**Order No. 77/R/WSPA/2022-2023**

**Rector of the University of Enterprise and Administration in Lublin**

**from June 21, 2023**

**on the system for verifying the achievement of learning outcomes**

**at the University of Enterprise and Administration in Lublin**

*Pursuant to art. 23 sec. 1 and 2 point 2 of the Act of 20 July 2018* *The Law on Higher Education
and Science (consolidated text: Journal of Laws, Journal of Laws of 2022, item 574, as amended ) and § 18 section 2 item 2 of the Statute of the University of Enterprise and Administration in Lublin, the consolidated text of which is an annex to the Resolution of the Management Board of Dyplom Sp. z o. o . with its registered office in Łódź of May 16, 2022 on amending the Statute of the University of Enterprise and Administration in Lublin, I hereby order the following:*

**§ 1.**

I hereby approve the system for verifying the achievement of learning outcomes at the University of Enterprise and Administration in Lublin in the wording specified in Annex No. 1 to this regulation.

**§2.**

On the date of entry into force of this order, order no. 54/R/WSPA/2022-2023 of the Rector of the University of Enterprise and Administration in Lublin of 23 May 2023 shall cease to apply.

**§3.**

The order comes into force on the date of its signing.

*Appendix No. 1 to Order No. 77/R/WSPA/2022-2023 of the Rector of the University of Enterprise
and Administration in Lublin of June 21, 2023*

**LEARNING OUTCOMES VERIFICATION SYSTEM**

 **AT THE UNIVERSITY OF ENTERPRISE AND ADMINISTRATION IN LUBLIN**

**§ 1.**

**Description of learning outcomes – general guidelines**

1. The learning outcomes forecast for the degree programme are adopted in the manner established by the relevant provisions of the WSPA in Lublin and introduced into the relevant syllabuses with the assumption that they should be described in detail in the syllabuses – in the form of subject-specific learning outcomes in such a way that it is possible to clearly determine whether they have been achieved by the student.
2. Learning outcomes constitute the basis for determining the scope of educational content, their location in educational modules, and the sequencing of subjects.
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 takes into account the learning outcomes defined within the second-level characteristics of the Polish Qualifications Framework and the universal characteristics of the PQF levels defined for a given level of studies (levels 6-8). The field effects must be defined in such a way that it is possible to determine whether they have been achieved by the student and graduate.
5. Learning outcomes are written in the form of outcomes for a given field of study. Their details are found in the syllabuses. The outcomes should be detailed, specific, measurable and comprehensive of the assumed learning goals.

**§2.**

**Description of methods for verifying learning outcomes**

1. Verification of learning outcomes is carried out at various stages of education:
2. verification of learning outcomes during teaching classes,
3. verification of learning outcomes during professional internship,
4. verification of learning outcomes in the course of preparing a diploma thesis and the submitted diploma examination.
5. The study program of each field should specify purposefully and reasonably planned, specified, specific methods of continuous and summative assessment of learning outcomes in order to systematically apply them by academic teachers or other persons conducting classes and to reliably check and evaluate the learning outcomes acquired by students.
6. The selection of methods for verifying learning outcomes should take into account the form of classes and result from the educational objectives.
7. The method of verifying the learning outcomes assumed in individual subjects is specified in the syllabus approved together with the study programs by the University Senate. The syllabus specifies the methods of verifying the outcomes, taking into account the compliance of the verification method with the specified content.
8. The verification of learning outcomes achieved by students includes knowledge, skills and social competences related to a given subject.
9. The academic teacher will always take into account the student's achievement in the three above-mentioned areas in the case of each student assessment determined by him, both formative and final (summary). Thus, the academic teacher, when making each student assessment - and above all the final one - separately controls the degree to which learning outcomes in terms of knowledge, skills and social competences have been achieved.
10. The academic teacher is obliged to inform the student each time about his or her achievements or shortcomings (and their assessment) in the three above-mentioned scopes – in the case of each student assessment determined by the teacher, both formative and final.
11. Staged work (examination, credit) may be carried out, among others, in the following forms: oral examination, written examination, colloquium, credit test, oral answer, written work, individual project, group project, implementation of tasks/exercises, discussion, debate, multimedia presentation, oral presentation, observation, situation simulations, lesson scenarios, conducting a lesson.
12. Oral examinations and tests should be held in the presence of at least two students.
13. In each of the above forms, the instructor specifies the assessment criteria, provides its components, and justifies the assessment received by the student. The assessment criteria and its components are specified in the course card (syllabus).
14. Attendance at classes cannot be a method of verifying learning outcomes.
15. The student's final assessment is entered into the protocol and is a summary of the assessments in the field of knowledge, skills and social competences.
16. After completing the teaching activities, the academic teacher is obliged to complete a report on the verification of the learning outcomes specified in the subject card, in accordance with Annex No. 1 to this regulation.
17. The method of verifying the learning outcomes achieved during the internship is specified in the relevant Internship Regulations.
18. The diploma regulations describe the course of the diploma process, including: submitting, approving, announcing and selecting topics of diploma theses, principles of conducting diploma seminars, submitting diploma theses, preparing reviews of diploma theses, and the course of the diploma examination.

**§3 .**

**Verification of the achieved learning outcomes by students with disabilities**

The university ensures that students with disabilities have the method of verifying the achieved learning outcomes adapted to their individual needs by providing the possibility of:

1. adapting the form of examinations and assessments to the needs resulting from the type of student’s disability, including changing the form of the examination/assessment from written to oral and vice versa;
2. extension of the time for taking exams and tests;
3. assistance from an assistant in reading questions and marking answers;
4. adaptation of examination and assessment materials (larger font, electronic form, documents in Braille);
5. taking the exam in a separate room;
6. individual organization of the examination session.

**§4.**

**Archiving of student work**

Detailed rules for archiving works are specified in separate regulations.

**§5.**

**Mechanisms for checking the degree to which the learning outcomes assumed in the program have been achieved**

1. The specific Education Quality Teams, chaired by the Dean, are responsible for assessing the degree to which learning outcomes have been achieved.
2. The guidelines for assessing the degree of achievement of learning outcomes are specified in the procedures of the Internal Education Quality Assurance System, which apply in particular to:
3. monitoring of staged works,
4. monitoring of diploma theses,
5. monitoring of professional practices,
6. analysis of the assessment structure,
7. report from a survey conducted among students,
8. analysis of learning outcome coverage,
9. opinions of academic teachers and other people conducting classes,
10. observations of teaching activities,
11. monitoring the professional fate of WSPA graduates.
12. The Rector’s Plenipotentiary for the Quality of Education supervises the monitoring of stage works and diploma theses.
13. Supervision over the monitoring of professional practice is performed by the director and plenipotentiaries for professional practice.
14. The conclusions from the conducted monitoring are presented at the meeting of the Dean’s College.

**§6.**

**Availability of information on learning outcomes**

1. The description of learning outcomes is made public on the university website.
2. The description of the method of verifying learning outcomes is published on the university website.

**§7.**

**Related documents**

1. Study regulations,
2. Diploma procedures,
3. Anti-plagiarism procedure ,
4. Internship regulations,
5. Procedures of the Internal Education Quality Assurance System,
6. Order regarding the principles of storing, collecting and archiving full-time work of students of the University of Enterprise and Administration in Lublin,
7. Order regarding the principles of verification of achieved learning outcomes using electronic means of communication.

**ANNEX 1**

**Report on the verification of learning outcomes assumed in the subject card**

|  |  |
| --- | --- |
| **Subject name** |  |
| **Form of classes** |  |
| **The person in charge** |  |
| **Field of study** |  |
| **Study mode** |  |
| **Semester of studies** |  |
| **Degree of study** |  |
| **Academic year** |  |

|  |  |
| --- | --- |
| **Learning outcomes as defined in the subject syllabus** | **Applied stage works (partial, final)** |
| W – Knowledge: |  |
|  |  |
|  |  |
|  |  |
|  |  |
| U – Skills: |  |
|  |  |
|  |  |
|  |  |
|  |  |
| K – Competencies: |  |
|  |  |
|  |  |
|  |  |
| **Collected documentation** *(e.g. completed and graded tests, archived projects, completed exercises, lab reports):* |
|  |

**% share of individual stage works in the final assessment:**

|  |  |
| --- | --- |
| **Applied stage work (partial, final)** | **% share in final grade** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Student ratings:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student's name and surname** | **Partial rating no. 1\*** | **Partial rating no. 2\*** | **Partial rating no. 3\*** | **Final grade** | **Justification for the assessment** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*if applicable

**After verifying and assessing the learning outcomes achieved by students taking the above-mentioned course, I conclude that there is a need for changes in the way the course is conducted in the next cycle with regard to:**

|  |  |
| --- | --- |
| the substantive content of the curriculum and related subject-specific learning outcomes | **YES\* / NO** |
| form and method of conducting classes | **YES\* / NO** |
| the form and method of carrying out partial credits | **YES\* / NO** |
| form and method of completing final exams | **YES\* / NO** |
| resources and teaching infrastructure | **YES\* / NO** |

\*If you check the "YES" box, please specify:

Comments:

Date and signature of the person teaching the subject: