

DUTIES OF TEACHING STAFF

§ 1. General information

When entrusting teaching activities to a teacher, the following will be taken into account: his/her scientific and research achievements, teaching experience and/or practical experience in the area which the learning outcomes for a given field of study relate to and in the case of fields of study with a practical profile, in particular, the compliance of the teacher's professional experience acquired outside the university with the scope of classes and the area of professional/economic activity relevant to the field of study and compliance with the practical skills indicated in the description of learning outcomes.

§ 2. Teachers' responsibilities

1. The teacher conducting the classes has to:
 - 1) develop and update the curriculum in accordance with the matrix of learning outcomes developed by the university,
 - 2) develop a course syllabus and send it in electronic form to the Scheduling Department after its content has been approved by the Head of the Department and before the commencement of classes,
 - 3) consult the content of classes with the teacher who conducts the lecture in the case of conducting tutorials or consult the content of classes with other teachers who conduct the same classes so as to maintain the same forms of verification of learning outcomes,
 - 4) apply standards for the preparation and conduct of remote classes, standards for the verification of learning outcomes and other standards related to the conduct of classes,
 - 5) provide students with the program of classes, methods of verifying learning outcomes, and a list of compulsory literature during the first classes,
 - 6) arrange office hours, the dates of end-of-term tests and exams with the Dean's Office employees so that they can be made public seven days before the indicated date,
 - 7) start and finish classes on time,
 - 8) keep an electronic record of attendance in the case of conducting tutorials or laboratory classes,
 - 9) complete electronic transcripts within seven days of the conduct of end-of-term tests and exams;
 - 10) provide feedback to students related to the measurement of academic progress, both in the case of direct and remote classes;
 - 11) transfer all end-of-term and examination papers or other documents confirming that students have achieved the learning outcomes planned to be achieved to the Dean's Office, unless they are archived in other electronic systems, e.g. on an e-learning platform or an e-examination platform.
2. If it is necessary to change the date of classes, the teacher has to notify the staff of the Scheduling Department immediately. Substitutions and changes in the dates of classes should be recorded in accordance with the rules at the Faculty.

3. The teacher has to remove irregularities occurring in the education process on an ongoing basis and to report them to the immediate superior or the Rector's Proxy for Education Quality in order to take corrective action.
4. Teachers have to constantly improve their qualifications as part of self-development and training organized by the University, which will allow them to conduct modern forms of education, including e-learning, project classes, workshops and other forms of work with students.

§ 3. Related documents

1. Study Regulations
2. Rules for creating, approving and reviewing study programs and learning outcomes
3. Learning outcomes verification system
4. ECTS Regulations