



BIULETYN PRAWNY
UNIwersYTETU MIKOŁAJA KOPERNIKA W TORUNIU

Rok 2020; poz. 285

DECREE No. 167

by the Rector of Nicolaus Copernicus University in Toruń

of 1 September 2020

on improvement of education at Nicolaus Copernicus University in Toruń

Under § 127 section 3 of the resolution No. 37 by the Senate of NCU of 16 April 2019 Statute of Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019, item 120 as amended) and § 3 section 2 of the resolution No. 140 by the Senate of Nicolaus Copernicus University in Toruń of 29 October 2019 on the Internal Quality Assurance and Work Organisation System at Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019, item 360)

it is provided, as follows:

§ 1

The aim of the decree is to create regulations that will improve the quality of teaching at Nicolaus Copernicus University in Toruń, hereinafter referred to as "the University", by eliminating weaknesses, using the potential for improvement, and promoting good practices in didactic and organisational work.

§ 2

Measures aimed at improving the quality of teaching involve matters related to:

- 1) issuing recommendations resulting from qualitative evaluations conducted at the University and monitoring their implementation;
- 2) implementing the recommendations of the Polish Accreditation Committee;
- 3) implementation of proposals for improvement-oriented.

§ 3

1. Acting on the basis of the results of the evaluations of the quality assurance conducted at the University: evaluation of the didactic classes, research on the professional careers of the graduates, identification of the expectations of students, studies of the satisfaction of students and employees and the results of the auditing of didactic classes, the Vice-Rector for Education, together with the University Council in charge of Quality Assurance issues recommendations for further improvement of the quality assurance at the University. The recommendations are published on the University's website.

2. Acting on the basis of the results of the studies on the quality assurance conducted at the University: evaluation of didactic classes, studies on the professional careers of graduates, identification of students' expectations, research on the satisfaction of students and employees and the evaluations of the didactic classes, Deans of faculties, along with faculty organs in charge of the quality assurance make recommendations for the further improvement of the quality assurance at the faculties.
3. Studies of the quality assurance referred to in sections 1 and 2 are regulated by separate regulations.

§ 4

Corrective and improvement-oriented measures resulting from the remarks and recommendations of the Polish Accreditation Committee are implemented according to the schedule of accreditation procedures and monitored by faculty coordinators in charge of the quality assurance.

§ 5

1. University employees, students and participants of post-doctoral studies may submit proposals of improvement-oriented measures, based on their own observations and experiences, reports concerning internal evaluations and the results of auditing by the Polish Accreditation Committee.
2. Applications are submitted via “Card of improvement-oriented measures”, available after logging into the University’s website. The application is referred to the Department of Education.

§ 6

The realization of the procedure of submitting a proposal of improvement of the quality assurance is conducted according to the following schedule:

No.	SUBJECT RESPONSIBLE	TASK	DATE OF EXECUTION
Submitting proposals of improvement-oriented measures			
1.	University employees, students, participants of postgraduate studies	Submitting a proposal for improvement or reporting a problem which needs dealing with- via the application form on the University’s website.	all year
2.	Department of Education	Receiving applications. Referring applications to the Vice-Rector for Education	immediately
3.	Vice-Rector for Education	Making a decision to process the application. Referring the matter, depending on relevance to: faculty coordinator in charge of the quality	immediately

		assurance/chancellor/head of the relevant University unit/Head of the University Council in charge of the Quality Assurance.	
4.	Department of Education	Providing feedback to the applicant. Entering the report into the register of improvement-oriented measures.	immediately
5.	Faculty coordinator in charge of the quality assurance/chancellor/head of the relevant / University unit/Head of the University Council in charge of the Quality Assurance	Making a decision to process the application	immediately
Implementation of improvement-oriented measures			
1.	Faculty coordinator in charge of the quality assurance /chancellor/head of the relevant / University unit/Head of the University Council in charge of the Quality Assurance	<p>Implementation of improvement-oriented measures at the level of the University or a University unit by:</p> <ul style="list-style-type: none"> - setting up a plan for the implementation of improving activities, - allocating the resources necessary for their implementation, - setting the date of implementation - assigning the persons responsible for their implementation. <p>Supervision and control over the implementation of improvement-oriented measures</p> <p>Filling in the card of improvement-oriented measures/referring the information about the implementation of improvement-oriented measures to the Department of Education.</p>	<p>immediately</p> <p>when necessary</p> <p>after undertaking improvement-oriented measures (referring information within a month, regardless of the state of implementation)</p>
2.	Department of Education	Keeping a record of improvement activities on the basis of received information and monitoring the implementation of improvement-oriented measures.	all year
3.	Department of Education	Referring a summary to Vice-Rector for Education/ University Council in charge of the Quality Assurance. The summary includes a complete registry of improvement-oriented measures along with appendices in the form of cards of improvement-oriented measures.	once a year, before the meeting of the University Council

4.	Vice-Rector for Education – along with the University Council in charge of the Quality Assurance	Evaluation of the level of implementation of improvement-oriented measures from the previous year and their effectiveness - preparing a summary based on the register of improvement-oriented measures. Submitting a summary to the University authorities. Publication of the summary at the University's website.	once a year
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§ 7

Faculties implement improvement-oriented measures based on faculty systems of ensuring the quality assurance.

§ 8

1. University Council in charge of the Quality Assurance, once a year, conducts a review of the relevance of the procedure of improving the quality assurance at the University.
2. Supervision over the appropriateness of the processes of improving the quality assurance is executed by Vice-Rector for Education.

§ 9

The following models of forms related to implementation and documenting the process of quality improvement are created, as appendices to the decree:

- 1) card of improvement-oriented measures – Appendix no. 1;
- 2) registry of improvement-oriented measures– Appendix no. 2.

§ 10

Decree No. 126 by the Rector of Nicolaus Copernicus University of 29 September 2015 measures for improving the quality of functioning of Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2015, item 284) is hereby repealed.

§ 11

The decree comes into force on 1 September 2020.

RECTOR

Professor Andrzej Sokala, PhD