

RULES FOR CREATING, APPROVING AND REVIEWING STUDY PROGRAMS AND LEARNING OUTCOMES

Chapter I

Rules for creating, approving and reviewing study programs and learning outcomes

§ 1. Basic definitions

1. **A study program** includes a description of the education process leading to the achievement of the assumed learning outcomes for the field of study, level and profile that meets the requirements specified in the relevant ordinances of the Minister of Science and Higher Education.
2. **A field of study** is a separate part of one or more scientific disciplines, carried out at the university in the manner specified by the study program.
3. **Learning outcomes** are the body of knowledge, skills and social competences obtained by the student in the education process.
4. **Field-related learning outcomes** are learning outcomes defined for a given field of study, level and profile of education.
5. **A study profile** may be a practical one, including classes which develop practical skills in the amount greater than 50% of the number of ECTS points, or a general academic profile, including classes related to the academic activity conducted at university in the discipline or disciplines to which the field of study is assigned and which involves student participation in classes preparing them for scientific activity or involves student participation in scientific activity.
6. **A group of classes** is a separate element in the study program, covering various forms of classes or groups of classes to which the assumed learning outcomes and the number of ECTS points are assigned. It can be a group of subjects or a single class, field class, project class, internship, preparation for writing a diploma thesis. It can also be a group of elective subjects, compulsory for a specific specialization within the field of study.

§ 2 Guidelines for creating study programs

1. Study programs should be created on the basis of the provisions of current legal acts related to this process, including the Act on Higher Education and Science, the Act on the Integrated Qualifications System and relevant regulations of the Minister of Science and Higher Education.
2. A study program is created in accordance with the university mission and strategy and is based on:
 - a) analysis of the labor market demand for specific knowledge, skills and social competences,
 - b) quality policy,
 - c) international examples to follow and examples of best practices,
 - d) results of monitoring graduate career paths,
 - e) opinions of internal and external stakeholders,
 - f) education standards, if there are such for a given field of study,

- g) university resources and capability necessary for implementing the education process which leads to the achievement of assumed learning outcomes,
 - h) requirements and recommendations of accreditation committees,
 - i) requirements and recommendations of professional associations and organizations,
 - j) results of scientific research conducted at University in a given discipline or in the disciplines related to a particular field of study.
3. The principles of awarding ECTS points to individual groups of classes are specified in the ECTS Regulations.
 4. A study program must ensure an appropriate percentage of elective classes in the amount of not less than 30% of the total number of ECTS credits necessary for graduation.
 5. A study program should include classes or groups of classes devoted to teaching at least one foreign language (e.g. foreign language courses, lectures in a foreign language, specialist language classes) and should enable the student to obtain learning outcomes in the field of language skills in accordance with the requirements of the Common European Framework of Reference for Languages:
 - a) B2 level – in the case of first cycle studies,
 - b) B2+ level – in the case of second and long-cycle studies.
 6. A student's work in a student research group, as well as contribution to research, can be counted as an elective subject for which ECTS points can be awarded.
 7. The study program of first-cycle studies, long-cycle studies and second-cycle studies with a practical profile involves doing an internship by the student. The number of hours of compulsory in-ternships is specified in the study plan. The number of hours of internship in the fields of practical profile complies with the requirements set out in the Act on Higher Education and Science. The number of hours of internship in the fields of study preparing to practise the professions referred to in art. 68 section 1 of the Act on Higher Education and Science (doctor, dentist, pharmacist, nurse, midwife, laboratory diagnostician, physiotherapist, paramedic, veterinarian, architect, teacher) is specified in the education standards.
 8. The study program for the general academic profile may include internships, the length of which is specified in the study plan.
 9. The plan of full-time first-cycle studies and long-cycle studies includes at least 60 hours of physical education classes. ECTS credits are not assigned to physical education classes.
 10. A study program may include a group of university-wide course content offered within each field of study.
 11. The study program assigned to disciplines within fields other than the field of humanities and social sciences includes conducting classes assigned to the above-mentioned fields for which no less than 5 ECTS credits can be awarded.
 12. A study program should also include an obligation to undergo training in occupational health and safety and library training for all students starting their university education.

§ 4. Changes to the study program

1. As part of improving the education program, it is allowed to make changes to it, considering the guidelines in this regard specified in the relevant legal acts.

§ 5. Documentation of the study program

1. Documentation of the study program includes:

- a) a table of reference of field of study related learning outcomes defined for a given field of study to the second stage descriptors of the Polish Qualifications Framework and to universal characteristics defined for the levels corresponding to higher education,
- b) reference matrices of learning outcomes,
- c) study plan
- d) syllabuses of all subjects.

Syllabus templates can be found in the annexes to these Rules.

2. In the case of full-time and part-time studies conducted within the same field of study, the study plan should be made separately for each of these forms.

§6 . Approving study programs

1. The study program, including learning outcomes, for each field of study at WSB University is established by the Senate.

§ 7. Guidelines for planning and conducting classes

1. In full-time studies, it is recommended that the weekly number of classes should not exceed 30 hours (excluding internships and field / clinical classes).
2. In the case of part-time studies, the number of semesters and the number of sessions per semester should be specified so that the number of teaching hours per one session day does not exceed 10.
3. If a given group of classes includes various forms of classes, the rule should be adopted that the first lecture must precede other forms of classes, e.g. tutorials or project work.
4. During a given day, the maximum number of teaching hours of a particular course may not exceed 4 hours. In exceptional cases resulting from the specific nature of some courses/subjects, it is allowed to increase the number of classes taught during the day within a particular course.
5. Detailed rules for planning and conducting e-learning classes will be specified in a separate procedure.
6. Classes should be organized in groups that provide real opportunities for students to participate in them actively and to achieve the assumed teaching objectives and learning outcomes. It is recommended that tutorials should consist of up to 25-30 people, seminar and laboratory groups of up to 15 people, (onsite) language groups of up to 20-25 people, clinical groups of 5 to 8 people (depending on the arrangements with medical institutions, in accordance with standards of education if they specify this type of information). The number of students taking part in classes conducted in medical fields of study should be adjusted to the character of a particular class e.g. it is recommended that in specialist laboratories a student group should consist of 8 to 12-15 students.
7. The implementation of classes with the use of online teaching methods and techniques must meet the following conditions:
 - a) teachers conducting classes are prepared for their implementation using the methods and techniques of distance education, and the implementation of classes is monitored on an ongoing basis,

- b) access to IT infrastructure and software enables synchronous and asynchronous interaction between students and teachers,
- c) teaching materials are created in electronic form,
- d) students have opportunities to consult their teachers personally in the university main building or in one of its branch campuses; it is also allowed to hold consultations online, using the techniques of conducting synchronous remote classes,
- e) students' achievement of learning outcomes is verified by means of ongoing assessment of the learning progress,
- f) students have completed training courses preparing them to participate in these classes,
- g) while implementing classes that develop practical skills, the methods and techniques of distance education must allow the achievement of the assumed learning outcomes.

Chapter II

Monitoring study programs and assessing the extent to which students achieve the assumed learning outcomes

§ 8. Monitoring of study programs

1. Study programs are periodically reviewed and improved through:
 - a) analysis of study programs in terms of their compliance with applicable law,
 - b) analysis of the compliance of learning outcomes with the needs of the labor market,
 - c) verification of the ECTS points system,
 - d) checking the qualifications of the university teachers conducting classes in a given field of study,
 - e) results of monitoring student career paths or results of graduate tracking surveys conducted regularly,
 - f) opinions of internal and external stakeholders obtained through quantitative and qualitative research,
 - g) assessment of the extent to which students achieve the learning outcomes assumed in study programs,
 - h) evaluation of the concept of education, description of the graduate's profile, study plan and syllabuses in the context of creating a coherent whole,
 - i) review of syllabuses,
 - j) analysis of other factors showing the implementation of the study program obtained as a result of additional activities e.g. additional evaluation studies, data from analytical systems etc.
2. The purpose of study program reviews is, among others: updating their content, assessing compliance with the learning outcomes and the scientific discipline to which a given field of study is assigned, adjusting to the needs of external and internal stakeholders, trends in education, adjusting the program content to the job market needs, taking into account trends in the development of given competences in a particular industry, and increasing efficiency of achieving the assumed learning outcomes.
3. Study programs are periodically reviewed – current reviews once a year, periodical reviews at least once every two years.
4. Deputy Deans or Deans supervising a given field of study and the Rector's Proxy for Education Quality are responsible for the study program review process.

5. Reviews of study programs include the results of the assessment of the extent to which students achieve the learning outcomes assumed in the study programs.
6. The assessment of the extent to which students achieve the learning outcomes assumed in the study programs includes the following:
 - a) assessment of compliance of the assumed field-related learning outcomes with the second stage descriptors of the Polish Qualifications Framework defined for the levels corresponding to higher education and education standards, provided that a given field of study requires their implementation,
 - b) assessment of compliance of the learning outcomes achieved in individual classes with the field-related learning outcomes, including those achieved in online classes,
 - c) assessment of the proper selection of tools for the validation of learning outcomes assumed in a given study program, including those used in online education,
 - d) analysis of the learning outcomes achieved during student internships. The analysis is made after consulting the Rector's Proxies for Student Internships,
 - e) assessment of compliance of the assumed learning outcomes with the expectations of external and internal stakeholders,
 - f) analysis of the distribution of grades for credits and exams,
 - g) evaluation of teaching methods, including methods used in online education,
 - h) review of the quality of diploma theses and the correct application of the rules for their assessment,
 - i) analysis of the graduation rate, dropout rate and its causes,
 - j) review of the results of monitoring the professional careers of university graduates, if their careers were monitored in a given period of time.
7. Teams for Assessing the Extent of Achieving the Learning Outcomes, composed of selected teachers conducting classes within a given field of study, are responsible for the assessment of the extent to which learning outcomes have been achieved. The work of the Teams is supervised by the Dean and Deputy Deans responsible for a given field of study.
8. The teams referred to in point 7, after the evaluation, prepare a report and present it to the dean of the faculty.

§ 9. Improving study programs

1. When undertaking activities aimed at improving a study program, the University takes into account the following:
 - a) results of the graduate career path analysis,
 - b) results of study program reviews, including the assessment of the extent of achievement of the learning outcomes assumed in the study programs,
 - c) opinions of internal and external stakeholders,
 - d) analyses of Polish and foreign best practices in the field of education,
 - e) education trends, including distance education,
 - f) trends in the development of a given industry corresponding to a particular area of education.
2. Conclusions from the systematic evaluation of study programs are used for the continuous improvement of study programs, both in the area of improving the educational content and teaching methods, including distance learning, and they are also used for the implementation of innovative teaching methods and modern educational technology.
3. In order to improve study programs, the Rector may appoint a Program Council, separately for each field of study or, in exceptional cases, for groups of fields of study.

4. The Program Council consists of academic teachers and at least 2 representatives of employers representing industries corresponding to the discipline of a given field of study.
5. The tasks of the Program Council include:
 - a) creating a draft study program in a given field of study;
 - b) assessment of the study program in terms of its compliance with the needs of the environment and the current state of knowledge, including the assessment of the topicality of the syllabus content;
 - c) recommending changes in the launch of new study specializations, new modules of classes;
 - d) analysis of the results of research conducted in all stakeholder groups, including: evaluation of teaching activities and formulation of recommendations in this regard;
 - e) undertaking various activities in the area of improving study programs and ensuring quality of education within a given field of study;
 - f) giving opinions on the qualifications of the teaching staff involved in conducting classes in a given field of study;
 - g) recommending activities concerning the development of teaching methods and the system for verifying learning outcomes, including the ones that can be used in online education.
6. The Program Council gives an opinion on the suggestions concerning the course of the education process in a given field of study which are put forward by lecturers and students.
7. The Program Council formulates recommendations based on the conducted analyses and work, and submits them in the form of a report to the Dean.
8. Meetings of the Program Council are held periodically, at least once a semester
9. For the medical field (M.D. study program) the tasks of the Program Council are carried out by the Education Quality Improvement Team and the Scientific Council of the Collegium Medicum.

§ 10. Responsibility for the performance of activities related to creating, approving and monitoring learning outcomes

The persons responsible for the performance of the activities specified by these regulations include:

- a. The Dean - supervision of the education process, coordination of the study program review process,
- b. Deputy Deans - coordination of the education process, coordination of the study program review process,
- c. The head of the university department - co-creating study programs, coordinating the content of a given study program, giving opinions on study programs and their modifications,
- d. The Program Council - creating and evaluating a study program within a given field of study,
- e. Teams for Assessing the Extent of Achieving the Learning Outcomes - participation in the review process of study programs, assessment of the extent to which learning outcomes are achieved
- f. The Rector's Plenipotentiary for Education Quality - supervision of the implementation of procedures for the creation, approval and review of study programs and learning outcomes
- g. Employees of the Scheduling Office - proper planning of classes, archiving the study program documentation.

§ 12. Related documents

1. Study regulations

2. ECTS regulations

§ 13. Final provisions

In matters related to creating study programs and their monitoring, and not regulated by this document and the relevant Rector's ordinances, all decisions are made by the Rector, after consultation with the Proxy for Education Quality and the Dean.

Annexes

1. Syllabus templates