

ORDER NO. 9/2024

OF THE DIRECTOR OF THE DOCTORAL SCHOOL OF THE UNIVERSITY OF  
SZCZECIN

of 9 September 2024

on the implementation of the Internal System for Ensuring the Quality of Education at the  
Doctoral School of the University of Szczecin

Based on § 99(2)(2) and (14) of Resolution No. 58/2019 of the Senate of the University of Szczecin on the adoption of the Statute of the University of Szczecin of 30 May 2019, and § 7(2) of Resolution No. 109/2020 of the Senate of the University of Szczecin of 17 December 2020 concerning the operation of the University's System for Ensuring the Quality of Education at the University of Szczecin, it is ordered as follows:

**§ 1.**

1. The Internal System for Ensuring the Quality of Education at the Doctoral School of the University of Szczecin operates based on generally applicable legal acts and internal normative acts.
2. The abbreviations used in this order mean:
  - 1) OEQ – Office of Education Quality of the University of Szczecin;
  - 2) Director – Director of the Doctoral School of the University of Szczecin;
  - 3) IRP – individual research plan of a doctoral student studying at the Doctoral School of the University of Szczecin;
  - 4) Scientific Council – Scientific Council of the Doctoral School of the University of Szczecin;
  - 5) Rector – Rector of the University of Szczecin;
  - 6) DS US – Doctoral School of the University of Szczecin;
  - 7) Statute – Statute of the University of Szczecin constituting annex to Resolution No. 58/2019 of the Senate of the University of Szczecin of 30 May 2019 on the adoption of the Statute of the University of Szczecin;
  - 8) University – University of Szczecin;
  - 9) ISEQE – Internal System for Ensuring the Quality of Education at the Doctoral School of the University of Szczecin;
  - 10) Deputy Director – Deputy Director of the Doctoral School of the University of Szczecin.
3. The ISEQE encompasses processes defined by generally applicable legal acts and internal normative acts.
4. The tasks conducted within the ISEQE are aimed at providing information necessary for managing the educational process and improving the level of education for doctoral students.
5. The ISEQE is an integral part of the University's system for ensuring the quality of education.

6. The ISEQE is a set of interconnected and interdependent elements related to the organization and supervision of the educational process for doctoral students at the DS US.
7. The functioning of the ISEQE is continuous and systematic.

## **§ 2.**

1. The ISEQE at the DS US is based on the realization of the goals and objectives of the strategy of the University and DS US, which aims to continuously improve the quality of education. High-quality education at DS US is achieved through the realization of the following operational objectives:
  - 1) improving the program offerings by adjusting programs of education to the needs of doctoral students;
  - 2) using various forms of international cooperation in the field of education, including conducting education in English;
  - 3) using the University's high-quality teaching potential and continuously improving teaching skills of the employees;
  - 4) ensuring the quality of teaching infrastructure and knowledge data bases;
  - 5) improving the doctoral students' teaching practice system;
  - 6) developing the scientific independence of doctoral students and their interests beyond the programs of education, increasing their scientific, cultural and social competences;
  - 7) enhancing the management of quality of education.
2. The DS US fulfils the objectives of the University's mission and strategy in the following areas:
  - 1) enabling access to knowledge and its dissemination;
  - 2) shaping elites – social and economic leaders;
  - 3) improving the quality of scientific research;
  - 4) improving the quality and level of education.

## **§ 3.**

1. The following are responsible for the implementation of the ISEQE:
  - 1) the Director;
  - 2) the Deputy Director;
  - 3) the Scientific Council.
2. The scope of the ISEQE includes the following tasks:
  - 1) periodic reviews and improvement of programs of education;
  - 2) assessment of the conditions for the implementation of the educational process;
  - 3) verification of the achieved learning outcomes;
  - 4) evaluation of academic teachers involved in the educational process;
  - 5) analysis of the conditions and procedures for recruitment.

## **§ 4.**

1. The tasks of the Director in the scope of implementation of the ISEQE include, in particular:
  - 1) preparing the internal system for ensuring the quality of education;

- 2) supervising the functioning of the internal system for ensuring the quality of education and its improvement, including supervision of the verification of the achieved learning outcomes;
  - 3) preparing the schedule of classroom observations, conducting them, and preparing a report on their implementation;
  - 4) preparing a report on the evaluation of the quality of education;
  - 5) selecting the teaching staff for conducting classes at the DS US;
  - 6) preparing the draft program of education and amendments to the program of education.
2. The tasks of the Deputy Director in the scope of implementation of the ISEQE may include, in particular:
- 1) preparing the draft program of education;
  - 2) supervising the implementation of programs of education;
  - 3) organizing the educational process;
  - 4) monitoring the quality of education.
3. The tasks of the Scientific Council in the scope of implementation of the ISEQE include, in particular:
- 1) providing opinions in the form of resolutions on:
    - a) the draft order on internal system for ensuring the quality of education prepared by the director;
    - b) the program of education and proposals for changes to the program,
    - c) candidates presented by the Director for conducting classes at the DS US,
    - d) other matters or documents not listed in points a-c, if separate regulations require the opinion of the Scientific Council;
  - 2) conducting periodic reviews (at least once per academic year) of the program of education using the program self-assessment form according to a template specified in a separate Rector's order on the organization of the University's System for Ensuring the Quality of Education;
  - 3) evaluating the conditions for the implementation of the educational process through periodic reviews and analysis of doctoral students' survey results;
  - 4) analysing the conditions and procedures for recruitment to the DS US;
  - 5) developing internal procedures for the verification of achieved learning outcomes using the program self-assessment form and conducting periodic reviews and analyses of those procedures;
  - 6) preparing annual reports on its activities and submitting them by the end of October of the following academic year, along with the program self-assessment form, to the Director and the University's team for ensuring quality of education.

## § 5.

1. The implementation of tasks referred to in § 4 of the order takes place within the deadlines and using the following tools:
  - 1) protocols of meetings and annual reports on the activities of the Scientific Council, which are submitted to the Director and the University's team for ensuring quality of education by the end of October of the following academic year;

- 2) questionnaires for the evaluation of academic teachers conducting classes, developed by OEQ and completed according to the schedule provided by OEQ for the academic year;
  - 3) protocols of classroom observations and visitations, as well as annual reports, which are annexes to the order of the Rector on the principles and procedures for conducting classroom observations and visitations at the University of Szczecin;
  - 4) evaluations of supervisors, using the form in Annex No. 1 to this order, to be conducted in September of each academic year;
  - 5) qualification and professional experience cards of academic teachers, constituting an annex to Order No. 6/2024 of the Director of 5 April 2024 on the criteria and procedures for selecting teaching staff for conducting classes at DS US;
  - 6) questionnaires for the evaluation of the conditions for the implementation of the educational process;
  - 7) documentation of the educational process submitted according to the deadlines specified in the Regulations of DS US and other university legal acts;
  - 8) the system for verifying achieved learning outcomes referred to in § 9-12 of the order.
2. The proper functioning of ISEQE requires the involvement and activity of the DS US community, particularly academic teachers, supervisors, doctoral students, and administrative staff.
  3. Academic teachers, supervisors, doctoral students, and administrative staff at DS US may submit comments to the Director that could contribute to improving the quality of education.

#### **§ 6.**

1. The Director, in consultation with the deans of the University's faculties, develops the schedule for classroom observations and supervises its implementation.
2. Observations and visitations at DS US are conducted in accordance with a separate order of the Rector on the principles and procedures for conducting classroom observations and visitations at the University.

#### **§ 7.**

1. To ensure the quality of education, the Director cooperates with the University's team for ensuring quality of education and the Scientific Council.
2. In the area of university-wide survey research, the Director collaborates with the manager of OEQ responsible for organizing them.

#### **§ 8.**

The doctoral students' self-government participates in the implementation of ISEQE by providing opinions on programs of education, conditions and procedures for recruitment, and by having its representative participate in the work of the Scientific Council and the University's team for ensuring quality of education.

#### **§ 9.**

1. Within the framework of ISEQE, the verification of achieved learning outcomes at DS US is conducted. The aim of verifying achieved learning outcomes at DS US is to confirm that

the doctoral student has achieved the intended learning outcomes in terms of knowledge, skills, and social competencies at level 8 of the Polish Qualification Framework (PQF).

2. The verification of achieved learning outcomes at DS US includes outcomes obtained during the implementation of the program of education and the IRP.
3. Learning outcomes obtained during the implementation of the program of education are verified by academic teachers conducting classes included in the program.
4. Learning outcomes obtained during the implementation of the IRP are verified by the supervisor, the Director, and the mid-term evaluation committee.
5. Learning outcomes obtained during the implementation of the individual module and teaching practices are verified by the supervisor.

#### **§ 10.**

1. The programs of education for DS US approved by the University senate include learning outcomes corresponding to the learning outcomes for qualifications at level 8 of the PQF.
2. The specific learning outcomes corresponding to those for qualifications at level 8 of the PQF, and the methods for verifying the achievement of these outcomes by the doctoral student, are defined in the syllabus for each subject included in the program of education.
3. The academic teacher conducting the classes prepares a form for credit or examination (excluding doctoral seminars and the individual module) based on the subject syllabus, according to the template provided in Annex No. 2 to this order, and submits it to the DS US Office after completing all classes for that subject.
4. Documentation confirming the doctoral student's achievement of the intended learning outcomes for a subject included in the program of education is kept by the academic teacher conducting the classes in electronic or written form for at least one year from the date of completing the classes.
5. The learning outcomes achieved during the teaching practice and the methods for verifying these outcomes are defined in the subject syllabus and the teaching practice credit form, which is an annex to Order of the Director on the organization of teaching practice for doctoral students at DS US.
6. The learning outcomes achieved during the implementation of the compulsory individual module and the methods for verifying these outcomes are defined in the syllabus, and their confirmation is done by the supervisor on the individual module credit form, the template for which is provided in Annex No. 3 to this order.

#### **§ 11.**

1. The following tools are used to verify the learning outcomes specified for achievement during the implementation of the IRP:
  - 1) the IRP prepared by the doctoral student in consultation with the supervisor(s); if an assistant supervisor is appointed, the IRP is presented after being reviewed by that supervisor;
  - 2) mid-term evaluation, considering the progress in achieving the learning outcomes specified in the IRP;
  - 3) report on the implementation of the IRP and the opinion of the supervisor(s), including information on progress in achieving the intended learning outcomes.

2. The supervisor continuously verifies the learning outcomes specified for achievement during the implementation of the IRP and for the doctoral seminar subject.
3. The results of the evaluation of the learning outcomes specified in the IRP, included in the supervisor's opinion and the opinion of the committee conducting the mid-term evaluation (mid-term evaluation protocol), are public for the doctoral student. The result of the mid-term evaluation (positive or negative), along with the justification, is posted by the Director on the DS US website.
4. Depending on the specifics of the research, the verification of the learning outcomes specified in the IRP achieved by the doctoral student (other than the completed doctoral thesis with a positive opinion from the supervisor) is conducted particularly through:
  - 1) progress in preparing the doctoral thesis;
  - 2) active participation in scientific conferences;
  - 3) development of research results;
  - 4) scientific publications;
  - 5) active participation in scientific societies;
  - 6) participation in research projects;
  - 7) science popularization activities;
  - 8) cooperation with the economic environment;
  - 9) work for the social environment;
  - 10) scientific achievements;
  - 11) activities related to the internationalization of research activities, including doctoral student mobility.

#### **§ 12.**

The learning outcomes in the area of proficiency in a modern foreign language at least at B2 level, in accordance with the characteristics of level 8 of the PQF, are confirmed by a certificate or diploma of completed studies certifying knowledge of the language at least at B2 proficiency level.

#### **§ 13.**

The order comes into force on the day of signing.

dr hab. Jarosław Korpysa, prof. US  
Director of the Doctoral School  
of the University of Szczecin  
/signed with a qualified electronic signature/