Programme evaluation
implemented in the remote formula

Remote evaluation
procedure

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DETAILED CRITERIA FOR THE PROGRAMME EVALUATION OF THE POLISH ACCREDITATION COMMITTEE

Act of 20 July 2018 Law on Higher Education and Science Article 242(2) Programme evaluation shall take into account, in particular:	Regulation of the Ministry of Education and Science of 12 September 2018 on the criteria for programme evaluation § 1. The criteria for programme evaluation are:	Detailed criteria for PKA programme evaluation	ESG 2015
1) study programmes and educational standards	1) the way the study programme is structured and its compliance with the standard of education	Criterion 1. Structure of the study programme: concept of education, learning objectives and outcomes	1.1 Policy for quality assurance 1.2 Design and approval of programmes
	2) implementation of the study program	Criterion 2. Implementation of the study programme: programme contents, schedule for implementation of the study programme, forms and organisation of classes, methods of education, student placements, organisation of the teaching and learning process	1.2 Design and approval of programmes 1.3 Student-centred learning, teaching and assessment
	3) conditions for admission to studies and verification of achieved learning outcomes, including at the stage of the diploma examination	Criterion 3. Admission to studies, verification of learning outcomes achievement by students, giving credit for individual semesters and years and awarding diplomas	1.4 Student admission, progression, recognition and certification 1.3 Student-centred learning, teaching and assessment
2) scientific and didactic employee	4) the level of competence and experience of the teaching employee	Criterion 4. Competence, experience, qualifications and the number of employee providing education. Employee development and in-service training	1.5 Teaching employee

Act of 20 July 2018 Law on Higher Education and Science **Article 242(2)** Programme evaluation shall take into account, in particular:	Regulation of the Ministry of Education and Science of 12 September 2018 on the criteria for programme evaluation **§ 1. The criteria for programme evaluation are:**	Detailed criteria for PKA programme evaluation	ESG 2015
3) the infrastructure used for the implementation of the study programme	5) adapting the infrastructure used for the implementation of the study programme to the needs and objectives of education	Criterion 5. Education infrastructure and resources used in the implementation of the study programme and their improvement	1.6 Learning resources and student support
4) cooperation with the socio-economic stakeholders	6) relations with the socio-economic stakeholders in relation to the study programme	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	
5) internationalization	7) the degree of internationalization of education	Criterion 7. Conditions for and methods of improving the internationalisation of education provided as part of the degree programme	
6) support for students in the learning process	8) the quality of student support in the learning process	Criterion 8. Supporting learning, social, academic or professional development of students and their entry on the labour market. Development and improvement of such support	1.6 Learning resources and student support
	9) availability and quality of information about studies	Criterion 9. Public access to information about the study programme, conditions for its	1.8 Public Information

Act of 20 July 2018 Law on Higher Education and Science **Article 242(2)** Programme evaluation shall take into account, in particular:	Regulation of the Ministry of Education and Science of 12 September 2018 on the criteria for programme evaluation **§ 1. The criteria for programme evaluation are:**	Detailed criteria for PKA programme evaluation	ESG 2015
		implementation and achieved results	
	10) ways of improving the quality of education and their effectiveness	Criterion 10. Quality assurance policy, designing, approving, monitoring, reviewing and improving the study programme	1.1 Policy for quality assurance 1.2 Design and approval of programmes 1.7 Information management 1.9 On-going monitoring and periodic review of programmes 1.10 Cyclical external quality assurance

I. PROCEDURE OF PROGRAMME EVALUATION IMPLEMENTED IN THE REMOTE FORMULA

DESIGNATION FOR EVALUATION – IMPLEMENTED IN THE REMOTE FORMULA

ACTIONS	RESPONSIBILITY	APPOINTMENT	REMOTE SOLUTIONS	PROPOSED REMOTE WORK TOOLS
The secretaries of the Sections or the Section for Teacher Education, in consultation with the appropriate Chairman, prepare a list of programmes designated for programme evaluation in a given academic year, in accordance with the rules for the selection of fields of study specified in the Statutes.	Chairman of the Section or the Section for Teacher Education Secretary of the Section or the Section for Teacher Education	May	Files with the list of directions proposed for evaluation prepared in the MS Office program, stored online in the SharePoint cloud storage space with access by authorized persons (Chairman and secretaries of Sections, Coordinator for the programme evaluations). Online and/or partial work in PKA Bureau	− SharePoint − Rating database − List of decisions of the Ministry of Education and Science regarding the permission to establish studies − POL-on – in the scope of verification of data concerning fields of study − MS Office
Verification of the list of fields of study designated for evaluation in a given academic year by the Coordinator for the programme evaluations.	Coordinator for the programme evaluations	June	Work online with SharePoint cloud storage	− SharePoint − Rating database − POL-on – in the scope of verification of data concerning fields of study − List of decisions of the Ministry of

				Education and Science regarding the permission to establish studies − MS Office
The competent Sections or the Section for Teacher Education accept the proposed lists of fields of study designated for programme evaluation in a given academic year, divided into quarters, and prepare draft Appendixes to the Presidium of PKA's resolution on this matter.	Sections or the Section for Teacher Education	June	Work online using a file on a SharePoint virtual drive, shared with members of the Teams and the teacher education team.	− SharePoint − Remote meeting programme − Live online voting program − MS Office
The Presidium of PKA adopts a resolution on establishing a list of fields of study subject to programme evaluation in a given academic year, divided into quarters.	Presidium of PKA	July	Work online using a file placed in the SharePoint cloud storage space, made available to members of the Presidium of PKA. Meeting of the Presidium and voting on the resolution using remote tools. **Appendix 3** to this document contains the proposed folder structure for the Presidium of PKA in the SharePoint cloud disk space.	− SharePoint − MS Teams − Live online voting program − Website www.pka.edu.pl on the publication of the resolution with Appendices − MS Office
Section secretaries enter information on designated fields of study into the PKA evaluation database.	Secretary of the Section or the Section for Teacher Education	July	Online work and/or partial work in PKA Bureau.	− SharePoint − Rating database

The Secretary of the Section or Section for Teacher Education, in consultation with its Chairman, prepares a letter informing the rector of an HEI about the start of the evaluation procedure and about the need to prepare a self-evaluation report according to the model adopted by the Presidium of PKA within 6 weeks from the date of receipt of the notification of evaluation.	Chairman of the Section or the Section for Teacher Education Secretary of the Section or the Section for Teacher Education	November 5 for the first quarter January 5 for the second quarter August 5 for the fourth quarter (requests may also be made in July after the announcement of the annual schedule)	The letter should also request the appointment of a person coordinating the evaluation process on behalf of the HEI. This person is provided with a program evaluation folder created for evaluation purposes in the SharePoint cloud disk space, as part of the evaluation panel channel in MS Teams. Only the folder concerning the self-assessment report, Appendices and possible additional information / explanations / materials is made available. The folder is provided by the Secretary of the evaluation panel. The folder is secured by the inability of members of the evaluation panel to edit its contents. **Appendix 1** to this document contains the proposed structure of the Program Evaluation folder in the SharePoint	− SharePoint − MS Teams − MS Office

			cloud storage space. The HEI receives access data only to the folder called documents of the evaluation panel + HEI.	
The PKA Secretary signs a letter notifying the rector of the initiation of programme evaluation proceedings.	Secretary of PKA	Within a period taking into account the fact that the visit should be carried out within no more than 8 weeks from the date of receipt of the self-assessment report. In particularly justified cases, the Secretary may agree to a more distant date for the visit.	Remote electronic signature (qualified signature) of the letter by the Secretary of PKA. Submission of the letter via ePUAP or traditional mail.	− ePUAP platform − Electronic signature program for documents

PREPARATION FOR THE SITE VISIT – IMPLEMENTED IN THE REMOTE FORMULA

ACTIONS	RESPONSIBILITY	APPOINTMENT	REMOTE SOLUTIONS	PROPOSED REMOTE WORK TOOLS
The Secretary of the Section or Section for Teacher Education, in consultation with the Chairman of the Section or the Section for Teacher Education, after verifying whether the persons proposed to the evaluation panel have appropriate authorisations to process personal data granted by the Personal Data Controller, prepares for each planned programme evaluation of the field of study a note containing the proposed composition of the evaluation panel and the date of the visit.	Chairman of the Section or the Section for Teacher Education Secretary of the Section or the Section for Teacher Education	Immediately after receipt of the self-assessment report, bearing in mind that the visit should be carried out within no more than 8 weeks from the date of receipt of the self-assessment report. In particularly justified cases, the Secretary may postpone the date of the visit.	Remote preparation of a note for electronic signature by the Secretary of PKA.	− SharePoint − MS Teams
The Secretary of PKA, after assessing the proposed composition of the evaluation panel, including the determination that there is no conflict of interest, appoints an evaluation panel composed of up to seven members. In the event of objections to the proposed composition of the evaluation panel, the Secretary shall agree with the Chairman of the evaluation panel or panel on another(s) candidacy(s) for members of the evaluation panel.	Secretary of PKA	as above	Remote electronic signature (qualified signature) of a note by the Secretary of PKA.	− SharePoint − Electronic signature program for documents − MS Teams

A copy of the note accepted by the PKA Secretary is forwarded to PKA Bureau employee responsible for maintaining the website and for the survey.	Employee responsible for running the subjective website Employee responsible for the survey	as above	Share a note with the right people through a virtual drive in SharePoint cloud storage.	− SharePoint − MS Teams − MS Outlook
The employee responsible for the survey, upon receipt of a note approved by the PKA Secretary, sends an individual access code to the secretary of the relevant Section or the Section for Teacher Education.	Employee responsible for the survey	as above	Providing the access code to the appropriate Secretary of the evaluation panel via LimeSurvey.	− LimeSurvey
The Secretary of the Section or Section for Teacher Education immediately submits a self-assessment report to the evaluation panel and prepares the visit from the organisational side (accommodation, contracts, authorisations, notice of visit), enters the relevant data into the evaluation database and is responsible for their ongoing updating.	Secretary of the Section or Section for Teacher Education, Secretary of the evaluation panel	No later than 21 days before the start of the visit.	Send an e-mail message containing: 1) information about created Microsoft accounts in the domain pka.edu.pl for members of the evaluation panel, 2) Terms of use of e-mail in the pka.edu.pl domain and accompanying services of Office 365 by PKA members and experts and persons acting as the secretary of the evaluation panel, and 3) granting access to the folder with the self-assessment report (the ability to preview documents without the possibility of editing – applies to diploma and stage theses, deletion, copying). **From that moment on, a designated secretary of the evaluation panel is responsible**	− SharePoint − MS Teams − Adding accounts in the pka.edu.pl domain and access to other MS Office applications within the scope specified in the program evaluation procedure − **Appendix 1** contains the proposed structure of the programme evaluation folder

			for all organizational/technical matters related to the use of SharePoint cloud storage.	
Establish the division of responsibilities among the experts participating in the work of the evaluation panel and assign each expert the scope of the evaluation to be carried out. Arrangements for further proceedings of the panel, including the schedule and scope of documentation necessary to carry out the evaluation.	Chairman of the evaluation panel Secretary of the evaluation panel	as above	Remote work of the evaluation panel via MS Outlook/SharePoint/MS Teams. Exchange of basic information about the composition, etc. through SharePoint cloud storage. Exchange documents via SharePoint – the panel does not send files via email. Schedule a meeting, which should take place at least 10 days before the visit. The purpose of the meeting should be to discuss preliminary observations and progress in the work on partial preliminary reports. Preliminary reports should be created and edited online so that the chair and secretary of the evaluation panel can monitor the work done so far by individual members of the evaluation panel. **Final partial preliminary reports should be prepared no later than 7 days before the visit.**	− SharePoint − MS Teams − MS Outlook
The Secretary of PKA shall sign the authorisations for the members of the evaluation panel to conduct the visit.	Secretary of PKA	as above	Authorizations bearing a qualified signature are forwarded to the HEI via e-mail or by placing the document in the SharePoint	− Electronic signature program for documents − SharePoint

	Secretary of the Section or the Section for Teacher Education		cloud disk space and granting appropriate access to the coordinator of the visit on behalf of the HEI.	– MS Teams
The Director of PKA Bureau notifies the HEI of the date of the visit and provides the HEI with a uniform schedule of site visits.	Director of PKA Bureau Secretary of the Section or the Section for Teacher Education	as above (date instructional). In accordance with § 17(9) of PKA's Statute, no later than two weeks before the start of the visit.	Submission of the letter via ePUAP or traditional mail.	– ePUAP platform – Electronic signature program for documents
Establishing a detailed schedule of visits. Ensuring that the schedule of visits is feasible and that the duration of the meetings meets the needs of an independent evaluation procedure and is in line with the rules adopted by PKA for conducting the visits. Establishing with the Chairman of the evaluation panel the list of diploma and stage theses, as well as other documentation necessary for the assessment by the panel.	Secretary of the evaluation panel in cooperation with the Chairman of the evaluation panel	At least 14 days before the scheduled date of the visit	The secretary of the evaluation panel provides a schedule for visits via SharePoint cloud storage. The schedule will be further edited online. Establishing the rules of individual meetings and recreating / creating them in the calendar of meetings in cooperation with a person designated from the HEI on the basis of the data contained in the schedule. **When appointing participants of individual meetings, the HEI should provide their personal data in accordance with the scope indicated in the schedule. Links enabling access to individual meetings to people from the HEI**	– SharePoint – folder structure in **Appendix 1** – MS Teams – MS Outlook – Telephone

			are generated by the secretary of the evaluation panel, who forwards them to the coordinator of the visit on behalf of the HEI for further transmission directly to the participants indicated in the visit schedule. Forwarding the above-mentioned links via e-mail to the coordinator on behalf of the HEI along with a tutorial on how to launch the MS Teams application, in order to avoid possible problems.	
Analysis of schedules and plans by the evaluation panel and selection of activities that will be monitored during the visit, assuming that the possible period of the visit is the time of the visit and 7 days before its start and 7 days after its completion.	Members of the evaluation panel	At least 14 days before the scheduled date of the visit	Class schedules and schedules will be available to the evaluation panel through the cloud-based SharePoint drive in the Self-Assessment Report folder. The secretary of the evaluation panel provides information about the planned classes to the coordinator of the visit immediately after their selection in order to grant appropriate access and technical support by the HEI to enable the monitoring to be carried out.	− MS Teams − SharePoint
Analysis of data and information contained in the self-assessment report and development on their basis, using cards to meet the quality standards of education, a	Members of the evaluation panel within the scope of designated	At least 10 days before the planned date of the visit	Discussion of the Criteria at an online meeting organised by the secretary of the evaluation panel in consultation with the	− MS Teams − SharePoint

list of additional questions and doubts that should be clarified during the visit.	responsibility for the criteria		Chairman of the evaluation panel (meeting scheduled at an earlier stage).	
Preparation of partial preliminary reports by individual members of the evaluation panel.	Members of the evaluation panel within the scope of designated responsibility for the criteria	At least 7 days before the planned date of the visit	Members of the evaluation panel share the developed partial preliminary reports in the appropriate folder in the SharePoint cloud storage.	− MS Teams − SharePoint
Analysis of data and information contained in the self-assessment report, data from the website of the HEI conducting the assessed field of study, as well as from systems related to POL-on (e.g. the National System for Monitoring the Economic Fate of HEI Graduates, the Select Studies portal). Indication of possible discrepancies between the self-assessment report and data obtained from external sources.	Secretary of the evaluation panel		The collected data and information are placed by the secretary on an ongoing basis in the SharePoint cloud disk space, in a designated place.	− MS Teams − SharePoint -folder structure in **Appendix 1**
Preparation of a list of additional questions and doubts that should be clarified during the visit, relating to individual assessment criteria on the basis of cards for meeting the quality of education standards completed by members of the evaluation panel in the scope of designated responsibility for the criteria.	Secretary of the evaluation panel	At least 3 days before the planned date of the visit	Preparation of a list of questions and doubts that have been raised in the cards of meeting the quality standards of education and at the preliminary meeting of the evaluation panel. Preparation of a preliminary report based on partial preliminary reports.	− MS Teams − SharePoint
Preparation of concise information on international accreditation and accreditation body - if the self-assessment report contains information about the possession of such(s) accreditations.	Secretary of the evaluation panel	as above	The prepared information is placed on an ongoing basis on a virtual disk in the SharePoint cloud disk space in a designated place.	− MS Teams − SharePoint

Provide the Chairman of the evaluation panel and all members of the panel with an preliminary report and a list of additional questions and concerns to be clarified during the visit relating to each criterion.	Secretary of the evaluation panel	as above	Providing the preliminary report and a list of additional questions and doubts that should be clarified during the visit takes place by posting them and making them available via a virtual disk in the SharePoint cloud disk space.	− MS Teams − SharePoint
Forwarding to the coordinator of the visit from the HEI a list with additional requests from the evaluation panel.	Secretary of the evaluation panel	as above	Sending an e-mail to the coordinator of the visit on behalf of the HEI, asking for additional materials and information. For this purpose, a dedicated folder will be created in the SharePoint cloud disk space , in which the coordinator of the visit on behalf of the HEI should post the subject materials.	− SharePoint − MS Teams
Ongoing cooperation with the coordinator of the visit on the part of the HEI in order to ensure logistical conditions for its conduct.	Secretary of the evaluation panel	as above	Checking whether all meetings are correctly planned in the calendar and whether the correct links have been provided to the coordinator of the visit on behalf of the HEI for further distribution directly to interested persons.	− SharePoint − MS Teams

SITE VISIT - IMPLEMENTED IN THE REMOTE FORMULA

ACTIONS	RESPONSIBILITY	APPOINTMENT
Supervision over the efficient course of the visit and the implementation of tasks by the members of the evaluation panel.	Chairman of the evaluation panel	On the date of the visit
Coordination over the efficient and scheduled course of the visit in cooperation with the Chairman and members of the evaluation panel and the coordinator of the visitation process on the part of the HEI.	Secretary of the evaluation panel	as above
Participation of the entire panel in all meetings designated in the visit schedule, including meetings of the evaluation panel with internal and external stakeholders.	Chairman of the evaluation panel in cooperation with the Secretary of the evaluation panel	as above
Monitoring whether individual experts participating in the work of the evaluation panel have carried out a comprehensive and exhaustive evaluation to the extent entrusted to them by the chair of the evaluation panel, identifying aspects that have not been assessed and providing a list of them to the expert concerned, in order to complete the evaluation in omitted aspects.	Chairman of the evaluation panel in cooperation with the Secretary of the evaluation panel	as above
Informing about significant problems that occurred during the visit of the Chairman of the evaluation panel and, in particularly justified cases, the Secretary of PKA.	Secretary of the evaluation panel	not applicable

SCHEDULE OF SITE VISIT - IMPLEMENTED IN THE REMOTE FORMULA

Day before visit (date)	
	Comments:
Composition of the evaluation panel: Chairman: Panel Members:	1. **The meeting takes place via MS Teams and lasts about 2 hours.** 2. During the meeting, standards compliance cards prepared in advance by the members of the evaluation panel and a list of questions and doubts formulated in relation to individual criteria are used, as well as a preliminary draft report of the evaluation panel prepared on the basis of previously sent partial reports.
Data of the coordinator of the evaluation process on the part of the HEI:	
Meeting of the evaluation panel 1. Exchange of preliminary reflections on the assessed field of study after reading the self-assessment report and reading the additional documents sent before the visit and the preliminary report of the evaluation panel. 2. A detailed discussion of the evaluation criteria, as well as the formulation of further questions and doubts regarding the fulfilment of the quality standards of education. 3. Confirmation of the detailed schedule of meetings and the division of responsibilities between the members of the evaluation panel and their role during the visit. 4. Determining the order of visited objects of the didactic base of the HEI and non-HEI.	
End of the meeting preceding the visit	

Day 1 of the site visit (date)		
Hours	**Event description*** ***5 to 10 minutes should be added to each meeting to switch the meeting to a meeting and maintain hygiene of remote work at the computer**	**PKA Representatives** (composition of the evaluation panel given above)
		HEI Representatives (please fill in the table according to the information for each meeting)
8:00	**Joining the panel before the HEI Authorities join**	**PKA evaluation panel**
8:30	**Meeting with the HEI Authorities** in order to present a detailed schedule of the visit and familiarize the members of the evaluation panel with the most important problems regarding the role assigned by the HEI Authorities to the evaluated direction in the implementation of the HEI's strategy.	**PKA evaluation panel** **HEI Authorities** (please specify the composition of the participants of the meeting on the part of the HEI) – name, surname, function.
9:00	**Meeting with the panel preparing the self-assessment report,** including persons responsible for the construction of the study programme (concept, learning objectives and learning outcomes), implementation of the study programme, including apprenticeships, system of verification of learning outcomes, internationalisation of the education process in the field of study, support in the process of educating students, people with disabilities, cooperation with the socio-economic stakeholders.	**PKA evaluation panel** **The panel preparing the self-assessment report, people responsible for the course, including apprenticeships, internationalization, cooperation with the socio-economic stakeholders, student support.** (please specify the composition of the participants of the meeting on the part of the HEI) – name, surname, function.
11:00	**Observation of didactic classes/** **Evaluation of diploma and stage theses/** **Update the report**	**PKA evaluation panel** **Please indicate the person responsible for piloting the evaluation panel** – name, surname, function.
13:00	**Break for the evaluation panel**	-
14:00	**Meeting with students, the Student Government and representatives of the student scientific movement.**	**PKA evaluation panel**

Hours.	Event description	Meeting participants on the side of PKA
		representatives of students of the assessed field of study from all years, profiles, levels and forms of education. Student representatives should be indicated in consultation with the Student Government. (please specify the composition of the participants of the meeting on the part of the HEI) – name, surname, year and form of studies.
15:00	**Meeting with academic teachers conducting** classes in the evaluated field of study and conducting scientific research.	**PKA evaluation panel** **representatives of academic teachers conducting classes in the field of study being assessed and conducting scientific research.** (please specify the composition of the participants of the meeting on the part of the HEI) – name, surname.
16:00	**Meeting with representatives of the socio-economic stakeholders**, including employers offering apprenticeships for students of the assessed field of study	**PKA evaluation panel** **representatives of the socio-economic stakeholders, including employers offering apprenticeships for students of the assessed field.** (please specify the composition of the participants of the meeting and the names of the institutions represented) – first name, surname.
17:00	**Meeting of the evaluation panel**	
19:00	**End of the 1st day of the visitation**	

Second day of the visitation (date)		
Hours.	**Event description**	**Meeting participants on the side of PKA**
		HEI Representatives

8:00	Panel joining before the participants of the meeting join from the HEI	PKA evaluation panel
8:30	Meeting with persons responsible for improving quality in the field of evaluation, functioning of the internal system of quality assurance of education and public access to information about the study programme, conditions for its implementation and achieved results.	PKA evaluation panel persons responsible for improving the quality of the evaluated field of study and the functioning of WSZJK and public access to information. (please specify the composition of the participants of the meeting on the part of the HEI) – name, surname, function.
9:30	Visit of the didactic base, HEI and non-HEI, used to carry out classes in the evaluated field of study, with particular emphasis on the scientific base and the library.	PKA evaluation panel Please indicate the person responsible for piloting the evaluation panel – name, surname, function.
11:00	Observation of didactic classes/ Evaluation of stage and diploma theses/ Own work on a report	PKA evaluation panel Please indicate the person responsible for piloting the evaluation panel – name, surname, function.
13:00	Summary meeting of the evaluation panel.	PKA evaluation panel
14:00	Final meeting with the HEI Authorities devoted to the summary of the visit and presentation of the course of further stages of the evaluation procedure.	PKA evaluation panel HEI Authorities (please specify the composition of the participants of the meeting on the part of the HEI) – name, surname, function.
15:00	End of the visit	

REPORT

ACTIONS	RESPONSIBILITY	APPOINTMENT	REMOTE SOLUTIONS	PROPOSED REMOTE WORK TOOLS
Preparation of the final report by the evaluation panel.	Members of the evaluation panel within the scope of the responsibility assigned for the criteria	1 week from the date of completion of the visit	The final report is prepared by the evaluation panel jointly via SharePoint cloud storage. The panel edits one file (preliminary report completed by the panel during the visit). Where the expert refers to a criterion for which he is not responsible, he marks the text added by him in a colour other than black. The secretary of the evaluation panel, when formulating comments/suggestions, marks individual members of the evaluation	− MS Office − SharePoint

			panel in a way that allows them to receive information on an ongoing basis that a comment has been formulated to a given part (SharePoint virtual disk function).	
Preparation and editing in logical, linguistic and editorial terms of the final draft report of the evaluation panel.	Secretary of the evaluation panel	10 days from the end of the visitation	The visit report is available online and the evaluation panel can still be consulted.	− MS Office − SharePoint
Acceptance by the Chairman of the evaluation panel of the draft report prepared by the secretary together with the panel.	Chairman of the evaluation panel	2 weeks from the end of the visit	The secretary sends to the Chairman information about the completion of work on the report, together with a request for approval or possible comments.	− MS Office − SharePoint
Submission of the final version of the evaluation panel's report to the Secretary of PKA.	Secretary of the evaluation panel Secretary of the Section or the Section for Teacher Education	2 weeks from the end of the visit	Provide the PKA Secretary with a report on the visit for verification.	− MS Office − SharePoint

The PKA Secretary verifies the report in terms of compliance with the template, legal regulations, correctness of terminology, completeness (taking into account all detailed criteria and quality standards of education), precision of justifications and unambiguity of recommendations and editorial correctness.	Secretary of PKA	2 weeks from the date of receipt of the report for verification	The PKA Secretary informs about the addition of comments to the report online.	− MS Office − SharePoint
The Chairman, members and the secretary of the evaluation panel shall take note of the comments of the PKA Secretary, and shall make any additions or corrections to the report.	Chairman of the evaluation panel in cooperation with members of the evaluation panel Secretary of the evaluation panel	Immediately upon receipt of the report from the Secretary of PKA after verification	The Chairman, the members and the secretary of the evaluation panel shall work on one permanent file without creating copies. The Chairman of the evaluation panel shall approve the final version of the evaluation panel's report.	− MS Office − SharePoint
Submission of the report by the Chairman of the evaluation panel to the secretary of the Section or Section for Teacher Education for further proceedings.	Chairman of the evaluation panel	Immediately after correction of the report as a result of any comments presented by the Secretary of PKA and approval of the final version of the evaluation panel's report	The Chairman of the evaluation panel informs online that the report has been completed and approved to the secretary of the evaluation panel, who forwards the final version of the report to the secretary of the	− MS Office − SharePoint

			Section or Section for Teacher Education.	
The Secretary of PKA signs a letter (prepared by the secretary of the Section or Section for Teacher Education) forwarding the evaluation panel's report to the HEI, together with a request to present a position paper within 3 weeks in response to the comments contained therein.	Secretary of PKA Secretary of the Section or the Section for Teacher Education	As soon as the final version of the evaluation panel's report is received	Submission of a letter signed with a qualified signature with an Appendix via ePUAP or traditional mail.	− MS Office − SharePoint − ePUAP platform − Electronic signature program
Transmission of the position to the Chairman of the evaluation panel by the secretary of the Section or the Section for Teacher Education.	Secretary of the Section or the Section for Teacher Education	Immediately after receiving the HEI's position in response to the evaluation panel's report		− MS Office − SharePoint
Drafting a draft opinion of the Section or the Section for Teacher Education based on the evaluation panel's report and the position of the HEI under the supervision of the Chairman of the evaluation panel, in consultation with the other members of the evaluation panel.	Chairman of the Section or the Section for Teacher Education and Chairman of the evaluation panel in consultation with the other members of the evaluation panel	2 weeks from the date of receipt of the HEI's position		− MS Office − SharePoint

OPINION OF THE SECTION AND RESOLUTION OF THE PRESIDIUM OF PKA

ACTIONS	RESPONSIBILITY	APPOINTMENT	REMOTE SOLUTIONS	PROPOSED REMOTE WORK TOOLS
The Chairman of the evaluation panel presents the matter at a meeting of the Section or the Section for Teacher Education. On the basis of the evaluation panel's report and the position of the HEI, the Section or the Section for Teacher Education draws up an opinion and prepares a draft resolution. The Chairman of the Section or the Section for Teacher Education shall vote on the evaluation proposal. The initial Section or the Section for Teacher Education shall adopt the opinion and the proposal for evaluation in an open vote by simple majority in the presence of at least half of the number of members.	Chairman of the evaluation panel Section or the Section for Teacher Education	The opinion of the Section or the Section for Teacher Education should be presented at a meeting of the Presidium of PKA no later than within 6 weeks from the date of receipt of the response with the position of the HEI, but no later than 3 weeks from the date of preparation of the opinion by the Section or the Section for Teacher Education.	Preparation of an online opinion project and placement of documentation on a SharePoint virtual disk in accordance with the folder structure presented in **Appendix 2**. The meeting of the Section takes place via the MS Teams program. Voting is carried out using a live electronic voting program.	− SharePoint − MS Office − MS Teams − Live electronic voting programme
Formal and legal verification of the draft resolution.	Secretary of the Section or the Section for Teacher Education Coordinator for the programme evaluations Legal adviser		Making the document available to persons involved in formal and legal verification. It should be noted that these people receive a link to	− SharePoint − MS Office

			the document online and are entitled to edit it. The work of these people is done online on the same file.	
Before a meeting of the Presidium of PKA, the Chairman of the Section or the Section for Teacher Education verifies the compliance of the draft resolution with the evaluation documentation and the opinion of the Section or the Section for Teacher Education.	Chairman of the Section or the Section for Teacher Education		as above	− SharePoint − MS Office
The Secretary of the Section or Section for Teacher Education draws up a report on the meeting of the Section or the Section for Teacher Education and makes draft resolutions together with source documentation available to Presidium of PKA members 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 Presidium of PKA meeting	Making the document available to the members of the Presidium of PKA, in accordance with the folder structure on the SharePoint virtual disk presented in **Appendix 3**.	− SharePoint − MS Office
The Chairman of the Section or the Section for Teacher Education or, in particularly justified cases, a person authorised by the Chairman, shall present the opinion of the Section or the Section for Teacher Education and a draft resolution together with justification at a meeting of the Presidium of PKA. The PKA Chairman submits for discussion, and then for a vote, an evaluation proposal formulated by the Section or the Section for Teacher Education. The	Chairman of the Section or the Section for Teacher Education President of PKA Members of the Presidium of PKA	During the Presidium of PKA meeting	The structure of the Presidium of PKA folder on the SharePoint virtual disk is presented in **Appendix 3**. The Presidium of PKA meeting takes place	− SharePoint − MS Teams − Live electronic voting programme − MS Office

Presidium of PKA shall adopt a decision in an open vote by a simple majority of votes, in the presence of at least half of the number of members.			through the MS Teams program. Voting is carried out using a live electronic voting program.	
The Chairman of the Section or the Section for Teacher Education shall finalise the resolutions immediately after the end of the meeting, taking into account the comments submitted by the Presidium of PKA.	Chairman of the Section or the Section for Teacher Education	Within a maximum of 7 days from the date of the Presidium of PKA meeting	The structure of the Presidium of PKA folder in the cloud-based SharePoint virtual space is shown in **Appendix 3**.	− SharePoint − MS Office
The Secretary of the Section or Section for Teacher Education submits the resolution for final verification by the Coordinator for the programme evaluations, and then submits the resolution to the President for signature.	Secretary of the Section or the Section for Teacher Education Coordinator for the programme evaluations President of PKA	Within a period not exceeding 7 days from the date of consideration of the matter by the Presidium of PKA.	The structure of the Bureau folder in the cloud-based SharePoint virtual space is shown in **Appendix 3**. The President of PKA signs resolutions electronically.	− SharePoint − Electronic signature program − MS Office
The Secretary of the Section or Section for Teacher Education submits the resolution to the Presidium of an HEI, to the minister responsible for higher education and to the minister supervising the HEI. The letter transmitting the resolution is verified by the Coordinator for the programme evaluations and then signed by the Director of PKA Bureau.	Secretary of the Section or the Section for Teacher Education Coordinator for the programme evaluations Office Director	Within a period not exceeding 7 days from the date of consideration of the matter by the Presidium of PKA.	Submission of a letter with an Appendix via ePUAP and traditional mail.	− SharePoint − ePUAP − Program for electronic signature of documents
After the resolution of the Presidium of PKA becomes final, the Secretary of the Section or Section for Teacher Education updates the data entered into the	Secretary of the Section or the Section for Teacher Education	After the resolution of the	Inclusion of the resolution, report and position of	− SharePoint − Rating database − Website

Commission's evaluation database, and also publishes the resolution, report and position of the HEI in the evaluation database. Resolutions, reports and the position of the HEI are published on the Commission's website.		Presidium of PKA becomes final.	the HEI in the evaluation database. Online work and/or partial work in PKA Bureau.	

II.   RULES FOR CARRYING OUT THE SITE VISIT

The site visit, subject to paragraph 2, shall last not less than two days. In the case of repeated evaluation referred to in § 17(10) of PKA's Articles of Association, the visit shall take place in accordance with the rules laid down in that provision and may last one day. *(repealed)*

The site visit provided for in the programme evaluation procedure shall be carried out in accordance with a timetable which shall include in particular:

1) Meeting of the evaluation panel with the authorities of the HEI conducting the evaluated field of study.

1a) Meeting of the evaluation panel with the panel preparing the self-assessment report.

2) Assessment of compliance with the programme evaluation criteria set out in §1 of the Regulation of the Minister of Science and Higher Education of 12 September 2018 on programme evaluation criteria (Journal of Laws of 2018, item 1787), as well as detailed criteria and education quality standards specified respectively for the general academic and practical profiles, constituting Appendix 2 to the Statute of the Polish Accreditation Committee.

3) Monitoring of didactic classes.

4) Monitoring of didactic infrastructure, HEI and non-HEI, used for the implementation of classes; in the case of assessment carried out on the general academic profile with particular emphasis on scientific infrastructure, and in the case of assessment on the practical profile with particular emphasis on the infrastructure that is used to conduct classes shaping practical skills and equip the institutions in which internships are carried out.

5) Meetings with:

    a) academic teachers and other persons conducting classes,

    b) representatives of students, student government and the student scientific movement,

    c) representatives of the socio-economic stakeholders.

6) Meetings of the members of the evaluation panel in order to analyse the information collected, supplement the preliminary report of the evaluation panel in terms of the findings made during the meetings, formulate conclusions, comments, recommendations and recommendations summarizing the visit.

7) Final meeting with the HEI Authorities.

If it is not possible to conduct a site visit to an HEI, the visit may be carried out remotely, without the presence of members of the evaluation panel at the HEI (site visit implemented in the remote formula). The decision to conduct a remote visit is made by the Secretary of PKA.

The site visit implemented in the remote formula is conducting with using means of distance communication provided by the PKA Bureau. The site visit implemented in the remote formula is conducting according to the site visit schedule including the elements listed above.

III. EVALUATION PANEL

CHAIRMAN OF THE EVALUATION PANEL

The Chairman of the evaluation panel is responsible for all the activities undertaken by the evaluation panel from the moment of receipt of the self-assessment report, through the conduct of the visit and the preparation of the report, up to the presentation of the matter at the meeting of the Section or the Section for Teacher Education.

The specific tasks of the Chairman of the evaluation panel include in particular:

1. Familiarization with the documentation, including in particular the self-assessment report and other available information before the visit, in order to ensure the completeness and adequacy of the information collected in relation to the needs of the evaluation panel.

2. Liaising with the secretary of the evaluation panel to:

   - the division of responsibilities among the members of the evaluation panel,

   - preparation of a detailed schedule of visits,

   - preparation of the final list of questions and doubts, as well as additional requests to the HEI, based on the cards completed by the members of the evaluation panel to meet the quality standards of education,

   - preparation of the final list of classes selected for supervision,

   - preparation of the final list of diploma theses and staged works for evaluation,

   - preparation of the preliminary and final version of the report on the visit.

3. Organization of internal meetings of the evaluation panel in order to agree with the members of the evaluation panel how to proceed with the visit, including in particular meetings designated in the schedule of the visit, i.e. the division of roles and the contribution of individual panel members.

4. Chairman meetings and discussions included in the visitation schedule.

5. Filling in the cards for meeting the quality standards of education and developing a list of additional questions and doubts that should be clarified during the visit, relating to individual assessment criteria covered by the responsibility of the Chairman of the evaluation panel.

6. Preparation of preliminary and final preliminary reports on the criteria under the responsibility of the Chairman of the evaluation panel.

7. Supervising the timeliness of the tasks carried out by all members of the evaluation panel, and in the event of deviations from the deadlines or those provided for in the PKA Statute, immediately informing the PKA Secretary thereof.

8. Familiarization with the content of the comments introduced to the report by the Secretary of PKA and making final decisions regarding the need to make corrections to the content of the report.

9. Preparing a draft opinion of the Section or the Section for Teacher Education and presenting the matter at a meeting of the Section or the Section for Teacher Education.

SECRETARY OF THE EVALUATION PANEL

The secretary of the panel is an equal member of the evaluation panel, whose tasks, apart from organisational matters related to the visit, include:

1. Cooperation with the coordinator of the evaluation process from the HEI in order to ensure organizational and logistic conditions enabling visits via means of distance communication.

2. Preparing, in cooperation with the Chairman and members of the evaluation panel, lists of additional questions and doubts that should be clarified during the visit, relating to individual evaluation criteria, as well as indicators of meeting the quality standards of education.

3. Preparation, in cooperation with the Chairman and members of the evaluation panel, of lists of classes designated for supervision as well as diploma and stage theses designated for evaluation.

4. Coordination on the smooth and timely conduct of the visit in cooperation with the Chairman of the evaluation panel.

5. Participation in all meetings designated in the visit schedule, including meetings of the evaluation panel with internal and external stakeholders.

6. Identify aspects or concerns that are still not resolved during the visit and keep the leader of the evaluation panel informed.

7. Informing about significant problems that have occurred during the visit of the Chairman of the evaluation panel.

8. Preparation and editing in logical, linguistic and editorial terms of the preliminary and final report of the evaluation panel on the basis of final partial reports prepared by individual members of the evaluation panel.

9. Monitoring the timeliness of the implementation of partial reports by experts and informing the Chairman of the evaluation panel on an ongoing basis about difficulties related to meeting the deadlines set out in the PKA Statute. In particularly justified cases, informing the PKA Secretary of difficulties that arise.

10. Submit the draft report to the Chairman of the evaluation panel and all members of the evaluation panel in order to agree on the final version of the visit report.

11. Transmission of the final version of the visit report approved by the evaluation panel to the Secretary of the Section or the Section for Teacher Education, who shall make it available to the PKA Secretary.

12. Forward the report to all members of the evaluation panel with a request for immediate correction, after receiving the report from the Secretary of PKA with comments.

13. Forwarding the final version of the report to the Chairman of the evaluation panel and the Secretary of the Section or Section for Teacher Education for further proceedings.

In addition, the secretary is obliged to ensure the completeness of the report, i.e. to present the results of the analysis of the facts and the evaluation of compliance with all the criteria for programme evaluation, as well as the report's compliance with the applicable model adopted by the Presidium of PKA, which is separate for programme evaluation in the field of study with a general academic profile and a practical profile.

MEMBERS OF THE EVALUATION PANEL

The responsibilities of all panel members include:

1. Getting acquainted with the documentation, including in particular the self-assessment report and other available information before the visit, in order to assess them initially in the scope of responsibility for the indicated evaluation criteria.

2. Filling in the cards for meeting the quality of education standards and developing a list of additional questions and doubts that should be clarified during the visit, relating to individual assessment criteria covered by the responsibility of a given member of the evaluation panel.

3. Preparation of preliminary and final preliminary reports on the criteria covered by the responsibility of a given member of the evaluation panel.

4. Active participation in all meetings included in the visitation schedule, as well as all internal meetings of the evaluation panel.

5. Informing the Chairman of the evaluation panel about current problems related to the implementation of tasks.

6. Comment on the proposal of the evaluation panel's report and make immediate corrections at the request of the Chairman or secretary of the evaluation panel.

7. Cooperation with the Chairman of the evaluation panel in the preparation of the draft opinion of the Section or the Section for Teacher Education.

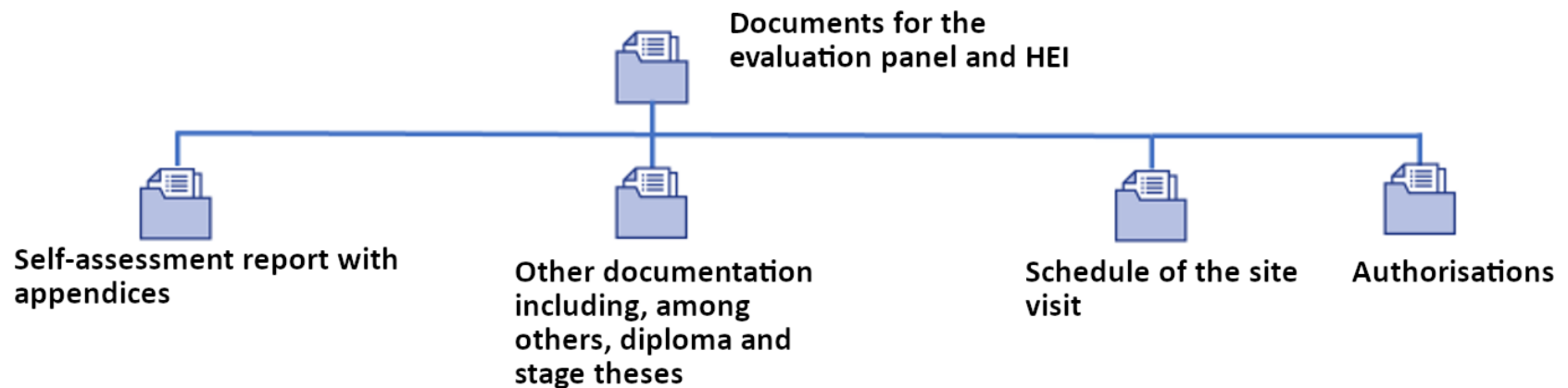8. Timely implementation of entrusted tasks.

IV.   GENERAL GUIDELINES FOR THE PREPARATION OF THE REPORT

The final version of the evaluation panel's report should be submitted to the PKA Secretary in accordance with the procedure within 2 weeks from the date of completion of the visit, while the activities defined above require the involvement of the evaluation panel at least more than 2 weeks before the date of the planned visit.

The report should meet the following requirements:

1. **Conciseness –** the volume of the report in the part devoted to the detailed description of meeting the criteria of programme evaluation should not exceed 40,000 characters.

2. **Style and language** – the language in which the report is written should be simple, clear, unambiguous, understandable, avoid repeatedly complex sentences with a complicated structure, use a neutral, balanced, objective tone.

3. **Content** – the dominant elements in the content of the report should be the **results of the analysis** and **evaluation**, the report should be reduced to a minimum and descriptive elements of the report; very important parts of the report are **recommendations** to be implemented by the unit conducting the assessed direction, formulated by the evaluation panel as a result of identifying the weaknesses of the education program and the methods and conditions for its implementation, as well as specification and characteristics **good practices** understood as an effective, innovative and exemplary solution concerning the quality of education in higher education.

4. **Objectivity and credibility** – all assessments and recommendations should be the result of the analyses carried out and be comprehensively justified, the argumentation presented in the report should be based on the self-assessment report and the results of the analysis of documents attached to it, and made available during the visit (including the results of the evaluation of phased and diploma theses), as well as the findings made during the visit and on the opinions formulated by internal and external stakeholders during the visit.

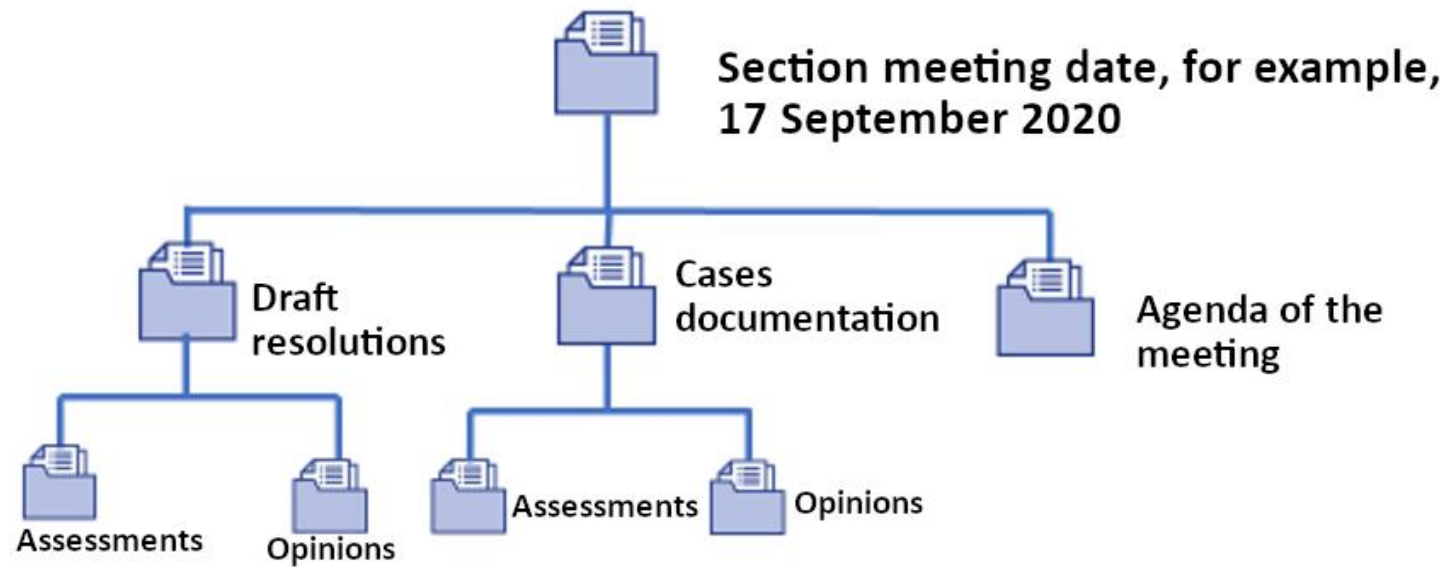# Structure of folder with documents for the evaluation panel and HEI

Documents for the evaluation panel and HEI

Self-assessment report with appendices

Other documentation including, among others, diploma and stage theses

Schedule of the site visit

Authorisations

Structure of folder with documents for the evaluation panel (work space)

Documents for the evaluation panel (work space)

Report of the evaluation panel

Other documentation

Preliminary partial reports, criteria
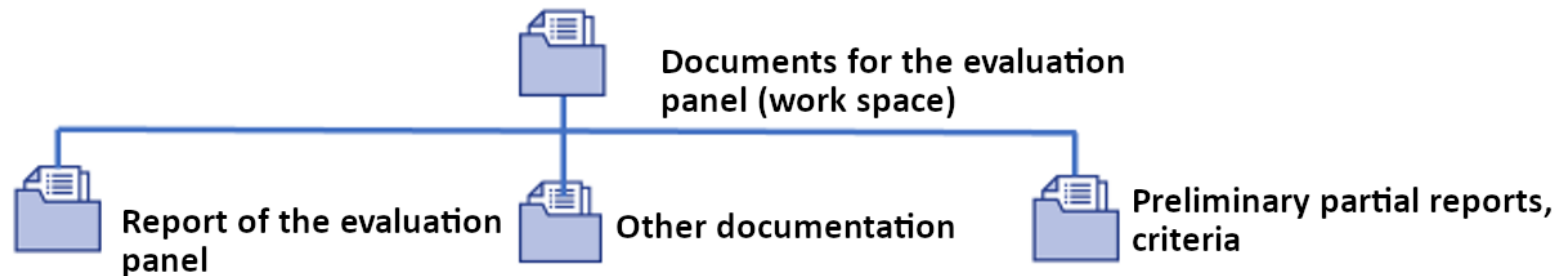
Structure of folder with documents of Sections meetings

Structure of folder with documents for Presidium of PKA

Presidium meeting date, for example, 17 September 2020

Cases documentation

Draft resolutions

Agenda of the meeting

Assessments

Opinions

Requests for a reconsideration of a case

Assessments

Opinions

Requests for a reconsideration of a case