board.
 - 1.2 The survey may be carried out electronically.
 - 1.3 Responsibility for developing the tools, collecting students feedback and compiling the results shall rest with the Department of Educational Quality.
 - 1.4 Academic teachers to be evaluated shall be appointed by the University Authorities, Deans and Heads of Units/Departments/Institutes.
 - 1.5 Academic teachers may be submitted for evaluation by the University's Education Quality Committee, Department of Education Quality and the Students Board.
2. Way of conduct to be followed in the event of being evaluated poorly.
 - 2.1 In the event of being evaluated poorly, the academic teacher concerned by this evaluation shall prepare an action plan to be presented during an interview with the immediate superior to help it achieve better teaching results of its work.
 - 2.2 Should the academic teacher be evaluated poorly, students shall re-evaluate this teacher in the next semester or academic year.
 - 2.3 Should the academic teacher be evaluated poorly, it is recommended to conduct teaching classes observations in the next semester.
 - 2.4 Should the academic teacher be evaluated poorly by students again or irregularities in the work of the academic teacher be found during the teaching classes observations, the University Authorities, together with the relevant dean, shall analyse the reasons for such a state of affairs they and may initiate actions leading to the non-renewal of the employment contract with the academic teacher concerned by this evaluation.
3. Publishing and using the results of the survey on the quality of teaching classes.
 - 3.1 The results of the survey on the quality of teaching classes shall be used to improve it through individual actions of academic teachers conducting the classes and through general decisions made by the University Authorities.

- 3.2 Depending on the results obtained, the academic teacher shall put into effect changes in the teaching procedure aimed at improving teaching.
- 3.3 The results of the survey on the quality of teaching classes shall be provided in the form of partial reports prepared by the Department of Education Quality, Heads of Units/Departments/Institutes and the academic teachers concerned by the evaluation.
- 3.4 The results of the survey on the quality of teaching classes in the form of a final report, prepared by the Department of Education Quality, shall be submitted to the University Authorities, relevant deans and to the Rector's Plenipotentiary for Education Quality.
- 3.5 The conclusions of the results of the survey on the quality of teaching classes shall be presented and discussed through at meetings of the University's Education Quality Committee.
- 3.6 Once in the academic year, the Chairperson of the University's Education Quality Committee (or a person appointed by it) shall present an opinion on the quality of classes conducted on the basis of the final reports received at a Senate meeting.
- 3.7 The Chairperson of the University's Education Quality Committee or a representative of the Department of Educational Quality shall present the results of the survey on the quality of teaching classes and recommendations for the next academic year at the annual Teaching Conference.
- 3.8 Information summarising the results of the survey on the quality of teaching classes shall be published on the website of the Department of Educational Quality.
- 3.9 The results of the survey on the quality of teaching classes shall be taken into account in the interim appraisal of academic teachers, in the promotion policy and in planning the staff for teaching classes.
4. Collecting documentation related to the evaluation of teaching classes.
 - 4.1 The results obtained by individual academic teachers shall be retained in respective Units/Departments/Institutes and in the Department of Education Quality.
 - 4.2 Summary reports on the evaluation of the quality of teaching classes shall be retained in the Department of Education Quality.
 - 4.3 Questionnaires filled in by students shall be archived in the Department of Education Quality for a period of 2 years.

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-10
PROCEDURE: DEFINITION OF LEARNING OUTCOMES, MONITORING AND VERIFICATION OF THE LEARNING OUTCOMES ACHIEVED BY STUDENTS

Purpose of the procedure.

This procedure serves the purpose of ensuring the correct course of action in the scope of providing opinions and defining (approving) learning outcomes as well as methods of monitoring and verifying the learning outcomes achieved by students.

Scope of the procedure.

The subject of this procedure are the rules and ways of conduct related to providing opinions and defining learning outcomes for individual fields of study, credits for semester courses and exams, monitoring and verification of the learning outcomes assumed and achieved by students, as well as to documenting and archiving the results of achieving the learning outcomes assumed.

Contents of the procedure.

1. Definition (approval) of the learning outcomes for a respective field of study.
 - 1.1. Recommendations regarding the definition of the learning outcomes for a respective field of study shall be prepared by the Curriculum Committee.
 - 1.2. Academic teachers, students and external stakeholders (including employers' representatives and graduates) shall participate when the Curriculum Committee prepares the learning outcomes draft.
 - 1.3. Should a respective field of study be conducted both in a full-time and part-time form, the learning outcomes assumed for both of these forms shall not differ.
 - 1.4. The learning outcomes specified for the curriculum of the respective field of study shall address all the requirements of the Polish Qualifications Framework, whereas the outcomes specified for the fields of study preparing for the profession, referred to in Article 68 of the Law on Higher Education and Science – education standards.
 - 1.5. The following factors shall be taken into account when defining the learning outcomes for a respective field of study:
 - second-cycle characteristics of learning outcomes for qualifications at levels 6-8 of the Polish Qualification Framework,
 - general and specific learning outcomes specified in the education standards for the fields of study for which the education standards have been determined,
 - the mission and development strategy of the University,
 - research potential of the University,
 - human resources potential of the University,
 - teaching and research infrastructure of the University,

- labour market needs,
 - opinions of external stakeholders and conclusions from the conducted survey on the further steps of graduates,
 - national patterns for a respective field of study,
 - international patterns for a respective field of study,
 - conclusions drawn by the participants in the education process, including students' conclusions in this regard.
- 1.6 The learning outcomes specified for the curriculum of a given field of study shall form the grounds for creating its other elements.
- 1.7 The subject learning outcomes defined for individual courses/modules shall be consistent with the directional learning outcomes.
- 1.8 Learning outcomes should be phrased clearly.
- 1.9 Learning outcomes should be phrased in such a way as to render it possible to state whether they have been achieved by the student, i.e. to state the degree of their achievement in the form of a grade.
- 1.10 The approval of the learning outcomes for a respective field of study shall be made by the University Senate.
- 1.11 Having approved the learning outcomes for a respective field of study by the Senate, the relevant Dean shall accept and direct the curriculum for implementation (the curriculum shall contain all the elements specified in the Regulation of the Minister of Science and Higher Education of 27 September 2018 – uniform text, Dz. U. *[Poland's Journal of Laws]* 2021, item 661, including: a description of the coherent learning outcomes defined by the Senate and a description of the education process leading to the achievement of these outcomes together with the ECTS points assigned to individual modules of this process) and the study plan.
- 1.12 The learning outcomes defined for a respective field of study shall be achieved within individual courses/modules provided for in the study plan. Each and every course/module shall render the student possible to achieve a portion of the learning outcomes in such a way that, in the end, all learning outcomes assumed in the curriculum for a respective field of study have been achieved.
2. Monitoring and verification of the learning outcomes – general provisions.
- 2.1 Monitoring and verification of the learning outcomes shall cover all categories: knowledge, skills and social competences.
- 2.2 Monitoring of the learning outcomes achieved by students shall be carried out at various stages of education, through: day-to-day observation and evaluation of the student's work during the course (e.g. activity, individual and team projects, presentations, participation in discussions, work placement (insofar as provided for in the curriculum), diploma seminar and pro-seminar (insofar as provided for in the curriculum), exams in individual courses, diploma examination, preparation of the diploma thesis.
- 2.3 The methods of verifying the achievement of the learning outcomes assumed for individual courses/modules shall be specified in the syllabuses.

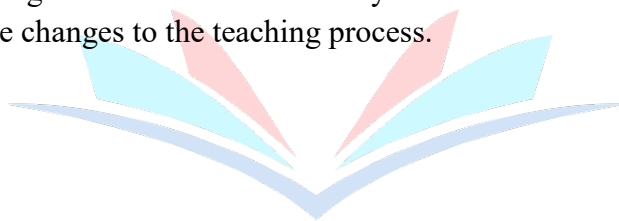
- 2.4. The method of verifying the achievement of the learning outcomes assigned to work placement shall be specified in the Work Placement Regulations.
- 2.5. The method of verifying the achievement of the learning outcomes assigned to the diploma thesis and the diploma examination shall be specified in the Rules/Regulations of the Diploma Awarding.
3. Duties of academic teachers conducting teaching classes and diploma pro-seminars/seminars, work placement tutors and course/module coordinators.
 - 3.1 The academic teacher who is the course coordinator shall draw up and submit the module/course syllabus, which defines the conditions and requirements for verifying and evaluating the achievement of the assumed course and directional learning outcomes.
 - 3.2 The academic teacher conducting classes in a given course, during the first classes in a semester, shall inform students about the learning outcomes assumed for the course concerned, methods of verifying their achievement, as well as about evaluation criteria and the form of being awarded the credit.
 - 3.3 During the first classes in the semester, the academic teacher conducting classes in the course that ends with an exam shall inform students about the form of the exam, evaluation criteria and sources of knowledge and/or teaching materials which the student may use while preparing for the exam.
 - 3.4 The academic teacher conducting classes shall deliver the curriculum in a way that renders the students possible to achieve the learning outcomes specified in the syllabuses of courses/modules.
 - 3.5 The academic teacher conducting classes shall monitor the learning outcomes achieved by the students in the course it conducts, in accordance with the requirements for verifying the achievement of the learning outcomes adopted in the syllabus.
 - 3.6 The academic teacher conducting classes shall provide the course/module coordinator with information on achieving the learning outcomes assumed for a respective course/module.
 - 3.7 The academic teacher coordinating the module/course shall obtain data from the teachers on the learning outcomes achieved by the students. It shall prepare a summary of the analysis of this information and submit it to the Curriculum Committee.
 - 3.8 The work placement tutor shall monitor the learning outcomes achieved by the student in the course of the work placement. It shall prepare a summary of the analysis carried out in this respect and submit it to the Curriculum Committee.
 - 3.9 The academic teacher coordinating the diploma pro-seminar/seminar shall obtain data from the seminar tutors on the learning outcomes achieved by the students. It shall prepare a summary of the analysis of this information and submit it to the Curriculum Committee.
4. Documenting and archiving the achievement of the learning outcomes assumed.
 - 4.1 Stage/final/exam papers of the students confirming that they have achieved the learning outcomes assumed in the curriculum shall be archived for a period of at least two semesters after achieving the learning outcomes assigned to a respective subject in order to conduct periodical reviews.

- 4.2 Archiving shall comprise all forms and methods of verification of the learning outcomes indicated in the syllabus.
- 4.3 Papers can be stored in paper or electronic version.
- 4.4 Stage/final/exam papers by the students confirming that they have achieved the learning outcomes assumed in the curriculum shall be retained in course folders after each academic semester.
- 4.5 The course folder shall contain:
- title page of the folder, quantitative list of grades according to the adopted grading scale,
 - course syllabus,
 - completed LOV sheet (learning outcomes verification sheet) along with the grading structure and recommendations for changes, e.g. in the methods of verification of the learning outcomes, requirements for being awarded the credit for the course, etc.,
 - plain test/set of questions with the adopted scoring/evaluation criteria,
 - papers by the students confirming that they have achieved the learning outcomes described in the syllabuses in the form of written papers, tasks carried out individually or in a group (student's own work), tasks and exercises, projects, presentation slides, tests, examination papers, sets of oral questions, etc.
- 4.7 In the case of credits and oral examinations, the academic teacher shall prepare a list of questions asked, along with a list of questions drawn by a given student and a justification of the grade obtained, consistent with the assumptions described in the syllabus of a respective course.
- 4.8 In the case of credits and written exams, the academic teacher shall prepare samples of tests or other forms of written exams and credits, consistent with the assumptions described in the syllabus of a respective course.
- 4.9 In the case of other forms of being awarded the credit for the course (projects, practical credits, presentations and others), the academic teacher shall prepare a set of questions/issues/activities necessary for being awarded the practical credit, project preparation, presentation, etc., in accordance with the assumptions described in the syllabus of a respective course.
- 4.10 In the case of evaluating the student's activity during classes, participation in discussions, etc., basic information, including evaluation criteria, should be provided.
- 4.11 The folder should be signed with the name and surname of the teacher and indicate which course it relates to (each course should be placed in a separate folder).
- 4.12 The above-mentioned documentation should be kept at the Unit for the entire academic year following the year from the filing of the folder.
5. Verification of the achievement of the learning outcomes assumed.
- 5.1 Verification of the achievement of the learning outcomes assumed shall cover all categories: knowledge, skills and social competences and is carried out at every stage of education.
- 5.2 The academic teacher coordinating the course/module shall analyse the learning outcomes assumed for the course/module on the basis of information obtained from the

- persons conducting the course/module, taking into account the opinions of students and external stakeholders (if such have been collected for a respective course).
- 5.3 The work placement tutor shall analyse the achievement of the learning outcomes assumed for the work placement, taking into account the opinions of students and work placement tutors on behalf of the host organisation (if any).
 - 5.4 The academic teacher coordinating the diploma pro-seminar/seminar shall analyse the achievement of the learning outcomes assumed for the diploma pro-seminar/seminar.
 - 5.5 Conclusions drawn by academic teachers – course/module coordinators, work placement tutors and tutors of pro-seminars/seminars shall be submitted to the Curriculum Committee, which shall afterwards review and analyse the materials received.
 - 5.6 The review may be carried out amid the support of persons or teams indicated by the Dean. Said teams may be appointed at the level of the field of study or at the level of the University's organisational unit (Branch, Faculty and others).
 - 5.7 The review shall be based, *inter alia*, on the analysis of students' syllabuses and stage/final/examination papers, filled-in learning outcomes verification sheets and other documents indicated by the Curriculum Committee (e.g. opinions of academic teachers, work placement tutors, diploma thesis supervisors, diploma thesis and examination results, results of the survey on the learning outcomes, results of graduate career surveys, students' opinions, opinions of external stakeholders, etc.).
 - 5.8 The Committee evaluation shall involve the verification of the learning outcomes assumed and achieved by students in the field of: knowledge, skills and social competences, i.e., the evaluation of the adjustment of the form of conducting classes and educational methods, the form awarding the credit for the course, methods of verification with regard to the learning outcomes assumed. The analysis shall be made in terms of the proper selection of all these elements with regard to the learning outcomes assumed.
 - 5.9 Based on the analysis made, the Curriculum Committee shall prepare a summary containing the evaluation of the verification of the learning outcomes and recommendations for the next academic year. They may be a starting point for introducing modifications to the curriculum, including learning outcomes and ways of monitoring the achievement of the learning outcomes by students.
 - 5.10 Based on the results of these analyses, the Curriculum Committee of the field of study may recommend changes to the curriculum and learning outcomes as well as to the methods of achieving and monitoring them.
 - 5.11. These rules shall also be applied in the case of the outcomes obtained during remote classes.
6. Making use of the results of analyses with regard to monitoring and verifying the learning outcomes achieved by students to improve the study curriculum.
- 6.1 At the end of each semester, the Curriculum Committee (amid the possible support of persons or teams indicated by the Dean), having carried out the review described in Item 5, shall develop recommendations for the next academic year (they may concern changes at the level of the course learning outcomes, directional learning outcomes, their monitoring and verification, content of education for individual courses, teaching

methods, teaching tools used to ensure that the learning outcomes assumed have been achieved). It is an element that makes up the periodic review of the study curriculum.

- 6.2 Recommendations of the Curriculum Committee shall be made available to Heads of Units/Departments/Institutes.
- 6.3 The conclusions of the Curriculum Committees operating at the University drawn from the results of the analyses carried out shall be presented at the Senate meetings.
- 6.4 The conclusions of the Curriculum Committees draw from the review of the verification of the learning outcomes shall be used to improve the study curriculum.
- 6.5 The Dean shall appoint people accountable for the execution of corrective, remedial and improvement actions and shall determine the time schedule of these actions.
- 6.6 Each and every correction of the study curriculum shall be subject to approval by the University Senate prior to the commencement of the academic year in which the study curriculum is to be applied.
- 6.7 The academic teacher coordinating the course, depending on the results of analyses and recommendations/guidelines of the University Authorities as to corrective actions, shall make changes to the syllabuses.
- 6.8 The academic teacher, depending on the results of analyses and recommendations/guidelines of the University Authorities as to corrective actions, shall make appropriate changes to the teaching process.



SPOŁECZNA AKADEMIA NAUK

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-11
PROCEDURE: COMPLETION OF WORK PLACEMENT

Purpose of the procedure.

This procedure serves the purpose of ensuring the correct course of action in the scope of completing work placement.

Scope of the procedure.

This procedure defines the general principles and way of conduct related to the completion of work placement. Detailed regulations are included in the Rules and Regulations of Student Work Placement for a respective field of study.

Contents of the procedure.

1. General provisions.
 - 1.1 Work placement shall be an integral part of the study curriculum. As with all courses in the study plan, it must be awarded a credit.
 - 1.2 The work placement shall aim to make students possible to make use of the knowledge, skills and competences (including social) acquired during their studies in real working conditions and to learn about the tasks, features, forms, methods and results of work of the Organisation chosen by the student, as well as to learn about its environmental conditions. The detailed objectives of the work placement are specified in the Rules and Regulations of Work Placement.
 - 1.3 Work placement can also be used by students to collect materials for their diploma thesis, as well as to deepen their professional interests for the future.
 - 1.4 The substantive supervision over the work placement shall be exercised by the work placement tutor, who is an academic teacher of a respective field of study appointed by the Dean. The duties of the work placement tutor shall be as follows:
 - ☞ acceptance of the place of the work placement according to the criteria established and formally adopted at the University,
 - ☞ preparation of a syllabus along with a list of learning outcomes to be achieved as part of the completion of the work placement,
 - ☞ approval of the work placement programme and coordination of the work placement completion process,
 - ☞ monitoring the completion of the work placement (e.g. through unannounced observations),
 - ☞ evaluation of the degree of completion of the learning outcomes achieved during work placement based on the work placement documentation, confirmed by the Tutor on behalf of the Host Organisation, and on information collected during the work placement,
 - ☞ making an appropriate entry in the periodic achievement sheet.
 - 1.5 Organisational matters related to the work placement shall rest with the responsibility of the Student Career Bureau.
 - 1.6 The issues related to work placement are specified in the Rules and Regulations of Student Work Placement for a respective field of study and the study curriculum.

2. Planning the completion of and preparation for the work placement.
 - 2.1 The University shall provide students with work placement envisaged in the study curriculum to be held business entities or institutions, organisations in Poland and abroad, verified in view of the criteria established and formally adopted by the University for the approval of work placement places, that render the student possible to achieve the learning outcomes assumed.
 - 2.2 The list of verified entities – places of work placement – is available at the University Career Bureau.
 - 2.3 The student may also independently indicate the Organisation in which it wants to complete the work placement, provided that it is positively verified by the University in view of the criteria adopted.
 - 2.4 The work placement shall be completed under an agreement concluded by and between the business entity or the institution hosting the student for the work placement, the University and the student.
3. Completion of student work placements
 - 3.1 It is recommended that the work placement shall be completed under the supervision of the work placement tutor on behalf of the Organisation – an employee featured with higher education, full qualifications required in the work placement programme and at least 3 years of professional experience in a respective unit of the Organisation.
 - 3.2 The student shall keep records of the course of the work placement in the manner specified in the Rules and Regulations of Student Work Placement.
 - 3.3 Entries in the Work Placement Journal should be approved by the immediate superior supervising the student work placement on the part of the work placement organiser.
 - 3.4 The completion of the work placement may be subject to monitoring by the work placement tutor on behalf of the University, e.g. through unannounced observations.
4. Approval of the completion of the work placement.
 - 4.1 The condition for crediting/evaluating the work placement shall be the achievement of the learning outcomes assumed in the study curriculum and the syllabus of work placement, documented in the manner specified in the Rules and Regulations of Student Work Placement.
 - 4.2. The evaluation of the achievement of the outcomes made by the work placement tutor on behalf of the University shall be comprehensive and shall relate to each learning outcome assumed for the work placement.
 - 4.3 The decision on the credit/evaluation of the work placement shall be made by the work placement supervisor on behalf of the University.
 - 4.4 Work placement in the remote education system may be completed only in lawfully justified situations.

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-12
PROCEDURE: VERIFICATION OF THE QUALITY OF DIPLOMA THESES

Purpose of the procedure.

This procedure serves the purpose of ensuring appropriate quality standards for diploma theses.

Subject and scope of the procedure.

The subject of this procedure are the rules of conduct related to the monitoring of the quality of diploma theses.

Contents of the procedure.

1. General provisions.
 - 1.1 The diploma thesis shall verify the learning outcomes achieved in the course of studies.
 - 1.2 The concept of the thesis should result from the curriculum of the respective field of study and fall within the scientific discipline(s) to which the field of study is assigned.
 - 1.3 Issues relating to the selection of a thesis and seminar supervisor, the subject of the thesis, substantive and editorial requirements, as well as the diploma examination shall be governed by the Principles of Awarding Diploma and the Study Rules and Regulations.
 - 1.4 The tutor and reviewer of the thesis shall be accountable for the correctness of the thesis admitted to the diploma examination.
 - 1.5 The anti-plagiarism system (JST) shall be used at the last stage of verifying the correctness of the thesis. If the thesis fails to observe the standards specified by the University, the thesis shall not be admitted to defence and the student must prepare a thesis that meets the requirements in this regard.
2. Internal monitoring of the substantive and formal correctness of diploma theses after their defences within the framework of the improvement of the diploma awarding process.
 - 2.1 Once a year, Specialisation Teams appointed by the Dean shall analyse 30% of randomly selected defended diploma theses from each field of study, subject to taking into account the theses of all supervisors of diploma theses.
 - 2.2 The said analysis shall be made in respect of meeting the substantive and formal requirements.
 - 2.3 Theses shall be evaluated in terms of meeting the standards set out in the Principles of Awarding Diploma and the criteria included in the Thesis Quality Verification Sheet.
 - 2.4 While evaluating, the Team shall use the Thesis Quality Verification Sheet, in which it shall phrase a descriptive evaluation.
 - 2.5 Based on the verification, the Team shall develop recommendations for the Curriculum Committees of respective fields of study.
3. External monitoring of the substantive and formal correctness of diploma theses after their defences.
 - 3.1 Additional verification of the quality of diploma theses after their defences may be made by external reviewers upon the Dean's request (research and teaching staff or research workers of other Universities), who analyse randomly selected diploma theses with regard to the area indicated by the Dean.

- 3.2 The external reviewer shall make the evaluation by filling in the Thesis Quality Verification Sheet, which takes into account, inter alia, descriptive evaluation.
- 4. Use of the results of monitoring of the quality of diploma theses.
 - 4.1 Conclusions from internal and external monitoring of the quality of diploma theses shall be used to develop corrective actions, the implementation of which is aimed at making sure that the diploma theses meet the quality standards adopted for them.
 - 4.2 As part of external monitoring, particular emphasis shall be placed on the objectification of the evaluation of diploma theses in internal evaluation, i.e. the problem of over-grading or under-grading.
 - 4.3 Having verified the quality of diploma theses, the Dean or a person indicated by it shall present the conclusions from the analysis and propose corrections for consideration by the Curriculum Committees.
 - 4.4 Thesis supervisors and reviewers, who are found not to observe the regulations and standards adopted for conducting and reviewing theses, may be removed from the diploma process.
 - 4.5. In justified cases, the Curriculum Committee may petition the University's Education Quality Committee with a proposal regarding amendments to the principles for diploma awarding.



SPOŁECZNA AKADEMIA NAUK

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-13
PROCEDURE: TRACKING THE PROFESSIONAL LIVES OF GRADUATES AND RULES FOR MONITORING THE LABOUR MARKET

Purpose of the procedure.

This procedure serves the purpose of tailoring the educational offer of the University of Social Sciences to the needs and expectations of employers, as well as of making the study curriculum attractive from the point of view of the labour market.

Subject and scope of the procedure.

This procedure defines the mechanism and rules of conduct to be followed when tracking the professional lives of graduates, monitoring the labour market, as well as the method of making use of research and monitoring results to increase the attractiveness of the educational offer and to tailor the study curriculum to the needs of the labour market and employers' expectations.

Contents of the procedure.

1. General provisions.
 - 1.1 The Department of Education Quality in liaison with the University Career Bureau shall be responsible for monitoring the professional lives of graduates.
 - 1.2 The University Career Bureau shall be responsible for monitoring the labour market.
 - 1.3 The monitoring the professional lives of graduates and the labour market aims to increase the attractiveness of the study curriculum and its tailoring to the needs of employers and the labour market.
2. Carrying out of the survey on the professional lives of graduates.
 - 2.1 The survey on the professional lives of graduates shall consist of two stages. At each of them, the student shall fill in a questionnaire.
 - 2.2 At the time of submitting the diploma thesis to the Dean's Office, each and every student shall fill in a declaration regarding the survey of the professional lives of graduates. The said declaration shall inform about the purpose and course of the survey.
 - 2.3 Participation in the survey on the professional lives of graduates shall be subject to the student's consent to the processing of personal data and consent to receive questionnaire forms by e-mail.
 - 2.4 The first stage of the survey shall be carried out one year following graduation. The student shall receive a questionnaire by email regarding the specification of its professional situation and position in the labour market, career plans.
 - 2.5 The next stage of the survey shall be carried out 3 years following graduation. The student shall receive a questionnaire by email regarding the specification of its professional situation and position in the labour market, career plans, relationship between the professional position and the education profile and the up-to-dateness of the curriculum.
 - 2.6 The survey shall be carried out electronically.
 - 2.7 The Department of Education Quality in liaison with the University Career Bureau shall be responsible for the development of tools and results.
3. Using and publishing the results of the survey on the professional lives of graduates.

- 3.1 The survey results shall be used to verify the learning outcomes specified in the curriculum and to improve thereof.
- 3.2. Survey reports shall be delivered to the University Authorities, the University's Education Quality Committee, Curriculum Committees and other interested units.
- 3.3 A representative of the Department of Education Quality (or another person appointed by the Chairperson of the University's Education Quality Committee) shall present the survey results at the annual Teaching Conference.
- 3.4 Information summarising the survey results shall be published on the website of the Department of Educational Quality.
- 4. Principles of monitoring the labour market and the use of its results.
- 4.1 The Rector's Plenipotentiary for Employers, together with the University Career Bureau, shall carry out day-to-day monitoring of the labour market, which is done by surveying employers' opinions and making desk research analysis of materials concerning the labour market and employers' expectations.
- 4.2 Conclusions drawn from these analyses shall be presented at least once a year at the meeting of the Senate and the Curriculum Committee.
- 4.3 The conclusions drawn from the monitoring of the labour market shall be taken into account in the creation, modification and improvement of the study curriculum.



SPOŁECZNA AKADEMIA NAUK

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-14
PROCEDURE: VERIFICATION, MODIFICATION AND IMPROVEMENT OF EDUCATION QUALITY MANAGEMENT SYSTEMS

Purpose of the procedure.

This procedure serves the purpose of improving the Internal Education Quality Management System

and ensuring its compliance with the current legal regulations, the latest trends in the area of education quality assurance as well as with the needs and expectations of internal and external stakeholders. In the long run, this is to increase the involvement of the academic community in activities carried out under the Internal Education Quality Management System and to increase the effectiveness of this System.

Subject and scope of the procedure.

This procedure regulates the mechanism and the way of conduct to be followed when introducing modifications to the Internal Education Quality Management System (IEQMS), including supplementing with new procedures, which is aimed at increasing the effectiveness of the System.

Contents of the procedure.

1. General provisions.
 - 1.1 Proposals for modifications to the IEQMS may be submitted by all University employees, students and by external stakeholders cooperating with the University.
 - 1.2 Students should submit modification proposals through the Students Board.
 - 1.3 Proposals for modifications to the IEQMS should be submitted to the University's Education Quality Committee, preferably in writing. Said proposals may also be submitted to the Department of Education Quality.
2. Verification of the Internal Education Quality Management System (IEQMS).
 - 2.1 Each time, following a visit of the Polish Accreditation Committee, the Chairperson of the University's Education Quality Committee (or a person designated by it) shall present a report and conclusions concerning the effectiveness of the IEQMS at a meeting of the Curriculum Committee and the University's Education Quality Committee.
 - 2.2 At the end of each academic year, the Dean (or a person designated by it) shall prepare a report on the annual functioning of the IEQMS. The said report shall take into account recommendations for corrective actions.
 - 2.3 The Chairperson of the University's Education Quality Committee (or a person designated by it) shall present at the annual Teaching Conference a summary of the quality-oriented activities carried out at the University, preliminary recommendations for the coming academic year and proposals for modifying the IEQMS and improving thereof.
 - 2.4 The IEQMS shall be verified by the University's Education Quality Committee, which shall evaluate the effectiveness of the IEQMS, develop recommendations in this regard at the end of each academic year, and afterwards shall submit them to the University Senate for approval.

3. IEQMS effectiveness survey.
 - 3.1 The effectiveness of the University's Internal Education Quality Management System shall be surveyed at least once every two years.
 - 3.2 The survey may be carried out among people responsible for various aspects of the educational process at the University (University Authorities, deans, academic staff, administrative staff), representatives of all groups of students (full-time and part-time students of all years and fields of study) and representatives of external stakeholders, including employers and graduates.
 - 3.3. The survey on the effectiveness of the Internal Educational Quality Management System shall be carried out by the Department of Education Quality.
 - 3.4 The survey may be carried out electronically or on paper.
 - 3.5 Responsibility for developing the tools, collecting respondents feedback and compiling the results shall rest with the Department of Educational Quality.
 - 3.6 The survey results shall be used to improve the Internal Education Quality Management System and to increase its effectiveness by implementing recommendations and taking corrective actions based on that results.
 - 3.7 The survey shall make it possible to evaluate the level of knowledge about the Internal Education Quality Management System in place at the University, both on the part of students and employees. The foregoing shall allow diagnosing problems related to the dissemination of information about the procedures implemented within the University's Internal Education Quality Management System.
 - 3.8 The Chairperson of the University's Education Quality (or a person designated by it) shall present the survey results at meetings of the Senate and the University's Education Quality Committee, during which these results shall be discussed through, and recommendations and proposals for corrective actions shall be developed.
4. Modifications to the IEQMS.
 - 4.1 The Internal Education Quality Management System shall be modified at the end of each academic year and it shall come into force at the beginning of the new academic year.
 - 4.2 If circumstances (e.g. new legal regulations) so require, the aspects not specified in the IEQMS shall be regulated on an ongoing basis by the orders of the Rector or the Dean. At the end of the academic year, they shall be re-phrased into procedures and put into effect by virtue of a resolution of the Senate.
 - 4.3 Modifications to the Internal Education Quality Management System shall be subject to the approval of the Senate confirmed by an appropriate resolution.
 - 4.4. The modifications to the Internal Education Quality Management System shall be evaluated by the University's Quality Committee in view of their effectiveness.

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-15
PROCEDURE: CONDUCTING COMPETITION PROCEEDINGS FOR ACADEMIC STAFF POSITIONS

Purpose of the procedure.

This procedure serves the purpose of ensuring proper competition proceedings for academic staff positions, in line with the Act of 20 July 2018 – Law on Higher Education and Science and the Statute of the University of Social Sciences.

Scope of the procedure.

The subject of this procedure are the rules and the way of conduct to be followed when employing academic teachers.

Contents of the procedure.

1. General provisions.
 - 1.1 Employment of an academic teacher shall take place through qualification by way of open competition.
 - 1.2 Said competitions shall be held once a year – in springtime, whereas the employment shall start on October 1.
 - 1.3 The competition shall be announced by the Rector.
 - 1.4 The competition is announced by sharing its terms and conditions to the public in the form of an announcement placed in the University building and on the University website.
 - 1.6 Competition announcements shall be published in Polish and in English.
 - 1.7 The competition announcement shall be prepared in line with the template applicable at the University.
 - 1.8 The information on the competition shall include and define the position, requirements for candidates, a list of required documents and the deadline for submitting them, as well as the date of the competition.
2. Appointment of the Competition Committee.
 - 2.1 The Competition Committee shall be appointed by the Rector.
 - 2.2 A member of the Committee shall submit a declaration confirming that none of the candidates entering the competition is a member of its immediate family.
 - 2.3 Should the competition proceedings concern a member of the Committee or a member of its family, the member of the Committee shall be excluded from the Committee.
 - 2.4 Each and every candidate joining the competition shall make a declaration on reading the competition rules and regulations.
3. Rules and the way of conduct in the competition proceedings.
 - 3.1 The competition shall be conducted if at least one candidate has applied for the position announced.
 - 3.2 For the session of the Committee to be valid, the presence of at least 3/4 of its members, including the Chairperson of the Committee, shall be required.
 - 3.3 The competition shall have two stages.
 - 3.4 In the first stage, the Competition Committee shall check the formal requirements on the basis of the documents submitted by the candidate. In the event of any formal

shortcomings, the application shall be sent back to the candidate without consideration. Those candidates who have met the formal requirements have been qualified for the second stage of the competition

- 3.5 The second stage shall involve an individual interview with each candidate selected in the first stage.
- 3.6 Having conducted said individual interviews, the Competition Committee shall select one candidate who has obtained the largest number of votes in an open vote with a majority of votes.
- 3.7 The Competition Committee shall draw up a detailed report on the competition activities and this report shall contain information about all candidates participating in the competition.
- 3.8 Should none of the candidates have been qualified by the Competition Committee, a new competition shall be announced.
- 3.9 The result of the competition shall be final and may not be appealed against.
- 3.10 The competition result should be determined no later than 4 months from the date of its announcement.



SPOŁECZNA AKADEMIA NAUK

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-16
PROCEDURE: CONDUCTING PROCEEDINGS CONCERNING COMPLAINTS AND REQUESTS SUBMITTED BY STUDENTS

Purpose of the procedure.

This procedure serves the purpose of preventing pathological phenomena at the University and providing students with effective examination of complaints and requests.

Scope of the procedure.

This procedure regulates the way of conduct and rules for accepting and examining complaints and requests submitted by students to the relevant Student Ombudsman.

Contents of the procedure.

1. General provisions.
 - 1.1 Each and every student shall be vested in a right to lodge complaints/requests.
 - 1.2 Complaints/requests may be lodged for the sake of public interest, one's own or upon another person's consent.
 - 1.3 The manner of accepting and examining requests shall be the same as the way of conduct when receiving and examining complaints.
 - 1.4 The first body to lodge student complaints/requests with shall be the Student Ombudsman.
 - 1.5 The Student Ombudsman, having received a complaint/request, if it is not competent to examine thereof, shall immediately – no later than within 7 days – submit the complaint to the competent unit while notifying the person lodging the complaint/request of this fact.
 - 1.6 The Student Ombudsman shall represent the student before the Rector of the University in the scope of the complaint/request lodged.
2. Accepting and registering complaints/requests.
 - 2.1 Those who lodge complaints/requests shall be served by the Student Ombudsman within the time limit specified by it and made public.
 - 2.2 Complaints/requests may be lodged in writing or by e-mail, as well as orally to the report. The complaint/request report lodged orally shall be signed by the persons lodging the complaint/request and the person accepting thereof.
 - 2.3 The report shall include the date of complaint/request acceptance, name, surname and address of the person lodging thereof and a brief description of the content of the case. The person accepting the complaint/request shall confirm the lodging thereof, if requested by the person lodging the complaint/request.
 - 2.4 Each and every case qualified by the Student Ombudsman as a complaint/request shall be entered in the register of complaints and requests.
 - 2.5 The register of complaints and requests shall include:
 - date of receipt of the complaint/request,
 - personal data of the person lodging the complaint/request,
 - brief information on what the complaint/request concerns,
 - name of the unit or the name and surname of the person responsible for handling the complaint/request,

- deadline for examining the complaint/request,
 - information on how the complaint/request is to be handled.
- 2.6 If the subject of the complaint/request cannot be determined, the Student Ombudsman shall inform the person lodging the complaint/request about the need to clarify or supplement thereof, while instructing that failure to remove the deficiencies will cause the complaint/request to be unrecognised.
3. Examination of complaints and requests.
- 3.1 Complaints and requests shall be examined by the competent unit, which, upon receipt of the complaint/request, shall be determined by the Student Ombudsman.
- 3.2 Having been registered, anonymous complaints/requests shall remain unrecognised. If the issues raised are of great importance, the Student Ombudsman may decide on examining the anonymous request or complaint.
- 3.3 If the examination of the complaint/request requires prior investigation and explanation of the case, the Student Ombudsman shall collect the necessary information and materials. For this purpose, it may ask other units to provide the necessary materials and explanations.
- 3.4 The following documentation shall be kept based on the explanation of the complaint/request:
- original copy of the complaint/request,
 - official note on official activities related to the examination of the complaint/request,
 - auxiliary materials collected during the explanation of the complaint/request,
 - notification on the method of handling the complaint/request,
 - other documents, if the case so requires.
- 3.5 Reply to the person lodging the complaint/request should include:
- designation of the unit it comes from,
 - exhaustive information on the manner of handling the case while referencing to all the allegations/motions contained in the complaint/request,
 - actual and legal justification, if the complaint/request has been rejected,
 - name of the person examining the complaint.
- 3.6 After the end of the case, full documentation shall be stored in the Rector's Office.
- 3.7 A complaint concerning a specific person may not be referred for examination to this very person or to a person in relation to whom it is professionally superior.
4. Time limits for examining complaints and requests.
- 4.1 The complaint/request shall be examined without undue delay, no longer than within one month.
- 4.2 In particularly complicated cases, the complaint/request may be examined on a later date, but not later than up to two months from its lodging.
- 4.3 Where it is impossible to handle the case within one month, the Student Ombudsman shall notify the person lodging the complaint/request about the actions taken to examine the case and the expected date of its examination.
- 4.4 Immediately after receiving the complaint/request, not later than within 7 days, the following must be done:
- submission of the complaint/request to the competent unit for examination thereof along with the notification of the person lodging the complaint/request about the submission thereof,
 - submission of the complaint/request copies to the competent units along with the notification of the person lodging the complaint/request, if the issues raised therein concern the competence of different units,

- sending a request to the person lodging the complaint/request for providing additional information regarding the complaint/request, if such information is necessary due to the fact that the content of the document does not indicate the subject of the complaint/request.



SPOŁECZNA AKADEMIA NAUK

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-17
PROCEDURE: CONDUCTING PROCEEDINGS CONCERNING COMPLAINTS AND REQUESTS SUBMITTED BY EMPLOYEES

Purpose of the procedure.

This procedure serves the purpose of preventing pathological phenomena at the University and providing University employees with the possibility of effective examination of complaints and requests.

Scope of the procedure.

This procedure regulates the way of conduct and rules for accepting and examining complaints and requests submitted by USS (University of Social Sciences) employees to the Ethics and Employee Evaluation Committee.

Contents of the procedure.

1. General provisions.
 - 1.1 Each and every employee shall be vested in a right to lodge complaints/requests, regardless of their position.
 - 1.2 Complaints/requests may be lodged for the sake of public interest, one's own or upon another person's consent.
 - 1.3 Complaints may also concern violations of all forms of discrimination and violence against members of the teaching staff.
 - 1.4 The manner of accepting and examining requests shall be the same as the way of conduct when receiving and examining complaints.
 - 1.5 The first body to lodge employee complaints/requests with shall be the Ethics and Employee Evaluation Committee.
 - 1.6 The Ethics and Employee Evaluation Committee, having received a complaint/request, if it is not competent to examine thereof, shall immediately – no later than within 7 days – submit the complaint to the competent unit while notifying the person lodging the complaint/request of this fact.
 - 1.7 The Ethics and Employee Evaluation Committee shall represent the employee before the Rector of the University in the scope of the complaint/request lodged.
2. Accepting and registering complaints/requests.
 - 2.1 Those who lodge complaints/requests shall be served by the Ethics and Employee Evaluation Committee within the time limit specified by it and made public.
 - 2.2 Complaints/requests may be lodged in writing or by e-mail, as well as orally to the report. The complaint/request report lodged orally shall be signed by the persons lodging the complaint/request and the person accepting thereof.
 - 2.3 The report shall include the date of complaint/request acceptance, name, surname and address of the person lodging thereof and a brief description of the content of the case. The person accepting the complaint/request shall confirm the lodging thereof, if requested by the person lodging the complaint/request.
 - 2.4 Each and every case qualified by the Ethics and Employee Evaluation Committee as a complaint/request shall be entered in the register of complaints and requests.

- 2.5 The register of complaints and requests shall include:
- date of receipt of the complaint/request,
 - personal data of the person lodging the complaint/request,
 - brief information on what the complaint/request concerns,
 - name of the unit or the name and surname of the person responsible for handling the complaint/request,
 - deadline for examining the complaint/request,
 - information on how the complaint/request is to be handled.
- 2.6 If the subject of the complaint/request cannot be determined, the Ethics and Employee Evaluation Committee shall inform the person lodging the complaint/request about the need to clarify or supplement thereof, while instructing that failure to remove the deficiencies will cause the complaint/request to be unrecognised.
3. Examination of complaints and requests.
- 3.1 Complaints and requests shall be examined by the competent unit, which, upon receipt of the complaint/request, shall be determined by the Ethics and Employee Evaluation Committee.
- 3.2 Having been registered, anonymous complaints/requests shall remain unrecognised. If the issues raised are of great importance, the Ethics and Employee Evaluation Committee may decide on examining the anonymous request or complaint.
- 3.3 If the examination of the complaint/request requires prior investigation and explanation of the case, the Ethics and Employee Evaluation Committee shall collect the necessary information and materials. For this purpose, it may ask other units to provide the necessary materials and explanations.
- 3.4 The following documentation shall be kept based on the explanation of the complaint/request:
- original copy of the complaint/request,
 - official note on official activities related to the examination of the complaint/request,
 - auxiliary materials collected during the explanation of the complaint/request,
 - notification on the method of handling the complaint/request,
 - other documents, if the case so requires.
- 3.5 Reply to the person lodging the complaint/request should include:
- designation of the unit it comes from,
 - exhaustive information on the manner of handling the case while referencing to all the allegations/motions contained in the complaint/request,
 - actual and legal justification, if the complaint/request has been rejected,
 - name of the person examining the complaint.
- 3.6 After the end of the case, full documentation shall be stored in the Rector's Office.
- 3.7 A complaint concerning a specific person may not be referred for examination to this very person or to a person in relation to whom it is professionally superior.
4. Time limits for examining complaints and requests.
- 4.1 The complaint/request shall be examined without undue delay, no longer than within one month.
- 4.2 In particularly complicated cases, the complaint/request may be examined on a later date, but not later than up to two months from its lodging.
- 4.3 Where it is impossible to handle the case within one month, the Ethics and Employee Evaluation Committee shall notify the person lodging the complaint/request about the actions taken to examine the case and the expected date of its examination.
- 4.4 Immediately after receiving the complaint/request, not later than within 7 days, the following must be done:

- submission of the complaint/request to the competent unit for examination thereof along with the notification of the person lodging the complaint/request about the submission thereof,
- submission of the complaint/request copies to the competent units along with the notification of the person lodging the complaint/request, if the issues raised therein concern the competence of different units,
- sending a request to the person lodging the complaint/request for providing additional information regarding the complaint/request, if such information is necessary due to the fact that the content of the document does not indicate the subject of the complaint/request.



SPOŁECZNA AKADEMIA NAUK

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-18
PROCEDURE: COLLECTION OF INFORMATION AND USE OF DATA OBTAINED FROM QUALITY OF EDUCATION SURVEYS

Purpose of the procedure.

This procedure serves the purpose of:

- conducting comparative analyses supporting the improvement of the teaching process and the quality of education, as well as synthesising information and analysis results in order to popularise them,
- disseminating information about the quality of education,
- increasing the effectiveness of the Internal Education Quality Management System with regard to making use of data obtained as a result of surveys on and analysis of the quality of education.

Scope of the procedure.

This procedure defines the rules for the collection of data obtained as a result of the implementation of IEQMS procedures and their use in order to improve the teaching process and quality of education.

Contents of the procedure.

1. General provisions.
 - 1.1 Analyses of and surveys on the quality of education shall collect opinions of students, employees, including academic teachers, graduates, and external stakeholders (including employers).
 - 1.2 The results of analyses of and surveys on the quality of education shall be discussed through, *inter alia*, at meetings of Units/Departments/Institutes, Curriculum Committees, University's Education Quality Committee, Senate and at the annual Teaching Conference bringing together teaching and administrative staff.
 - 1.3 Conclusions drawn from said discussions shall form the grounds for the development of recommendations, remedial plans, corrective and improvement actions, in which the units responsible for their implementation are designated.
 - 1.4 The manner of how to make use of the results of individual quality surveys shall be specified in the corresponding procedures. The regulations presented below shall organise and summarise them.
 - 1.5 Information on the results of the surveys on the quality of education conducted at the University shall be made available to the University Authorities, Teaching Organisational Units, students, external stakeholders and other units for which the data is used to improve their activities.
 - 1.6 The results of the surveys on the quality of education shall form the grounds for drawing up annual reports by the Department of Educational Quality, conducting analyses of the quality of education, providing information to the Senate, Curriculum Committees, University's Education Quality Committee, planning corrective actions, issuing information materials and for other purposes specified in individual procedures.
 - 1.7 The Department of Education Quality shall collect original copies or copies of documents and reports on the analysis of the quality of education, including, for example, reports

- from the meetings of the University's Education Quality Committee, teaching classes observations sheets, employee interim evaluation sheets, and individual survey sheets.
- 1.8. The results of the analyses of individual quality surveys shall be used to improve the quality of education by implementing corrective and improving requests.
 2. Collection of documentation on the evaluation of academic staff.
 - 2.1 The staff shall be subject to systematic interim evaluation, which takes into account the scientific and teaching achievements, involvement in the organisational work of the University, professional experience (in particular, in the case of academic teachers conducting classes on a practical profile), the results of observations of teaching classes, as well as evaluations of the quality of classes and academic teachers conducted by students with regard to the fulfilment of their duties related to education.
 - 2.2 Original copies of interim evaluations of employees and teaching classes observations sheets shall be retained in respective Units/Departments/Institutes.
 - 2.3 Copies of interim evaluations of employees and teaching classes observations sheets shall be delivered to the Department of Educational Quality in the so-called folders of Units/Departments/Institutes
 - 2.4 Copies of interim evaluations of employees shall be retained in the Human Resources Department.
 - 2.5 The results of the evaluation of the quality of classes conducted by individual lecturers shall be retained in respective Units/Departments/Institutes and in the Department of Education Quality.
 - 2.6 Once every 2 years (at the end of the academic year), the Department of Educational Quality shall review the received interim employee evaluation sheets, teaching classes observations sheets and the results of the quality evaluation of teaching classes and academic teachers conducted by students with regard to the fulfilment of their duties related to education, as well as shall prepare a summary statement for the University's Educational Quality Committee. The said statement shall indicate the observance of the principles of interim evaluation and evaluation of academic teachers conducted by students.
 3. Making use of the results of the quality survey on academic staff evaluation.
 - 3.1 Interim evaluation shall serve to monitor the scientific, teaching and professional development of academic staff.
 - 3.2 The results of the teaching classes observation and the survey on the quality of teaching classes shall be used to improve the work of academic staff through individual actions of academic teachers conducting the classes and through general decisions made by the University Authorities.
 - 3.3 Depending on the results of the survey on the quality of its work, the academic teacher shall put into effect changes in the teaching procedure aimed at improving teaching.
 - 3.4 At least once a semester, the Head of the Unit/Department/Institute shall arrange a meeting for the employees of the Unit/Department/Institute, summarising the teaching classes observations, results of the surveying and serving to improve the educational process.
 - 3.5. The Head of the Unit/Department/Institute, after the interim evaluation, shall arrange a meeting for the employees of the Unit/Department/Institute aimed at identifying further development paths for the employees.
 - 3.6 The conclusions of the results of teaching classes observations, the survey on the quality of teaching classes, as well as of the interim evaluation shall be presented and discussed through at meetings of the University's Education Quality Committee.

- 3.7 Once in the academic year, the Chairperson of the University's Education Quality Committee (or a person appointed by it) shall present at a Senate meeting an opinion on the quality of classes conducted on the basis of the final reports drawn up by the Department of Education Quality.
- 3.8 The Chairperson of the University's Education Quality Committee or a representative of the Department of Educational Quality shall present the results of the survey on the quality of teaching classes and recommendations for the next academic year at the annual Teaching Conference.
- 3.9 Information summarising the results of the survey on the quality of teaching classes shall be published on the website of the Department of Educational Quality.
- 3.10 The results of the teaching classes observations, evaluation of the quality of classes and academic teachers with regard to the fulfilment of their duties related to education conducted by students shall be taken into account in the interim evaluation of employees.
- 3.11 The results of the teaching classes observations, evaluation of the quality of classes, and of the interim evaluation of academic staff shall be taken into account by the Head of the Unit/Department/Institute in planning the teaching staffing, and by the University Authorities in the promotion policy.
- 3.12 In the event of a negative evaluation, the University Authorities shall analyse the reasons for it and may initiate actions leading to non-renewal of the employment contract with the academic teacher concerned.
4. Publication and use of the results of the quality survey on the adjustment of the teaching facilities to the needs of the educational process, administrative service, support for students, and organisation of the educational process
 - 4.1 The results of the survey conducted in this area shall be used to streamline the functioning of the University and all teaching and research organisational units of the University with regard to teaching and scientific facilities, administrative services, support for students, and organisation of the educational process
 - 4.2 The survey results in the form of a final report shall be submitted to the University Authorities, the University's Education Quality Committee, administrative units subject to evaluation and other interested persons.
 - 4.3 The Chairperson of the University's Education Quality Committee or a representative of the Department of Educational Quality shall present the survey results and recommendations at the annual Teaching Conference.
 - 4.5 Information summarising the survey results shall be published on the website of the Department of Educational Quality.
 - 4.6 Based on the survey results, recommendations for corrective actions shall be developed – the University's Education Quality Committee shall prepare a time schedule for the implementation of said corrective actions in the University.
5. Making use of the results of analyses with regard to monitoring and verifying the learning outcomes achieved by students to improve the study curriculum.
 - 5.1 At the end of each semester, the Curriculum Committee (amid the possible support of persons or teams indicated by the Dean), shall carry out the review described in Item 5 and develop recommendations for the next academic year (they may concern changes in the area of learning outcomes, their monitoring and verification, the content of education for individual courses, etc.) It is an element that makes up the periodic review of the study curriculum.
 - 5.2 The conclusions from the review shall form the grounds for introducing modifications to the study curriculum and ways of monitoring the achievement of the learning outcomes by students.

- 5.3 The conclusions from the results of the analyses carried out shall be presented at the meetings of the University's Education Quality Committee and the Senate.
- 5.4 The analysis results shall be used to improve the study curriculum.
- 5.5 The Dean shall appoint people accountable for the execution of corrective, remedial and improvement actions and shall determine the time schedule of these actions.
- 5.6 Each and every correction of the study curriculum shall be subject to approval by the University Senate prior to the commencement of the academic year in which the new curriculum is to be applied.
- 5.7 Course coordinators, depending on the results of analyses and recommendations/guidelines for corrective actions, shall make changes to the syllabuses.
- 5.8 The lecturers, depending on the results of analyses and recommendations/guidelines of the University Authorities in the field of corrective actions, shall make changes in the teaching proceedings.
6. Using and publishing the results of the survey on the professional lives of graduates.
 - 6.1 The results of the surveys on the professional lives of graduates shall be used to verify the learning outcomes specified in the curriculum and to improve thereof.
 - 6.2. Survey reports shall be delivered to the University Authorities, the University's Education Quality Committee, Curriculum Committees and other interested units.
 - 6.3 A representative of the Department of Education Quality (or another person appointed by the Chairman of the University's Education Quality Committee) shall present the survey results at the annual Teaching Conference.
 - 6.4 Information summarising the survey results shall be published on the website of the Department of Educational Quality.
7. Use of the results of monitoring of the labour market.
 - 7.1 The Rector's Plenipotentiary for Employers, together with the University Career Bureau, shall carry out day-to-day monitoring of the labour market, which is done by surveying employers' opinions and making desk research analysis of materials concerning the labour market and employers' expectations.
 - 7.2 Conclusions drawn from these analyses shall be presented at least once a year at the meeting of the Senate and the University's Education Quality Committee.
 - 7.3 The conclusions drawn from the monitoring of the labour market shall be taken into account in the creation, modification and improvement of the study curriculum.

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-19
PROCEDURE: VALIDATION OF LEARNING OUTCOMES ACQUIRED OUTSIDE THE STUDY SYSTEM

Purpose of the procedure.

This procedure serves the purpose of ensuring the correct course of proceedings with regard to validation of learning outcomes acquired outside the study system, providing candidates with the possibility of a flexible system of shaping the learning path, as well as of facilitating access to studies at the University of Social Sciences for people featured with appropriate competences and professional experience.

Scope of the procedure.

This procedure sets out the general assumptions related to the validation of learning outcomes acquired outside the study system and indicates the bodies authorised to do so. Detailed regulations are included in the Rules and Regulations on the validation of learning outcomes at the University of Social Sciences.

Contents of the procedure.

1. General provisions.
 - 1.1 The purpose of validating the learning outcomes acquired outside the study system shall be to facilitate access to studies organised at the University of Social Sciences for people featured with relevant competences and professional experience, as well as to shorten the duration of studies by being awarded the credit for specific courses/modules of classes without having to participate in full-time classes envisaged in the study plan.
 - 1.2 The learning outcomes shall be validated to the extent that they correspond to the learning outcomes included in the curriculum of a specific field, level and profile of education.
 - 1.3 Validation of learning outcomes shall form the grounds for making a decision on the admission to studies in a respective field of study on the terms set out in the Rules and Regulations on the validation of learning outcomes at the University of Social Sciences.
2. Verification of learning outcomes acquired outside the study system.
 - 2.1 Decisions regarding the validation of learning outcomes shall be made by the Dean.
 - 2.2 The Dean shall appoint the Committee for the Validation of Learning Outcomes (Kd.PEU).
 - 2.3 The Committee shall be composed of at least four people with at least a doctoral degree, including at least two of them with academic achievements and professional experience with regard to the curriculum of a respective field of study, in particular, the outcomes and content of education to which the application of a candidate applying for the validation of learning outcomes relates. Should the Candidate's application concern the validation of learning outcomes in the field of classes shaping practical skills, the Committee shall be composed of a person featured with relevant extensive professional experience.
 - 2.4 The Candidate shall submit an application to the Dean for the validation of learning outcomes, along with documents allowing for evaluating knowledge, skills and social competences, serving to validate the learning outcomes achieved, which are specified in

- the Rules and Regulations on the validation of learning outcomes at the University of Social Sciences.
- 2.5 The responsibility for the substantive initial evaluation of the application and referral for further processing shall rest with a Kds.PEU specialist selected by the Dean.
 - 2.6 The Committee shall make a formal and substantive evaluation of the application and the documentation attached thereto.
 - 2.7 Should the application be verified positively, the Committee shall set the date and form of validation of learning outcomes – examination, separately for each of the module classes indicated by the applicant in the application.
 - 2.8 Exams allowing the verification of learning outcomes with regard to knowledge, skills and social competences indicated for each of the courses listed in the application should be conducted in the form specified in the syllabuses of individual modules of classes.
 - 2.9 In justified circumstances, Kds.PEU may decide on a form of verifying the learning outcomes of the course other than that indicated in the course syllabus.
 - 2.10 A negative result of the exam or failure to take it shall result in a negative consideration of the application for the validation of learning outcomes.
 - 2.11 The Committee for the Validation of Learning Outcomes (Kd.PEU) acquired outside formal education, after the end of the procedure, shall present the Dean with the results obtained by a respective candidate applying for the validation of learning outcomes concerning individual modules of classes, on the basis of which the Dean shall issue a decision to release the applicant from taking certain classes.
 - 2.12 Based on the Kds.PEU recommendations, the Dean shall decide on the result of the verification of the candidate's achievement of learning outcomes in the context of the course modules indicated in the application.
3. Appealing against the Dean's decision.
 - 3.1 A person applying for the validation of learning outcomes acquired outside formal education may appeal against the Dean's decision to the University's Appeals Committee for the Validation of Learning Outcomes within the time limits specified in the code of administrative procedure.
 - 3.2 Should any deficiencies be found in the process of validating learning outcomes, the University's Appeals Committee for the Validation of Learning Outcomes shall refer the case to re-conduct the procedure within the prescribed period.
 - 3.3 The University's Appeals Committee for the Validation of Learning Outcomes shall announce its decision within the time limits specified in the code of administrative procedure.

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-20
PROCEDURE: REVIEW OF COOPERATION WITH THE SOCIO-ECONOMIC ENVIRONMENT, INCLUDING THE EMPLOYERS

Objective of the procedure.

The purpose of the procedure is to ensure systematic cooperation of the University of Social Sciences with the socio-economic environment, including employers in the design and implementation of the curriculum of the fields of study through its periodic review

Subject and scope of the procedure.

The procedure defines the general assumptions of the review of the systemic cooperation of the University of Social Sciences with the socio-economic environment, including employers in the design and implementation of the study program of the fields of study and its impact on the improvement of the study program.

Contents of the procedure.

1. General provisions.
 - 1.1 The purpose of the review of the cooperation of the University of Social Sciences with the socio-economic environment, including employers in the design and implementation of the study program of the conducted courses is to assess the impact of the cooperation on the improvement of the study program and to evaluate its development.
 - 1.2 The review of the cooperation of the University of Social Sciences with the social and economic environment, including employers in the scope of designing and realization of the curriculum of the faculties is conducted, depending on the needs, at least once a year, by Curriculum Commissions operating at the Academy. The dates of the review shall be determined by the Chairperson of the Committee.
 - 1.3 The Curriculum Committee reviews cooperation with the socio-economic environment, including employers in the design and implementation of the curriculum of the studies conducted in the fields of study taking into account:
 - assessment of the correctness of the selection of cooperating institutions,
 - the effectiveness of forms of collaboration,
 - the impact of the results of the collaboration on the program of study and the improvement of its delivery,
 - student achievement of learning outcomes.
2. Specific Provisions.
 - 2.1 When evaluating cooperation with the social and economic environment, including employers in the design and implementation of the curriculum of the fields of study, the Curriculum Committee shall take into account the following principles
 - the type, scope and range of activities of institutions from the social and economic environment, including employers, with which the University cooperates in the design and implementation of the degree programme is consistent with the concept and objectives of education and the resulting areas of professional/economic activity and the professional labour market appropriate to the field of study, in the case of a degree programme with a practical profile,

- the type, scope and range of activities of institutions from the social and economic environment, including employers, with whom the University cooperates in the design and implementation of the curriculum is consistent with the discipline(s) to which the major is assigned, the concept and objectives of education, and the challenges of the professional labour market specific to the major for a faculty with an all-academic profile,
 - cooperation with the institutions of the social and economic environment, including employers is permanent and takes various forms (e.g., the organization of internships and e.g., internships, volunteering, study visits, implementation of thesis and dissertations, participation of representatives of the social and economic environment in the teaching or verification of learning outcomes, certification, analysis of the needs of the labor market and the fate of the graduates, etc.), as appropriate to the learning objectives and needs arising from the implementation of the curriculum and achievement of learning outcomes by students in the case of the faculty with a practical profile,
 - cooperation with the institutions of the social and economic environment, including employers is permanent and takes various forms (e.g., the organization of internships and, for example, internships, volunteering, study visits, implementation of thesis and diploma, participation of representatives of the social and economic environment in the teaching or verification of learning outcomes, certification, analysis of the needs of the labor market and the fate of the graduates, etc.), in accordance with the learning objectives and the needs arising from the implementation of the curriculum and the achievement of learning outcomes by students in the case of a faculty with an all-academic profile.
- 2.2 The committee evaluates the selection of socio-economic environment institutions based on criteria established and formally adopted by the University.
- 2.3 The committee evaluates the impact of cooperation with institutions of the social and economic environment, including employers, on the improvement of the study program and the achievement of learning outcomes by students..
3. Utilize the results of the collaborative review with socio-economic community institutions, including employers.
- 3.1 From the review of cooperation with institutions of the social and economic environment, including employers, the Curriculum Committee prepares a report which is submitted to the University authorities, the appropriate Dean and the Educational Quality Department. This report shall include:
- assessment of the correctness of the selection of cooperating institutions,
 - The effectiveness of forms of collaboration,
 - The impact of the results of the collaboration on the curriculum and the improvement of its implementation,
 - student achievement of learning outcomes.
- 3.2. The results of these reviews are used to develop and refine the collaboration and improve the curriculum.

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-21
PROCEDURE: EVALUATION OF THE DEGREE OF INTERNATIONALIZATION OF EDUCATION

Objective of the procedure.

The purpose of the procedure is to ensure periodic evaluation of the degree of internationalization of education in the fields of study and its use to intensify this process.

Subject and scope of the procedure.

The procedure defines the general principles of periodic evaluation of the degree of internationalization of education in the fields of study and its use to intensify the process.

Contents of the procedure.

1. General provisions.
 - 1.1 The purpose of periodic assessment of the degree of internationalization of education in the fields of study is to use its results to improve activities and ways to increase the degree of internationalization of the education process at UoSS.
 - 1.2 Periodic assessment of the degree of internationalization of education in the conducted fields of study is performed by the University Team for Internationalization of Education at UoSS appointed by the Vice-Rector for Science and Internationalization.
 - 1.2.1 The Team consists of:
 - Chairperson - an academic staff member selected from the Team members,
 - academic teachers representing each field of study conducted in a relevant Teaching Unit of the University (Branch, Department, other) UoSS with achievements in international cooperation,
 - students representing every major taught at USS,
 - Foreign Cooperation Officer,
 - Erasmus+ Coordinator,
 - an employee of the Education Quality Department.
 - 1.2.2 The team may create Working Sections for specific fields of study.
 - 1.2.3 The Section shall be composed of all faculty representatives.
 - 1.2.4 The Section Chair shall be elected by the Section members.
 - 1.2.5 The remaining members of the Team declare their participation in the meetings of the Section
 - 1.3 The degree of internationalization of education in the fields of study conducted by the University Team for Internationalization of the Education Process at UoSS is assessed annually after the end of the academic year.
 - 1.4. The team meets as needed, no less than once per semester.
 - 1.5. The dates of the meetings are set by the Chairman of the Team.
 - 1.6 Section meetings are held as needed. Meeting dates are set by the Section Chair.
2. Specific Provisions.
 - 2.1 Scope of work of the Team.

The team periodically evaluates the degree of internationalization of education in the fields of study, taking into account:

 - 2.1.1 The type, scope and extent of internationalization of the educational process i.e.:

- universities with which UoSS has established international cooperation through mobility programs, including Erasmus+,
 - universities with which USS has established international cooperation within the framework of bilateral agreements,
 - other scientific, research institutions with which USS has established international cooperation,
 - majors taught by universities with which USS has established international collaborations,
 - profile of scientific, research activities of institutions with which USS has established international cooperation,
 - The spatial extent of international cooperation,
 - the university's position on the European and world education market, the scope of its activities in the international dimension.
- 2.1.2 Compatibility of the type, scope and extent of internationalization of the educational process with the concept and objectives of education in individual fields of study.
- 2.1.3 Opportunities to develop international activities of academic staff and students related to education in each field of study, i.e:
- The scale of international exchange including academic staff and students,
 - support for the University in the development of international activities of academic teachers and students related to education, i.e. organizational, financial and content-related support,
 - The effectiveness of the international cooperation information system.
- 2.1.4 Taking care of foreign students.
- 2.1.5 University activities integrating Polish and foreign students.
- 2.1.6 The effectiveness of language teaching.
3. Principles and criteria for periodic assessment of the degree of internationalization of education in the fields of study.
- 3.1 When periodically assessing the degree of internationalization of education in the fields of study conducted, the University Team for internationalization of the education process at UoSS takes into account the following principles:
- The type, scope and range of internationalization of the educational process are in accordance with the concept and educational objectives of the respective fields of study,
 - opportunities are created for the development of international activity of academic teachers and students connected with education in every field of study conducted at the University.
- 3.2 The team evaluates the selection of universities and other institutions with which UoSS has established inter-university cooperation and their impact on the intensification of internationalization of education.
- 3.3 The team evaluates the opportunities created by universities for the development of international activities of academic teachers and students related to education and their impact on the intensification of the internationalization of education.
- 4 Using the results of periodic assessment of the degree of internationalization of education in the fields of study to intensify the process of internationalization of education.
- 4.1 The University Team for Internationalization of Education at UoSS prepares, not later than July 30 of each year, an annual assessment-report of the degree of internationalization of education in the conducted fields of study and presents it to the University Committee for Educational Quality and the Vice-Rector for Academic Affairs and Internationalization and forwards it to the Department of Educational Quality.

- 4.2 The report is presented at the annual Teaching Conference by the Team Chair. This report shall include:
- to assess the appropriateness of the selection of universities and other institutions with which UoSS has established inter-university cooperation and their impact on the intensification of internationalization of education,
 - evaluation of opportunities created by universities for the development of international activities of academic teachers and students related to education and their impact on the intensification of the internationalization of education,
 - recommendations aimed at improving the University's activities in order to intensify and increase the degree of internationalization of the education process at UoSS.
- 4.2 The results and conclusions and recommendations from this evaluation are used to intensify and enhance the internationalization of the educational process at UoSS.



SPOŁECZNA AKADEMIA NAUK

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE NO.: P-22
PROCEDURE: CONDUCTING PROCEEDINGS IN SUPPORT OF STUDENT MOBILITY

Objective of the procedure.

The aim of the procedure is to establish rules of conduct concerning the participation of students of the University of Social Sciences in mobility programmes (Erasmus+ Programme).

Subject and scope of the procedure.

This procedure regulates the mode and principles of developing international student exchange and scientific cooperation. The implementation of student mobility programs through dedicated educational programs (courses) is the basic core of building a European educational platform.

Contents of the procedure.

1. General provisions.
 - 1.1 Every student of the University is entitled to participate in the mobility programme provided that they meet the criteria specified in the mobility programmes (Erasmus+ international programme).
 - 1.2 Within the framework of a study abroad trip, a student of the University may go to those universities with which UoSS has signed a cooperation agreement within the framework of the Erasmus+ programme and in which it provides for the exchange of students.
 - 1.3 Academy of Science as a home and host university are obliged to have a valid Erasmus Charter of Higher Education (ECHE) granted by the European Commission.
2. Specific Conditions.
 - 2.1. At each level (i.e. first, second) of study a student is entitled to go abroad to study or practice for a period of up to 12 months within one level of study. The only exception is for students on master's degree courses, in which case they are entitled to study or practice abroad for a total period of up to 24 months.
 - 2.2. The minimum duration of a trip abroad is 1 academic semester. At the same time, a trip abroad cannot be longer than 1 academic year.
 - 2.3. A student who has been qualified for the Erasmus+ programme is obliged to fulfil the following conditions:
 - 2.3.1. While at the host university, the student is required to have the status of a student at the home university.
 - 2.3.2. At the time of departure from the host university, the student must be a student in at least the second year of a first degree program.
 - 2.3.3. A student may not be on dean's leave or any other form of leave of absence provided under the UoSS Academic Regulations at the time of receipt of the scholarship.
 - 2.4. The trip abroad obliges the student to take up full-time studies at the receiving university.
 - 2.5. If a student pays tuition fees at his/her home university, the fees continue at the home university during the trip abroad. It is possible to be exempted from the above mentioned fees, after the decision of the relevant university authorities.
 - 2.6. Within the framework of the Erasmus+ programme, the student does not pay for studying at the receiving university, but only for arrival, accommodation, food, insurance and other

- personal costs. A qualified student may receive a European Commission grant which is a subsidy to cover the costs of living abroad.
- 2.7. During the trip abroad the student has a guarantee of the domestic scholarships payment (e.g. Rector's scholarship for the best students, social scholarship) to which he/she was entitled before the trip.
 - 2.8. During the trip abroad, the student is guaranteed payment of domestic scholarships (e.g. a student in an unfavourable material situation (who has been granted a social scholarship at USS/the home university), is also entitled to receive a social scholarship within the budget of the Erasmus+ programme. The monthly rate of the Erasmus+ social grant is 200 euros.
 - 2.9. A student with a declared disability is entitled to an additional disability grant after fulfilling the conditions of the Erasmus+ programme.
3. Recruitment of Erasmus+ students.
- 3.1. Recruitment is carried out by the Erasmus+ coordinator or contact persons in the organizational units of the university.
 - 3.2. Recruitment information appears during the months of October and March on bulletin boards and on the website under the Erasmus+ Office tab + UoSS.
 - 3.3. The information includes a list of the host universities that UoSS works with and the necessary information about study conditions, subjects, academic calendar and possible accommodation.
 - 3.4. The candidate provides the following information to the Erasmus+ UoSS Office prior to departure abroad:
 - the name of the host university and the date of the trip abroad,
 - a list of subjects to be taken at the host university (the Dean of the respective faculty approves the list of subjects compatible with the course of study and possible to take at the chosen host university).
 - 3.5. Once the applicant has been positively vetted, the student may prepare application documents related to the trip.
4. Erasmus+ participant eligibility.
- 4.1. A student qualified for the programme is obliged to fill in the Online Learning Agreement (OLA) - it is a study programme agreement along with the required documents, and send it to the receiving university. The Erasmus+ UoSS Office staff can be of assistance in filling in the agreement.
 - 4.2. The student sends his/her Erasmus+ nomination through the Erasmus+ Office to the host university.
 - 4.3. Students are required to take an online language test (English, German, French, Spanish).
 - 4.4. The Erasmus+ grant will be transferred directly to the student's account in Euro on the basis of an agreement (signed one month before the trip) between the beneficiary USS student and the Rector or another authorised person representing the University.
 - 4.5. Funds from the Erasmus+ grant are paid in two instalments. The first one, amounting to 70% of the grant, is received by the student before going abroad. The second tranche in the amount of 30% of the scholarship may be received by the student after returning from the exchange and after settling the required documents.
 - 4.6. If it is not possible to complete all the approved courses at the host university, it is possible to introduce substitute courses that will be compatible with the content of the previously accepted courses. The changes should be reported to the Dean of the home university. After the Dean approves the substitute subjects, the contract (OLA) should be amended.

- 4.7. Once the contract has been successfully reviewed, the student should forward the contract to the host university as well.
5. Expatriate travel settlement.
 - 5.1. The student is obliged to account for his/her trip abroad to the Erasmus+ Office and to the Dean's Office, in accordance with the provisions of the Study Agreement - OLA and the adopted procedure.
 - 5.2. The student is obliged to submit the following documents to the Erasmus+ UoSS Office and the Dean's Office (via e-mail) within two weeks after returning:
 - copies of the Transcript of Records, the originals of which should be submitted to the Dean's Office,
 - a certificate confirming your stay at the host university (dates should be consistent with the dates found in your financial agreement),
 - study program agreement - OLA signed (after any changes) by the Dean or other authorized person from both home and host university,
 - A completed student questionnaire for study abroad applicants,
 - Online language test score.
 - 5.3. In the case of failure to fulfil or incomplete realisation of the study programme agreement - OLA, due to the student's fault, may result in cancelling the agreement and obliging the student to return the full or partial amount of the grant within the Erasmus+ programme.
 - 5.4. Failure to settle or incomplete settlement of the trip abroad due to the student's fault results in the necessity to pay the full or partial amount of the grant within the Erasmus+ programme within 14 calendar days from the date of the call for return.
 - 5.5. On the basis of the documents submitted by the student, the Erasmus+ UoSS Office makes financial settlement of the grant due to the student in accordance with the rules binding in the Erasmus+ programme.
6. Monitoring student mobility.
 - 6.1. Upon completion of the trip abroad, the student immediately submits written information about the said trip to the Erasmus+ coordinator and the Dean.
 - 6.2. At the end of a given academic year, the Erasmus+ Office provides the Rector with a report on the trips abroad taken and planned for the following academic year. The information should also include data on students who completed trips at UoSS.

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE: P-23
PROCEDURE: PERIODIC REVIEW AND EVALUATION OF STUDENT SUPPORT FOR LEARNING, SOCIAL, ACADEMIC, CAREER DEVELOPMENT AND LABOUR MARKET ENTRY AND DEVELOPMENT AND IMPROVEMENT OF FORMS OF SUPPORT

Objective of the procedure.

The purpose of the procedure is to provide comprehensive assessment and monitoring of student support for learning, social, academic, career development and entry into the labour market, its effectiveness, and the development and improvement of forms of support with student participation.

Subject and Scope of Procedure.

The procedure sets out the general principles for reviewing and evaluating student support for learning, social, academic, vocational and labour market entry, the effectiveness of forms of support and the development and improvement of forms of support, and the activities to support them.

Contents of the procedure.

1. General provisions.
 - 1.1 The purpose of the review and evaluation of student support for learning, social, academic, professional development and entry into the labor market, and the development and improvement of forms of support is to monitor forms of support, evaluate their effectiveness and improve the system of support for student development at UoSS by implementing the conclusions of the review.
 - 1.2 The review and evaluation of student support for learning, social, academic, professional development and entry into the labour market and the development and improvement of forms of support is carried out by the University's Student Development Support Team at UoSS appointed by the relevant Vice-Chancellor, with the exception of student representatives identified by the Student Government.
 - 1.2.1 The Team consists of:
 - chairman - an academic teacher selected from among the Team members,
 - student representatives of the UoSS Student Government - designated by the Student Government,
 - students - representatives of each Didactic Unit of UoSS (Branch, Faculty, others) indicated by the Self-Government,
 - academic teachers - representatives of each Didactic Unit of UoSS (Branch, Faculty, other organizational units of the university), including those with experience in performing functions related to the student support system,
 - employees representing appropriate administrative services whose activities are related to supporting student development,
 - an employee of the Education Quality Department.
 - 1.2.2 The Team may create Working Sections as needed.
 - 1.2.3 The team shall establish sections and elect their Chairpersons.
 - 1.2.4 Team members pledge to attend Section meetings.
 - 1.3. The review and evaluation of student support for learning, social, academic, professional development and labour market entry and the development and improvement of forms of

support is carried out by the University Student Development Support Team at UoSS annually after the end of the academic year.

- 1.4. The team meets as needed no less than once per semester.
- 1.5. The dates of the meetings are determined by the Team Chair.
- 1.6. Section meetings are held as needed. Meeting dates are set by the Section Chair.

2. Specific Provisions.

2.1. The Team's Scope of Work.

The University's Student Development Support Team at UoSS reviews and evaluates student support for learning, social, academic, career and labour market entry development and development and improvement of forms of support taking into account forms:

- forms of material support,
- forms of organizational support,
- forms of substantive support,
- tailored support to meet the needs of diverse groups of full-time and part-time students, working and non-working students, those raising children, international students, and individual needs, including the needs of students with disabilities,
- scope and forms of support for outstanding students,
- Support for forms of student activity: sports, artistic, organizational, entrepreneurial, social activities,
- How students can report complaints and requests,
- The transparency and efficiency of the ways in which they are handled,
- Outreach and education on student safety and prevention of all forms of discrimination and violence,
- policies for handling and responding to threats or violations of safety, discrimination, and violence against students,
- activities to assist victims of violence and discrimination,
- training to prepare for participation in remote classes,
- Availability of academic staff consultation,
- the motivational system, i.e. the use of instruments to influence students in order to motivate them to achieve very good learning results,
- opportunity to apply for grants, participate in international, national and regional competitions,
- the competence of staff supporting the teaching and learning process, including administrative staff and their effectiveness in resolving student issues,
- Material and non-material support of student government and organizations,
- conditions that motivate students to be active in the local government,
- The influence of the self-government on study programs and study conditions.

2.2. Principles of the work of the University Student Development Support Team at UoSS.

The Academic Student Development Support Team at UoSS reviews and evaluates student support for learning, social, academic, career development and entry into the labour market and the development and improvement of forms of support uses:

- results of surveys concerning the evaluation of academic teachers in the discharge of their duties related to education,
- results of surveys concerning adjustment of the didactic base to the needs of the educational process, administrative service and organization of the educational process
- survey results from the apprenticeship evaluation,
- results of employer opinion surveys.

- 2.3. The University's Student Development Support Team at UoSS evaluates the effectiveness of forms of student support for learning, social, academic, career development and entry into the workforce.
- 2.4. The University's Student Development Support Team at UoSS assesses the improvement of forms of support for learning, social, academic, career development and entry into the workforce.
- 2.5. The University's Student Development Support Team at UoSS assesses the extent of impact of forms of student support for learning, social, academic, career development and entry into the workforce.
3. To use the results of the review and evaluation of student support for learning, social, academic, career development and entry into the workforce and to develop and improve forms of support.
- 3.1. The University's Student Development Support Team at USS shall, no later than July 30 of each annual year, prepare an assessment-report on the periodic review of student support for learning, social, academic, career and labour market entry development and the development and improvement of forms of support and submit it to the University's Education Quality Committee and the relevant Vice-Chancellor and forward it to the Education Quality Department.
- 3.2. The report is presented at the annual Teaching Conference by the Team Chair.

This report includes:

 - assessing the improvement of forms of support for learning, social, academic, professional development and entry into the labour market,
 - To evaluate the effectiveness of forms of student support in learning, social, academic, career development, and entry into the workforce,
 - assessing the impact of forms of student support for learning, social, academic, career development and entry into the labour market,
 - recommendations to improve the University's efforts to support student development in learning, social, academic, career development, and entry into the workforce.
- 3.3. The results and conclusions and recommendations from the periodic review and evaluation of students' support for learning, social, academic, professional development and entry into the labor market, and the development and improvement of support forms are used to improve the student development support system at UoSS.

UNIVERSITY OF SOCIAL SCIENCES
PROCEDURE: P-24
PROCEDURE: MONITORING AND EVALUATING PUBLIC ACCESS TO INFORMATION ABOUT THE PROGRAM OF STUDY, THE CONDITIONS OF ITS IMPLEMENTATION AND THE RESULTS ACHIEVED

Objective of the procedure.

The purpose of the procedure is to ensure public access to information about the program of study, the conditions of its implementation and the results achieved by monitoring, evaluating and using their results to improve the availability and quality of information about the study.

Subject and scope of procedure.

The procedure sets out the general principles for monitoring and evaluating public access to information about the program of study, its conditions of implementation and the results achieved, and using the results to improve the availability and quality of information about studies.

Contents of the procedure.

1. General provisions.
 - 1.1 The purpose of monitoring and evaluating public access to information about the program of studies, its conditions of implementation and achieved results is to improve the availability and quality of information about studies in accordance with the needs of various groups of recipients, i.e. candidates for studies, students, employers.
 - 1.2. Monitoring and evaluation of public access to information about the program of study, the conditions of its implementation and the results achieved is carried out by the University UoSS Information System Team appointed by the Vice Chancellor for Development with the exception of students designated by the Student Government.
 - 1.2.1 The 10-member Team consists of:
 - Chairperson - an academic staff member selected from the Team members,
 - IT Department employee,
 - employee of the Promotion Department,
 - an employee of the Education Quality Department,
 - Rector's representative for cooperation with the social and economic environment,
 - University teachers with a background in social communication - 3 people,
 - students designated by the Student Government - 3 students.
 - 1.2.2 A Section is separated from the University's UoSS Information System Team to monitor access to degree program information on an ongoing basis.
 - 1.2.3 The Section consists of:
 - Section Chair - an employee of the Promotion Department,
 - IT Department employee,
 - student as designated by the University's UoSS Information System Team,
 - Academic teacher with a background in public communication.
 - 1.3 An assessment of public access to information about the program of study, its conditions of delivery, and its outcomes is made by the University's UoSS Information System Team three weeks prior to the start of each semester.
 - 1.4 The team meets as needed, no less than once per semester.
 - 1.5 The dates of the meetings are set by the Chairman of the Team.

- 1.6 Section meetings are held as needed. Meeting dates are set by the Section Chair.
- 2 Specific Provisions.
 - 2.1 Scope of work of the University UoSS Information System Team. The University UoSS Information System Team monitors and evaluates public access to information about the study program, the conditions of its implementation and the achieved results of the study taking into account:
 - 2.1.1 Requirements specified in Article 358 of the Law on Higher Education and Science. The University makes available in the BIP on its subject page:
 - statute,
 - University strategy,
 - Regulations on the management of copyright, related rights and industrial property rights and the principles of commercialization,
 - regulations for the use of research infrastructure,
 - study regulations,
 - student benefits regulations,
 - rules and procedures for admission,
 - study programs - within 14 days of their adoption.
 - 2.1.2 Public access and completeness of student information regarding each course of study offered at UoSS, considering:
 - learning objective,
 - competencies expected of candidates,
 - admission requirements and eligibility criteria for candidates,
 - timeline for the college admissions process,
 - program of study, including learning outcomes,
 - A description of the teaching and learning process and its organization,
 - the characteristics of the system of verification and assessment of learning outcomes,
 - the rules and conditions for the recognition of learning outcomes achieved in the higher education system the rules of graduation,
 - qualifications and job titles awarded,
 - characteristics of the study conditions
 - learning support
 - 2.1.3 Timeliness of study information.
 - 2.1.4 Reliability of college information.
 - 2.1.5 Comprehensibility and comprehensiveness of college information.
 - 2.1.6 Compatibility of the scope of information with the needs of college applicants, students, and employers in terms of the detail of information expected by the audience.
 - 2.1.7 How information is presented.
 - 2.1.8 Easy to read information.
 - 2.1.9 Provide public access to study information without restrictions on location, time, hardware and software used by the audience,
 - 2.1.10 Provide public access to information in a manner that allows use by persons with disabilities.
 - 3 Principles for monitoring and evaluating public access to information about the program of study, the conditions of its implementation and the results achieved.
 - 3.1 In monitoring and evaluating public access to information about the program of study, its conditions of delivery, and the outcomes achieved, the University's UoSS information system team considers the following principles:

3.1.1 Public access to information about the program of study in accordance with the arrangements set forth in the Regulation of the Minister of Science and Higher Education of September 27, 2018 (consolidated text), i.e:

"§ 3.1 The program of study shall specify:

- 1) the form or forms of study, the number of semesters and the number of ECTS credits required for graduation at a given level;
- 2) the professional title awarded to graduates;
- 3) classes or groups of classes, regardless of the form in which they are delivered, with the learning outcomes assigned to them and the programme content to ensure achievement of these outcomes;
- 4) total hours of instruction;
- 5) ways of verification and evaluation of the learning outcomes achieved by the student throughout the learning cycle;
- 6) the total number of ECTS credits the student must obtain for classes conducted with the direct participation of academic teachers or other instructors;
- 7) the number of ECTS credits which a student must obtain for courses in the humanities or social sciences, not less than 5 ECTS credits - in the case of fields of study assigned to disciplines other than, respectively, the humanities or social sciences;
- 8) dimension, rules and form of in-service training and the number of ECTS credits a student must obtain during the in-service training.

2. The curriculum of first-cycle programmes and long-cycle programmes conducted as full-time programmes shall also include courses in physical education amounting to not less than 60 hours; courses in physical education shall not be allocated ECTS credits.

3. The curriculum shall enable the student to choose courses to which ECTS credits have been allocated in a proportion no lower than 30% of the number of ECTS credits referred to in section 1, point 1.

4. The curriculum for a degree programme for a major assigned to more than one discipline shall specify, for each of these disciplines, the percentage share of ECTS credits in the number of ECTS credits referred to in section 1, subsection 1, indicating the leading discipline.

5. Program of Study:

- 1) with a practical profile - shall include classes teaching practical skills amounting to more than 50% of the number of ECTS credits referred to in section 1, item 1;
- 2) with a all-academic profile - shall include courses related to the academic activities conducted at the institution in the discipline or disciplines to which the field of study is assigned, amounting to more than 50% of the number of ECTS credits referred to in section 1, subsection 1, and shall involve students in courses preparing for or participating in research activities.

3.2. When assessing and monitoring access to information about the curriculum, its conditions of implementation and the results achieved, the University Information System Team uses the results of the University's monitoring of the timeliness, reliability, comprehensibility, comprehensiveness of information about studies and its compliance with the needs of various groups of recipients, i.e:

- students based on the infrastructure survey and the completeness of the information and opinions of the Local Government,
- college applicants based on surveys and other reliable sources of information,
- employers based on surveys, collaboration with the Business Council other reliable sources of information.

3.3 The University Information System Team conducts ongoing, semester-by-semester monitoring of public access to information about the program of study, the conditions for

- its implementation and the results achieved, taking into account the information included in points 2 and 3 of the procedure.
- 3.4. The results of the monitoring and evaluation of public access to information about the program of study, the conditions of its implementation and the results achieved are used to improve the availability and quality of information about the study.
 4. Use the results of monitoring and evaluation of public access to information about the program of study, its conditions of implementation, and the results achieved.
 - 4.1 The University USS Information System Team prepares, no later than 2 weeks before the beginning of each semester, an assessment of public access to information about the study program, its conditions of implementation and achieved results, taking into account all courses of study conducted and presents it to the University Committee for Educational Quality and the Vice-Rector for Development and forwards it to the Department of Educational Quality.
 - 4.2. The report is presented at the annual Teaching Conference by the Team Chair.
 - 4.3. This report includes:
 - Assessment of compliance with the requirements of Article 358 of the Law on Higher Education and Science regarding public access to information,
 - assessment of the completeness of the information included in point 2.1.2,
 - An assessment of the timeliness, reliability, understandability, and comprehensiveness of college information,
 - Assessment of the compatibility of the scope of information with the needs of university applicants, students, employers, in terms of the detail of information expected by the recipients,
 - Evaluating how information is presented,
 - An assessment of the ease of reading the information, without the constraints of location, time, hardware and software used by the audience,
 - assessing the provision of public access to information in a manner that allows use by persons with disabilities,
 - recommendations designed to improve public access to information about the program of study, the conditions of its implementation, and the results achieved.
 - 4.4. The findings and conclusions and recommendations from this evaluation are implemented and used to improve public access to information about the program of study, the conditions of its implementation, and the results achieved.