



Item 64

RESOLUTION No. 64
OF THE UNIVERSITY COUNCIL FOR TEACHING AND LEARNING

of 2 December 2022

**on the guidelines regarding the mode and standards of the periodic evaluation
process performed by the doctoral students on the work of the heads of the
doctoral schools**

Pursuant to § 58, section 5 of the Statute of the University of Warsaw (UW Monitor of 2019, item 190, as amended), and § 1, section 4, point 4 and § 2, sections 3 of the Ordinance No. 163 of the Rector of the University of Warsaw of 8 November 2019 on the quality assurance system for the education process at the University of Warsaw (UW Monitor of 2019, item 357), the University Council for Teaching and Learning decides as follows:

§ 1

1. Guidelines shall be formulated referring to the mode and standards of the periodic evaluation process performed by the doctoral students on the work of the heads of the doctoral schools, hereinafter referred to as the "guidelines".
2. The guidelines constitute an appendix to the Resolution.
3. The guidelines shall apply from the academic year 2023/2024.

§ 2

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

The Chairperson of the URK: *S. Żółtek*

Appendix

to the resolution No. 64 of the University Council for Teaching and Learning of 2 December 2022 on the guidelines for the mode and standards of the periodic evaluation process performed by the doctoral students on the work of the heads of the doctoral schools

THE GUIDELINES FOR THE MODE AND STANDARDS OF THE PERIODIC EVALUATION PROCESS PERFORMED BY THE STUDENTS ON THE WORK OF THE HEADS OF THE DOCTORAL SCHOOLS

§ 1 Definitions

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

- 1) doctoral student shall mean a doctoral student studying at a doctoral school;
- 2) director shall mean the director of the doctoral school and their deputies;
- 3) evaluation shall mean the process of evaluating periodically the work of the directors of the doctoral schools performed by the doctoral students;
- 4) supervisor shall mean a supervisor or an assistant supervisor;
- 5) review shall mean monitoring whether the director's educational quality measures, procedures, practices, processes and results achieved are in line with those planned, and whether these results are being used effectively, in line with the assumptions made;
- 6) school shall mean the doctoral school.

§ 2 Evaluation process

1. The evaluation shall be carried out at least once per academic year, but no more frequently than every six months.

2. The scope and detailed procedure of the evaluation shall be determined by the director in consultation with the relevant doctoral students' self-government body.

3. It is recommended that the evaluation has the form of a review, including in particular regular meetings with doctoral students, including representatives of the relevant doctoral students' self-government body.

4. It is recommended that the evaluation shall refer in particular to the following criteria:

- 1) the organisation of the teaching and learning process, including the preparation of a range of courses for the doctoral students, taking into account the needs expressed by them;
- 2) the director's availability on regular duty hours;
- 3) the quality of communication between the director and the doctoral students, including the possibility to report problems and to obtain feedback on how to solve them;

- 4) support for the doctoral students to carry out teaching practice and mobility, in particular to conduct research abroad;
- 5) monitoring the support provided to the doctoral students with special needs: particularly gifted, at risk of exclusion, including language, doctoral students with disabilities;
- 6) ensuring the quality of administrative and organisational support for the doctoral students;
- 7) cooperation with the authorities of the organisational units of the University of Warsaw;
- 8) openness to the views of the doctoral students, in particular as expressed by the relevant doctoral students' self-government body;
- 9) overseeing the implementation of supervising care;
- 10) overseeing the mid-term evaluation of the doctoral students.

§ 3

Evaluation conclusions

1. The way in which the conclusions of the evaluation are processed is determined by the school council, with the proviso that the activities related to the elaboration of the conclusions drawn from the evaluation shall take place without the participation of the director. It is recommended that the development of proposals shall take place within a committee of the school council in which the doctoral students are involved, excluding the director.

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

3. The conclusions of the evaluation shall be communicated to the doctoral students of the school concerned in a manner agreed with the relevant doctoral students' self-government body.