

**Order no. 231/2021**  
**of the Rector of the University of Rzeszów**  
**of December 6, 2021**  
**on detailed tasks of the Internal Quality Assurance System**  
**of Education at the Doctoral School at the University of Rzeszów**

On the basis of § 7 of Resolution No. 508/11/2019 of the UR Senate of 28 November 2019 on the functioning of the Internal System for Quality Assurance of Education at the University of Rzeszów (as amended), it is ordered as follows:

§ 1

1. The terms used in this Order are defined as follows:

- 1) The UR or the university – the University of Rzeszów;
- 2) the UR Doctoral School – the Doctoral School at the University of Rzeszów;
- 3) the Head of the UR Doctoral School – the Head of the Doctoral School at the University of Rzeszów;
- 4) the Doctoral School Board – the Doctoral School Board at the University of Rzeszów;
- 5) IQASEDS – the Internal Quality Assurance System of Education at the Doctoral School at the University of Rzeszów;
- 6) VU - the Virtual University online system integrated with the University Dean's Office system, by means of which information related to the course of study of a doctoral student is collected;
- 7) UIC – the University Informatisation Centre.

§ 2

The main areas of activity of IQASEDS are:

1. evaluation of the educational process,
2. evaluation of the conditions of education
3. improvement of the quality of education.

§ 3

The content scope of IQASEDS refers to all stages and aspects of the educational process, and in particular to:

1. all forms of verifying the learning outcomes achieved by the doctoral student in terms of knowledge, skills and social competences,
2. assessments performed by doctoral students
3. activities aimed at improving the educational programme.

#### §4

1. IQASEDS is implemented on a continuous basis by the Board of the UR Doctoral School.
2. The authority of the UR Doctoral School Board with regard to IQASEDS concerns in particular the evaluation of:
  - 1) the relevance of the learning outcomes defined in the educational programme to the learning outcomes for qualifications at the PQR level 8,
  - 2) the adequacy of the scientific or artistic activities of doctoral students and dissemination of their results, as specified in individual research plans, to the learning outcomes for qualifications at the PQR level 8,
  - 3) the manner of implementation of the educational programme and individual research plans in order to achieve the learning outcomes for qualifications at the PQR level 8,
  - 4) the manner of implementation of the interdisciplinary nature of the training process in order to achieve the learning outcomes for the qualifications at the PQR level 8,
  - 5) the reliability of the process of improvement of the educational programme aimed at enhancing its adequacy to the learning outcomes for the qualifications at the PQR level 8;
  - 6) the availability and unambiguity of the rules for the verification of learning outcomes for qualifications at the PQR level 8,
  - 7) the transparency and reliability of the process of verification of learning outcomes for qualifications at the PQR level 8,
  - 8) the reliability of the process of improving the methods of verification of learning outcomes for qualifications at the PQR level 8,
  - 9) the relevance of academic or artistic achievements and professional achievements as well as academic or artistic activities and professional activity of persons providing education to the scope of doctoral education provided,
  - 10) the quality of professional development activities of persons providing education, particularly in the scope related to the performance of the function of supervisor or assistant supervisor, undertaken by them and by the UR,

- 11) the reliability of the actions taken by the UR to verify the qualifications of those providing education,
- 12) the quality and availability of information and internal legislation concerning the functioning of the UR Doctoral School,
- 13) the availability, unambiguity and transparency of the principles of admission to the UR Doctoral School, as well as the timeliness of the publication of these principles,
- 14) the manner in which the competition referred to in Article 200(2) of the Act of 20 July 2018 is held - Law on Higher Education and Science,
- 15) how the needs of persons with disabilities are taken into consideration during admissions,
- 16) the way in which candidates for the UR Doctoral School are verified for their aptitude for scientific activity,
- 17) the reliability of actions taken by the UR to improve the admissions process,
- 18) the manner and criteria for appointing and changing a supervisor, supervisors or assistant supervisors,
- 19) the ways of ensuring quality cooperation of a doctoral student with a supervisor, supervisors or assistant supervisor, including resolution of conflict situations between the doctoral student and the supervisor, supervisors or assistant supervisor
- 20) the methods of ensuring proper conditions and support for doctoral students, including doctoral students with disabilities and doctoral students who are parents, in the implementation of the curriculum and individual research plans, as well as in the preparation of the doctoral dissertation, including ensuring access to the necessary facilities,
- 21) the extent to which outstanding specialists employed outside the UR are involved in activities aimed at supporting doctoral students in conducting scientific activity, including in providing scientific or artistic guidance to doctoral students,
- 22) the reliability of the verification and assessment of the work of supervisors and assistant supervisors, as well as the actions taken by the UR to improve the quality of their work,
- 23) the selection of criteria and objective rules for conducting the mid-term evaluation, as well as the availability and unambiguity of these criteria and rules,
- 24) the composition and competence of the committee conducting the mid-term evaluation,
- 25) the timeliness and method of mid-term evaluation,
- 26) the reliability of the actions taken by the UR to improve the process of conducting the mid-term evaluation,

- 27) the degree of internationalisation of staff, including scientific or artistic mobility and activity in the international environment of academic teachers or research staff providing education at the UR Doctoral School,
- 28) the degree of internationalisation of the process of education at the UR Doctoral School and of the doctoral students' scientific activity conducted, in particular, on the basis of individual research plans, including the scientific or artistic mobility of doctoral students,
- 29) how the needs of doctoral students who are foreigners are taken into account in the process of education at the UR Doctoral School,
- 30) the ways in which the UR Doctoral School's recognisability abroad is increased and their effectiveness,
- 31) the timeliness of completion of education at the UR Doctoral School in accordance with the training programme,
- 32) the percentage of those who obtained a doctoral degree after completing education at the UR Doctoral School in the total number of doctoral students who completed education at the UR Doctoral School in the period covered by the evaluation process,
- 33) the level of scientific or artistic achievements of doctoral students, in particular those related to scientific or artistic activity specified in an individual research plan,
- 34) the assessment of the quality of education at the UR Doctoral School by doctoral students, the results of this assessment and the way in which the UR uses them to improve the education process,
- 35) the way in which the results of career monitoring of persons who have completed their education at the UR Doctoral School and persons who have been awarded a doctoral degree after completing their education at the UR Doctoral School are used.

## § 5

1. The secretary's office of the UR Doctoral School assists IQASEDS by:

- 1) inspecting documentation related to the educational process in terms of completeness of subject documentation and its compliance with the educational programme and level 8 of the Polish Qualification Framework,
- 2) conducting a survey of the opinions of doctoral students on the conducted classes, scientific supervision and educational conditions,
- 3) conducting a survey of the opinions of graduates on the effects and usefulness of education at the UR Doctoral School,
- 4) monitoring the professional lives of graduates of the UR Doctoral School,

5) preparing a schedule for the implementation of surveys within the UR Doctoral School at the beginning of a new academic year.

## § 6

1. In order to monitor and improve the quality of education at the UR Doctoral School, regular surveys are conducted among doctoral students and graduates of the UR Doctoral School.

2. The surveys are conducted periodically using the VU system, according to the schedule approved by the Board of the UR Doctoral School.

3. The module "Surveys" within the VU system is operated by a member of the UR Doctoral School secretary's office.

4 Annual surveys monitoring the quality of education are carried out using electronic tools available at VU and based on 4 types of questionnaires:

1) teacher / lecturer evaluation questionnaire,

2) doctoral dissertation supervisor evaluation questionnaire

3) doctoral student questionnaire on the assessment of the conditions of education

4) a graduate questionnaire evaluating the effects and usefulness of education at the UR Doctoral School.

5. The Board of the UR Doctoral School may also determine other thematic scopes of research within IQASEDS in accordance with the current demand.

6. The surveys referred to in para. 4 - 5 are conducted while ensuring anonymity and confidentiality, and are not linked to the data of respondents who have an account in the VU system.

7. The models of questionnaires used in the research are approved by the Board of the UR Doctoral School at least 3 weeks before the planned date of research.

8. the secretary's office of the UR Doctoral School informs on the University website of the launch of the survey and its implementation.

## § 7

1. Based on the results of the questionnaires, the Head of the UR Doctoral School prepares a synthetic report and recommendations concerning the strengths and weaknesses of education at the UR Doctoral School by 30 September of each academic year.

2. The report is presented to the members of the Board of the UR Doctoral School and the UR Doctoral Student Council and is publicised on the UR Doctoral School website.
3. The members of the UR Doctoral School Board propose corrective actions.
4. The Head of the UR Doctoral School, after evaluating the proposals, establishes a timetable for the implementation of corrective actions for the following academic year and submits them to the UR Doctoral School Board for a vote.
5. the Head of the UR Doctoral School, in coordination with the head of the disciplinary institute, is obliged to conduct an exploratory interview with the teacher whose evaluations raise concerns or who has received negative comments from the respondents in order to determine corrective actions.
6. The teachers have access to the results of their own evaluation questionnaires through an individual account in the VU system.
7. The files with the data generated from the VU system are stored in the UR Doctoral School Secretary's Office for a period of 4 years, maintaining the security rules, including those resulting from the regulations on personal data protection.

## § 8

1. Technical supervision of the implementation and maintenance of the "Questionnaires" module within IQASEDS is exercised by UIC, which is in particular responsible for:
  - 1) operating the VU system,
  - 2) providing support to the UR Doctoral School in the use of the VU system,
  - 3) assisting doctoral students in solving current problems with the functioning of the questionnaire module in the VU system.
3. UCI ensures and is responsible for the security of the data collected in the VU system in accordance with the applicable regulations.

## § 9

1. The supervision of the implementation of this Order is entrusted to the Head of the UR Doctoral School.
2. The Order shall enter into force on the date of its adoption.

University of Rzeszów  
**Rector**



Rector of the University of Rzeszów

prof. dr hab. Sylwester Czopek