**Internal Teaching Quality Assurance System**

**Faculty of Theology**

**University of Szczecin**

Chapter 1

**General provisions**

Section 1

The Internal Teaching Quality Assurance System for the Faculty of Theology at the University of Szczecin will apply to all fields and levels of study at the Faculty, including postgraduate diploma courses.

Section 2

1. The objectives of the Internal Teaching Quality Assurance System are as follows:
2. to increase the quality of academic teaching,
3. to create mechanisms for managing, monitoring and improving the system on a continuous basis,
4. to develop teaching quality assurance procedures,
5. to provide the management of the University of Szczecin with information necessary for teaching process management,
6. to raise the profile of teaching work, and
7. to make the University of Szczecin more attractive and more competitive.
8. The Internal Teaching Quality Assurance System will apply to higher-education students, postgraduate diploma students and employees of the Faculty of Theology.
9. The Internal Teaching Quality Assurance System will apply on a continuous basis and with consistency.

Section 3

The Internal Teaching Quality Assurance System will include

1. reviewing and improving course curricula periodically,
2. conducting assessments of the organisation and delivery of the teaching process,
3. conducting analyses of admission criteria and procedures,
4. monitoring the careers of Faculty graduates for teaching improvement purposes,
5. seeking the opinions of employers as an input in the process of developing and improving course curricula,
6. reviewing the outcomes of the teaching process in accordance with pre-defined procedures,
7. conducting analyses of the expected and actual outcomes of work experience placements for students,
8. ensuring that the Faculty's teachers are highly qualified.

Section 4

Delivering the quality assurance objectives described in section 3 at the Faculty of Theology of the University of Szczecin will be the responsibility of the following actors of the Internal Teaching Quality Assurance System:

1. The Dean of the Faculty, who is also the Director of the Institute in accordance with section 36.3 of the University's Statutes;
2. the Deputy Dean for Student Affairs,
3. the Deputy Director of the Institute,
4. the Research Council of the Institute
5. the Field-of-Study Coordinator with the Field-of-Study Team,
6. Postgraduate Diploma Course Managers,
7. Department Managers,
8. the Teaching Section Manager,
9. the Student Work Experience Placement Supervisors,
10. the University's teachers,
11. the University's administrative personnel,
12. the Faculty Council for the Student Government,

Section 5

The quality assurance objectives described in section 3 will be delivered at the Faculty of Theology using the following instruments of the Internal Teaching Quality Assurance System:

1. questionnaires,
2. inspection visits,
3. documentation and reviews of the teaching outcomes,
4. internal consultations,
5. external consultations,
6. self-assessment reports prepared in accordance with guidelines defined by the University Rector's Team for Quality and Course Curricula ("University Team"),
7. analyses of teaching process aspects,
8. open meetings of Field-of-Study Teams,
9. annual reports from Field-of-Study Teams.

Section 6

The Faculty's application of the instruments listed in section 5 will be determined by the following procedures of the Internal Teaching Quality Assurance System:

1. reporting procedures,
2. procedures for teaching process assessment surveys,
3. procedures for class inspection visits,
4. a procedure for documenting and analysing students' written work,
5. the procedure for documenting and analysing degree/diploma theses,
6. the procedure for analysing the documentation of work experience placements and their outcomes, and
7. the procedure for external consultations.

Section 7

The procedures listed in section 6 will be carried out by the Faculty in accordance with the Internal Teaching Quality Assurance System time schedule specifying the activities, the people responsible for them and the deadlines for completing the activities.

Chapter 2

**The responsibilities of the actors of the Internal Teaching Quality Assurance System**

Section 8

1. It is expected that all the members of the Faculty's community, i.e. its teachers, higher-education students, postgraduate diploma students ("PD students") and administrative personnel, will actively contribute to the delivery of the objectives of the Internal Teaching Quality Assurance System.
2. The Faculty's teachers, administrative personnel, higher-education students and PD students are expected to use questionnaires, Field-of Study Team open meetings and/or other methods to share, with the Faculty's management, their comments that may help improve the quality of the Faculty's teaching.

Section 9

1. The Dean of the Faculty, who is also the Director of the Institute,
2. is responsible for the operation of the Internal Teaching Quality Assurance System;
3. will appoint a Field-of-Study Coordinator;
4. will supervise the work of the Faculty's Field-of-Study Teams to ensure the delivery of the objectives as part of the Internal Teaching Quality Assurance System and adherence to the time schedule;
5. will provide organisational conditions for the operation of the Internal Teaching Quality Assurance System;
6. will seek the opinions of of Field-of-Study Teams and, subsequently, provide the Research Council of the Institute with an assessment of the Faculty's teaching outcomes for review by the Council;
7. will represent the Faculty in external consultations either personally or through the Deputy Director of the Institute, or a person designated by himself, in accordance with the Internal Teaching Quality Assurance System procedures;
8. is responsible for carrying out (particularly post-inspection) recommendations / instructions issued by teaching process supervisors;
9. may delegate, to the Faculty's Field-of-Study Teams, additional duties in the area of teaching quality assurance, other than those described in the Internal Teaching Quality Assurance System documentation.
10. The Deputy Dean for Student Affairs will cooperate with the Dean in the supervision and operation of the Field-of-Study Teams to ensure the delivery of the objectives of the Internal Teaching Quality Assurance System and adherence to the time schedule.
11. The Deputy Director of the Institute:
    1. will cooperate with the Dean in the supervision and operation of the Field-of-Study Teams to ensure the delivery of the objectives of the Internal Teaching Quality Assurance System and adherence to the time schedule;
    2. will cooperate with the Dean in ensuring compliance with sections 9.1.4-8;
    3. will conduct surveys to assess the work of the Faculty.
12. The Field-of-Study Coordinator and the Field-of-Study Team
13. are responsible for drafting a curriculum for their field of study, to seek approval for the draft with the directors of the institutes engaged in the provision of teaching for that field of study and submitting the draft to the Dean;
14. is responsible for supervising the delivery of the course content and for making proposals for the necessary changes in this regard;
15. will cooperate with external and internal actors that may help improve the quality of the Faculty's teaching;
16. will monitor activities designed to improve the quality of teaching for the Faculty's different fields and levels of study, with a focus on methods of reviewing the outcomes of teaching (including the approved degree/diploma thesis topics);
17. will conduct analyses of the operation of the different parts of the Faculty's internal system for ensuring that the Faculty's teaching personnel continue to improve their qualifications;
18. will prepare, in accordance with the University Team's guidelines, self-assessment reports with the results of assessment of the Faculty's teaching;
19. will conduct surveys and prepare survey-based reports with teaching process assessments;
20. will prepare a schedule of activities designed to improve the quality of teaching for the Faculty's different fields and levels of study;
21. will prepare an annual report for each year of their work and submit the report for review by the Research Council of the Institute, the Dean and the University Team;
22. will communicate the results of work relating to the Internal Teaching Quality Assurance System to the relevant actors, in accordance with the Internal Teaching Quality Assurance System procedures;
23. will give their opinion on the curriculum for each new field of study, as well as for postgraduate diploma courses and refresher courses;
24. will supervise the publication of course curricula;
25. will support the activities of the Faculty's Field-of-Study Teams;
26. will keep an archive for the Internal Teaching Quality Assurance System;
27. will promote good teaching practices.
28. The Research Council of the Institute, which is also the Faculty's Teaching Council,
    1. is responsible for reviewing (in formal opinion reports) the Faculty's curricula for higher-education and postgraduate diploma courses.
    2. The powers of the Research Council of the Institute, which is also the Faculty's Teaching Council, will also include the following:

a) to apply to the Dean to take the initiative to offer courses in new fields of study, new postgraduate diploma courses or other forms of training related to topics covered by research projects carried out by the institutes specialising in the fields of study for which the Faculty offers courses;

b) to apply to the Dean to take the initiative to modify the curricula for higher-education courses offered by the Faculty, postgraduate diploma courses or other forms of training.

The Research Council of the Institute is responsible for preparing applications to the Dean to take the initiative to offer courses in new fields of study, new postgraduate diploma courses or other forms of training related to topics covered by research projects carried out by the institute.

1. The Postgraduate Diploma Course Manager
2. is responsible, as part of his powers, for ensuring the quality of teaching, particularly by implementing conclusions arrived at as part of the Internal Teaching Quality Assurance System;
3. will conduct class inspection visits for postgraduate diploma courses and will issue reports on such visits using Form 1 (an appendix to these Statutes) and provide such reports with an annual report;
4. will issue an annual report with his comments on the quality of teaching, using Form 7 (an appendix to these Statutes).
5. The Department Manager
6. will organise the work of his department by holding regular meetings of the department's personnel and is responsible, as part of his powers, for ensuring the quality of teaching, particularly for the process of approving students' degree/diploma thesis topics (during meetings of the department's personnel) and for the adequacy of such topics in terms of the scope of the field of study concerned and the competence of the future thesis supervisor, and for implementing measures adopted as part of the Internal Teaching Quality Assurance System;
7. will conduct, at least annually, class inspection visits for each academic teacher employed by the department and for all other teachers hired by the department under civil-law contracts, and for postgraduate diploma courses, and will issue reports on such visits using Form 1 (an appendix to these Statutes) and provide such reports with an annual report;
8. will issue an annual report with his comments on the quality of teaching, taking into account the opinions of his subordinates, using Form 8 (an appendix to these Statutes).
9. The Teaching Section Manager
10. is responsible, as part of his powers, for ensuring the quality of teaching, particularly by implementing conclusions arrived at as part of the Internal Teaching Quality Assurance System;
11. will issue an annual report with his comments on the quality of teaching, taking into account the opinions of his subordinates, using Form 9 (an appendix to these Statutes).
12. The Student Work Experience Placement Supervisor
13. is responsible, as part of his powers, for ensuring the quality of teaching, particularly by implementing conclusions arrived at as part of the Internal Teaching Quality Assurance System;
14. will organise work experience inspection visits in cooperation with other work experience placement supervisors, and will issue reports on such visits, using Form 2 (an appendix to these Statutes) and provide such reports together with an annual report;
15. will issue an annual report with his comments on the quality of teaching, using Form 10 (an appendix to these Statutes).

Section 10

1. In addition to the duties described in section 8.2, the University's teachers
2. will perform such other duties as may be assigned to them by the Dean as part of the Internal Teaching Quality Assurance System;
3. will implement measures adopted as part of the Internal Teaching Quality Assurance System.
4. In addition to the duties described in section 8.2, the University's administrative personnel will provide administrative support for the Internal Teaching Quality Assurance System.
5. The Faculty Council for the Student Government will issue a report using Form 11 (an appendix to these Statutes) and submit the report to the Deputy Director of the Institute.

Section 11

1. The University's actors responsible for monitoring the quality of teaching will include (but will not be limited to)
2. the Vice-Rector for Teaching,
3. The University Team,
4. the Rector's Representative for Teaching Quality.
5. In addition, in the case of theology courses, the quality of teaching will be monitored by
6. the Congregation for Catholic Education,
7. the Grand Chancellor of the Faculty of Theology.
8. The powers and responsibilities of external supervisors are defined in other regulations.

Section 12

1. The external consultants for theology courses are as follows:
2. the Grand Chancellor of the Faculty of Theology,
3. the Education Centre for the Archdiocese of Szczecin and Kamień Pomorski (*Archidioecesis Sedinensis-Caminensis*),
4. the Archiepiscopal Higher-Education Seminary in Szczecin,
5. the Higher-Education Seminary in Szczecin,
6. the Higher-Education Seminary in Paradyż,
7. the Department of Catholic Education at the Curia for the Archdiocese of Szczecin and Kamień Pomorski,
8. the Department of Religious Education at the Curia for the Diocese of Koszalin and Kołobrzeg,
9. the Department of Religious Education at the Curia for the Diocese of Zielona Góra and Gorzów Wielkopolski,
10. the Chief Education Officer for West Pomerania.
11. The external consultants for courses in family studies and familiology are as follows:
12. the Grand Chancellor of the Faculty of Theology,
13. the Regional Centre for Social Policy at the Office of the West Pomeranian Province Board President [*Urząd Marszałkowski*] in Szczecin,
14. the Department of Social Affairs at the West Pomeranian Province Office in Szczecin,
15. the Municipal Team for the Prevention and Treatment of Addictions in Szczecin,
16. the Chief Education Officer for West Pomerania,
17. the Pastoral Department at the Curia for the Archdiocese of Szczecin and Kamień Pomorski,
18. the Caritas Charity Branch for the Archdiocese of Szczecin and Kamień Pomorski.

Chapter 3

**Internal Teaching Quality Assurance System Instruments**

Section 13

1. The Internal Teaching Quality Assurance System provides instruments for the gathering and processing of information related to the teaching process.
2. The following methods to verify student academic performance will be used: oral examinations, written examinations, tests, projects, presentations, papers/essays/reviews, practical classes (verification through observation), degree/diploma theses, opinions/comments in the student's work experience placement log book. The teacher will have the discretion to use such methods to verify student academic performance as they think appropriate.

Section 14

1. The survey questionnaires contained in Forms 5 and 6 (an appendix to these Statutes) to the Internal Teaching Quality Assurance System are designed to be used for anonymous surveys of opinions on the different stages of the teaching process and to assess the work of the Faculty.
2. In particular, such surveys will be used to examine the teaching process environment, the quality of teaching and the accuracy of recording ECTS credits.
3. The careers of the Faculty's graduates will be monitored by means of electronic surveys conducted by the Academic Careers Service of the University of Szczecin.
4. The University's academic teachers and administrative personnel are required to complete printed questionnaires in an anonymous survey, using Form 6 (an appendix to these Statutes).

Section 15

1. The purpose of class inspection visits is to monitor the quality of certain aspects of the teacher's work and the quality of teaching outcome review methods (in terms of knowledge, skills and social competence).
2. The Internal Teaching Quality Assurance System will include inspection visits during classes taught by academic teachers and inspection visits to providers of work experience placements for students.
3. Inspection visits can also take place during tests and oral examinations for the Faculty's students, including postgraduate diploma course students.

Section 16

1. To monitor student academic performance and the quality of teaching and teaching outcome review methods, the Faculty's Field-of-Study Teams will use records produced as part of the Internal Teaching Quality Assurance System.
2. Degree/diploma theses and students' written work will be analysed in accordance with the Internal Teaching Quality Assurance System procedures.
3. The records for work experience placements for each field of study will be kept by the placement supervisor and made available to the relevant Field-of-Study Team before they are included in the students' record files.

Section 17

1. Each Field-of-Study Team may consult the Faculty's internal actors to seek information related to the quality of teaching in addition to information not delivered by the Internal Teaching Quality Assurance System.
2. Records of such consultations may be issued where reasonable and included in the archive files of the Field-of-Study Team.

Section 18

1. The purpose of external consultations is to gather information useful for teaching quality assurance, particularly information on labour market needs, the career situation of the University's graduates, as well as comments from external stakeholders.
2. The results of such consultations will be recorded using Form 12 (an appendix to these Statutes).

Section 19

1. The purpose of reports and records is to document activities for teaching quality assurance purposes taken by the Faculty's internal actors and to document consultations between the Faculty's internal actors and external actors.
2. Reports and records will be issued using Forms 1-14 and 7-12 (an appendix to these Statutes), as required by the time schedule and the relevant procedures of the Internal Teaching Quality Assurance System.

Section 20

1. Each Field-of-Study Team will conduct analyses of different aspects of teaching in respect to its field of study.
2. Such analyses will cover the nature of the field of study, the levels of the courses offered and the nature of any specialisations.
3. Specific conclusions based on such analyses will be communicated by the Field-of-Study Team to the relevant stakeholders.
4. General conclusions based on such analyses will be made available on the Faculty's website and included in the Field-of-Study Team's annual report.
5. These general conclusions should take into account the nature of the different fields and levels of study.
6. The results of surveys will be analysed twice a year to identify trends in the opinions of the respondents regarding the different stages of the teaching process, to consider the respondent's suggestions (to verify whether they can be implemented) and critical comments (to verify whether they are justified and whether their causes can be eliminated) and to assess the career situation of the University's graduates for different fields of study.
7. The results of inspection visits made to review teaching outcomes will be analysed annually, on the basis of inspection visit reports, to verify whether the planned teaching outcomes have been achieved and to evaluate the adequacy of methods of reviewing the outcomes of teaching.
8. The Faculty's syllabuses will be analysed annually to verify whether they are consistent with the relevant module descriptions and to verify the clarity of information, particularly information on methods of reviewing the outcomes of teaching a particular subject/field of study. If any irregularities are discovered which might adversely affect the process of reviewing the teaching outcomes, the Field-of-Study Team will immediately provide the author of the syllabus and the manager of the relevant department with comments, requesting them to correct the syllabus and to communicate the corrected content to the students concerned.
9. The reports for each field of study will be analysed annually to review the conclusions based on the results of class inspection visits and to assess how the Faculty's curricula can be improved. These analyses will also cover the organisation of the teaching process at the Faculty.
10. The Faculty's work experience placement records for each field of study will be analysed annually in accordance with the placement record analysis procedure. The purpose of such analyses is to verify whether the planned teaching outcomes have been achieved through the placements.
11. The Faculty's external consultation records will be analysed annually. The purpose of this analysis is to look at the labour market situation and to check whether it is necessary to adjust the Faculty's curricula (particularly the planned teaching outcomes for different fields and/or levels of study) and to consider comments from external actors which might be of significance for teaching quality assurance at the Faculty.
12. The efficiency of the Internal Teaching Quality Assurance System will be analysed annually at open meetings of Field-of-Study Teams. The purpose of this analysis is to identify the possible modifications to the Internal Teaching Quality Assurance System in order to improve its efficiency, and to consider the comments made during the year by the actors involved in the work on the Internal Teaching Quality Assurance System.
13. The consistency of course curricula and the Faculty's development strategy and the University's mission will be analysed only if any change is made to the planned teaching outcomes for any field or level of study at the Faculty, to the Faculty's strategy, or to the University's strategy and/or mission. The purpose of this analysis is to make comments on the Faculty's course curricula.
14. Compliance of the Faculty's teaching system with the applicable regulations will be analysed by the Deed in consultation with the Faculty's Field-of-Study Teams whenever any state and/or church regulations are changed in a way that affects the Faculty's teaching process. The purpose of this analysis is to prepare a time schedule of changes to be made at the Faculty as a result of such regulatory changes. The results of this analysis will be submitted for review by the Research Council of the Institute and selected actors.
15. International standards will be analysed separately for each field of study once every two years to see how such international standards can be used to improve the quality of teaching and the impact of international trends on the mobility of the Faculty's students.
16. The results of inspections carried out at the Faculty by external supervisors will be analysed as soon as the Dean is provided, by an external supervisor, with a document containing post-inspection recommendations. The purpose of this analysis is to identify ways of implementing such recommendations at the Faculty. The results of this analysis will immediately be communicated to the Research Council of the Institute and the Teaching Council. If an external supervisor expects the Faculty to respond to a draft version of a document with post-inspection recommendations, i.e. before the final document is issued, the relevant Field-of-Study Team will participate in preparing the Faculty's response.

Section 21

1. An open meeting of each Field-of-Study Team will be held annually, convened by the Field-of-Study Manager in accordance with a time schedule.
2. The meeting will be open to all members of the Faculty's community.
3. At the meeting, the Field-of-Study Team will present the key issues related to the quality of teaching which have emerged in the last twelve months of the operation of the Internal Teaching Quality Assurance System.
4. The main part of the meeting will be a discussion on the issues presented by the Field-of-Study Team or by the meeting attendees and on ways to ensure the efficiency of the Internal Teaching Quality Assurance System.
5. A record of the meeting will be issued.

Section 22

1. The Field-of-Study Team will annually (and according to a time schedule) provide the Dean with a report on the quality of teaching at the Faculty.
2. The report will look at the operation of the Internal Teaching Quality Assurance System in the last twelve months in respect of the field of study concerned and include, in particular, the results of the Field-of-Study Team's analyses.
3. This report will contain the Field-of-Study Team's suggested ways to improve the quality of teaching in the field of study concerned.

Chapter 4

**Internal Teaching Quality Assurance System Procedures**

Section 23

1. The person in charge of each Field-of-Study Team is the Field-of-Study Coordinator, appointed by the Dean in consultation with the director of the institute concerned from among the academic teachers employed by that institute.
2. The Field-of-Study Coordinator will put forward candidates for members of the Field-of-Study Team, ensuring that they include representatives of the main fields of academic research which are the basis for teaching courses in that field of study and that such candidates are agreed upon with the director(s) of the relevant institute(s) and presented to the Dean of the Faculty to make the decision.
3. The Field-of-Study Team is a functional team appointed to act as a course content supervisor for the Faculty's courses in the field of study concerned and to supervise the operation of the Faculty's courses in that field of study. The Field-of-Study Team will have between 5 and 7 members, including the chairperson; a Student Government representative for students of the field of study concerned will participate in the work of the team.

Section 25

1. Reports will be issued using Forms 7-12 (appendix to these Statutes).
2. The templates for reports will be published on the Faculty's website.
3. All reports will be issued as electronic documents and provided to the Field-of-Study Team electronically (on a date storage device or by electronic mail).
4. The Field-of-Study Team will provide internal actors with access to such reports.
5. The Field-of-Study Team will retain such reports for a period of five years.

Section 26

1. Inspection visits will be conducted by
2. the Department Manager: in respect of his department's academic teachers and teachers hired under civil-law contracts;
3. the Postgraduate Diploma Course Manager: in respect postgraduate diploma teachers;
4. the Student Work Experience Placement Supervisor: in respect of students placed in work experience;
5. the Dean: in respect of Department Managers.
6. Inspection visits should also cover methods of reviewing the outcomes of teaching, through students' spoken statements, e.g. degree/diploma examinations, oral examinations, tests or spoken statements in classes.
7. An inspection visit should be conducted in respect of each academic teacher at least once in each academic year.
8. Notice of the date of any inspection visit must be given to the teacher concerned at least seven days in advance.
9. A report on the inspection visit will be issued using Form 1 (an appendix to these Statutes).
10. The report will be made available to the inspected teacher for viewing.
11. Records of the inspection visit will be kept by the inspecting person.
12. Each manager will annually issue a report containing the results of inspection visits, using Forms 7-8 and Form 10 (an appendix to these Statutes).

Section 27

1. The survey procedure will apply to
2. surveys on the operation of the Faculty, conducted among all of the Faculty's students (incl. postgraduate diploma course students), in accordance with the time schedule for the Internal Teaching Quality Assurance System. Such surveys will be conducted by the Deputy Director of the Institute or any other person designated by the Dean;
3. surveys on the classes taught by each academic teacher after the completion of such classes, conducted among the attending students. Such surveys will be conducted by the Field-of-Study Team;
4. surveys to assess the work of the Faculty, conducted among its academic teachers and administrative personnel. Such surveys will be conducted by the Deputy Director of the Institute or any other person designated by the Dean.
5. Notice of each new survey will be given to the actors concerned in the way that such notices are normally given at the Faculty.
6. As required by the Senate of the University of Szczecin (on the basis of the Senate's resolution), each survey will include general questions about the University, prepared annually by the University Rector's Team for Quality and Course Curricula.
7. The results of surveys conducted among students after each series of classes will be taken into account in periodic assessments of the performance of the academic teacher concerned.
8. Surveys on the quality of classes will be conducted using electronic questionnaires.
9. Surveys to assess the work of the Faculty will be conducted using the printed questionnaires contained in Forms 5 and 6 (an appendix to these Statutes).
10. The actors responsible for surveys will be the Dean, the Deputy Director of the Institute and the Field-of-Study Team concerned.

Section 28

1. Consultations with external actors will be held at least annually for each field of study and level of study; consultations with the same external actor regarding different fields/levels of study may be combined.
2. Such consultations will be held by the Dean or an academic teacher to be affected by such consultations, designated by the Dean.
3. When a consultation has been completed, the person that conducted the consultation will issue a report using Form 12 (an appendix to these Statutes) and submit the report to the Field-of-Study Team.

Section 29

1. The Field-of-Study Team will ask the Teaching Section Manager for a list of degree/diploma theses for the previous academic year (as at 30 November).
2. The Field-of-Study Team will use this list, delivered by the Faculty Office, to select, for an analysis, at least 10% of the theses for each field of study and level of study so that the theses written as part of each the Faculty's seminar course in that year are represented.
3. The Field-of-Study Team will submit a list of the selected theses to the Teaching Section Manager.
4. The Teaching Section Manager will, within 7 (seven) days, provide the Field-of-Study Team with the listed theses, accompanied by the assessment records for such theses.
5. The Field-of-Study Team will analyse the theses and, not later than within one month of the date of their receipt, return the theses, accompanied by its reviews of them, to the Faculty Office.
6. The theses will be analysed by the Field-of-Study Team's academic teachers or academic teachers designated by the Field-of-Study Team.
7. A report on this analysis will be issued by the analysing person using Form 3 (an appendix to these Statutes).

Section 30

1. The Student Work Experience Placement Supervisor for each field of study will notify the Field-of-Study Team that work experience placement records are available and provide the Field-of-Study Team with his annual report using Form 10 (an appendix to these Statutes).
2. The Field-of-Study Team will select, for an analysis, records for at least 10% of each field of study and level of study.
3. A report on the analysis of work experience placement records will be issued by the analysing person using Form 4 (an appendix to these Statutes).
4. On the basis of reports on the analysis of such records and reports on inspection visits to work experience placement providers, the Field-of-Study Team will conduct the analysis referred to in section 9.3.7 of this document.

Section 31

1. All written work, both descriptive work and tests, prepared by students, as well as coursework completion tests, written examination papers and other work produced by students should be retained by the teacher for a period of one year. After this one-year period, all such documentation should be destroyed in accordance with the applicable archiving rules.
2. The Field-of-Study Team will ensure that any information it retains is kept confidential and used only for the purposes of the Internal Teaching Quality Assurance System.

Chapter 5

**Time Schedule for the Internal Teaching Quality Assurance System**

Section 32

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| **Deadline** | **Conducted by/among** | **Activity** |
| October | Graduates | an electronic survey conducted by the Academic Careers Service of the University of Szczecin. |
| Department Managers | adoption of a time schedule of inspection visits for the winter semester |
| the Field-of-Study Team | an analysis of syllabuses |
| November | To be conducted by: the Deputy Director of the Institute or a person designated by the Dean  To be conducted among: students (incl. postgraduate diploma course students) | a survey to assess the work of the Faculty. |
| the Field-of-Study Team | an analysis of work experience placement records |
| December | the Field-of-Study Team | an analysis of survey results |
| January | the Field-of-Study Team | an analysis of degree/diploma theses |
| February | Department Managers | adoption of a time schedule of inspection visits for the summer semester |
|  | To be conducted by: the Field-of-Study Team  To be conducted among: students (incl. postgraduate diploma course students) | a survey on classes (to be conducted in the period between two weeks before the end of a semester and three weeks after the start of a new semester) |
| April/May | To be conducted by: the Deputy Director of the Institute or a person designated by the Dean  the Field-of-Study Team | an analysis of survey results |
| June | To be conducted by: the Field-of-Study Team  To be conducted among: students (incl. postgraduate diploma course students) | a survey on classes (for the summer semester) |
| the Field-of-Study Team | an analysis of reports |
| the Field-of-Study Team | an analysis of the results of inspection visits |
| the Field-of-Study Team | an analysis of external consultations reports |
| To be conducted by: the Deputy Director of the Institute or a person designated by the Dean  To be conducted among:  academic teachers and administration personnel | a survey to assess the work of the Faculty. |
| at the end of June | the Field-of-Study Team | an open meeting of the Field-of-Study Team |
| after the summer examination session | Managers, the Faculty Council for the Student Government | submission of the annual reports for each field of study to the Field-of-Study Team |
| September | Dean | submission of an assessment of the teaching outcomes to the Research Council of the Institute and the Teaching Council |
| at any time | Managers | class inspection visits and work experience placement inspection visits |
| the Field-of-Study Team | an analysis of thesis documentation and analysis procedures |
| the Dean or an academic teacher, designated by the Dean | external consultations |