Dąbrowa Górnicza, 28 March 2024

LEARNING OUTCOMES VERIFICATION SYSTEM

§ 1 Preliminary remarks

1. Learning outcomes are verified at various stages of education, namely:
   1) by an end-of-term test (credit for all forms of classes within individual groups of classes),
   2) verification of learning outcomes obtained during internships,
   3) verification of learning outcomes assumed in the study program through the degree seminar and preparation of the thesis, as well as during the final exam,
   4) assessment of clinical skills by means of the Objective Structured Clinical Examination (OSCE),
   5) verification of learning outcomes during the study of the future professional career of the graduates.
2. The verification covers all categories of areas (knowledge, skills and social competences).
3. Learning outcomes are verified in direct contact between the teacher and the student as well as remotely.

§ 2 Description of learning outcomes - general guidelines

1. Learning outcomes form the basis for determining the scope of the content of education, their location in education modules, sequencing of subjects.
2. The descriptor of the learning outcomes is understood as a general statement defining the assumed learning outcomes.
3. Learning outcomes are defined in the area of knowledge, skills and social competences.
4. The description of the assumed learning outcomes for the field, level and profile of education includes learning outcomes defined as part of the characteristics of the second degree of the Polish Qualifications Framework and universal characteristics of the PQF levels defined for a given level of study (level 6-8). Field-related outcomes must be defined in such a way that it is possible to determine whether they have been achieved by the student and the graduate.
5. Learning outcomes are recorded as field-related learning outcomes. Their details are in syllabuses. Learning outcomes should be detailed, specific, measurable and comprehensive assumed educational objectives.
6. The matrix of learning outcomes indicates which learning outcomes are achieved within the selected modules.

§ 3 Description of the methods of verifying learning outcome

1. The selection of the methods of verifying learning outcomes should consider the form of conducting classes (in the classroom or remotely) and result from the educational objectives.
2. Student assessment rules are governed by the *Framework Student Assessment System* (Annex 1), which describes the detailed requirements for subjects ending with an exam, obtaining credit in subjects ending with an exam, in subjects that do not end with an exam, as well as quantitative and qualitative criteria for exam assessment and end-of-term tests and the scale of grades used,
3. The methods of verifying learning outcomes assumed in individual modules are specified in the syllabus or the subject card approved along with study plans by the University Senate. The syllabus

or the subject card specifies the methods of verifying learning outcomes taking into account the compliance of the verification method with specific content.
4. The method of verifying the learning outcomes obtained during the internship is determined by the relevant Internship Regulations.
5. The method of verifying the practical skills of students in medical fields within the framework of basic medical disciplines as part of the OSCE exam is determined by the Ordinance of the Rector.
6. *The degree awarding procedure regulations* and annexes thereto describe the course of the degree awarding process, including: submitting, approving, announcing and selecting thesis topics, rules for conducting degree seminars, submission of theses, preparation of the reviews of theses, and the course of the final exam.
7. The verification system of learning outcomes includes control and supervision over the degree awarding process and cyclical examination of graduates' professional careers.

§ 4 Archiving of students' tests

1. End-of-term and final tests, examination tests, design and other materials confirming that the student has achieved learning outcomes assumed in the study program are archived during the whole period of study to conduct periodic reviews thereof. Detailed rules for archiving thereof are set out in Annex 2 to this document.

§ 5 Mechanisms for checking the extent of the achievement of learning outcomes assumed in the study program

1. Teams for assessing the achievement of learning outcomes, appointed by the Rector, are responsible for assessing the extent of achievement of learning outcomes.
2. The analysis of current methods of verifying learning outcomes is also recommended as part of the reviews of end-of-term and final tests selected by Deputy Deans supervising a given field of study.
3. Guidelines for assessing the extent of the achievement of learning outcomes are described in the document *Rules for creating, approving and reviewing study programs and learning outcomes.*

§ 6 Availability of information on learning outcomes

1. The description of learning outcomes is made public on the university's website and available to study candidates in the form of printed promotional materials.
2. The description of how to verify learning outcomes is published on the university's website.

§ 7 Responsibility

1. The WSB University Senate is responsible for approving field-related learning outcomes for a given field of study, level of study, taking into account the profile of study.
2. The head of the department and the Deputy Dean competent for a given field of study are responsible for monitoring the correctness and validity of learning outcomes in a given field of study.
3. The Dean is responsible for:
    1) monitoring the correctness and validity of learning outcomes defined for the fields of study at the given department,
    2) making study programs conducted in the given department public.
4. A university teacher conducting a given subject is responsible for:
    1) defining learning outcomes for the subject / module,
    2) developing a syllabus for classes in accordance with the template applicable at the University,

3) developing qualitative and quantitative criteria enabling the assessment of students' achievement of learning outcomes,
4) developing principles for obtaining the credit, as recommended in this procedure,
5) developing the scenarios of medical simulations for medical fields,
6) assessing the student's performance in the course / module in accordance with principles for obtaining the credit, developed on the basis of this procedure,
7) providing feedback to the student (relevant to the form of obtaining the credit)
8) submitting full documentation of the student's academic performance to the Dean's office for archiving (if learning outcomes were verified in the full-time form).

5. The Dean's office employee is responsible for keeping and archiving documentation of student academic performance.
6. Teams for Assessing the Extent of Implementation of Learning Outcomes are responsible for assessing the extent of implementation of learning outcomes in a given field of study.

§ 8 Related documents

1. Study Regulations
2. Degree awarding procedure
3. Anti-plagiarism procedure
4. Internship Regulations
5. ECTS Regulations
6. Rules for creating, approving and reviewing study programs and learning outcomes
7. The Ordinance of the Rector on the principles of remote verification of learning outcomes in the form of written and oral end-of-term tests and examinations
8. The Ordinance of the Rector on conducting the remote defence of theses

Annexes:

Annex 1. Framework Student Evaluation System
Annex 2. Principles of Archiving Students' Written Assignments
Annex 3. Principles of the Preparation of Projects

Annex 1 to the Learning Outcomes Verification System

Framework Student Evaluation System

I. Preliminary remarks

1. The student is required to achieve learning outcomes specified in the study program and to obtain at least a satisfactory grade for each outcome.
2. The qualitative and quantitative criteria presented in *the Framework Student Evaluation System* are recommendations that aim to introduce university standards for assessing student achievement of all learning outcomes assigned to the study program.
3. It is assumed that:
   - learning outcomes related to the knowledge category are achieved by the student primarily in the form of lectures and by independent study, and to a lesser extent through other forms of classes,
   - learning outcomes related to skills and social competences are achieved primarily by the student in the form of seminars, laboratories, tutorials, projects and internships.
4. Learning outcomes achieved in the distance learning form are verified online - with the use of IT tools appropriate for the verification of a given learning outcome.

II. Recommended methods used to verify learning outcomes:

1. To assess learning outcomes specified in the 'knowledge' category, the use of the following methods is recommended: exam (written or oral), tests, presentations, the assessment of student activity during classes, written studies (essay, article, research report), written project (individual or group), case study analysis.
2. To assess learning outcomes specified in the 'skills' category, the use of the following methods is recommended: the assessment of the performance of a specific practical task, a practical project which enables the assessment of, for example, the ability to observe and analyze surrounding phenomena, especially those which he/she as a graduate will deal with in practical activity, the ability to formulate logical judgments based on information from various references, the performance of practical tasks requiring the application of specific skills, case study analysis, the OSCE.
3. To assess learning outcomes specified in the category of 'social competences', the use of the following methods is recommended: observation and assessment of group work skills, work organization skills, communication skills, the ability to solve tasks and problems typical of a given profession related to the field of study, including behavior related to ethical aspects, and student self-analysis.
4. The recommended methods of verifying learning outcomes achieved in the distance learning form include primarily:
   - written assignments by the student, including: reports on the research conducted by students, doctoral students (individual or group reports); reports on the implementation of project tasks conducted individually or in a team; multimedia presentations delivered and prepared individually or in groups, analysis of case studies; other written assignments ordered by the teacher;

   Secondly:

   - oral exams conducted using platforms for organizing online meetings that guarantee their registration,

   and additionally:

- verbal expressions, active participation in discussions conducted with the use of platforms for organizing online meetings, tasks performed in a group, both during classes with a university teacher and during the student's own time, tasks performed independently by the student and delivered to the teacher in the form of a video, the observation and evaluation of the student's skills and attitudes, through the analysis of students' statements in the forum, chat, the manner of performing tasks, etc.

III. Requirements for subjects ending with an exam or an end-of-term test

1. An exam and an end-of-term test may be in written or oral form.
2. The manner of passing or the form of the exam is determined individually by university teachers. The teacher is obliged to inform students about the form of exam or an end-of-term test during the first classes of the course.
3. In the case of a written exam, the examiner should present the assessed paper to the examined person at his/her request within 14 days of the examination.
4. Classes are considered passed when: the student attended compulsory classes and was properly prepared for them, i.e. he/she read and understood knowledge in given references, duly completed all exercises, projects or other forms of presentation of learning outcomes specified in the course syllabus.

IV. Recommended qualitative and quantitative assessment criteria.

1. It is assumed that the basis for obtaining a positive grade (at least a satisfactory grade) is to achieve all learning outcomes specified in the course syllabus.
2. In order to determine the final grade, the use of the following examples of qualitative criteria related to individual grade values is recommended:

- **grade 3.0** - the student has acquired knowledge transferred during the course and derived from the core literature, has the general knowledge of the subject, performs the assigned tasks making minor errors, correcting them after the teacher's hints, uses the appropriate methods and tools, but the outcome of his/her work has slight, insignificant errors. He/she is not looking for additional information on his/her own, he/she is aware of e.g. the ethical or social consequences of the proposed solutions, but he/she does not refer to them in the performed task. He/she presents the results of his/her work;
- **grade 4.0** - the student has acquired knowledge transferred during the course and derived from the core literature which allows him/her to recognize problems and indicate their solutions, performs the assigned tasks making minimal errors that do not affect the result of his/her work, and uses the methods and tools discussed during classes correctly. He/she looks for additional information independently but uses it in his/her work to a small extent. By performing the assigned tasks (also in a group), he/she demonstrates independence in searching for solutions. When solving a given problem, he/she is aware of e.g. ethical and social consequences of the proposed solutions and refers to them to a small extent. He/she presents of the results of his/her work in a clear and concise way;
- **grade 5.0** - the student has acquired knowledge transferred during the course and derived from the core literature which allows him/her to recognize problems and solve them, presents tasks correctly without any errors, and explains the used methods or procedures exhaustively. His/her knowledge related to the problem area is expanded in relation to the level of knowledge related to grade 4.0, and demonstrates knowledge from the supplementary literature. He/she performs the assigned task flawlessly. He/she uses methods and tools correctly. He/she looks for information independently and uses it in his/her work. By performing the assigned tasks (also in a group), and he/she demonstrates independence in

searching for solutions. When solving a given problem, he/she is aware of e.g. ethical and social consequences of the proposed solutions and refers to the most important of them. He/she presents the results of his/her work in a simple and clear way and undertakes discussions about them.

3. The teacher's competences include defining grades of 3.5 and 4.5.
4. In the case of conducting written exams or end-of-term tests in which the student may obtain a specific number of points, it is assumed that the teacher should write a test or a list of questions, tasks to be solved during the test in such way that he/she takes into account the qualitative criteria set out in para 2. Quantitative criteria which indicate a certain percentage of positive responses should be considered only as auxiliary. The sum of points necessary to obtain a specific grade by the student during the exam or end-of-term test is indicated by the teacher.

V. Grades

1. Pursuant to the Study Regulations in force at WSB University, the following grades are used for examinations and credits:
   - very good 5.0
   - good plus 4.5
   - good 4.0
   - satisfactory plus 3.5
   - satisfactory 3.0
   - unsatisfactory (fail) 2.0

2. A student who has received an unsatisfactory grade in the subject may take the resit exam only once, after receiving the credit for the course. If the student fails the scheduled exam or fails to take the scheduled exam, the student is entitled to re-sit the exam. If the student fails to receive a positive grade in the resit exam, the student may obtain conditional permit to continue his/her studies in the subsequent semester, under pain of passing the exam (receiving credit for the course) on the date set by the Dean.
3. The student may apply for knowledge evaluation before the examination board. The conditions for organizing the exam before the examination board are set out in the Study Regulations.

Annex 2 to the Learning Outcomes Verification System

PRINCIPLES OF ARCHIVING STUDENTS' WRITTEN ASSIGNMENTS

1. The types of written assignments of students include:
   1) mid-term written assignments (quizzes, tests, exams, design works, etc.)
   2) end-of term tests and exam papers,
   3) Bachelor's, Bachelor of Engineering, or Master's theses,
   4) publications,
   5) other materials confirming the achievement of the learning outcomes outlined in the study program.

   Mid-term, end-of-term and exam papers written by students are stored by the course teacher until the end of the current semester. The student has the right to review the graded written assignment within two weeks of the results being announced if it serves as a basis for passing the course.
2. Subsequently, the course teacher is obliged to submit all written assignments to the head of the Dean's Office by 31 March (winter semester) and by 31 October (summer semester).
3. Written assignments should be delivered by the teacher in a briefcase, envelope or file described in the following way:
   - the field of study,
   - the number of the semester,
   - the name and surname of the teacher,
   - the name of a subject,
   - the learning outcome code in the learning outcome matrix

   In addition, a grading scale and, optionally, evaluation criteria should be attached.
   In the case of an oral exam, the teacher is required to provide a list of exam questions.
   The course teacher may submit the electronic versions of assignments on a CD described similarly to written assignments submitted. If the assignment is delivered on a CD, please attach a list of grades for each assignment. If the assessment was conducted by means of the OnlineWSB Platform or the Inspera electronic examination system, the teacher is not required to submit the written assignments. The assignments are automatically archived by these systems.
4. All activities related to the course of the students' learning process and providing them with feedback, including end-of-term assignments, test results are saved on the university's remote learning platform. Therefore, teachers who conduct education and verification of learning outcomes using the OnlineWSB Platform are not required to submit electronic versions of assignments or examination papers to the Dean's Office.
5. The written assignments are kept in the archive for the entire period of education.
6. The thesis approved by the supervisor ought to be submitted to the Dean's Office in the following form: a PDF file with the full version approved by the thesis supervisor; a scan of the statement of the student about writing the thesis independently. The file with the thesis together with the statement should be uploaded in the Virtual University in the Thesis tab.

Annex 3 to the Learning Outcomes Verification System

PRINCIPLES OF THE PREPARATION OF PROJECTS

I. Basic requirements:

1. The project is implemented by the student as part of the classes specified in the study program.
2. The project made by the student takes the form of a written assignment, prepared according to the guidelines set out below and detailed requirements indicated by the teacher in the course syllabus approved by the head of the given department.
3. The scope of the project prepared by the student is related to the student workload necessary to implement the project, reflected by the ECTS credits contained in the study plan.
4. The project is prepared by the student independently. Group projects are allowed. The size of the group is determined by the teacher.
5. The project is subject to evaluation.
6. Project preparation should develop the following skills:
   a) active use of knowledge acquired during classes and applying it in practice,
   b) obtaining information from the literature, databases and other sources, integrating and interpreting it,
   c) noticing regularities occurring within the studied phenomena,
   d) drawing conclusions, formulating and substantiating opinions,
   e) conducting logical course of arguments,
   f) preparing written papers,
   g) using clear and precise language.
7. Depending on the specificity of the project, its implementation can further develop the following skills:
   a) teamwork
   b) identifying and assessing problems,
   c) the practical application of analytical, simulation or experimental methods,
   d) using properly selected methods for project management and process optimization,
   e) planning scientific research and synthesizing obtained results.

II. Editorial requirements

1. The structure of the paper is determined by the course teacher and results from the specificity of the project. Each project has a title page prepared according to the template attached to this document.
2. Work format: A 4.
3. Font: *Times New Roman.*
4. Primary font size: 12 points
5. Line spacing: 1.5 points

6. Margins: left: 3.5 cm; upper, lower and right: 2.5 cm; in two-sided printout, mirror margins.
7. Mandatory use of text justification.
8. A hyphenation function is allowed.
9. All pages of the paper are numbered (page numbering in the footer, numbering of even pages left, on odd to right, *Times New Roman* font size 12 points. The first page (unnumbered) is the title page of the project.
10. *Principles of thesis writing* apply to preparing a bibliographic description, footnotes, tables, graphs, figures, block diagrams, and rules for placing formulas.

III. Final Provisions

Projects prepared by students are archived in accordance with the principles set out in the document entitled *Principles of Archiving Students' Written Assignments*

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Annex 1 to the Principles of the Preparation of Projects

WSB University
Department……..
Field of study: ....
Mode of Study: .....
Semester: .....
Register number: .....

Student's first name and surname

PROJECT TITLE: .....

Project written under the supervision of:

Title / degree, name and surname

Place of submitting the project (depending on the University campus), date 20XX:

Dąbrowa Górnicza, ... (date)