

**ORDINANCE NO. 239/2022**  
**of the Rector of the University of Wrocław**  
**of 24 October 2022**

**on the definition of tasks of the University Education Quality Committee and  
education quality and education quality assessment teams**

Pursuant to Article 23, sections 1 and 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended) and § 189, section 3 of the Statute of the University of Wrocław adopted by the Resolution 102/2019 of the Senate of the University of Wrocław of 29 May 2019, it is ordered as follows:

§ 1.1. University Education Quality Assurance System consists of:

- 1) University Education Quality Committee (hereinafter called UKJK);
- 2) Rector's Representative for education quality assurance;
- 3) faculty teams for education quality (hereinafter called WZJK) and faculty teams for education quality assessment (hereinafter called WZOJK);
- 4) teams for education quality and teams for education quality assessment in interfaculty and university-wide units.

2. UKJK cooperates with the University Teaching Committee, units that implement and support the teaching processes in studies, Doctoral School, postgraduate studies, courses and trainings.

3. Teams indicated in § 1 section 1, points 3 & 4 cooperate with UKJK, in particular, implementing the recommendations of the UKJK and the tasks determined by the UKJK.

§ 2.1. The tasks of the UKJK include taking actions to ensure, improve and evaluate the quality of education in line with the strategy of the University of Wrocław, including:

- 1) defining the principles for the implementation of activities to ensure and improve the quality of education and its evaluation by participating in the development of internal regulations;
- 2) proposing internal procedures to improve the quality of education;
- 3) designing rules for conducting and reporting pro-quality activities;
- 4) monitoring and analysing the quality of education at faculties, interfaculty and university-wide units, including analysis of reports prepared by WZJK and WZOJK and the teams referred to in § 1 section 1, point 4 and reports commissioned by UKJK;
- 5) defining recommendations and guidelines for improving the quality of education;
- 6) cooperation with university units in the field of international and national accreditation;
- 7) supporting the improvement of teaching competence of academic staff;
- 8) defining the principles, initiating, supporting university-wide surveys of students, employees, graduates and employers, especially concerning: evaluation of academic teachers, study programs, conditions of studying, learning outcomes, and analysing the results of university-wide surveys undertaken at the University and publishing them on the University of Wrocław website.

2. UKJK determines a schedule of activities in each area related to the quality of education.

3. UKJK develops templates for reports on activities related to education quality and education quality assessment conducted at the faculties and interfaculty and university-wide units conducting the teaching processes of the University.

4. UKJK may appoint, in agreement with the Rector, committees and expert teams, appointing to them the tasks and specifying the time for their implementation.

§ 3.1. The secretary of the UKJK, who is an employee of the Teaching Department appointed by the head of the Department, provides administrative support for the UKJK.

2. The duties of the UKJK Secretary include in particular:

- 1) organising the meetings of the University Education Quality Committee;
- 2) managing the circulation of documents and correspondence of the UKJK;
- 3) maintaining and archiving the UKJK documentation;
- 4) preparing reports on the implementation of the actions taken and publishing information on the University of Wrocław website.

§ 4.1. Deans and heads of interfaculty and university-wide units inform the Vice-Rector for Teaching about the composition and changes of the WZJK, WZOJK and education quality and education quality assessment teams within 30 days of their appointment or change in composition.

2. Deans and heads of interfaculty and university-wide units may appoint auxiliary teams to support the work of the teams indicated in § 1 section 1, points 3 & 4.

§ 5.1. The tasks of the faculty education quality teams are:

- 1) developing recommendations and recommendations for pro-quality measures in the faculty;
- 2) developing study programmes or their changes;
- 3) providing opinions on study programmes or their changes prepared by other teams;
- 4) supporting the improvement of teaching competences of academic staff;
- 5) performing tasks commissioned by the dean and the recommendations and guidelines of the UKJK;
- 6) preparing annual reports on activities related to the quality of education according to templates established by UKJK.

2. The tasks of the faculty education quality assessment teams are to assess the quality and effectiveness of education, including:

- 1) monitoring the correctness of the assessment of students and doctoral students;
- 2) monitoring and evaluating the quality of diploma theses, the reliability of their assessment and the manner in which diploma examinations are conducted;
- 3) development and analysis of student surveys;
- 4) monitoring and analysing the assessment of the administrative service of students and doctoral students (deans' offices, secretariats/didactic sections);
- 5) monitoring the process of hospitalization of classes (including postgraduate studies, courses and trainings);
- 6) preparing annual reports on activities related to the assessment of the quality of education according to the templates established by the UKJK.

3. Rules of sections 1-2 are applied accordingly to the education quality and education quality assessment teams appointed in interfaculty and university-wide units.

§ 6. The Chairpersons of the WZJK and WZOJK submit the reports referred to in § 5 section 1, point 6 and section 2, point 6 to the Dean by the end of November of each calendar year. The Dean presents the reports to the Faculty Council and forwards them to the Vice-Rector for Teaching by the end of the calendar year.

§ 7. The Chairpersons of education quality and education quality assessment teams appointed in interfaculty and university-wide units submit the reports referred to in § 5 section 1, point 6 and section 2, point 6 to the head of the unit by the end of November of each calendar year. The head of the unit submits the reports to the Vice-Rector for Teaching by the end of the calendar year.

§ 8. The Vice-Rector for Teaching shall supervise the implementation of this Ordinance.

§ 9. Regulation No. 11/2018 of the Rector of the University of Wrocław of 15 February 2018 on defining the detailed tasks of the University Education Quality Committee and the education quality and education quality assessment teams loses its power.

§ 10. The Ordinance comes into force on the day of its signing.

**prof. dr hab. Robert Olkiewicz**

**R E C T O R**