



BIULETYN PRAWNY
UNIwersYTETU MIKOŁAJA KOPERNIKA W TORUNIU

Rok 2020; poz. 378

DECREE No. 235

by the Rector of Nicolaus Copernicus University in Toruń

of 27 October 2020

on the procedure of identifying students' expectations and the evaluation of the level of their fulfillment 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 NCU 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 is to identify the expectations of students and to evaluate the level of their fulfillment at Nicolaus Copernicus University in Toruń, hereinafter referred to as „University”, and later use the results of the evaluation for the purpose of improving quality assurance and work organisation at the University.

§ 2

1. The subject of the procedure is analysis of data obtained on entry and on exit, referred to in § 1.
2. Participants of on entry and on exit survey are 1st degree students, 2nd degree students and students of long-cycle Masters Degree Program.
3. During the on entry survey the students define their own expectations in relation to the studies they are starting.
4. During the on exit survey- after graduation- students state to what extent their expectations have been fulfilled and evaluate the achieved results, namely an increase in their level of knowledge and skills from the moment of starting studies to graduation.

§ 3

1. The data collection process is initiated twice:
 - 1) On entry survey- it is voluntary and takes place after acquiring the status of student in accordance with the study Regulations, after logging into Work Safety Regulations course at the University platform;

- 2) On exit survey – it is voluntary and takes place after graduation in accordance with the study Regulations. It is connected with monitoring professional careers of graduates.
2. The procedure of identifying students' expectations and assessment of the level of their fulfillment is carried out according to the schedule specified in Appendix 1 to the decree.
3. The period of collecting data necessary to prepare reports will last from one and a half to six years. Reports will be created for a specific graduation year.
4. The survey results are processed and later used for the purpose of improving the didactic offer in the context of quality assurance and work organisation at the University.

§ 4

1. Based on a statistical processing of the obtained data analysts shall formulate preliminary reports in the form of collected tables and graphs, and hand them over to the Department for Education, which will provide them to the Vice-Rector for Education, the head of University Council in charge of Quality Assurance, faculty deans and faculty coordinators in charge of quality assurance.
2. Each 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, respectively, coordinator in charge of quality assurance and council in charge of quality assurance in a university didactic unit;
 - 2) Dean, it shall mean the head of a university didactic unit.

§ 5

1. Vice-Rector for Education supervises the process of identifying students' expectations in relation to the University's offer, and the level of fulfillment of those expectations during their studies, as well as supports the realization of tasks resulting from this decree.
2. The Dean supports the realization of tasks resulting from this decree at the faculty level and is responsible for publishing an abridged version of the report on the faculty's website and informing staff and students about it.

§ 6

Faculty coordinators in charge of quality assurance conduct a detailed analysis of preliminary reports and along with faculty councils in charge of quality assurance prepare the final versions of reports, including recommendations concerning the elements surveyed, and hand them over to Vice-Rector for Education, University Council in charge of Quality Assurance and the deans.

§ 7

1. The assessments made by students serve as support for decisions made by the University's or faculties' relevant bodies concerning improvement-oriented action.
2. Improvement-oriented action may be implemented in relation to the University, faculties or other units.

§ 8

University Council in charge of Quality Assurance reviews the procedure of identifying students' expectations and the level of their fulfillment on an annual basis.

§ 9

The following models of forms related to implementation and documenting the process of identifying students' expectations and evaluation of the level of their fulfillment are created, as appendices to the decree:

- 1) Questionnaire survey of expectations of students who are starting their studies at the University (on entry survey)- appendix No. 2;
- 2) Range of questions about the level of fulfillment of University students' expectations (on exit survey)- appendix No. 3;
- 3) Model of report – appendix No. 4.

§ 10

Decree No. 198 by the Rector of NCU of 16 October 2014 on the procedure of identifying the needs of students, doctoral students and participants of post-graduate courses and the assessment of the level of their fulfillment at Nicolaus Copernicus University in Toruń (NCU Legal Bulletin No. 4, item 383) is hereby repealed.

§ 11

The decree comes into force on 27 October 2020.

R E C T O R

Professor Andrzej Sokala, PhD