



BIULETYN PRAWNY
UNIwersYTETU MIKOŁAJA KOPERNIKA W TORUNIU

Rok 2019; poz. 438

DECREE No. 204

by the Rector of Nicolaus Copernicus University in Toruń

of 31 December 2019

on the procedure of auditing didactic classes 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) and § 3 section 2 and § 4 section 5 of 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 purpose of the procedure of auditing of didactic classes at Nicolaus Copernicus University in Toruń, hereinafter referred to as the University, is to introduce regulations concerning the management and coordination of the process of evaluation and supervision of the substantive realization of teaching duties by academic teachers and other lecturers, in order to improve the offer in the context of the quality assurance and work organization system at the University and to use the results of this evaluation during the periodic evaluation of academic teachers and evaluation of the education process.

§ 2

1. Auditing is conducted in relation to all didactic classes conducted at individual University faculties and at university teaching units within the framework of first-degree studies, second-degree studies, long-cycle Master's degree programs and post-graduate studies.
2. Auditing is conducted for all academic teachers and other persons in charge of didactic classes referred to in section 1.

§ 3

1. The classes taught by an academic teacher should be audited at least once in the period between the periodical evaluation of the academic teacher.
2. The classes taught by academic teachers and other persons in their first year of employment at the University should be audited for the first time no later than during the first semester of teaching.

§ 4

1. Auditing of didactic classes is conducted by academic teachers designated by the Dean.
2. Faculty coordinator in charge of quality assurance informs the auditors about the course of auditing classes.
3. Every time the decree makes a reference to:
 - 1) faculty coordinator in charge of quality assurance and faculty council in charge of quality assurance, it shall mean the coordinator in charge of quality assurance and the council in charge of quality assurance in a university didactic unit, respectively;
 - 2) dean, it shall refer to the head of a relevant University didactic unit,
 - 3) Dean's office employee, it shall mean an employee of the Secretary office of a relevant university didactic unit.

§ 5

1. The audition of lectures involves in particular the evaluations of the following factors:
 - 1) giving the lecture in accordance with the schedule;
 - 2) organisation of the lecture;
 - 3) substantive and methodological level of the lecture;
 - 4) compatibility of the lecture's contents with the study program, including the assumed learning outcomes for a given subject;
 - 5) assessment of the means to verify the accomplishment of learning objectives;
 - 6) ability to engage students;
 - 7) atmosphere of the lecture.
2. The model of the protocol of lecture audition is provided in Appendix no. 1 to this decree.

§ 6

1. The audition of practical classes, including tutorials, seminars and laboratories, involves in particular:
 - 1) teaching the classes in accordance with the schedule;
 - 2) organization of classes;
 - 3) substantive and methodological level of the classes;
 - 4) compatibility of the classes' contents with the study program, including the assumed learning outcomes for a given subject;
 - 5) assessment of the means to verify the accomplishment of learning objectives;
 - 6) atmosphere of the classes.
2. The model of the protocol of auditing didactic classes mentioned in section 1 is provided in Appendix 2 to this decree.

§ 7

1. The audited teacher and relevant Dean's office employee are informed about the date of the auditing directly before the audited classes.
2. The Dean's Office employee prepares the documents necessary to carry out the auditing, including the syllabus of the subject and the form of the auditing protocol in paper and electronic form.

§ 8

1. After the conducted auditing the auditor fills in the protocol in the electronic form, presenting it for inspection to the audited teacher, discussing the contents when necessary.
2. The audited teacher may attach a written comment to the protocol. In case of receiving the negative grade, the comment is obligatory.
3. The printed version of the document signed by the auditor and the audited teacher is relayed to the head of relevant evaluating commission, and after being used for the purpose of the employee's periodical evaluation, it is included into their personal records.
4. The protocol in its digital version is referred to the faculty coordinator in charge of quality assurance for the purpose of formulating proposals for improvements of didactic classes and its proper storage.

§ 9

1. The Dean, with the help of faculty coordinator in charge of quality of assurance supervises the auditing procedure at the faculty and- based on an analysis of auditing protocols- presents its results and recommendations for further improvement of quality of assurance at the faculty, devised in cooperation with the faculty council in charge of quality of assurance and the Dean's Committee.
2. The results of analysis and recommendations mentioned in section 1 are presented by the Dean to Vice-Rector for Education.
3. University Council in charge of Quality Assurance conducts a review of the relevance of the procedure of auditing didactic classes at the University once a year.

§ 10

Decree No. 145 by the Rector of Nicolaus Copernicus University of 2 November 2015 on the procedure of auditing didactic classes at Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2015, item 321) is hereby repealed.

§ 11

The decree comes into force on 31 December 2019.

R E C T O R

Professor Andrzej Tretyn, PhD