



Procedure for giving an opinion on compliance with the conditions for the provision of degree programmes, as well as the correlation of degree programmes with the strategy of a higher education institution

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I. DETAILED CRITERIA FOR REVIEWING REQUESTS FOR GRANTING PERMISSION TO PROVIDE A DEGREE PROGRAMME AT A SPECIFIC LEVEL OF STUDY AND WITH A SPECIFIC DEGREE PROFILE

GENERAL PROFILE

Criterion 1. Structure of the study programme: concept of education, learning objectives and outcomes

Quality education standard 1.1

The concept of education and learning objectives: correspond to the strategy of the HEI; are covered by the discipline(-s) to which the degree programme is assigned; are related to research activity carried out by the institution in that discipline(-s); are geared towards the needs of social and economic stakeholders, and of the labour market in particular.

Quality education standard 1.2

Learning outcomes correspond to the concept of education and learning objectives and the discipline (-s) to which the degree programme is assigned, describe in an accurate, specific, realistic and verifiable manner knowledge, skills and social competences acquired by students, and correspond to the appropriate level of the Polish Qualifications Framework and the general profile.

Quality education standard 1.2a

In the case of degree programmes preparing for professions referred to in Article 68(1) of the act learning outcomes include the full scope of general and specific learning outcomes stipulated in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

Quality education standard 1.2b

Learning outcomes for degree programmes leading to the award of the qualification of *inżynier* or *magister inżynier* include the full scope of learning outcomes leading to the award of *inżynier* qualification featured in the second stage descriptors stipulated in regulations issued on the strength of Article 7(3) of the act of 22 December 2015 on Integrated Qualifications System (OJ of 2018 , item 2153 and 2245).

Criterion 2. Implementation of the study programme: programme contents, timetable for the implementation of the study programme, forms and organisation of classes, methods of education, student placements, organisation of the teaching and learning process

Quality education standard 2.1

Programme contents correspond to learning outcomes and take into account, in particular, the current state of knowledge and research methodology in the discipline(-s) to which the degree programme is assigned, as well as the results of research activities of the HEI in the discipline(-s).

Quality education standard 2.1a

In the case of degree programmes offering education for professions referred to in Article 68(1) of the

act, programme contents include the full scope of programme contents included in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

Quality education standard 2.2

The timetable for the implementation of the study programme; the forms and organisation of courses; the number of semesters; the number of hours of classes taught directly by academic teachers or other lecturers, and the estimated workload of students calculated based on the number of ECTS credits enable students to achieve all learning outcomes.

Quality education standard 2.2a

In the case of degree programmes providing education for professions referred to in Article 68(1) of the act, the timetable for the implementation of the study programme; the forms and organisation of courses; the number of semesters; the number of hours of classes conducted with the direct participation of academic teachers or other lecturers, and the estimated workload of students calculated based on the number of ECTS credits comply with the rules and requirements contained in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

Quality education standard 2.3

Teaching methods are student-centred, motivate students to actively participate in the teaching and learning process and enable students to achieve learning outcomes, and, in particular, allow for the preparation for conducting research or participation in research.

Quality education standard 2.4

If the study programme includes student placements, their programme, organisation and supervision over their implementation, the selection of placement venues and the environment, in which they take place, as well as infrastructure and competence of placement supervisors ensure that the internships are carried out correctly and that the students achieve learning outcomes, especially those related to the acquisition of research competences.

Quality education standard 2.4a

In the case of degree programmes providing education for professions referred to in Article 68(1) of the act, student placement programme, organisation and supervision over their implementation, the selection of placement venues and the environment, in which they take place, as well as infrastructure and competence of placement supervisors comply with the rules and requirements contained in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

Quality education standard 2.5

The organisation of the teaching process ensures effective use of time spent on teaching and learning and the verification and assessment of learning outcomes.

Quality education standard 2.5a

In the case of degree programmes providing education for professions referred to in Article 68(1) of the act, the organisation of teaching and learning complies with the rules and requirements concerning the organisation of education contained in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

Criterion 3. Admission to studies, verification of learning outcomes achievement by students, giving credit for individual semesters and years and awarding diplomas

Quality education standard 3.1

Competences expected from candidates applying for admission to degree programmes, rules for student progression, giving credit for individual semesters and years of studies, and for awarding diplomas have been specified. Admission rules and criteria allow for the selection of right candidates.

Quality education standard 3.2

The system for learning outcomes verification enables the monitoring of students' progress and guarantees reliable assessment of the achievement of learning outcomes by the students. Verification and assessment methods used allow for the verification and assessment of all learning outcomes, including, in particular, preparation for conducting research or participation in research.

Quality education standard 3.2a

In the case of degree programmes providing education for professions referred to in Article 68(1) of the act the methods for learning outcomes verification comply with the rules and requirements concerning the organisation of education contained in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

Criterion 4. Competence, experience, qualifications and the number of staff providing education. Staff development and in-service training

Quality education standard 4.1

Competence and experience, qualifications and the number of academic teachers and other persons teaching classes to students ensure that the classes are conducted correctly and that the students achieve their learning outcomes.

Quality education standard 4.1a

In the case of degree programmes providing education for professions referred to in Article 68(1) of the act, competence, experience and qualifications of academic teachers and other persons teaching classes to students comply with the rules and requirements contained in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

Quality education standard 4.2

The measures aimed to improve the study programme and ensure the quality of education include: rules for the selection of academic teachers and other lecturers, which are transparent and adequate to the needs of proper teaching of classes; regular assessment of teaching staff carried out with the participation of students, and the use of assessment results in staff development; providing conditions, which motivate staff to continuously develop.

Criterion 5. Education infrastructure and resources used in the implementation of the study programme and their improvement

Quality education standard 5.1

Teaching, academic, library and IT infrastructure; technical equipment in classrooms and labs; teaching

aids and resources; library, information, educational resources and laboratory test equipment, as well as infrastructure of other entities used for teaching classes are modern, allow for proper staging of classes and the achievement of learning outcomes by students. They also allow for the preparation for or participation in research and are adapted to the needs of people with disabilities in a way as to ensure their full participation in education and conducting research by them.

Quality education standard 5.1a

In the case of degree programmes providing education for professions referred to in Article 68(1) of the act, teaching and research infrastructure of HEIs, as well as infrastructure of other entities used for teaching classes comply with the rules and requirements concerning the organisation of education contained in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

Quality education standard 5.2

The measures aimed to improve the study programme and ensure the quality of education include regular inspections of teaching, academic, library and IT infrastructure, technical equipment in classes and labs, teaching aids and resources; library, information and educational resources, as well as laboratory test equipment. Such inspections are carried out with the participation of students and their results are taken into consideration in improvement measures.

Criterion 6. Cooperation with representatives of social and economic stakeholders on the development, implementation and improvement of the study programme and its impact on the development of the degree programme

Quality education standard 6.1

The concept of education is consistent with the needs of social and economic stakeholders.

Criterion 7. Conditions for and methods of improving the internationalisation of education provided as part of the degree programme

Quality education standard 7.1

Conditions conducive for the internationalisation of education provided as part of the degree programme have been created in accordance with the adopted concept of education. They ensure that students achieve learning outcomes concerning language skills. Courses or groups of courses taught in a foreign language are included in the study programme.

Criterion 8. Supporting learning, social, academic or professional development of students and their entry on the labour market. Development and improvement of such support

Quality education standard 8.1

Students are offered comprehensive support in their learning. Such support: takes different forms, depending on learning outcomes; takes into account the diverse needs of students; promotes academic, social and professional development of students by ensuring the availability of academic staff. The support includes providing assistance in learning; in the achievement of learning outcomes, and in preparing for or participating in research.

Quality education standard 8.2

The measures aimed to improve the study programme and ensure the quality of education include regular inspections of the system aimed to support students in their learning, in which students participate, and their results are taken into consideration in improvement measures.

Criterion 9. Public access to information about the study programme, conditions for its implementation and achieved results

Quality education standard 9.1

The measures aimed to improve the study programme and ensure the quality of education include: ensuring public access to information about the study programme, the implementation of teaching and learning processes as part of the degree programme, which is up-to-date, comprehensive, comprehensible and consistent with the needs of different groups of recipients; regular reviews of public access to information, in which students and other recipients of information participate; the use of review results in improvement measures.

Criterion 10. Quality assurance policy, designing, approving, monitoring, reviewing and improving the study programme

Quality education standard 10.1

The measures aimed to improve the study programme include: the management of education provided as part of the degree programme and the allocation of responsibilities in the area of quality assurance and improvement; the rules for designing, approving, monitoring, reviewing and improving the study programme; and regular reviews of the study programme, which are based on the results of reliable data and information analysis, carried out with the participation of internal stakeholders, including students, and external stakeholders, and which aim at improving the quality of education.

Quality education standard 10.2

The measures aimed to improve the study programme and ensure the quality of education include regular external assessments of education quality, the results of which are made public and taken into consideration in quality improvement measures.

PRACTICAL PROFILE

Criterion 1. Structure of the study programme: concept of education, learning objectives and outcomes

Quality education standard 1.1

The concept of education and learning objectives: correspond to the strategy of the HEI; are covered by the discipline(-s) to which the degree programme is assigned; take account of progress in the fields of professional/economic activity relevant to the degree programme; are geared towards the needs of social and economic stakeholders, and of the labour market in particular.

Quality education standard 1.2

Learning outcomes correspond to the concept of education and learning objectives and the discipline (s) to which the degree programme is assigned, describe in an accurate, specific, realistic and verifiable manner knowledge, skills and social competences acquired by students, and correspond to the appropriate level of the Polish Qualifications Framework and the practical profile.

Quality education standard 1.2a

In the case of degree programmes preparing for professions referred to in Article 68(1) of the act learning outcomes include the full scope of general and specific learning outcomes stipulated in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

Quality education standard 1.2b

Learning outcomes for degree programmes leading to the award of the qualification of *inżynier* or *magister inżynier* include the full scope of learning outcomes leading to the award of *inżynier* qualification featured in the second stage descriptors stipulated in regulations issued on the strength of Article 7(3) of the act of 22 December 2015 on Integrated Qualifications System (OJ of 2018 , item 2153 and 2245).

Criterion 2. Implementation of the study programme: programme contents, timetable for the implementation of the study programme, forms and organisation of classes, methods of education, student placements, organisation of the teaching and learning process

Quality education standard 2.1

Programme contents correspond to learning outcomes and take into account: current knowledge and its application in the discipline(-s) to which the degree programme is assigned; rules and standards; the current state of practice in the areas of professional/business activity and the labour market relevant to the degree programme.

Quality education standard 2.1a

In the case of degree programmes offering education for professions referred to in Article 68(1) of the act, programme contents include the full scope of programme contents included in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

Quality education standard 2.2

The timetable for the implementation of the study programme; the forms and organisation of courses; the number of semesters; the number of hours of classes taught directly by academic teachers or other lecturers and the estimated workload of students calculated based on the number of ECTS credits enable students to achieve all learning outcomes.

Quality education standard 2.2a

In the case of degree programmes providing education for professions referred to in Article 68(1) of the act, the timetable for the implementation of the study programme; the forms and organisation of courses; the number of semesters; the number of hours of classes conducted with the direct participation of academic teachers or other lecturers, and the estimated workload of students calculated based on the number of ECTS credits comply with the rules and requirements contained in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

Quality education standard 2.3

Teaching methods are student-centred, motivate students to actively participate in the teaching and learning process and enable students to achieve learning outcomes, and, in particular, allow for the preparation for practising the profession in the labour market in the areas typical for the degree programme.

Quality education standard 2.4

The programme, organisation and supervision over the implementation of student placements, the selection of placement venues and the environment, in which they take place, as well as infrastructure and competence of placement supervisors ensure that placements are carried out correctly and that students achieve learning outcomes, especially those related to initial practical training.

Quality education standard 2.4a

In the case of degree programmes providing education for professions referred to in Article 68(1) of the act, student placement programme, organisation and supervision over their implementation, the selection of placement venues and the environment, in which they take place, as well as infrastructure and competence of placement supervisors comply with the rules and requirements contained in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

Quality education standard 2.5

The organisation of the teaching process ensures effective use of time spent on teaching and learning and the verification and assessment of learning outcomes.

Quality education standard 2.5a

In the case of degree programmes providing education for professions referred to in Article 68(1) of the act, the organisation of teaching and learning complies with the rules and requirements concerning the organisation of education contained in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

Criterion 3. Admission to studies, verification of learning outcomes achievement by students, giving credit for individual semesters and years and awarding diplomas

Quality education standard 3.1

Competences expected from candidates applying for admission to degree programmes, rules for student progression, giving credit for individual semesters and years of studies, and for awarding diplomas have been specified. Admission rules and criteria allow for the selection of right candidates.

Quality education standard 3.2

The system for learning outcomes verification allows for monitoring students' progress and guarantees reliable assessment of the achievement of learning outcomes by students. Verification and assessment methods used allow for the verification and assessment of all learning outcomes, including, in particular, the acquisition of practical skills and preparedness to conduct business activity in the labour market area corresponding to the degree programme.

Quality education standard 3.2a

In the case of degree programmes providing education for professions referred to in Article 68(1) of the act the methods for learning outcomes verification comply with the rules and requirements concerning the organisation of education contained in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

Criterion 4. Competence, experience, qualifications and the number of staff providing education. Staff development and in-service training

Quality education standard 4.1

Competence and experience, qualifications and the number of academic teachers and other persons teaching classes to students ensure that the classes are conducted correctly and that the students achieve their learning outcomes.

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Quality education standard 4.2

The measures aimed to improve the study programme and ensure the quality of education include: rules for the selection of academic teachers and other lecturers, which are transparent and adequate to the needs of proper teaching of classes; regular assessment of teaching staff carried out with the participation of students, and the use of assessment results in staff development; providing conditions, which motivate staff to continuously develop.

Criterion 5. Education infrastructure and resources used in the implementation of the study programme and their improvement

Quality education standard 5.1

Teaching, library and IT infrastructure; technical equipment in classrooms and labs; teaching aids and resources; library, information, educational resources and laboratory test equipment, as well as infrastructure of other entities used for teaching classes are modern, allow for proper staging of classes and the achievement of learning outcomes by students, including the acquisition of practical skills and preparedness to conduct business activity in the labour market area corresponding to the degree programme. They are also adapted to the need of the disabled and ensure their full participation in education.

Quality education standard 5.1a

In the case of degree programmes providing education for professions referred to in Article 68(1) of the act, teaching infrastructure of HEIs, as well as infrastructure of other entities used for teaching classes comply with the rules and requirements concerning the organisation of education contained in education standards specified in the regulations issued on the strength of Article 68(3) of the act.

Quality education standard 5.2

The measures aimed to improve the study programme and ensure the quality of education include regular inspections of teaching, library and IT infrastructure, technical equipment in classes and labs; teaching aids and resources; library, information and educational resources. Such inspections are carried out with the participation of students and their results are taken into consideration in improvement measures.

Criterion 6. Cooperation with social and economic stakeholders on the development, implementation and improvement of the study programme and its impact on the development of the degree programme

Quality education standard 6.1

The concept of education is consistent with the needs of social and economic stakeholders.

Criterion 7. Conditions for and methods of improving the internationalisation of education provided as part of the degree programme

Quality education standard 7.1

Conditions conducive for the internationalisation of education provided as part of the degree programme have been created in accordance with the adopted concept of education. They ensure that students achieve learning outcomes concerning language skills. Courses or groups of courses taught in a foreign language are included in the study programme.

Criterion 8. Supporting learning, social, academic or professional development of students and their entry on the labour market. Development and improvement of such support

Quality education standard 8.1

Students are offered comprehensive support in their learning. Such support: takes different forms, depending on learning outcomes; takes into account the diverse needs of students; promotes social and professional development of students by ensuring the availability of academic staff. The support includes providing assistance in learning; in the achievement of learning outcomes, and in preparing for preparation for practising the profession in the labour market areas typical for the degree

programme.

Quality education standard 8.2

The measures aimed to improve the study programme and ensure the quality of education include regular inspections of the system aimed to support students in their learning, in which students participate, and their results are taken into consideration in improvement measures.

Criterion 9. Public access to information about the study programme, conditions for its implementation and achieved results

Quality education standard 9.1

The measures aimed to improve the study programme and ensure the quality of education include: ensuring public access to information about the study programme, the implementation of teaching and learning processes as part of the degree programme, which is up-to-date, comprehensive, comprehensible and consistent with the needs of different groups of recipients; regular reviews of public access to information, in which students and other recipients of information participate; the use of review results in improvement measures.

Criterion 10. Quality assurance policy, designing, approving, monitoring, reviewing and improving the study programme

Quality education standard 10.1

The measures aimed to improve the study programme include the rules for designing, approving, monitoring, reviewing and improving the study programme and regular reviews of the study programme, which are based on the results of reliable data and information analysis, carried out with the participation of internal stakeholders, including students, and external stakeholders, and which aim at improving the degree programme and quality of education.

Quality education standard 10.2

The measures aimed to improve the study programme and ensure the quality of education include regular external assessments of education quality, the results of which are made public and taken into consideration in quality improvement measures.

II. PROCEDURE FOR EXPRESSING AN OPINION ON THE FULFILMENT OF THE CONDITIONS FOR CONDUCTING STUDIES IN A SPECIFIC FIELD, LEVEL AND PROFILE AND THE RELATIONSHIP OF STUDIES WITH THE STRATEGY OF THE HEI (HEREINAFTER REFERRED TO AS THE OPINION)

Actions	Responsibility	Appointment
<p>The Secretariat of the PKA Bureau shall register the application for authorisation to set up studies (hereinafter referred to as the application) in an electronic database. The application, after being decreed by the Director of the PKA Bureau, shall be forwarded to the relevant section or the section for teacher education. The basis for the adoption of the application to the section or the section for teacher education is, respectively, the discipline to which the field of study which is the subject of the application has been assigned, and in the case of indicating more than one discipline, the leading discipline or specifying that the subject of the application is the permission to establish studies preparing for the profession of teacher.</p>	<p>Secretariat of the PKA Bureau Director of PKA Bureau</p>	<p>Immediately after receiving a letter from the Ministry of Science and Higher Education to express an opinion together with the application</p>
<p>Once decreed, the section or the section for teacher education shall act as a team coordinating the expression of an opinion. The secretary of the coordinating section shall be responsible for the day-to-day organisation and coordination of the work related to the expression of the opinion.</p>	<p>Section or the section for teacher education Secretary of the coordinating section</p>	<p>Within 2 months from the date of registration of the application</p>
<p>The Secretary of the section or the section for teacher education acting as the coordinating section, in consultation with his Chair, shall prepare a note containing the reviewers of the proposal proposed by the Chair of the Section or the section for teacher education acting as the coordinating section.</p>	<p>Secretary of the section or the section for teacher education</p>	<p>Within 4 days from the date of registration of the application by the Secretariat of the PKA Bureau</p>
<p>The Chair of section or the section for teacher education, acting as a coordinating section, proposes from among the members and experts of the Committee reviewers of the proposal:</p> <ol style="list-style-type: none"> 1) obligatory main reviewer, coordinating, who is an academic teacher, having achievements in the discipline to which the direction or in the leading discipline has been assigned, as well as didactic or professional experience, however, if the subject of the application are the fields of pre-school and early school pedagogy or special pedagogy, the main reviewer, the coordinating reviewer is a member of the team for teacher education, 	<p>Chair of the section or the section for teacher education</p>	<p>within 4 days from the date of registration of the application by the Secretariat of the PKA Bureau</p>

<p>2) obligatory reviewer who is a member of the team of student experts for reviewing proposals, 3) a reviewer who is a member of the teacher education team - if the subject of the application are studies preparing for the teaching profession, unless this condition is already met by the main reviewer, 4) a reviewer representing employers or their organizations - when the subject of the application are studies with a practical profile.</p>		
<p>The PKA Secretary, after assessing the compliance of the composition of the panel of reviewers with the conditions specified for the composition in this procedure and determining that there is no conflict of interest, appoints reviewers. In the event of objections to proposed reviewers, the Secretary shall agree with the Chair of section or the section for teacher education, acting as the coordinating section, of the other/other candidacy(s).</p>	Secretary of PKA	as above
<p>The PKA Secretary, either on his own initiative or at the request of the Chair of section or the section for teacher education, acting as the coordinating section, may decide to carry out the visit and determine the scope and manner in which it will be carried out and the composition of the evaluation panel. The evaluation panel includes the main reviewer and, obligatorily, the reviewer who is a member of the team of student experts for reviewing proposals.</p>	Secretary of PKA Chair of the section or the section for teacher education	as above
<p>A copy of the note accepted by the Secretary of PKA on the appointment of the evaluation panel is forwarded to the employees of the PKA Bureau responsible for maintaining the website and surveying.</p>	Employee responsible for running the website Employee responsible for the survey	as above
<p>The employee responsible for the survey, upon receipt of a note approved by the PKA Secretary, shall send an individual access code to the Secretary of the relevant section or the section for teacher education.</p>	Employee responsible for the survey	as above
<p>The Secretary of the section or the section for teacher education, acting as the coordinating section, prepares the visit from the organizational side (provides appropriate hotel reservations, prepares authorizations and financial documents), bearing in mind that the visit must take place within three weeks from the date of appointment of reviewers of the application by the Secretary of PKA.</p>	Secretary of the section or the section for teacher education	Immediately from the date of signature
<p>The Secretary of the section or the section for teacher education, acting as a coordinating section, shall prepare for the signature of the Director of the PKA Bureau a letter informing the rector of the HEI or the founder of the HEI, in the case of an application for entry of a non-public HEI in the register, about the date of the planned visit and its framework programme at least 14 days in advance.</p>	Secretary of the section or the section for teacher education	At least 14 days in advance of the date of the visit

	Director of PKA Bureau	
The Secretary of the section or the section for teacher education, acting as the coordinating section, shall forward to its members an application for permission to set up studies together with annexes constituting the basis for the preparation of reviews based on detailed criteria for reviewing applications.		Immediately from the date of appointment of reviewers by the Secretary of the Commission
If a visit is required, the Chair of the evaluation panel shall draw up a report on the visit.	Chair of the evaluation panel	Within 14 days from the date of commencement of the visit
The Secretary of the section or the section for teacher education, acting as the coordinating section shall, as soon as he receives the visit report, where the visit has taken place and the review, forward it to the main coordinating reviewer.	Secretary of the section or the section for teacher education	Immediately upon receipt of the report
Reviewers prepare a review based on the detailed criteria set out in the Statute, and then forward it to the main reviewer, who prepares a final review taking into account the reviews of all reviewers and a report on the visitation - when the visit took place - no later than 7 days from the date of receipt of the review and the visit report.	Reviewer Main reviewer	Within 7 days from the date of receipt of the request Within 14 days from the date of receipt of the application, and within 7 days from the date of receipt of the review and/or visit report
On the basis of the final review, the section or the section for teacher education, acting as a coordinating section, prepares an opinion on the fulfilment of the conditions for conducting studies in a specific field, level and profile, as well as the relationship of studies with the HEI's strategy, and prepares a draft resolution. The Chair of the section or the section for teacher education, acting as the coordinating section, shall vote on the opinion. The section or the section for teacher education, acting as the coordinating section, shall adopt an opinion by a public vote by a simple majority in the presence of at least half of the members.	Section or the section for teacher education	within no more than 14 days of receipt of the final review

Formal and legal verification of the draft resolution.	Secretary of the section or the section for teacher education Coordinator for the opinion giving procedures Legal adviser	
Before the meeting of the PKA Bureau, the Chair of the section or the section for teacher education verifies the compliance of the resolution with the application documentation and the opinion of the section or the section for teacher education.	Chair of the section or the section for teacher education	
The Secretary of the section or the section for teacher education draws up a report on the meeting of the section or the section for teacher education and makes draft resolutions and source documentation available to the members of the Presidium via the Presidium channel on the MS Teams platform.	Secretary of the section or the section for teacher education	At least 10 days before the date of the PKA Bureau meeting
The Chair of the section or the section for teacher education, acting as the coordinating section, or in particularly justified cases a person authorized by him, shall present the opinion of the section or the section for teacher education and the draft resolution together with the justification at a meeting of the PKA Bureau. The PKA President submits the opinion for discussion, and then the PKA Bureau in an open vote adopts a resolution by a simple majority of votes in the presence of at least half of the number of members.	Chair of the section or the section for teacher education PKA President Members of the PKA Bureau	At the time of the meeting of the PKA Bureau, bearing in mind that the resolution should be signed by the President within 2 months from the date of registration of the application for permission to create studies in the electronic database.
The Chair of the section or the section for teacher education, acting as the coordinating section, immediately after the end of the meeting shall make the final drafting of resolutions taking into account the comments submitted by the PKA Bureau.	Chair of the section or the section for teacher education	Within a maximum of 7 days from the date of the PKA Bureau meeting

<p>The Secretary of the section or the section for teacher education submits the resolution for final verification of the Coordinator for the opinion giving procedures and then submits to the Chair a resolution of the Presidium for signature.</p>	<p>Secretary of the section or the section for teacher education Coordinator for the opinion giving procedures PKA President</p>	<p>Within a maximum of 7 days from the date of the PKA Bureau meeting</p>
<p>The Secretary of the section or the section for teacher education, acting as the coordinating section, shall forward the resolution of the HEI and the competent ministers immediately after the matter has been considered by the Presidium. The letter forwarding the resolution is initialled by the coordinator for giving opinions on applications, and then signed by the Director of the PKA Bureau.</p>	<p>Secretary of the section or the section for teacher education Coordinator for the opinion giving procedures Director of PKA Bureau</p>	<p>Within 7 days of the date on which the matter was examined by the PKA Bureau</p>
<p>After the Minister has taken a decision on the authorisation to establish studies, the Secretary of the section or the section for teacher education, acting as a coordinating section, publishes on the PKA website an opinion on the fulfilment of the conditions for conducting studies in a specific field, level and profile and the relationship of studies with the strategy of HEI, as well as resolutions and reviews in the matter in question.</p>	<p>Employee responsible for running the website</p>	<p>Immediately upon receipt of the Minister's decision</p>

III. DOCUMENT TEMPLATES

Templates of documents are available at the following links.

Templates for reviews

<https://www.pka.edu.pl/en/evaluation/templates-for-reviews/>

Templates for opinions

<https://www.pka.edu.pl/en/opinion-giving-procedures/templates-for-opinions/>