



Item 22

**RESOLUTION No. 22**  
**OF THE UNIVERSITY COUNCIL FOR TEACHING AND LEARNING**

of 30 April 2021

**on the guidelines regarding the mode and standards of the periodic evaluation  
process performed by the students on the work of  
the heads of the teaching and learning units and the heads of studies**

Pursuant to the provisions of § 58, section 5 of the Statute of the University of Warsaw (UW Monitor of 2019, item 190) and § 4, section 3, point 12 of the Rules and Regulations of Studies at the University of Warsaw (UW Monitor of 2019, item 186), the University Council For Teaching and Learning resolves as follows:

§ 1

1. Guidelines shall be formulated regarding the mode and standards of periodic evaluation process performed by the students on the work of the heads of the teaching and learning units and the heads of studies, hereinafter referred to as the "guidelines".
2. The guidelines constitute an appendix to the resolution.
3. The guidelines shall apply from the academic year 2021/2022.

§ 2

The resolution shall enter into force on the date of its adoption.

The Chairperson of the URK: *S. Żółtek*

Appendix

to Resolution No. 22 of the University Council for Teaching and Learning of 30 April 2021 on the guidelines regarding the mode and standards of the periodic evaluation process performed by the students on the work of the heads of the teaching and learning units and the heads of studies

## **THE GUIDELINES REGARDING THE MODE AND STANDARDS OF THE PERIODIC EVALUATION PROCESS PERFORMED BY THE STUDENTS ON THE WORK OF THE HEADS OF THE TEACHING AND LEARNING UNITS AND THE HEADS OF STUDIES**

### **§ 1 Definitions**

The terms used in the guidelines shall have the following meaning:

- 1) evaluation shall mean a periodic evaluation process performed by the students on the work of the heads of the teaching and learning units and the heads of studies;
- 2) KJD shall mean the head of a teaching unit;
- 3) review shall mean monitoring whether the educational quality measures, procedures, practices, processes implemented by the KJD or the head of studies, and whether the results obtained are in line with those planned, and whether these results are being used effectively, in line with the assumptions made.

### **§ 2 Evaluation process**

1. The evaluation process is performed at least once in the academic year.
2. The scope and detailed mode of the evaluation is defined by the KJD upon the consent expressed by the relevant students' self-government body.
3. It is recommended that the evaluation shall take the form of a review, taking particular account of regular meetings with the students.
4. It is recommended that the evaluation shall take into account the specifics resulting from the year of studies, field of studies form of studies, profile of studies, and specialisation pursued.
5. It is recommended that the evaluation specifically addresses the following criteria:
  - 1) timeliness referring to the submission of course timetables, course syllabuses, examination session schedules;
  - 2) openness to the students' needs in terms of timetable, staffing of classes, enrolment policy, offer of elective courses;
  - 3) availability of the KJD, the heads of studies, the year supervisors on regular duty hours;
  - 4) the quality of communication between the KJD and the heads of studies with the students, including the opportunity to report problems and feedback on how to resolve them;

- 5) support provided for the students in the implementation of work placements and mobility;
- 6) support provided for the students with special needs: particularly gifted, at risk of exclusion, students with disabilities;
- 7) openness to the students' feedback provided on learning methods and techniques and on the verification of learning outcomes.

### **§ 3**

#### **Evaluation conclusions**

1. The conclusions of the evaluation are drawn up by the teaching and learning council which is relevant to a particular field of studies. It is recommended that the development of conclusions shall take place within a committee of the teaching and learning council, with the involvement of the students, however, excluding the KJD and the head of studies.

2. The conclusions drawn from the evaluation shall be presented to the University Council for Teaching and Learning.

3. The conclusions of the evaluation are communicated to the students of the teaching unit by means agreed with the relevant students' self-government body.