

# Proposed rules for FSEQE at the Faculty of Electronics

Pursuant to the Internal Directive of HM Rector no. 60/2016  
§ 9

Inherently related to the University System for Ensuring the Quality of Education are Faculty Systems for Ensuring the Quality of Education (FSEQE), which operate towards ensuring and perfecting the quality of education delivered at Faculties. **The rules of their operation are regulated by provisions adopted by Faculty Councils.**



## Proposed rules of the operation of FSEQE at the Faculty of Electronics

1. The detailed scope of FSEQE operation is specified by the Rector's directive ID 60/2016 (§ 9, 10,12)
2. Rules of the Faculty System operation concern the following processes:
  - Creating and modifying curricula
  - Individualisation of degree programmes
  - Enrolments
  - Delivery of the educational process
  - Conduct of students' internships
  - Awarding of degrees
  - Management of the course of studies and relevant student services



### **3. The rules stem from the Faculty's policy of quality and include the following:**

- Rules of the operation of the Faculty Committee for the Evaluation and Ensuring the Quality of Education (FCEEQE)**
- Regulations of the Honorary Convention of the Faculty of Electronics**
- Rules of the operation of the Faculty Committee for Education, Degree Programmes' Curriculum Committees, and Specialisations' Curriculum Committees**



## Rules of FCEEQE operation

The Faculty Committee for the Evaluation and Ensuring the Quality of Education - FCEEQE - was established upon consultation with the Faculty Council on October 26, 2016, for the term of 2016-2020 comprising the following members:

dr inż. Iwona Pożniak-Koszałka	-	Przewodnicząca Komisji
prof. Zygmunt Hasiewicz	-	I stopień, Automatyka i Robotyka
prof. Ewaryst Rafajłowicz	-	II stopień, Automatyka i Robotyka
prof. Andrzej Kasprzak	-	Informatyka
prof. Andrzej Dobrucki	-	Elektronika
prof. Tadeusz Więckowski	-	Telekomunikacja
prof. Ryszard Zieliński	-	Teleinformatyka
prof. Krzysztof Tchoń	-	Electronic and Computer Engineering
dr inż. Leszek Koszałka	-	przedstawiciel władz dziekańskich
Dr hab. inż. Krzysztof Walkowiak	-	Kierownik Studium Doktoranckiego
Klaudia Modras	-	przedstawiciel studentów I stopnia
Agnieszka Wątrucka	-	przedstawiciel studentów II stopnia
mgr inż. Jan Tarka	-	przedstawiciel doktorantów
mgr inż. Agnieszka Gawryszuk	-	Kierownik Dziekanatu
mgr Mirosława Gozdowska	-	kierownik Zespołu ds. Zarządzania Jakością, sekretarz Komisji



## Proposed rules of the Committee's operation:

- **FCEEQE's activity involves on-going execution of the guidelines** from the Council for the Quality of Education at Wrocław University of Science and Technology
- **The Committee acts in its full composition** (without a division into the Committee for Ensuring the Quality of Education and the Committee for the Evaluation of the Quality of Education), delegating Committee members to relevant areas of activity in a flexible manner
- **The Committee acts in close cooperation** with Faculty authorities, the Honorary Convention of employers, curriculum committees, and the Students' Self-Governing Union. Persons invited to its meetings are heads of the University's organisational units, Vice-Deans, originators of procedures, and individuals directly related to the issues to be discussed in a meeting dedicated to them.
- **The Committee's meetings** are held at least once a semester.
- **In its meetings, the Committee issues opinions on projects** of procedures related to the process of improving the quality of education according to the following pattern:



Problem/issue

Problem/issue analysis Description of currently applied procedures

Analysis of regulations in force

Analysis of proposed procedure in FCEEQE meeting

Formulation of draft resolution to be approved in FC meeting

Approval of procedure in FC meeting

Procedure forwarded to implementation (also to Faculty Teams)

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Evaluation of implemented procedure

- **Procedures on which** FCEEQE issues its opinions in the meetings are forwarded to the Faculty Council and become binding when adopted.
- **After the end of every semester,** FCEEQE discusses and analyses the results of the evaluation of students' education outcomes on the basis on evaluation reports completed by academic teachers conducting classes. The conclusions are conveyed of heads of organisational units and specialisation supervisors.
- **After the end of every semester,** FCEEQE discusses and analyses the results of surveys and class inspections. The conclusions are conveyed to heads of organisational units and published in a brief form on the website.
- **The President of the Committee presents a comprehensive analysis** regarding the education process in a Faculty Council meeting dedicated to these issues.
- **The organisational and administrative aspects of FCEEQE operation** are handled by the Faculty Team for the Education Quality Management.



## Rules of Curriculum Committees' operation

**The Faculty Committee for Education** puts forward opinions on all issues related to the substantive content of curricula and the organisation of education at the Faculty to the Dean and the Faculty Council. **The Committee comprises the following members:** Dean, Vice-Dean supervising curricula, President of FCEEQE, heads of Curriculum Committees of all degree programmes delivered by the Faculty, head of Doctoral Studies, and heads of the Faculty's organisational units. The Committee's meetings are held at least twice a year. The Committee is guided by the quality of education while taking into consideration the Faculty's financial balance.





The scope of the Committee's work includes, most notably, the following:

- a) **Determining common parts of curricula** with respect to all degree programmes conducted by the Faculty - in this respect, the Committee's findings and decisions apply to all degree programmes' curriculum committees.
- b) **Establishing the rules and schedule of activities** related to the development of faculty documentation with respect to the Polish Qualifications Framework, as well as degree programme plans and curricula.
- c) **Issuing opinions on the whole of Polish Qualifications Framework documentation** for all degree programmes put forward every year to the Faculty Council.
- d) **Issuing opinions on the establishment** of new degree programmes and specialisations, as well as merging degree programmes into macro degree programmes.
- e) **Issuing opinions on projected** post-graduate courses, scientific communities, as well as courses to be delivered by external specialists.
- f) **Execution of tasks arising from Internal Directives issued by HM Rector.**



**The Degree Programme Curriculum Committee** is responsible for the development of Polish Qualifications Framework documentation and education plans and curricula for relevant degree programmes delivered at the Faculty.

**The Curriculum Committee comprises the following members:** presidents of curriculum committees for specialisations delivered under the degree programme, Polish Qualifications Framework plenipotentiary for the degree programme (Secretary of the Committee), representative of the Dean, and representative of students appointed by the Faculty's Self-Governing Students' Union. The president of the curriculum committee is appointed by the Dean.

**The Specialisation Curriculum Committee** is responsible for the development of the Polish Qualifications Framework documentation, as well as education plans and curricula for the specialisation. The Committee composition is put forward by the Dean, after positive opinions are provided by heads of the organisational units delivering the specialisation, and adopted by the Faculty Council. The president of the Committee is appointed by the Dean after a positive opinion is received from the head of the Faculty's organisational unit delivering the specialisation. The function of the president of the Committee may be held by an academic teacher with the title of professor or the degree of habilitated doctor.

**Curriculum Committees** strive to develop and reconcile their standpoints on

**every case considered (as a last resort, they come to decisions by a majority of the votes of the members present in the meeting).**