Annex No.

to Resolution No.

of the Presidium of the Polish Accreditation Committee

of

*Name, degree/academic title*

*Reviewer*

|  |  |
| --- | --- |
| Obraz zawierający znak  Opis wygenerowany automatycznie | **Template: practical profile** |
| Review of the applicationfor permission to establish studies |
|  |

Statement

I hereby declare that I do not have any organizational, legal or personal relations with the applicant that could raise doubts as to the impartiality of the opinions and assessments formulated in relation to the case under review. In addition, I declare that I am aware of the provisions of the Code of Ethics in the scope of tasks performed for the Polish Accreditation Committee.

 ……………………………………….

(date, signature)

1. Basic information about the HEI applying for a permit to establish a programme and the field of study which is the subject of the application

Name and address of the HEI:

…………………………………………………………………………………………………

Name of the field of study:

…………………………………………………………………………………………………

Level of study:

**(first-cycle/second-cycle/long-cycle programme)**

…………………………………………………………………………………………………

Profile of studies:

Practical profile

Form of studies:

(**full-time/part-time)**

…………………………………………………………………………………………………

Name of the discipline to which the direction was assigned:[[1]](#footnote-1)

…………………………………………………………………………………………………

If the field of study is assigned to more than 1 discipline:

Name of the lead discipline in which more than half of the learning outcomes are obtained, together with the percentage share of ECTS credits for the leading discipline in the total number of ECTS credits required to complete studies in the field of study

|  |  |
| --- | --- |
| Name of the leading discipline | ECTS credits |
| number | % |
|  |  |  |

Names of other disciplines together with the percentage share of ECTS credits for other disciplines in the total number of ECTS credits required to complete studies in the field of study

|  |  |  |
| --- | --- | --- |
| L.P.  | Name of the discipline | ECTS credits |
| number | % |
|  |  |  |  |

Professional title awarded to graduates

…………………………………………………………………………………………………

Planned number of students[[2]](#footnote-2)

…………………………………………………………………………………………………

1. Indicators concerning the programme of studies in the field of study subject to the application set out in the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws of 2018, item 1861)[[3]](#footnote-3)

|  |  |
| --- | --- |
| Indicator name | Number of ECTS credits/Number of hours |
| Number of semesters and ECTS credits necessary for graduation  |  |
| Total number of hours of classes |  |
| The total number of ECTS credits that a student must obtain as part of classes conducted with the direct participation of academic teachers or other persons conducting classes |  |
| Total number of ECTS credits assigned to classes shaping practical skills |  |
| The total number of ECTS credits that a student must obtain as part of courses in the humanities or social sciences for fields of study assigned to disciplines in fields other than the humanities or social sciences respectively |  |
| Total number of ECTS credits arranged by elective courses |  |
| Total number of ECTS credits by traineeship  |  |
| Traineeship dimension  |  |
| In the case of full-time first-cycle and long-cycle programmes, the number of hours of physical education classes. |  |
| In the case of conducting classes using distance learning methods and techniques: |
| 1. The total number of hours of classes specified in the curriculum of full-time studies / The total number of hours of classes in full-time studies conducted using distance learning methods and techniques.2. The total number of hours of classes specified in the curriculum for part-time studies/ The total number of hours of classes in part-time studies conducted using distance learning methods and techniques. | 1. /2. / |

1. Analysis and assessment of the fulfilment of detailed criteria for reviewing applications for permission to establish programmes at a specific level and profile

Criterion 1. Structure of the study programme: concept, learning objectives and learning outcomes

Including:

The relationship between studies and HEI strategy

…………………………………………………………………………………………………

the name of the field of study and its assignment to the discipline or disciplines to which the learning outcomes relate, with an indication of the leading discipline

…………………………………………………………………………………………………

learning outcomes, taking into account the first-cycle universal characteristics set out in the Act of 22 December 2015 on the Integrated Qualifications System (Journal of Laws of 2017, items 986 and 1475, and of 2018, items 650 and 1669), and the second-cycle characteristics specified in the regulations issued pursuant to Article 7(a) Article 3 of that Act and the full range of effects for studies enabling the acquisition of engineering competences, included in the characteristics of the second cycle, if the subject of the application are studies leading to the professional title of engineer or master engineer

…………………………………………………………………………………………………

inclusion in the description of learning outcomes of the full range of outcomes specified in the education standards, if the subject of the application is a field of study preparing for one of the professions referred to in Article 68 paragraph 1 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, with later changes), hereinafter referred to as 'the Act'

…………………………………………………………………………………………………

Justification and conclusions

…………………………………………………………………………………………………

Criterion 2. Implementation of the study programme: programme content, programme implementation schedule and forms and organisation of classes, teaching methods, apprenticeships, organisation of the teaching and learning process

Including:

the study programme and the organisation and implementation of the process leading to the achievement of learning outcomes, taking into account:

1. the total number of teaching hours and the number of semesters and ECTS credits necessary to complete studies at a given level,
2. professional title awarded to graduates,
3. the number and forms of classes conducted with the direct participation of academic teachers or other persons conducting classes and the total number of ECTS credits assigned to these classes,
4. the size and forms of classes shaping practical competences and the total number of ECTS credits assigned to these classes, as well as the conditions and methods of their implementation,
5. the size and forms of classes shaping language competences in the field of foreign language skills,
6. the size, rules and forms of professional traineeships and the number of ECTS credits that the student must obtain as part of the traineeship, in connection with ensuring their proper implementation,
7. ensure that students choose courses assigned ECTS credits in the amount of not less than 30% of the number of ECTS credits necessary to complete studies at a given level,

in connection with the possibility for students to achieve the assumed learning outcomes and the applicable regulations

…………………………………………………………………………………………………

schedule of implementation of the study programme in individual semesters and years of the education cycle in connection with the possibility of achieving the assumed learning outcomes by students

…………………………………………………………………………………………………

compliance of the study programme and the expected schedule of its implementation in individual semesters and years of the education cycle, including compliance of the size, rules and forms of professional traineeships and the number of ECTS credits that a student must obtain as part of an internship with the requirements contained in the education standards specified in regulations issued on the basis of Article 68(3) of the Act, if the subject of the application is a field of study preparing for one of the professions referred to in Article 68(1) of the Act

…………………………………………………………………………………………………

Justification and conclusions

…………………………………………………………………………………………………

Criterion 3. Admission to studies, verification of students' achievement of learning outcomes, passing individual semesters and years and diploma

Including:

the competences expected from the candidate applying for admission to studies and the expected number of students, in relation to the possibility of achieving the assumed learning outcomes by students

…………………………………………………………………………………………………

ways of assessing and assessing the learning outcomes achieved by the student throughout the education cycle

…………………………………………………………………………………………………

compliance of the methods of assessment and assessment of the learning outcomes achieved by the student during the entire education cycle with the requirements contained in the education standards specified in the regulations issued on the basis of Article 68(3) of the Act, if the subject of the application is a field of study preparing for one of the professions referred to in Article 68(1) of the Act

…………………………………………………………………………………………………

Justification and conclusions

…………………………………………………………………………………………………

Criterion 4. Competences, experience, qualifications and number of staff providing education as well as staff development and development

Including:

competences, taking into account the teaching, scientific or artistic achievements of academic teaching and the competences and experience of other persons proposed to conduct classes, in connection with ensuring the proper implementation of classes

…………………………………………………………………………………………………

planned assignment and number of classes for academic teachers and other persons proposed to conduct classes, taking into account the number of hours of classes allocated to academic teachers employed by the HEI as the primary place of work and classes shaping practical skills, in connection with ensuring the proper implementation of classes

…………………………………………………………………………………………………

compliance of the teaching, scientific or artistic achievements of academic teachers and the competences and experience of other persons proposed to conduct classes, as well as the planned allocation and number of classes for academic teachers and other persons proposed to conduct classes with the requirements contained in the standards of education specified in regulations issued on the basis of Article 68(3) of the Act, if the subject of the application is a field of study preparing for one of the professions referred to in Article 68(1) of the Act

…………………………………………………………………………………………………

Justification and conclusions

…………………………………………………………………………………………………

Criterion 5. Infrastructure and educational resources used in the implementation of the study programme and their improvement

Including:

infrastructure, including laboratories, workshops, equipment and equipment necessary to provide education, in connection with ensuring the proper implementation of classes and the possibility for students to achieve the assumed learning outcomes

…………………………………………………………………………………………………

number and selection of places of traineeships in connection with ensuring the proper implementation of traineeships

…………………………………………………………………………………………………

compliance with the infrastructure, including laboratories, laboratories, equipment and equipment necessary to conduct education and the scope of activities and equipment of institutions in which practical classes and apprenticeships take place, with the requirements contained in the education standards specified in the regulations issued on the basis of Article 68 paragraph 3 of the Act, if the subject of the application is a field of study preparing for one of the professions of practice professions referred to in Article 68(1) of the Act

…………………………………………………………………………………………………

the possibility for students to use library resources and electronic knowledge resources, in particular the Virtual Library of Science and the Digital Lending Department of Scientific Publications Academica, in connection with ensuring the proper implementation of classes and the achievement of the assumed learning outcomes by students

…………………………………………………………………………………………………

Justification and conclusions

…………………………………………………………………………………………………

Criterion 6. Cooperation with the socio-economic stakeholders in the construction, implementation and improvement of the study program and its impact on the development of the field of study

Including:

legitimacy for establishing programmes in a specific field, level and profile, in the context of the socio-economic needs indicated by the HEI, the establishment of programmes and the compatibility of learning outcomes with these needs;

…………………………………………………………………………………………………

Justification and conclusions

…………………………………………………………………………………………………

Criterion 7. Conditions and ways of increasing the degree of internationalization of the education process in the field of

Including:

inclusion in the curriculum of classes or groups of classes conducted in a foreign language and methods of organization and implementation of the process leading to the achievement of learning outcomes in the field of foreign language proficiency in connection with ensuring that students achieve language competences at least B2 CEFR level in the case of first-cycle studies and at least B2+ – in the case of second-cycle or long-cycle studies

Justification and conclusions

…………………………………………………………………………………………………

Criterion 8. Support for students in learning, social, scientific or professional development and entry into the labour market as well as development and improvement of forms of support

Including:

ways of organising and implementing the process leading to learning outcomes providing support to students in their social, scientific and professional development

Justification and conclusions

…………………………………………………………………………………………………

Criterion 9. Public access to information about the study programme, the conditions for its implementation and the results achieved

Including:

planned activities for ensuring the quality of education aimed at enabling public access to information about the study programme and the ways of organizing and implementing the process leading to the achievement of learning outcomes

Justification and conclusions

…………………………………………………………………………………………………

Criterion 10. Quality policy, design, approval, monitoring, review and improvement of the study programme

Including:

Planned activities to improve the study programme

Justification and conclusions

…………………………………………………………………………………………………

1. Final proposal containing an assessment of the fulfilment of the conditions for providing programmes in a specific field, level and profile, as well as the relationship of studies with the strategy of the HEI together with a proposal of an opinion *(positive / positive with recommendations / negative)*

…………………………………………………………………………………………………

1. Recommendations for HEI *(in the case of a proposal for a positive opinion with recommendations)*

…………………………………………………………………………………………………

1. Justification *(**in case of a proposal for a negative opinion)*

…………………………………………………………………………………………………

Annex No. 5

to the Statute of the Polish Accreditation Committee

**Detailed criteria for reviewing requests for granting permission to provide
a degree programme at a specific level of study and with a specific degree profile**

**Practical profile**

**Criterion 1. Structure of the study programme: concept of education, learning objectives and outcomes**

**Quality education standard 1.1**

The concept of education and learning objectives: correspond to the strategy of the HEI; are covered by the discipline(-s) to which the degree programme is assigned; take account of progress in the fields of professional/economic activity relevant to the degree programme; are geared towards the needs of social and economic stakeholders, and of the labour market in particular.

**Quality education standard 1.2**

Learning outcomes correspond to the concept of education and learning objectives and the discipline(-s) to which the degree programme is assigned, describe in an accurate, specific, realistic and verifiable manner knowledge, skills and social competences acquired by students, and correspond to the appropriate level of the Polish Qualifications Framework and the practical profile.

**Quality education standard 1.2a**

In the case of degree programmes preparing for professions referred to in Article 68(1) of the act learning outcomes include the full scope of general and specific learning outcomes stipulated in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

**Quality education standard 1.2b**

Learning outcomes for degree programmes leading to the award of the qualification of *inżynier* or *magister inżynier* include the full scope of learning outcomes leading to the award of *inżynier* qualification featured in the second stage descriptors stipulated in regulations issued on the strength of Article 7(3) of the act of 22 December 2015 on Integrated Qualifications System (OJ of 2018 , item 2153 and 2245).

**Criterion 2. Implementation of the study programme: programme contents, timetable for the implementation of the study programme, forms and organisation of classes, methods of education, student placements, organisation of the teaching and learning process**

**Quality education standard 2.1**

Programme contents correspond to learning outcomes and take into account: current knowledge and its application in the discipline(-s) to which the degree programme is assigned; rules and standards; the current state of practice in the areas of professional/business activity and the labour market relevant to the degree programme.

**Quality education standard 2.1a**

In the case of degree programmes offering education for professions referred to in Article 68(1) of the act, programme contents include the full scope of programme contents included in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

**Quality education standard 2.2**

The timetable for the implementation of the study programme; the forms and organisation of courses; the number of semesters; the number of hours of classes taught directly by academic teachers or other lecturers and the estimated workload of students calculated based on the number of ECTS credits enable students to achieve all learning outcomes.

**Quality education standard 2.2a**

In the case of degree programmes providing education for professions referred to in Article 68(1) of the act, the timetable for the implementation of the study programme; the forms and organisation of courses; the number of semesters; the number of hours of classes conducted with the direct participation of academic teachers or other lecturers, and the estimated workload of students calculated based on the number of ECTS credits comply with the rules and requirements contained in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

**Quality education standard 2.3**

Teaching methods are student-centred, motivate students to actively participate in the teaching and learning process and enable students to achieve learning outcomes, and, in particular, allow for the preparation for practising the profession in the labour market in the areas typical for the degree programme.

**Quality education standard 2.4**

The programme, organisation and supervision over the implementation of student placements, the selection of placement venues and the environment, in which they take place, as well as infrastructure and competence of placement supervisors ensure that placements are carried out correctly and that students achieve learning outcomes, especially those related to initial practical training.

**Quality education standard 2.4a**

In the case of degree programmes providing education for professions referred to in Article 68(1) of the act, student placement programme, organisation and supervision over their implementation, the selection of placement venues and the environment, in which they take place, as well as infrastructure and competence of placement supervisors comply with the rules and requirements contained in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

**Quality education standard 2.5**

The organisation of the teaching process ensures effective use of time spent on teaching and learning and the verification and assessment of learning outcomes.

**Quality education standard 2.5a**

In the case of degree programmes providing education for professions referred to in Article 68(1) of the act, the organisation of teaching and learning complies with the rules and requirements concerning the organisation of education contained in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

**Criterion 3. Admission to studies, verification of learning outcomes achievement by students, giving credit for individual semesters and years and awarding diplomas**

**Quality education standard 3.1**

Competences expected from candidates applying for admission to degree programmes, rules for student progression, giving credit for individual semesters and years of studies, and for awarding diplomas have been specified. Admission rules and criteria allow for the selection of right candidates.

**Quality education standard 3.2**

The system for learning outcomes verification allows for monitoring students’ progress and guarantees reliable assessment of the achievement of learning outcomes by students. Verification and assessment methods used allow for the verification and assessment of all learning outcomes, including, in particular, the acquisition of practical skills and preparedness to conduct business activity in the labour market area corresponding to the degree programme.

**Quality education standard 3.2a**

In the case of degree programmes providing education for professions referred to in Article 68(1) of the act the methods for learning outcomes verification comply with the rules and requirements concerning the organisation of education contained in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

**Criterion 4. Competence, experience, qualifications and the number of staff providing education. Staff development and in-service training**

**Quality education standard 4.1**

Competence and experience, qualifications and the number of academic teachers and other persons teaching classes to students ensure that the classes are conducted correctly and that the students achieve their learning outcomes.

**Quality education standard 4.1a**

In the case of degree programmes providing education for professions referred to in Article 68(1) of the act, competence, experience and qualifications of academic teachers and other persons teaching classes to students comply with the rules and requirements contained in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

**Quality education standard 4.2**

The measures aimed to improve the study programme and ensure the quality of education include: rules for the selection of academic teachers and other lecturers, which are transparent and adequate to the needs of proper teaching of classes; regular assessment of teaching staff carried out with the participation of students, and the use of assessment results in staff development; providing conditions, which motivate staff to continuously develop.

**Criterion 5. Education infrastructure and resources used in the implementation of the study programme and their improvement**

**Quality education standard 5.1**

Teaching, library and IT infrastructure; technical equipment in classrooms and labs; teaching aids and resources; library, information, educational resources and laboratory test equipment, as well as infrastructure of other entities used for teaching classes are modern, allow for proper staging of classes and the achievement of learning outcomes by students, including the acquisition of practical skills and preparedness to conduct business activity in the labour market area corresponding to the degree programme. They are also adapted to the need of the disabled and ensure their full participation in education.

**Quality education standard 5.1a**

In the case of degree programmes providing education for professions referred to in Article 68(1) of the act, teaching infrastructure of HEIs, as well as infrastructure of other entities used for teaching classes comply with the rules and requirements concerning the organisation of education contained in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

**Quality education standard 5.2**

The measures aimed to improve the study programme and ensure the quality of education include regular inspections of teaching, library and IT infrastructure, technical equipment in classes and labs; teaching aids and resources; library, information and educational resources. Such inspections are carried out with the participation of students and their results are taken into consideration in improvement measures.

**Criterion 6. Cooperation with social and economic stakeholders on the development, implementation and improvement of the study programme and its impact on the development of the degree programme**

**Quality education standard 6.1**

The concept of education is consistent with the needs of social and economic stakeholders.

**Criterion 7. Conditions for and methods of improving the internationalisation of education provided as part of the degree programme**

**Quality education standard 7.1**

Conditions conducive for the internationalisation of education provided as part of the degree programme have been created in accordance with the adopted concept of education. They ensure that students achieve learning outcomes concerning language skills. Courses or groups of courses taught in a foreign language are included in the study programme.

**Criterion 8. Supporting learning, social, academic or professional development of students and their entry on the labour market. Development and improvement of such support**

**Quality education standard 8.1**

Students are offered comprehensive support in their learning. Such support: takes different forms, depending on learning outcomes; takes into account the diverse needs of students; promotes social and professional development of students by ensuring the availability of academic staff. The support includes providing assistance in learning; in the achievement of learning outcomes, and in preparing for preparation for practising the profession in the labour market areas typical for the degree programme.

**Quality education standard 8.2**

The measures aimed to improve the study programme and ensure the quality of education include regular inspections of the system aimed to support students in their learning, in which students participate, and their results are taken into consideration in improvement measures.

**Criterion 9. Public access to information about the study programme, conditions for its implementation and achieved results**

**Quality education standard 9.1**

The measures aimed to improve the study programme and ensure the quality of education include: ensuring public access to information about the study programme, the implementation of teaching and learning processes as part of the degree programme, which is up-to-date, comprehensive, comprehensible and consistent with the needs of different groups of recipients; regular reviews of public access to information, in which students and other recipients of information participate; the use of review results in improvement measures.

**Criterion 10. Quality assurance policy, designing, approving, monitoring, reviewing and improving the study programme**

**Quality education standard 10.1**

The measures aimed to improve the study programme include the rules for designing, approving, monitoring, reviewing and improving the study programme and regular reviews of the study programme, which are based on the results of reliable data and information analysis, carried out with the participation of internal stakeholders, including students, and external stakeholders, and which aim at improving the degree programme and quality of education.

**Quality education standard 10.2**

The measures aimed to improve the study programme and ensure the quality of education include regular external assessments of education quality, the results of which are made public and taken into consideration in quality improvement measures.

1. The names of the disciplines should be given in accordance with the Regulation of the Ministry of Science and Higher Education of 20 September 2018 on the fields of science and scientific disciplines and artistic disciplines, Journal of Law 2018, item 1818). [↑](#footnote-ref-1)
2. If the application concerns full-time and part-time studies, the planned number of students should be provided separately for each form of study. [↑](#footnote-ref-2)
3. If the application concerns full-time and part-time studies, the table should be completed separately for each form of study. [↑](#footnote-ref-3)