SD.0101.2.2024

**Order No. R.Z.0211.13.2024**

**of the Rector**

**of the University of the Commission of National Education, Krakow**

**of 28 February 2024.**

**regarding: Internal System of Educational Quality Assurance at the Doctoral School of the University of the Commission for National Education, Krakow**

Acting on the basis of Article 23(1) of the Act of 20 July 2018. - Law on Higher Education and Science (i.e. Journal of Laws 2023, item 742) and § 17 item 10 of the University's Statutes, I order as follows:

**§ 1**

The Internal System for Quality Assurance of Education at the Doctoral School of the University of the Commission for National Education in Krakow (hereinafter: ‘the WSZJKSD’) is introduced, which constitutes Appendix No. 1 to this Order.

**§ 2**

1. The Internal Educational Quality Assurance System at the Doctoral School of the University of the National Education Commission in Cracow (hereafter: UKEN) is implemented on a continuous basis by the Doctoral School Council and monitored by the Director of the Doctoral School.
2. Supervision of the tasks and functioning of the Internal System of Educational Quality Assurance at the Doctoral School of UKEN is exercised by the Vice-Rector for Science.

**§ 3**

The Ordinance comes into force on the day of its announcement.

 R e k t o r

 ***Prof. dr hab. Piotr Borek***

**Internal System for Quality Assurance in the Doctoral School of the University of the National Education Commission, Krakow (WSZJKSD)**

**§ 1**

The terms used in this document mean:

1) University, University UKEN - the University of the National Education Commission, Krakow;

2) Doctoral School - Doctoral School conducted by the University of the National Education Commission, Krakow;

3) Director of the Doctoral School - the Director of the Doctoral School conducted by the University of the National Education Commission, Krakow;

4) Doctoral School Council - the Council of the Doctoral School of the University of the National Education Commission, Krakow;

5) WSZJKSD - Internal System for Quality Assurance of Education at the Doctoral School of the University of the National Education Commission, Krakow;

6) PRK 8 - learning outcomes at level 8 of the Polish Qualification Framework (PRK) - outcomes defined in the regulation of 14 November 2018. Minister of Science and Higher Education on the characteristics of the second level learning outcomes for qualifications at levels 6-8 of the Polish Qualification Framework (Dz.U. of 2018, item 2218)).

**§ 2**

1. The task of the Internal System for Quality Assurance of Education at the Doctoral School of the University of the National Education Commission, Krakow is to undertake and coordinate activities aimed at improving the quality of education at the Doctoral School of the University.

2. The JSSJKSD provides analyses and conclusions on the functioning of individual elements of the educational process and indicates directions for corrective actions.

3. The WSZJKSD referred to in paragraphs 1 and 2 is subject to constant evaluation.

**§ 3**

The main areas of activity of WSZJKSD are:

1) evaluating the educational process,

2) evaluating the conditions of education,

3) improving the quality of education.

**§ 4**

The material scope of the WSZJKSD refers to all stages and areas of the educational process, taking into account in particular:

1) all forms of verification of the learning outcomes achieved by a doctoral student in terms of knowledge, skills and social competences,

2) assessments undertaken by doctoral students,

3) activities aimed at improving the educational programme.

**§ 5**

1. The WSZJKSD shall be implemented on a continuous basis by the Doctoral School Board.

2. The competences of the Doctoral School Board in the scope of the WSZJKSD concern in particular the assessment of:

1) the adequacy of the learning outcomes defined in the curriculum to the learning outcomes for qualifications at PRK level 8,

2) the adequacy of the scientific or artistic activity of doctoral students and the dissemination of its results, as defined in individual research plans, to the learning outcomes for qualifications at PRK level 8,

3) the way in which the learning programme and individual research plans are implemented in order to achieve the learning outcomes for qualifications at the PRK level 8,

4) the manner of implementation of the interdisciplinary nature of the educational process in order to achieve the learning outcomes for qualifications at the PRK 8 level,

5) the accessibility and unambiguity of the rules for the verification of learning outcomes for qualifications at the PRK 8 level,

6) the transparency and reliability of the process of verification of learning outcomes for qualifications at PRK level 8 and the improvement of this process,

7) the adequacy of the academic or artistic achievements and professional activity of persons providing education and training to the scope of doctoral training provided,

8) the quality of activities for the professional development of persons providing education,

in particular in the scope related to the performance of the function of promotor or assistant promotor, undertaken by these persons and by the University,

9) the quality and accessibility of information and internal legislation concerning the functioning of the Doctoral School,

10) the accessibility, unambiguity and openness of the rules of admission to the Doctoral School and the timeliness of the publication of these rules,

11) the manner of conducting the competition referred to in Article 200(2) of the Act of 20 July 2018. - Law on Higher Education and Science,

12) the manner in which the needs of persons with disabilities are taken into account during recruitment,

13) the reliability of measures taken by the University to improve the recruitment process,

14) the manner and criteria for the appointment and change of a promoter, promoters

or assistant promoter,

15) ways of ensuring doctoral students high quality cooperation with a promoter, promoters or assistant promoters, including resolution of conflict situations between a doctoral student and a promoter, promoters or assistant promoters,

16) ways of ensuring proper conditions for doctoral students, including doctoral students with disabilities and doctoral students who are parents, and support in the implementation of the curriculum and individual research plans, as well as in the preparation of the doctoral thesis, including ensuring access to the necessary infrastructure,

17) the degree of involvement of eminent specialists employed outside the University

in activities aimed at supporting doctoral students in the pursuit of scientific or artistic activity, including the provision of scientific or artistic supervision of doctoral students,

18) the reliability of the verification and assessment of the work of supervisors and assistant supervisors, as well as the measures taken by the University to improve the quality of their work,

19) the selection of criteria and objective principles of mid-term evaluation, as well as the accessibility and unambiguity of these criteria and principles,

20) the composition and competence of the committee conducting the mid-term evaluation,

21) the timeliness and manner in which the mid-term evaluation is conducted,

22) the reliability of the measures taken by the University to improve the process of conducting the mid-term evaluation,

23) the degree of internationalisation of the training process at the UKEN Doctoral School and the research activities of doctoral students, in particular those conducted on the basis of individual research plans, including the scientific or artistic mobility of doctoral students,

24) the way in which the needs of doctoral students who are foreigners are taken into account in the process of training at the UKEN Doctoral School,

25) the manner of increasing the visibility of the Doctoral School abroad and their effectiveness,

26) the timeliness of completion of training at the Doctoral School in accordance with the study programme and the individual research plan,

27) the percentage of those who obtained a doctoral degree after completing their training in the Doctoral School in the total number of doctoral students who completed their training in the Doctoral School in the period covered by the evaluation,

28) the level of scientific or artistic achievements of doctoral students, in particular those related to the scientific or artistic activity specified in their individual research plan,

29) the assessment of the quality of education at the Doctoral School by doctoral students, the results of this assessment and the way in which the University uses them to improve the education process,

30) the way in which the results of the monitoring of the careers of those who have completed their training at the Doctoral School and those who have obtained a doctoral degree after completing their training at the Doctoral School are used.

**§ 6**

The Office of the Doctoral School assists the WSZJKSD by:

1) inspecting the documentation related to the training process in terms of the completeness of the course documentation and its compliance with the curriculum and PRK level 8,

2) conducting a survey of the opinions of doctoral students on the teaching, academic supervision and educational conditions provided,

3) conducting a survey of graduates' opinions on the effects and usefulness of training at the Doctoral School,

4) monitoring the professional fate of Doctoral School graduates,

5) preparing, before the beginning of each academic year, the timetable for the implementation of the WSZJKSD surveys..

**§ 7**

1. In order to monitor and improve the quality of education at the Doctoral School, regular surveys are conducted among doctoral students and graduates of the Doctoral School.

2. Surveys are conducted periodically with the help of electronic tools available at the University based on 3 types of questionnaires and a graduate survey form:

1) doctoral student survey of the evaluation of the course instructor and the educational conditions,

2) graduate evaluation questionnaire of the supervisor's care,

3) a graduate survey of the assessment of the educational conditions and the effects and relevance of training at the Doctoral School.

3. The Council of the UKEN Doctoral School may also determine other thematic scope of research

within the framework of the WSZJKSD according to current demand.

4. The surveys referred to in paragraph (2) are carried out while ensuring anonymity and confidentiality, with the exception of the graduate supervisor care evaluation survey and the graduate fate survey form.

5. The models of questionnaires used in research shall be approved by the Doctoral School Board.

6. the Doctoral School Office informs the doctoral students of the Doctoral School by email

about the launch of the survey and its implementation.

**§ 8**

1. On the basis of the results of the questionnaires, the Director of the Doctoral School prepares a synthetic report and conclusions concerning education at the Doctoral School by 30 September of the given academic year.

2. The report shall be presented to the members of the Doctoral School council and the Doctoral Student Council.

3. In the case of negative results of the surveys, the members of the Doctoral School council propose corrective measures.

4. The Director of the Doctoral School, after evaluating the proposals, establishes a timetable for the implementation of corrective actions for the coming academic year and submits them to the Doctoral School council for a vote.

5. The Director of the Doctoral School, in consultation with the Director of the relevant institute, is obliged to conduct an interview with the teacher whose evaluations raise concerns or whose negative comments of the interviewees are repeated, in order to determine corrective actions.

6. Teachers have access to the results of their own appraisal on the survey in the Doctoral School Office.

7. The survey data files are stored in the Doctoral School Office for a period of 6 years with security rules, including those under data protection legislation.

**§ 9**

The framework timetable of the Doctoral School's activities is included in Annex 1 to the WSZJKSD.

Annex to WSZJKSD

**FRAMEWORK SCHEDULE FOR THE UKEN DOCTORAL SCHOOL**

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**A. Timetable for the verification of learning outcomes and the preparation and implementation of the IPB**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Semester | Task | Comments | Verification/supervision |
| Year I | Sem. I | Supervisor Selection | Preparation of proposals and collection of approval | DS Council / Discipline Council / Directorate |
| Public Reporting Session 1 | Initial presentation of the project (PhD student & Supervisor). Participation in the public reporting session 1 exempts the semester report for semester 1. Mandatory abstract in Polish and English. |  / DS Council / Supervisor/ Directorate  |
| Passing credits card  | Compulsory courses for the semester |  Directorate/ DS Council |
|  |
| Year I | Sem. II | Public Reporting Session 2 | Presentation of the IRP project (in Polish or English) |  Directorate/ DS Council / Supervisor |
| Review of the IRP Project | Two reviewers (including at least one external reviewer) carry it out. The Council of the discipline proposes reviewers. | Supervisor / DS Council / Discipline Council / Directorate |
| Polishing IRP Project  | In justified cases, modification of the IPB is possible if the supervisor considers the comments of the reviewer(s) to be valid. Where justified: written response to reviewers' comments. | Supervisor |
| Submitting IRP | With the Supervisor’s opinion | Directorate |
| Submitting yearly report | With the Supervisor’s opinion | Directorate |
| Passing credits card  | Compulsory courses for the semester |  Directorate/ DS Council |
|  |
| Year II | Sem. III | Passing credits card  | Compulsory courses for the semester |  Directorate/ DS Council |
| Submitting semester report  | With the Supervisor’s opinion | Directorate |
|  |
| Year II | Sem. IV | Preparing for Mid-Term Evaluation | Appointment of committee and date. The Discipline Council proposes members. Preparation and submission of documentation. | DS Council / Discipline Council / Directorate |
| Public Reporting Session 3 | Presentation of a selected piece of own research (in English) | Directorate / DS Council / Supervisor |
| Passing credits card  | Compulsory courses for the semester |  Directorate/ DS Council |
| Submitting documents for mid-term evaluation | Report according to the template | DS Office/ Directorate |
| Submitting semester report  | With the Supervisor’s opinion | Directorate |
|  |
| Between IV and V sem. | Mid-term evaluation | Committee meeting and decision | Mid-term evaluation committee /Directorate |
|  |
| Year III | Sem. V | First audit of progress in doctoral thesis writing | Submitting the documents. |  Directorate/ DS Council |
| Passing credits card  | Compulsory courses for the semester | Directorate / DS Council |
| Submitting semester report  | With the Supervisor’s opinion |  Directorate |
|  |
| Year III | Sem. VI | Public Reporting Session 4 | Presentation of a selected piece of own research (Polish or English) or participation in the organization of a session |  Directorate/ DS Council |
|  |  | Passing credits card  | Compulsory courses for the semester | Directorate / DS Council |
| Submitting semester report  | With the Supervisor’s opinion | Directorate |
|  |
| Year IV | Sem. VII | Second audit of progress in doctoral thesis writing | Providing documentation. |  Directorate/ DS Council |
| Passing credits card  | Compulsory courses for the semester |  Directorate/ DS Council |
| Submitting semester report  | With the Supervisor’s opinion | Directorate |
|  |
| Year IV | Sem. VIII | Passing credits card  | Compulsory courses for the semester | Directorate / DS Council |
| Submitting semester report  | With the Supervisor’s opinion | Directorate |
| Checklist  | List of activities not assigned to specific semesters. | DS Office |
| Submitting PhD dissertation  | In accordance with IRP | Directorate/ DS. Office |
| Submitting a positive Supervisor’s opinion |  | Directorate |
| Submitting circulation list  |  | DS Office/ the relevant agencies as indicated in the list |
| Certificate of completion of education and achievement of PRK 8 effects | Certificate authorizing the initiation of proceedings for the award of a doctoral degree (realization of the Dean's office) | Directorate |

 **B. Timetable for verification of learning outcomes not assigned to specific semesters**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Task | Comments | Led by |
| April / May | Submission of PBSD grant #1PBSD – Doctoral School Doctoral Research Project | Grants of two years (18 months) or one year.PBSD internal grants are competitive. * First-year Ph.D. students: implementation from June of the given year to September of the following year; mid-project report in December of the first year; final report in October of the next year.
* In case of a positive mid-term evaluation in October, an extension of the project until December may be requested instead of the final report.
* Second Second-year PhD students: eligible to apply if they did not apply, did not obtain funding in the first year, or completed a one-year project in the first year.
 | Directorate / DS Council |
| April / May | Submission of PBSD grant #2PBSD – Doctoral School Doctoral Research Project | Grants of two years (15-18 months) or one year.PBSD internal grants are competitive.* Third-year PhD students: implementation from June of the year in question to September of the following year; mid-project report in December of the first year; final report in September of the next year.
* In case of approval to extend training instead of the final report, a project application can be submitted until December.
* In case of early termination of training - an earlier report is required.
* Fourth-year PhD students: eligible to apply if they did not apply, did not obtain funding in the third year, or completed a one-year project in the third year.
 | Directorate / DS Council |
| III – IV year | Discipline exam | The relevant Discipline Council shall determine the requirements for this. The examination shall be held before a committee appointed by the Discipline Council. DS recommendation: sem. 5-7 | Directorate / Relevant disciplinary council |
| II-IV year | External Grant  | Obligation to submit at least one application for a research or arts grant to a research funding institution in a competitive procedure, in particular the National Science Centre or the National Centre for Research and Development, etc.Submitting a grant in the first year is possible if the doctoral student submits the IPB 30 days earlier. DS recommendation: after sem. 3. |  Directorate/ DS Council / Supervisor  |
| I – IV year | research internship | Obligation to complete at least one research and teaching, artistic, or didactic internship in a foreign or national research Centre or cultural institution of at least 20 working days. The internship may be carried out in several cycles. DS recommendation: sem. 5 |  Directorate/ External internship supervisor |
| I – IV year | Additional credits or certificates | Obligation to obtain credits/certificates for compulsory courses included in the curriculum but not assigned to specific semesters. Among others:Health and Safety course; Intellectual Property Protection course; Anti-discrimination workshop.Obtaining credits/certificates from courses not included in the program of study but committed to by the doctoral student in the IPB or needed for the opening of the doctoral dissertation, e.g., language. | Lecturers/training companies/certification organizations /Directorate |
| I – IV year | Publication | Obligation to produce at least one scored publication or at least one artistic work of significant importance. | Directorate |
| I – IV year | Paper | Obligation to present a paper during at least one conference of international or national scope or to carry out an artistic project making a significant contribution to culture. | Directorate |
| I – IV year | Popularisation | Obligation to carry out at least one activity in popularizing science or the arts. | Directorate |
| I – IV year | Summer School | Optional activity.DS recommendation: after sem. 2 | Directorate |
| II or III year  | Didactic Practice #1 | Co-teaching practice 15 hrs.Compulsory: Sem. 3 | Supervisor/internship supervisor / institute Directorate/ DS Directorate |
| II or III year | Didactic Practice #2 | Teaching practice 45 hrs.Recommendation: sem. 4-6 | Supervisor/internship supervisor / institute Directorate/ DS Directorate |

**C. Schedule of training for doctoral students, supervisors, and lecturers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Semester | Training | Comments | led by |
| Year I | Sem. I | The organizational meeting of PhD students 1  | Educational rules in DS |  Directorate/ DS office / doctoral students' self-government |
| The organizational meeting of PhD students 2 | Rules of choosing the Supervisor | Directorate / DS. office |
| The organizational meeting of PhD students 3 | Rules for the presentation of the preliminary draft. Rules for the preparation of texts for the book of abstracts. | Directorate |
| Training for Supervisors 1 | Principles of Supervision in DS | Directorate |
| Year I | Sem. II | The organizational meeting of PhD students 4 | Rules for the preparation of IPB | Directorate/ Doctoral students' self-government |
| The organizational meeting of PhD students 5 | Application rules for PBSD research projects | Directorate / Doctoral students' self-government |
| The organizational meeting of PhD students 6 | Accounting for PBSD research projects | Directorate/ DS Office/ Science Department |
| Year II | Sem. III | The organizational meeting of PhD students 7 | Implementation of the PBSD. Current affairs. |  Directorate/ DS Office/ doctoral students' self-government |
| Training for Supervisors 2 | Principles of Supervision in DS | Directorate |
| Year II | Sem. IV | The organizational meeting of PhD students 8 | How to prepare for the mid-term evaluation |  Directorate/ DS Office/ doctoral students' self-government |
| Year III | Sem. V | The organizational meeting of PhD students 9 | Discussion of the mid-term evaluation. Implementation of the PBSD. First audit. Current affairs. |  Directorate/ DS Office/ doctoral students' self-government |
| Year III | Sem. VI | Not planned |  |  |
| Year IV | Sem. VII | The organizational meeting of PhD students 10 | PBSD implementation. Second audit. Current affairs. | Directorate / DS Office/ doctoral students' self-government |
| Year III | Sem. VIII | Not planned |  |  |

**D. Schedule of work of the Doctoral School Council**

|  |  |  |  |
| --- | --- | --- | --- |
| Month | Meeting | Comments | Led by |
| September | Regular meeting of DS Council | Referring to data on the quality of education. Results of surveys. Suggestions for change. Discussion. |  Directorate/ DS Office/ DS Council |
| November | General/Important Meeting of DS Council | SD activity report. Recruitment report.PBSD research projects report.SD research budget.New PhD students and proposed Supervisors.New recruitment resolution.Revisions to the SD regulations.Changes to programs.Course assignments.New optional subjects.Current Affairs.Discussion. Voting plans. |  Directorate/ DS Office/ DS Council |
| April | Regular meeting of DS Council | PBSD grant proposals & training for reviewers. Discussion. |  |
| June | Regular meeting of DS Council | Preparation for recruitment.Establishment of recruitment committees.Training for new committees. Discussion. |  Directorate/ DS Office/ DS Council |

**E. Schedule of cooperation with the Councils of Disciplines**

|  |  |  |  |
| --- | --- | --- | --- |
| Month | Task of Discipline Council | Comments | Participate |
| November / December  | Discussion on projects and proposed Supervisors.Opinion on the appointment of Supervisors. | Discussion at the councils based on the documentation provided by the doctoral students at the intermediary of the DS office to the Dean’s office.Voting. | Discipline Council / Dean’s office / Directorate/ DS Office/ DS Council |
| April | Opinion of the council on the appointment of revivers of IRP projects | Written | Discipline Council / Dean’s office /Directorate / DS Office/ DS Council |
| May / June | Opinion of the council on the appointment of members of the mid-term evaluation committees | Written | Discipline Council / Dean’s office / Directorate/ DS Office/ DS Council |
| June | Council opinion on changes to the curricula for specialized courses.Council opinion on the staffing of technical subjects. | Written | Discipline Council / Dean’s office / Directorate/ DS Office/ DS Council |
| continuous work | Opinion on changes in SupervisorsUrgent changes in the staffing of specialist subjects. | Written | Discipline Council / Dean’s office /Directorate/ DS Office/ DS Council |

**F. Framework calendar of the work of the UKEN Doctoral School**

|  |  |
| --- | --- |
| Month | Task |
| October | Recruitment - enrolment of accepted and appeal procedure;Organizational meeting of doctoral students 1, on the organisation of education in SD (1 year);Organisational meeting of doctoral students 2, on the product of the Supervisor (1st year);Mid-term evaluation (2nd year). |
| November | General meeting of the DS Council;Opinions of discipline Councils on projects and proposed supervisors  |
| December | Organizational meeting of PhD students 7 on PBSD implementation and current affairs (2nd, 3rd , 4th year);Organizational meeting of doctoral students 9 and 10 on mid-term evaluation, internal audits (2nd, 3rd , 4th year);Supervisor appointment (1st year). |
| January | Second audit on progress in writing a dissertation (4th year);Organizational meeting of PhD students 3 (1st year);Training for Supervisors 1;Training for Supervisors 2. |
| February  | Public Reporting Session 1 (1st year);Credits. Semester reports.Teaching survey Holidays (2 weeks) |
| March | First audit of dissertation progress (3rd year).Organizational meeting of doctoral students 4, on technique and principles of working on IPB (1st year). |
| April | Preparation for mid-term assessment - announcement of rules (2nd year);Organizational meeting of PhD students 8, on preparation for the mid-term evaluation (2nd year);Organizational meeting of PhD students 5, on rules of application for PBSD grants;Ordinary SD Council meeting on PBSD grants;Opinion of the council on the appointment of revivers of IRP projects.  |
| May | Announcement of recruitment schedule and admission quotas;Call for applications for PBSD internal grants (first and second cycle);Submission of IPB projects (1st year);Opinion of discipline councils on the appointment of mid-term committee members. |
| June  | Public reporting session 1st, 2nd, 3rd, 4th year;IPB project reviews (1 year);Organizational meeting of PhD students 6, on accounting for PBSD grants;Usual SD Council meeting on the work of selection committees;Appointment of selection committees;Opinion of Discipline Councils on changes in programs regarding specialized courses and their staffing. |
| July | Holidays (from mid-July);IPB project refinement (1 year);Recruitment in the electronic system (candidates). |
| August | Holidays;Recruitment in the electronic system (candidates). |
| September | Recruitment - committee work (stages 1-3), announcement of results;Credits. Semester reports;Submitting IRP (1 year);Submission of documentation for mid-term assessment (2nd year);Usual SD Council meeting, on quality of education. |
| There is no specific month of implementation. | Completion of education: dissertation, opinion, checklist, circulation list - no later than September (4th year);Discipline Exam (3-4 year)Application for external grant (NCN, NAWA, DAAD, etc.)Research InternshipAdditional credits or certificatesPublicationPaperPopularisation achievementSummer SchoolTeaching practice #1 (2nd-3rd year)Teaching practice #2 (2nd-3rd year)Survey of the quality of education |