



The procedure of the evaluation
conducted on-site with the use of
remote communication tools

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

<p>Act of 20 July 2018 Law on Higher Education and Science</p> <p>Article 242(2) Programme evaluation shall take into account, in particular:</p>	<p>Regulation of the Ministry of Education and Science of 12 September 2018 on the criteria for programme evaluation</p> <p>§ 1. The criteria for programme evaluation are:</p>	<p>Detailed criteria for PKA programme evaluation</p>	<p>ESG 2015</p>
		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

ACTIONS	RESPONSIBILITY	APPOINTMENT	DOCUMENTATION WORKFLOW	
			ACTIONS PERFORMED TRADITIONALLY	ACTIONS PERFORMED REMOTELY
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	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). – 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 – 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	Meetings of the Sections or the Section for Teacher Education.	– MS Office In addition, where meetings of the Sections or the Section for Teacher Education are carried out remotely: – Live online voting program
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	Meeting of the Presidium of PKA.	Appendix 3 to this document contains the proposed folder structure for the

				<p>Presidium of PKA in the SharePoint cloud disk space.</p> <ul style="list-style-type: none"> – MS Teams – Live online voting program – Website www.pka.edu.pl on the publication of the resolution with Appendices <p>In addition, where meetings of the Presidium of PKA are carried out remotely:</p> <ul style="list-style-type: none"> – Live online voting program
Section secretaries enter information on designated fields of study into the PKA evaluation database.	Secretary of the Section or the Section for Teacher Education	Immediately, in accordance with the adopted timetable for the implementation of evaluations.	<ul style="list-style-type: none"> – Rating database – MS Office 	
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.	<p>Chairman of the Section or the Section for Teacher Education</p> <p>Secretary of the Section or the Section for Teacher Education</p>	<p>November 5 for the first quarter</p> <p>January 5 for the second quarter</p> <p>August 5 for the fourth quarter</p>		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

		(requests may also be made in July after the announcement of the annual schedule)		<p>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.</p> <p>Appendix 1 to this document contains the proposed structure of the Program Evaluation folder in the SharePoint cloud storage space. The HEI receives access data only to the folder called documents of the evaluation panel + HEI.</p> <p>– MS Office</p>
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	Signature of the letter by the Secretary of KA.	

		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.	Transmission of the letter.	
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PREPARATION FOR THE SITE VISIT

ACTIONS	RESPONSIBILITY	APPOINTMENT	DOCUMENTATION WORKFLOW	
			ACTIONS PERFORMED TRADITIONALLY	ACTIONS PERFORMED REMOTELY
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.	Preparation of a note for signature by the Secretary of PKA.	– MS Office
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	Signature of the note by the Secretary of PKA.	– MS Office
The Secretary of the Section or Section for Teacher Education immediately submits a self-assessment report to the evaluation panel and	Secretary of the Section or Section for Teacher Education,	No later than 21 days before the start of the visit.		Send an e-mail message containing:

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 evaluation panel			<p>1) information about created Microsoft accounts in the domain pka.edu.pl for members of the evaluation panel, 2) granting access to the folder with the self-assessment report.</p> <p>From that moment on, a designated secretary of the evaluation panel is responsible for all organizational/technical matters related to the use of SharePoint cloud storage.</p> <ul style="list-style-type: none"> – In case of lack home account pka.edu.pl, applies to him with others to other Microsoft 365 apps in range characteristic of its procedure. – MS Office – Appendix 1 to this document contains the structure of the Program Evaluation folder.
Establish the division of responsibilities among the experts participating in the work of the	Chairman of the evaluation panel	as above		Remote work of the evaluation panel via MS

<p>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.</p>	<p>Secretary of the evaluation panel</p>			<p>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.</p> <p>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.</p> <p>Final partial preliminary reports should be</p>
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				prepared no later than 7 days before the visit. – MS Office
The Secretary shall sign the authorisations for the members of the evaluation panel to conduct the visit.	Secretary of PKA Secretary of the Section or the Section for Teacher Education	as above	Authorizations are forwarded to the HEI together with a letter notifying about the date of the site visit.	– MS Office
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 authorisations for members of the evaluation panel.	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.	
Establishing a detailed schedule of site 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. When appointing participants of individual meetings, the HEI should provide their personal data in accordance with the

				scope indicated in the schedule. <ul style="list-style-type: none"> – SharePoint – folder structure in Appendix 1 – MS Office – Telephone
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. <ul style="list-style-type: none"> – MS Office
Submission by the members of the evaluation panel of a statement confirming compliance of the team members' actions with the provisions of the PKA Code of Ethics.	Members of the evaluation panel	In electronic form: at the latest during first meeting of the evaluation panel before site visit In traditional form: with an agreement to participate in the visit	Submission of signed statements by correspondence by members of the evaluation panel traditional to the address of the PKA Bureau.	The statements should be signed by all members of the evaluation panel and forwarded to the secretary of the evaluation panel at the latest during first meeting of the evaluation panel (through a folder on the virtual disk space created for visit). <ul style="list-style-type: none"> – MS Office

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 list of additional questions and doubts that should be clarified during the visit.	Members of the evaluation panel within the scope of designated responsibility for the criteria	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 Chairman of the evaluation panel (meeting scheduled at an earlier stage). – MS Office
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 Office
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. – SharePoint -folder structure in Appendix 1 – MS Office

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 Office
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 Office
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

				<p>disk in the SharePoint cloud disk space.</p> <p>– MS Office</p>
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		<p>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.</p> <p>– MS Office</p>
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		<p>– MS Office</p>

SITE VISIT

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

THE LAST MANDATORY MEETING OF THE EVALUATION PANEL IS ORGANIZED IN REMOTE FORMULA 3 DAYS BEFORE THE SITE VISIT	
	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	PKA Representatives (composition of the evaluation panel given above)
		HEI Representatives (please fill in the table according to the information for each meeting)
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.
9:30	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. Maximum 20 people
11:30	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 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. Maximum 20 people
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. <p>(please specify the composition of the participants of the meeting on the part of the HEI) – name, surname. Maximum 20 people</p>
16:00	Meeting with representatives of the socio-economic stakeholders, including employers offering apprenticeships for students of the assessed field of study <u>Possibility of organizing an online meeting with representatives of the socio-economic stakeholders</u> - at the request of the HEI, the Chairman of the evaluation panel may consent to the organization of the meeting in a remote form. In this case, the HEI organizes and provides appropriate distance communication tools.	PKA evaluation panel representatives of the socio-economic stakeholders, including employers offering apprenticeships for students of the assessed field. <p>(please specify the composition of the participants of the meeting and the names of the institutions represented) – first name, surname. Maximum 20 people</p>
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	PKA Representatives
		HEI Representatives
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. Maximum 20 people
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	DOCUMENTATION WORKFLOW	
			ACTIONS PERFORMED TRADITIONALLY	ACTIONS PERFORMED TRADITIONALLY
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		<p>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).</p> <p>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.</p> <p>The secretary of the evaluation panel, when formulating comments/suggestions, marks individual members of the evaluation panel in a way that allows</p>

				<p>them to receive information on an ongoing basis that a comment has been formulated to a given part (SharePoint virtual disk function).</p> <p>– MS Office</p>
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		<p>The visit report is available online and the evaluation panel can still be consulted.</p> <p>– MS Office</p>
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		<p>The secretary sends to the Chairman information about the completion of work on the report, together with a request for approval or possible comments.</p> <p>– MS Office</p>
Submission of the final version of the evaluation panel's report to the Secretary of PKA.	Secretary of the evaluation panel	2 weeks from the end of the visit		<p>Provide the PKA Secretary with a report on the visit for verification.</p>

	Secretary of the Section or the Section for Teacher Education			– MS Office
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
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
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 Chairman of the evaluation panel informs online that the report has been completed and approved to the secretary of the

		the final version of the evaluation panel's report		evaluation panel, who forwards the final version of the report to the secretary of the Section or Section for Teacher Education. – MS Office
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	Immediately after the final version of the evaluation panel's report is received	Submission of a letter.	
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
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

OPINION OF THE SECTION AND RESOLUTION OF THE PRESIDUM OF PKA

ACTIONS	RESPONSIBILITY	APPOINTMENT	DOCUMENTATION WORKFLOW	
			ACTIONS PERFORMED TRADITIONALLY	ACTIONS PERFORMED TRADITIONALLY
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.	Meetings of the Sections 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. – MS Office In addition, where meetings of the Sections or the Section for Teacher Education are carried out remotely: – Live online voting program
Formal and legal verification of the draft resolution.	Secretary of the Section or the Section for Teacher Education Coordinator for the programme evaluations			Making the document available to persons involved in formal and legal verification. – MS Office

	Legal adviser			
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			<p>Making the document available to persons involved in formal and legal verification.</p> <p>– MS Office</p>
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		<p>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.</p> <p>– MS Office</p>
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 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.	<p>Chairman of the Section or the Section for Teacher Education</p> <p>President of PKA</p> <p>Members of the Presidium of PKA</p>	During the Presidium of PKA meeting	Presidium of PKA meeting	<p>The structure of the Presidium of PKA folder on the SharePoint virtual disk is presented in Appendix 3.</p> <p>– MS Office</p> <p>In addition, where meetings of the Presidium of PKA are carried out remotely:</p> <p>– Live online voting program</p>

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 on the SharePoint virtual disk is presented in Appendix 3. – 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 President of PKA signs resolutions.	The structure of the Presidium of PKA folder on the SharePoint virtual disk is presented in Appendix 3. – 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 Director of PKA Bureau	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.	– MS Office
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 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.	Secretary of the Section or the Section for Teacher Education	After the resolution of the Presidium of PKA becomes final.	Inclusion of the resolution, report and position of the HEI in the evaluation database.	– Rating database – MS Office – Website

<p>Study on how programme evaluation is carried out</p> <p>As part of the study, four electronic questionnaires have been designed, which are provided to individual groups of respondents along with information about the purpose of the study:</p> <ul style="list-style-type: none"> – survey for HEIs – survey for members, experts and secretaries of evaluation panels at the beginning and at the end of the Commission's term of office – survey for members of the evaluation panels – survey for secretaries of evaluation panels 	<p>In the case of HEIs visited by PKA, the survey is open to all persons interested and involved in the programme review process.</p> <p>The survey for members, experts and secretaries of evaluation panels shall be completed after each evaluation procedure, as well as at the beginning and end of the term of office of the Commission.</p>	<p>The survey for HEIs is submitted by the PKA Bureau employee responsible for the survey approximately 2 weeks after the adoption of a resolution on programme evaluation by the Presidium of PKA. The survey should be completed within 2 weeks of receiving it.</p> <p>Members and experts should complete the survey within 24 hours after the end of the visit.</p> <p>Secretaries of evaluation panels fill in the survey after completing the work on the visit report.</p>		<p>The survey for HEIs - a link to the survey will be forwarded to the official contact e-mail address of the university indicated on its website. For this purpose, PKA Bureau employee, responsible for survey, minutes of the meeting of the Polish Presidium of PKA are made available Commission Accreditation. For this purpose, PKA Bureau employee, responsible for survey, is sharing protocol from sittings Presidium of PKA.</p> <p>Survey for members and experts and secretaries of evaluation panels – survey questionnaire is shared via virtual disk space created for program evaluation.</p>
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II. RULES FOR CARRYING OUT THE SITE VISIT

The site visit shall last not less than two days. 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. GUIDELINES FOR ENSURING APPROPRIATE WORKING CONDITIONS OF THE EVALUATION TEAM AT THE UNIVERSITY, AS WELL AS MEETINGS WITH STAKEHOLDERS OF THE EDUCATION PROCESS

The HEI should provide the evaluation panel with safe and comfortable working conditions, taking into account the following rooms:

- ensuring the ability of the evaluation panel to work (lockable, in conditions that allow confidentiality while working on a computer);
- that allow to organise of meetings of the evaluation panel with 20 persons appointed on behalf of the HEI;
- ensuring appropriate organisational and technical conditions, including: secured access to the Internet, the possibility of connecting computer equipment to electrical sockets for the entire evaluation panel. Secured access to the Internet is understood as a connection using a network cable or through a separate Wi-Fi band and protected by a password - at least 9 characters, uppercase, lowercase letters, numbers, special characters, without using obvious words, e.g. "Chemia1!", protected by a secure encryption protocol. The router software must be updated and the computer hardware provided must have adequate anti-virus protection.
- equipped with equipment enabling videoconferencing (in the case of organizing a meeting with representatives of the socio-economic stakeholders in a remote form).

In the case of videoconferencing with representatives of the socio-economic stakeholders or participation of members of the evaluation panel in the monitoring of remote didactic classes, the HEI provides appropriate remote communication tools, software or necessary equipment. The Polish Accreditation Committee is not responsible for breaches of personal data security measures, including uninterrupted access to the meeting, and any violations of the law related to image processing and information obligations towards data subjects.

It is forbidden to record videoconferences and monitoring of didactic classes by both HEIs and members of the evaluation panel.

IV. 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.

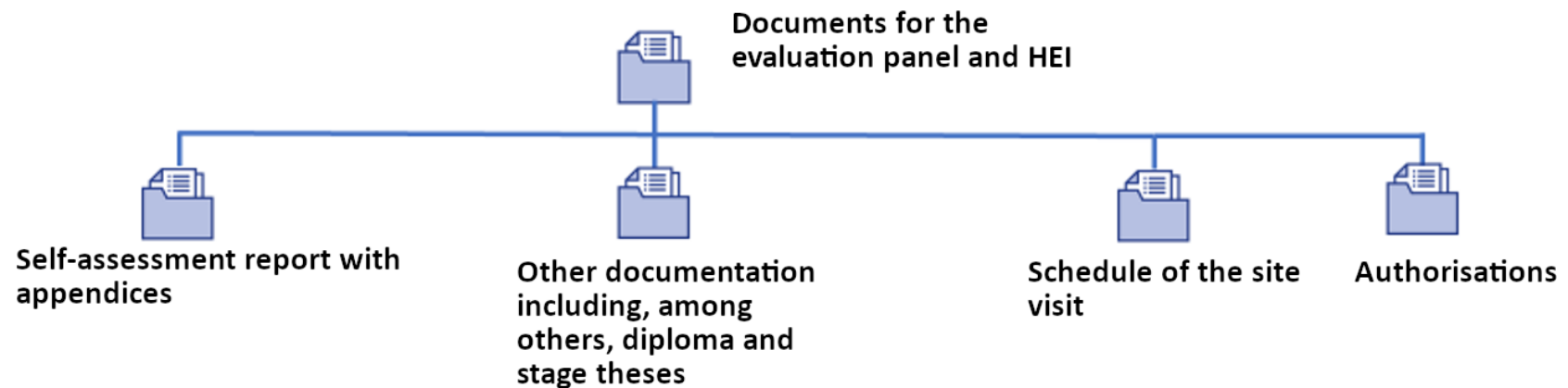
V. GENERAL GUIDELINES FOR THE PREPARATION OF THE REPORT

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.

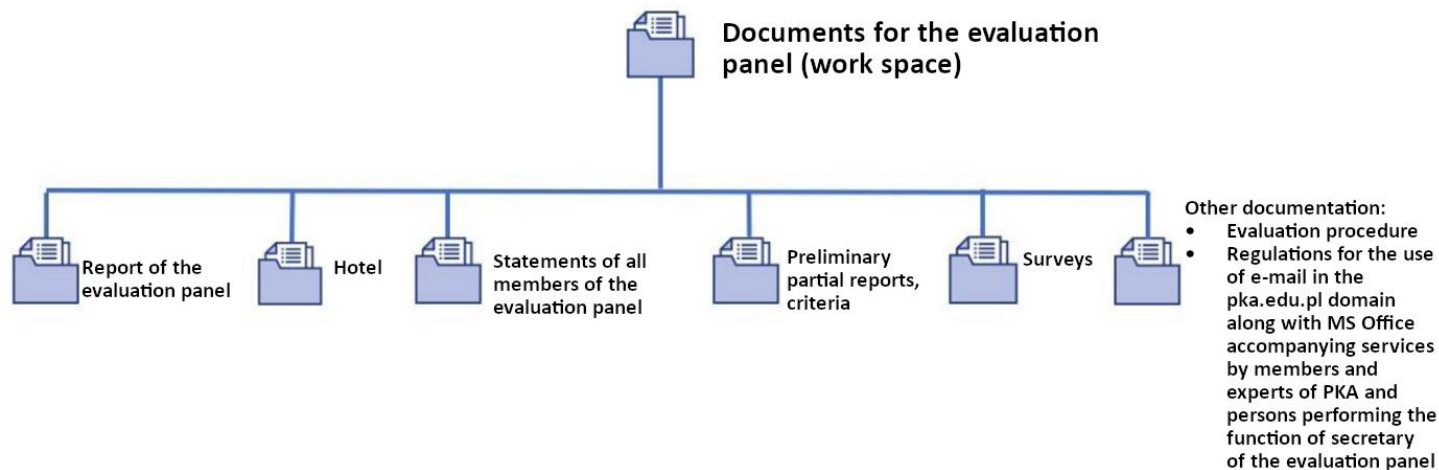
The report should meet the following requirements:

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.

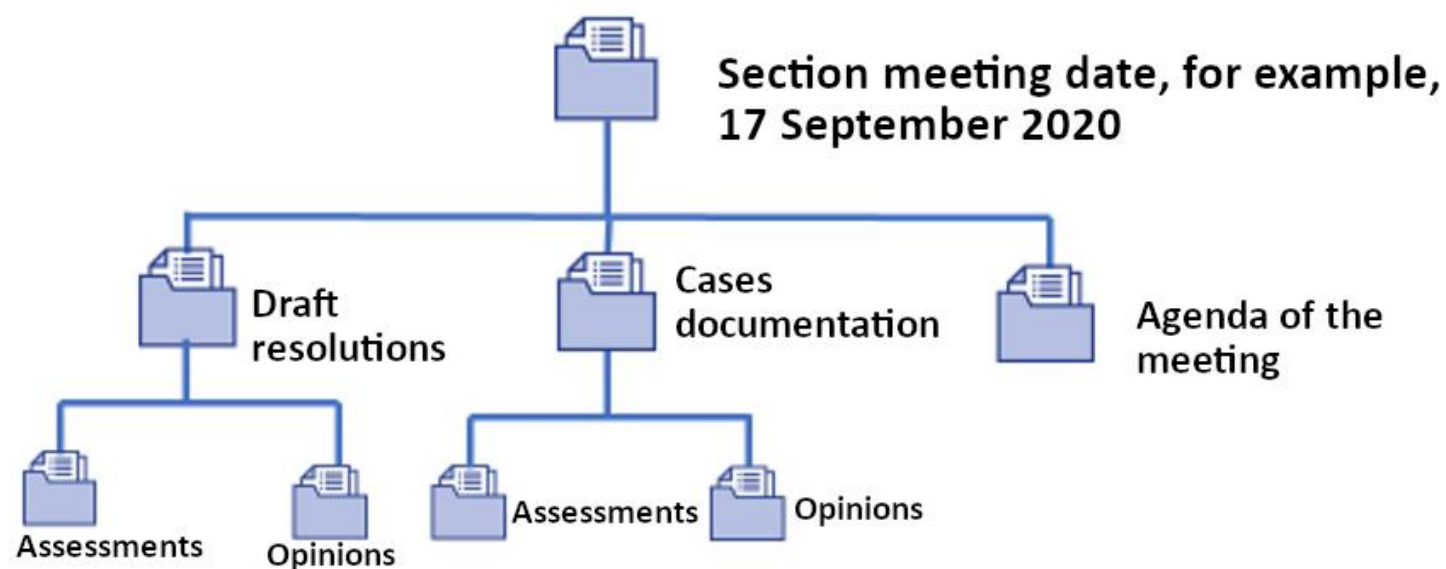
Structure of folder with documents for the evaluation panel and HEI



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



Structure of folder with documents of Sections meetings



Structure of folder with documents for Presidium of PKA

