

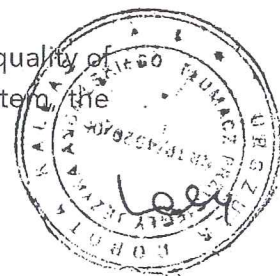


Translation from the original document in Polish

Appendix No. 3
to the Order of the President of the University No. 168/2021
dated 27 October 2021

Organizational structure and detailed competences of the participants in the University's Educational Quality Assurance System.

1. The President of the University is the person responsible for the organization and supervision of the implementation of the process and quality of education. Under the authority of the President of the University some of the responsibilities in this area are assumed by the Deputy President of the University who, among other things, shall supervise the University's Educational Quality Assurance System.
2. The Senate shall determine, in line with the University's Policy, the programs of Master's degree studies and postgraduate studies and the program of studies of the Doctoral School. The curriculum for postgraduate studies shall be reviewed by the Faculty College and the Senate Committee on Education, and in the case of a curriculum, the appropriate body of the Student Government shall also express their opinion. The curriculum in the Doctoral School shall be reviewed by the discipline councils, the Doctoral Student Council, and the Senate Committee on Education.
3. The President of the University shall establish and close degree programs in a particular area of studies, level and profile, as well as postgraduate programs and doctoral schools. The President of the University shall delegate the tasks connected with the organization of the Master's degree programs and postgraduate programs to the appropriate department or unit, for which the provisions of the University's Educational Quality Assurance System documents concerning the department shall be applied in accordance with § 78 of the Statutes of the University of Agriculture in Kraków. The organizational structure and documents of the University's Educational Quality Assurance System shall use its own nomenclature.
4. In the units of the University, some of the duties related to education and the quality of education are taken over by: the Dean at the faculty level and director or head, including the Director of the Doctoral School at the level of the general university unit. At the request of the Dean and the director or head of the general university unit, some of the duties may be delegated to the Deputy Dean or appropriate Assistant Dean, respectively. At postgraduate studies, the person responsible for the organization of the educational process shall be a manager of postgraduate studies appointed by the President of the University at the request of the Dean. In order to develop a draft curriculum for the Master's degree program or postgraduate program, with the approval of the President of the University, the Dean may appoint an ad-hoc curriculum committee. The Council shall be responsible for determining the curriculum of the Doctoral School.
5. For the purpose of undertaking actions aimed at ensuring and improving the quality of education and organizing the University's Educational Quality Assurance System



President of the University shall appoints the Plenipotentiary of the President of the University in charge of the quality of education and the President of the University's Committee in charge of the quality of education. With the approval of the President of the University, the Dean and the Director of the Doctoral School shall appoint a proxy and an appropriate committee, respectively: Dean's Plenipotentiary in charge of the quality of education and Doctoral School Director's Plenipotentiary in charge of the quality of education and Doctoral School's Committee in charge of the quality of education. The plenipotentiaries shall manage the work of teams responsible for implementing and evaluating the effects of the implementation of specific methods and procedures for implementation of the System and to improving the effectiveness of the University's Educational Quality Assurance System.

6. In postgraduate programs, the director of the studies shall be responsible for the operation of the System. The scope of its tasks shall include analysis and evaluation of the educational process and introducing changes aimed to improve education and the curriculum of postgraduate studies.
7. Proper operation of the University's Educational Quality Assurance System requires an appropriate, clearly described organizational structure, namely:
 - 1) individuals and internal and external stakeholders involved at all levels of operation;
 - 2) adequate flow of information between the participants of the educational process.

An organizational chart of the quality system at the University, department, and Doctoral School levels, with elements of the decision-making processes, is shown in figures 1-3.

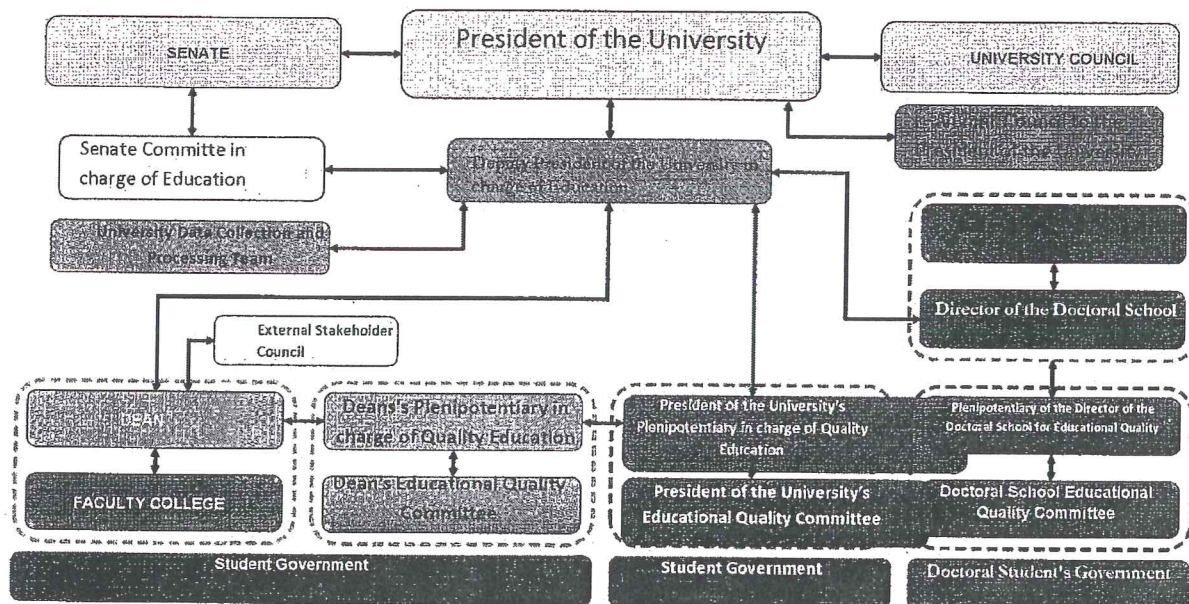


Fig. 1: Organisational chart of University's Educational Quality Assurance System at the university level



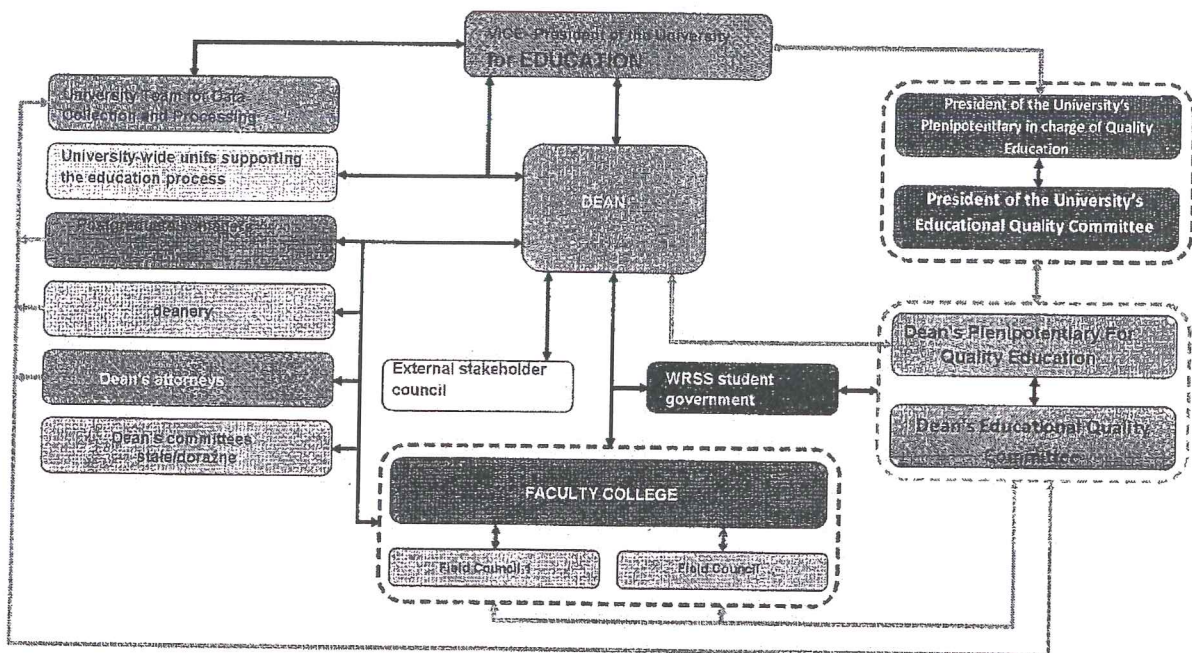


Fig. 2 Organizational chart of University's Educational Quality Assurance System on the faculty level

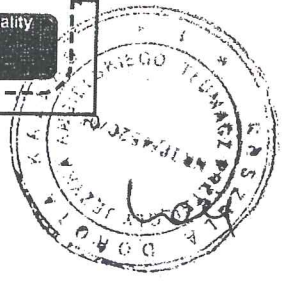
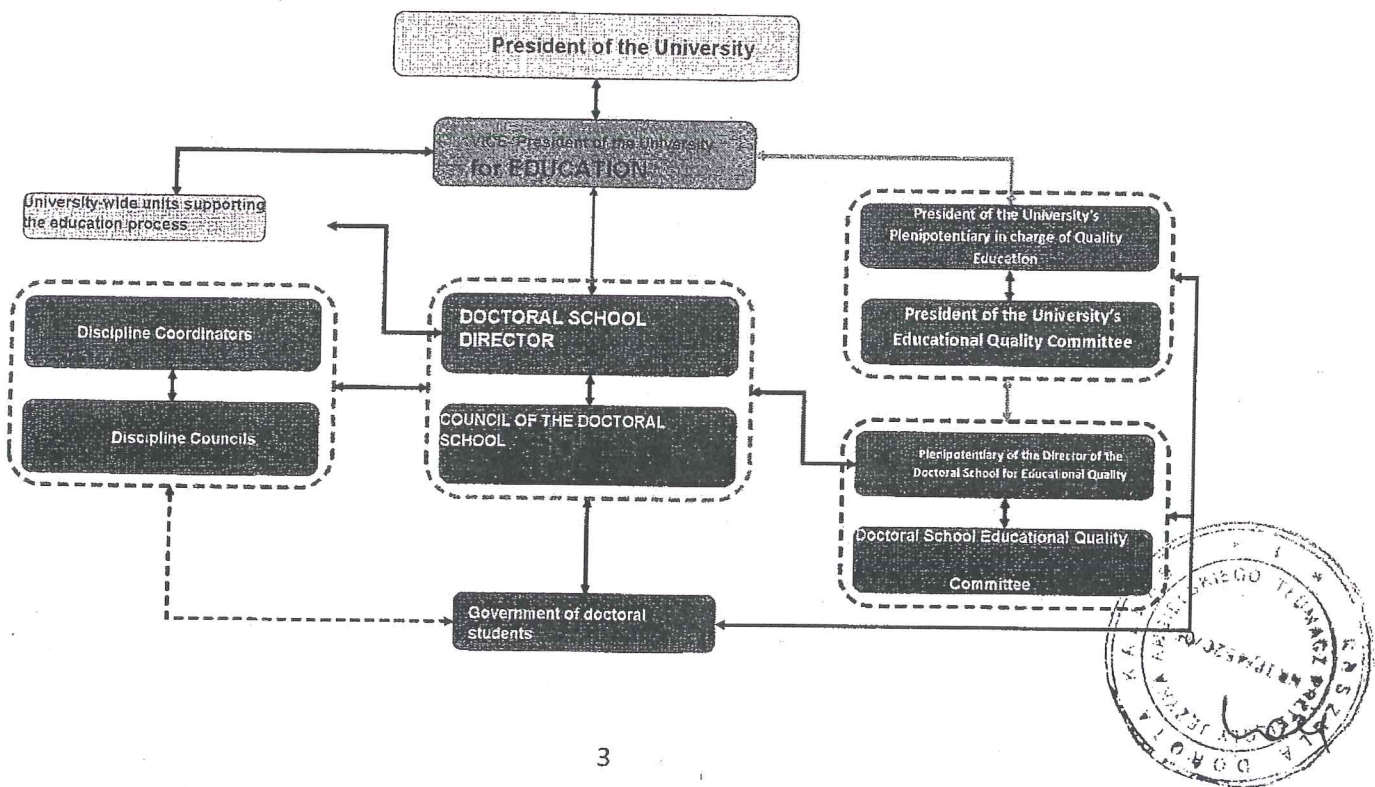


Fig. 3 The organizational chart of University's Educational Quality Assurance System at the doctoral school level

Specific competencies of University's Educational Quality Assurance System participants:

1. President of the University

One-person body of the Hugo Kołłątaj University of Agriculture in Kraków, which manages the University and takes decisions in all matters concerning the University not reserved for other bodies. By power of attorney, the President of the University may delegate specific responsibilities to persons holding managerial positions at the University. In order to perform specific tasks, the President of the University may appoint permanent and ad-hoc President of the University's committees, task forces, managers, coordinators and plenipotentiaries, determining the scope and method of their operation and the scope of powers granted.

Tasks of the President of the University shall include:

- preparation of the draft Statute and the draft University's Strategy;
- informing the Senate about the implementation of the University's Strategy;
- carrying out personnel policies at the University;
- creating and closing Master's degree programs in a specific field of study and postgraduate programs;
- creating and closing doctoral schools;
- delegating the administration of Master's degree programs to appropriate units of the University;
- supervision and coordination of educational and research activities at the University;
- supervision over the implementation and improvement of University's Educational Quality Assurance System;
- introduction of regulations, which are among others the basis for taking actions in the field of education organization and implementation of University's Educational Quality Assurance System documents;
- carrying out other tasks specified in the Act and the Statute.

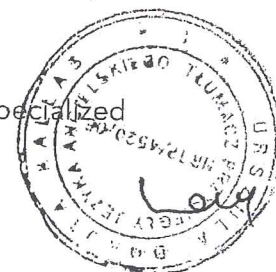
2. Senate

Chairman: President of the University

Collective body being the highest representation of the University community. The Senate may appoint permanent and ad-hoc Senate committees, specifying their tasks.

Tasks of the Senate:

- enacting the Statutes of the University;
- enacting the University's Strategy and approving a report on its implementation;
- determining conditions, procedures and dates of commencement and termination of student admissions, as well as for specialized education;
- establishing admission policies for the Doctoral School;
- adopting the Regulations of the Master's degree Program and the Regulations of the Doctoral School;
- determining guidelines for the development of degree programs;
- establishing curricula for degree programs, post-graduate studies and specialized



- education;
- establishing curricula for doctoral schools;
- determining the method of validation of academic performance;
- performing tasks set forth in the Integrated Qualification System;
- accepting the annual self-assessment report on the operation of the University's Educational Quality Assurance System
- performing other tasks specified in the Act and the Statute..

3. University Council

Chairman: Person appointed by the Senate in accordance with the procedure set forth in the Statutes

Collective advisory and supervisory body of the University.

Tasks of the University Council:

- expressing opinions on the draft Statutes of the University;
- expressing opinions on the University's draft Strategy;
- expressing opinions on the report on the implementation of the University Strategy;
- performing other tasks specified in the Statute.

4. Alumni Council to the President of the University

The President of the University's opinion-making and advisory body, examining matters important for the University submitted by the President of the University, appointed in order to start and develop cooperation of the University community with the social and economic circles, as well as promoting the University of Agriculture in Kraków as a modern research and teaching institution.

5. Vice President of the University in charge of Education

Person holding managerial position at the University appointed by the President of the University to carry out and coordinate teaching activities of the University and handle students' affairs.

Tasks of the Vice President of the University:

- overseeing the strategy for the development and improvement of educational quality;
- promoting activities aimed at ensuring high quality of education and supervising the University's Educational Quality Assurance System;
- overseeing matters related to university accreditation;
- coordinating and supervising education of students and implemented programs of studies;
- supervising the operation of postgraduate studies and other forms of education;
- supervising student enrollment procedures;
- approving and supervising the planning of and accounting for the annual teaching load of academic staff;
- managing the scholarship fund for students and doctoral students, taking into account powers of the Student Government and the Doctoral Student Government;
- overseeing the management of the University's resources, assets and property used in the educational process;
- cooperating with the Student Council and the Doctoral Student Council as well as



- with other student organizations;
- supervising the operation of selected general university units, including those supporting the education process;
- supervising and coordinating the operation of the University Student Service System (USOS), in cooperation with the IT Department;
- performing other tasks on the basis of powers and authorizations granted by the President of the University.

6. Senate Committee in charge of Education

Chairman: A person appointed by the Senate, at the request of the President of the University

Body established in accordance with the procedures set forth in the Statutes to examine, prepare and give opinions on matters related to education that are the subject of the Senate's deliberations.

Tasks of the Senate Committee in charge of Education:

- reviewing and judging the Study's Regulations and Regulations of the Doctoral School;
- reviewing and judging the guidelines for the development of degree programs;
- reviewing and judging the curricula of studies, postgraduate studies and specialized education program and revisions thereto;
- reviewing and judging doctoral school curricula and revisions thereto;
- giving an opinion on the conditions, mode and date of commencement and termination of admissions to degree programs as well as specialized education;
- reviewing and judging the methods of confirm the learning outcomes;
- performing other tasks as determined by the Senate or the President of the University.

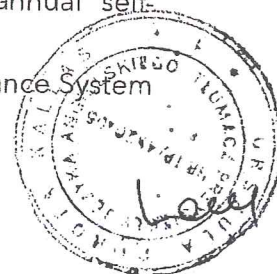
7. President of the University's Committee in charge of the Quality of Education

Chairman: Plenipotentiary of the President of the University in charge of the quality of education

The aim of the President of the University's Committee in charge of the Quality of Education is to undertake activities aimed at ensuring and improving the quality of education at the Hugo Kołłątaj University of Agriculture in Kraków.

Tasks of the President of the University's Committee in charge of the Quality of Education:

- planning activities related to the adaptation of the University's internal documents on educational quality assurance to current legal requirements;
- developing proposals and suggested actions to achieve goals consistent with the University's Mission, Strategy, and Educational Quality Policy;
- developing, updating and improving procedures related to the University Educational Quality Assurance System;
- developing and updating templates of documents related to the assessment of the quality of education at the University (questionnaires, protocols, annual self-evaluation reports, etc.);
- monitoring individual areas of the University Educational Quality Assurance System functioning;



- participating in preparing annual self-evaluation reports on the operation of the University Educational Quality Assurance System and suggesting improvements thereto;
- promoting, among the academic community, good practices concerning the quality of education at the University;
- cooperating with other domestic and foreign academic centers in improving the quality of education;
- analyzing the information obtained from the social and economic circles about trends and their changes concerning the requirements of the labor market;
- monitoring the adequacy of public access to information on the quality of education and the operation of University Educational Quality Assurance System with respect to various stakeholder groups;
- promoting pro-quality initiatives among the University's academic community.

To accomplish the above tasks, the Chairman of the President of the University's Committee in charge of the Quality of Education within the Committee may appoint working teams.

Tasks of the Plenipotentiary of the President of the University in charge of the quality of education:

- managing the work of the Rector's Committee in charge of the Quality of Education;
- establishing the schedule for the implementation of tasks related to the assessment of the quality of education in particular areas;
- cooperating with units of the University as regards the activities related to the quality of education;
- organizing, at the request of the President of the University, regular improvement activities in accordance with the University's Education Quality Policy;
- providing the education quality committees of the various units of the University with recommendations for improving the quality of education;
- cooperating with the Student Government, the Doctoral Student Government, the President of the University's Plenipotentiary for Persons with Disabilities and with the plenipotentiaries in charge of the quality of education in the scope of activities supporting the quality of education at the University;
- preparing and submitting to the President of the University the report on the realization of goals and tasks of the President of the University's Committee for the Quality of Education;
- analyzing the annual self-assessment reports on the quality of education prepared by individual units of the University;
- submitting to the President of the University and the Deputy President of the University annual self-evaluation reports on the operation of University's Educational Quality Assurance System and presenting them to the Senate.

8. Faculty College

Chairman: Dean

Consultative body of the Dean, whose task is to express, on behalf of the faculty community, opinions and formulate recommendations concerning, among other things, actions related to the educational process and the assurance and improvement of the quality of education



at the faculty level.

Tasks of the Faculty College:

- Launching or reviewing and judging activities aimed at promoting the department and the University, to support students in learning, social, academic or professional development and their entry into the labor market, as well as to develop and improve various forms of support;
- Launching or reviewing and judging activities aimed at increasing the degree of internationalization of the educational process in the faculty;
- establishing guidelines concerning the conditions and procedure of recruitment to the fields of study conducted by the faculty;
- reviewing and judging applications for the establishment or closing Master's degree studies and postgraduate studies;
- reviewing and judging study programs and revisions thereto after consultation with the appropriate body of the Student Government;
- reviewing and judging postgraduate study programs;
- reviewing and judging teaching plans of faculty units and classes carried out by other units of the University;
- reviewing and judging annual reports on the teaching activity of the basic faculty units;
- reviewing and judging actions launched and undertaken by the Dean to improve the quality of education;
- reviewing and judging annual reports and reports of the Dean's plenipotentiaries, including annual reports of self-assessment of the quality of education in the faculty;
- reviewing and judging matters pertaining to the needs and development of the department's physical resources;
- performing other tasks as specified in the Statutes or assigned by the Dean.

Tasks of the Dean and tasks assigned to the Deputy Dean in a particular area:

- managing day-to-day work of the Faculty College;
- assuming responsibility for appropriate implementation of the teaching process in the faculty, including:
 - developing draft curricula for Master's degree programs, post-graduate programs, and specialized education,
 - organization of the educational process,
 - supervising compliance with procedures connected with operation of University's Educational Quality Assurance System,
 - maintaining college and student records,
 - cooperating with the Student Government and the social and economic circles, including with the Council of External Stakeholders,
 - promoting the educational activities of the faculty;
- approving subjects of academic theses and making changes thereto;
- appointing and cooperating with standing and ad-hoc Dean's committees, faculty councils, and plenipotentiaries;
- cooperating with Senate and President of the University's committees, plenipotentiaries of the Deputy President of the University, relevant discipline



- coordinators and heads of postgraduate studies;
- performing other duties resulting from the Statutes and internal regulations of the University.

9. Faculty Council

Chairman: Academic teacher appointed by the Dean subject to the President of the University's approval

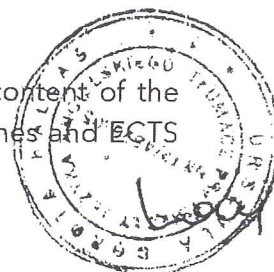
The aim of the Faculty Council is to undertake activities aimed to develop a particular field of study, with a particular focus on academic curricula and the process of education and graduation. The Council shall be composed of the academic staff teaching at faculty and representatives of students studying at the faculty, delegated by the appropriate body of the Student Government, accounting for at least 20% of the Council members.

Tasks of the Faculty Council:

- analyzing the compliance of the concept of education at the faculty with the University's Mission and Strategy;
- defining the profile of a graduate appropriate for the faculty and level of study;
- making modifications to the academic curriculum/curricula, resulting from the change of generally applicable legal regulations and internal regulations of the University, recommendations of the Polish Accreditation Committee, activities improving the University's Educational Quality Assurance System or those resulting from the analysis of the needs of the labor market;
- ensuring that academic curriculum/curricula are properly designed (in terms of the concept, learning objectives and learning outcomes);
- cooperating with internal stakeholders and the social and economic circles in the development, implementation and improvement of the academic curriculum/curricula;
- monitoring the implementation of the academic curriculum/curricula (curriculum content, schedule, forms and organization of classes, educational methods, professional practice, organization of the teaching and learning process);
- monitoring the infrastructure and educational resources used in the educational process in Master's degree programs and suggesting improvements thereto;
- monitoring the competence, experience, qualifications and number of the academic staff teaching at the faculty and their development and perfecting;
- developing and refining substantive and technical guidelines for the preparation of theses in Master's degree programs;
- reviewing and judging the compliance of subjects of Master's degree theses and their scope with the faculty's requirements, and verifying the competencies of thesis directors in this respect;
- reporting to the Chairman of the Council all difficulties and initiatives related to the proper implementation of the educational process at the faculty;
- performing other tasks assigned by the Dean, related to the field of study.

Tasks of the Chairman of the Faculty Council:

- managing day-to-day work of the Faculty Council;
- conducting consultations with course coordinators as regards the content of the course, the form of the course, the credit hours, the learning outcomes and ECTS



- scores;
- conducting consultations with internal and external stakeholders on academic curriculum/curricula at the faculty;
- submitting to the Dean and presenting to the Faculty College changes proposed to academic curriculum/curricula at the faculty;
- reporting to the Dean all difficulties and initiatives related to the proper implementation of education at the faculty;
- cooperating with the Dean's Committee in charge for the Quality of Education and with plenipotentiaries and other opinion-making bodies operating in the faculty.

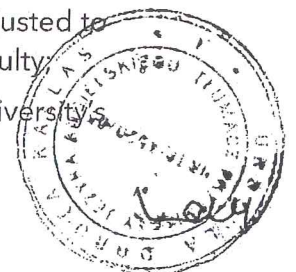
10. Dean's Committee in charge of the Quality of Education

Chairman: Dean's Plenipotentiary in charge of the Quality of Education

The aim of the Dean's Committee in charge of the Quality of Education is to take action to ensure and improve the quality of education at the faculty level.

Tasks of the Dean's Committee in charge of the Quality of Education:

- analyzing the compliance of the assumed learning outcomes described in academic curriculum/curricula with the Polish Qualification Framework for Higher Education;
- analyzing the methods and forms of education, methods of verification of learning outcomes, the degree to which students achieve the learning outcomes and reasons for possible failures;
- analyzing the results of students' evaluation of the teaching process;
- analyzing the compliance of the learning outcomes obtained in the educational process with: the scientific activity and research in academic disciplines, progress in the areas of professional activity and the needs of the labor market;
- monitoring the correct application of ECTS scores;
- monitoring the quality of academic theses and the graduation process;
- analysis of data concerning careers of graduates in specific fields of study/faculties;
- assessment of the educational infrastructure and resources used in the educational process;
- preparing annual reports of self-evaluation of the quality of education at the faculty, with indication of possible corrective, preventive and improvement actions in terms of:
 - methods of the educational process at the faculty, including the organization and conditions for conducting classes, academic curricula, methods and forms of education, and methods for verifying the learning outcomes achieved by students,
 - modernizing and developing new academic curricula,
 - student mobility,
 - competence of the academic and administrative staff related to the educational process at the faculty;
 - the quality of administrative support for the faculty's educational process;
- developing, updating and improving procedures of educational quality adjusted to and resulting from the specificity of the fields of study conducted by the faculty;
- performing other tasks assigned by the Dean and the President of the University's Committee in charge of the Quality of Education.



Tasks of the Dean's Plenipotentiary in charge of the Quality of Education.

- managing the work of the Dean's Committee in charge of the Quality of Education;
- establishing a schedule and appointing the members of the Dean's Committee in charge of the Quality of Education to carry out tasks related to assessment of the quality of education in particular areas;
- ongoing monitoring of the University's Educational Quality Assurance System operating at the faculty;
- overseeing the development, updating and improvement of the University's Educational Quality Assurance System documents at the at the faculty's level;
- cooperating with the faculty's units on issues related to the quality of education;
- cooperating with the appropriate Student Government, faculty councils, and other representatives of the Dean in activities promoting the quality of education at the faculty;
- presenting to the Faculty College and submitting to the Plenipotentiary of the President of the University in charge of the Quality of Education the annual report of the evaluation of the quality of education at the Faculty, together with the verification of the actions taken and the proposed improvement actions.

11. Doctoral School Council

Chairman: Director of the Doctoral School

Consultative body of the President of the University operating in the Doctoral School

Tasks of the Doctoral School Council:

- setting for the requirements to be met by candidates for the Doctoral School;
- revising and judging the Regulations of the Doctoral School;
- developing a draft academic curriculum for the Doctoral School;
- defining guidelines for evaluating the implementation of the academic curriculum;
- monitoring the implementation of the academic curriculum (curriculum content, schedule, forms and organization of classes, educational methods, organization of the teaching and learning process);
- ensuring conditions and initiating activities to increase the degree of internationalization of the educational process at the Doctoral School;
- monitoring of the educational infrastructure and resources used to implement the Doctoral School curriculum and suggestions for improvements thereto;
- monitoring the competence, experience, qualifications and size of the education staff and the development and improvement of the staff;
- revising and judging the method of assigning classes;
- reporting to the Chairman of the Council any difficulties and initiatives related to the proper implementation of the educational process in the Doctoral School;
- participating in the development of the principles, methods, and scope of educational promotion in the Doctoral School;
- supervision of the content of the doctoral school's curriculum and the educational quality assurance system in the Doctoral School;
- revising and judging the documents related to University's Educational Quality Assurance System, including annual reports of the evaluation of the quality of education in the Doctoral School;



- performing other educational assignments as assigned by the Director of the Doctoral School.

Tasks of the Director of the Doctoral School:

- managing day-to-day work of the Doctoral School Council;
- ensuring proper implementation of the educational process in the Doctoral School and preparing it for evaluation;
- cooperation with the University's authorities, relevant faculty councils, deans, plenipotentiaries of the President of the University and the Doctoral Student Council;
- performing other activities provided for by the law, provisions of the Statutes and resolutions and orders of the University's authorities.

12. Disciplinary Council

Chairman: Discipline Coordinator

Tasks of the Disciplinary Council:

- revising and judging the academic curriculum of the Doctoral School;
- performing other tasks as defined in the Statutes.

13. Committee in charge of the Quality of Education in the Doctoral School

Chairman: Plenipotentiary of the Director of the Doctoral School in charge of the Quality of Education

The aim of Committee in charge of the Quality of Education in the Doctoral School is to undertake activities to ensure and improve the quality of education at the Doctoral School level.

Tasks of the Committee in charge of the Quality of Education in the Doctoral School:

- analyzing the compliance of the academic curriculum with the University's Mission and Strategy;
- analyzing the compliance of the learning outcomes described in the curriculum with the Polish Qualification Framework for Higher Education;
- analyzing the methods and forms of education, the ways of verifying the learning outcomes, the degree to which doctoral students achieve the learning outcomes and the reasons for any failures;
- analyzing the evaluation of the teaching process made by doctoral students;
- monitoring the correct application of ECTS scores;
- assessing the research infrastructure and educational conditions;
- preparing the annual evaluation reports of the quality of education in the Doctoral School with indication of possible corrective and preventive actions in the field:
 - methods of the educational process at the Doctoral School, including the organization and conditions of teaching, academic curriculum/curricula, the methods and forms of education and the methods of verifying the learning outcomes achieved by doctoral students,
 - modernizing academic curriculum/curricula,
 - analyzing and assessing doctoral student mobility,
 - analyzing and assessing the competence of the teaching and administrative staff related to the educational process in the Doctoral School,
 - the quality of administrative support for the teaching process in the Doctoral School



School;

- developing, updating and improving the University's Educational Quality Assurance System procedures at the Doctoral School level;
- performing other tasks as assigned by the Director of the Doctoral School and the President of the University's Committee in the charge of the Quality of Education.

Tasks of the Plenipotentiary of the Director of the Doctoral School in the charge of the Quality of Education:

- chairing the work of the Committee in the charge of the Quality of Education in the Doctoral School;
- establishing the task establishment schedule as regards the quality of education in particular areas;
- ongoing monitoring of the operation of University's Educational Quality Assurance System in the Doctoral School;
- overseeing the development, updating and improvement of University's Educational Quality Assurance System documents at the Doctoral School level;
- presenting to the President of the University's Plenipotentiary in charge of the Quality of Education, the annual report of the self-evaluation of the quality of education at the Doctoral School, together with the verification of the actions taken and the proposal of improvement thereof.

14. Manager of Postgraduate Studies

A person appointed by the President of the University, responsible for the organization and supervision of the conduct and functioning of postgraduate studies.

Tasks of the Manager of Postgraduate Studies:

- preparing and conducting the recruitment process;
- securing the organization and conduct of the teaching and graduation process;
- conducting studies evaluation for the purpose of assessing the quality of education and evaluating and improvement of study programs.

15. Student Government

The Student Government is an association of students in first- and second-level degree programs and in long-cycle graduate programs conducted by the University. The Student Government acts through its collective and individual bodies, which are the exclusive representatives of students: University Students Government Council and Faculty Students Government Councils and their chairpersons. Collegiate bodies are also: The Board of the University Student Government Council and the University Student Election Committee.

Tasks of the relevant bodies of the Student Government:

- defending student rights;
- supporting and organizing academic, cultural, sports and other student initiatives;
- expressing the opinion of the entire student body on matters related to the teaching process and the quality of education;
- agreeing with the President of the University on the appointment of individuals to leadership positions whose responsibilities include student affairs;
- agreeing the Rules of Study with the Senate;
- expressing opinions on selected projects of internal legal acts of the University concerning the process of education and student matters, in particular through its



- representatives in the appropriate consultative bodies;
- expressing opinions on the establishment of study programs and their changes;
- electing student representatives to the University bodies and other consultative bodies at the University and faculty level;
- performing other tasks resulting from the Act on higher education and science, as well as the Statute and the Rules and Regulations of the Student Government of the Agricultural University in Kraków.

16. Doctoral Student's Government

An association of doctoral students with the right to express opinions and present proposals within the scope of its competences arising from legal regulations.

Tasks of the Doctoral Student's Government:

- representing the University's doctoral students as a whole;
- supporting and organizing scientific, cultural, sports and other initiatives of doctoral students;
- expressing the opinion of the doctoral students in general on matters related to the process and quality of education;
- agreeing with the President of the University on the appointment of persons to serve in leadership positions whose responsibilities include doctoral affairs;
- agreeing with the Senate on the Rules and Regulations of the Doctoral School;
- expressing opinions on selected projects of internal legal acts of the University concerning the process of education and doctoral issues, in particular through its representatives in the appropriate opinion-forming bodies;
- expressing opinions on the establishment of educational programs and their changes;
- electing representatives of doctoral students to the bodies of the University and other consultative bodies;
- performing other tasks resulting from the Act on Higher Education and Science, as well as the Statutes and the Rules and Regulations of the Doctoral Student Council of the Agricultural University in Kraków.

17. External Stakeholder Council

Chairman: The person elected at the first meeting from among the members of the Council
 A consultative and advisory team for the head of the unit entrusted with the provision of studies, consisting of representatives of the social and economic circles. The aim of the Council is the continuous contact of the University units with external stakeholders, who will take an active part in creating and improving the didactic process, improving study programs, as well as consulting and indicating trends in changes occurring on the labor market.

Tasks of the Council:

- expressing opinions on matters related to education in relevant fields of study and postgraduate studies;
- consulting on proposed changes to existing degree programs;
- consulting on initiatives to create new majors and postgraduate studies and on draft curricula for these studies;
- creating and developing active cooperation of the faculty with the social and



- economic circles;
- providing support in finding sites and organizing high quality student and graduate internships and externships;
- building a supportive environment for faculty initiatives and promoting the unit nationally and internationally;
- expressing opinions on other matters of the faculty submitted for the Council's consideration by the Chair or the Dean.

18. The Dean's Office or its equivalent in the unit providing the degree program

An organizational unit of the department that performs tasks of an administrative, financial, and recordkeeping nature related to the operation of the department.

Tasks of the Dean's Office:

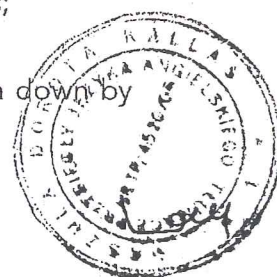
- ongoing servicing of students;
- securing the organization and conduct of the teaching process;
- conducting administrative matters related to recruitment and maintaining records of students and postgraduate students;
- preparing aggregate reports from the USOS system;
- collecting data and preparing summaries for departmental operations;
- administrative and organizational support for the External Stakeholder Council;
- performing other tasks as determined by the President of the University or Dean

19. University Data Collection and Processing Team

A team consisting of the Office of Curriculum and Quality of Education (the Division of the Vice Chancellor for Education) and the Study System Support Section (a unit of the Information Technology Department), operating with the close cooperation and support of the faculties and university-wide and administrative units. The aim of University Data Collection and Processing Team is to collect, process and archive selected data on the scale of the University in order to ensure and assess the quality of education.

Tasks of the University Data Collection and Processing Team:

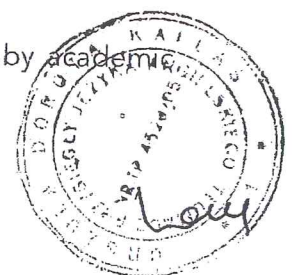
- in terms of the implementation of degree programs, collecting data on:
 - degree, form, and number of semesters,
 - number of hours of classes conducted with direct participation of academic teachers or other instructors, indicating the student workload measured in ECTS scores,
 - number of hours of professional practice and ECTS scores;
- in terms of college admissions, gathering and compilation:
 - data from the recruitment process,
 - high school graduation results of those admitted to college;
- in terms of passing each semester of study, making transcripts:
 - grade structures in subjects,
 - apprenticeship grade structures,
 - thesis grade structures,
 - final grades for the degree program, including graduation with honors;
- in terms of the qualifications and size of the teaching staff, a statement:
 - the number of teachers and other persons teaching students, broken down by



- staff group and position,
- the academic achievements of the teaching staff in each field of study,
- number and results of hospitalizations,
- results of student survey evaluations,
- results of periodic evaluations of academic teachers;
- in terms of infrastructure and study conditions, collecting data on:
 - classrooms,
 - equipment of rooms,
 - research apparatus used in the education process,
 - investments for people with disabilities,
 - library base,
 - information technology base;
- in terms of cooperation with the social and economic circles, the statement:
 - thesis completed in cooperation with companies and strategic partners,
 - other joint initiatives;
- in terms of internationalization of studies, a compilation of data on:
 - realization of the educational process by students in the framework of foreign mobility,
 - study programs realized in foreign languages,
 - international exchange of teaching staff;
- in terms of supporting students in learning, social and academic development, and entry into the workforce, compilation of data and information on:
 - consultations carried out with the management of the units providing studies,
 - participation in scientific circles, conferences and sessions of scientific circles,
 - accomplishments and scientific achievements of students, including publications,
 - conducted trainings and internships,
 - initiatives related to the education of future business leaders and entrepreneurs
 - psychological support,
 - support for people with disabilities;
- in terms of graduate research:
 - reporting the results of alumni surveys.

In order to carry out the activities listed above, the University Data Collection and Processing Team obtains detailed data from the various units of the University, including but not limited to:

- a) The Office of Curriculum and Educational Quality, responsible for:
- obtaining data from the POL-on system on fields of study, number of students and graduates,
 - archiving data on curricula of fields of study and postgraduate studies as well as their changes;
 - collecting and processing data on the implementation of the teaching process by students in individual fields of study,
 - collecting and processing data on the teaching process conducted by academic teachers and other non-teaching staff,



- records of student organizations and agendas, scientific clubs and other forms of student activities,
 - handling, monitoring and collecting documentation of the University's Educational Quality Assurance System;
- b) The Promotion and Recruitment Office, responsible for:
- collecting and processing data, as well as reporting on the recruitment of candidates for studies and post-graduate studies,
 - co-organizing and promoting University initiatives related to the process and quality of education, as well as archiving and processing data in this scope,
 - making available collected data on the results of high school exams for the needs of education quality assessment,
 - collecting data on recruitment and forwarding it for analysis and evaluation to persons responsible for the process and quality of education in the units of the University,
 - preparing, updating and distributing information on the School's teaching offer;
- c) The Office of Personal Affairs, responsible for:
- collecting and processing periodic evaluation data of the University's employees;
- d) The Office of Science, responsible for:
- archiving and processing of data on scientific research carried out in cooperation with scientific institutions and other entities in the country and abroad, in particular implemented with the participation of students and doctoral students (NCN projects),
 - monitoring scientific activity and achievements of the staff;
- e) The Office of International Cooperation and Exchange, responsible for:
- collecting and processing data on the realization of the educational process by students of individual faculties at foreign universities within the framework of international exchange programs,
 - collecting and processing data on the realization of education by foreign students at the University within the framework of international exchange programs
 - compiling data on the realization of studies in foreign languages,
 - promotion and providing foreign candidates with information about current educational offer and rules of recruitment,
 - registering the arrivals of foreign students, doctoral students and employees as well as the departures of foreign members of the University community
 - monitoring of foreign students' education cycle,
 - records of international agreements;
- f) The Office of Material Assistance and Disability Services, responsible for:
- Collecting and processing data on students and doctoral students receiving grants and scholarships,
 - collecting and processing data on student dormitories and canteens,
 - collecting and processing data on the needs of students and doctoral students with disabilities,
 - archiving data on initiatives and activities related to creating conditions for full



participation of persons with disabilities in the university admission process and in the realization of education and research;

g) The Career and Practical Education Office, responsible for:

- supporting students and graduates by collecting and disseminating information about job offers,
- participation in the organization of study visits and meetings of students with potential employers,
- supporting students in conducting, organizing and recording trainings from the so-called soft competencies,
- collecting and processing data on internships and apprenticeships for students of particular majors,
- monitoring and reporting data on the fate of graduates,
- processing and elaboration of collected data for the needs of education quality assessment and making them available to persons responsible for the process and education quality in the units of the University;

h) Technology Transfer Center, responsible for:

- collecting and making available information on completed diploma theses in cooperation with the social and economic circles,
- archiving, processing and sharing data with other units of the University on contacts with the social and economic circles;

i) The Academic Business Incubator, responsible for:

- organizing and sharing data on implemented initiatives aimed at students and graduates in the field of educating future economic leaders and entrepreneurs;

j) Administrative Center for Project Support, responsible for:

- archiving, processing and sharing data on didactic projects and projects supporting the development of the University's potential with other units of the University,
- collecting and processing data on internships of students and graduates of particular fields of study, carried out within the projects,
- Collecting and processing data on courses and trainings for students and graduates of the University;

k) The Main Library, responsible for:

- collecting and processing data on the achievements and accomplishments of academic staff, students and doctoral students,
- processing data on the collected collections and making them available for the needs of the educational process and program accreditations,
- archiving and processing information about organized trainings for students, doctoral students and employees in the field of scientific information and using collections and databases.

I, the undersigned, Urszula Dorota Kallas, sworn translator of English and French entered to the list of sworn translators kept by the Ministry of Justice of the Republic of Poland under no. TP/4520/05, certify that this is true and complete translation of the original document presented to me.

Warsaw, dated 17 December 2021; Repertory 1396/2021

