



BIULETYN PRAWNY
UNIwersYTETU MIKOŁAJA KOPERNIKA W TORUNIU

Rok 2020; poz. 413

DECREE No. 255

by the 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

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 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 evaluation of didactic classes is to introduce regulations concerning the evaluation of didactic classes and to use its results to improve the quality of education. at Nicolaus Copernicus University in Toruń, hereinafter referred to as University under the Internal Quality Assurance and Work Organisation System at Nicolaus Copernicus University in Toruń, hereinafter referred to as “University”.

§ 2

1. Evaluation of didactic classes is aimed at monitoring the quality of didactic classes taught at the University.
2. Collected and processed results, as an element of the system of evaluation of the University’s teaching staff (didactic staff, research-didactic staff and persons teaching under civil law contracts), serve as a basis for implementation of solutions facilitating improvement in the quality of teaching.
3. Feedback from student and participants of post-graduate studies allows for identification of strengths and weaknesses of the didactic process and will be used for ensuring more efficient management of the University’s didactic offer.
4. Whenever the decree makes a reference to:
 - 1) faculty coordinator 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’s didactic unit, respectively;
 - 2) the Dean, it shall mean the head of a relevant University didactic unit.

§ 3

1. The procedure involves the collection of data to improve the quality of didactic process conducted by the University.
2. The factors undergoing evaluation are contents of classes and the manner of teaching them.
3. All classes taught as a part of study program undergo the evaluation.
4. The start of data collection takes place twice during every academic year, a week before finishing the classes in the winter and summer semester. Data collection concerning classes in both semesters lasts until 15 October of each academic year.

§ 4

1. Participation in the study involves filling in a survey questionnaire available after logging into USOS platform.
2. The study is anonymous and no data allowing for identification of students and participants of post-graduate studies is collected.
3. Each participant of the survey may formulate own comments concerning the evaluated classes.

§ 5

1. The survey results are processed according to a uniform report model generated for the University, faculty or a University didactic unit, subject or a teacher, respectively.
2. Based on the data referred to in section 1, improvement-oriented measures will be implemented, at the University, faculty or University didactic units' level, respectively.

§ 6

Evaluations made by students and participants of post-graduate studies assist deans and faculty coordinators in charge of quality assurance in making decisions concerning improvement-oriented measures.

§ 7

Evaluation of didactic classes is conducted according to the following schedule:

No.	SUBJECT RESPONSIBLE	TASK	DATE OF IMPLEMENTATION
1.	University IT Center	Launching a survey at the request of Vice-Rector for Education Closing the survey. Storing the data Publishing in USOS individual feedback for teachers	A week before finishing the classes in a given semester 15 October

		Relaying the collected data to analyst.	by 20 October
2.	Analyst	Preparation of preliminary reports: a) general for the whole University, b) detailed reports for faculties and other units Publication of preliminary reports on a dedicated portal.	by 10 November
3.	Department of Education	Spreading information about preparation and publication of preliminary reports by sending e-mails to University staff and students.	by 20 November
4.	Faculty coordinator in charge of quality assurance along Faculty Council in charge of Quality Assurance	Preparing the report and relaying it to the Dean (head of a University's didactic unit) with reference to the following structure <ul style="list-style-type: none"> • information on the condition of implementing the recommendations (improvements) declared in the report from the previous year along with the results of their implementation; • comparison of the obtained survey results with the results of three previous surveys; • description of basic problems which require corrective measures (improvements); • list of recommended improvement-oriented measures 	by 15 December
5.	Dean	Defining the list of improvement-oriented measures meant for implementation in the subsequent academic year.	by 31 December

		previous year and the set of recommendations meant for implementation in the subsequent academic year.	
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§ 8

University Council for Quality Assurance reviews the procedure of evaluation of didactic classes once a year.

§ 9

The following models of forms related to implementation and documenting the process of evaluation of didactic classes are created, as appendices to the decree:

- 1) questionnaire of evaluation of didactic classes– appendix no. 1;
- 2) extent of preliminary report for the University– appendix no. 2;
- 3) extent of preliminary report for a faculty– appendix no. 3.

§ 10

Decree No. 206 by the Rector of Nicolaus Copernicus University of 31 December 2019 on the procedure of evaluation of didactic classes at Nicolaus Copernicus University in Toruń (NCU Legal Bulletin of 2019, item 440 as amended) is hereby repealed.

§ 11

The decree comes into force on 18 November 2020.

R E C T O R

professor Andrzej Sokala, PhD