Resolution No. 463/2012

of the Presidium of the Polish Accreditation Committee

of 25 October 2012

amending Resolution No. 962/2011

of the Presidium of the Polish Accreditation Committee

of 24 November 2011

on the rules for staging site visits as part of institutional evaluation.

On the basis of Article 10 (2) (3) of the Statutes of the Polish Accreditation Committee, the Presidium of the Polish Accreditation Committee decides as follows:

§ 1

Resolution No. 962/2011 of the Presidium of the Polish Accreditation Committee of 24 November 2011 on the rules for staging site visits as part of institutional evaluation shall be amended as follows:

1. § 1:
   a) clause 4 shall read as follows:
   "4) Evaluation of transparency and effectiveness of the structure of internal education quality assurance system, the division of competencies and responsibilities, its comprehensive character, roles of internal and external stakeholders, method of carrying our tasks provided for in the procedures resulting from the system and their efficiency, and the method of verifying and improving the system".

   b) clause 8 shall read as follows:
   "8 Meetings with academic teachers, students, doctoral students, unit's administration staff and employers' representatives. Meetings of a given stakeholder group should be attended by all interested persons from a given group, e.g. academic teachers, students and doctoral students, regardless of divisions resulting from the organisational structure of a faculty, field of study or the type of doctoral studies".

§ 2

Template of a site visit report, which constitutes Annex no. 1 to Resolution No. 962/2011 of the Presidium of the Polish Accreditation Committee of 24 November 2011 shall read as in the Annex hereto.

§ 3

The Resolution shall come into force on the date of its adoption. However, the template of the report, which constitutes an Annex hereto shall apply to site visits staged after the development of a self-evaluation report by the HEI in accordance with a template, which constitutes Annex no. 2 to Resolution No. 461/2012 of the Presidium of the Polish Accreditation Committee of 25 October 2012 on the guidelines for drawing self-evaluation reports.

PRESIDENT
OF THE POLISH ACCREDITATION COMMITTEE

Marek Rocki

Resolution No. 962/2011

of the Presidium of the Polish Accreditation Committee

of 24 November 2011

on the rules for staging site visits as part of institutional evaluation.

On the basis of Article 10 (2) (4) of the Statutes of the Polish Accreditation Committee, hereinafter referred to as the Statutes, the Presidium decides as follows:

§ 1

A site visit is staged in accordance with a schedule, which includes:

1) A meeting of the members of the evaluation panel, hereinafter referred to as the Panel, in order to:
    - exchange comments on a self-evaluation report and a report on previous evaluations staged at a given unit,
    - determine a list of matters to be discussed or explained with the authorities of the HEI and the unit subject to evaluation, persons responsible for the operation of internal education quality assurance system and representatives of individual stakeholders' groups (academic teachers, students, doctoral students, employers),
    - establish a detailed schedule of the site visit, including meetings with representatives or groups of stakeholders mentioned above and the tasks to be carried out by individual Panel members during the site visit.

2) A meeting of the Panel with the authorities of the HEI and the unit subject to evaluation and persons responsible for the operation of internal education quality assurance system in the HEI/ the unit subject to evaluation.

3) Becoming acquainted with full documentation concerning the establishment and operation of the internal quality assurance system and evaluating if the adopted procedures apply to all aspects of education process, which affect its quality, and if the mechanisms for verification and improvement of the system are efficient.

4) Evaluation (e.g. on the basis of at least one previously evaluated and one not yet evaluated field of study) of the method of implementing tasks provided for in the procedures resulting from the internal quality assurance system, including legal and organisational mechanisms, which oblige the unit to take such actions, and their efficiency, as well as methods for verifying and improving the system.

5) Evaluation of the process of determining, achieving and verifying learning outcomes by doctoral students at the unit subject to evaluation in the scope of knowledge and skills related with methodics and methodology of staging research and social competencies relating to scientific and research activity and the social role of a scientist.

6) Evaluation of the process of determining, achieving and verifying learning outcomes as part of non-degree postgraduate courses offered by the unit under evaluation.

7) Staging inspection of teaching and social facilities at the unit, the buildings of the HEI, and other buildings used in the teaching process in a given unit.

8) Meetings with academic teachers, students, doctoral students, unit's administration staff, and employers' representatives.

9) A meeting of Panel members after the completion of the implementation of each task stipulated in point 2-8 above in order to sum up the findings and assess if the acquired information allows for making the evaluation in the full scope, and after the completion of all tasks in order to sum up the site visit.

10) A final meeting with the authorities of the HEI/ unit under evaluation in order to sum up the visit and present initial remarks.

§ 2

1. Subject to point 2 below, a site visit shall last at least three days.
2. In the case of a follow-up evaluation, as stipulated in § 22 of the Statutes, a site visit shall be staged in accordance with the rules stipulated therein and may last one day.

§ 3

After staging the site visit, the Panel shall draw a report within six weeks maximum. A template of the site visit report constitutes Annex no. 1 hereto, and a template for a follow-up site visit report constitutes Annex no. 2 hereto.

§ 3

The Resolution shall take effect on the date of its adoption.

PRESIDENT
OF THE POLISH ACCREDITATION COMMITTEE

Marek Rocki