



# LEGAL BULLETIN

## NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

Year 2023; item 381

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### ORDER No. 212

of the Rector of Nicolaus Copernicus University in Toruń

of 24 October 2023

### on the procedure of evaluation of didactic classes at Nicolaus Copernicus University in Toruń

Pursuant to art. 127.3 of resolution No. 37 of the NCU Senate of 16 April 2019 - Statutes of Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019, item 120 as amended) and art.3.2 and art. 4.6 of resolution No. 45 of the NCU Senate of 24 October 2023 on the Internal Quality Assurance and Work Organisation System at Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2023, item 378)

**it is ordered** as follows:

#### Article 1

The purpose of the procedure of evaluation of didactic classes is to introduce regulations regarding the process of evaluation of didactic classes (OZD), and then using the results of this assessment to improve the quality of education and work organization within the Internal System for Quality Assurance and Work Organization of Nicolaus Copernicus University in Toruń, hereinafter referred to as the "University".

#### Article 2

1. The evaluation of didactic classes is intended to monitor the quality of didactic classes conducted at the University.
2. The collected and developed results, as an element of the system for assessing the work of the University's teaching staff (teaching staff, research and teaching staff, and people conducting teaching classes under civil law contracts), constitute the basis for implementing solutions conducive to improving the quality of education.
3. Feedback from students and participants of postgraduate studies enables the identification of the strengths and weaknesses of the teaching process and will be used to manage the University's teaching offer more efficiently.
4. Any references hereinafter to:
  - 1) faculty - shall be understood as a university teaching unit, respectively;

- 2) faculty coordinator for quality assurance and the faculty council for quality assurance - shall be understood as the coordinator for quality assurance and the council for quality assurance of the university teaching unit, respectively;
- 3) dean – shall be understood as the director of a university teaching unit, respectively;
- 4) analyst - shall be understood as a specialist carrying out the analyst's tasks.

#### Article 3.

1. The procedure for evaluating didactic classes includes collecting data to improve the quality of the teaching process implemented as part of the University's offer.
2. The content of didactic classes and the method of conducting classes shall be assessed.
3. All classes carried out as part of the study program shall be assessed.
4. Data collection shall begin twice during the academic year, one week before the end of classes in the winter and summer semesters. The collection of data regarding didactic classes in both semesters lasts until September 30 of each academic year

#### Article 4

1. Participation in the survey involves completing a questionnaire for the evaluation of didactic classes, available after logging in to the University Studies Service System (USOS).
2. The survey shall be anonymous and no data identifying students or participants of postgraduate studies shall be collected.
3. Everyone participating in the survey may formulate their own comments regarding the assessed didactic classes. Comments remain anonymous and visible only to the dean, the faculty coordinator for quality assurance and the lecturer. The survey participant may disable the availability of the comment for the person conducting the assessed teaching classes, and then only the dean, competent vice-rector for education, chairman of the University Council for Quality Assurance and an analyst in the Department of Education shall have access to the comment. The visibility status of comments cannot be changed.
4. The dean and the coordinator for quality assurance of this faculty shall also have access to the evaluation of didactic classes conducted at a faculty other than the home faculty (i.e. the employment department of the teacher conducting the classes). The dean and coordinator for quality assurance of the home faculty shall have access to the evaluation of all didactic classes conducted by a person employed at this faculty.

#### Article 5

1. The measurement results of the evaluation of didactic classes shall be prepared according to a uniform formula.
2. Based on the data referred to in section 1, improvement activities shall be undertaken at the scale of the University, faculties and university teaching units

#### Article 6

1. Assessments made by students and participants of postgraduate studies support deans and faculty coordinators for quality assurance in making decisions about improvement activities.
2. The dean of the faculty shall provide information about the survey results to the heads of departments once a year.

### Article 7

The procedure of evaluation of didactic classes shall be carried out in accordance with the process map and instructions available on the website [www.jakosc.umk.pl](http://www.jakosc.umk.pl) according to the following schedule:

<b>Entity in charge</b>	<b>Task</b>	<b>Completion date and provider</b>
Competent vice-rector for education	A letter to the deans/directors of units with a request to verify the correctness of the assignment of lecturers to didactic classes in the University Studies Service System (USOS)/University Finance Integration System (UFI).	until 15 October
Dean of the Faculty/Director of the Unit	Verification of the correctness of the assignment of lecturers to teaching classes in USOS/UFI.	deans' offices in the Toruń part (departments in the Bydgoszcz part)/ secretariats of university teaching units: until October 25
Department of Education (Toruń and Bydgoszcz)	Verification of the correctness of assignment of lecturers by faculties and units to didactic classes in USOS/UFI and forwarding comments to faculties/units.	from 26 October to 5 January (1st semester), from 15 March to 14 May (2nd semester)
Dean of the Faculty/Director of the Unit	Re-verification of the correctness of the assignment of lecturers to teaching classes in USOS/UFI.	Dean's offices in the Toruń part (departments in the Bydgoszcz part)/ secretariats of university teaching units: January 6-15 (1st semester), May 15-30 (2nd semester)
Dean of the Faculty/Director of the Unit	A letter to the vice-rector for education with information about the readiness to start OZD (for the information of the Department of Education in Toruń).	10 days before the end of classes
Competent vice-rector for education	Application to the Department of Education (Toruń) starting OZD.	one week before the end of classes
Department of Education - Toruń	Message to UCI with an order to start OZD	one week before the end of classes
University Centre for IT Services	Opening the survey	one week before the end of classes
Department of Promotion and Communication	Posting information about starting OZD in appropriate communication channels and sending messages to students, employees, coordinators and student governments.	in the last week of didactic classes in the semester
Department of Promotion and Communication	Posting information reminding about OZD in appropriate communication channels and sending messages to students, coordinators and student governments.	mid-February (winter semester courses), last week of June and mid-September (all courses)
University Centre for IT Services	Closing the survey and transferring the data to the analyst in the Department of Education (Toruń).	30 September

Analyst in the Department of Education (Toruń)	Preparation of OZD results for departments/units on the portal.	until 25 October
Department of Education (Toruń)	Message to the coordinators of the Faculty/Unit for Quality Assurance with a request to prepare reports.	until 25 October
Coordinator of the Faculty/Unit for Quality Assurance	Preparing a preliminary report	until 20 November
Faculty/Unit Council for Quality Assurance	Developing recommendations at a meeting of the Faculty/Unit Council for Quality Assurance	until 20 December
Dean of the Faculty/Director of the Unit	Developing improvement activities and a schedule for their implementation together with the Faculty/Unit coordinator for Quality Assurance.	until 20 December
(at faculties) Dean's council	Giving opinions on improvement activities and their implementation schedule.	until 20 December
Dean of the Faculty/Director of the Unit	Signing the schedule of improvement activities implementation.	until 20 December
Coordinator of the Faculty/Unit for Quality Assurance	Sending the final report and schedule of improvement activities implementation (in the form of one document) to the Department of Education (Toruń).	until 20 December
Coordinator of the Faculty/Unit for Quality Assurance	Posting a report containing the schedule of improvement activities on the unit's website and sending a link to the report to students and employees by e-mail.	until 22 December
Department of Education (Toruń)	Posting reports with schedules for implementing improvement activities in the report zone on the website <a href="http://jakosc.umk.pl">jakosc.umk.pl</a> .	until 22 December
University Council for Quality Assurance (URdsJK)	Analysis of the reports and development of recommendations.	until 15 January
Dean of the Faculty together with the Faculty Coordinator for Quality Assurance	Organizing a meeting on OZD for student representatives and interested students.	until the end of January
University Council for Quality Assurance (URdsJK)	Submitting recommendations to the rector and the Department of Education in Toruń.	until the end of January
Rector	Preparation of a message for the academic community in connection with the recommendations of URdsJK.	until the end of February
Department of Education (Toruń)	Posting the rector's announcement for the academic community along with the recommendations of URdsJK on the website <a href="http://jakosc.umk.pl">jakosc.umk.pl</a> .	until the end of February
Department of Promotion and Communication	Posting the rector's announcement along with the recommendations of URdsJK on the NCU website and Facebook channel and sending them to the academic community in the newsletter.	until the end of February

#### Article 8

1. The rector shall incorporate the recommendations of the University Council for Quality Assurance into improvement activities in the University management process.
2. The rector shall respond to the recommendations of the University Council for Quality Assurance in the forum of the University Senate and Rector's Council.

Article 9

The University Council for Quality Assurance shall review the validity of the teaching evaluation procedure once a year.

Article 10

Templates of forms for the implementation and documentation of the process of evaluation of teaching classes shall be established, constituting annexes to this order:

- 1) map of the teaching evaluation process - Annex No. 1;
- 2) questionnaire for the evaluation of didactic classes - Annex No. 2;
- 3) template of the teaching evaluation report – Annex No. 3.

Article 11

Order No. 255 of the NCU Rector of Nicolaus Copernicus University in Toruń of 18 November 2020 on the procedure of evaluation of didactic classes at Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2020, item 413 as amended) shall be repealed.

Article 12

The order becomes effective as of 24 October 2023.

**R E C T O R**

**prof. dr hab. Andrzej Sokala**