

## **Regulation 2/2022**

**of the Dean of the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice (IEDS) of 15 April 2022 on determining the procedures of the System for Education Quality Assurance at the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice.**

*Pursuant to § 153 sub-s. 2 para 2 of the Statute of the University of Silesia in Katowice and after consulting the Council of the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice, I hereby order the following:*

### § 1

I define the procedures of the System for Education Quality Assurance at the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice to be effective as of the academic year 2021/2022 in the wording constituting the annex to this regulation.

### § 2

The regulation shall enter into force on the date of signature.

DEAN OF THE IEDS

Mariusz Grabiec, PhD, DSc, Associate Professor

**Procedures  
of the System for Education Quality Assurance at the International Environmental Doctoral School  
associated with the Centre for Polar Studies at the University of Silesia in Katowice (IEDS)**

**List of abbreviations and concepts:**

IEDS – International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice;  
Entities of the IEDS – entities jointly running the IEDS, i.e. the Institute of Geophysics of the Polish Academy of Sciences, the Institute of Mathematics of the Polish Academy of Sciences, the Institute of Oceanology of the Polish Academy of Sciences, the University of Silesia in Katowice;  
US - University of Silesia in Katowice.  
DIEDS – Dean of the IEDS;  
CIEDS – Council of the IEDS;  
UCDSG – University Council of the Doctoral Student Government;  
IRP – Individual Research Plan;  
Rules and Regulations of the IEDS – Resolution of the Senate on determining the Rules and Regulations of the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice.

**I. Monitoring the effectiveness of achieving learning outcomes and the ways of verifying learning outcomes**

1. Based on the data from the USOS system, the DIEDS analyses the results of the assessment of learning outcomes, checking particularly whether there are situations when the average of grades from a given assessment of learning outcomes in the module aims at an extreme value in the case of the grading scale from 2.0 to 5.0, or when the number of fail grades is more than 50% if the CREDITED, NOT CREDITED scale is used.
2. The results of the analysis are provided by the DIEDS to the CIEDS.
3. In the case of academics employed in the IEDS entities, the CIEDS shall transmit the results of the analysis to the heads of the IEDS entities or to the competent dean of the Faculty of the US in which the academic works. They take actions towards employees provided for by internal procedures.
4. The CIEDS monitors the achievement of learning outcomes for qualifications at level 8 of the Polish Qualifications Framework through an annual audit of doctoral students' reports on the implementation of the IRP in accordance with the Rules and Regulations of the IEDS.

**II. Annual meeting of academics conducting classes at the IEDS devoted to the quality of education and subject-related supervision**

1. At least once in the academic year, the DIEDS invites employees conducting teaching classes at the IEDS as well as supervisors and auxiliary supervisors to a meeting related to the quality of education and subject-related supervision.
2. Representatives of UCDSG are invited to participate in the meeting.

3. During the meeting, all issues important for education and subject-related supervision in the IEDS are discussed.
4. The meeting may take place in a direct, or remote form, using electronic means of communication used at the US, providing the opportunity to participate in the discussion for all participants of the meeting, or in a hybrid form, which combines the elements of a direct meeting with a remote one.
5. An employee of the IEDS indicated by the DIEDS prepares a note from the meeting containing the most important conclusions that can be used to improve the curriculum and provides it to the DIEDS and the CIEDS.

**III. Annual meeting with doctoral students of the IEDS devoted to the quality of education and subject-related supervision**

1. At least once in an academic year, the DIEDS invites doctoral students of the IEDS to a meeting connected with the quality of education and subject-related supervision.
2. Representatives of UCDSG are invited to participate in the meeting.
3. During the meeting, all issues important for education and subject-related supervision in the IEDS are discussed.
4. The meeting may take place in a direct, or remote form, using electronic means of communication used at the US, providing the opportunity to participate in the discussion for all participants of the meeting, or in a hybrid form, which combines the elements of a direct meeting with a remote one.
5. An employee of the IEDS indicated by the DIEDS prepares a note from the meeting containing the most important conclusions that can be used to improve the curriculum and the model of the subject-related supervision and provides it to the DIEDS and the CIEDS.

**IV. Improvement of the curriculum**

1. The DIEDS is responsible for preparing proposals to improve the curriculum. When preparing proposals for improving the curriculum, the following are considered in particular:
  - a. information on changes in the law;
  - b. the need to achieve the objectives set out in the development strategies of the IEDS entities;
  - c. information on the activities of leading domestic and foreign centres in the field of doctoral students' education;
  - d. information on the effectiveness of achieving learning outcomes obtained during its monitoring;
  - e. information from doctoral students, academics and supervisors particularly provided during meetings connected with education and subject-related supervision in the IEDS and in the evaluation surveys.
2. Proposals for improving the curriculum are reviewed by the CIEDS and UCDSG and then presented to the Senate of the US by the DIEDS.

**V. Providing the quality of work of teaching staff and subject-related supervision**

*The questionnaire for the evaluation of the work of an academic and other persons conducting teaching classes at the IEDS*

1. Surveys of the work of an academic and other persons conducting teaching classes at the IEDS are carried out in the manner specified in Regulation 3 of the Rector of the US in Katowice of

January 14, 2022 on the questionnaire for the evaluation of teaching of academics and other persons conducting teaching classes at the University of Silesia in Katowice and a survey for persons conducting teaching classes related to the cooperation with a given class group.

2. The DIEDS analyses the individual results of the survey in relation to the teaching modules implemented in the IEDS. The DIEDS conducts interviews to clarify the situation with the people who received the results significantly lower than the average at the US.

#### *Class observation improving the teaching workshop*

3. The DIEDS may order class observation controlling the teaching workshop of a person conducting teaching classes at the IEDS, in particular:
  - a. when this person received significantly lower results than the average at the US in the survey of evaluation of the work of an academic in the field of modules conducted at the IEDS;
  - b. when from other sources (particularly from the answers of doctoral students to open questions in the survey related to the evaluation of the work of an academic, from meetings with doctoral students regarding the quality of education and from individual contacts with doctoral students) the DIEDS learned about the possible occurrence of significant irregularities in the implementation of the education process by a given person.
4. Class observation is carried out by the DIEDS or a person appointed by the DIEDS holding the title of the professor or the post-doctoral degree employed in the IEDS entities.
5. The person conducting class observation prepares a report from it, which is forwarded to the academic undergoing class observation, DIEDS, CIEDS and the head of the IEDS entity in which the academic is employed or to the appropriate dean of the US.
6. The DIEDS, the head of the IEDS entity in which the academic is employed or the relevant dean of the US conducts interviews to clarify the situation with people who were assessed negatively during class observation.

#### *Staff base of the IEDS*

7. The CIEDS monitors the staff status of the IEDS as regards having appropriate scientific and teaching achievements or appropriate professional experience gained outside the university related to the function performed or classes conducted by supervisors and auxiliary supervisors, coordinators of modules and academics conducting classes at the IEDS.
8. Once a year, during the meeting, the CIEDS holds a discussion on the staff status of the IEDS. The conclusions are recorded in the minutes.
9. Conclusions regarding the staff base are considered by the DIEDS in terms of the organization of education in the IEDS.

## **VI. Infrastructure and teaching resources**

### *Teaching and scientific infrastructure for the implementation of the education process*

1. Once a year, during the meeting, the CIEDS conducts a discussion on the infrastructure and teaching and research resources (including postulates submitted by employees and doctoral students), primarily in the field of:
  - a. the state, modernity and comprehensiveness of the teaching and scientific base for the implementation of the education process and the implementation of scientific research;
  - b. access to information and communication technology (including the Internet as well as an e-learning platform, where education is provided using distance learning methods and

- techniques) and the degree of its use in the education process and in research and scientific communication;
    - c. facilities for infrastructure and equipment adapted to the needs of persons with disabilities;
    - d. the availability of infrastructure, including equipment and teaching materials so that doctoral students can perform tasks resulting from the curriculum and the IRP.
- 2. Conclusions from the discussion including postulates of changes in the field of teaching and scientific infrastructure for the implementation of the education and scientific research process are forwarded by the DIEDS to the heads of the IEDS entities in the annual report on the activities of the IEDS.
- 3. The heads of the IEDS entities consider the information provided by the DIEDS when deciding on infrastructure investments.

*Library, information and educational resources*

- 4. Once a year, during the meeting, the CIEDS conducts a discussion on library, information and educational resources, primarily in the field of access to current scientific information resources in traditional and electronic forms, with an international reach and the scope adapted to the conducted research (including postulates submitted by employees and doctoral students).
- 5. Conclusions from the discussion including postulates regarding library, information and educational resources are forwarded by the DIEDS to the heads of the IEDS entities in the annual report on the activities of the IEDS.
- 6. The heads of the IEDS entities consider the information provided by the DIEDS when deciding on investments in library, information and educational resources.

**VII. Support for doctoral students in the process of learning and conducting research**

*Supporting national and international mobility of doctoral students*

- 1. Supporting national and international mobility of doctoral students is coordinated by the DIEDS in cooperation with the administration of the IEDS and the IEDS entities.
- 2. During the meetings with doctoral students connected with education and subject-related supervision, the issues of the relevance of the activities carried out in the field of mobility support to their needs are raised, and possible conclusions are forwarded to the CIEDS by the DIEDS.

*Support for conducting research and publishing or presenting its results as well as participating in various forms of scientific communication*

- 3. Support for conducting research of doctoral students takes place particularly at the following levels:
  - a. through the supervision of supervisors and auxiliary supervisors over the implementation of the IRP by doctoral students;
  - b. institutional activities of the IEDS entities in the field of financial and organizational support for scientific research;
  - c. support of relevant units in the IEDS for the activities of doctoral students aimed at obtaining external funds for scientific research and administrative and organizational support in the implementation of scientific projects;

- d. making available the devices and research apparatus by the IEDS entities that are at their disposal for the purpose of conducting scientific research on the principles provided by the internal regulations of the IEDS entities.
4. During the meetings with doctoral students connected with education and subject-related supervision, the issues of the relevance of support for conducting research to their needs are raised, and possible conclusions are forwarded to the CIEDS by the DIEDS.

*Motivating doctoral students to reach achievements in the field of research and education*

5. The basic form of motivating doctoral students to reach achievements in the field of research and education is a competition to increase the doctoral scholarship for doctoral students of Doctoral Schools at the US.
6. Doctoral students may participate in the competition of distinctions of the Rector of the University of Silesia and other initiatives motivating them to reach achievements in the field of research and education organized in the IEDS entities in accordance with separate rules and regulations.

*Settling complaints and examining applications submitted by doctoral students*

7. The DIEDS and other authorized persons who act on the basis of the provisions of the Rules and Regulations of the IEDS and other acts of law of the entities of the IEDS and generally applicable law appropriate for a given case are responsible for settling complaints and considering applications submitted by doctoral students.
8. Doctoral students may appeal the Rector of the US against the decisions of the persons referred to in para 7.
9. Doctoral students also have the right to use the assistance offered by the bodies of the IEDS, particularly by the Student and Doctoral Student Ombudsperson of the US.
10. During the meetings with doctoral students connected with education and subject-related supervision, the issues of resolving complaints and examining applications are raised, and any conclusions are forwarded to the CIEDS by the DIEDS.

*Monitoring administrative support for doctoral students*

11. The DIEDS is responsible for providing proper administrative support for doctoral students in cooperation with the relevant administrative staff of the IEDS and the IEDS entities.
12. Once a year, during the meeting, the CIEDS conducts a discussion on the administrative service of doctoral students in which it takes into account the information provided by doctoral students, particularly provided during organized meetings devoted to education and subject-related supervision, as well as information from ongoing monitoring of administrative service activities.
13. The DIEDS takes into account the results of the discussion on administrative support for doctoral students when making decisions regarding the improvement of administrative service and provides recommendations in terms of personnel matters to the heads of the IEDS entities.

## **VIII. Publishing information**

1. The IEDS website shall include
  - a. the regulation of the DIEDS introducing procedures for the System for Education Quality Assurance;

- b. information about the person performing the function of the DIEDS, persons who are members of the CIEDS and employees of the IEDS;
  - c. Rules and Regulations of the IEDS;
  - d. information on the curriculum and organisation of education.
- 2. A statistical summary of the results of the survey related to the assessment of the work of academics is made known to the academic community of the US by the Quality and Strategic Analysis Department. This summary must not violate the provisions on the protection of personal data.
- 3. Stage works of doctoral students (tests, written exams, final papers, etc.) are stored by academics who conduct a given verification of learning outcomes until the end of the academic year following the academic year in which the given verification was carried out. Doctoral students have the right to inspect their work.

**IX. Improvement of the Procedures of the System for Education Quality Assurance in the IEDS**

- 1. Once a year, at the meeting of the CIEDS, a discussion is held on the operation of the procedures of the System for Education Quality Assurance in the IEDS and possible ways to improve them.
- 2. When proposals for changes are prepared, attention is paid in particular to
  - a. practical experience in the functioning of the procedures of the System for Education Quality Assurance in the IEDS;
  - b. changes in the law;
  - c. information provided by academics and doctoral students, particularly during organized meetings devoted to education and subject-related supervision.
- 3. The DIEDS submits the draft of changes in the procedures of the System for Education Quality Assurance in the IEDS to the CIEDS so that the CIEDS gives the opinion.

**X. Assessment of the quality of education in the IEDS in the academic year**

- 1. After the end of the academic year, the DIEDS prepares a report on the activities of the IEDS taking into account the report on the self-assessment of the IEDS in the field of the quality of education in the academic year and presents it at the meeting of the CIEDS.
- 2. The DIEDS report on the activities of the IEDS is forwarded to the heads of the IEDS entities.