Dąbrowa Górnicza, 16/10/2020.

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

**§ 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 undertaken is to provide material resources supporting a high level of education and research.
3. These activities are carried out through:
4. adjusting the equipment of classrooms and the Main Library of WSB and faculty libraries to the needs related to education within the framework of the courses of study and areas of scientific and research activity,
5. modernization and renewal of IT resources required for the education and research process,
6. improving the infrastructure used in education with the use of distance learning methods and techniques,
7. 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:
2. Deans, Vice-Deans, **Director of the Centre for Postgraduate Studies and Training,** Coordinator for Persons with Disabilities, Director of the Centre for Modern Educational Methods and Technologies, academic teachers are required to report information on the necessary resources of teaching and research infrastructure to the Director of Administration and IT Department Director.
3. The Administrative Director is responsible for planning and purchasing based on the ongoing analysis of material resource needs to ensure the highest possible quality of education.
4. The IT Department Director is responsible for planning and making purchases within the IT infrastructure.
5. **The Director of the Centre for Postgraduate Studies and Training** is responsible for monitoring the quality of teaching infrastructure resources necessary for the implementation of high-quality education at postgraduate studies.
6. The director of the Science Centre and the Academic Library is responsible for monitoring the titles of publications recommended by teaching teachers in the syllabuses, rational planning of purchases and making supplements to the library collections necessary for the implementation of the education process at the university, and carrying out systematic reviews of library resources.
7. The disability coordinator is responsible for monitoring the resources of teaching infrastructure for the needs of disabled people.
8. Students - by assessing the quality of infrastructure as part of periodic evaluation studies and as part of ongoing contact with university employees .

**§ 3 Description of Conduct**

1. The analysis and monitoring of material needs is carried out on an ongoing basis.
2. Replenishment of the necessary material resources, including equipment repair, is carried out on an ongoing basis at the request of the lecturers. Before each class, each lecturer is required to carry out ongoing assessment of infrastructure and equipment in terms of health and safety and proper operation. It immediately informs the Administrative Director or the Director of the IT department in the event of damage to the IT infrastructure about any damage and irregularities, who take appropriate measures to quickly solve the problems that arise.
3. The administrative director or IT director, at the request of the lecturer teaching the course 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. Academic teachers are required to provide the vice-dean responsible for a given field of study with information on the need for or supplementing material resources necessary to conduct didactic classes.
6. Before each commencing academic year, the Director of Administrative Affairs, the Director of the IT Department, the Director of the Centre for Modern Educational Methods and Technologies, in consultation with the Vice-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 equipment of classrooms is assessed by the Director of Administration, taking into account the requests and applications of the Dean and Vice-Deans, the Director of the Centre for Postgraduate Studies and Training, and the Director of the Centre for Science and Academic Library , Coordinator for the Disabled, and research and teaching staff.
8. The IT infrastructure is assessed by the Director of the IT Department, taking into account the applications and applications of the Dean and Vice-Deans, the Director of the Centre for Postgraduate Studies and Training, and the Director of the Science Centre and Academic Library , Coordinator for People with Disabilities, and research and teaching staff.
9. The distance education infrastructure is assessed by the Director of the Centre for Modern Educational Methods and Technologies.
10. The basis for planning and supplementing the library collections at the university is the information provided by lecturers in the syllabuses relating to the publications that are compulsory literature for the given classes. In justified cases, it is allowed to provide the required publications by means of interlibrary loans.

.