



Programme evaluation

Evaluation procedure

TABLE OF CONTENTS

DETAILED CRITERIA FOR THE PROGRAMME EVALUATION OF THE POLISH ACCREDITATION COMMITTEE	3
I. PROCEDURE OF PROGRAMME EVALUATION	6
DESIGNATION FOR EVALUATION	6
PREPARATION FOR THE SITE VISIT	7
SITE VISIT	9
REPORT	10
OPINION OF THE SECTION AND RESOLUTION OF THE PRESIDIUM OF PKA	11
II. RULES FOR CARRYING OUT THE SITE VISIT	14
III. EVALUATION PANEL	15
IV. GENERAL GUIDELINES FOR THE PREPARATION OF THE REPORT	18

DETAILED CRITERIA FOR THE PROGRAMME EVALUATION OF THE POLISH ACCREDITATION COMMITTEE

<p>Act of 20 July 2018 Law on Higher Education and Science</p> <p>Article 242(2) Programme evaluation shall take into account, in particular:</p>	<p>Regulation of the Ministry of Education and Science of 12 September 2018 on the criteria for programme evaluation</p> <p>§ 1. The criteria for programme evaluation are:</p>	<p>Detailed criteria for PKA programme evaluation</p>	<p>ESG 2015</p>
<p>1) study programmes and educational standards</p>	<p>1) the way the study programme is structured and its compliance with the standard of education</p>	<p>Criterion 1. Structure of the study programme: concept of education, learning objectives and outcomes</p>	<p>1.1 Policy for quality assurance 1.2 Design and approval of programmes</p>
	<p>2) implementation of the study program</p>	<p>Criterion 2. Implementation of the study programme: programme contents, schedule for implementation of the study programme, forms and organisation of classes, methods of education, student placements, organisation of the teaching and learning process</p>	<p>1.2 Design and approval of programmes 1.3 Student-centred learning, teaching and assessment</p>
	<p>3) conditions for admission to studies and verification of achieved learning outcomes, including at the stage of the diploma examination</p>	<p>Criterion 3. Admission to studies, verification of learning outcomes achievement by students, giving credit for individual semesters and years and awarding diplomas</p>	<p>1.4 Student admission, progression, recognition and certification 1.3 Student-centred learning, teaching and assessment</p>
<p>2) scientific and didactic employee</p>	<p>4) the level of competence and experience of the teaching employee</p>	<p>Criterion 4. Competence, experience, qualifications and the number of employee providing education. Employee development and in-service training</p>	<p>1.5 Teaching employee</p>

<p>Act of 20 July 2018 Law on Higher Education and Science</p> <p>Article 242(2) Programme evaluation shall take into account, in particular:</p>	<p>Regulation of the Ministry of Education and Science of 12 September 2018 on the criteria for programme evaluation</p> <p>§ 1. The criteria for programme evaluation are:</p>	<p>Detailed criteria for PKA programme evaluation</p>	<p>ESG 2015</p>
<p>3) the infrastructure used for the implementation of the study programme</p>	<p>5) adapting the infrastructure used for the implementation of the study programme to the needs and objectives of education</p>	<p>Criterion 5. Education infrastructure and resources used in the implementation of the study programme and their improvement</p>	<p>1.6 Learning resources and student support</p>
<p>4) cooperation with the socio-economic stakeholders</p>	<p>6) relations with the socio-economic stakeholders in relation to the study programme</p>	<p>Criterion 6. Cooperation with representatives of social and economic stakeholders on the development, implementation and improvement of the study programme and its impact on the development of the degree programme</p>	
<p>5) internationalization</p>	<p>7) the degree of internationalization of education</p>	<p>Criterion 7. Conditions for and methods of improving the internationalisation of education provided as part of the degree programme</p>	
<p>6) support for students in the learning process</p>	<p>8) the quality of student support in the learning process</p>	<p>Criterion 8. Supporting learning, social, academic or professional development of students and their entry on the labour market. Development and improvement of such support</p>	<p>1.6 Learning resources and student support</p>
	<p>9) availability and quality of information about studies</p>	<p>Criterion 9. Public access to information about the study programme, conditions for its</p>	<p>1.8 Public Information</p>

<p>Act of 20 July 2018 Law on Higher Education and Science</p> <p>Article 242(2) Programme evaluation shall take into account, in particular:</p>	<p>Regulation of the Ministry of Education and Science of 12 September 2018 on the criteria for programme evaluation</p> <p>§ 1. The criteria for programme evaluation are:</p>	<p>Detailed criteria for PKA programme evaluation</p>	<p>ESG 2015</p>
		<p>implementation and achieved results</p>	
	<p>10) ways of improving the quality of education and their effectiveness</p>	<p>Criterion 10. Quality assurance policy, designing, approving, monitoring, reviewing and improving the study programme</p>	<p>1.1 Policy for quality assurance 1.2 Design and approval of programmes 1.7 Information management 1.9 On-going monitoring and periodic review of programmes 1.10 Cyclical external quality assurance</p>

I. PROCEDURE OF PROGRAMME EVALUATION

DESIGNATION FOR EVALUATION

ACTIONS	RESPONSIBILITY	APPOINTMENT
The secretaries of the Sections or the Section for Teacher Education, in consultation with the appropriate Chairman, prepare a list of programmes designated for programme evaluation in a given academic year, in accordance with the rules for the selection of fields of study specified in the Statutes.	Chairman of the Section or the Section for Teacher Education Secretary of the Section or the Section for Teacher Education	
Verification of the list of fields of study designated for evaluation in a given academic year by the Coordinator for the programme evaluations.	Coordinator for the programme evaluations	
The competent Sections or the Section for Teacher Education accept the proposed lists of fields of study designated for programme evaluation in a given academic year and prepare draft Appendixes to the Presidium of PKA's resolution on this matter.	Sections or the Section for Teacher Education	
The Presidium of PKA adopts a resolution on establishing a list of fields of study subject to programme evaluation in a given academic year.	Presidium of PKA	
Secretaries of the Sections enter information on designated fields of study into the PKA evaluation database.	Secretary of the Section or the Section for Teacher Education	
The Secretary of the Section or Section for Teacher Education, in consultation with its Chairman, prepares a letter informing the rector of an HEI about the start of the evaluation procedure and about the need to prepare a self-evaluation report according to the model adopted by the Presidium of PKA within 6 weeks from the date of receipt of the notification of evaluation.	Chairman of the Section or the Section for Teacher Education Secretary of the Section or the Section for Teacher Education	
The PKA Secretary signs a letter notifying the rector of the initiation of programme evaluation proceedings.	Secretary of PKA	Within a period taking into account the fact that the visit should be carried out within no more than 8 weeks from the date of receipt of

		the self-assessment report. In particularly justified cases, the Secretary may agree to a more distant date for the visit.
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PREPARATION FOR THE SITE VISIT

ACTIONS	RESPONSIBILITY	APPOINTMENT
The Secretary of the Section or Section for Teacher Education, in consultation with the Chairman of the Section or the Section for Teacher Education, after verifying whether the persons proposed to the evaluation panel have appropriate authorisations to process personal data granted by the Personal Data Controller, prepares for each planned programme evaluation of the field of study a note containing the proposed composition of the evaluation panel and the date of the visit.	Chairman of the Section or the Section for Teacher Education Secretary of the Section or the Section for Teacher Education	Immediately after receipt of the self-assessment report, bearing in mind that the visit should be carried out within no more than 8 weeks from the date of receipt of the self-assessment report. In particularly justified cases, the Secretary may postpone the date of the visit.
The Secretary of PKA, after assessing the proposed composition of the evaluation panel, including the determination that there is no conflict of interest, appoints an evaluation panel composed of up to seven members. In the event of objections to the proposed composition of the evaluation panel, the Secretary shall agree with the Chairman of the evaluation panel or panel on another(s) candidacy(s) for members of the evaluation panel.	Secretary of PKA	as above
A copy of the note accepted by the Secretary of PKA is forwarded to the employee responsible for running the subjective website and to the employee responsible for the survey.	Employee responsible for running the subjective website Employee responsible for the survey	as above

The employee responsible for the survey, after receiving a note approved by the Secretary of PKA, sends an individual access code to the secretary of the relevant Secretary of the Section or Section for Teacher Education.	Employee responsible for the survey	as above
The Secretary of the Section or Section for Teacher Education immediately submits a self-assessment report to the evaluation panel and prepares the visit from the organisational side (accommodation, contracts, authorisations, notice of visit), enters the relevant data into the evaluation database and is responsible for their ongoing updating.	Secretary of the Section or Section for Teacher Education	No later than 14 days before the start of the visit.
Establish the division of responsibilities among the experts participating in the work of the evaluation panel and assign each expert the scope of the evaluation to be carried out.	Chairman of the evaluation panel Secretary of the evaluation panel	as above
The Secretary shall sign the authorisations for the members of the evaluation panel to conduct the visit.	Secretary of PKA	as above
The Director of PKA Bureau notifies the HEI of the date of the visit and provides the HEI with a uniform schedule of site visits authorisations for members of the evaluation panel.	Director of PKA Bureau	as above
Establishing a detailed schedule of site visits. Ensuring that the schedule of visits is feasible and that the duration of the meetings meets the needs of an independent evaluation procedure and is in line with the rules adopted by PKA for conducting the visits.	Secretary of the evaluation panel in cooperation with the Chairman of the evaluation panel	At least 14 days before the scheduled date of the visit
Analysis of data and information contained in the self-assessment report and development on their basis, using cards to meet the quality standards of education, a list of additional questions and doubts that should be clarified during the visit.	Members of the evaluation panel within the scope of designated responsibility for the criteria	At least 10 days before the planned date of the visit
Analysis of data and information contained in the self-assessment report, data from the website of the HEI conducting the assessed field of study, as well as from systems related to POL-on (e.g. the National System for Monitoring the Economic Fate of HEI Graduates, the Select Studies portal). Indication of possible discrepancies between the self-assessment report and data obtained from external sources.	Secretary of the evaluation panel	
Preparation of a list of additional questions and doubts that should be clarified during the visit, relating to individual assessment criteria on the basis of cards for meeting the	Secretary of the evaluation panel	At least 3 days before the planned date of the visit

quality of education standards completed by members of the evaluation panel in the scope of designated responsibility for the criteria.		
Preparation of concise information on international accreditation and accreditation body - if the self-assessment report contains information about the possession of such(s) accreditations.	Secretary of the evaluation panel	as above
Forwarding to the Chairman of the evaluation panel and all members of the panel a list of additional questions and concerns to be clarified during the visit relating to each criterion.	Secretary of the evaluation panel	as above
Forwarding to the coordinator of the visit from the HEI a list with additional requests from the evaluation panel.	Secretary of the evaluation panel	as above
Ongoing cooperation with the coordinator of the visit on the part of the HEI in order to ensure logistical conditions for its conduct.	Secretary of the evaluation panel	as above

SITE VISIT

ACTIONS	RESPONSIBILITY	APPOINTMENT
Supervision over the efficient course of the visit and the implementation of tasks by the members of the evaluation panel.	Chairman of the evaluation panel	On the date of the visit
Coordination over the efficient and scheduled course of the visit in cooperation with the Chairman and members of the evaluation panel and the coordinator of the visitation process on the part of the HEI.	Secretary of the evaluation panel	as above
Participation of the entire panel in all meetings designated in the visit schedule, including meetings of the evaluation panel with internal and external stakeholders.	Chairman of the evaluation panel in cooperation with the Secretary of the evaluation panel	as above
Monitoring whether individual experts participating in the work of the evaluation panel have carried out a comprehensive and exhaustive evaluation to the extent entrusted to them by the chair of the evaluation panel, identifying aspects that have not been assessed and providing a list of them to the expert concerned, in order to complete the evaluation in omitted aspects.	Chairman of the evaluation panel in cooperation with the Secretary of the evaluation panel	as above
Informing about significant problems that occurred during the visit of the Chairman of the evaluation panel and, in particularly justified cases, the Secretary of PKA.	Secretary of the evaluation panel	not applicable

REPORT

ACTIONS	RESPONSIBILITY	APPOINTMENT
Preparation of the final report by the evaluation panel.	Members of the evaluation panel within the scope of the responsibility assigned for the criteria	2 weeks from the date of completion of the visit
Preparation and editing in logical, linguistic and editorial terms of the final draft report of the evaluation panel on the basis of final partial reports prepared by individual members of the evaluation panel.	Secretary of the evaluation panel	3 weeks from the date of completion of the visit
Monitoring the timeliness of the preparation of partial reports by experts and informing the Chairman of the evaluation panel on an ongoing basis about difficulties related to meeting the deadlines set out in the PKA Statute. In particularly justified cases, informing the Secretary of PKA of difficulties that arise.	Secretary of the evaluation panel Chairman of the evaluation panel	as above
Acceptance by the Chairman of the evaluation panel of the draft report prepared by the secretary together with the panel.	Secretary of the evaluation panel Chairman of the evaluation panel	4 weeks from the end of the visit
Submission of the draft report to all members of the evaluation team in order to agree on the final version of the evaluation team's report.	Secretary of the evaluation panel Chairman and members of the evaluation panel	4 weeks from the end of the visit
Submission of the final version of the evaluation panel's report to the Secretary of PKA.	Secretary of the evaluation panel	as above

	Secretary of the Section or the Section for Teacher Education	
After receipt of the report from the Secretary of PKA with comments, forwarding the report to all members of the evaluation panel with a request to make the necessary correction without delay.	Secretary of the evaluation panel	Immediately
After correcting the evaluation panel's report, forwarding the report to the Chairman of the evaluation panel and the secretary of the Section or the Section for Teacher Education for further proceedings.	Secretary of the evaluation panel	Immediately
After verifying the quality and completeness of the evaluation panel's report, the Secretary of PKA signs a letter forwarding the report to the HEI together with a request to present its position in response to the comments contained therein.	Secretary of PKA	3 weeks from the date of receipt of the report
The secretary of the Section or the Section for Teacher Education attaches to the letter submitting the report to the HEI data enabling the completion of an electronic survey concerning the evaluation of the evaluation panel and the PKA Bureau.	Secretary of the Section or the Section for Teacher Education	as above
Upon receipt of a reply with the position of an HEI, the secretary of the Section or the Section for Teacher Education forwards it to the Chairman of the evaluation panel, which orders the preparation of the opinion of the Section or the Section for Teacher Education on the basis of the evaluation panel's report and the position of the HEI.	Chairman of the Section or the Section for Teacher Education and Chairman of the evaluation panel in consultation with the other members of the evaluation panel	2 weeks from the date of receipt of the HEI's position

OPINION OF THE SECTION AND RESOLUTION OF THE PRESIDIUM OF PKA

ACTIONS	RESPONSIBILITY	APPOINTMENT
The Chairman of the evaluation panel or Chairman Section or the Section for Teacher Education presents the matter at a meeting of the Section or the Section for Teacher Education. On the basis of the evaluation panel's report and the position of the HEI, the Section or the Section for Teacher Education draws up an opinion and prepares a draft resolution. The Chairman of the Section or the Section for Teacher Education shall vote	Chairman of the evaluation panel or Section or the Section for Teacher Education	The opinion of the Section or the Section for Teacher Education should be presented at a meeting of the Presidium of PKA no

<p>on the evaluation proposal. The Section or the Section for Teacher Education shall adopt the opinion and the proposal for evaluation in an open vote by simple majority in the presence of at least half of the number of members.</p>	<p>Section or the Section for Teacher Education</p>	<p>later than within 6 weeks from the date of receipt of the response with the position of the HEI, but no later than 3 weeks from the date of preparation of the opinion by the Section or the Section for Teacher Education.</p>
<p>Formal and legal verification of the draft resolution.</p>	<p>Secretary of the Section or the Section for Teacher Education</p> <p>Coordinator for the programme evaluations</p> <p>Legal adviser</p>	
<p>Before a meeting of the Presidium of PKA, the Chairman of the Section or the Section for Teacher Education verifies the compliance of the draft resolution with the evaluation documentation and the opinion of the Section or the Section for Teacher Education.</p>	<p>Chairman of the Section or the Section for Teacher Education</p>	
<p>The Secretary of the Section or Section for Teacher Education draws up a report on the meeting of the Section or the Section for Teacher Education and makes draft resolutions together with source documentation available to Presidium of PKA members via the Presidium channel on the MS Teams platform.</p>	<p>Secretary of the Section or the Section for Teacher Education</p>	<p>At least 10 days before the date of the Presidium of PKA meeting</p>
<p>The Chairman of the Section or the Section for Teacher Education or, in particularly justified cases, a person authorised by the Chairman, shall present the opinion of the Section or the Section for Teacher Education and a draft resolution together with justification at a meeting of the Presidium of PKA.</p> <p>The PKA Chairman submits for discussion, and then for a vote, an evaluation proposal formulated by the Section or the Section for Teacher Education. The Presidium of PKA shall adopt a decision in an open vote by a simple majority of votes, in the presence of at least half of the number of members.</p>	<p>Chairman of the Section or the Section for Teacher Education</p> <p>President of PKA</p> <p>Members of the Presidium of PKA</p>	<p>During the Presidium of PKA meeting</p>

<p>The Chairman of the Section or the Section for Teacher Education shall finalise the resolutions immediately after the end of the meeting, taking into account the comments submitted by the Presidium of PKA.</p>	<p>Chairman of the Section or the Section for Teacher Education</p>	<p>Within a maximum of 7 days from the date of the Presidium of PKA meeting</p>
<p>The Secretary of the Section or Section for Teacher Education submits the resolution for final verification by the Coordinator for the programme evaluations, and then submits the resolution to the President for signature.</p>	<p>Secretary of the Section or the Section for Teacher Education</p> <p>Coordinator for the programme evaluations</p> <p>President of PKA</p>	<p>Within a period not exceeding 7 days from the date of consideration of the matter by the Presidium of PKA.</p>
<p>The Secretary of the Section or Section for Teacher Education submits the resolution to the Presidium of an HEI, to the minister responsible for higher education and to the minister supervising the HEI. The letter transmitting the resolution is verified by the Coordinator for the programme evaluations and then signed by the Director of PKA Bureau.</p>	<p>Secretary of the Section or the Section for Teacher Education</p> <p>Coordinator for the programme evaluations</p> <p>Director of PKA Bureau</p>	<p>Within a period not exceeding 7 days from the date of consideration of the matter by the Presidium of PKA.</p>
<p>After the resolution of the Presidium of PKA becomes final, the Secretary of the Section or Section for Teacher Education updates the data entered into the Commission's evaluation database, and also publishes the resolution, report and position of the HEI in the evaluation database.</p> <p>Resolutions, reports and the position of the HEI are published on the Commission's website.</p>	<p>Secretary of the Section or the Section for Teacher Education</p>	<p>After the resolution of the Presidium of PKA becomes final.</p>

II. RULES FOR CARRYING OUT THE SITE VISIT

The site visit, subject to paragraph 2, shall last not less than two days. In the case of repeated evaluation referred to in § 17(10) of PKA's Articles of Association, the visit shall take place in accordance with the rules laid down in that provision and may last one day. *(repealed)*

- 1) Meeting of the evaluation panel with the authorities of the HEI conducting the evaluated field of study.
 - 1a) Meeting of the evaluation panel with the panel preparing the self-assessment report.
- 2) Assessment of compliance with the programme evaluation criteria set out in §1 of the Regulation of the Minister of Science and Higher Education of 12 September 2018 on programme evaluation criteria (Journal of Laws of 2018, item 1787), as well as detailed criteria and education quality standards specified respectively for the general academic and practical profiles, constituting Appendix 2 to the Statute of the Polish Accreditation Committee.
- 3) Monitoring of didactic classes.
- 4) Monitoring of didactic infrastructure, HEI and non-HEI, used for the implementation of classes; in the case of assessment carried out on the general academic profile with particular emphasis on scientific infrastructure, and in the case of assessment on the practical profile with particular emphasis on the infrastructure that is used to conduct classes shaping practical skills and equip the institutions in which internships are carried out.
- 5) Meetings with:
 - a) academic teachers and other persons conducting classes,
 - b) representatives of students, student government and the student scientific movement,
 - c) representatives of the socio-economic stakeholders.
- 6) Meetings of the members of the evaluation panel in order to analyse the information collected, supplement the preliminary report of the evaluation panel in terms of the findings made during the meetings, formulate conclusions, comments, recommendations and recommendations summarizing the visit.
- 7) Final meeting with the HEI Authorities.

If it is not possible to conduct a site visit to an HEI, the visit may be carried out remotely, without the presence of members of the evaluation panel at the HEI (site visit implemented in the remote formula). The decision to conduct a remote visit is made by the Secretary of PKA.

The site visit implemented in the remote formula is conducting with using means of distance communication provided by the PKA Bureau. The site visit implemented in the remote formula is conducting according to the site visit schedule including the elements listed above.

III. EVALUATION PANEL

CHAIRMAN OF THE EVALUATION PANEL

The Chairman of the evaluation panel is responsible for all the activities undertaken by the evaluation panel from the moment of receipt of the self-assessment report, through the conduct of the visit and the preparation of the report, up to the presentation of the matter at the meeting of the Section or the Section for Teacher Education.

The specific tasks of the Chairman of the evaluation panel include in particular:

1. Familiarization with the documentation, including in particular the self-assessment report and other available information before the visit, in order to ensure the completeness and adequacy of the information collected in relation to the needs of the evaluation panel.
2. Liaising with the secretary of the evaluation panel to:
 - the division of responsibilities among the members of the evaluation panel,
 - preparation of a detailed schedule of visits,
 - preparation of the final list of questions and doubts, as well as additional requests to the HEI, based on the cards completed by the members of the evaluation panel to meet the quality standards of education,
 - preparation of the final list of classes selected for supervision,
 - preparation of the final list of diploma theses and staged works for evaluation,
 - preparation of the preliminary and final version of the report on the visit.
3. Organization of internal meetings of the evaluation panel in order to agree with the members of the evaluation panel how to proceed with the visit, including in particular meetings designated in the schedule of the visit, i.e. the division of roles and the contribution of individual panel members.
4. Chairman meetings and discussions included in the visitation schedule.
5. Filling in the cards for meeting the quality standards of education and developing a list of additional questions and doubts that should be clarified during the visit, relating to individual assessment criteria covered by the responsibility of the Chairman of the evaluation panel.
6. Preparation of preliminary and final preliminary reports on the criteria under the responsibility of the Chairman of the evaluation panel.
7. Supervising the timeliness of the tasks carried out by all members of the evaluation panel, and in the event of deviations from the deadlines or those provided for in the PKA Statute, immediately informing the PKA Secretary thereof.
8. Familiarization with the content of the comments introduced to the report by the Secretary of PKA and making final decisions regarding the need to make corrections to the content of the report.
9. Preparing a draft opinion of the Section or the Section for Teacher Education and presenting the matter at a meeting of the Section or the Section for Teacher Education.

SECRETARY OF THE EVALUATION PANEL

The secretary of the panel is an equal member of the evaluation panel, whose tasks, apart from organisational matters related to the visit, include:

1. Cooperation with the coordinator of the evaluation process from the HEI in order to ensure organizational and logistic conditions enabling visits via means of distance communication.
2. Preparing, in cooperation with the Chairman and members of the evaluation panel, lists of additional questions and doubts that should be clarified during the visit, relating to individual evaluation criteria, as well as indicators of meeting the quality standards of education.
3. Preparation, in cooperation with the Chairman and members of the evaluation panel, of lists of classes designated for supervision as well as diploma and stage theses designated for evaluation.
4. Coordination on the smooth and timely conduct of the visit in cooperation with the Chairman of the evaluation panel.
5. Participation in all meetings designated in the visit schedule, including meetings of the evaluation panel with internal and external stakeholders.
6. Identify aspects or concerns that are still not resolved during the visit and keep the leader of the evaluation panel informed.
7. Informing about significant problems that have occurred during the visit of the Chairman of the evaluation panel.
8. Preparation and editing in logical, linguistic and editorial terms of the preliminary and final report of the evaluation panel on the basis of final partial reports prepared by individual members of the evaluation panel.
9. Monitoring the timeliness of the implementation of partial reports by experts and informing the Chairman of the evaluation panel on an ongoing basis about difficulties related to meeting the deadlines set out in the PKA Statute. In particularly justified cases, informing the PKA Secretary of difficulties that arise.
10. Submit the draft report to the Chairman of the evaluation panel and all members of the evaluation panel in order to agree on the final version of the visit report.
11. Transmission of the final version of the visit report approved by the evaluation panel to the Secretary of the Section or the Section for Teacher Education, who shall make it available to the PKA Secretary.
12. Forward the report to all members of the evaluation panel with a request for immediate correction, after receiving the report from the Secretary of PKA with comments.
13. Forwarding the final version of the report to the Chairman of the evaluation panel and the Secretary of the Section or Section for Teacher Education for further proceedings.

In addition, the secretary is obliged to ensure the completeness of the report, i.e. to present the results of the analysis of the facts and the evaluation of compliance with all the criteria for programme evaluation, as well as the report's compliance with the applicable model adopted by the Presidium of PKA, which is separate for programme evaluation in the field of study with a general academic profile and a practical profile.

MEMBERS OF THE EVALUATION PANEL

The responsibilities of all panel members include:

1. Getting acquainted with the documentation, including in particular the self-assessment report and other available information before the visit, in order to assess them initially in the scope of responsibility for the indicated evaluation criteria.
2. Filling in the cards for meeting the quality of education standards and developing a list of additional questions and doubts that should be clarified during the visit, relating to individual assessment criteria covered by the responsibility of a given member of the evaluation panel.
3. Preparation of preliminary and final preliminary reports on the criteria covered by the responsibility of a given member of the evaluation panel.
4. Active participation in all meetings included in the visitation schedule, as well as all internal meetings of the evaluation panel.
5. Informing the Chairman of the evaluation panel about current problems related to the implementation of tasks.
6. Comment on the proposal of the evaluation panel's report and make immediate corrections at the request of the Chairman or secretary of the evaluation panel.
7. Cooperation with the Chairman of the evaluation panel in the preparation of the draft opinion of the Section or the Section for Teacher Education.
8. Timely implementation of entrusted tasks.

IV. GENERAL GUIDELINES FOR THE PREPARATION OF THE REPORT

The final version of the evaluation panel's report should be submitted to the PKA Secretary in accordance with the procedure within 2 weeks from the date of completion of the visit, while the activities defined above require the involvement of the evaluation panel at least more than 2 weeks before the date of the planned visit.

The report should meet the following requirements:

1. **Conciseness** – the volume of the report in the part devoted to the detailed description of meeting the criteria of programme evaluation should not exceed 40,000 characters.
2. **Style and language** – the language in which the report is written should be simple, clear, unambiguous, understandable, avoid repeatedly complex sentences with a complicated structure, use a neutral, balanced, objective tone.
3. **Content** – the dominant elements in the content of the report should be the **results of the analysis** and **evaluation**, the report should be reduced to a minimum and descriptive elements of the report; very important parts of the report are **recommendations** to be implemented by the unit conducting the assessed direction, formulated by the evaluation panel as a result of identifying the weaknesses of the education program and the methods and conditions for its implementation, as well as specification and characteristics **good practices** understood as an effective, innovative and exemplary solution concerning the quality of education in higher education.
4. **Objectivity and credibility** – all assessments and recommendations should be the result of the analyses carried out and be comprehensively justified, the argumentation presented in the report should be based on the self-assessment report and the results of the analysis of documents attached to it, and made available during the visit (including the results of the evaluation of phased and diploma theses), as well as the findings made during the visit and on the opinions formulated by internal and external stakeholders during the visit.

