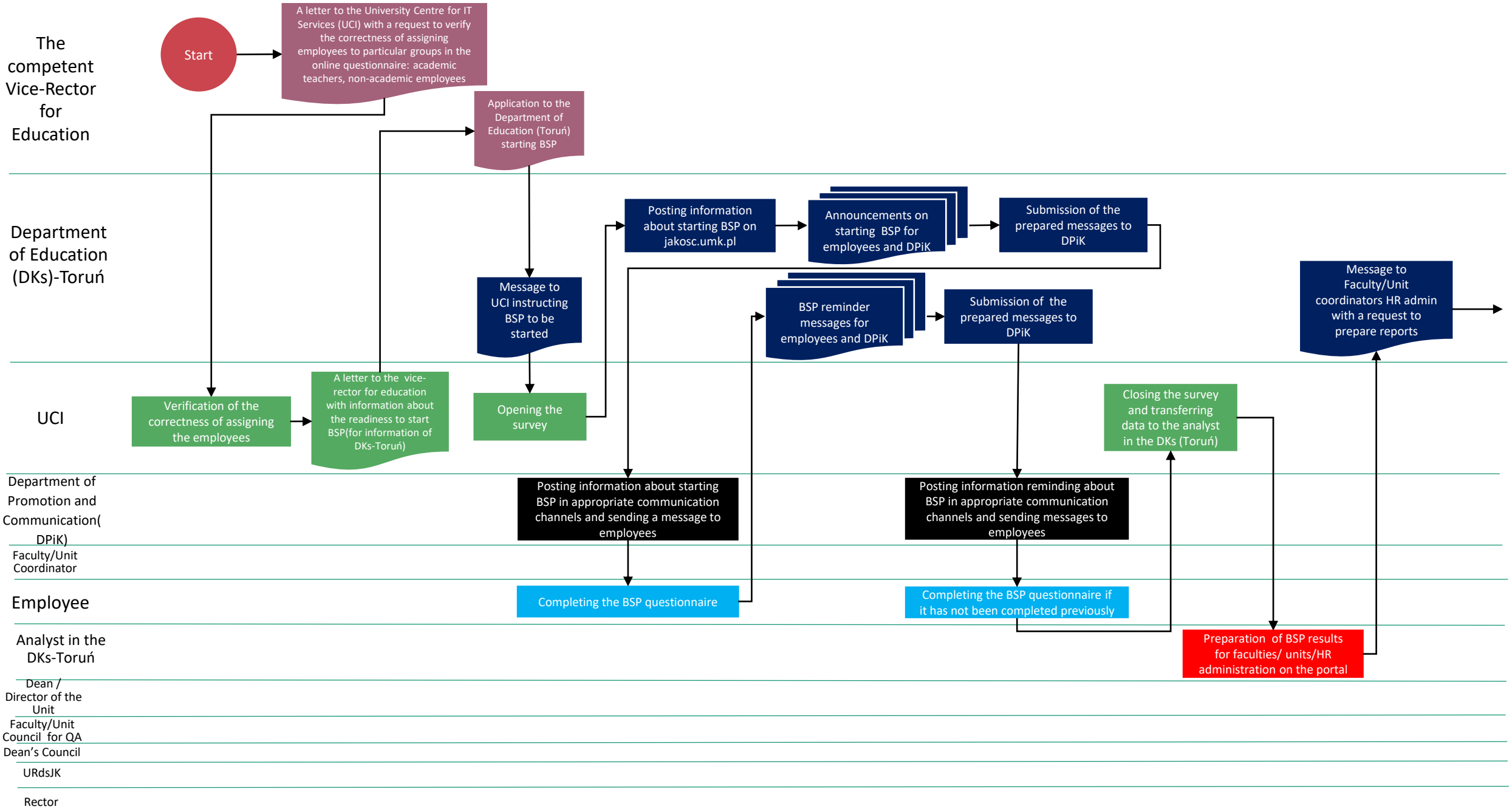
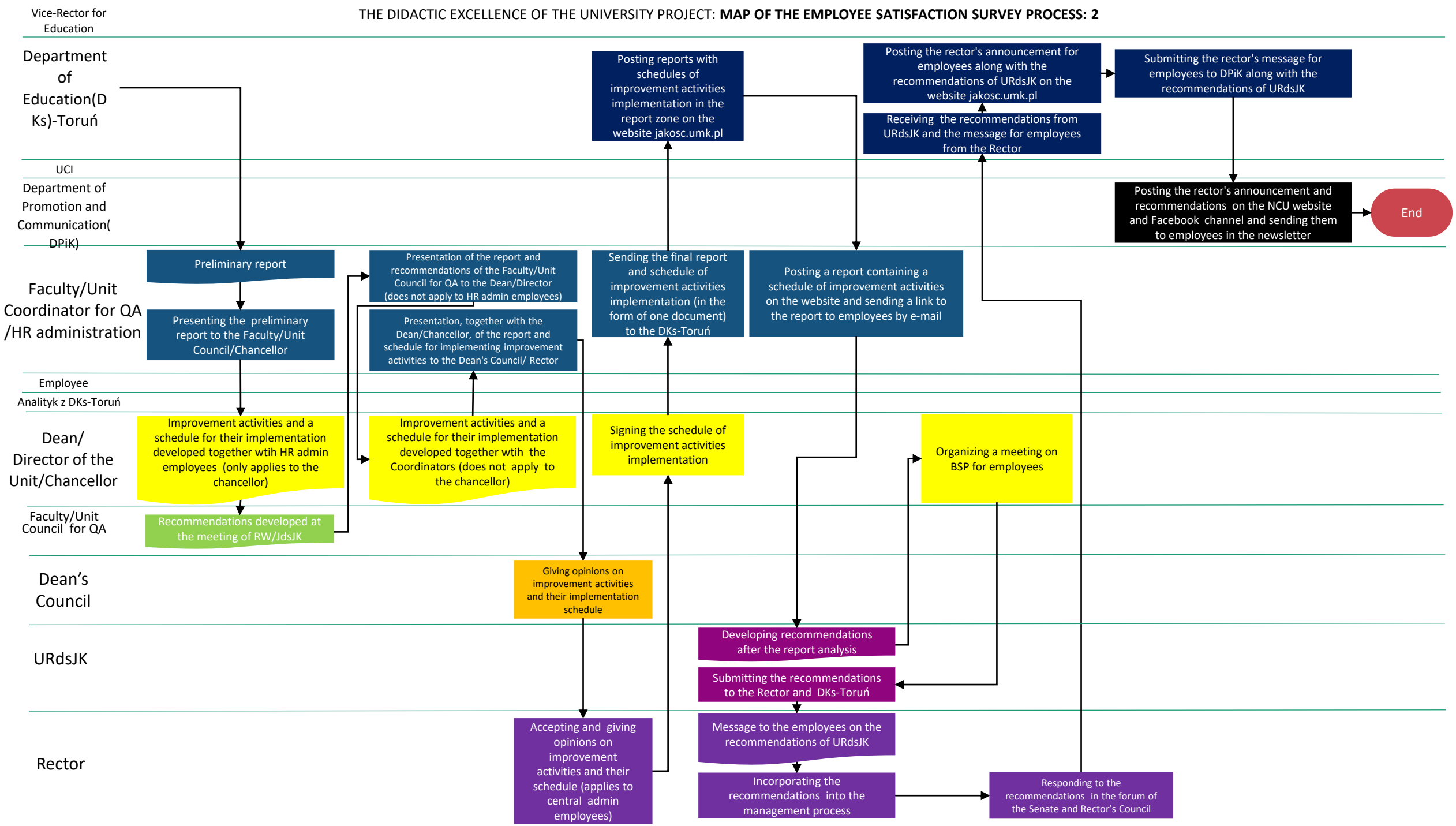

The competent Vice-Rector for Education
Start
A letter to the University Centre for IT Services (UCI) with a request to verify the correctness of assigning employees to particular groups in the online questionnaire: academic teachers, non-academic employees
Application to the Department of Education (Toruń) starting BSP
Department of Education (DKs)-Toruń
Posting information about starting BSP on jakosc.umk.pl
Announcements on starting BSP for employees and DPiK
Submission of the prepared messages to DPiK
Message to UCI instructing BSP to be started
BSP reminder messages for employees and DPiK
Submission of the prepared messages to DPiK
Message to Faculty/Unit coordinators HR admin with a request to prepare reports
UCI
Verification of the correctness of assigning the employees
A letter to the vice-rector for education with information about the readiness to start BSP(for information of DKs-Toruń)
Opening the survey
Closing the survey and transferring data to the analyst in the DKs (Toruń)
Department of Promotion and Communication(DPiK)
Posting information about starting BSP in appropriate communication channels and sending a message to employees
Posting information reminding about BSP in appropriate communication channels and sending messages to employees
Faculty/Unit Coordinator
Employee
Completing the BSP questionnaire
Completing the BSP questionnaire if it has not been completed previously
Analyst in the DKs-Toruń
Preparation of BSP results for faculties/ units/HR administration on the portal
Dean / Director of the Unit
Faculty/Unit Council for QA
Dean's Council
URdsJK
Rector

THE DIDACTIC EXCELLENCE OF THE UNIVERSITY PROJECT: **MAP OF THE EMPLOYEE SATISFACTION SURVEY PROCESS: 2**



MAP KEY:

Start
End
Operation/Activity
Document
Documents
Control
Decision
Storage
Flow