

Dąbrowa Górnicza, 28 March 2024

PROCEDURE FOR THE EVALUATION AND VERIFICATION OF THE RESOURCES OF TEACHING AND RESEARCH INFRASTRUCTURE

§ 1 Scope and purpose of the procedure

1. The procedure defines the rules for monitoring, reviewing and increasing the level of material resources, including the university's teaching and research infrastructure.
2. The aim of the activities taken is to provide material resources supporting a high level of education and research.
3. These activities are conducted through:
 - 1) adjusting the equipment of classrooms and the WSBU Main Library and campus libraries to the needs related to education within the framework of the fields of study and the areas of scientific and research activity,
 - 2) modernizing and renewing IT resources required for the education and research process,
 - 3) improving the infrastructure used in education with the use of distance learning methods and techniques,
 - 4) adjusting the teaching infrastructure to the needs of people with disabilities.

§ 2 Responsibility for the implementation of the procedure

1. The following persons participate in the process of assessment and verification of material resources:
 - 1) Deans, Deputy Deans, the Director of the Center for Postgraduate Studies and Training, the Coordinator for Persons with Disabilities, the Director of the Center for Modern Educational Methods and Technologies, and university teachers, who are required to report information on the necessary resources of teaching and research infrastructure to the Administrative Director and the Director of the IT Department.
 - 2) The Scientific Council and the Rector's Commission for Clinical Affairs in relation to the medical field, including the teaching and research infrastructure of healthcare entities.
 - 3) The Administrative Director is responsible for planning and making purchases based on the ongoing analysis of material resource needs to ensure the highest possible quality of education.
 - 4) The Director of the IT Department is responsible for planning and making purchases within the IT infrastructure.
 - 5) The Director of the Center for Postgraduate Studies and Training is responsible for monitoring the quality of the resources of teaching infrastructure necessary for the implementation of high-quality education at postgraduate studies.
 - 6) The Director of the Science Center and the Academic Library is responsible for monitoring the titles of publications recommended by teachers in the syllabuses, the rational planning of purchases and supplementing the library collections necessary for the implementation of the education process at the university, and conducting the regular reviews of library resources.

- 7) Proxies for practical classes/practical clinical teaching and internships in medical fields are responsible for assessing and monitoring the resources of teaching infrastructure for the needs of education, including the implementation of internships in medical fields.
- 8) The Coordinator for People with Disabilities is responsible for monitoring the resources of teaching infrastructure for the needs of disabled people.
- 9) Students - by assessing the quality of infrastructure as part of the periodic survey and as part of ongoing contact with university employees.

§ 3 Description of Conduct

1. Material needs are analyzed and monitored on an ongoing basis.
2. Necessary material resources are replenished, and equipment is repaired on an ongoing basis at the request of teachers. Before each class, each teacher is required to assess the infrastructure and equipment in terms of health and safety and proper operation. They immediately inform the Administrative Director or the Director of the IT Department in the event of damage to the IT infrastructure, who take appropriate measures to quickly solve the problems that arise.
3. The Administrative Director or the Director of the IT Department, at the request of the teacher related to material resources problems, assesses the situation and takes appropriate action.
4. The material shortages shown are supplemented on an ongoing basis by direct purchases.
5. University teachers are required to provide the deputy dean responsible for a given field of study with information on the need for or supplementing material resources necessary to conduct classes.
6. Before each commencing academic year, the Administrative Director, the Director of the IT Department, the Director of the Center for Modern Educational Methods and Technologies, in consultation with the Deputy Deans responsible for a given field of study, prepare a proposal to make modifications in terms of resources and material needs necessary to ensure the highest possible quality of education and they hand them over to the Dean and the Rector.
7. The classroom equipment is assessed by the Administrative Director, who takes into account the requests and applications of the Dean and Deputy Deans, the Director of the Center for Postgraduate Studies and Training, and the Director of the Center for Science and Academic Library, the Coordinator for People with Disabilities, and research and teaching staff.
8. The IT infrastructure is assessed by the Director of the IT Department, who takes into account the requests and applications of the Dean and Deputy Deans, the Director of the Center for Postgraduate Studies and Training, and the Director of the Science Center and Academic Library, the Coordinator for People with Disabilities, and research and teaching staff.
9. The distance education infrastructure is assessed by the Director of the Center for Modern Educational Methods and Technologies.
10. Clinical infrastructure, including the type of healthcare entities and the scope of medical services provided, and social facilities in healthcare entities are assessed by Proxies for practical classes/practical clinical teaching and internships in medical fields.
11. The basis for planning and supplementing the library collections at the university is the information provided by teachers in the syllabuses related to the publications that are compulsory literature for the course. In justified cases, the provision of the required publications by means of interlibrary loans is allowed.