



**BIULETYN PRAWNY**  
**UNIwersytetu Mikołaja Kopernika w Toruniu**

**Rok 2019; poz. 439**

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**DECREE No. 205**

**by the Rector of Nicolaus Copernicus University in Toruń**

of 31 December 2019

**on the procedure of monitoring professional careers of graduates of Nicolaus  
Copernicus University in Toruń**

Under § 127 section 2 of the Statute of Nicolaus Copernicus University in Toruń of 16 April 2019 (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 aim of the procedure of monitoring the careers of graduates is to introduce regulations concerning the implementation of the monitoring of the professional careers of graduates and to use its results to improve the quality of education at Nicolaus Copernicus University in Toruń, hereinafter referred to as University under Internal Quality Assurance and Work Organisation System.

§ 2

1. The procedure involves the collection of data to improve the performance of the faculties responsible for education.
2. Improving quality based on the monitoring of the careers of graduates takes place by providing internal stakeholders with information increasing the effectiveness of the implemented activities in the field of cooperation with the socio-economic environment.
3. The information mentioned in section 1, is meant to allow for:
  - 1) comparison of the assumed learning outcomes with preparation for actual tasks performed by working graduates
  - 2) adapting study programs to the needs of the labor market.
4. The faculties in charge of education are obliged to use the information received in the process of creating new study programs and their modifications.

§ 3

The participants of survey are 1st degree students, 2nd degree students and students of long-cycle Master's degree programs.

#### § 4

Whenever the decree refers to:

- 1) graduate – it shall mean a person who completed 1st degree study program, 2nd degree study program, or a long-cycle Master's degree program, according to the University's study regulations;
- 2) monitoring six months after graduation– it shall mean a survey conducted annually, during which a graduate's situation half a year after graduation is analyzed;
- 3) monitoring 3-4 years after graduation– it shall mean a survey conducted every 2 years during which a graduate's situation 3-4 years after graduation is analyzed;
- 4) professional career (professional whereabouts) – it shall mean the professional situation experienced by a graduate while being surveyed, defined primarily by the following factors:
  - a) work,
  - b) education,
  - c) running a company,
  - d) running a farm,
  - e) unpaid work – unpaid apprenticeship, work placement, household duties, childcare, voluntary work etc.,
  - f) law apprenticeship,
  - g) medical post-graduate internship,
  - h) being unemployed – not being involved in any of the activities mentioned in points a-g).

#### § 5

Students, at the moment of graduation, voluntarily agree to participation in the survey:

- 1) in Toruń part – via electronic clearance slip,
- 2) in Bydgoszcz part – directly at the Department of Vocational Promotion of Students and Graduates of Collegium Medicum.

#### § 6

The monitoring of graduates' careers is carried out six months after graduation and three or four years after graduation, according to the following schedule

:

No.	Subject responsible	Task	Date of execution
1.	<b>Heads of Dean's Secretary Offices / University IT Center/Personal Data Protection Inspector</b>	Obtaining students' consent to participation in the survey (electronic clearance slip/student's written consent).	Student's graduation

2a.	<b>Department of Vocational Promotion of Students and Graduates of NCU</b>	Sending “6 months after” questionnaires, contacting participants of the monitoring.	First day of the month 6 months after student’s graduation
2b.	<b>Department of Vocational Promotion of Students and Graduates of NCU</b>	Sending “3-4 years after” questionnaires, contacting participants of the monitoring. (the study takes place every two years and includes graduates who completed their studies 3-4 years before).	between 1 November and 31 May (every two years)
3.	<b>Analysts</b>	Collecting data – preliminary reports.	till 30 June
4.	<b>Department for Education</b>	Relaying preliminary reports to faculty coordinators in charge of quality of education/ faculty deans.	till 10 July
5.	<b>Faculty coordinator in charge of quality of education</b>	Creating a report – describing the survey results based on preliminary report. Defining the areas in need of improvement, after consulting relevant unit in charge of creating a particular study program: – comparing the results to previous periods, – analyzing the findings in the context of implemented improvement-oriented measures, – providing conclusions which serve as a basis for implementation of improvement-oriented measures. Presenting the report to faculty council in charge of quality of education.	10 July - 15 October
	<b>Faculty council in charge of quality of education</b>	Giving recommendations for quality improvement at the level of a particular department. The recommendations are complementary to the report prepared by the faculty coordinator in charge of quality of education. Publishing an abridged report with recommendations on the faculty's website.	till 15 October
6.	<b>Faculty coordinator in charge of quality of</b>	Presenting the full report (along with recommendations) to Vice-Rector for Education/ University Council in charge of	till 20 October

	<b>education /Dean</b>	Quality of Education	
7.	<b>University Council in charge of Quality of Education</b>	Analysis of faculty reports and proposed recommendations - creation of a summary list with good practices in terms of improvement-oriented activities.	till 30 November
8.	<b>University Council in charge of Quality of Education / Vice-Rector for Education</b>	Publishing a summary report with recommendations on the University's website.	till 10 December

§ 7

University Council for Quality of Education reviews the procedure of monitoring graduates' careers once a year.

§ 8

The following models of forms related to implementation and documenting the process of monitoring graduates' professional careers are created, as appendices to the decree:

- 1) list of issues included in the survey 6 months after graduation– appendix no. 1;
- 2) list of issues included in the survey 3-4 years after graduation– appendix no. 2
- 3) extent of preliminary report 6 months after graduation- appendix no 3;
- 4) extent of preliminary report 3-4 years after graduation- appendix no 4.

§ 9

The following are hereby repealed:

- 1) decree No. 103 by the Rector of NCU of 5 July 2016 on the procedure of monitoring professional careers of graduates of Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2016, item 273),
- 2) decree No. 28 by the Rector of NCU of 11 March 2013 on declarations submitted by Nicolaus Copernicus University in Toruń graduates for the purpose of monitoring their professional careers (NCU Legal Bulletin, No. 2, item 59).

§ 10

The decree comes into force on 31 December 2019 .

**R E C T O R**

**Professor Andrzej Tretyn, PhD**