

Resolution No. 2/2017
of the Presidium of the Polish Accreditation Committee
of 12 January 2017

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

On the basis of Article 10 (3) (5) 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 an evaluation panel, hereinafter referred to as the Panel, in order to:
 - exchange comments on a self-evaluation report,
 - determine a list of matters to be discussed or explained with the authorities of the HEI and the basic organisational unit running the field of study under evaluation, with special focus on remarks and recommendations formulated during the previous evaluation of education quality in a given field of study,
 - establish tasks to be performed by individual Panel Members during the site visit and a detailed schedule of the site visit, including meetings with academic teachers teaching classes in the field of study under evaluation, students, and representatives of social and economic stakeholders.
- 2) A meeting of the Panel with the authorities of the HEI and the basic organisational unit running the field of study under evaluation in order to present the schedule of the site visit and become acquainted with the major problems concerning the role ascribed by the authorities of the HEI and the unit to the field of study in the development of the HEI/unit and in the achievement of strategic objectives.
- 3) Evaluation of meeting the general criteria stipulated in Article 1 of the regulation of the Minister of Science and Higher Education of 20 September 2016 on general criteria for programme evaluation (OJ of 2016 item 1529) and detailed criteria stipulated for general academic profile or practical profile as stipulated in Annex no. 1 and 2 to the Statutes of the Polish Accreditation Committee.
- 4) Staging class inspections.
- 5) Staging inspection of teaching facilities, including the buildings of the HEI, and other buildings, used in the teaching process in the evaluated field of study with special focus on research infrastructure in the case of the evaluation of a field of study with general academic profile, and with special focus on the facilities where practical classes are conducted, including these related to practical training and the facilities of the institutions where placements are staged in the case of the evaluation of a field of study with practical profile.
- 6) Staging meetings with:
 - academic teachers teaching classes in the field of study under evaluation to discuss,

among other things, the evaluation of the achievement of learning outcomes and the measures aimed to improve the study programme, plans for the development of the field of study, and the support provided by the HEI/unit for the academic and professional development of academic teachers and for enhancing their teaching competences;

- students, Students' Self-Government, and representatives of students; academic movement;
- representatives of social and economic stakeholders, including employers, especially in the case of the evaluation of a field of study with practical profile.

- 7) A meeting of Panel Members in order to analyse the information collected during the site visit, and to assess if it allows for making the evaluation in the full scope and to formulate conclusions, remarks and recommendations that sum up the site visit.
- 8) A final meeting with the authorities of the HEI/ basic organisational unit running the field of study under evaluation in order to sum up the site visit and present initial conclusions and remarks.

§ 2

1. Subject to point 2 below, a site visit shall last at least two days.
2. In the case of a follow-up evaluation, as stipulated in Article 21 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 at maximum, and forthwith in the case of evaluations made at the request of the minister in charge of higher education. Templates of site visit reports constitute Annex no. 1 and 2 hereto, and a template for a follow-up site visit report constitutes Annex no. 3 hereto.

§ 4

Resolution No. 127/2015 of the Presidium of the Polish Accreditation Committee of 12 March 2015 on the rules for staging site visits as part of programme evaluation (as amended) is hereby repealed.

§ 5

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

PRESIDENT
OF THE POLISH ACCREDITATION COMMITTEE

prof. dr hab. Krzysztof Diks