

Scope, tasks and tools The University's Educational Quality Assurance System

1. University Education Quality Assurance System functioning at the Agricultural University of Hugo Kołłątaj in Kraków, hereinafter referred to as USZJK or the System, covers all levels of university education:
 - 1) first and second cycle programmes;
 - 2) long-cycle Master's degree programme;
 - 3) postgraduate studies;
 - 4) education of doctoral students.
2. The main task of USZJK is to monitor and assess the quality of education of students, doctoral students and postgraduate students, based on the evaluation of the level of achievement of the assumed learning outcomes and the relationship of these effects with the needs of society and the economy, as well as the assessment of the impact of factors determining the course of education on the achievement of these effects. Conclusions from the analysis of the results of internal monitoring and evaluation constitute the basis for the improvement of all aspects of education as well as the design and implementation of new solutions in the field of process management, with particular emphasis on the high effectiveness of the System itself. USZJK covers all activities that enable the fulfillment of all national education quality standards, and also takes into account good international practices. For the purposes of assessing compliance with the education quality indicators, the University collects, processes and analyzes information and data obtained from internal and external participants of the USZJK.
3. At the University, the President of the University is responsible for the organization and supervision of the education process and for the quality of education.
4. USZJK meets the requirements of generally applicable standards and quality systems, and its operation is constantly improved, in accordance with the PDCA cycle (fig.), where:
 - 1) P (*Plan*) means "planning" - consisting in a comprehensive assessment of the baseline and formulating goals, as well as determining the methods and tools to achieve these goals, meeting the requirements of high-quality education;
 - 2) D (*Do*) means "execution" - consisting in the implementation of plans, in accordance with the adopted assumptions;
 - 3) C (*Check*) means "checking" - consisting in monitoring the actions taken and comparing the obtained results with those assumed in the plan, and in the case of observing deviations, establishing corrective actions appropriate to the situation;
 - 4) A (*Act*) means "action" - consisting in taking actions aimed at continuous improvement



of implemented processes and their inclusion in the next plan.

5. The functioning of the USZJK is based on the feedback leading to self-improvement. For this reason, all activities of the System are subject to continuous improvement and require a lot of commitment from the entire University community to the implementation of its tasks. A particularly important element of the improvement of USZJK is the feedback between the results of process evaluation and system monitoring and measures to improve study and education programs and the processes of their implementation, taking into account the quality assurance of human resources, didactic infrastructure and the social and living conditions of students and doctoral students.

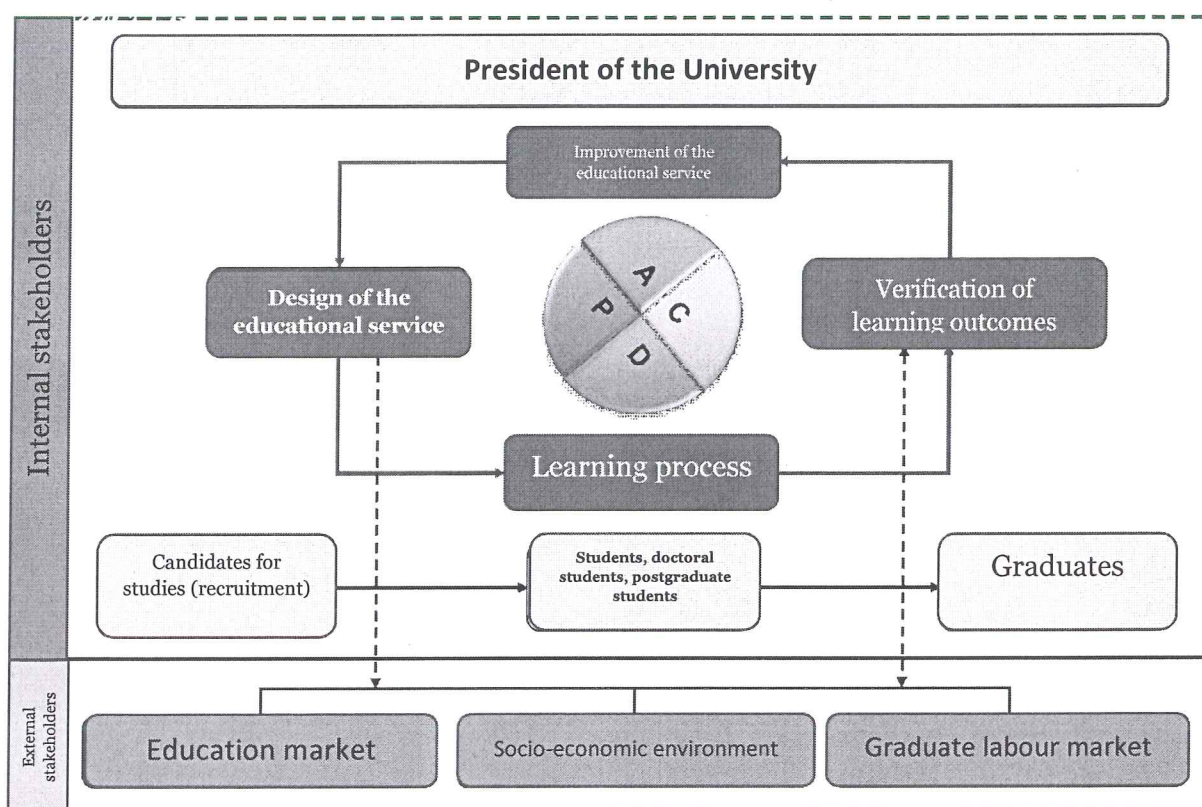
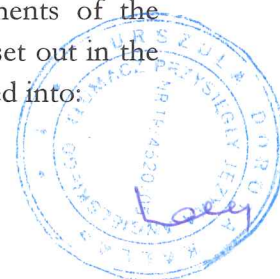


Fig. Schematic diagram of the University Education Quality Assurance System

6. The system's connections involve all internal stakeholders, in particular the University's employees, who are aware of the dangers resulting from the lack of care for the quality of education. As a consequence, the education processes are subject to continuous and systematic improvement, which motivates employees to improvement activities.
7. In the structure of USZJK, at each level of its operation, external stakeholders play a very important role, supporting the University in initiating and implementing improvement activities in the area of education, research and innovation, which allows for adapting system solutions to the dynamic socio-economic changes in the 21st century.
8. Appropriate tools and methods, indicated and described in detailed documents of the University Education Quality Assurance System, are used to achieve the goals set out in the Education Quality Policy. One of them are USZJK procedures, which are divided into:
 - 1) general;



- 2) departmental;
 - 3) Doctoral School
9. They have a standardized form and structure, a common coding system, and a described development, update and improvement mode.
 10. General procedures present uniform rules, procedures, rights and responsibilities at the University level, and, if required, also forms in the form of attachments. The President of the University's Plenipotentiary for the quality of education and the President of the University's Committee for the quality of education are responsible for developing, updating and improving general procedures. USZJK operates in accordance with the specificity of the doctoral school and each faculty, including university-wide units entrusted with running a major and postgraduate studies. This means that general procedures can be supplemented with additional documents, the task of which is to detail or supplement a given process in the unit. The Dean's Plenipotentiary for the quality of education and the Director's Plenipotentiary for the quality of education, together with the relevant committee, are respectively responsible for developing, updating and improving the procedures of the faculty and the doctoral school.
 11. Effective communication is an important issue for the proper functioning of the University Education Quality Assurance System. The university takes particular care to ensure that the provisions in the procedures are understandable to their users, therefore they are implemented after consultations with internal stakeholders. They also have the right, at any time, to submit requests regarding the need for changes to the existing documents of the USZJK. Such activities build and strengthen the culture of quality and the awareness of each member of the academic community of the University as to its importance for the quality of education and impact on the improvement of the System.
 12. USZJK is used to assess the conditions for the implementation and quality of the didactic process and to eliminate possible phenomena and undesirable situations. Based on the analysis of data obtained from various sources (including questionnaires, hospitalization protocols, examination protocols, reviews of study conditions), the University determines the effectiveness of the System at various levels of its functioning and indicates improvement actions.
 13. The activities undertaken in a given academic year to ensure and improve the quality of education are described in the annual report:
 - 1) self-assessment of the quality of education at the faculty, prepared by the Dean's Plenipotentiary for the quality of education together with the committee he chairs;
 - 2) self-assessment of the quality of education at the Doctoral School, prepared by the Plenipotentiary of the Director of the doctoral school for the quality of education, together with the committee he chairs;
 - 3) self-assessment of the functioning of the University Education Quality Assurance System on the University scale, prepared on the basis of information from self-assessment reports from individual units, by the President of the University's Plenipotentiary for Education Quality together with the President of the University's Committee for Education Quality and the Vice-President of the University for Education.
 14. Annual self-assessment reports, referred to in point 13 of the ECP (PPK) 1 and 2, are prepared according to a uniform pattern specified by the President of the University's order. Plenipotentiaries at faculties and at the Doctoral School, in December each year, submit reports



to the Dean or the Director of the Doctoral School, respectively, and submit them for opinion at a meeting of the Faculty College or Doctoral School Council. The President of the University's Plenipotentiary for the quality of education presents the report referred to in item 13 ECP (PPK) 3, at a session of the Senate. This report verifies whether the obligations specified in the legal acts are properly performed. The conclusions of the report and the Senate's opinion oblige the President of the University to define and implement any improvement actions, the implementation of which is entrusted to the relevant participants of the USZJK.

15. Information on the principles of operation of USZJK, including in particular the organizational structure, procedures and good practices, are published on the websites of the University, faculties and doctoral school. As part of the USZJK activity, they are periodically reviewed for availability, completeness and topicality. Moreover, the most important documents of the System are successively translated into English in order to increase the level of internationalization.

I, the undersigned, Urszula Dorota Kallas, sworn translator of English and French entered to the list of sworn translators kept by the Ministry of Justice of the Republic of Poland under no. TP/4520/05, certify that this is true and complete translation of the original document presented to me.

Warsaw, dated 17 December 2021; Repertory 1397/2021

